



**Office of the Controller
General Accounting – Supplier Self-Service Portal
Register an International Business**

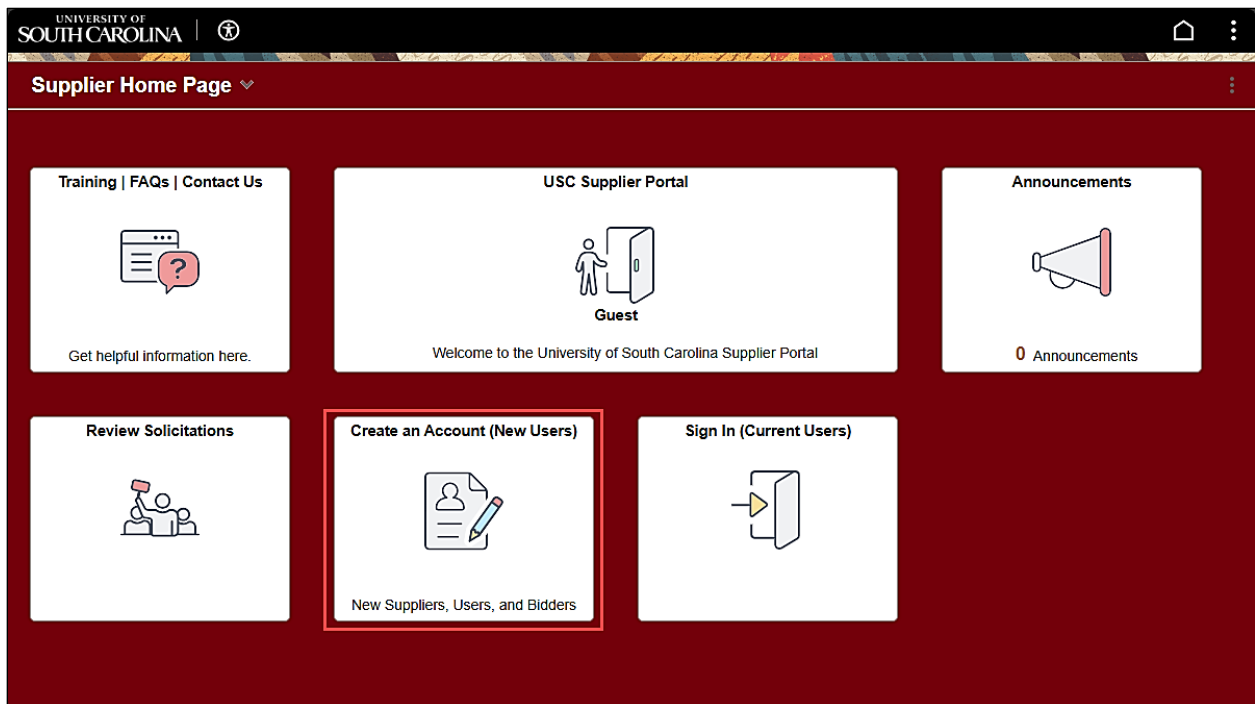
How to register as an International Business Supplier using the Supplier Self-Service Portal:

This guide is intended for external suppliers wishing to do business with the University of South Carolina. The job aid outlines the necessary steps for a supplier to register in the University of South Carolina's Supplier Self-Service Portal.

Be sure to use the **Question Mark** icons available throughout the registration process for help along the way.

Step 1: Receive an email invite to request a User ID from a USC Supplier Liaison. **Click** on the **link** in the email to take you to the Self-Service Supplier Portal.

Step 2: On the Supplier Home Page, click the **Create an Account (New Users)** tile to register as a new supplier.



Step 3: Click the More link to view more details about the information needed to complete the registration.

Before you begin the international supplier registration process you will need the following:

1. Electronic copy of current signed **W-8BEN-E** (entities) or W-8BEN or 8233 (individuals).
2. If applicable, **U.S. Tax ID** number: FEIN (entities) and SSN or ITIN (individuals).
3. **Foreign Tax ID** number

Step 4: To begin the New International Supplier Request, click the Register Now button.

The screenshot shows a web browser window with the title "User Registration". The page contains several registration options, each with a "More..." link and a "Register now" button. The "New International Supplier" section is highlighted with a red box, and its "More..." link and "Register now" button are also highlighted with red boxes. The other sections are "Get User ID - Active Supplier", "New Bidder", and "Get User ID - Current Intl. A".

User Registration

[More...](#)
[Register now](#)

Get User ID - Active Supplier
Are you an active University Supplier? You can obtain a User ID here as a domestic (U.S.) supplier. This option is NOT for Bidder/Offerors.
[More...](#)
[Register now](#)

New Bidder
DO NOT choose this option if you have been invited to register as a Supplier. Choose this option only to become a Bidder/Offeror for the purposes of submitting bids or proposals.
[More...](#)
[Register now](#)

New International Supplier
Have you been invited by a University contact to complete a new supplier registration? Use this registration if you are a non-US corporation or individual.
[More...](#)
[Register now](#)

Get User ID - Current Intl. A
Are you an active international University Supplier with a Foreign Tax ID number? Use this registration to get a User ID. This option is NOT for Bidder/Offerors.
[More...](#)
[Register now](#)

Begin the registration process by reading the Welcome and clicking the question mark for additional help text.

Step 5: Click to select **Business** as the type of entity.

Step 6: Click the **Next** button to move on to Identifying Information.

Register Supplier/Offoror

Welcome Identifying Information Addresses Contacts Submit

Exit < Previous Next >

Welcome - Step 1 of 5

HELPFUL TIP: For a step-by-step procedure to assist in completing the registration as a: **International Business**, please click [here for written aid](#) or [here for video aid](#).
International Individual, please click [here for written aid](#) or [here for video aid](#).

Welcome to the University of South Carolina international supplier registration form!

An international supplier is a non-U.S. citizen, nonresident alien individual, or foreign organization/entity. This includes international students receiving a payment such as a stipend or award (does not include reimbursement). If you do not intend to register as an international supplier, please close this window and return to the user registration page.

For more detailed instructions to assist you during the registration process, please use the ⓘ icons. To complete your registration, please fill in the information for each step of the process. Use the navigation buttons "Next" and "Previous" to move between steps. Use the "Save for Later" button to finish registration at a later time. Once you have provided all the required information, use the "Submit" button to complete your registration. You will receive an email confirmation shortly after submittal. Should we need any additional information, a member of our team will contact you. If you have any questions, please contact your UofSC Department Contact/Supplier Liaison.

Select an activity below: ⓘ

Start a new registration form
 What type of entity do you represent?
 Business
 Individual
 Continue from where you left

* Required field Exit < Previous **Next >**

Step 7: Enter your **Foreign Tax Identification**, a unique ID number issued by your government under Foreign Tax ID, and the **Company/Individual Name**. For information regarding U.S. and Foreign Tax Identification Numbers, click the **question mark** icon for help text. All fields with an asterisk (*) are required fields.

Note: **Name Continued** should be a continuation of your business name. Only use this field if the full name does not fit on line one. There is a 40-character limit in both the Name and Additional Name field.

Welcome **Identifying Information** Addresses Contacts Submit

Exit Save for Later < Previous Next >

Identifying Information - Step 2 of 5

Please complete the fields below. Any fields with an asterisk are required.

Please note that U.S. Tax Identification Number is a FEIN for international businesses and a SSN or ITIN for international individuals.

Unique ID & Company Profile ⓘ

U.S. Tax Identification Number

* Foreign Tax Identification

* Company/Individual Name [Attach SC Form I-312](#)

Name Continued

Step 8: Complete the **Profile Questions**. Please read carefully to provide accurate information. Use the magnifying glass icon to select from a list of options.

- **Question 1:** Enter the email for your USC department contact. This email is very important because it will route the registration to the contact for approval where they will identify you as someone they want to do business with.
- **Question 4:** Attach a signed and dated W-8BEN-E form. These forms expire every 3 years.

Step 9: Click the **Next** button to move on and add addresses for the supplier.

Register Supplier/Offeror

Name Continued

Profile Questions ⓘ

* 1) Enter your USC Department Contact/Supplier Liaison's email address who can verify your registration request.

* 2) What will you be providing to the University? Please click on the magnifying glass and select all that apply.

* 3) If providing a service, will the service be performed on U.S. soil? Please click on the magnifying glass and select all that apply. If not providing a service, select N/A.

* 4) Please attach a completed, signed, and certified form W-8BEN-E.

Additional Reporting Elements ⓘ

Ethnicity

Please check all that apply:

Emerging Small Business

Women-Owned Business

Veteran

Disabled

* Required field

Step 10: Add the supplier's **Primary Address**. All fields with an asterisk (*) are required fields.

Register Supplier/Offeror

Help ^

Welcome Identifying Information **Addresses** Contacts Submit

Exit Save for Later < Previous Next >

Addresses - Step 3 of 5

Enter your primary address which should be the address shown on your income tax return.

ATTENTION: For primary addresses outside of South Carolina, SCDOR Form I-312 may be required to avoid additional tax withholding (SC Code of Law Section 12-8-550).

Primary Address ⓘ

* Country

Address 1

Address 2

Address 3

Address 4

City

County Postal

State

*Email ID

Clear

Step 11: Add a Remit and/or Order address if different from the Primary address entered above.

- **Remit Address:** Checks will be sent to this address.
- **Order Address:** Purchase Orders will be issued to this address.

Note: An email address will be required for each address.

Step 12: Click the **Next** button to move on and add Contact information.

Other Addresses ⓘ

Check boxes below to indicate addresses that are different from your Primary Address above:

Remit To Address

Address for remitting payment

* Country

Address 1

Address 2

Address 3

Address 4

City

County Postal

State

Email ID

Order Address

Address for issuing purchase orders

Exit Save for Later < Previous **Next >**

Step 13: Click the **Add Contact** button to create a new user. Only one contact is allowed. Additional contacts can be added by creating a change request.

The screenshot shows a web application window titled "Register Supplier/Offeror". At the top, there is a progress bar with five steps: Welcome, Identifying Information, Addresses, **Contacts** (highlighted), and Submit. Below the progress bar are navigation buttons: Exit, Save for Later, < Previous, and Next >. The main content area is titled "Contacts - Step 4 of 5" and includes instructions: "Please provide your contact information below." and "Click the Add Contact button to create a new user (with user ID). To add additional contacts, please add through a change request. For detailed explanation of contact types, please see help section below." There is a section for "Company Contacts" with a sub-instruction "Click 'Add Contact' button below." A button labeled "Add Contact" is highlighted with a red rectangular box. At the bottom left, there is a note "* Required field".

Step 14: Add contact information. All fields with an asterisk (*) are required fields.

Step 15: Enter a **Password** and **Password Reset Question**. Password must include at least one upper case letter, lower case letter, number, and special character. It is **very** important to make note of your password as it will not be emailed to you for security reasons.

Step 16: Click the **OK** button when all required fields are complete.

The screenshot shows a web application window titled "Add Contacts". It is divided into two main sections: "Contact Information" and "User Profile Information".

Contact Information: This section contains several input fields, each with a red box around its label:

- * First Name: Maggie
- * Last Name: Todd
- Title: (empty)
- * Email ID: mgtodd@mailbox.sc.edu
- * Telephone: 8031234567
- Fax Number: (empty)
- * Contact Type: General (dropdown menu)

There is also a checkbox labeled "Primary Contact" which is unchecked.

User Profile Information: This section includes:

- A note: "Your User ID will be e-mailed to you."
- Two password fields: "*Enter a password." and "*Confirm the password." (both with red boxes around labels and masked with dots).
- A note: "Your user name"
- A dropdown menu for "*Select a password reset question." with the value "What is your best friend's name?".
- An input field for "*Enter your answer to the question." with the value "Joanne".

At the bottom left, there are two buttons: "OK" (highlighted with a red box) and "Cancel".

Step 17: Once a contact is entered, a User ID is created. This user ID will be emailed to you upon approval of your registration. This User ID will be needed to sign in to the supplier portal when a change request is required.

Step 18: Click the **Next** button to move on and complete the registration.

Register Supplier/Offeror

Welcome Identifying Information Addresses **Contacts** Submit

Exit Save for Later < Previous Next >

Contacts - Step 4 of 5

Please provide your contact information below.

Click the Add Contact button to create a new user (with user ID). To add additional contacts, please add through a change request. For detailed explanation of contact types, please see help section below.

Company Contacts

Primary	Name	User ID	Phone	Designate Address
<input checked="" type="radio"/>	Maggie Todd	SCS29168833	803/123-4567	Primary Address

Add Contact

* Required field

Exit Save for Later < Previous **Next >**

Step 19: Check to make sure the registration communications are going to the appropriate contact.

Step 20: Select the box to **accept** the **Terms and Conditions**.

Step 21: Click the **Submit** button.

Note: You can click the **Review** button to review the registration information. Click the **pencil icons** within the review page to make any necessary edits.

Register Supplier/Offeror

Welcome Identifying Information Addresses Contacts **Submit**

Exit Save for Later < Previous Next >

Submit - Step 5 of 5

Click the review button and confirm your registration before submitting. Select the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement.

Email communication regarding this registration will be sent to:
mgtodd@mailbox.sc.edu

Final password warning: If you do not remember your contact password, please return to the contact trainstop and re-enter a password before submitting this registration.

Password

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

Terms of Agreement

Review Submit

Exit Save for Later < Previous Next >

The supplier registration request has been submitted.

All Supplier Registrations will be approved by the department contact listed on the registration and then a final approval is made at the Supplier Team level.

To change the information included in the registration, please sign in to the Supplier Self-Service Portal using the User ID emailed to you and the password you created during registration.

Thank you for registering with USC and we look forward to doing business with you!

Register Supplier/Offeror ×

Registration Submit Details

Submitted

 You have successfully submitted your registration.

Your registration ID:
REG0020143

An email regarding the registration status will be sent to:
mgtodd@mailbox.sc.edu