# 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.

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<td>Receive an email invite to register from a UofSC Supplier Liaison.</td>
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**Step 1:** On the Supplier Home Page, click the **User Registration** tile to register as a new supplier.
Step 2: Click the More link to view more details regarding the information that will be needed to complete the registration.

Step 3: To begin the International Supplier Request for a new supplier, click Register Now.
Begin the registration process by reading the Welcome and clicking for additional help text.

**Step 4:** Business will default as the type of entity.

**Step 5:** Click the **Next** button to move on to Identifying Information.
For information regarding U.S. and Foreign Tax Identification Numbers, click the help text for help text.

**Step 6:** Add the Supplier’s Unique ID and Company Profile. All fields with * are required fields.

**NOTE:** Additional name should be a continuation of your individual or business name. There is a 40 character limit in both the Name and Additional Name field.
Step 7: Complete the Profile Questions. Please read carefully to provide accurate information.

**Question 1:** Enter the email for your UofSC 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 8:** Attach a signed W-8BEN-E form.

Use the Display Comment Text icon to open the question window for easy reading.

Use the to select from a list of options.

**Step 8:** Click the Next button to move on and add addresses for the supplier.
Step 9: Add the supplier's Primary Address.

All fields with an * are required.

Step 10: Add a Remit and/or Order address if different from the Primary address entered above.

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

Remit Address: Checks will be sent to this address.

Order Address: Purchase Orders will be issued to this address.

Step 11: Click the Next button to move on and add Contact information.
Step 12: 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.

Step 13: Add contact information.

All fields with an * are required.

Step 14: Click the OK button when all required fields are complete.
Step 15: Once a contact is entered, a User ID is created. It is **very** important to make note of this ID as it will not be emailed to you for security reasons.

This User ID will be needed to sign in to the supplier portal when a change request is required.

Step 16: Click the **Next** button to move on and complete the registration.
Step 17: Check to make sure the registration communications are going to the appropriate contact.

Step 18: Select the box to accept the Terms and Conditions.

Step 19: 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.
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.

You will receive an email with your Supplier ID and a temporary password that you will be prompted to change upon initial login. To make changes to the information included in the registration, please sign in to the Supplier Self-Service Portal using the User ID (noted during the initial registration in the contact step) and the temporary password sent to you in an email.

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