



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

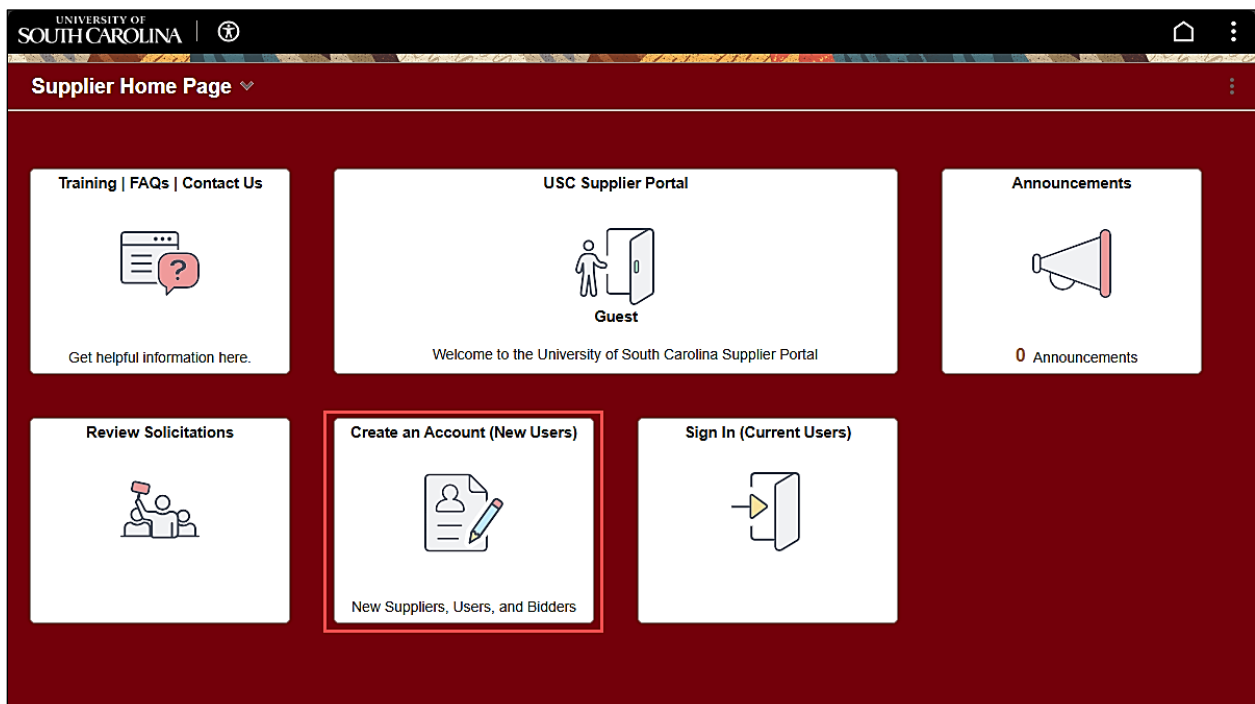
How to register as an International Individual Supplier using the Supplier Self-Service Portal:

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 User)** 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 Register Now.

The screenshot shows a mobile application interface for 'User Registration'. The page is divided into several sections, each with an icon, a title, a description, a 'More...' link, and a 'Register now' button. The 'New International Supplier' section is highlighted with a red box. The 'More...' link in this section is also highlighted with a red box. The 'Register now' button in this section is also highlighted with a red box.

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 Int. 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** icon for additional help text.

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

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

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

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 and asterisk (*) are required fields.

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

Register Supplier/Offeror

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 580000022

*Company/Individual Name Maggie Todd

Name Continued

Attach SC Form I-312

Step 8: Complete the Profile Questions. Please read carefully to provide accurate information.

- **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 form 8233 if you are receiving compensation for personal services performed in the United States, otherwise attach form W-8BEN.

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

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) If offering a service that will be performed on U.S. soil, please attach form 8233 as opposed to the form W-8BEN. Otherwise, attach a completed, signed, and certified form W-8BEN.

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 x

WelcomeIdentifying InformationAddressesContactsSubmit

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 Ireland

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.

Register Supplier/Offeror

Clear

Other Addresses ⓘ

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

Remit To Address
Address for remitting payment

* Country Ireland

Address 1

Address 2

Address 3

Address 4

City

County Postal

State

Email ID Clear

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.

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 ⓘ

Click "Add Contact" button below.

Add Contact

* Required field

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

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.

x

[Help](#)

Contact Information ⓘ

* First Name Primary Contact

* Last Name

Title

* Email ID

* Telephone Ext

Fax Number

*Contact Type

User Profile Information ⓘ

Your User ID will be e-mailed to you.

*Enter a password.

*Confirm the password.

Your user name

*Select a password reset question.

*Enter your answer to the question.

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

Help

Welcome Identifying Information Addresses **Contacts** Submit

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	SCS44582553	803/123-4567	Primary Address

* Required field

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

Help

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.

You will receive an email with your Supplier ID. To make changes to the information included in the registration, please sign in to the Supplier Self-Service Portal using the User ID that was emailed to you and the password that you created during registration.

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

Registration Component

Registration Submit Details

Submitted

✓ You have successfully submitted your registration.

Your registration ID:
REG0020144

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