



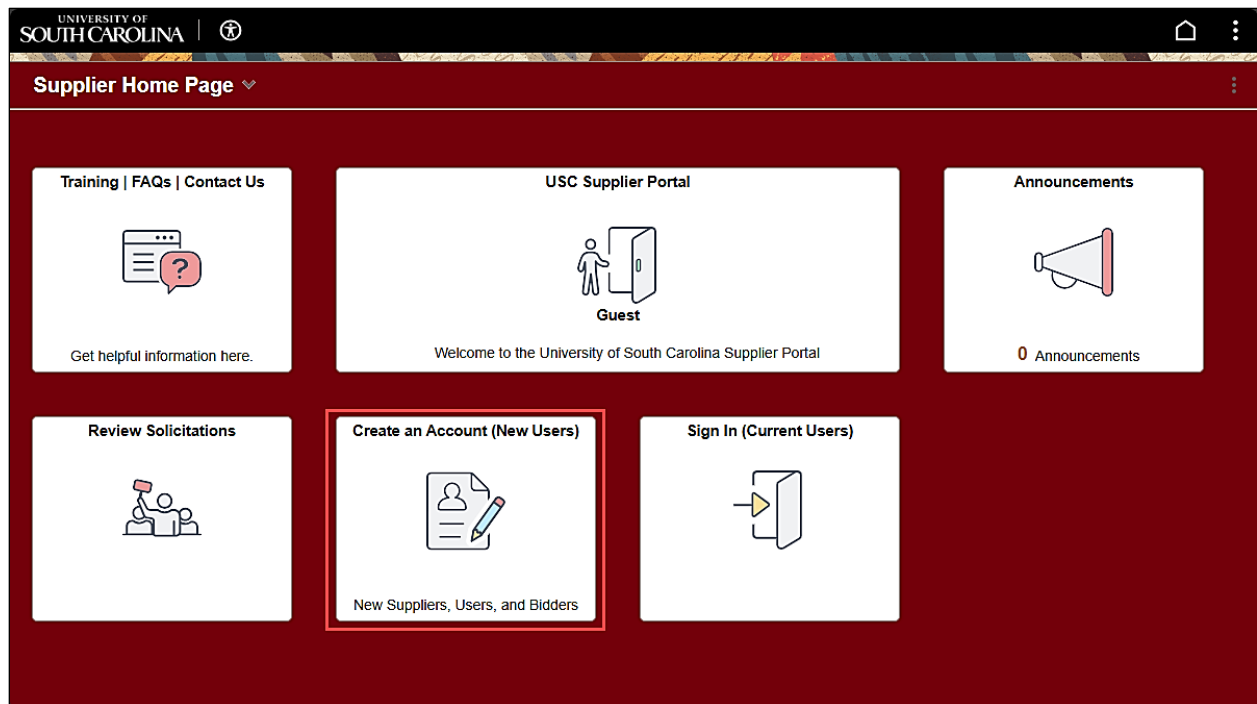
Office of the Controller General Accounting – Supplier Self-Service Portal Register a US Business Supplier

How to register as a US 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 request a User ID.

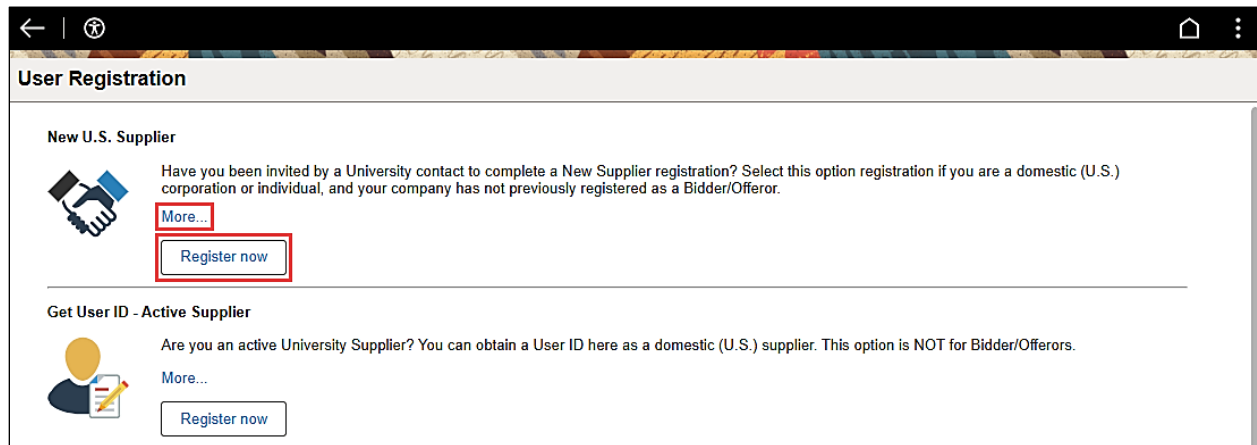


Step 3: Click the More link to view more details about the information needed to complete the registration.

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

1. Electronic copy of current signed **W-9**
2. **Tax ID** number (SSN or FEIN)
3. ACH (Direct Deposit) **bank routing and account number**

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



The screenshot shows a mobile browser interface for a 'User Registration' page. At the top, there is a navigation bar with a back arrow, a home icon, and a menu icon. Below the navigation bar, the page title 'User Registration' is displayed. The main content area is divided into two sections. The first section is titled 'New U.S. Supplier' and features an icon of two hands shaking. The text below the icon asks if the user has been invited by a University contact to complete a New Supplier registration. It provides instructions to select this option if the user is a domestic (U.S.) corporation or individual and their company has not previously registered as a Bidder/Offeror. There are two buttons: a blue 'More...' link and a white 'Register now' button. The second section is titled 'Get User ID - Active Supplier' and features an icon of a person with a document. The text asks if the user is an active University Supplier and explains that they can obtain a User ID here as a domestic (U.S.) supplier, noting that this option is not for Bidder/Offerors. There are also two buttons: a blue 'More...' link and a white 'Register now' button. Red boxes in the original image highlight the 'More...' link and the 'Register now' button in the 'New U.S. Supplier' section.

Begin the registration process by reading the Welcome and clicking the question mark icon for additional help text. This job aid demonstrates creating a registration for a **Domestic Business Supplier**.

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/Offeror

Welcome Identifying Information Addresses Contacts Payment Information Submit

Exit < Previous Next >

Welcome - Step 1 of 6

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

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

A domestic supplier is a U.S. citizen, resident alien, or U.S. organization/entity. This includes U.S. students receiving a payment such as a stipend or award (does not include reimbursement). If you do not intend to register as a domestic 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: Add the business's **Tax ID** (or your SSN if using) and **Company Name**. All fields with an asterisk (*) are required fields.

Note: **Name Continued** should be a continuation of your individual or business name if necessary. There is a 40-character limit in both the Name and Additional Name field. Leave blank if not needed for full company name.

Register Supplier/Offeror

Welcome Identifying Information Addresses Contacts Payment Information Submit

Exit Save for Later < Previous Next >

Identifying Information - Step 2 of 6

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

Please use the question mark icons at each section for more detailed instructions.

Also, please note that the TIN / SSN should be numbers only with no hyphens.

Unique ID & Company Profile

* U.S. Tax Identification Number 700000046

*Company/Individual Name PMT Consulting

Name Continued

[Attach SC Form I-312](#)

Step 8: Complete the Profile Questions. Please read carefully to provide accurate information. Use the **magnifying class 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 5:** Attach a signed W-9 form by clicking the **Add Attachment** link.
- **Last Question – ACH:** USC strongly encourages all suppliers to enroll in the ACH payment disbursement program.

Register Supplier/Offeror ×

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) For what will you be paid? Please click on the magnifying glass and select all that apply. 🔍

* 5) Please attach a completed and signed form W-9. To obtain a blank copy of the form W-9, please navigate to <https://www.irs.gov/pub/irs-pdf/fw9.pdf> from your web browser. **Add Attachment** 📎

* PAYMENT OPTION: The University of South Carolina strongly encourages all suppliers to enroll in the ACH (Direct Deposit) payment disbursement. ▼

Do you wish to enroll in or update your ACH (Direct Deposit)? Select Yes or No. If Yes you will provide your payment information on the Payment Information tab.

Please note that for initial supplier registration, not enrolling in ACH (Direct Deposit) may significantly delay payment.

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

Additional Reporting Elements ⓘ

Ethnicity

Please check all that apply:

- Emerging Small Business
- Women-Owned Business
- Veteran
- Disabled

* Required field

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

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

Register Supplier/Offeror

Welcome Identifying Information **Addresses** Contacts Payment Information Submit

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

Addresses - Step 3 of 6

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 United States

Address 1

Address 2

Address 3

City

County Postal

State South Carolina

*Email ID

Clear

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

- **Remit Address:** If applicable, checks will be sent to this address.
- **Order Address:** Purchase Orders will be issued to this 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 United States

Address 1

Address 2

Address 3

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** Payment Information Submit

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

Contacts - Step 4 of 6

Click the Add Contact button below to generate your unique user ID.

Additional contacts can be added through a change request after your registration is approved.

For a detailed explanation of contact types, click on the question mark icon 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.

Note: If you said 'yes' to ACH on the profile question in the Identifying Information step, it is required to select **ACH** as the **Contact Type**.

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.

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 enter Payment Information.

The screenshot shows a web application window titled "Register Supplier/Offeror". At the top, there is a progress bar with six steps: Welcome, Identifying Information, Addresses, **Contacts**, Payment Information, 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 6" and contains instructions: "Click the Add Contact button below to generate your unique user ID." and "Additional contacts can be added through a change request after your registration is approved." Below this is a table of "Company Contacts".

Primary	Name	User ID	Phone	Designate Address
<input checked="" type="radio"/>	Maggie Todd	SCS63455308	803/123-4567	Primary Address

Below the table is an "Add Contact" button. At the bottom of the form, there is a legend "* Required field" and a set of navigation buttons: Exit, Save for Later, < Previous, and **Next >**.

Step 19: Enter an email address(es) where you would like to receive payment remittance information. Multiple addresses should be separated by a comma and space up to a maximum of 70 characters.

Step 20: Enter the supplier’s banking information. **Branch ID** is not required.

Note: If you answered **no** to the **ACH** profile question, skip this step.

The screenshot shows a web form titled "Register Supplier/Officer" with a close button in the top right corner. Below the title are four buttons: "Exit", "Save for Later", "< Previous", and "Next >". The main heading is "Payment Information - Step 5 of 6". Below this is a paragraph: "If you elected to enroll in our ACH (Direct Deposit) program, enter an email address below to receive payment notifications. If you did not elect to enroll in ACH, click next as you will receive payments via check to the remit address provided." The "Payment Preferences" section includes: "Requested Payment Terms" (text input), "Invoice Address" (dropdown), "Remit Address" (dropdown), a checked checkbox for "Enable Email Payment Advice", an email address field containing "mgtodd@mailbox.sc.edu" (highlighted with a red box), and "Payment Method" set to "Automated Clearing House". The "Supplier Banking Information" section includes: "Country" (USA, United States), "Bank Name" (Wells Fargo, highlighted with a red box), "Bank Info Instructions" (button, highlighted with a red box), "Bank ID Qualifier" (001, United States Bank), "Bank Routing (ABA) Number" (073902274, highlighted with a red box), "Branch ID" (text input), "Account Type" (Check Acct, dropdown, highlighted with a red box), "Show/Edit Bank Account Number" (checkbox), "Bank Account Number" (text input with asterisks, highlighted with a red box), "Check Digit" (text input), "DFI Qualifier" (01, Transit Number), "DFI ID" (073902274), "IBAN" (text input), and "Bank Address" (text input).

Step 21: Click the **Bank Info Instructions** button to view a sample check to help determine the bank routing number and account number.

Register Supplier/Officer

Payment Information - Step 5 of 6

If you elected to enroll in our ACH (Direct Deposit) program, you will receive payments via check to the remit address provided.

Payment Preferences

Requested Payment Terms

Invoice Address

Remit Address

Enable

*Email Address

Payment Method

Supplier Banking Information

Country USA

Bank Name

Bank ID Qualifier United States

Bank Routing (ABA) Number

Branch ID

Bank Account Number

DFI Qualifier Transit Number

IBAN

Bank Address

* Country United States

How to Identify Routing and Account Numbers on a Check

To complete your banking information correctly compare one of your checks to the example below. At the bottom of a check, you will see three groups of numbers. The first group is the routing number, the second is the account number, and the third is the check number.

Follow the steps to complete your Bank Account Information.

Step 1: Enter the Bank name.

Step 2: Enter your 9 Digital Routing Number in the Routing Number field. The character symbol surrounding the numbers is not a part of the routing number on a check.

Step 3: Enter your Account Number in the Bank Account Number field. (Note the checkbox at right of Account Number is to mask/unmask one's account).

Step 4: Select the correct Account Type. Be sure to Click Save to complete this process.

Sample Check:

Name DATE

Address

City, State Zip

PAY TO THE ORDER OF \$

DOLLARS

MEMBER FDIC

9 Digital Routing Number: 073902274

Account Number: 111111111112

Check Number: 123

Step 22: Click the **Next** button to move on and complete the registration.

Attachments

[Add Attachment](#)

URL Information

*Required Field

Step 23: Click **OK** to agree to the ACH (Direct Deposit) Attestation.

ACH (Direct Deposit) Attestation (30000,216)

By entering this electronic payment information, I authorize the University of South Carolina to initiate electronic credit entries to the checking or savings account at the financial institution identified herein. I understand that payments may be made by the University of South Carolina, to me or the supplier I represent only to the one bank account indicated.

In the event of overpayment to this bank account, I authorize the University of South Carolina to make an adjusting debit entry to the account up to the amount of the overpayment. I may revoke or cancel this authorization and enrollment by notifying the University of South Carolina Controller's Office in writing at least fifteen (15) days prior to termination.

Any change to the bank account or to a new financial institution will require a new ACH authorization via a supplier change request.

Failure to notify the University of South Carolina Controller's Office of an account change will delay payment.

Step 24: Check to make sure the registration communications are going to the appropriate email.

Step 25: Select the box to **accept the Terms and Conditions**.

Step 26: 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 X Help

WelcomeIdentifying InformationAddressesContactsPayment InformationSubmit

Exit Save for Later ← Previous Next →

Submit - Step 6 of 6

Click the review button and confirm your registration before submitting.
After confirming, click the checkbox below to accept the Terms of Agreement.
Lastly, click the submit button.
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:

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!

Registration Component ×

Registration Submit Details

Submitted

 You have successfully submitted your registration.

Your registration ID:
REG0020141

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