



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

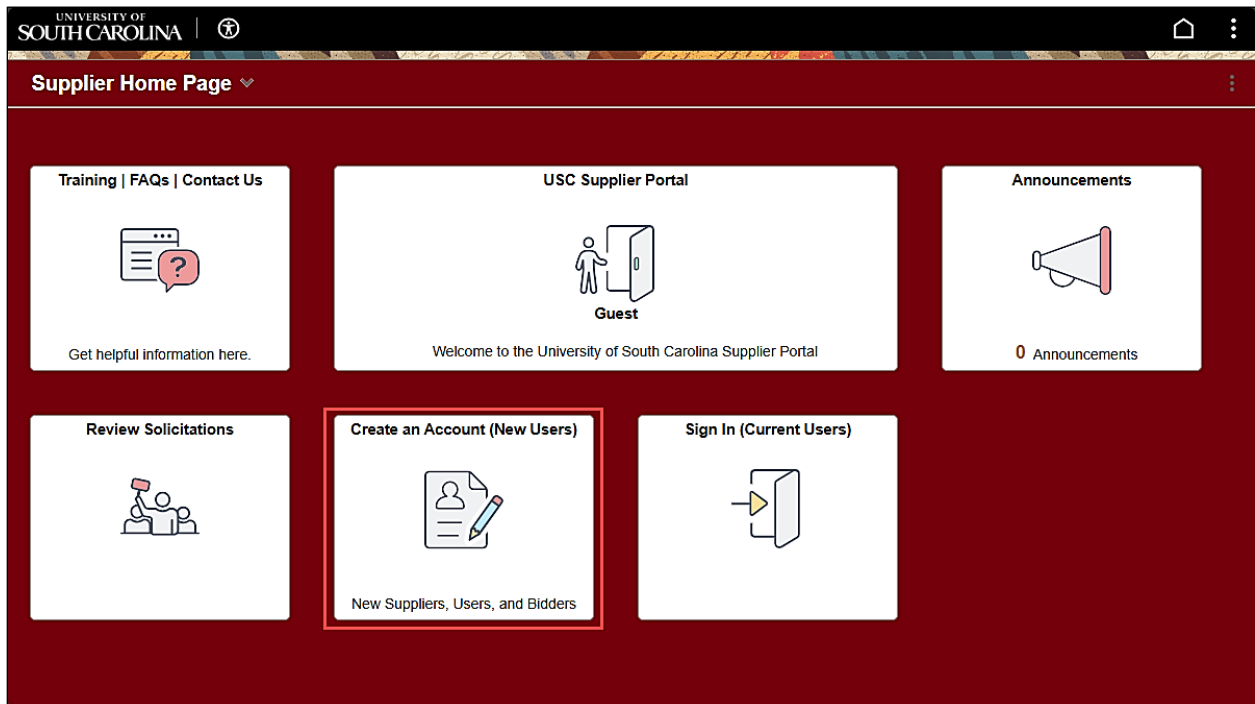
How to register as a US Individual Supplier using the Supplier Self-Service Portal:

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 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 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 registration, click the Register Now button.

The screenshot shows a web interface titled "User Registration". It has two main sections:

- New U.S. Supplier:** Includes a handshake icon and text: "Have you been invited by a University contact to complete a New Supplier registration? Select this option registration if you are a domestic (U.S.) corporation or individual, and your company has not previously registered as a Bidder/Offeror." Below this are two buttons: "More..." and "Register now", both highlighted with red boxes.
- Get User ID - Active Supplier:** Includes a person icon and text: "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." Below this is a "More..." link and a "Register now" button.

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 an **Individual Supplier**.

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

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

The screenshot shows the "Welcome - Step 1 of 6" page of the registration process. At the top, there is a progress bar with steps: Welcome, Identifying Information, Addresses, Contacts, Payment Information, and Submit. Below the progress bar are "Exit", "< Previous", and "Next >" buttons. The main content area includes:

- 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 (highlighted with a red box)
 - Continue from where you left

At the bottom, there are "Exit", "< Previous", and "Next >" buttons, with the "Next >" button highlighted with a red box. A footer note says "* Required field".

Step 7: As an Individual Supplier, enter your **Social Security Number (SSN)** in the **Tax Identification Number** field.

- **Name:** Please list your name exactly as it is shown on your Social Security Card.
- **Name Continued** should be a continuation of your individual name. There is a 40-character limit in both the Name and Additional Name field. Only use this field if your full name does not fit on the first line.

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 125652321

*Company/Individual Name Maggie G Todd

Name Continued

Attach SC Form I-312

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 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

* 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.

* 4.1) Are you a USC student? If yes, answer question 4.2. If no, skip ahead to question 5.

4.2) Will you be providing a service for dramatics, student publications, student government, student media, glee clubs, bands, choirs, debate teams, radio stations, intramural and interscholastic athletics, or other similar endeavors?

* 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.

* 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

Step 10: Add your Primary Address. All fields with an asterisk (*) are required fields.

Register Supplier/Offeror

Help

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

Address 1

Address 2

Address 3

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:** If applicable, 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

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 Maggie Primary Contact

* Last Name Todd

Title

* Email ID mgtodd@mailbox.sc.edu

* Telephone 8031234567 Ext

Fax Number

* Contact Type General

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. What is your best friend's name?

*Enter your answer to the question. Joanne

OK 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 enter Payment Information.

Register Supplier/Offorer

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

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

Primary	Name	User ID	Phone	Designate Address
<input checked="" type="radio"/>	Maggie Todd	SCS24297583	803/123-4567	Primary Address

Add Contact

* Required field

Exit Save for Later < Previous **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 your banking information. **Bank ID** is not required.

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

Register Supplier/Offorer

Exit Save for Later < Previous Next >

Payment Information - Step 5 of 6

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.

Payment Preferences

Requested Payment Terms

Invoice Address

Remit Address

Enable Email Payment Advice

*Email Address mgtodd@mailbox.sc.edu

Payment Method Automated Clearing House

Supplier Banking Information

Country USA United States

Bank Name Wells Fargo

Bank Info Instructions

Bank ID Qualifier 001 United States Bank

Bank Routing (ABA) Number 073902274

*Account Type Check Acct

Branch ID

Bank Account Number

Show/Edit Bank Account Number

Check Digit

DFI Qualifier 01 Transit Number

DFI ID 073902274

IBAN

Bank Address

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

The screenshot shows the 'Register Supplier/Offeror' form at Step 5 of 6. A modal window titled 'How to Identify Routing and Account Numbers on a Check' is open, providing instructions on how to read a check. The instructions state: '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.' The steps are: Step 1: Enter the Bank name. Step 2: Enter your 9 Digital Routing Number in the Routing Number field. Step 3: Enter your Account Number in the Bank Account Number field. Step 4: Select the correct Account Type. The modal also shows a sample check from 'FIRST NATIONAL BANK' with the routing number 073902274, account number 111111111112, and check number 123. The form background shows fields for Payment Preferences and Supplier Banking Information.

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

The screenshot shows the 'Register Supplier/Offeror' form at Step 6 of 6. The 'Next' button is highlighted with a red box. The form shows sections for Attachments and URL Information.

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 contact.

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

Welcome
Identifying Information
Addresses
Contacts
Payment Information
Submit

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](#)

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:
REG0020142

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