### How to request a User ID 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 request a User ID using 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.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive an email invite to request a User ID from a UofSC Supplier Liaison.</td>
<td><img src="image" alt="Supplier Home Page" /></td>
</tr>
<tr>
<td><strong>Step 1:</strong> On the Supplier Home Page, click the <strong>User Registration</strong> tile to request a User ID.</td>
<td></td>
</tr>
</tbody>
</table>
**Step 2:** Click the *More* link to view more details regarding the information that will be needed to complete a request.

**Step 3:** To request a User ID for a current Domestic supplier, click *Register Now*.

When requesting a User ID for a current International Supplier be sure to select the correct option.

**User ID Request – International A:** User ID Request for a current International Supplier with a Foreign Tax ID.

or

**User ID Request – International B:** User ID Request for a current International Supplier with a U.S. Tax ID.
Step 4: Enter the 10-digit Supplier ID number in the Supplier ID field. If you do not remember the ID, please reach out to your Supplier Liaison.

Step 5: Enter the U.S. Tax ID for a Domestic Supplier in the U.S. Tax Identification Number field.

For an International Supplier with a Foreign Tax ID, use the User ID Request-InternationalA form to enter the Foreign Tax ID number.

For an International Supplier with a U.S. Tax ID, use the User ID Request-InternationalB form to enter the U.S. Tax Identification number. A U.S. Tax ID number can be: FEIN (entities) and SSN or ITIN (individuals).

Use the Add button to request a User ID for additional Suppliers for which you are the contact.
For more information, click the for help text.

**Step 6:** Once a valid Supplier ID and U.S./Foreign Tax ID are 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 7:** Enter your name and an email address.

**Step 8:** Select the box to accept the Terms and Conditions.

**Step 9:** Click the Submit button.
Step 10: Click OK to complete the request.

The supplier User ID request has been submitted.

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

Thank you for requesting a User ID and we look forward to continuing to do business with you!