

Department Contact / Supplier Liaison – When & How to direct Suppliers to the Supplier Self-Service Portal

Step 1: Navigate to the Review Suppliers Page in Peoplesoft and search to determine if your supplier is in the system.

HELPFUL TIP – The most efficient way to search is by ID Type if you have the SSN or FEIN. If you do not have this, search by Name and Change Name “Equals” to “Contains” and search by a portion of the name.

Review Suppliers

Search Criteria

*SetID: USC01

Name: Contains

Supplier ID: []

Short Name: Equal to

Classification: []

Type: []

Persistence: []

Address: Equal to

City: []

Country: []

State: []

Postal: []

Bank Account #: []

Max Rows: 300

Search Clear Add Supplier

Search Results

1-10 of 31 View All

Actions	SetID	Supplier ID	Supplier Name	Supplier Status	Address	City	State	Postal Code	Country	Address Status
▼ Actions	USC01	0000000969	PERFORMANCE FOODSERVICE IFH	Approved	PO Box 833580	Atlanta	GA	31193-3580	USA	Active
▼ Actions	USC01	0000000969	PERFORMANCE FOODSERVICE IFH	Approved	2801 Alex Lee Boulevard	Florence	SC	29506-8250	USA	Active
▼ Actions	USC01	0000000969	PERFORMANCE FOODSERVICE IFH	Approved	PO Box 741580	Atlanta	GA	30374-1580	USA	Active
▼ Actions	USC01	0000001288	FEASTERS FOODS	Inactive	111 Marlboro Street NE	Aiken	SC	29801-4570	USA	Active
▼ Actions	USC01	0000001288	FEASTERS FOODS	Inactive	111 Marlboro Street NE	Aiken	SC	29801-4570	USA	Active
▼ Actions	USC01	0000001288	FEASTERS FOODS	Inactive	PO Box 842	Aiken	SC	29802-0842	USA	Active
▼ Actions	USC01	0000003473	US FOODS INC	Approved	8399 West Higgins Road Ste 500	Rosemont	IL	60018-4992	USA	Active

Step 2: If necessary, click View All to see all results.

Step 3: If supplier is found, follow step 3a below.

If supplier is not found, follow step 3b below.

Step 3a: View supplier status. If it's **Approved:** Send the Supplier ID and the User Account Request Letter **ONLY** to the supplier if they need to make an update to their profile. If they do not need to make an update to their profile, proceed to enter the payment request or purchase requisition.

If it's **Inactive:** Request that the supplier send an updated W9 (for U.S. suppliers), W-8BEN-E (for foreign business/entity suppliers), or W-8BEN or 8233 (for foreign individuals) to APSuppl@mailbox.sc.edu. Once the profile is approved by the Supplier Team, follow the If it's **Approved** procedure above.

Step 3b: Send the New Supplier Registration Letter **ONLY** and your Peoplesoft email address to the supplier so that the submitted registration can be routed to you for approval. Click [HERE](#) to view instructions on how to ensure your email address is set up in Peoplesoft so that registrations can be routed to you for approval.

HELPFUL TIP – The link to the portal is in the User Account Request Letter as well as the New Supplier Registration Letter. If the link does not launch in the supplier's default browser, please instruct them to use one of the following: **Microsoft Edge, Internet Explorer, Safari, or Firefox**. If the link still does not launch, please instruct them to close all browsers, clear cache, and relaunch the portal from the link above in this letter. For instructions on how they can clear cache for any browser, please click [here](#).