



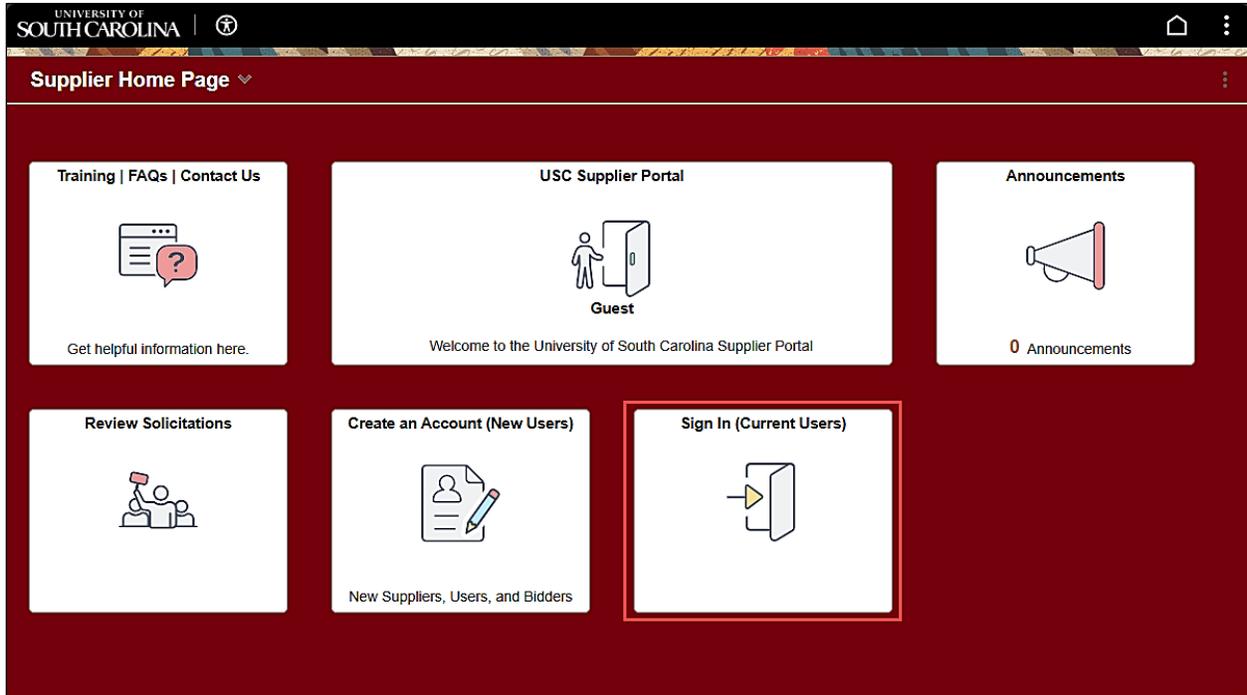
**Office of the Controller  
General Accounting – Supplier Self-Service Portal  
PO Email Address Update Change Request for a US Supplier**

**How to create a change request for a US 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 create a change request for a PO email address update in the University of South Carolina’s Supplier Self-Service Portal after establishing a User ID.

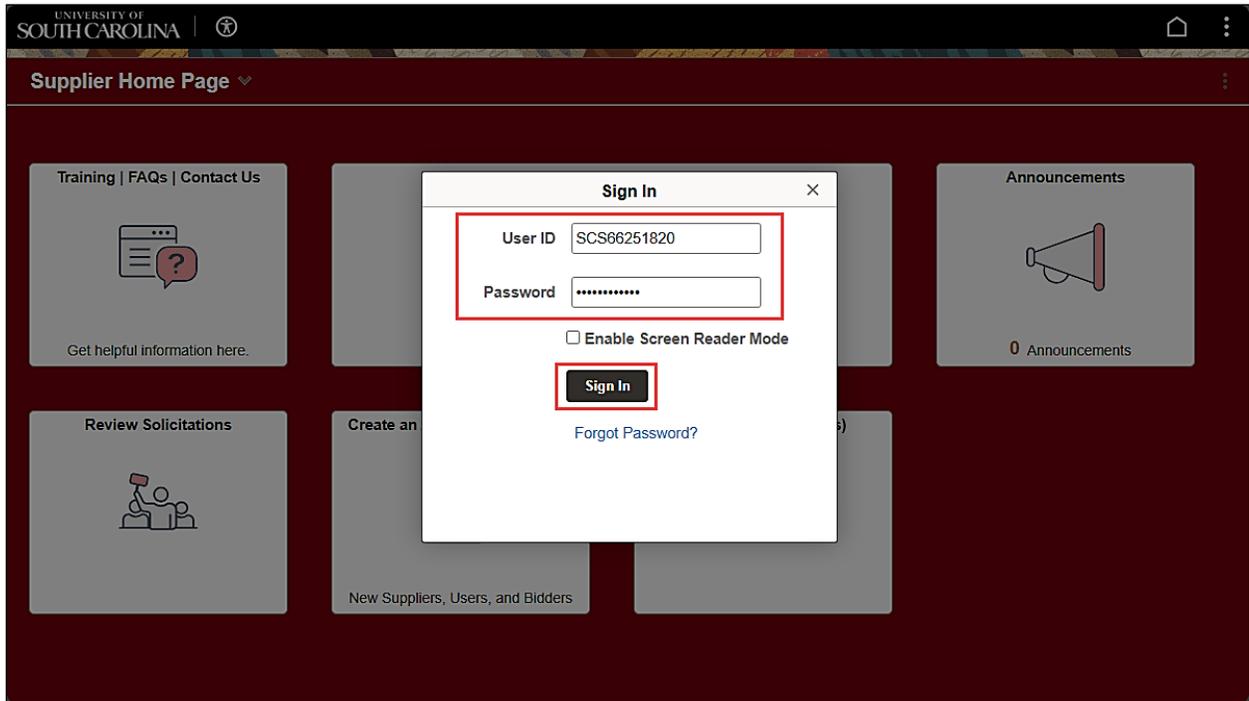
**Step 1:** After creating a User ID, the approved User ID will be received in an email. This User ID and the password created when completing the Request a User ID form will be used to sign in when a change request is needed.

**Step 2:** On the [Supplier Home Page](#), click the **Sign In (Current Users)** tile to sign in, using your User ID and password.

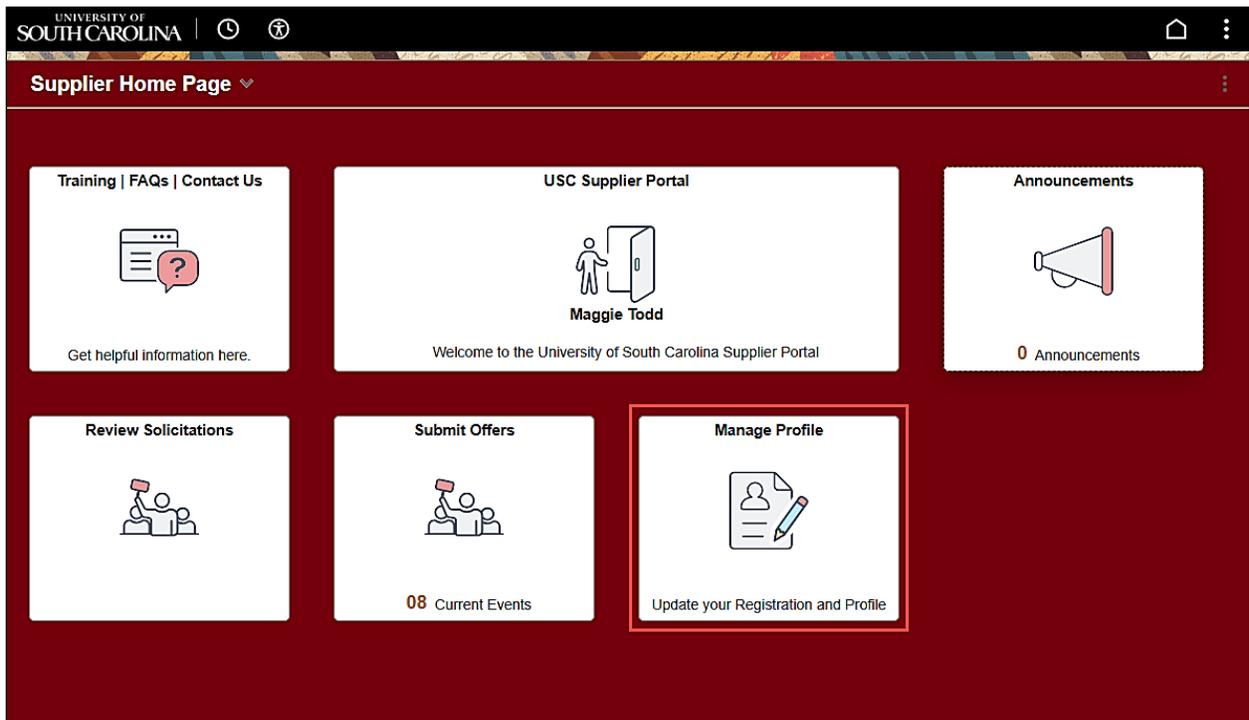


**Step 3:** Enter your **User ID** and **Password**.

**Step 4:** Click the **Sign In** button.



**Step 5:** Notice when you sign in the **Manage Profile** tile is now available. Click the **Manage Profile** tile to begin the change request.



## Step 6: Select Domestic Change Request.

**Note:** If you have pending change requests, the first page you will see is the Supplier **Change Request Selection** page. If necessary, review the list of all pending change requests. If you do not need to review the pending change requests, click **Create New Request** to move on to the Welcome page. For this example, the supplier has no pending requests.

**Step 7:** Begin the change request process by reading the **Welcome** text, then click the **Next** button to move on to the Supplier Profile.

The screenshot displays the 'Manage Profile' interface. On the left, a sidebar menu includes 'Password and Email', 'Domestic Change Request' (highlighted with a red box), 'International Change Request', 'My Offeror Profile', 'Offeror Change Request', and 'My Categorizations'. The main content area features a progress bar with steps: 'Welcome', 'Supplier Profile', 'Addresses', 'Contacts', 'Payment Profile', and 'Submit'. Below the progress bar, there are buttons for 'Exit', 'Save for Later', '< Previous', and 'Next >'. The 'Next >' button is highlighted with a red box. The main text area contains a welcome message for 'Maggie Todd (SIDEARM SPORTS LLC)' and a 'HELPFUL TIP' with a link to 'here'. At the bottom right, there is a 'Review Changes' link and another set of navigation buttons: 'Exit', 'Save for Later', '< Previous', and 'Next >' (highlighted with a red box).

**Step 8:** Click the **expand arrow** to view and answer the profile questions. It is important to note that the first time you answer these questions, the same responses default when you create additional change requests. Be sure to always read each question carefully to ensure they are answered appropriately for that specific request.

**Step 9:** Answer questions 1 and 2 as appropriate. Answer the last question about ACH payments as appropriate.

**Step 10:** Click the **Next** button to move on and add or edit an address.

v Profile Questions

\*1) Have you had a tax ID number or name change? If yes, please exit this application and contact the Supplier Team at [apsupplr@mailbox.sc.edu](mailto:apsupplr@mailbox.sc.edu) for further instruction.

Yes  
 No

\*2) Has your primary address changed? If yes, please attach a new W-9 below.

Yes  
 No

3) Primary / tax address changes require an updated W-9. Please attach a completed and signed W-9 form.

Attachments (0) Add/View Attachments

\*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.

Yes  
 No

v Comments

Review Changes

Exit
Save for Later
< Previous
Next >

**Step 11:** Click the **pencil icon** to edit an existing address.

**Step 12:** To add a new address, click the **Add New Address**. For this example, we are updating the **Primary or Order** address.

Welcome    Supplier Profile    **Addresses**    Contacts    Payment Profile    Submit

Exit    Save for Later    < Previous    Next >

**Addresses for SIDEARM SPORTS LLC**  [Review Changes](#)

If your primary or remit address has changed, please be sure to attach a new W-9 in the "Supplier Profile" tab prior to updating any addresses below.

Description	Address Line 1	Change Action	Change Effective Date	Edit
PRIMARY	2400 DALLAS PKWY STE 500 .			
REMIT	PO BOX 843038			

**Add New Address**

 [Review Changes](#)

Exit    Save for Later    < Previous    Next >

**Step 13:** Update the email address.

**Step 14:** Add a phone number.

**Step 15:** Click the **OK** button.

**Address Information for PRIMARY**

Remove Address Help

**Address Information**

Description: PRIMARY

Country: USA  United States

Address 1: 1600 HAMPTON STREET

Address 2:

Address 3:

City: COLUMBIA

County: RICHLAND Postal: 29208-3403

State: SC  South Carolina

Email ID:

[Clear](#)

**Phone Information**

Phone Type	Location	Prefix	Telephone	Extension	Remove
Business Phone	<input type="text"/>	<input type="text"/>	8031234567	<input type="text"/>	<input type="checkbox"/>

Approved Changes Take Effect:  Approval Date  Future Date

**Step 16:** Click the **Next** button to move on to Contacts.

Addresses for **SIDEARM SPORTS LLC** [Review Changes](#)

If your primary or remit address has changed, please be sure to attach a new W-9 in the "Supplier Profile" tab prior to updating any addresses below.

Description	Address Line 1	Change Action	Change Effective Date	Edit
PRIMARY	2400 DALLAS PKWY STE 500 .			
REMIT	1600 HAMPTON STREET	Update	02/04/2025	

[Add New Address](#)

[Review Changes](#)

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

The **Contacts** page is used to add additional contacts or edit existing contacts.

**Step 17:** Use the **pencil icon** to edit information for an existing contact.

**Step 18:** Use the **Add New Contact** button to add an additional contact.

**Step 19:** Click the **Next** button to move on to the Payment Profile.

Contacts for **SIDEARM SPORTS LLC** [Review Changes](#)

Add new contact or select the pencil icon to edit the details for an existing contact.  
If a new contact needs access to maintain your profile, please have them request a supplier user ID.

Name	Address	Change Action	Change Effective Date	Edit
Maggie Todd		Add	02/04/2025	

[Add New Contact](#)

[Review Changes](#)

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

The **Payment Profile** page is used to add or change payment information.

**Step 20:** Use the **pencil icon** to edit information If you are currently paid via our ACH (Direct Deposit) disbursement program and need to change banking information

**Step 21:** Click the **Next** button to move on to complete and submit this change request.

Welcome   Supplier Profile   Addresses   Contacts   **Payment Profile**   Submit

Exit   Save for Later   < Previous   Next >

**Payment Profile for SIDEARM SPORTS LLC**   [Review Changes](#)

If you are currently paid via our ACH (Direct Deposit) disbursement program and need to change banking information, please click on the pencil icon for the appropriate location below to add this information.

Location	Description	Action	Change Effective Date	Default	Edit
0001	MAIN		12/04/2023	<input checked="" type="checkbox"/>	

[Add New Location](#)

\*Required Field   [Review Changes](#)

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

**Step 22:** Check to make sure the change request communications are going to the appropriate contact.

**Step 23:** Add a comment describing the change.

**Step 24:** Select the box to confirm that you have reviewed your changes.

**Step 25:** 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.

**Review and Submit Changes for SIDEARM SPORTS LLC**

Click the review button and confirm your changes before submitting.  
 Use the "Review" button to review changed information.  
 Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

\*Change Type: Change Request  
 Please describe your changes:  
  
 226 characters remaining

Check if you have reviewed your changes.

The supplier change request has been submitted. All Supplier Change Requests will be approved by the Supplier Team. You will receive an email informing you that the change request has been approved or additional information is needed.

**Thank you for keeping your supplier information current and we look forward to continuing to do business with you!**

**Supplier Change Request Submit Confirmation**

Pending Approval

✔ You have successfully submitted your Supplier Change Request  
 Your Change Request ID: CHG0004899  
 Any email regarding the request status will be sent to:  
 mgtodd@mailbox.sc.edu

[Return to Supplier Change Request Selection Page](#)  
[Return to Supplier Home Page](#)