![University of South Carolina logo]

Office of the Controller
General Accounting – Supplier Self-Service Portal
Requesting a User ID

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.

Step 1: Receive an email invite to request a User ID from a USC Supplier Liaison.

Step 2: On the Supplier Home Page, click the **Create an Account (New Users)** tile to request a User ID.
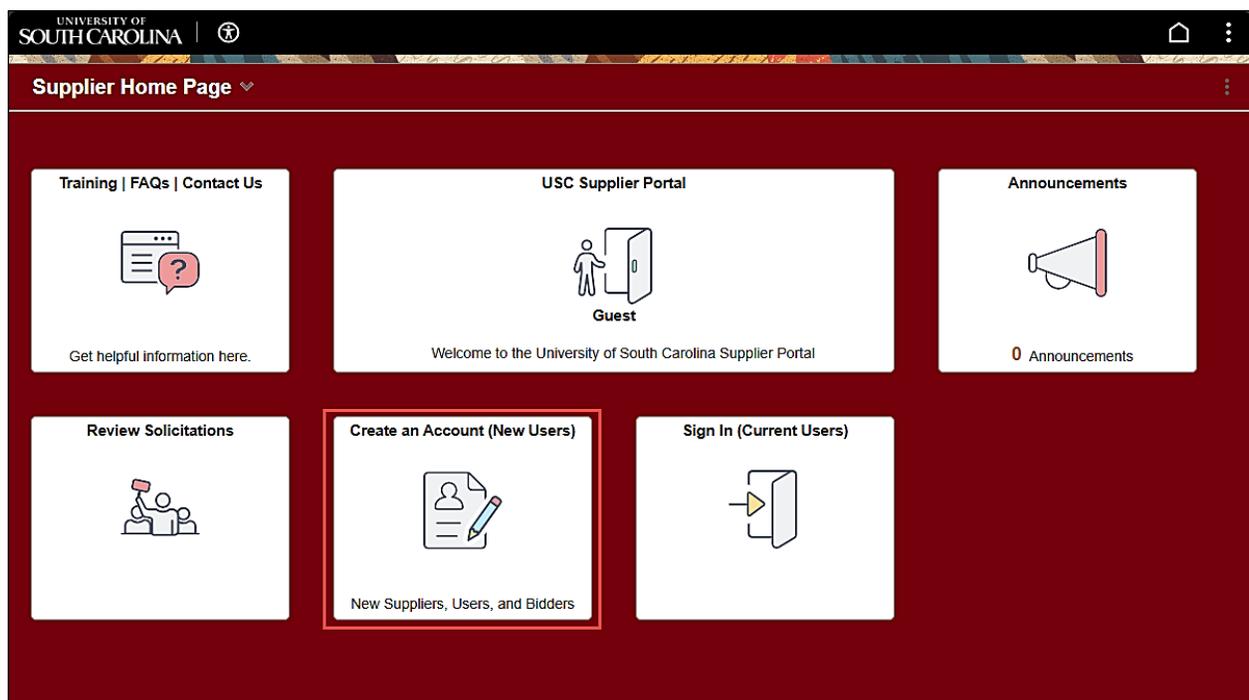
Step 3: Click the More link to view more details about the information needed to complete a request.

Step 4: Click the **Register now button for the correct supplier option.**

For US Suppliers: Get User ID – Active Supplier

For International Suppliers:
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.
- **User ID Request – International B:** User ID Request for a current International Supplier with a U.S. Tax ID.

Step 5: 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 6: Enter the **U.S. Tax ID or Foreign Tax ID**.

For US Suppliers: Enter the U.S. Tax ID or Social Security Number for a Supplier in the U.S. Tax Identification Number field.

Supplier User Registration	✕

Help ▲

Register New User Accounts

Welcome to the University of South Carolina domestic supplier user ID request form.

TIP: For a step-by-step job aid to assist in requesting a user ID, please click here.

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

If you have any questions, please contact your UofSC Department Contact/Supplier Liaison.

Supplier List

*Supplier ID		U.S. Tax Identification Number		
0000003759		980423753		🗑

[Add]

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

Step 7: Click the **Add** button to request a User ID for additional Suppliers for which you are the contact.

Supplier List

*Supplier ID		Foreign Tax Identification		
0000003759		980423753		🗑

[Add]

Once a valid Supplier ID and U.S./Foreign Tax ID/SSN are entered, a User ID is created. User IDs will be emailed after submission at the bottom of the page.

Step 8: Enter the User Account Information. For more information, click the question mark icon for help text.

Step 9: Create a **password.** Password must include at least one upper case letter, lower case letter, number, and special character. It is <u>**very**</u> important to make note of your password as it will not be emailed to you for security reasons.

Step 10: Enter your name and email ID.

Step 11: Select a **Password reset question.** Select a question from the drop-down menu and type the answer in the field below.

Step 12: Select the box to **accept** the **Terms and Conditions**.

Step 13: Click the **Submit** button.

Step 14: Click the **OK** button to complete the request. The supplier User ID request has been submitted.

To make changes to supplier information, please sign in to the Supplier Self-Service Portal using the User ID (emailed) and the password you have created. There, you can submit a Change Request to update your information.

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

Supplier User Registration			
*Supplier ID		**U. S. Tax Identification Number**	
			🗑

Add

User Account Information ⍰

Your User ID will be e-mailed to you. [   ]

Create a password. [   ]

> User Account has been created.
> The User ID has been sent to the email address included on the form. You may create another User ID, or you may return to the Supplier Home Page to sign in with your new account.
>
> **OK**

*Select a password reset question. [▼]

Enter your answer to the question. [   ]

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

Submit

* Required field