

**University of South Carolina
Controller's Office – Supplier Self-Service Portal
Introduction to the Self-Service Portal**

Introduction to the Supplier Self-Service Portal:

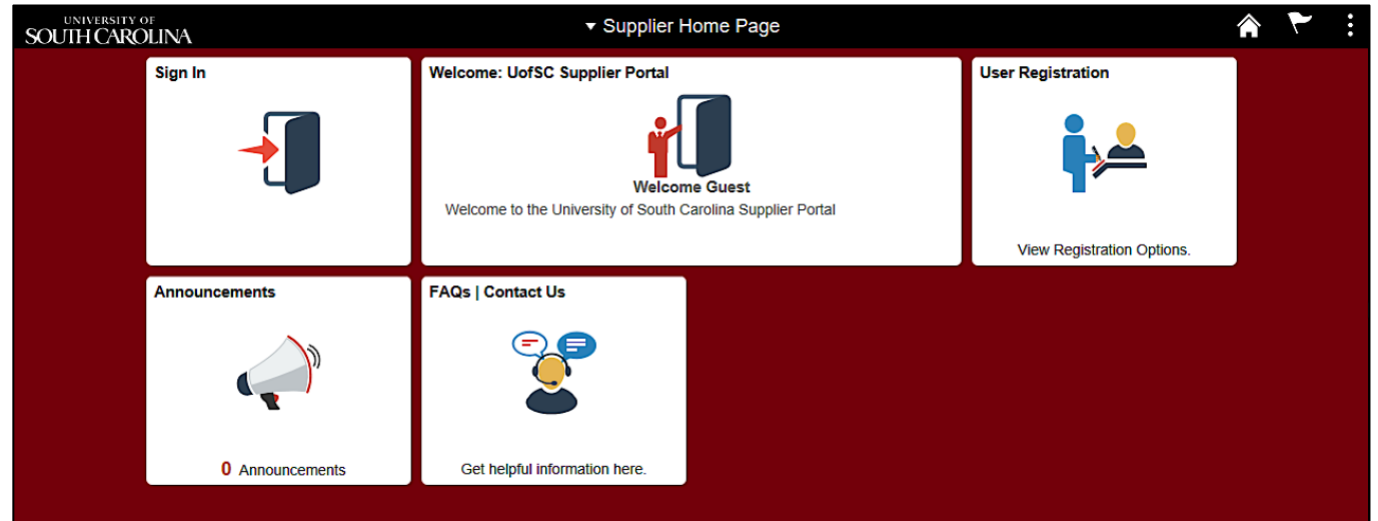
This guide is intended for external suppliers wishing to do business with the University of South Carolina. The job aid introduces all the tiles found within the Supplier Portal.

Processing Steps

Step 1: You should have received an email invitation to register or request a User ID from a UofSC Supplier Liaison.

Step 2: Click the **link** in the invitation to enter the Supplier Self-Service Portal.

Screen Shots



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Step 3: Click the **Welcome** tile to view additional information and an initial greeting from the university.

Welcome: UofSC Supplier Portal



Welcome to the University of South Carolina Supplier Portal

< Supplier Home Page

UofSC Supplier Portal



 **South Carolina**

Welcome to the University of South Carolina Supplier Portal! This secure self-service system allows our invited business partners and current UofSC suppliers access to do the following:

- Create a registration and maintain an online profile
- Add and update business information, including addresses and contacts
- Enroll in payment programs, such as ACH (direct deposit)
- Request a user ID

When creating a registration or updating a supplier profile, any field marked with an asterisk requires a response, and you will not be able to move forward until the field is completed.

Once you have successfully submitted your registration, it will be reviewed by the UofSC Supplier Team. Upon approval, your profile will be created. You may update it at any time via the change request icon, by clicking on the appropriate section name, making the necessary changes, and returning to the Submit screen to resubmit your profile.

Please note that it is the preparer's responsibility to ensure information is accurate and current. Knowingly providing false information may result in disqualifying you or your company from doing business with the University of South Carolina.

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Step 4: Click the **User Registration** tile to register as a new supplier or request a User ID.

User Registration



[View Registration Options.](#)

Supplier Home Page
User Registration
Home
Menu

Domestic Supplier Request

Are you a new supplier? Register here as a U.S. (Domestic) supplier.

[More...](#)

[Register now](#)

International Supplier Request

Are you a new supplier? Register here as a foreign (International) supplier.

[More...](#)

[Register now](#)

User ID Request-Domestic

Already a UofSC Supplier? Request a user ID here as a U.S. (Domestic) supplier.

[More...](#)

[Register now](#)

User ID Request-InternationalA

Already a UofSC supplier? Request a user ID here as a foreign (International) supplier if you have a foreign tax ID number.

[More...](#)

[Register now](#)

User ID Request-InternationalB

Already a UofSC supplier? Request a user ID here as a foreign (International) supplier if you have a U.S. tax ID number.

[More...](#)

[Register now](#)

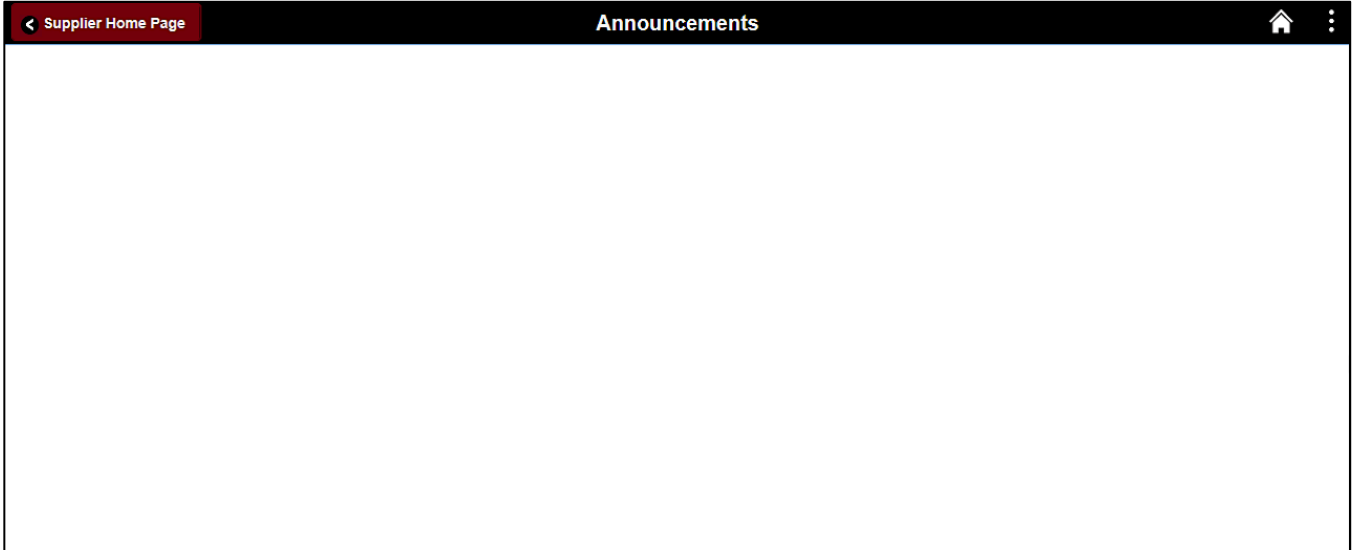
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Step 5: Click the **Announcement** tile to view a list of announcements from the university. Each time an announcement is added the page will display a count of the announcements listed.

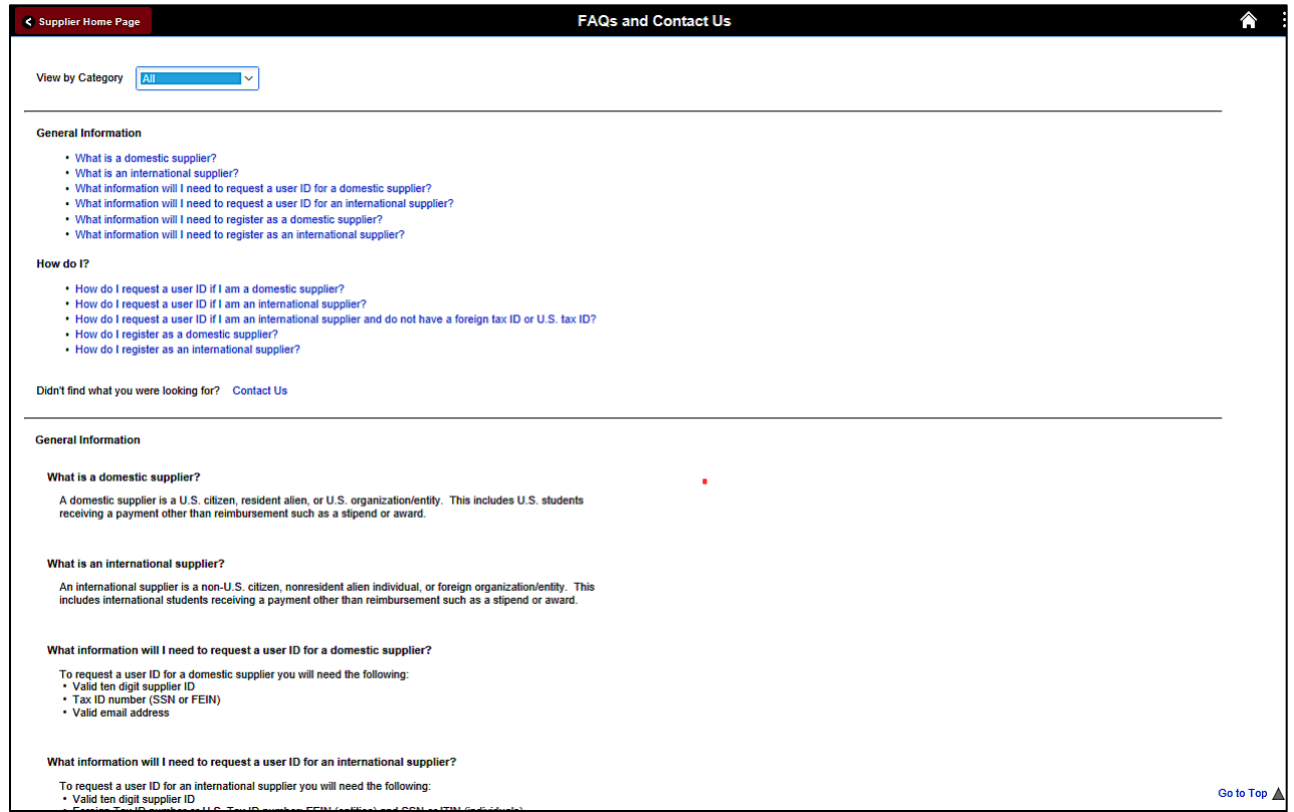
Announcements



0 Announcements



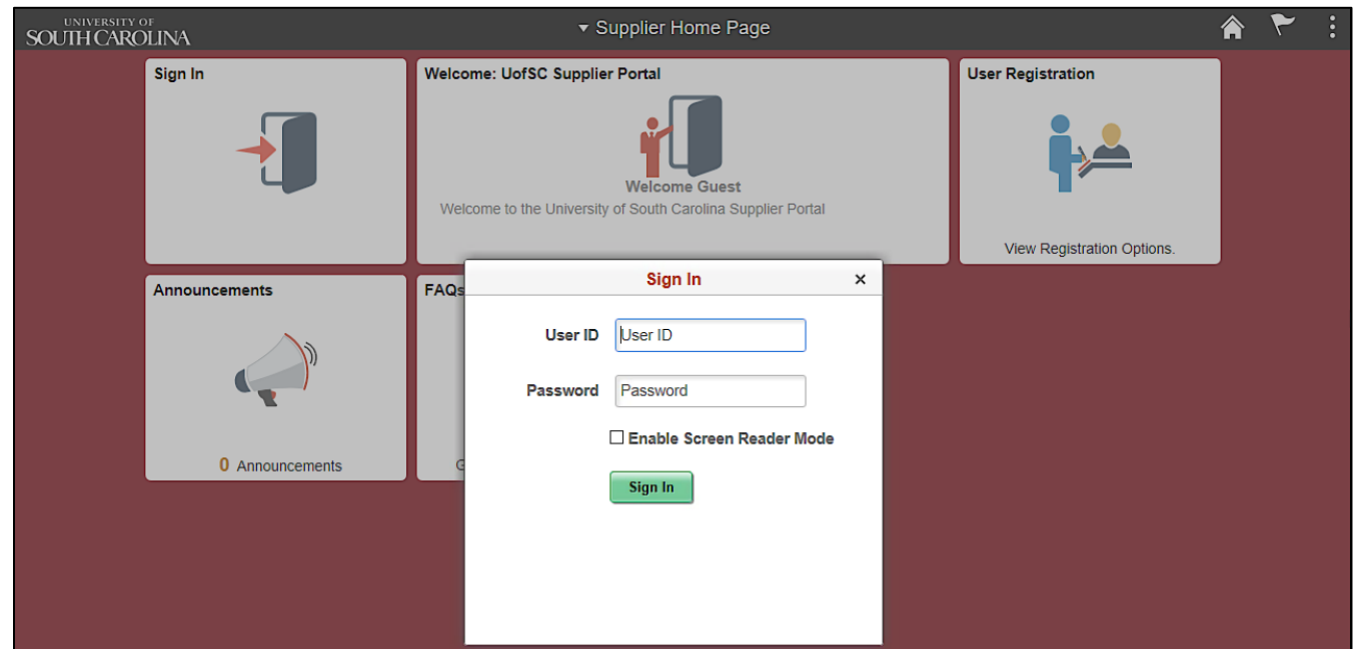
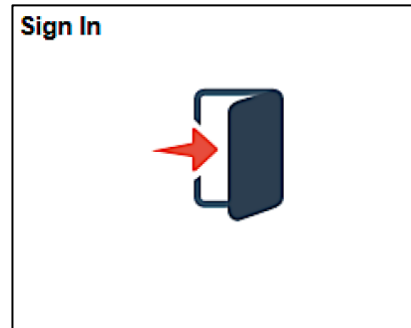
Note: The FAQs in the guest portal are for suppliers new to the university.



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Step 7: As a registered Supplier, click the **Sign In** tile to update supplier information such as a remit address, additional contacts, and payment information.

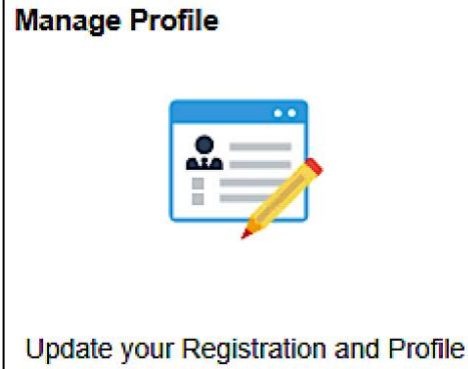
To sign in, use the User ID and Password received during registration, or when a User ID was requested. You will be prompted to create a new password that is easy to remember and can be used for future change requests.



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Note: When a supplier signs in, the FAQs are specific to current suppliers requesting to make changes to the information currently in the system.

Step 8: Click the **Manage Profile** tile to start a new supplier change request or select an existing request to continue the change request process for a domestic or international supplier.



[Supplier Home Page](#)

Manage Profile
[New Window](#) | [Help](#) | [Personalize Page](#)

Domestic Change Request

International Change Request

Supplier Change Request Selection

Select Supplier

*Supplier
GRAND VALLEY STATE UNIVERSITY

Create New Request

Pending Change Requests

| Supplier ID | Name | Request ID | Change Status | Date |
|-------------|-------------------------------|-------------|------------------|------------|
| 0000040290 | GRAND VALLEY STATE UNIVERSITY | CHG00000001 | Pending Approval | 07/10/2020 |
| 0000040290 | GRAND VALLEY STATE UNIVERSITY | CHG00000007 | Pending Approval | 07/14/2020 |
| 0000040290 | GRAND VALLEY STATE UNIVERSITY | CHG00000004 | Pending Approval | 07/13/2020 |
| 0000040290 | GRAND VALLEY STATE UNIVERSITY | CHG00000011 | Pending Approval | 07/16/2020 |