

**University of South Carolina
Controller's Office – Supplier Self-Service Portal
Registration for a Domestic Individual Supplier**

How to register as a Domestic Business/Individual 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 register in the University of South Carolina's Supplier Self-Service Portal.



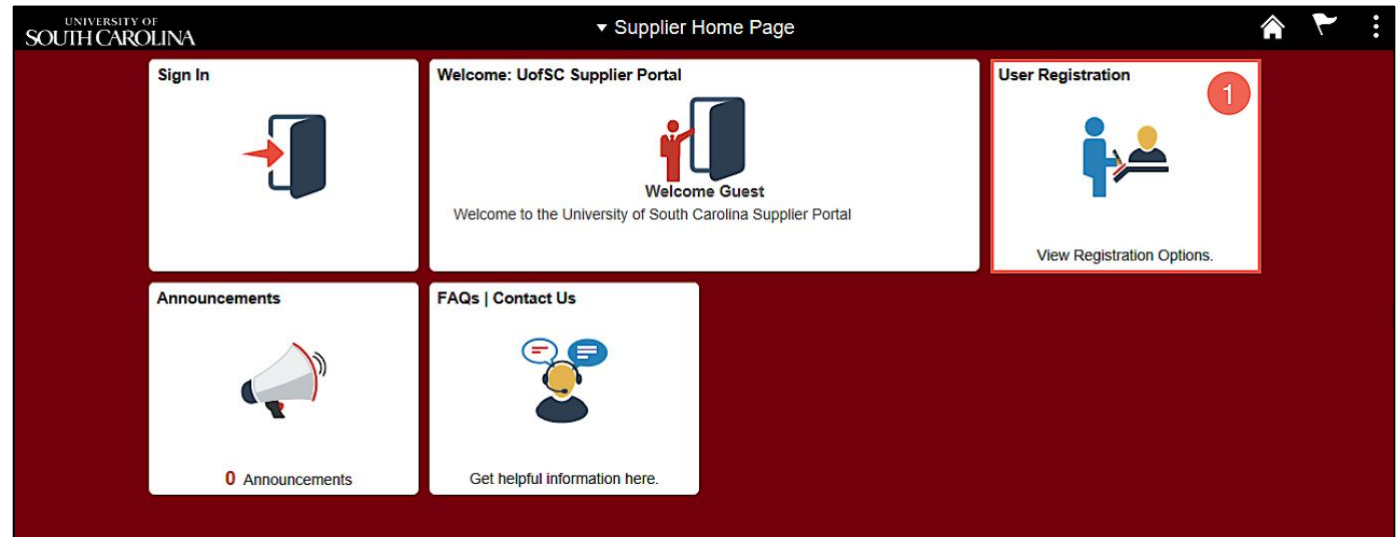
Be sure to use the **Question Mark** icons available throughout the registration process, for help along the way.

Processing Steps

Receive an email invite to register from a UofSC Supplier Liaison.

Step 1: On the Supplier Home Page, click the **User Registration** tile to register as a new supplier.

Screen Shots



University of South Carolina Controller's Office – Supplier Self-Service Portal Registration for a Domestic Individual Supplier

Step 2: Click the **More** link to view more details regarding the information that will be needed to complete the registration.

Step 3: To begin the Domestic Supplier Request for a new supplier, click **Register Now**.

← Supplier Home Page
User Registration
⌵

Domestic Supplier Request

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

Before you begin the domestic supplier registration process you will need the following:

- Electronic copy of current signed W-9.
- Tax ID number (SSN or FEIN)
- ACH (Direct Deposit) bank routing and account number

Note: For suppliers that are **Individuals/Sole Proprietors** and operate under their own names, please include your middle initial after your first name as there can be many payees with the same first and last name. **Example: John D Smith.**

[Less...](#)

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-International

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

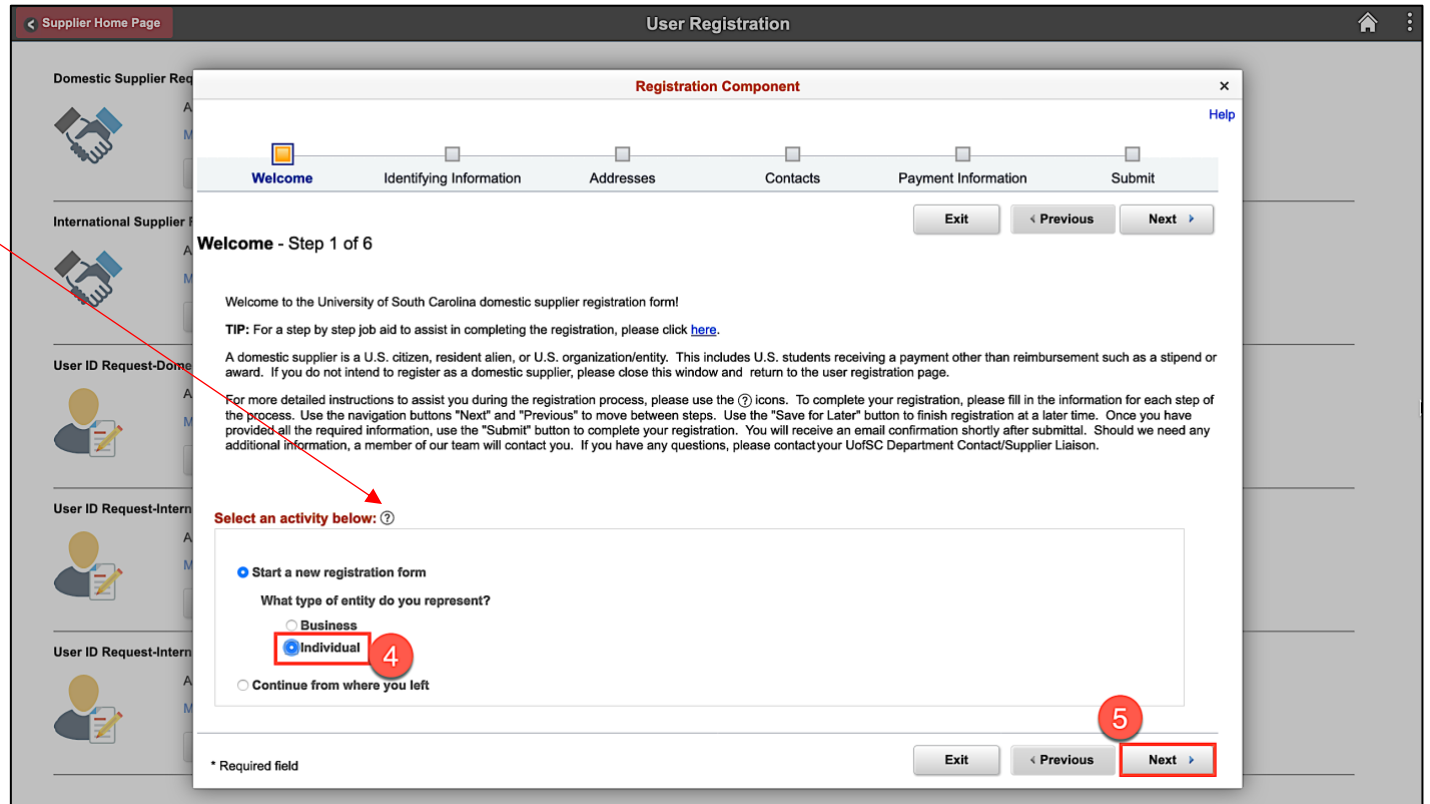
University of South Carolina Controller's Office – Supplier Self-Service Portal Registration for a Domestic Individual Supplier

Begin the registration process by reading the Welcome and clicking  for additional help text.

This job aid demonstrates creating a registration for a **Individual Supplier**.

Step 4: Click to select **Individual** as the type of entity.

Step 5: Click the **Next** button to move on to Identifying Information.



Supplier Home Page User Registration

Domestic Supplier Registration


Registration Component


Welcome - Step 1 of 6

Welcome to the University of South Carolina domestic supplier registration form!

TIP: For a step by step job aid to assist in completing the registration, please click [here](#).

A domestic supplier is a U.S. citizen, resident alien, or U.S. organization/entity. This includes U.S. students receiving a payment other than reimbursement such as a stipend or award. If you do not intend to register as a domestic supplier, please close this window and return to the user registration page.

For more detailed instructions to assist you during the registration process, please use the  icons. To complete your registration, please fill in the information for each step of the process. Use the navigation buttons "Next" and "Previous" to move between steps. Use the "Save for Later" button to finish registration at a later time. Once you have provided all the required information, use the "Submit" button to complete your registration. You will receive an email confirmation shortly after submittal. Should we need any additional information, a member of our team will contact you. If you have any questions, please contact your UofSC Department Contact/Supplier Liaison.

Select an activity below: 

☒ Start a new registration form

What type of entity do you represent?

☐ Business

☒ Individual

☐ Continue from where you left

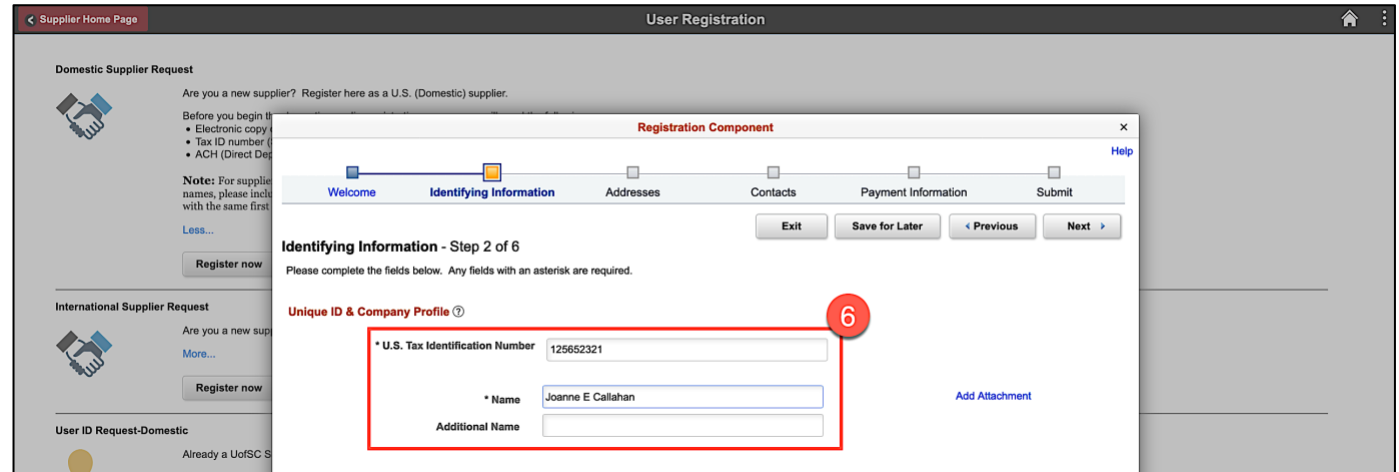
* Required field

Exit Previous Next

University of South Carolina Controller's Office – Supplier Self-Service Portal Registration for a Domestic Individual Supplier

Step 6: As an Individual Supplier, enter your **Social Security Number (SSN)** in the **Tax Identification Number** field.

NOTE: **Name Continued** should be a continuation of your individual or business name. There is a 40 character limit in both the Name and Additional Name field.



The screenshot displays the 'User Registration' interface for a Domestic Individual Supplier. The 'Identifying Information - Step 2 of 6' section is active, showing a progress bar with steps: Welcome, Identifying Information, Addresses, Contacts, Payment Information, and Submit. The 'U.S. Tax Identification Number' field is highlighted with a red box and a red circle containing the number 6. The field contains the value '125652321'. Below it, the 'Name' field contains 'Joanne E Callahan' and the 'Additional Name' field is empty. Navigation buttons include 'Exit', 'Save for Later', 'Previous', and 'Next'. A 'Help' link is also present.



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Step 7: Complete the Profile Questions. Please read carefully to provide accurate information.

Question 1: Enter the email for your UofSC department contact. This email is very important because it will route the registration to the contact for approval where they will identify you as someone they want to do business with.


Question 7: Attach a signed W-9 form.

Last Question – ACH: UofSC strongly encourages all suppliers to enroll in the ACH payment disbursement program.


Use the  to drag the corner of the box to make the box bigger or the Display Comment Text icon  to open the question window for easy reading.


Use the  to select from a list of options.

Step 8: Click the **Next** button to move on and add addresses for the supplier.

Profile Questions  **7**


* 1) Enter your UofSC Department Contact/Supplier Liaison's email address who can verify your registration request.

* 2) What will you be providing to the University? Please click on the magnifying glass and select all that apply. 

* 3) For what will you be paid? Please click on the magnifying glass and select all that apply. 

* 4.1) Are you a UofSC student? If yes, answer question 4.2. If no, skip ahead to question 5.


4.2) Will you be providing a service for dramatics, student publications, student governments, student medias, glee clubs, bands, choirs, debating teams, radio stations, intramural and interscholastic athletics, or other similar endeavors?

* 5) Please attach a completed and signed form W-9. To obtain a blank copy of the form W-9, please navigate to <https://www.irs.gov/pub/irs-pdf/fw9.pdf> from your web browser. [Add Attachment](#) 

* 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.

* 2) What will you be providing to the University? Please click on the magnifying glass and select all that apply. 

* Required field

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Step 9: Add the your Primary Address.

All fields with an * are required.

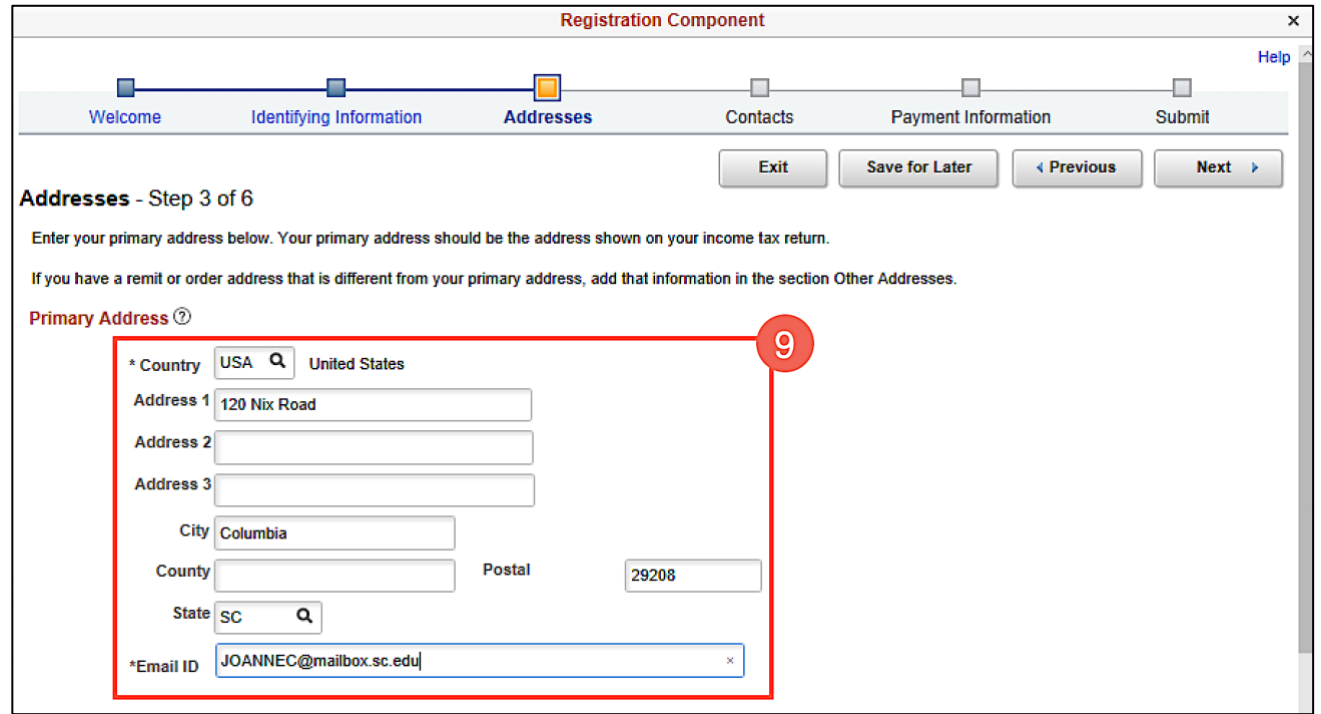
Step 10: Add a Remit and/or Order address if different from the Primary address entered above.

Note: An email address will be required for each address.

Remit Address: If applicable, checks will be sent to this address.

Order Address: Purchase Orders will be issued to this address.

Step 11: Click the **Next** button to move on and add Contact information



Registration Component

Welcome Identifying Information **Addresses** Contacts Payment Information Submit

Exit Save for Later Previous Next

Addresses - Step 3 of 6

Enter your primary address below. Your primary address should be the address shown on your income tax return.

If you have a remit or order address that is different from your primary address, add that information in the section Other Addresses.

Primary Address

* Country USA United States

Address 1 120 Nix Road

Address 2

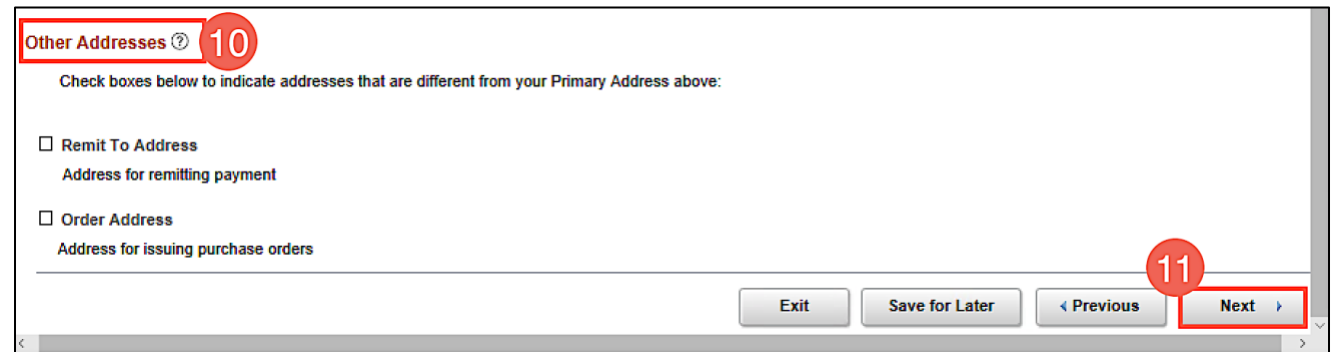
Address 3

City Columbia

County Postal 29208

State SC

*Email ID JOANNEC@mailbox.sc.edu



Other Addresses

Check boxes below to indicate addresses that are different from your Primary Address above:

☐ Remit To Address
Address for remitting payment

☐ Order Address
Address for issuing purchase orders

Exit Save for Later Previous **Next**

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Step 12: Click the **Add Contact** button to create a new user.

Only one contact is allowed. Additional contacts can be added by creating a change request.

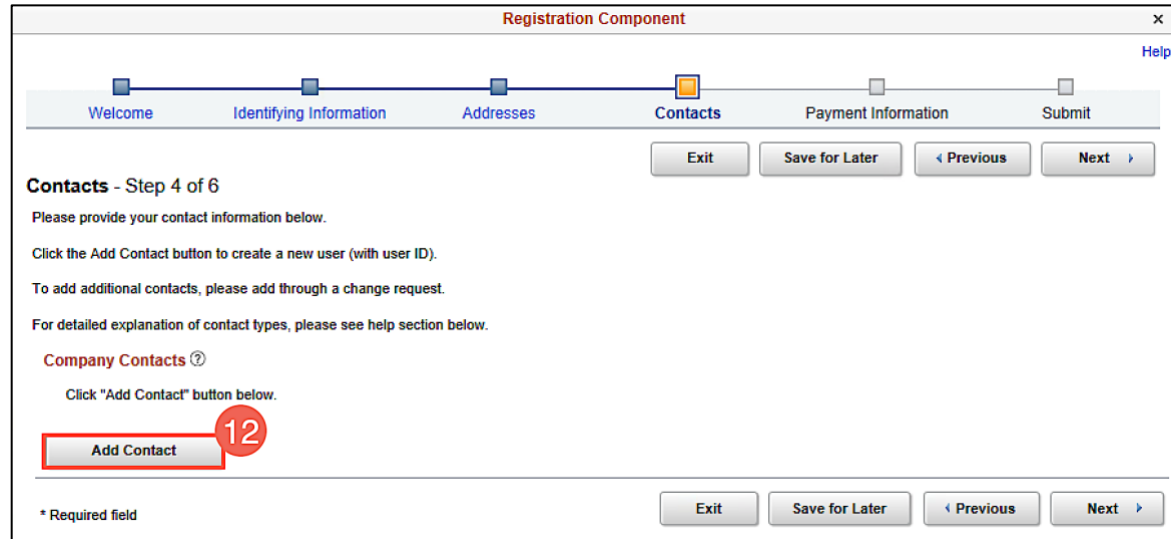
Step 13: Add contact information.

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

All fields with an * are required.

Note: If you said 'yes' to ACH on the profile question in the Identifying Information step, it is required to select **ACH** as the **Contact Type**.

Step 14: Click the **OK** button when all required fields are complete.



Registration Component

[Help](#)

Welcome Identifying Information Addresses **Contacts** Payment Information Submit

Exit Save for Later < Previous Next >

Contacts - Step 4 of 6

Please provide your contact information below.

Click the Add Contact button to create a new user (with user ID).

To add additional contacts, please add through a change request.

For detailed explanation of contact types, please see help section below.

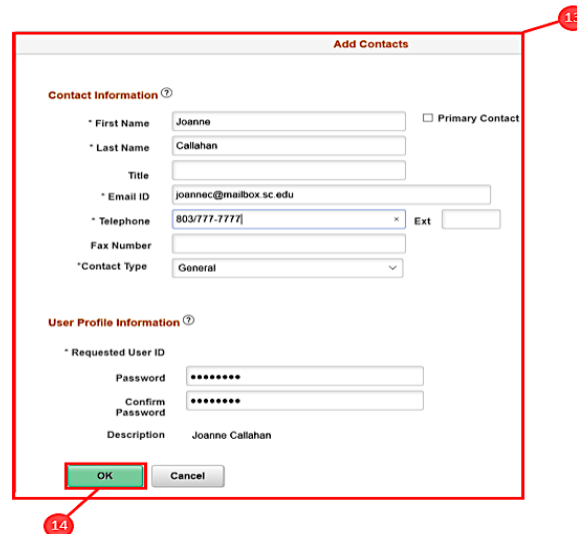
Company Contacts ?

Click "Add Contact" button below.

Add Contact

Exit Save for Later < Previous Next >

* Required field



Add Contacts

Contact Information ?

* First Name: Joanne ☐ Primary Contact

* Last Name: Callahan

Title:

* Email ID: joannec@mailbox.sc.edu

* Telephone: 803/777-7777 Ext:

Fax Number:

* Contact Type: General

User Profile Information ?

* Requested User ID:

Password: *****

Confirm Password: *****

Description: Joanne Callahan

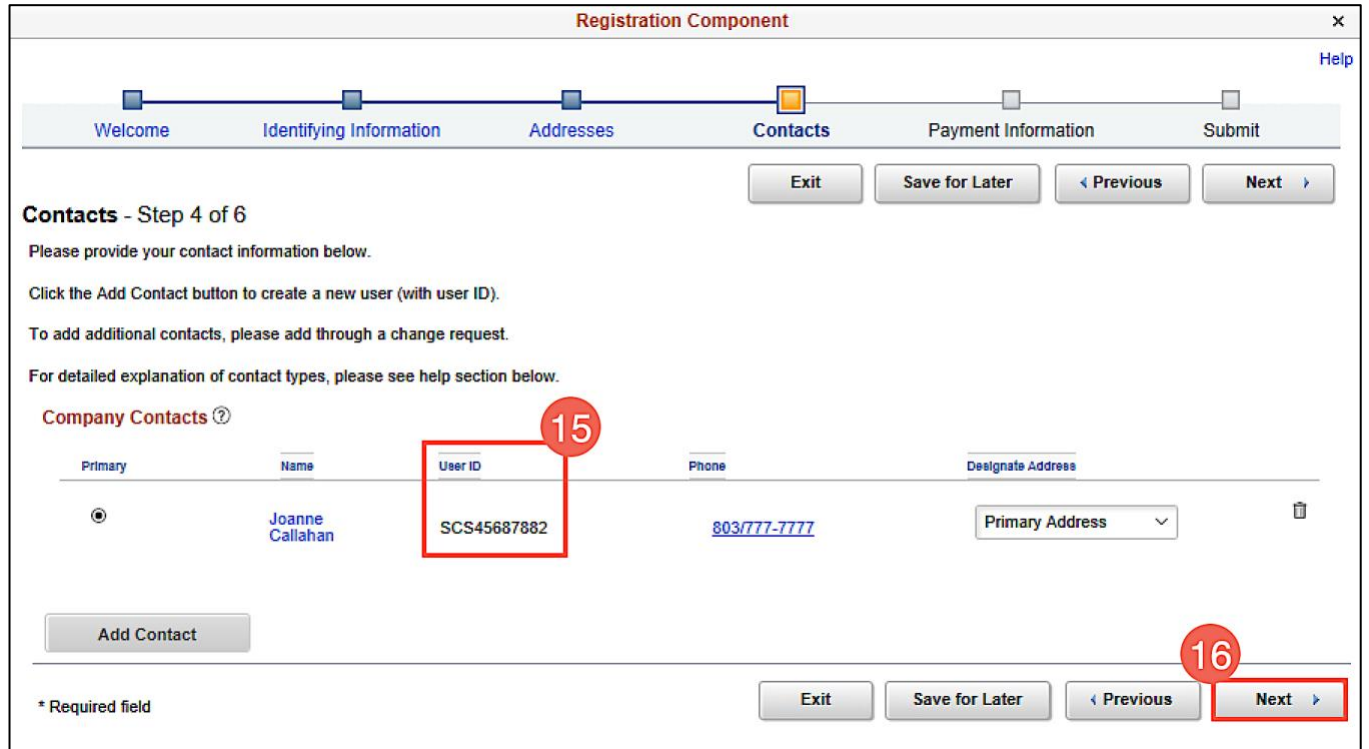
OK Cancel

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Step 15: Once a contact is entered, a User ID is created. This user ID will be emailed to you upon approval of your registration.

This User ID will be needed to sign in to the supplier portal when a change request is required.

Step 16: Click the **Next** button to move on and enter Payment Information.



Registration Component

[Help](#)

Welcome Identifying Information Addresses **Contacts** Payment Information Submit

Exit Save for Later < Previous Next >

Contacts - Step 4 of 6

Please provide your contact information below.

Click the Add Contact button to create a new user (with user ID).

To add additional contacts, please add through a change request.

For detailed explanation of contact types, please see help section below.

Company Contacts ?

Primary	Name	User ID	Phone	Designate Address
<input checked="" type="radio"/>	Joanne Callahan	SCS45687882	803/777-7777	Primary Address ▼

Add Contact

* Required field

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

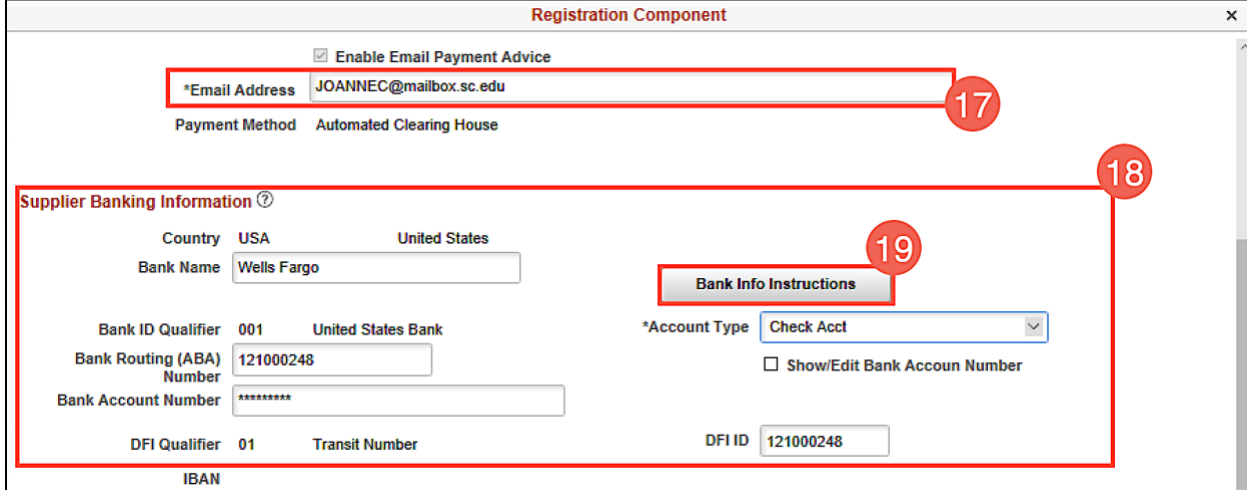
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Step 17: Enter an email address(es) where you would like to receive payment remittance information. Multiple addresses should be separated by a comma and space up to a maximum of 70 characters.

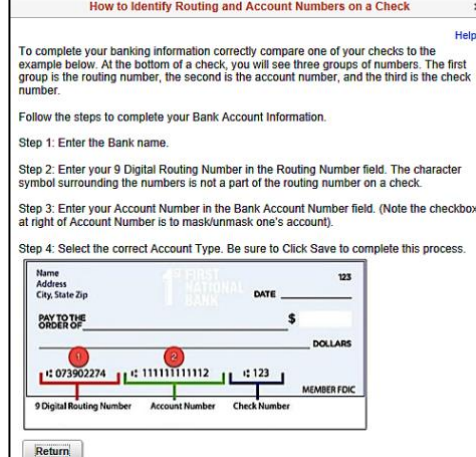
Step 18: Enter your banking information.

Step 19: Click the **Bank Info Instructions** button to view a sample check to help determine the bank routing number and account number.

Note: If you answered **no** to the **ACH** profile question, you can skip this step.



The screenshot shows the 'Registration Component' form. At the top, there is a checkbox for 'Enable Email Payment Advice' which is checked. Below it, the '*Email Address' field contains 'JOANNEC@mailbox.sc.edu' and is highlighted with a red box and a red circle with the number 17. The 'Payment Method' is set to 'Automated Clearing House'. Below this is a section titled 'Supplier Banking Information' with a question mark icon, highlighted with a red box and a red circle with the number 18. Inside this section, the 'Country' is 'USA' (United States), 'Bank Name' is 'Wells Fargo', 'Bank ID Qualifier' is '001' (United States Bank), 'Bank Routing (ABA) Number' is '121000248', and 'Bank Account Number' is masked with asterisks. To the right of these fields is a 'Bank Info Instructions' button highlighted with a red box and a red circle with the number 19. Below the button, the '*Account Type' is set to 'Check Acct' with a dropdown arrow, and there is an unchecked checkbox for 'Show/Edit Bank Account Number'. At the bottom of the section, the 'DFI Qualifier' is '01', 'Transit Number' is blank, 'DFI ID' is '121000248', and 'IBAN' is blank.



The screenshot shows a help page titled 'How to Identify Routing and Account Numbers on a Check'. It includes a 'Help' link. The text explains that to complete banking information, one should compare a check to the example below. At the bottom of a check, there are three groups of numbers: the first group is the routing number, the second is the account number, and the third is the check number. The steps to complete the Bank Account Information are: Step 1: Enter the Bank name. Step 2: Enter your 9 Digital Routing Number in the Routing Number field. The character symbol surrounding the numbers is not a part of the routing number on a check. Step 3: Enter your Account Number in the Bank Account Number field. (Note the checkbox at right of Account Number is to mask/unmask one's account). Step 4: Select the correct Account Type. Be sure to Click Save to complete this process. Below the text is an image of a check with the routing number 073902274, account number 11111111112, and check number 123. The routing number is highlighted with a red box and a red circle with the number 1, the account number with a green box and a green circle with the number 2, and the check number with a red box and a red circle with the number 3. A 'Return' button is at the bottom.

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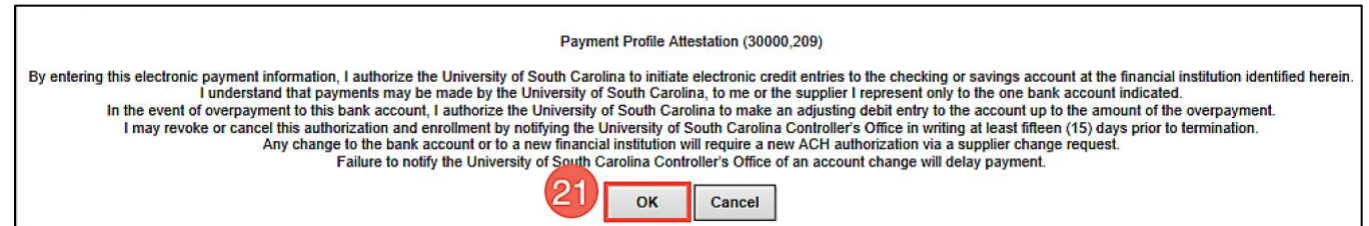
Step 20: Click the **Next** button to move on and complete the registration.

Step 21: Click **OK** to agree to the ACH (Direct Deposit) Attestation.



*Required Field

Exit Save for Later < Prev **20** Next >



Payment Profile Attestation (30000,209)

By entering this electronic payment information, I authorize the University of South Carolina to initiate electronic credit entries to the checking or savings account at the financial institution identified herein.
I understand that payments may be made by the University of South Carolina, to me or the supplier I represent only to the one bank account indicated.
In the event of overpayment to this bank account, I authorize the University of South Carolina to make an adjusting debit entry to the account up to the amount of the overpayment.
I may revoke or cancel this authorization and enrollment by notifying the University of South Carolina Controller's Office in writing at least fifteen (15) days prior to termination.
Any change to the bank account or to a new financial institution will require a new ACH authorization via a supplier change request.
Failure to notify the University of South Carolina Controller's Office of an account change will delay payment.

21 OK Cancel

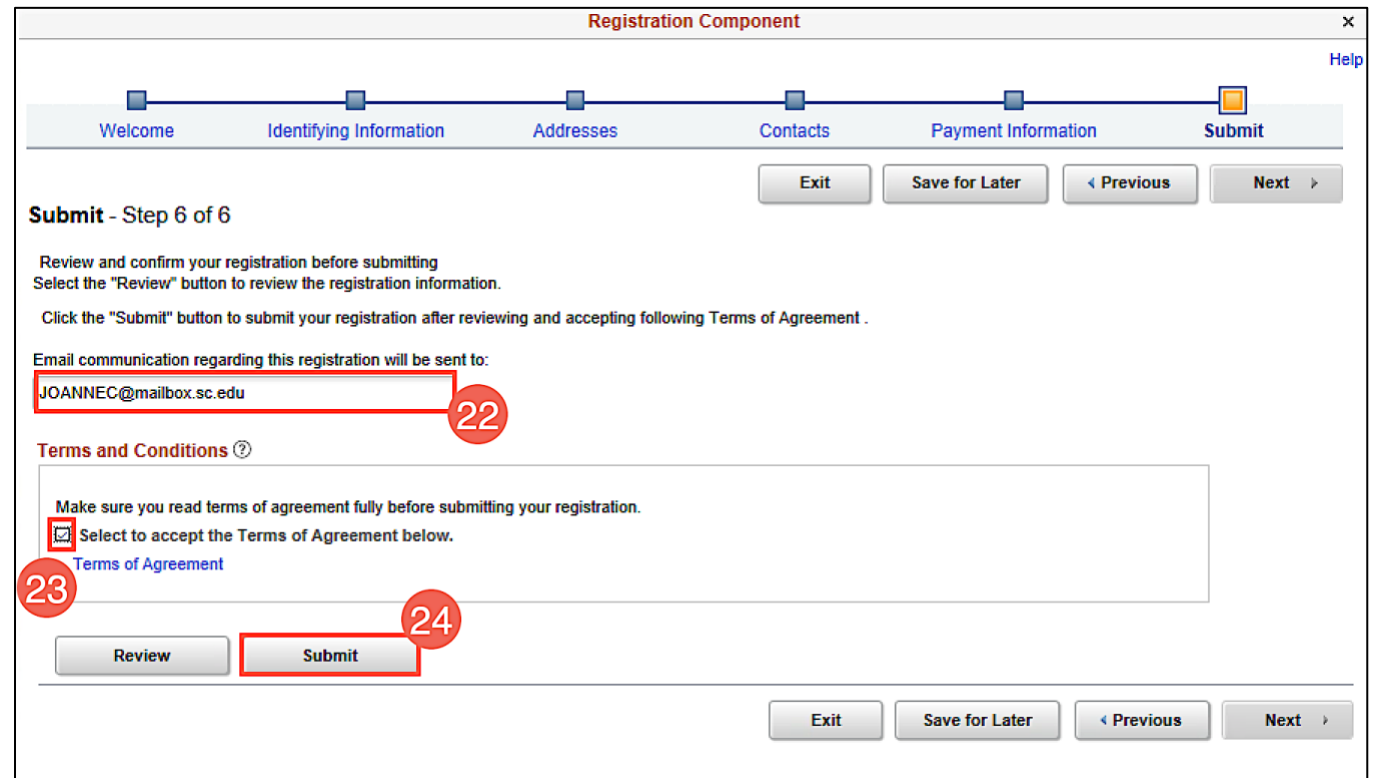
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Step 22: Check to make sure the registration communications are going to the appropriate contact.

Step 23: Select the box to **accept** the **Terms and Conditions**.

Step 24: 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.



Registration Component

[Help](#)

Welcome Identifying Information Addresses Contacts Payment Information **Submit**

Exit Save for Later < Previous Next >

Submit - Step 6 of 6

Review and confirm your registration before submitting
Select the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:
 22

Terms and Conditions [?](#)

Make sure you read terms of agreement fully before submitting your registration.

☒ Select to accept the Terms of Agreement below. 23

[Terms of Agreement](#)

Review **Submit** 24

Exit Save for Later < Previous Next >

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The supplier registration request has been submitted.

All Supplier Registrations will be approved by the department contact listed on the registration and then a final approval is made at the Supplier Team level.

You will receive an email with your Supplier ID. To make changes to the information included in the registration, please sign in to the Supplier Self-Service Portal using the User ID that was emailed to you and the password that you created during registration.

**Thank you for registering with
UofSC and we look forward to
doing business with you!**



The screenshot shows a web browser window titled "Supplier/Bidder User registrat" with a close button (X) in the top right corner. Below the title bar, there is a link "Registration Submit Details". A red rectangular box highlights a "Submitted" status message. The message includes a green checkmark icon, the text "You have successfully submitted your registration.", the registration ID "REG0000030", and the email address "JOANNEC@mailbox.sc.edu" for any registration status inquiries.

Supplier/Bidder User registrat

[Registration Submit Details](#)

Submitted

✓ You have successfully submitted your registration.

Your registration ID:
REG0000030

Any email regarding the registration status will be sent to:
JOANNEC@mailbox.sc.edu