How to register as an Offeror in the UofSC Solicitation system:
This guide is intended for external suppliers wishing to submit responses to UofSC solicitations. The job aid outlines the process for suppliers to become "Offerors" in the UofSC solicitation system.

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

### Processing Steps | Screen Shots
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**Step 1:** On the Supplier Home Page, click the **User Registration** tile to register as an offeror.
**Step 2:** Click the More link to view additional details regarding the registration process.

**Step 3:** To register as an Offeror, click Register Now.
Begin the registration process by reading the **Welcome** and clicking for additional help text.

**Step 4:** Select the appropriate entity type.

**Step 5:** Click the **Next** button to move on to Identifying Information.
Step 6: Add the Supplier’s Tax Identification Number. Enter a Social Security Number (SSN) or Individual Tax Identification Number (ITIN) if applicable in the U.S. Tax Identification Number field.

Step 7: Add the Supplier’s Name.

Optional/Government Classification: The information that you enter here may be used in U.S by various government sources to provide suppliers with classification certifications. You must report information about the classification of suppliers with whom they do business.

Optional/Additional Reporting Elements: The information that you enter here may be used for U.S. government compliance reporting, and/or they may be required to receive event invitations geared toward your business interests.

Step 8: Click Next to move to the providing an Address.
Step 9: Add the supplier’s Primary Address.

All fields with an * are required.

Optional: Add an Order address if different from the Primary address entered above. An email address will be required for each address.

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

Step 10: Click Next to move on and add Contact information.
Step 11: Click the **Add Contact** button to add a contact and create a new user ID.

Step 12: Add **Contact Information**.

All fields with an * are required.

Step 13: Enter a **Password**. Please remember your password after exiting this page. Your user ID will be emailed to you; however, your password will not. You must remember your password.

Click the ![help](image) to see what needs to be included in a password.

After the registration is approved, you will be able to login to the UofSC Supplier Portal to respond to solicitations using this user ID and password.

Step 14: Click the **OK** button when all required fields are complete.
**Step 15:** Once a contact is entered, a User ID is created. It is **very** important to make note of it here; it will be emailed to you as well.

After the registration is approved, you will be able to login to the UofSC Supplier Portal using this user ID and password created on the Add Contact page.

**Note:** Notice the Add Contact button is grayed out. Only one contact can be added.

**Step 16:** Click Next to enter a Categorization.
Step 17: Scroll down through the categories and click the box(es) to select the ones that best describe the product and/or services you provide.

All of your selections populate in a table that moves with you as you scroll through the sourcing options.

Step 18: Click Next to submit this registration.
Step 19: Check to make sure the registration communications are going to the appropriate contact.

Step 20: Select the box to accept the Terms and Conditions.

Step 21: 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.
The offeror registration request has been submitted.

You will receive an email with your USER ID.

To respond to a solicitation, you will need to sign into the UofSC Solicitation System using your User ID and Password. For steps on how to respond to a Solicitation, refer to the job aid titled How to Create a Response and Submit.

Thank you for registering as an Offeror with UofSC!