How to request a User ID using the UofSC Solicitation System:
This guide is intended for external suppliers wishing to submit responses to UofSC solicitations. The job aid outlines the necessary steps for a current UofSC supplier to request a User ID using 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 request a User ID.
Step 2: Click the More link to view more details regarding the information that will be needed to complete a request.

Step 3: To request a User ID for a current Domestic supplier, click Register Now.

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.

or

User ID Request – International B:
User ID Request for a current International Supplier with a U.S. Tax ID.
Step 4: Enter the 10-digit Supplier ID number in the Supplier ID field. If you do not remember the ID, please contact purchasing@sc.edu.

Step 5: Enter the U.S. Tax ID for a Domestic Supplier in the U.S. Tax Identification Number field.

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).

Use the Add button to request a User ID for additional Suppliers for which you are the contact.
For more information, click the for help text.

**Step 6:** Once a valid Supplier ID and U.S./Foreign Tax ID are entered, a User ID is created. It is **very** important to make note of this ID; it will be emailed to you as well.

This User ID will be needed to sign in to the UofSC Solicitation System to respond to solicitations.

**Step 7:** 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.

**Step 8:** Enter your name and an email address.

**Step 9:** Select the box to accept the **Terms and Conditions**.

**Step 10:** Click the **Submit** button.
Step 11: Click OK to complete the request.

The supplier User ID request has been submitted.

You will receive an email with a User ID. To respond to a solicitation, please sign in to the UofSC Solicitation system using the User ID emailed to you and the password you just created.

Thank you for requesting a User ID!