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

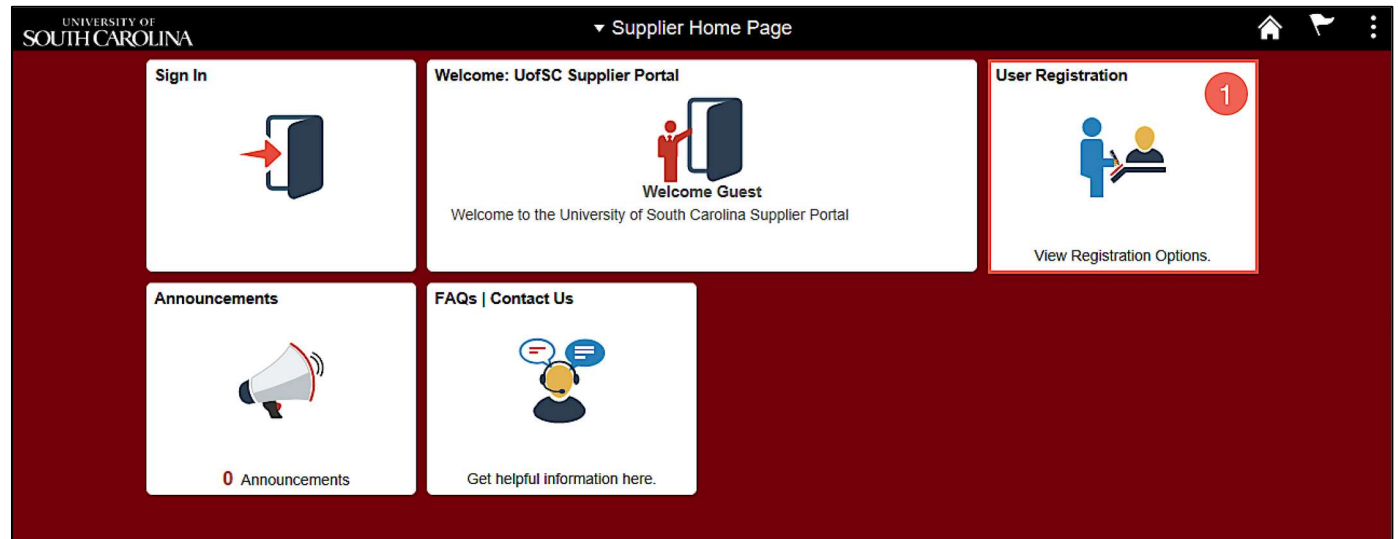| How to register as an International Individual Supplier using the Supplier Self-Service Portal: |
|---|
| This guide is intended for external suppliers wishing to do business with the University of South Carolina. The job aid outlines the necessary steps for a supplier to register in the University 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.

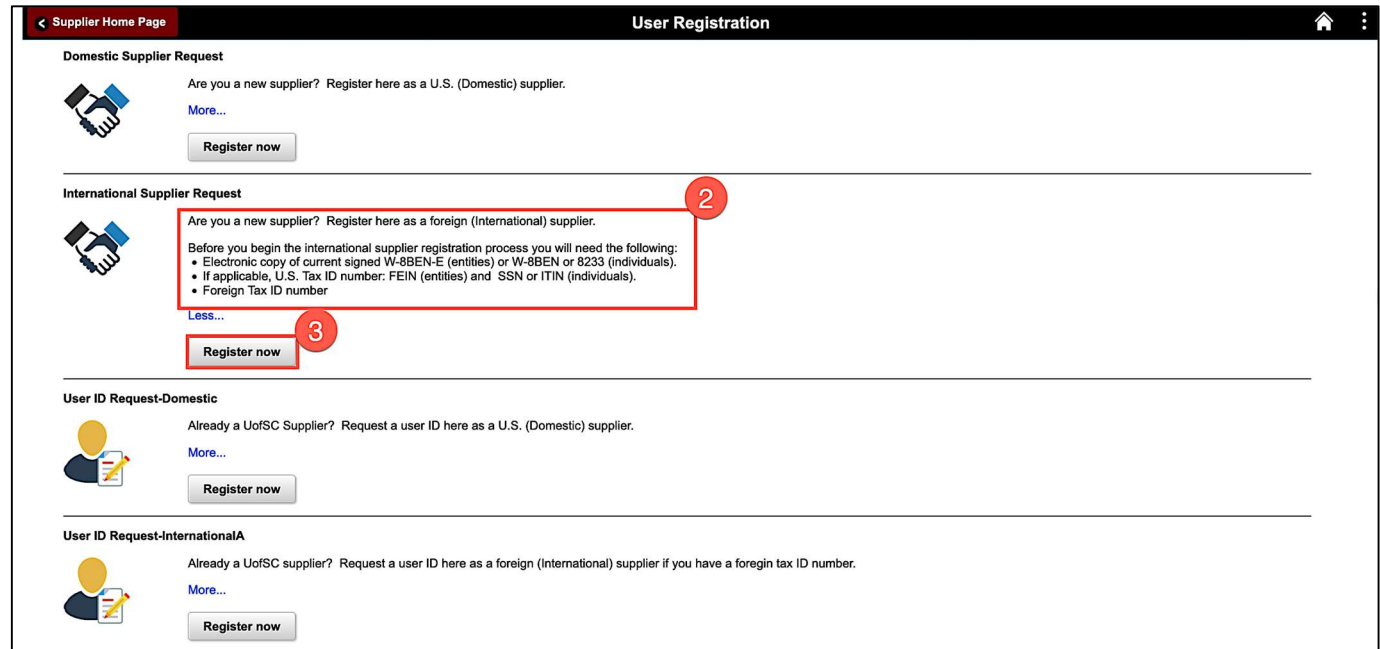| Processing Steps	Screen Shots
Receive an email invite to register from a UofSC Supplier Liaison. **Step 1:** On the Supplier Home Page, click the **User Registration** tile to register as a new supplier.	

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 International Supplier Request, click **Register Now**.

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

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

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

For information regarding U.S. and Foreign Tax Indentification Numbers, click the ⟨?⟩ for help text.

Step 6: Add the Supplier's Unique ID and Company Profile. All fields with * are required fields.

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.

Registration Component   ✕

Help

| Welcome | Identifying Information | Addresses | Contacts | Submit |

Exit   Save for Later   ◂ Previous   Next ▸

Identifying Information - Step 2 of 5

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

Please note that Tax Identification Number is a U.S. TIN for international businesses and a SSN or ITIN for international individuals.

Unique ID & Company Profile ⟨?⟩   ⑥

| U.S. Tax Identification Number | [   ] |
| * Foreign Tax Identification | 580000021 |

| * Name | Mario Ross | Add Attachment
| Additional Name | [   ] |

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 8: Attach form 8233 if you are receiving compensation for personal services performed in the United States, otherwise attach form W-8BEN.

Use 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 7

* 1) Please enter the email address of your University of South Carolina Department contact who can verify your   baileydk@mailbox.sc.edu

* 2) What offering will you be providing to the University? Please select all that apply.   Product; Service

* 3) If offering a service, will the service be performed on U.S. soil? If not offering a service, select N/A.   Yes

* 4) Will you be receiving rental or royalty payments?   No

* 4) Do you reside in the state of South Carolina? If yes, skip ahead to question 7. If no, move to question 5.   No

5) Are you registered with the South Carolina Secretary of State or South Carolina Department of Revenue?   No

6) If you do not reside in the state of South Carolina and are registered with the South Carolina Secretary of State or South   Add Attachment

* 7) Is payment in U.S. dollars an acceptable currency?   No

* 8) If offering a service that will be performed on U.S. soil, please attach form 8233 as opposed to the form W-8BEN.   View/Modify Attachment (1)

* 1) Please enter the email address of your University of South Carolina Department contact who can verify your   baileydk@mailbox.sc.edu

* 2) What offering will you be providing to the University? Please select all that apply.   Product; Service

Exit | Save for Later | ◄ Previous | Next ► | 8

Step 9: Add the suppliers Primary Address.

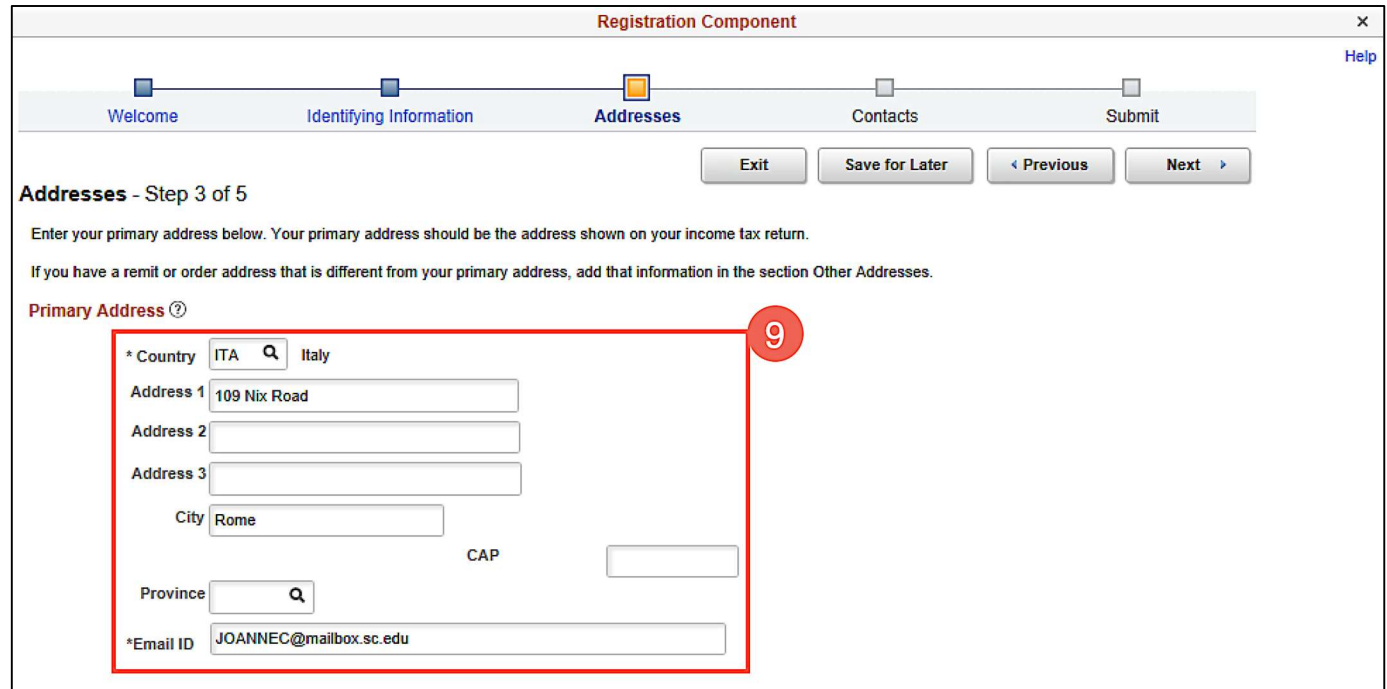All fields with an * are required.

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: 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   ✕

Help

Welcome — Identifying Information — **Addresses** — Contacts — Submit

[Exit] [Save for Later] [◀ Previous] [Next ▶]
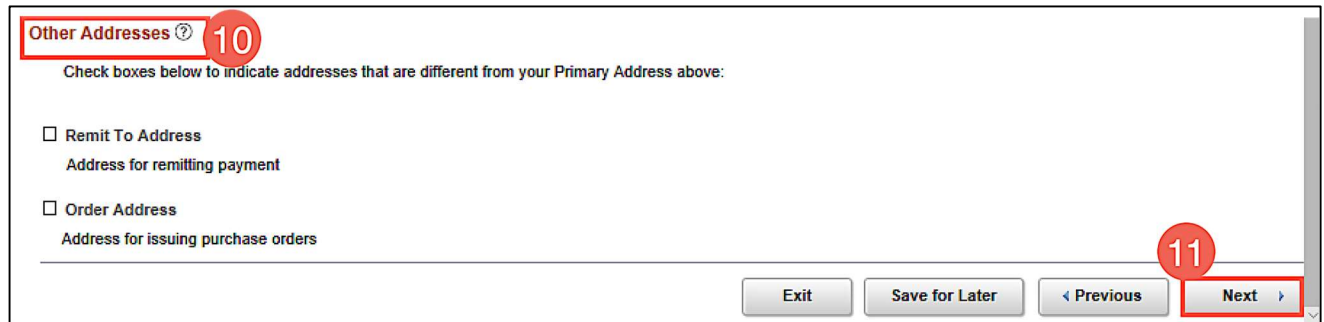
Addresses - Step 3 of 5

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 ⑨

* Country   ITA 🔍   Italy
Address 1   109 Nix Road
Address 2
Address 3
City   Rome
CAP
Province   🔍
*Email ID   JOANNEC@mailbox.sc.edu

Other Addresses ⑩

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   ⑪

[Exit] [Save for Later] [◀ Previous] [Next ▶]

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.

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

Registration Component ✕

Help

Welcome — Identifying Information — Addresses — Contacts — Submit
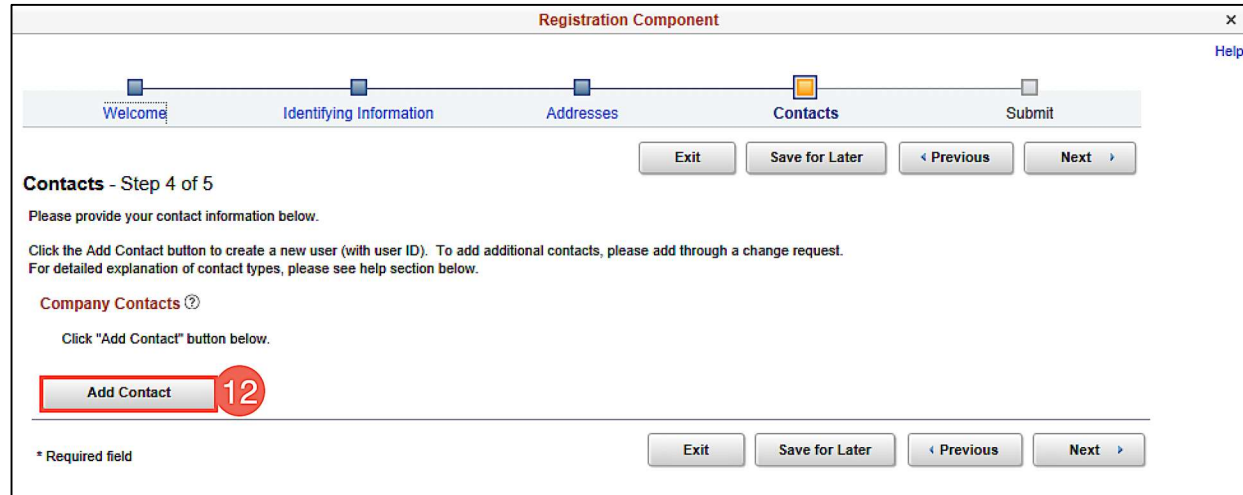
[Exit] [Save for Later] [‹ Previous] [Next ›]

Contacts - Step 4 of 5

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.
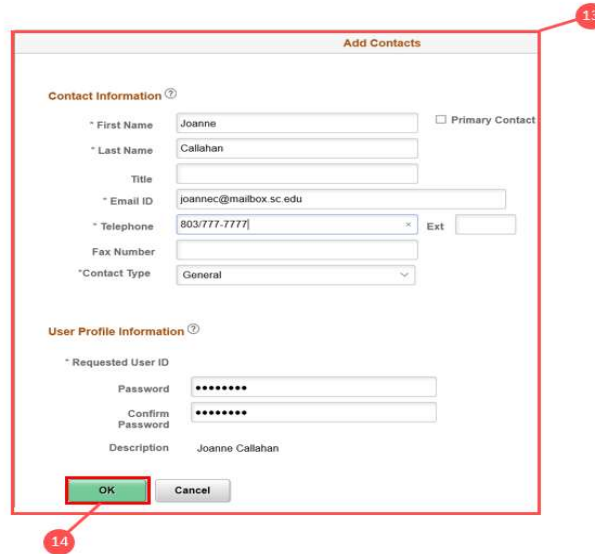
Company Contacts ⑦

Click "Add Contact" button below.

[Add Contact] **12**

* Required field

[Exit] [Save for Later] [‹ Previous] [Next ›]
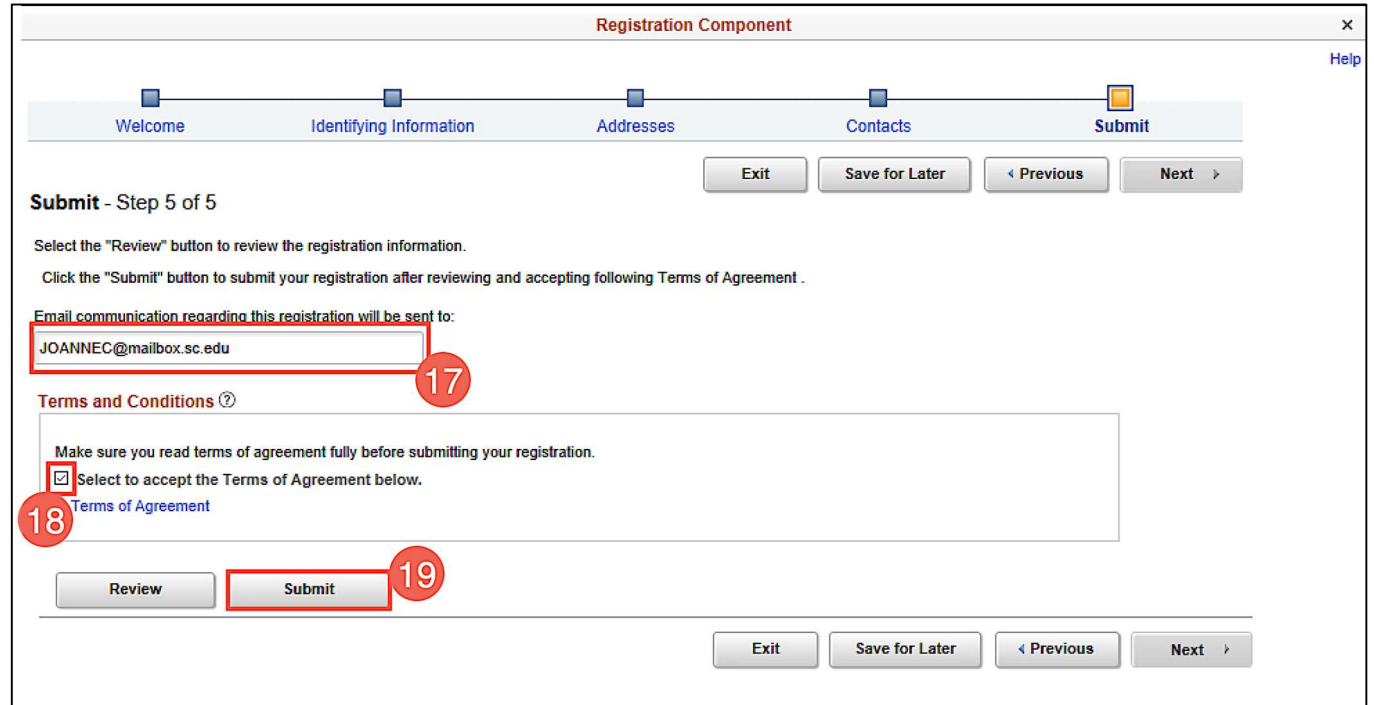
13

Add Contacts

Contact Information ⑦

* 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 ⑦

* Requested User ID
  Password   ••••••••
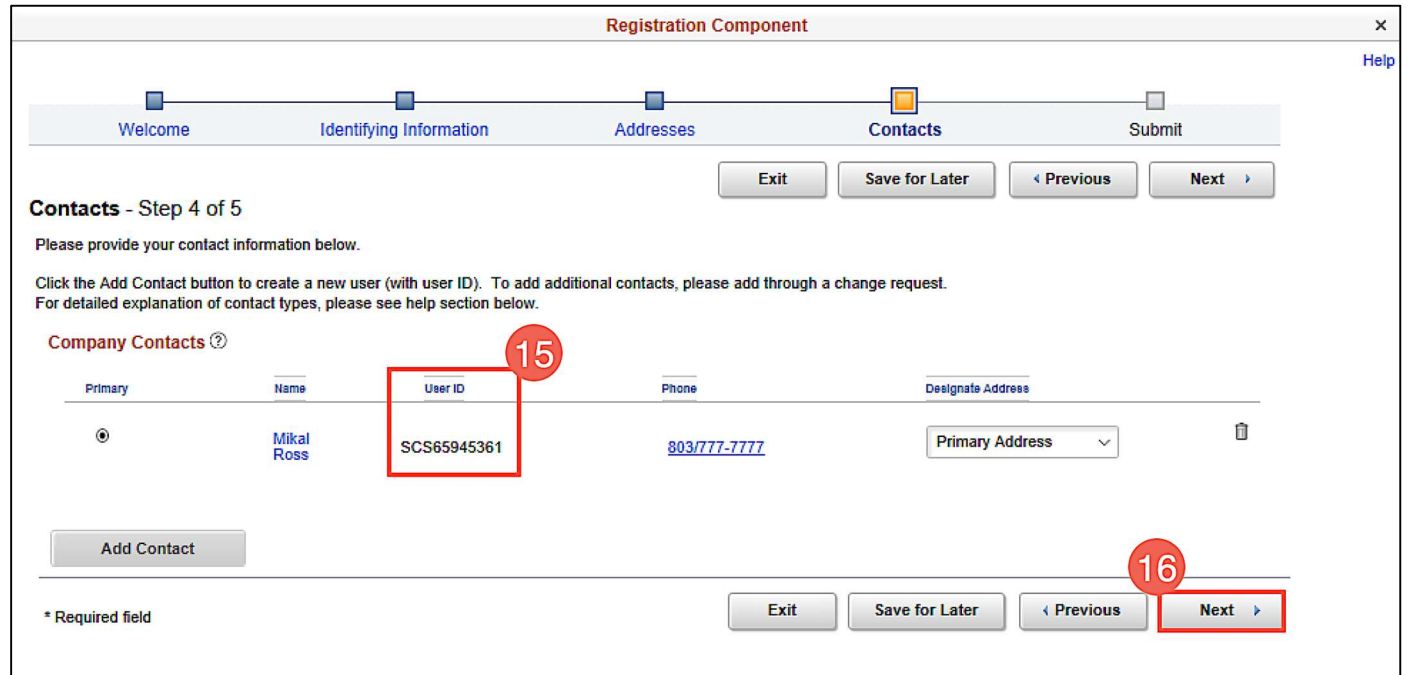 Confirm   ••••••••
  Password
  Description   Joanne Callahan

[OK] [Cancel]

14

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 complete the registration.

Step 17: Check to make sure the registration communications are going to the appropriate contact.

Step 18: Select the box to **accept** the **Terms and Conditions**.

Step 19: 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 — **Submit**

Exit | Save for Later | ◄ Previous | Next ►

Submit - Step 5 of 5

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:

JOANNEC@mailbox.sc.edu

(17)

Terms and Conditions ⑦

  Make sure you read terms of agreement fully before submitting your registration.
  ☑ Select to accept the Terms of Agreement below.
(18) Terms of Agreement

(19)

Review | Submit

Exit | Save for Later | ◄ Previous | Next ►

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!

Supplier/Bidder User registrat	✕

Registration Submit Details

Submitted

✔ You have successfully submitted your registration.

Your registration ID:
REG0000036

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