

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 and/or update Supplier information. The job aid outlines the necessary steps for a current UofSC supplier to request a User ID using the Supplier Portal.



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

Processing Steps

Step 1: On the Supplier Home Page, click the **User Registration** tile to request a User ID.

Screen Shots



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

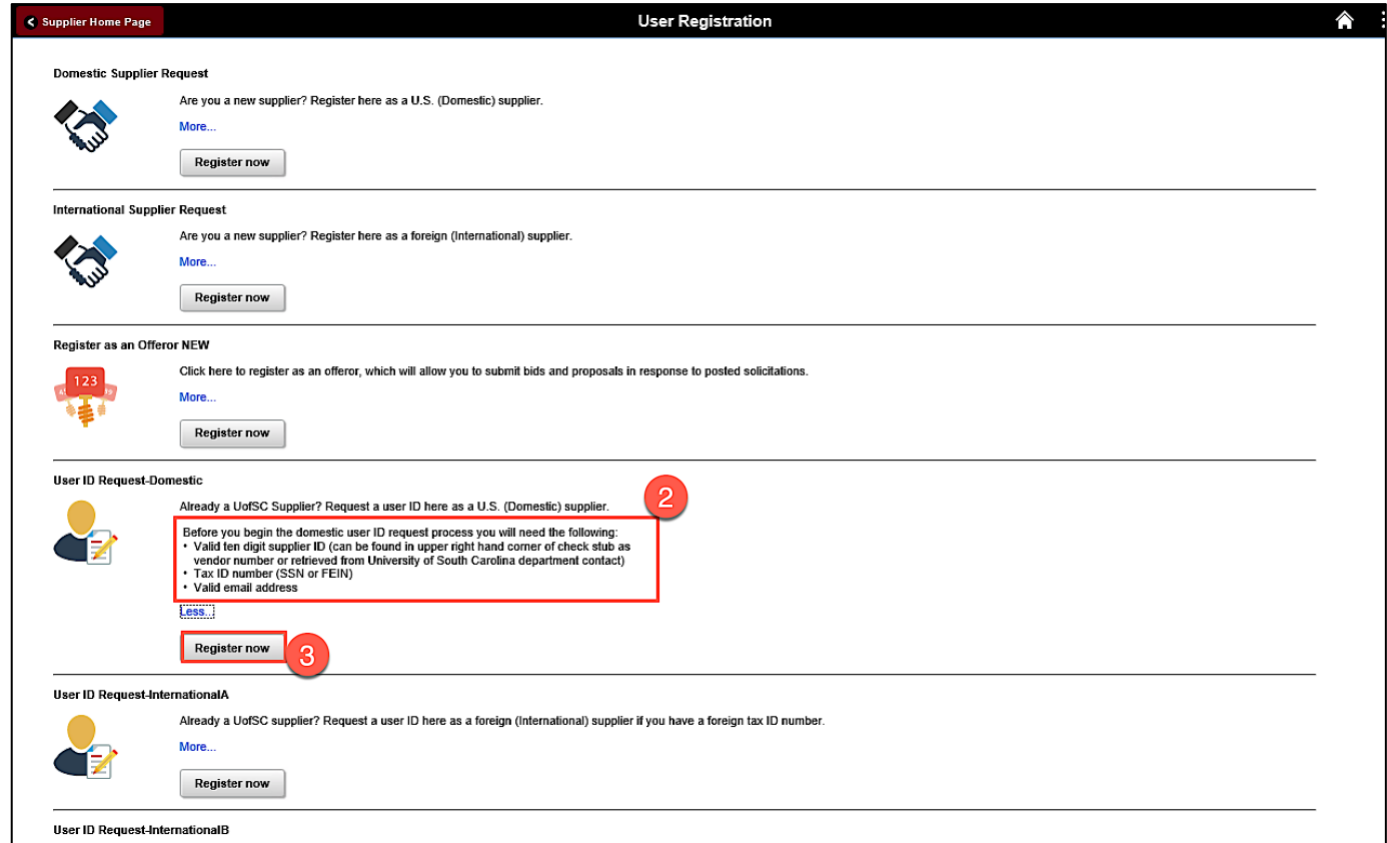
Step 3: To request a User ID for a current **Domestic** supplier, click **Register Now**.

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.



Domestic Supplier Request
Are you a new supplier? Register here as a U.S. (Domestic) supplier.
[More...](#)

International Supplier Request
Are you a new supplier? Register here as a foreign (International) supplier.
[More...](#)

Register as an Offeror NEW
Click here to register as an offeror, which will allow you to submit bids and proposals in response to posted solicitations.
[More...](#)

User ID Request-Domestic
Already a UofSC Supplier? Request a user ID here as a U.S. (Domestic) supplier. **2**
Before you begin the domestic user ID request process you will need the following:

- Valid ten digit supplier ID (can be found in upper right hand corner of check stub as vendor number or retrieved from University of South Carolina department contact)
- Tax ID number (SSN or FEIN)
- Valid email address

[Less...](#)
 3

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...](#)

User ID Request-InternationalB

Step 4: Enter the 10-digit Supplier ID number in the **Supplier ID** field. If you do not remember the ID, please contact your Supplier Liaison.

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.

Supplier User Registration x

[Help](#)

Register New User Accounts

Welcome to the University of South Carolina domestic supplier user ID request form.


TIP: For a step by step job aid to assist in requesting a user ID, please click [here](#).


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

If you have any questions, please contact your UofSC Department Contact/Supplier Liaison.

Authentication

Supplier List

*Supplier ID	U. S. Tax Identification Number	
0000045001	202101281	

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 Supplier Portal to respond to solicitations and/or when a change request is needed.


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. Password must include at least one upper case letter, lower case letter, number, and special character.

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.


User Account Information 

Your user ID will be emailed to you 


Enter a password

Confirm the password 

Enter your first name and last name


* Email ID 

Terms and Conditions

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

Select to accept the Terms of Agreement below.

[Terms of Agreement](#)



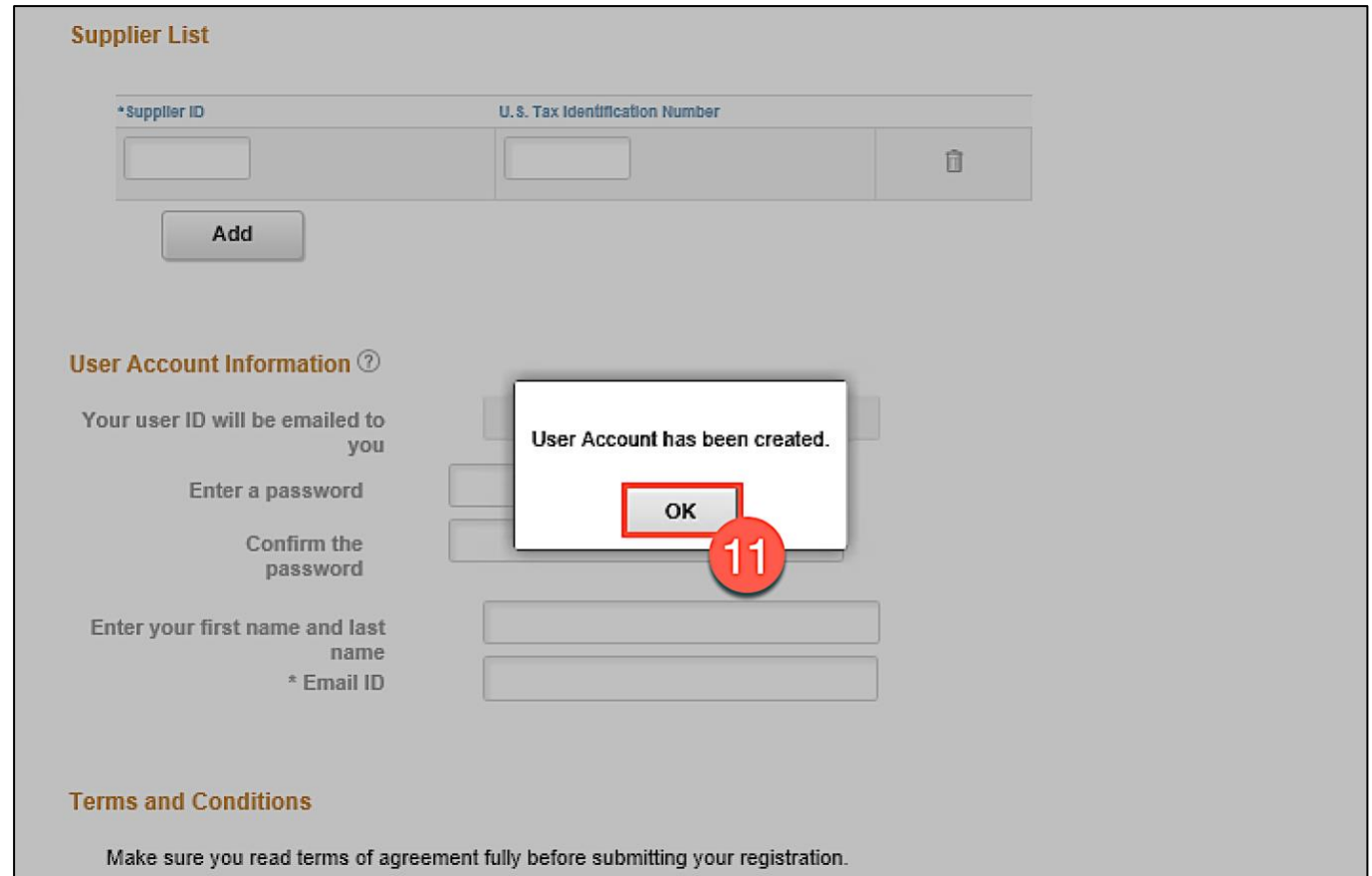
* Required field

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 and/or make changes to supplier information, please sign in to the Supplier Portal using the User ID sent to you in an email and the password you entered when completing this request.

Thank you for requesting a User ID!



Supplier List

*Supplier ID	U. S. Tax Identification Number	
<input type="text"/>	<input type="text"/>	

Add

User Account Information ?

Your user ID will be emailed to you

Enter a password

Confirm the password

Enter your first name and last name

* Email ID

Terms and Conditions

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

User Account has been created.

OK

11