

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.

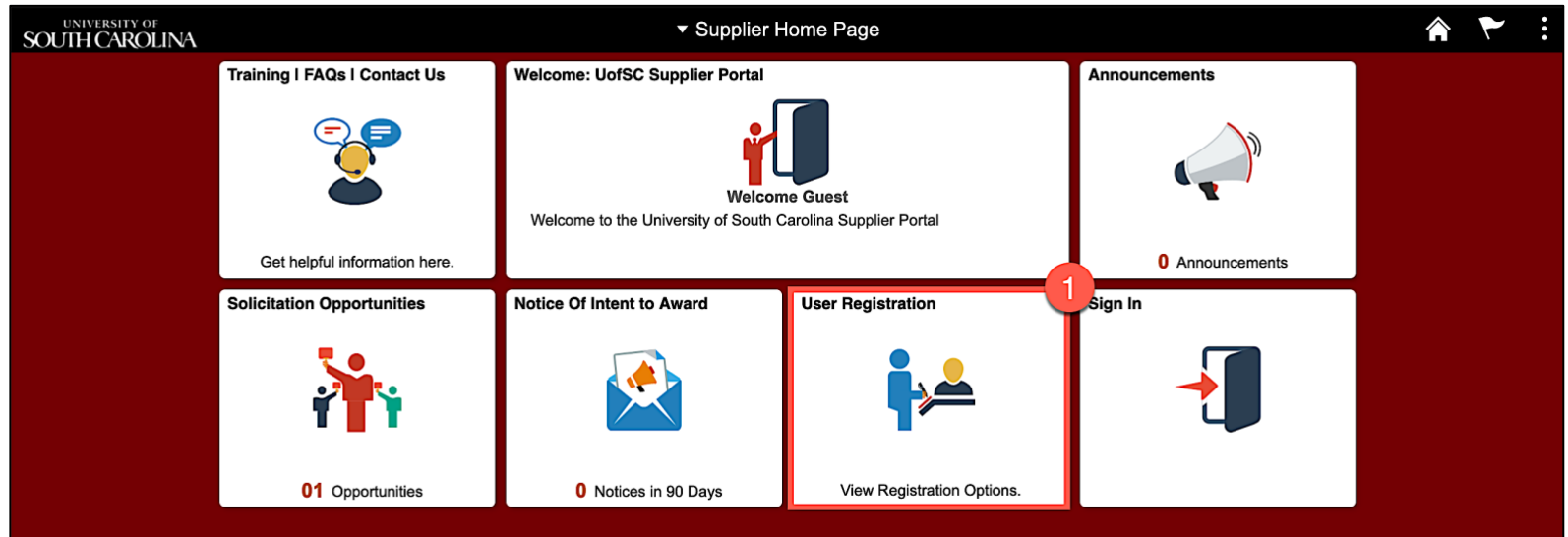


Be sure to use the **Question Mark** icons available throughout the registration process, for help along the way.

Processing Steps

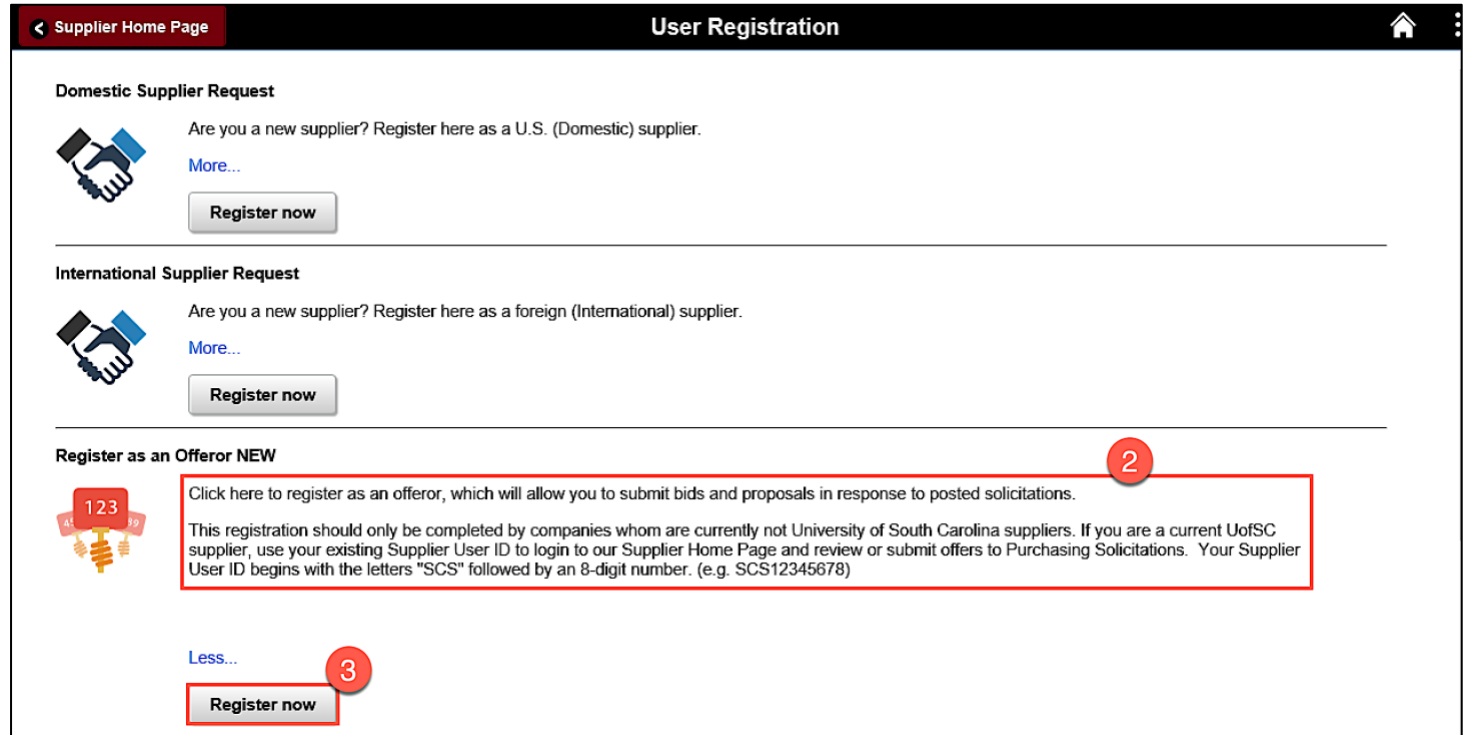
Screen Shots

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**.




Supplier Home Page **User Registration**

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

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

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.
This registration should only be completed by companies whom are currently not University of South Carolina suppliers. If you are a current UofSC supplier, use your existing Supplier User ID to login to our Supplier Home Page and review or submit offers to Purchasing Solicitations. Your Supplier User ID begins with the letters "SCS" followed by an 8-digit number. (e.g. SCS12345678)
[Less...](#)
Register now

University of South Carolina
Purchasing Department – Strategic Sourcing
Offeror Registration

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.

purchasing@sc.edu with questions about this registration process.' Below this is a section titled 'Select an activity below: ?' with a help icon. There are three radio button options: 'Start a new registration form' (selected), 'Continue from where you left', and a sub-section 'What type of entity do you represent?' with 'Business' (selected) and 'Individual' options. At the bottom, there are buttons for 'Exit', '< Previous', and 'Next >'. A red box highlights the 'Next >' button, and a red circle with the number '5' is next to it. Another red circle with the number '4' is next to the 'Business' radio button." data-bbox="284 259 950 744"/>

Register Supplier/Offeror

Welcome Identifying Information Addresses Contacts Categorization Submit

Exit < Previous Next >

Welcome - Step 1 of 6

To register as an Offeror, you must complete the required information for each step of the process. Use the navigation buttons "Next" and "Previous" to move between steps. After all the required information has been entered, use the "Submit" button to complete your registration.

You will receive an email confirmation shortly after submission. If additional information is needed to finalize your registration, you will be contacted by the UofSC Purchasing Department. Please contact purchasing@sc.edu with questions about this registration process.

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
Purchasing Department – Strategic Sourcing
Offeror Registration**

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**.

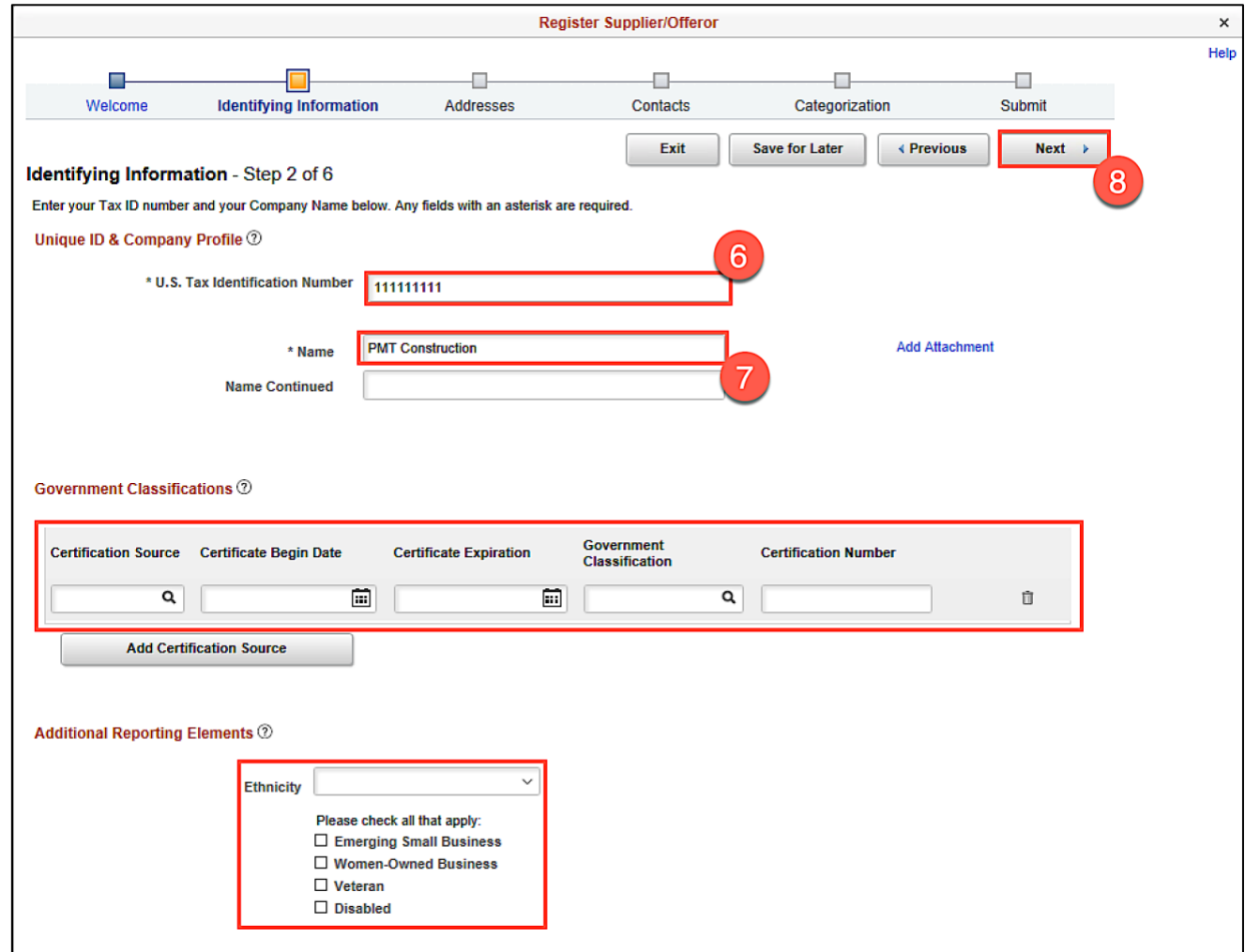
Optional/Government Classification:

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.



Register Supplier/Offeror

[Help](#)

Welcome **Identifying Information** Addresses Contacts Categorization Submit

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

Identifying Information - Step 2 of 6
Enter your Tax ID number and your Company Name below. Any fields with an asterisk are required.

Unique ID & Company Profile

* U.S. Tax Identification Number: 111111111

* Name: PMT Construction

Name Continued: _____

[Add Attachment](#)

Government Classifications

Certification Source	Certificate Begin Date	Certificate Expiration	Government Classification	Certification Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Certification Source](#)

Additional Reporting Elements

Ethnicity:

Please check all that apply:

- Emerging Small Business
- Women-Owned Business
- Veteran
- Disabled

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Offeror Registration**

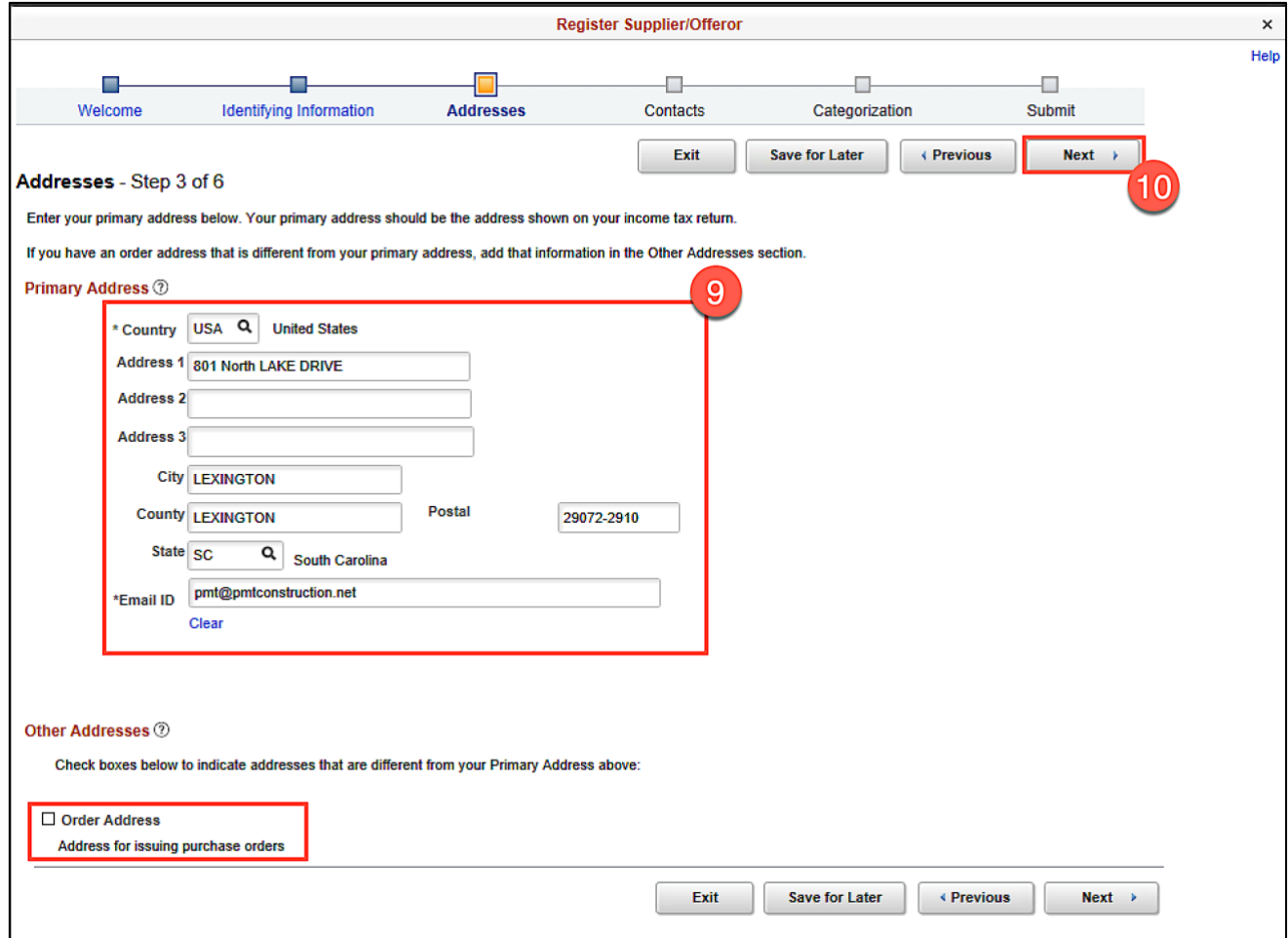
Step 9: Add the supplier’s **Primary Address**.

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.



Register Supplier/Offeror

[Help](#)

Welcome Identifying Information **Addresses** Contacts Categorization 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 an order address that is different from your primary address, add that information in the Other Addresses section.

Primary Address ?

* Country USA United States

Address 1 801 North LAKE DRIVE

Address 2

Address 3

City LEXINGTON

County LEXINGTON Postal 29072-2910

State SC South Carolina

*Email ID pmt@pmtconstruction.net

Clear

Other Addresses ?

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

Order Address
Address for issuing purchase orders


Exit Save for Later < Previous Next >

Step 11: Click the **Add Contact** button to add a contact and create a new user ID.

Step 12: Add **Contact Information**.

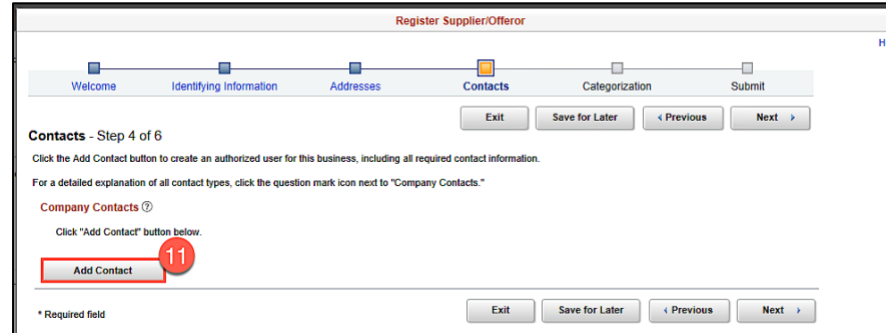
All fields with an * are required.

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  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.



Register Supplier/Offeror

Welcome Identifying Information Addresses **Contacts** Categorization Submit

Exit Save for Later < Previous Next >

Contacts - Step 4 of 6

Click the Add Contact button to create an authorized user for this business, including all required contact information.

For a detailed explanation of all contact types, click the question mark icon next to "Company Contacts."

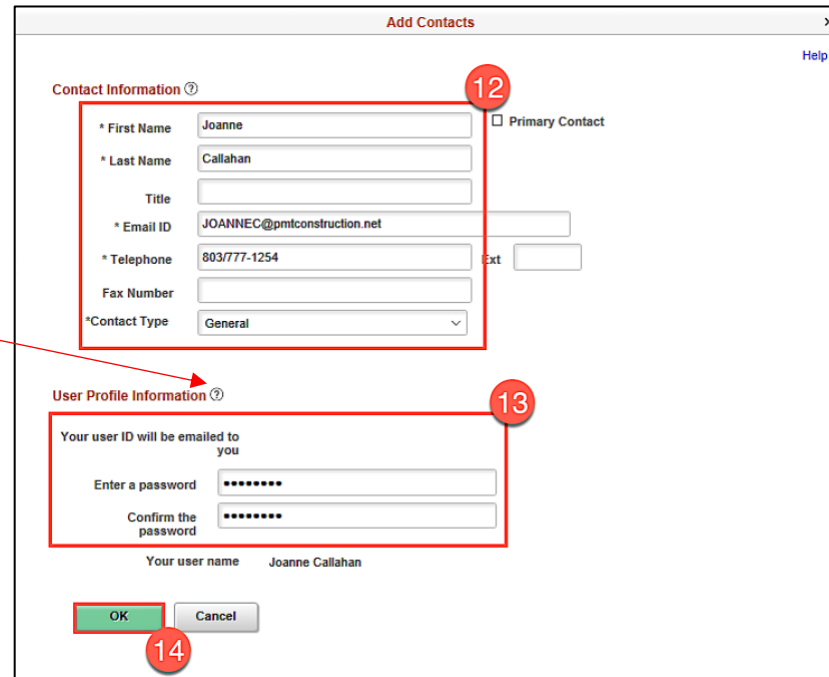
Company Contacts ?

Click "Add Contact" button below.

Add Contact 11

* Required field

Exit Save for Later < Previous Next >



Add Contacts

Contact Information ? 12

* First Name Joanne Primary Contact

* Last Name Callahan

Title

* Email ID JOANNEC@pmtconstruction.net

* Telephone 803/777-1254 Ext

Fax Number

* Contact Type General

User Profile Information ? 13

Your user ID will be emailed to you

Enter a password

Confirm the password

Your user name Joanne Callahan

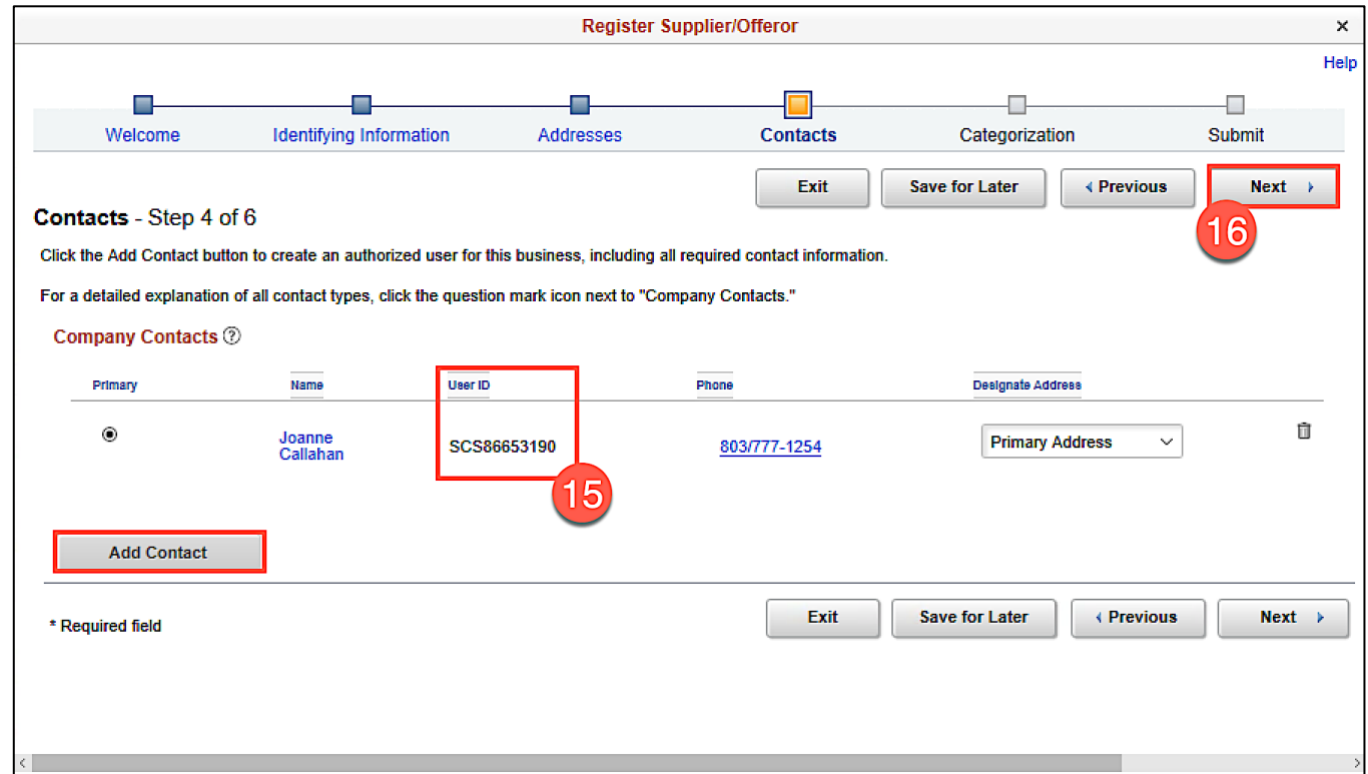
OK Cancel 14

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.



Register Supplier/Offeror

[Help](#)

Progress: Welcome | Identifying Information | Addresses | **Contacts** | Categorization | Submit

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

Contacts - Step 4 of 6

Click the Add Contact button to create an authorized user for this business, including all required contact information.

For a detailed explanation of all contact types, click the question mark icon next to "Company Contacts."

Company Contacts ?

Primary	Name	User ID	Phone	Designate Address
<input checked="" type="radio"/>	Joanne Callahan	SCS86653190	803/777-1254	Primary Address

Add Contact

* Required field

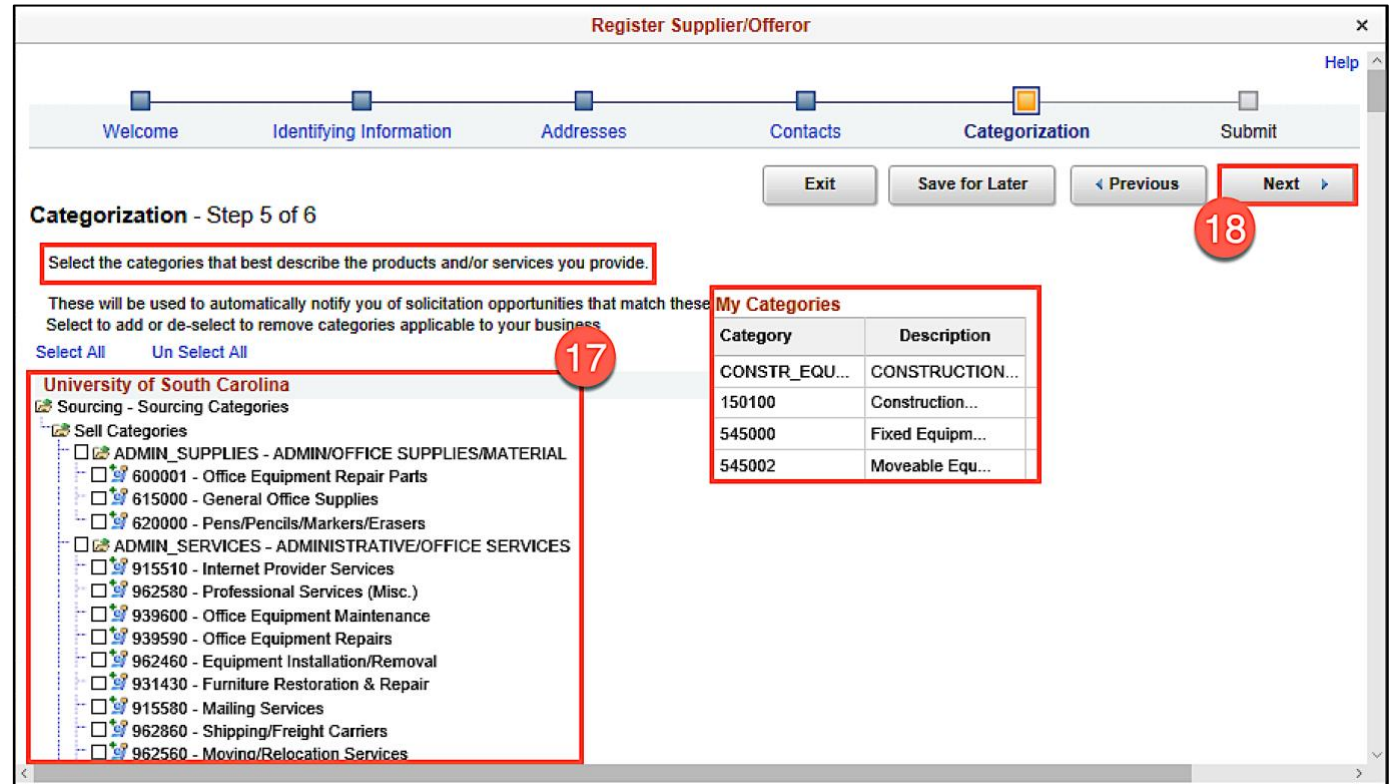
Exit | Save for Later | < Previous | Next >

**University of South Carolina
Purchasing Department – Strategic Sourcing
Offeror Registration**

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.



Register Supplier/Offeror

Help

Welcome Identifying Information Addresses Contacts **Categorization** Submit

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

Categorization - Step 5 of 6

Select the categories that best describe the products and/or services you provide.

These will be used to automatically notify you of solicitation opportunities that match these

Select to add or de-select to remove categories applicable to your business

Select All Un Select All

University of South Carolina

Sourcing - Sourcing Categories

- [-] Sell Categories
 - ADMIN_SUPPLIES - ADMIN/OFFICE SUPPLIES/MATERIAL
 - 600001 - Office Equipment Repair Parts
 - 615000 - General Office Supplies
 - 620000 - Pens/Pencils/Markers/Erasers
 - ADMIN_SERVICES - ADMINISTRATIVE/OFFICE SERVICES
 - 915510 - Internet Provider Services
 - 962580 - Professional Services (Misc.)
 - 939600 - Office Equipment Maintenance
 - 939590 - Office Equipment Repairs
 - 962460 - Equipment Installation/Removal
 - 931430 - Furniture Restoration & Repair
 - 915580 - Mailing Services
 - 962860 - Shipping/Freight Carriers
 - 962560 - Moving/Relocation Services

Category	Description
CONSTR_EQU...	CONSTRUCTION...
150100	Construction...
545000	Fixed Equipm...
545002	Moveable Equ...

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Purchasing Department – Strategic Sourcing
Offeror 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.

Register Supplier/Offeror x

[Help](#)

Welcome Identifying Information Addresses Contacts Categorization **Submit**

Exit Save for Later ← Previous Next →

Submit - Step 6 of 6

ddsad
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:

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Final password warning: If you do not remember your contact password, please return to the contact trainstop and re-enter a password before submitting this registration.

Password

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](#)

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Review **Submit** 21

Exit Save for Later ← Previous Next →

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!

