



# UNIVERSITY OF South Carolina

## Controller's Office – Supplier Liaison Directing Suppliers to the Supplier Self-Service Portal

To determine if a supplier is already in the system, use the Review Suppliers Page in Peoplesoft by navigating to:  
**Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers**

**Note:** The most efficient way to search is by ID Type if you have the SSN or FEIN. If you do not have this, search by Name and Change Name "Equals" to "Contains" and search by a portion of the name.

**Review Suppliers**

Search Criteria

\*SetID: USC01

Name: Contains (highlighted) | Foods

Supplier ID: [ ]

Short Name: Equal to | [ ]

Withholding Name: Equal to | [ ]

Classification: [ ]

Supplier Status: [ ]

Type: [ ]

Sanctions Status: [ ]

Persistence: [ ]

Address: Equal to | [ ]

City: [ ]

Customer Number: [ ]

Country: [ ]

ID Type: U.S. Tax Identification Number | [ ]

State: [ ]

VAT Registration ID: [ ]

Postal: [ ]

Withholding Tax ID: [ ]

Bank Account #: [ ]

Max Rows: 300

Search [ ] Clear [ ]

**Search Results**

1-10 of 47 | [View All](#) (highlighted)

Actions	SetID	Supplier ID	Supplier Name	Supplier Status	Address	City	State	Postal Code	Country	Address Status
Actions	USC01	0000000969	PERFORMANCE FOODSERVICE IFH	Approved	2801 Alex Lee Boulevard	Florence	SC	29506-8250	USA	Active
Actions	USC01	0000000969	PERFORMANCE FOODSERVICE IFH	Approved	PO Box 60163	Charlotte	NC	28260	USA	Active
Actions	USC01	0000000969	PERFORMANCE FOODSERVICE IFH	Approved	PO BOX 60163	CHARLOTTE	NC	28260-0163	USA	Active

Use the **View All** link to see all results if there are more than 10 search results.

If supplier is found, view the supplier status.

- **If it's Approved**, send the Supplier ID and the User Account Request Letter ONLY to the supplier if they need to make an update to their profile. If they do not need to make an update to their profile, proceed to enter the payment request or purchase requisition.
- **If it's Inactive**, request that the supplier send an updated W9 (for U.S. suppliers), W-8BEN-E (for foreign business/entity suppliers), or W-8BEN or 8233 (for foreign individuals) to APSupplr@mailbox.sc.edu . Once the profile is approved by the Supplier Team, follow the If it's Approved procedure above.

If the Supplier is **not** found, send the New Supplier Registration Letter ONLY and your Peoplesoft email address to the supplier so that the submitted registration can be routed to you for approval. Click [HERE](#) to view instructions on how to ensure your email address is set up in Peoplesoft so that registrations can be routed to you for approval.

**Note:** The link to the portal is in the User Account Request Letter as well as the New Supplier Registration Letter. If the link does not launch in the supplier's default browser, please instruct them to use one of the following: Internet Explorer, Safari, or Firefox. If the link still does not launch, please instruct them to close all browsers, clear cache, and relaunch the portal from the link above in this letter. For instructions on how they can clear cache for any browser, please [click here](#).