

To register as a Supplier, complete the following steps:

0. Access the Supplier Portal: <https://supplier.ps.sc.edu/>
1. From the Supplier Portal Homepage, click “Create an Account (New Users).”



2. Click “**Register now**” in the New U.S. Supplier section.

New U.S. Supplier



Have you been invited by individual, and your company?

[More..](#)

[Register now](#)

3. Step 1 of 6, select “**Individual**” for the type of entity that you represent then click “Next.”

Select an activity below: [?](#)

Start a new registration form

What type of entity do you represent?

Business

Individual

Continue from where you left

4. Step 2 of 6, complete the Unique ID & Company Profile
 1. In the U.S. Tax Identification Number field enter your social security number.
 2. In the Company/Individual Name field, enter your name.
 3. Leave Government Classifications **Blank**.
 4. Answer all profile questions with an asterisk and any other applicable profile questions then click Next.”

Note: When completing your Supplier Registration and W9, please input your personal information and **your USC email** rather than your family or employer's information. **All information, including your supplier**

registration, your bank account information and your W9, needs to be your personal information.

Profile Questions	Answer
* 1) Enter your USC Department Contact/Supplier Liaison's email address who can verify your registration request.	Michelle Priester, priestmi@mailbox.sc.edu
* 2) What will you be providing to the University? Please click on the magnifying glass and select all that apply.	Please click on the magnifying glass and select Other
* 3) For what will you be paid? Please click on the magnifying glass and select all that apply.	Please click on the magnifying glass and select Prize/Award
* 4.1) Are you a USC student? If yes, answer question 4.2. If no, skip ahead to question 5.	Click drop-down and select Yes
4.2) Will you be providing a service for dramatics, student publications, student government, student media, glee clubs, bands, choirs, debate teams, radio stations, intramural and interscholastic athletics, or other similar endeavors?	Click drop-down and select No
* 5) Please attach a completed and signed form W-9. To obtain a blank copy of the form W-9, please navigate to https://www.irs.gov/pub/irs-pdf/fw9.pdf from your web browser.	Go here to obtain a blank W-9 . For the W9 additional info to go along with the supplier registration details: You will fill out the W9 form with your personal information. You only need to complete the following sections: #1 Your full name #3A Select "individual" #5 & 6 Full address Part 1 Your social security number Part 2 Sign and date
* PAYMENT OPTION: The University of South Carolina strongly encourages all	Click drop-down and select Yes .

suppliers to enroll in the ACH (Direct Deposit) payment disbursement.	
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Do you wish to enroll in or update your ACH (Direct Deposit)? Select Yes or No. If Yes you will provide your payment information on the Payment Information tab.	
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Please note that for initial supplier registration, not enrolling in ACH (Direct Deposit) may significantly delay payment.	
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5. Step 3 of 6, Enter your mailing address and email address then click “Next.”
6. Step 4 of 6, if you answered “Yes” to the ACH profile question, click “Add Contact”.
 1. Enter information for all fields marked with an asterisk and for Contact Type select “ACH”, then click “OK”, then click “Next.”
7. Step 5 of 6, if you answered “Yes” to the ACH profile question, enter your banking information then click “Next.”
8. Enter the email address where you’d like to receive communication regarding your registration.
9. Step 6 of 6, Check the box to accept the terms of agreement, then click submit. You are done with the registration process and will receive follow-up communication to the email address provided.

VERY IMPORTANT: You will create your password during the registration process. You will need to make note as it will not be emailed to you for security reasons. The USER ID will be emailed to you and will be required when signing in to update supplier information.