Department Contact / Supplier Liaison – When & How to direct Suppliers to the Supplier Self-Service Portal

Step 1: Navigate to the Review Suppliers Page in Peoplesoft and search to determine if your supplier is in the system.

HELPFUL TIP – 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.

Step 2: If necessary, click View All to see all results.

Step 3: If supplier is found, follow step **3a** below.
　　　If supplier is not found, follow step **3b** below.

Step 3a: View 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.

Step 3b: 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.

*HELPFUL TIP – 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: **Microsoft Edge, 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.*