



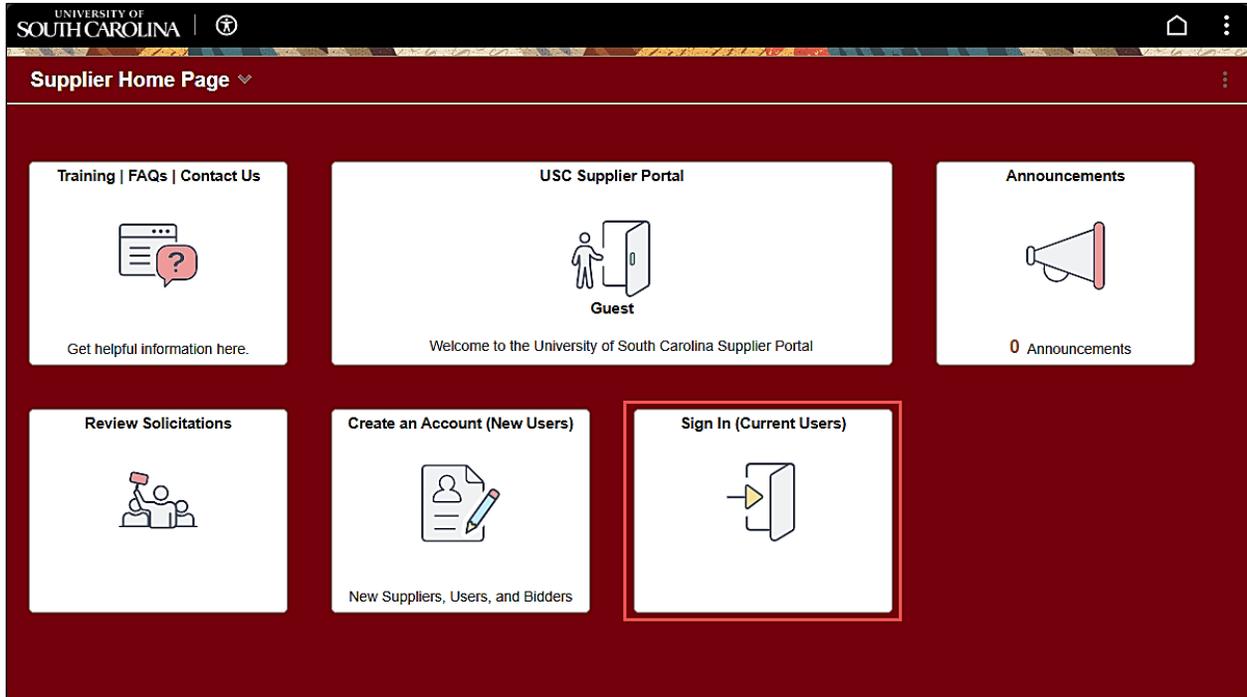
## Office of the Controller General Accounting – Supplier Self-Service Portal Address Change Request for a US Supplier

### How to create a change request for a US Supplier using the Supplier Self-Service Portal:

This guide is intended for external suppliers wishing to do business with the University of South Carolina. The job aid outlines the necessary steps for a supplier to create a change request for an address change in the University of South Carolina’s Supplier Self-Service Portal.

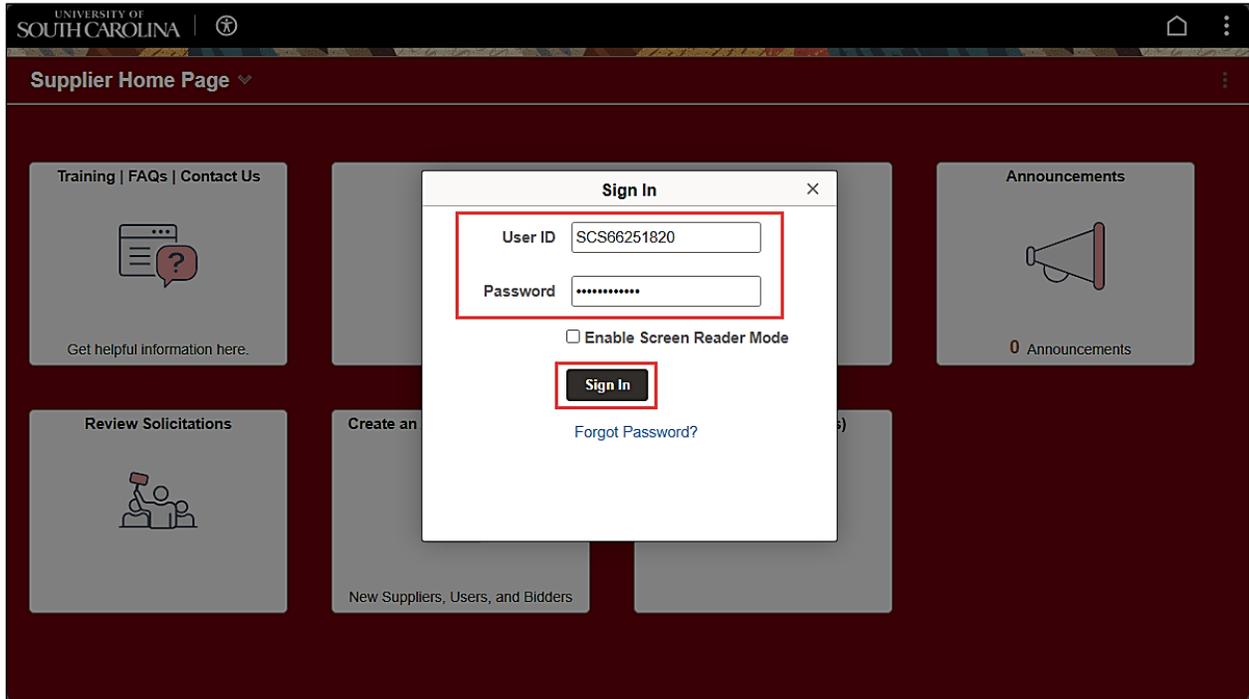
**Step 1:** After creating a User ID, the approved User ID will be received in an email. This User ID and the password created when completing the Request a User ID form will be used to sign in when a change request is needed.

**Step 2:** On the [Supplier Home Page](#), click the **Sign In (Current Users)** tile to sign in, using your User ID and password.

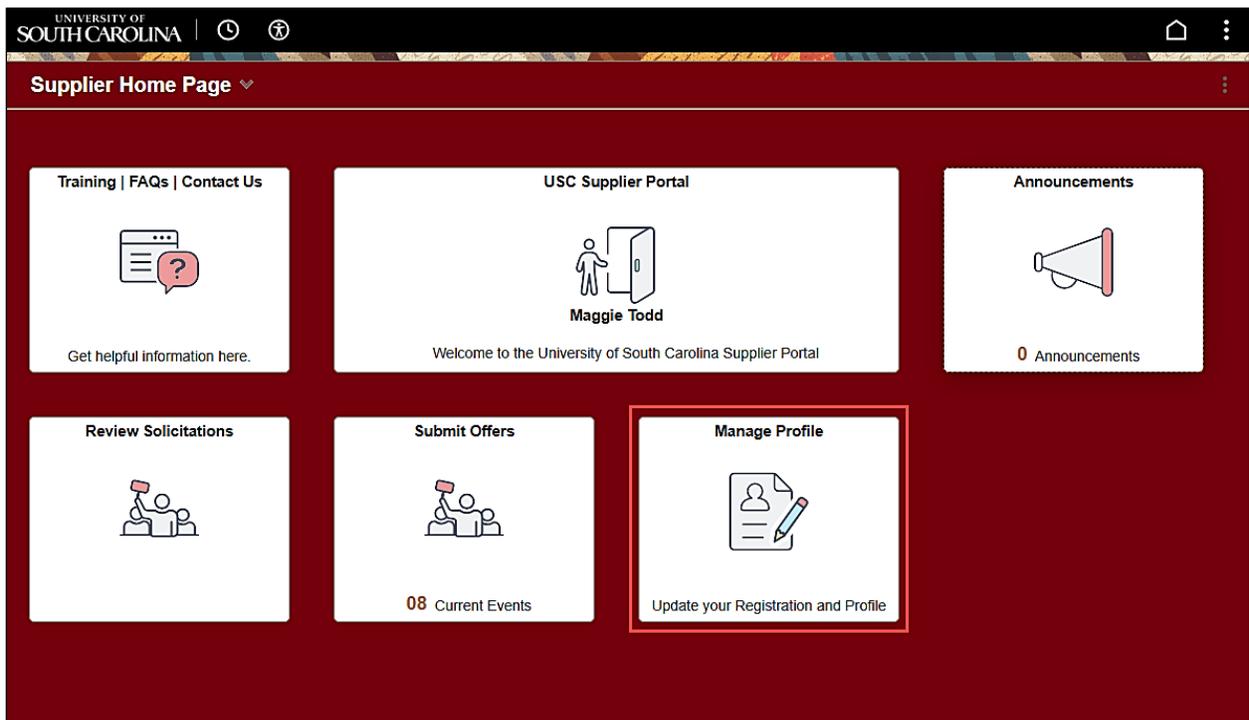


**Step 3:** Enter your **User ID** and **Password**.

**Step 4:** Click the **Sign In** button.



**Step 5:** Notice when you sign in the **Manage Profile** tile is now available. Click the **Manage Profile** tile to begin the change request.



## Step 6: Select Domestic Change Request.

**Note:** If you have pending change requests, the first page you will see is the Supplier **Change Request Selection** page. If necessary, review the list of all pending change requests. If you do not need to review the pending change requests, click **Create New Request** to move on to the Welcome page. For this example, the supplier has no pending requests.

**Step 7:** Begin the change request process by reading the **Welcome** text, then click the **Next** button to move on to the Supplier Profile.

The screenshot displays the 'Manage Profile' interface. On the left, a sidebar menu includes options like 'Password and Email', 'Domestic Change Request' (highlighted with a red box), 'International Change Request', 'My Offeror Profile', 'Offeror Change Request', and 'My Categorizations'. The main content area shows a progress bar with steps: 'Welcome', 'Supplier Profile', 'Addresses', 'Contacts', 'Payment Profile', and 'Submit'. Below the progress bar, there are buttons for 'Exit', 'Save for Later', '< Previous', and 'Next >'. The 'Next >' button is highlighted with a red box. The main text area contains a welcome message for 'Maggie Todd (SIDEARM SPORTS LLC)' and a 'HELPFUL TIP' with a link to 'here'. At the bottom right, there is a 'Review Changes' link and another set of navigation buttons: 'Exit', 'Save for Later', '< Previous', and 'Next >' (highlighted with a red box).

**Step 8:** Click the **expand arrow** to view and answer the profile questions. It is important to note that the first time you answer these questions, the same responses default when you create additional change requests. Be sure to always read each question carefully to ensure they are answered appropriately for that specific request.

**Step 9:** Click the **Yes** option to Question 2: Has your primary address changed? If yes, please attach a new W-9 below.

**Step 10:** Attach a new **W-9** by clicking the **Add/View Attachments button**.

**Step 11:** Click the **Next** button to move on and add or edit an address.

**Profile Questions**

\*1) Have you had a tax ID number or name change? If yes, please exit this application and contact the Supplier Team at [apsupplr@mailbox.sc.edu](mailto:apsupplr@mailbox.sc.edu) for further instruction.

Yes  
 No

\*2) Has your primary address changed? If yes, please attach a new W-9 below.

Yes  
 No

3) Primary / tax address changes require an updated W-9. Please attach a completed and signed W-9 form.

Attachments (0) [Add/View Attachments](#)

\*PAYMENT OPTION: The University of South Carolina strongly encourages all suppliers to enroll in the ACH (Direct Deposit) payment disbursement.

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.

Please note that for initial supplier registration, not enrolling in ACH (Direct Deposit) may significantly delay payment.

Yes  
 No

**Comments**

[Review Changes](#)

[Exit](#) [Save for Later](#) [← Previous](#) [Next →](#)

**Step 12:** Click the **pencil icon** to edit an existing address.

**Step 13:** To add a new address, click the **Add New Address**. For this example, we are updating the **Remit** address. If applicable, checks will be sent to this address.

Welcome    Supplier Profile    **Addresses**    Contacts    Payment Profile    Submit

Exit    Save for Later    < Previous    Next >

**Addresses for SIDEARM SPORTS LLC**  [Review Changes](#)

If your primary or remit address has changed, please be sure to attach a new W-9 in the "Supplier Profile" tab prior to updating any addresses below.

Description	Address Line 1	Change Action	Change Effective Date	Edit
PRIMARY	2400 DALLAS PKWY STE 500 .			
REMIT	PO BOX 843038			

**Add New Address**

 [Review Changes](#)

Exit    Save for Later    < Previous    Next >

**Step 14:** Update all the necessary fields. An email address is required.

**Step 15:** Add a new phone number.

**Step 16:** Click the **OK** button.

**Address Information for REMIT**

Remove Address Help

**Address Information**

Description: REMIT

Country: USA  United States

Address 1: 1600 HAMPTON STREET

Address 2:

Address 3:

City: COLUMBIA

County: RICHLAND Postal: 29208-3403

State: SC  South Carolina

Email ID: mgtodd@mailbox.sc.edu

[Clear](#)

**Phone Information**

Phone Type	Location	Prefix	Telephone	Extension	Remove
Business Phone	<input type="text"/>	<input type="text"/>	803/123-4567	<input type="text"/>	<input type="checkbox"/>

[Add Phone](#)

Approved Changes Take Effect:  Approval Date  Future Date

**OK** [Cancel](#)

**Step 17:** Notice the Remit Address is edited.

**Step 18:** Click the **Next** button to move on to Contacts.

Welcome    Supplier Profile    **Addresses**    Contacts    Payment Profile    Submit

Exit    Save for Later    < Previous    Next >

**Addresses for SIDEARM SPORTS LLC** [Review Changes](#)

If your primary or remit address has changed, please be sure to attach a new W-9 in the "Supplier Profile" tab prior to updating any addresses below.

Description	Address Line 1	Change Action	Change Effective Date	Edit
PRIMARY	2400 DALLAS PKWY STE 500 .			
REMIT	1600 HAMPTON STREET	Update	02/04/2025	

[Add New Address](#)

[Review Changes](#)

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

The **Contacts** page is used to add additional contacts or edit existing contacts.

**Step 19:** Use the **pencil icon** to edit information for an existing contact.

**Step 20:** Use the **Add New Contact** button to add an additional contact.

**Step 21:** Click the **Next** button to move on to the Payment Profile.

Contacts for **SIDEARM SPORTS LLC** [Review Changes](#)

Add new contact or select the pencil icon to edit the details for an existing contact.  
If a new contact needs access to maintain your profile, please have them request a supplier user ID.

Name	Address	Change Action	Change Effective Date	Edit
Maggie Todd		Add	02/04/2025	

[Add New Contact](#)

[Review Changes](#)

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

The **Payment Profile** page is used to add or change payment information.

**Step 22:** Use the **pencil icon** to edit information if you are currently paid via our ACH (Direct Deposit) disbursement program and need to change banking information

**Step 23:** Click the **Next** button to move on to complete and submit this change request.

Welcome    Supplier Profile    Addresses    Contacts    **Payment Profile**    Submit

Exit    Save for Later    < Previous    Next >

**Payment Profile for SIDEARM SPORTS LLC**    [Review Changes](#)

If you are currently paid via our ACH (Direct Deposit) disbursement program and need to change banking information, please click on the pencil icon for the appropriate location below to add this information.

Location	Description	Action	Change Effective Date	Default	Edit
0001	MAIN		12/04/2023	<input checked="" type="checkbox"/>	

[Add New Location](#)

\*Required Field    [Review Changes](#)

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

**Step 24:** Check to make sure the change request communications are going to the appropriate contact.

**Step 25:** Add a comment describing the change.

**Step 26:** Select the box to confirm that you have reviewed your changes.

**Step 27:** 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.

The supplier change request has been submitted. All Supplier Change Requests will be approved by the Supplier Team.

You will receive an email informing you that the change request has been approved or additional information is needed.

**Thank you for keeping your supplier information current and we look forward to continuing to do business with you!**