

Office of the Controller General Accounting – Supplier Self-Service Portal ACH Update 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 ACH update 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 <u>Supplier Home Page</u>, click the **Sign In (Current Users)** tile to sign in, using your User ID and password.

SOUTH CAROLINA (
Supplier Home Page			:	
Training FAQs Contact Us	USC Suppli	er Portal	Announcements	
	Gue	0 st		
Get helpful information here.	Welcome to the University of S	South Carolina Supplier Portal	0 Announcements	
Review Solicitations	Create an Account (New Users)	Sign In (Current Users)		
A B		-		
	New Suppliers, Users, and Bidders			

Step 4: Click the Sign In button.

SOUTH CAROLINA (
Supplier Home Page \vee			:
Training FAQs Contact Us		Sign In X	Announcements
		User ID SCS66251820	
		Password	
Get helpful information here.		Enable Screen Reader Mode	0 Announcements
		Sign In	
Review Solicitations	Create an	Forgot Password?	
Z-		_	
	New Suppliers,	Users, and Bidders	

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.

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Manage Profile							
Password and Email							Help
🛅 Domestic Change Request	Welcome	Supplier Profile	Addresses	Contacts	Payment Profile	Submit	
T International Change Request				Exit	Save for Later	Previous Next >	
- Mu Offerer Deafile	Welcome	Maggie Todd				Review Changes	
		(SIDEARM SPORTS LLC)					
Tofferor Change Request		Welcome to the University of Sc	outh Carolina domestic supp	ier change request form.			
T My Categorizations							
		HELPFUL TIP: For a step-by-	step job aid to assist in comp	leting the change request, pl	ease click <u>here</u> .		
		This portal permits you to subm receipt, your changes will be rev your requested change to be ap delay approval of your change r	it for approval changes abou viewed by our Supplier Team proved. Please note that if equest.	t your company such as add before they are applied to yo rou are updating banking info	ress, contact information, and p our profile. Please allow a mini ormation, an independent verific	ayment information. Upon mum of three business days for cation must be done and may	
	"	For more detailed instructions to "Previous" to move between ste information, use the "Submit" bu any additional information, a me Liaison.	o assist you during the chang ps. Use the "Save for Later utton to complete your chang mber of our team will contac	e request process, please us button to finish change requ e request. You will receive a t you. If you have any quest	se the ⑦ icons. Use the naviga est at a later time. Once you h n email confirmation shortly aft ions, please contact your USC	ation buttons "Next" and lave provided all the required er submittal. Should we need Department Contact/Supplier	
				Exit	Save for Later	revious <u>Next</u> →	

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 3 regarding ACH payments.

Step 10: Click the **Next** button to move on and add or edit an address.

> Additional Reporting Elements	
Y 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 for further instruction. ○ Vae	
© 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.	
∽ Comments	
Review Chan	<u>ges</u>
Exit Save for Later A Previous Next	•

Step 11: Click the pencil icon to edit an existing address.

Step 12: 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.

Step 13: Click the Next button to move on to Contacts.

Welcome	Supplier Profile	Addresses	Contacts Exit	Payment Profil	e Submit	•
Addresses for SIDE	ARM SPORTS LLC				هور <u>Review Chang</u>	es
If your primary or remit addr prior to updating any addres	ess has changed, please be su ses below.	re to attach a new W-9 in th	e "Supplier Profile" tab			
Description	Address I	.ine 1	Change Action	Change Effective Date	Edit	
PRIMARY	2400 DAL	LAS PKWY STE 500 .			0	
REMIT	PO BOX 8	43038			Ø	
Add New Addres	SS					
					Review Change	<u>es</u>
			Exit	Save for Later	✓ Previous Next	•

Step 14: Use the Contacts page to add additional contacts or edit existing contacts.

Step 15: Use the **pencil icon** to edit information for an existing contact.

Step 16: Use the Add New Contact button to add additional contacts.

Welcome	Supplier Profile	Addresses	Contacts	Payment Profile	Submit
			Exit	Save for Later	ious Next >
Contacts for SID	EARM SPORTS LLC				Review Changes
Add new contact or sele If a new contact needs a	ct the pencil icon to edit the deta access to maintain your profile, p	ills for an existing contact. Iease have them request a s	supplier user ID.		
Name		Address	Change A	ction Change Effective	Date
A	dd New Contact				
					Review Changes
			Exit	Save for Later	ious Next >

Step 17: Select **ACH** from the **Contact Type** drop down menu.

Slep 18: Click the OK button	Step	18:	Click th	ne OK	button
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Manage Profile			Add New Contact	×		
E Password and Email				Help		Help
Tomestic Change Request	v	Contact Information			e Submit	
Time International Change Request		Description			Previous Next	
T My Offeror Profile	Con	* First Name	Maggie		Review Changes	
Conterna Change Request	_	* Last Name	Todd			
	Add ne	Contact Title				
My Categorizations		*Email Address	mgtodd@mailbox.sc.edu			
		URL			Effective Date	
		Contact Address	✓			
		Contact Type	ACH			
		Phone Information			• <u>Review Changes</u>	
		*Phone Type Prefix	Telephone	Extension	Previous Next	
		✓	8031234567			
		Add Phone				
		Approved Changes Take Effect:	Approval Date			
		OK Canad	○ Future Date			
		Calicer		-		
		•		•		

Step	19:	Click	the	Next	button	to	move	on	to	Pav	yment	Profile.
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Welco	me Supplier Pr	ofile Addresses	Contacts	Payment Profil	e Submit
			Exit	Save for Later	✓ Previous Next >
Contacts	for SIDEARM SPORTS	S LLC			Review Changes
Add new con	tact or select the pencil icon to e	dit the details for an existing contac	zt.		
If a new cont	act needs access to maintain yo	ur profile, please have them reques	t a supplier user ID.		
	Name	Address	Change Action	Change Effective Date	Edit
	Maggie Todd		Add	02/04/2025	0
	Add New Contact				
					bd ■ <u>Review Changes</u>
			Exit	Save for Later	Previous Next >

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

Step 20: 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 21: Use the Add New Location button to add banking information.

	8		-			
We	elcome	Supplier Profile	Addresses	Contacts	Payment Profile	e Submit
				Exit	Save for Later	Previous Next >
Payme	nt Profile for SID	EARM SPORTS LLC				Review Changes
lf you are informatio	currently paid via our A0 n, please click on the pe	CH (Direct Deposit) disburseme encil icon for the appropriate loc	ent program and need to chang cation below to add this informa	e banking tion.		
	Location	Description	Action	Change Effective Date	Default	Edit
	0001	MAIN		12/04/2023		Ø
[Add New Location					
"Required Fiel	d					Review Changes
				Exit	Save for Later	Previous Next

Step 22: Enter your email address under Payment Notification Preferences.

Step 23: Click the Add Bank Account button.

Supplier SIDEARM SPORTS LLC REMT PO BOX 843038 CANSAS CITY, MO 64184-3038 CANSAS CITY, MO 64184-3038 Expand AI Collapse AI Payment Preferences Payment Method Payment Method Renow Automated Clearing Houss Connents Connents Connents Connents Connents Pask Accounts Detait Bask Accounts Bask Accounts Bask Accounts Bask Accounts Bask Accounts Bask Accounts Detait Bask Accounts Bask Accounts Bask Accounts Detait Bask Accounts Bask Acco	
Expand Al Collapse All > Payment Preferences Payment Method Automated Clearing Housr * Location Comments Comment Comment * Bank Accounts Default Berefising Bank Bank Diment Expand All * Default Bank Accounts Expand Bank Accounts Expand Bank Accounts Expand Bank Bank Bank Bank Bank Bank Bank Bank	
Payment Preferences Payment Method Automated Clearing House Famil ID mgtodd@mailbox sc. edu Payment Method Remove Automated Clearing House Payment Method Remove Automated Clearing House Location Comments Comment Earch Accounts Default Bank Doumer Bank Doumer Bank Doumer Bank Account #	
Payment Method Automated Clearing Hous: •	
Payment Method Automated Clearing House Payment Method Remove Automated Clearing House -	
Payment Method Remove Automated Clearing House	
Automated Clearing House ✓ Location Comments Comment ✓ Bank Accounts Ørfault Bank Account#	
Default Beneficiary Bank Bank ID Number Branch Name Branch ID Bank Account #	
Default Bank 1D Number Branch Name Branch 1D Bank Account #	
Default Beneficiary Bank Bank ID Number Branch Name Branch ID Bank Account #	
Default Beneficiary Bank Bank ID Number Branch Name Branch ID Bank Account #	
Add Bank Account	
OK Cancel	

ACH Update Change Request for a US Supplier

Step 24: Enter the **Bank Name, Bank ID, Bank Account Number.** Select the **Account Type** from the dropdown menu.

Note: Use the Bank Info Instructions button for more information.

Step 25: Click the OK button.

Add New Supplier Bank Account	×
	Help
Bank Accounts	
Country USA United States	
*Bank Name Bank of America g? Bank Info Instructions	
Bank ID Qualifier 001 United States Bank *Account Type Check Acct	
*Bank ID 001	
*Bank Account Number 11111111112	
DFI Qualifier 01 Transit Number IBAN	
OK Cancel	

Step 26: The bank will be added under Bank Accounts. Click the OK button.

V Bank Acc	counts					
Default Ber	eneficiary Bank	Bank ID Number	Branch Name	Branch ID	Bank Account #	Edit
🖾 🛛 Ba	ank of America	073902274			XXXXXXXXX1112	0
Add Ban	ik Account					
ОК	Cancel					

Step 27: The ACH (Direct Deposit) Attestation pop-up box will appear. Click the OK button.

ACH (Direct Deposit) Attestation (30000,216)
By entering this electronic payment information, I authorize the University of South Carolina to initiate electronic credit entries to the checking or savings account at the financial institution identified herein. I understand that payments may be made by the University of South Carolina, to me or the supplier I represent only to the one bank account indicated. In the event of overpayment to this bank account, I authorize the University of South Carolina to make an adjusting debit entry to the account up to the amount of the overpayment. I may revoke or cancel this authorization and enrollment by notifying the University of South Carolina Controller's Office in writing at least fifteen (15) days prior to termination. Any change to the bank account or to a new financial institution will require a new ACH authorization via supplier change request. Failure to notify the University of South Carolina Controller's Office of an account change will delay payment.
OK Cancel

Step 28: Click the Next button.

Welcome	Supplie	er Profile Ac	idresses	Contacts	Payment Profil	e Su	bmit Next ▶
Payment P	Payment Profile for SIDEARM SPORTS LLC					<u>hanges</u>	
information, ple	ase click on the pencil i	con for the appropriate local	ion below to add this information	ation.			
	Location	Description	Action	Change Effective Date	Default	Edit	Delete
	0001	MAIN		02/04/2025		0	
			Remove	02/04/2025		0	Û
	Add New Location						
*Required Field						Review C	hanges
				Exit	Save for Later	✓ Previous	Next 🕨

Step 29: Check to make sure the change request communications are going to the appropriate contact.

Step 30: Add a comment describing the change.

Step 31: Select the box to confirm that you have reviewed your changes.

Step 32: 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.

—					
Welcome	Supplier Profile	Addresses	Contacts	Payment Profile	Submit
			Exit	Save for Later	< Previous Next →
Review and Sul	omit Changes for SIDE	ARM SPORTS LLC			
Click the review button Use the "Review" buttor	and confirm your changes befor to review changed information.	e submitting.			
Use the "Submit" button	to submit your change request.				
Email communication re	garding this request will be sent	to:			
mgtodd@mailbox.sc.ee	lu]			
*Change Type	Change Request	~			
Please describe your	Updated the ACH pa	yment.			
	230 characters remai	ning			
Check if you have reviewed your changes.					
Review	Withdraw	Submit			
			Exit	Save for Later	< Previous Next →

ACH Update Change Request for a US Supplier

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 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!

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Manage Profile						
Password and Email		New Window Help Personalize Page				
Tomestic Change Request	Supplier Change Request Submit Confirmation	_				
🔚 International Change Request	Pending Approval					
My Offeror Profile	 You have successfully submitted your Supplier Change Request Your Change Request ID CHG0004899 					
Offeror Change Request	Any email regarding the request status will be sent to:					
My Categorizations	mgtodd@məilbox.sc.edu					