Welcome to the USC Business Services Supplier Portal! In addition to supporting supplier onboarding and profile management, the supplier portal also supports bid management for the University of Southern California.

The purpose of this guide is to familiarize suppliers with how to access bid events to which they have been invited. It is important to note that this guide only provides assistance for site navigation. Any business questions related to the content of the bid should be directed toward the USC Procurement contact that issued the bid request.

**Accessing a Bid Event**

1. Suppliers invited to participate in a bid event receive an email from USC Procurement Services via SciQuest (USC-suppliers@sciquest.com).

2. Click on the Please click the link to view the sourcing event button in the email to go to the USC Supplier Portal.

3. Log in to the USC Business Services Supplier Portal using one of the three scenarios described below.
New Business Partners

1. Complete all of the required fields on the Sourcing Event User Registration page and click Create Account.
2. New users receive an additional email with further instructions on how to complete the registration process.

3. Click on the Complete Registration Now button to access the supplier portal.

4. A browser window opens again to the USC Business Services Supplier Portal login page. Enter the email address associated with the account and the previously established password.

5. Click the Login button.

Existing Business Partners - No Previous Supplier Portal Access

1. After clicking on the link in the bid event email and logging in to the supplier portal, follow step 1 for New Business Partners (above).

2. Enter the email address and password associated with the account.

3. Existing business partners can request a password reset by clicking on the Trouble logging in? link and follow the prompts.

4. Both new and existing business partners will directed to the bid event summary screen once an account has been created.
Existing Business Partners - Previous Supplier Portal Access

1. Existing business partners who have previously created accounts in the USC Supplier Portal may locate and access bids via:
   - The invitation email; or
   - The USC Supplier Portal link in the footer of the USC Business Services website (http://businessservices.usc.edu/).

2. When using the invitation email, follow steps 1 through 3 for Existing Business Partners (above) to access the bid event summary screen.

3. Logging in via the web link opens the home page of the portal.

4. The Sourcing Events section lists open bid events accessible to the business partner.

5. To view the details of a bid event, click on the Actions drop-down list.

For complete instructions on responding to bid events, refer to the USC Bid Management Guide on the Bidding Process page of the USC Business Services website.