

USC Bid Management (First-time Access)

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Introduction

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**.

USC Business Services USC University of Southern California

SUPPLIER PORTAL

Sourcing Event User Registration

Welcome, You have been invited to participate in a Sourcing Event. Please fill out the fields below to register as a new user.

Company Information

Legal Company Name *

Tax Id Type

Tax Id

DUNS Number

Contact Information

First Name *

Last Name *

Title

Phone Number *
For international numbers, begin the number with +

Login Information

Email *

Create Password *


Confirm Password *

Security Information

Select your Security Question and enter an answer. This information will be used in the future if you forget your password.

Question *

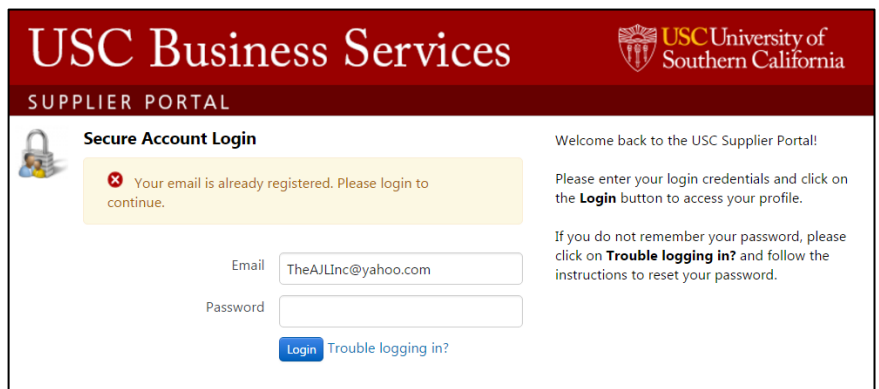
Select the Security Check shown below.

Security Check I'm not a robot 

* Required to Create Account

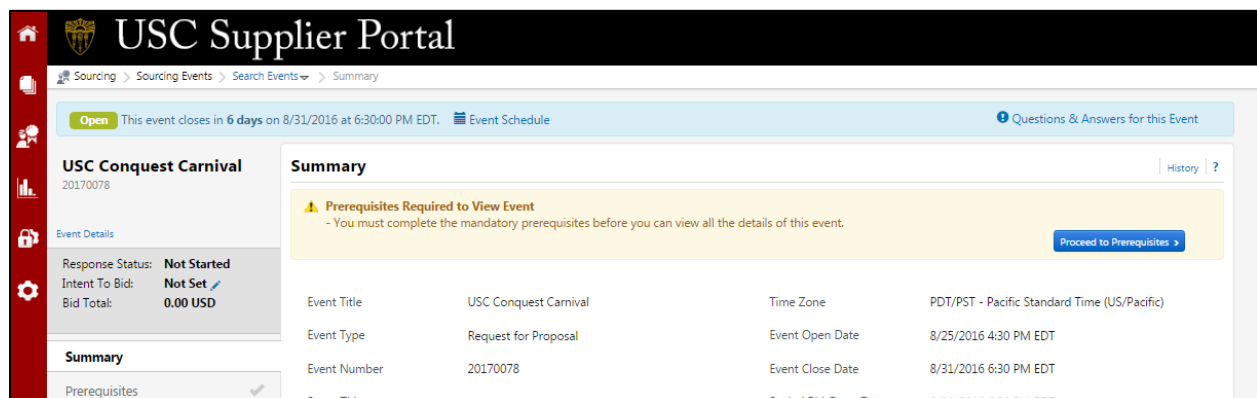
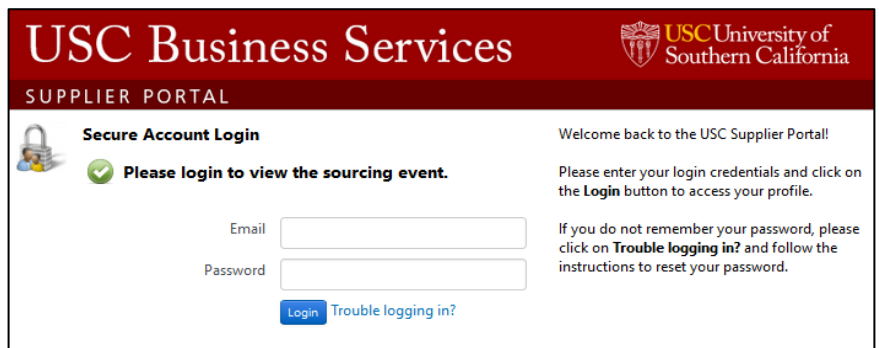
Create Account

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 be directed to the bid event summary screen once an account has been created.



Existing Business Partners - Previous Supplier Portal Access

- 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/>).



- When using the invitation email, follow steps 1 through 3 for **Existing Business Partners** (above) to access the bid event summary screen.
- Logging in via the web link opens the home page of the portal.
- The **Sourcing Events** section lists open bid events accessible to the business partner.
- To view the details of a bid event, click on the **Actions** drop-down list.

The screenshot shows the USC Supplier Portal home page. It includes a navigation bar, a welcome message, a "Customer Contact" section, and a "Sourcing Events" section with a table of events.

Event Number	Status	Event Title	Dates	Action
20170078	Open	USC Conquest Carnival	Open: 8/25/2016 4:30:00 PM EST Close: 9/7/2016 6:30:00 PM EST	View Event
20170087	Open	2016 Kickoff Tailgate	Open: 8/29/2016 3:00:00 AM EST Close: 9/7/2016 3:00:00 AM EST	View Event

Events	Released	Open	Closed	Awarded	All
My Events	0	2	0	0	2
Public Events	0	0	0	0	0
Auction Events	0	0	0	0	0

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.