



Vendor Registration

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Vendor Registration Process

a) Introduction

The initial screen of the registration process presents a *summary* of the process and a list of the *information* the vendor needs to complete the forms.

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Introduction

Welcome!
Thank you for taking the time to register your business with the South Carolina State Government Procurement System! The process consists of 9 basic steps, some of which are optional. You may want to review and have 'at hand' the data elements listed below before starting the process.

- **Step 1** - Your company's name and tax identification number. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN). The Name/TIN combination should match U.S. Internal Revenue Service records
- **Step 2** - The name, phone, and email address of the person responsible for maintaining this profile
- **Step 3** - The company's primary contact information such as phone and fax. If available, the URL of your company's Home Page.
- **Step 4** - Your company's mailing address
- **Step 5** - If applicable, an alternate 'order from' or 'remit to' address
- **Step 6** - If your company is capable of supporting emergency procurements, you have the option of supplying emergency contact information.
- **Step 7** - Pick from our database of possible goods/service categories that your company would be able to supply to the state government.
- **Step 8** - Additional or secondary company contacts (name, job function, phone, email address)
- **Step 9** - Any additional text you would like to provide to describe your business

Please remember that if you close your browser or leave the registration application before clicking the **Finish** button in Step 9, you'll have to start the process over from the beginning. Use the buttons provided at the **bottom** of each step to navigate through the process...your browser's 'Back' button will not transmit your data to our server.

Sincerely,

The South Carolina State Government Procurement staff

Cancel

Continue

b) Step One – Identification

The vendor provides general identification, including a Legal Name (as it is shown on federal tax forms) and a tax ID.

If a vendor provides a second name (i.e., a sole proprietorship with a “doing business as” name), it triggers the system to have the vendor verify an address for each name in Step 4.

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Identification

Name (as shown on your income tax return)
Please enter your **Legal Name** (as shown on your federal tax forms). If you are a sole proprietor or LLC Single Owner, please enter owner's name.

*Name Line 1:
Name Line 2:

Business name, if different from above

Name Line 1:
Name Line 2:

Tax Identification Number
*Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN). To avoid delay in any future business transactions with the S.C. State Government, the TIN and the values given in the "Name Line 1" and "Name Line 2" fields (**legal name**) must match U.S. Internal Revenue Service records.

Social Security Number:
Employer Identification Number:

*Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation or LLC Corporation
☐ Partnership or LLC Partnership ☐ Other:

Check if exempt from backup withholding: ☐

*Select the option that best describes your type of business or industry sector:
--Select--

Step 1 of 9

c) Step Two – Company Contact

The vendor provides the primary contact information. The User Name provided is used to maintain the vendor's profile and to access Online Bidding.

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Company Contact

Primary Company Contact

Please provide the contact information of the person within your organization who will be responsible for maintaining this profile. Registration acceptance information will be emailed to the address supplied below, so be sure to type a valid E-mail Address.

*First Name:
*Last Name:
*Telephone Number: Extension:
*E-Mail Address:

*Requested User Name:
Requested User Name must have the prefix "VN." and may consist of a-z, 0-9, underscores and a single dot (.).

*Password:

- Six characters or more
- Capitalization matters!
- First three characters must be unique.
- Password cannot be the same as the user name.

*Re-type Password:

Step 2 of 9 Previous Step Cancel Next Step

Callouts:

- The SCEIS security team requested that Vendor User Names be prefixed with "VN." so they could easily be identified in SAP.
- Only one User Name is associated with a vendor.
- The user is required to change this password the first time logging into the system.

d) Step Three – Communication Profile

The only mandatory field in Step 3 is the office telephone number.

The vendor may also provide alternate methods of communication, such as fax and email address. Currently, SRM notifications are sent only to the email address associated with the primary contact.

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Communication Profile

Office Communication

* Office Telephone: Extension:

Office Fax: Extension:

General Office E-Mail:

URL (Homepage):

URL (other):

Note:

Step 3 of 9

e) Step Four – Mailing Address

Step four is made up of 2 possible scenarios.

Scenario 1 – If only a company name was provided in Step 1, the user is prompted to supply an address for the company.

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Mailing Address

Please supply a Street Address or a PO Box for: Test Company

House Number: (for example: 10263) [Show Additional Address Lines](#)

Street Name: (for example: Main St)

PO Box: (for example: 349)
Only enter the PO Box number in this field (do not enter the text "PO Box"). The text "PO Box" is provided by our system when the address is printed.

PO Box Postal Code: (if different than Street Address Postal Code entered below)

*City:
*Country:
State/Province:
*Postal Code:

Can requests for your company's goods/services be mailed to this address? ☒ Can payments? ☐ Neither? ☐

Step 4 of 9

All addresses can be marked as “Order from” (requests for goods and services are mailed to that address) and/or “Remit to” (payments are mailed to that address).

Scenario 2a – If the **legal** name and the **business** name provided in Step 1 are different, the user is first prompted to provide an address for the legal name and then an address for the business name (separate forms).

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Business Address (update if necessary)

Please supply a Street Address or a PO Box for: **ABC Garage**

House Number: (for example: 141) [Show Additional Address Lines](#)
Street Name: (for example: Sumter Rd)

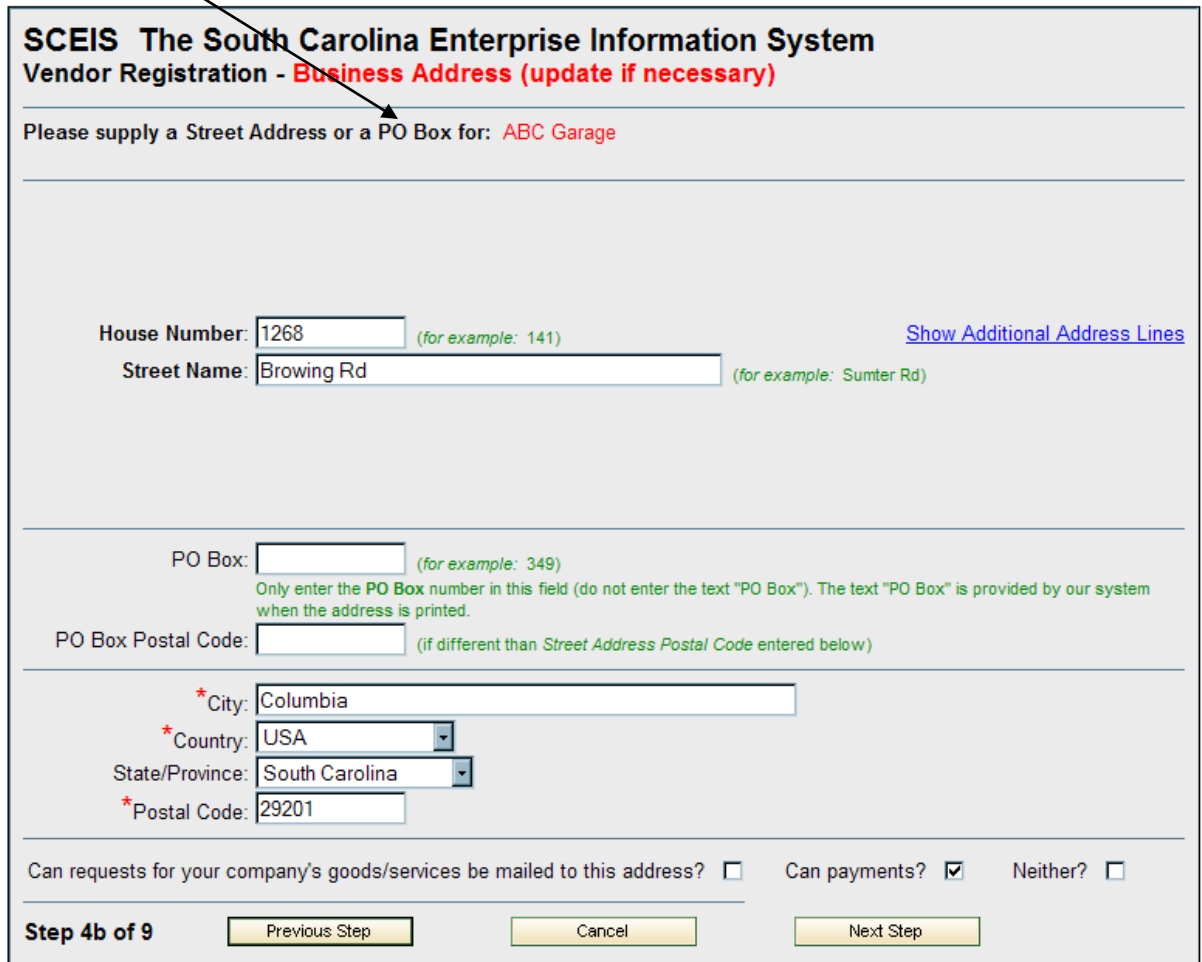
PO Box: (for example: 349)
Only enter the PO Box number in this field (do not enter the text "PO Box"). The text "PO Box" is provided by our system when the address is printed.
PO Box Postal Code: (if different than Street Address Postal Code entered below)

* City:
* Country:
State/Province:
* Postal Code:

Can requests for your company's goods/services be mailed to this address? ☐ Can payments? ☒ Neither? ☐

Step 4b of 9

Scenario 2b – When the form for the business address is displayed, it is initialized with the information from the “legal name” address. It can be updated if needed.



SCEIS The South Carolina Enterprise Information System
Vendor Registration - Business Address (update if necessary)

Please supply a Street Address or a PO Box for: ABC Garage

House Number: (for example: 141) [Show Additional Address Lines](#)
Street Name: (for example: Sumter Rd)

PO Box: (for example: 349)
Only enter the PO Box number in this field (do not enter the text "PO Box"). The text "PO Box" is provided by our system when the address is printed.
PO Box Postal Code: (if different than Street Address Postal Code entered below)

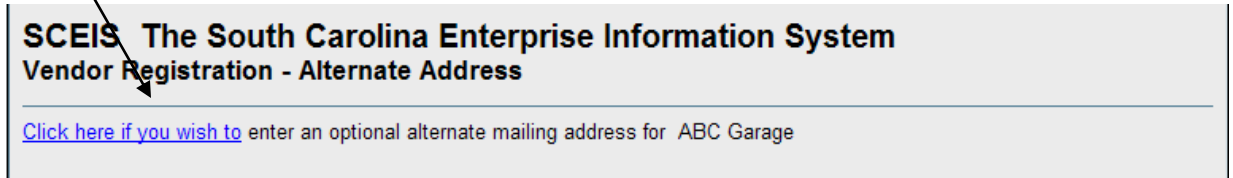
*City:
*Country:
State/Province:
*Postal Code:

Can requests for your company's goods/services be mailed to this address? ☐ Can payments? ☒ Neither? ☐

Step 4b of 9

f) Step Five - Alternate Address

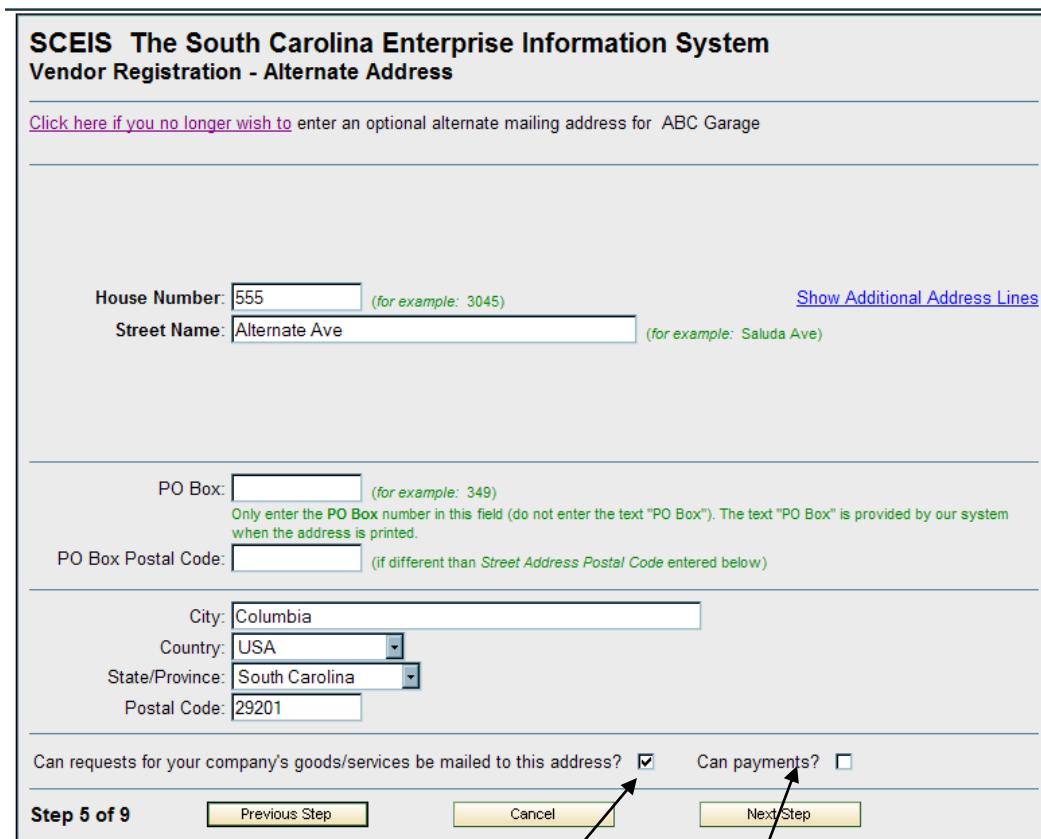
Then vendor can also provide an alternate address by clicking the link on the top of the screen on step 5.



SCEIS The South Carolina Enterprise Information System
Vendor Registration - Alternate Address

[Click here if you wish to](#) enter an optional alternate mailing address for ABC Garage

This will make the form for the alternate address appear:



SCEIS The South Carolina Enterprise Information System
Vendor Registration - Alternate Address

[Click here if you no longer wish to](#) enter an optional alternate mailing address for ABC Garage

House Number: (for example: 3045) [Show Additional Address Lines](#)

Street Name: (for example: Saluda Ave)

PO Box: (for example: 349)
Only enter the PO Box number in this field (do not enter the text "PO Box"). The text "PO Box" is provided by our system when the address is printed.

PO Box Postal Code: (if different than Street Address Postal Code entered below)

City:

Country:

State/Province:

Postal Code:

Can requests for your company's goods/services be mailed to this address? ☒ Can payments? ☐

Step 5 of 9

Alternate addresses must be marked as “Order from” and/or “Remit to.”

g) Step Six – Company Emergency Contact

The vendor is encouraged to provide emergency contact information so they can be used as a “source of supply” in the event of an emergency, a disaster, or a significant business disruption.

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Company Emergency Contact

South Carolina Emergency Preparedness
The South Carolina State Government has taken steps to enable effective preparation for, and efficient response to, emergencies and disasters in order to save lives, reduce human suffering and reduce property loss. If your company is interested in providing commodities/services on an emergency basis, please provide an emergency contact name and phone number below...

First Name:

Last Name:

Emergency Phone:
format for U.S.: (000) 000-0000

Extension:

Alternate Emergency Phone:
format for U.S.: (000) 000-0000

Extension:

Emergency E-Mail:

Step 6 of 9

h) Step Seven – Company as a Procurement Source

The vendor must provide a list of goods / services that can be supplied through their business (at least one).

The product database can be searched by entering a keyword and then clicking the "Submit Search" button.

SCEIS The South Carolina Enterprise Information System Vendor Registration - Company as a Procurement Source

Please select the goods/services that your company may be able to supply to state government agencies, educational institutions, and local government corporations within South Carolina. You can narrow the list of selections by entering a keyword to search by or by selecting an industry classification from the available drop-down list. Select the goods and services you can provide by clicking the checkboxes. For more detailed commodity/service descriptions, expand a commodity class in the search results by clicking the plus sign (+). Click the **Selected** tab to list your current selections.

Because of technical constraints, registering for a specific good or service does not guarantee you will receive notification of the State's intent to buy the good or service. This information is only meant to serve as a tool for state buyers when searching for sources of supply.

Search **Selected**

Search for commodities/services containing this keyword: **Submit Search** **New Search**

Filter commodities/services to industry-specific listing by selecting from drop-down and then clicking **Submit Search**:

Utilities

The product database can also be filtered by cross-referencing to a selected industry sector. The "sector filter" is initialized with the vendor's sector provided in Step 1 of the registration process, but it can be overridden.

Step 7 of 9

Previous Step

Cancel

Next Step

SCEIS The South Carolina Enterprise Information System Vendor Registration - Company as a Procurement Source

Please select the goods/services that your company may be able to supply to state government agencies, educational institutions, and local government corporations within South Carolina. You can narrow the list of selections by entering a keyword to search by or by selecting an industry classification from the available drop-down list. Select the goods and services you can provide by clicking the checkboxes. For more detailed commodity/service descriptions, expand a commodity class in the search results by clicking the plus sign (+). Click the **Selected** tab to list your current selections.

Because of technical constraints, registering for a specific good or service does not guarantee you will receive notification of the State's intent to buy the good or service. This information is only meant to serve as a tool for state buyers when searching for sources of supply.

Search **Selected**

Search for commodities/services containing this keyword: **Submit Search** **New Search**

Filter commodities/services to industry-specific listing by selecting from drop-down and then clicking **Submit Search**:

Utilities

5 Products found, displaying all Products.

- ☐ gas chromatograph systems maintenance and repair
- ☐ public utilities: water, sewer and gas maintenance and repair
- ☒ turbine maintenance and repair, gas
- ☒ utility services, electric, gas, water
- ☐ well services (including oil, gas, and water): drilling, plugging, consulting, maintenance, repair, etc.

A product/service can be selected just by clicking a checkbox.

Although only the description is displayed to the user, the system will bind the user's vendor record to the 5-digit product category codes (NIGP Item)

Step 7 of 9

Previous Step

Cancel

Next Step

By clicking the "Selected" tab, a vendor can display the selections made.

SCEIS The South Carolina Enterprise Information System

Vendor Registration - Company as a Procurement Source

Listed below are the goods/services that your company may be able to supply to South Carolina state government agencies and other public entities that purchase from state-wide term contracts. If you need to drop an item from your list, just click 'off' the checkbox beside that item. If you would like to search our database for additional commodities/services that your company may be able to provide, click the **Search** tab.

Because of technical constraints, registering for a specific good or service does not guarantee you will receive notification of the State's intent to buy the good or service. This information is only meant to serve as a tool for state buyers when searching for sources of supply.

Search

Selected

2 selected Products found, displaying all selected Products.

- ☒ turbine maintenance and repair, gas
- ☒ utility services, electric, gas, water

A user can remove selections by "un-checking" the check box.

Step 7 of 9

Previous Step

Cancel

Next Step

A number of the search results may have a + beside them. These search results can be expanded to display items that appear underneath that general header.

SCEIS The South Carolina Enterprise Information System Vendor Registration - Company as a Procurement Source

Please select the goods/services that your company may be able to supply to state government agencies, educational institutions, and local government corporations within South Carolina. You can narrow the list of selections by entering a keyword to search by or by selecting an industry classification from the available drop-down list. Select the goods and services you can provide by clicking the checkboxes. For more detailed commodity/service descriptions, expand a commodity class in the search results by clicking the plus sign (+). Click the **Selected** tab to list your current selections.

Because of technical constraints, registering for a specific good or service does not guarantee you will receive notification of the State's intent to buy the good or service. This information is only meant to serve as a tool for state buyers when searching for sources of supply.

Search

Selected

Search for commodities/services containing this keyword:

Submit Search

New Search

Filter commodities/services to industry-specific listing by selecting from drop-down and then clicking **Submit Search**:

<All Industries>



267 Products found, displaying 1 to 14 [First/Prev] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#), [9](#), [10](#) [Next/Last]

- ☐ ☐ Germicides, Cleaners, And Related Sanitation Products For Health Care Personnel, Environmentally Certified By An Agency Accepted Certification Entity
- ☐ ☐ Janitorial Supplies, General Line, Environmentally Certified By An Agency Accepted Certification Entity
- ☐ ☐ Paint, Protective Coatings, Varnish, Wallpaper, And Related Products, Environmentally Certified By An Agency Accepted Certification Entity
- ☐ ☒ Radio Communication Equipment, Accessories And Supplies
- ☐ ☒ Telecommunication Equipment, Accessories And Supplies
- ☐ ☐ Telephone Equipment, Accessories And Supplies
 - ☐ Accessories, Telephone (Not Otherwise Classified)
 - ☐ Call Answering Telephone Systems (High Volume)
 - ☐ Call Answering Telephone Systems (Low Volume)
 - ☐ Cellular Telephones (All Types)
 - ☐ Digital Subscriber Loop (DSL) Equipment
 - ☐ Microwave Equipment (See Class 045 for Household Ovens)
 - ☐ Nurse Call Systems
 - ☐ Pay Telephones
 - ☐ Poles, High Voltage Transmission
 - ☐ Poles, Telephone and Utility (All Kinds)
 - ☐ Radio Telephones (Vehicle, Marine, etc)
 - ☐ Recycled Telephone Equipment and Accessories
 - ☐ Satellite Telephones
 - ☐ Switchboards, Telephone
 - ☐ Telecommunicators and/or Display Terminals for the Hearing and Handicapped
 - ☐ Telephone Cards
 - ☐ Telephone Dialing and Answering Apparatus
 - ☐ Telephone Equipment Parts and Accessories (Not Otherwise Classified)
 - ☐ Telephone Systems (2-60 Stations)
 - ☐ Telephone Systems (Over 60 Stations)
 - ☐ Telephones, Prison
 - ☐ Videophone Equipment
- ☐ ☐ abrasives
- ☐ ☐ acoustical tile, insulating materials, and supplies

These items may be selected individually but selecting the main header will select them all automatically.

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Company as a Procurement Source

Please select the goods/services that your company may be able to supply to state government agencies, educational institutions, and local government corporations within South Carolina. You can narrow the list of selections by entering a keyword to search by or by selecting an industry classification from the available drop-down list. Select the goods and services you can provide by clicking the checkboxes. For more detailed commodity/service descriptions, expand a commodity class in the search results by clicking the plus sign (+). Click the **Selected** tab to list your current selections.

Because of technical constraints, registering for a specific good or service does not guarantee you will receive notification of the State's intent to buy the good or service. This information is only meant to serve as a tool for state buyers when searching for sources of supply.

Search **Selected**

Search for commodities/services containing this keyword: **Submit Search** **New Search**

Filter commodities/services to industry-specific listing by selecting from drop-down and then clicking **Submit Search**:
<All Industries>

267 Products found, displaying 1 to 14 [First/Prev] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#), [9](#), [10](#) [Next/Last]

<input type="checkbox"/>	Germicides, Cleaners, And Related Sanitation Products For Health Care Personnel, Environmentally Certified By An Agency Accepted Certification Entity
<input type="checkbox"/>	Janitorial Supplies, General Line, Environmentally Certified By An Agency Accepted Certification Entity
<input type="checkbox"/>	Paint, Protective Coatings, Varnish, Wallpaper, And Related Products, Environmentally Certified By An Agency Accepted Certification Entity
<input type="checkbox"/>	Radio Communication Equipment, Accessories And Supplies
<input type="checkbox"/>	Telecommunication Equipment, Accessories And Supplies
<input checked="" type="checkbox"/>	Telephone Equipment, Accessories And Supplies <ul style="list-style-type: none"><input checked="" type="checkbox"/> Accessories, Telephone (Not Otherwise Classified)<input checked="" type="checkbox"/> Call Answering Telephone Systems (High Volume)<input checked="" type="checkbox"/> Call Answering Telephone Systems (Low Volume)<input checked="" type="checkbox"/> Cellular Telephones (All Types)<input checked="" type="checkbox"/> Digital Subscriber Loop (DSL) Equipment<input checked="" type="checkbox"/> Microwave Equipment (See Class 045 for Household Ovens)<input checked="" type="checkbox"/> Nurse Call Systems<input checked="" type="checkbox"/> Pay Telephones<input checked="" type="checkbox"/> Poles, High Voltage Transmission<input checked="" type="checkbox"/> Poles, Telephone and Utility (All Kinds)<input checked="" type="checkbox"/> Radio Telephones (Vehicle, Marine, etc)<input checked="" type="checkbox"/> Recycled Telephone Equipment and Accessories<input checked="" type="checkbox"/> Satellite Telephones<input checked="" type="checkbox"/> Switchboards, Telephone<input checked="" type="checkbox"/> Telecommunicators and/or Display Terminals for the Hearing and Handicapped<input checked="" type="checkbox"/> Telephone Cards<input checked="" type="checkbox"/> Telephone Dialing and Answering Apparatus<input checked="" type="checkbox"/> Telephone Equipment Parts and Accessories (Not Otherwise Classified)<input checked="" type="checkbox"/> Telephone Systems (2-60 Stations)<input checked="" type="checkbox"/> Telephone Systems (Over 60 Stations)<input checked="" type="checkbox"/> Telephones, Prison<input checked="" type="checkbox"/> Videophone Equipment
<input type="checkbox"/>	abrasives
<input type="checkbox"/>	acoustical tile, insulating materials, and supplies

They may also be selected individually as shown before.

i) Step Eight – Contact List

Three additional contact people can be submitted with the registration data. User Names are not assigned to these individuals.

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Contact List

Additional or Secondary Company Contacts

First Name:	<input type="text"/>		
Last Name:	<input type="text"/>		
Function:	<input type="text"/>		
Phone Number:	<input type="text"/>	Extension:	<input type="text"/>
E-Mail:	<input type="text"/>		

First Name:	<input type="text"/>		
Last Name:	<input type="text"/>		
Function:	<input type="text"/>		
Phone Number:	<input type="text"/>	Extension:	<input type="text"/>
E-Mail:	<input type="text"/>		

First Name:	<input type="text"/>		
Last Name:	<input type="text"/>		
Function:	<input type="text"/>		
Phone Number:	<input type="text"/>	Extension:	<input type="text"/>
E-Mail:	<input type="text"/>		

Step 8 of 9

j) **Step Nine – Vendor Submits**

A vendor may provide any additional description that may be helpful to state procurement personnel.

A vendor may also add a message to the registration data. The administrator will see this message when this request is selected to be processed.

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Finish

Business Description
If you would like to provide additional text describing your business, please enter it in the space provided.

Message to Administrator
If you would like to pass any comments along to our vendor administrator, please enter them in the space provided.

Warning: Once your registration has been submitted, you will not be able to update the information until the registration information has been processed by our administrator. Just click the **Previous Step** button if you would like to review any of the information entered in the previous steps.

Click the **Finish** button to submit your registration.

Click the "Finish" button to store the request into the queue.

Step 9 of 9 Previous Step Cancel Finish

The system then confirms that the registration has been received.

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Successful

Thank you!
Thank you for registering your business with the South Carolina State Government Procurement System! We look forward to doing business with your company.

Your new User Name is: VN.test

A notification will be emailed to you once your application has been processed. After receiving notification, you will be able to log back into the system and modify your company's profile.

If you are a minority-owned business, please visit the website of the Office of Small and Minority Business Assistance (OSMBA). The goals of OSMBA are to promote the growth and development of small and minority owned businesses in South Carolina and to advocate that an equitable portion of State procurement contracts be awarded to small and minority owned businesses.

[Click here for a W-9 form with your business information.](#)

OSMBA Home page: <http://www.govoepp.state.sc.us/osmba/index.html>

Sincerely,

The South Carolina State Government Procurement staff

Go to our Home Page Go to your Home Page

Update Process

Once a vendor registration has been approved, the vendor will receive an E-mail notifying you of this. It may take between 24 and 72 hours for the vendor's registration request to be processed. The vendor may then log into the system using the username and temporary password entered in step 2 of the vendor registration process.



The image shows the SAP Supplier Relationship Management (SRM) login interface. On the left, there is a large graphic with the SAP logo at the top left and the text "Supplier Relationship Management" in the center, overlaid on a world map. To the right of this graphic is a login form titled "Logon". The form has two input fields: "Users" with the text "VN.jwaites" and "Password" with masked characters "*****". Below these fields is a "Log in" button. At the bottom of the login area, there are two links: "Change Password" and "Forgot your password or user ID?".

SAP

Supplier Relationship Management

Logon

Users

Password


[Change Password](#)

Forgot your [password](#) or [user ID](#)?

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The vendor will then be prompted to change their password



SAP

Supplier Relationship Management

Logon

Users

Current Password

New Password

Confirm New Password

[Login](#)

Forgot your [password](#) or [user ID](#)?

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The vendor may then proceed with the vendor update process using the same screens featured in the vendor registration process.