



# **Vendor Registration**

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**Important:** New and updated vendor registrations are currently experiencing a **30-day** turnaround. Please be patient and refrain from entering multiple registrations in an effort to expedite the process.

## 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. **NOTE:** Not all fields may be necessary for all vendors. It is OK to skip fields which don't apply.

### SCEIS The South Carolina Enterprise Information System

#### Vendor Registration - Introduction

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**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

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**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.

The SCEIS security team requested that Vendor User Names be prefixed with “VN.” so they could easily be identified in SAP.

The user is required to change this password the first time logging into the system.

Only one User Name is associated with a vendor.

**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           



**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**

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**Office Communication**

\* Office Telephone:  Extension:

Office Fax:  Extension:

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General Office E-Mail:

URL (Homepage):

URL (other):

Note:

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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?

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**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.



This will make the form for the alternate address appear:

The screenshot shows the full form for entering an alternate address. The header is identical to the previous screenshot. Below the header, there is a purple hyperlink that says "Click here if you no longer wish to" followed by "enter an optional alternate mailing address for ABC Garage". The form contains several input fields: "House Number" with the value "555" and a green note "(for example: 3045)"; "Street Name" with the value "Alternate Ave" and a green note "(for example: Saluda Ave)"; "PO Box" with an empty field and a green note "(for example: 349)"; "PO Box Postal Code" with an empty field and a green note "(if different than Street Address Postal Code entered below)"; "City" with the value "Columbia"; "Country" with a dropdown menu showing "USA"; "State/Province" with a dropdown menu showing "South Carolina"; and "Postal Code" with the value "29201". At the bottom of the form, there are two checkboxes: "Can requests for your company's goods/services be mailed to this address?" which is checked, and "Can payments?" which is unchecked. Below the checkboxes, there are three buttons: "Previous Step", "Cancel", and "Next Step". The "Step 5 of 9" indicator is on the left. Arrows from the text below point to the "Cancel" and "Next Step" buttons.

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:  Extension:   
format for U.S.: (000) 000-0000

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

---

Emergency E-Mail:

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**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.

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.

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)

## 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

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

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]

- 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

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

**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.

**Special Instructions to the Administrator**  
If you would like to pass any instructions or comments to our vendor administrator, please enter them in the space provided. If you or your company are already on our file, please include the current Vendor Number so that a duplicate record is not created ([click here](#) to open a 'database search' in a separate window). If you are on file, please also describe the type of update(s) that may be reflected in the information that you are submitting.

**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.

**Step 9 of 9**        

*Callout 1:* A vendor may provide any additional description that may be helpful to state procurement personnel.

*Callout 2:* 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.

*Callout 3:* Click the 'Finish' button to store the request into the queue.

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

## Submission / Update Process -- What to expect

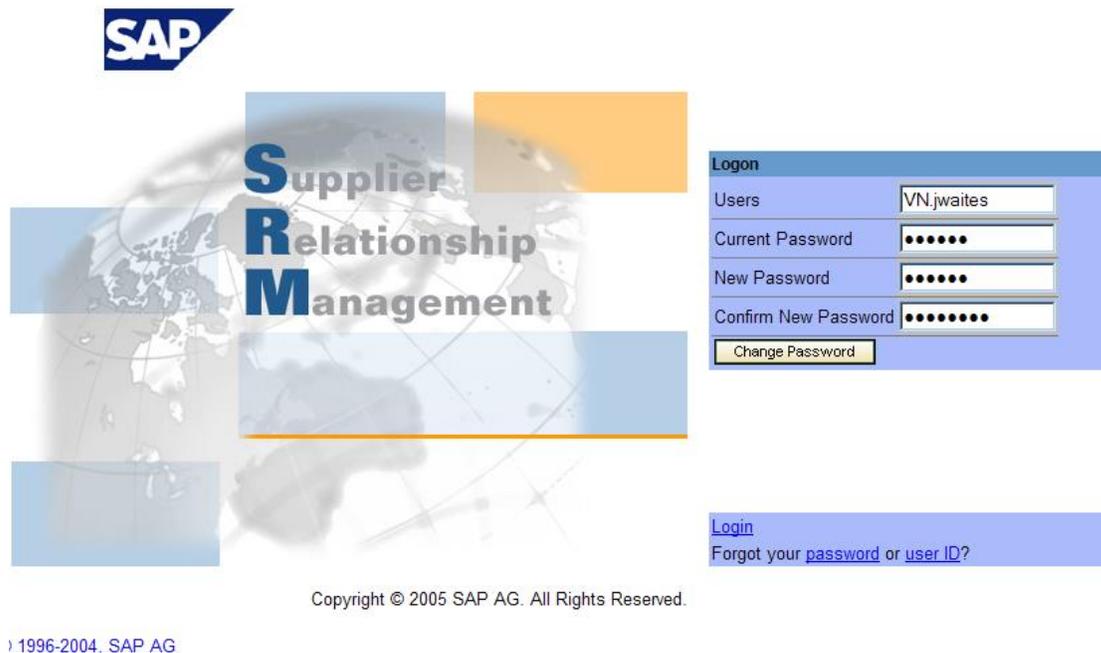
It may take up to four (4) weeks for the vendor's registration request to be processed. Once a vendor registration has been approved, the vendor will receive an E-mail notifying them of this. The vendor may then log into the system using the username and temporary password entered in step 2 of the vendor registration process. The vendor should *immediately* replace this temporary password with a new one.



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The vendor will then be prompted to change their password



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

**DIRECT DEPOSIT / PAYMENTS:** As a vendor for the State of South Carolina, you are encouraged to enroll in the SC State Treasurer’s Electronic Payment System. This allows that office to deposit ACH payments directly into your bank account, making it the fastest, most efficient, and secure way to receive payments. You can learn more about how the enrollment process works at: <https://www.treasurer.sc.gov/what-we-do-for-businesses/electronic-payment-information/>.

We have included on the following pages some further instructions from the State Treasure's Office regarding this process.



**THE HONORABLE CURTIS M. LOFTIS, JR.**  
State Treasurer

## Vendor Sign Up for ACH/Direct Deposit

- Go to [procurement.sc.gov](http://procurement.sc.gov). Under the *Doing Business With Us* section, click on [Vendor Registration](#) and then select [Enroll in ACH Payments](#).
- Prior to enrolling in ACH, you will need your user ID and password for the Vendor portal. Please note, each vendor is limited to one username and password.
- If you do not know your user ID and password or do not have an email on file with the state, you will need to complete the [New Vendor](#) registration through the Vendor Portal. On *Step 9 - Messages to Administrator*, write "update vendor number," and include your old ten-digit vendor number. After you receive the email including your vendor number, please allow up to 24 hours before attempting to use it in the ACH Enrollment Portal.
- If you change your password, please close your browser and open a new browser before navigating back to the Vendor Registration page to login and enroll in ACH payments. If you have trouble logging into the portal or changing your password, please call the SCEIS Help Desk at (803) 896-0001.
- Once logged in to the Vendor Registration Portal, click on the *Sign up for ACH Payments* link to begin the ACH enrollment process.
- Complete the ACH enrollment screens in their entirety and provide the preferred bank account and routing numbers. Each vendor account can be assigned a separate bank account, so be sure to identify which specific bank account should be used for each of your vendor accounts with the State of South Carolina.
- You will receive an immediate onscreen notification as to whether your bank account number has been validated. If your account is unable to be verified, it will not affect your status as a vendor or your ability to receive payments by check from the State.

## Post-Enrollment: Receiving Remittance Advice

Once enrollment is complete and you have begun receiving payments via ACH, the following remittance advice data will be available for each transaction:

- *Invoice Number*
- *Invoice Date*
- *Invoice Amount*
- *Customer Reference Number (which will be used as a memo field to describe what the payment is for or the Customer Account Number)*

Three options are available for receiving your remittance advice data:



**THE HONORABLE CURTIS M. LOFTIS, JR.**

State Treasurer

- Provide an email for remittance advice during the ACH enrollment process (*REQUIRED*)
- Access the SC Vendor Payment Search page at [applications.sc.gov/STOvendorinquiry/](https://applications.sc.gov/STOvendorinquiry/)
- Contact your financial institution

**Thank you for participating in this important payment transition.**