



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

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

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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.

Step 4 – Scenario 1

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

All addresses can be marked as "Order from" and/or "Remit to."

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 Line](#)

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:

This address is an 'Order from' address? 'Remit to' address? Neither

Step 4 of 9

Step 4 – Scenario 2a

If the **legal** name and **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 - Mailing Address

Please supply a Street Address or a PO Box for: John Smith

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:

This address is an 'Order from' address? 'Remit to' address? Neither

Step 4 of 9

Step 4 – 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:

This address is an 'Order from' address? 'Remit to' address? Neither

Step 4b of 9

f) Step Five - Alternate Address

The vendor can also provide an alternate address.

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

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

If applicable, supply an **alternate** 'Remit To' or 'Order From' 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: USA

State/Province: South Carolina

Postal Code:

This address is an 'Order from' address? 'Remit to' address?

Step 5 of 9

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:

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

Step 7 of 9

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

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

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:
 Last Name:
 Function:
 Phone Number: Extension:
 E-Mail:

First Name:
 Last Name:
 Function:
 Phone Number: Extension:
 E-Mail:

First Name:
 Last Name:
 Function:
 Phone Number: Extension:
 E-Mail:

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.

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

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.

Step 9 of 9

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

Update Process

Once a vendor registration has been approved, the vendor will receive an E-mail notifying you 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.



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



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