

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.

	SCEIS The South Carolina Enterprise Information Vendor Registration - Identification	System
	Name (as shown on your income tax return) Please enter your Legal Name (as shown on your federal tax forms). If you are a enter owner's name.	sole proprietor or LLC Single Owner, please
	Name Line 2:	
If a vendor provides a	Business name, if different from above	
	Name Line 1:	
second name (i.e., a	Name Line 2:	
with a "doing business as" name), it triggers the system to have the vendor	*Enter your TIN in the appropriate box. For individuals, this is your social security r employer identification number (EIN). To avoid delay in any future business transac and the values given in the "Name Line 1" and "Name Line 2" fields (legal name) r records. Social Security Number: Employer Identification Number:	number (SSN). For other entities, it is your tions with the S.C. State Government, the TIN must match U.S. Internal Revenue Service
verify an address for each name in Step 4	*Check appropriate box: Individual/Sole proprietor	Corporation or LLC Corporation
	Check if exempt from backup withholding:	
	*Select the option that best describes your type of business or industry sector	r:
	Select	×
	Step 1 of 9 Previous Step Cancel	Next Step

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	SCEIS The South Carolina Enterprise Information System Vendor Registration - Company Contact	
security team requested that Vendor User Names be prefixed	Primary Company Contact Please provide the contact information of the person within your organization who will be responsible Registration acceptance information will be emailed to the address supplied below, so be sure to typ "First Name:	for maintaining this profile. e a valid E-mail Address.
with "VN." so they could easily be identified in SAP.	*Last Name: *Telephone Number: Extension: *E-Mail Address:	User Name is associated
The user is	*Requested User Name: VN. Requested User Name must have the prefix "VN." and may consist of a-z 0-9, underscores and a single dot (.).	vendor.
required to change this password the first time logging into the system.	*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:	
2	Step 2 of 9 Previous Step Cancel Next Step	

d) Step Three – Communication Profile



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.

	reat Address or a PO Box for: Test Company
cuse supply a st	
/	
House Nun	nber: 1026 (for example: 10263) Show Additional Address L
Street Na	ame: Sumter St (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
PO Box Postal (Code: (if different than Street Address Postal Code entered below)
*	City: Columbia
*Cou	untry: USA
State/Prov	ince: South Carolina
*Postal (Code: 29201
	ur company's goods/services be mailed to this address? 🗹 Can payments? 🗖 Neither? 🗖
in requests for yo	X X

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 Sou Vendor Registratio	uth Carolin n - <mark>Business</mark>	a Enterprise Informat Address (update if neces	ion System ^{sary)}	
Please supply a Street	Address or a PC	Box for: ABC Garage		
House Number:	1026	(for example: 141)	_	Show Additional Address Lines
Street Name:	Sumter St		(for example: Sumter R	d)
PO Box:		(for example: 349)		
	Only enter the PO B	Sox number in this field (do not enter the te is printed	ext "PO Box"). The text "PO	Box" is provided by our system
PO Box Postal Code:		(if different than Street Address Postal	Code entered below)	
	, 			
*City:	Columbia			
*Country:	USA	·		
State/Province:	South Carolina			
*Postal Code:	29201			
Can requests for your cor	mpany's goods/se	ervices be mailed to this address?	Can payments	? 🗹 Neither? 🗖
Step 4b of 9	Previous Step	Cancel	Next Ste	p

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.

<

Please supply a Street	Address or a PO Box for: ABC Garage
House Number: Street Name:	I268 (for example: 141) Show Additional Address Lines Browing Rd (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:	Columbia USA • South Carolina •

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:

	wish to enter an	optional alternate mailing addre	ss for ABC Garage	
House Number:	555	(for example: 3045)		Show Additional Address Line
Street Name:	Alternate Ave		(for example: Saluda	Ave)
PO Box:	Only enter the PO Bo when the address is	(for example: 349) ox number in this field (do not enter the s printed.	e text "PO Box"). The text "	PO Box" is provided by our system
PO Box Postal Code:		(if different than Street Address Pos	tal Code entered below)	
City:	Columbia			
City: Country:	Columbia USA			
City: Country: State/Province:	Columbia USA South Carolina			

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.

ne South Carolina State Government ha nd disasters in order to save lives, redu ommodities/services on an emergency	redness as taken steps to enable effective pre ce human suffering and reduce prope basis, please provide an emergency	eparation for, and efficient response to, emergencie erty loss. If your company is interested in providing contact name and phone number below
First Name:		
Last Name:		
Emergency Phone: Alternate Emergency Phone:	format for U.S.: (000) 000-0000 format for U.S.: (000) 000-0000	Extension:

h) Step Seven – Company as a Procurement Source

If it of goods / services that can be supplied through their business (at least one). Please select the goods/increases that your company may be able to payly to state goodsmerse the soft of selections by the sendence your to search by or by selecting an industry classification from the available dop-down ist. Select the goods and senders your to search by or by selecting in payles of the selection		Vendor Registration - Company as a Procurement Source
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Search for commodifies/services containing this keyword. Search (Search	least one).	Search Selected
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searched by entering a keyword and then clicking the "Submit Search" button.	database can be	
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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 key to search by or by selecting an industry classification from the available drop-down list. Select the goods and services you ci provide 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 Stat is by clicking a eckbox. Secure of services to industry-specific listing by selecting from drop-down and then clicking Submit Search: Utilities Search for commodities/services to industry-specific listing by selecting from drop-down and then clicking Submit Search: Utilities Search for commodities/services to industry-specific listing by selecting from drop-down and then clicking Submit Search: Secure of services including of gas, and wateri: Beause and repair Buble utilities, gas, water Weil services, electric, gas, water Weil services, lincluding of gas, and wateri: drilling, plugging, consulting, maintenance, repair, etc. 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)		
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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 entites that purchase from state-wide term contracts. If you need to drop an item from you 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 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, pas
	🕑 utility services, electric, gas, water
A user can remove selecti	ons 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 Syster Vendor Registration - Company as a Procurement Source	n
Please select the goods/services that your company may be able to supply to state government institutions, and local government corporations within South Carolina. You can narrow the list to search by or by selecting an industry plassification from the available drop-down list. Select provide by clicking the checkboxes. For more detailed commodity/service descriptions, expan 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 your intent to buy the good or service. This information is only meant to serve as a tool for state buyers we	ent agencies, educational of selections by entering a keyword the goods and services you can d a commodity class in the search will receive notification of the State's men searching for sources of supply.
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Search for commodities services containing this keyword:	mit Search <u>New Search</u>
Filter commodities/services to industry-specific listing by selecting from drop-down and the	n clicking Submit Search:
<all industries=""></all>	
267 Products found, displaying 7 to 14[First/Prev] 1, <u>2</u> , <u>3</u> , <u>4</u> , <u>5</u> , <u>6</u> , <u>7</u> , <u>8</u> , <u>9</u>	, <u>10 [Next/Last]</u>
Germicides, Cleaners, And Related Sanitation Products For Health Care Personnel, Environmentally Cer	ified By An Agency Accepted Certification
I Jantonial Supplies, General Line, Environmentally defined by An Agency Accepted Certification Entity	
Em Daint, Protective Coatings, Varnish, Wallpaper, And Related Products, Environmentally Certified By An A	Igency Accepted Certification Entity
E Radio Communication Equipment, Accessories And Supplies	
Telecommunication Equipment, Accessories And Supplies	
E 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 Vollage Hanshinsson Poles, Telenhone 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	
📺 🗖 acoustical tile, insulating materials, and supplies	

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



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.

ional or Secondary Company Contacts	
First Name: Last Name:	
Function:	
Phone Number:	Extension:
E-Mail:	
First Name:	
Last Name:	
Function:	
Phone Number:	Extension:
First Name:	
Last Name:	
Function:	Eutopoino
F-Mail:	Extension.
L 1100.	

j) Step Nine – Vendor Submits

A vendor may provide any additional description that may be helpful to state procurement personnel.	SV	SCEIS The South Carolina Enterprise Information System /endor Registration - Finish Business Description If you would like to provide additional text describing your business, please enter it in the space provided.
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.	V initia c	It you would like to pass any comments along to our vendor administrator, please enter them in the space provided. Varning: Once your registration has been submitted, you will not be able to update the information until the registration formation has been processed by our administrator. Just click the Previous Step button if you would like to review any of the formation entered in the previous steps. Lick the Finish button to submit your registration. 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

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.

SAP	
Supplier Relationship Management	Logon Users VN.jwaites Password •••••• Log in
A CAR	Change Password Forgot your password or user ID?
Convicte @ 2005 SAD AC All Dickto Decented	

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The vendor will then be prompted to change their password



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