

Completing Initial Registration in SCPro



Your screen in SCPro may differ slightly from this training, but the steps to complete the activity will be the same.



This icon indicates there are further **policy or business process details** relating to a step.

1. Navigate to the SCPro Public Supplier Portal at: scpro.sc.gov
2. Click **New Supplier Registration**.



3. Complete the Captcha that appears and then click **Submit**.
4. Select your **Registration Type**. By default, this will be set to **US Registration**.

Registration Type

Registration Type*

Non-US Registration
US Registration

Completing Initial Registration in SCPro

5. Complete the **Entity information** section. Note that when filling out your registration, fields with a red asterisk (*) are mandatory and must be completed in order to submit your registration.

The screenshot shows a web form titled "Entity information". It contains the following fields and options:

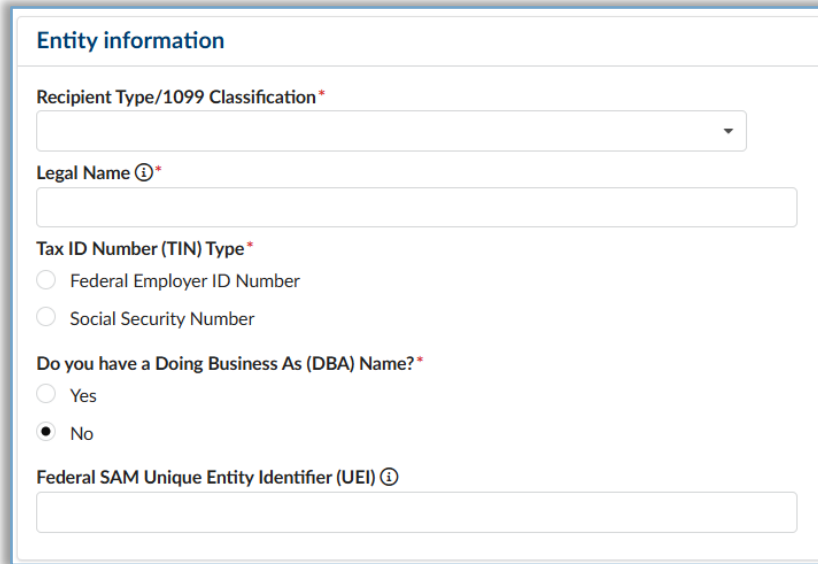
- Recipient Type/1099 Classification***: A drop-down menu.
- Legal Name ⓘ***: A text input field.
- Tax ID Number (TIN) Type***: Two radio button options: "Federal Employer ID Number" and "Social Security Number".
- Do you have a Doing Business As (DBA) Name?***: Two radio button options: "Yes" and "No" (which is selected).
- Federal SAM Unique Entity Identifier (UEI) ⓘ**: A text input field.

a) US Registration fields:

- **Recipient Type/1099 Classification** – Select from the available options in the drop-down menu.
- **Legal Name** – Enter your legal name exactly as it appears on your organization's W-8 or W-9.
- **Tax ID Number (TIN) Type** – Select whether you will identify your organization with a **Federal Employer ID Number (EIN)** or your **Social Security Number**. You will then be asked to enter in the number.
- **Do you have a Doing Business As (DBA) Name?** – Select **Yes** or **No**. If yes, you will be asked to enter your **DBA**.
- **Federal SAM Unique Entity Identifier (UEI)** – If your organization has a UEI tracked in the System of Award Management (SAM) registry, enter it here.

Completing Initial Registration in SCPro

5. (cont.)



Entity information

Recipient Type/1099 Classification*

Legal Name ⓘ*

Tax ID Number (TIN) Type*

☐ Federal Employer ID Number

☐ Social Security Number

Do you have a Doing Business As (DBA) Name?*

☐ Yes

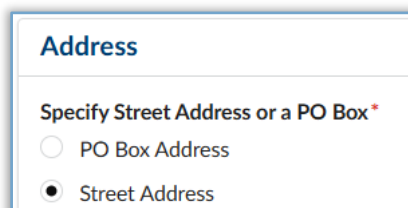
☒ No

Federal SAM Unique Entity Identifier (UEI) ⓘ

b) **Non-US Registration** fields:

- **Recipient Type/1099 Classification** – Select from the available options in the drop-down menu.
- **Legal Name** – Enter your legal name exactly as it appears on your organization's W-8 or W-9.
- **Foreign Tax ID Number** – Enter your Foreign Tax ID Number.
- **Do you have a Doing Business As (DBA) Name?** – Select **Yes** or **No**. If yes, you will be asked to enter your **DBA**.
- **Federal SAM Unique Entity Identifier (UEI)** – If your organization has a UEI tracked in the System of Award Management (SAM) registry, enter it here.

6. In the **Address** section, specify whether your address is a **Street Address** or a **PO Box Address**. The address entered here is where payments are sent. If both a PO Box and a street address are listed later, the State defaults to sending payments to the PO Box.



Address

Specify Street Address or a PO Box*

☐ PO Box Address

☒ Street Address

Completing Initial Registration in SCPro

7. In the **Street Name** field, type the supplier's primary address. Complete the address by filling in the **Street Name Cont**, **Zip Code**, **City**, **Country** and **State/Province** fields as appropriate.

8. In the **Contact Information** section, enter your:

- **First Name**
- **Last Name**
- **Email** (this will become the email address that you will use to log into SCPro)
- **Company Phone Number** (must be formatted as ###-###-#### with hyphens)
- **Position**
- **Password**
- **Confirm Password**

Note that this user will automatically be designated as an Administrator for the organization and will be responsible for completing setup of your account.

Completing Initial Registration in SCPro

9. In the **First time registration? Please tell us more** section:

- In the **Do you intend to respond to Solicitations, receive POs, or be awarded a Contract?*** section, indicate **Yes** or **No**.
- In the **Counties Served** section, enter and select all of the counties in the State of South Carolina that your organization serves by typing the name of the county, and selecting it from the drop-down menu when it appears. If your organization can serve the entire state, just choose **South Carolina**.
- In the **Commodity Codes** section, enter the names of the commodity(s) that your organization provides and select them from the drop-down menu when they appear.



It is important to accurately report the commodity codes that your organization can provide to ensure that you are notified of all SCPro solicitations relevant to your business. SCPro will automatically send notifications out for solicitations based on the commodity codes being procured. To be notified via email when a solicitation is posted, your organization must have indicated that it can provide the commodity code(s) included in the procurement. These can be updated on your profile later if necessary.

10. Complete the Captcha at the bottom of the page. When you are finished, click **Register**.



You will receive an email notification informing you about your initial registration request.



Congratulations! You have successfully completed initial supplier registration.

Addendum: Initial Registration Scenarios

When a supplier's initial registration request has been submitted, SCPro will conduct several automatic checks in determining the results of the registration request. Please refer to the below list of scenarios for the different outcomes from a supplier's registration request:

- **Scenario 1: New supplier and new supplier contact:** The initial registration request will be successful, and the contact will be able to log in. The contact can then proceed to complete the full registration process outlined in the second half of this QRG.
- **Scenario 2: Supplier contact is active in SCPro:** If the email address used to submit registration matches an active user in SCPro, the registration request will be rejected. To register a different entity, you will need to use a different email address.
- **Scenario 3: Contact trying to register exists in SCPro and was deleted:** If the email used to register matches an existing email for a deleted user, it will be rejected.
- **Scenario 4: Registration information matches in-progress registration:** If the TIN or Legal Name used match an in-flight *initial* registration, the request will be rejected.
- **Scenario 5: Registration information matches a supplier previously deactivated due to fraud:** If the information used to register matches that of a supplier that was previously deactivated in SCPro due to fraud, it will be sent to the State for review. You will receive an email notification only if approved.
- **Scenario 6: Registration information matches a supplier previously deactivated (NOT due to fraud) across entire organization:** If the information used to register matches that of a supplier that was previously deactivated across the Head Office location and all Site locations, the request will be approved as if you are a new supplier.
- **Scenario 7: Registration information matches a supplier previously deactivated (NOT due to fraud) but at least one Head Office or Site location remains active:** If the information used to register matches that of a supplier that was previously deactivated, but at least one office remains active in SCPro, the registration request will be rejected, and you will receive an email notification to contact your Supplier Admin.
- **Scenario 8: Existing supplier account (however not fully registered) in SCPro:** If the information entered at the initial registration is in duplication with an existing supplier record that has not completed *full* registration (thus is only a bidder) in SCPro, the new registration request will be rejected.
- **Scenario 9: Existing fully registered supplier account in SCPro:** The registration request will be rejected. Additionally, your Supplier Admin will receive a notification of the duplicate registration request.
- **Scenario 10: Existing fully registered supplier account in SCPro but no Supplier Admin contact:** The registration request will be rejected. Additionally, you will receive instructions on verification documents to provide to the State Helpdesk to proceed with setting up your account.

Completing Supplier Full Registration

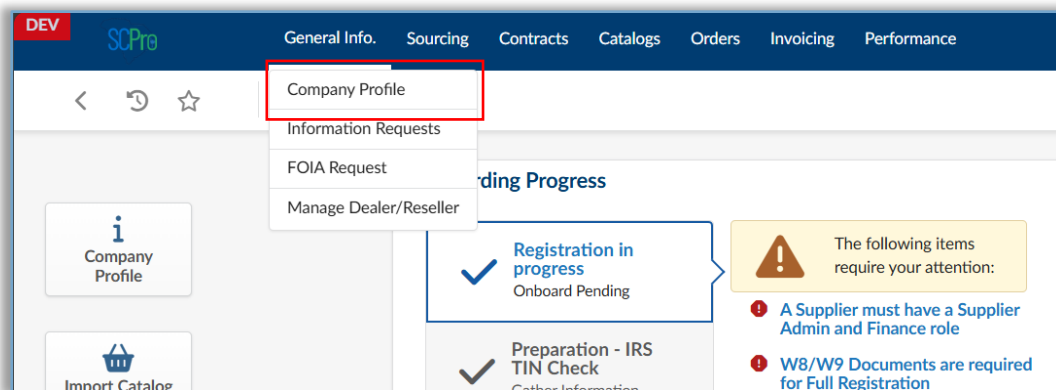


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1. Navigate to the SCPro Supplier Portal at: [redacted].
2. Login with the email and password you created when completing your initial registration.
 - The first time you log in, you will be required to accept the **General Terms of Use**. You will not need to do this every time you log in.
3. Navigate to the **General Info** module in the Main-Menu Navigation Bar and select **Company Profile** from the drop-down menu.
 - For additional details on page elements and navigating SCPro, please refer to the Accessing and Navigating SCPro QRG.



4. Review the **Company Information** tab. Most of this info will carry over from your initial registration request. Update the **Email**, **Company Phone Number**, **Type of Industry**, and **NAICS Code** fields if unpopulated, then click **Save**.
5. Navigate to the **Contacts** tab. Note that, at a minimum, every supplier in SCPro is required to have a user with the **Supplier Admin** role, and a user with the **Supplier Finance** role. This can be the same user if appropriate.

Completing Supplier Full Registration

6. To invite additional users at your organization:

a) click **+ Create Contact**.



b) Enter in the user's personal information. At a minimum, you must provide a **First Name**, **Last Name**, and an **Email** for the user.

The form is titled "Identity". It contains the following fields:

- ID: A text input field.
- Title: A dropdown menu.
- First Name*: A text input field.
- Last Name*: A text input field.
- Email*: A text input field.
- Position ⓘ: A text input field.
- Internal Identifier: A text input field.
- List of languages: A dropdown menu with "English" selected and a close button (x).

c) Click **Save & Close**.



d) Click the **Mail** (✉) icon next to the name of the user you just added. Then click **Send notification** in the pop-up that appears. The user will receive an email with a link to set up their password and login information.



e) Select a **Role** for the new user from the drop-down menu. Refer to the table on the next page for a list of roles and their capabilities.

A dropdown menu with the label "Role". The dropdown is currently closed, showing a small downward arrow and a close button (x).

When you have finished setting up contacts, click **Save**.



Completing Supplier Full Registration

Role	Responsibilities
Supplier Admin	- The primary contact for the organization, is responsible for managing the company's account in SCPro - Full access to all supplier data in SCPro - Only one user can have the Supplier Admin role
Supplier Finance	- Manages supplier banking information - Only one user can have the Supplier Finance role
Backup Supplier Admin	A backup user in case the Supplier Admin cannot do something, has all the same capabilities and responsibilities
Catalog Contact	Able to upload hosted catalogs
Contract Contact	Will receive notifications about contract records in SCPro from the State
Legal Contact	Will receive legal notifications from the State
PO Contact	Will receive notifications about purchase orders from the State
Sourcing Contact	Will receive solicitation notifications from the State
Supplier View	Can view the organization in SCPro but cannot take any direct action

7. Navigate to the **Documents and Certs** tab.
8. SCPro has 5 different types of documents that can be uploaded to your company profile:
 - **IRS Documents** – These documents are required for your organization's registration request to be fully processed. They can be uploaded at any time but will only be reviewed and approved by the State as part of supplier registration or following the submission of a Supplier Change Request.
 - **Legal Documents** – These documents (e.g., a certificate of incorporation) can be uploaded by your organization at any time and are not subject to approval by the State.
 - **MWBE Certifications** – These documents are used to verify MWBE status. They will be reviewed and approved by the State. They can be uploaded at any time, and do not require a Supplier Change Request, but they must be approved by the State before MWBE status will update on your organization's profile.
 - **Certifications** – These documents (e.g., EN 9100) can be uploaded by your organization at any time and are not subject to approval by the State.
 - **Climate Change Documents** – These documents can be uploaded by your organization at any time and are not subject to approval by the State.

Completing Supplier Full Registration

8. (cont.)

To submit your registration request, you must upload an **IRS Document**. In the IRS Documents section, click **Add IRS Documents**.

9. Complete the **Description** section, including:

- **Document Type** – Is the document a W-9, 147c, etc.?
- **Document Name** – A label for the document in the system.
- **Begin Date** – The date that the IRS document becomes/became valid.
- **Expiration Date** – If relevant, the date on which the IRS document will no longer be valid.

10. Click on the **Click or Drag to add a file** button in the Document field, then select and upload the document from your desktop.

Then click **Save & Close**.

Completing Supplier Full Registration

- 11.** Repeat steps 8-10 for any additional IRS Documents. These same steps can also be followed to upload any other categories of documents. When you are finished, click **Save**.
- 12.** Click **Submit**. Your full registration request will be routed to the State for review and approval.

A green rectangular button with a thin blue border and the word "Submit" in white text.

You will receive a notification when your registration request is either approved or rejected.



Congratulations! You have successfully completed supplier account setup in SCPro.