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.
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.
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.

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.
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.

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).
**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.
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:

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]
- **Alternate Emergency Phone:** [Format for U.S.: (000) 000-0000]

- **Extension:**

- **Emergency E-Mail:**

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Step 6 of 9  Previous Step  Cancel  Next Step
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).
By clicking the "Selected" tab, a vendor can display the selections made.

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

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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.

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<table>
<thead>
<tr>
<th>Search</th>
<th>Selected</th>
</tr>
</thead>
</table>

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

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

1. Germsicides, Cleaners, and Related Sanitation Products for Health Care Personnel, Environmentally Certified By An Agency Accepted Certification Entity
2. Janitorial Supplies, General Use, Environmentally Certified By An Agency Accepted Certification Entity
3. Paint, Protective Coatings, Varnish, Wallpaper, and Related Products, Environmentally Certified By An Agency Accepted Certification Entity
4. Radio Communication Equipment, Accessories, and Supplies
5. Telecommunication Equipment, Accessories, and Supplies

- Telephone Equipment, Accessories And Supplies
  - Accessories, Telephone (Not Otherwise Classified)
  - Call Answering Telephone System (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
  - Police, High Voltage Transmission
  - Police, 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 Cords
  - 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

- Architectural, Insulating, Refractory, and 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.
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.

The system then confirms that the registration has been received.

**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.

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.govepp.state.sc.us/osmba/index.html](http://www.govepp.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. 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 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.