In order for the SCEIS system to notify you of any updates to a published RFx via an e-mail message, you MUST be a registered vendor with a valid SCEIS User ID (all vendor User IDs will be prefixed with a “VN.”, e.g. VN.MyCompany) and select the options to Register and Participate on each published RFx.

PROCESS
All vendors register for specific commodity codes during the vendor registration process to indicate the products/services that they have the ability to provide. When creating an RFx, buyers will enter the commodity code applicable to the product/service being sought. Buyers may also add vendors to the RFx based on a recommended vendor list. When a buyer initially publishes an RFx, the SCEIS system will automatically send out e-mail notifications with a hyperlink pertaining to the RFx to all vendors who registered with the specific commodity code /service that the buyer used in creating the RFx and any vendors added to the RFx. This is the ONLY e-mail notification that is automatically generated on the initial publication of the RFx and it is based on the commodity/service used. NOTE: If there is not an exact match between the code selected by the vendor during the registration process and the code used by the buyer when creating the RFx, then an automatic e-mail will not be sent (even if the vendor has provided the same product/service to the State in the past).

When the buyer issues an amendment to the RFx, the buyer may elect to send an e-mail notification of the amendment. The SCEIS system will send the e-mail only to those vendors who have selected to Register and Participate for that specific RFx and any vendors who were added initially to the RFx by the buyer. By selecting Register & Participate, vendors are adding themselves to the recommended vendor list attached to the RFx.

The steps for a vendor to add themselves to the recommended vendor list for a specific solicitation are: A) log into SCEIS, B) locate and select the specific RFx, C) select Register and Participate D) select Close. This will add the vendor to the RFxs bidders list. When the buyer issues an Amendment through SCEIS and elects to send an e-mail, the vendor’s name will be on the list to be notified about the Amendment. The process which will ensure you are registered for any e-mail notifications on a specific RFx is detailed in steps that follow.
1) Go to [http://procurement.sc.gov/PS/PS-index.phtm](http://procurement.sc.gov/PS/PS-index.phtm) and click the link for **Submitting Offers:**
2) **Click the link for Electronic Bid Submission:**

![Electronic Bid Submission](image)

**Electronic bid submission** (SRM Login)

**Submitting Confidential Data**

3) **Insert your User ID (VN.XXXXXXXX), Password and select Log On:** (User name and Password received upon registering your company in the SCEIS system.)

![Login Form](image)
4) Select RFx and Auctions:

5) Insert the RFx number in the **Event Number** field or use any other options available. Then click on **Apply** button OR use the scroll bar to the right to scroll thru all of the RFxs to find the specific RFx:
Once the specific RFx number is located, click on the **RFx Event Number** link to open:

6) This will open the **Display RFx** screen. Select **Register**: 
7) You will receive the message: **You are registered to the RFx and will be informed of changes.** Then select the **Participate** button.

8) By selecting the **Participate** button you will receive the message: **You have been registered. You will be informed of RFX changes via e-mail.** Selecting **Participate** informs the buyer that you are planning to participate in the process, but doesn’t obligate you in any way. Therefore, SCEIS recommends that you select **Participate** to ensure you are included in all amendments.
9) Select Close:

10) This will return you to the main screen and select Refresh:

11) You have successfully registered for the specific RFx and should be notified by e-mail in the event of any amendments to the RFx.
CLARIFICATION

For a vendor to receive e-mail notification of the initial RFx and of all modification to the RFx is dependent upon the vendor and the buyer having followed the standard processes. If additional information is needed about an RFx, SCEIS suggests contacting the Procurement Officer listed on the front page of the RFx, as they are the only person who can talk with you about the specifics of the RFx.

NOTE:

If you are not registered in SCEIS or registered prior to November 5, 2007, you MUST go on-line and complete the registration process at: http://procurement.sc.gov/PS/vendor/PS-vendor-registration.phtm. Once registered, you will be able to access the SCEIS system to register for e-mail notifications on RFxs. During the registration process you will be asked to select specific commodities/services your company may be able to supply. If you have registered but skipped the selection of commodities/services, you will need to go back and update your vendor information with these selections.