



The South Carolina Enterprise Information System

STEPS FOR VENDORS TO TAKE TO RECEIVE E-MAIL NOTIFICATIONS FOR AMENDMENTS TO AN RFx

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 RFx's 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> and click the link for **Submitting Offers**:



PROCUREMENT SERVICES

Home Page

- [Disaster Information](#)
- [Iran Divestment Act](#)
- [Job Opportunities](#)
- [Newest Content](#)
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Procurement Services
1201 Main St., Suite 600
Columbia, SC 29201
(803) 737-0600
FAX: (803) 737-0639

INSPECTOR GENERAL'S FRAUD HOTLINE
(State Agency fraud only)

1-855-SCFRAUD
or
1-855-723-7283



Agency Users

- Statewide Contracts
- Submit Requisition
- Construction
- Resources & Forms
- Vendor / Contractor Data
- Audits
- Green Purchasing



Vendors/Contractors

- Doing Business with Government
- Vendor Registration
- Contracting Opportunities
- Submitting Offers**
- Contract Awards
- Protest & Dispute Decisions
- Construction
- Resources



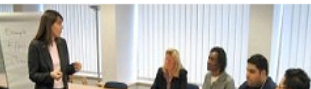
Political Subdivisions

- Using Statewide Contracts
- School Districts
- Cities, Counties, etc.
- Resources



General Information

- SC Business Opportunities
- Procurement Policy
- Public Meeting Notices
- Transparency
- Procurement Offices & Officers
- State Holidays
- Reference Room
- Related Links



Training Opportunities

- Training Program
- Courses & Registration
- Training Materials
- IT Procurement Training
- Presentations
- Purchase Procurement Code Books



Legal

- Procurement Law
- Standard Clauses & Provisions
- General Information - Legal
- Administrative & Judicial Decisions
- Research Resources



South Carolina
State Fiscal Accountability Authority
Procurement Services
1201 Main Street, Suite 600 • Columbia, SC 29201
Updated: 01.18.2012 | [Site Comments?](#)

2) Click the link for **Electronic Bid Submission**:



SFAA PROCUREMENT SERVICES
State Fiscal Accountability Authority

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Vendors/Contractors - Submitting Offers

Before you can submit a bid or proposal through South Carolina Enterprise Information System (SCEIS), you must be registered as a vendor. If you have not done so, please go [here](#).

For assistance with registration or submission of your bid or proposal, please reference the SCEIS Vendor Guides listed below. For SCEIS technical assistance, call the SCEIS Help Desk at (803) 896-0001. If there are questions concerning the solicitation, contact the procurement officer directly.

Notice

- To submit bids vendors must use Internet Explorer 8, 9 or 10, which is compatible with SAP. Other browsers such as Internet Explorer 11, Google Chrome, or Mozilla Firefox will not function properly and may prohibit bid submissions.
- It will be the responsibility of each bidder to ensure that their response was submitted properly. The Response Status must indicate 'Submitted'. If the response is in a 'HELD' or 'SAVED' status, you MUST go back in the system and submit the response before it can be 'ACCEPTED' by the State.
- Bidders are encouraged to review the 'Simulation for Bid Creation' below before trying to submit their response.

[Electronic bid submission \(SRM Login\)](#)

[Submitting Confidential Data](#)

South Carolina Enterprise Information System (SCEIS) Vendor Guides

- PDF File - [Vendor Registration Guide](#)
- PDF File - [Deleting Response to Solicitation Guide](#)
- HTML File - [Simulation for Bid Creation](#)
- HTML File - [Simulation for Changing a Bid](#)

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



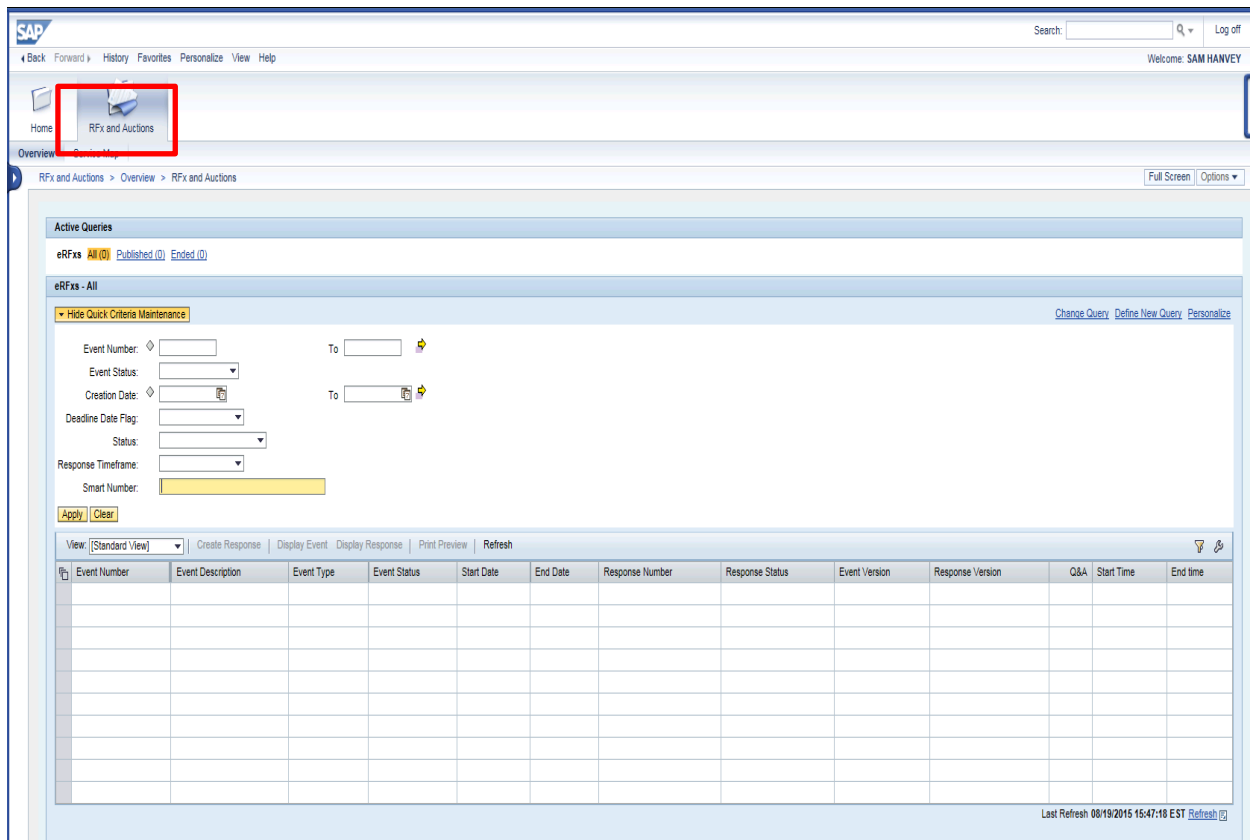
SCEIS South Carolina Enterprise Information System

SRM - Vendor Portal

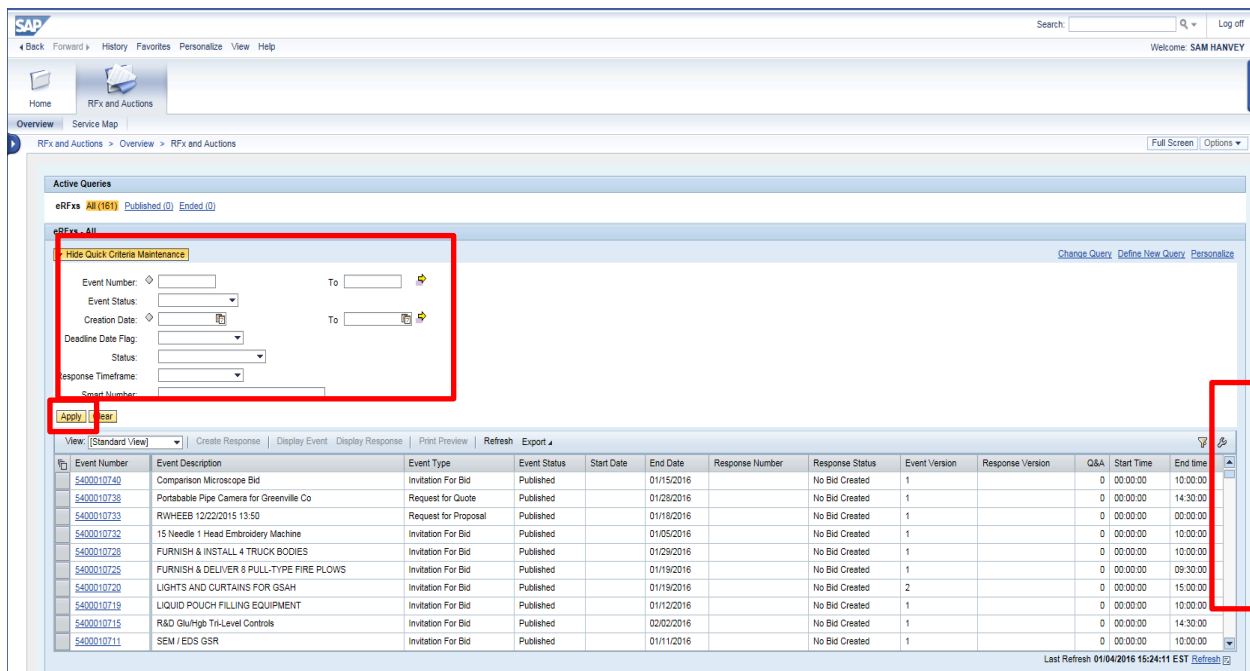
User *

Password *

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:

The screenshot shows the SAP RfX and Auctions interface. The 'Active Queries' section displays a list of RfX events. The row for 'FURNISH & INSTALL 4 TRUCK BODIES' (Event Number: 5400010728) is highlighted in orange. The table columns include Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, Response Version, Q&A, Start Time, and End Time.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End Time
5400010740	Comparison Microscope Bid	Invitation For Bid	Published	01/15/2016			No Bid Created	1		0	00:00:00	10:00:00
5400010738	Portable Pipe Camera for Greenville Co	Request for Quote	Published	01/08/2016			No Bid Created	1		0	00:00:00	14:30:00
5400010733	RWHEEB 12/22/2015 13:50	Request for Proposal	Published	01/18/2016			No Bid Created	1		0	00:00:00	00:00:00
5400010732	15 Needle 1 Head Embroidery Machine	Invitation For Bid	Published	01/05/2016			No Bid Created	1		0	00:00:00	10:00:00
5400010728	FURNISH & INSTALL 4 TRUCK BODIES	Invitation For Bid	Published	01/29/2016			No Bid Created	1		0	00:00:00	10:00:00
5400010729	FURNISH & DELIVER 9 PULL-TYPE FIRE PLOWS	Invitation For Bid	Published	01/19/2016			No Bid Created	1		0	00:00:00	09:30:00
5400010720	LIGHTS AND CURTAINS FOR GSAH	Invitation For Bid	Published	01/19/2016			No Bid Created	2		0	00:00:00	15:00:00
5400010719	LIQUID POUCH FILLING EQUIPMENT	Invitation For Bid	Published	01/12/2016			No Bid Created	1		0	00:00:00	10:00:00
5400010715	R&D GluHgb Tri-Level Controls	Invitation For Bid	Published	02/02/2016			No Bid Created	1		0	00:00:00	14:30:00
5400010711	SEM / EDS GSR	Invitation For Bid	Published	01/11/2016			No Bid Created	1		0	00:00:00	10:00:00

6) This will open the **Display RfX** screen. Select **Register**:

The screenshot shows the SAP Display RfX screen for event 5400010728. The 'Register' button is highlighted with a red box. The screen displays various details about the RfX, including the RfX Number, Smart Number, RfX Status, RfX Start Date, Submission Deadline, Remaining Time, RfX Owner, and RfX Version Number.

Display RfX:

Print Preview | Close | **Register** | Export

RfX Number: 5400010728 | Smart Number: FURNISH & INSTALL 4 TRUCK BODIES | RfX Status: Published | RfX Start Date: 01/29/2016 10:00:00 EST | Submission Deadline: 01/29/2016 10:00:00 EST | Remaining Time: 24 Days 18:28:04 | RfX Owner: MELISSA FLEMING | RfX Version Number: 1

RfX Version Type: Active Version

RfX Information | Items | Notes and Attachments

RfX Parameters | Questions | Note and Attachments | Table Extensions

Time Zone: EST | SCBO Category: * Equipment

Start Date: 01/29/2016 10:00:00 | No Award: * False

Submission Deadline: * 01/29/2016 10:00:00

Opening Date: 01/29/2016 10:00:00

End of Binding Period:

Currency: USD

Award Posting Date: * 02/05/2016

- 7) You will receive the message: **You are registered to the RFX and will be informed of changes.** Then select the **Participate** button.

Display RFX :

[Print Preview](#) [Close](#) [Participate](#) [Do Not Participate](#) [Tentative](#) [Create Response](#) [Export](#)

☒ You are registered to the RFX and will be informed of changes.

RFX Number: 5400010728 Smart Number: FURNISH & INSTALL 4 TRUCK BODIES RFX Status: Published RFX Start Date: Submission Deadline: 01/29/2016 10:00:00 EST Remaining Time: 24 Days 18:24:41 RFX Owner: MELISSA FLEMING RFX Version Number: 1
RFX Version Type: Active Version

RFX Information | **Items** | **Notes and Attachments**

RFX Parameters | **Questions** | **Note and Attachments** | **Table Extensions**

Time Zone: EST SCBO Category: * Equipment
Start Date: 00:00:00 No Award: * False
Submission Deadline: * 01/29/2016 10:00:00
Opening Date: 01/29/2016 10:00:00
End of Binding Period:
Currency: USD
Award Posting Date: * 02/05/2016

Partners and Delivery Information

[Details](#) [Add](#) [Send E-Mail](#) [Call](#) [Clear](#) [Filter Settings](#)

Function	Number	Name	Phone Number
• Requester		MELISSA FLEMING	
• Goods Recipient		MELISSA FLEMING	
• Ship-To Address		SCEIS Root	803 896 8836
• Location		Forestry Commission	

- 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.

Display RFX :

[Print Preview](#) [Close](#) [Do Not Participate](#) [Tentative](#) [Create Response](#) [Export](#)

☒ You have been registered. You will be informed of RFX changes via e-mail.

RFX Number: 5400010728 Smart Number: FURNISH & INSTALL 4 TRUCK BODIES RFX Status: Published RFX Start Date: Submission Deadline: 01/29/2016 10:00:00 EST Remaining Time: 24 Days 18:19:31 RFX Owner: MELISSA FLEMING RFX Version Number: 1
RFX Version Type: Active Version

RFX Information | **Items** | **Notes and Attachments**

RFX Parameters | **Questions** | **Note and Attachments** | **Table Extensions**

Time Zone: EST SCBO Category: * Equipment
Start Date: 00:00:00 No Award: * False
Submission Deadline: * 01/29/2016 10:00:00
Opening Date: 01/29/2016 10:00:00
End of Binding Period:
Currency: USD
Award Posting Date: * 02/05/2016

Partners and Delivery Information

[Details](#) [Add](#) [Send E-Mail](#) [Call](#) [Clear](#) [Filter Settings](#)

Function	Number	Name	Phone Number
• Requester		MELISSA FLEMING	
• Goods Recipient		MELISSA FLEMING	
• Ship-To Address		SCEIS Root	803 896 8836
• Location		Forestry Commission	

9) Select **Close**:

Display RFX :

Print Preview | **Close** | Do Not Participate | Tentative | Create Response | Export

RFX Number 5400010728 Smart Number FURNISH & INSTALL 4 TRUCK BODIES
RFX Version Type Active Version

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

SAP RFX and Auctions

Active Queries: eRFXs 151 Published (0) Ended (0)

Hide Quick Criteria Maintenance

Event Number: To
Event Status: To
Creation Date: To
Deadline Date Flag: To
Status: To
Response Timeframe: To
Smart Number: To

Apply Clear

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End Time
5400010740	Comparison Microscope Bid	Invitation For Bid	Published	01/15/2016			No Bid Created	1		0	00:00:00	10:00:00
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5400010733	RWHEEB 12/22/2015 13:50	Request for Proposal	Published	01/18/2016			No Bid Created	1		0	00:00:00	00:00:00
5400010732	15 Needle 1 Head Embroidery Machine	Invitation For Bid	Published	01/05/2016			No Bid Created	1		0	00:00:00	10:00:00
5400010728	FURNISH & INSTALL 4 TRUCK BODIES	Invitation For Bid	Published	01/28/2016			No Bid Created	1		0	00:00:00	10:00:00
5400010725	FURNISH & DELIVER 8 PULL-TYPE FIRE PLOWS	Invitation For Bid	Published	01/19/2016			No Bid Created	1		0	00:00:00	09:30:00
5400010720	LIGHTS AND CURTAINS FOR GSAH	Invitation For Bid	Published	01/19/2016			No Bid Created	2		0	00:00:00	15:00:00
5400010719	LIQUID POUCH FILLING EQUIPMENT	Invitation For Bid	Published	01/12/2016			No Bid Created	1		0	00:00:00	10:00:00
5400010715	R&D Glu/Hip Tri-Level Controls	Invitation For Bid	Published	02/02/2016			No Bid Created	1		0	00:00:00	14:30:00
5400010711	SEM / EDS GSR	Invitation For Bid	Published	01/11/2016			No Bid Created	1		0	00:00:00	14:30:00

Last Refresh 01/04/2016 16:24:11 EST 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.