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,

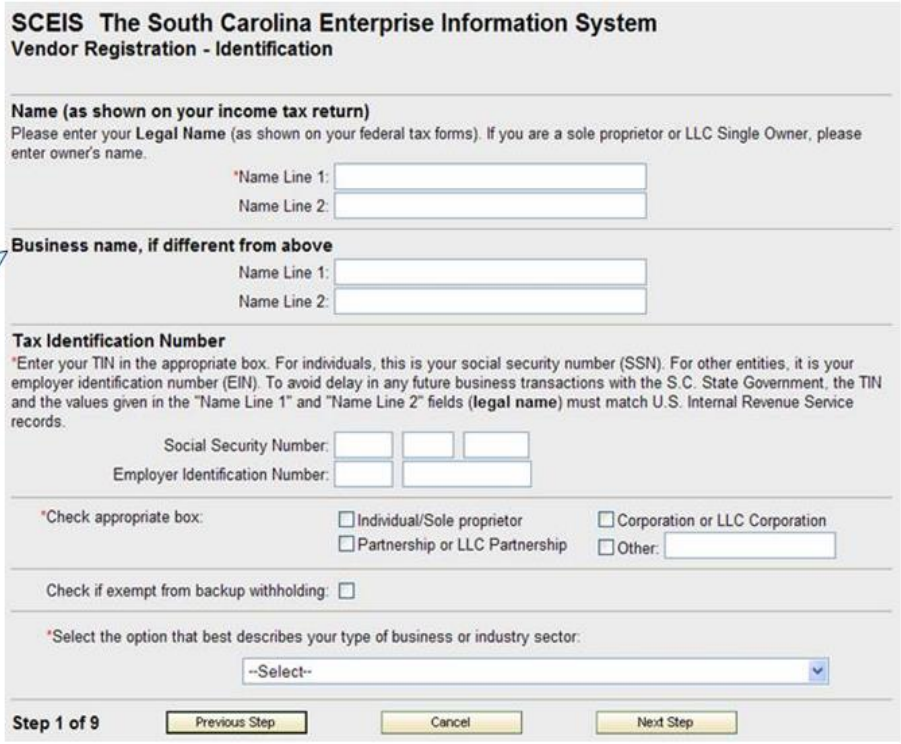
The South Carolina State Government Procurement staff

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.

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.



SCEIS The South Carolina Enterprise Information System
Vendor Registration - Identification

Name (as shown on your income tax return)
Please enter your **Legal Name** (as shown on your federal tax forms). If you are a sole proprietor or LLC Single Owner, please enter owner's name.

*Name Line 1:
Name Line 2:

Business name, if different from above
Name Line 1:
Name Line 2:

Tax Identification Number
*Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN). To avoid delay in any future business transactions with the S.C. State Government, the TIN and the values given in the "Name Line 1" and "Name Line 2" fields (**legal name**) must match U.S. Internal Revenue Service records.

Social Security Number:
Employer Identification Number:

*Check appropriate box: Individual/Sole proprietor; Corporation or LLC Corporation; Partnership or LLC Partnership; Other:

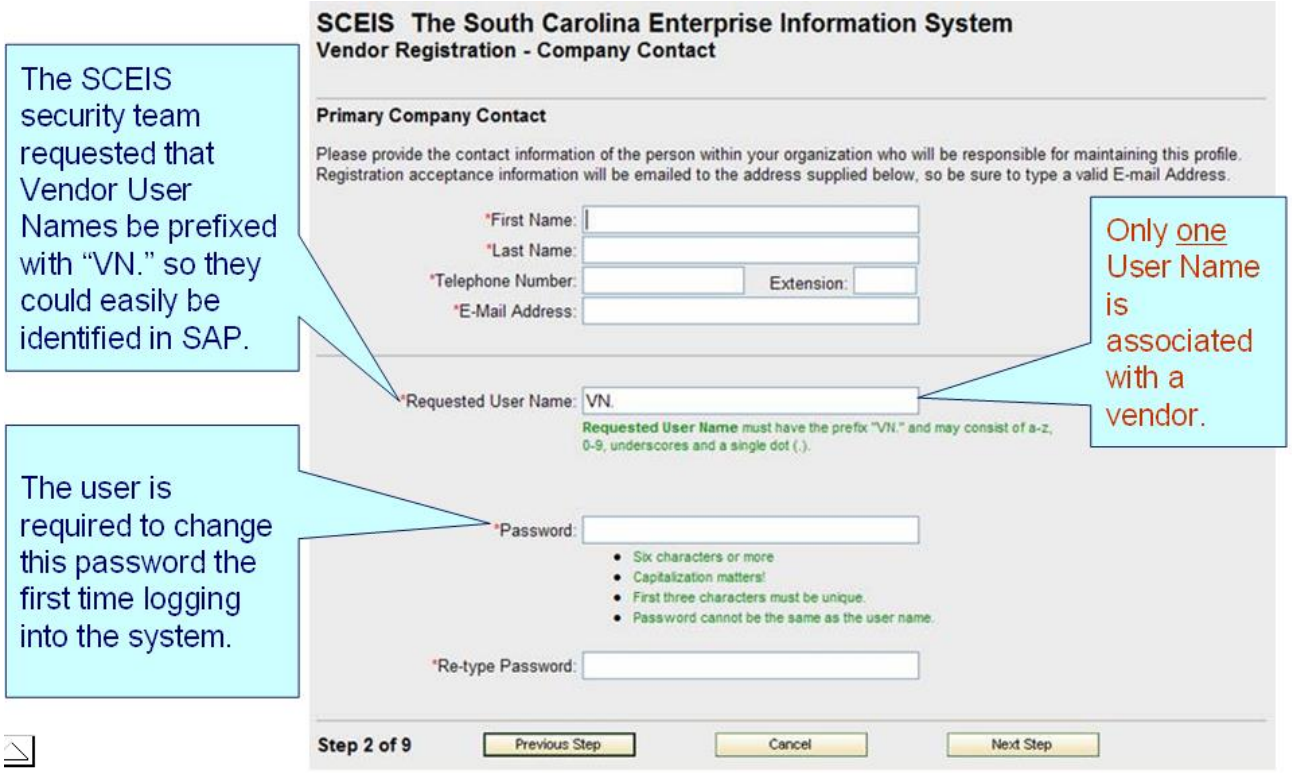
Check if exempt from backup withholding:

*Select the option that best describes your type of business or industry sector:
--Select--

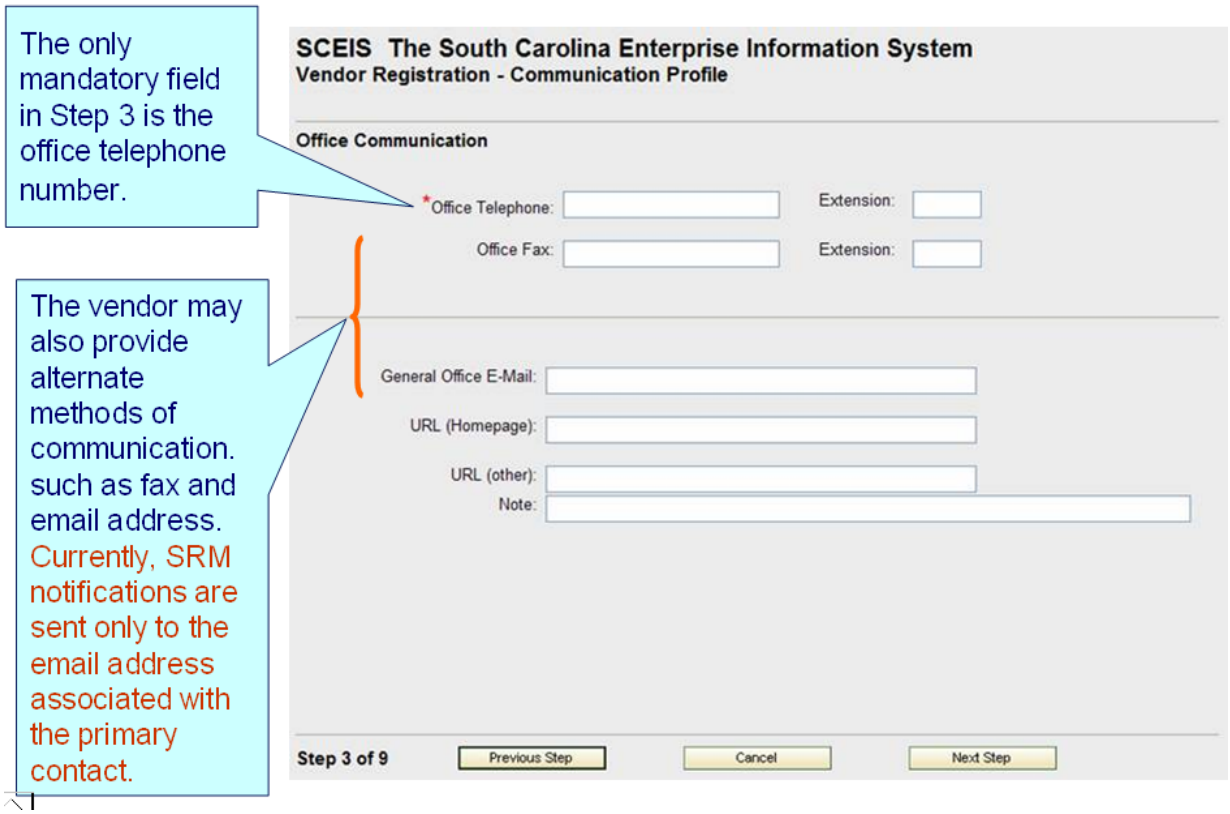
Step 1 of 9 Previous Step Cancel Next Step

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.

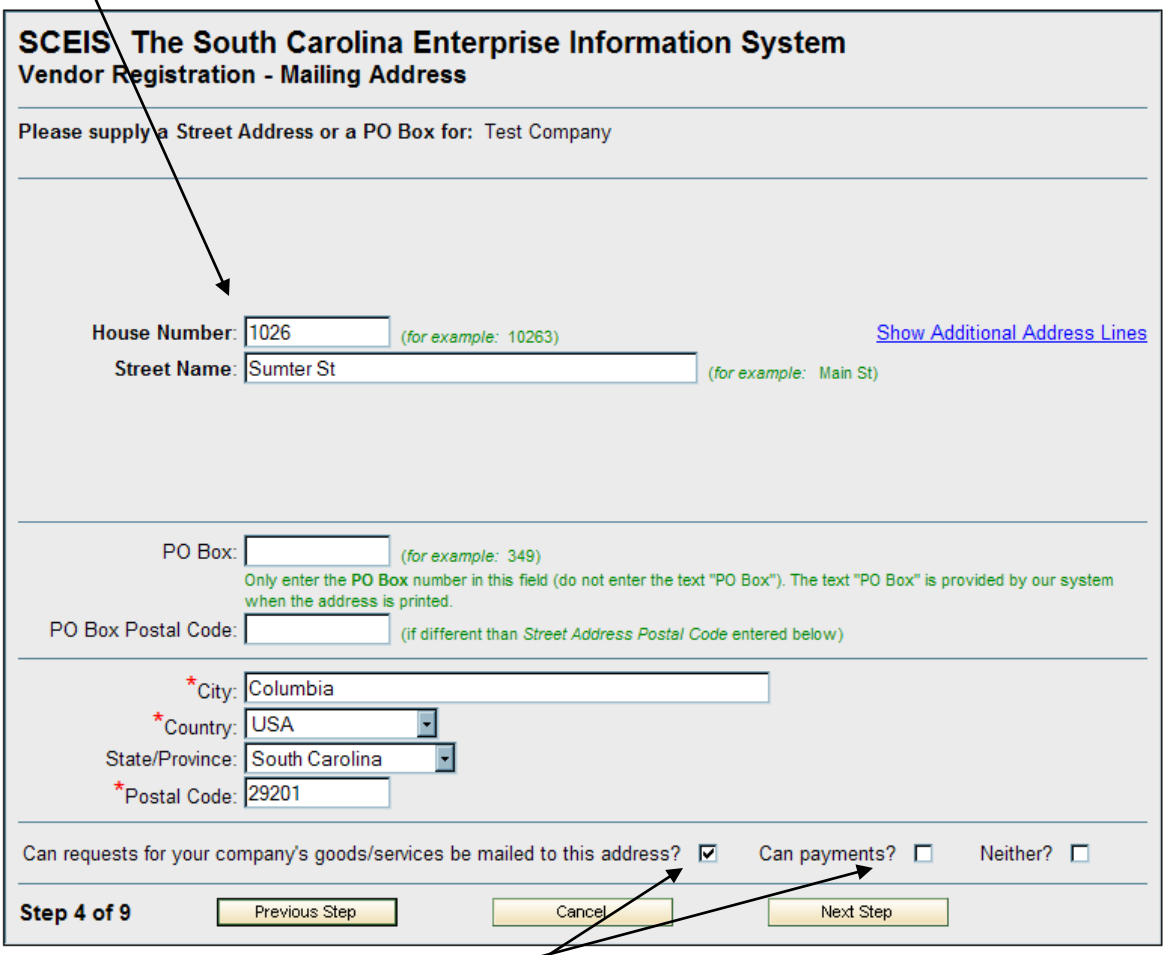


d) Step Three – Communication Profile



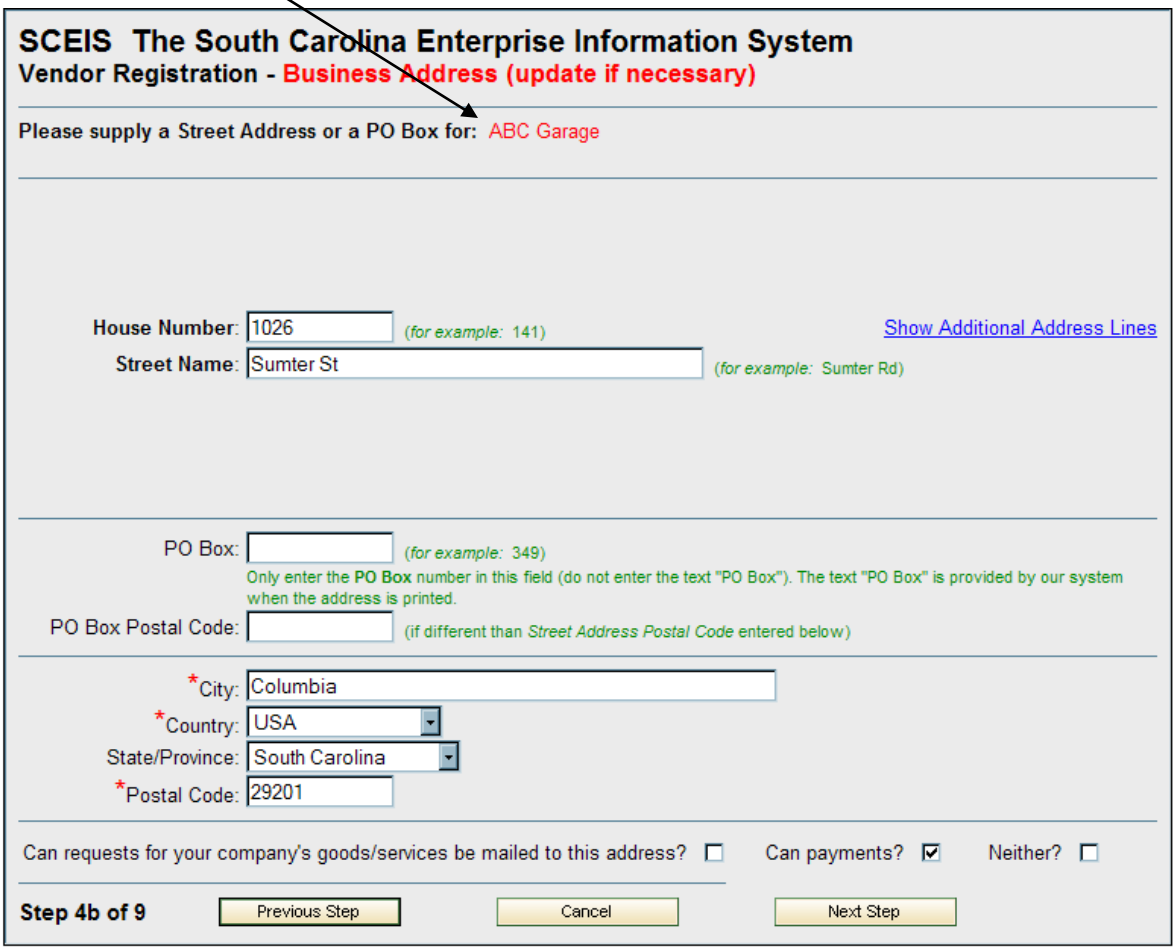
e) Step Four – Mailing Address

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.

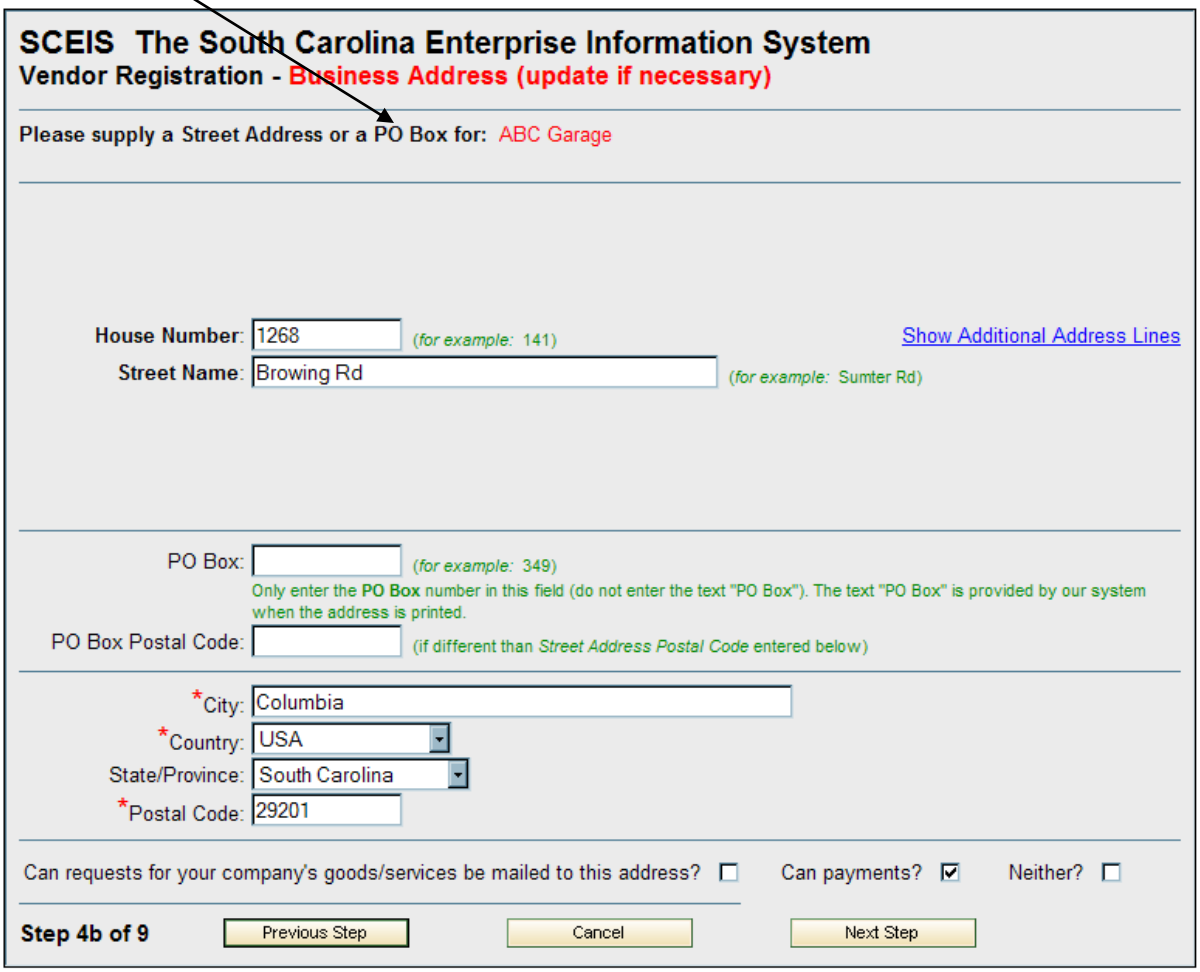


All addresses can be marked as "Order from" (requests for goods and services are mailed to that address) and/or "Remit to" (payments are mailed to that address).

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).

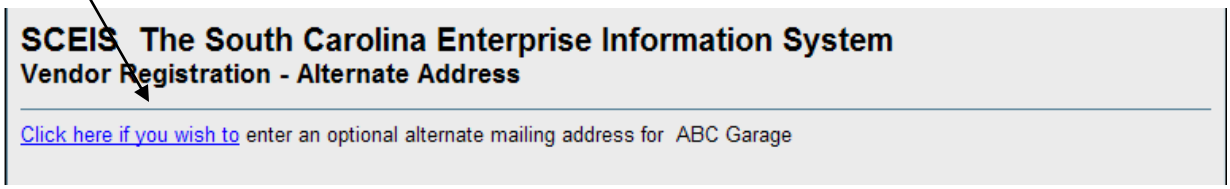


Scenario 2b – When the form for the business address is displayed, it is initialized with the information from the "legal name" address. It can be updated if needed.

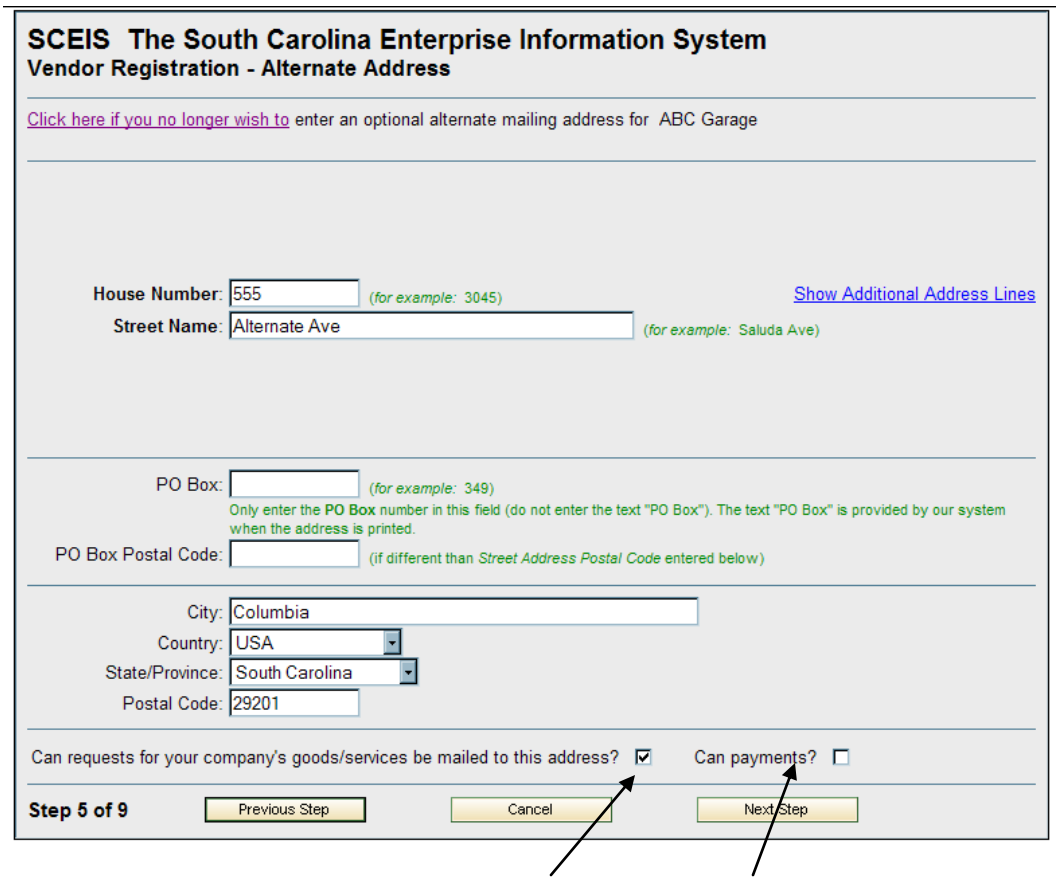


f) Step Five - Alternate Address

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: Extension:
format for U.S.: (000) 000-0000
Alternate Emergency Phone: Extension:
format for U.S.: (000) 000-0000

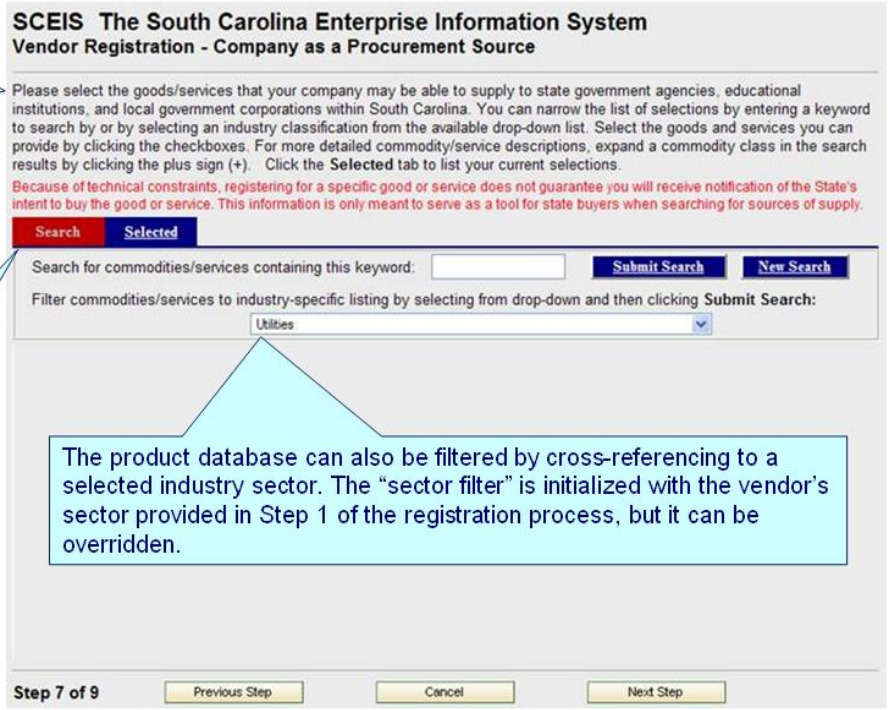
Emergency E-Mail:

Step 6 of 9 Previous Step Cancel Next Step

h) Step Seven – Company as a Procurement Source

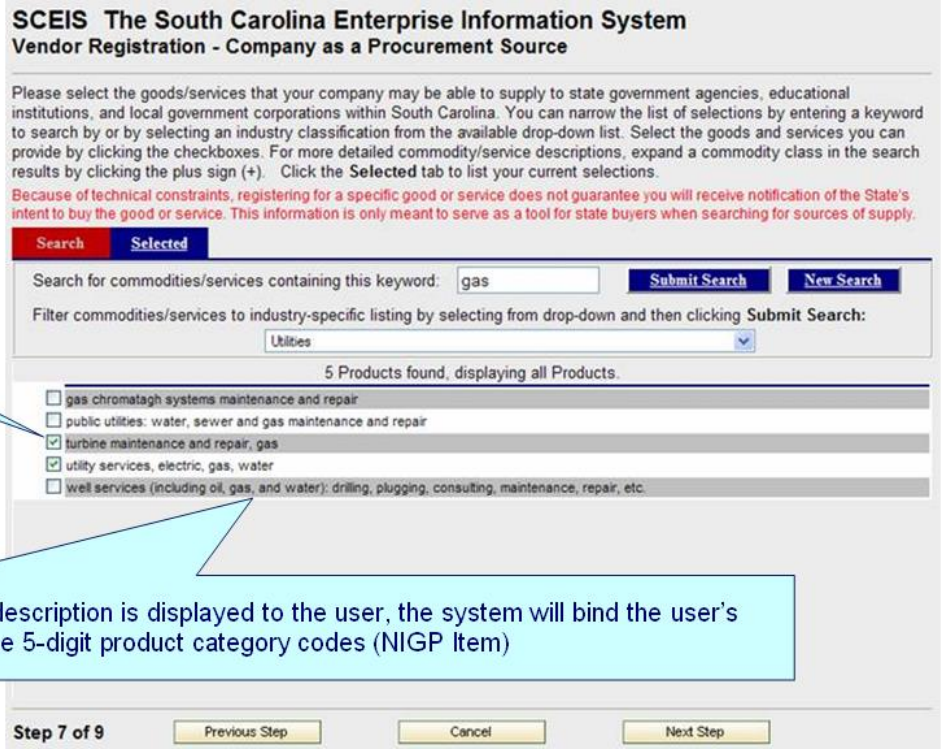
The vendor must provide a list of goods / services that can be supplied through their business (at least one).

The product database can be searched by entering a keyword and then clicking the "Submit Search" button.



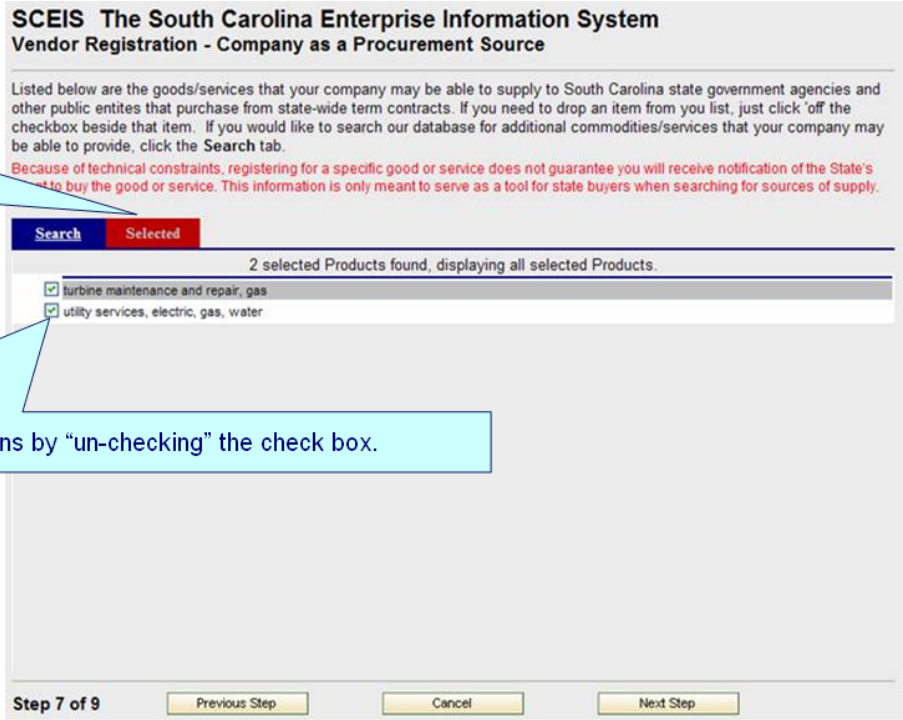
The product database can also be filtered by cross-referencing to a selected industry sector. The "sector filter" is initialized with the vendor's sector provided in Step 1 of the registration process, but it can be overridden.

A product/service can be selected just by clicking a checkbox.



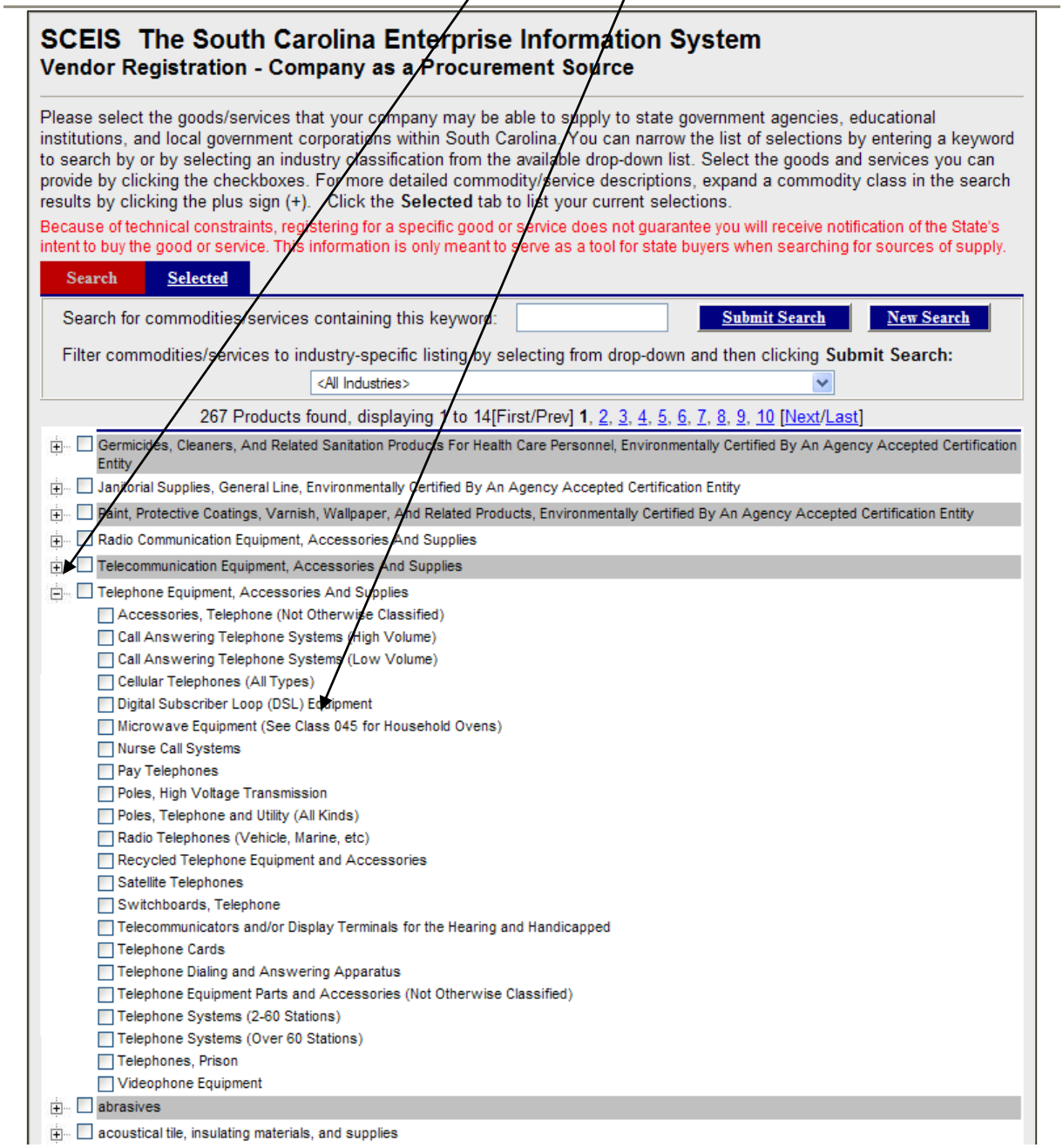
Although only the description is displayed to the user, the system will bind the user's vendor record to the 5-digit product category codes (NIGP Item)

By clicking the "Selected" tab, a vendor can display the selections made.

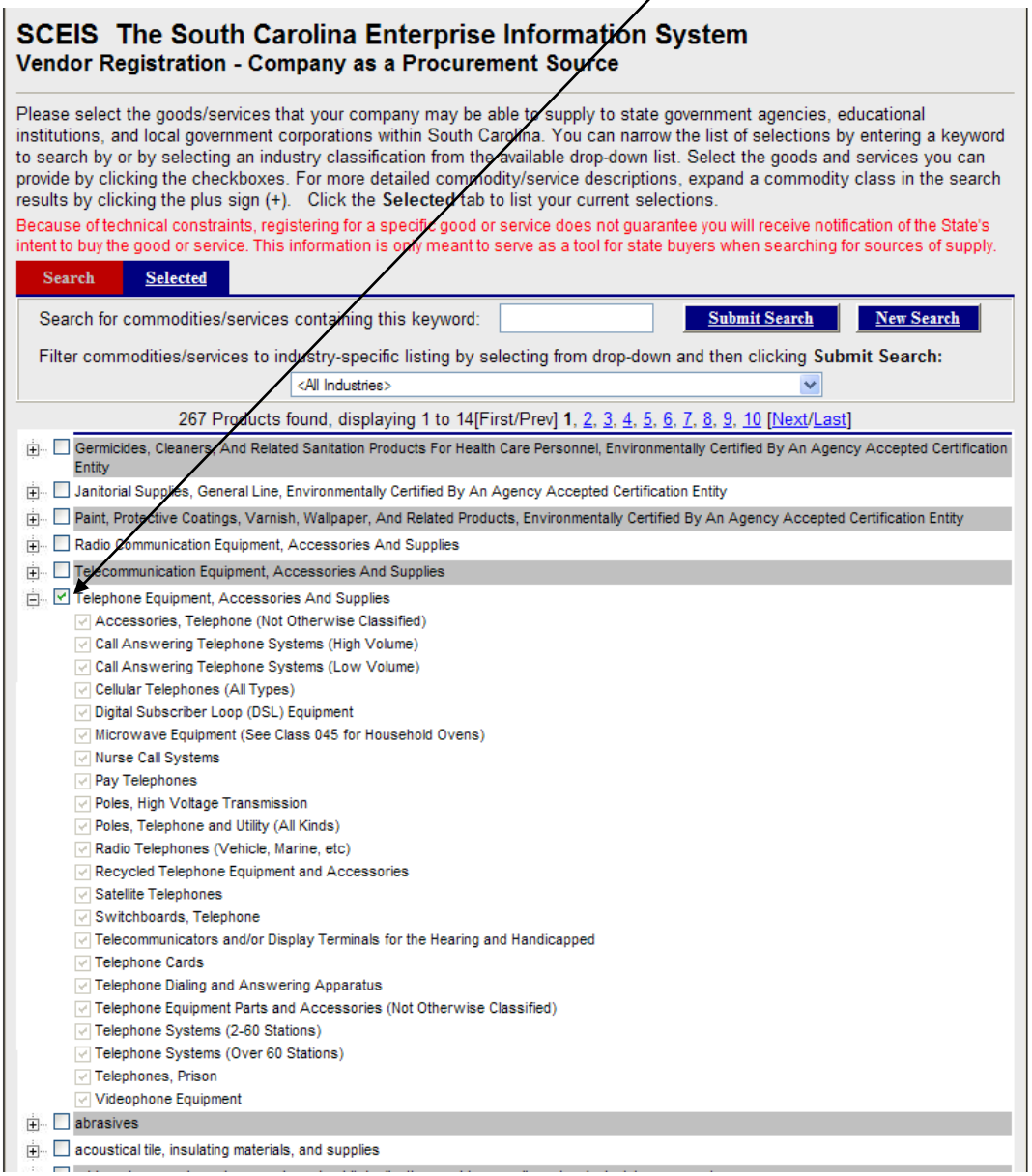


A user can remove selections by "un-checking" the check box.

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.



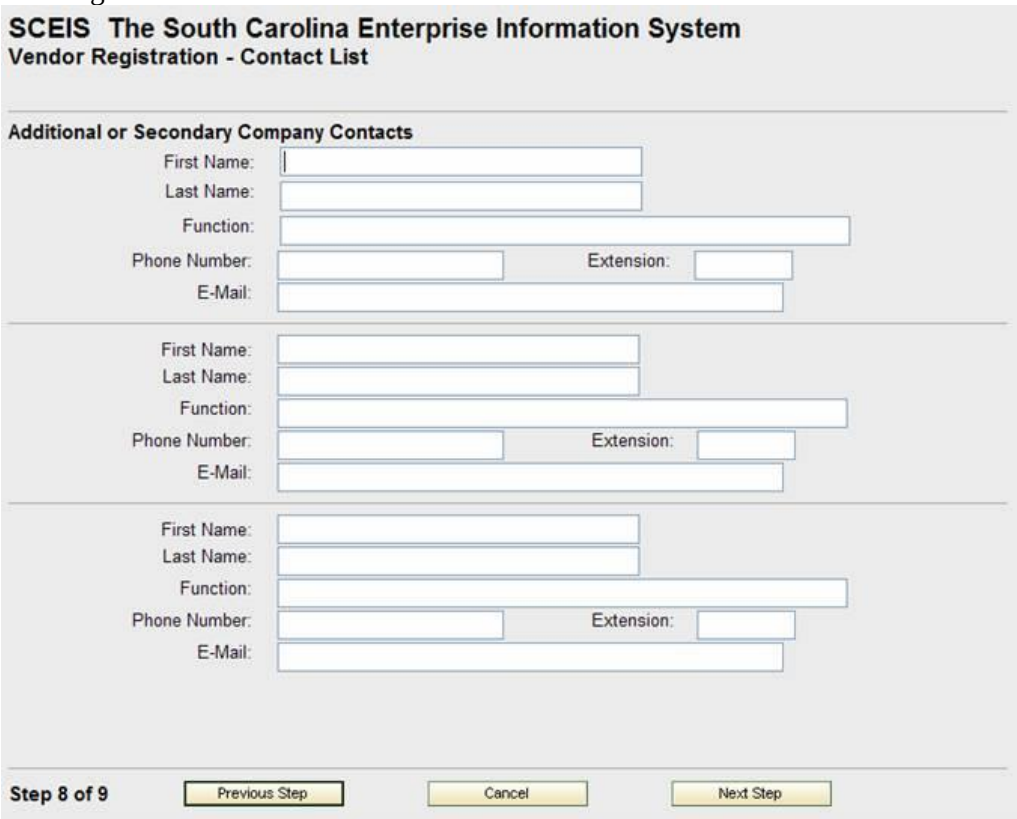
These items may be selected individually but selecting the main header will select them all automatically.



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.

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 (click here to open a 'database search' in a separate window). If you are on file, please also describe the type of update(s) that may be reflected in the information that you are submitting.

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 Previous Step Cancel Finish

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

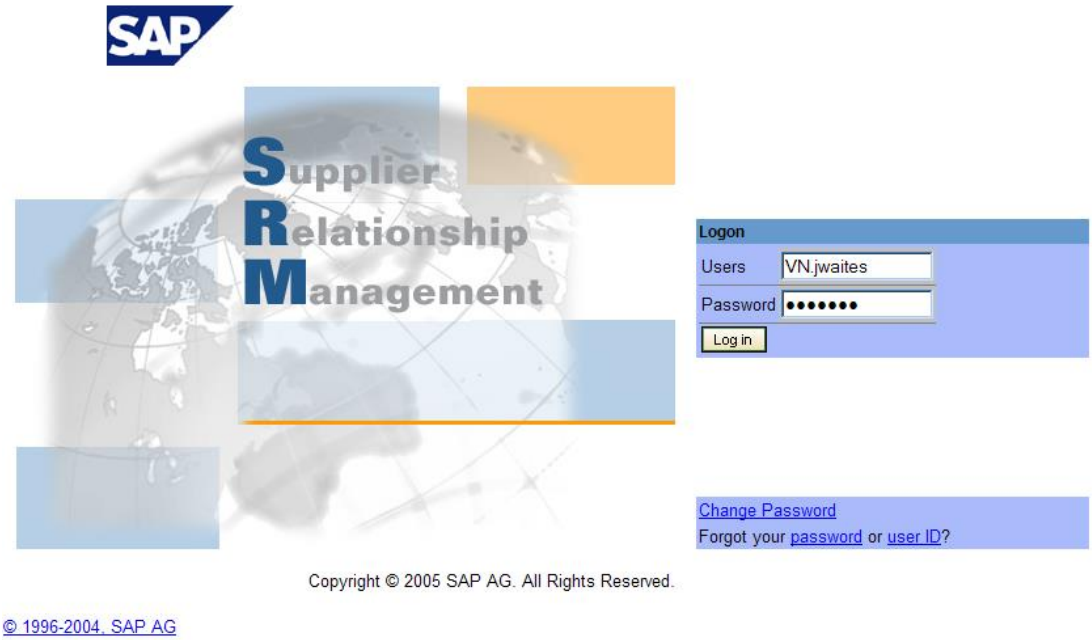
Sincerely,

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.



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.