



How-To-Guide for obtaining a vendor number

Vendor Registration Process

This is the first screen you see when you click on the SCEIS link. After reviewing the steps, click continue at the bottom of the screen.

This initial screen presents a *summary* of the process.

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



Click here to move to the next screen

This screen asks you to complete some identification information.

1. Provide your Legal Name (as shown on federal tax forms) in the box next to Name Line 1
2. Leave the Business name section blank.
3. Enter your Social Security Number in the boxes next to Social Security Number.
4. Check Individual/Sole Proprietor
5. Do not check “Exempt from back withholding”.
6. In the drop down that asks for your business or industry select “Other Services (except Public Administration).”
7. Click Next Step

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Identification

Legal 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:

Step 1 of 9

This screen asks you to complete some additional information and create your password.

1. Provide your First and Last Name, telephone number and email address in the appropriate boxes under Primary Company Contact.
2. Create a User Name. It must begin with "VN."
3. Create a password that meets the required conditions.
4. Click Next Step.

SCEIS The South Carolina Enterprise Information System

Vendor Registration - Company Contact

Please correct the following...

- Confirm Password is not equal to the original Password.

Primary Company Contact

Please provide the contact information of the person within your organization who will be responsible for maintaining this profile. Registration acceptance information will be emailed to the address supplied below, so be sure to type a valid E-mail Address.

*First Name:

*Last Name:

*Telephone Number: Extension:

*E-Mail Address:

*Requested User Name:

Requested User Name must have the prefix "VN." and may consist of a-z, 0-9, underscores and a single dot (.).

*Temporary Password:

- Minimum 8 characters in length
- Of those 8 characters, 6 of them must be letters
- Must contain at least 1 upper, 1 lower, 1 number, and 1 special character
- First three characters must all be different
- Password cannot be the same as the user name

*Re-type Temporary Password:

Please make note of this password. You will need it for your initial login. You have 3 days to reset your temporary password. Otherwise, it will expire and will require a reset.

Step 2 of 9

This screen asks you to provide some contact information.

1. Only enter your telephone number in the box next to Office Telephone.
2. DO NOT complete any of the other information.
3. Click Next Step.

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Communication Profile

Office Communication

* Office Telephone: Extension:

Office Fax: Extension:

General Office E-Mail:

URL (Homepage):

URL (other):

Note:

Step 3 of 9

This screen asks you to provide your mailing address where the payment will be sent.

1. Enter your house number separate from your street name.
2. Enter your city, country, state, and zip code.
3. *** If using a PO Box, enter that information.
4. Check the first two boxes after “Can requests for your company’s goods/services be mailed to this address.
5. Click Next Step.

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Mailing Address

Please supply a Street Address or a PO Box for: Test Person

House Number: 123 (for example: 10263) [Show Additional Address Lines](#)
Street Name: Main Street (for example: Main St)

PO Box: (for example: 349)
Only enter the PO Box number in this field (do not enter the text "PO Box"). The text "PO Box" is provided by our system when the address is printed.

PO Box Postal Code: (if different than Street Address Postal Code entered below)

* City: Columbia
* Country: USA
State/Province: South Carolina
* Postal Code: 29203

Can requests for your company's goods/services be mailed to this address? ☒ Can payments? ☒ Neither? ☐

Step 4 of 9 Previous Step Cancel Next Step

**This screen asks for an alternate mailing address.
You do not need to do anything here. Click Next step.**

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Alternate Address

[Click here if you wish to](#) enter an optional alternate mailing address for Test Person

Step 5 of 9 Previous Step Cancel Next Step



**This screen asks for emergency contact information.
You do not need to do anything here. Click Next step.**

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
Emergency E-Mail:

Step 6 of 9 Previous Step Cancel Next Step



This screen asks for the type of service being offered.

1. In the search bar, enter the keyword “child care”
2. Click “Submit Search.” Two options will populate under Products.
3. Select “child care services (incl. the food program)”
4. Click Next Step.

SCEIS The South Carolina Enterprise Information System
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.

Search **Selected**

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

Filter commodities/services to industry-specific listing by selecting from drop-down and then clicking **Submit Search**:

2 Products found, displaying all Products.

☐	child care center management and operation services
☒	child care services (incl. the food program)

Step 7 of 9 **Previous Step** **Cancel** **Next Step**

This screen asks for additional contacts.
You do not need to do anything here. Click Next step.

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Contact List

Additional or Secondary Company Contacts

First Name:
Last Name:
Function:
Phone Number: Extension:
E-Mail:

First Name:
Last Name:
Function:
Phone Number: Extension:
E-Mail:

First Name:
Last Name:
Function:
Phone Number: Extension:
E-Mail:

Step 8 of 9

This screen asks for additional descriptions.
You do not need to do anything here. Click Finish.

SCEIS The South Carolina Enterprise Information System
Vendor Registration - Finish

Business Description
If you would like to provide additional information 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

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

You will receive an E-mail once your vendor registration has been approved including your SCEIS vendor number. It may take up to 72 hours to process. You may then log into the system using the username and temporary password entered in step 2 of the vendor registration process. At that point, you may also need to update your password.