

South Carolina State Government Procurement System Vendor Registration

Vendor registration with the South Carolina State Government Procurement system is necessary for contracts regarding supplies, services, and information technology. This registration process is not applicable to construction (For more information on construction, click on this link: <http://procurement.sc.gov/PS/PS-construction-or-ss.phtml>).

REGISTRATION GUIDE

Here is a step by step vendor registration guide:

http://procurement.sc.gov/webfiles/PS_GUIDES/NendorRegistrationManual.pdf

Or go to procurement.sc.gov and under Vendors/Contractors, click on "Submitting Offers." Then click on PDF File "Vendor Registration Guide."

REGISTER YOUR BUSINESS

To register your business with the SC State Government Procurement system, please click this link:

<http://procurement.sc.gov/PS/vendor/PS-vendor-registration.phtml>

or go to procurement.sc.gov and under "Vendors/Contractors," click on "Vendor Registration." Then click on "New Vendor Registration." Follow the nine step process and submit. When your vendor information is processed, you will receive an email confirmation with your 7xxxxxxx vendor number. Please be aware that vendor registration may take up to three business days to be created or updated. **PLEASE SAVE YOUR USERID AND PASSWORD so the business can access the site in the future to make any necessary changes.** Note that you will be prompted to change your password the first time you log into the system.

MAKING CHANGES OR ADDITIONS

If your business is already in the system and you need to make an addition or change to your vendor information:

- **Add or change an address.** If you need to change or delete an address already in the system or add a new address, and you already have a userid and password, click on this link and click "Update Vendor Information."
<http://procurement.sc.gov/PS/vendor/PS-vendor-registration.phtml>
Or go to procurement.sc.gov and under "Vendors/Contractors," click on "Vendor Registration." Then click on "Update Vendor Information."
- **Change in business name and/or tax ID number.** If your business name and/or tax ID number has changed and you have been issued an active purchase order/contract, please contact the buyer/procurement officer that issued the purchase order/contract immediately. To update the business name and/or tax ID number in the system, you will need to email a new W9, a brief explanation letter, and your IRS 147C letter or tax coupon to Cheryl Spann at cspann@cg.sc.gov or Rusty Howard at rhoward@cg.sc.gov at the Comptroller General's Office. They will work with you to update your information.

DON'T HAVE USERID OR PASSWORD

If your business information is already in the system but you do not have a userid and password, please follow the instructions above to add a new vendor registration. As the registration guide above will show you, you can assign a userid and password at that time. On Step 9 of 9 in the "Message to Administrator" box, type that you are registering for a userid and password and reference your 7xxxxxxx vendor number that's already in the system.

If your business information is already in the system and you have lost your system userid and/or password, contact Cheryl Deatherage at cdeatherage@mmo.sc.gov or 803-737-1959 with your company name and tax ID number.

MORE INFORMATION ON PROCUREMENT PROCESS

For more information about accessing and participating in the procurement processes of the State of South Carolina, click on this link: <http://procurement.sc.gov/PS/vendor/PS-vendor-new.phtml>

Or go to procurement.sc.gov and under Vendors/Contractors, click on "Doing Business with Government" and then "New Vendor Information."

NEED HELP?

- **For assistance with the registration system,** please call the SCEIS Help Desk at 803-896-0001. Please do not contact the procurement office directly as they do not control the SCEIS system.
- **For questions about required information for registration and the procurement process,** please contact Cheryl Deatherage with Procurement Services at cdeatherage@mmo.sc.gov or 803-737-1959.