

Instruction Material Bid Portal Vendor Registration

Adding a New Publisher Company to the Database

1. If your Publishing Company is not in the “Legal Company Name & Address” dropdown, then you can enter your company’s information into the database by clicking the “Add New Company” button.

South Carolina Instructional Materials Adoption Program Publisher Registration

Please complete and submit this registration form to receive periodic updates on the South Carolina instructional materials adoption process and the Call for Bids disseminated in January of each year. A separate registration is needed for each additional company representative or individual.
(Note: Review of online courses are not conducted as part of the Instructional Materials Adoption Program.)

Registration Status: New Registration

Company Information

Please Select your Company Name with the correct Address.

Legal Company Name & Address *

Please Select

If your company is not listed please click the add new company button.

Add New Company

2. Enter your Publisher Company’s information in the applicable fields. Click the “Add New Company” button to Save the information to the database. The “Cancel” button will not save the information and return the User the previous page.

The screenshot shows a web browser window with the 'EDUCATION' logo and 'ed.sc.gov' in the header. The main content area is titled 'Add New Company'. The form includes the following fields:

- Legal Company Name***: A text box containing 'South Carolina Department of Education - Test'.
- Is this company a subsidiary to another company? If so enter the subsidiary company information.**: A checkbox.
- Subsidiary Name**: A text box containing 'South Carolina Department of Education'.
- Address Line 1***: A text box containing '1429 Senate Street'.
- Address Line 2**: An empty text box.
- City ***: A text box containing 'Columbia'.
- State ***: A dropdown menu showing 'SC'.
- ZIP ***: A text box containing '29229'.
- Website**: A text box containing 'www.ed.sc.gov'.
- Additional Information or Comments**: A large text area with the placeholder 'Enter comments here'.

At the bottom right of the form are two buttons: 'Cancel' (red) and 'Add New Company' (blue). The background shows a sidebar with navigation links like 'Districts & Schools', 'Home / Applications', 'South Carolina Publisher Registration', 'Registration Status', 'Company Information', 'Contact Information', and 'Position with Company'.

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Registering as a Vendor

1. Select your Publishing Company from the “Legal Company Name & Address” dropdown. Make sure you select the Publisher with the same Name and Address as your company. If your Publisher Name and Address is not on the “Legal Company Name & Address” dropdown, then you can enter your company’s information into the database by clicking the “Add New Company” button.

Registration Status: New Registration

Company Information

Please Select your Company Name with the correct Address.

Legal Company Name & Address *

South Carolina Department of Education - Te

If your company is not listed please click the add new company button.

Add New Company

2. Select your Position with the Company. The user can select one of the following positions:
 - a. Legal Rep (*System will require the Address for this individual*)
 - b. South Carolina Publisher Rep
 - c. Publisher Rep
 - d. Bids and Contracts
 - e. Other (*System will require the Position’s Name of this individual*)

Contact Information

Position with Company *

Please Select

First Name *

Middle Name

Last Name *

Business Phone *

Cell Phone Number *

E-mail Address *

3. Enter a 4-digit Personal Identification Number. This is a random 4-digit number the User creates. This number will be needed in order to submit Bids to OIM. If forgotten, this number can be retrieved from the “Registration” part of the application. When done click the “Submit Registration Form” button to save your information to the database.

Create your four digit PIN Number

Enter PIN Number *

Submit Registration Form

Cancel

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4. After the Registration form is completed and submitted, the System will send an email to the email address that was saved to the database with instructions on how to create a Member Center account. It is very important that every step in that email is followed.