



**THE HONORABLE CURTIS M. LOFTIS, JR.**  
State Treasurer

## Vendor Sign Up for ACH/Direct Deposit

- Go to [procurement.sc.gov](http://procurement.sc.gov). Under the *Doing Business With Us* section, click on [Vendor Registration](#) and then select [Enroll in ACH Payments](#).
- Prior to enrolling in ACH, you will need your user ID and password for the Vendor portal. Please note, each vendor is limited to one username and password.
- If you change your password, please close your browser and open a new browser before navigating back to the Vendor Registration page to login and enroll in ACH payments. If you have trouble logging into the portal or changing your password, please call the SCEIS Help Desk at (803) 896-0001.
- Once logged in to the Vendor Registration Portal, click on the *Sign up for ACH Payments* link to begin the ACH enrollment process.
- Complete the ACH enrollment screens in their entirety and provide the preferred bank account and routing numbers. Each vendor account can be assigned a separate bank account, so be sure to identify which specific bank account should be used for each of your vendor accounts with the State of South Carolina.
- You will receive an immediate onscreen notification as to whether your bank account number has been validated. If your account is unable to be verified, it will not affect your status as a vendor or your ability to receive payments by check from the State.

## Post-Enrollment: Receiving Remittance Advice

Once enrollment is complete and you have begun receiving payments via ACH, the following remittance advice data will be available for each transaction:

- *Invoice Number*
- *Invoice Date*
- *Invoice Amount*
- *Customer Reference Number (which will be used as a memo field to describe what the payment is for or the Customer Account Number)*

Three options are available for receiving your remittance advice data:

- Provide an email for remittance advice during the ACH enrollment process (**REQUIRED**)
- Access the SC Vendor Payment Search page at [applications.sc.gov/STOvendorinquiry/](http://applications.sc.gov/STOvendorinquiry/)
- Contact your financial institution

**Thank you for participating in this important payment transition.**