



**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](#) to make sure your Vendor Registration information is updated.
- 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 do not know your user ID and password or do not have an email on file with the state, you will need to complete the [New Vendor](#) registration through the Vendor Portal. On *Step 9 - Messages to Administrator*, write "update vendor number," and include your old ten-digit vendor number. After you receive the email including your vendor number, please allow up to 24 hours before attempting to use it in the ACH Enrollment Portal.
- 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 may also provide an email to receive remittance advice data.\* (*see next section*)
- You will receive an immediate onscreen notification as to whether your bank account number has been validated.

## \*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)*

Choose one of these three options for receiving your remittance advice data:

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

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