SCEIS vendor application process

1 Navigate to https://scendeavors.org/

2 Click "Registry"
3 Click "Career Ladder"

Welcome to SC Endeavors!

SC Endeavors - Creating a pathway to achieve success

4 Click "Career Ladder Take the Next Step."

South Carolina Early Care and Education Career Ladder

The South Carolina Early Care and Education Career Ladder is intended for early childhood educators who work directly with children and families. Each professional level is based on formal education, and the steps within each level allow for progression based on education and additional early childhood credits or certification. Click here to see the career ladder.

For guidance on how to apply and earn a $100 bonus, refer to Career Ladder Take the Next Step. For guidance on necessary documentation, please refer to our Acceptable Documentation Policy.

A Career Ladder Level is automatically calculated by completing your professional profile within the SC Endeavors Registry. Individuals can use the career ladder to track academic accomplishments and use as a tool to plan for professional growth in the early childhood field.

Click here or see below for a list of frequently asked questions and more on the career ladder process. If you have any additional questions, please feel free to contact our office by email at scendeavors@dda.sc.gov or by phone at (866) 6250-8558.

Take the Next Step with the Career Ladder

Follow these steps to complete your career ladder certification and click the links below each step to learn more. The links while each step will help you in a more
5 Click on Step 3, "Obtain your SCEIS vendor number".

Step 1 The program's leadership must Create an Organizational Profile in the SC Endevors Registry. Program's leadership creates an organizational profile for the program in the SC Endevors Registry and verifies all employees within the profile. Click on the link above for instructions to complete this step.

Step 2 Complete your Career Ladder application to earn your Career Ladder Placement. Click the link above to access a how-to guide. Please note: you will be required to upload evidence of your education, which may include your high school diploma and unofficial college transcripts.

Step 3 Obtain your SCEIS Vendor Number. You must have a SCEIS Vendor Number to receive a payment from the state. Click the link above to access the SCEIS portal to register for a vendor number. A how-to guide for using the SCEIS portal can be found here. Make sure to keep your SCEIS Vendor Number in a safe place.

Step 4 Sign up for ACH/Direct Deposit following obtaining your SCEIS vendor number. 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. You will receive an immediate onscreen notification as to whether your bank account number has been validated.

   • If you do not sign up for direct deposit a check with the award is mailed to the address on file with SCEIS.

Step 5 Apply for your Career Ladder Bonus in the DSS Provider Portal. Complete all 6 sections of the application before submitting. Make sure to complete your application in one sitting, because your information cannot be saved. You will need your SCIES vendor number, SC Endeavors

6 Click the "Continue" button.

Welcome!

Thank you for taking the time to register your business with the South Carolina State Government Procurement System. The process consists of 8 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 EIN/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 ‘ship 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.

Click here to view the help document  
Help Desk: (803) 898-0001

Sincerely,
The South Carolina State Government Procurement Staff
7 Under Legal Name, complete Name Line 1. Under Tax identification Number, fill in your Social Security number.

8 Check only 1 box - "Individual/Sole Proprietor".
9 Click this dropdown, and select "Other Services (except Public Administration)"

10 You have filled out everything you need to on this page now. Click "Next Step."
Complete the following fields using YOUR information, not your facility information: First Name, Last Name.

Complete the following fields using YOUR information, not your facility information: Telephone Number.
Complete the following fields using YOUR information, not your facility information: Email Address.

Requested User Name. This needs to start with VN. For example, you could pick VN.FirstNameLastName as your user name. If the system tells you that user name is already taken, then add in a middle initial or something else easy for you to remember.
Click this password field. To avoid having to try different passwords until the system accepts one, I recommend the following: a 6 letter word with the first letter capitalized, then a number and an exclamation point. Example: Smiles3! Do not put any part of your User Name in the password. A password formatted this way meets all the requirements.

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

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: 864-250-6581 Extension: 
* E-Mail Address: scorderwaves@dss.sc.gov

* Requested User Name: VN.Helpful

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, 3 of them must be letters
- Must contain at least 1 upper, 1 lower, 1 number, and 1 special character
- 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 2 days to reset your temporary password. Otherwise, it will expire and will require a reset.
16 Click this password field. Retype your chosen password.

17 Click "Next Step."
18. Under Office Telephone, put YOUR phone number, not a work phone number. Don't fill out any other part of this page.

19. You have filled out everything you need to on this page now. Click "Next Step."
20 Fill in the following fields: House number

21 Fill in the following fields: Street Name
Fill in the following fields: City

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

Please supply a Street Address or a PO Box for: First Last

House Number: 225  (for example: 12345)
Street Name: S Plasaborng Dr  (for example: Main St)

PO Box:  (for example: 12345)
PO Box Postal Code:  
City:  
Country: USA  
State/Province:  
Postal Code:  

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

Fill in the following fields: Postal Code (zip code)

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

Please supply a Street Address or a PO Box for: First Last

House Number: 225  (for example: 12345)
Street Name: S Plasaborng Dr  (for example: Main St)

PO Box:  (for example: 12345)
PO Box Postal Code:  
City: Greenville  
Country: USA  
State/Province: South Carolina  
Postal Code:  

Can requests for your company’s goods/services be mailed to this address?  ☐ Can payments?  ☐ Neither?  ☐
Check the box next to "Can requests for your company's goods/services be mailed to this address?"

- SCEIS The South Carolina Enterprise Information System
- Vendor Registration - Mailing Address
- Please supply a Street Address or a PO Box for: First Last

House Number: 225  (for example: 10263)
Street Name: S Pkasantburg Dr  (for example: Main St)

PO Box:  (for example: 345)
PO Box Postal Code:  (if different than Street Address/Postal Code entered below)

City: Greenville
Country: USA
State/Province: South Carolina
Postal Code: 29607

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

Check the box next to "Can payments?"

- SCEIS The South Carolina Enterprise Information System
- Vendor Registration - Mailing Address
- Please supply a Street Address or a PO Box for: First Last

House Number: 225  (for example: 10263)
Street Name: S Pkasantburg Dr  (for example: Main St)

PO Box:  (for example: 345)
PO Box Postal Code:  (if different than Street Address/Postal Code entered below)

City: Greenville
Country: USA
State/Province: South Carolina
Postal Code: 29607

Can requests for your company's goods/services be mailed to this address? ☑ Can payments? ☑ Neither? ☐
You have filled out everything you need to on this page now. Click "Next Step."

You do NOT need to fill anything out on this page. Click "Next Step."
28. You do NOT need to fill anything out on this page. Click "Next Step."

29. Click the "Search for commodities/services containing this keyword" field. Type child care and click "Submit Search"
30 Click "Submit Search"

31 Click this checkbox next to "child care services (incl the food program)."
32 You have filled out everything you need to on this page now. Click "Next Step."

33 You do NOT need to fill anything out on this page. Click "Next Step."
You do NOT need to fill anything out on this page. Click "Finish."

You have successfully applied for your SCEIS Vendor Number. You will receive your SCEIS Vendor Number by email, typically in 1-10 days. To log into SCEIS again later, copy and paste this link into your browser https://webprod.cio.sc.gov/SCVendorWeb/mainFrame.do