

**VENDOR REMITTANCE USER MANUAL..... 1**  
**FIND PAYMENTS MADE TO A PARTICULAR INVOICE..... 1**

# VENDOR REMITTANCE USER MANUAL

## FIND PAYMENTS MADE TO A PARTICULAR INVOICE

1. On the SCO Web site, click **Online Logon**. Use Internet Explorer 8, 9, 10, or 11.
2. At the logon:
  - a. Enter your **User Name**.
  - b. Enter VND in the **Agency Code** field.
  - c. Enter your **Password**.
3. Press ENTER or click **Logon**.
4. If you haven't set up a challenge question, select a question and answer. Otherwise, enter the answer to your challenge question.
5. On the Vendor Selection Menu, click **Vendor Remittance**.

Figure 2 - Vendor Selection Menu



6. Your vendor number or a drop down menu will be automatically displayed.
  - a. If you have several suffixes with your vendor number, enter the appropriate suffix number. You can leave the suffix field blank if you are only going to search by **Invoice/Account** number.
  - b. If you are responsible for several individual vendor numbers, select a vendor number from the drop down menu.

Figure 1 – a. Click the Invoice tab or b. Select a Vendor number



7. Click the **Invoice** tab.

Figure 2 - Invoice search

Warrant #	Invoice/Account #	Vendor Name	Invoice Description	Date
127	030	WESTERN RECORDS DESTRUCTION INC	SHREDDING FOR 01/16	02/16

8. Enter the invoice or account number.
9. Enter a range of dates on which the invoice or account was paid. You can leave the dates blank. These are the dates that the payment was issued by the SCO, not the date when the payment was received by you or your bank.
10. Click **Find**. The warrant number, invoice/account number, invoice description, date paid, and amount will be displayed.
  - You can use your browser's print function (click the gear icon, or click File, then Print, or right-click and Print) to print the page.
11. Click the **warrant number** to display all invoices or accounts paid by that warrant.
12. Click the **Vendor** tab to return. If you are responsible for several individual vendor numbers, click the **Vendor Remit Menu** link to return to the vendor drop down list in order to select another vendor number. Do not click the back button of your browser or you may get an error.

Figure 5 - Vendor Remit Menu

Vendor #	SFX #	Start date	End date
452			