

VENDOR REMITTANCE USER MANUAL..... 1

VIEW WARRANTS AND REMITTANCE ADVICES..... 1

INTRODUCTION1

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INTRODUCTION

The vendor remittance web application allows vendors and agencies to find and view remittance advice details of specific warrants. The remittance advice details include the appropriate agency phone number if you have questions about the payment, an invoice description, individual transactions, and amounts. [Refer to the FAQs for sign up information.](#)

LOG ON TO THE SCO WEB SITE

1. On the SCO Web site, click **Online Logon.** (Use Internet Explorer 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 vendor number with the appropriate suffix number, or leave the suffix field blank and all vendor number/suffix combinations will be displayed in the search result, even if a vendor number/suffix does not have any warrants for the date range specified.

- b. If you are responsible for several individual vendor numbers, select a vendor number from the drop down menu.

Figure 3 – a. Click Find or b. Select Vendor



7. Enter a range of dates in the **Start date** and **End date** fields or leave the dates blank. These are the dates that the payment was issued by the SCO, not the date when the payment was received.
8. Click **Find**. A list of vendor numbers and suffixes, names, and addresses that payments have been made to will be displayed.

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Figure 4- Vendors



9. Click the **Vendor number** to display a list of warrants that have been issued to that specific vendor number/suffix, the associated invoices or accounts, the dates paid, and the individual amounts of each invoice or account.

Figure 5 - List of warrants

Warrant #	Invoice/Account #	Date Paid	Amount
127	30	02/17/2016	\$198.00
127	03	02/16/2016	580.00
127	03	02/16/2016	\$340.00
127	03	02/12/2016	\$40.00
127	03	02/12/2016	\$30.00
127	37	02/12/2016	\$140.00

10. Click either the **Warrant number** or the **Invoice/Account number** to see the details.

Figure 6 - Warrant details and contact phone number

Warrant Total: \$80.00

Warrant #	Invoice/Account #	Invoice Description	Date Paid	Amount
127	03	SHREDDING FOR 01/16	02/16/2016	\$80.00

- a. Click the **Warrant number** to view its details and individual invoice or accounts paid by that warrant.
 - The agency phone number is displayed if you have questions about this payment.
 - If a warrant was issued to pay several invoices or accounts, the individual invoices will be displayed.
 - Click the **Invoice/Account** number to display all warrants that were used to pay that invoice or account. (See below)
 - Click any of the column headers of the list (**Invoice/Account#** or **Date Paid**) to sort the list.

- b. Click the **Invoice/Account number** to view its details and individual warrants that were used to pay that invoice or account.
 - Click the **Warrant number** to display all invoices or accounts that the warrant paid.
 - Click any of the column headers of the list (**Invoice/Account#** or **Date Paid**) to sort the list.
 - 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.

Figure 7 - Invoice



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

11. Click the **Vendor** tab to return to the list of warrants. Do not click the back button of your browser or you may get an error.

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.

Figure 8 - Vendor Remit Menu

