

# VENDOR REMITTANCE USER MANUAL

## OPT-IN FOR E-MAIL NOTIFICATION OF PAYMENTS

### INTRODUCTION

When you log on to the SCO Web site and open the Vendor Remittance application, you have the option to opt-in to receive e-mail notification when a payment has been made and a remittance advice is available. You can enter up to 5 e-mail addresses where notification will be sent. This only allows an e-mail notification to be sent to the specified addresses – it does not give the owners of the specified e-mail addresses the ability to log in to the application. To request access to the application, contact [dsahelp@scs.idaho.gov](mailto:dsahelp@scs.idaho.gov).

### OPT-IN FOR E-MAIL NOTIFICATION

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

Figure 3 – a. Vendor number displayed or b. Select Vendor



7. Click **Opt-In Email** in the top menu (or **Edit Email** if you are adding or removing email addresses).

Figure 3 - Opt-In



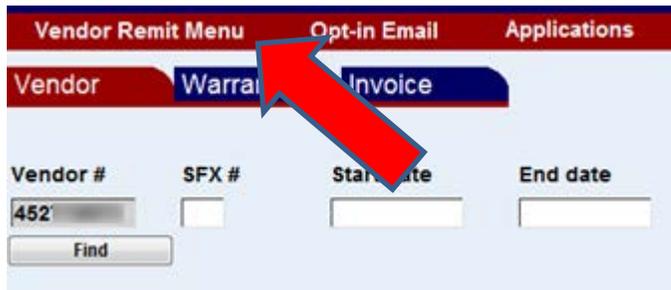
8. Click **Select** next to the vendor number and specific suffix that you want e-mail notifications for.

Figure 4 - E-mail addresses



1. Enter your e-mail address, and then click **Save**. Up to 5 individual e-mail addresses can be added for notification.
2. Click **Back** to return to the **Vendor** screen.
3. 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 5 - Vendor Remit Menu



## OPT-OUT TO STOP RECEIVING NOTIFICATIONS

1. Repeat the steps above and delete any e-mail addresses that you want to stop receiving e-mail notifications.
2. Click **Save**, and then click **Back** to return to the **Vendor** screen.

# VENDOR REMITTANCE USER MANUAL

## VIEW WARRANTS AND REMITTANCE ADVICES

### 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 #	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

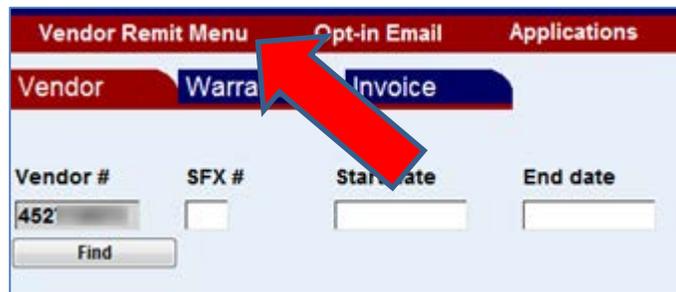


Warrant #	Invoice/Account #	Vendor Name	Invoice Description	Date
127	030	WESTERN RECORDS DESTRUCTION INC	SHREDDING FOR 01/16	02/16

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



# VENDOR REMITTANCE USER MANUAL

## FIND PAYMENTS BY WARRANT NUMBER

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



1. 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.
  - b. If you are responsible for several individual vendor numbers, select a vendor number from the drop down menu.

Figure 3 – a. Click the Warrant tab or b. Select Vendor



2. Click the **Warrant** tab.

Figure 4 - Warrant search

Vendor Warrant Invoice

Warrant #  
127  
Find

WESTERN RECORDS DESTRUCTION INC  
1990 S COLE RD  
BOISE , ID 83709  
820

if you have questions concerning this payment please contact STATE TREASURER at 2083343200.

Warrant Total: \$80.00

Warrant #	Invoice/Account #	Invoice Description	Date Paid	Amount
127	03	SHREDDING FOR 01/16	02/16/2016	580.00

3. Enter the complete 9 digit **Warrant number**.
4. Click **Find**. The vendor name and address, the state agency to contact, the warrant number, invoice/account numbers, 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.
5. Click the **Invoice/Account** number to display all warrants that were used to pay that invoice or account.
6. Click the **Warrant** tab to return to the list of invoices paid by that warrant or to search for a different **Warrant number**.
7. Click the **Vendor** tab to return to the list of warrants for that vendor.
8. 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 5 - Vendor Remit Menu

Vendor Remit Menu Opt-in Email Applications

Vendor Warrant Invoice

Vendor # SFX # Start date End date

452

Find

# 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			