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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.

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



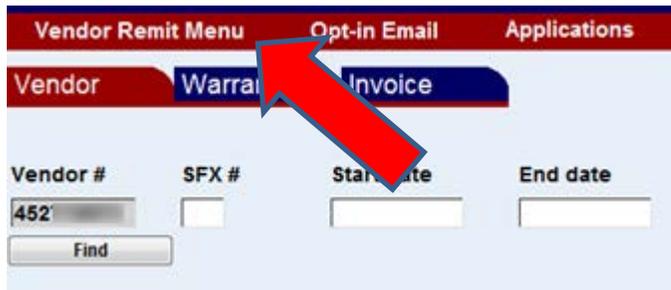
8. Click **Select** next to the vendor number and specific suffix that you want e-mail notifications for.

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.