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 dsahelpline@sco.idaho.gov.

OPT-IN FOR E-MAIL NOTIFICATION

1. On the SCO Web site, click Online Logon. Use Internet Explorer 8, 9, or 10.
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.

Figure 1: Authentication logon

4. On the Vendor Selection Menu, click Vendor Remittance.

Figure 2 - Vendor Selection Menu
5. 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**
   ![Vendor Remittance Advice](image)

6. Click **Opt-In Email** in the top menu.

   **Figure 3 - Opt-In**
   ![Vendor Remittance Advice](image)

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

8. Enter your e-mail address, and then click **Save**. Up to 5 individual e-mail addresses
   can be added for notification.

9. Click **Back** to return to the **Vendor** screen.

   **Figure 4 - E-mail addresses**
   ![Vendor Remittance Advice](image)
10. 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](image)

**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.
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 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.

Figure 1: Authentication logon

4. 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 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.

2. 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.

3. Click Find. A list of vendor numbers and suffixes, names, and addresses that payments have been made to will be displayed.

4. 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.
5. Click either the **Warrant number** or the **Invoice/Account number** to see the details.

Figure 6 - Warrant details and contact phone number

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.

Figure 7 - Invoice

6. 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 MADE TO A PARTICULAR INVOICE

1. On the SCO Web site, click Online Logon. Use Internet Explorer 8, 9, or 10.
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.

Figure 1: Authentication logon

4. On the Vendor Selection Menu, click Vendor Remittance.

Figure 2 - Vendor Selection Menu

5. 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

6. Click the Invoice tab.

Figure 2 - Invoice search

7. Enter the invoice or account number.
8. 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.
9. Click Find. The warrant number, invoice/account number, invoice description, date paid, and amount will be displayed.
10. Click the warrant number to display all invoices or accounts that the warrant paid.
11. 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 REMITTANCE USER MANUAL

FIND PAYMENTS BY WARRANT NUMBER

1. On the SCO Web site, click **Online Logon**. Be sure to use Internet Explorer 8, 9, or 10.

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**.

   Figure 1: Authentication logon

4. 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

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.
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**. Click the **Vendor** tab to return to the list of warrants for that vendor.
7. 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