

The State of South Carolina

Military Department



OFFICE OF THE ADJUTANT GENERAL

1 NATIONAL GUARD ROAD
COLUMBIA, S.C. 29201-4752

February 01, 2026

To Whom It May Concern:

Thank you for your willingness to work with us during a state disaster. I understand many of you go out of your way to work with our Soldiers and Airmen to ensure they have hot meals. When a disaster strikes, our National Guard Soldiers and Airmen who are responding become temporary state employees; therefore the State of South Carolina is responsible for providing them meals and supplies.

In order for us to do business, you must be registered and validated as an approved vendor with the State of South Carolina. If you are not registered, please go to the following link to register with the State - <https://procurement.sc.gov/doing-biz/registration>.

We will issue Purchase Orders for the goods or services required. Once those goods and services are provided, you will need to provide the requesting unit/individual with an invoice. The information on the invoice (Vendor Name, Remit to Address, State Vendor Number) must match the information in the State system. In addition, the invoice should also reference the Purchase Order number. If meals were provided, once you issue an invoice, the National Guard unit must also provide documentation of who consumed the meals. The invoice and supporting documentation from the unit will be sent to our Accounts Payable section. After processing, the documentation goes through levels of approval and then to the South Carolina Comptroller General's Office for final approval. Next, payment is issued by South Carolina Treasurer's Office by either Electronic Funds Transfer (EFT) or by check which is issued and mailed by a third party vendor in North Carolina. For more information on how to sign up for EFT, go to this link - <https://treasurer.sc.gov/what-we-do/for-businesses/electronic-payment-information/>.

I have attached an information sheet regarding the requirements for invoicing and a sample invoice. Our goal is to be able to process your invoices as quickly as possible. In order to accomplish this, we are asking you to invoice all meals either weekly, bi-weekly, monthly, or at the end of the mission, on one invoice. This will greatly reduce the number of transactions. Each invoice, register receipt, etc. is a separate transaction. If you send up 50 invoices/receipts, that's 50 transactions. By putting these on one invoice, it will be just one transaction.

Please don't hesitate to contact me at 803-229-1626 or by email, which is the preferred method, at ginny.reedy@scmd.sc.gov.

Again, thank you for your continued support of our Soldiers and Airmen.

Sincerely,

Ginny Reedy

All businesses must be registered with the State of South Carolina prior to issuing a purchase order. The South Carolina Enterprise System (SCEIS) will allow you to go online and register your business. Once you have registered, your business will be able to conduct business with all state agencies. The web site to register is:

<https://procurement.sc.gov/doing-biz/registration>

If you have questions regarding registration, please call 803-896-0001

VENDOR BILLING INSTRUCTIONS

- Please do not provide any meals unless you have a purchase order from the State of SC.
- An invoice should be prepared on your billhead, billed to “Adjutant General’s Office”.
- Please do not submit a register receipt unless absolutely necessary. A typed invoice is preferred.
- Invoices MUST be clear and legible.
- Give a detailed description of items purchased.
- Include the quantity, the unit price, taxes, and the total for each item
For example: 200 Breakfast meals @ \$5.00 total \$1,000.00 + tax.
- Purchase order number should be included on the invoice.
- We are able to pay multiple invoices against one purchase order; however we are not able to pay multiple purchase orders with one invoice.
- Due to the nature of state emergencies, your payment will be processed as soon as possible. In addition to your invoice, we are required to obtain certain documentation from the National Guard units before we can process the payment.
- To expedite your payment please invoice either weekly, bi-weekly, monthly or at the end of the event. All meals for that time period should be included on one invoice.
For example: Breakfast Meals provided 9/1/19 thru 9/7/19
200 Breakfast meals @ \$5.00 total \$1,000.00 + tax
Dinner meal provided 9/1/19 thru 9/7/19
200 Dinner meals @ \$5.00 total \$1,000.00 + tax
- Please see the attached example.

If you have any questions, please email Ginny Reedy at ginny.reedy@scmd.sc.gov or call at (803) 299-1626

REMIT TO: Piggly Wiggly # 80

15 W. Ashland Street
Andrews , SC 29510
Phone(843)264-5251
POC - Wendy Allen -Store Manager

INVOICE

INVOICE #369
DATE: 9/7/2019

SAMPLE

SAMPLE

SAMPLE

SAMPLE

TO:

Adjutant General's Office
Budget & Finance
1 National Guard Road
Columbia SC, 29201
Phone 803-299-1626

SHIP TO:

Sgt. Woodberry
SC National Guard
Andrews, SC 29510

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
	4500056748	Sgt. Woodberry			Net 30

REMIT TO: Piggly Wiggly # 80

15 W. Ashland Street
Andrews, SC 29510

Phone(843)264-5251

SUBTOTAL	\$2,000.00
SALES TAX	\$160.00
HANDLING	N/A
TOTAL DUE	\$2,160.00

If you have any questions concerning this invoice, contact: Wendy Allen at 843)264-5251 or wallen@pigglywiggly.com

Thank you for your business!