

The State of South Carolina  
Military Department



OFFICE OF THE ADJUTANT GENERAL  
1 NATIONAL GUARD ROAD  
COLUMBIA, S.C. 29201-4752

July 25 , 2022

To Whom It May Concern:

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

In order for us to do business with your business you must be registered with the State of South Carolina. If you are not registered please go to this link to get registered: <https://procurement.sc.gov/doing-biz/registration> . We will issue a purchase order for the goods or services required. If meals are provided, once you provide an invoice, the National Guard unit must provide documentation of who consumed the meals. Next the invoice is sent to our accounts payable staff. After processing the invoice, it then goes through levels of approval and then goes to the State of South Carolina Comptroller General's office for approval. Next, either a check is issued and mailed from a company in North Carolina or the South Carolina Treasurer's Office authorizes and Electronic Funds Transfer (EFT). 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 provided 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 goal, 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 this all on one invoice, it then is just one transaction.

Please don't hesitate to contact me at 803-229-1626 or by email, which is the preferred method, at [morgansv@tag.scmd.state.sc.us](mailto:morgansv@tag.scmd.state.sc.us).

Again, thank you for your continued support of our soldiers.

Sincerely,

A handwritten signature in blue ink that reads "Ginny Reedy".

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 [morgansv@tag.scmd.state.sc.us](mailto:morgansv@tag.scmd.state.sc.us) or call at (803) 299-1626**

# INVOICE

**REMIT TO: Piggly Wiggly # 80**

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

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

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
200	Breakfast meals 9/1/19 – 9/7/19	\$5.00	\$1,000.00
200	Dinner meals 9/1/19 – 9/7/19	\$5.00	\$1,000.00

**REMIT TO: Piggly Wiggly # 80**  
 15 W. Ashland Street  
 Andrews , SC 29510  
 Phone( 843)264-5251

SUBTOTAL	\$2,000.00
SALES TAX	\$160.00
SHIPPING & HANDLING	N/A
<b>TOTAL DUE</b>	<b>\$2,160.00</b>

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

Thank you for your business!