

# VENDOR SELF SERVICE

*Making it easier for YOU to do  
business with the County!*

## I want to do business with the County of Volusia....what do I need to do?

This is how the process works now.....

### Vendor registration form

If you would like to register as a potential bidder with Volusia County, you may print a copy of our application form. The application consists of the four (4) separate sections listed below. To register, please mail, fax, or e-mail the single "Vendor Input Form" page to our office .

To print the pages, click on each of the following links, one at a time, and let them load completely. Click "file" and then "print" on your browser and wait for it to print. When each page is completed, click the "back" button on your browser to return to this page.

Section 1 [Vendor Registration Form](#) (PDF format)  
*Now requires e-mail address of vendor*

Section 2 [Instructions](#)

Section 3 [Commodity Codes](#) (PDF format)

Section 4 [Taxpayer Identification Number \(TIN\) Form](#)\* (PDF format)

The TIN form is **required** for all new registrations and all changes to existing vendor registrations. \* Form updated April 2009

Before.....paper, paper and more paper..... 

Please key in data online **BEFORE** printing

**Do not enter anything in the red bordered areas. You may use your computer to enter information in all other fields.**

**COUNTY OF VOLUSIA  
VENDOR INPUT FORM**

**Handwritten forms  
Will Not be accepted  
Fax to (386) 736-5972**

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dept/Div: \_\_\_\_\_  
 Keyed by: \_\_\_\_\_ Date: \_\_\_\_\_

Add  Change  Delete

Vendor Type  If business is located within Volusia Co. (V)

BIDDER/ORDERING INFORMATION (Ven2 screen)

Vendor Number:  (Red bordered)

Vendor Name:   
 Address:   
 Address:   
 City:   
 St:  Zip:   
 Contact:   
 Phone:

Vendor Number to end in an alpha character (Vcom screen)

Commodity Codes - Refer to listing:

(Ven3 screen)

D/ M / WBE Indicator(s) Check those that apply  
 Black (A)  Hispanic (B)  Native American (C)  
 Asian/Pacific (D)  Asian/Indian (E)  
 Women (L)  Disadvantaged (K)

Vendor Number to end in a numeric character

REMIT TO INFORMATION (Ven2 screen)

Vendor Number:  (Red bordered)


Vendor Name:   
 Address:   
 Address:   
 City:   
 St:  Zip:   
 Contact:   
 Phone:

**OWNER INFORMATION (used for 1099 reporting)**

Vendor Name:   
 Address:   
 Address:   
 City:   
 St:  Zip:

(Ven3 screen Report Fields)

Will accept payment via Purchasing Card (VISA) (Y Box 6)  
 Would like payment electronically (EFT)

Now you can do all of this online using the new Vendor Self Service System!!!!!! 

**Welcome to the AMS ADVANTAGE Vendor Self Service System**

Click here for step-by-step instructions to:  
 . Register in VSS [Download](#)  
 . Activating An Account [Download](#)  
 . Updating An Account [Download](#)

**Registered Users**

- . Account Maintenance
- . Respond to Solicitations

User Name :

Password :

**Login**

[Forgot Your Password? Click Here](#)

**New Users**

**Register**

- . Add my company
- . Add my location to existing account
- . Create User ID for existing account

**Public Access**

- . View Posted Solicitations
- . View Award Notices
- . View vendor to vendor solicitation comments

## Using VSS, you can:

- Register as a new Vendor
- Update Account Information
  - Contact changes
  - Email updates
  - Address changes
  - Update commodity codes

And, coming soon.....

## Solicitations

- Receive notification of open solicitations via email
- No more postcards that get lost in the mail!
- Through Vendor Self Service, you will be able to search and respond to solicitations online

# How am I supposed to use this new system? Is there a manual?

Of course! 😊

Click here for step-by-step instructions to:  
· Register in VSS [Download](#)  
· Activating An Account [Download](#)  
· Updating An Account [Download](#)

## Welcome to the AMS ADVANTAGE Vendor Self Service System

The screenshot shows the login page for the AMS ADVANTAGE Vendor Self Service System. It features a background image of a person working at a computer. The page is divided into two main sections: 'Registered Users' and 'New Users'. The 'Registered Users' section includes a 'Login' button and a 'Forgot Your Password? Click Here' link. The 'New Users' section includes a 'Register' button and a 'Public Access' button. The 'Public Access' button has a dropdown menu with options: 'View Posted Solicitations', 'View Award Notices', and 'View vendor to vendor solicitation comments'.

**Registered Users**

- Account Maintenance
- Respond to Solicitations

User Name:

Password:

**Login**

[Forgot Your Password? Click Here](#)

**New Users**

**Register**

- Add my company
- Add my location to existing account
- Create User ID for existing account

**Public Access**

- View Posted Solicitations
- View Award Notices
- View vendor to vendor solicitation comments

# Questions?