

## VSS (Vendor Self Service) REGISTRATION PROCESS

The first step of **VSS Registration** is to open and review the 3 documents linked on the Purchasing & Contracts web page under VSS. **We suggest you review these documents and record your Business Type and Commodity Codes (as many as you want) before starting the registration process.** There are over 8,500 Commodity Codes and making your selection from the spreadsheet on our website is easier than making your selection(s) during the data entry process. Be prepared so your registration process goes smoothly!

**Before entering Vendor Self-Service, please open and review each of the following:**

1. List of **Business Types** to use when accessing **VSS** !
2. W-9 or **Taxpayer Identification Number (TIN)** form, which must be signed and sent to Purchasing department. **Fax to 386-736-5972.**
3. List of available **Commodity Codes** you will associate with your vendor account. Select as many as needed.

After selecting your Business Type and Commodity Codes, start the registration data entry. Begin by clicking on *Register*.

### Welcome to the County of Volusia's 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

Review the registration requirements, then click on **Continue**. **NOTE: Be sure to assemble ALL of your information prior to registration!!!** (DUNS number & bank information are optional)

### Registration Requirements

[help & advice](#)

Already registered? Click [here](#) to login. Otherwise, continue below.

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- Legal Business name
- DUNS Number
  - A free number issued by Dun & Bradstreet for each business location
  - Call toll free at 888-814-1435 to obtain/verify your number
  - Indicate that you are doing business with a Government entity
- Contact Information (name, address, email, phone and fax)
  - Account Administrator (person responsible for your account)
  - Ordering
  - Payment
- Descriptions of your products and services (for example, commodity codes)

**Continue**

## VSS (Vendor Self Service) REGISTRATION PROCESS

To verify that your company is not already registered, type a key word or phrase that is **part of your company name**. Use an asterisk (\*) *before* the word(s), then click Search.

### Search for your company location

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Please enter all or part of your company name and click 'Search' to see if your location is already registered. You must use a wildcard of "\*" in order to complete your search. For example, to search for Clark Company, enter \*Clark\* then click 'Search'.

If you are a current Volusia County Vendor, you must use the search function to locate your business, and then proceed to activating your account. **DO NOT REGISTER AS A NEW VENDOR, THIS WILL CREATE A DUPLICATE VENDOR ID AND MAY HINDER PENDING PAYMENTS TO YOUR BUSINESS.** If you have any questions, please contact your Procurement Analyst.

Company Name:

Legal Name	Location Name	Alias/DBA	HQ Account	Activated	
✓ GEE & JENSON INC. *			Yes		<a href="#">Activate Account</a> <a href="#">Add Location</a>
JENSEN CABINET INC			Yes		<a href="#">Activate Account</a> <a href="#">Add Location</a>

If this is a **new registration**, click here. If your company **is** listed but requires account maintenance, follow these steps. **Do not click on New Registration if your company is listed.**

Is your company listed ?

Yes, but my Location is not activated

➔ Click *Activate Account* for the account you wish to activate.

Yes, I found my Headquarters but not my Location

➔ Click *Add Location* to create new Location for the existing Headquarters.

Yes, my Account is activated but I don't know the login

➔ Contact your Headquarters for assistance.

No, Register Now

➔

## VSS (Vendor Self Service) REGISTRATION PROCESS

Read the [Memorandum of Agreement](#) and click on [Accept Terms](#); terms must be accepted in order to create a new account.

### Memorandum of Agreement

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To register as a vendor through Vendor Self Service, you must accept the terms of this Electronic Vendor Registration Agreement. If you decide not to accept the terms of this Agreement, you will be returned to the Home Page For Guests and will not be registered as a vendor with the County of Volusia (County) until you complete the registration process and your registration is accepted by the County.

By completing and submitting this electronic vendor registration, you will be certifying and affirming on behalf of or as the Vendor that:

1. The person completing this registration is a representative of the Vendor duly authorized by vendor to complete and submit this registration.
2. The information provided in the registration is accurate, complete, and current.
3. The Vendor has not violated Section 287.133 (Public Entity Crime; Denial or Revocation of Right to Transact Business with Public Entities), Florida Statutes (2009).
4. For so long as it is registered with VSS or doing business with the County, Vendor is obliged to maintain and keep current all information provided by or on behalf of Vendor in this registration.
5. The County can terminate or revoke this registration with or without cause at any time.
6. Vendor agrees that this Agreement and Vendor's electronic registration information shall be incorporated by reference into any contract, subcontract, or other agreement under which Vendor does business with County including but not limited to provisions of goods and services to the County.

[Accept Terms](#)

[Reject Terms](#)

**Please note before proceeding:** The system will check for any errors before allowing you to move on to the next screen in the registration process. If you receive an error message, click [here](#) to view the messages.

**You have 3 messages. Click [here](#) to view the messages.**

The error message is shown here. Click on each item relating to the error message and correct the referenced data.

### Messages

[Menu](#)

This page lists errors or warnings from the previous page. Errors must be corrected before your information can be saved. Click [Here](#) to close this window and return to previous page.

Message	Severity	Context
Classification is required. (A1428)	Error	<a href="#">Step 1: Create Location</a>
Organization Type is required. (V169)	Error	<a href="#">Step 1: Create Location</a>
Missing Verify My Locations by entry. Please choose the method you wish to use to Verify Locations. (V116)	Error	<a href="#">Step 1: Create Location</a>

## VSS (Vendor Self Service) REGISTRATION PROCESS

**NOTE:** All fields with a **red asterisk \*** require data.

Select "Use my Taxpayer ID Number" from the drop down menu. Select your *Organization Type* and *Classification*, as applicable.

Successful registration. Failure to complete registration will require all fields to be re-entered when you return to the site.

**▼ Location Verification**  
 This section will be used to establish a password that other locations within your company will be required to use when registering a new location for your company.

\*Verify My Locations by:  ▼

*The below fields are required only if you selected "Create My Own" above.*

Vendor Verification Based on:

Vendor Verification Password:

Confirm Verification:

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**▼ Location Information and Legal Name**  
 Please complete this information that will be used to define your organization and create your legal name. Values entered in either the First, Middle, and Last Name.

\*Organization Type:  ▼

*If your TIN Type is SSN, select Individual. If your TIN Type is EIN, select Company.*

First Name:

Middle Name:

Last Name:

Company Name:

\*Classification:  ▼

Legal Name:

Alias/DBA:

Location Name:

Web Address:

W-8 Form:  ▼

Enter the *Alias/DBA/Location Name* (only if applicable), the *Web address* (if applicable), and the *Company Name*. Click Next.

Successful registration. Failure to complete registration will require all fields to be re-entered when you return to the site.

**▼ Location Verification**  
 This section will be used to establish a password that other locations within your company will be required to use when registering a new location for your company.

\*Verify My Locations by:  ▼

*The below fields are required only if you selected "Create My Own" above.*

Vendor Verification Based on:

Vendor Verification Password:

Confirm Verification:

---

**▼ Location Information and Legal Name**  
 Please complete this information that will be used to define your organization and create your legal name. Values entered in either the First, Middle, and Last Name.

\*Organization Type:  ▼

*If your TIN Type is SSN, select Individual. If your TIN Type is EIN, select Company.*

First Name:

Middle Name:

Last Name:

Company Name:

Classification:  ▼

Legal Name:

Alias/DBA:

Location Name:

Web Address:

W-8 Form:  ▼

## VSS (Vendor Self Service) REGISTRATION PROCESS

You will create your User ID and Password on this screen. When all information is entered and accepted, make note of your User ID and Password. These are required for you to access your account for updates/maintenance. Purchasing staff can **not** make changes to your account.

### Step 2: User Information

Please establish a unique User ID (Login ID) and Password for your VSS Account Administrator. Passwords and User ID's are case sensitive and should be alphanumeric. **Please make note of your User ID and Password for future reference. It is recommended that you PRINT this page for your records.**

**▼ User Information**

<p>*User ID : <input style="width: 100%;" type="text"/>  <small>Case Sensitive and must be between 2 and 16 characters in length.</small></p> <p>*First Name : <input style="width: 100%; border-bottom: 1px solid gray;" type="text" value="Jen"/></p> <p>*Last Name : <input style="width: 100%; border-bottom: 1px solid gray;" type="text" value="Smith"/></p> <p>*Email : <input style="width: 100%;" type="text"/></p> <p>*Phone : <input style="width: 100%;" type="text"/>  <small>Format XXX-XXX-XXXX</small></p> <p>Extension : <input style="width: 100%;" type="text"/></p> <p>Fax : <input style="width: 100%;" type="text"/></p>	<p>*Password : <input style="width: 100%;" type="text"/>  <small>Case Sensitive and must be between 2 and 16 characters in length.</small></p> <p>*Retype Password : <input style="width: 100%;" type="text"/></p> <p>*Security Question : <input style="width: 100%;" type="text" value=""/></p> <p>*Security Answer : <input style="width: 100%;" type="text"/></p> <p>*Retype Security Answer : <input style="width: 100%;" type="text"/></p>
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Additional Resources & Information:

Enter your **Taxpayer Identification Number (TIN)** (or Social Security number if you do not have a TIN) and TIN address. Complete your company address information. Click Next.

### Step 3: W-9 Information

Please enter information from your W-9 form (Request for Taxpayer Identification Number and Certification).

Jens Jungle Pets, Inc.

**▼ Add New Taxpayer ID Number**

Add a new Taxpayer ID Number by completing the information below.

Taxpayer ID Number :   
No spaces or dashes

Taxpayer ID Number Type :

Legal Name on W-9 :

Business Name (If different from Legal Name) :

Address :

City :

State :

ZIP Code :

## VSS (Vendor Self Service) REGISTRATION PROCESS

Complete the company address information for the administrator of your account. *This may be the same information you entered in Step #3.* You will have the option to copy the address forward in the remaining steps of the registration process. The contact information will be populated, but may be edited, if needed. Click Next.

[help & advice](#)

**Step 4: Account Administrator Address**  
Please enter the address of the administrator of this account. Please note that Account Administrator, Ordering and Payment addresses are required for vendor registration.

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Jens Jungle Pets, Inc.

**▼Address Information**  
Please complete the address information below for your Account Administrator.

*Street 1 : 123 W Indiana Avenue	*Phone : 386-626-6698
Street 2 :	Phone Extension :
*City : DeLand	Country : United States
*State/Province : Florida	Additional Address Info. :
*Zip/Postal Code : 32724	

**▼Contact Information**  
Please complete the contact information below for your Account Administrator.

*Principal Contact : Jennifer Smith	*Phone : 386-626-6698	Alternate Phone :
Email : Jsmith@aol.com	Phone Extension :	Alternate Phone Extension :
Correspondence Type : Email	Fax :	Alternate Fax :

**►Contact Address**  
Complete this section ONLY if you are adding a Contact and the Contact uses a different address than the address listed below.

Additional Resources & Information:

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Enter the address where you want to receive orders. If this address and contact information is the same as for your Account Administrator, you have the option of checking this button, which would populate that same information for your Ordering Address. After verifying that the information is correct, click Next.

[help & advice](#)

**Step 5: Ordering Address**  
Please enter the address where we should send your purchase orders. An Ordering Address is required for vendor registration. If you need to add more than one ordering address, you may do so under "Account Maintenance" after you complete your registration and log in.

Copy Address and Contact Information From:

Account Administrator

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Jens Jungle Pets, Inc.

**▼Address Information**  
Add a new Ordering Address by completing the information below.

*Street 1 : 123 W Indiana Avenue	*Phone : 386-626-6698
Street 2 :	Phone Extension :
*City : DeLand	Country : United States
*State/Province : Florida	Additional Address Info. :
*Zip/Postal Code : 32724	

**▼Contact Information**  
Provide a contact for your Ordering Address by completing the information below.

Principal Contact : Jennifer Smith	Phone : 386-626-6698	Alternate Phone :
Email : Jsmith@aol.com	Phone Extension :	Alternate Phone Extension :
Correspondence Type : Email	Fax :	Alternate Fax :

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Enter the address where the County should remit payment. If this address is the same as the *Account Administrator* or *Ordering Address*, you can select one of the below buttons.

After verifying that all the information is correct, click Next.

### Step 6: Payment Address

Please enter the address where we should send your payments. A Payment Address is required for vendor registration. If you need to add more than one payment address, you may do so under "Account Maintenance" after you complete your registration and log in.

Copy Address and Contact Information From:

- Account Administrator  
 Ordering

< Back Next >

Jens Jungle Pets, Inc.

▼Address Information

Add a new Payment Address by completing the information below.

*Street 1 : 123 W Indiana Avenue	*Phone : 386-626-6698
Street 2 :	Phone Extension :
*City : DeLand	Country : United States
*State/Province : Florida	Additional Address Info. :
*Zip/Postal Code : 32724	

Click Next to continue to Step 8.

**IMPORTANT: THE FOLLOWING STEPS INVOLVE ADDING YOUR BUSINESS TYPE AND COMMODITIES. NOTIFICATION OF OPEN SOLICITATIONS IS MADE BASED ON COMMODITY CODE. PLEASE BE SURE TO SELECT CAREFULLY.**

Click on ADD in both the *Business Type* and *Service Area*. Select as applicable and Save.

### Step 8: Bidding Interests

Please enter the Business Types, Service Areas, and/or Commodities appropriate for your organization. This information is optional but will be used to determine when to send electronic solicitation notifications.

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▼Business Type

Select the business type(s) that describe your organization. Examples include woman-owned, minority-owned, or small business. Click the 'Add' Button to view and select the appropriate Business Type.

Add Delete

Business Type	Certification Number	Certification Start Date	Certification End Date

First Prev Next Last

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▼Service Area

Select the area(s) where your organization can provide its services. Click the 'Add' button to view and select the appropriate Service Area Zones for your organization.

Add Delete

Service Area	Service Area Zone

First Prev Next Last

**See comment about Commodity Code selection at top of page 1 of this document**

In the Commodity section, click on Add to begin the process of entering commodity information, **OR** simply enter the pre-selected commodity code numbers recorded before you started data entry.

▼Commodity

Select the commodity code(s) that describe the goods and services your organization provides. Click the 'Add' button to view and select the appropriate Commodities for your organization.

Add Delete

Commodity	Commodity Description

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## VSS (Vendor Self Service) REGISTRATION PROCESS

If making your code selections in this page, type a *key word or phrase* that describes the commodity. Use an asterisk (\*) before *and* after the word(s), then click Search. A complete list of the commodity codes will return, displayed ten (10) per page. To see additional commodities within your search criteria, select Next. Once you have located the applicable commodity, click to check the box next to it, then OK.

Clear

Commodity/Service Code :

Commodity Description :

	Commodity Description	Commodity/Service Code
<input type="checkbox"/>	Emergency Kits for Vehicles Including First Aid Kit, Tools,	05527
<input type="checkbox"/>	Fans, Cab	05528
<input type="checkbox"/>	Fifth Wheels	05530
<input type="checkbox"/>	Gauges, Automotive (Incl. Speedometers)	05532
<input type="checkbox"/>	Grease Guns, Automotive	05533
<input type="checkbox"/>	Generators, 110V (Attached to and Operated by Automotive Eng	05534
<input type="checkbox"/>	Global Positioning Systems for Tracking Vehicles	05535
<input type="checkbox"/>	Grille Guards and Crash Cushions	05536
<input type="checkbox"/>	Headlights, Accessories and Parts (Including Lamps)	05537
<input type="checkbox"/>	Heaters, Defrosters, and Defogging Systems	05538

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You may select as many commodities as applicable to your business. Click OK when finished.

If you selected an incorrect commodity code, put a check mark next to the selection and click Delete.

▼ Commodity

Select the commodity code(s) that describe the goods and services your organization

VolusiaCty

	Commodity	Commodity Description
<input checked="" type="checkbox"/>	05528	Fans, Cab

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Once you have selected the commodity(ies) applicable to your company, click Next and follow the below steps to complete registration.

This page displays a summary of all information entered in the previous steps. Please review **and print a copy for your records**. If you need to make a change, click on any of the page names on the left side of the screen to link to the needed page.

