Prior to starting your VSS Registration, please make sure you review the 3 documents linked on the Purchasing & Contracts web page under VSS: https://www.volusia.org/purchasing/vendor-self-service.stml

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

1. List of Business types to use when accessing VSS.

2. Completed W-9 or Taxpayer Identification Number (TIN) form
   - Must be signed
   - Upload in the “Attachments’ tab of the portal or fax to 386-736-5972 to activate account

3. List of available Commodity codes you will associate with your vendor account
   - Open as "Read Only"
   - Select as many as needed
     - 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 registration.
Now you are ready to start your Vendor Self Service (VSS) registration.

1. Visit: https://erp.vcgov.org/VSSPROD/AltSelfService

2. Click the Register button.
Click ‘Accept Terms’

Memorandum of Agreement

You must accept the terms of this Memorandum of Agreement in order to register as a vendor with VSS. If you choose not to accept these terms you will be returned to the Home Page for Guests.

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to: (i) register the Vendor; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that:

1. The Vendor shall use VSS vendor registration update functionality to update the Vendor’s registration information whenever necessary to ensure that the registration information remains accurate and complete at all times.

2. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration and VSS registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the VSS registration and VSS registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the VSS registration and registration update functionality.

This Agreement shall remain in effect for as long as the Vendor is registered as a VSS vendor. All rights are reserved to cancel the Vendor’s registration at any time. In the event the Vendor’s registration is cancelled, the Vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electronic procurement transaction that was made or administered in whole or in part using VSS.
Read *Registration Tips*, then click ‘Next’
Search for your company using your **Taxpayer Identification Number (EIN)**
If no results are found, click “New Registration”
Fill in your information, then click "Next"
Click ‘Verify Email’

Verify Email Address

To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts: purchasing@volusia.org

An email will be sent to the following address: mismith@volusia.org

Verify Email

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
  - A notification message will be displayed at the top of the page.
  - You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.
Thank You!

A verification email was sent to you.

1. Open the email
2. Click the link provided in the email

Cannot click the link in the email?

1. Copy the link from the email
2. Paste it into your browser

Have not received a Verification Email?

1. Login to VSS as an Activated User using your User ID and Password
2. Correct your email address and click Next
3. Click Next again to verify your email address

Click ‘Close Browser’
Check your email and click on the link provided

By clicking the link below, you will able to complete your registration. This email address will be used as the primary method of correspondence.

If you cannot click on the link below, you may copy and paste it into your browser.

https://erp.vcgov.org/VSSPROD/AltSelfService?EmailToken=01963606393118826497

Contact Purchasing and Contracts at (386) 822-5787 or email purchasing@volusia.org

Email/Letter Type: VEREML
Log into your account to complete registration.

Login

To continue registration, enter your User ID and Password.

User ID: TestPurch2022
Password: ********

Login
Answer the questions about your company:

Add Business Location - New Account Registration
Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.

**TIN Type**

- I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Advance Identification Number (ATIN).

- I will use my entity's Employer Identification Number (EIN).

Please select one of the following:

- SSN
- ITIN
- ATIN

**Classification**

I plan to do business using the following classifications. Please select only one.

Select Classification
- Individual
- Sole Proprietorship
- Partnership
- Corporation
- Nonresident Alien
- Trust
- State Government
- Other Government
- Other
- Not-For-Profit
- Medical
- Attorney
- Estate
- LLC filing as Partner
- LLC filing as Corp
- LLC filing as Sole Prop
- Church/Religious Org
- Personal Serv. Corp.
- Federal Government
- Resident Alien
- Foreign Corporation

Hint: Use the Frequently Asked Questions to obtain a definition of the classifications.
Answer the questions about your company, then click ‘Next’

Healthcare Provider

Are you a Healthcare Provider that receives payments from us?

- Yes
- No

Question

If you need assistance select the Submit Question button to send us your questions.

Submit Question

Save and Close  Cancel Registration  Next
Answer the questions under Step 2: My Business Information, then click ‘Next’

- Under Location Verification, select “Use my TIN Number”
  - This should already be pre-filled, if not, select the appropriate Classification.
  - Only use Foreign Tax ID if you are not in the United States of America.

- The Legal Name is what your company listed in Box 1 of the **W-9**. Business Name is in Box 2. Enter the name you want to appear on the checks.
Answer the questions, then click ‘Next’

- Re-enter your Taxpayer ID Number
  - Your EIN and Taxpayer ID are the same number

- Enter the address listed on your W-9.
Answer the questions about Legal Address, then click ‘Next’
Answer the questions about Contact Information, then click ‘Next’
Answer the questions, then click ‘Next’

- In the Commodities section, click “Add” to search and add commodity codes to your account.
- This section is optional, but each commodity code added will trigger an automatic email to be sent to you if Volusia County posts a solicitation that matches.
Under Commodities, you can search using key words under **Commodity Description**

- Under *Commodity Description*, enter asterisks (*) before and after key words to narrow down your search.
Add your **Business Type**, then click ‘Ok’
Add your **Service Areas**, then click ‘Ok’

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**Service Areas**

Click the ‘Add’ button to identify the appropriate service area zone for your organization. This information is optional.

Add

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**Service Area Code**  **Service Area Zone**

<table>
<thead>
<tr>
<th>Service Area Code</th>
<th>Service Area Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>All of Volusia County</td>
</tr>
</tbody>
</table>

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Verify the Summary page of the information provided, then ‘Submit Registration’

- Review the registration (scroll all the way to the bottom).
- If changes are needed, please select the Update Information link. This will navigate you back to the appropriate screen for you to make your change.
- If no changes are needed, click “Submit Registration”.
You have completed your registration! Save your Vendor Code

Thank You!

Congratulations, you have completed the registration process. You may now login to Vendor Self-Service using the User ID and Password you just created.

Your Vendor Code is: VS12379
*Please save your Vendor Code for future reference

Password Reset  Print This Page  Login

Vendor Registration Application
A pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.

Electronic Funds Transfer (EFT) Registration
If you have not provided EFT information during the registration process and would like to register for EFT payments, you may download the EFT Registration Form above.

You may login to your VSS account to view and/or update your account information. Click here to login.

- To activate your account, please upload your W-9 in the Attachments tab of your Vendor Self-Service portal.

- Log back into your account to upload your W-9 in the “Attachments” tab of the portal. This will activate your account.
E-mail received

• Congratulations! You have successfully submitted a request for registration with the County of Volusia's *Advantage Vendor Self Service*.

• Remember to use VSS to update any of your information, such as: address changes, contact name changes, or commodity listings.

• Save your User ID and Password

• Save your Vendor Number

• If you have any questions, please contact Purchasing and Contracts at [purchasing@volusia.org](mailto:purchasing@volusia.org)