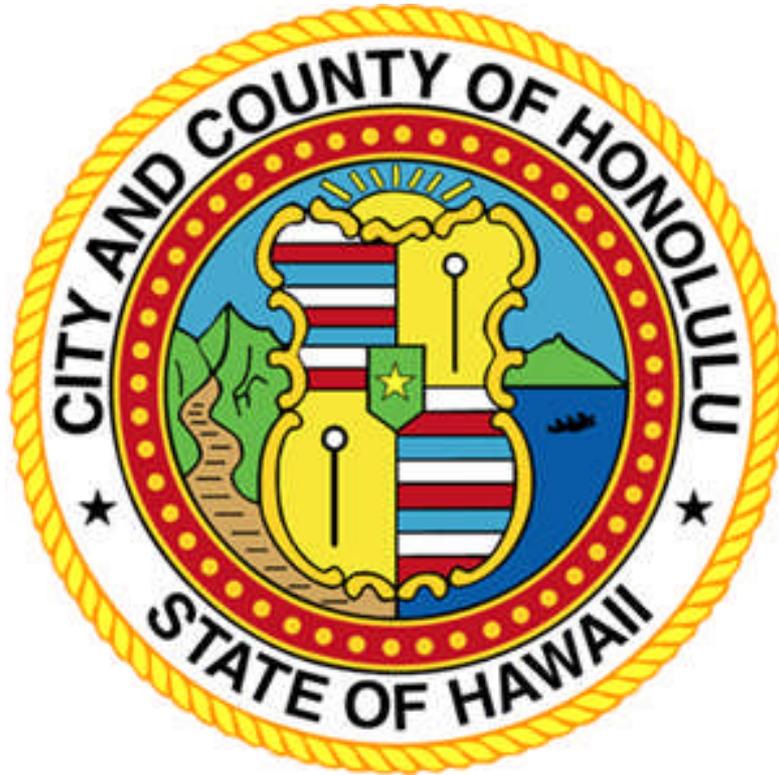


Vendor Self Service

- How to Activate an Existing Account -



February 2015

BFS Purchasing

Phone: (808) 768-5535

<https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService>

www.honolulu.gov/pur

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Account Activation

If you or your organization has done business with the City & County of Honolulu in the past, your organization's information may already be in the City's VSS System. If so, all you need to do is activate your account.

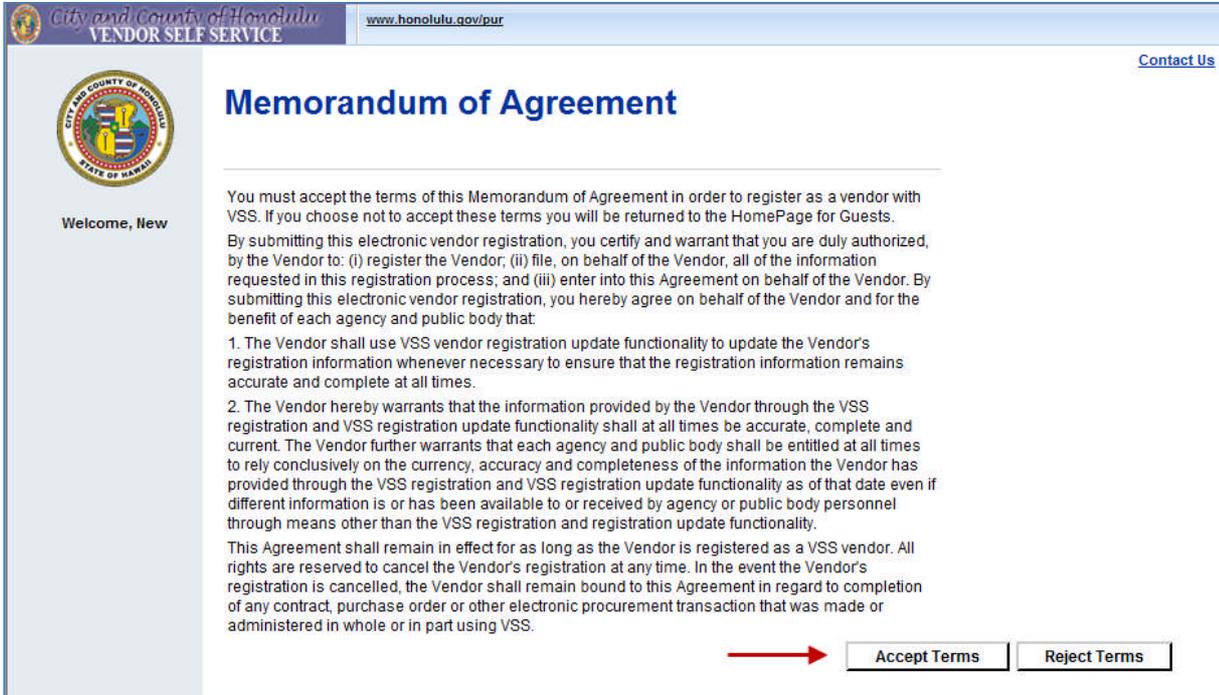
Honolulu Vendor Self Service Website

1. Please access Honolulu Vendor Self Service's login screen at: <https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService> to start the registration process.
 - Please click on the **Register/Activate Account** button.

The screenshot shows the Honolulu Vendor Self Service website. The header includes the City and County of Honolulu logo and the URL www.honolulu.gov/pur. The main heading is "Welcome to Honolulu Vendor Self Service". Below this, there is a brief description of the service. The page is divided into several sections: "Announcements", "Contacts" (with contact information for the Division of Purchasing), and "Forms" (with links to various guides and forms). On the left side, there is a login form with fields for "User ID" and "Password", a "Login" button, and a "Password Reset" link. Below the login form, there is a section for "Log in with your User ID and Password or click the Register/Activate Account button to create a login." and another section for "Click on Public Access to view VSS without a login, however you will not be able to submit any responses." At the bottom of the login section, there are two buttons: "Register/Activate Account" and "Public Access". A red arrow points to the "Register/Activate Account" button.

Memorandum of Agreement

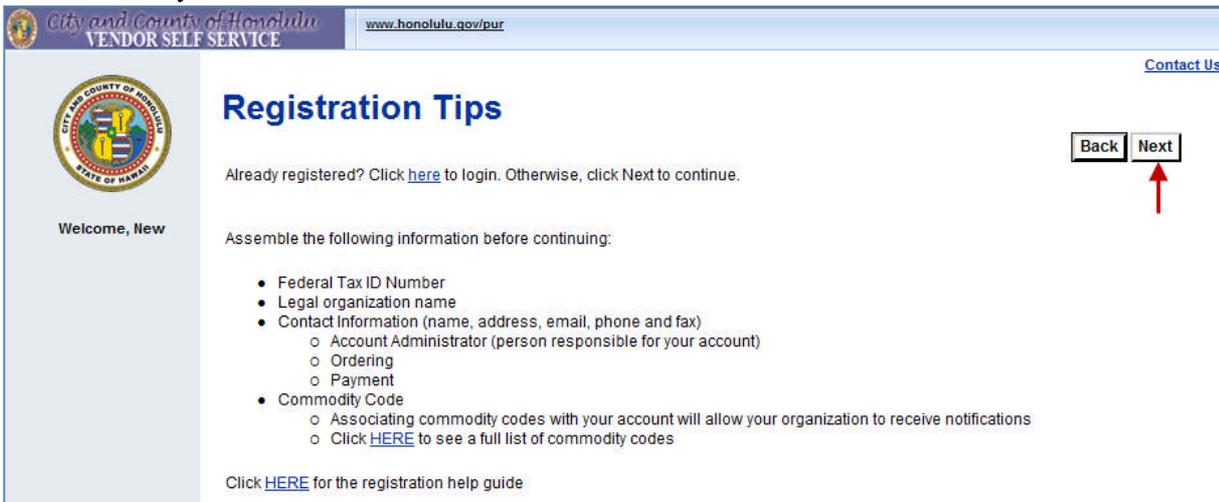
2. The *Memorandum of Agreement* page will be displayed. Click the **Accept Terms** button.



The screenshot shows the 'Memorandum of Agreement' page. At the top, it says 'City and County of Honolulu VENDOR SELF SERVICE' and 'www.honolulu.gov/pur'. There is a 'Contact Us' link in the top right. The main heading is 'Memorandum of Agreement'. Below it, there is a 'Welcome, New' message and a circular logo for the City and County of Honolulu. The main text explains that the user must accept the terms to register as a vendor. It lists several conditions and warrants. At the bottom right, there are two buttons: 'Accept Terms' and 'Reject Terms'. A red arrow points to the 'Accept Terms' button.

Registration Tips

3. The *Registration Tips* page will display. For account activation, you will just need to know your Federal Tax ID number. Click on the **Next** button.



The screenshot shows the 'Registration Tips' page. At the top, it says 'City and County of Honolulu VENDOR SELF SERVICE' and 'www.honolulu.gov/pur'. There is a 'Contact Us' link in the top right. The main heading is 'Registration Tips'. Below it, there is a 'Welcome, New' message and a circular logo for the City and County of Honolulu. The main text asks if the user is already registered and provides a link to login. It then lists the information needed to continue: Federal Tax ID Number, Legal organization name, Contact Information (name, address, email, phone and fax), and Commodity Code. At the bottom right, there are two buttons: 'Back' and 'Next'. A red arrow points to the 'Next' button.

Search for an Existing Account

- The *Search for an Existing Account* page will be display. To ensure that you or your organization has a vendor account with the City, please enter your information into the appropriate search fields.
 - You can search by Employer Identification Number (EIN), if your organization is a company or a similar entity.
 - You can also search by your last name if are an individual.
- Click the **Search** button next to your search field.

The screenshot shows the 'Search for an Existing Account/Results Found' page. The page header includes the City and County of Honolulu logo and the text 'VENDOR SELF SERVICE' and 'www.honolulu.gov/pur'. The main heading is 'Search for an Existing Account/Results Found' with 'Cancel Registration' and 'Back' buttons. Below the heading, a message states: 'Only one account is allowed per organization. You will not be able to create a new account if one already exists. This page will help determine whether you have an account and its registration status. Please use the search options below.' There are two search sections: 'Company Search' and 'Individual Search'. The 'Company Search' section has a sub-heading 'Company Search' and a description: 'To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:'. It contains two input fields: 'Federal Employer Identification Number' with the value '123456789' and 'Legal Business Name' with the value '*abc*'. A 'Search' button is below these fields, with a red arrow pointing to it. The 'Individual Search' section has a sub-heading 'Individual Search' and a description: 'To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.' It contains two input fields: 'Last Name' with the value '*wong*' and 'Last 4 digits of SSN' with the value '2342'. A 'Search' button is below these fields, with a red arrow pointing to it. At the bottom of the search area, it says 'Search Results:'.

- View the search results. Find your organization listed in the search results where the Registered? status is “No”, then click on the “**Click here to activate your account**” link to the right of it.
 - If you are already registered, contact your account administrator to create an account user ID for you.
 - If your registration is in progress, click on “**Click to continue registration**”
 - If you are unable to find your organization, you may not have a vendor account and will need to start a new registration process. To register a new account, follow the How to Register guide at <https://www5.honolulu.gov/webapp/VSSPSRV1/advantage/AMSIImages/vsshowtoregister.pdf> .

Vendor Number	Legal Business Name	Alias/DBA Name	Registered?	
106200	ABC		Yes	Contact your Administrator
VC0000003029	ABC		Yes	Contact your Administrator
00430	ABC		No	Click here to activate your account
00450	ABC		No	Click here to activate your account
110637	TRAI		No	Click here to activate your account
VC0000000079	1AB		No	Click here to activate your account
VC0000000732	ABC		No	Click here to activate your account ←
VC0000008053	ABC		No	Click here to activate your account
VC0000004696	NABI		No	Click here to activate your account

Has your account been found and listed above?

Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.

Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.

Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.

No, register now. →

Account Verification

7. The *Account Verification* page should be displayed. Enter your organization's Federal Tax ID number (SSN or EIN) in the Vendor Verification Password field, then click the **Next** button.

- The SSN or EIN entered should only be numbers, without dashes.
Example. 123456789

Account Verification.

Enter the Taxpayer ID Number for this Location

Vendor Verification Password:

Tax ID Numbers must be 9 digits, no dashes

Headquarters :

Account Administrator _____ Passwords are set by your Account Administrator. If you don't know the password, see the contact information below.

Principal Contact :

Email : _____

Phone : _____

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for error, 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 Question accessible from the left hand navigation bar.

My User Information

- The *My User Information* page should be displayed. Create the account holder's User id and password, and enter the account holder's contact information. Click on the **Next** button.

City and County of Honolulu
VENDOR SELF SERVICE
www.honolulu.gov/pur

My User Information

Cancel Registration Back Next

Welcome, New

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

General Information

*User ID (case sensitive): test activate
(User ID should be between 2 and 16 characters in length)

*First Name: Testfirst

*Last Name: Testlast

*Email: jwu@honolulu.gov

*Re-enter Email: jwu@honolulu.gov

*Phone: 8087685535 Ext.:
XXX-XXX-XXXX

Fax:
XXX-XXX-XXXX

Password

*Password (case sensitive): (Passwords should be between 2 and 16 characters in length)

*Re-enter Password:

*Security Question: What is your mother's maiden name? ▾

*Security Answer (case sensitive):

*Re-enter Security Answer:

* Indicates a required field

Additional Resources & Information:

Cancel Registration Back Next

- 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.

Verify & Submit Registration

- The *Verify & Submit Registration* page should be displayed. Click on the **Submit Registration** button.

City and County of Honolulu
VENDOR SELF SERVICE
www.honolulu.gov/pur

Verify & Submit Registration

Cancel Registration Back

Welcome, New

Click the 'Submit Registration' button to complete your registration. You may review your registration prior to submitting it by clicking on the 'Back' button or navigating through the registration pages on the left menu.

Submit Registration

Additional Resources & Information:

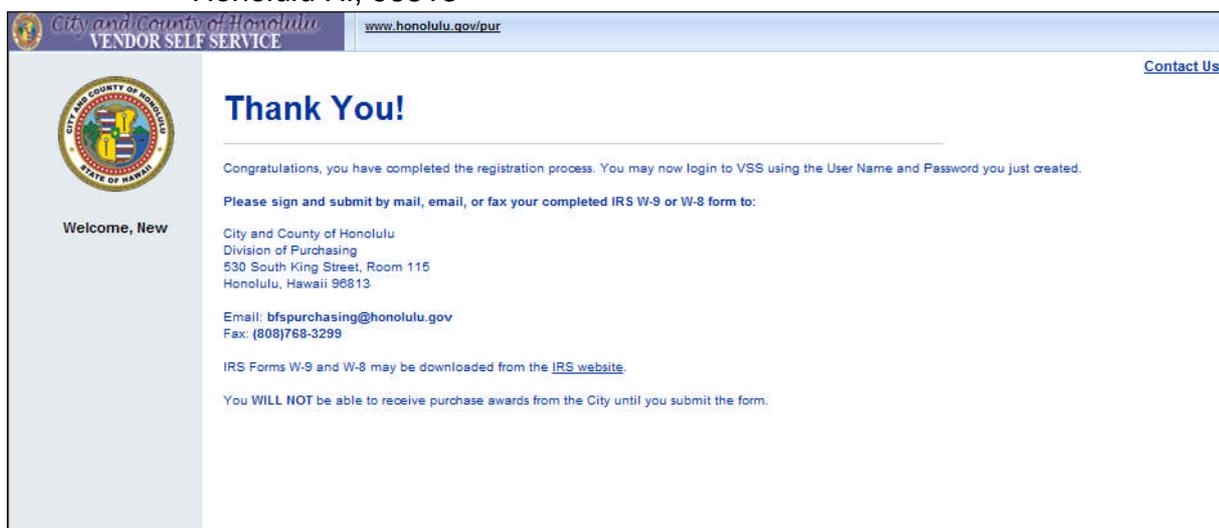
Cancel Registration Back

- 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!

10. The *Thank You!* page should be displayed. Download and complete the latest copy of the IRS W9 form from www.irs.gov and submit it to the City and County of Honolulu Division of Purchasing office.

- email the W9 to bfspurchasing@honolulu.gov or
- fax to 808-768-3299 or
- mail hard copy to:
City and County of Honolulu
Division of Purchasing
530 South King Street, Room 115
Honolulu Hi, 96813



11. You will receive an email to acknowledging your account activation.

Additional Help Resources

If you have any questions, please contact the help desk at (808) 768-5535 or bfspurchasing@honolulu.gov.

Additional help guides are available on the City and County of Honolulu Purchasing website: www.honolulu.gov/pur, under the Help Guides section.