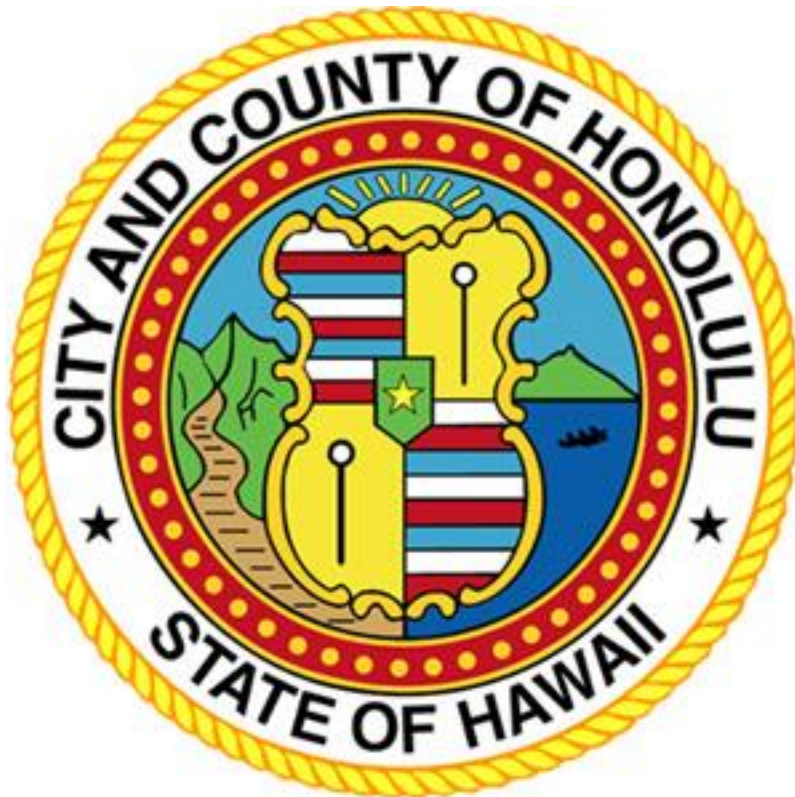


Vendor Self Service

- User Guide -



BFS Purchasing

Phone: (808) 768-5535

<https://www5.honolulu.gov/webapp/vss/Advantage>

www.honolulu.gov/pur

2016

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Purpose

To explain to potential vendors the basic functions of the Honolulu Vendor Self Service (VSS) website.

Focusing on:

- How to navigate to the different pages.
- Explaining the functionality of the different pages.

What is VSS?

Vendor Self Service (VSS) is an online electronic procurement system utilized by the City and County of Honolulu (City). The benefits of VSS is that it allows business entities to register an account within the City's vendor database. Having a vendor account is mandatory in order to do business with the City and County of Honolulu. Registered vendors will also be able to submit bids/offers/solicitation responses on VSS solicitations.

Login Page

1. The web address to VSS is <https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService>
2. If you have an account, log in with your User Id and Password. If you want to register an account, click on the “Register/Activate Account” button. To use VSS as a guest or in view-only mode, click on “Public Access”.

City and County of Honolulu
VENDOR SELF SERVICE

www.honolulu.gov/pur

Welcome to Honolulu Vendor Self Service

Honolulu Vendor Self Service will allow you to manage your own account information with the City and view the City's procurement solicitations and surplus auctions.

Announcements

12/14/2015
Vendor Self Service (VSS) accounts will now require your business' Annual Estimated Gross Receipt and Date of Establishment. After logging into VSS, navigate to Account Information --> Business Info, and then click on Update to enter the Annual Estimated Gross Receipt and Date of Establishment information. We are requiring this information to assist us in determining Disadvantage Business Enterprise (DBE) eligibility. If you are a certified DBE by the State of Hawaii, please be sure to also indicate so in Account Information --> Business Types tab.

05/22/2015
An Offeror having questions regarding a VSS solicitation, including specifications or request for clarifications must submit those questions in writing to the Division of Purchasing. Questions must be submitted in writing and received by the Division of Purchasing no later than the date specified in the solicitation. The City will respond in a timely manner to such questions. The City will not be obligated to reply to questions not received in writing or in a timely manner. The City will not respond to questions posted on the VSS Bulletin Board or Q&A list page of the solicitation. Questions shall be submitted by facsimile transmission to (808) 768-3299 or e-mailed to [bbspurchasing@honolulu.gov](mailto:bfspurchasing@honolulu.gov).

05/22/2015
VSS will be down for weekly maintenance from 2:00 - 2:30 AM every Saturday.

Contacts

Division of Purchasing
Email: bbspurchasing@honolulu.gov
Phone: 808-768-5535
Fax: 808-768-3299
Monday - Friday 7:45 a.m. to 4:30 p.m HST

Forms

Click on a form below to either save it to your desktop or open it in Adobe.

[VSS User Guide](#)
[VSS Viewing Online Solicitations](#)
[VSS How to Bid](#)
[VSS How to Modify/Withdraw Bid](#)
[VSS How to Activate Existing Account](#)
[VSS How to Register](#)
[VSS Account Maintenance](#)
[VSS List of Commodity Codes](#)

User ID

Password

[Password Reset](#)

Log in with your User ID and Password or click the Register/Activate Account button to create a login.

Click on Public Access to view VSS without a login, however you will not be able to submit any responses.

3. VSS announcements and the Help Desk contact information are available on the Login page.
4. Under the Forms section are help guides and videos for users to get familiar with VSS.
 - a. Recommended help guides to check out includes How To Register, How To Bid, VSS Account Maintenance, and others.

Account Information Page

The Account Information page is only available for users that have logged into VSS. If you logged into VSS with your user ID and password, the default first page you see will be the Account Information page. Within this page, you can view and update your business information by navigating through the subtabs.



Summary

The Summary tab shows the important details to your vendor account. You can find your unique vendor account number and your account status here.

Business Info

The Business Info tab shows in more detailed information on how your business organization is structured. You can update your organization's tax classification, name that appears on your checks, or DBA business names here. Please note that you have to contact the Help Desk if you want to update the legal name to your organization.

Addresses & Contacts

The Addresses & Contacts tab shows the address and contacts used for your business transactions with the City. You can modify or add a new payment or ordering address here.

Users

The Users tab shows all the users that have access to your vendor account. You can add a new user or update a user's information, access level, or passwords here.

Commodities

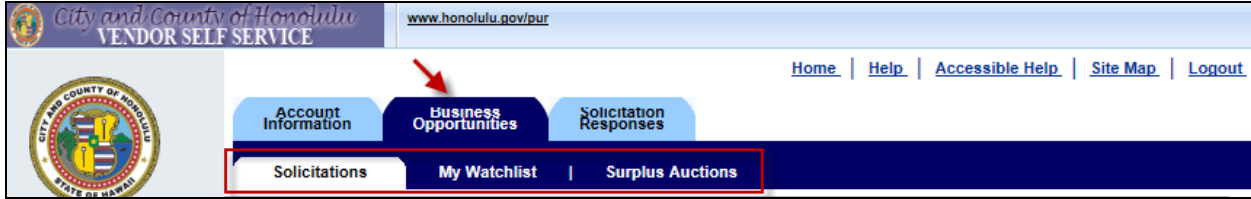
The Commodities tab lists the commodity code(s) that you have associated with your business organization. Commodity codes are 3 digit codes that describes a good or service. By registering for commodity codes, you can be automatically notified via email if there is a solicitation available that matches your commodity code.

Business Types

The Business Types tab lists the business type(s) that are associated with your business organization. Possible Business Types to select includes Disadvantaged Business Enterprise (DBE), women owned, or minority owned. The City is collecting and monitoring organizations that are DBE.

Business Opportunities Page

The Business Opportunities page is where the solicitations are posted. All solicitations posted on VSS, past and present, could be found here. This also includes surplus auction items too. If you entered VSS as a guest or as public access, then this will be the default first page you see.



Solicitations

The Solicitations tab will list all the solicitations for goods, services, concession, and construction that were posted on VSS. Open solicitations that are ending the soonest will be listed first. You can search for a solicitation by using the Keyword Search or Advance Search tool. You can download the solicitation documents and addenda from the solicitation's detail page. For users that have logged in, you can also create your solicitation response or bid here.

My Watchlist

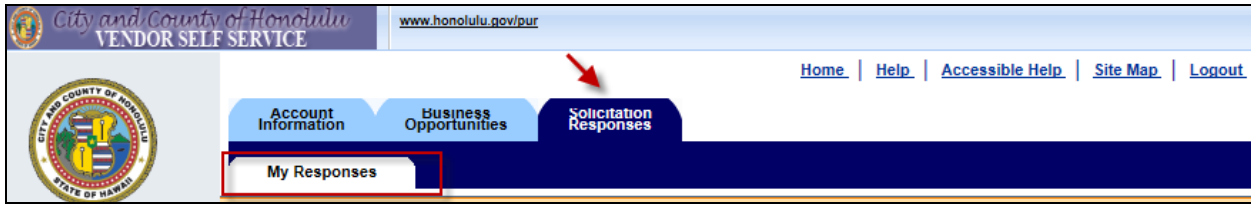
The My Watchlist tab is only available for users that have logged into VSS. The My Watchlist tab is a useful tool for users to save a solicitation onto their own watchlist. By saving a solicitation onto the watchlist, the user can quickly go back to the solicitation without having to search for it again.

Surplus Auctions

The Surplus Auctions tab will list all the surplus auction solicitations that were posted on VSS. It is very similar to the Solicitations tabs upset that it house only surplus auctions solicitations.

Solicitation Responses Page

The Solicitation Responses page keeps a record of all the bids/solicitation responses you have submitted on VSS.



My Responses

The My Responses tab lists all the solicitation responses created by you. Your solicitation response will be available for you to modify up to the time of when the solicitation closes. The status of your response as well as a link to the solicitation is also available.

Additional Resources

Additional resources and guides are available on the City and County of Honolulu Purchasing website under Help Guides (<http://www.honolulu.gov/pur/helpguides.html>), and the Vendor Self Service home page (<https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService>).

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