Vendor Self Service
- How to Register -

February 2015

BFS Purchasing
Phone: (808) 768-5535

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

www.honolulu.gov/pur
Table of Contents

Purpose: ................................................................................................................................................ 3
Preparation ........................................................................................................................................... 3
Honolulu Vendor Service Website ......................................................................................................... 4
  Memorandum of Agreement ............................................................................................................. 5
  Registration Tips .............................................................................................................................. 5
  Search for an Existing Account ......................................................................................................... 6
  My user Information .......................................................................................................................... 7
  Verify Email Address ....................................................................................................................... 8
  New Account Questionnaire .......................................................................................................... 10
  My business Information ................................................................................................................. 10
  Address Information Questionnaire ............................................................................................... 11
  Address and Contacts ...................................................................................................................... 12
  Additional Business Information .................................................................................................... 13
  Registration Summary .................................................................................................................... 14
  Thank you! ...................................................................................................................................... 14
Additional Help Resources .................................................................................................................. 15
Vendor Self Service – How to Register

Purpose:

To provide step-by-step registration instructions for new vendors who have not done business with the City & County of Honolulu. This guide will cover only the required fields needed to complete the registration process.

Honolulu Vendor Self Service (VSS) will be used to post opportunities to bid and accept electronic bids. Additionally, the VSS portal will allow vendors to maintain account information, receive email notifications for relevant opportunities, place bids, and view bid results.

*Please Note:

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 VSS System. If so, you will not need to register, but follow the procedure to activate your account.

Preparation

Please assemble the following information before starting the VSS registration process:

- Legal Name
- DBA Name (If applicable)
- Tax Organization Type and Classification Type
- Federal Tax ID number (EIN or SSN)
- Ordering and Payment address information
- Designated account holder information (Contact Name, Address, Phone Number, Email Address)
- All applicable NGIP Commodity Classes
  - Please Note: Commodity classes selected will determine which C&C solicitation email notices your organization will receive.
  - When registering, you will be asked to select from a list of three-digit (3) commodity classes. Please click on the following link to access a list of NIGP commodity classes used by the City & County of Honolulu:

Honolulu Vendor Service Website

1. Please access Honolulu Vendor Self Service’s login screen at: [https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService](https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService) to start the registration process.

   - Please click on the **Register/Activate Account** button.
Memorandum of Agreement

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

Registration Tips

3. The Registration Tips page will be display as a reminder to gather the list of information to complete your registration. Click on the Next button.
Search for an Existing Account

4. The **Search for an Existing Account** page will be displayed. To ensure that you or your organization has not been previously registered, please enter your information into the appropriate search fields.
   - If you are registering a company-like entity, enter the Federal Employer Identification Number (EIN) and the whole or a part of the company’s name in the respected field and click the **Search** button.
   - If you are registering as an individual, enter the individual’s last name and Last 4 digits of the SSN into the respective fields and click the **Search** button.
5. View the search results. Follow the instruction according to the answer to the question, “Has your account been found and listed above?”
   - If you are already registered, contact your account administrator to create an account user ID for you.
   - If you are not registered, click on “Click here to activate your account” link.
   - If your registration is in progress, click on “Click to continue registration”
   - If your organization is not listed, click on the New Registration button.

My User Information

6. The My User Information page will be displayed. Create your User id and password, and enter the account holder’s contact information. Click on the Next button.
Verify Email Address

7. The Verify Email Address page will be displayed. Verify that your correct email address has been entered. VSS will be sending you a confirmation email to verify your email address. Click on the Next button.

8. The Thank You page will be displayed. You can pause here and check your email for an email from bfspurchasing@honolulu.gov.
9. In your email box, open the email from bfspurchasing@honolulu.gov and click on the link inside the email’s body.

10. You should be taken to a VSS login webpage. Enter your User Id and Password previously created and click the Login button.
New Account Questionnaire

11. The New Account Questionnaire page will be displayed. Under the TIN Type section, select the type of Taxpayer Identification Number (TIN) you will be using to register your vendor account.
   - If you are registering as an individual entity, most likely you will be using your Social Security Number (SSN).
   - If you are registering as company or a company-like entity, you will be using a Employer Identification Number (EIN).

12. Under the Classification section, select the appropriate classification that describes your organization. Click the Next button.

My business Information

13. The My Business information page should be displayed. Depending on your selection in the previous New Account Questionnaire page, the appropriate fields should appear for you to complete.
   - If you have indicated that your organization is an individual, the First Name and Last Name field will appear for you to complete.
   - If you have indicated that your organization is a company, the Legal Name field will appear for you to complete.

14. Complete the required fields that are indicated with a red asterisk, such as your Taxpayer ID Number and 1099 Address information. Click on the Next button.
   - The 1099 Address Information address is where the City will be sending your annual 1099 form, if applicable.
Address Information Questionnaire

15. The **Address Information Questionnaire** page should be displayed. Select **Yes** or **No** to the questions to indicate if the Legal Address Information you entered in the previous **My Business Information** page will be also used for your Administrative, Ordering, Payment, and Billing address. Click on the **Next** button.
Address and Contacts

16. The *Address and Contacts* page should be displayed. Complete the required fields that are indicated with a red asterisk. Select the check box next to Billing to indicate if you want to provide a billing address for invoices from the City. Click on the *Next* button.
Additional Business Information

17. The *Additional Business Information* page should be displayed. This page is where you can associate Commodity Codes or Business Types to your account.

- **Commodity Codes** are 3-digit codes that represent a good or service. By associating a particular commodity code to your organization, you will be able to receive automatic email notification pertaining to the commodity code you have associated.
- **Business type** are used to indicate your organization’s business structure. You can indicate such business types such as Minority Owned or Disadvantaged Business Entity.

18. After associating the Commodity Code(s) or Business Type(s) to your account, click the **Next** button.
19. The Registration Summary page should be displayed. Review and verify that the information you have entered for your VSS account registration is correct. Click on the Back button to go to the previous pages to make corrections, or click the Submit Registration button.

Thank you!

20. 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
21. An email will be sent to your email address to acknowledge receipt of your VSS registration.

22. Once the Division of Purchasing office has verified your registration information and W9 form is correct, you will receive another email to confirm completion of your registration.

**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.