

# Vendor Self Service

## - Account Maintenance -



**BFS Purchasing**

Phone: (808) 768-5535

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

[www.honolulu.gov/pur](http://www.honolulu.gov/pur)

2016

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## Purpose

To explain to users the different features of Account Information section of City & County of Honolulu Vendor Self Service (VSS) website. Including descriptions of the different sub-sections and instructions on how to complete frequently asked account modification request (i.e. address changes, adding new users and etc.)

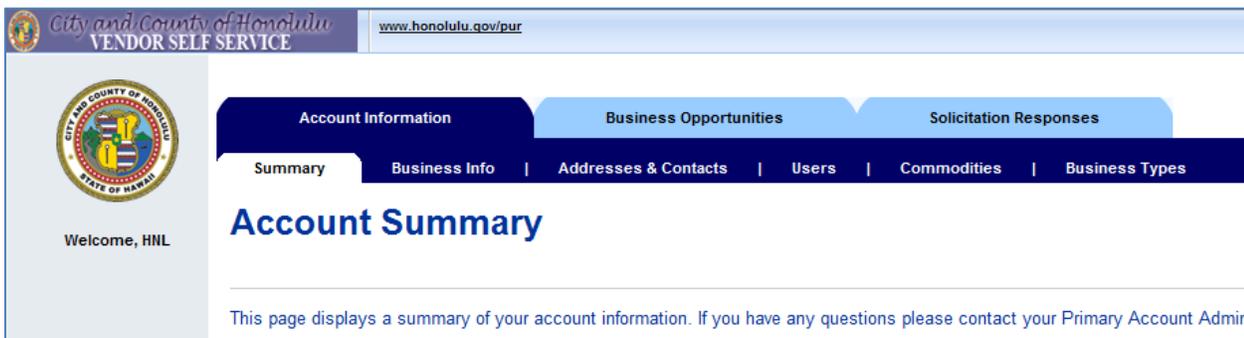
## General Information

Vendor account modifications will not be applied instantaneously. An automated process of matching up VSS and the City & County’s Internal Database must be completed before any account modifications will become final. During this time, the account modifications will be indicated in Pending status.

After logging into the Honolulu Vendor Self Service system, the defaulted homepage is set to the Account Information tab and Summary sub-tab. The Account Information tab is the central page for account maintenance in VSS.

The Account Information tab is broken into the following six (6) sub-tabs:

1. Summary
2. Business Info
3. Addresses & Contracts
4. Users
5. Commodities
6. Business Types



## 1. Summary

This section allows you to view your account’s general information.

***Please Note:***

**Vendor Code** - each vendor account with the City will have a unique vendor code. The vendor code usually starts with a “VC” or “VS” or a series of numerals.

**Vendor Status** - Here your account’s status will show either “Active” or “Inactive”. Awards and payments can only be made to Active vendor accounts. If your account shows Inactive, contact the Purchasing Help Desk for assistance.

**Legal Business Name** – This is the name of the business organization that the City will be making formal contracts and awards to. It is not to be confused with a DBA name, in which will be discussed later. Modifications of your Legal Business Name can only be made by the City. Please contact the Purchasing Help Desk for assistance.

The screenshot displays the 'Account Summary' page of the Vendor Self Service portal. The header includes the City and County of Honolulu logo and navigation links. The main content area is titled 'Account Summary' and contains a welcome message for user HNL. Below this, there are sections for 'Announcements', 'Primary Account Administrator' (HNL Vendor, Phone: 808-768-5530, Email: @honolulu.gov), and 'Account Information' (Vendor Code: VS0000001478, Vendor Status: Active, Legal Business Name: HNL Vendor, 1099 Reportable: Yes).

## 2. Business Information

This section allows you to update your organization’s DBA and your tax 1099 address.

**Please Note:**

Contact the Division of Purchasing Help Desk directly for Legal Names, DBA or Taxpayer ID number changes at email [bbspurchasing@honolulu.gov](mailto:bfspurchasing@honolulu.gov) or call 808-768-5535.

The screenshot shows the 'My Business Information' page in the Vendor Self Service portal. The page includes a navigation menu with tabs for 'Account Information', 'Business Opportunities', and 'Solicitation Responses'. Below the navigation, there are sub-tabs for 'Summary', 'Business Info', 'Addresses & Contacts', 'Users', 'Commodities', and 'Business Types'. The main content area displays the user's business information, including organization details, legal name, and 1099 TIN information. There are buttons for 'Update' and 'View Pending Changes', and a 'Pending Changes' indicator. A link is provided to download a Substitute W-9 Certification Form from the IRS website.

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### My Business Information

Welcome, HNL

This is your Business Information. Select the 'Update' button to modify your general information. Select the 'View Pending Changes' button to display other Business Information changes that are awaiting approval. To change your organization name and/or TIN, contact the Purchasing Help Desk at [bbspurchasing@honolulu.gov](mailto:bbspurchasing@honolulu.gov) or call 808-768-5535.

Pending Changes:

[www.irs.gov](http://www.irs.gov)  
Download Substitute W-9 Certification Form from [www.irs.gov](http://www.irs.gov)

▼ **Organization Information**

Organization Type : Company Foreign Tax ID :  
Classification : Other W-8 Form :  
Number of Employees :  
Annual Income :

▼ **Legal Name Information**

Legal Name on W-9 : HNL Test Vendor Name on Check : Legal Name  
Alias/DBA (Business Name) : s adfgsdads delete this later

▼ **1099 TIN Information**

Taxpayer ID Number : 124353534 1099 Reportable : Yes  
Taxpayer ID Number Type : EIN

▼ **Legal (1099) Address Information**

Street 1 : 123 Test Street  
City : 123 Test City  
State/ Province : Hawaii  
Zip/Postal Code : 96814

### 3. Addresses & Contacts

This section allows you to view, add, or modify addresses and contacts in your vendor account.

**Please Note:**

The Division of Purchasing will use the default ordering address record from this page to issue Purchase Orders and other award documents to your organization.

The Accounts Payable department will use the default Payment Address record from this page to mail your check payments to your organization.

You cannot delete addresses once it has been added. However, you can update the address by modifying it.

Only Account Administrator and Full Access users will be able to make changes to the address fields. All required fields are preceded by a red asterisk (\*).

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Welcome, HNL

### Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

**Existing Address & Contact Assignments**

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes
AR006	Payment	123 Aloha WAy, changed this, Test City, HI, 96797	HNL Test Vendor		<input type="checkbox"/>	01/20/2009		<a href="#">View/Update</a> <a href="#">View Pending Changes</a>
AR007	Ordering	Test Street 2, Test City, HI, 96797	Test Vendor #2		<input type="checkbox"/>	10/01/2012		<a href="#">View/Update</a> <a href="#">View Pending Changes</a>

**Update Addresses**

Address ID	Address	Pending Changes
AR006	123 Aloha WAy, changed this, Test City, HI, 96797	<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>
AR007	Test Street 2, Test City, HI, 96797	<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>

## How to Update Addresses

This will update existing addresses in your vendor account.

1. In the *Update Address* section of the page, identify the Address ID and address line to update.
2. Click on the **View/Update** link, to enter the *View/Update Available Address* page.

### Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

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**Existing Address & Contact Assignments**

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes
AR006	Payment	123 Aloha Way, changed this, Test City, HI, 96797	HNL Test Vendor		<input type="checkbox"/>	01/20/2009		<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>
AR007	Ordering	Test Street 2, Test City, HI, 96797	Test Vendor #2		<input type="checkbox"/>	10/01/2012		<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>

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**Update Addresses**

Address ID	Address	Pending Changes
AR006	123 Aloha Way, changed this, Test City, HI, 96797	<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>
AR007	Test Street 2, Test City, HI, 96797	<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>

3. Enter update to the desired field and click on the **Save** button

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### View/Update Available Address

Modify or delete your address here. Click the 'Save' button once all updates have been made.

A modified address will be validated according to postal standards. Review the changes and click the 'Save' button once the address was validated.

**Address Information**

Address ID: AR006

\*Street 1: update address Street

Street 2:

\*City: update City

\*State/Province: Hawaii

\*Zip/Postal Code: 96797

\*Country: United States

County:

\*Phone: 808-768-5530 Ext:

DUNS:

Extended DUNS:

CAGE Code:

\* Indicates a required field

## How to Update Contacts

This will update existing contacts in your vendor account.

4. In the *Update Contacts* section of the page, identify the Contact Id to update.
5. Click on the **View/Update** link, to enter the *View/Update Available Contact* page

Contact ID	Contact Name	Contact Address	Pending Changes	
CT006	HNL Test Vendor	123 Aloha WAY, changed this, Test City, HI, 96797	<input type="checkbox"/>	<a href="#">View/Update</a> <a href="#">View Pending Changes</a>
CT007	Test Vendor #2	123 Aloha WAY, changed this, Test City, HI, 96797	<input type="checkbox"/>	<a href="#">View/Update</a> <a href="#">View Pending Changes</a>

6. Enter update to the desired field and click on the **Save** button.

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### View/Update Available Contact

Modify or delete your contact here. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to return to the list of contacts.

Save Delete Cancel

**▼ Contact Information**

Contact ID: CT006

\*Contact Name: Update contact

Title/Role:

Permissions:

Authorized Representative:

Email: update@email.com

\*Phone: 808-768-5530

Phone Extension:

Alternate Phone:

Alternate Phone Extension:

Fax:

Fax Extension:

Alternate Fax:

Alternate Fax Extension:

\* Indicates a required field

7. Afterwards, the Pending Changes box should be checked to indicate that the update is in pending.

Contact ID	Contact Name	Contact Address	Pending Changes	
CT006	HNL Test Vendor	123 Aloha WAY, changed this, Test City, HI, 96797	<input checked="" type="checkbox"/>	<a href="#">View/Update</a> <a href="#">View Pending Changes</a>
CT007	Test Vendor #2	123 Aloha WAY, changed this, Test City, HI, 96797	<input type="checkbox"/>	<a href="#">View/Update</a> <a href="#">View Pending Changes</a>

## How to Add a New Address and Contact

This will add in a new Payment or Ordering address.

1. In the *Existing Address & Contact Assignments* section of the page, check that the address to add is not listed.
2. Click on the **Assign/Create Addresses & Contacts** button.

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Welcome, HNL

### Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes
AR006	Payment	123 Aloha WAy, changed this, Test City, HI, 96797	HNL Test Vendor		<input type="checkbox"/>	01/20/2009		<input type="checkbox"/>
AR006	Ordering	123 Aloha WAy, changed this, Test City, HI, 96797	HNL Test Vendor		<input type="checkbox"/>	01/20/2009		<input type="checkbox"/>
AR006	Web Registrar	123 Aloha WAy, changed this, Test City, HI, 96797	HNL Test Vendor		<input type="checkbox"/>	01/20/2009		<input type="checkbox"/>
AR007	Ordering	Test Street 2, Test City, HI, 96797	Test Vendor #2		<input type="checkbox"/>	10/01/2012		<input type="checkbox"/>
AR010	Web Registrar	does web email notify, ??, test, KS, ADFS	webadd notify???		<input type="checkbox"/>	02/05/2013		<input type="checkbox"/>

First Prev Next Last

Assign/Create Addresses & Contacts View Pending Additions

3. Check the box to indicate whether you are adding an Ordering or Payment address. The **Active From** date will automatically be populated with the current date if it is not entered.
4. Fill in the new address information in the appropriate fields, and then click the **Next** button to continue.

5. Fill in the new contact information in the appropriate fields. You can use existing contact information by selecting it using the **Find** button. Click the **Next** button to continue.

- Review the new address and contact entry, then click the **Save** button to finalize.

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### Assign / Create Addresses & Contacts - Step 3 of 3

Please review the address and contact information you have entered. Click the 'Save' button to submit them.

Address Type	Active From	Active To	Address ID	Address	Principal Contact
✓ Ordering	02/01/2015		AD001	New address, New City, HI, 96813	New Contact

First Prev Next Last

**Save** Back Cancel

▼ **General Information**

Address Type: PR Department / Division:

Active From: 02/01/2015 Additional Address Information:

Active To:

Default Record:

▼ **Address**

Address ID: AD001 Country: United States

Street 1: New address County:

Street 2:  Phone: 808-768-5535

City: New City Phone Extension:

State/Province: HI DUNS:

Zip/Postal Code: 96813 Extended DUNS:

CAGE Code:

▼ **Principal Contact**

Principal Contact ID: PC001 Phone: 8087685535

Principal Contact: New Contact Phone Extension:

Title/Role:  Alternate Phone:

Permissions:  Alternate Phone Extension:

- When back in the *Address & Contacts* sub-tab, click on the **View Pending Additions** button to view the new address and contact.

## 4. Users

This section allows you to maintain your vendor account holder’s information. You can update the User ID account holder information or add a new User ID.

### How to add a New User ID

This will create a new User ID account holder.

1. Click on the **Add** button.

The screenshot shows the 'Account Users' page in the Vendor Self Service system. The page header includes the City and County of Honolulu logo and the text 'VENDOR SELF SERVICE'. The navigation menu has 'Users' selected. The main content area displays a table of users and an 'Add' button.

User ID	First Name	Last Name	Access Level	Account Status		
Test Vendor 2	Troy	Wong	Display Only	Active	<a href="#">View/Modify</a>	<a href="#">Delete</a>
hntestvendor	HNL	Test Vendor	Account Administrator	Active	<a href="#">View/Modify</a>	<a href="#">Delete</a>

At the bottom right of the page, there is an **Add** button, which is highlighted with a red arrow.

2. Create a new User ID and fill in the related information in the appropriate fields, and then click on the **Next** button.

The screenshot shows the 'Add Account Users' page in the Vendor Self Service system. The page header includes the City and County of Honolulu logo and navigation tabs for Account Information, Business Opportunities, and Solicitation Responses. The main content area is titled 'Add Account Users' and contains the following sections:

- User Information:** Fields for User ID (with a 'Find' button), First Name, Last Name, Email, Re-enter Email, Phone, and Fax Number. A red asterisk indicates that the User ID should be between 2 and 16 characters in length.
- Password:** Fields for Password and Re-enter Password. A red asterisk indicates that passwords should be between 2 and 16 characters in length.
- Email Notifications:** Checkboxes for Registration, Account Maintenance, and Recent Financial Transactions.
- Security Questions and Answers:** A dropdown menu for the Security Question, and fields for the Security Answer and Retype Security Answer.

At the bottom right of the form, there are 'Next' and 'Cancel' buttons. A red arrow points to the 'Next' button.

3. Select the appropriate Access Levels for the new account user.

4. Click the **Save** button to complete the process

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### Access Levels

Select one Primary Access Level and any Optional Access Levels.

User ID : NewuserID  
First Name : user  
Last Name : user

**Primary Access Level**  
Select one primary access level to be assigned to the user.

Access Level	Description
<input type="radio"/> Account Administrator	Account Administrator users have the ability to add account users, and assign access levels to each user. They may also update the Account Information and User's information. They will also have the ability to view financial transactions pertaining to the account. Account Administrator users will also be capable of updating their own profile information.
<input checked="" type="radio"/> Full Access	Full Access users may only update the account information other than User Information. They will also have the ability to view financial transactions pertaining to the account. Full Access users will only have the ability to update their own profile information.
<input type="radio"/> Display Only	Display Only users will be able to view the Account Information other than User Information. They will also have the ability to view financial transactions pertaining to the account. Display only users will only have the ability to update their own profile information.

**Optional Access Levels**  
Select any optional access levels to be made available to the user.

Access Level	Description
<input type="checkbox"/> Create Invoice	This optional level allows a User to create an invoice. All Users can view invoice information but a User must have this access level to create an invoice.
<input checked="" type="checkbox"/> Create Solicitation Response	This optional level allows a User to respond to solicitations. All Users can view solicitations but a User must have this access level to create a response.
<input type="checkbox"/> Query Tax Information	Query Tax Information will allow a user to view tax information for their account.

[Save](#) [Back](#) [Cancel](#)

5. Back at the Account Users page, you should see the new User ID displayed

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### Account Users

Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You may view or modify existing users by selecting the 'View/Modify' link next to the corresponding record. You may delete users by selecting the 'Delete' link next to the corresponding record.

User ID	First Name	Last Name	Access Level	Account Status		
NewuserID	user	user	Full Access	Active	<a href="#">View/Modify</a>	<a href="#">Delete</a>
Test Vendor 2	Troy	Wong	Display Only	Active	<a href="#">View/Modify</a>	<a href="#">Delete</a>
hnltestvendor	HNL	Test Vendor	Account Administrator	Active	<a href="#">View/Modifv</a>	<a href="#">Delete</a>

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## 5. Commodities

This section allows you to maintain a list of the commodity codes to be associated with your organization. Commodity codes are displayed as a 3-digit number that are categorized to represent products or services your organization can provide. It is recommend to register for all commodity codes that relate to your business. Future solicitations with the commodity codes you associated with will allow you to receive email notifications with announcements and updates for that solicitation.

### How to Add a Commodity Code

1. Click on the **Add Item** button.

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Welcome,

### Commodities

Registering for commodity codes will ensure that you will be notified via mail on future solicitation for goods and services that your organization provides. Here is the current list of commodity codes/classes are registered to your vendor account.

You can add new commodity/service codes by clicking the "Add Items" button. To delete a commodity/service codes, click the "Delete" link next to the record in the grid that you wish to delete.

Any request to add a new Commodity that is awaiting approval can be viewed by clicking the 'View Pending Additions' button. Any request to delete an existing Commodity that is awaiting approval is noted in the 'Pending Deletion' column.

Existing Commodities

Commodity/Service Code	Commodity Description	Pending Deletion
<p>First Prev Next Last <b>Add Items</b> View Pending Additions</p>		

2. Select and checkbox the commodity code you want to associate with your organization. You can use the Commodity/Service Code and/or Commodity Description fields to search for commodity codes.
3. Click on **OK** button.

**Choose**

Select one or more commodity codes or classes that describe the goods and services that your organization provides by clicking the checkbox next to the commodities you want to add. To search for a specific commodity code, class, or description, enter a valid value in the Commodity/Service Code or Commodity Description search field and click the Browse link. Once your selection is made, click the "OK" Button to add the selected commodities to your organization. Click the Cancel button to cancel your changes and return to the Commodities page. Sorting is allowed. To sort by the Commodity Description click on the underlined Commodity Description link. To sort by the Commodity/Service Code click on the underlined Commodity/Service Code link.

Commodity/Service Code :

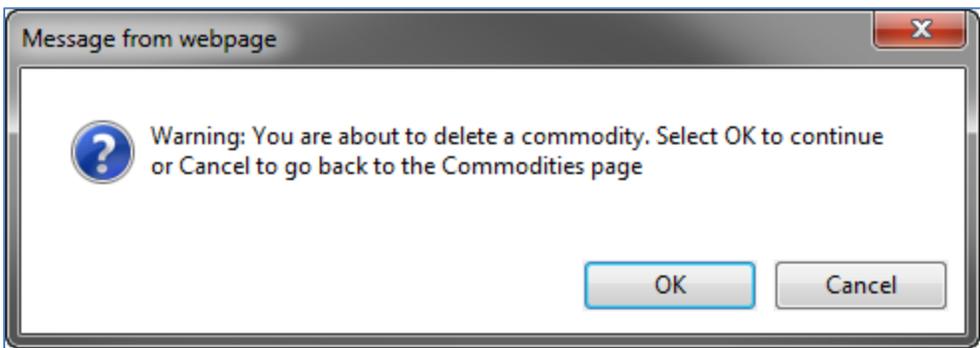
Commodity Description :

<u>Commodity Description</u>	<u>Commodity/Service Code</u>
<input type="checkbox"/> CLINICAL LABORATORY REAGENTS AND TESTS (BLOOD GROUPING, DIAG	193
<input type="checkbox"/> TESTING APPARATUS AND INSTRUMENTS (NOT FOR ELECTRICAL OR ELE	845
<input type="checkbox"/> PROSTHETIC DEVICES, HEARING AIDS, AUDITORY TESTING EQUIPMENT	710
<input type="checkbox"/> RADIO COMMUNICATION AND TELECOMMUNICATION TESTING, MEASURING	730
<input type="checkbox"/> SAMPLING AND SAMPLE PREPARATION SERVICES (FOR TESTING)	989
<input type="checkbox"/> TESTING AND CALIBRATION SERVICES	992

- Once back in the *Commodities* page, you can click the **View Pending Additions** button to see the commodity codes you added.

## How to Remove Commodity Code

- Click on the **Delete** link on the row of the commodity code you want to remove.
- Select **OK** in the following popup window.



- The Pending Deletion column should now have a checkbox next to those commodity code(s) to remove.

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## Commodities

Registering for commodity codes will ensure that you will be notified via mail on future solicitation for goods and services that your organization provides. Here is the current list of commodity codes/classes are registered to your vendor account.

You can add new commodity/service codes by clicking the "Add Items" button. To delete a commodity/service codes, click the "Delete" link next to the record in the grid that you wish to delete.

Any request to add a new Commodity that is awaiting approval can be viewed by clicking the 'View Pending Additions' button. Any request to delete an existing Commodity that is awaiting approval is noted in the 'Pending Deletion' column.

**Existing Commodities**

Commodity/Service Code	Commodity Description	Pending Deletion	
685	POULTRY EQUIPMENT AND SUPPLIES	<input type="checkbox"/>	<a href="#">Delete</a>
690	POWER GENERATION EQUIPMENT, ACCESSORIES, AND SUPPLIES	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
898	X-RAY AND OTHER RADIOLOGICAL EQUIPMENT AND SUPPLIES (MEDICAL	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
961	MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)	<input type="checkbox"/>	<a href="#">Delete</a>
975	RENTAL OR LEASE SERVICES OF AGRICULTURAL, AIRCRAFT, AIRPORT,	<input type="checkbox"/>	<a href="#">Delete</a>

## 6. Business Types

This section allows you to maintain a list of the Business Types that apply to your company. Business Types identify information about your company’s operation.

Business Types may be used to identify the type of ownership for your business (Minority Owned, Woman Owned), or can identify the type of operation (Manufacturer, Retailer).

### How to Add a Business Type

1. Click on **Add Item** button

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### Business Types

Here is the current list of business types associated with your organization. You can add new business types by clicking the "Add Items" button. To modify Business Type information click the "View/Update" link under the Existing Business Types Assignments section next to the record you wish to update. To delete a business type, click the "Delete" link next to the record in the grid that you wish to delete.

Any request to add a new Business Type that is awaiting approval can be viewed by clicking the "View Pending Additions" button. Any request to update an existing Business Type that is awaiting approval can be viewed by clicking the "View Pending Changes" button.

Business Type ID	Business Type	Certification No	Certification Start Date	Certification End Date	Pending Changes	
INST	In-State		08/03/2007		<input type="checkbox"/>	<a href="#">View/Update</a> <a href="#">View Pending Changes</a> <a href="#">Delete</a>
JOBR	Jobber		08/03/2007		<input type="checkbox"/>	<a href="#">View/Update</a> <a href="#">View Pending Changes</a> <a href="#">Delete</a>
WMNO	Women Owned		08/03/2007		<input type="checkbox"/>	<a href="#">View/Update</a> <a href="#">View Pending Changes</a> <a href="#">Delete</a>

First Prev Next Last **Add Items** View Pending Additions

2. Select the business type by checking the checkbox(es), and then click the **OK** button.

## Choose

Select one or more business types to associate to your organization by clicking the checkbox next to the business types you want to add. To search for a specific Business Type, enter a valid business type in the Business Type search field and click the Browse link. Once your business type(s) have been selected, click the OK button to add the selected records to the Business Types Enter/Update page where additional information can be entered for the selected business types. Click the Cancel button to cancel your changes and return to the Business Types page.

Business Type :

Business Type ID	Business Type
<input checked="" type="checkbox"/> MNRT	Minority Owned
<input type="checkbox"/> DISA	Disadvantaged Business Enterpr
<input type="checkbox"/> RTLR	Retailer
<input type="checkbox"/> MANF	Manufacturer

→

3. Enter the **Certification number**, **start date**, and **end date** if applicable. Leaving the date fields blank will default it to the current date.
4. Click the **Save** button.



City and County of Honolulu  
VENDOR SELF SERVICE

[www.honolulu.gov/pur](http://www.honolulu.gov/pur)

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Account Information

Summary

Business Opportunities

Business Info

Solicitation Responses

Addresses & Contacts

Users

Commodities

**Business Types**

## Enter/Update - Business Types

Here you can enter or update Business Type information.

Business Type ID	Business Type	Certification No	Certification Start Date	Certification End Date
MNRT	Minority Owned	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="2/1/2015"/>	<input style="width: 100%;" type="text"/>

→

- Once back in the *Business Type* page, click on the **View Pending Additions** button to view business types you added

The screenshot shows the 'View Pending Additions - Business Types' page. The page header includes the City and County of Honolulu logo and the text 'VENDOR SELF SERVICE'. The main navigation bar has tabs for 'Account Information', 'Business Opportunities', and 'Solicitation Responses'. Below this, there are sub-tabs for 'Summary', 'Business Info', 'Addresses & Contacts', 'Users', 'Commodities', and 'Business Types'. The main content area features the title 'View Pending Additions - Business Types' and a message: 'Here are your new business types awaiting approval.' Below this is a table with the following data:

Business Type ID	Certification No	Certification Start Date	Certification End Date	Status
MNRT		02/01/2015		New Change

Below the table are navigation buttons: 'First', 'Prev', 'Next', 'Last', and 'Back'.

## Additional Help 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 [bfspurchasing@honolulu.gov](mailto:bfspurchasing@honolulu.gov).