

Vendor Self Service

- How to Register -



July 2020

BFS Purchasing

Phone: (808) 768-5535

<https://vss.honolulu.gov/VSSPSRV1/AltSelfService>
www.honolulu.gov/pur

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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:

<https://vss.honolulu.gov/VSSPSRV1/advantage/AMSIImages/vsslistofcommoditycodes.pdf>

Honolulu Vendor Service Website

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

City and County of Honolulu
VENDOR SELF SERVICE

www.honolulu.gov/pur

Welcome to Honolulu Vendor Self Service

[Help](#) [Contact Us](#)

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

Contacts

Division of Purchasing
Email: bfs purchasing@honolulu.gov
Phone: 808-768-5535
Fax: 808-728-3299
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

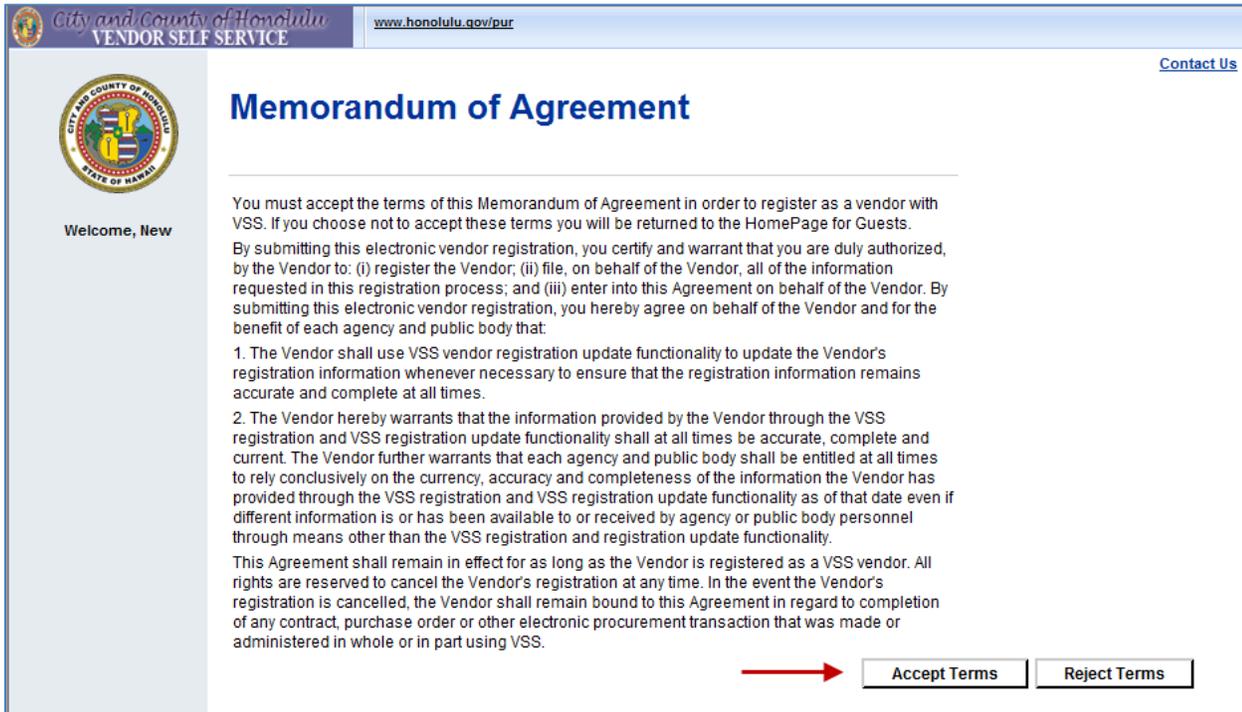
[Password Reset](#)

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.

Memorandum of Agreement

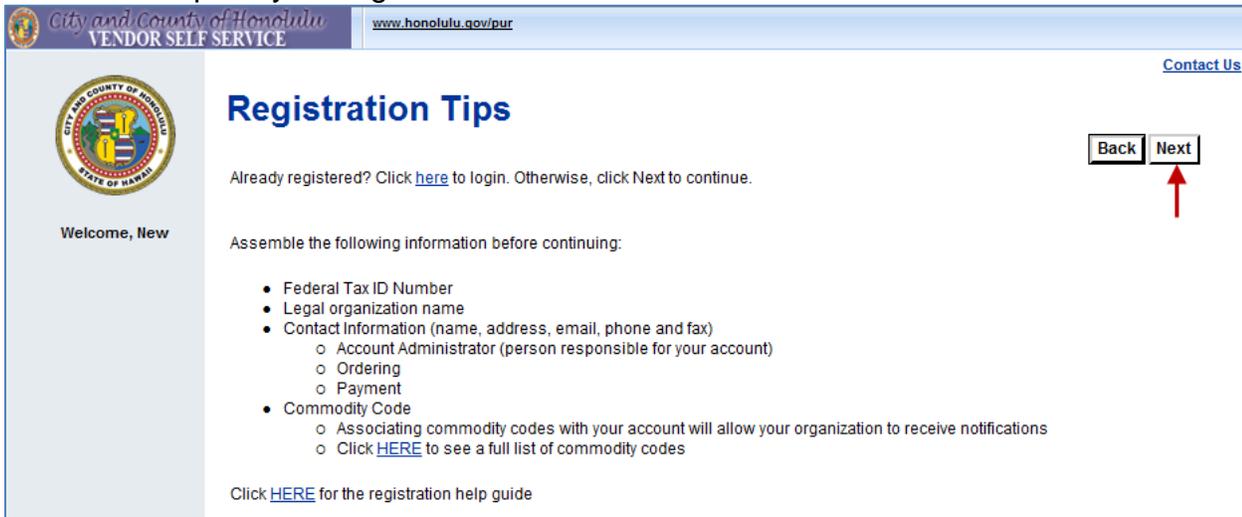
2. The *Memorandum of Agreement* page will be displayed. Click the **Accept Terms** button.



The screenshot shows the 'Memorandum of Agreement' page. At the top, there is a header with the City and County of Honolulu logo and the text 'VENDOR SELF SERVICE' and 'www.honolulu.gov/pur'. A 'Contact Us' link is in the top right. The main heading is 'Memorandum of Agreement'. Below it, there is a 'Welcome, New' message and a paragraph explaining that the user must accept the terms to register. This is followed by two numbered points detailing the vendor's obligations. 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 be display as a reminder to gather the list of information to complete your registration. Click on the **Next** button.



The screenshot shows the 'Registration Tips' page. At the top, there is a header with the City and County of Honolulu logo and the text 'VENDOR SELF SERVICE' and 'www.honolulu.gov/pur'. A 'Contact Us' link is in the top right. The main heading is 'Registration Tips'. Below it, there is a 'Welcome, New' message and a paragraph asking if the user is already registered. This is followed by a list of information to assemble before continuing, including Federal Tax ID Number, Legal organization name, Contact Information, and Commodity Code. At the bottom, there is a link to the registration help guide. At the bottom right, there are two buttons: 'Back' and 'Next'. A red arrow points to the 'Next' button.

Search for an Existing Account

4. The *Search for an Existing Account* page will be display. 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.



City and County of Honolulu
VENDOR SELF SERVICE

Welcome, New

www.honolulu.gov/pur

[Contact Us](#)

Search for an Existing Account/Results Not Found

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.

Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Federal Employer Identification Number	123456789	OR	Legal Business Name	*abc*
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OR

Individual Search

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.

Last Name	*Wong*	AND	Last 4 digits of SSN	9876
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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 located on the left hand navigation bar.

- 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.

Vendor Number	Legal Business Name	Alias/DBA Name	Registered?	
106200	AB		Yes	Contact your Administrator
VC0000003029	AB		Yes	Contact your Administrator
00430	AB		No	Click here to activate your account
00450	AB		No	Click here to activate your account
110637	TR		No	Click here to activate your account
VC0000000079	1A		No	Click here to activate your account
VC0000000732	AB		No	Click here to activate your account
VC0000008053	AB		No	Click here to activate your account
VC0000004696	NA		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. → **New Registration** ←

My User Information

- 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.

Welcome, New

My User Information Contact Us

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 vendor (User ID should be between 2 and 16 characters in length)

*First Name: test

*Last Name: vendor

*Email: test@vendor.com

*Re-enter Email: test@vendor.com

*Phone: 808-768-5535 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:

- 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 Email Address

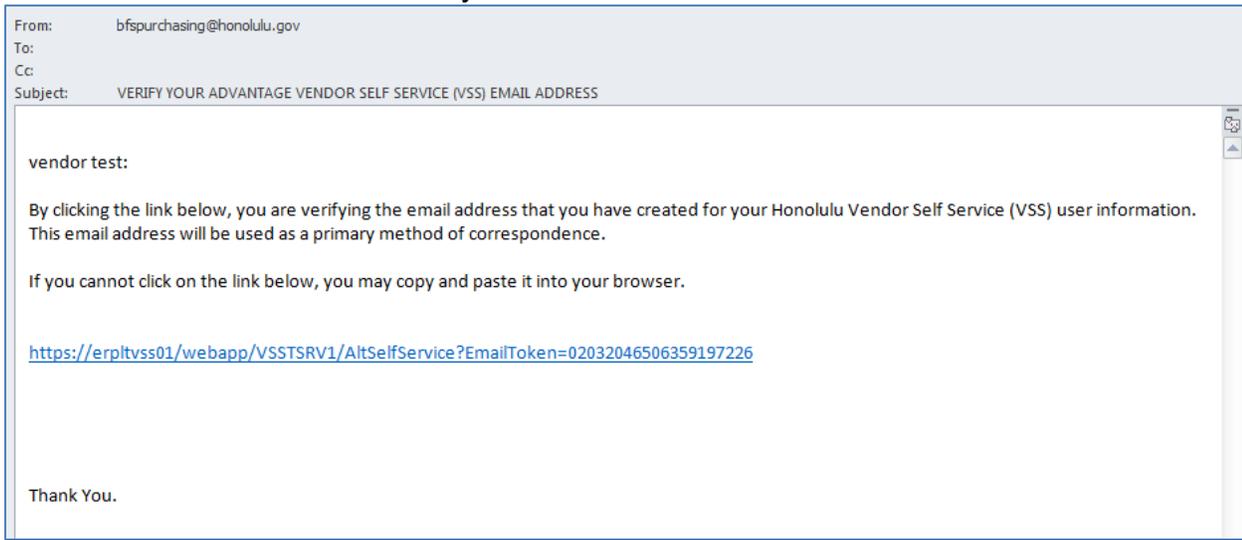
7. The *Verify Email Address* page will be displayed. Verify that your correct email address has been entered. VSS will be sending you a confirmation email to verify your email address. Click on the **Next** button.

The screenshot shows the 'Verify Email Address' page. The header includes the City and County of Honolulu logo and the URL 'www.honolulu.gov/pur'. The page title is 'Verify Email Address'. Below the title, there is a message: 'To continue your VSS registration, the City must first verify your email address. To prevent the email from being blocked, add the following address to your email contacts : bfspurchasing@honolulu.gov'. Below this, it says 'Click Next to send a verification email to the following address : test@vendor.com'. There are three buttons: 'Cancel Registration', 'Back', and 'Next'. A red arrow points to the 'Next' button. On the left side, there is a navigation menu with 'User Information' checked and 'Verify and Submit Registration' unchecked. Below the buttons, there is a section for 'Additional Resources & Information' with a list of instructions.

8. The *Thank You* page will be displayed. You can pause here and check your email for an email from bfspurchasing@honolulu.gov.

The screenshot shows the 'Thank You!' page. The header includes the City and County of Honolulu logo and the URL 'www.honolulu.gov/pur'. The page title is 'Thank You!'. Below the title, it says 'A verification email was sent to you.' followed by a list of instructions: '1. Open the email' and '2. Click the link provided in the email'. Below this, it says 'Cannot click the link in the email?' followed by a list of instructions: '1. Copy the link from the email' and '2. Paste it into your browser'. Below this, it says 'Have not received a Verification Email?' followed by a list of instructions: '1. Login to VSS as an Activated User using your User ID and Password', '2. Correct your email address and click Next', and '3. Click Next again to verify your email address'. At the bottom, there are two buttons: 'Close Browser' and 'Home Page'.

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.

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

Addresses and Contacts [Save and Close] [Cancel Registration] [Back] [Next]

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

Welcome, vendortest

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

*Administrative

*Ordering

*Payment

Billing *Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

Address Information

*Street 1: Test Street
Street Address, P.O. Box, Company Name, etc.

Street 2:
Street Address, P.O. Box, Company Name, etc.

*City: Test City

*State/Province: Hawaii

Zip/Postal Code: TEST ZIP

Country: United States

County:

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

Additional Address Info:

Contact Information

For the address type shown above, please enter a contact person.

*Principal Contact: Test Contact Fax:

Title/Role: Fax Extension:

*Phone: TEST PHONE Alternate Fax:

Phone Extension: Alternate Fax Extension:

Alternate Phone: Email: Test@email.com

Alternate Phone Extension: Correspondence Type: Email

[Save and Close] [Cancel Registration] [Back] [Next]

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.

Additional Business Information

Save and Close Cancel Registration Back Next

Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Add

Commodity/Service Code	Commodity Description	Delete
00521	Abrasives, Sandblasting, Metal	Delete
99820	Buses, Transit And School, Sale Of Surplus And Obsolete Item	Delete
98523	Copy Machines, Thermal Type, Rental Or Lease	Delete

First Prev Next Last

Business Types

Click the "Add" button to identify the appropriate business types for your organization. This information is optional.

Add

Business Type ID	Certification Number	Certification Start Date	Certification End Date	Delete
Minority Owned		03/05/2015		Delete
Women Owned		03/05/2015		Delete

First Prev Next Last

Save and Close Cancel Registration Back Next

Registration Summary

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

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

Welcome, vendor

New Account Info.
 My Business Info.
 Addresses & Contacts
 Additional Business Information
 Registration Summary

Registration Summary

The summary below is based on the information you entered. 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.

Organization Information

Organization Type : Individual	Foreign Tax ID :
1099 Classification : Sole Proprietor	National Provider ID :
Location Name :	CAGE Code :
Location Web Address :	W-8 Form :
Number of Employees :	DUNS :
Annual Income :	Extended DUNS :
	Internet Catalog :
	Preferred Ordering Method :
	Pcard Acceptance Level :

[Update Information](#)

Legal Name Information

Legal Name : Testfirst Testlast	First Name : Testfirst	Name on Check :
Business Name (Alias/ DBA) :	Middle Name :	
Name Control : TEST	Last Name : Testlast	

[Update Information](#)

1099 TIN Information

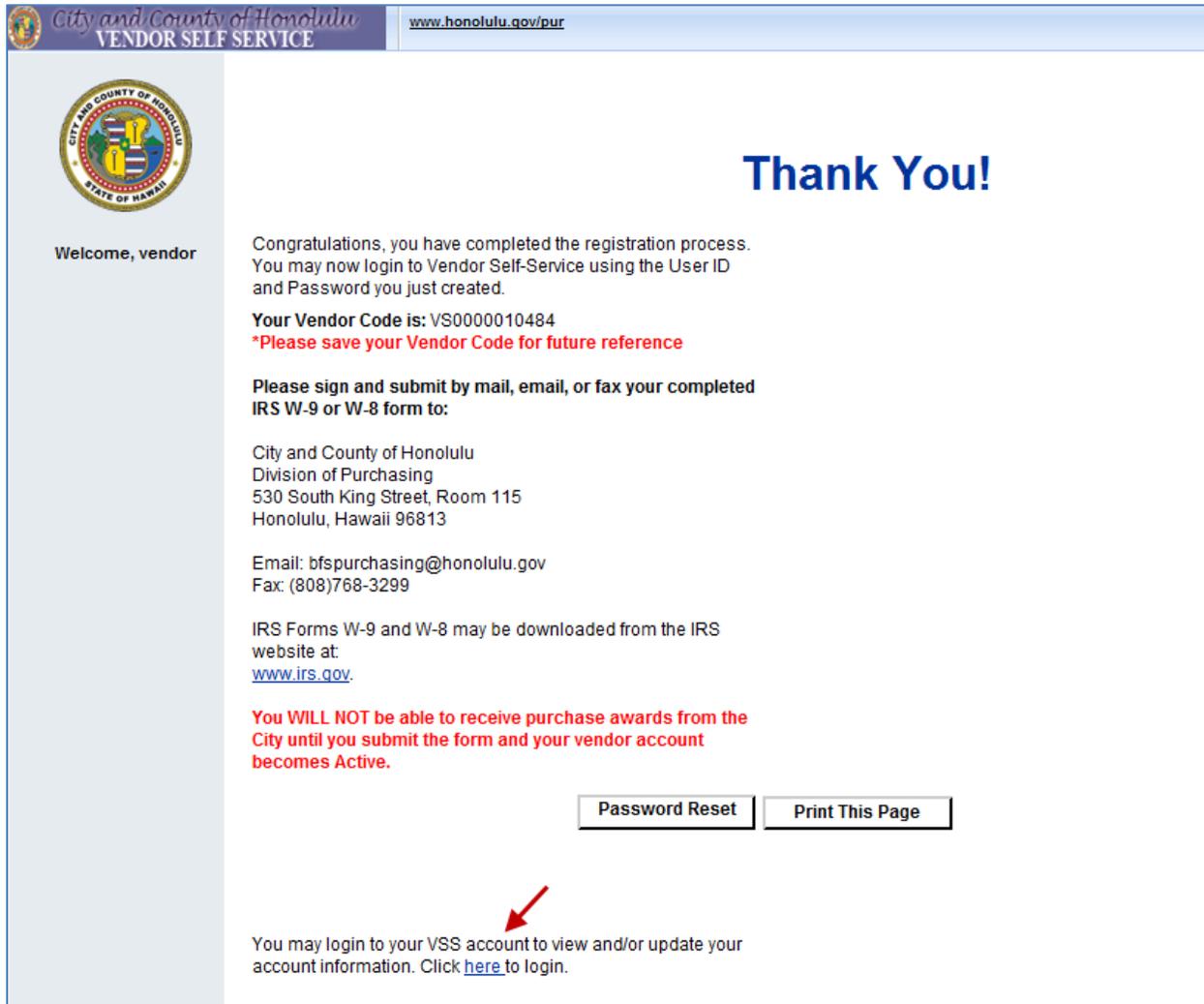
Taxpayer ID 123456711	Detailed TIN Type : SSN
Number :	1099 Reportable : Yes
Taxpayer ID Number SSN/ITIN/ATIN	
Type :	

[Update Information](#)

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
- mail hard copy to:
City and County of Honolulu
Division of Purchasing
530 South King Street, Room 115
Honolulu Hi, 96813



The screenshot shows a web page titled "City and County of Honolulu VENDOR SELF SERVICE" with the URL www.honolulu.gov/pur. On the left is the City and County of Honolulu seal and the text "Welcome, vendor". The main content area features a large "Thank You!" heading. Below this, it congratulates the user on completing registration and provides their Vendor Code: VS0000010484, with a red instruction to save it for future reference. It then lists contact information for the Division of Purchasing, including address, email, and fax. A link to the IRS website is provided for downloading forms. A red warning states that awards will not be received until the form and account are active. At the bottom, there are "Password Reset" and "Print This Page" buttons, and a red arrow points to a login link.

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

Thank You!

Welcome, vendor

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: VS0000010484
***Please save your Vendor Code for future reference**

Please sign and submit by mail, email, or fax your completed IRS W-9 or W-8 form to:

City and County of Honolulu
Division of Purchasing
530 South King Street, Room 115
Honolulu, Hawaii 96813

Email: bfspurchasing@honolulu.gov
Fax: (808)768-3299

IRS Forms W-9 and W-8 may be downloaded from the IRS website at:
www.irs.gov.

You WILL NOT be able to receive purchase awards from the City until you submit the form and your vendor account becomes Active.

[Password Reset](#) [Print This Page](#)

You may login to your VSS account to view and/or update your account information. Click [here](#) to login.

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.