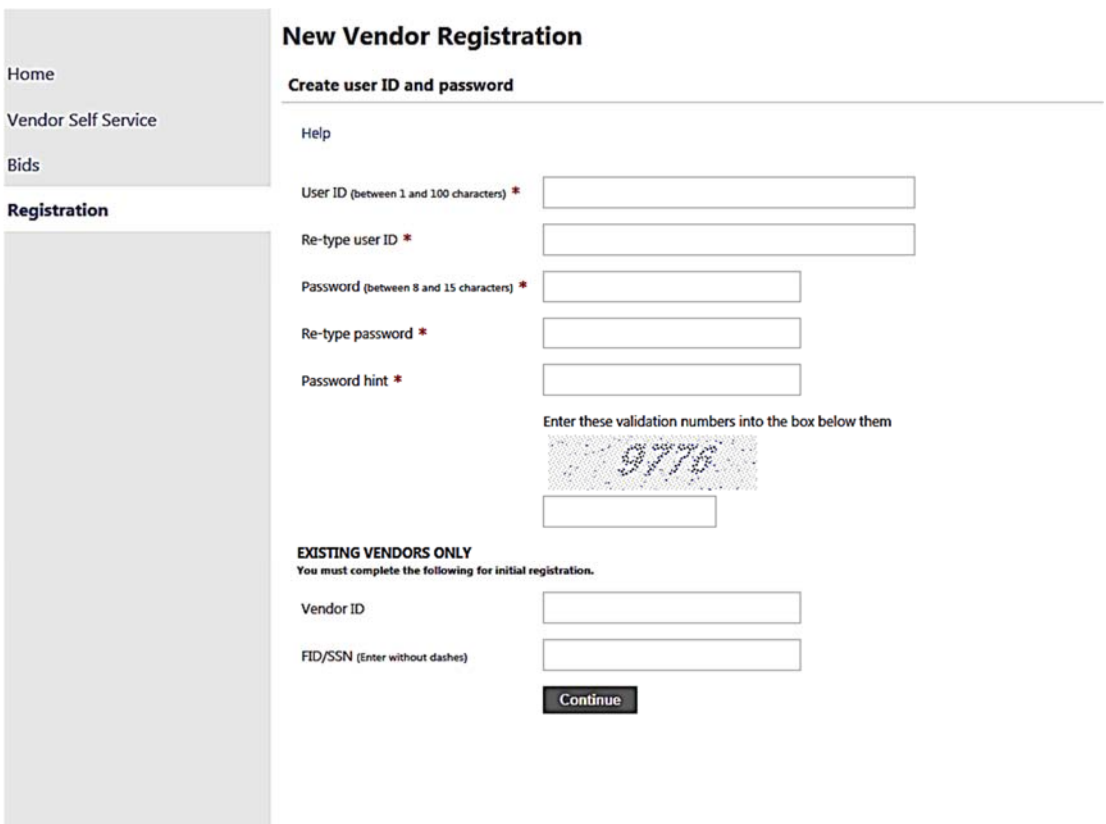
Registration Guidelines:

IMPORTANT: Enter all information in ALL CAPS except for entering and re-entering your password. Failure to do so will result in a delay in the registration process. ALL CAPS WILL ENSURE CONSISTANCY IN OUR DATABASE.

If you experience any difficulties with Vendor Self Service or have any questions please contact VSSHelp@santafesprings.org or call Purchasing at 562-409-7535.

1. Click on the Registration link on the left side of the screen.



2. Enter a User ID. This is what will be used to login to Vendor Self Service.

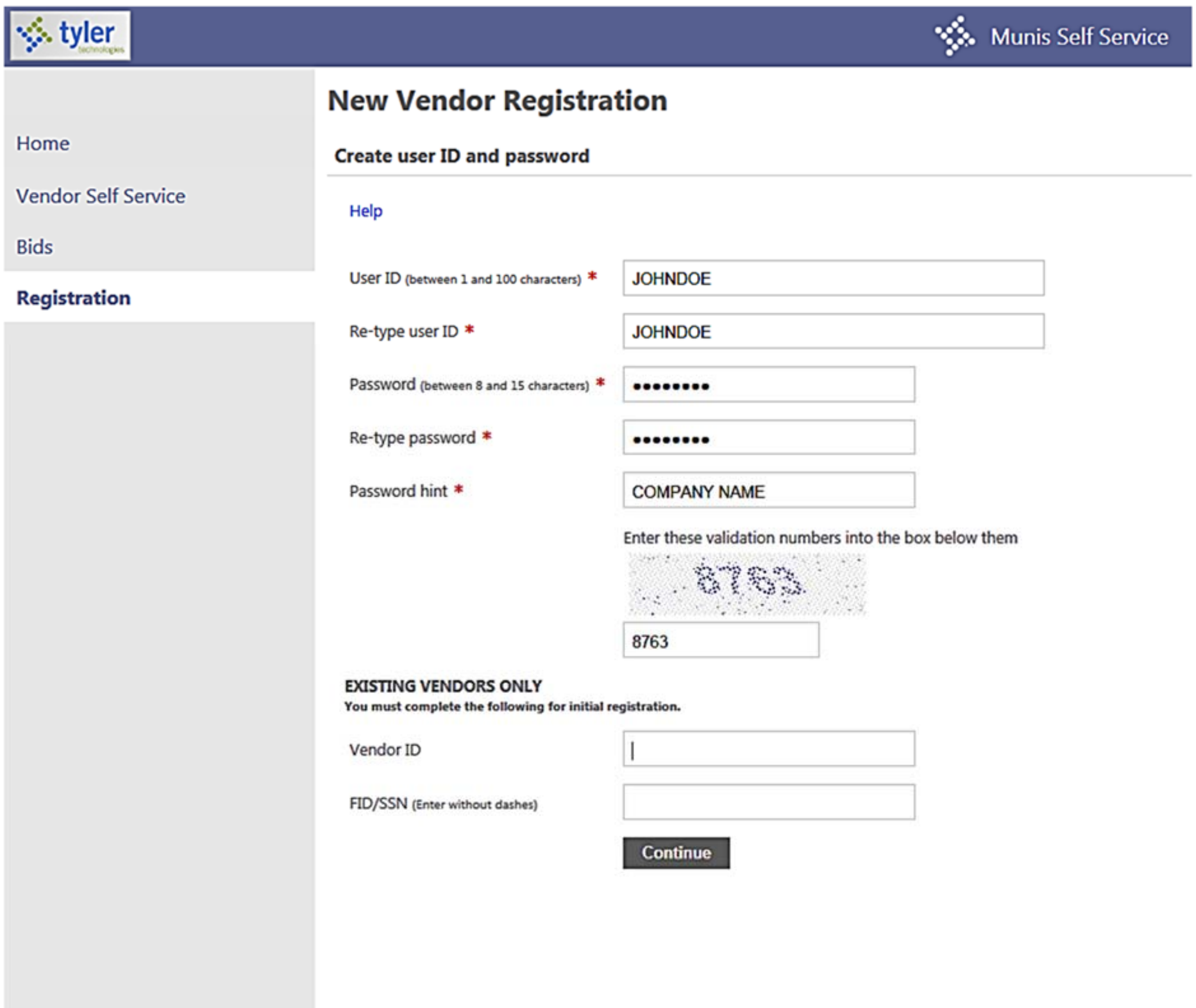
3. Re-Type the User ID.

4. Enter a Password. This will also be used to login to Vendor Self Service and will need to be shared by anyone who will be accessing VSS.

5. Re-type the Password.

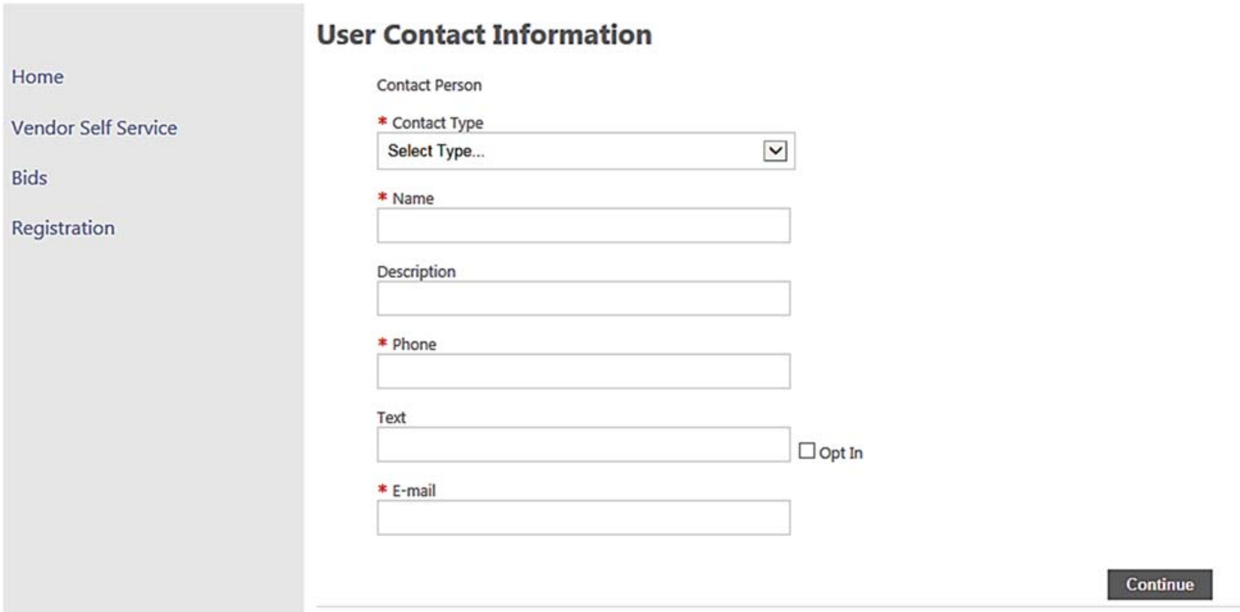
6. Enter a Password hint. In the event the password is forgotten, the password hint will be emailed to the email address entered later in the registration process.

7. Type the numbers that appear in the box.

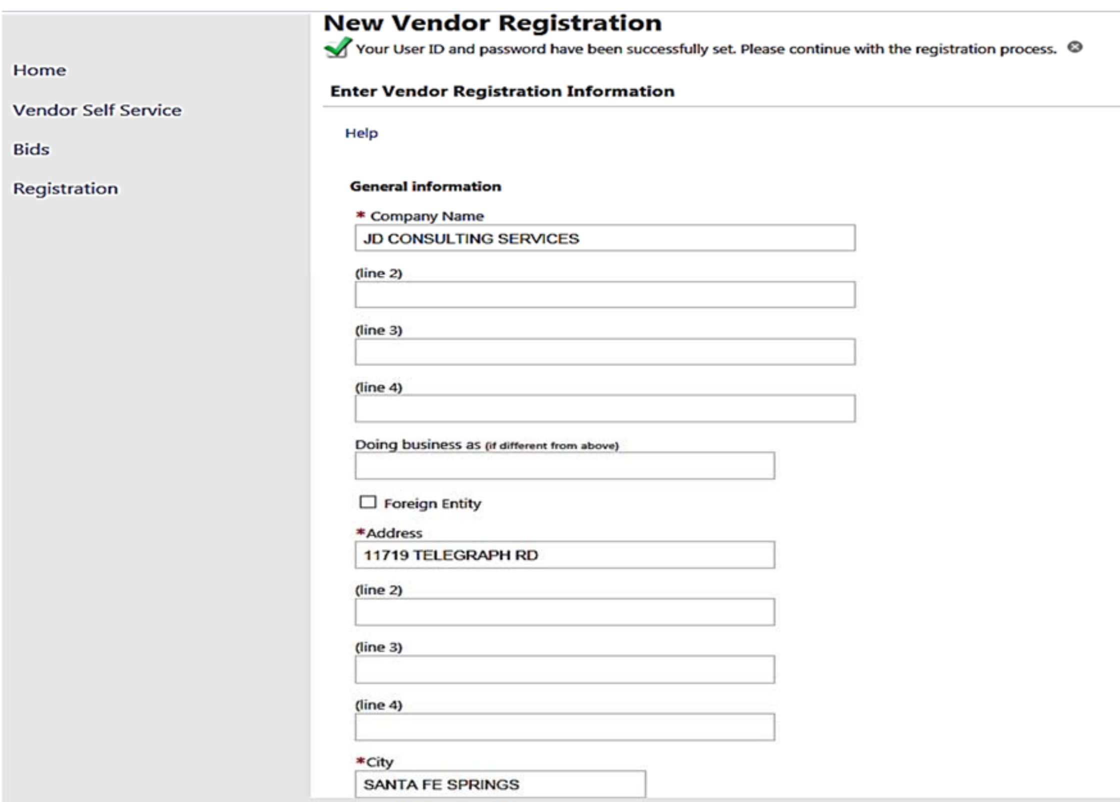


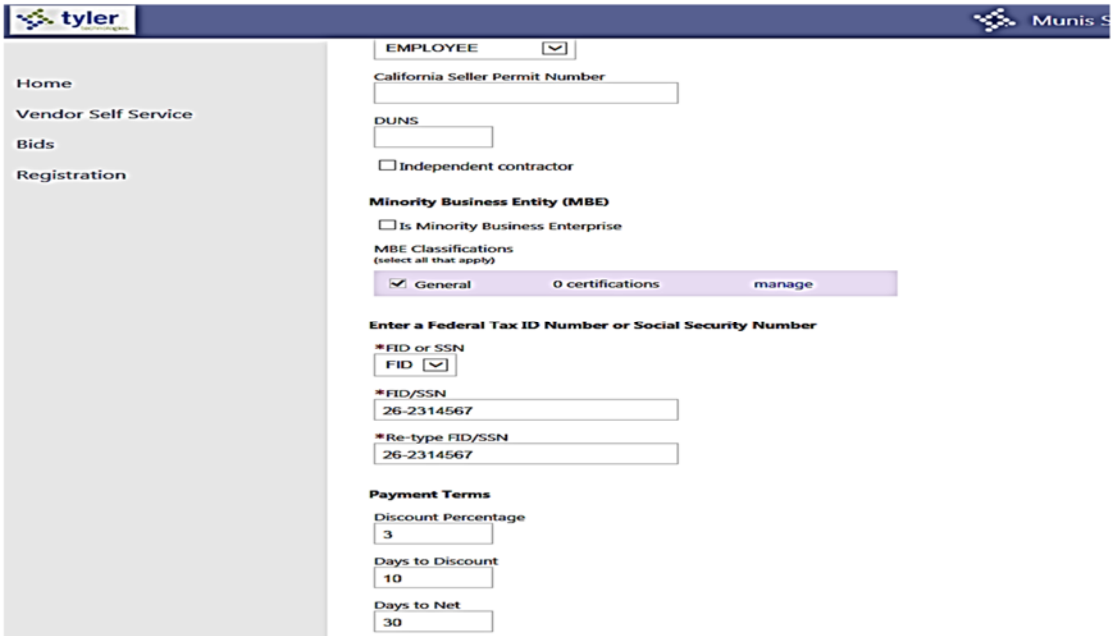
8. Click Continue to advance to User Contact Information.

9. Enter the User Contact Information.



10. Click **Continue** to advance to Step 2.





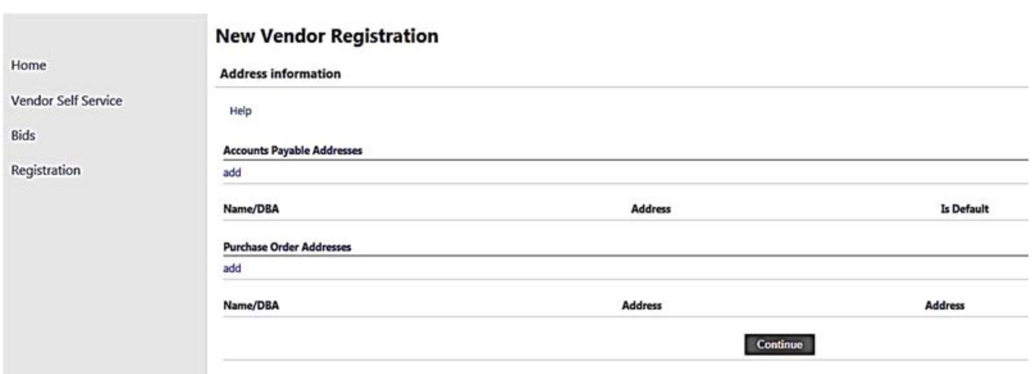
11. In Step 2 of 5 update/enter all company information. Fields denoted with an * are required.

12. In the **Terms** section, fill in these boxes if a terms discount is offered for prompt payment.
    Example 1: terms of 2.5% 10, Net 30 [Enter “2.5” in the Discount Percentage box, Enter “10” in the Days to Discount box, Enter “30” in the Days to Net box]
    Example 2: terms of 1% 10 days [Enter “1.0” in the Discount Percentage box, Enter “10” in the Days to Discount box, Enter “30” in the Days to Net box]

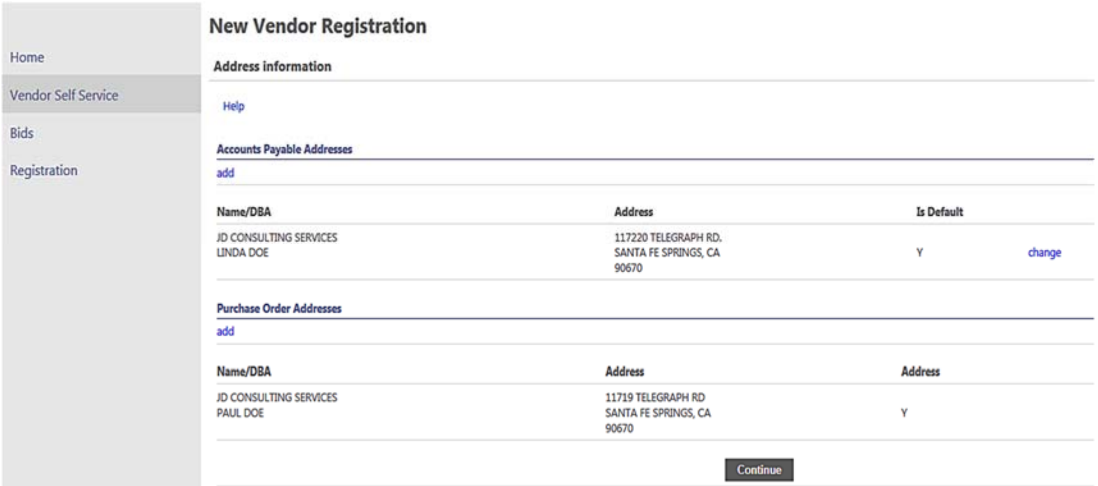
If no terms discount is offered, enter “0” in Discount Percentage and Days to Discount boxes. Enter 30 in the Days to Net box. The City pays Net 30 Terms.

13. Click Continue to advance to Step 3.

14. In Step 3 of 5 enter any additional contacts.



15. Click **Continue** once you're done to advance to Step 4.



16. In Step 4 of 5 Enter up to two company contacts and corresponding contact information.

17. Choose only ONE preferred method for receiving purchasing advice. Selecting more than one will result in multiple transmissions of the same order and risk duplication.

18. Click **Continue** to advance to Step 5 to select Commodities.

19. Search for Commodity/Service codes by using the Search field or by cycling through the list. *By choosing commodity codes of interest, when solicitations for these products are issued, an announcement will be sent to the email/fax/mail contact provided earlier in the vendor registration process.*

Home
Vendor Self Service
Bids
Registration

Select Commodities

Select Commodities

Search for your commodities/services, then select and **"Add"**. Search again and repeat as necessary. Click **"Finished"** when done.

Keyword(s) or commodity code(first 3 or more digits) [ ] Search

List all commodities/services

281 Found

1-10 | 11-20 | 21-30 | 31-40 | 41-50 | 51-60 | Next

Select All	Code	Description
☐	005	ABRASIVES
☐	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
☐	015	ADDRESSING, COPYING, MIMEOGRAPH, AND DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
☐	019	AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
☐	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
☐	022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
☐	025	AIR COMPRESSORS AND ACCESSORIES
☐	031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES
☐	035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
☐	037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.

Add

Home
Vendor Self Service
Bids
Registration

Search for your commodities/services, then select and **"Add"**. Search again and repeat as necessary. Click **"Finished"** when done.

Keyword(s) or commodity code(first 3 or more digits) [ ] Search

List all commodities/services

281 Found

1-10 | 11-20 | 21-30 | 31-40 | 41-50 | 51-60 | Next

Select All	Code	Description
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☑	037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.

Add

Currently Added

005	ABRASIVES
025	AIR COMPRESSORS AND ACCESSORIES

20. Check the box next to the Commodity code that applies to your company.

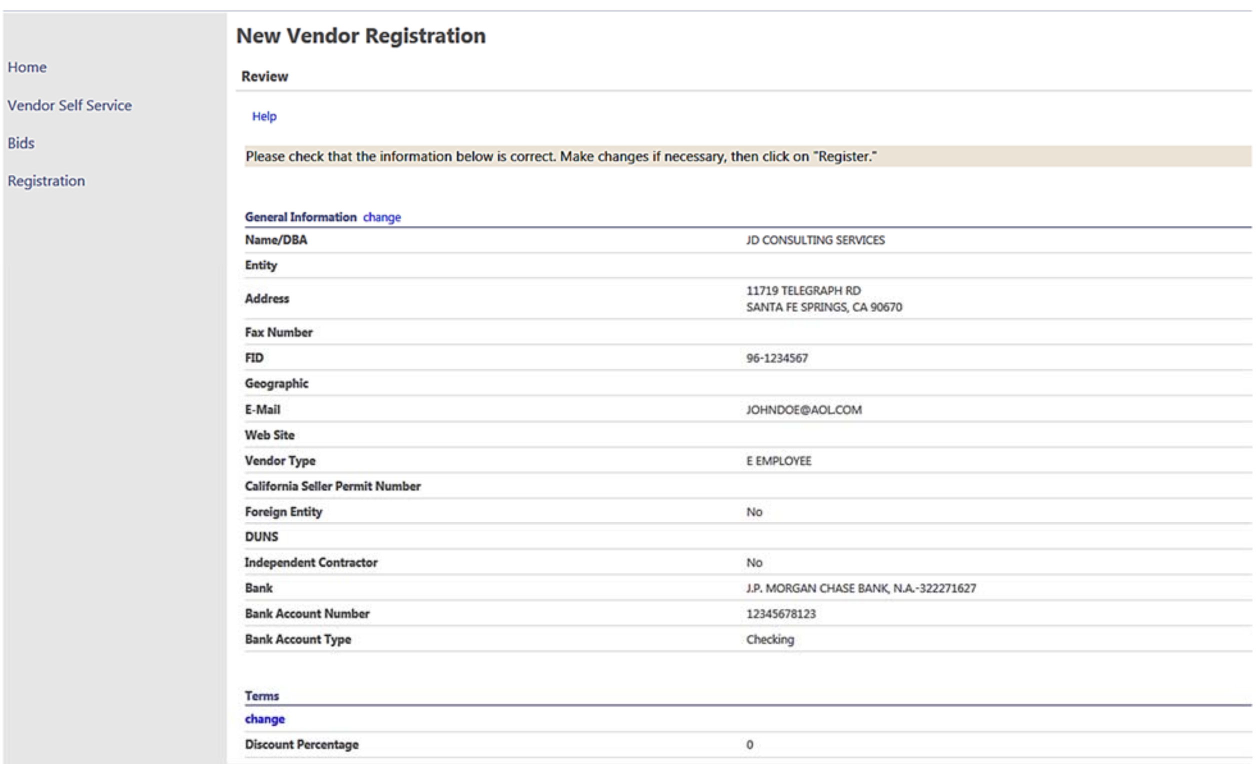
21. Click the 

button to assign the commodity code. Repeat this process for all applicable commodity/service codes.

22. Click 

when all applicable commodity/service codes have been added.

23. In Step 6 review all registration information.



Home
Vendor Self Service
Bids
Registration

New Vendor Registration

Review

Help

Please check that the information below is correct. Make changes if necessary, then click on "Register."

General Information change

Name/DBA	JD CONSULTING SERVICES
Entity	
Address	11719 TELEGRAPH RD SANTA FE SPRINGS, CA 90670
Fax Number	
FID	96-1234567
Geographic	
E-Mail	JOHNDOE@AOL.COM
Web Site	
Vendor Type	E EMPLOYEE
California Seller Permit Number	
Foreign Entity	No
DUNS	
Independent Contractor	No
Bank	J.P. MORGAN CHASE BANK, N.A.-322271627
Bank Account Number	12345678123
Bank Account Type	Checking

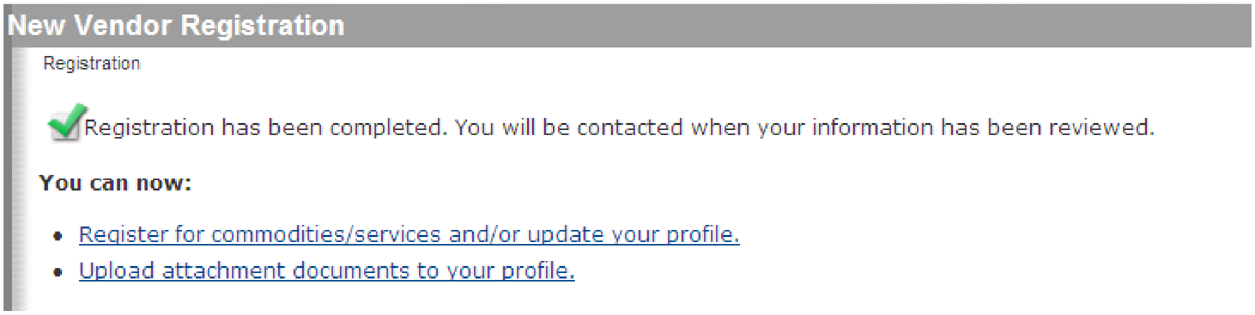
Terms
change

Discount Percentage	0

24. Click the change link to make any changes to company information.

25. Once the review is complete, scroll down and click 

to complete the initial registration process.

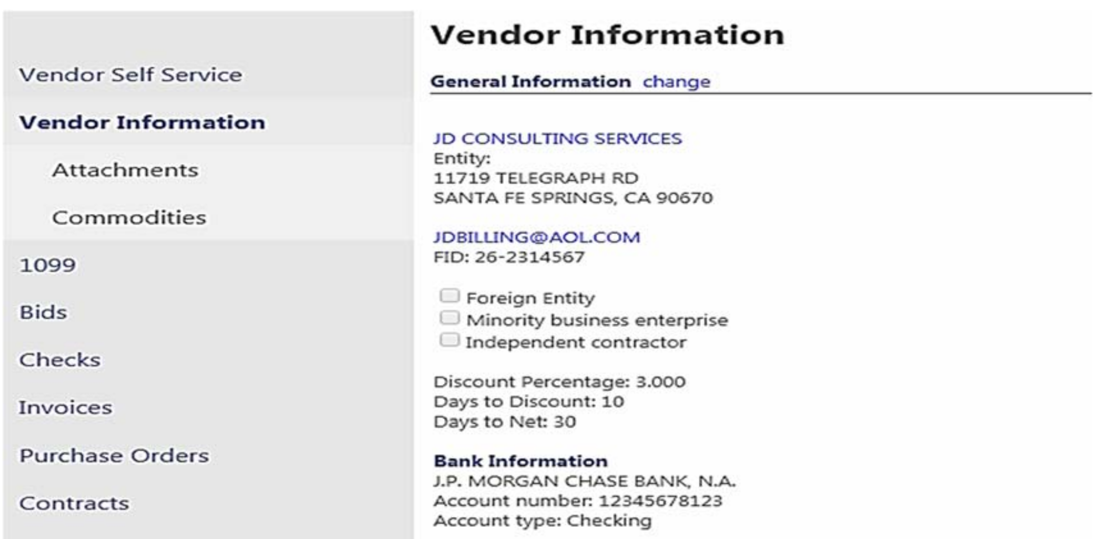


26. The message above will appear when registration is complete.

27. You will receive an automated email with the company's User ID and the link to Vendor Self Service.

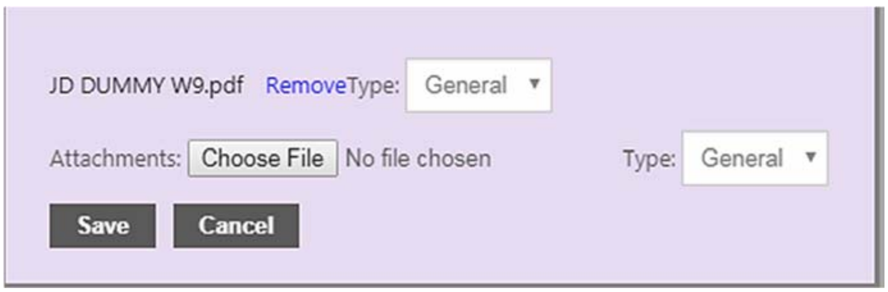
28. SFS will review your registration information within 10 business days. SFS will contact you ONLY if there are questions.

Uploading the Completed W9 Form

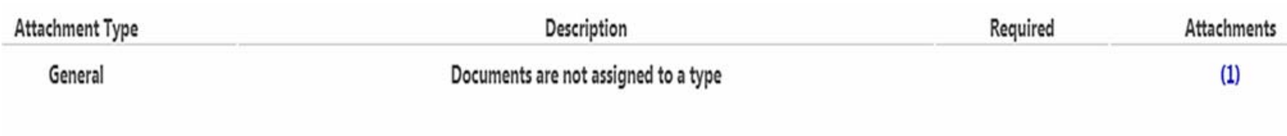


1. Click on the **Vendor Information** link on the left side of the screen of the VSS home page.
2. Click on Attachments on the left side of the Vendor Information page.

3. Click the Attach button and search your hard drive for the completed and scanned W9 form and click OK when it is located.
4. Click Save to attach the W9.



5. The below will display if the attachment has been accepted.



Congratulations – you have completed the vendor registration process!