

Vendor Self Service Instructions – New Vendors

Registration Guidelines:

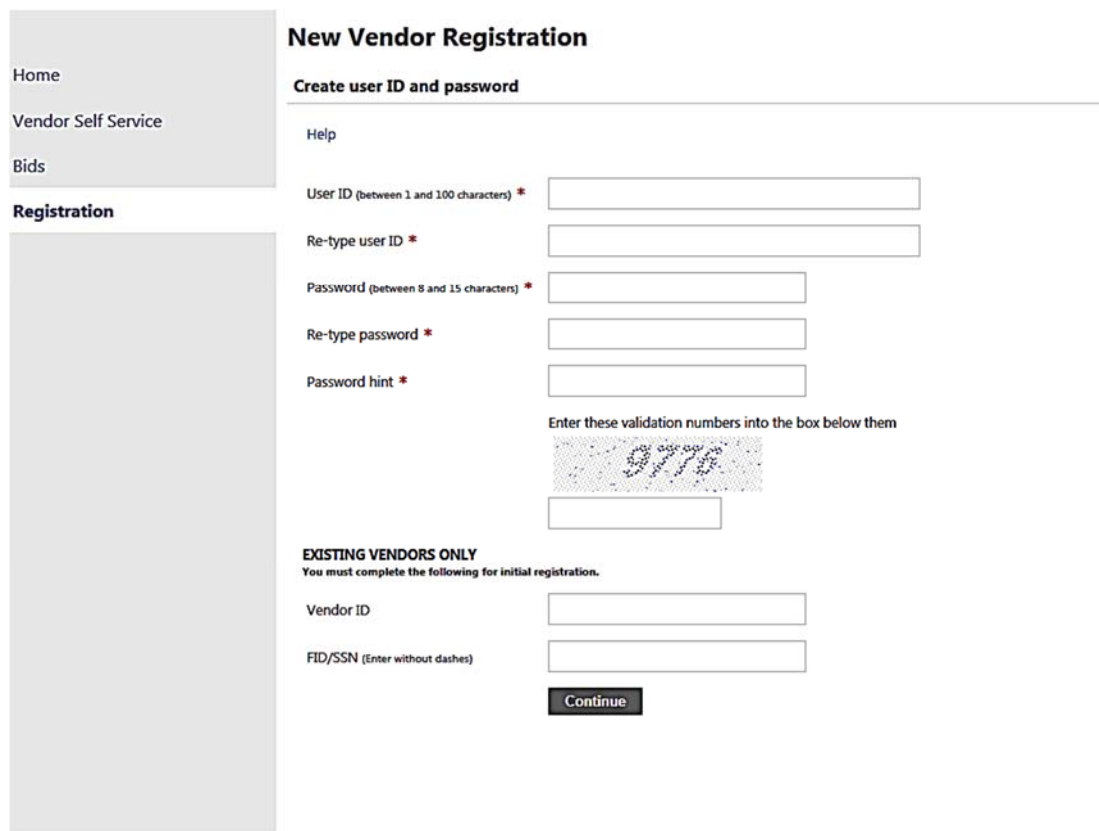
IMPORTANT: Enter all information in ALL CAPS except for entering and re-entering your password. Failure to do so will result in a delay in the registration process. ALL CAPS WILL ENSURE CONSISTANCY IN OUR DATABASE.

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.



The screenshot shows the 'Welcome to Vendor Self Service' page. On the left is a navigation menu with links: Home, Vendor Self Service, Bids, and Registration. The main content area has the title 'Welcome to Vendor Self Service' and a message: 'Welcome to City of Santa Fe Springs Vendor Self Service *** Currently the City of Santa Fe Springs does not accept vendor invoice submission from this portal*** Please mail invoices to: City of Santa Fe Springs 11710 Telegraph Rd Santa Fe Springs, CA 90670 Attn: Finance Department'.

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



The screenshot shows the 'New Vendor Registration' page. The left navigation menu has links: Home, Vendor Self Service, Bids, and Registration. The main content area is titled 'New Vendor Registration' and has a sub-header 'Create user ID and password'. Below this is a 'Help' link and several input fields: 'User ID (between 1 and 100 characters) *', 'Re-type user ID *', 'Password (between 8 and 15 characters) *', 'Re-type password *', and 'Password hint *'. There is a CAPTCHA image with the text 'Enter these validation numbers into the box below them' and a corresponding input field. Below the CAPTCHA is a section for 'EXISTING VENDORS ONLY' with the instruction 'You must complete the following for initial registration.' and two input fields: 'Vendor ID' and 'FID/SSN (Enter without dashes)'. A 'Continue' button is at the bottom.

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

Vendor Self Service Instructions – New Vendors

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.

The screenshot shows the 'New Vendor Registration' page. On the left is a navigation menu with 'Home', 'Vendor Self Service', and 'Bids'. Below this is a 'Registration' section. The main content area is titled 'New Vendor Registration' and 'Create user ID and password'. It includes a 'Help' link and several input fields: 'User ID (between 1 and 100 characters) *' with the value 'JOHNDOE', 'Re-type user ID *' with the value 'JOHNDOE', 'Password (between 8 and 15 characters) *' with masked characters, 'Re-type password *' with masked characters, and 'Password hint *' with the value 'COMPANY NAME'. Below these is a CAPTCHA section with the text 'Enter these validation numbers into the box below them' and a box containing the number '8763'. There is also a section for 'EXISTING VENDORS ONLY' with fields for 'Vendor ID' and 'FID/SSN (Enter without dashes)'. A 'Continue' button is at the bottom right of the form.

8. Click **Continue** to advance to User Contact Information.

Vendor Self Service Instructions – New Vendors

9. Enter the User Contact Information.

Home

Vendor Self Service

Bids

Registration

User Contact Information

Contact Person

* Contact Type
Select Type... ▼

* Name

Description

* Phone

Text ☐ Opt In

* E-mail

Continue

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

Home

Vendor Self Service

Bids

Registration

New Vendor Registration

✓ Your User ID and password have been successfully set. Please continue with the registration process. ⓘ

Enter Vendor Registration Information

Help

General information

* Company Name
JD CONSULTING SERVICES

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

☐ Foreign Entity

* Address
11719 TELEGRAPH RD

(line 2)

(line 3)

(line 4)

* City
SANTA FE SPRINGS

Vendor Self Service Instructions – New Vendors

The screenshot shows the 'Vendor Self Service' registration page. On the left is a navigation menu with links: Home, Vendor Self Service, Bids, and Registration. The main content area is titled 'EMPLOYEE' with a dropdown menu. Below this are fields for 'California Seller Permit Number', 'DUNS', and a checkbox for 'Independent contractor'. A section for 'Minority Business Entity (MBE)' includes a checkbox for 'Is Minority Business Enterprise' and a link to 'MBE Classifications (select all that apply)'. Under 'MBE Classifications', there is a checked box for 'General', a link to '0 certifications', and a 'manage' link. The next section is 'Enter a Federal Tax ID Number or Social Security Number', which includes a dropdown for '*FID or SSN' (set to 'FID'), a text field for '*FID/SSN' (containing '26-2314567'), and a text field for '*Re-type FID/SSN' (containing '26-2314567'). The 'Payment Terms' section has three fields: 'Discount Percentage' (3), 'Days to Discount' (10), and 'Days to Net' (30).

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.

The screenshot shows the 'New Vendor Registration' form, Step 3. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'New Vendor Registration'. It has a 'Help' link. Below that is a section for 'Accounts Payable Addresses' with an 'add' link. This is followed by a table with three columns: 'Name/DBA', 'Address', and 'Is Default'. Below the table is a section for 'Purchase Order Addresses' with an 'add' link. This is followed by another table with three columns: 'Name/DBA', 'Address', and 'Address'. At the bottom right of the form is a 'Continue' button.

Vendor Self Service Instructions – New Vendors

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

The screenshot shows the 'New Vendor Registration' page. On the left is a navigation menu with links: Home, Vendor Self Service, Bids, and Registration. The main content area is titled 'New Vendor Registration' and contains a section for 'Address information'. Under this section, there is a 'Help' link and a sub-section for 'Accounts Payable Addresses'. Below this is an 'add' link and a table with columns: Name/DBA, Address, and Is Default. The table contains one entry for 'JD CONSULTING SERVICES LINDA DOE' with address '117220 TELEGRAPH RD. SANTA FE SPRINGS, CA 90670' and 'Is Default' set to 'Y'. A 'change' link is next to the 'Is Default' value. Below the table is another sub-section for 'Purchase Order Addresses' with an 'add' link and another table with columns: Name/DBA, Address, and Address. This table contains one entry for 'JD CONSULTING SERVICES PAUL DOE' with address '11719 TELEGRAPH RD SANTA FE SPRINGS, CA 90670' and 'Address' set to 'Y'. At the bottom right of the main content area is a 'Continue' button.

Name/DBA	Address	Is Default
JD CONSULTING SERVICES LINDA DOE	117220 TELEGRAPH RD. SANTA FE SPRINGS, CA 90670	Y change

Name/DBA	Address	Address
JD CONSULTING SERVICES PAUL DOE	11719 TELEGRAPH RD SANTA FE SPRINGS, CA 90670	Y

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.

Vendor Self Service Instructions – New Vendors

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
☐	005	ABRASIVES
☐	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
☒	015	ADDRESSING, COPYING, MIMEOGRAPH, AND DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
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☒	037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.

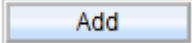
Add

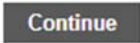
Currently Added

005	ABRASIVES
025	AIR COMPRESSORS AND ACCESSORIES

Vendor Self Service Instructions – New Vendors

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	New Vendor Registration	
Vendor Self Service	Review	
Bids	Help	
Registration	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.

Vendor Self Service Instructions – New Vendors

25. Once the review is complete, scroll down and click  to complete the initial registration process.

New Vendor Registration

Registration



Registration has been completed. You will be contacted when your information has been reviewed.

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)

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

Vendor Self Service	Vendor Information
Vendor Information	General Information change
Attachments	JD CONSULTING SERVICES Entity: 11719 TELEGRAPH RD SANTA FE SPRINGS, CA 90670
Commodities	JDBILLING@AOL.COM FID: 26-2314567
1099	☐ Foreign Entity ☐ Minority business enterprise ☐ Independent contractor
Bids	Discount Percentage: 3.000 Days to Discount: 10 Days to Net: 30
Checks	Bank Information J.P. MORGAN CHASE BANK, N.A. Account number: 12345678123 Account type: Checking
Invoices	
Purchase Orders	
Contracts	

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.

Vendor Self Service Instructions – New Vendors

Self Service

Information

Attachments

Utilities

Attachments

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0)

Attach

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.

JD DUMMY W9.pdf [Remove](#)Type: General ▾

Attachments:

Choose File

 No file chosen Type: General ▾

Save

Cancel

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

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(1)

Congratulations – you have completed the vendor registration process!