

Vendor Self Service

- Registering for Surplus Auctions -



BFS Purchasing

Phone: (808) 768-5535

<http://www.honolulu.gov/pur/index.htm>

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Purpose:

To provide step-by-step registration instructions for surplus auction bidders. This guide will cover only the required fields needed to complete the registration process.

At the end of the register process, the created account will be able to bid on both Surplus Auction and Goods/Services/Construction Solicitations.

Please Note:

If you or your organization has provided goods or services to City & County of Honolulu in the past, you may have an existing account in VSS and will be able to skip a majority of the registration steps.

If this matches your situation, please click on the following link:

- How to Activate Existing Vendor Account Guide at <http://www.honolulu.gov/pur/vssurplusactivitingyouraccount.pdf>
- If you are unsure about your account status, please contact the VSS Help Desk at (808) 768-5535 or bfspurchasing@honolulu.gov

Honolulu Vendor Service Website

1. Please access Honolulu Vendor Self Service's login screen at: <https://www5.honolulu.gov/webapp/vss/Advantage>.

- Please click on the **Register** button under the Guests column.

Welcome to the Honolulu Vendor Self Service System

Registered Users

- . Account Maintenance
- . Respond to IFBs or RFPs

User Name :

Password :

Login

[Forgot Your Password? Click Here](#)

Guests

Register ←

- . Add my company
- . Add my location to existing account
- . Create User ID for existing account

Public Access

- . View Posted Solicitations
- . View Award Notices
- . View vendor to vendor solicitation comments

2. **Registration Requirements** page.

- Please review the registration requirements and click on the **Continue** button.

3. **Search for your company location** page

- To ensure that an account has not been previous registered, please enter your or your organization’s Legal Name into the Company Name field and click the **Search** button.
 - Example: ABC Company
 - Example: Joe Smith
- If you or your organization is **NOT** listed, please click on the **New Registration** button to continue on with the registration process

Please Note:

If listed, a new registration is not required. Instead please activate your existing account. Please click on the following link for instructions.

- How to Activate Existing Vendor Account Guide at <http://www.honolulu.gov/pur/vssurplusactivitingyouraccount.pdf>

4. **Vendor Self Service Agreement** page.

- Please read and review the Honolulu City & County’s Vendor Self Service Agreement.
- After reviewing the terms, please click the **Accept Terms** button.

Entering Your Organization’s Vendor Account Information

There are Nine (9) Steps required to create a new vendor account in VSS.

Please note:

- Red Asterisk (*) indicates required fields
- Blue check mark will be next to the step that you are currently on.
- White check means that you have accessed that step of the registration.

| |
|-------------------------------------|
| ✓ Step 1: Business Information |
| Location Verification |
| Location Information and Legal Name |
| EFT Information |
| Email and Organization Information |
| Discount Information |
| Step 2: User Information |
| Step 3: W-9 Information |
| Step 4: Account Administrator |
| Step 5: Ordering Address |
| Step 6: Payment Address |
| Step 7: Billing Address |
| Step 8: Bidding Interests |
| Step 9: Preview & Submit Record |

Step 1: Business Information

Please enter in the following information

5. **Location Verification** Section:

- Please select a **Verify My Location by:** option from pick list.

6. **Location Information and Legal Name** Section:

- Select a Organization type
- Select a Classification
- Enter in Alias/DBA (If applicable)

AND

- Enter First, Middle and Last name (If Organization type = Individual)

OR

- Enter Company Name (If Organization type = Company)

Please Note:

If your organization is a LLC, please use Organization type = Company and Classification = Other.

7. After entering in the required fields for the two sections, please click on the **Next >** button to continue to **Step 2: User Information**.

Step 2: User Information

Please enter in the following information. User ID and Password entered here will be your login information.

8. **User Information Section:**

- User Id
- First Name
- Last Name
- Email
- Phone
- Password
- Retype Password
- Select a “Security Question”
- Enter Security Answer
- Retype the Security Answer

9. After entering in User information, please click the **Next >** button to continue on to **Step 3: W-9 Information**.

Step 3: W-9 Information

Please enter in the following information.

10. **Add New Taxpayer ID Number Section**

- Taxpayer ID Number : (Federal Tax ID #)
- Taxpayer ID Number Type: (SSN or EIN)
- Address
- City, State, Zip Code

11. After entering in your W-9 Information, please click on the **Next >** button to move on to **Step 4: Account Administration Section**:

Step 4: Account Administration Address

Please enter in all applicable Address Information and Contact Information fields. Required fields are listed below:

12. Address Information Section

- Street1
- City
- State/Province
- Zip/Postal Code
- Phone

▼Address Information
Please complete the address information below for your Account Administrator.

| | | | |
|--------------------|--|----------------------------|--|
| *Street 1 : | <input type="text" value="South King Street"/> | *Phone : | <input type="text" value="808-555-5555"/> |
| Street 2 : | <input type="text"/> | Phone Extension : | <input type="text"/> |
| *City : | <input type="text" value="Honolulu"/> | Country : | <input type="text" value="United States"/> |
| *State/Province : | <input type="text" value="Hawaii"/> | <input type="text"/> | |
| *Zip/Postal Code : | <input type="text" value="96797"/> | Additional Address Info. : | |

13. Contact Information Section

- Principal Contact
- Phone
- Email

▼Contact Information
Please complete the contact information below for your Account Administrator.

| | | | |
|-----------------------|--|-------------------|---|
| *Principal Contact : | <input type="text" value="John Smith"/> | *Phone : | <input type="text" value="808-555-5555"/> |
| Email : | <input type="text" value="johnsmith@gmail.com"/> | Phone Extension : | <input type="text"/> |
| Correspondence Type : | <input type="text" value="Email"/> | Fax : | <input type="text"/> |

Step 5: Ordering Information

Please Note:

If Payment address is the same as Account Administration, please click on the Account Administrator check bubble to copy address information.

Step 5: Ordering Address
Please enter the address where we should send your purchase orders. An Ordering required for vendor registration. If you need to add more than one ordering address, so under "Account Maintenance" after you complete your registration and log in.

Copy Address and Contact Information From: Account Administrator

14. After copying or entering in address and contact information, please click on the **Next >** button to continue to **Step 6: Payment Address.**

Step 6: Payment Address

Please Note:

If Payment address is the same as Account Administration or Ordering, please click on the corresponding check bubble to copy address information.

Step 6: Payment Address
Please enter the address where we should send your payments. A Payment Address is required for vendor registration. If you need to add more than one payment address, you can do so under "Account Maintenance" after you complete your registration and log in.

Copy Address and Contact Information From: Account Administrator
 Ordering

15. After copying or entering in address and contact information, please click on the **Next >** button to continue to **Step 7: Billing Address**.

Step 7: Billing Address

Please Note:

If Billing address is the same as Account Administration, Ordering or Payment, please click on the corresponding check bubble to copy address information.

Step 7: Billing Address (Optional)
Please enter the address to which we should send your bills by clicking the "Add Billing Address" button. This information is optional and may be skipped unless you plan to respond to an invoice. If you need to add more than one billing address, you may do so under "Account Maintenance" after you complete your registration and log in.

Copy Address and Contact Information From: Account Administrator
 Ordering
 Payment

16. After copying or entering in address and contact information, please click on the **Next >** button

Step 8: Bidding Interest

The **Step 8: Bidding Interest** is broken into three sections.

- Business Type (Optional)
- Service Area (Currently not used by the C&C of Honolulu)
- Commodity (Required for automated email notices)

Step 8: Bidding Interest (Commodity Section)

*** IMPORTANT ***

This section will determine which surplus auction or solicitation email notices you will receive.

17. Click on the **Add** button in the **Commodity** Section.

18. A list of commodity codes will be displayed, search through the list for all relevant codes to your account, check box the relevant commodity codes and click the **OK** button to add them to your account.

- Add Commodity Code **998** “Sale of Surplus and Obsolete Items” to receive email notices about up and coming City & County of Honolulu Surplus Auctions.

19. After adding all relevant commodity codes, click on the **Next >** button to continue to **Step 9: Preview & Submit Registration.**

Step 9: Preview & Submit Registration

20. Click on the **Submit** button to submit your registration to Honolulu City & County's Division of Purchasing.

Step 9: Preview & Submit Registration

This page displays a summary of all information entered in the previous steps. Please review your registration information below and **print** a copy for your records. **If you need to make a change, click the 'Back' button or navigate directly to the appropriate step using the left menu.**

Click 'Submit' to complete your on-line registration. Canceling your registration will result in the loss of all entered information.

Print

Submit

VSS Registration Complete

Thank you for completing the VSS registration process.

*** IMPORTANT ***

Please submit a completed and signed **W-9 form** to the Division of Purchasing. W-9 Forms can be faxed or email to the following address.

- FAX: 808-768-3299 ATTN: Vendor Control
- Email: bfspurchasing@honolulu.gov
- Postal: City and County of Honolulu
Division of Purchasing
530 South King Street, Room 115
Honolulu, Hawaii 96813

Thank You!

Congratulations, you have completed the registration process. You may now login to VSS

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.

Appendix A: Additional Help Resources

If you have any questions, please contact the help desk at (808) 768-5535 or bfspurchasing@honolulu.gov .

Please click on the following link to access VSS FAQ's and VSS Help Guides:
<http://www.honolulu.gov/pur/honolulu/vss.htm> .