

Honolulu Vendor Self Service

- Activating Your Account –



BFS Purchasing

Phone: (808) 768-5535

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

Account Activation

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 City's VSS System. If so, all you need to do is activate your account.

Accessing Vendor Self Service

1. To activate your account, access the Vendor Self Service website at <https://www5.honolulu.gov/webapp/vss/Advantage>
2. Please click on the **Register** button on the right side of the page.

A screenshot of the Honolulu Vendor Self Service System login page. The page has a light blue background with a faint image of a building. The title "Welcome to the Honolulu Vendor Self Service System" is centered at the top. Below the title, there are two main sections: "Registered Users" and "Guests". The "Registered Users" section includes links for "Account Maintenance" and "Respond to IFBs or RFPs", a "User Name" field, a "Password" field, a "Login" button, and a link for "Forgot Your Password? Click Here". The "Guests" section includes a "Register" button (highlighted with a red arrow), a "Public Access" button, and links for "Add my company", "Add my location to existing account", "Create User ID for existing account", "View Posted Solicitations", "View Award Notices", and "View vendor to vendor solicitation comments".

Registration Requirements

3. Please ensure that you have assembled the necessary information to verify your account. When you have assembled all of the necessary information, please click on the **Continue** button.

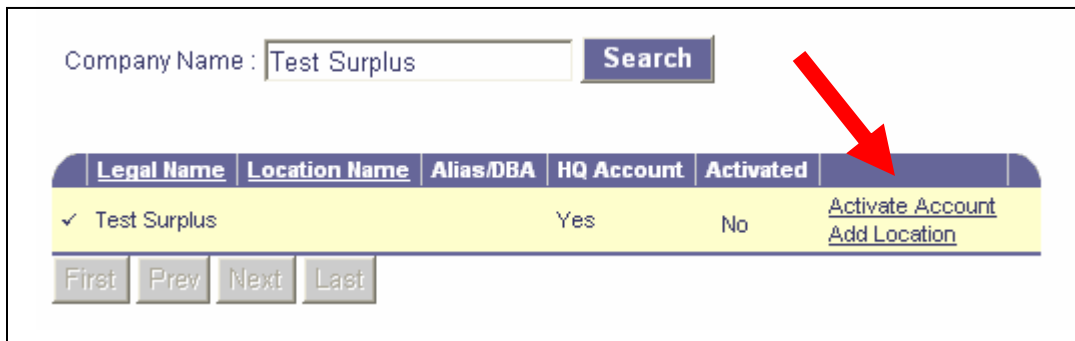
The screenshot shows the 'Registration Requirements' page on the City and County of Honolulu Vendor Self Service portal. The page includes a navigation bar with links for Home, Help, Accessibility, and Logout. Below the navigation bar, there are links for Business Opportunities, Vendor Registration, Forms and Additional Information, and Catalog Search. The main content area is titled 'Registration Requirements' and includes a 'help & advice' link. The text on the page reads: 'Already registered? Click [here](#) to login. Otherwise, continue below.' It then asks the user to 'Assemble the following information before continuing:' and lists the required information: 'Information on each location (first location entered will be considered the Headquarters)', 'Tax ID Number', 'Legal Business name', 'Contact Information (name, address, email, phone and tax)' (with sub-options for Account Administrator, Ordering, and Payment), and 'Commodity Code' (with sub-option for Codes describing your products and services). Below the list, it says 'Click "Find" to select the Government Entity with whom you do business.' and shows a 'Government Entity : Find' field. A 'Continue' button is located at the bottom right of the form.

Searching for Existing Vendor Account

4. The **Search for your Company Location** page provides a search field to search for your company.
 - a. In the **Company Name** field enter your Company Name (For individuals, enter your Legal Name) and click the **Search** button.

The screenshot shows the 'Search for your company location' page. It features a search bar with the label 'Company Name' and a 'Search' button. To the right of the search bar is a 'help & advice' link. Below the search bar is a table with columns: 'Legal Name', 'Location Name', 'Alias/DBA', 'HQ Account', and 'Activated'. Below the table are navigation buttons: 'First', 'Prev', 'Next', and 'Last'.

5. Find your existing account from the search results and click on the Activate Account button.

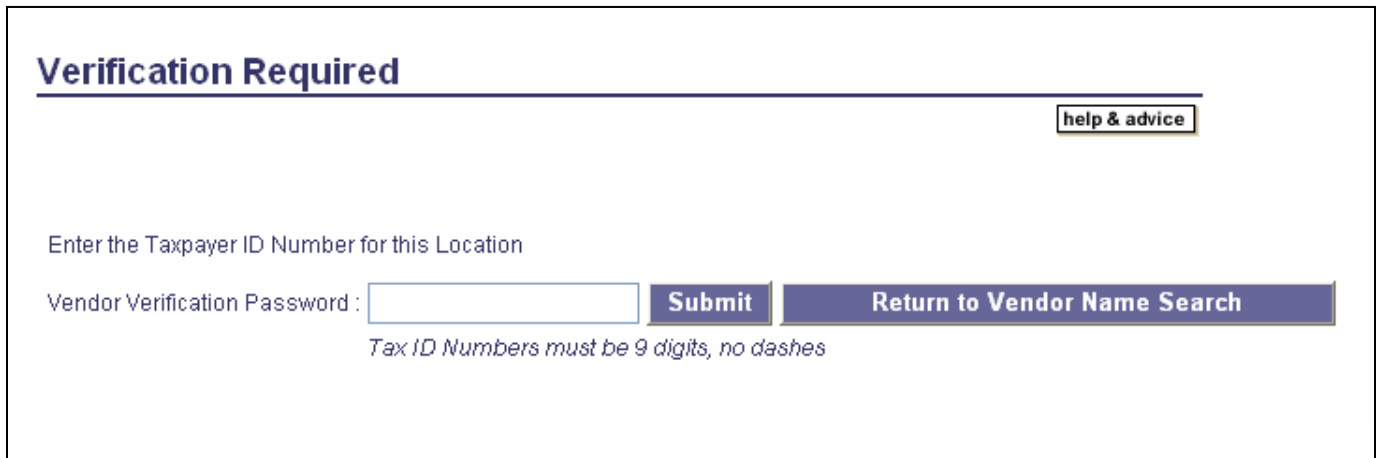


Company Name :

Legal Name	Location Name	Alias/DBA	HQ Account	Activated	
✓ Test Surplus			Yes	No	Activate Account Add Location

6. Fill in the Vendor Verification Password then hit the Submit button:

- a. The password is your Taxpayer Identification Number (EIN or SSN).



Verification Required

[help & advice](#)

Enter the Taxpayer ID Number for this Location

Vendor Verification Password :

Tax ID Numbers must be 9 digits, no dashes

7. Please read the **Memorandum of Agreement**. If you accept the terms of the agreement, please click the **Accept Terms** button.

Please refer to the screen below:

City and County of Honolulu
VENDOR SELF SERVICE

Welcome, Guest User Business Opportunities Vendor Registration Forms and Additional Information Catalog Search

Honolulu Advantage

26. The VSS and all future agreements Vendor shall enter into with the City, unless otherwise indicated on such other agreements, shall be governed by the law of the State of Hawaii, without regard to conflicts of law principles thereof. This is the case regardless of whether Vendor resides or transacts business with the City, in Hawaii or elsewhere.

27. If any part of the Agreement is unlawful, void or unenforceable, that part will be deemed severable and will not affect the validity an enforceability of any remaining provisions. Each party will bear its own attorneys' fees.

28. Vendor acknowledges that by clicking "I Agree," Vendor executes a legally enforceable Electronic Signature. Vendor acknowledge: that the provisions set forth in the Agreement are fair and reasonable and Vendor's agreement to follow and be bound by them is not the result of fraud, duress or undue influence exercised upon Vendor by any person or entity. Pursuant to the Electronic Signature Law and Uniform Electronic Transactions Act, by clicking "I Agree", Vendor acknowledges that Vendor has read and understood all provisions, and agrees to enter into this Agreement with the legal binding set forth therein and that it is the equivalent of a signed, written contract.

Vendor agrees there are no third party beneficiaries to this Agreement and that the Agreement is not intended to and does not confer any rights on any persons other than Vendor and the City.

Vendor agrees that, when in the future Vendor clicks on an "I Agree," "I consent" or other similarly worded "button" or entry field with Vendor's mouse, keystroke or other computer device, Vendor's agreement or consent will be legally binding and enforceable, and the legal equivalent of Vendor's handwritten signature.

29. The applicable provisions of Chapter 103, 103D Hawaii Revised Statutes, as amended, Title 3, Department of Accounting and General Services State of Hawaii Administrative Rules (HAR), and the City Charter and the City Ordinances shall be deemed to be part of this agreement as though fully set forth therein.

Creating User ID and Password

8. Please complete the **User Information** page and click the **Next** button.

a. Please note that the fields with the red asterisks (*) are required.

User Information

*User ID: <input type="text" value="johnsmith"/>	*Password: <input type="password" value="•••••"/>
<i>Case Sensitive and must be between 2 and 16 characters in length.</i>	<i>Case Sensitive and must be between 8 and 16 characters in length.</i>
*First Name: <input type="text" value="John"/>	*Retype Password: <input type="password" value="•••••"/>
*Last Name: <input type="text" value="Smith"/>	*Security Question: <input type="text" value="What is your favorite color?"/>
*Email: <input type="text" value="johnsmith@gmail.com"/>	*Security Answer: <input type="password" value="•••••"/>
*Phone: <input type="text" value="808-555-5555"/>	*Retype Security Answer: <input type="password" value="•••••"/>
<i>Format XXX-XXX-XXXX</i>	
Extension: <input type="text"/>	
Fax: <input type="text"/>	

9. After entering in the required fields and clicking the **Next** button, the **Preview & Submit Registration** page will be displayed.
 - a. Please verify all information and then click on the **Submit** button to complete the activation of your account

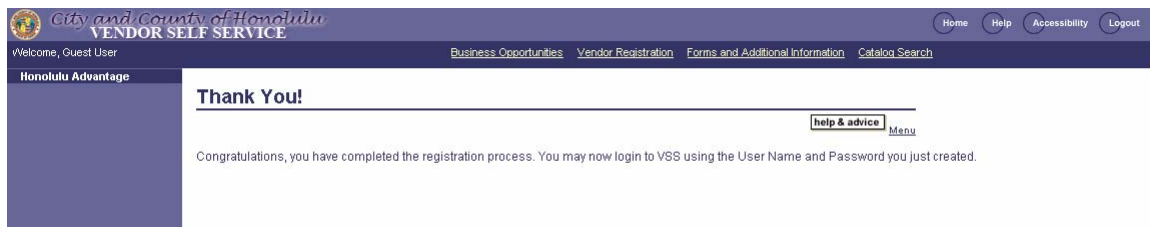
Step 9: Preview & Submit Registration

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.

PrintSubmit

10. After clicking on the **Submit** button, the Thank You page! will be displayed and your surplus auction account will now be active.



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/vsshhelp.htm>.