

Vendor Self Service

- Account Maintenance -



BFS Purchasing

Phone: (808) 768-5535

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

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Purpose:

To explain to users the different features of Account Maintenance portion of City & County of Honolulu Vendor Self Service website. Including descriptions of the different sub-sections and instructions on how to complete frequently asked account modification request (i.e. address changes, adding new users and etc.)

General Information

Vendor Account Modifications will not be applied instantaneously. An automated process of matching up VSS and the City & County's Internal Database must be completed before Account modifications will become final.

Please Note:

Legal Names, DBA changes and TIN changes will be reviewed by the BFS Purchasing Division and will require a fax, emailed or mailed updated W-9 forms to be approved.

Account Maintenance

From the Honolulu Vendor Self Service System Homepage, please click on the Account Maintenance shortcut on your Workspace.

The Account Maintenance page will be displayed. This is the central page for account maintenance in Honolulu Vendor Self Service.

The Account Maintenance is broken into the following eleven (10) sub-sections:

1. Headquarters Information
2. Master Addresses
3. Contacts
4. Location Information
5. Addresses Information
6. W-9 Information
7. Business Types
8. Service Area
9. Commodities
10. User Information
11. Location Users

Please refer to screens below:

Honolulu Advantage

Welcome to the Honolulu Vendor Self Service System

This site is divided into the following areas:

- **Business Opportunities** - Allows you to search the current opportunities available to **sell** your goods or services to our organization or to **buy** our surplus items.
- **My Bids** - You may view, edit, or check the status of bids you have submitted.
- **Account Maintenance** - Gives you the opportunity to maintain your account information.
- **Forms and Additional Information** - Provides Department Listings, Bulletin Board View, and Forms that are available for view and download online.
- **Catalog Search** - Search available eProcurement Catalogs.

The links at the top will allow you to move between the main areas of our system.

Account Maintenance

- Headquarters Information
- Master Addresses
- Contacts
- Location Information
- Address Information
- W-9 Information
- Business Types
- Service Areas
- Commodities
- User Information
- Location Users

Account Maintenance

[help & advice](#)

This section will allow you to maintain the information about your account. Please update your information as your operation changes.

- **Headquarters Information** This section allows you to view and edit information about the Headquarters of your location. You may update location verification security and the Headquarters web address.
- **Master Addresses** This section allows you to view and edit street address information. Master Addresses may be shared among locations that share the same Headquarters Account.
- **Contacts** This section allows you to view and edit contact information. Contacts may be shared among locations that share the same Headquarters Account.
- **Location Information** This section allows you to view and edit more specific information related to your location such as Legal Name, Organization Type, Classification, EFT Information, and Discount Terms.
- **Address Information** This section allows you to view and edit which addresses are listed to receive orders, payments, or bills for your location. You may set the Active To and From dates to be associated with an address, as well as indicate additional notes and information. Street Address and Contact information must be edited on the Master Address and Contact tabs, respectively.
- **W-9 Information** This section allows you to view and edit information related to your W-9 form, such as TIN, TIN Type, and Name, as well as the Address to which 1099 Forms will be sent.
- **Business Types** This section allows you to view and edit the business types that describe your organization.
- **Service Areas** This section allows you to view and edit the geographical area(s) that your business serves.
- **Commodities** This section allows you to view and edit the commodities that your company offers
- **User Information** This section allows you to view and edit your VSS User ID, password, user contact and security information.
- **Location Users** This section allows you to view and edit the list of users who are assigned to this location

1. Headquarters Account:

This section allows you to view information about the Headquarters of your location. The fields that are grayed out cannot be changed. Only the Headquarters Master Users can make changes to this page.

Please Note:

The Headquarters Master User is the individual who first registered the company’s account on VSS.

How to Update Headquarters Information

To update Headquarters' web address, Catalog DUNS# or change Verification Password (Not User ID password), please follow the steps below:

1. Click on the **Update** button, to enter the Update Headquarters Information page
2. Enter update desired field and click on the **Save Changes** button.

Please refer to the screens below:

Headquarters Information help & advice

This section allows you to view and maintain the information about the Headquarters for your location. Please click Update to modify Headquarters information. Only Headquarters Master Users can make changes to the Headquarters Information.

Update **View Pending Changes** Pending Changes:

Headquarters Legal Name : VSS Demo Company
Headquarters Account Code : VS0000000428
Web Address :
Catalog DUNS # :
Verification Hint : Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number please contact the WebRegistrar for your Headquarters.
Vendor Verification : 001729022
Confirm Verification : 001729022

Create New Location for This Headquarters

Update Headquarters Information help & advice

Edit values below and click Save Changes to save your changes. A red star denotes a required field. Prior updates that have not yet been approved are displayed in this view.

Save Changes **Cancel**

Headquarters Legal Name : Vendor1
Headquarters Account Code : VS00000009883
Web Address :
Please include http:// or https://
Catalog DUNS # :
Verification Hint :
Vendor Verification :
Confirm Verification :

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How to Add Subsidiary Locations

For detail steps on How to Add Subsidiary Locations, please click on the link below:

Link: <http://www.honolulu.gov/pur/vsshowtoaddsubsidiaries.pdf>

2. Master Addresses:

This page allows Headquarters Master Users to create and update Master Addresses for the Headquarters. Only Headquarters Master Users can update this page.

Please Note:

The Headquarters Master User is the individual who first registered the company’s account on VSS.

How to Update Master Addresses

1. Click on the **Update** button, to enter the Update Master Addresses page
2. Enter update desired field and click on the **Save Changes** button.

Account Maintenance

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Master Addresses help & advice

The Current list of all the Addresses on file for your Headquarters. Please click Update to modify or delete existing address information. Only Headquarters Master Users can update address information.

Address ID	Street 1	City	State/Province	Zip/Postal Code	Pending Changes	
✓ AR006		honolulu	HI	96813	<input type="checkbox"/>	Update View Pending Changes

First Prev Next Last

Add Items **Pending Additions**

Address ID : AR006 Country : US
 Street 1 : Phone :
 Street 2 : Phone Extension :
 City : honolulu
 State/Province : HI
 Zip/Postal Code : 96813

How to Add New Master Addresses

1. Click on the **Add Items** button, to enter the Update Master Addresses page
2. Please enter in all relevant fields and click on the **Save Changes** button.

Please refer to the screens below:

3. Contacts:

If you want to change your contact information go to the contact tab on the secondary panel. Click on update if you want to update that person, if you want to add more contacts then click on add items, then save.

Contacts [help & advice](#)

All Contacts on file for your Headquarters. Please click Update to edit or delete existing contact information. Only Headquarters Master Users can update Contact information.

Contact ID	Contact Name	Email	Phone	Pending Changes	
✓ CT008	testing testing	vsshnl@gmail.com	808-123-4567	<input type="checkbox"/>	Update View Pending Changes
CT010	Testing	vsshnl@gmail.com	808-123-64567	<input type="checkbox"/>	Update View Pending Changes

First Prev Next Last

Add Items **Pending Additions**

Contact ID : CT008 Phone : 808-123-4567
 Contact Name : testing testing Phone Extension :
 Email : vsshnl@gmail.com Alternate Phone :
 Address ID : AR008 Alternate Phone Extension :
 Street 1 : 711 Kapiolani Blvd Fax :
 Street 2 : Alternate Fax :
 City : Honolulu
 State/Province : HI
 Zip/Postal Code : 96817
 Country : US

How to Update Contacts

1. Click on the **Update** button, to enter the Update Contacts page
2. Enter update desired field and click on the **Save Changes** button.

Please refer to the screen below:

Contacts [help & advice](#)

All Contacts on file for your Headquarters. Please click Update to edit or delete existing contact information. Only Headquarters Master Users can update Contact information.

Contact ID	Contact Name	Email	Phone	Pending Changes	
✓ CT005	John Smith	john.smith@mail.mail	207-555-1212	<input type="checkbox"/>	Update View Pending Changes
CT006	Jane Smith	jane.smith@mail.mail	207-555-1616	<input type="checkbox"/>	Update View Pending Changes

First Prev Next Last

Add Items **Pending Additions**

Contact ID : CT005 Phone : 207-555-1212
 Contact Name : John Smith Phone Extension : 24
 Email : john.smith@mail.mail Alternate Phone :
 Address ID : AR005 Alternate Phone Extension :
 Street 1 : 123 State Street Fax : 207-555-1414
 Street 2 : #44 Alternate Fax :
 City : Augusta
 State/Province : ME
 Zip/Postal Code : 04333
 Country : US

How to Add New Contacts

1. Click on the **Add Items** button, to enter the Update Contacts page
2. Please enter in all relevant fields and click on the **Save Changes** button.

Please refer to the screen below:

AMSV VENDOR SELF SERVICE

Welcome, testing testing

Business Opportunities My Bids Account Maintenance Forms and Additional Information Catalog Search

Account Maintenance

Headquarters Information

Master Addresses

Contacts

Location Information

Address Information

W-9 Information

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Update Contacts

help & advice

Edit the values below and click on Save Changes to save your changes. A red star denotes a required field. When creating a new entry, if the Contact ID field is empty, a new Contact ID will be generated and assigned to you. Please keep in mind that all changes made to an existing contact will update all of your addresses that use this Contact ID. Prior updates that have not been approved are displayed in this view.

Save Changes Cancel Delete

Contact ID :

*Contact Name : Format XXX-XXX-XXXX

*Email :

Address ID : Find Format XXX-XXX-XXXX

Street 1 :

Street 2 :

City :

State/Province :

Zip/Postal Code :

Country :

*Phone :

Phone Extension :

Alternate Phone :

Alternate Phone Extension :

Fax :

Alternate Fax :

4. Location Information:

This page enables you to view information about your location, and discount terms offered for prompt payment. This page is divided into the following sections:

- General Information - This section contains information about your business location, such as the organization name and web address. A company (headquarters) account may have multiple locations. The locations may be by city, state, region, etc. depending on the organization.
- Organization Information - Complete this section to provide additional information about your organization.
- Email Information - company email address
- Discount Terms - Complete this section if your organization offers any discounts for prompt payment of invoices. These discount terms will be the default discount terms used on your Purchase Orders if you do not enter any discount terms on your responses.

How to Update Location Information

1. Click on the **Update** button, to enter the Update Location Information page
2. Click on the Expand  button to open all tabs.
3. Update desired field and click on the **Save Changes** button.

Location Information

[help & advice](#)

This section allows you to view and maintain information specific to your business location. Please click Update to modify the location information. Only Master Users for this location may make updates to this information.

Update

View Pending Changes

Pending Changes :

Update Location Information

[help & advice](#)

Edit values below and click Save Changes to save your changes. A red star denotes a required field. The most updated version of the record is displayed in this view.

Save Changes

Cancel



General Information

Information specific to your location and Headquarter

Test Vendor #1

Headquarters Account Code : VS0000001400

Government Entity :

Location Information and Legal Name

Please complete this information that will be used to define your organization and create your legal name.

Vendor/Customer : VS0000001400

Organization Type : Individual

Legal Name : Test Vendor #1

First Name : Test

Alias/DBA :

Middle Name : Vendor

*Location Name :

Last Name : #1

Catalog DUNS :

Company Name :

W-8 Form :

EFT Information

If you would like to use Electronic Funds Transfer(EFT) to receive your payments, please complete the information within this section.

ABA Number :

Find

Bank Name :

Account Number :

Routing ID Number :

Account Type :

EFT Status :

Prenote Return Reason Explanation :

5. Addresses Information:

This page allows you to view address information for order and payment.

Please Note:

The Division of Purchasing will use the default ordering address record from this page unless other address record is specified during award process.

The Accounts Payable department will use the default Payment Address record from this page unless other address record is specified during award process.

However, you cannot delete the primary Ordering or Payment addresses if you have submitted a response that requires one of these addresses. You must go to the Contacts page if you need to change the address information for the contact.

Only Headquarters Master Users and Master Users will be able to make changes to the fields on this page. All required fields are preceded by a red asterisk (*). All grayed out fields, as seen by Headquarters Master Users and Master Users, cannot be changed online. This does not include the grayed out fields that must be updated on the Contacts page.

How to Edit Address Line

Under the address information page there will be addresses listed already for different address type. If you want to change the address for one of the types i.e. billing, you need to note down the address ID which in this case it would be AR008.

Address Information

[help & advice](#)

The Current list of Addresses on file for your location. Please click Update to modify or delete existing address information. Only Master Users can update address information.

Address Type	Address ID	Street 1	Principal Contact	Pending Changes		
✓ Billing	AR008	711 Kapiolani Blvd	testing testing	<input checked="" type="checkbox"/>	Update	View Pending Changes
Other	AR009	123 Aloha Way	testing testing	<input type="checkbox"/>	Update	View Pending Changes
Payment	AR008	711 Kapiolani Blvd	testing testing	<input type="checkbox"/>	Update	View Pending Changes
Ordering	AR008	711 Kapiolani Blvd	testing testing	<input type="checkbox"/>	Update	View Pending Changes
Web Registrar	AR008	711 Kapiolani Blvd	testing testing	<input type="checkbox"/>	Update	View Pending Changes

[Add Items](#)

[Pending Additions](#)



Then go to Master address on the secondary panel look for the Address ID to the one you wanted to change which would be AR008, and click on update.

Master Addresses

[help & advice](#)

The Current list of all the Addresses on file for your Headquarters. Please click Update to modify or delete existing address information. Only Headquarters Master Users can update address information.

Address ID	Street 1	City	State/Province	Zip/Postal Code	Pending Changes	
✓ AR008	711 Kapiolani Blvd	Honolulu	Hawaii	96817	<input type="checkbox"/>	Update View Pending Changes
AR012	999 Mochi Street	Honolulu	Hawaii	96822	<input type="checkbox"/>	Update View Pending Changes
AR012	999 Mochi Street	Honolulu	Hawaii	96822	<input type="checkbox"/>	Update View Pending Changes
AR013	999 Mochi Street	Honolulu	Hawaii	96822	<input type="checkbox"/>	Update View Pending Changes

Add Items Pending Additions

Address ID : AR008 Country : US
 Street 1 : 711 Kapiolani Blvd Phone : 808-123-4567
 Street 2 : Phone Extension :
 City : Honolulu
 State/Province : HI
 Zip/Postal Code : 96817

If you click update you will see the screen below, and all you have to do is update the information, and click save.

Refer to screen shot below:

Update Master Addresses

[help & advice](#)

Edit the values below and click Save Changes to save your changes. A red star denotes a required field. When creating a new entry, if the Address ID field is empty, a new Address ID will be generated and assigned to you. Please keep in mind that all changes made to an existing address will not update all your locations that use this Address ID. Prior updates that have not yet been approved are displayed in this view.

Address ID : AR008 Country :

*Street 1 : Phone :

Street 2 : *Format XXX-XXX-XXXX*

*City : Phone Extension :

*State/Province :

Zip/Postal Code :

After doing so, please wait at least 24 hours for the change to take affect. You will also be allowed to add any additional address types. This will be used if you have several locations you have payments being sent to.

How to Add Address Lines

You go to Address information then click on add items.

Address Information

[help & advice](#)

The Current list of Addresses on file for your location. Please click Update to modify or delete existing address information. Only Master Users can update address information.

Address Type	Address ID	Street 1	Principal Contact	Pending Changes		
✓ Billing	AR008	711 Kapiolani Blvd	testing testing	<input checked="" type="checkbox"/>	Update	View Pending Changes
Other	AR009	123 Aloha Way	testing testing	<input type="checkbox"/>	Update	View Pending Changes
Payment	AR008	711 Kapiolani Blvd	testing testing	<input type="checkbox"/>	Update	View Pending Changes
Ordering	AR008	711 Kapiolani Blvd	testing testing	<input type="checkbox"/>	Update	View Pending Changes
Web Registrar	AR008	711 Kapiolani Blvd	testing testing	<input type="checkbox"/>	Update	View Pending Changes

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Add Items

Pending Additions

This will allow you to fill in the information, after that click on save changes.

Update Address Information [help & advice](#)

A current list of all the Addresses on file for your location. Only Master Users can update(add, change, delete) this address information. A red star denotes a required field. To change address information, please navigate to the Master Address page. To change contact information, please navigate to the Contacts page.

▼General Information

*Address Type : Default Record :

*Active From :

Active To :

▼Address

*Address ID :

*Street 1 :

Street 2 :

*City :

*State/Province :

*Zip/Postal Code :

*Phone : Format XXX-XXX-XXXX

Phone Extension :

Country :

Additional Address Info :

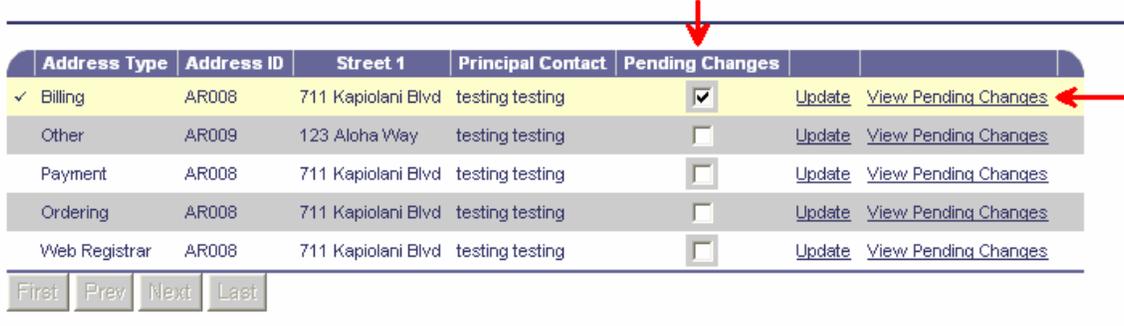
▼EFT Information

If you go back to the address information you will notice that there will be a check mark in pending changes that means whatever change you've made is pending and you can click on view pending changes to see what they are.

Address Information

[help & advice](#)

The Current list of Addresses on file for your location. Please click Update to modify or delete existing address information. Only Master Users can update address information.



Address Type	Address ID	Street 1	Principal Contact	Pending Changes		
✓ Billing	AR008	711 Kapiolani Blvd	testing testing	<input checked="" type="checkbox"/>	Update	View Pending Changes
Other	AR009	123 Aloha WWay	testing testing	<input type="checkbox"/>	Update	View Pending Changes
Payment	AR008	711 Kapiolani Blvd	testing testing	<input type="checkbox"/>	Update	View Pending Changes
Ordering	AR008	711 Kapiolani Blvd	testing testing	<input type="checkbox"/>	Update	View Pending Changes
Web Registrar	AR008	711 Kapiolani Blvd	testing testing	<input type="checkbox"/>	Update	View Pending Changes

6. W-9 Information:

This section allows you to view and maintain 1099 Reporting Information for a Vendor. Your ability to update this information will depend upon whether you have logged on as HQ Master User, Master User or Location User.

If you change your TIN or update it for any reason, you will need to fax or mail in your new W-9 form to City & County – Purchasing department.

You can reach them at:

Email: bfspurchasing@honolulu.gov

Phone: (808) 768-5535

Address:

City & County of Honolulu
 Division of Purchasing
 530 S. King Street #115
 Honolulu, Hawaii 96813

If it is a new entity/TIN/EIN then you will need to register all over again. Please refer to the registration guide for help.

W-9 Information

[help & advice](#)

This section allows you to view and maintain 1099 Reporting Information for a Vendor. Please note that because of special processing unique to Taxpayer ID Numbers you must use the Change TIN to make changes to your Taxpayer ID Number. Click Pending Additions to view changes to Taxpayer ID Number. All other updates may be made with the Update button. Only Master Users may make changes to this section.

Pending Changes :

Taxpayer ID Number : 001729022

TIN Type : EIN

▼Taxpayer Information

Name : VSS Demo Company
 Business Name : VSS Demo Company, Inc.
 Address : 123 State Steet
 City : Augusta
 State : ME
 ZIP Code : 04333

If you click on update it will take you to Update W-9 Information page with the TIN grayed out. You can change the other information. To change the TIN you will need to click on Change TIN instead of Update.

Update W-9 Information [help & advice](#)

Edit the values below and click Save Changes to save your changes. A red star denotes a required field. The most updated version of this record is displayed in this view.

Taxpayer ID Number : 012345678

TIN Type : EIN

▼Taxpayer Information

Name : Timeless Clocks
Legal Name on W-9
 Business Name :
Business Name, if different from above
 Address : 711 Kapiolani Blvd.
 City : Honolulu
 State : Hawaii
 ZIP Code : 96817

If you click on Change TIN it will take you to the Update W-9 page with blank fields.

W-9 Information

[help & advice](#)

This section allows you to view and maintain 1099 Reporting Information for a Vendor. Please note that because of special processing unique to Taxpayer ID Numbers you must use the Change TIN to make changes to your Taxpayer ID Number. Click Pending Additions to view changes to Taxpayer ID Number. All other updates may be made with the Update button. Only Master Users may make changes to this section.

Pending Changes :

Taxpayer ID Number : 001729022

TIN Type : EIN

▼Taxpayer Information

Name : VSS Demo Company
 Business Name : VSS Demo Company, Inc.
 Address : 123 State Steet
 City : Augusta
 State : ME
 ZIP Code : 04333

AMS VENDOR SELF SERVICE

Welcome, testing testing

Business Opportunities My Bids Account Maintenance Forms and Additional Information Catalog Search

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Change TIN Information

[help & advice](#)

Edit the values below and click Save Changes to save your changes. A red star denotes a required field. The most updated version of this record is displayed in this view.

Taxpayer ID Number :

TIN Type :

▼Taxpayer Information

Name :

Legal Name on W-9

Business Name :

Business Name, if different from above

Address :

City :

State :

ZIP Code :

7. Business Types:

This page allows you to maintain a list of the Business Types that apply to your company. Business Types identify information about your company’s operation.

Business Types may be used to identify the type of ownership for your business (Minority Owned, Woman Owned), or can identify the type of operation (Manufacturer, Retailer).

Business Types are used in the vendor rotation process to select the specified number of vendors for a commodity for a specific business type that the buyer would like to include for a solicitation. For instance, a buyer may indicate that he/she wants all Retailers to be notified of the solicitation. A buyer may also want to send a notification to all Minority Owned businesses.

You will only receive one notification, even if you are associated with more than one business type.

You can add business types by selecting the Add Items link, select from the list, and click ok. This is mainly for reporting.

Only Headquarters Master Users and Master Users will be able to make changes to the fields on this page.

Business Types

The current list of Business Types on file for your location. Please click Update to modify or delete existing business type information. Only Master Users can update business type information.

Business Type	Pending Changes		
✓ In-State	<input type="checkbox"/>	Update	View Pending Changes
Small Business	<input type="checkbox"/>	Update	View Pending Changes

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[Add Items](#) [Pending Additions](#)

8. Service Area:

This feature is currently not used by the City & County of Honolulu.

9. Commodities:

This page allows you to maintain a list of the commodities that can be provided by your company. Additional commodities may be added by selecting from a list of pre-defined commodities. Commodities that your company no longer provides may be deleted.

You will be notified of all solicitations that are published for commodities you have chosen here.

You can add commodities by selecting the Update link. Select the commodity that you want to add into your account then click ok. You can continue adding as many commodities that you need to then click save changes.

Only Headquarters Master Users and Master Users can make updates to this page. All required fields are preceded by a red asterisk (*).

It is important to fill this portion out because if there are any solicitations with the commodities you provide they will email you to let you know that there is a solicitation out for you to bid.

Note: This is by Commodity class, which is a 3 digit number.

Refer to the screen below:

Click on Update, and then add items.

Commodities [help & advice](#)

Current list of Commodities that your location is currently registered for. Please update (add, change, delete) commodity information as needed. Remember only 'Master Users' can update Commodity information.

Commodity/Service Code	Commodity Description
✓ 907	ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL
906	ARCHITECTURAL SERVICES, PROFESSIONAL

First Prev Next Last

Save Changes Cancel Delete **Add Items**

Look up your commodities by the code or a description, check off the boxes you want and click ok.

Choose

Select one or more Commodities to associate to your company. To search for your Commodity, enter in a valid Commodity Code or Description and click Search. Please click OK to save your changes.

Wildcard (*) searches are allowed. For example, a search of Description using 'computer*' finds all commodities whose description begins with the word 'computer'. However, a search of Description using '*computer*' would find all commodities with the word 'computer' anywhere in the description.

Clear

Commodity/Service Code :

Commodity Description :

Commodity Description	Commodity/Service Code
<input type="checkbox"/> SCHOOL EQUIPMENT, TEACHING AIDS, AND SUPPLIES	785
<input type="checkbox"/> TESTING APPARATUS AND INSTRUMENTS (NOT FOR ELECTRICAL OR ELE	845
<input type="checkbox"/> EDUCATIONAL/TRAINING SERVICES	924
<input type="checkbox"/> TEXTILES, FIBERS, HOUSEHOLD LINENS, AND PIECE GOODS	850
<input type="checkbox"/> BOOKBINDING AND REPAIRING SERVICES	908
<input checked="" type="checkbox"/> ENGINEERING SERVICES, PROFESSIONAL	925
<input type="checkbox"/> SEED, SOD, SOIL, AND INOCULANTS	790
<input checked="" type="checkbox"/> THEATRICAL EQUIPMENT AND SUPPLIES	855
<input type="checkbox"/> BUILDING CONSTRUCTION SERVICES, NEW (INCL. MAINTENANCE AND	909
<input type="checkbox"/> SHOES AND BOOTS	800

First Prev Next Last

Select commodities that apply to you here

Continue doing so, till you have all the commodities you need.

10. User Information:

This page allows maintenance of individual user information. You will only be able to change your user information and password. If you are designated as the Headquarters Master User then you will also be able to change other user's information (excluding password).

A Headquarters Master User can also add new users within his/her company location by selecting the Add User link, filling in all required fields and then selecting the Save link. The new user added will receive an email notification with his/her password. You may also remove

a user by selecting the radio button next to the user and then clicking on the Delete link. You can undo your last action by selecting the Undo link; however, you cannot undo after you have selected the Save link.

A Headquarters Master User can specify additional Headquarters Master Users by selecting the HQ Master User checkbox. All required fields are preceded by a red asterisk (*).

Click on add items; refer to the screen shot below:

Account Maintenance

- Headquarters Information
- Master Addresses
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- Location Users

User Information [help & advice](#)

The Current list of all the users defined for your Headquarters. This is a combined list of all users for all locations within your Headquarters. Please update (add, change, delete users) your user information as needed. If you would like to add a new user to your VSS account please click Add Items. Headquarters Master Users may add, change, & delete users. Location Master Users may Add new users or update their own information but are not allowed to delete users.

First Name	Last Name	Email
✓ testing	testing	vsshnl@gmail.com
testing	testing	vsshnl@gmail.com

First Prev Next Last

[Change Password](#)

User ID (case sensitive): timeless Email: vsshnl@gmail.com

First Name: testing Phone: 808-123-4567

Last Name: testing Extension:

Headquarters Master User: Fax:

Security Question & Password Information

*Security Question: What is your favorite color?

Security Answer: ●●●●

*Password: ●●●●●●

*Confirm Password: ●●●●●●

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AMS VENDOR SELF SERVICE

Welcome, testing testing

Business Opportunities My Bids Account Maintenance Forms and Additional Information Catalog Search

Account Maintenance

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User Information help & advice

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First Name	Last Name	Email
testing	testing	vsshni@gmail.com
testing	testing	vsshni@gmail.com

First Prev Next Last

Change Password

Save Changes Cancel Delete Add Items

User ID (case sensitive) : Email :

First Name : Phone :

Last Name : Extension :

Headquarters Master User : Fax :

Security Question & Password Information

*Security Question :

Security Answer :

*Password :

*Confirm Password :

11. Location Users:

This page allows you to view and edit the list of user's who are assigned to this location. Only Master Users for your location can add or delete users. You can assign an existing user to this location by clicking on the Add Items link. This will take you to a blank record. Choose a user from the pick list next to the User Id text box. Only valid users for your Headquarters can be chosen. You can also make a new user or an existing user a Master User by selecting the Master User checkbox.

This page is accessed by selecting the Location Users link on the Account Maintenance page. The Account Maintenance page is accessed by selecting the Account Maintenance link from the main navigation panel.

Users for this Location

The Current list of all the user's who have been assigned to this Location. Please update (add or delete users) as needed. If you would like to assign an existing user to this Location please click Add Items. Only Users who are valid within your Headquarter can be assigned to this location. Remember only 'Master Users' can create or delete users.

User ID(case sensitive)	First Name	Last Name
✓ VDC123	John	Smith

User ID(case sensitive) :

First Name : John
 Last Name : Smith
 Master User :

If you want to add another user, click on Add Items.

The screenshot shows the 'Users for this Location' page in the Vendor Self Service application. The page title is 'Users for this Location' with a 'help & advice' link. Below the title is a descriptive paragraph: 'The Current list of all the user's who have been assigned to this Location. Please update (add or delete users) as needed. If you would like to assign an existing user to this Location please click Add Items. Only Users who are valid within your Headquarter can be assigned to this location. Remember only 'Master Users' can create or delete users.'

The user list table contains one entry: 'timeless' with first name 'testing' and last name 'testing'. Below the table are navigation buttons: 'First', 'Prev', 'Next', and 'Last'. A red arrow points to the 'Add Items' button in the action bar. Below the action bar are search fields for 'User ID(case sensitive)', 'First Name', 'Last Name', and 'Master User' (with a checked checkbox).

After you click on the add items, a blank field will show up, it is highlighted in red below.

This screenshot shows the same 'Users for this Location' page after the 'Add Items' button has been clicked. The 'Add Items' button is now highlighted with a red rectangular box. The search fields below the action bar are now empty, indicating that a new user entry is being prepared.

You will then need to search for a user ID to put in, and then click on Find. Remember to use the asterisk (*) as the wild card to search.

Users for this Location [help & advice](#)

The Current list of all the user's who have been assigned to this Location. Please update (add or delete users) as needed. If you would like to assign an existing user to this Location please click Add Items. Only Users who are valid within your Headquarter can be assigned to this location. Remember only 'Master Users' can create or delete users.

User ID(case sensitive)	First Name	Last Name
timeless	testing	testing

User ID(case sensitive): ←

First Name :

Last Name :

Master User :

After you see the person you want on the list, click on Select.

Choose

Browse Clear

User ID : Last Name :

First Name :

User ID (case sensitive)	Last Name	First Name	Email	Phone	Extension
timeless2	testing	testing	vsshnl@gmail.com	808-123-4567	

←

You will then see that person you selected as a user, as shown below. It will no longer be blank.

Users for this Location [help & advice](#)

The Current list of all the user's who have been assigned to this Location. Please update (add or delete users) as needed. If you would like to assign an existing user to this Location please click Add Items. Only Users who are valid within your Headquarter can be assigned to this location. Remember only 'Master Users' can create or delete users.

User ID(case sensitive)	First Name	Last Name
timeless	testing	testing
✓ timeless2	testing	testing

User ID(case sensitive): timeless2

First Name : testing

Last Name : testing

Master User : ←

After modifications have been made, it will go to BFS for approval. It will reflect in your account when the changes have been approved.

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>