

Vendor Self Service

- How to Register -



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 new vendors who have not done business with the City & County of Honolulu. This guide will cover only the required fields needed to complete the registration process.

Honolulu Vendor Self Service (VSS) will soon be used to post opportunities to bid and accept electronic bids. Additionally, the VSS portal will allow vendors to maintain account information, receive email notifications for relevant opportunities, place bids, and view bid results.

****Please Note:***

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

If this matches your or your organization's situation, please click on the following link:

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

Preparation

Please assemble the following information before starting the VSS registration process:

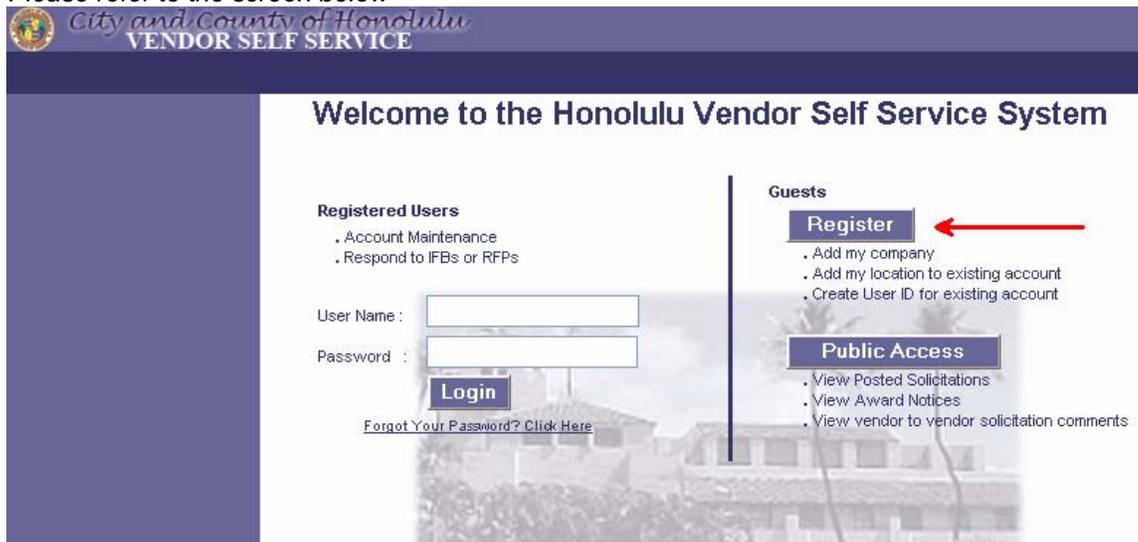
- Headquarters Location Information
- Legal Name
- DBA Name (If applicable)
- Organization Type and Classification Type
- Federal Tax ID (EIN or SSN)
- Ordering Address Information
- Payment Address Information
- Account Administrator User Information (Contact Name, Address, Phone Number, Email Address)
- All applicable NGIP Commodity Classes

- Please Note: Commodity classes selected will determine which C&C solicitation email notices your organization will receive.
- Please click on the following link to access a list of NIGP commodity classes used by the City & County of Honolulu. When registering, you will be asked to select from a list of three-digit (3) commodity classes.
<http://www.honolulu.gov/pur/commoditycodes.txt>

Honolulu Vendor Service Website

1. Please access Honolulu Vendor Self Service's login screen at:
<https://www5.honolulu.gov/webapp/vss/Advantage> to start the registration process.
- Please click on the **Register** button under the Guests column.

Please refer to the screen below



2. After clicking the **Register** button, the **Registration Requirements** page will be displayed.
- Please review the registration requirements. After ensuring that the listed items have been assembled, please click the **Continue** button.

Please refer to the screen below

The screenshot shows the 'Vendor Self Service' page for the City and County of Honolulu. The page title is 'Registration Requirements'. It includes a navigation menu with links for 'Home', 'Help', 'Accessibility', and 'Logout'. Below the navigation, there are links for 'Business Opportunities', 'Vendor Registration', 'Forms and Additional Information', and 'Catalog Search'. The main content area lists the information required for registration, including location details, tax ID, legal business name, contact information, and commodity codes. A 'Find' button is used to select a government entity, and a 'Continue' button is at the bottom.

City and County of Honolulu
VENDOR SELF SERVICE

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

Honolulu Advantage

Registration Requirements

[help & advice](#) Menu

Already registered? Click [here](#) to login. Otherwise, continue below.

Assemble the following information before continuing:

- 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)
 - Account Administrator (person responsible for your account)
 - Ordering
 - Payment
- Commodity Code
 - Codes describing your products and services

Click "Find" to select the Government Entity with whom you do business.

Government Entity:

3. After clicking the **Continue** button, the **Search for your company location** page will be displayed.
- To ensure that you or your organization has not been previous registered, please enter your or your organization’s Legal Name into the Company Name field and click the **Search** button.
 - Please place the search wildcard (*) before and after Legal Name
 - Ex. *ABC Company*
 - 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 you or your organization is listed, new registration is not required instead activation of your existing account is required.

Please click on the following link:

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

Please refer to the screen below

Search for your company location

[help & advice](#)

Company Name:

Legal Name	Location Name	Alias/DBA	HQ Account	Activated
First	Prev	Next	Last	

Is your company listed ?

- Yes, but my Location is not activated ➔ [Click *Activate Account*](#) for the account you wish to activate.
- Yes, I found my Headquarters but not my Location ➔ [Click *Add Location*](#) to create new Location for the existing Headquarters.
- Yes, my Account is activated but I don't know the login ➔ [Contact your Headquarters](#) for assistance.
- No, Register Now ➔

4. After verifying that you or your organization has not been previously registered, the **Vendor Self Service Agreement** page will be displayed.

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

Please refer to the screen below.

The screenshot shows the 'Vendor Self Service' page with the following content:

- Header: City and County of Honolulu, Vendor Self Service, Home, Help, Accessibility, Logout
- Navigation: Welcome, Guest User, Business Opportunities, Vendor Registration, Forms and Additional Information, Catalog Search
- Section: Honolulu Advantage
- Agreement Text:
 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.
- Buttons:

Entering Your Organization’s Vendor Account Information

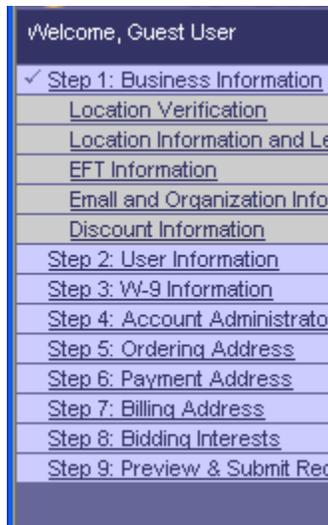
This section will be broken into the Nine (9) Steps required to create a vendor account in VSS.

*** 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.

Please refer to the screen below.

The blue check mark indicates that you are currently on that page.



Step 1: Business Information

5. After clicking the **Accept Terms** button, the **Business Information** page will be displayed.
6. Location Verification Section:
 - Please click the **Verify My Location by:** drop down pick list and select one of the four location verification question types.
 - *Please Note: The “Use my TIN Number” is the suggested option. The “No Password Required” is not recommended. By choosing this type, any individual can include their account as a sub-location of your organization without verification.*

Please refer to the screen below

7. Location Information and Legal Name Section:

Please enter in the following information.

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

AND

- Enter First Name, Middle Name 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 an Organization type = Company and a Classification = Other.

The screenshot shows the 'Vendor Self Service' interface for the City and County of Honolulu. The main content area is titled 'Location Information and Legal Name'. Below the title, there is a instruction: 'Please complete this information that will be used to define your organization and create your legal name. Values entered in either the First, Middle, and Last Name fields, or the Company Name field, will be used to create your Legal Name.' The form contains several fields: '*Organization Type' and '*Classification' are dropdown menus, both with red arrows pointing to them; 'Legal Name', 'Alias/DBA', 'Location Name', and 'Web Address' are text input fields; 'First Name', 'Middle Name', and 'Last Name' are text input fields; and 'Company Name' is a text input field. A sidebar on the left lists steps from 1 to 9, with 'Step 1: Business Information' selected. A 'Next >' button is visible at the bottom right of the form area.

8. 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

9. The **Step 2: User Information** page will be displayed.

The User ID and Password provides the ability to both make changes to account information, as well as entering in bid for solicited goods or services for the City.

Please enter in the following information.

10. **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

Please refer to the screen below:

Step 2: User Information
 Please establish a unique User ID (Login ID) and Password for your VSS Account Administrator. Passwords and User ID's are case sensitive and should be alphanumeric. **Please make note of your User ID and Password for future reference.**

User Information

*User ID : *Password :
Case Sensitive and must be between 2 and 16 characters in length. Case Sensitive and must be between 2 and 16 characters in length.

*First Name : *Retype Password :

*Last Name : *Security Question :

*Email : *Security Answer :

*Phone : *Retype Security Answer :
Format XXX-XXX-XXXX

Extension :

Fax :

11. After verifying User information, please click the **Next >** button.

Step 3: W-9 Information

12. The **Step 3: W-9 information** page will be displayed.

Please enter in the following information and afterwards click on the **Next >** button to continue to **Step 4: Account Administration**.

13. Add New Taxpayer ID Number Section:

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

Please refer to the screen below:

The screenshot shows the 'City and County of Honolulu Vendor Self Service' interface. The navigation menu on the left lists steps from 1 to 9, with 'Step 4: Account Administration' selected. The main content area is titled 'Add New Taxpayer ID Number' and contains the following fields:

- Taxpayer ID Number: (Text input, note: No spaces or dashes)
- Taxpayer ID Number Type: (Dropdown menu)
- Legal Name on W-9: (Text input)
- Business Name: (Text input, note: If different from Legal Name)
- Address: (Text input)
- City: (Text input)
- State: (Dropdown menu)
- ZIP Code: (Text input)

Below this section is a section for 'Taxpayer ID Number Already Registered' with the following fields:

- Use Existing Taxpayer ID Number: (Text input)
- Taxpayer ID Number Type: (Dropdown menu)

At the bottom, there are 'Back' and 'Next >' buttons, and a list of additional resources and information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A highlighted error notification message will be displayed at the top of the page.
 - Click the "Here" link in that notification to see the errors.
 - You must correct the errors indicated before continuing to the next step.

Step 4: Account Administration Address

14. **Step 4: Account Administration Address** page will be displayed.

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

Afterwards, please click on the **Next >** button to continue to **Step 5: Ordering Information**.

15. Address Information Section

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

16. Contact Information Section

- Principal Contact
- Phone
- Email

Please refer to the screen below.

Step 4: Account Administrator Address
Please enter the address of the administrator of this account. Please note that **Account Administrator, Ordering and Payment addresses are required** for vendor registration.

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

*Street 1 : *Phone :
 Street 2 : Phone Extension :
 *City : Country : United States
 *State/Province : Additional Address Info. :
 *Zip/Postal Code :

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

*Principal Contact : *Phone : Alternate Phone :
 Email : Phone Extension : Alternate Phone Extension :
 Correspondence Type : Email Fax : Alternate Fax :

Contact Address
Complete this section ONLY if you are adding a Contact and the Contact uses a different address than the address listed below.

Additional Resources & Information:

As you complete each step and move to the next step, the system will check for errors.

Step 5: Ordering Information

17. **Step 5: Ordering Information** page will be displayed.

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

Afterwards, please click on the **Next >** button to continue to **Step 6: Payment Address**.

*** Please Note:**

If procurement contact information is the same as Account Administrator, then click the Copy Address and Contact information button for Account Administrator; otherwise, enter information for procurement correspondence.

18. Address Information Section

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

19. Contact Information Section

- Principal Contact
- Phone

- Email

Please refer to the screen below

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

Copy Address and Contact Information From: Account Administrator

Address Information
Add a new Ordering Address by completing the information below.

*Street 1 :
 Street 2 :
 *City :
 *State/Province :
 *Zip/Postal Code :

*Phone :
 Phone Extension :
 Country:
 Additional Address Info.:

Contact Information
Provide a contact for your Ordering Address by completing the information below.

Principal Contact: Phone: Alternate Phone:
 Email: Phone Extension: Alternate Phone Extension:
 Correspondence Type: Fax: Alternate Fax:

Contact Address
Complete this section ONLY if you are adding a Contact and the Contact uses a different address than the address listed below.

Additional Resources & Information:

Step 6: Payment Address

20. Step 6: Payment Information page will be displayed.

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

Afterwards, please click on the **Next >** button to continue to **Step 7: Billing Address.**

***Please Note:**

If payments are to be sent to the same address for Account Administrator or for Ordering, then click the appropriate button; otherwise, enter the appropriate address information for the City to send payments.

21. Address Information Section

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

22. Contact Information Section

- Principal Contact
- Phone
- Email

Please refer to the screen below:

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 may do so under "Account Maintenance" after you complete your registration and log in.

Copy Address and Contact Information From: Account Administrator Ordering

Address Information
Add a new Payment Address by completing the information below.

*Street 1 : *Phone :
 Street 2 : Phone Extension :
 *City : Country : United States
 *State/Province : Additional Address Info. :
 *Zip/Postal Code :

Contact Information
Provide a contact for your Payment Address by completing the information below.

Principal Contact : Phone : Alternate Phone :
 Email : Phone Extension : Alternate Phone Extension :
 Correspondence Type : Fax : Alternate Fax :

Contact Address
Complete this section ONLY if you are adding a Contact and the Contact uses a different address than the address listed below.

Additional Resources & Information:

Step 7: Billing Address

23. Currently, the City & County of Honolulu will not be using the **Billing** Address portion of Vendor Self Service. Please click the **Next >** button to continue to **Step 8: Bidding Interest**.

Step 8: Bidding Interest

24. **Step 8: Bidding Interest** page will be displayed.

Please enter in the following information.

Please refer to screen below:

Step 8: Bidding Interests
Please enter the Business Types, Service Areas, and/or Commodities appropriate for your organization. This information is optional but will be used to determine when to send electronic solicitation notifications.

Business Type
Select the business type(s) that describe your organization. Examples include woman-owned, minority-owned, or small business. Click the 'Add' button to view and select the appropriate Business Type for your organization.

Business Type	Certification Number	Certification Start Date	Certification End Date
Minority Owned	ADB128-0	05/15/05	05/15/07

Service Area
Select the area(s) where your organization can provide its services. Click the 'Add' button to view and select the appropriate Service Area Zones for your organization.

Service Area	Service Area Zone
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Commodity
Select the commodity code(s) that describe the goods and services your organization provides. Click the 'Add' button to view and select the appropriate Commodities for your organization.

Commodity	Commodity Description
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Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.

25. Business Type and Service Area Section

- Please click on the **Add** button to include all relevant business type and service areas of your organization (Optional)

Please refer to screen below:

Business Type
Is your organization woman owned, minority owned or a small business? Click the 'Add' button to select the appropriate Business Type for your organization.

Add **Delete**

Business Type	Certification Number	Certification Start Date	Certification End Date
✓ Minority Owned	ADB128-0	05/15/05	05/15/07

First Prev Next Last

< Back Next >

Cancel Registration

Step 8: Bidding Interest (Commodity Section)

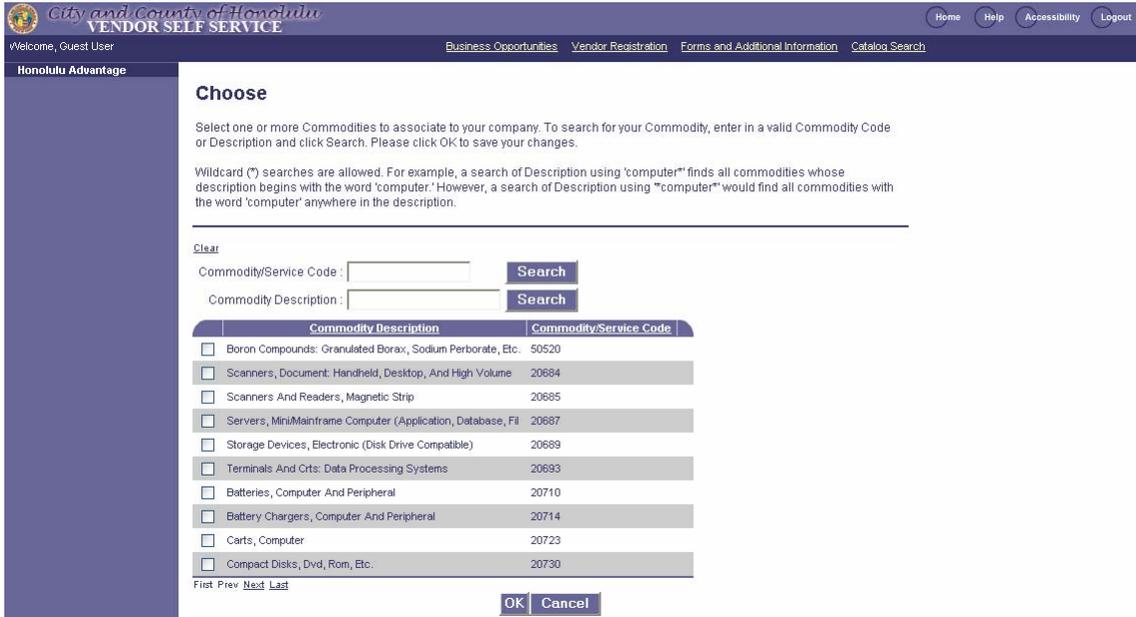
* IMPORTANT *

Please Note: This section will determine which solicitation email notices your organization will receive.

26. Commodity Section

- Please click on the **Add** button to include all relevant commodities to your organization.

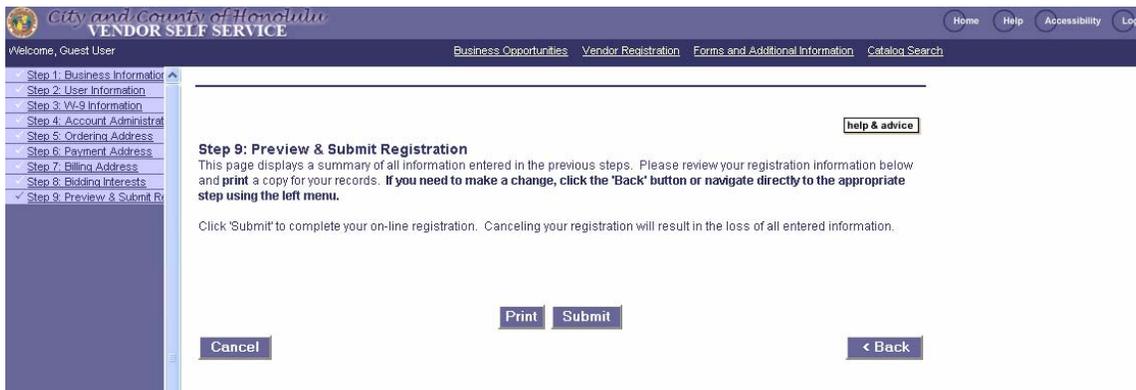
Please refer to the screen below:



Step 9: Preview & Submit Registration

27. Step 9: Preview & Submit page will be displayed.

28. Please review account information and then click the **Submit** button to submit your registration to Honolulu City & County's Purchasing Division.



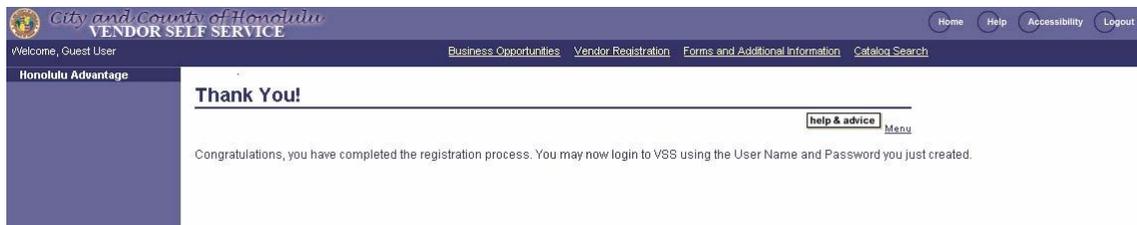
VSS Registration Complete

Thank you for completing the VSS registration process.

*** IMPORTANT ***

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

- FAX: 808-768-3299 ATTN: Vendor Control
- Email: bfspurchasing@honolulu.gov



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> .