

PIMA COUNTY VENDOR REGISTRATION – MAINTENANCE OF EXISTING VENDOR RECORD:

Following are instructions to assist you in using Pima County's Vendor Self Service system. If you have problems updating your vendor record, please contact Isabel Villanueva at 520-724-8465 or Stephen Romero at 520-724-3021. To receive a payment from Pima County, the payee must be registered in this system. The website address for the Vendor Self Service System is:

Vendor Registration Website: <https://vendor.pima.gov/webapp/VSSPROD1/Advantage>

Verify Vendor Registration :

- 1.) Select Vendor Self Service Portal (VSS) Link
- 2.) Under New Users, Select Register
- 3.) Read Registration Requirements/Click on Continue
- 4.) Search for Company Name By using * on both sides of name (example Pima County = ***Pima County*** or ***Pima***) click Search
- 5.) If your name appears in the results, your **company is in the system**, select your record and then **Select Activate Account** on your record line. **If your name is NOT in system go to Item #6 below.**
 - a. Existing vendors will then enter tax id number without dashes to verify record is the same. If it is, you will then set up your user information.
 - b. All fields with an * MUST be completed .
 - c. Select next and submit.
 - d. After user information is submitted, you can sign into VSS with your user name and password you set up and view and edit your record.

Modifying your Legal name or Taxpayer ID number

Please contact Isabel Villanueva at 520-724-8465 or Stephen Romero at 520-724-3021 for assistance.

Viewing and Modifying your Existing Vendor Record

- 6.) Return to VSS Home Screen
- 7.) Enter your User Name and Password to login to your VSS Account
- 8.) Select Account Maintenance

Update or View Commodity Codes

- 9.) **Select Commodities to view or add to Commodities on Vendor Record**
- 10.) Select Update to Add Commodities
- 11.) Search Commodities by Description by using the * key as a wildcard on both sides of text or search by code number.

- 12.) Select the items by clicking the box next to the description
- 13.) Select Next to go to next screen; Select ok to add codes that were selected
- 14.) Select Add Items to Add additional commodity codes or select Save Changes
- 15.) After you save the Changes, the Commodities move into pending changes, they will be reviewed and posted to your vendor record by the Procurement Department within 1 to 2 business days

Update or View Master Address

- 16.) Select Master Addresses
- 17.) If you wish to replace an existing address with a new address; Select "Update" on the Address that you would like to replace with a new address.
- 18.) In the Update Master Addresses Screen type over the existing address with the new "correct" address and phone number. Select Save Changes when the changes are complete. The changes will go into pending additions until they are reviewed and approved by the Procurement Department.
- 19.) If you need to Add a New Master Address, in addition to the existing record, Select "Add Items" from the Master Addresses Screen. Add New Address and phone number and Save Changes. The new address will go into pending additions until they are reviewed and approved by the Procurement Department.

Update or View Address Information (Payment and Ordering Addresses)

- 20.) If you replaced an old address with a new address on the Master Address, it will update the payment and ordering addresses that are associated with that location and you DO NOT need to change the Addresses in this part of the application.
- 21.) If you added a new master address and have multiple payment or ordering addresses, you may need to add them in the Address Information screen by selecting "Add Items"
- 22.) In the Update Address Information Screen Select the Address Type; Select the address ID that you just set up in the Master Address screen and it will auto fill the address information.
- 23.) ***DO NOT add EFT information for the payment address. EFT payments are NOT available and data in this area can cause delay in payments made to your company.***
- 24.) Select Save Changes.

Update or View Contact Information (Email Addresses are in Contact Information)

- 25.) Select Contacts from the Account Maintenance Menu
- 26.) To replace contact information with a new contact or email; select "update" on the Contact that you want to replace with new information, Select Save Changes after changes are complete.
- 27.) To add new contacts, Select Add Items, Add new Contact Info and Save Changes.