

PIMA COUNTY VENDOR REGISTRATION: Following are instructions to assist you in using Pima County's Vendor Self Service system. If you have problems completing the registration, 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: <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**
 - 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. You 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.

****If your Taxpayer ID number is in the system, do not continue with the registration process. Please contact Isabel Villanueva or Steve Romero at the number's listed above. ****

New Vendor Registration – Vendors not already in the System

- 6.) If your name does not appear, you are a **New Vendor** and you need to select **New Registration**
 - a. Read and accept the Vendor registration agreement.
 - b. **Please use all CAPS when entering registration.** Follow Steps 1 through 9. Please note that as fields with an * are required fields and must be entered.
 - c. **Step 1**, Select Verify my location by "Use my tax payer id number"
 - i. Select Organization Type and Classification, (Note: All vendors using a SSN must have First, Middle and Last Name as Legal Business Name and must have Organization Type of "Individual")
 - ii. Enter Company Name and Alias/DBA or First, Middle, Last Name if applicable
 - iii. Email and Organization Information is where you provide business size information (Optional)
 - iv. Select Next

****If your Legal name has changed, please contact Isabel Villanueva or Steve Romero at the numbers above for assistance. ****

- d. **Step 2, In User Information Enter all Fields with an * Select Next**
 - i. If you do not enter all required fields or if it is not formatted correctly, you will receive errors that will appear at the top of the screen that will identify the errors you made. Click on link **by red dot to view errors. (DO NOT USE BACK ARROW ON BROWSER)**
- e. **Step 3**
 - i. Enter Taxpayer ID Number
 - ii. Select Taxpayer ID Number Type
 - iii. Enter Alias/DBA if applicable
 - iv. Enter Address, city, state and Zip Code
 - v. Select Next

- f. **Step 4**
 - i. Enter Address information (Note all fields with an * MUST be entered)
 - ii. Enter additional contact information if applicable
 - iii. Select Next
 - g. **Step 5**
 - i. Enter new ordering address and contact information, if different than account administrator
 - ii. If the Ordering address is the same as the Account Administrator, Select the Button by the Account Administrator to Copy the Address forward.
 - iii. Select Next
 - h. **Step 6**
 - i. Enter New Payment Address and contact information, if different than other addresses
 - ii. If the Payment address is the same as the Account Administrator or the Ordering Address, Select the button by the matching location to Copy the Address forward.
 - iii. Select Next.
 - i. **Step 7**
 - i. Select Add to Add a Billing Address and Contact information, if different than other addresses
 - ii. If the Billing address is the same as any of the other addresses added, select the button by the matching location to Copy the address forward.
 - iii. Select Next
 - iv. **DO NOT ADD a Billing Address unless you pay the County**
 - j. **Step 8**
 - i. Select > by Business Type
 - ii. If your Business Type is Large, Caucasian, Local Owned as the account defaulted to, this selection is complete move on to Commodity.
 - iii. If your Business Type is not Large, Caucasian, Local Owned (as defaulted, click on the scissors to delete the business type.
 - 1. Select the > by Business Type and Select Add
 - a. If you are a certified local small minority business, you would have 3 business types (See below)
 - i. BSML (small, Minority, Local)
 - ii. ENA (If you are Native American Owned and
 - iii. CCOT (if you are certified by the City of Tucson)
 - iv. Select the > by the **Commodity** and select Add
 - 1. Search for Commodity codes by code number or by description using the * before and after number or text, Click on Search
 - 2. Select Commodities that apply to your business by selecting the boxes by the description and select ok.
 - 3. Scroll through options and select the types that best identify your business
 - v. Select Next
 - k. **Step 9**
 - i. Preview and Submit Registration
- l. Send signed and dated W-9 form to fax # 520-724-3646**