

## PIMA COUNTY VENDOR REGISTRATION AND MAINTENANCE OF EXISTING RECORD

Following are instructions to assist you in using Pima County's Vendor Self Service system (VSS). If you need assistance, please contact Isabel Villanueva at 520-724-8465. 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 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 under Vendor Verification Password to verify you are part of this company; 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

### New Vendor Registration – Vendors not already in the System:

- 1.) 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. Follow Steps 1 through 9. Please note that fields with an \* are required fields and must be entered.
  - c. **Step 1: Business Information** - Select Verify my location by "Use my taxpayer 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. Optional: Provide business size information under Email and Organization Information
    - iv. Select Next
  - d. **Step 2: 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 identifying the errors. Click on link **by red dot to view errors**. **(DO NOT USE BACK ARROW ON BROWSER)**
  - e. **Step 3: W-9 Information**
    - 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: Account Administrator Address**
  - 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: Ordering Address**
  - 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: Payment Address**
  - 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: Billing Address (Optional)**
  - 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: Bidding Interests**
  - 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 2 business types:
        - i. BSML (Small, Minority, Local)
        - ii. CCOT (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, and 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: Preview & Submit Registration**
  - i. Review your registration information and click 'Submit' to complete your registration
- l. **Send signed and dated W-9 form to fax # 520-724-3646**

## MAINTENANCE OF EXISTING VENDOR RECORD

\*\*If your Legal name or Taxpayer ID number changed, do not continue with the Modification process. Please contact Isabel Villanueva at 520-724-8465. \*\*

### View and Modify your Existing Vendor Record

- 1.) Return to VSS Home Screen.
- 2.) Enter your User Name and Password to login to your VSS Account.
- 3.) Select Account Maintenance.

### Update or View Master Address

- 4.) Select Master Addresses.
- 5.) 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.
- 6.) In the Update Master Addresses Screen, type over the existing address with the new "correct" address and phone number. Select "Save Changes". The changes will go into pending additions until they are reviewed and approved by the Procurement Department.
- 7.) 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. Select "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)

- 8.) 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. You DO NOT need to change the Address in this part of the application.
- 9.) 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".
- 10.) 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.
- 11.) ***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.***
- 12.) Select Save Changes.

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

You must create an account in VRAMP. The website address for the Vendor Messaging Portal is:

<https://secure.pima.gov/procurement/vramp/login.aspx>