

Vendor Self Service Registration

The following is a downloadable sample of the screens you will encounter in the Vendor Self Serve registration process. While this can be used as a worksheet, we highly recommend that you view the online demonstration that shows the process prior to actually starting the registration. This demonstration can be viewed at <http://www.ci.austin.tx.us/purchase/vendor/vssdemo/vssdemo.htm>

The screenshot shows a web browser window with the address <http://afsvsswebs.ci.austin.tx.us/webapp/AVSSTEST/Advantage>. The page header includes a star icon and the text "System Test 3.6.0.3 VENDOR SELF SERVICE". The main content area features a central heading: "Welcome to the City of Austin Vendor Self Service System". Below this heading is a registration and login interface. On the left, under "Registered Users", there are links for ". Account Maintenance" and ". Respond to Solicitations". Below these are input fields for "User Name:" and "Password:", followed by a "Login" button and a link for "Forgot Your Password? [Click Here](#)". On the right, under "New Users", there is a "Register" button and links for ". Add my company" and ". Create User ID for existing account". Below that is a "Public Access" button with links for ". View Posted Solicitations", ". View Award Notices", and ". View vendor to vendor solicitation comments". The background of the interface is a night cityscape. The text "VSS" is visible in the bottom left and "P" in the bottom right of the interface area. At the bottom of the browser window, a copyright notice reads: "Copyright © 2001, 2007, CGI Technologies and Solutions Inc. All Rights Reserved. Use of this software is subject to CGI Technologies and Solutions Inc. license agreement. AMS Advantage ® is a registered trademark of CGI Technologies and Solutions Inc."

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1. Read the Registration Requirements page.

The screenshot shows the 'Registration Requirements' page in the AMS Financial ADVANTAGE system. The page header includes 'System Test 3.6.0.3' and navigation links for 'Home', 'Help', and 'Accessibility'. The main content area is titled 'Registration Requirements' and contains the following text:

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

Assemble the following information before continuing:

- Tax ID Number
- Legal Business name as on W9
- Contact information (name, address, email, phone and fax)
 - Account Administrator (person responsible for your account)
 - Ordering
 - Payment - exactly as printed on your invoices
- Descriptions of your products and services (for example, commodity codes)
- Commodity codes
 - NIQP codes describing the commodities or services you can offer
- Please note that a completed W9 should be faxed to our office. Instructions will be sent by email confirmation at the end of the registration process.

To view demonstration click [here](#).

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

Government Entity :

At the bottom of the page, there is a 'Continue' button and a callout box that reads: 'There are nine steps involved in the registration process and it is best to assemble the necessary information before starting your registration.'

2. Click the Continue button at the bottom of the screen.
3. Search for your company location by entering your name and click the Search button.

The screenshot shows the 'Search for your company location' page. It features a search input field with the text 'WALSH*' and a 'Search' button. Above the input field, a red message reads: 'Be sure and use "*" at end of name'. Below the search results, there is a table with the following columns: 'Legal Name', 'Location Name', 'Alias/DBA', 'HQ Account', and 'Activated'. Navigation buttons for 'First', 'Prev', 'Next', and 'Last' are located below the table.

You may need to check several variations to make sure you are not in the system.

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For example, if your company is "**Acme Roofing, LLC**" and you have been a vendor with the city, your first search would be "**Acme Roofing, LLC**". If you do not get a result, you may want to try "**Acme Roofing***".

Use the "*" wildcard at the end and omit the ", LLC" as the current record could be "**Acme Roofing L L C**" which does not have the "," and the **L L C** has a space between each letter.

If you were to search "*Roofing*", anything with roofing in the name would show up.

4. If you do not see your name in the search results, select New registration

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 your help.
- No, Register Now → **New Registration**

Legal Name	Location Name	Alias/DBA	HQ Account	Activated	
✓ (MESA			Yes	No	Activate Account Add Location
.2ND2		, VICTOR	Yes	No	Activate Account Add Location
.3P		PARKHURST, ROBERT	Yes	No	Activate Account Add Location
.911HOTJOBS.COM		AMARAL, ROBERT	Yes	No	Activate Account Add Location
.ABASYS		CLINE, LINDA	Yes	No	Activate Account Add Location

If you do see your name, you will need to use the Activate Account option. Instructions for Account activation can be found at

<http://www.ci.austin.tx.us/purchase/vendor/activate/vendoractivateaccount.htm>

Click the New Registration button.



5. Read the Memorandum of Understanding screen. The language on this screen will be modified slightly.

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Memorandum of Agreement

[help & advice](#) [Menu](#)

You must accept the terms of this Memorandum of Agreement in order to register as a vendor with VSS. If you choose not to accept these terms you will be returned to the HomePage for Guests.

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to: (i) register the Vendor; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that:

1. The Vendor shall use VSS vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure that the registration information remains accurate and complete at all times.
2. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration and VSS registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the VSS registration and VSS registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the VSS registration and registration update functionality.

This Agreement shall remain in effect for as long as the Vendor is registered as a VSS vendor. All rights are reserved to cancel the Vendor's registration at any time. In the event the Vendor's registration is cancelled, the Vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electronic procurement transaction that was made or administered in whole or in part using VSS.

[Accept Terms](#)

[Reject Terms](#)

6. Click the Accept Terms button.

[Accept Terms](#)

7. You have just started a Vendor Registration. Look at the left-side navigation panel (CGI-AMS calls this the Secondary Navigation panel). There is a numbered step for each action that we expect a vendor to perform in a registration. These numbered steps are called "TABS".

Welcome, New User
✓ Step 1: Business Information
Location Verification
Location Information and U
EFT Information
Email and Organization Inf
Discount Information
Step 2: User Information
Step 3: W-9 Information
Step 4: Account Administrat
Step 5: Sales Address
Step 6: Payment Address
Step 7: Billing Address
Step 8: Bidding Interests
Step 9: Preview & Submit Re

Important Note: Any field that has a red asterisk in front of it is a required field and cannot be skipped. Example:

Look for "*"

ne your organization and create your legal name.

* Organization Type :

If your Organization Type is "Individual" enter yo

Step 1: Business Information includes 5 sections.

Step 1: Business Information

This page allows you to enter general information about your organization. Fields with a red asterisk (*) indicate required fields. Fields without an asterisk are optional fields that do not require information to complete vendor registration.

NOTE: This site **does not** automatically Save when you exit. Please resolve any errors and do not exit this site until you receive a confirmation of successful registration. Failure to complete registration will require all fields to be re-entered when you return to the site.

- ▶ **Location Verification**
This section will be used to establish a password that
- ▶ **Location Information and Legal Name**
Please complete this information that will be used to create your
Company Name field, will be used to create your
- ▶ **EFT Information**
If you would like to use Electronic Funds Transfer (EFT)
- ▶ **Email and Organization Information**
Please complete this additional information that will
- ▶ **Discount Information**
Please enter any Discount Terms your organization

1. Location Verification. (Required).

▼ **Location Verification**
This section will be used to establish a password that other locations within your company will be required to use when registering a new location for your company.

*Verify My Locations by : Vendor Verification Based on :

Vendor Verification Password :

Confirm Verification :

Select the drop down box which provides these options:

- a. Use my TIN Number.
- b. Use my DUNS Number.
- c. Create my own.
- d. No Password Required.

Select **Create my Own**. (If you only have a single location, you may select the **No Password Required** option. For this example we will use **Create my own**.)

Fill in the Vendor Verification Based on: box. This can be something very simple that lets us know that you have authorized someone in your organization to create a new location. An example could

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be "broom123". You can use a name or numbers, just something that is easy for you to remember. Next complete the **Vendor Verification Password** and **Confirm Verification**

2. Location Information and Legal Name. (Required)

If you are using a DBA (Doing Business As) or an Alias, be sure and enter that name in the Alias/DBA field.

Location Information and Legal Name

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.**

*Organization Type :
If your TIN Type is SSN, select Individual. If your TIN Type is EIN, select Company.

*Classification :

Legal Name :

Alias/DBA :

Location Name :

Web Address :

W-8 Form :

First Name :

Middle Name :

Last Name :

Company Name :

- Organization type. Select **Company** or **Individual**
- Enter the correct information based on your selection.

3. EFT Information. (Optional)

EFT Information

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

ABA Number : Account Number :

Bank Name : Routing ID Number :

Account Type :

Specific account number if account number is a pooled account

EFT Status :

4. Email and Organization Information. (Optional)

Email and Organization Information

Please complete this additional information that will be used to further define your organization.

Number of Employees :

Annual Income :

Gender :

Ethnicity :

Web Address :

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5. Discount Information. (Optional)

▼Discount Information

Please enter any Discount Terms your organization offers for prompt payment of invoices.

Number of Days 1 :	<input type="text"/>	Discount Percent 1 :	<input type="text"/>
Number of Days 2 :	<input type="text"/>	Discount Percent 2 :	<input type="text"/>
Number of Days 3 :	<input type="text"/>	Discount Percent 3 :	<input type="text"/>
Number of Days 4 :	<input type="text"/>	Discount Percent 4 :	<input type="text"/>

6. Click the Next button.

Next >

Step 2: User Information has one section.

User Information

Please establish a unique User ID (Login ID) and Password. Passwords and User ID's are case sensitive and should be alphanumeric.

walshco

▼User Information

1. User Information. (Required)

Important! What you enter in the User Information will be your future sign in to Vendor Self Serve

User Information

Please establish a unique User ID (Login ID) and Password. Passwords and User ID's are case sensitive and should be alphanumeric.

walshco

▼User Information

*User ID :	<input type="text"/>	*Password :	<input type="text"/>
	<i>Case Sensitive</i>		<i>Case Sensitive</i>
*First Name :	<input type="text"/>	*Retype Password :	<input type="text"/>
*Last Name :	<input type="text"/>	*Security Question :	<input type="text"/>
*Email :	<input type="text"/>	*Security Answer :	<input type="text"/>
*Phone :	<input type="text"/>	*Retype Security Answer :	<input type="text"/>
	<i>Format XXX-XXX-XXXX</i>	Fax :	<input type="text"/>
Extension :	<input type="text"/>		

NOTE: All fields below identify information about the person creating the account.

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- a. User ID. Make up a user id, enter it and write it down here: _____
(Remember this is case sensitive and should contain numbers and letters. "Bill1", "BILL1" and "bill1" are all different user IDs).
- b. First Name: Your first name.
- c. Last Name. Your last name.
- d. Email. Your city email.
- e. Phone. Your city phone.
- f. Password. create a password.
- g. Retype Password. Re-enter password
- h. Security Question. Select a security question.
- i. Security Answer. Enter your answer and write it down here: _____
- j. Retype Security Answer. Re-enter your answer.
- k. Fax. For the Account Administrator. Enter Fax phone number in format xxx-xxx-xxxx.

2. Click the Next button.

Next >

Step 3: W-9 Information has two sections, depending on whether you are entering your tax id for the first time, or whether you are joining this account to another by means of a tax id that has already been registered with the City. Only one of the two can be used. (Required)

Step 3: W-9 Information
Please enter information from your W-9 form (Certification).

▶ **Add New Taxpayer ID Number** _____
Add a new Taxpayer ID Number by completing the information.

▶ **Taxpayer ID Number Already Registered**
OR use a Taxpayer ID Number already on file by entering the number and is already registered in this system.

Vendor Self Service Registration

1. Add New Taxpayer ID Number.

▼Add New Taxpayer ID Number

OR add a new Taxpayer ID Number by completing the information below.

Taxpayer ID Number :

Taxpayer ID Number Type :

Name :
Legal Name on W-9

Business Name :
If different from above

Address :

City :

State :

ZIP Code :

- Taxpayer ID Number. Enter your taxpayer ID (no dashes)
- Taxpayer ID Number Type. Your choices two choices are **EIN** or **SSN/ITIN/ATIN** (If you are an individual select **SSN/ITIN/ATIN**)
- Name. Defaulted – (*Sample name shown*).
- Business Name. Enter the same name that is shown in Name.
If you have an **Alias or DBA** name then you may enter that in the Business Name field instead.
- Address.
- City.
- State.
- Zip Code.

- Use Existing Taxpayer ID Number (*Use only if you have already entered it during an earlier registration*)
 - Use Existing Taxpayer ID Number
 - Taxpayer ID Number

▼Taxpayer ID Number Already Registered

OR use a Taxpayer ID Number already on file by entering the Taxpayer ID Number and Type here. This option may apply if more than one business location shares the same Tax and is already registered in this system.

Use Existing Taxpayer ID Number :

Taxpayer ID Number Type :

- Click the Next button.

Important! You will need to complete an actual W9 form and fax it to (512) 974-3471 before your account can be activated.

Next >

Step 4: Account Administrator (required) has 3 sections.

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

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

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

▶ **Contact Address**
Complete this section ONLY if you are adding a Contact and the Contact uses a different address than the address

This section has information about an individual who will get communications for the whole company – not a salesperson or AR / AP contact.

1. Address Information. (Required)

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

*Street 1 : <input type="text"/>	*Phone : <input type="text"/>	County : <input type="text"/>
Street 2 : <input type="text"/>	Phone Extension : <input type="text"/>	County Name : <input type="text"/>
*City : <input type="text"/>	Country : <input type="text"/>	
*State/Province : <input type="text"/>		
*Zip/Postal Code : <input type="text"/>	Additional Address Info. : <input type="text"/>	

Note that this screen scrolls off the right side of the screen.

- a. Street 1.
 - b. Street 2.
 - c. City.
 - d. State / Province.
 - e. Zip / Postal Code:
 - f. Phone:
- Do not enter Country and County Name

NOTE: This is different for foreign vendors.

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2. Contact Information.

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

*Principal Contact :	<input type="text"/>	*Phone :	<input type="text"/>	Alternate Phone :	<input type="text"/>
Email :	<input type="text"/>	Phone Extension :	<input type="text"/>	Alternate Phone Extension :	<input type="text"/>
Correspondence Type :	<input type="text" value="Email"/>	Fax :	<input type="text"/>	Alternate Fax :	<input type="text"/>

- Principal Contact. Enter your name.
- Email. Enter your email address.
- Correspondence Type. Select **Email** – **It is extremely important that you have an email address as this will be the primary method for communication about business opportunities.**

3. Contact Address. (Optional / Not Used).

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

Street 1 :	<input type="text"/>	Country :	<input type="text" value="United States"/>
Street 2 :	<input type="text"/>	County :	<input type="text" value="Find"/>
City :	<input type="text"/>	County Name :	<input type="text" value=""/>
State/Province :	<input type="text" value=""/>		
Zip/Postal Code :	<input type="text"/>		

4. Click the Next button.

[Next >](#)

Step 5: Sales Address (required) has three sections:

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

Copy Address and Contact Information From: Account Administrator

▶Address Information
Add a new Sales Address by completing the information below.

▶Contact Information
Provide a contact for your Sales Address by completing the information below. Provide email address. Contact Name

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

1. You may use the shortcut to copy all the information already provided in the Account Administrator step as the Sales Address by selecting Account Administrator.

Select **Account Administrator** to duplicate the address or complete the fields

2. Click the Next button.

Next >

Step 6: Payment Address (required) also has three sections. Again, you can use the Account Administrator or Sales Address or complete the fields

Step 6: Payment Address
Please enter the address where we should send your payments. A Payment Address is required for registration. If you need to add more than one payment address, you may do so under "Account Management" after you complete your registration and log in.

Copy Address and Contact Information From: Account Administrator
 Sales

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

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

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

Vendor Self Service Registration

Click the Next button.

[Next >](#)

Step 7: Billing Address (Please **DO NOT** Complete). Click the Next button

Step 7: Billing Address (Optional)

Please enter the address to which we should send your bills by clicking the 'Add' button below. This information is optional and may be skipped unless you plan to respond to auctions. If you need to add more than one address, you may do so under "Account Maintenance" after you complete your registration at this time.

Copy Address and Contact Information From:

- Account Administrator
 Sales
 Payment

[Next >](#)

Step 8: Bidding Interests

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 veteran-owned. Click the 'Add' button to view and select the appropriate Business Type for your organization.

[Add](#) [Delete](#)

Business Type	Certification Number	Certification Start Date	Certification End Date
---------------	----------------------	--------------------------	------------------------

[First](#) [Prev](#) [Next](#) [Last](#)

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 for your organization.

[Add](#) [Delete](#)

Service Area	Service Area Zone
--------------	-------------------

[First](#) [Prev](#) [Next](#) [Last](#)

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 Commodity for your organization.

[Add](#) [Delete](#)

Commodity	Commodity Description
-----------	-----------------------


[First](#) [Prev](#) [Next](#) [Last](#)

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This section has three parts.

1. Business Type. This section is reserved for those companies who have been certified by the City of Austin's Department of Small and Minority Businesses (DSMBR). Certifications by other agencies are not applicable. If you have not been certified by DSMBR then skip this section.
2. Service Area. Currently not used. Please skip this section.
3. Commodity (**Optional but HIGHLY RECOMMENDED**). However you may elect to skip this section and create your account. Then come back using Account Maintenance to add commodity codes.

If you elect to add the codes now, then follow these steps.



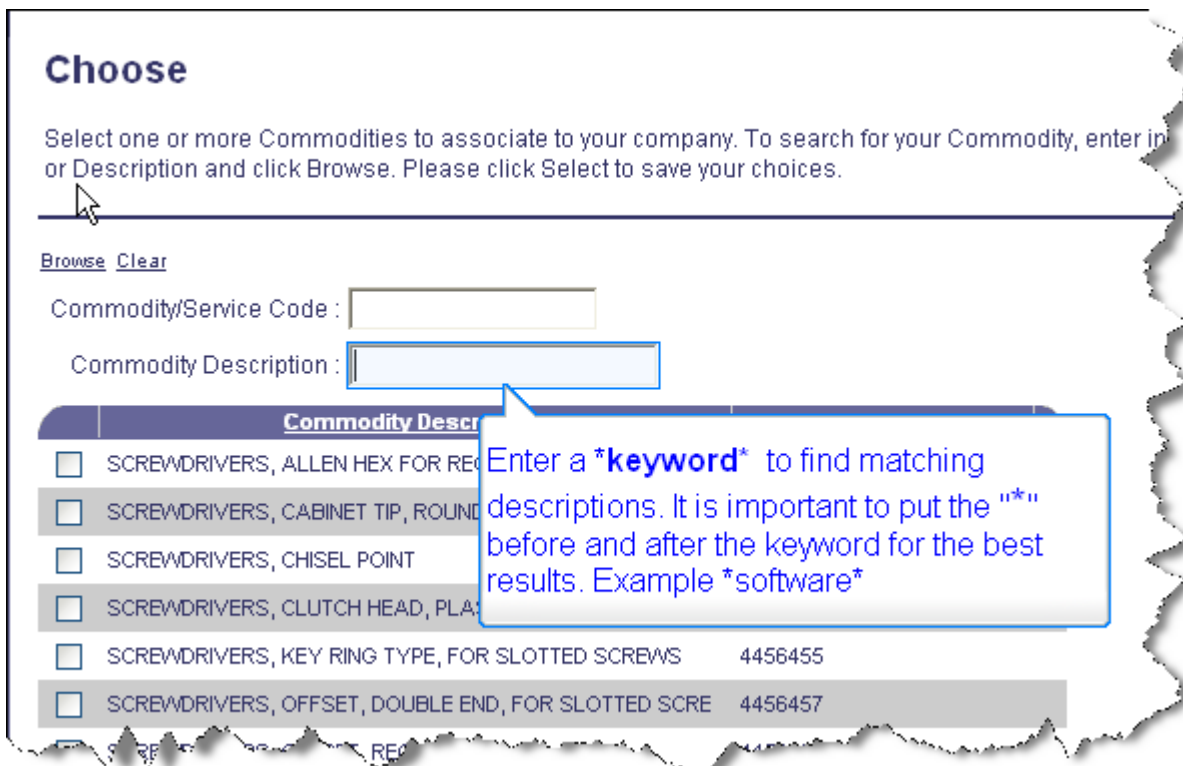
Commodity
Select the Commodities that best describe the goods and services your organization provides for your selection.

[Add](#) [Delete](#)

Commodity		Commodity Description	
First	Prev	Next	Last

[< Back](#) [Next >](#)

1. Click the Add button.



Choose
Select one or more Commodities to associate to your company. To search for your Commodity, enter in the Commodity Code or Description and click Browse. Please click Select to save your choices.

[Browse](#) [Clear](#)

Commodity/Service Code :

Commodity Description :

Commodity Description		Commodity Code
<input type="checkbox"/>	SCREWDRIVERS, ALLEN HEX FOR RE...	
<input type="checkbox"/>	SCREWDRIVERS, CABINET TIP, ROUN...	
<input type="checkbox"/>	SCREWDRIVERS, CHISEL POINT	
<input type="checkbox"/>	SCREWDRIVERS, CLUTCH HEAD, PLA...	
<input type="checkbox"/>	SCREWDRIVERS, KEY RING TYPE, FOR SLOTTED SCREWS	4456455
<input type="checkbox"/>	SCREWDRIVERS, OFFSET, DOUBLE END, FOR SLOTTED SCREWS	4456457

Enter a ***keyword*** to find matching descriptions. It is important to put the "*" before and after the keyword for the best results. Example ***software***

Be sure to click Browse after entering your keyword

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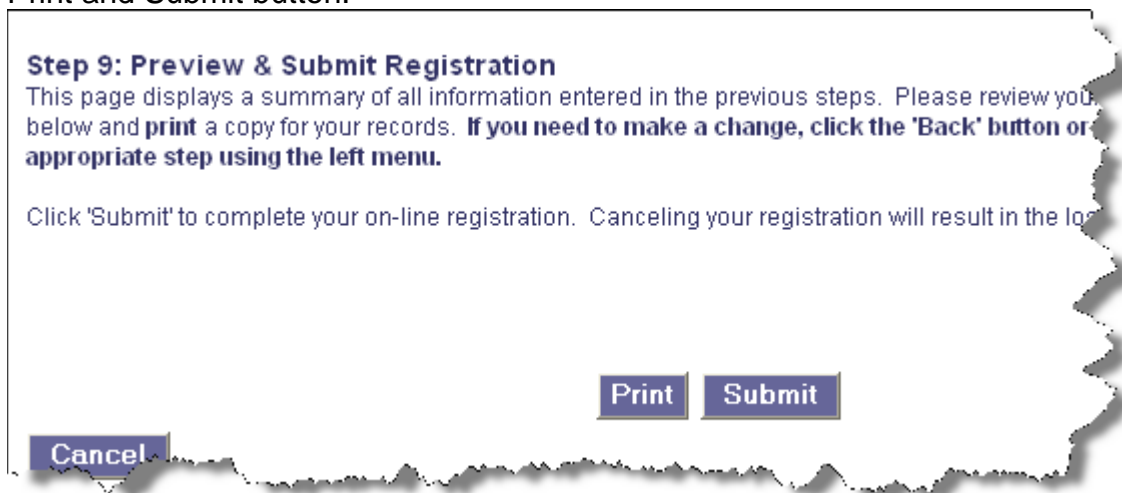
- a. Commodity / Service Code.
- b. Commodity Description. This is a keyword search of the NIGP commodity description.
- c. Read the instructions on the screen about how to search.
- d. Select any codes by clicking in the boxes on the left side.

You may select as many commodities as needed. Be sure to use the Next link at the bottom. May select more by clicking Add again for a different keyword.

2. Click the OK button.
3. Click the Next button.

Next >

Step 9: Preview and Submit Registration has no sections – only the Print and Submit button.



1. Select the Print button to have a copy of what you entered. Review and if no corrections are needed, Click the Submit Registration button.
2. You should produce only one message:



3. Click the underlined [here](#) link.

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Error Messages

This page lists errors or warnings from the previous page. Errors must be corrected before your information can be saved. Click [Here](#) to close this window and return to previous page.

Message	Severity	Context
Document submitted successfully	Information	

4. Click the “red X” to close the Messages window.



5. Click the Logout button.



6. You're done!

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After successfully registering you will receive a notification based on your email you entered for the Account Administrator. A sample of the email is shown below.

From: VENDORREG@CI.AUSTIN.TX.US [<mailto:VENDORREG@CI.AUSTIN.TX.US>]
Sent: Friday, December 15, 2006 8:41 AM
To: Broom, Bill
Subject: ADVMAIL: YOUR REQUEST FOR VSS REGISTRATION HAS BEEN RECEIVED

Bill Broom:

Congratulations, you have successfully submitted a request for registration in ADVANTAGE Vendor Self Service (VSS).

To complete the process please fax your W-9 Form to our Vendor Tech at 512 974 3471.

Here are some details about

Your User ID (case sensitive)
Your Headquarters Account
Your Headquarters Account
Your Vendor/Customer is: VS0000001409
Your Location Name is: Broom Chimney Sweep

Important!: You must fax your W9 information to the number indicated in the email to complete the registration process.

Now to access VSS and log in as a registered user select this link:

<https://www.ci.austin.tx.us/vss/Advantage>

If you need assistance with this registration, please call the City of Austin Vendor Registration at (512)974-2018 or FAX (512)974-3471