

Vendor Quick Registration

The Vendor Quick Registration Guide is an eleven step instruction guide that will assist you in registering on-line quickly and easily. Please follow the instructions precisely and provide the information requested:

Step 1: Accessing the System

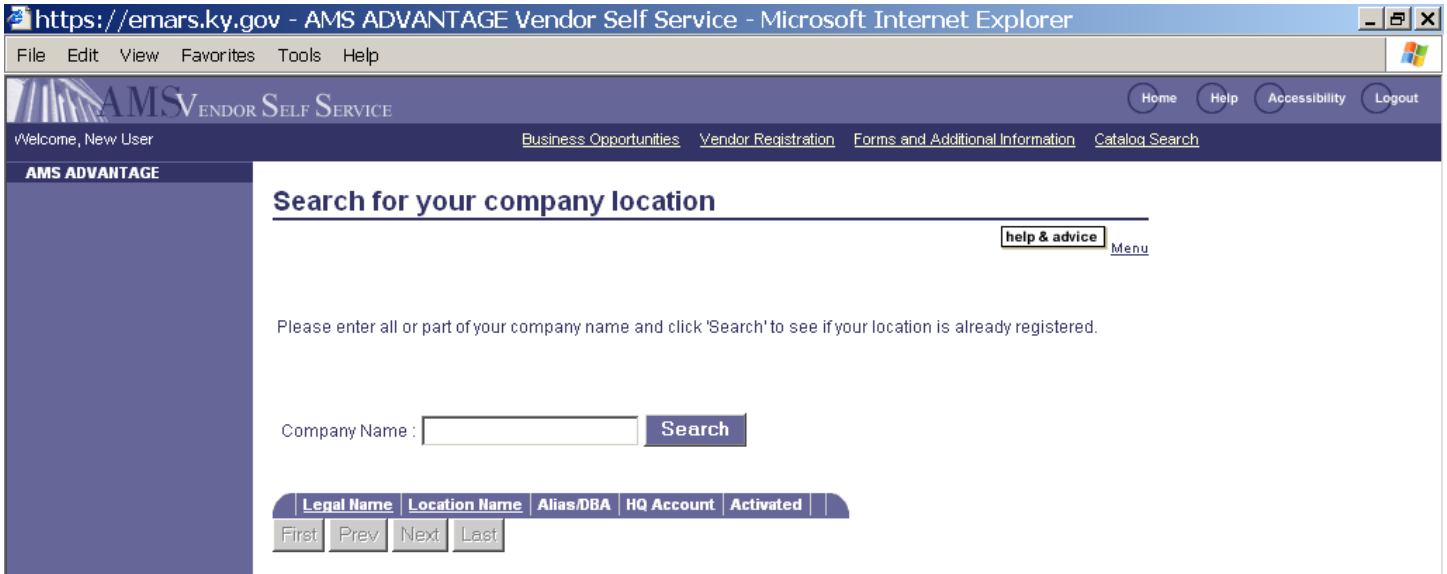
1. To get to the Vendor Self Service System from the internet enter the following URL address <https://emars.ky.gov/online/vss/Advantage> .
2. Click on **Register** (blue tag) to register your business.



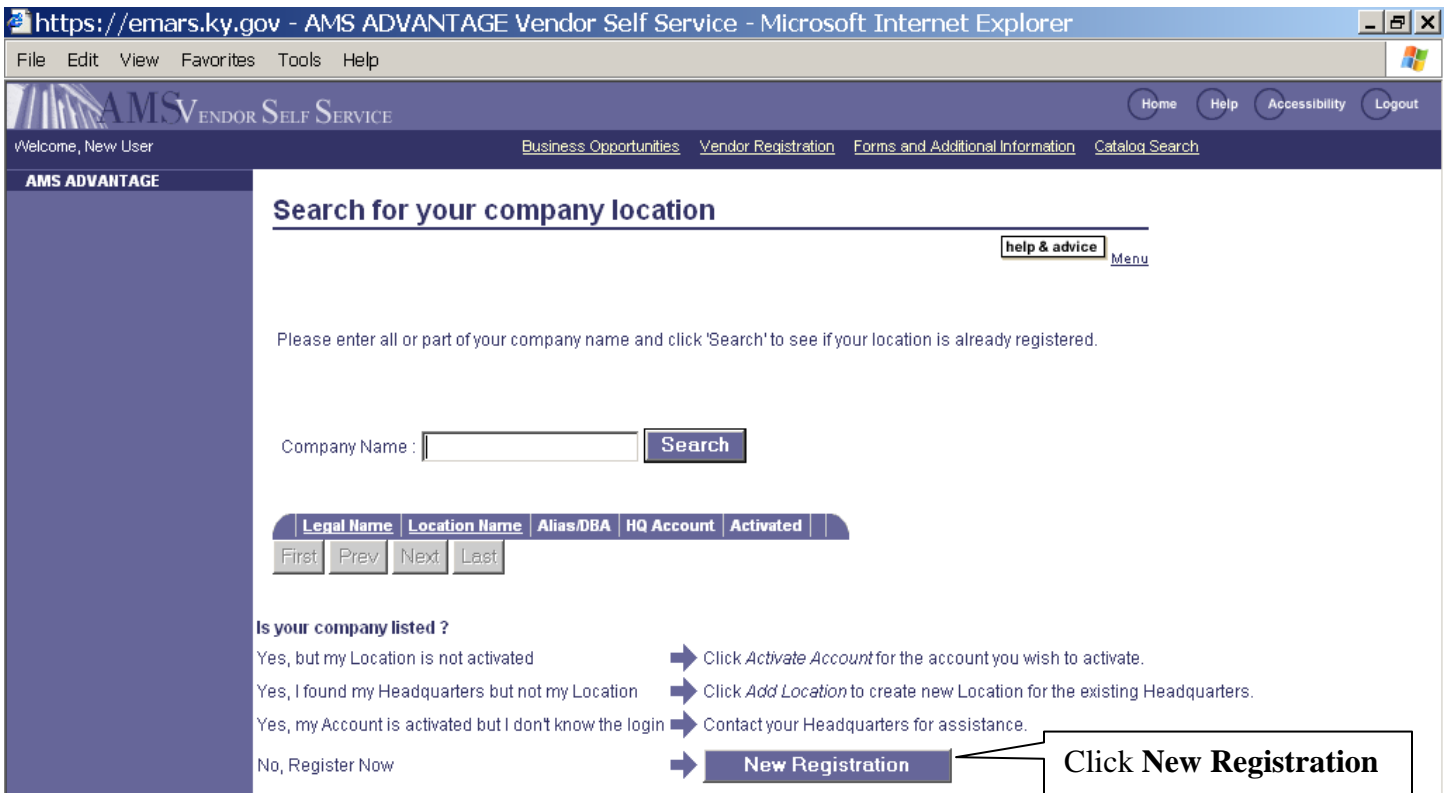
3. Read the information on the **Registration Requirements** page then scroll to the bottom of the page and click **Continue**.



- On **Search for your company location** page, in Company Name field type part of your name or part of your company's name using an asterisk * as a wildcard. *Wildcat* will return any name with Wildcat in any part of the name.
- Click **Search**.



- Scroll to the bottom section of the page, if you **do not** see your name or company's name click **New Registration**.



If you **do** see your name or your company's name, then you or your company have already registered with us but have not created a user ID or password to allow you access to your account in VSS. Click **Activate Account**.

AMS ADVANTAGE Vendor SELF SERVICE

Welcome, New User

Business Opportunities Vendor Registration Forms and Additional Information Catalog Search

AMS ADVANTAGE

Please enter all or part of your company name and click 'Search' to see if your location is already registered.

Company Name :

	Legal Name	Location Name	Alias/DBA	HQ Account	Activated	
✓	CAMP WILDCAT PRES FUND	1325 COUNTY FARM RD		Yes	No	Activate Account Add Location
	WILDCAT CONTRACTING	9677 GRANDVIEW LAKE RD		Yes	No	Activate Account Add Location
	WILDCAT ELECTRICAL CONT	512 W LEXINGTON AVE		Yes	No	Activate Account Add Location
	WILDCAT FENCE COMPANY INC	930 MASON AVE		Yes	No	Activate Account Add Location
	WILDCAT GAS ANALYSIS LLC	275 MOTOR SPORT RD		Yes	No	Activate Account Add Location

You will enter your Tax Identification Number (TIN) as your Password. Click **Submit**.

AMS ADVANTAGE Vendor SELF SERVICE

Welcome, New User

Business Opportunities Vendor Registration Forms and Additional Information Catalog Search

AMS ADVANTAGE

Verification Required

[help & advice](#)

To have your Vendor Verification Password reset, the Commonwealth requires you to fax a request on company letterhead. Fax number (502)564-1486.

Vendor Verification Password :

Headquarters :

Vendor Administrator Passwords are set by your Vendor Administrator. If you don't know the password, see the contact information below.

Principal Contact :

Email :

Phone :

7. On the **Registration Agreement** page read the terms and then click **Accept Terms**.

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File Edit View Favorites Tools Help

AMS VENDOR SELF SERVICE

Home Help Accessibility Logout

Welcome, New User [Business Opportunities](#) [Vendor Registration](#) [Forms and Additional Information](#) [Catalog Search](#)

AMS ADVANTAGE

Registration Agreement

[help & advice](#) Menu

You must accept the terms of this Registration 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.
3. The Vendor agrees to use an electronic signature in order to facilitate electronic transactions with state government. The use of an electronic signature is stipulated under KRS 369.101-369.120. There is only one password code given out per vendor and it must be under the sole control of the person using it. This code is used to submit solicitation responses. It is the vendor's responsibility to safeguard the password codes to ensure that the person it is being given to has the authority to enter into a contract with the Commonwealth of Kentucky and/or to make changes to the vendor's record. The password code must not be shared amongst users. The vendor is hereby notified that any electronic solicitation responses or electronic requests to change the vendor's records are legally binding, if authorized using their password code.

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](#)

Click **Accept Terms**

Step 2: Location Verification

1. In **Location Verification** section click on drop down arrow next to "Verify My Locations by" and select either **Use my TIN number** or **Create my Own**.

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File Edit View Favorites Tools Help

Home Help Accessibility Logout

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

Step 1: Business Information

Location Verification

Location Information and I

EFT Information

Email and Organization Int

Discount Information

Step 2: User Information

Step 3: W-9 Information

Step 4: Account Administrat

Step 5: Ordering Address

Step 6: Payment Address

Step 7: Billing Address

Step 8: Bidding Interests

Step 9: Preview & Submit R

help & advice

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 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.

Next >

▼ Location Verification

This section may be used to establish a password used by other locations within your organization when registering a new location.
NOTE: If no additional locations exist the *No Password Required* option should be selected from the drop down list.

*Verify My Locations by:

Vendor Verification Based on:

Vendor Verification Password:

Confirm Verification:

you selected "Create My Own" above.

Click on drop down button and select either Use my Taxpayer ID Number of Create my Own

2. Next go to **Location Information and Legal Name** section.

3. For **Organization Type**, select **Company** or **Individual**. If organization type selected is a company, enter your **Company Name**. If organization type selected is an individual enter your **First Name, Middle Name** and **Last Name**.

4. Enter **Location Name** (Enter City only).

5. In **Organization Information** section, select the appropriate **Classification**. Companies should **only** select **Partnership, Corporation, Nonresident Alien, Trust, Foreign, State Government, Other Government** or **Other**. Individuals should only select **Individual** or **Sole Proprietorship**.

6. Click **Next**

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File Edit View Favorites Tools Help

Home Help Accessibility Logout

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

Step 1: Business Information

Location Verification

Location Information and I

EFT Information

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Discount Information

Step 2: User Information

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Step 6: Payment Address

Step 7: Billing Address

Step 8: Bidding Interests

Step 9: Preview & Submit R

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:

*Classification:

Legal Name:

Alias/DBA:

Location Name:

First Name:

Middle Name:

Last Name:

Company Name:

Web Address:

W-8 Form:

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

Please enter your street address here.

EFT Information

Step 3: User Information

1. In **User Information** section, enter a **User ID** that you will use to sign in, your **First Name, Last Name, Email Address, Phone, Password, Retype your Password, Security Question, Security Answer, Retype Security Answer and Fax.** **TO RECEIVE EMAIL NOTIFICATIONS ABOUT OUR SOLICITATIONS YOU MUST ENTER A VALID E-MAIL ADDRESS. PLEASE WRITE DOWN YOUR USER ID AND PASSWORD TO LOGIN TO THE SYSTEM AFTER YOU HAVE REGISTERED. (PLACE IN A SECURE AREA)**

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File Edit View Favorites Tools Help

Home Help Accessibility Logout

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

Step 1: Business Information
Step 2: User Information
Step 3: W-9 Information
Step 4: Account Administration
Step 5: Ordering Address
Step 6: Payment Address
Step 7: Billing Address
Step 8: Bidding Interests
Step 9: Preview & Submit Request

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.**

Enter ALL of the information requested for user information.

BOO

User Information

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

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

*First Name:

*Last Name:

*Email:

*Phone:
Format XXX-XXX-XXXX

Extension:

Fax:

*Retype Password:

*Security Question:

*Security Answer:

*Retype Security Answer:

Additional Resources & Information: [Back](#) [Next](#)

Step 4: W-9 Information

1. On the W-9 Information page go to **Add New Taxpayer ID Number**. Enter your **Taxpayer ID Number, Taxpayer ID Number Type (EIN-For Company's or SSN-For Individuals), Address, City, State and Zip.**
2. Click **Next**

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File Edit View Favorites Tools Help

Home Help Accessibility Logout

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

Step 1: Business Information
Step 2: User Information
Step 3: W-9 Information
Add New Taxpayer ID Number
Taxpayer ID Number Already Registered
Step 4: Account Administration
Step 5: Ordering Address
Step 6: Payment Address
Step 7: Billing Address
Step 8: Bidding Interests
Step 9: Preview & Submit Request

Step 3: W-9 Information

Please enter information from your W-9 form (Request for Taxpayer Identification Number and Certification).

Click Next after entering information below

Add New Taxpayer ID Number

Add a new Taxpayer ID Number by completing the information below.

Taxpayer ID Number:
No spaces or dashes

Taxpayer ID Number Type:

Legal Name on W-9:

Business Name:
If different from Legal Name

Address:

City:

State:

ZIP Code:

[Back](#) [Next](#)

Enter your Taxpayer ID Number, Taxpayer ID Number Type, City, State and Zip Code.

Step 5: Account Administrator Address

1. In **Address Information** section enter Street1, Street2 (apt/suite), City, State/Province, Zip/Postal Code, and Phone. Under **Contact Information**, Enter Principal Contact person, Email and Phone.
2. Click **Next**

Welcome, New User [Business Opportunities](#) [Vendor Registration](#) [Forms and Additional Information](#) [Catalog Search](#)

Step 1: Business Information
Step 2: User Information
Step 3: W-9 Information
Step 4: Account Administrator Address Information
Step 5: Ordering Address
Step 6: Payment Address
Step 7: Billing Address
Step 8: Bidding Interests
Step 9: Preview & Submit R

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 : 123 Commonwealth Dr *Phone : 502-555-1212
Street 2 : Phone Extension :
*City : Frankfort Country : United States
*State/Province : Kentucky
*Zip/Postal Code : 40601 Additional Address Info. :

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

*Principal Contact : Kentucky *Phone : 502-555-1212 Alternate Phone :
Email : commonwealth@ky.gov Phone Extension : Alternate Phone Extension :
Correspondence Type : Email Fax : 502-555-1234 Alternate Fax :

Step 6: Ordering Address

1. Click the drop down arrow next to "Use the following address as my Ordering Address" and if all of your Ordering Address information is the same as the Account Administrator information select **Account Administrator**.
2. If your Ordering Address is different from the Account Administrator Address enter the appropriate information.
3. Click **Next**

Welcome, New User [Business Opportunities](#) [Vendor Registration](#) [Forms and Additional Information](#) [Catalog Search](#)

Step 1: Business Information
Step 2: User Information
Step 3: W-9 Information
Step 4: Account Administrator
Step 5: Ordering Address
Step 6: Payment Address
Step 7: Billing Address
Step 8: Bidding Interests
Step 9: Preview & Submit R

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 : *Phone :
Street 2 : Phone Extension :
*City : Country : French Southern Territories
*State/Province :
*Zip/Postal Code : Additional Address Info. :

If Ordering Address is the same as the Account Administrator Address click in circle and wait for information to be populated before clicking Next.

Step 7: Payment Address

1. Click the drop down arrow next to "Use the following address as my Payment Address" and if all of your Payment Address information is the same as the Account Administrator information select **Account Administrator**.
2. If your Payment Address is different from the Account Administrator Address enter the appropriate information.
3. Click **Next**

Welcome, New User

Business Opportunities Vendor Registration Forms and Additional Information

Home Help Accessibility Logout

Step 1: Business Information
Step 2: User Information
Step 3: W-9 Information
Step 4: Account Administrator Information
Step 5: Ordering Address
Step 6: Payment Address
Step 7: Billing Address
Step 8: Bidding Interests
Step 9: Preview & Submit Registration

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

< Back Next >

Address Information

Add a new Payment Address by completing the information below.

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

*Phone :
Phone Extension :
Country : French Southern Territories

Additional Address Info. :

If Ordering Address is the same as the Account Administrator Address or Ordering Address click in circle and wait for information to be populated before clicking **Next**.

Step 8: Billing Address

1. The information on the Billing Address screen is **NOT** required
2. Click **Next**

Step 9: Business Type

1. Please read Business Type (Required) information.
2. Click **Add**.
3. **Choose**. Select only one Business Type by selecting the appropriate box.

Welcome, New User

Business Opportunities Vendor Registration Forms and Additional Information Catalog Search

Home Help Accessibility Logout

Choose

Select one or more Business Types to associate to your company. To search for your Business Type, enter a valid business type and click Search. Please click OK to save your changes.

Clear

Business Type : Search

Business Type
<input type="checkbox"/> Employee/Commonwealth of KY
<input type="checkbox"/> Government
<input type="checkbox"/> Non-Profit
<input type="checkbox"/> Regular

First Prev Next Last

OK Cancel

Select only one Business Type and click **OK**.

Step 10: Commodity

1. Please read the Commodity (Required) information and please select all commodity codes that describe your organization.
2. Click **Add**

The screenshot shows the 'Step 8: Bidding Interests' page. On the left is a navigation menu with steps 1 through 9. Step 8 is highlighted. The main content area has a 'help & advice' button and navigation buttons for '< Back' and 'Next >'. Below this is the 'Business Type' section with instructions and an 'Add' button. The 'Commodity' section has instructions, 'Add' and 'Delete' buttons, and a table with columns 'Commodity' and 'Commodity Description'. The table has navigation buttons 'First', 'Prev', 'Next', and 'Last'. Below the table is an 'Additional Resources & Information' section with '< Back' and 'Next >' buttons.

3. In the **Commodity Description** box, type in the service(s) or product(s) your company supplies. For example, to search for Paper type an asterisk before the letter P and after the letter r (*Paper*)
4. Click **Browse** to search for all commodities that have the word "paper" has in it.
5. Check the code next to the commodity that best applies to your company. Click **Next** to see additional commodity descriptions to select.
6. After you have selected your commodity codes, click **Ok**.

The screenshot shows the 'Choose' commodity selection screen. It includes instructions on how to search for commodities using wildcards. There are two search input fields: 'Commodity/Service Code' and 'Commodity Description'. The 'Commodity Description' field contains '*PAPER*' and has a callout box pointing to it with the text 'Enter Commodity Description here with an asterisk before and after the description.'. Below the search fields is a table with columns 'Commodity Description' and 'Commodity/Service Code'. The table lists various commodity types like 'Felt and Paper', 'FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SNAP-OUT FOR', etc. There are checkboxes next to each row. At the bottom, there are 'OK' and 'Cancel' buttons, and a callout box pointing to the 'Next' button with the text 'Click Next to go to next page of commodities'.

Commodity Description	Commodity/Service Code
<input type="checkbox"/> Felt and Paper	36017
<input type="checkbox"/> FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SNAP-OUT FOR	39500
<input type="checkbox"/> Continuous Forms, Carbonless Paper (Chemical Transfer)	39540
<input type="checkbox"/> Continuous Forms (Computer Paper), Stock (Including Blank, R	39550
<input type="checkbox"/> Snap-Out Forms, Carbonless Paper (Chemical Transfer)	39580
<input type="checkbox"/> Papers and Storage Bags, Tobacco	66029
<input type="checkbox"/> Concrete Curing Blankets and Paper	75028
<input type="checkbox"/> Paper, Roofing	
<input type="checkbox"/> PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPERS)	70000
<input type="checkbox"/> Paper Cutters and Trimmers	70062

Step 11: Verify & Submit Registration

1. Click on **Submit Registration**

2. After you select Submit Registration an error message will be displayed at the top of the screen indicating that you have one or more errors. If you have one error message that displays "Congratulations" you have successfully registered your company.

3. If you have more than one error message click on the error to display the error message. Correct the error if at all possible. Repeat number 3 until all errors have been corrected then click on **Submit Registration** again.

The screenshot shows the AMSV Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessibility, and Logout. Below this, there are links for Business Opportunities, Vendor Registration, Forms and Additional Information, and Catalog Search. A left-hand menu lists registration steps from Step 1 to Step 9, with Step 9, 'Preview & Submit Registration', currently selected. The main content area displays the title 'Step 9: Preview & Submit Registration' and a 'help & advice' button. The text instructs the user to review their registration information and provides instructions on how to print a copy or make changes. Below the text are three buttons: 'Cancel', 'Print', and 'Submit'. A callout box with a pointer to the 'Submit' button contains the text 'Click Submit.'. At the bottom right of the main content area is a '< Back' button.

If you need further assistance, the Customer Resource Center can be reached by email at Finance.CRCGroup@ky.gov or phone (502-564-9641 or toll-free 877-973-HELP). The Help Desk is open Monday through Friday from 7:30 a.m. until 5:00 p.m. EST.