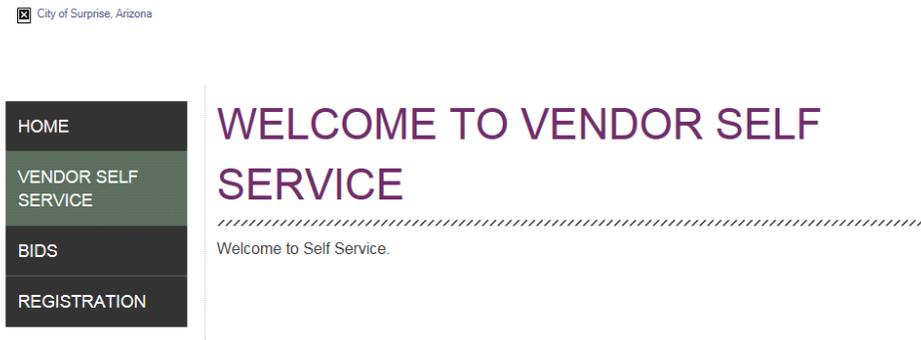


# Vendor Self Service Instructions – New Vendors

## Registration Guidelines:

If you experience any difficulties with Vendor Self Service or have any questions please contact [purchasing@surpriseaz.gov](mailto:purchasing@surpriseaz.gov) or call the Purchasing Division at 623-222-3700.



1. Click on the Registration link on the left side of the screen.

**New Vendor Registration**

Home > Vendor Self Service > Registration

**Step 1** 2 3 4 5

**Step 1 of 5: Create user ID and password**

\*User ID (between 1 and 20 characters)

\*Re-type user ID

\*Password (between 0 and 15 characters)

\*Re-type password

\*Password hint

Please type these numbers into the box below them



**EXISTING VENDORS ONLY**  
You must complete the following for initial registration.

Vendor ID

FID/SSN (Enter without dashes)

## Vendor Self Service Instructions – New Vendors

2. Enter a User ID. This is what will be used to login to Vendor Self Service.
3. Re-Type the User ID.
4. Enter a Password. This will also be used to login to Vendor Self Service and will need to be shared by anyone who will be accessing VSS.
5. Re-type the Password.
6. Enter a Password hint. In the event the password is forgotten, the password hint will be emailed to the email address entered later in the registration process.
7. Type the numbers that appear in the box.

### NEW VENDOR REGISTRATION

Step 1 of 5: Create user ID and password

Step 1 2 3 4 5

Help

User ID (between 1 and 100 characters) \*

Re-type user ID \*

Password (between 8 and 15 characters) \*

Re-type password \*

Password hint \*

Enter these validation numbers into the box below them



#### EXISTING VENDORS ONLY

You must complete the following for initial registration.

Vendor ID

FID/SSN (Enter without dashes)

Continue

8. Click  to advance to Step 2.

# Vendor Self Service Instructions – New Vendors

✓ Your User ID and password have been successfully set. Please continue with the registration process.

## Step 2 of 5: General information

Step 1 2 3 4 5

Help

\*Company Name   
(line 2)   
Doing business as (if different from above)   
 Foreign Entity

\*Address   
(line 2)   
(line 3)

\*City

\*State (abbreviation)

\*Zip

County

Country

Fax Number

Geographic

Send remittances to the above name and address

\*E-Mail

Web site

\*Vendor Type  **Select GENERAL**

### Minority Business Entity (MBE)

Is Minority Business Enterprise

MBE Classifications (select all that apply)  General 0 certifications [manage](#)

Enter a Federal Tax ID Number or Social Security Number

\* FID

\*FID/SSN

\*Re-type FID/SSN

### Payment Terms

Discount Percentage

Days to Discount

Days to Net

## Vendor Self Service Instructions – New Vendors

Your preferred purchasing delivery method(s).

Mail    Fax    E-Mail

**Bank Information**

Joe Smith 1234  
 1234 Anystreet Court  
 Anycity, AA 12345

Pay to the order of \_\_\_\_\_ Dollars

Bank Anywhere  
⑆ 123456789 ⑆ 123456789123 ⑆ 1234

Routing Number      Account Number      Check Number

Bank Routing Number

Bank Account Number

Bank Account Type

**Continue**

When Entering the bank routing number use this format xxxxxxxx-x (Dash before the last Digit)

9. In Step 2 of 5 enter all company information. Fields denoted with an \* are required.

10. In the **Terms** section, fill in these boxes if a terms discount is offered for prompt payment.
- Example 1: terms of 2.5% 10, Net 30 [Enter “2.5” in the Discount Percentage box, Enter “10” in the Days to Discount box, Enter “30” in the Days to Net box]
- Example 2: terms of 1% 10 days [Enter “1.0” in the Discount Percentage box, Enter “10” in the Days to Discount box, Enter “11” in the Days to Net box]

If no terms discount is offered, enter “0” in Discount Percentage and all the other boxes blank.

11. Click **Continue** to advance to Step 3.
12. Click Add for Remittance address Information

### NEW VENDOR REGISTRATION

Step 3 of 5: Address information Step 1 2 **3** 4 5

**Help**

Addresses

add

Name	DBA	Address	City	State	ZIP	Fax	Is Default

**Continue**

## Vendor Self Service Instructions – New Vendors

### NEW VENDOR REGISTRATION

Step 3 of 5: Remittance information

Step 1 2 **3** 4 5

\*Address Type

\*Company Name

Doing business as  
(if different from above)

\*Address

\*City

\*State

\*Zip

County

Country

Fax

Email

#### Bank Information

Joe Smith  
1234 Anystreet Court  
Anycity, AA 12345 1234

13. In Step 3 of 5 Enter all company remittance information.

14. Click  to Save Information

Step 3 of 5: Address information

Step 1 2 **3** 4 5

#### Addresses

add

Name	DBA	Address	City	State	ZIP	Fax	Is Default
BEST COMPANY		123 MAIN STREET	PHOENIX	AZ	85029		Y change

15. Click  to advance to Step 4.

16. Click  to add contact(s)

## Vendor Self Service Instructions – New Vendors

### 17. Select Contact Type

*Contact Type	<input type="text" value="Select Type..."/>
*Name	<input type="text" value="GENERAL - General Contacts"/>
	<input type="text" value="ACCOUNTS PAYABLE - Accounts Payable Contacts"/>
	<input type="text" value="PURCHASING - Purchasing Contacts"/>
Description	<input type="text"/>
*Phone	<input type="text"/>

### 18. In step 4 of 5 enter company contacts

## NEW VENDOR REGISTRATION

### Step 4 of 5: General Vendor Contacts

Step 1 2 3 **4** 5

Help

#### Contact Person

*Contact Type	<input type="text" value="PURCHASING - Purchasing Contacts"/>
*Name	<input type="text" value="CYNDI HAWK"/>
Description	<input type="text" value="SENIOR BUYER"/>
*Phone	<input type="text" value="623-222-1854"/>
Fax	<input type="text"/>
E-Mail	<input type="text" value="cyndi.hawk@surpriseaz.gov"/>

Save Cancel

19. Click  to save Contact Information

20. Click  to add another

21. Click  to advance to Step 5.

# Vendor Self Service Instructions – New Vendors

## REGISTRATION

Step 5 of 5: Review

Step 1 2 3 4 5

Please check that the information below is correct. Make changes if necessary, then click on "Register."

[Help](#)

### General Information [change](#)

Name/DBA	BEST COMPANY
Entity	
Address	123 MAIN STREET PHOENIX, AZ 85029
Fax Number	
FID	99-9999999
Geographic	
E-Mail	purchasing@surpriseaz.gov
Web Site	www.surpriseaz.gov
Vendor Type	GEN GENERAL
Foreign Entity	No
Bank	
Bank Account Number	
Bank Account Type	

### Terms

[change](#)

Discount Percentage	0
Days to Discount	0
Days to Net	0

### Address Information

[change](#)

Name	DBA	Address	City	State	Zip	Fax	Default
BEST COMPANY		123 MAIN STREET	PHOENIX	AZ	85029		Y

### Accounts Contacts

[change](#)

Type	Name	Description	Email	Phone	Fax
PURCHASING - Purchasing Contacts	CYNDI HAWK	SENIOR BUYER	cyndi.hawk@surpriseaz.gov	623-222-1854	

### Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type	(0)	<a href="#">Attach</a>
Brochure(s)	Brochure(s)	(0)	<a href="#">Attach</a>
Certificate of Insurance	Certificate of Insurance	(0)	<a href="#">Attach</a>
W9	W9	✓ (0)	<a href="#">Attach</a>

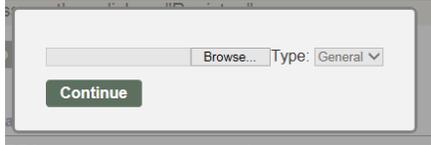
[Register](#)

[Cancel](#)

23. Click on the [Attach](#) to add W-9 (required), Business Licenses, etc

## Vendor Self Service Instructions – New Vendors

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24. Click on Browse and **Continue** to attach your document
25. Click the [change](#) link to make any changes to company information.
26. Check the Box for Terms & Conditions

A screenshot of the 'Terms & Conditions' section. It includes a yellow warning icon, the text 'Terms & Conditions', and a checkbox labeled 'I have read and accept the terms & conditions.' Below the checkbox are two buttons: 'Register' and 'Cancel'. A note at the bottom states: '(Only click Register once and refrain from using your browser's Back or Refresh button.)'

27. Once the review is complete, click **Register** to complete the initial registration process. In the following sections, register the company for commodities/services and download any additional company forms to profile.

## Vendor Self Service Instructions – New Vendors

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HOME

VENDOR SELF SERVICE

MY PROFILE

BIDS

### NEW VENDOR REGISTRATION

#### Registration Confirmation

✓ Registration has been completed. You will be contacted when your information has been reviewed. ⓘ

You can now:

- Register for commodities/services and/or update your profile.
- Upload attachment documents to your profile.

28. The message above will appear when registration is complete.

29. You will receive an automated email with the company's User ID and the link to Vendor Self Service.

30. The Procurement Division will review your registration information within 4 business days. Procurement will contact you ONLY if there are questions.