

**Baltimore County Public Schools Vendor Self Service
New Vendor Registration Guide**

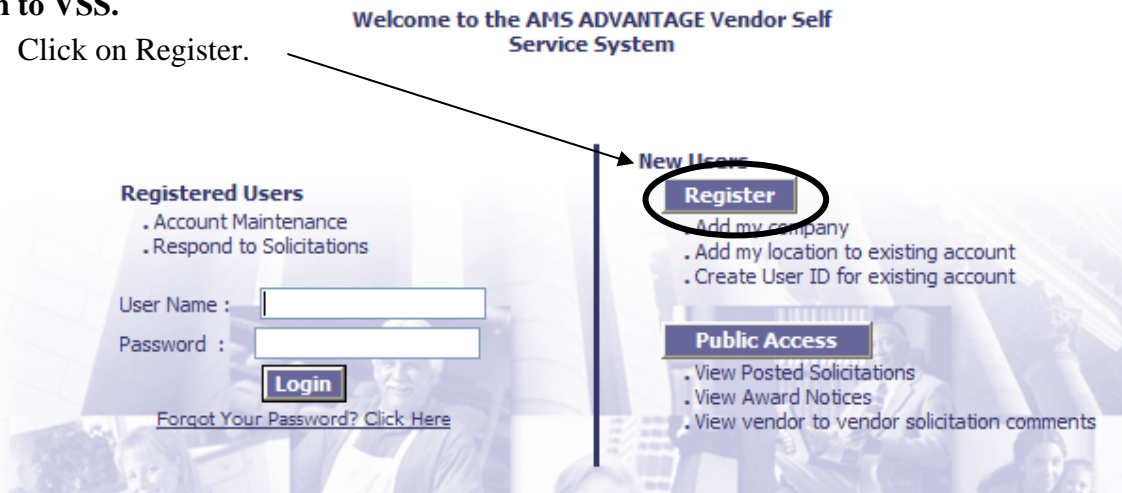
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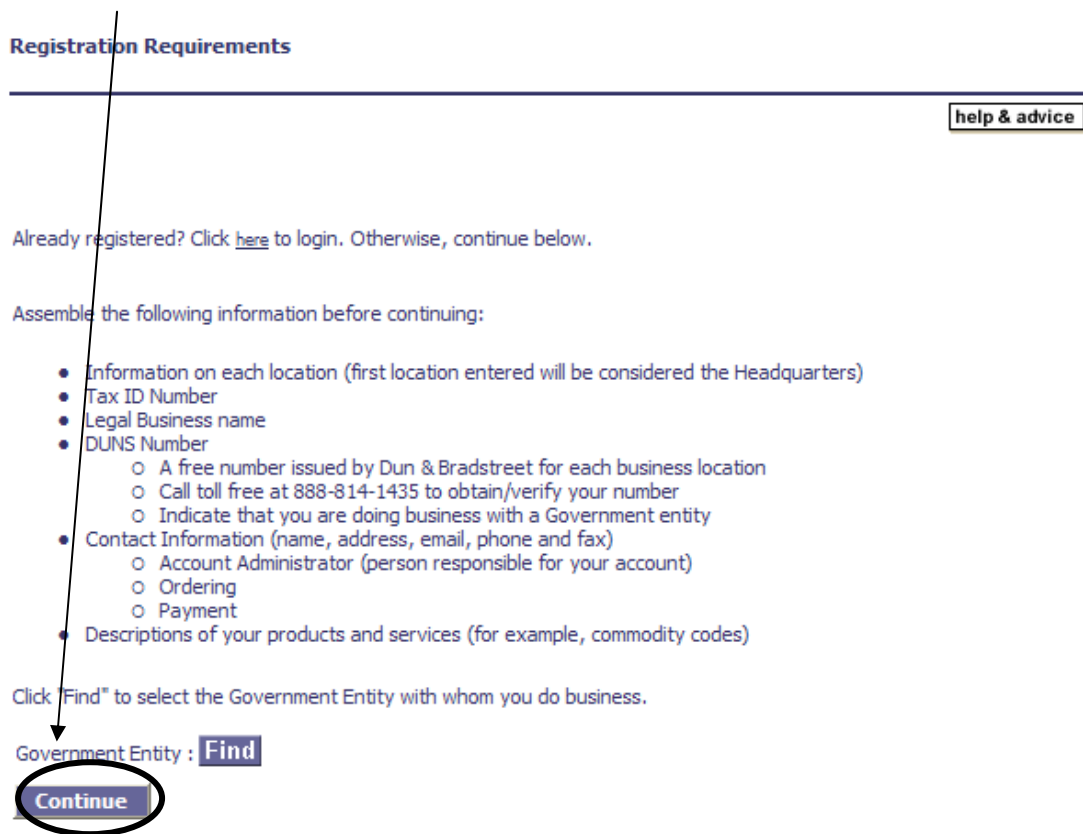
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Log in to VSS.

1. Click on Register.



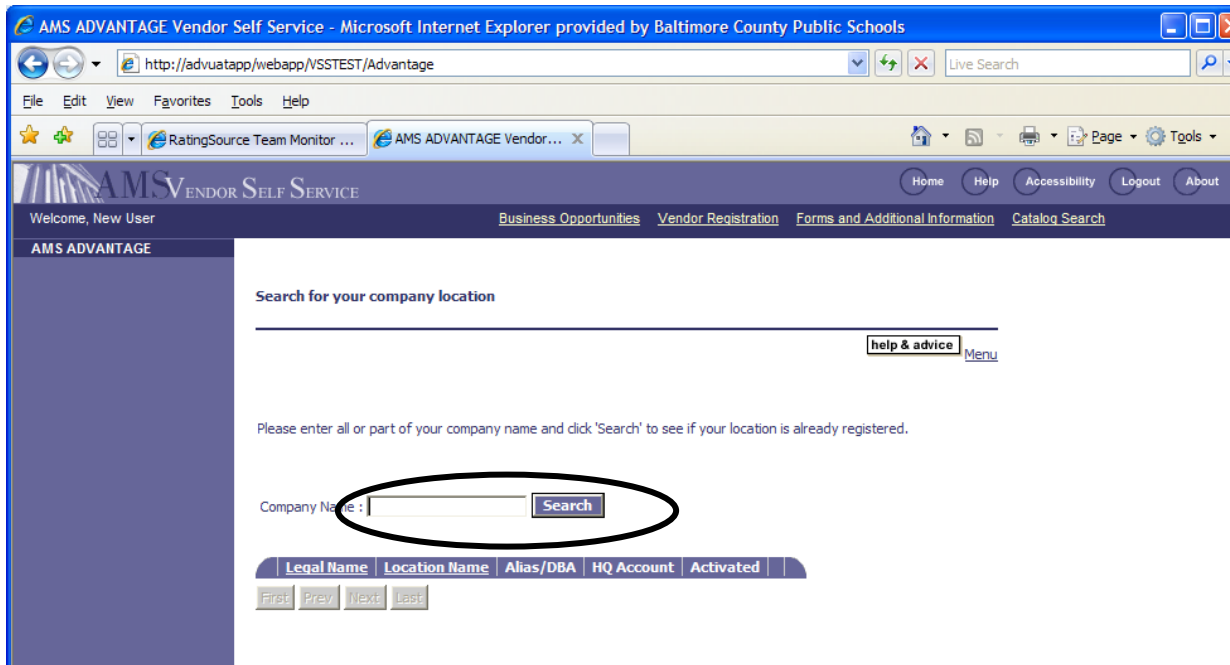
2. Click on Continue (you have already compiled the necessary business information).



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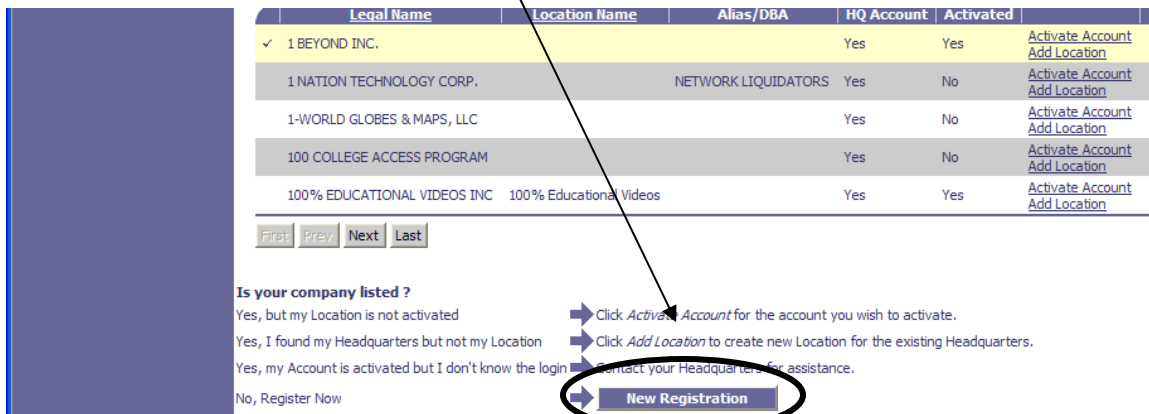
Company Name Search.

1. Enter part of your company name in the search field. Use the asterisk “*” as a wildcard (ex., *data* finds all companies with the word “data” in the name, data* finds all companies beginning with data.) Click on Search.



Search Results

- A. If your company is not registered.
 - 1) Click on New Registration.



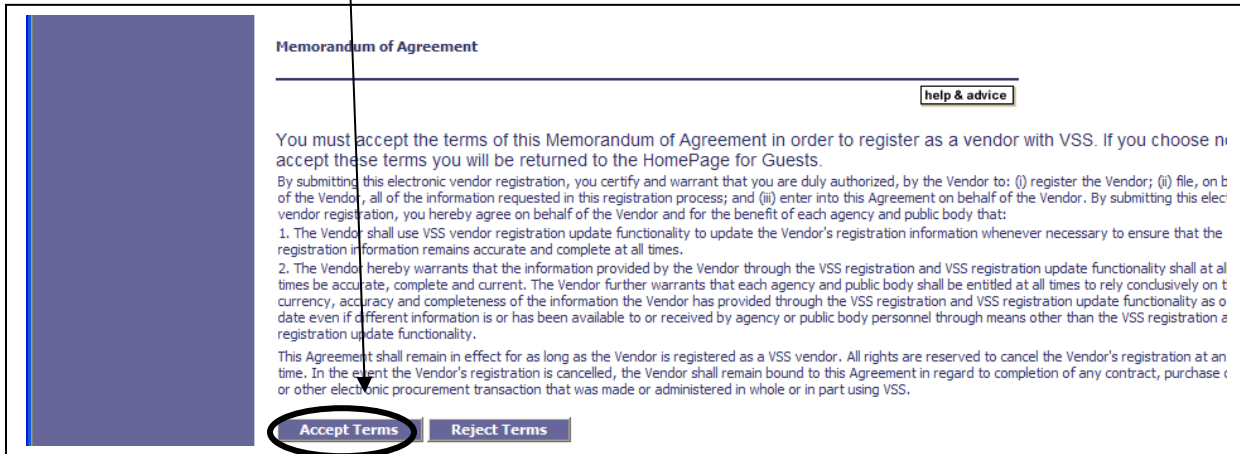
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B. If your company is already registered.

- 1) See separate instructions for Vendor Account Update/Modification.

New Vendor Registration

1. Read the Memorandum of Agreement and click on Accept Terms. *You cannot proceed until you accept the terms.*



Memorandum of Agreement

[help & advice](#)

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 accuracy, accuracy and completeness of the information the Vendor has provided through the VSS registration and VSS registration update functionality as of the 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 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 or other electronic procurement transaction that was made or administered in whole or in part using VSS.

[Accept Terms](#) [Reject Terms](#)

The new vendor registration is a nine (9) step process. Fields with a **red asterisk *** are required. Fields without an asterisk are optional and the information is not required to complete vendor registration. This site does not automatically save when you exit. Please resolve any errors and do not exit until you receive a successful registration confirmation.

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Step 1: Business Information

A. Location Verification

- 1) Click on the drop down arrow and select No Password Required.

B. Location Information and Legal Name

- 1) Company
 - a. Organization Type-select Company
 - b. Classification-select Partnership, Corporation, Trust, Foreign, State Government, or Other Government
 - c. Enter Company Name
Click on Next
- 2) Individual
 - a. Organization Type-select Individual
 - b. Classification-select Individual or Sole Proprietorship
 - c. Enter First Name and Last Name)
 - d. Click on Next

Welcome, New User

Business Opportunities Vendor Registration Forms and Additional Information Catalog Search

Step 1: Business Information

Location Verification

Location Information and Legal Name

EFT Information

Small and Organization Information

Discount 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 Request

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 completion to complete vendor registration.

NOTE: This site **does not** automatically Save when you exit. Please re-enter all information if you receive 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 will be used to establish a password if that other location in your company will be required to use when registering a new location for your company.

*Verify My Location by: No Password Required

The below fields are required only if you select "Create My Own" above.

Vendor Verification Based on:

Vendor Verification Password:

Confirm Verification:

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: Company

*Classification: Corporation

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

Legal Name:

Alias/DBA:

Location Name:

Web Address:

Web Phone:

Company Name: Test Company

Franchise Account:

Catalog DUNS: 999012345

EFT Information

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

ABA Number: Find Account Number:

Bank Name: Routing ID Number:

Account Type:

Specific account number if account

Local intranet 100%

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Step 2: User Information

- A. Enter a User ID (*Case Sensitive and must be between 2 and 16 characters in length.*)
- B. Enter First Name
- C. Enter Last Name
- D. Enter Email
- E. Enter Phone
- F. Enter Fax-required
- G. Enter Password (*Case Sensitive and must be between 2 and 16 characters in length.*)
- H. Retype Password
- I. Select a Security Question
- J. Enter Security Answer
- K. Retype Security Answer
- L. Click on Next

The screenshot shows a web browser window with a navigation menu on the left containing 'Step 8: Bidding Interests', 'Step 9: Preview & Submit Regis', and 'Step 2: User Information'. The main content area is titled 'Step 2: User Information' and contains the following text: '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.' Below this text are '< Back' and 'Next >' buttons. The form is titled 'Test Company' and 'User Information'. It includes fields for: *User ID (jssmith), *Password (masked), *First Name (John), *Last Name (Smith), *Email (jssmith@comcast.net), *Phone (410-555-1234), *Security Question (What is your favorite color?), *Security Answer (masked), *Retype Password (masked), *Retype Security Answer (masked), and Fax (410-555-1235). There are also '< Back' and 'Next >' buttons at the bottom.

Step 3: W-9 Information-Add New Taxpayer ID Number

- A. Enter Taxpayer ID Number
- B. Enter Taxpayer ID Number Type
 - 1) Company
 - a. Select EIN from drop down list
 - b. Enter Business Name (if different from Legal Name)
 - c. Enter Address
 - d. Enter City
 - e. Select State
 - f. Enter Zip
 - g. Click on Next
 - 2) Individual
 - a. Select SSN/TIN/ATIN from drop down list
 - b. Enter Business Name (if different from Legal Name)
 - c. Enter Address
 - d. Enter City
 - e. Select State
 - f. Enter Zip
 - g. Click on Next

Baltimore County Public Schools Vendor Self Service

New Vendor Registration Guide

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

Step 3: W-9 Information

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

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

Test Company

▼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 :

▼Taxpayer ID Number Already Registered

OR use a Taxpayer ID Number already on file by entering the Taxpayer ID Number and Type. This option only business location shares the same Taxpayer ID Number and is already registered in this system.

Use Existing Taxpayer ID Number :

Taxpayer ID Number Type :

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

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Step 4: Account Administrator Address

A. Address Information

- 1) Enter Street 1
- 2) Enter Street 2 (if applicable)
- 3) Enter City
- 4) Select State
- 5) Enter Zip
- 6) Select United States Country
- 7) Click on Next

B. Contact Information

- 1) Enter Principal Contact
- 2) Enter Email
- 3) Enter Phone
- 4) Select Fax

C. Contact Address-complete only if different than above

D. Click on Next

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.

Test Company

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

*Street 1 : 21 Test Drive *Phone : 410-555-1234
 Street 2 : Phone Extension :
 *City : Baltimore Country : United States
 *State/Province : Maryland
 *Zip/Postal Code : 21220 Additional Address Info. :

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

*Principal Contact : John Smith *Phone : 410-555-1234 Alternate Phone :
 Email : jsmith@comcast.net Phone Extension : Alternate Phone Extension :
 Correspondence Type : Email Fax : 410-555-1235 Alternate Fax :

Step 5: Ordering Address

A. If Ordering Address is same as Account Administrator Address

- 1) Click Copy Address and Contact Information From: Account Administrator radio button to populate fields
- 2) Click On Next

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

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- B. If Ordering Address is different than Account Administrator Address, enter necessary information.
- C. Complete Contact Address information if different.

Step 6: Payment Address

- A. If Payment Address is same as Account Administrator Address or Ordering Address
 - 1) Click on appropriate radio button to populate fields
 - 3) Click On Next.

- B. If Payment Address is different than Account Administrator Address or Ordering Address, enter necessary information
- C. Complete Contact Address information if different

Step 7: Billing Address

- A. Billing Address is not required,
 - 1) Click On Next

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Step 8: Bidding Interests

A. Business Type

- 1) Click on Business Type
- 2) Click on Add
- 3) Add at least one Business Type; enter Certification Number and dates if applicable
- 4) Click On OK

The screenshot shows the 'AMS ADVANTAGE' interface for selecting business types. It includes a 'Choose' section with instructions to select one or more business types. Below this is a search field for 'Business Type' and a table of available options. The 'Minority Owned' and 'In-State' options are checked. Navigation buttons for 'First', 'Prev', 'Next', and 'Last' are visible, along with 'OK' and 'Cancel' buttons at the bottom right.

Business Type	Business Type ID
<input type="checkbox"/> Dealer	DEAL
<input type="checkbox"/> Manufacturer	MANF
<input checked="" type="checkbox"/> Minority Owned	MNRT
<input type="checkbox"/> Jobber	JOBR
<input type="checkbox"/> Retailer	RTL
<input checked="" type="checkbox"/> In-State	INST
<input type="checkbox"/> Women Owned	WMNO
<input type="checkbox"/> African Amer Male	A
<input type="checkbox"/> Aleut	AL
<input type="checkbox"/> DBE Aleut	ALD

B. Service Area

- 1) This information is not required. Go to Commodity.

C. Commodity

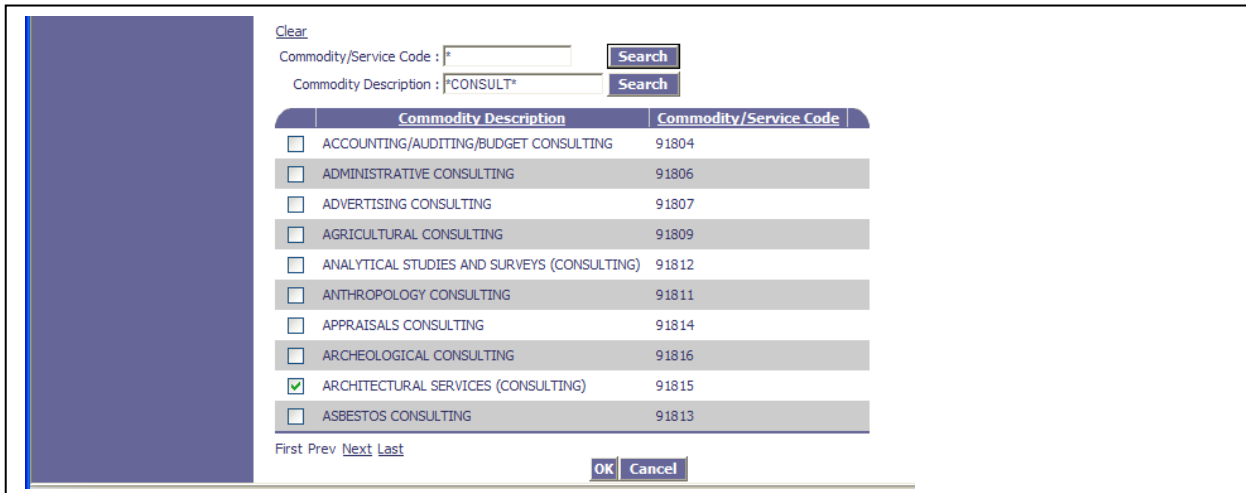
- 1) Click on Commodity
- 2) Click on Add

The screenshot shows the 'Commodity' selection screen. It includes instructions to select commodity code(s) and buttons for 'Add' and 'Delete'. Below this is a table with columns for 'Commodity' and 'Commodity Description'. Navigation buttons for 'First', 'Prev', 'Next', and 'Last' are visible at the bottom.

Commodity	Commodity Description
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- 3) Select previously identified NIGP-classified commodity codes for your company (see Welcome page). A search can also be performed by Commodity/Service Code number, or partial Commodity Description. Use * for wildcards.
- 4) Click appropriate commodity check boxes
- 5) Click OK



Clear
Commodity/Service Code : *
Commodity Description : *CONSULT*

<input type="checkbox"/>	Commodity Description	Commodity/Service Code
<input type="checkbox"/>	ACCOUNTING/AUDITING/BUDGET CONSULTING	91804
<input type="checkbox"/>	ADMINISTRATIVE CONSULTING	91806
<input type="checkbox"/>	ADVERTISING CONSULTING	91807
<input type="checkbox"/>	AGRICULTURAL CONSULTING	91809
<input type="checkbox"/>	ANALYTICAL STUDIES AND SURVEYS (CONSULTING)	91812
<input type="checkbox"/>	ANTHROPOLOGY CONSULTING	91811
<input type="checkbox"/>	APPRAISALS CONSULTING	91814
<input type="checkbox"/>	ARCHEOLOGICAL CONSULTING	91816
<input checked="" type="checkbox"/>	ARCHITECTURAL SERVICES (CONSULTING)	91815
<input type="checkbox"/>	ASBESTOS CONSULTING	91813

First Prev [Next](#) Last

- 6) Click on Next after entering commodity codes.

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Step 9: Preview & Submit Registration

- 1) Review all information
- 2) Make any necessary changes to each Step prior to submitting registration.
 - a. Cancel-Cancels this registration process and information is not saved
 - b. Back-Navigates back Step by Step to make any necessary changes
 - c. Print- Prints a copy of registration information
- 3) Click on Submit

Step 9: Preview & Submit Registration [help & advice](#)

This page displays a summary of all information entered in the previous steps. Please review your registration information below and **print** a copy for your records. **If you need to make a change, click the 'Back' button or navigate directly to the appropriate step using the left menu.**

Click 'Submit' to complete your on-line registration. Canceling your registration will result in the loss of all entered information.

[Cancel](#) [Print](#) [Submit](#) [< Back](#)

Step 1: Business Information

Location Verification

Verify My Locations by: Use my Taxpayer ID Number

Vendor Verification Based on: Please verify that you are part of this organization by entering the TIN number of your Headquarter: submit. If you are unsure of the TIN number, please contact the Account Administrator for your Hea

Vendor Verification Password:

Confirm Verification:

Location Information and Legal Name

Organization Type: Company	Classification: Corporation
First Name:	Legal Name: Test Company
Middle Name:	Alias/DBA:
Last Name:	Location Name:

- 4) Successful registration generates a congratulations message.

Thank You! [help & advice](#)

Congratulations, you have completed the registration process. You may now login to VSS using the User Name and Password you just created.

- 5) Your vendor number will not be activated until a completed W-9 form has been received (as indicated on Welcome page).

Thank you for registering to conduct business with Baltimore County Public Schools.