

Welcome to Vendor Self Service – a new and easier way to do business with the Village of Wellington!

Existing Vendor Registration Guide

Vendor Self Service (VSS) allows existing and future vendors to view their purchase orders, invoices, and checks. Vendors can also maintain their contact and remittance information as well as commodities offered, and upload documents such as W-9; E-Verify Memorandum of Understanding (MOU) and insurance.

Vendors that have previously registered through the Vendor Self Service site will be required to re-register and link to existing due to a system maintenance upgrade.

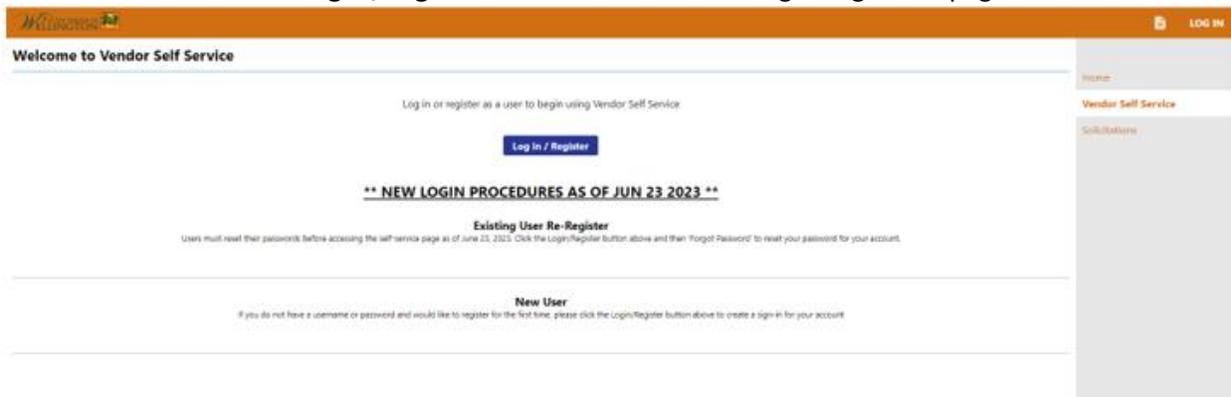
You can access the registration page by going to www.wellingtonfl.gov/purchasing then click on the “Vendor Self Service” link listed under Quick Links on the right side of the page.

Existing Vendors will need their Vendor ID and Taxpayer Identification # (typically the Federal Employer Identification # or a Social Security #) to register.

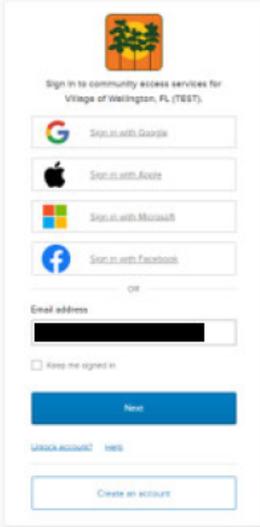
In order to ensure we have the most updated information on file, please attach a valid W-9 and certificate of insurance (only required for vendors who provide a service to the Village). A Memorandum of Understanding (MOU) will be required as proof of registration through the Department of Homeland Security E-verify website (<https://www.e-verify.gov/>).

If you cannot locate your Vendor ID or are encountering errors in the registration process, please send an email to purchasing@wellingtonfl.gov for assistance.

- Now click on the **Log In/Register** button located at the beginning of the page.



Enter your email address and click on next.



Sign in to community access services for Village of Wellington, FL (TEST).

Sign in with Google

Sign in with Apple

Sign in with Microsoft

Sign in with Facebook

or

Email address

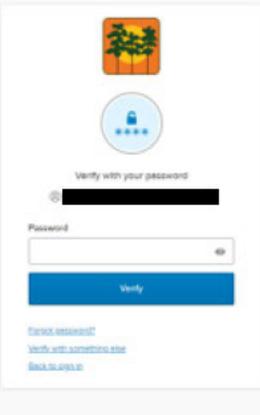
Keep me signed in

Next

[Forgot account?](#) [Help](#)

[Create an account](#)

Once you get to this screen, click on Forgot password.



Verify with your password

Password

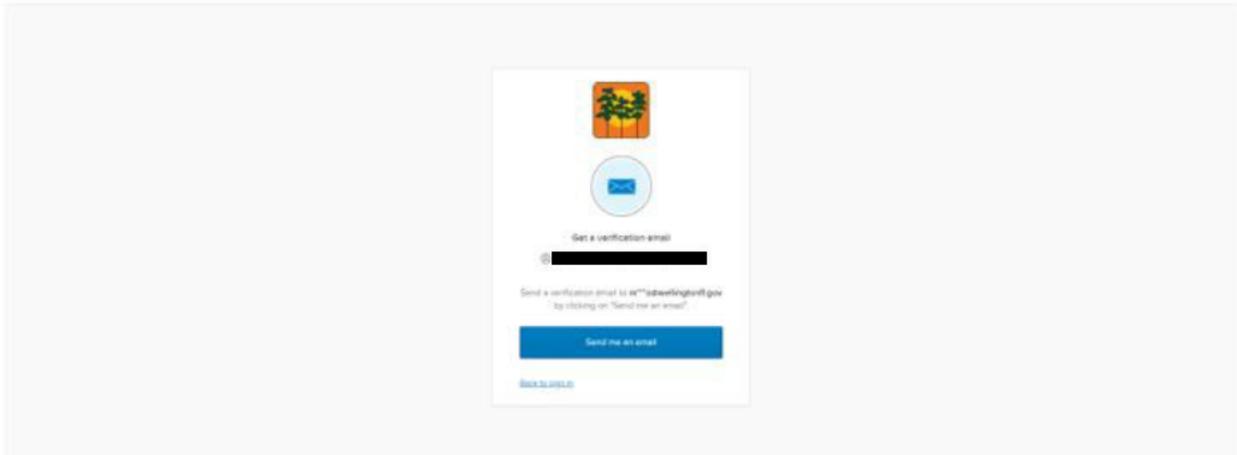
Verify

[Forgot password?](#)

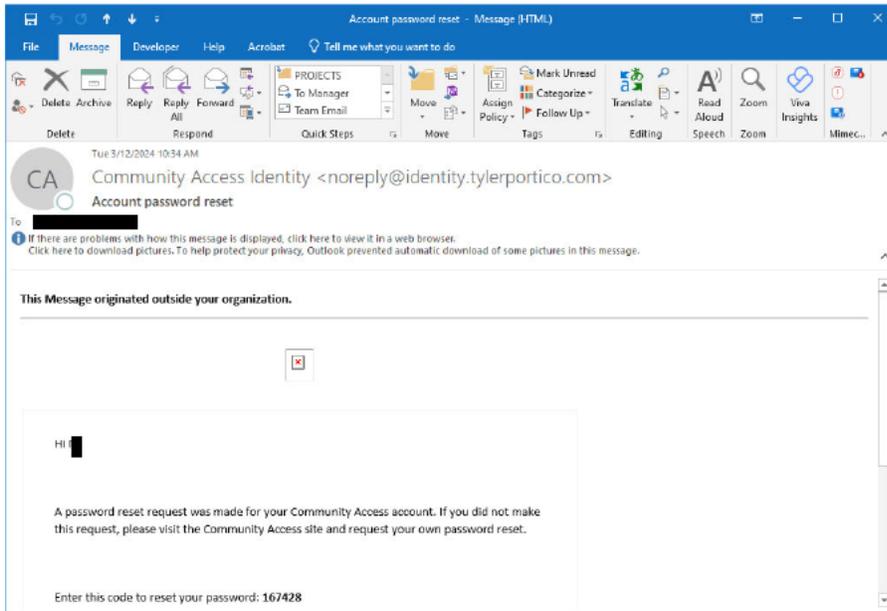
[Verify with a different user](#)

[Back to sign in](#)

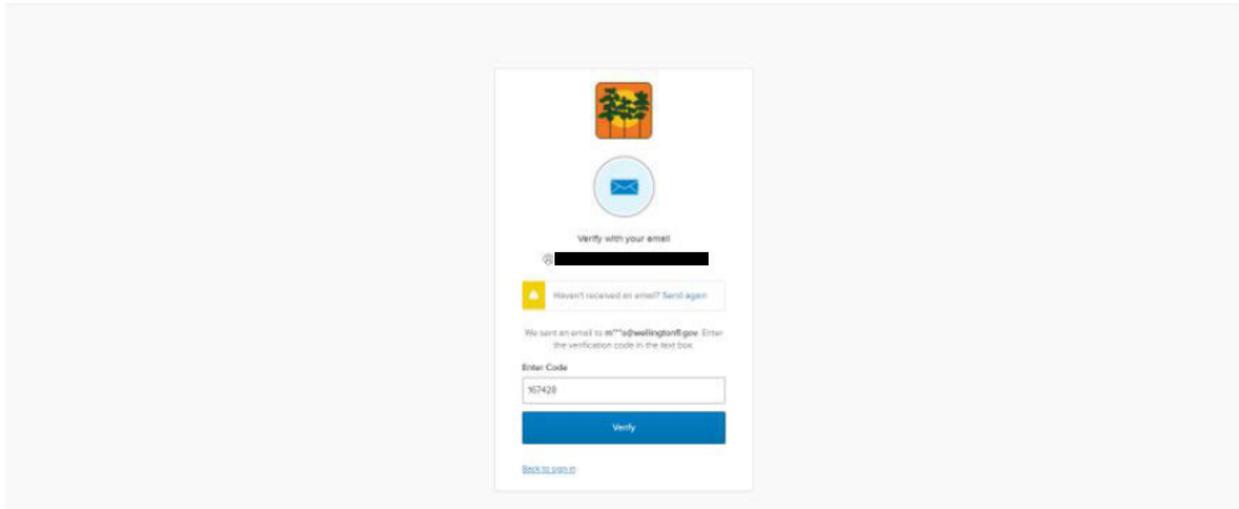
Request a verification email by clicking on the Send me an email.



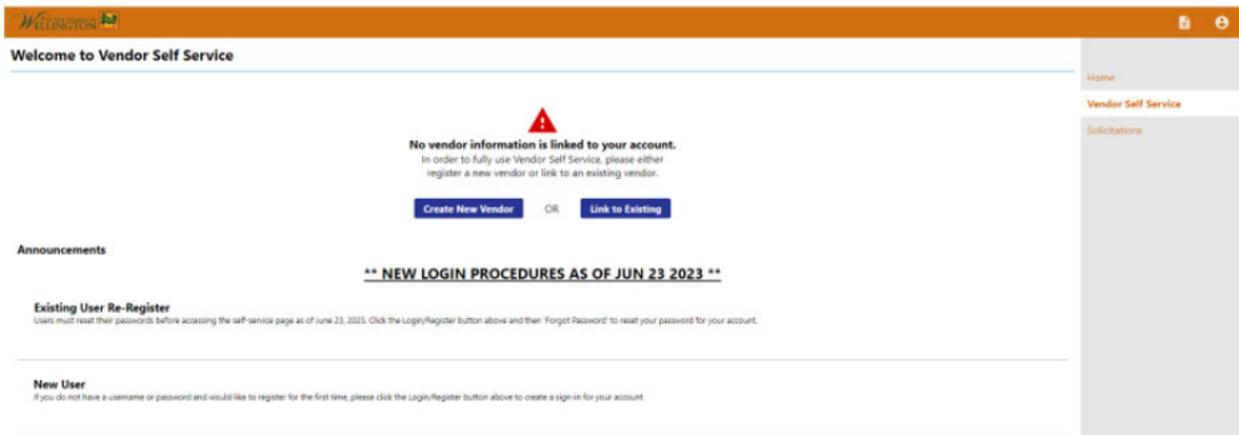
You will receive an email with a code to reset your password.



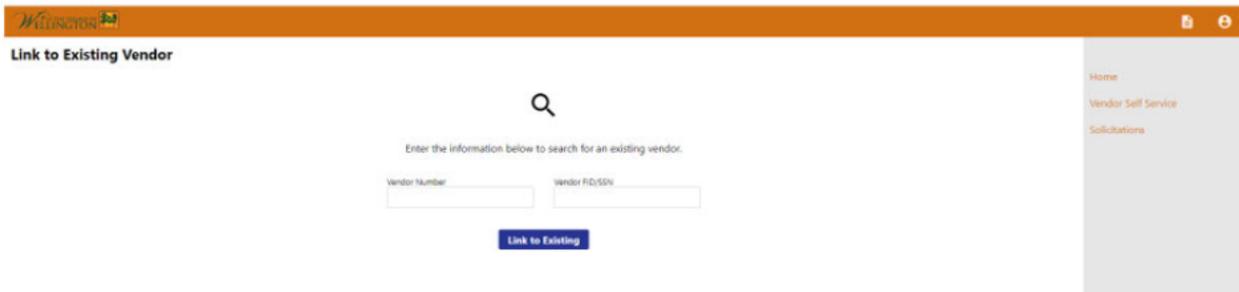
Enter the code received and click on verify.



After you have done this verification step, this will bring you to the following screen. Click on Link to Existing.



Enter your vendor account number and your Vendor FID/SSN (typically the Federal Employer Identification # or a Social Security #) and click on Link to Existing.



Enter the following information and click continue.

User Contact Information

Contact Person

* Contact Type
Select Type...

* Name

Description

* Phone

Text Opt in

* E-mail

[Continue](#)

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Solicitations

If you need to make changes to the Profile information, click on the pencil. Update any required information.

Welcome to Vendor Self Service

Profile information 
CANDY LOVE
Phone: 561-131-4517

Vendor information 
CANDY'S KAYAK RENTAL, LLC
1515 WILD SEAS AVE
WELLINGTON, FL 33414

Announcements

**** NEW LOGIN PROCEDURES AS OF JUN 23 2023 ****

Existing User Re-Register
Users must reset their passwords before accessing the self-service page as of June 23, 2023. Click the Login/Register button above and then 'Forgot Password' to reset your password for your account.

New User
If you do not have a username or password and would like to register for the first time, please click the Login/Register button above to create a sign-in for your account.

Checks [Search checks](#)
Check information not found.

Purchase orders [Search purchase orders](#)
Purchase order information not found.

Contracts [Search contracts](#)

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This will bring you to the following page where you can make changes or add a new contact. Once done, click on continue.

Vendor Information
Contacts Information: Make Changes

Address Contacts

Type	Name	Description	Email	Telephone
GENERAL	CANDY LOVE			Phone: 561-131-4517
GENERAL	CANDY LOVE			Phone: 561-131-4517

[Add New Contact](#) [Continue](#)

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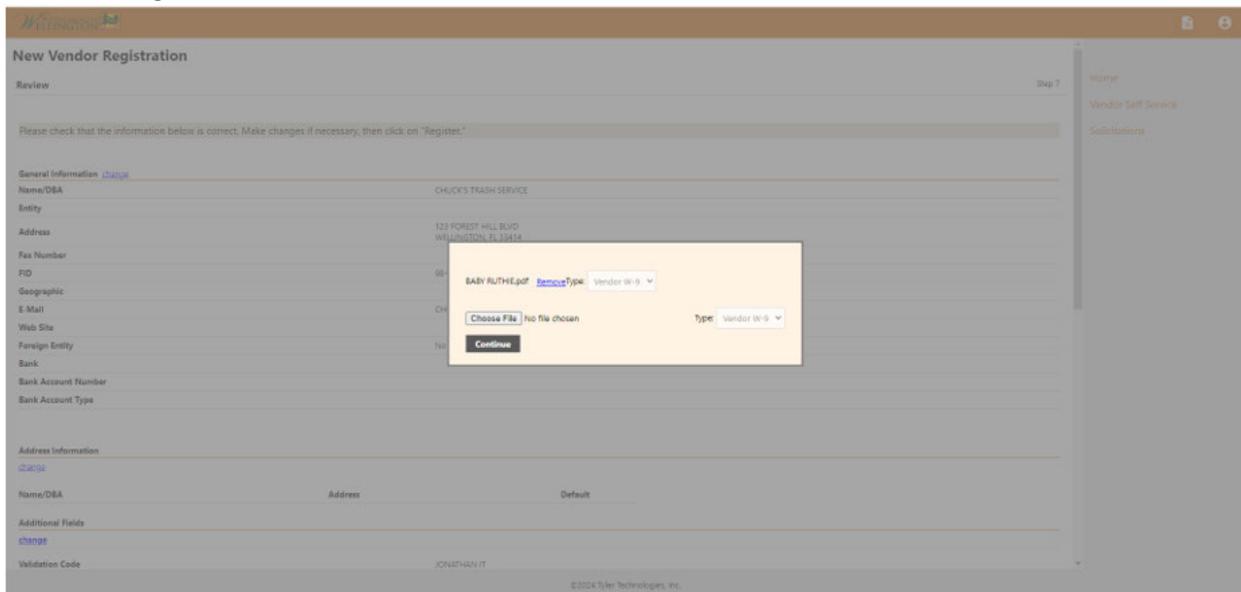
If you need to make changes to the Vendor information, click on the pencil. Update any required information such as General Information, address, contacts, and commodities.

- Review the information that is shown on these screens.

- Page continued below.
- To add attachments, click **Attachments** (located on the Navigation menu)
- In order to ensure we have the most updated information on file, please attach a current and valid W-9; your Memorandum of Understanding (MOU) as proof of registration through the Department of Homeland Security E-verify website and certificate of insurance (required for all vendors who provide a service to the Village).



- Click **Attach** to attach documents.
- Click Choose File.
- Navigate to the saved documents.



- Review the information that is shown on these screens.



Once you have completed making any necessary changes, you can now log out of the vendor account by clicking at the top right-hand side of the page.

