

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.

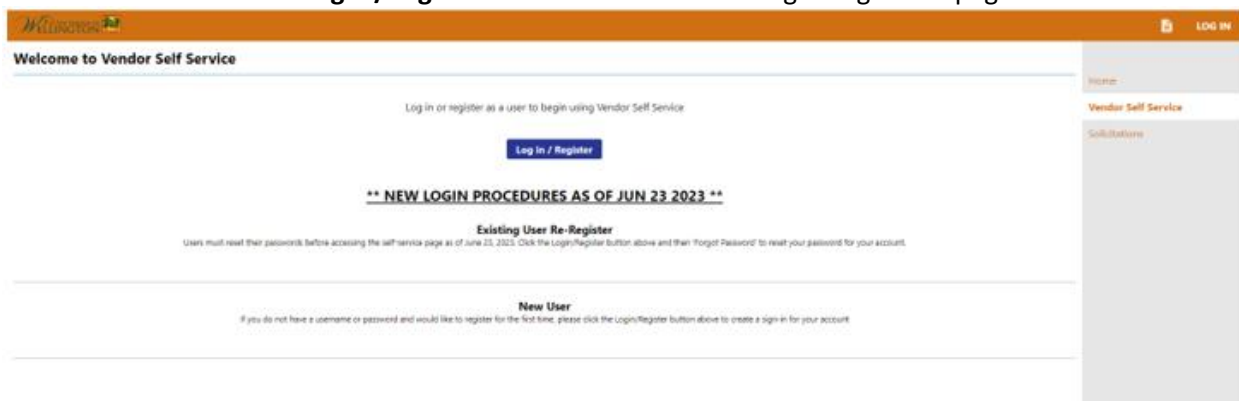
You can access the registration page by going to www.wellingtonfl.gov/purchasing then click on the “Vendor Self Service” link listed under Quick Links on the right side of the page.

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/>).

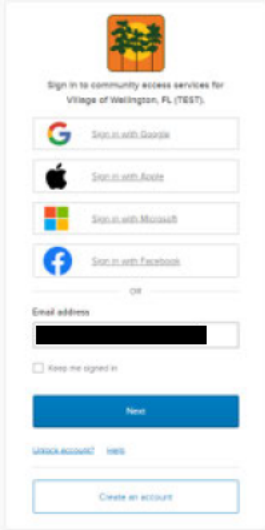
If you cannot locate your Vendor ID or are encountering errors in the registration process, please send an email to purchasing@wellingtonfl.gov for assistance.

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



The screenshot shows the 'Welcome to Vendor Self Service' page. At the top, there is an orange header with the Village of Wellington logo and a 'LOG IN' button. Below the header, the page title 'Welcome to Vendor Self Service' is displayed. The main content area has a light blue background and contains the text 'Log in or register as a user to begin using Vendor Self Service'. A blue button labeled 'Log In / Register' is centered. Below this, a bold notice reads '** NEW LOGIN PROCEDURES AS OF JUN 23 2023 **'. Underneath, the section 'Existing User Re-Register' is shown, with a note: 'Users must reset their password 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.' At the bottom, the 'New User' section states: '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.' On the right side of the page, there is a vertical sidebar with a light gray background, containing links for 'Home', 'Vendor Self Service', and 'Substitutions'.

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
[Redacted]

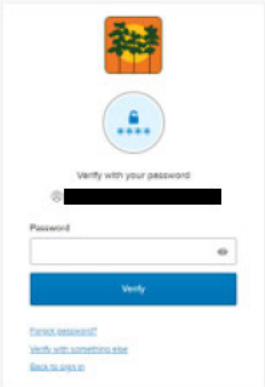
☐ Keep me signed in

[Next](#)

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

[Create an account](#)

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



Verify with your password

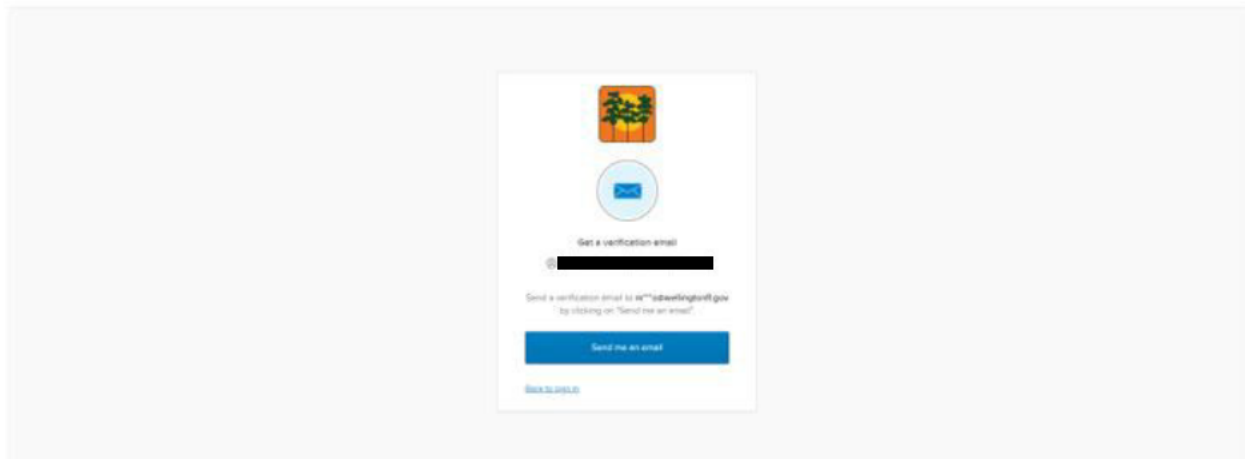
[Redacted]

Password
[Redacted]

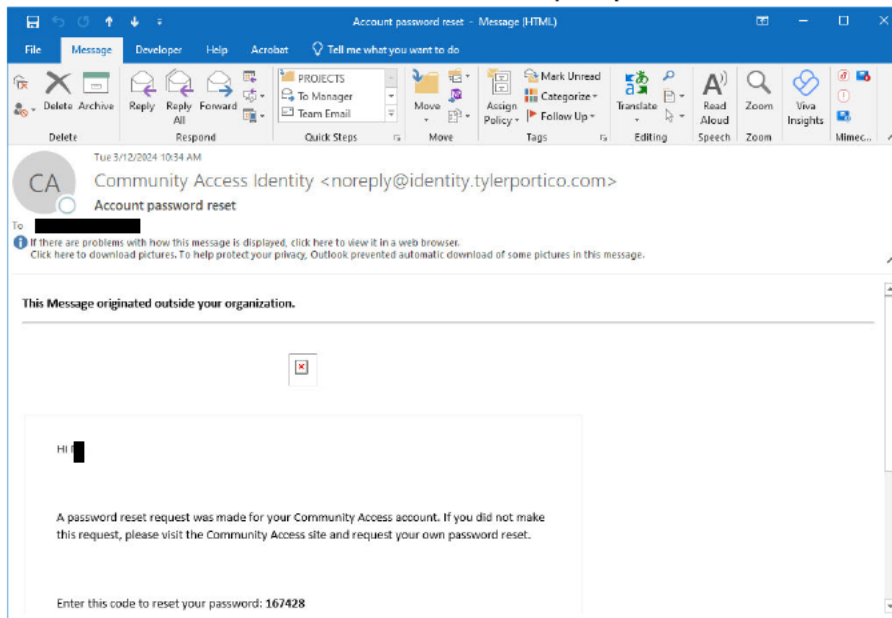
[Verify](#)

[Forgot password?](#)
[Verify with something else](#)
[Back to sign in](#)

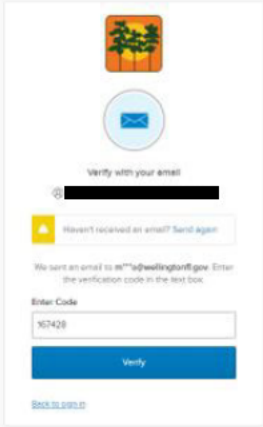
Request a verification email by clicking on the Send me an email.



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

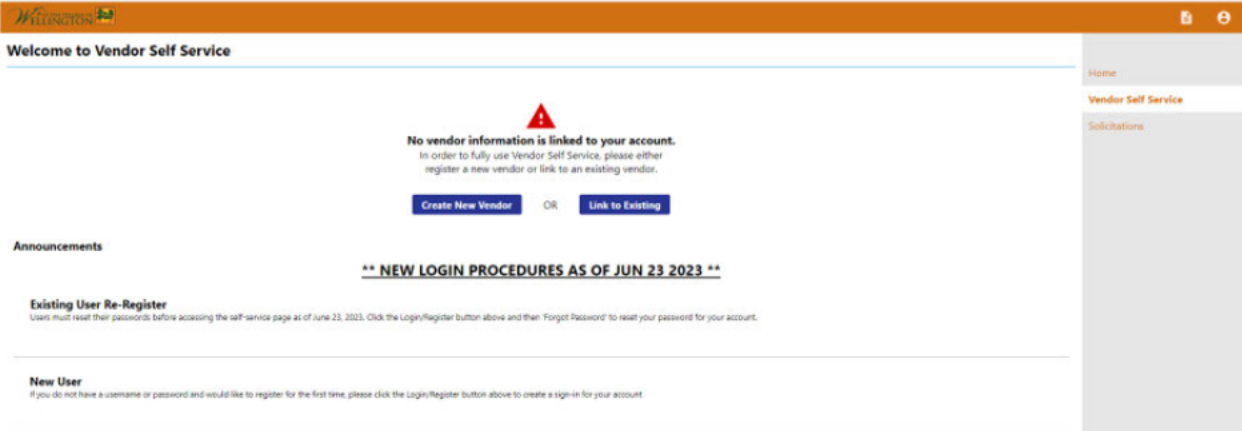


Enter the code received and click on verify.



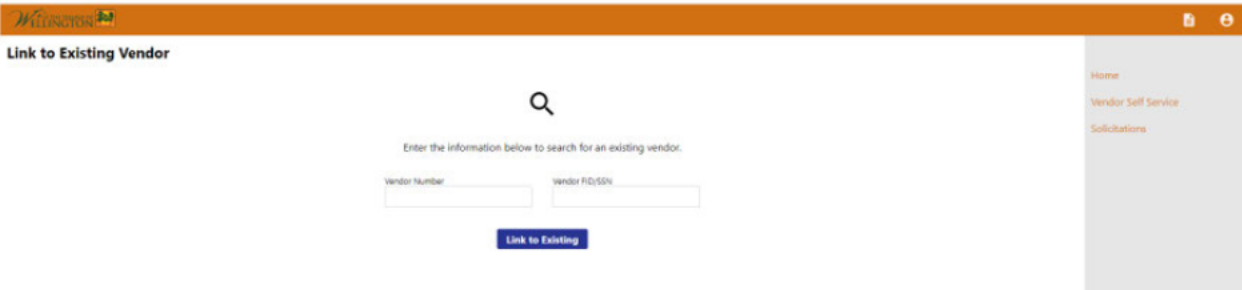
The screenshot shows a verification page with a header icon of a tree and a circular email icon. The text 'Verify with your email' is followed by a redacted email address. A button labeled 'Haven't received an email? Send again' is present. Below, a message states 'We sent an email to mt***@weldinginfo.gov. Enter the verification code in the text box.' An 'Enter Code' field contains '907428', and a blue 'Verify' button is at the bottom. A link 'Back to sign in' is at the bottom left.

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



The screenshot shows the 'Welcome to Vendor Self Service' dashboard. A red warning triangle icon is above a message: 'No vendor information is linked to your account. In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor.' Below this are buttons for 'Create New Vendor', 'OR', and 'Link to Existing'. The 'Announcements' section features a header '** NEW LOGIN PROCEDURES AS OF JUN 23 2023 **'. Under 'Existing User Re-Register', it states '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.' Under 'New User', it says '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.' A right-hand sidebar contains links for 'Home', 'Vendor Self Service', and 'Solicitations'.

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.



The screenshot shows the 'Link to Existing Vendor' search form. It features a magnifying glass icon and the instruction 'Enter the information below to search for an existing vendor.' There are two input fields: 'Vendor Number' and 'Vendor FID/SSN'. A blue 'Link to Existing' button is positioned below the fields. The right-hand sidebar is identical to the one in the previous screenshot, with links for 'Home', 'Vendor Self Service', and 'Solicitations'.

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](#)

Home
Vendor Self Service
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: 561-111-4567

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](#)

Home
Vendor Self Service
Vendor Information
1099
Solicitations
Checks
Purchase Orders
Contracts

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
INTERNAL	CANDY LOVE			Phone: 561-111-4567
INTERNAL	CANDY LOVE			Phone: 561-111-4567

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

Home
Vendor Self Service
Vendor Information
Attachments
Commodities
1099
Solicitations
Checks
Purchase Orders
Contracts

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.

Vendor Information - General Information and Terms
 General Information and Terms: Make Changes

Company Information

Company Name: [Text Field]
 DUNS Number: [Text Field]
 EIN: [Text Field]
 SIC Code: [Text Field]
 NAICS Code: [Text Field]
 NAICS Description: [Text Field]

Vendor Type: [Dropdown]
☐ Foreign Firm
☐ Joint Venture/Partnership in the domestic address
☐ Joint Venture/Partnership in the foreign address
 Name: [Text Field]
 Address: [Text Field]
 City: [Text Field]
 State: [Text Field]
 Zip: [Text Field]

Vendor Address

Address: [Text Field]
 City: [Text Field]
 State: [Text Field]
 Zip: [Text Field]
 Country: [Text Field]
 Phone: [Text Field]
 Fax: [Text Field]
☐ Mailing Address Different

Vendor Tax ID Number or Social Security Number

Vendor ID: [Text Field]
 Tax ID: [Text Field]
 SSN: [Text Field]

Bank Information

Bank Name: [Text Field]
 Bank Account Number: [Text Field]
 Bank Account Type: [Text Field]

Signatures

You are the authorized signatory: [Text Field]
 Signature: [Text Field]
 You are the authorized signatory: [Text Field]
 Signature: [Text Field]

Attachments

Attachments: [List of Attachments]

Commodities

Commodities: [List of Commodities]

Navigation Menu

- Home
- Vendor Self Service
- Vendor Information
- Attachments
- Commodities
- Check
- Purchase Order
- Contracts

- Review the information that is shown on these screens.

Vendor Information
 General Information and Terms: Make Changes

Company Information

Company Name: [Text Field]
 DUNS Number: [Text Field]
 EIN: [Text Field]
 SIC Code: [Text Field]
 NAICS Code: [Text Field]
 NAICS Description: [Text Field]

Vendor Type: [Dropdown]
☐ Foreign Firm
☐ Joint Venture/Partnership in the domestic address
☐ Joint Venture/Partnership in the foreign address
 Name: [Text Field]
 Address: [Text Field]
 City: [Text Field]
 State: [Text Field]
 Zip: [Text Field]

Vendor Address

Address: [Text Field]
 City: [Text Field]
 State: [Text Field]
 Zip: [Text Field]
 Country: [Text Field]
 Phone: [Text Field]
 Fax: [Text Field]
☐ Mailing Address Different

Vendor Tax ID Number or Social Security Number

Vendor ID: [Text Field]
 Tax ID: [Text Field]
 SSN: [Text Field]

Bank Information

Bank Name: [Text Field]
 Bank Account Number: [Text Field]
 Bank Account Type: [Text Field]

Signatures

You are the authorized signatory: [Text Field]
 Signature: [Text Field]
 You are the authorized signatory: [Text Field]
 Signature: [Text Field]

Attachments

Attachments: [List of Attachments]

Commodities

Commodities: [List of Commodities]

Navigation Menu

- Home
- Vendor Self Service
- Vendor Information
- Attachments
- Commodities
- Check
- Purchase Order
- Contracts

- 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.

- If you need to update by changing commodities, you can use the **Search** box to search for commodities by code or keyword. Alternatively, clicking **List All Commodities/Services** displays all commodity codes in the database.
- You can view commodities by group using the numbered group selections, or identify specific commodities by selecting individual check boxes.
- After identifying the applicable commodity codes, clicking **Add** causes VSS to add all of the selected commodity codes to your profile and updates the Currently Added list. Clicking **Remove** removes the commodity from the group. When complete the commodity code will update, then click **Continue** to save the changes.

Vendor Commodities

Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.

Keyword(s) or commodity code(s) or more digits:

[List all commodities/services](#)

5 Found 1-5

Select All	Code	Description
<input type="checkbox"/>	54511	Compactors, Trash, Industrial, Stationary to include Sanitary Landfill Type (See 045and 165 for Other Types)
<input type="checkbox"/>	72079	Trash Pumps, Portable, Engine-Driven
<input type="checkbox"/>	89004	Bar and Trash Screen Equipment, including Parts and Accessories
<input checked="" type="checkbox"/>	91027	Garbage and Trash Removal, Disposal and/or Treatment Services
<input checked="" type="checkbox"/>	98808	Cleaning of Roadside Park, Rest Stop Areas including Privy Vaults, Septic Tanks and Trash Cans

Currently Added

There are no commodities to display for this vendor.

Select Commodities

Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.

Keyword(s) or commodity code(s) or more digits:

[List all commodities/services](#)

5 Found 1-5

Select All	Code	Description
<input type="checkbox"/>	54511	Compactors, Trash, Industrial, Stationary to include Sanitary Landfill Type (See 045and 165 for Other Types)
<input type="checkbox"/>	72079	Trash Pumps, Portable, Engine-Driven
<input type="checkbox"/>	89004	Bar and Trash Screen Equipment, including Parts and Accessories
<input checked="" type="checkbox"/>	91027	Garbage and Trash Removal, Disposal and/or Treatment Services
<input checked="" type="checkbox"/>	98808	Cleaning of Roadside Park, Rest Stop Areas including Privy Vaults, Septic Tanks and Trash Cans

Currently Added

There are no commodities to display for this vendor.

- Review the information that is shown on these screens.

[illegible]

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.

[illegible]