

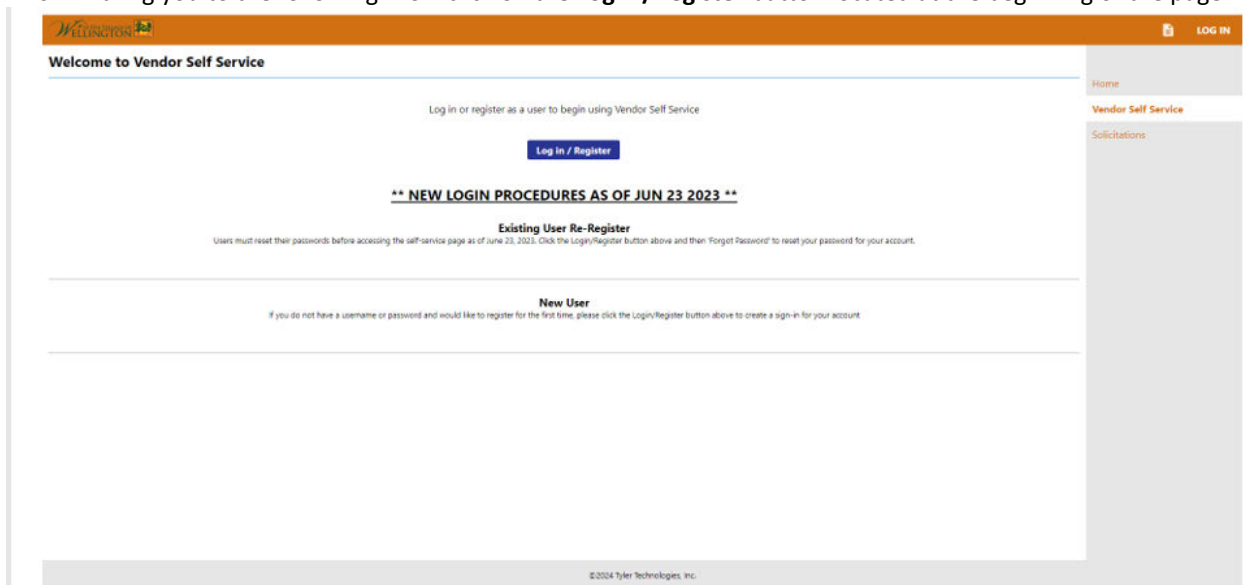
Welcome to Vendor Self Service – a new and easier way to do business with the Village of Wellington!

New 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 (required to become an approved vendor); E-Verify Memorandum of Understanding (MOU) and insurance.

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.

This will bring you to the following. 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 on the left and a 'LOG IN' button on the right. 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' followed by a blue 'Log In / Register' button. Below this button, there is a section titled '** NEW LOGIN PROCEDURES AS OF JUN 23 2023 **'. Underneath, there are two sections: 'Existing User Re-Register' with a note that users must reset their passwords as of June 23, 2023, and 'New User' with a note that users without a username or password should click the 'Log In/Register' button to create an account. On the right side of the page, there is a vertical sidebar with links for 'Home', 'Vendor Self Service', and 'Solicitations'. At the bottom of the page, there is a footer that reads '© 2024 Tyler Technologies, Inc.'.

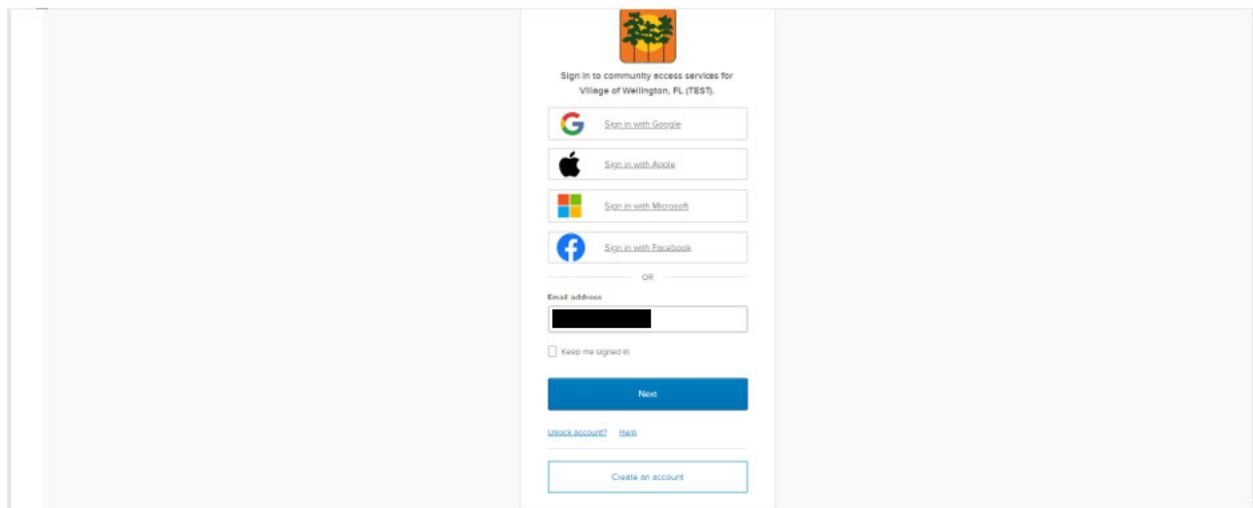
New Vendors should follow the registration process.

Upon completion of registration, Village of Wellington staff will review the submission to ensure all information has been provided. 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/>). A valid W-9 is required as part of the approval process and can be uploaded after registration has been completed. A certificate of insurance is required for all vendors who will be providing a service to the Village.

Registration is a multi-step process. Vendor Self Service does not save any information entered in the fields on any page until the registration is complete. If a vendor leaves the registration process before completing each of the steps, all of the information entered is discarded and they must start again.

New Vendors will need to enter an email address and a password to register.

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

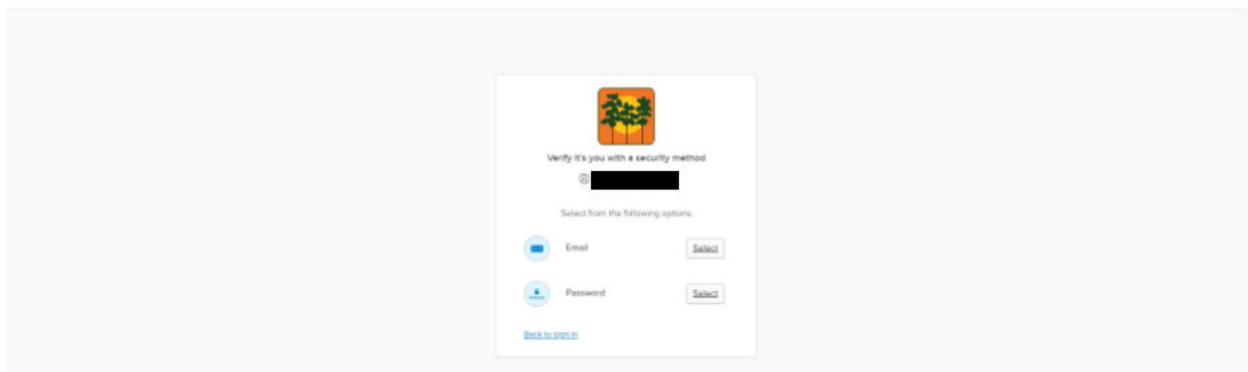
☐ Keep me signed in

[Next](#)

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

[Create an account](#)

You will be asked to choose a security method to verify it is you by selecting either email or password.



Verify it's you with a security method

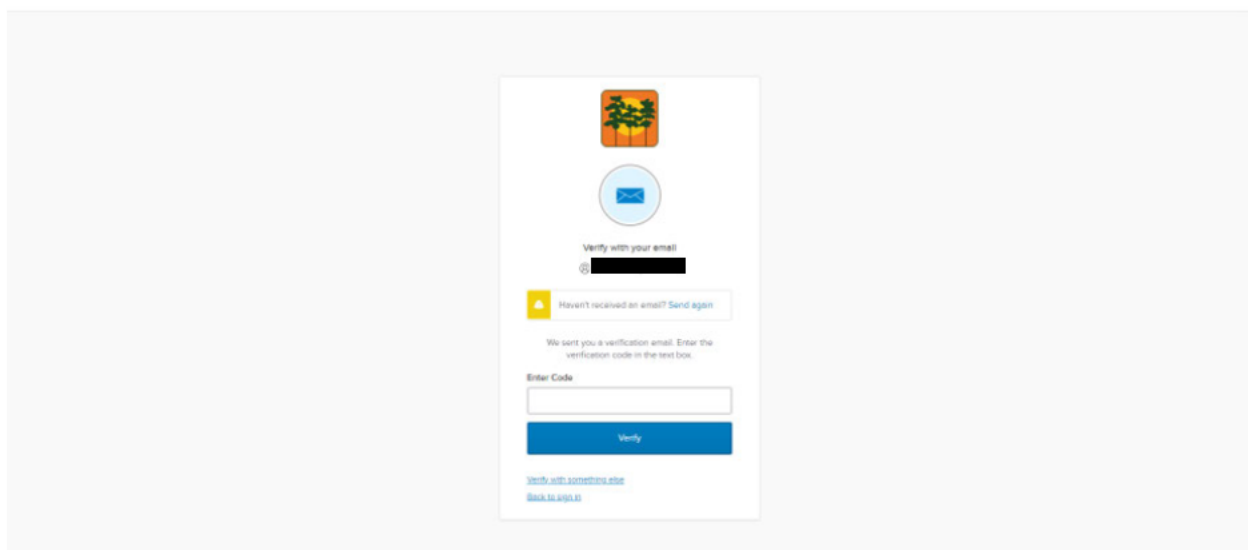
Select from the following options

[Email](#) [Select](#)

[Password](#) [Select](#)

[Back to sign in](#)

If you verify with your email, you will receive a one-time verification code from Community Access.



Verify with your email

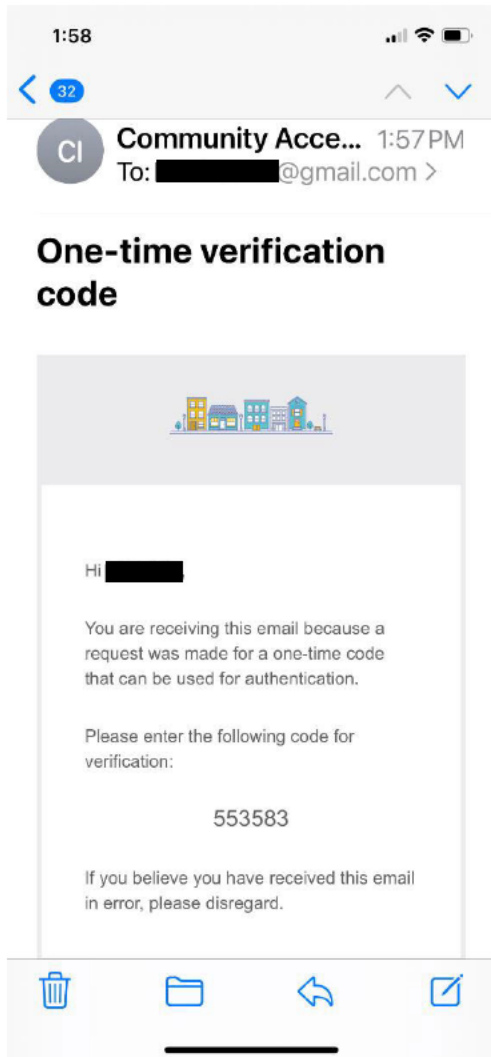
[Haven't received an email? Send again](#)

We sent you a verification email. Enter the verification code in the text box.

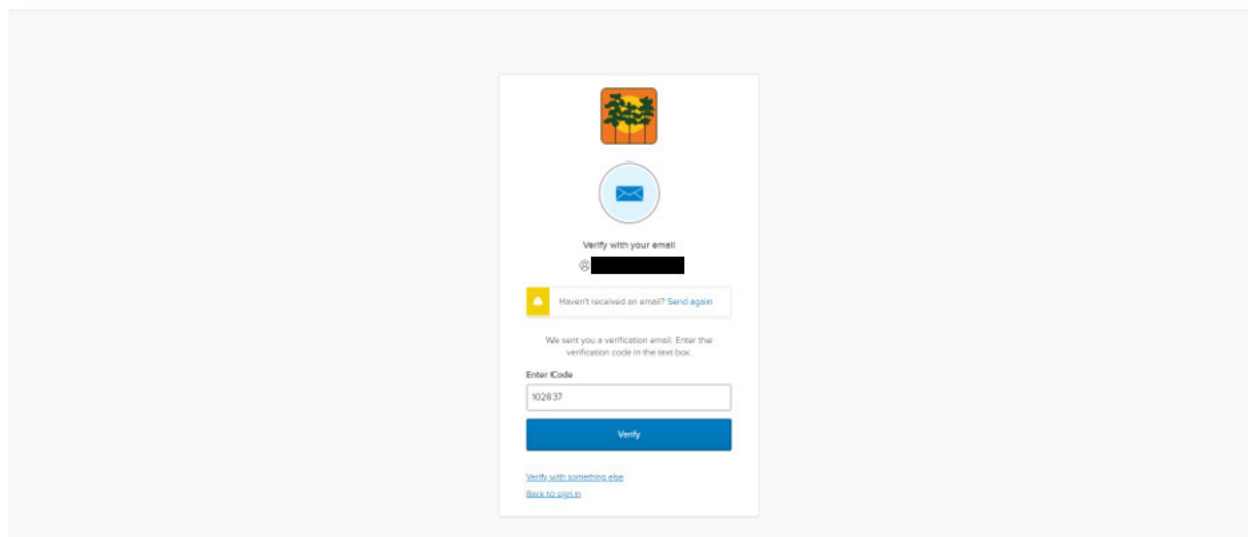
Enter Code

[Verify](#)

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



Enter the code received and click on verify.



After you have done this verification step, you will go back to the Vendor Self Service portal.

- Click on **Create New Vendor**.

The screenshot shows the 'Welcome to Vendor Self Service' page. At the top, there is 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 message are two buttons: 'Create New Vendor' and 'Link to Existing'. To the right, there is a sidebar with links: 'Home', 'Vendor Self Service', and 'Solicitations'. Below the message, there is an 'Announcements' section with a heading '** NEW LOGIN PROCEDURES AS OF JUN 23 2023 **'. Under this heading, there are two sections: 'Existing User Re-Register' and 'New User', each with a brief description of the required actions.

Note: this step contains a lot of information, so there are multiple screen shots.

The screenshot shows the 'New Vendor Registration' form, Step 1: Enter Vendor Registration Information. The form is divided into two main sections: 'Company Information' and 'Vendor Address'. The 'Company Information' section includes fields for 'Company Name', 'Line 2 (Optional)', 'Line 3 (Optional)', 'Line 4 (Optional)', 'Doing business as (if different from above)', 'Vendor Type' (with checkboxes for 'Foreign Entity', 'Send Accounts Payable checks to the above address', and 'Send Purchase Orders to the above address'), 'Email', 'Website', 'DUNS', and 'California Permit Number'. The 'Vendor Address' section includes fields for 'Address', 'Line 2 (Optional)', 'Line 3 (Optional)', 'Line 4 (Optional)', 'City', 'State', 'Zip Code', 'County', 'Country', 'Geographic' (with a 'Select Type...' dropdown), 'Fax Number', and 'Minority Business Enterprise' checkbox. At the bottom, there is a section for 'Federal Tax ID Number or Social Security Number' with radio buttons for 'FD or SSN' and 'FD/SSN', and a field for 'File type FD/SSN'.

WELINGTON

☐ Send Accounts Payable checks to the above address
☐ Send Purchase Orders to the above address
 YES/NO

Website:

DUNS:

California Permit Number:

Payment Terms

Your preferred payables delivery method(s):
☒ Mail ☐ E-mail

Your preferred purchasing delivery method(s):
☒ E-mail

Country:
Geographic: Select Type:

Fax Number:

☐ Identity Business Enterprise

Federal Tax ID Number or Social Security Number

*FID or SSN
☒ FID ☐ SSN

*FID/SSN: 99-7854321

*Tax-type FID/SSN: 99-7854321

Bank Information

Bank Routing Number: Bank Account Number: Bank Account Type: Checking

Sample Check

Joe Smith
 1234 Anywhere Court
 Anytown, AA 12345

Pay to the order of Dollars

Bank Account
 123456789 123456789123 1234

Routing Number Account Number Check Number

CONTINUE **CANCEL**

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- Enter the following information.

Field	Description
Company Name	Enter business name (or your name, if applicable). Multiple lines are available, if needed.
Doing Business As	Enter doing business as (DBA) name, if applicable. (optional field)
Foreign Entity	When selected, indicates that the vendor is a foreign entity.
Address City State ZIP	Enter your main address. You must enter a two-letter state postal abbreviation code in the State box.
County	Not applicable. Please skip.
Country	Enter your country. (optional field)

Fax Number	Enter your fax number. (optional field)
Geographic	Not applicable. Please skip.
Send Remittances to the Above Name and Address	Check this box to make this the default address for remittance information. (optional field)
Email	Enter your primary email address.
Web Site	Enter your website URL. (optional field)
FID or SSN	Select your identification type from the drop down list.
FID/SSN	Enter your FID or SSN. The system will verify that the format of this number matched the identification type selected from the drop down list above. Re-type your FID or SSN for verification.
Your Preferred Payable Delivery Method	Currently the system is defaulting to mail.

Your Preferred Purchasing Delivery Method	Currently the system is defaulting to mail.
Bank Routing Number	Enter your routing number. (optional field)
Bank Account Number	Enter your account number. (optional field)
Bank Account Type	Indicates the type for the entered account: checking or savings. (optional field)

- Click **Continue**
- If you need to add an additional address, click **add**, if not click **Continue** to proceed to the next step.

New Vendor Registration

Address Information Step 2

Addresses

Name/DBA	Address	Is Default

[add](#)

[Continue](#)

Home
Vendor Self Service
Solicitations

- Next you will need to enter your contact information.

User Contact Information

Contact Person

* Contact Type
Select Type:

* Name

Description

* Phone

Text
 ☐ Opt in

* Email

[Continue](#)

Home
Vendor Self Service
Solicitations

- Enter the following information.

Field	Description
Contact Type	Choose your contact type General Accounts payable Purchasing
Name	Name of the contact person.
Description	Description of the contact person. (optional field)
Phone	Contact person's phone number. (xxx-xxx-xxxx)
Text	Contact person's text number. (xxx-xxx-xxxx) (optional field)
Email	Contact person's email address.

User Contact Information

Contact Person

* Contact Type
GENERAL - General Contacts

* Name
CHUCK PHILIPS

Description
OWNER

* Phone
954-123-4567

* Text
954-123-4567 ☒ Opt in

* E-mail
HAWOOD.COM

[Continue](#)

Home
Vendor Self Service
Solicitations

- If you need to add any additional contacts, click **New Contact**, if not click **Continue** to proceed to the next step.

New Vendor Registration

General Vendor Contacts Step 2

Type	Name	Description	Email	Telephone
GENERAL - General Contacts	CHUCK PHILIPS	OWNER	HAWOOD.COM	Phone: 954-123-4567 Text: 954-123-4567

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

Home
Vendor Self Service
Solicitations

- Please include the *Village of Wellington staff member and department* if you have been corresponding with in the field labeled *Validation Code* so we can process according. See example below:

New Vendor Registration

Additional Values Step 3

Field	Value
Validation Code	[Redacted]

[CONTINUE](#)

Home
Vendor Self Service
Solicitations

- Select 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.

Step 4

- Home
- Vendor Self Service
- Solicitations

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) (1 to 4 or more digits)

Search

[List all commodities/services](#)

3445 Found [1-10](#) | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

Select All

Code

Description

Abrasives Equipment and Tools

Abrasives, Coated Cloth, Fiber, Sandpaper, etc.

Abrasives, Sandblasting, Metal

Abrasives, Sandblasting, Other than Metal

Abrasives, Solid Wheels, Stones, etc.

Abrasive Tumbling Wheel

Compounds, Grinding and Polishing: Carborundum, Diamond, etc. (See Class 075 For Valve Grinding Compounds)

Recycled Abrasives, Products and Supplies:

Wool, Steel, Aluminum, Copper, and Lead

Acoustical Tile, All Types, Including Recycled Types

Add

Currently Added

Step 5

- Home
- Vendor Self Service
- Solicitations

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

Keyword(s) or commodity code (at least 2 or more digits)

Search

[List all commodities/services](#)

5 found 1-5

[Select All](#)

Code

Description

Compactors, Trash, Industrial, Stationary to include Sanitary Landfill Type (See 045 and 165 for Other Types)

Trash Pumps, Portable, Engine-Driven

Bar and Trash Screen Equipment, including Parts and Accessories

Garbage and Trash Removal, Disposal and/or Treatment Services

Cleaning of Roadside Park, Rest Stop Areas including Privy Vaults, Septic Tanks and Trash Cans

Add

Currently Added

There are no commodities to display for this vendor.

Continue

Cancel

- Review the information that is shown on these screens.

WELLINGTON

New Vendor Registration

Review Step 7

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

General Information [change](#)

Name/DBA: CHUCK'S TRASH SERVICE

Entity:

Address: 123 FOREST HILL BLVD
WELLINGTON, FL 33414

Fax Number:

FID: 98-7654321

Geographic:

E-Mail: [REDACTED]@YAHOO.COM

Web Site:

Foreign Entity: No

Bank:

Bank Account Number:

Bank Account Type:

Address Information [change](#)

Name/DBA: Address: Default:

Additional Fields [change](#)

Validation Code: JONATHAN IT

Home
Vendor Self Service
Solicitations

- Page continued below:

WELLINGTON

Validation Code: JONATHAN IT

Accounts Contacts [change](#)

Type	Name	Description	Email	Phone	Text
GENERAL - General Contacts	CHUCK RHILIPS	OWNER	[REDACTED]@YAHOO.COM	954-123-4567	954-123-4567

Commodities [change](#)

Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) Attach
default	Vendor Attachment		(0) Attach
Electronic Fund Transfer Docs	Electronic Fund Transfer Docs		(0) Attach
Vendor Insurance Certificate	Vendor Insurance Certificate		(0) Attach
Vendor W-9	Vendor W-9		(0) Attach
Vendor W-9	Vendor W-9		(0) Attach

[Register](#) [Cancel](#)

(Only click Register once and refrain from using your browser's Back or Refresh button.)

Home
Vendor Self Service
Solicitations

- Click **Attach** to attach documents to the registration.
- Click Choose File.
- Navigate to the saved documents.
- If you click on the "Upload attachment documents to your profile", you will see there will be numbers under the attachments indicating that you have enter a document in the selected attachment type.

New Vendor Registration

Review Step 7

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

General Information [change](#)

Name/DBA: CHUCK'S TRASH SERVICE

Entity:

Address: 122 FOREST HILL BLVD
WELLSINGTON, FL 33454

Fax Number:

FID:

Geographic:

E-Mail:

Web Site:

Foreign Entity:

Bank:

Bank Account Number:

Bank Account Type:

Address Information [change](#)

Name/DBA: Address: Default:

Additional Fields [change](#)

Validation Code: JONATHAN IT

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BABY RUTHIE.pdf [Remove](#) Type: Vendor W-9

[Choose File](#) No file chosen Type: Vendor W-9

[Continue](#)

- After reviewing all of the information and attaching your documents, click **Register**.

Validation Code JONATHAN IT

Accounts Contacts [change](#)

Type	Name	Description	Email	Phone	Text
GENERAL - General Contacts	CHUCK RHUPS	OWNER	[REDACTED]	954-123-4567	954-123-4567

Commodities [change](#)

Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) Attach
default	Vendor Attachment		(0) Attach
Electronic Fund Transfer Docs	Electronic Fund Transfer Docs		(0) Attach
Vendor Insurance Certificate	Vendor Insurance Certificate		Insurance Matrix-Current.pdf (Not yet saved) Attach
Vendor W-9	Vendor W-9		(0) Attach
Vendor W-9	Vendor W-9		BABY RUTHIE.pdf (Not yet saved) Attach

[Register](#) [Cancel](#)

(Only click Register once and refrain from using your browser's Back or Refresh buttons)

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The system will display a message that your information is being saved.

Saving.....do not navigate away from this screen while sending data.

Home
Vendor Self Service
Solicitations

- Once your information has been saved, the system will display a confirmation message.

