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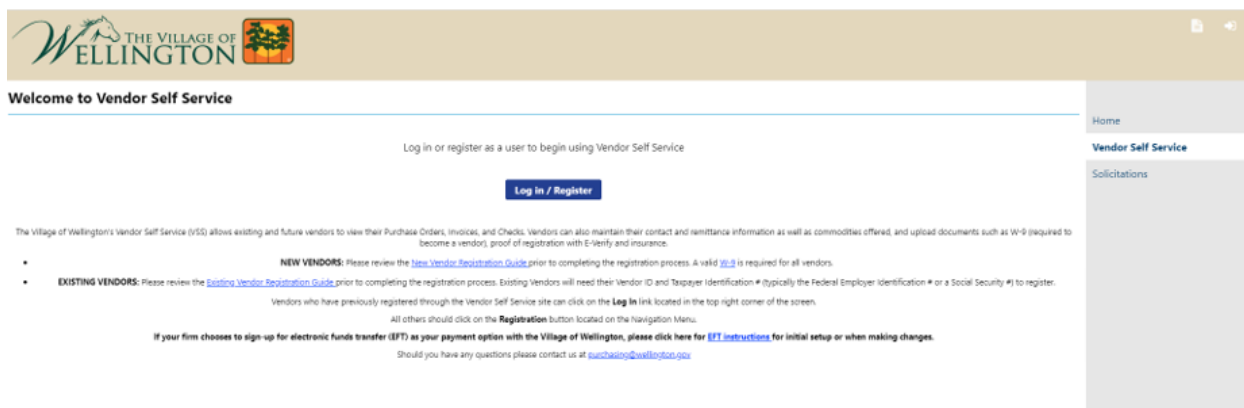
New Vendor Registration Guide

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) and insurance.

- Vendors that have previously registered through the Vendor Self Service site will be required to re-register due to a system maintenance upgrade. Once you have completed the re-registration, you will enter your vendor account by clicking on the **Log In** link located in the top right corner of the screen.
- All others (who have never registered through VSS) should click on **Vendor Self Service** button located on the Navigation Menu.

Thank you for using Village of Wellington, FL Vendors Test Self Service

Home

Vendor Self Service

- This will bring you to the following. Now click on **Log In/Register** button located at the beginning of the page.

Welcome to Vendor Self Service

Log in or register as a user to begin using Vendor Self Service

Log in / Register

The Village of Wellington's 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 a vendor), proof of registration with E-Verify and insurance.

- **NEW VENDORS:** Please review the New Vendor Registration Guide prior to completing the registration process. A valid W-9 is required for all vendors.
- **EXISTING VENDORS:** Please review the Existing Vendor Registration Guide prior to completing the registration process. Existing Vendors will need their Vendor ID and Taxpayer Identification # (typically the Federal Employer Identification # or a Social Security #) to register.

Vendors who have previously registered through the Vendor Self Service site can click on the **Log In** link located in the top right corner of the screen.

All others should click on the **Registration** button located on the Navigation Menu.

If your firm chooses to sign-up for electronic funds transfer (EFT) as your payment option with the Village of Wellington, please click here for EFT instructions for initial setup or when making changes.

Should you have any questions please contact us at purchasing@wellington.gov

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Vendor Self Service

Solicitations

**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. 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, naming the Village as additionally insured.

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.

- Click on **Register for a new account**.
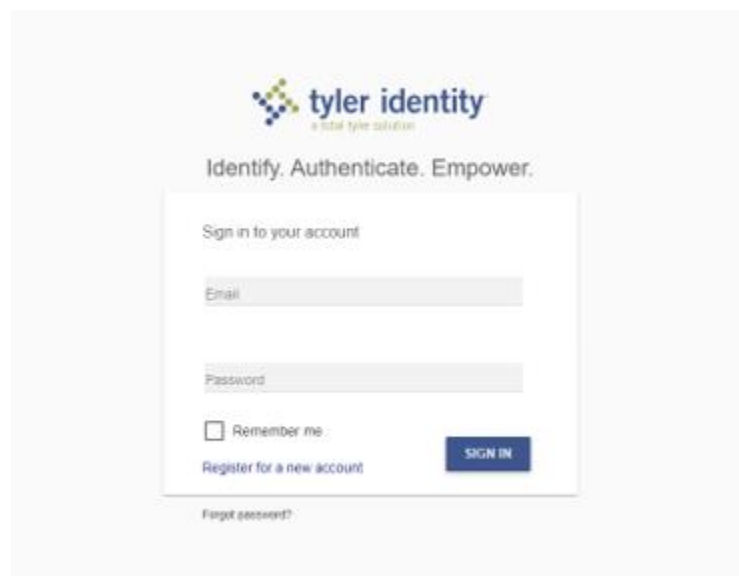
Once you have entered your email and password you will receive an email asking you to confirm your email address by clicking on the link provided. After you have done this verification step, you will go back to the Vendor Self Service website and enter the email and password you selected and repeat the previous steps (from pages 1 – 2) which brings you to the following screen:

- Click on **Create New Vendor**.
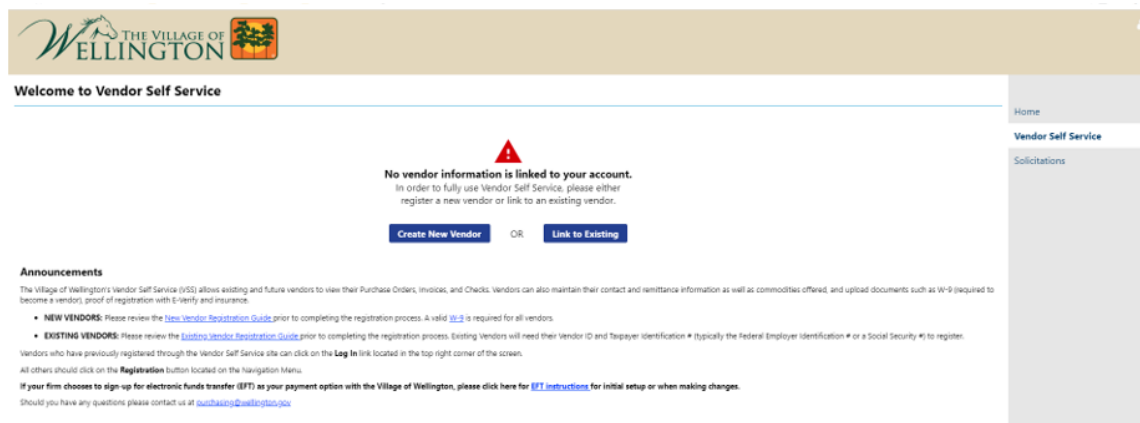
Note: this step contains a lot of information, so there are multiple screen shots.

- 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)

Field	Description
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 if you are providing an FID or SSN
FID/SSN	Enter your FID or SSN. The system will verify that the format of this number matched the identifiation typle slected. Re-type your FID or SSN for verifcation.
Your Preferred Payable Delivery Method	Currently the system is defaulting to mail. If you would like to receive electronic payments, select E-mail.
Your Preferred Purchasing Delivery Method	Currently the system is defaulting to e-mail.
Bank Routing Number	Enter your routing number. Only complete if you have selected electronic payments.
Bank Account Number	Enter your account number. Only complete if you have selected electronic payments.
Bank Account Type	Indicates the type for the entered account: checking or savings. Only complete if you have selected electronic payments.

- Click **Continue**

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

- 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

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

- If you have a validation code, please enter here and click continue. This field is NOT required, please disregard and click continue if you do not have one.

- To 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.

- Review the information that is shown on these screens:

- Click **Attach** to attach documents to the registration.

- Click Choose File.
- Navigate to your saved documents.
- After reviewing all of the information and attaching your documents, click **Register**.

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

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

Congratulations, you have completed the registration!