Vendor Self Service: Vendor Bidding with the Village of Wellington

- Vendor Self Service (VSS) allows existing and future vendors to view any open solicitations with the Village. If you are currently not an existing vendor with the Village, you will be only able to view the open solicitations. If you are interested in submitting a proposal for a bid, please review the New Vendor Registration Guide for instructions on becoming a vendor.
- Existing Vendors will log into Vendor Self Service using the Username and Password created during registration.
- Select Solicitations from the right side of the Menu.

elcome to Vendor Self Service					
					Home
Profile information	1	Vendor info	ormation	/	Vendor Self Service
JANE DOE		. JUNA GRO	UPILIC		Vendor Information
Phone: 561-858-8930		123 WELLINGTON	ON ROAD FL 33414		Solicitations
nnouncements				-	
e Village of Wellington's Vendor Self Service (VSS) allows existing come a vendor), proof of registration with E-Verify and insurance	ig and future vendors to view their Purchase C	ders, Invoices, and Checks. Vendors can also m	aintain their contact and remittance info	mation as well as commodities offered, and upload documents such as W-9 (require	670
- NEW VENDORS: Please review the New Vendor Registration	on Guide prior to completing the registration (rocess. A valid Will is required for all vendors.			
· EXISTING VENDORS: Please review the Existing Vendor Re-	equitration Guide prior to completing the regis	ration process. Dristing Vendors will need their	Vendor ID and Taxpayer Identification #	(typically the Federal Employer Identification # or a Social Security #) to register.	
idors who have previously registered through the Vendor Self S	Service site can click on the Log In link located	in the top right corner of the screen.			
others should click on the Registration button located on the ?	Navigation Menu.				
your firm chooses to sign-up for electronic funds transfer (D	UT) as your payment option with the Villag	of Weilington, please click here for UT ins	tructions for initial setup or when mak	ing changes.	
ould you have any questions please contact us at <u>purchasing@v</u>	wellighten.gov				
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 Search bidding opportunities by entering either a BID NUMBER or a DESCRIPTION. If neither is known, search using BID STATUS and place a v in the box for Open Solicitations Only.

Solicitations Search		
Vendor Self Service Return to Mr. Solicitations		Home
Тура	Any Type 💌	Vendor Self Service
Number	(other search oriteria will be ignored)	Solicitations
Description		
Status	C Copen Solicitations only	
	Search Coar	

- In the example provided below, a search for open solicitations yielded one active bid.
- Click on bid number for information on a specific bid.

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olic	itations S	earch Results				
ndor	Sett Service Mr	odfy/Search New Search				Home
times	reflect (UTC-05.00	0) Eastern Time (US & Canada)				Vendor Self Service
cs.	Number	Despiration	Duelly	Opening	200	Vendor Information
	302125	THEE PRUNING VILLAGE-WIDE (SEE LINK FOR BID DOCUMENTS AND SPECIFICATIONS)	07/15/21 02:00 PM	07/15/21 02:01 PM	Accepting Proposals	Colicitations

By clicking on the bid number, the bid Information tab will open and you can review the bid documents and requirements or choose to create a proposal for the bid. The Events tab and Addenda tab provide any additional information relating to the bid solicitation. The Items tab will list the items that are being solicited in the bid and whether it requires a response in each. Each bid has specific information unique to it, so follow all the details related to that bid.

States .	TO ma Man		4
Request for Solicitations Status: Open			Home
Return to Search Results		Create Solicitation	Vendor Self Service
Information Remail			Vendor Information
Number Description	202125 THEE PRUNING VILLAGE-WORE (SEE LINK FOR BD DOCUMENTS AND SPECIFICATIONS)	Attachments (1)	Solicitations
Due by Opening date Approximate award date	07/15/2021 02:00 PM (UTC-00:00) Eastern Time (US & Canada) 07/15/2021 02:01 PM (UTC-00:00 Eastern Time (US & Canada) 08/24/2021 07:00 PM (UTC-00:00) Eastern Time (US & Canada)		

• Click on Create Solicitation to begin a proposal for that bid.

Request for Solicitations Latus: Open				Home
duran tao Seeuch, Resulta			Create Solicitation	Vendor Self Service
internation.] term				Vendor Information
Default bid group. (All items require responses)				Colicitations
Description Commodity: 98880	Quantity	UOM	Attachment	
GAK, MANDGANY, GREEN BUTTONWOOD PRUNING 6"-12"	1.00	EACH	03	
Commodity: 98888				
PUCUS, BARNAR, PRUMING 12"-24"	1.00	BACH	60	
Commodity: 96868				
GUMBO LIMBO, SLUER BUTTONWOOD PRUNING 6~12*	1.00	EACH	(7)	

- The Create Solicitation screen will open and the items unique to that bid will be listed. If all items require a response, it will show up by the Default bid group.
- Update the Unit Price and click Save and Continue at the bottom of the page.

	- Com				<u>ـ</u>
Create Solicitation					
Step 123					Home
Vendor Self Service I Beturn to Search Results					Vendor Self Service
Vendor Solicitation ID	to help you reference your Solicitation(optional)to help you reference your	ti-d (optional)			Vendor Information
					Solicitations
Default bid group. (All items require responses)					
Description Community, BBBBS GAR, MARHOGANY, GREEN BUTTORWIDGO PRUNING 6"-12"					
Attachment	Quantity	UOM		Unit Price	
(1)	1.00	EACH		\$ \$000.00	
Commodity 98888					
PUCUS, BAROWA, PRUNING 12"-24"				\searrow	
Attachment	Quantity	UOM		Unit Price	
0	1.00	EACH		\$ 10000.00	
Commodity 98888					
GUMBO LIMBO, SILVER BUTTONWOOD PRUNING 6'-12"			~		
Attachment	Quantity	UOM		Unit Price	
63	1.00	EACH		\$ 15000.00	
			Group Total:	\$ 30,000,00	
				ancel Save and Continue	

• The Solicitation Attachments screen will open. This will contain a listing of the required bid documents. Click attach to upload the documents.

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Solicitation Attachments Step 12 :						Home
Vendor Self Service Return to Search Results						Vendor Self Service
Attachement Type	Description	Required	Attachments		and the second s	Vendor Information
Required the Documents	Required and Documents		(0)		Attach	Solicitations
				Canad	Save and Continue	
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Solicitation Attachments Step (2)						
Vendor Sart Service Return to Search Security						
Attachevent Type	Description	Required	Attachments			
Required Bid Documents	Required Bid Documents				Attach	
				Castle	Save and Continue	
	Pics of further gold <u>Barbour</u> New <u>Chosen File</u> No Ne chosen Continue	Inguined Bid Documents 👻				

• Once you have confirmed that your required attachment has been saved, select Save and Continue.

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olicitation Attachments					
dor Self Service Partum to Search Results					Home Vendor Self Service
Attachment Type	Description	Required	Attachments		
Required Bid Documents	Required Bid Documents	~	(1)	Attach	Vendor Information
					Solicitations
			c	ancel Save and Continue	
					-

• Your status will show as **Pending** at the top of the page under **Proposal Status**. If you have entered all the required information you are ready to submit your bid. Select Submit Bid.

States.			
Bid Verification Step 123 Vendor Self Service Return to Search Results			Home Vendor Self Service
Proposal Status: Pending Information I tems Attachments			Vendor Information
Solicitation Number Description	202125 TREE PRIVING VILLAGE-WIDE (SEE LINK FOR BD DOCUMENTS AND SPECIFICATIONS)	Attachments: (1)	Solicitations
Proposals due by Bid opening date Approximate award date	07/15/0221 02:00 PM (UTC-05:00) Eastern Time (US & Canada) 07/15/0231 02:01 PM (UTC-05:00) Eastern Time (US & Canada) 08/24/0221 07:00 PM (UTC-05:00) Eastern Time (US & Canada)		
		Submit Bid	

• You will receive the message that your response was submitted successfully. Select Ok.



• Your Proposal Status now has changed to **Submitted** as seen on the top of the page.

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id Verification			
Step (2)			Home
ndor Self Service Beturn to Search Results			Vendor Self Service
Proposal Status: Submitted Information Litera (Attachmenta)			Vendor Information
Solicitation Number Description	202122 TREE PRUNING VILLAGE-WIDE (SEE LINK FOR BID DOCUMENTS AND SPECIFICATIONS)	Attachments: (1)	Solicitations
Proposals due by Bid opening date Anoronionae avand date	07/15/021 02:00 PM (UTC-95:00 Existen Time (U.S. & Canada) 07/15/021 02:01 PM (UTC-95:00 Existen Time (U.S. & Canada) 07/25/021 02:01 PM (UTC-95:00 Existen Time (U.S. & Canada)		

Congratulations, you have successfully submitted your bid!