


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, insurance and Memorandum of Understanding (MOU) are required to become an approved vendor.

- 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 should click on **Vendor Self Service** button located on the Navigation Menu.

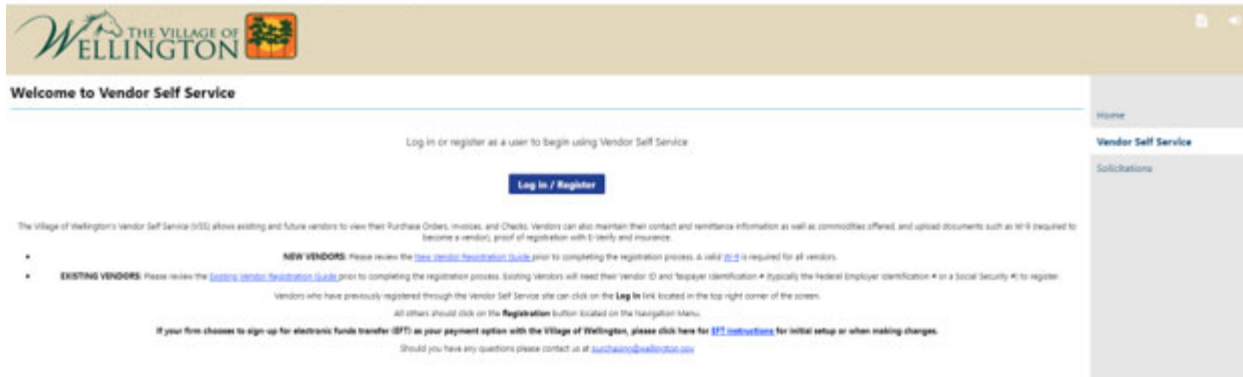


Existing Vendors will need their Vendor ID and Taxpayer Identification # (typically the Federal Employer Identification # or a Social Security #) to register.

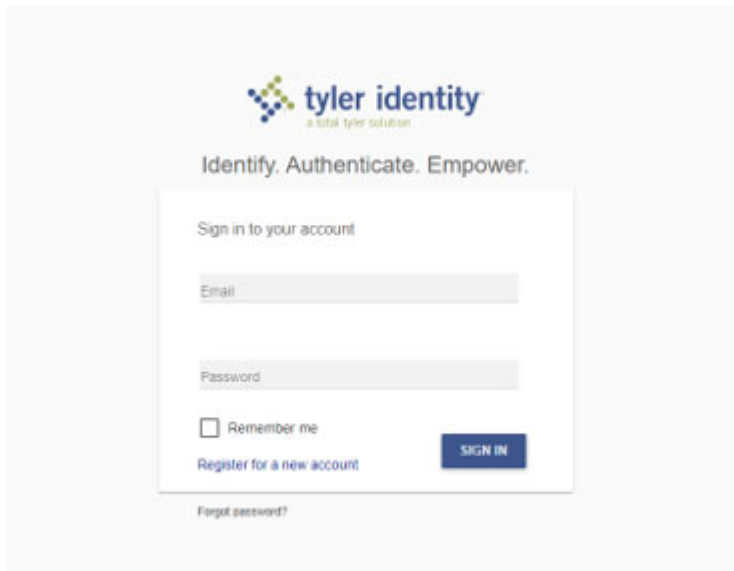
In order to ensure we have the most updated information on file, please attach a valid W-9 and certificate of insurance (only required for vendors who provide a service to the Village). A Memorandum of Understanding (MOU) will be required as proof of registration through the Department of Homeland Security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

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.

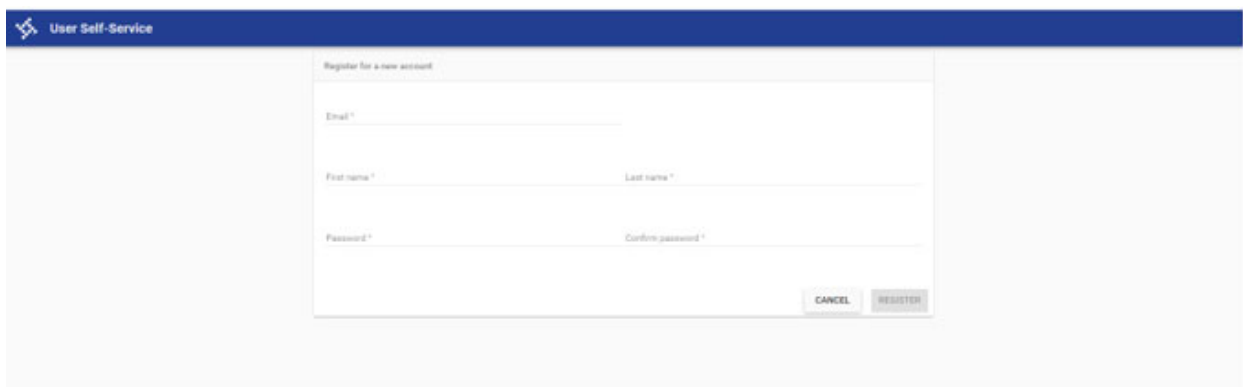
- Click on **Log In/Register** to begin.



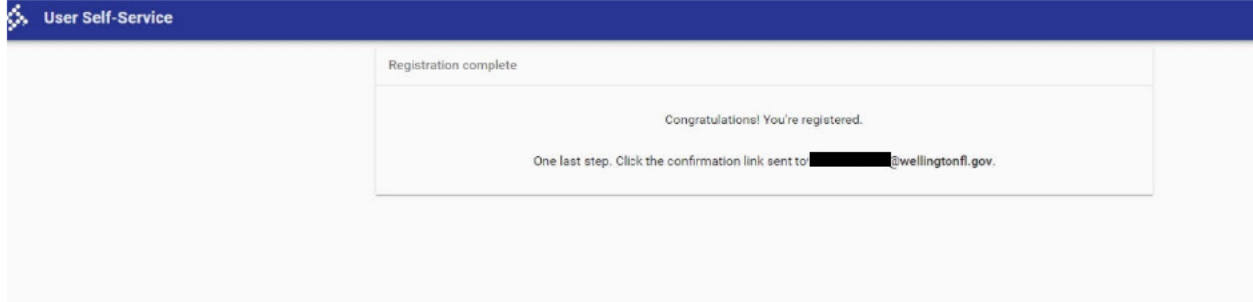
- Click on **Register for a new account.**



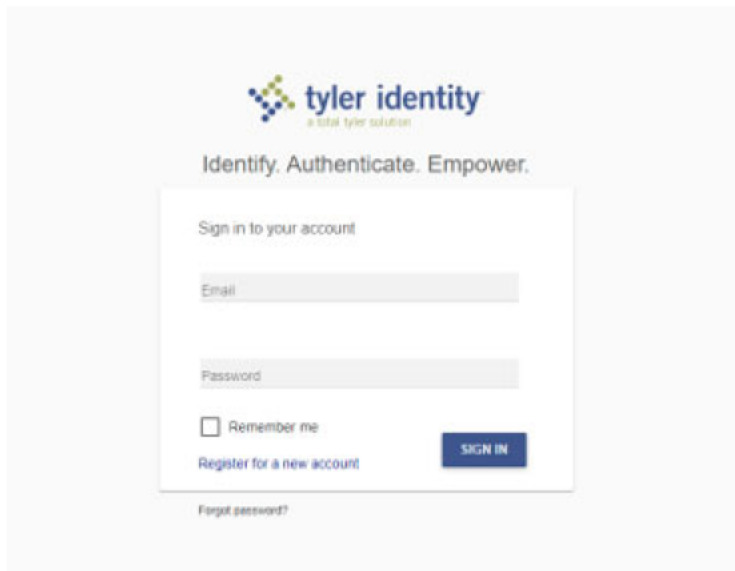
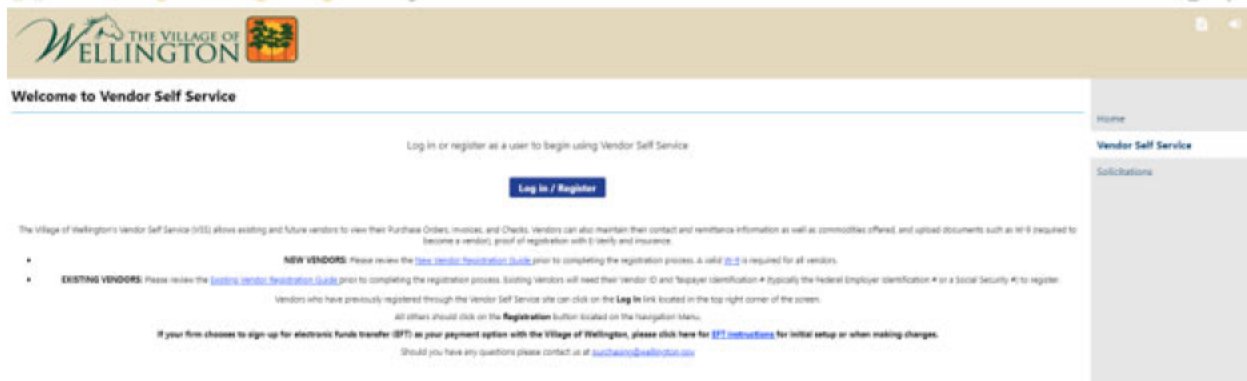
- Enter the following information.



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.

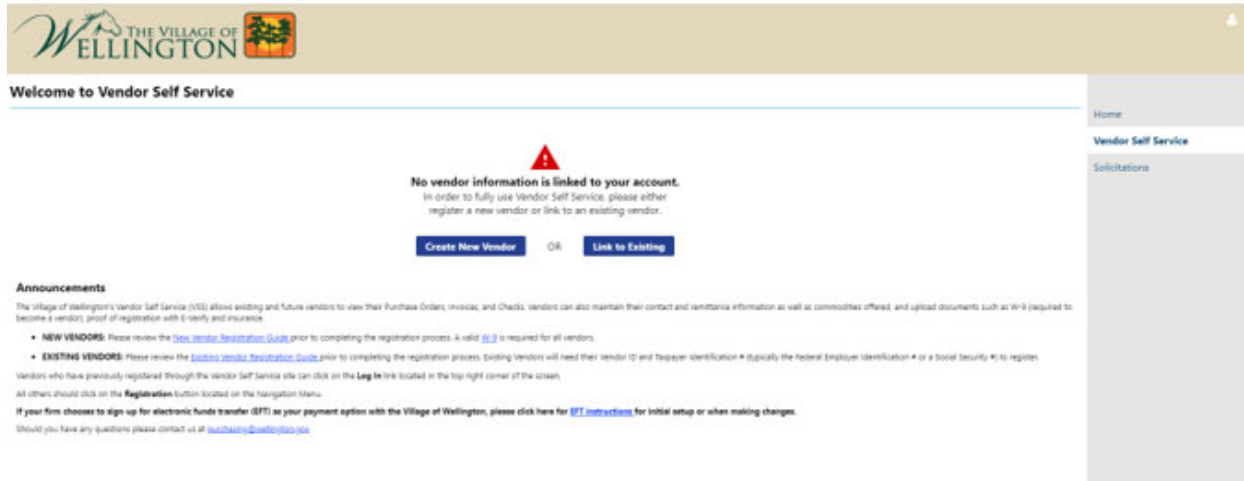


After you have done this verification step, you will go back to the Vendor Self Service website and enter the email and password you selected and repeat the previous steps (from pages 1-2) which brings you to the following screen.

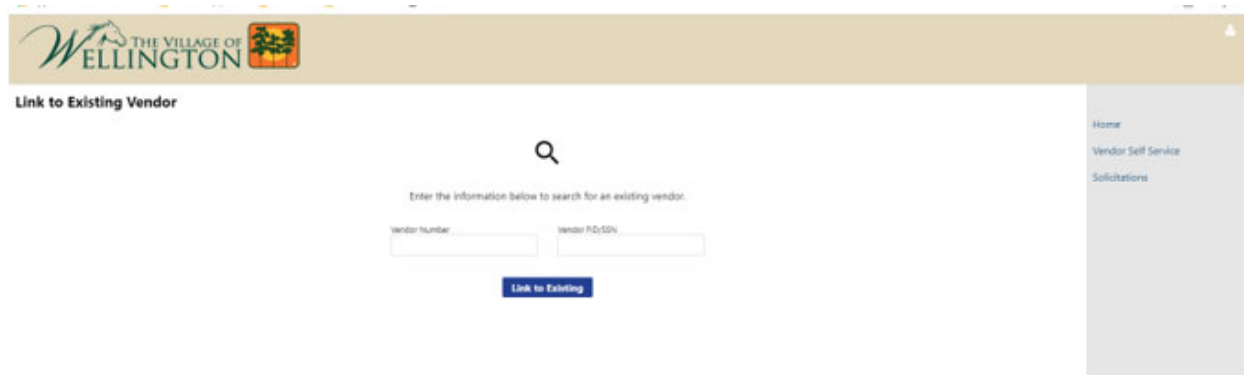


- Click on Link to Existing.

****Please note: if you previously registered on the VSS portal using an email address as your username, you will not be required to “Link to Existing” if you are using the same email as before. You will bypass the following the steps found on Pages 4-5 and will be directed to Page 6 where you will see your Profile Information and Vendor Information.****



Enter Vendor ID and Taxpayer Identification # (typically the Federal Employer Identification # or a Social Security #) and click Link to Existing.



- Enter the following information and click continue.

THE VILLAGE OF WELLINGTON

User Contact Information

Contact Person

* Contact Type
Select Type...

* Name

Description

* Phone

Fax Opt In

* Email

[Home](#)
[Vendor Self Service](#)
[Solicitations](#)

[Continue](#)

- Click **Vendor Information** (located on the Navigation Menu).
- Update any required information, if you see the message below.

Your profile is missing required information. Please update where required. ✕

Field	Description
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 **Update**.
- Review the information that is shown on these screens.

Vendor Information
 Your profile has been updated successfully.

General Information

EXISTING TESTERS
 Doing Business as 2021 WELLINGTON TRACS
 Entity
 2021 WELLINGTON TRACS
 WELLINGTON, FL 33414
 [REDACTED]@WELLINGTON.COM
 FD: 99-480279
 Foreign Entity
 NBE
 Discount Percentage: 0.000
 Days to Discount: 0
 Days to Net: 0

Bank Information
 No bank information was found for this vendor.

Address Information

Name/DBA	Address	Is Default

Contacts

Type	Name	Title	Email	Phone
PURCHASING	LUIS BELL	OWNER	[REDACTED]@WELLINGTON.COM	854-123-4567

Additional Fields

Validation Code

Commodities

Code	Description

- To add attachments, click **Attachments** (located on the Navigation menu)
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Munis Self Service

Attachments

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

Attachment Type	Description	Required	Attachments	Attach
General	Documents are not assigned to a type		(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

- Click **Attach** to attach documents



- Click Choose File.
- Navigate to the saved documents
- After attaching the documents, click **Continue**
- To add commodities, click **Add** (in the middle of the page) or **Commodities** (located on the Navigation Menu)
- 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.

