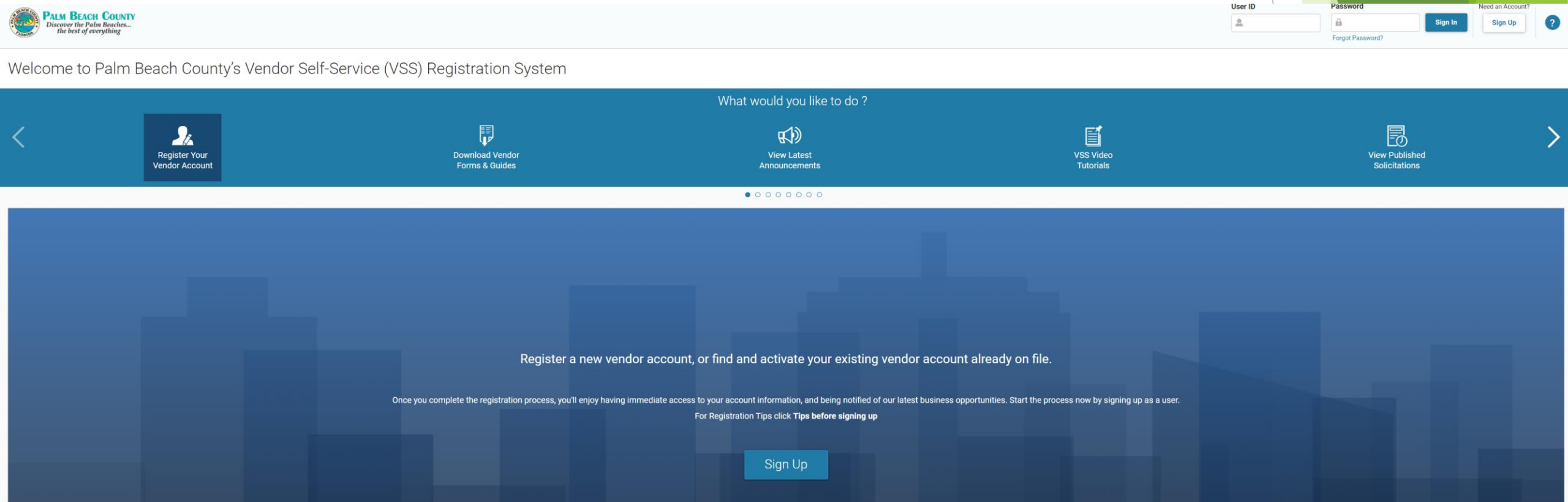
VENDOR REGISTRATION

Palm Beach County
Board of County Commissioners

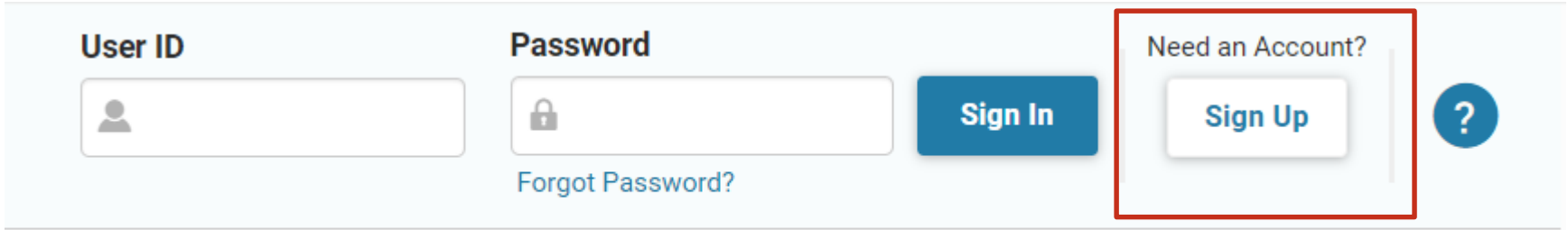
Registering as a vendor with Palm Beach County is an online process managed by our Purchasing Department. The public may register through the Vendor Self-Service System (VSS) at https://pbcvssp.pbc.gov/vssprd/Advantage4.



REGISTERING YOUR BUSINESS

Palm Beach County
Board of County Commissioners

Register your business on the VSS by creating a User ID and Password and follow the prompts provided and your assigned vendor number will be emailed.



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WHAT IS A COMMODITY CODE?

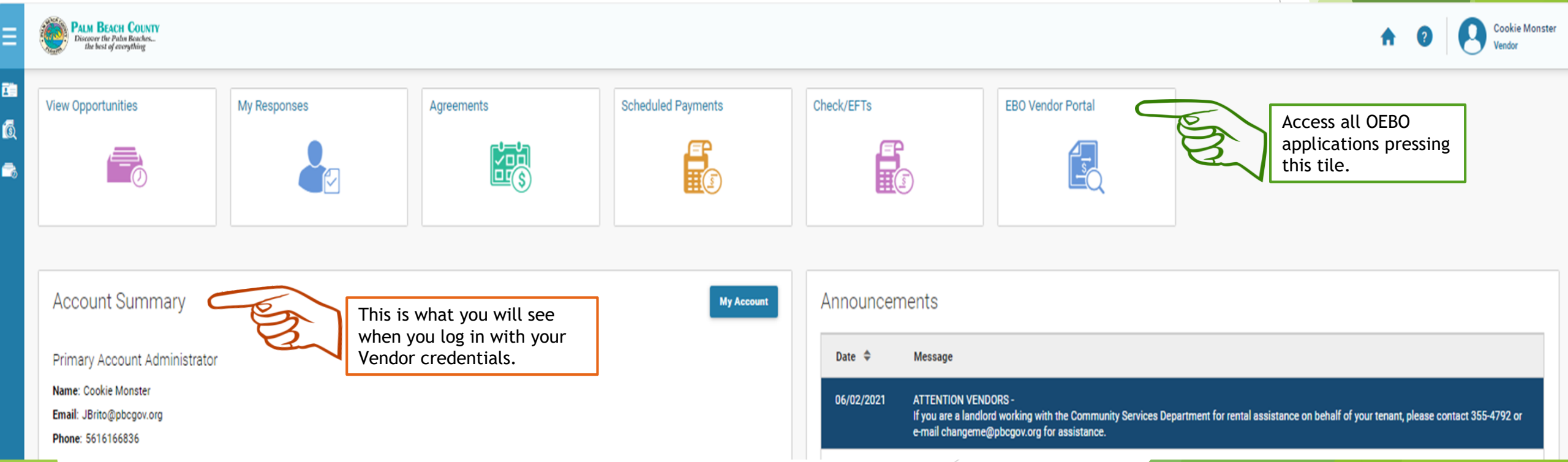
A commodity code is a standard system of numbers that are used to identify the goods and services that are being purchased.

Palm Beach County uses NIGP codes.

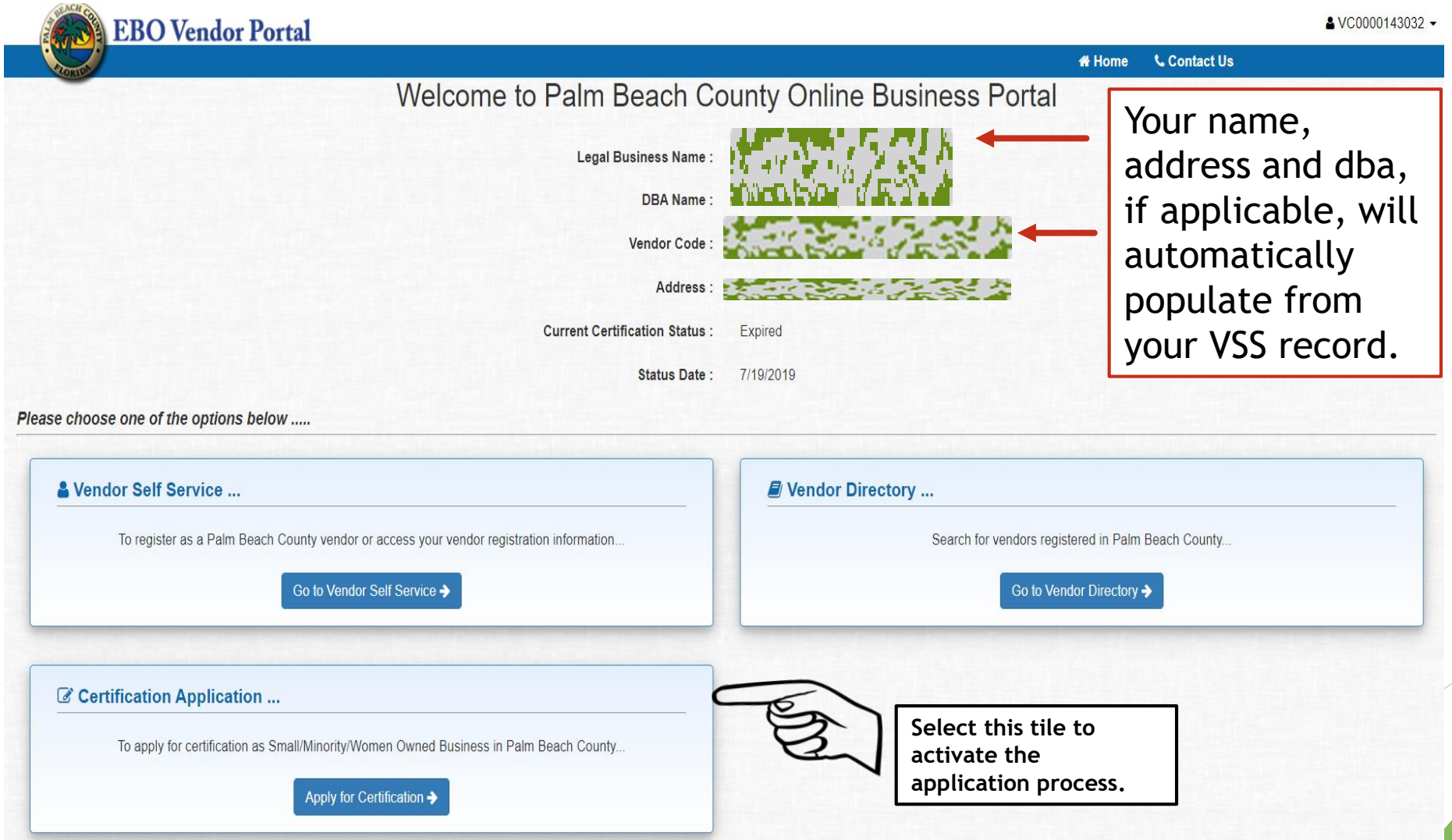
Code	Description
90975	Site Clean-up, Post-Construction
91039	Janitorial/Custodial Services
91081	Window Washing Services
91428	Cleaning, Interior/Exterior, New Construction
96221	Cleaning Services, Steam and Pressure

CERTIFICATION APPLICATION

Our online application process allows you to complete the process at your leisure, eliminating the need for making multiple copies and the cost of stamps. Access the online application through your newly created User ID and Password, login to your account and under **Account Summary** select the orange **"EBO Vendor Portal"** button.



CERTIFICATION APPLICATION



Your name, address and dba, if applicable, will automatically populate from your VSS record.

Select this tile to activate the application process.

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ONLINE APPLICATION PROCESS

A step-by-step online application process video created to guide you through the process, can be found on the home page of the OEBO website (www.pbcgov.org/oebo).