

# NEW REGISTRATION USER GUIDE

---

VENDOR SELF SERVICE REGISTRATION SYSTEM

Palm Beach County Purchasing Department  
PHONE: 561.616.6800 | E-MAIL ADDRESS: PBCVENDOR@PBCGOV.ORG

# Table of Contents

Welcome.....	1	Step 4: Additional Business Information .....	23
Registration Tips .....	2	How to Attach IRS W-9 Form .....	23
New Vendor Account Registration .....	2	Step 4: Additional Business Information .....	24
Vendor Self Service System Home Page .....	3	How to Add Commodity Code(s) .....	24
Vendor Self Service System Home Page .....	4	Step 4: Additional Business Information .....	25
Memorandum of Agreement.....	5	How to Add Commodity Code(s) .....	25
Registration Tips.....	6	Step 4: Additional Business Information .....	26
Search for an Existing Account .....	7	How to Add Commodity Code(s) .....	26
Search for an Existing Account/Results Not Found .....	8	Step 4: Additional Business Information .....	27
My User Information.....	9	How to Add Commodity Code(s) .....	27
Verify Email Address .....	10	Registration Summary .....	28
Verification E-Mail.....	11	Registration Summary .....	29
Login.....	12	Registration Summary .....	30
New Account Registration .....	13	Registration Summary .....	31
Step 2: My Business Information.....	14	VSS Disclaimer .....	32
Step 2: My Business Information.....	15	Congratulations .....	33
Step 2: My Business Information.....	16	E-MAIL CONFIRMATION: VENDOR REGISTRATION HAS BEEN RECEIVED.....	34
Error: Select Original Address or Corrected Address .....	16	E-MAIL CONFIRMATION: REGISTRATION APPROVED .....	35
Add Business Location - Address Information Questionnaire .....	17	Small/Minority/Women Business Enterprise (S/M/WBE) Vendors ...	36
Step 3: Addresses and Contacts .....	18	CONGRATULATIONS .....	37
Step 3: Addresses and Contacts .....	19		
Step 3: Addresses and Contacts .....	19		
Error: Select Current or Corrected Address.....	20		
Step 4: Additional Business Information.....	21		
How to Attach IRS W-9 Form .....	21		
Step 4: Additional Business Information.....	22		
How to Attach IRS W-9 Form .....	22		

# Welcome

Welcome to Palm Beach County's Vendor Self Service (VSS) Registration System.

As a registered vendor with Palm Beach County (County), VSS provide you with the following features:

## Business Opportunities

- Access to ALL County Construction & Non-Construction Solicitations/Business Opportunities
- Email notifications of Solicitations/Business Opportunities

## Financial Transactions

- View your Vendor Payment History
- Review your Current Contract/Agreement(s) with the County

## Vendor Account Information

- View/Add/Update Payment/Ordering/Billing Address(es)
- View/Add/Update Vendor Account User(s)
- Commodity Code Selection(s)
  - You must select at least one NIGP Commodity Code for the good(s) and/or service(s) you provide in order to receive email notifications of County Solicitations/Business Opportunities.

## Office of Equal Business Opportunity

- Small/Minority/Woman Business Enterprises (S/M/WBE) are encouraged to click on the Office of Equal Business Opportunity (OEBO) link above to learn how to become certified with Palm Beach County. ALL S/M/WBE vendors must be registered in VSS **PRIOR TO** beginning the S/M/WBE Certification process.

For best utilization of the VSS Registration System, please ensure pop-up blockers are disabled and you are using one of the following certified browsers: Internet Explorer, Firefox, Microsoft Edge, Safari, iOS, or Android. Please **DO NOT** use Google Chrome to complete the Vendor Registration.

If you need further assistance, or have questions, **Palm Beach County VSS Assistance** is available Monday through Friday, 8:00am-5:00pm EST by calling (561) 616-6800 or email at [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org).

Thank you for your interest in doing business with Palm Beach County. We look forward to working with you.

## Registration Tips

Before we begin, please gather the following information which is required for a VSS Account:

- Business Location Information
- Tax ID Number (EIN, SSN, ITIN or ATIN)
- IRS W-9 Form
  - ALL vendors registering in VSS **MUST** attach a current, complete and signed IRS W-9 Form in order to submit their registration for approval.
- Legal Business Name (as stated on IRS Documentation)
- Contact Information
- Commodity Codes for good(s) or service(s)
  - Palm Beach County uses NIGP Commodity Codes
  - ALL Vendors registering in VSS **MUST** add at least one (1) Commodity Code to their Vendor Registration Account in order to submit their registration for approval.

Once you have gathered these documents, it's time to begin the registration process.

## New Vendor Account Registration

Now that you have gathered the information listed above, it's time to begin the registration process.

If at any time you encounter an issue during the registration process, please contact Palm Beach County VSS Assistance via phone at (561) 616-6800 or via e-mail at [PBCTVendor@pbcgov.org](mailto:PBCTVendor@pbcgov.org).

# Vendor Self Service System Home Page

The VSS Homepage provides you, the Vendor, the ability to register for a Vendor Registration Account. You can also view Business Opportunities, and any important announcements regarding the VSS System on this homepage. Before we register, below is a brief overview of the VSS Homepage to help you navigate.

The screenshot shows the VSS homepage with several callout boxes:

- Direct Links to PBC Purchasing, PBC OEBO & PBC Vendor Directory:** Points to the navigation menu at the top.
- Register allows you to begin the registration process:** Points to the 'Register' button in the left sidebar.
- Public Access allows you to view current Business Opportunities with the County:** Points to the 'Public Access' button in the left sidebar.
- VSS Announcements are found in this section of the homepage:** Points to the 'Announcements' section.
- User Guides are available to assist through the registration process:** Points to the 'User Guides and Forms' section.
- VSS Assistance Contact Information:** Points to the contact information at the bottom of the page.

# Vendor Self Service System Home Page

Let's get started on the Registration Process.

**CGI Advantage**    **PBC Purchasing**    **PBC OEBO**    **PBC Vendor Directory**

**Welcome to Palm Beach County's Vendor Self-Service (VSS) Registration System**

As a registered vendor with Palm Beach County, VSS provides you with the following features:

- Business Opportunities:** Construction & Non-Construction Solicitations; Email Notifications of Business Opportunities; Public Access to Business Opportunities
- Financial Transactions:** View Payment History; Review Currently Held Master Agreements
- Vendor Account Maintenance:** Addresses; Contacts; Commodity Code Selections (Vendors must select NIGP Commodity Codes for the good(s) and/or service(s) they provide in order to receive email notifications of business opportunities with Palm Beach County.)

**Office of Equal Business Opportunity:** Small/Minority/Woman Owned Business Enterprise (S/M/WBE) are encouraged to click on the Office of Equal Opportunity (OEBO) link above to learn how to certify their business with Palm Beach County. ALL vendors must be registered in VSS **PRIOR TO** beginning the S/M/WBE Certification process.

For best utilization of the VSS Registration System, please ensure pop-up blockers are disabled and you are using one of the following certified browsers: Internet Explorer, Firefox, Microsoft Edge, Safari, iOS, or Android. Please **DO NOT USE** Google Chrome to complete the Vendor Registration.

For assistance in registering, please use the *VSS New Registration User Guide* to guide you through the registration process. If you are a current vendor, but have not activated your VSS account, please use the *VSS Activate Existing Account User Guide* to complete your account activation.

If you need further assistance, or have questions, **Palm Beach County VSS Assistance** is available Monday through Friday, 8:00am-5:00pm EST and can be reached by calling (561) 616-6800 or email at [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org).

Thank you for your interest in doing business with Palm Beach County. We look forward to working with you.

**Announcements**

05/04/2020 Updates made to Vendor Self-Service Accounts will not be processed until May 11, 2020 for any cause.

04/23/2020 ATTENTION VENDORS - Beginning February 3, 2020, ALL Vendors are REQUIRED to enter the following information when registering and/or modifying their VSS Account: (1) attach a current, signed W-9 IRS Tax form, OR if you are a foreign vendor, a current, signed W-8 IRS Tax Form; and (2) add the Commodity Code(s) associated with the goods or services your organization provides.

04/23/2020 EFT/ACH Information: If you would like to set up or update your EFT/ACH Information, please contact The ACH Onboarding team via email at [pbcpaymentmgr@mypalmbeachclerk.com](mailto:pbcpaymentmgr@mypalmbeachclerk.com) to complete the EFT/ACH enrolment. Further questions or concerns regarding EFT/ACH should also be directed to said email. [View All Announcements](#)

**User Guides and Forms**

Click on a form below to either save it to your desktop or open it in Adobe.

-  [VSS Quick Reference Guide for Solicitations](#)
- [VSS Activate Existing Account User Guide](#)
- [VSS New Vendor Registration User Guide](#)
- [W-8BEN](#)
- [W-8IMY](#)
- [W-8EXP](#)
- [W-8ECI](#)
- [W-8BEN-E](#)
- [Commodity Service Code Book 25th Edition](#)
- [Access forms](#)

**Help**    [Contact Us](#)  
[Privacy Report](#)

**PBC Purchasing**  
**PBC OEBO**  
**PBC Vendor Directory**

Navigating Solicitations in VSS Video




Click Register to begin the registration process.

# Memorandum of Agreement

Please take a moment to review the Memorandum of Agreement. ALL Vendors wishing to do business with Palm Beach County must agree to the terms listed before completing the VSS Registration process.

CGI Advantage | [PBC Purchasing](#) | [PBC OEBO](#) | [PBC Vendor Directory](#)

[Privacy Report](#) | [Contact Us](#)



Welcome, New

## Memorandum of Agreement

In order to register as a vendor with Palm Beach County ("County"), you must accept the terms of this Memorandum of Agreement. If you choose not to accept these terms and not register as a vendor with the County, you will be returned to the Home Page where you can view all County solicitations by clicking on "Public Access".

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, to: (i) register as a Vendor with the County; (ii) provide all of the vendor information requested; and (iii) enter into this Memorandum of Agreement. By submitting this electronic vendor registration, you hereby agree:

1. To continually update your vendor registration information as necessary to ensure that the information remains accurate and complete at all times.
2. To provide accurate, complete and current vendor information that can be conclusively relied upon by the County, even if different information is or has been available to or received by the County through means other than VSS.
3. That this Memorandum Agreement shall remain in effect for as long as you are a "registered vendor" with the County and are in good standing.
4. To review the Privacy Report link above regarding your vendor registration information.

5. In order to receive upcoming notifications of County business opportunities/solicitations, you MUST: (1) click on Commodities under the Account Information tab and enter the commodity numbers for ALL the goods and services that you would like to receive notification of County business opportunities/solicitations related thereto ; AND (2) click on Procurement Address and Contact information under Addresses & Contacts (also located under the Account Information tab) and verify that the email address is current and correct. If both of these (1) and (2) above are not completed and updated whenever you have upon a change in vendor information, you will not receive upcoming notifications of County business opportunities/ solicitations or updates pertaining to same.

[Accept Terms](#) [Reject Terms](#)

Click Accept Terms

## Registration Tips

In addition to the Registration Tips previously provided to you, VSS also recommends information to assemble prior to beginning a VSS Registration. If the additional items listed are applicable to your business, please gather those documents now before proceeding. If you are ready to proceed, click on Next.



Welcome, New

### Registration Tips

Already registered? Click [here](#) to login. Otherwise, click Next to continue.

Assemble the following information before registering as a new vendor OR activating your vendor registration account:

- Information on each location (first location entered will be considered the Headquarters) of your business
- Tax ID Number (EIN, SSN, ITIN or ATIN)
- Foreign Vendors - applicable W-8 Form
- W-9 Form
- Foreign Tax Id
- Legal Business name
- DUNS Number - Optional
  - A free number issued by Dun & Bradstreet for each business location
  - Call toll free at 888-814-1435 to obtain/verify your DUNS number
  - Indicate that you are doing business with a Government entity
- Contact Information (name, address, email, phone and fax) for EACH of the below business functions:
  - Account Administrator (person responsible for your account)
  - Ordering
  - Payment
  - Procurement
- Commodity Codes for your goods or services

[Back](#) [Next](#)

Click Next



## Search for an Existing Account

In an effort to minimize duplicate Vendor Accounts, we ask Vendors, either Company or Individual, to search for an existing account within VSS. To search for an existing account, please enter the information below as it pertains to you.

- Companies
  - Tax Identification Number (TIN) OR Legal Business Name
- Individuals
  - Last Name AND Last 4-Digits of Social Security Number

CGI Advantage [PBC Purchasing](#) [PBC OEBO](#) [PBC Vendor Directory](#)

[Privacy Report](#) | [Contact Us](#)

### Search for an Existing Account

[Cancel Registration](#) [Back](#)

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

▼ **Company Search**  
To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number  OR Legal Business Name

OR

▼ **Individual Search**  
To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security

Last Name  AND Last 4 digits of SSN

[Cancel Registration](#) [Back](#)

**Additional Resources & Information:**

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

**Callouts:**

- If you are registering as a Company, please enter either your FEIN/EIN OR Legal Business Name to search for an existing account and click Search.
- If you are registering as an Individual, please enter either your Last Name AND Last 4-Digits of SSN to search for an existing account and click Search.

## Search for an Existing Account/Results Not Found

If you receive the message “Results Not Found”, you may proceed with a new VSS Registration by clicking on New Registration.

If you receive a message “Results Found”, **STOP**. Please **CLOSE** this manual and open the User Manual for “Activate an Existing Account”.



Welcome, New

### Search for an Existing Account/Results Not Found

[Cancel Registration](#) [Back](#)

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

#### ▼ Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number  OR Legal Business Name

OR

#### ▼ Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name  AND Last 4 digits of SSN

**No results have been found for your account. Please perform further research or select the New Registration button to create a new account.**

[New Registration](#)

Click New Registration

[Cancel Registration](#) [Back](#)

#### Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
  - A notification message will be displayed at the top of the page.
  - You must correct the errors indicated before continuing to the next step.
  - Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

## My User Information

My User Information should reflect the Account Administrator's name and contact information. For best practices, we recommend businesses NOT use an individual employee e-mail address, but rather a general business e-mail address to ensure Business Opportunities are not missed. For example, [yourbusinessname@emaildomain.com](mailto:yourbusinessname@emaildomain.com).

**NOTE: User ID, Password and Security Answer are CASE SENSITIVE.**

**NOTE: Please securely store the User ID, Password and Security Answers for future use.**

CGI Advantage [PBC Purchasing](#) [PBC OEBO](#) [PBC Vendor Directory](#)

[Privacy Report](#) | [Contact Us](#)

### My User Information

[Cancel Registration](#) [Back](#) [Next](#)

Create your user ID here. You will be assigned the role of **Primary Account Administrator**. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

**General Information**

User Information  
 Verify and Submit Registration

Welcome, New

\*User ID (case sensitive):  **Create a User ID for your VSS Account.**  
(User ID should be between 2 and 16 characters in length.)

\*First Name:  **Enter the First Name and Last Name of the Account Administrator.**

\*Last Name:

\*Email:  **Enter (and Re-Enter) the e-mail address you would like Business Opportunities to be sent to.**

\*Re-enter Email:

\*Phone:  Ext.:  **Enter the Account Administrator Phone Number.**  
XXX-XXX-XXXX

Fax:   
XXX-XXX-XXXX

**Password**

\*Password (case sensitive):  (Passwords should be between 2 and 16 characters in length.) **Create a Password for the Registration Account. Passwords must be a minimum of two (2) characters and a maximum of 16 characters.**

\*Re-enter Password:

\*Security Question:  **Select a Security Question from the Drop-Down Menu. In the event you forget your account password, you will need to answer the Security Question to reset your account password. Enter the Security Answer**

\*Security Answer (case sensitive):

\*Re-enter Security Answer:

\* Indicates a required field

**Additional Resources & Information:**

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
  - A notification message will be displayed at the top of the page.
  - You must correct the errors indicated before continuing to the next step.
  - Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

[Cancel Registration](#) [Back](#) [Next](#)

**Click Next**

## Verify Email Address

In order to continue the VSS Registration, we must verify your email address. An email will be sent to the e-mail address as entered on the previous page (My User Information). Review the email address to ensure it is correct. If the e-mail address is correct, click on Next. If the e-mail address is not correct, please click on Back and make any necessary changes.

**CGI Advantage** | [PBC Purchasing](#) | [PBC OEBO](#) | [PBC Vendor Directory](#)

[Privacy Report](#) | [Contact Us](#)

### Verify Email Address

To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser. Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts: [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org)

An email will be sent to the following address : E-Mail address as entered on the My User Information Page

User Information  
 Verify and Submit Registration

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
  - A notification message will be displayed at the top of the page.
  - You must correct the errors indicated before continuing to the next step.
  - Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

**You MUST click on Next to receive the Email**

[Cancel Registration](#) | [Back](#) | [Next](#)

After you click Next, you will be brought to this page. Please follow the instructions as listed to complete the VSS Application portion of the VSS Registration process.

**CGI Advantage** | [PBC Purchasing](#) | [PBC OEBO](#) | [PBC Vendor Directory](#)

### Thank You!

A verification email was sent to you. Please print page for your records.

1. Open the email
2. Click the link provided in the email

**Cannot click the link in the email?**

1. Copy the link from the email
2. Paste it into your browser

**Have not received a Verification Email?**

1. Login to VSS as an Activated User using your User ID and Password
2. Correct your email address and click Next
3. Click Next again to verify your email address

[Close Browser](#)

**Click Close Browser and check your e-mail inbox for the Verification E-mail as shown on the next page.**

## Verification E-Mail



Tue 4/30/2019 12:06 PM

PBCVendor@pbcgov.org

ADVMAIL: VERIFY YOUR PALM BEACH COUNTY (PBC) VENDOR SELF SERVICE (VSS) EMAIL ADDRESS

To




Vendor Name:

By clicking the link below, you are verifying the email address that you have created for your Palm Beach County (PBC) Vendor Self Service (VSS) user information. This email address will be used as a primary method of correspondence.

If you cannot click on the link below, you may copy and paste it into your browser.

<https://pbcvsspr311.co.palm-beach.fl.us/webapp/vsspr/AltSelfService?EmailToken=01318401751686331517>



Click the link to continue the  
Registration process.

Thank You. Please use this link to log on to VSS portal once you have verified your email address with the link above and completed your registration. <https://pbcvsspr311.co.palm-beach.fl.us/webapp/vsspr/AltSelfService>

## Login

By clicking on the link provided in the E-Mail Verification, you will be brought to this page to Login in to your VSS Account. Please make sure you enter the User ID and Password exactly how you created correctly. As stated before, these fields are **CASE SENSITIVE**.

If you are unable to remember the User Name and Password you created, please contact the VSS Help Line at (561) 616.6800.



### Login

To continue registration, enter your User ID and Password.

**User ID**   
**Password**

Enter the User Name and Password you created.

**Login**

Click Login

# New Account Registration

The first step in adding your Business information is to select your TIN Type AND Classification. Please select the Correct TIN Type (Individual or EIN) and the Correct Classification for your business. Remember to review ALL Classification Options available to select the correct classification of your business.

CGI Advantage PBC Purchasing PBC OEBO PBC Vendor Directory

[Privacy Report](#) | [Contact Us](#)

### Add Business Location - New Account Registration

[Save and Close](#) [Cancel Registration](#) [Next](#)

Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.

**TIN Type**

I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN).

I will use my entity's Employer Identification Number (EIN).

I do not have any of the above forms of Taxpayer identification.

Please select one of the following :  SSN  ITIN  ATIN

**Classification**

I plan to do business using the following classifications. Please select only one.

Select	Classification
<input type="radio"/>	Individual
<input type="radio"/>	Sole Proprietor
<input type="radio"/>	Partnership
<input type="radio"/>	Corporation
<input type="radio"/>	Nonresident Alien
<input type="radio"/>	Trust
<input type="radio"/>	Foreign Business Entity
<input type="radio"/>	State Government
<input type="radio"/>	Other Government
<input type="radio"/>	Other
<input type="radio"/>	Joint Venture
<input type="radio"/>	Other Non-Profit Org
<input type="radio"/>	Employee
<input type="radio"/>	Estate
<input type="radio"/>	LLC filing as Partner
<input type="radio"/>	LLC filing as Corp
<input type="radio"/>	LLC filing as Sole Prop
<input type="radio"/>	Church/Religious Org
<input type="radio"/>	Personal Service Corp
<input type="radio"/>	Federal Government
<input type="radio"/>	Resident Alien
<input type="radio"/>	Foreign Corporation

**AND**

**Hint:** Use the Frequently Asked Questions to obtain a definition of the classifications.

**Annotations:**

- Select the TIN Type SSN (Individual) or Employer Identification Number (Company)
- Click Next
- If you select Individual, you MUST also select one of the following: SSN, ITIN or ATIN
- Select the Classification of your Business. Please remember to review all available options to ensure you select the correct classification.

## Step 2: My Business Information

All fields with a red asterisk (\*) must be completed before proceeding with the Registration. NOTE: there are fields which do not have a red asterisk (\*) that must be completed. Please make sure you follow this user guide to ensure you completed all information necessary to complete the registration.

**CGI Advantage** | PBC Purchasing | PBC OEBO | PBC Vendor Directory

Privacy Report | Contact Us

### Step 2: My Business Information

Save and Close | Cancel Registration | Back | Next

Please enter the general information below. Fields with a red asterisk (\*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

**Location Verification**

This section will be used to establish a verification code that other locations within your company will be required to use when registering a new location for your company.

\*Verify My Locations by: **Use My TIN Number** (Selected)  
The below fields are required only if you select this option.

Vendor Verification Based on:

Vendor Verification Password:

Confirm Verification Password:

**Organization Information**

\*Organization Type: **Company**

\*Classification: **LLC filing as Corp**

Location Name:

Location Web Address:

Number of Employees:

Annual Income:

Foreign Tax ID:

National Provider ID:

Assigning Authority:

CAGE Code:

GIIN:

W-8 Form:

DUNS:   
9 digits (No dashes)

Extended DUNS:   
4 digits (No dashes)

Internet Catalog:   
Please include Http:// or Https:

Preferred Ordering Method:

Pcard Acceptance Level:

\* A Change to this field will remove all data previously entered.

NOTE: If you have more than one NPI you only need to enter one of them. We are required by Federal Law to capture this information.

**Callouts:**

- Use My TIN Number is the Default Selection. Please DO NOT change this selection.
- Verify the Organization Type and Classification are Correct



## Step 2: My Business Information

Note: The Taxpayer ID Number field does not have an asterisk (\*), however, this field must be completed in order to submit the Vendor Registration.

Additional Business Information  
 Registration Summary

Please note that to receive payment, the Vendor's Department must be identical to the Vendor's Legal Name and/or, if applicable, its DBA/Fictitious Name that is reflected in the VSS System.

**Legal Name Information**

\*Legal Name on W-9 :  Business Name (Alias/DBA) :  Name on Check :

**1099 TIN Information**

Create Taxpayer ID Number :  Taxpayer ID Number :   
Re-enter Taxpayer ID Number :  Taxpayer ID Number Type : EIN  
1099 Reportable : Yes

**Legal (1099) Address Information**

\*Street 1 :   
\*City :   
\*State/ Province :   
\*Zip/Postal Code :

**Executive Compensation**

Officer Name 1 : <input type="text"/>	Officer Compensation 1 : <input type="text"/>
Officer Name 2 : <input type="text"/>	Officer Compensation 2 : <input type="text"/>
Officer Name 3 : <input type="text"/>	Officer Compensation 3 : <input type="text"/>
Officer Name 4 : <input type="text"/>	Officer Compensation 4 : <input type="text"/>
Officer Name 5 : <input type="text"/>	Officer Compensation 5 : <input type="text"/>

**Callout Boxes:**

- Enter the Legal Name of your business
- If there is a DBA for your business, please enter it in this field
- Name on Check: You may Select Legal Name or Both. Our Finance Department will not cut a check to a DBA alone.
- Enter your Taxpayer ID Number (TIN) EIN or SSN
- Enter the physical address of your business. DO NOT include: Suite Number, Floor Number, etc., at this time.
- Click Next


## Step 2: My Business Information

### Error: Select Original Address or Corrected Address

Do not panic. You have done nothing wrong. Our VSS System uses a Third Party Address Verification System to verify ALL addresses entered into the VSS System. Simply select the correct address format and Click Next.

CGI Advantage PBC Purchasing PBC OEBO PBC Vendor Directory

[Privacy Report](#) | [Contact Us](#)



**You have 1 messages**

1: Error: The address entered was modified to meet postal standards. Select either the Original Address or the Corrected Address to continue. (A5447)

[View All Details](#) [Submit Question](#)

**Select the Correct Address Format**

**Legal (1099) Address Information**

<b>Original Address</b>	<b>Corrected Address</b>
<input type="checkbox"/> Select Address	<input checked="" type="checkbox"/> Select Address
*Street 1 : <input type="text"/>	Street 1 : <input type="text"/>
*City : <input type="text"/>	City : <input type="text"/>
*State/ Province : <input type="text"/>	State/ Province : <input type="text"/>
*Zip/Postal Code : <input type="text"/>	Zip/Postal Code : <input type="text"/>

**Executive Compensation**

Officer Name 1 : <input type="text"/>	Officer Compensation 1 : <input type="text"/>
Officer Name 2 : <input type="text"/>	Officer Compensation 2 : <input type="text"/>
Officer Name 3 : <input type="text"/>	Officer Compensation 3 : <input type="text"/>
Officer Name 4 : <input type="text"/>	Officer Compensation 4 : <input type="text"/>
Officer Name 5 : <input type="text"/>	Officer Compensation 5 : <input type="text"/>

[Save and Close](#) [Cancel Registration](#) [Back](#) [Next](#)

**Click Next**

# Add Business Location - Address Information Questionnaire

Please review the Address questions below in their entirety. Please select Yes or No to answer each question. Click Next once you have selected the answers.

**CGI Advantage**    **PBC Purchasing**    **PBC OEBO**    **PBC Vendor Directory**

[Privacy Report](#) | [Contact Us](#)

### Add Business Location - Address Information Questionnaire

[Save and Close](#)   [Cancel Registration](#)   [Back](#)   [Next](#)

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses.

**Legal Address Information**

The address entered will be listed here. Please review to ensure it is correct.

Address :  
City :  
State :  
Zip/Postal Code :

**Address Questions**

Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)? :  No  Yes

Is your address information the same for Administrative, Ordering, Payment, and Billing addresses? :  No  Yes

Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)? :  No  Yes

[Save and Close](#)   [Cancel Registration](#)   [Back](#)   [Next](#)

**Additional Resources & Information:**

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

[Click Next](#)

**Left Navigation:**

**WELCOME BEACH COUNTY FLORIDA**

Welcome,

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

## Step 3: Addresses and Contacts

In this section, you will enter the remaining address information from Step 2 of the Registration process. You will also add the Contact Information for the Principal Contact (Account Administrator) for your VSS System account.

CGI Advantage **PBC Purchasing** **PBC OEBO** **PBC Vendor Directory**

Privacy Report | Contact Us

**Step 3: Addresses and Contacts** Save and Close Cancel Registration Back Next

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

\*Administrative Please make sure ALL options are selected. If your business has multiple addresses, you can update those addresses after completing the registration process.

\*Ordering

\*Payment

Billing \*Entering a Billing Address is optional. Please uncheck this box prior to clicking "Next" if you would prefer to enter a Billing Address at a later time.

▼ Address Information

\*Street 1:   
Street Address, P.O. Box, Company Name, etc.

Street 2:   
Street Address, P.O. Box, Company Name, etc.

\*City:

\*State/Province:

Zip/Postal Code:

Country:

County:

\*Phone:  Ext.   
Enter Phone Number

Additional Address Info:

Division/Department:

DUNS:

Extended DUNS:

CAGE Code:

Enter Suite Number, Unit Number, Building Number, Floor Number, etc.

### Step 3: Addresses and Contacts

Although the fields Email and Correspondence Type do not have a red asterisk (\*), you MUST complete these fields in order to receive electronic notification of Solicitations/Business Opportunities with Palm Beach County. Notification of these Solicitations/Business Opportunities are determined by the Commodity Codes you will select in Step 4: Additional Business Information.

**Enter Principal Contact Name and Title/Role**

**Enter Principal Contact's Phone Number**

**Want to receive electronic notification of Solicitations/Business Opportunities? Enter the Email address of your business AND Select Email as Correspondence Type**

**Click Next**

**Contact Information**  
For the address type shown above, please enter a contact person.

\*Principal Contact :   
Title/Role :   
Permissions :   
Authorized Representative :   
\*Phone :   
Phone Extension :   
Alternate Phone :   
Alternate Phone Extension :   
English Spoken :

Fax :   
Fax Extension :   
Alternate Fax :   
Alternate Fax Extension :   
Email :   
Correspondence Type :

Save and Close | Cancel Registration | Back | Next

## Step 3: Addresses and Contacts

### Error: Select Current or Corrected Address

Do not panic. You have done nothing wrong. Our VSS System uses a Third Party Address Verification System to verify ALL addresses entered into the VSS System. Simply select the correct address format and Click Next.

**CGI Advantage**    PBC Purchasing    PBC OEBO    PBC Vendor Directory

[Privacy Report](#) | [Contact Us](#)

**You have 1 messages**  
1: Error : The address entered was modified to meet postal standards. Select either the Original Address or the Corrected Address to continue. (A5447)  
[View All Details](#)    [Submit Question](#)

**Step 3: Addresses and Contacts**    [Save and Close](#)    [Cancel Registration](#)    [Back](#)    [Next](#)

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

\*Administrative  
 \*Ordering  
 \*Payment  
 Billing \*Entering a Billing Address is optional. **Select the Correct Address Format** enter a Billing Address at a later time.

**Address Information**

<input type="checkbox"/> Original Address <input type="checkbox"/> Select Address	<input checked="" type="checkbox"/> Corrected Address <input checked="" type="checkbox"/> Select Address
--	---

*Street 1 : <input type="text"/> <small>Street Address, P.O. Box, Company Name, etc.</small>	Street 1 : <input type="text"/>
Street 2 : <input type="text"/> <small>Street Address, P.O. Box, Company Name, etc.</small>	Street 2 : <input type="text"/>
*City : <input type="text"/>	City : <input type="text"/>
*State/Province : <input type="text"/>	State/Province : <input type="text"/>
Zip/Postal Code : <input type="text"/>	Zip/Postal Code : <input type="text"/>
Country : <input type="text"/> United States	Country : <input type="text"/> USA
County : <input type="text"/>	County : <input type="text"/>
*Phone : <input type="text"/> Ext. : <input type="text"/> <small>XXX-XXX-XXXX</small>	Phone : <input type="text"/> Ext : <input type="text"/>
	Additional Address Info : <input type="text"/>
	Division/Department : <input type="text"/>

**Click Next**

## Step 4: Additional Business Information

### How to Attach IRS W-9 Form


Vendors are required to provide a current, complete and signed/dated IRS W-9 form when submitting a VSS Registration to Palm Beach County. By providing this form, we are able to verify the Legal Name and Tax Identification Number for your business.

**CGI Advantage** | [PBC Purchasing](#) | [PBC OEBO](#) | [PBC Vendor Directory](#)

[Privacy Report](#) | [Contact Us](#)

### Step 4: Additional Business Information

[Save and Close](#) | [Cancel Registration](#) | [Back](#) | [Next](#)

  
Welcome,  

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

---

#### Attachments

Click the "Add" button to add supporting documents and files to your vendor account. This information is optional.

Click Add to attach the IRS W-9 Form

File Name	Date	User ID	Attachment Type	Description
-----------	------	---------	-----------------	-------------

[First](#) | [Prev](#) | [Next](#) | [Last](#)

---

#### Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Commodity/Service Code	Commodity Description
------------------------	-----------------------

[First](#) | [Prev](#) | [Next](#) | [Last](#)

---

**Additional Resources & Information:**

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
  - A notification message will be displayed at the top of the page.
  - You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

[Save and Close](#) | [Cancel Registration](#) | [Back](#) | [Next](#)

## Step 4: Additional Business Information

### How to Attach IRS W-9 Form

#### IRS W-9 Form

Below is a sample of the IRS W-9 Form. We review the information entered on the IRS W-9 form and compare it to the information as entered in the Vendor Registration. If the information does not match, we will notify the Vendor of the discrepancy. Until the IRS W-9 form and the Vendor Registration match exactly, we cannot continue our review of the Vendor Registration.

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b> Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.					
<b>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</b> <b>Legal Name of Business (this must match the Legal Name as entered in the Vendor Registration)</b>							
<b>2 Business name/disregarded entity name, if different from above</b> <b>DBA, if applicable (this must match the DBA as entered in the Vendor Registration)</b>							
Print or type. See Specific Instructions on page 3.	<b>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</b> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</b> Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(applies to accounts maintained outside the U.S.)</small>					
<b>5 Address (number, street, and apt. or suite no.) See instructions.</b> <b>Street Address (this must match the Payment Address as entered in the Vendor Registration)</b>							
<b>6 City, state, and ZIP code</b> <b>City, State and Zip Code (this must match the Payment Address as entered in the Vendor Registration)</b>							
<b>7 List account number(s) here (optional)</b>							
<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. <b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.							
<table border="1" style="width: 100%;"><tr><td style="text-align: center;">Social security number</td></tr><tr><td style="text-align: center;">- - - - -</td></tr><tr><td style="text-align: center;">or</td></tr><tr><td style="text-align: center;">Employer identification number</td></tr><tr><td style="text-align: center;">- - - - -</td></tr></table>			Social security number	- - - - -	or	Employer identification number	- - - - -
Social security number							
- - - - -							
or							
Employer identification number							
- - - - -							
<b>Part II Certification</b> Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.							
<b>Sign Here</b>	Signature of U.S. person ▶ <b>Signature of Authority</b>	Date ▶ <b>Date Signed (the date cannot be older than one year)</b>					
<b>General Instructions</b> Section references are to the Internal Revenue Code unless otherwise noted. <b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> . <b>Purpose of Form</b> An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. <i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i>							

Tax Classification: One Tax Classification MUST be identified by the Vendor. If the Vendor selects LLC, the Vendor must state on the adjacent line if the business is a C (Corporation), S (S Corporation) or P (Partnership).

Taxpayer Identification Number (TIN): The TIN MUST match the name given on Line 1 of the IRS W-9 form. The TIN MUST also match the TIN as entered in the Vendor Registration.



## Step 4: Additional Business Information

### How to Attach IRS W-9 Form

#### Add Attachment Files

Please note the maximum size allowed for a file is 10.0MB.

**CGI Advantage** | [PBC Purchasing](#) | [PBC OEBO](#) | [PBC Vendor Directory](#)

[Privacy Report](#) | [Contact Us](#)

## Add Attachment Files

Use this page to add the attachments to your vendor record. Click "Browse" to select a file. The maximum size allowed for each file is 10.0MB.

File 1:	<input type="text"/>	<input type="button" value="Browse..."/>	Attachment Type :	Standard	Description :	<input type="text"/>
File 2:	<input type="text"/>	<input type="button" value="Browse..."/>	Attachment Type :	Standard	Description :	<input type="text"/>
File 3:	<input type="text"/>	<input type="button" value="Browse..."/>	Attachment Type :	Standard	Description :	<input type="text"/>
File 4:	<input type="text"/>	<input type="button" value="Browse..."/>	Attachment Type :	Standard	Description :	<input type="text"/>
File 5:	<input type="text"/>	<input type="button" value="Browse..."/>	Attachment Type :	Standard	Description :	<input type="text"/>

Click Attach File

Click Browse, and select the W-9 Document that will be uploaded

Once the file has been successfully attached to the Vendor Registration, you will see it listed on the Step 4: Additional Business Information page.

**CGI Advantage** | [PBC Purchasing](#) | [PBC OEBO](#) | [PBC Vendor Directory](#)

[Privacy Report](#) | [Contact Us](#)

## Step 4: Additional Business Information

### Attachments

Click the "Add" button to add supporting documents and files to your vendor account. This information is optional.

File Name	Date	User ID	Attachment Type	Description	Delete
Form W-9 Rev October 2018.pdf			Standard	Form W-9	<a href="#">Delete</a>

New Account Info.  
 My Business Info.  
 Addresses & Contacts  
 Additional Business Information  
 Registration Summary

## Step 4: Additional Business Information

### How to Add Commodity Code(s)

Vendors are required to enter at least one (1) NIGP Commodity Code to their account before submitting the Vendor Registration for approval. By providing a Commodity Code, you will receive notification of business opportunities associated with the Commodity Code provided in the Vendor Registration.

CGI Advantage PBC Purchasing PBC OEBO PBC Vendor Directory

[Privacy Report](#) | [Contact Us](#)

### Step 4: Additional Business Information

Save and Close Cancel Registration Back Next

Welcome, [Name]

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

#### Attachments

Click the "Add" button to add supporting documents and files to your vendor account. This information is optional.

Add

File Name	Date	User ID	Attachment Type	Description	
<a href="#">Form W-9 Rev October 2018.pdf</a>			Standard	Form W-9	<a href="#">Delete</a>

First Prev Next Last

#### Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Add **Click Add**

Commodity/Service Code	Commodity Description
------------------------	-----------------------

First Prev Next Last

Save and Close Cancel Registration Back Next

**Additional Resources & Information:**

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

## Step 4: Additional Business Information

### How to Add Commodity Code(s)

You can search for a Commodity Code in one of two ways. You can search by the Commodity/Service Code itself, or by a Commodity Description. For your benefit, we have provided the NIGP Commodity Code Service Book 25<sup>th</sup> Edition on the Vendor Self-Service Homepage. You can use this document to search for the Commodity Code(s) that best represent your business.

**CGI Advantage** | PBC Purchasing | PBC OEBO | PBC Vendor Directory

Privacy Report | Contact Us

## Choose

Select one or more commodity codes or classes that describes the goods and services that your organization provides by clicking the checkbox next to the commodities you want to add. To search for a specific commodity code, class, or, description, enter a valid value in the Commodity/Service code or Commodity Description search field and click the "Browse" link. Wildcard (\*) search capabilities are available on the Commodity fields, please consult the online Help for details. Once your selection is made, click the "Ok" button to add the selected commodities to your organization. Click the "Cancel" button to cancel your changes and return to the Commodities page.

Welcome,

[Browse](#) [Clear](#)

Commodity/Service Code :

Commodity Description :

Grant :

Commodity Description	Commodity/Service Code
<input type="checkbox"/> ABRASIVES	00500
<input type="checkbox"/> Abrasive Equipment and Tools	00505
<input type="checkbox"/> Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	00514
<input type="checkbox"/> Abrasives, Sandblasting, Metal	00521
<input type="checkbox"/> Abrasives, Sandblasting (Other than Metal)	00528
<input type="checkbox"/> Abrasives, Solid: Wheels, Stones, etc.	00542
<input type="checkbox"/> Abrasives, Tumbling (Wheel)	00556
<input type="checkbox"/> Grinding and Polishing Compounds: Carborundum, Diamond, etc.	00563
<input type="checkbox"/> Pumice Stone	00570
<input type="checkbox"/> Recycled Abrasives Products and Supplies	00575

[First](#) [Prev](#) [Next](#) [Last](#)

**Callouts:**

- Click Browse after entering either the Commodity Code or the Commodity Description you have chosen to search by.
- To search by the Commodity Code, enter asterisk (\*), the 5-digit Commodity Code, asterisk (\*), i.e., \*12345\*
- To search by the Commodity Description, enter asterisk (\*), descriptive word, asterisk (\*), i.e., \*community\*

## Step 4: Additional Business Information

### How to Add Commodity Code(s)


After clicking on Browse, the Search Results will appear. Each Commodity Code will have a check box next to it. You may choose one, or more, Commodity Codes to add to the Vendor Account by clicking on the appropriate check box. After selecting the Commodity Codes, you will click on OK.

NOTE: Search Results may have more than one page of results. Please make sure to review the hyperlinks below the search results to determine if there is a “Next” page.

NOTE: You may perform more than one search to add Commodity Codes. However, you must add the Commodity Codes from the current search **BEFORE** performing the next search. If your search DID NOT bring the results you anticipated, you may search again without adding Commodity Codes.

CGI Advantage PBC Purchasing PBC OEBO PBC Vendor Directory

[Privacy Report](#) | [Contact Us](#)



Welcome, \_\_\_\_\_

## Choose

Select one or more commodity codes or classes that describes the goods and services that your organization provides by clicking the checkbox next to the commodities you want to add. To search for a specific commodity code, class, or, description, enter a valid value in the Commodity/Service code or Commodity Description search field and click the "Browse" link. Wildcard (\*) search capabilities are available on the Commodity fields, please consult the online Help for details. Once your selection is made, click the "Ok" button to add the selected commodities to your organization. Click the "Cancel" button to cancel your changes and return to the Commodities page.

[Browse](#) [Clear](#)

Commodity/Service Code :

Commodity Description :

Grant :

<u>Commodity Description</u>	<u>Commodity/Service Code</u>
<input type="checkbox"/> Cable or Community Television Equipment and Hardware	84024
<input checked="" type="checkbox"/> Planning, Urban (Community, Regional, Area wide, and State)	90664
<input checked="" type="checkbox"/> Community Development Consulting	91827
<input checked="" type="checkbox"/> Grants, Community Service Projects, IDC	95012
<input checked="" type="checkbox"/> Grants, Community Service Programs	95013
<input type="checkbox"/> Community Garden Program	95219
<input type="checkbox"/> Community Service Campaigns (Anti-Litter Programs, Bicycle S	95222
<input type="checkbox"/> Law Enforcement - Community Relations Services (Incl. Victim	95261
<input checked="" type="checkbox"/> Slum/Community Redevelopment Services	95281

[First](#) [Prev](#) [Next](#) [Last](#)

Select the appropriate Commodity Code(s) for your business by click on the corresponding check box.

Click OK

## Step 4: Additional Business Information

### How to Add Commodity Code(s)

Once the Commodity Code(s) have been successfully added to the Vendor Registration, you will see the code(s) listed under the Commodities Section.

Once you have completed both requirements of Step 4, please click Next.

CGI Advantage PBC Purchasing PBC OEBO PBC Vendor Directory

Privacy Report | Contact Us

### Step 4: Additional Business Information

Save and Close Cancel Registration Back Next

Welcome,

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

#### Attachments

Click the "Add" button to add supporting documents and files to your vendor account. This information is optional.

Add

File Name	Date	User ID	Attachment Type	Description	
<a href="#">Form W-9 Rev October 2018.pdf</a>			Standard	Form W-9	<a href="#">Delete</a>

First Prev Next Last

#### Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Add

Commodity/Service Code	Commodity Description	
90664	Planning, Urban (Community, Regional, Area wide, and State)	<a href="#">Delete</a>
91827	Community Development Consulting	<a href="#">Delete</a>
95012	Grants, Community Service Projects, IDC	<a href="#">Delete</a>
95013	Grants, Community Service Programs	<a href="#">Delete</a>
95261	Slum/Community Redevelopment Services	<a href="#">Delete</a>

First Prev Next Last

Save and Close Cancel Registration Back Next

Click Next

# Registration Summary

Please review the Registration Summary to ensure the information entered is correct. If the information is correct, you can click Submit Registration. However, if any of the information in the Registration Summary is incorrect, it can be updated prior to the registration being submitted. Each section is provided with an [Update Information](#) hyperlink. By clicking the hyperlink, you will be redirected to the section in which the change needs to be made.

The screenshot shows the 'Registration Summary' page in the CGI Advantage system. The page includes a navigation bar with 'PBC Purchasing', 'PBC OEBO', and 'PBC Vendor Directory'. A sidebar on the left contains a 'Welcome' message and a list of menu items: 'New Account Info', 'My Business Info', 'Addresses & Contacts', 'Additional Business Information', and 'Registration Summary'. The main content area is titled 'Registration Summary' and contains a message: 'The SUMMARY below is based on the information you entered. If changes are needed, please select the Update Information link. This will navigate you back to the appropriate screen for you to make your change.' Below this message are four sections, each with an 'Update Information' link: 'Location Verification', 'Organization Information', 'Legal Name Informa', and '1099 TIN Information'. A fifth 'Update Information' link is located at the bottom right of the page. An orange box with the text 'Click Update Information to make any necessary changes if needed.' has four arrows pointing to the 'Update Information' links in the 'Organization Information', 'Legal Name Informa', '1099 TIN Information', and the bottom right sections.

**Organization Information**

Organization Type :	Foreign Tax ID :
1099 Classification :	National Provider ID :
Location Name :	Assigning Authority :
Location Web Address :	CAGE Code :
Number of Employees :	GIIN :
Annual Income :	W-8 Form :
Healthcare Provider :	DUNS :
	Extended DUNS :
	Internet Catalog :
	Preferred Ordering Method :
	Pcard Acceptance Level :

**Legal Name Informa**

Legal Name :	First Name :	Name on Check :
Business Name (Alias/ DBA) :	Middle Name :	
Name Control :	Last Name :	


**1099 TIN Information**

Taxpayer ID Number :	Detailed TIN Type :
Taxpayer ID Number Type :	1099 Reportable : Yes

**Legal (1099) Address Information**

Street 1 :	State/Province :
City :	Zip/Postal Code :

# Registration Summary

 [Privacy Report](#) | [Contact Us](#)

Welcome,

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

---

**Executive Compensation**

Officer Name 1 :	Officer Compensation 1 :
Officer Name 2 :	Officer Compensation 2 :
Officer Name 3 :	Officer Compensation 3 :
Officer Name 4 :	Officer Compensation 4 :
Officer Name 5 :	Officer Compensation 5 :

[Update Information](#)

---

**Administrative Address**

**Address Information**

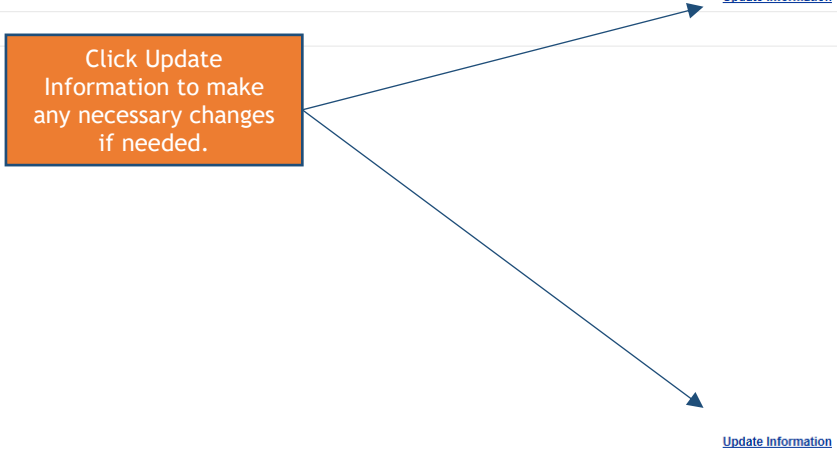
Street 1 :	Country :
Street 2 :	County :
City :	Phone :
State/Province :	Phone Extension :
Zip/Postal Code :	Additional Address Info :
Division/Department :	
DUNS :	
Extended DUNS :	
CAGE Code :	

**Contact Information**

Principal Contact :	Fax Extension :
Title/Role :	Alternate Fax :
Permissions :	Alternate Fax Extension :
Authorized Representative :	Email :
Phone :	Correspondence Type :
Phone Extension :	English Spoken :
Alternate Phone :	
Alternate Phone Extension :	
Fax :	

[Update Information](#)


Click Update Information to make any necessary changes if needed.



# Registration Summary

CGI Advantage **PBC Purchasing** **PBC OEBO** **PBC Vendor Directory**

[Privacy Report](#) | [Contact Us](#)

 Welcome, [User Name]

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

---

**▼ Ordering Address**

**Address Information**

Street 1 :	Country :
Street 2 :	Country :
City :	Phone :
State/Province :	Phone Extension :
Zip/Postal Code :	Additional Address Info :
Division/Department :	
DUNS :	
Extended DUNS :	
CAGE Code :	

**Contact Information**

Principal Contact :	Fax Extension :
Title/Role :	Alternate Fax :
Permissions :	Alternate Fax Extension :
Authorized Representative :	Email :
Phone :	Correspondence Type :
Phone Extension :	English Spoken :
Alternate Phone :	
Alternate Phone Extension :	
Fax :	

**▼ Payment Address**

**Address Information**

Street 1 :	Country :
Street 2 :	County :
City :	Phone :
State/Province :	Phone Extension :
Zip/Postal Code :	Additional Address Info :
Division/Department :	
DUNS :	
Extended DUNS :	
CAGE Code :	

**Contact Information**

Principal Contact :	Fax Extension :
Title/Role :	Alternate Fax :
Permissions :	Alternate Fax Extension :
Authorized Representative :	Email :
Phone :	Correspondence Type :
Phone Extension :	English Spoken :
Alternate Phone :	
Alternate Phone Extension :	
Fax :	

Click Update Information to make any necessary changes if needed.

[Update Information](#)


[Update Information](#)



# Registration Summary

CGI Advantage PBC Purchasing PBC OEBO PBC Vendor Directory

[Privacy Report](#) | [Contact Us](#)



Welcome,

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

---

**▶ Billing Address**

**Address Information**

Street 1 : : Country : |  
 Street 2 : :  
 City : ) Phone : :  
 State/Province : | Phone Extension :  
 Zip/Postal Code : : Additional Address  
 Info : :  
 Division/Department :  
 DUNS :  
 Extended DUNS :  
 CAGE Code :

**Contact Information**

Principal Contact : Fax Extension :  
 Title/Role : Alternate Fax :  
 Permissi : Alternate Fax  
 Extension :  
 Authorized Representative : Email : s  
 Phone : Correspondence e  
 Phone Extension : Type :  
 Alternate Phone : English Spoken : \)  
 Extension :  
 Fax :

User ID

**▼ Attachments**

File Name	Date	User ID	Attachment Type	Description
<a href="#">Form W-9 Rev October 2018.pdf</a>	4/30/19	CDBGConsult	Standard	Form W-9

**▼ Commodities**

Commodity/Service Code	Commodity Description
90664	Planning, Urban (Community, Regional, Area wide, and State)
91827	Community Development Consulting
95012	Grants, Community Service Projects, IDC
95013	Grants, Community Service Programs
95281	Slum/Community Redevelopment Services

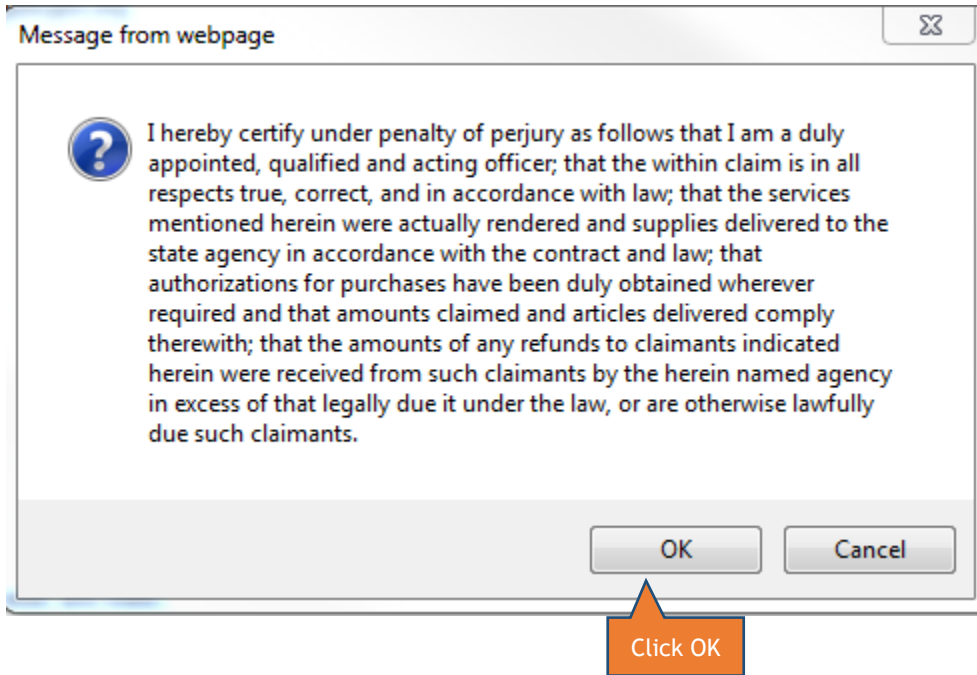
[Update Information](#)  
[Update Information](#)  
[Update Information](#)

Click Update Information to make any necessary changes if needed.

Click Submit Registration once you have reviewed the Registration Summary to ensure ALL of the information provided is correct.

## VSS Disclaimer

Please read the Disclaimer in its entirety. If you are in agreement with the Disclaimer, please click OK.




## Congratulations

You have completed the registration process. Your Vendor Code has now been assigned to you. Please print this page for your records. You may also download and print the Substitute W-9 Certification Form and/or the Vendor Registration Application for your records.

**PLEASE NOTE:** You are **NOT** an Active Vendor with Palm Beach County...yet. Vendor Self-Service Staff will now review and process the information provided on the Vendor Application. If during the review process a discrepancy is found and/or additional information is needed, Vendor Self-Service Staff will contact you to correct the discrepancy and/or request the additional information needed.

**CGI Advantage** [PBC Purchasing](#) [PBC OEBO](#) [PBC Vendor Directory](#)

[Privacy Report](#) | [Contact Us](#)



Welcome,  


### Thank You!


Congratulations, you have completed the registration process. You may login to VSS using the User ID and Password you created. **\*\*ATTN VENDORS\*\* THE .PDF VERSION OF YOUR REGISTRATION IS AVAILABLE. YOU MUST PRINT A COPY TO SUBMIT VIA EMAIL AT THIS TIME**

**Your Vendor Code is: VS00000**  
**\*Please save your Vendor Code for future reference**

[Password Reset](#) [Print This Page](#)

You must submit the following to Purchasing via email to [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org) before your registration will be approved: W-9 (signed), W-8 (If applicable, see welcome page for Foreign Vendors), and Vendor Registration Application\*

 [Download Substitute W-9 Certification Form](#)  
Click the link above to print the Substitute W-9 Certification form. Sign the form and mail or fax it to the address or fax number indicated on the form.

 [Vendor Registration Application](#)  
A .pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.

You may login to your VSS account to view and/or update your account information. Click [here](#) to login.


## E-MAIL CONFIRMATION: VENDOR REGISTRATION HAS BEEN RECEIVED



PBCVendor@pbcgov.org

ADVMAIL: YOUR REQUEST FOR VENDOR SELF SERVICE (VSS) REGISTRATION HAS BEEN RECEIVED

To

 We removed extra line breaks from this message.



Vendor Contact Name:

Congratulations, you have successfully submitted a request for registration in Palm Beach County (PBC) Vendor Self Service (VSS).

Here are some details about your Vendor Self Service (VSS) account:

Your User ID (case sensitive) is: User ID Created by Vendor

Your Legal Business Name is: Legal Business Name as Entered During Registration

Your Vendor Number is: V50000000000 - Vendor Number is Assigned by VSS

If you have questions, please contact Palm Beach County Purchasing Department at [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org).

## E-MAIL CONFIRMATION: REGISTRATION APPROVED


Once Vendor Self-Service Staff have approved your Vendor Registration Application, you will receive the notification email below. You are now an ACTIVE Vendor with Palm Beach County.



PBCVendor@pbcgov.org

WELCOME TO PALM BEACH COUNTY (PBC) VENDOR SELF SERVICE (VSS) Email to Vendor

To

 We removed extra line breaks from this message.



Vendor Contact Name:

Congratulations, you are now a certified user of Palm Beach County (PBC) Vendor Self Service (VSS).

Here are some details about your Vendor Self Service (VSS) account:

Your User ID (case sensitive) is: User ID Created by Vendor

Your Headquarter Account Legal Name is: Legal Name of Business

Your Headquarters Account Code is: VS0000000000 - Account Code Assigned by VSS

Your Vendor/Customer is: VS0000000000 - Vendor/Customer Code Assigned by VSS

Your Location Name is: No Location Name should be listed.

If you have questions, please contact Palm Beach County Purchasing Department at [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org).

## Small/Minority/Women Business Enterprise (S/M/WBE) Vendors

Vendors who are seeking Palm Beach County's Office of Equal Business Opportunity's S/M/WBE Certification can click on the link provided in their newly created Vendor Account to begin the certification process.

The S/M/WBE Certification process is a separate process from Vendor Registration. All questions regarding this certification should be directed to [Palm Beach County's Office of Equal Business Opportunity](#) at [561.616.6840](tel:561.616.6840).

The screenshot shows the 'CGI Advantage' vendor portal. At the top, there are navigation links for 'Purchasing Website', 'OEBO Website', and 'PBC Vendor Directory'. Below this is a main navigation bar with 'Account Information', 'Financial Transactions', 'Business Opportunities', and 'Solicitation Responses'. Under 'Account Information', there are sub-links for 'Summary', 'Business Info', 'Addresses & Contacts', 'Users', 'Commodities', 'Attachments', and 'W-8 Forms'. The 'Summary' link is active, leading to the 'OEBO Certification Application' section. The page title is 'Account Summary'. A footer note states: 'This page displays a summary of your account information. If you have any questions please contact your Primary Account Administrator or submit a question using the "Help" link at the top of this page.'

## CONGRATULATIONS

You have completed the Vendor Registration process. For further assistance on how to maintain your VSS, please check out Vendor Self-Service Account Maintenance manual. In this manual you will learn how to View/Modify Account Information and View Financial Transactions.

If you are looking for current, open solicitations, please go back to the Vendor Self-Service login page and click on Public Access. You will be redirected to all open solicitations for Palm Beach County. If you are having trouble finding a solicitation, check out our tutorial video “Navigating Solicitations in VSS” on the homepage.

If you have any further questions regarding your newly created vendor account, you may direct them to our Vendor Self-Service Staff at:

- Via phone: 561.616.6800
- Via e-mail: [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org)

Thank you for becoming a registered vendor with Palm Beach County. We look forward to doing business with you.

