

Welcome, this quick video shows you how to register as a Palm Beach County vendor using Vendor Self-Service – VSS.

Registering in VSS lets you create a vendor profile, receive matched notifications, be eligible for County opportunities, and meet the prerequisite for the Office of Small Business Development Small Business Enterprise Certification.

This is Palm Beach County's Procurement [website](#).

Before we locate the Vendor Self-Service website, please have a completed IRS form W-9 ready. If you need to confirm your form is current, or if you need to download the form, use the IRS webpage [IRS webpage](#) shown on the screen.

The W-9 you'll upload to VSS should be the most current IRS version in effect at the time you complete your registration. It must also be signed and dated within one year of the upload date.

Now we'll use a quick web search to open Vendor Self-Service.

Searching PBC Vendor Self-Service on Google will show this as a first result, the one with the CGI web icon. This is the one you want to choose.

If you prefer Bing or Microsoft Edge, you'll still click the first choice after searching PBC Vendor Self-Service just like on the screen.

The VSS landing page will open.

To continue, click either Sign Up button.

Start on the Sign Up page by providing some business info.

Choose a User ID for your account.

Make sure this is not just a person's name or an email address.

Add a First and Last Name to the account. It could be your name or the person you designate as the primary contact for your business.

Enter your business Phone Number starting with the area code.

Create a Password.

Then choose a Security Question and type your answer.

Next, enter the email for this account.

If you're registering for a large corporation, consider using a shared company inbox multiple staff can access.

Check the box to confirm you agree.

If the Email Verification Code box autofills like it did on the video screen, erase it.

Then click the Send Verification Code button.

Now check for an email from PBC vendor and copy the Email Verification Code.

Paste that code in this box.

Then in the top right corner, click the Continue button.

The system wants to verify if you have an existing account.

Choose an account type, then type in your Legal Business name and hit Search.

In this case, No Record was found, so scroll down and choose the New Registration button.

From here, it's important that information from your W-9 match exactly to the information you provide to VSS.

From the Organization Type dropdown, choose Individual or Company based on how you are registering.

This drop down about 1099 Classification is referencing 3a on the W-9 form.

The Tax ID Number Type is the information that matches the information in Part 1 of your W-9.

Here it is essential that the Company Name box exactly match box 1 on your W-9.

Boxes 5 and 6 on your W-9 form also need to match the info in the Address section of VSS.

After filling in the Address section, click the Continue button at the top of the page.

VSS uses address validation. In this case, the Select Corrected Address box was checkmarked. Verify your choice by checking one of the boxes, then click Continue.

You can click this box if you want to designate the person named as the authorized representative to your business. If not, leave it blank.

Also it pre checked address categories. If you have a different address for any of these aspects, simply uncheck the box and you will be prompted to enter another address.

Now it is time to pick Commodity codes for your business. VSS has an internal search for this. Commodity codes are attached to the service or items you provide. County departments use the codes to request things or to use in solicitations. You have to pick at least one today but can add more later at any time. Use a keyword to search, then choose from the results below by checking a box.

In the Commodity Service Description box, VSS automatically adds asterisks around your keyword so it can find that word inside longer item descriptions. Use the scroll bar on the right to review the rest of the results.

Click OK at the bottom of the screen when you are done choosing Commodity codes.

Ignore all of these fields, they are not needed to register.

Scroll a little down the page to the tile Add Attachments. Click it to upload your completed W-9 form. From your computer files you can either drag and drop your W-9 or browse your files to upload.

Click the Upload button to complete the action.

Now click Close.

Before you hit the Submit Registration button, just verify all of your summary information is correct.

You're ready to click Submit Registration.

From this verification screen, be sure to write down your new Vendor Code.

After you submit your application, a team member will validate your registration by reviewing your information and documents against required records. When approved, you'll receive an approval email from pbcvendor@pbcc.gov. If any further information or updates are required, you'll receive a follow up email identifying what needs attention with your vendor code in the subject line.

Thank you for your interest in doing business with Palm Beach County.