

Vendor Self Service

City of Sioux Falls

Vendor Self Service Registration Guide

- Access website: <https://vss.sioxford.org/MSS/Vendors/Registration/Default.aspx>.
- The website will prompt you through a five-step process. Below is an outline of the steps in the process and the information the Vendor needs to provide.
- Note: If information is missing, you can't advance to the next screen. If you need to go back to a screen, you will have the option at Step 5.
- Registration will time out and the process will start over.

Step 1 of 5: Create User ID and Password

NOTE: All Vendors must set up a User ID and Password.

- **User ID** (between 1 and 20 characters).
Each Vendor can only have one VSS account. A generic user account can be set up if the account needs to be shared.
- **Re-type user ID.**
- Create **Password** (between 1 and 15 characters).
- **Re-type password.**
- **Password hint** (Can't be the same as Password).
Type in verification numbers (verifies that you are truly a user) web security.
- Ignore the **EXISTING VENDORS ONLY** section at the bottom of this screen.
- Click **Continue**.

Step 2 of 5: General Information

- **Name (Vendor Name or Business Name).**
- **Address.**
- **City.**
- **State, Zip.**
- **Check box** if remittances are to be sent to the above address.
- **Email.**
- **Vendor Type:** select GENERAL.
- Enter a Federal Tax ID Number or Social Security Number.
- Payment terms do not need to be entered.
- Click **Continue**.

Step 3 of 5: Remittance Information

If you selected the **Send Remittances to the Above Name and Address** checkbox during Step 2, Vendor Self Service automatically completes the fields on this page.

- **Name, Address, City, State, Zip, and Email will prefill.**
- Click **Continue**.

Step 4 of 5: Contacts and Communication Preferences

Please provide the details of at least one contact individual and specify your preferred methods for receiving communications.

Required Fields:

- **Contact Type:** select GENERAL—General Contacts.
- **Name.**
- **Phone.**
- **Email address.**

Please provide preferred method(s) for receiving purchasing advice. Select **Email**.

Please note fax method not available.

(Emails will be sent for changes to Commodity Codes, Attachments, etc.)

- Click **Continue**.

Step 5 of 5: Review

Review items that were previously input in Steps 2–4. To make changes, click on **Change**:

- General Information.
- Remittance Information.
- Contacts and Communication Preferences.
- Please check the terms & conditions.
- If changes are okay, then click on **Register** .

Registration Confirmation:

After clicking on the **Register** button, in a few seconds a Registration Confirmation Message will display.

An email will be sent to you confirming registration.

You can now:

- **Update your profile.**
- **Register for commodities/services.**
- **Upload attachment documents** (W-9 and ACH Authorization forms to your profile).

These documents can be found at the top right corner of the page under the **Resources** drop-down. Complete the document and save to your desktop.

In Vendor Self Service under **My Profile**, click attachments and upload your documents.