



Register a New Vendor Account

This quick reference guide provides an overview for vendor registration in the Maricopa County Vendor Self Service (VSS) portal. The VSS portal allows you, as a payee/vendor to manage your own account information, respond to Published Solicitations, view your financial transactions and much more. Click on the **Sign Up** button to begin filling out an electronic application to become a payee/vendor, registered bidder.

If you have questions about the portal or have technical issues, please call 602-506-1000, Monday through Friday, 8:00 a.m. to 5:00 p.m. For **Vendor Registration questions**, email FIN.VSSAdmin@Maricopa.gov

For **Solicitation and Contract questions** and support, contact the individual listed on the Solicitation document or email JBProcurement@jbazmc.maricopa.gov

1. Using **Google Chrome** internet browser, go to <https://azdom-vss-ext.hostams.com/PRDVSS2X1/Advantage4>

The screenshot displays the Maricopa County Vendor Self Service portal. At the top left is the Maricopa County logo. To its right is the text "Maricopa County". Further right are input fields for "User ID" and "Password", a "Sign In" button, and a "Need an Account?" link with a "Sign Up" button. A red box highlights the "Sign Up" button, with a red arrow pointing to it from below. Below the login area is a navigation bar with the text "Welcome to Maricopa County Vendor Self Service" and "What would you like to do?". The navigation bar contains five icons: "Register Your Vendor Account", "Download Vendor Forms and Quick Reference Guides", "View Latest Announcements", "Contact us", and "Doing Business with Maricopa". Below the navigation bar is a large banner with the text "Register a new vendor account, or find and activate your existing vendor account already on file." and "Once you complete the registration process, you'll enjoy having immediate access to your account information, and being notified of our latest business opportunities. Start the process now by signing up as a user." A red box highlights the "Sign Up" button at the bottom of the banner, with a red arrow pointing to it from the left.

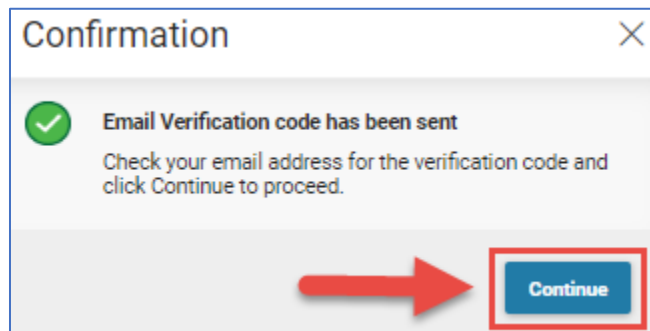
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2. Click the *Sign Up* button in the top right or bottom center of the portal.
 - On the *Sign Up* screen, complete the **required fields**.

The screenshot shows the Maricopa County Sign Up form. The form is titled "Sign Up" and has a "Sign Up" button in the top right corner. The form contains several required fields, each with a yellow asterisk icon: * User ID (filled with "MARYS2020"), * First Name (filled with "MARY"), * Last Name (filled with "SMITH"), * Phone Number (filled with "444-444-4444"), * Password (filled with "*****"), * Confirm Password (filled with "*****"), * Security Question (filled with "What is your favorite color?"), * Security Answer (filled with "****"), * Confirm Security Answer (filled with "****"), and * Email (filled with a redacted address). A "Send Verification Code" button is located at the bottom left of the form, highlighted with a red box and a red arrow pointing to it.

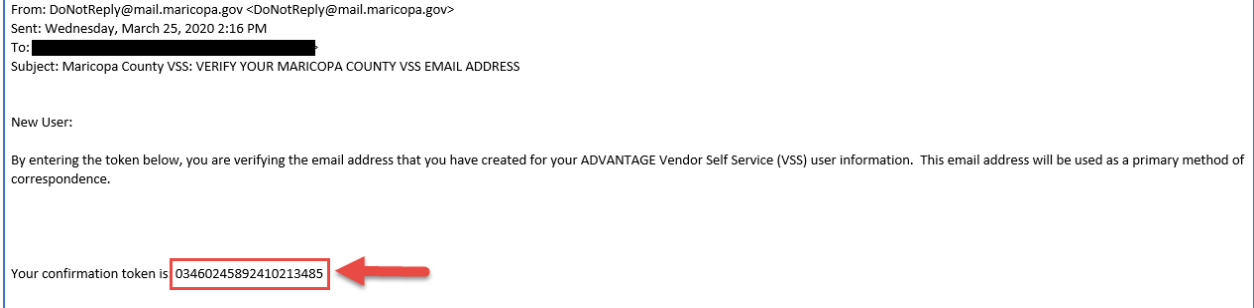
Note: Once you enter your email address, the *Send Verification Code* button will appear.

- Click *Send Verification Code*.
3. A **Confirmation** notification indicates an email verification code has been sent.



- Click *Continue*.

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4. Retrieve the email verification code from your email and copy and enter it into the **Email Verification Code** field.

➤ Read the *User Agreement Policy*, click **OK** and **check the box** to agree.

Maricopa County

Sign Up

*Required fields

* User ID
MARYS2020

* First Name
MARY

* Last Name
SMITH

* Phone Number
444-444-4444

Fax Number

* Password
.....

* Confirm Password
.....

Fair Password

* Security Question
What is your favorite color?

* Security Answer
....

* Confirm Security Answer
....

* Email
[REDACTED]

* Email Verification Code
03460245892410213485 ✓

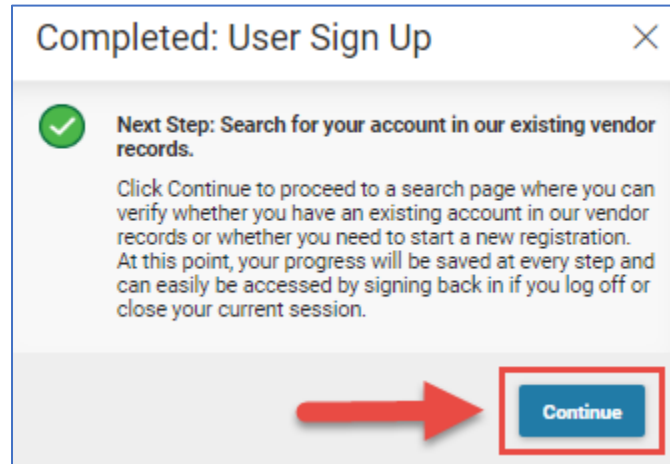
* agree with User Agreement Policy

A red box highlights the 'Sign Up' button, and a red arrow points to it from the left. Another red box highlights the 'Email Verification Code' field, and a red arrow points to it from the left. A third red box highlights the 'agree with User Agreement Policy' checkbox, and a red arrow points to it from the left.

➤ Click **Sign Up**.

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5. **Completed: User Sign Up** notification indicates *Next Step: Search for your account*.



- Click *Continue*.
6. On the **Search for Existing Account** screen, in the **Search Type** section, select *Company* or *Individual*.
- If organization type selected is company, enter your *Legal Business Name*. If organization type selected is individual, enter your *First Name, Middle Name* (optional) and *Last Name*.
 - Enter the 9-digit **Taxpayer Identification Number** (TIN) according to your IRS Form W-9 (no dashes). The TIN is either **EIN** – for Company’s or **SSN** – for Individuals.
 - Click *Search*.

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The screenshot shows the 'Search for Existing Account' page. At the top left is the Maricopa County logo and name. A 'Cancel Registration' button is in the top right. An information icon and text state: 'To activate your account you must have a vendor code. This page will help you to 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.' Below this, instructions say: 'Please select one of the search options below to determine if you already have a vendor code:'. Two bullet points follow: 'For companies, if you have Employer Identification Number(EIN), first search by your Taxpayer Identification Number(TIN) before searching by Legal Business Name.' and 'For individuals, enter your Last name and the four digits of your Social Security Number(SSN)'. Under 'Search Type', 'Individual' is unselected and 'Company' is selected. The 'Taxpayer Identification Number' field contains '222223333'. The 'Legal Business Name' field contains '*MS TRAINING INC*'. A red arrow points to the 'Search' button, which is also highlighted with a red box. A 'Reset' button is to its right.

7. The search results will display in the pane below. There is a “*Has your account been found and listed above*” section to help guide you. If **No Records Found**, click **New Registration** at the bottom of the screen.

Note: *If your company name does appear then you already a vendor doing business with Maricopa County and you will need to use “Activate an Existing Vendor Account” reference guide to activate your account within VSS.*

The screenshot shows the search results page. At the top, a yellow box says 'No Records Found'. Below this is the section 'Has your account been found and listed above?'. It contains four bullet points with instructions: 'Yes, but it is already registered' (select 'Contact your Administration'), 'Yes, but registration is already in progress' (select 'Continue Registration'), 'Yes, but it is not yet registered' (select 'Activate your Account'), and 'Yes, but not my business location' (select 'Add Business Location'). At the bottom, a yellow box says 'No, register now' with instructions to select 'New Registration'. A red box highlights the 'New Registration' button, with a red arrow pointing to it from the right.

Register A New Vendor Account

Note: All information should be entered in Proper Case (each of the first letters of every word being capitalized) and according to the US Postal Service (USPS) Business Addressing Standards. Do not enter punctuation.

As you complete each step and move to the next step, the system will check for errors. If there are errors: a highlighted error notification message will be displayed at the top of the page. You must correct the errors indicated before continuing to the next step.

8. On the **Business Registration** screen, complete the requested information in the **Account Information** section. Based on selection criteria entered, fields displayed will vary. Scroll down the page to ensure you complete all required information.

- Provide the banking information for the **Electronic Funds Transfer (EFT)**. You can verify the banking information with a check and not a deposit slip, because the deposit slip may have a different routing number.

Note: Maricopa County does not use Wire, only the **Automated Clearing House (ACH)** for the EFT's.


The screenshot displays the 'Business Registration' form. At the top, there are four steps: 1. Account Information (highlighted with a red box), 2. Address Information, 3. Business Information, and 4. Summary Information. A red arrow points to the 'Continue >' button in the top right corner. Below the steps, there is a message: 'Share with us basic information about your business. Based on the data you provide, additional fields and sections might be displayed so we can gather all the required information about your business.' The form is divided into two main sections: 'Account Information' and 'Tax Return Address'. The 'Account Information' section includes fields for Organization Type (Company), Taxpayer ID Number Type (EIN), Taxpayer ID Number (222223333), Business Name (Alias/DBA), 1099 Classification (Corporation), Healthcare Provider (No), and Company Name (MARY SMITH AND ASSOCIATES INC). The 'Tax Return Address' section includes fields for Address (1111 N CENTRAL), State (Arizona), City (PHOENIX), and ZIP Code (85004). A legend indicates that fields with a yellow background are required.

Register A New Vendor Account

▼ EFT Information

| | |
|---------------------------------|-----------------------------------|
| ABA Number 021200025 | Account Number 22222222 |
| Account Type Checking | Routing ID Number |

➤ Click *Continue*.

Note: As you navigate through Steps 1 through 4 a green check  mark will indicate completed sections.

9. On the **Address Information** screen complete all requested information. Check boxes for the **Ordering Address** (to send the purchase orders), the **Payment Address** (to send your payments) and the **Contact** types.

▼ Use the above address for the following address types


| |
|--|
| <input checked="" type="checkbox"/> Ordering |
| <input checked="" type="checkbox"/> Payment |
| <input type="checkbox"/> Billing |

Note: *Billing* information is not required to be a vendor.

Business Registration

< Previous **Continue** > Save & Close Submit Question Cancel Registration

* Required fields

1  Account Information 2 **Address Information** 3 Business Information 4 Summary Information

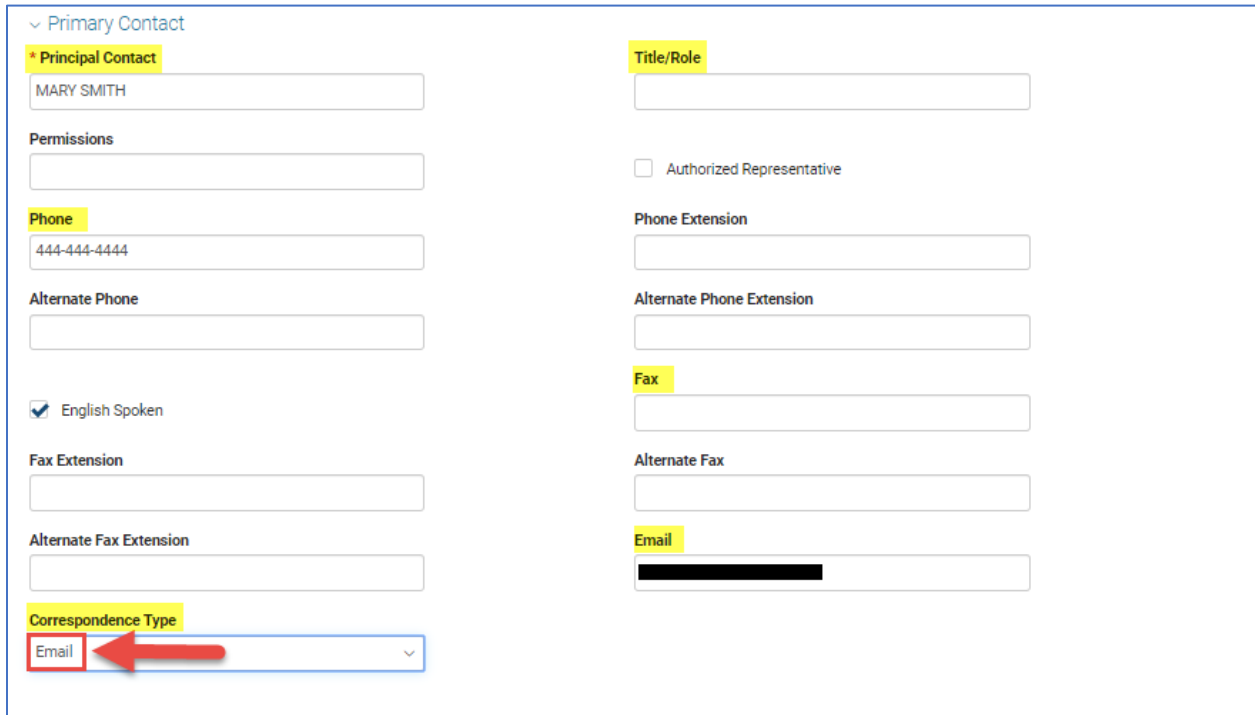
1 Please verify your business address and contact information. You can update any of the below fields and if an address type or designated contact is different, please click on it and update with the latest information so we have accurate information on file for your business.

▼ Primary Address

| | |
|-------------------------------------|--|
| * Street 1 1111 N CENTRAL | Street 2 |
| * City PHOENIX | * State/Province Arizona |
| * Zip/Postal Code 85004 | * Country United States of America |
| County - Select - | Phone 444-444-4444 |
| | Phone Extension |

Register A New Vendor Account

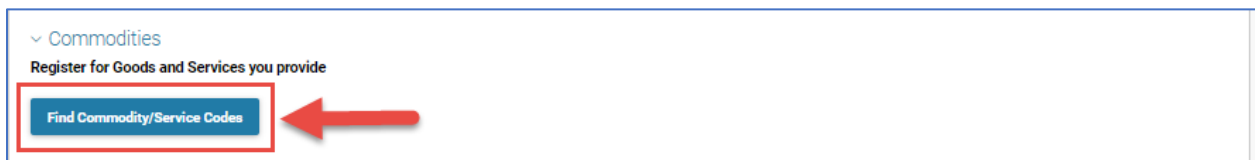
- In the **Primary Contact** section, select *Email* for the **Correspondence Type**.



The screenshot shows the 'Primary Contact' registration form. The 'Correspondence Type' dropdown menu is highlighted with a red box and a red arrow pointing to the 'Email' option. Other fields include Principal Contact (MARY SMITH), Title/Role, Phone (444-444-4444), and various extension fields. A checkbox for 'English Spoken' is checked.

- Click *Continue*.

10. On the **Business Information** screen, navigate down to the **Commodities** section and click the *Find Commodity/Service Codes* button.



The screenshot shows the 'Commodities' section of the registration process. The 'Find Commodity/Service Codes' button is highlighted with a red box and a red arrow pointing to it. The text 'Register for Goods and Services you provide' is visible above the button.

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- On the **Find Commodity/Service Codes** screen, search and select (check) the commodities that apply to your company in order to be notified of upcoming solicitations.

Find Commodity/Service Codes

Search

Commodity/Service Code

Commodity/Service Description

*SOFTWARE*TRAINING*

Grant

Search

Reset

Search Results

1 - 1 of 1 Records

View per Page - 20 50 100

Page 1 of 1

| Commodity/Service Code | Commodity/Service Description |
|---|---|
| <input checked="" type="checkbox"/> 20881 | Software For Computer Software Training |

OK

Cancel

- Click **OK**.

Business Registration

Previous Continue Save & Close Submit Question Cancel Registration

* Required fields

Account Information Address Information 3 Business Information 4 Summary Information

Provide any additional information about your business. The information you provide here will ensure that your account will be reviewed and activated in a timely manner and that we can accurately identify you for any potential business opportunities published to the site.

Location Verification

* Verify My Locations by

Use My TIN Number

Vendor Verification Based on

Vendor Verification Password

Confirm Verification Password

- In the **Location Verification** section, select **Use My TIN Number**.
- Click **Continue**.

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11. On the **Summary Information** screen, review the information you've entered to verify all data is accurate and complete. If you need to edit any information in a section, click the **Edit** button that corresponds to the section. When you'll finish updates, click the **Submit Registration** button to finalize your registration.

Business Registration

< Previous **Submit Registration** Save & Close Submit Question Cancel Registration

* Required fields

Account Information Address Information Business Information **4 Summary Information**

Please review the below to verify all the information is accurate and complete. Click the Submit Registration button to complete the registration process and create your account.

Print Summary

Account Information

| | | |
|---------------------------------|---|-------------|
| Organization Type Company | 1099 Classification Corporation | Edit |
| Taxpayer ID Number Type EIN | Healthcare Provider No | |
| Taxpayer ID Number 222223333 | Company Name MARY SMITH AND ASSOCIATES INC | |
| Business Name (Alias/DBA) - | Name on Check Legal Name | |

12. Read the *W9-Form Certification* on the Confirmation window, **check the box** to agree, and click **Submit**.

Confirmation

Do you want to submit the registration? Clicking **Submit** will create your new vendor account. Clicking **Cancel** will take you back to the current page.

Form Certification

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. 3. I am a U.S. citizen or other U.S. Person. (An individual who is a U.S. citizen or U.S. resident alien; a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States; an estate (other than a foreign estate); or a domestic trust (as defined in IRS Regulations section 301.7701-7)). 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FACTA reporting is correct.

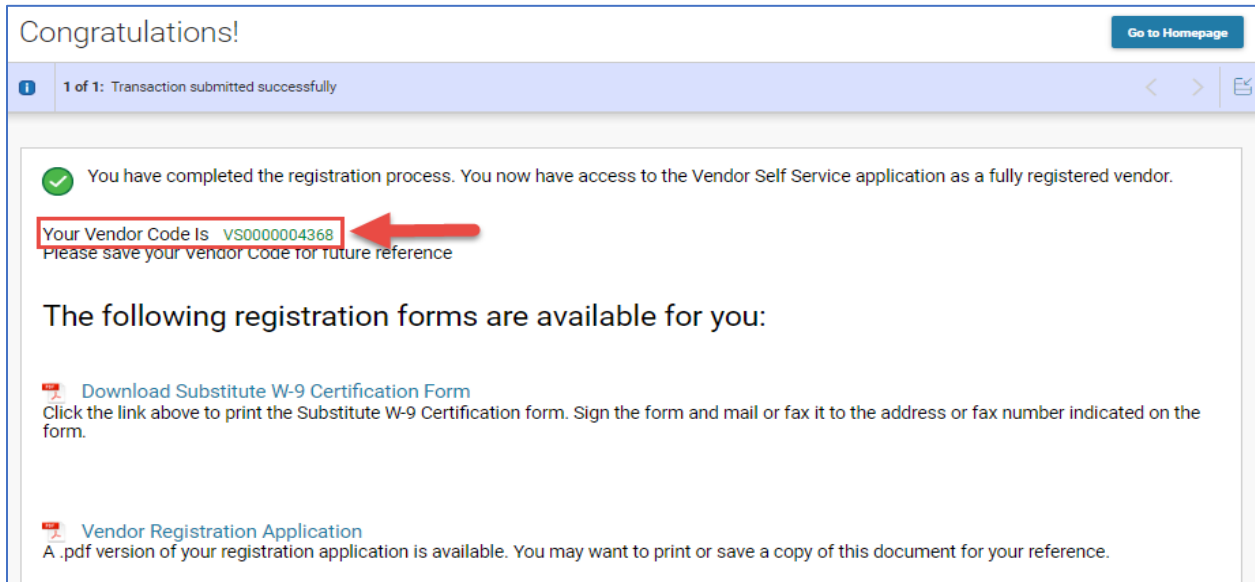
I Accept

Submit Cancel

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Note: The Department of Finance will verify the name/TIN information provided by the vendor by utilizing the Internal Revenue Service (IRS) online matching services. If the name/TIN combination does not match IRS records, the Department of Finance will request an IRS Letter 147C, CP575A, CP575G, or CP261 to be submitted via fax or email. Vendors who have not provided a valid TIN will be placed on inactive status until such time a valid TIN has been provided.

13. A **Congratulations!** screen indicates you have completed the registration process. Your vendor registration is submitted, and **Your Vendor Code** is provided.





Congratulations!

1 of 1: Transaction submitted successfully

 You have completed the registration process. You now have access to the Vendor Self Service application as a fully registered vendor.

Your Vendor Code Is **VS000004368**
Please save your Vendor Code for future reference

The following registration forms are available for you:

-  [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.

Note: For assistance with updating and maintaining your vendor account, go to the Welcome to Maricopa County Vendor Self Service portal, click on the **Download Vendor Forms and Quick Reference Guides** title and locate the “Managing Your Vendor Account” reference guide.