



City of Mesa Vendor Guide for Registered Users

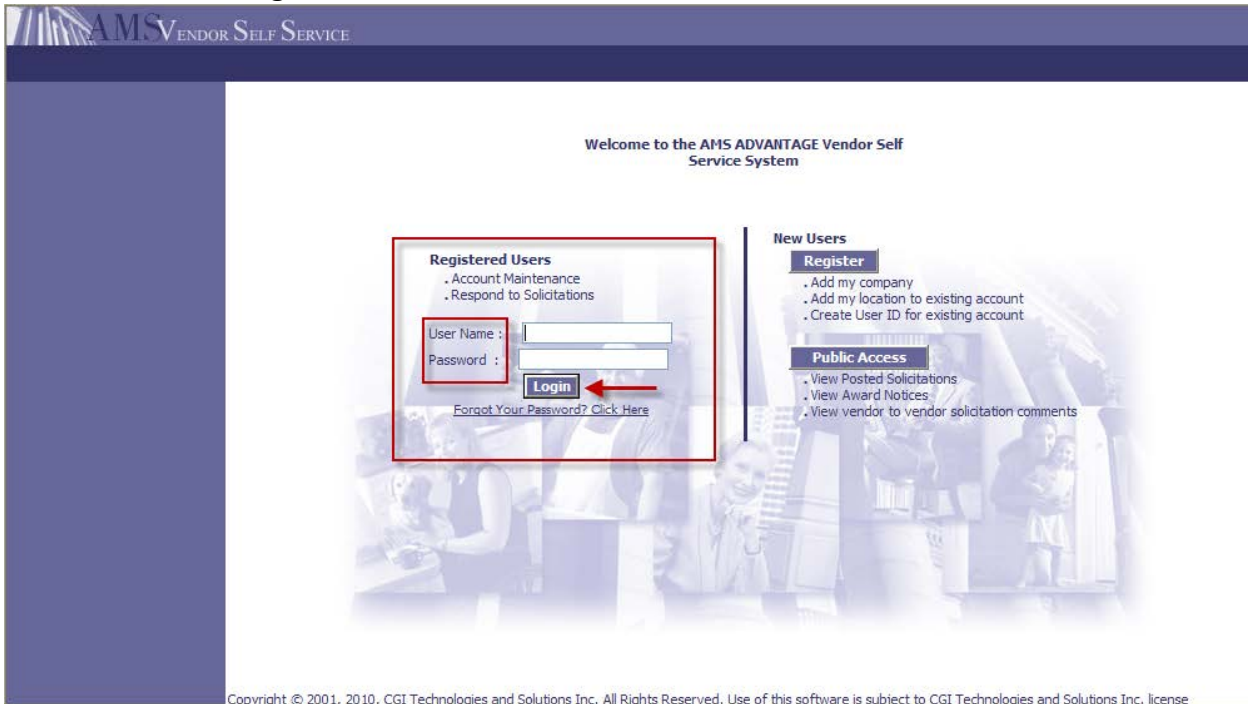
Go-Live 2013

This Vendor Guide for Registered Users will assist you in maintaining your records in order for you to receive future notifications of potential business opportunities.

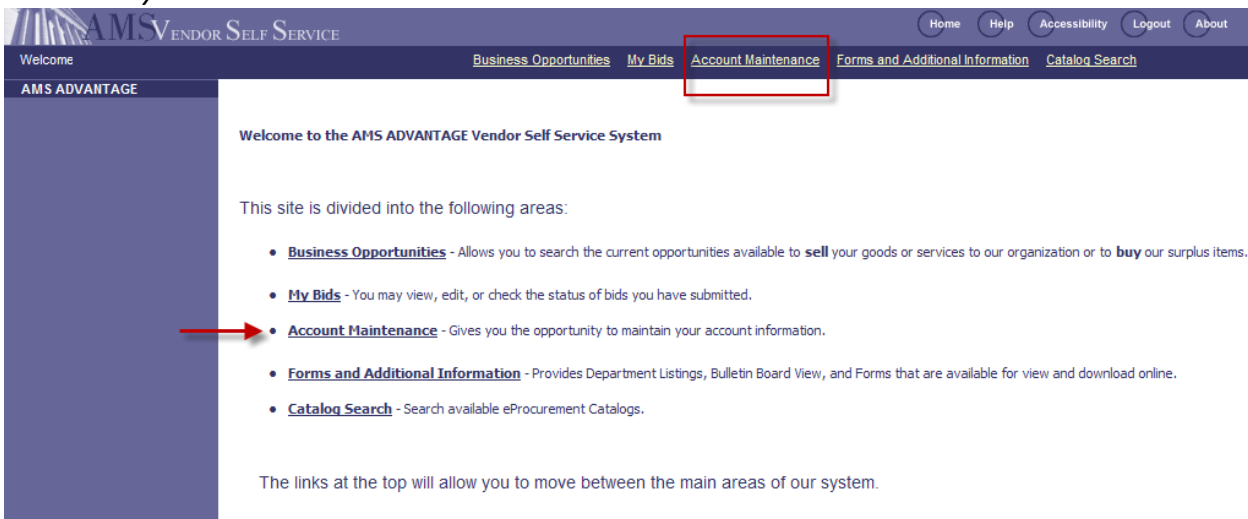
Vendor Guide for Registered Users

After your organization has established their account in the VSS system, you will be required to maintain your account within the VSS application and to receive future notifications of potential business opportunities. This guide will assist you in maintaining your records.

1. At this time, you will use the **Registered Users** section and enter your **User Name** and **Password** and then click **Login**.



2. The **Welcome to the AMS ADVANTAGE Vendor Self Service System** screen displays. Notice the links within the page and the links at the top that you can navigate through. ***Note: at this time the only active link is the Account Maintenance link.**





***Note:** Any modifications to your organization’s account will be reviewed by the City of Mesa before it becomes effective. It is important that your organization’s information is up-to-date so that your organization does not miss future potential business opportunities with the City of Mesa.

All information should be entered in Proper Case and according to the [US Postal Service \(USPS\) Business Addressing Standards](#). **Do not enter punctuation.**

3. On the **Account Maintenance** page, you can navigate through each section by clicking on the associated link. You can click on a link and verify and update the information if necessary.

Account Maintenance

This section will allow you to maintain the information about your account. Please update your information as your operation changes.

- Headquarters Information** This section allows you to view and edit information about the Headquarters of your location. You may update location verification security and the Headquarters web address.
- Master Addresses** This section allows you to view and edit street address information. Master Addresses may be shared among locations that share the same Headquarters Account.
- Contacts** This section allows you to view and edit contact information. Contacts may be shared among locations that share the same Headquarters Account.
- Location Information** This section allows you to view and edit more specific information related to your location such as Legal Name, Organization Type, Classification, EFT Information, and Discount Terms.
- Address Information** This section allows you to view and edit which addresses are listed to receive orders, payments, or bills for your location. You may set the Active To and From dates to be associated with an address, as well as indicate additional notes and information. Street Address and Contact information must be edited on the Master Address and Contact tabs, respectively.
- W-9 Information** This section allows you to view and edit information related to your W-9 form, such as TIN, TIN Type, and Name, as well as the Address to which 1099 Forms will be sent.
- Business Types** This section allows you to view and edit the business types that describe your organization.
- Service Areas** This section allows you to view and edit the geographical area(s) that your business serves.
- Commodities** This section allows you to view and edit the commodities that your company offers.

4. The first section is the **Headquarters Information** page. Verify the information on this page and update if necessary. ***Note:** if the **Update** button is chosen, then a new window will open allowing you to update and Save Changes.

Headquarters Information

This section allows you to view and maintain the information about the Headquarters for your location. Please click Update to modify Headquarters information. Only Headquarters Master Users can make changes to the Headquarters Information.

Update View Pending Changes Pending Changes :

Headquarters Legal Name :
 Headquarters Account Code :
 1099 Indicator : Yes
 Taxpayer ID Number :
 Taxpayer ID Number Type : 1
 Franchise Account :
 Web Address :
 Catalog DUNS # :
 Verification Hint : Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number, please contact the Account Administrator for your Headquarters.
 Vendor Verification :
 Confirm Verification :
 Create New Location for This Headquarters



5. The **Master Address** page lists all of your addresses on file. Verify information and update or add new addresses here.

AMSV ENDOR SELF SERVICE

Welcome Business Opportunities My Bids Account Maintenance Forms and Additional Information Catalog Search

Account Maintenance
Headquarters Information
Master Addresses
Contacts
Location Information
Address Information
W-9 Information
Business Types
Service Areas
Commodities
User Information
Location Users

Master Addresses help & advice

The Current list of all the Addresses on file for your Headquarters. Please click Update to modify or delete existing address information. Only Headquarters Master Users can update address information.

Address ID	Street 1	City	State/Province	Zip/Postal Code	Pending Changes		
✓ AD001	XXXXXXXXXX	Scottsdale	Arizona	85260	<input type="checkbox"/>	Update	View Pending Changes
AD002	XXXXXXXXXX	Scottsdale	Arizona	85260	<input type="checkbox"/>	Update	View Pending Changes

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Add Items Pending Additions

Address ID : AD001 Country : US
Street 1 : Phone :
Street 2 : Phone Extension :
City : Scottsdale
State/Province : AZ
Zip/Postal Code : 85260

Click the Update link with the corresponding Address ID to update. To add new records, click the Add Items button. Click the Contacts section above to move to the next page.

6. The **Contacts** page lists all contacts on file. Verify information and update or add new contacts here.

AMSV ENDOR SELF SERVICE

Welcome Business Opportunities My Bids Account Maintenance Forms and Additional Information Catalog Search

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Location Information
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Location Users

Contacts help & advice

All Contacts on file for your Headquarters. Please click Update to edit or delete existing contact information. Only Headquarters Master Users can update Contact information.

Contact ID	Contact Name	Email	Phone	Pending Changes		
✓ PC001	REQUIRED - Please Update Phone and Contact Information	YourEmailID@YourEmailAddress.com	480-417-4422	<input type="checkbox"/>	Update	View Pending C
PC002	REQUIRED - Please Update Phone and Contact Information	YourEmailID@YourEmailAddress.com	480-417-4422	<input type="checkbox"/>	Update	View Pending C

First Prev Next Last

Add Items Pending Additions

Contact ID : PC001 Phone :
Contact Name : REQUIRED - Please Update Phone and Contact Information Phone Extension :
Email : YourEmailID@YourEmailAddress.com Alternate Phone :
Address ID : AD001 Alternate Phone Extension :
Street 1 : Fax :
Street 2 : Alternate Fax :
City : Scottsdale
State/Province : AZ
Zip/Postal Code : 85260
Country : US

Click the Update link with the corresponding Contact ID to update. To add new contacts, click the Add Items button. Click the Location Information section above to move to the next page.



7. The **Location Information** page allows you to view and maintain information specific to your business location. Verify information and update or add Legal Information, EFT, Organization and Discount Terms here.

AMSV ENDOR SELF SERVICE

Welcome Business Opportunities My Bids Account Maintenance Forms and Additional Information Catalog Search

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- Master Addresses
- Contacts
- Location Information
- Address Information
- W-9 Information
- Business Types
- Service Areas
- Commodities
- User Information
- Location Users

Location Information [help & advice](#)

This section allows you to view and maintain information specific to your business location. Please click Update to modify the location information. Only Master Users for this location may make updates to this information.

[Update](#) [View Pending Changes](#) Pending Changes:

General Information
Information specific to your location and Headquarters.

Headquarters Account Code :
Government Entity : [Change Entity](#)

Location Information and Legal Name
Please complete this information that will be used to define your organization and create your legal name.

EFT Information
If you would like to use Electronic Funds Transfer (EFT) to receive your payments, please complete the information within this section.

Email and Organization Information
Please complete this additional information that will be used to further define your organization.

Discount Terms
Specify any discounts that will be applied for prompt payment of invoices. These terms will be the default discount terms used on your Purchase

Clicking on the arrows will expand and collapse information in each section.

Click the Update button to make changes. Click the Address Information section to move to the next page.

8. The **Address Information** page lists all of the addresses on file for your location. Verify information and update or add as needed.

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Welcome Business Opportunities My Bids Account Maintenance Forms and Additional Information Catalog Search

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- User Information
- Location Users

Address Information [help & advice](#)

The Current list of Addresses on file for your location. Please click Update to modify or delete existing address information. Only Master Users can update address information.

Address Type	Address ID	Street 1	Principal Contact	Pending Changes
✓ Payment	AD002	12345678901234567890	REQUIRED - Please Update Phone and Contact Information	<input type="checkbox"/> Update View Pending Changes
Ordering	AD001	12345678901234567890	REQUIRED - Please Update Phone and Contact Information	<input type="checkbox"/> Update View Pending Changes

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

[Add Items](#) [Pending Additions](#)

General Information

Address Type : Payment Default Record :

Active From : 01/01/1970
Active To :

Address

EFT Information

Click the Update link with the corresponding Address ID to update. To add new records, click the Add Items button. Click the W-9 Information section to move to the next page.



9. The **W-9 Information** page allows you to view and maintain 1099 reporting information for a vendor. Verify information and update or add as needed.

Click the Update button to make changes. Click the Change TIN button to change your TIN. Click the Business Types section to move to the next page.

10. The **Business Type** page allows you to view the current list of Business Types on file for your location. Verify information and update or add as needed.

Click the Add Items button to add any Business Types. Click the Commodities section to move to the next page.

***Note:** The City of Mesa is not using the Service Areas section within VSS at this time. The next page is the Commodities page.



11. The **Commodities** page allows you to view and select all commodities to associate with your company.

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Commodities help & advice

Current list of Commodities that your location is currently registered for. Please update (add, change, delete) commodity information as needed. Remember only 'Master Users' can update Commodity information.

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

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Save Changes Cancel Delete Add Items

Click on the Add Items button.

By clicking on the Add button, a Choose window will open and you can select the appropriate categories.

Choose

Select one or more Commodities to associate to your company. To search for your Commodity, enter in a valid Commodity Code or Description and click Search. Please click OK to save your changes.

Wildcard (*) searches are allowed. For example, a search of Description using 'computer*' finds all commodities whose description begins with the word 'computer.' However, a search of Description using '*computer*' would find all commodities with the word 'computer' anywhere in the description.

Clear

Commodity/Service Code : Search

Commodity Description : Search

Commodity Description	Commodity/Service Code
<input type="checkbox"/> Computer Accessories (Not Otherwise Classified) Rental	98430
<input type="checkbox"/> COMPUTER ACCESSORIES AND SUPPLIES	20700
<input type="checkbox"/> Computer Aided Design	20931
<input type="checkbox"/> Computer Aided Design & Vectorization Software	20830
<input type="checkbox"/> Computer Aided Design Services	92018
<input type="checkbox"/> Computer Digitizing Services	92019
<input type="checkbox"/> Computer Hardware & Software Manufacturing Services	96728
<input type="checkbox"/> COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS	20400

Entering Computer* will bring up all commodities that begin with Computer.



Wildcard (*) searches are allowed. For example, a search of Description using 'computer*' finds all commodities whose description begins with the word 'computer.' However, a search of Description using '*computer*' would find all commodities with the word 'computer' anywhere in the description.

Clear

Commodity/Service Code : Search

Commodity Description : Search

Commodity Description	Commodity/Service Code
<input type="checkbox"/> Aircraft Master Control Systems (Computer, etc)	03511
<input type="checkbox"/> Monitors, Computerized & Wireless (Vehicle)	05568
<input type="checkbox"/> Carts, Computer, Environmentally Certified Products	20323
<input type="checkbox"/> Tools, Computer, Environmentally Certified Products	20391
<input type="checkbox"/> COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS	20400
<input type="checkbox"/> Imaging Systems, Microcomputer (Ind Digital Imaging Network	20446
<input type="checkbox"/> Integrated Hardware-Software I.T. Solution (Microcomputer)	20447
<input type="checkbox"/> Microcomputers, Desktop or Tower based	20453
<input type="checkbox"/> Microcomputers, Handheld, Laptop & Notebook	20454
<input type="checkbox"/> Microcomputers, Multi-Processor	20455

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Navigation links.

OK Cancel

Entering *Computer* will find all commodities with the word 'computer' in the description.

Wildcard (*) searches are allowed. For example, a search of Description using 'computer*' finds all commodities whose description begins with the word 'computer.' However, a search of Description using '*computer*' would find all commodities with the word 'computer' anywhere in the description.

Clear

Commodity/Service Code : Search

Commodity Description : Search

Commodity Description	Commodity/Service Code
<input type="checkbox"/> Recycled Mainframe Computer Hardware & Peripherals	20679
<input type="checkbox"/> Retrieval Systems, Computer Aided: Indexing, Retrieval	20680
<input type="checkbox"/> Servers, Mini/Mainframe Computer (Application, Database, etc	20687
<input checked="" type="checkbox"/> COMPUTER ACCESSORIES AND SUPPLIES	20700
<input type="checkbox"/> Batteries, Computer & Peripheral	20710
<input type="checkbox"/> Battery Chargers, Computer & Peripheral	20714
<input checked="" type="checkbox"/> Carts, Computer	20723
<input type="checkbox"/> Computer Instructional Aids & Training Devices	20732
<input checked="" type="checkbox"/> Recycled Computer Accessories & Supplies	20779
<input type="checkbox"/> Systems Environmental Monitor for Computer Rooms	20785

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OK Cancel

Choose appropriate commodities by clicking each box and using the navigation buttons below. Click OK when done.

Choose

Select one or more Commodities to associate to your company. To search for your Commodity, enter in a valid Commodity Code or Description and click Search. Please click OK to save your changes.

Wildcard (*) searches are allowed. For example, a search of Description using 'computer*' finds all commodities whose description begins with the word 'computer.' However, a search of Description using '*computer*' would find all commodities with the word 'computer' anywhere in the description.

[Clear](#)

Commodity/Service Code :
 Commodity Description :

You can also type in the 5-digit number directly to select.

	Commodity Description	Commodity/Service Code
<input type="checkbox"/>	Computer Instructional Aids & Training Devices	20732

First Prev Next Last

[Clear](#)

Commodity/Service Code :
 Commodity Description :

For multiple commodities, enter the 5-digit number separated by commas.

	Commodity Description	Commodity/Service Code
<input checked="" type="checkbox"/>	Computer Instructional Aids & Training Devices	20732
<input checked="" type="checkbox"/>	Professional: Computer Training, Hospital/Pharmacy, Legal	20866

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The screenshot shows the AMSV Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessibility, and Logout. Below this is a secondary navigation bar with links for Business Opportunities, My Bids, Account Maintenance, Forms and Additional Information, and Catalog Search. The main content area is titled "Commodities" and includes a "help & advice" button. A message states: "Current list of Commodities that your location is currently registered for. Please update (add, change, delete) commodity information as needed. Remember only 'Master Users' can update Commodity information." Below the message is a table with two rows of commodity data. The first row is highlighted in yellow and has a checkmark in the first column. The second row is highlighted in grey. At the bottom of the table are navigation buttons: First, Prev, Next, Last. Below the table are buttons for Save Changes, Cancel, Delete, and Add Items. On the left side, there is a vertical menu with options: Account Maintenance, Headquarters Information, Master Addresses, Contacts, Location Information, Address Information, W-9 Information, Business Types, Service Areas, Commodities, User Information (indicated by a red arrow), and Location Users (indicated by a red arrow).

	Commodity/Service Code	Commodity Description
✓	20732	Computer Instructional Aids & Training Devices
	20866	Professional: Computer Training, Hospital/Pharmacy, Legal

First Prev Next Last

Your selected commodities will appear here. Click on Save Changes. Click the User Information section to move to the next page.



12. The **User Information** page will display all the users defined for your Headquarters. Verify information and update or add as needed.

13. The **Users for this Location** page will display all users who have been assigned to this location. Verify information and update or add as needed.

After verifying and updating all of your account information you can click the Logout field at the top of the page. Once the City of Mesa confirms your requested changes, an email will generate confirming changes were approved.