



City of Mesa Vendor Registration Guide for New Vendors

Go-Live 2013

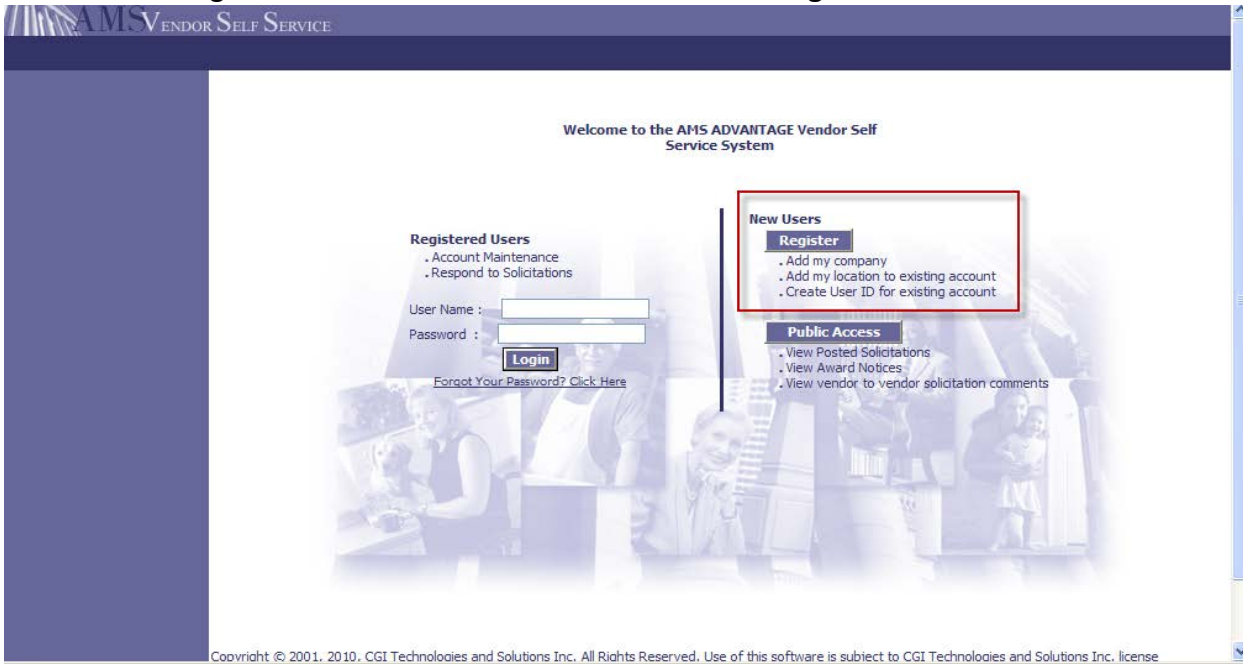
This Vendor Registration Guide is for vendors not currently doing business with the City of Mesa. This guide will assist you in registering on-line quickly to establish your account.



Vendor Registration Guide for New Vendors

This Vendor Registration Guide is for vendors not currently doing business with the City of Mesa. This guide will assist you in registering on-line quickly to establish your account. You will need to access the VSS system by going to www.mesaaz.gov/vendor. After reading the registration requirements you can click on the link to access the web site.

1. First time registration users will click on the **New Users Register** tab.



2. Read the information on the **Registration Requirements** page and then click Continue.





3. On the **Search for your company location** page, in the Company Name field type all or part of your company name followed by an asterisk * as a wildcard. Then click Search.

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AMS ADVANTAGE

Search for your company location

help

Please enter all or part of your company name and click 'Search' to see if your location is already registered.

Company Name : [Search](#)

Legal Name	Location Name	Alias/DBA	HQ Account	Activated
------------	---------------	-----------	------------	-----------

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4. The search results should not return your company name. Once you confirm that your company name is not listed, continue and click **New Registration**. ***Note: if your company name does appear then you are already a vendor doing business with the City and you will need to use the Vendor Registration Guide for Active Vendors to activate your account within VSS.**

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Search for your company location

help & advice Menu

Please enter all or part of your company name and click 'Search' to see if your location is already registered.

Company Name: [Search](#)

Legal Name	Location Name	Alias/DBA	HQ Account	Activated
------------	---------------	-----------	------------	-----------

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Is your company listed ?

- Yes, but my Location is not activated → Click *Activate Account* for the account you wish to activate.
- Yes, I found my Headquarters but not my Location → Click *Add Location* to create new Location for the existing Headquarters.
- Yes, my Account is activated but I don't know the login → Contact your Headquarters for assistance.



5. On the **Memorandum of Agreement** page, read the terms and click on Accept Terms.

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AMS ADVANTAGE

Memorandum of Agreement

[help & advice](#)

You must accept the terms of this Memorandum of Agreement in order to register as a vendor with VSS. If you choose not to accept these terms you will be returned to the HomePage for Guests.

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to: (i) register the Vendor; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that:

1. The Vendor shall use VSS vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure that the registration information remains accurate and complete at all times.
2. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration and VSS registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the VSS registration and VSS registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the VSS registration and registration update functionality.

This Agreement shall remain in effect for as long as the Vendor is registered as a VSS vendor. All rights are reserved to cancel the Vendor's registration at any time. In the event the Vendor's registration is cancelled, the Vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electronic procurement transaction that was made or administered in whole or in part using VSS.

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

Next you will begin entering your information about your organization using Steps 1 through 9 within the application. Fields with a red asterisk (*) indicate required fields. Follow the instructions below.

***NOTE: This site does not automatically Save when you exit. Please resolve any errors and do not exit this site until you receive a confirmation of successful registration. Failure to complete registration will require all fields to be re-entered when you return to the site.**

All information should be entered in Proper Case 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. Click the "here" link in that notification to see the errors. You must correct the errors indicated before continuing to the next step.

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✓ [Step 1: Business Information](#) [Step 2: User Information](#) [Step 3: W-9 Information](#) [Step 4: Account Administration](#) [Step 5: Ordering Address](#) [Step 6: Payment Address](#) [Step 7: Billing Address](#) [Step 8: Bidding Interests](#) [Step 9: Preview & Submit Registration](#)

You have 3 messages. Click [here](#) to view the messages.

[Message\(s\)](#) [help & advice](#)

Step 1: Business Information

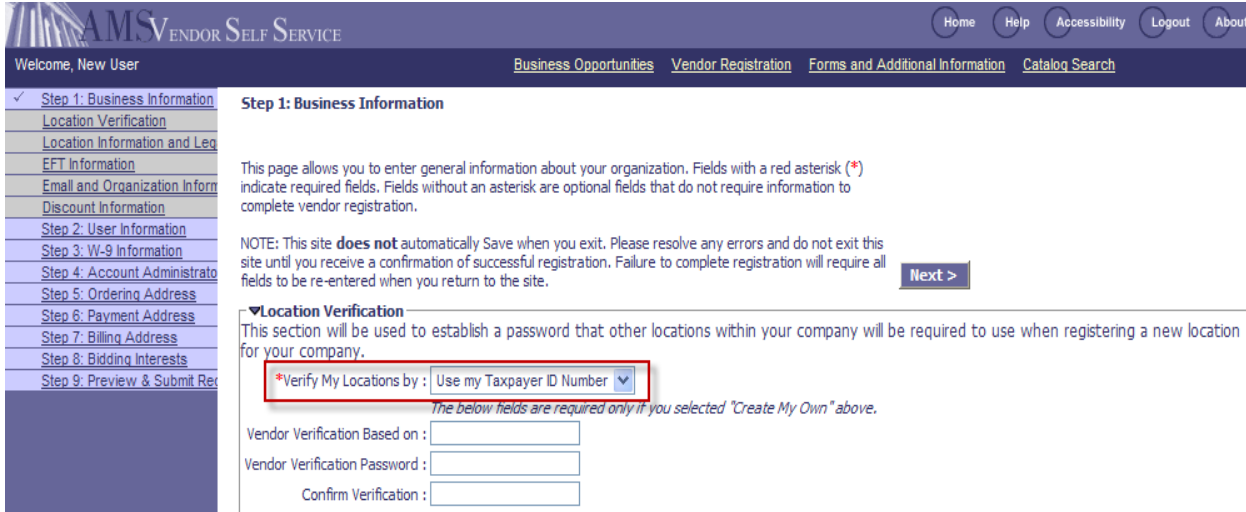
This page allows you to enter general information about your organization. Fields with a red asterisk (*) indicate required fields. Fields without an asterisk are optional fields that do not require information to complete vendor registration.

NOTE: This site **does not** automatically Save when you exit. Please resolve any errors and do not exit this site until you receive a confirmation of successful registration. Failure to complete registration will require all fields to be re-entered when you return to the site.

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Step 1: Business Information

1. In the **Location Verification** section, click on the drop down arrow next to “Verify My Locations by” and select “Use my Taxpayer ID Number”.



Welcome, New User

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Step 1: Business Information

This page allows you to enter general information about your organization. Fields with a red asterisk (*) indicate required fields. Fields without an asterisk are optional fields that do not require information to complete vendor registration.

NOTE: This site **does not** automatically Save when you exit. Please resolve any errors and do not exit this site until you receive a confirmation of successful registration. Failure to complete registration will require all fields to be re-entered when you return to the site.

Next >

▼ Location Verification

This section will be used to establish a password 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 Taxpayer ID Number

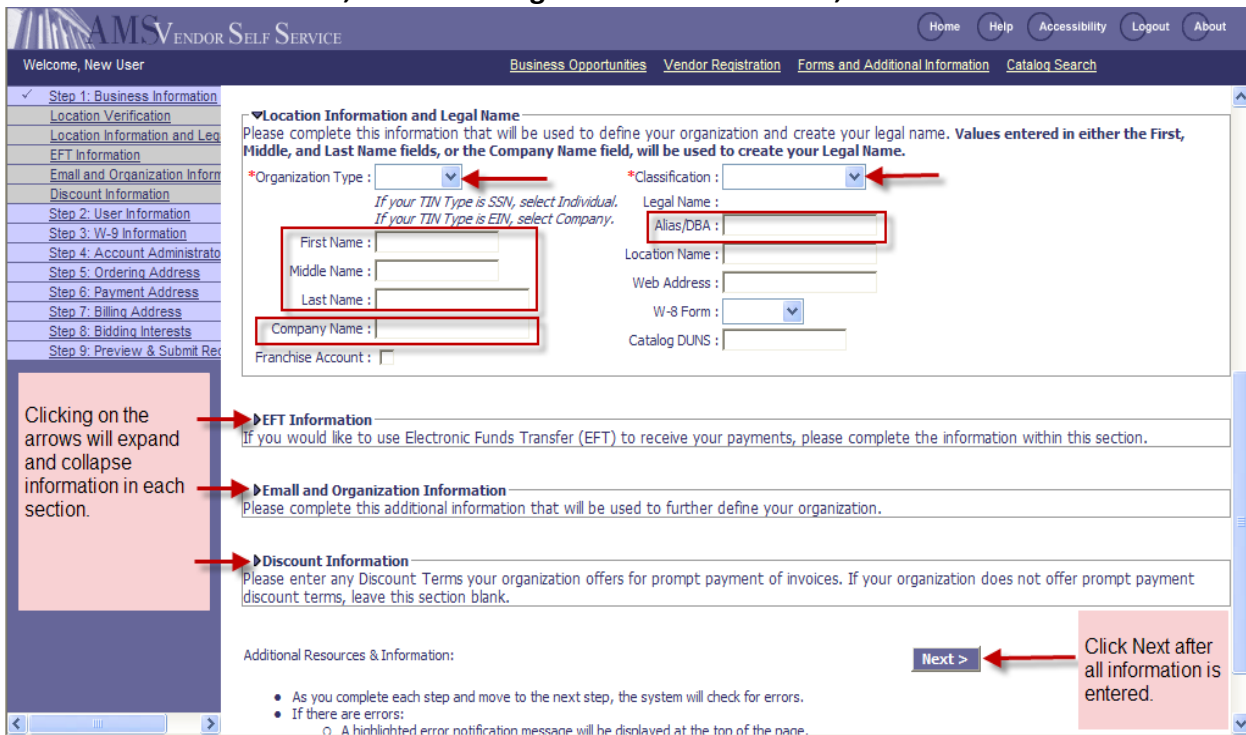
The below fields are required only if you selected "Create My Own" above.

Vendor Verification Based on:

Vendor Verification Password:

Confirm Verification:

2. In the **Location Information and Legal Name** section, enter your company information (proper case and no punctuation).
3. For **Organization Type**, select **Company** or **Individual**. If organization type selected is company, enter your **Company Name**. If organization type selected is individual, enter your **First Name**, **Middle Name** (optional) and **Last Name**. This entry will become your **Legal Name**.
4. For **Classification**, select appropriate based on your IRS Form W-9.
5. Enter **Alias/DBA** if appropriate.
6. Enter **EFT Information**, **Email and Organization Information**, and **Discount Information**.



Welcome, New User

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Step 1: Business Information

Location Verification

Location Information and Legal Name

Please complete this information that will be used to define your organization and create your legal name. Values entered in either the First, Middle, and Last Name fields, or the Company Name field, will be used to create your Legal Name.

*Organization Type: ←

If your TIN Type is SSN, select Individual.
If your TIN Type is EIN, select Company.

*Classification: ←

Legal Name:

Alias/DBA:

First Name:

Middle Name:

Last Name:

Company Name:

Franchise Account:

Location Name:

Web Address:

W-8 Form:

Catalog DUNS:

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

▶ 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 Information

Please enter any Discount Terms your organization offers for prompt payment of invoices. If your organization does not offer prompt payment discount terms, leave this section blank.

Additional Resources & Information:

Next > ←

Click Next after all information is entered.

- 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.



Step 2: User Information

1. In the **User Information** section, enter a unique User ID and password. Please write down your User ID and password to use to sign into the system after you have registered and keep secure. The Security Question field is available in case you misplace or forget your VSS password.

The screenshot shows the 'Step 2: User Information' form in the AMSV Vendor Self Service system. The form is titled 'Step 2: User Information' and includes a 'help & advice' link. The instructions state: 'Please establish a unique User ID (Login ID) and Password for your VSS Account Administrator. Passwords and User ID's are case sensitive and should be alphanumeric. Please make note of your User ID and Password for future reference.' The form fields include: *User ID (Case Sensitive and must be between 2 and 16 characters in length), *Password (Case Sensitive and must be between 2 and 16 characters in length), *First Name, *Last Name, *Email, *Phone (Format XXX-XXX-XXXX), Extension, Fax, *Retype Password, *Security Question (dropdown), *Security Answer, and *Retype Security Answer. There are '< Back' and 'Next >' buttons. A red arrow points to the 'Next >' button. Below the form, there is an 'Additional Resources & Information' section with a red border containing the following text: '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. Click the "Here" link in that notification to see the errors. You must correct the errors indicated before continuing to the next step.' There are '< Back' and 'Next >' buttons below this section, with a red arrow pointing to the 'Next >' button.

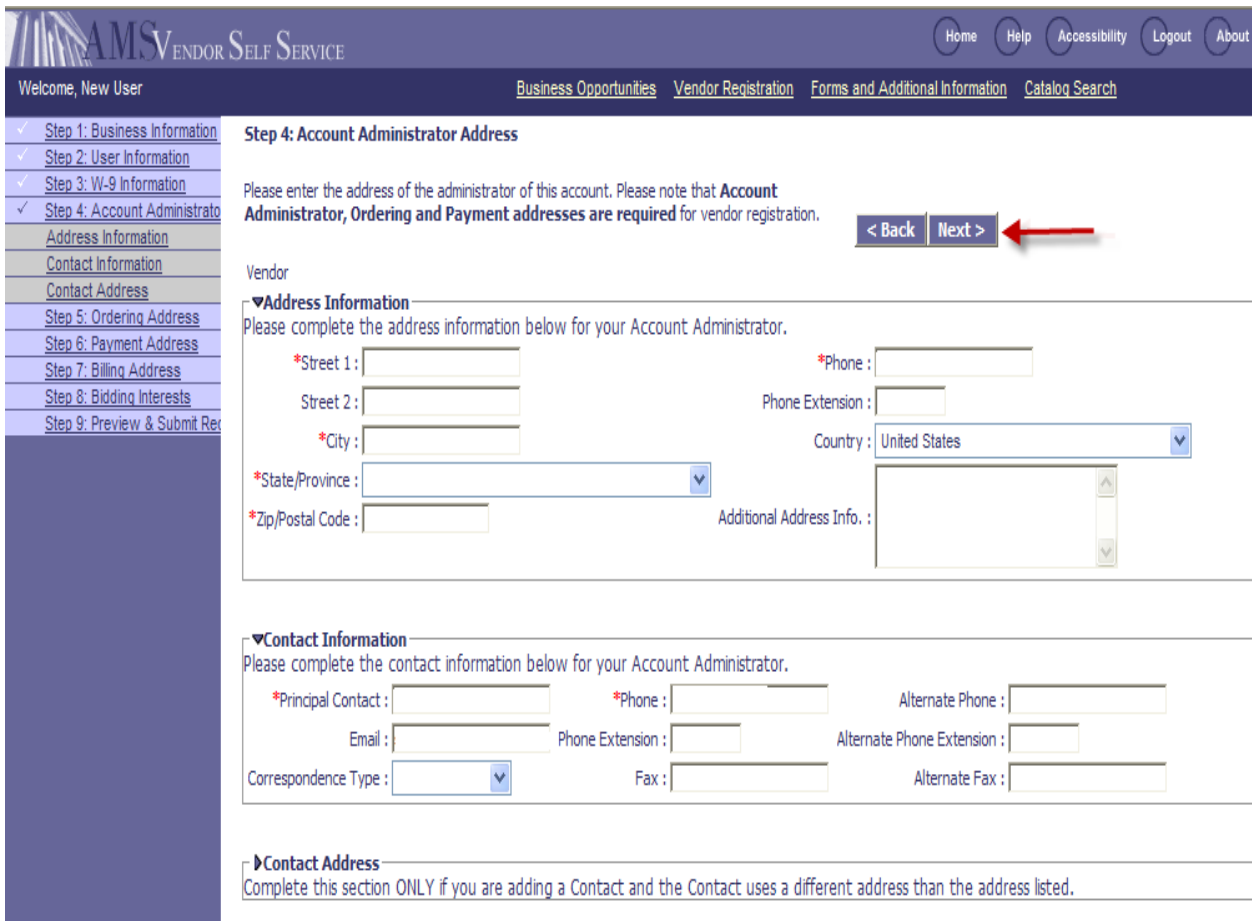
Step 3: W-9 Information

1. In the **Add New Taxpayer ID Number** section, enter your information according to your IRS Form W-9 (proper case and no punctuation). The **TIN** number is 9 numeric characters (no dashes). The **TIN Type** is either **EIN-** for Company's or **SSN-** for Individuals.

The screenshot shows the 'Step 3: W-9 Information' form in the AMSV Vendor Self Service system. The form is titled 'Step 3: W-9 Information' and includes a 'help & advice' link. The instructions state: 'Please enter information from your W-9 form (Request for Taxpayer Identification Number and Certification).' The form fields include: *Add New Taxpayer ID Number (Add a new Taxpayer ID Number by completing the information below.), Taxpayer ID Number (No spaces or dashes), Taxpayer ID Number Type (dropdown), Legal Name on W-9, Business Name (If different from Legal Name), Address, City, State (dropdown), and ZIP Code. There are '< Back' and 'Next >' buttons. A red arrow points to the 'Next >' button.

Step 4: Account Administrator Address

1. In the **Account Administrator Address** section, enter the address and contact information of the administrator of this account (proper case and no punctuation). The Account Administrator is the person who will be responsible for maintaining your organization’s account in the City of Mesa’s VSS application.



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 Contact Information
 Contact Address
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Step 4: Account Administrator Address

Please enter the address of the administrator of this account. Please note that **Account Administrator, Ordering and Payment addresses are required** for vendor registration.

< Back Next >

Vendor

▼Address Information
 Please complete the address information below for your Account Administrator.

*Street 1 : *Phone :
 Street 2 : Phone Extension :
 *City : Country : United States
 *State/Province : Additional Address Info. :
 *Zip/Postal Code :

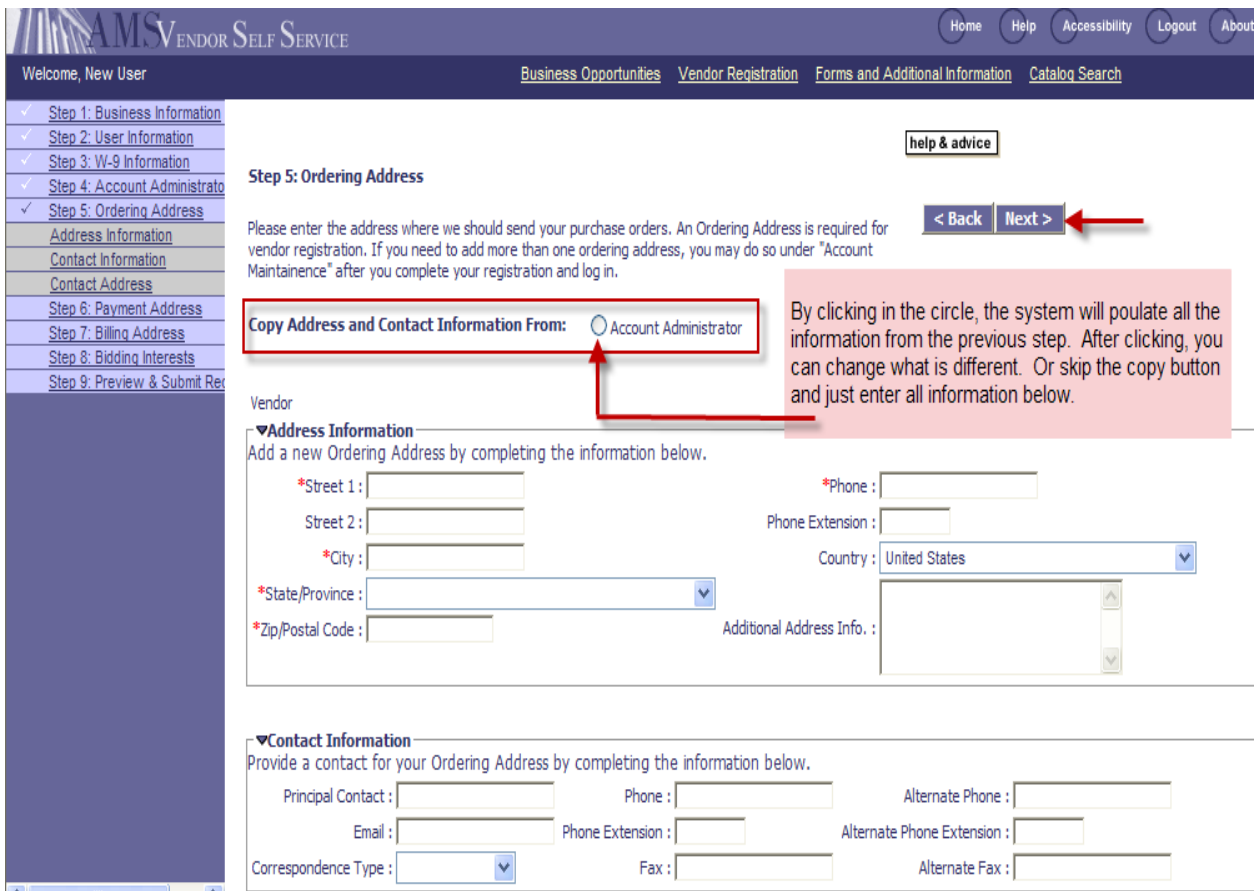
▼Contact Information
 Please complete the contact information below for your Account Administrator.

*Principal Contact : *Phone : Alternate Phone :
 Email : Phone Extension : Alternate Phone Extension :
 Correspondence Type : Fax : Alternate Fax :

▶Contact Address
 Complete this section ONLY if you are adding a Contact and the Contact uses a different address than the address listed.

Step 5: Ordering Address

1. In the **Ordering Address** section, enter the address where we should send purchase orders. If all of your Order information is the same as the Account Administrator information then you can click on the **Copy Address and Contact Information From:** circle and the information will automatically populate.



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help & advice

Step 5: Ordering Address

Please enter the address where we should send your purchase orders. An Ordering Address is required for vendor registration. If you need to add more than one ordering address, you may do so under "Account Maintenance" after you complete your registration and log in.

< Back Next >

Copy Address and Contact Information From: Account Administrator

By clicking in the circle, the system will populate all the information from the previous step. After clicking, you can change what is different. Or skip the copy button and just enter all information below.

Vendor

▼Address Information
 Add a new Ordering Address by completing the information below.

*Street 1 :
 Street 2 :
 *City :
 *State/Province :
 *Zip/Postal Code :

*Phone :
 Phone Extension :
 Country : United States
 Additional Address Info. :

▼Contact Information
 Provide a contact for your Ordering Address by completing the information below.

Principal Contact : Phone : Alternate Phone :
 Email : Phone Extension : Alternate Phone Extension :
 Correspondence Type : Fax : Alternate Fax :



Step 6: Payment Address

1. In the **Payment Address** section, enter the address where we should send your payments. You can continue to use the Copy circle.

The screenshot shows the 'Step 6: Payment Address' section of the AMSV Vendor Self Service portal. The left sidebar lists steps 1 through 9, with Step 6 highlighted. The main content area includes a 'help & advice' button, a 'Copy Address and Contact Information From:' section with radio buttons for 'Account Administrator' and 'Ordering', and a 'Use the Copy circle to let the system populate information for you.' callout box. Below this is the 'Vendor' section with a '▼Address Information' dropdown and a form to add a new payment address. The form fields include: *Street 1, Street 2, *City, *State/Province (dropdown), *Zip/Postal Code, *Phone, Phone Extension, Country (dropdown), and Additional Address Info. Below the address form is the '▼EFT Information' section with fields for ABA Number, Account Number, Bank Name, Routing ID Number, Account Type, and EFT Status. A red arrow points to the 'Next >' button.

Step 7: Billing Address (Optional)

1. In the **Billing Address** section, you can enter the address to which we should send your bills. This information is optional and may be skipped unless you plan to respond to auctions.

The screenshot shows the 'Step 7: Billing Address (Optional)' section of the AMSV Vendor Self Service portal. The left sidebar lists steps 1 through 9, with Step 7 highlighted. The main content area includes a 'Copy Address and Contact Information From:' section with radio buttons for 'Account Administrator', 'Ordering', and 'Payment'. Below this is the 'Add' and 'Delete' buttons, and a '▼Address Information' dropdown. The form to add a new billing address includes fields for: *Street 1, Street 2, *City, *State/Province (dropdown), *Zip/Postal Code, *Phone, Phone Extension, Country (dropdown), and Additional Address Info. Below the address form is the '▼Contact Information' section with fields for Principal Contact, Email, Phone, Phone Extension, Alternate Phone, and Alternate Phone Extension. A red arrow points to the 'Next >' button.

Step 8: Bidding Interests

1. In the **Bidding Interests** section, you will need to enter the Business Types and/or Commodities appropriate for your organization. By clicking on the Add button, a Choose window will open and you can select the appropriate categories.



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Step 8: Bidding Interests

Please enter the Business Types, Service Areas, and/or Commodities appropriate for your organization. This information is optional but will be used to determine when to send electronic solicitation notifications.

< Back Next >

Business Type
 Select the business type(s) that describe your organization. Examples include woman-owned, minority-owned, or small business. Click the 'Add' Button to view and select the appropriate Business Type for your organization.

Add Delete

Business Type	Certification Number	Certification Start Date	Certification End Date
First	Prey	Next	Last

Service Area
 Select the area(s) where your organization can provide its services. Click the 'Add' button to view and select the appropriate Service Area Zones for your organization.

Commodity
 Select the commodity code(s) that describe the goods and services your organization provides. Click the 'Add' button to view and select the appropriate Commodities for your organization.

Add Delete

Commodity	Commodity Description		
First	Prey	Next	Last

Additional Resources & Information: < Back Next >

- 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.

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

***Note:** The City of Mesa is not using the Service Area section within VSS at this time.



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 :

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

	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

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 :

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

	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 (Incl 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

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 :

	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

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

First Prev Next Last

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 :

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

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

First Prev Next Last

Clear

Commodity/Service Code :

Commodity Description :

	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

First Prev Next Last

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

Commodity

Select the commodity code(s) that describe the goods and services your organization provides. Click the 'Add' button to view and select the appropriate Commodities for your organization.

Vendor

	Commodity	Commodity Description
<input type="checkbox"/>	20700	COMPUTER ACCESSORIES AND SUPPLIES
<input type="checkbox"/>	20723	Carts, Computer
<input type="checkbox"/>	20779	Recycled Computer Accessories & Supplies
<input checked="" type="checkbox"/>	20732	Computer Instructional Aids & Training Devices
<input type="checkbox"/>	20866	Professional: Computer Training, Hospital/Pharmacy, Legal

First Prev Next Last

Additional Resources & Information:

Selected commodities will be shown here. You can Add or Delete as appropriate. Click Next when done.

Step 9: Preview & Submit Registration

1. In the **Preview & Submit Registration** section, you can view the summary of all the information entered in the previous steps. If you need to make a change, click the 'Back' button or navigate directly to the appropriate step using the left menu.

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Step 9: Preview & Submit Registration

help & advice

This page displays a summary of all information entered in the previous steps. Please review your registration information below and **print** a copy for your records. **If you need to make a change, click the 'Back' button or navigate directly to the appropriate step using the left menu.**

Click 'Submit' to complete your on-line registration. Canceling your registration will result in the loss of all entered information.

Step 1: Business Information

Location Verification

Verify My Locations by : Use my Taxpayer ID Number

Vendor Verification Based on : 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 Password :
Confirm Verification :

Print a copy for your records and then click 'Submit' to complete your registration.

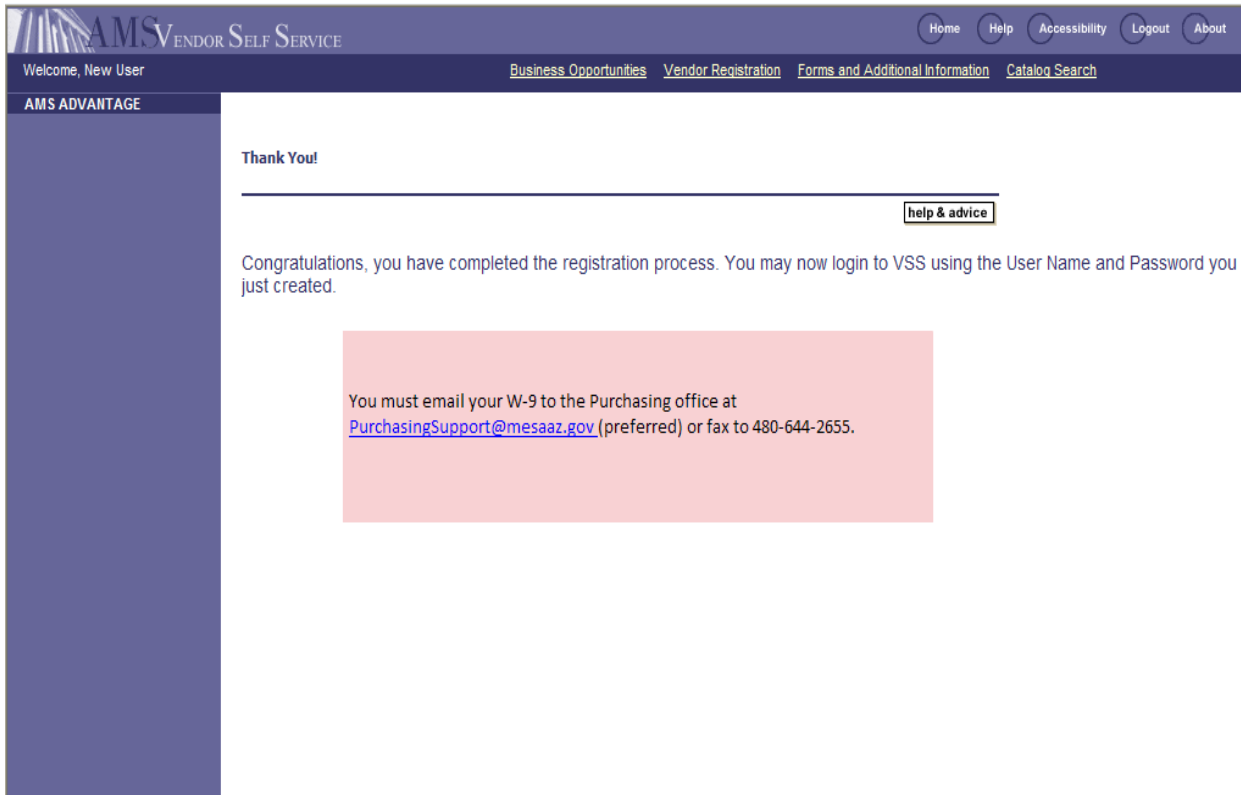
Review your information here. Use Back button to go back or the Steps to the left.



After submitting your registration you will receive the **Thank You!** page.

Please note even though you have successfully registered in the VSS application, you are still required to submit your W-9 form to the Purchasing office before you will be considered an “active” vendor with the City of Mesa.

You must email your W-9 to the Purchasing office at PurchasingSupport@mesaaz.gov or fax to 480-644-2655.



***Note:** It is important that your organization’s information is up-to-date so that you do not miss future potential business opportunities with the City of Mesa.

After establishing your account, you can log into the system at any time and update your information using the Registered Users option.