



City of Ormond Beach

HOW TO BECOME A VENDOR STEP BY STEP

Vendor Self Service (VSS)

The City of Ormond Beach has implemented a Vendor Self Service Program. Vendor Self Service (VSS) provides vendors with web-based access to the City's database for vendors to see their company's information, such as listing of the vendor's current 1099 data, purchase orders, invoices, and checks. Furthermore, VSS offers the ability to upload attachments related to the vendor's files. The VSS provides the City with your vendor information.

Please follow the Registration Instructions below:

Instructions for Registration:

1: Create a username and password. Your password must be 8 characters. Your password must contain letters, numbers, and at least one non-alpha numerical character.

If you are an Existing Vendor, please enter all fields including the section marked "Existing Vendors Only"

NOTE: Existing Vendors will need to know their current vendor number, if you do not know it please contact the purchasing office at vss.ormondbeach.org or at 386-676-3223.

Click "Continue"

Enter Contact Information

Please note: we will NOT be using the text method of delivery.

Click "Continue"

Enter information asked.

Click "continue"

2: Provide your firm's information as outlined on your W9.

You must provide a valid e-mail address

“Bank Information”

If you would like to have your invoice payment deposited directly into your bank account please fill out all information asked.

Click “Continue”

3: Enter any additional addresses that are associated with your business.

EX: Remittance information (where would you like the check to be mailed.)

Click “Continue”

4: Enter any additional contact information by clicking on “New Contact”

Ex: Account Payable Information

Please note: we will NOT be using the text method of delivery.

Click “Continue.”

5: Please enter all commodity codes that relate to your business, then click the “ADD” button

Review and verify all your information. **Click “Continue”**

6: Please review all information entered. Make any changes if necessary.

NOTE: Please scroll down to bottom of screen and add the necessary documents that say “Required”.

NOTE: YOUR REGISTRATION IS NOT COMPLETE UNTIL YOU ADD W-9, and your CERTIFICATE OF INSURANCE.

NOTE: IF YOU ARE DOING BUSINESS INSIDE THE CITY LIMITS, YOU MUST ALSO ATTACH YOUR BUSINESS TAX RECEIPT. If you do not attach, vendor application may not be approved.

Then click “Register

If you have any questions or concerns please contact the Procurement Department at VSS@ormondbeach.org or (386)676-3223.