

**Baltimore County Public Schools Vendor Self Service  
New Vendor Registration Guide**

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# Baltimore County Public Schools Vendor Self Service New Vendor Registration Guide

## Log in to VSS.

1. Click on Register.



2. Click on Continue (you have already compiled the necessary business information).

### Registration Requirements

[help & advice](#)

Already registered? Click [here](#) to login. Otherwise, continue below.

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- Legal Business name
- DUNS Number
  - A free number issued by Dun & Bradstreet for each business location
  - Call toll free at 888-814-1435 to obtain/verify your number
  - Indicate that you are doing business with a Government entity
- Contact Information (name, address, email, phone and fax)
  - Account Administrator (person responsible for your account)
  - Ordering
  - Payment
- Descriptions of your products and services (for example, commodity codes)

Click "Find" to select the Government Entity with whom you do business.

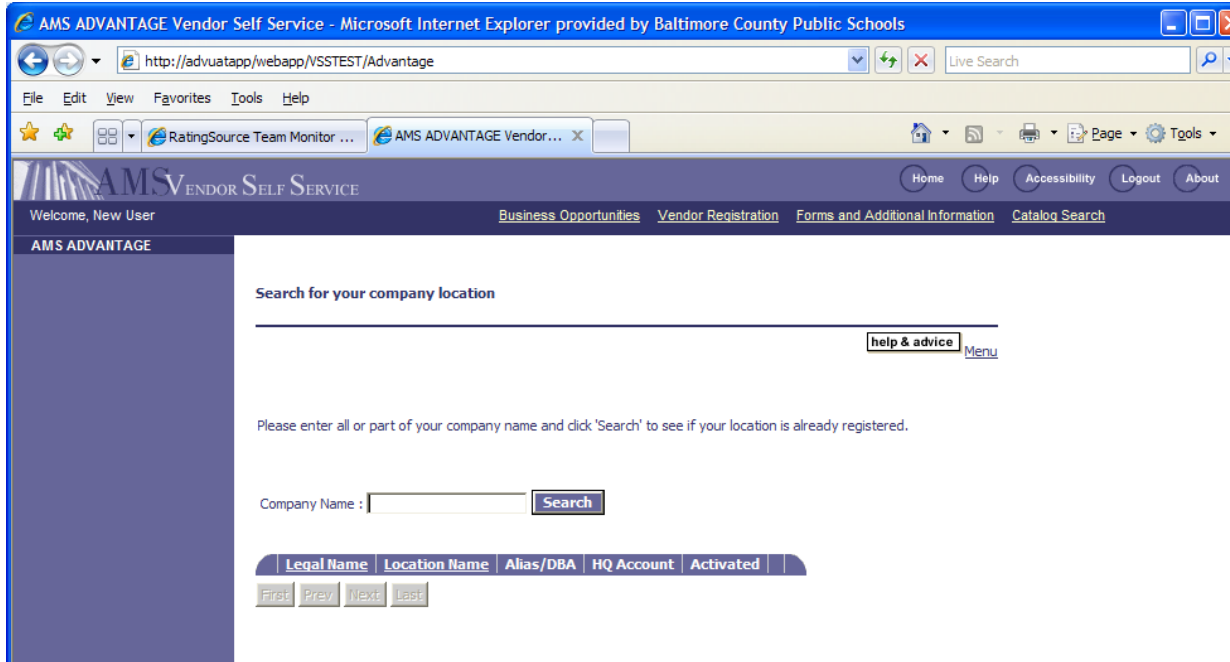
Government Entity : [Find](#)

[Continue](#)

# Baltimore County Public Schools Vendor Self Service New Vendor Registration Guide

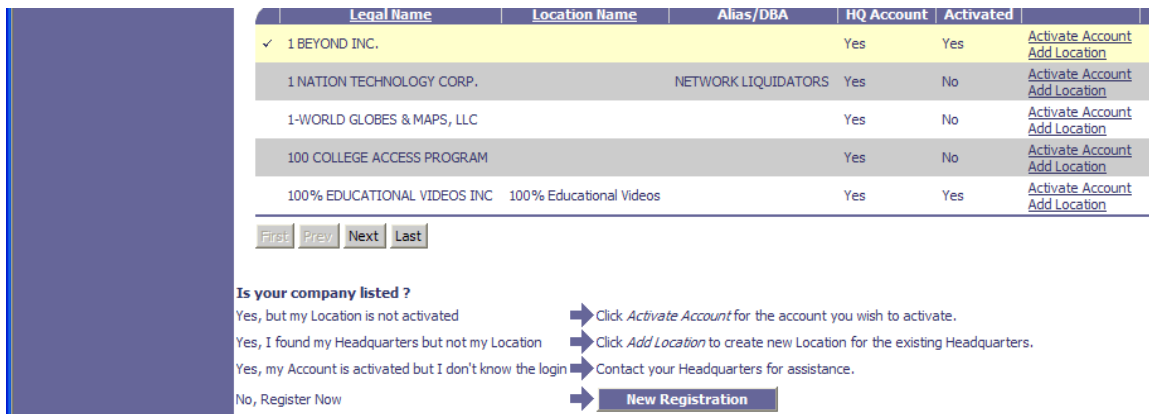
## Company Name Search.

1. Enter part of your company name in the search field. Use the asterisk "\*" as a wildcard (ex., \*data\* finds all companies with the word "data" in the name, data\* finds all companies beginning with data.) Click on Search.



## Search Results

- A. If your company is not registered.
  - 1) Click on New Registration.



- B. If your company is already registered.
  - 1) See separate instructions for Vendor Account Update/Modification.

# Baltimore County Public Schools Vendor Self Service New Vendor Registration Guide

## New Vendor Registration

1. Read the Memorandum of Agreement and click on Accept Terms. *You cannot proceed until you accept the terms.*

**Memorandum of Agreement**

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[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 the 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 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 or other electronic procurement transaction that was made or administered in whole or in part using VSS.

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

The new vendor registration is a nine (9) step process. Fields with a **red asterisk \*** are required. Fields without an asterisk are optional and the information is not required to complete vendor registration. This site does not automatically save when you exit. Please resolve any errors and do not exit until you receive a successful registration confirmation.

# Baltimore County Public Schools Vendor Self Service New Vendor Registration Guide

## Step 1: Business Information

### A. Location Verification

- 1) Click on the drop down arrow and select No Password Required.

### B. Location Information and Legal Name

- 1) Company
  - a. Organization Type-select  
Company
  - b. Classification-select  
Partnership, Corporation,  
Trust, Foreign, State  
Government, or Other  
Government
  - c. Enter Company Name  
Click on Next
- 2) Individual
  - a. Organization Type-select  
Individual
  - b. Classification-select  
Individual or Sole  
Proprietorship
  - c. Enter First Name and Last  
Name)
  - d. Click on Next

The screenshot shows a web browser window displaying the 'Step 1: Business Information' registration page. The page is titled 'Welcome, New User' and includes navigation tabs for 'Business Opportunities', 'Vendor Registration', 'Forms and Additional Information', and 'Catalog Search'. A sidebar on the left lists the registration steps from 1 to 9, with 'Step 1: Business Information' selected. The main content area is divided into three sections: 'Location Verification', 'Location Information and Legal Name', and 'EFT Information'. The 'Location Verification' section includes a dropdown menu for 'Verify My Locations by' set to 'No Password Required' and a 'Next >' button. The 'Location Information and Legal Name' section contains various input fields for 'Organization Type', 'Classification', 'Legal Name', 'First Name', 'Middle Name', 'Last Name', 'Company Name', 'Web Address', 'W-9 Form', and 'Catalog DUNS'. The 'EFT Information' section includes fields for 'ABA Number', 'Account Number', 'Bank Name', and 'Routing ID Number'. The browser's status bar at the bottom indicates 'Local intranet' and '100%' zoom.

## Baltimore County Public Schools Vendor Self Service New Vendor Registration Guide

### Step 2: User Information

- A. Enter a User ID (*Case Sensitive and must be between 2 and 16 characters in length.*)
- B. Enter First Name
- C. Enter Last Name
- D. Enter Email
- E. Enter Phone
- F. Enter Fax-required
- G. Enter Password (*Case Sensitive and must be between 2 and 16 characters in length.*)
- H. Retype Password
- I. Select a Security Question
- J. Enter Security Answer
- K. Retype Security Answer
- L. Click on Next

The screenshot shows a web browser window with a navigation menu on the left containing 'Step 8: Bidding Interests' and 'Step 9: Preview & Submit Regis'. The main content area is titled 'Step 2: User Information' and contains the following text: '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.' Below this text are '< Back' and 'Next >' buttons. The form is titled 'Test Company' and 'User Information'. It includes fields for: \*User ID (jssmith), \*Password (masked), \*First Name (John), \*Last Name (Smith), \*Email (jssmith@comcast.net), \*Phone (410-555-1234), \*Security Question (What is your favorite color?), \*Security Answer (masked), \*Retype Password (masked), \*Retype Security Answer (masked), and Fax (410-555-1235). There are also '< Back' and 'Next >' buttons at the bottom.

### Step 3: W-9 Information-Add New Taxpayer ID Number

- A. Enter Taxpayer ID Number
- B. Enter Taxpayer ID Number Type
  - 1) Company
    - a. Select EIN from drop down list
    - b. Enter Business Name (if different from Legal Name)
    - c. Enter Address
    - d. Enter City
    - e. Select State
    - f. Enter Zip
    - g. Click on Next
  - 2) Individual
    - a. Select SSN/TIN/ATIN from drop down list
    - b. Enter Business Name (if different from Legal Name)
    - c. Enter Address
    - d. Enter City
    - e. Select State
    - f. Enter Zip
    - g. Click on Next

# Baltimore County Public Schools Vendor Self Service

## New Vendor Registration Guide

- Step 2: User Information
- Step 3: W-9 Information
- Add New Taxpayer ID Number
- Taxpayer ID Number Already Registered
- Step 4: Account Administrator
- Step 5: Ordering Address
- Step 6: Payment Address
- Step 7: Billing Address
- Step 8: Bidding Interests
- Step 9: Preview & Submit Registration

### Step 3: W-9 Information

Please enter information from your W-9 form (Request for Taxpayer Identification Number and Certification).

[< Back](#) [Next >](#)

Test Company

**▼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 :

Legal Name on W-9 :

Business Name (If different from Legal Name) :

Address :

City :

State :

ZIP Code :

**▼Taxpayer ID Number Already Registered**

OR use a Taxpayer ID Number already on file by entering the Taxpayer ID Number and Type. This option only business location shares the same Taxpayer ID Number and is already registered in this system.

Use Existing Taxpayer ID Number :

Taxpayer ID Number Type :

Additional Resources & Information: [< Back](#) [Next >](#)

# Baltimore County Public Schools Vendor Self Service New Vendor Registration Guide

## Step 4: Account Administrator Address

### A. Address Information

- 1) Enter Street 1
- 2) Enter Street 2 (if applicable)
- 3) Enter City
- 4) Select State
- 5) Enter Zip
- 6) Select United States Country
- 7) Click on Next

### B. Contact Information

- 1) Enter Principal Contact
- 2) Enter Email
- 3) Enter Phone
- 4) Select Fax

### C. Contact Address-complete only if different than above

### D. Click on Next

The screenshot shows a web form titled "Step 4: Account Administrator Address". On the left is a navigation menu with steps 2 through 9. The main content area has a header "Step 4: Account Administrator Address" and a sub-header "Please enter the address of the administrator of this account. Please note that **Account Administrator, Ordering and Payment addresses are required** for vendor registration." Below this are "Test Company" and "Address Information" sections. The "Address Information" section includes fields for Street 1 (21 Test Drive), Street 2, City (Baltimore), State/Province (Maryland), Zip/Postal Code (21220), Phone (410-555-1234), Phone Extension, Country (United States), and Additional Address Info. The "Contact Information" section includes fields for Principal Contact (John Smith), Email (jjsmith@comcast.net), Correspondence Type (Email), Phone (410-555-1234), Phone Extension, Fax (410-555-1235), Alternate Phone, and Alternate Phone Extension. Navigation buttons "< Back" and "Next >" are present.

## Step 5: Ordering Address

### A. If Ordering Address is same as Account Administrator Address

- 1) Click Copy Address and Contact Information From: Account Administrator radio button to populate fields
- 2) Click On Next

The screenshot shows a web form titled "Step 5: Ordering Address". On the left is a navigation menu with steps 1 through 7. The main content area has a header "Step 5: Ordering Address" and a sub-header "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." Below this is a "Copy Address and Contact Information From:" section with a radio button selected for "Account Administrator". Navigation buttons "< Back" and "Next >" are present.



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- B. If Ordering Address is different than Account Administrator Address, enter necessary information.
- C. Complete Contact Address information if different.

### Step 6: Payment Address

- A. If Payment Address is same as Account Administrator Address or Ordering Address
  - 1) Click on appropriate radio button to populate fields
  - 3) Click On Next.

- B. If Payment Address is different than Account Administrator Address or Ordering Address, enter necessary information
- C. Complete Contact Address information if different

### Step 7: Billing Address

- A. Billing Address is not required,
  - 1) Click On Next

## Baltimore County Public Schools Vendor Self Service New Vendor Registration Guide

### Step 8: Bidding Interests

#### A. Business Type

- 1) Click on Business Type
- 2) Click on Add
- 3) Add at least one Business Type; enter Certification Number and dates if applicable
- 4) Click On OK

The screenshot shows the 'AMS ADVANTAGE' interface for selecting business types. It includes a 'Choose' section with instructions to select one or more business types. Below this is a search field for 'Business Type' and a list of options with checkboxes. The 'Minority Owned' and 'In-State' options are selected. Navigation buttons for 'First', 'Prev', 'Next', and 'Last' are visible, along with 'OK' and 'Cancel' buttons at the bottom.

AMS ADVANTAGE

Choose

Select one or more Business Types to associate to your Business Type, enter a valid business type and click See changes.

Clear

Business Type :  Search

Business Type	Business Type ID
<input type="checkbox"/> Dealer	DEAL
<input type="checkbox"/> Manufacturer	MANF
<input checked="" type="checkbox"/> Minority Owned	MNRT
<input type="checkbox"/> Jobber	JOBR
<input type="checkbox"/> Retailer	RTL
<input checked="" type="checkbox"/> In-State	INST
<input type="checkbox"/> Women Owned	WMNO
<input type="checkbox"/> African Amer Male	A
<input type="checkbox"/> Aleut	AL
<input type="checkbox"/> DBE Aleut	ALD

First Prev Next Last

OK Cancel

#### B. Service Area

- 1) This information is not required. Go to Commodity.

#### C. Commodity

- 1) Click on Commodity
- 2) Click on Add

The screenshot shows the 'AMS ADVANTAGE' interface for selecting commodities. It includes a 'Commodity' section with instructions to select the commodity code(s) that describe the goods and services. Below this are 'Add' and 'Delete' buttons and a table with columns for 'Commodity' and 'Commodity Description'. Navigation buttons for 'First', 'Prev', 'Next', and 'Last' are visible.

AMS ADVANTAGE

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 Prev Next Last

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- 3) Select previously identified NIGP-classified commodity codes for your company (see Welcome page). A search can also be performed by Commodity/Service Code number, or partial Commodity Description. Use \* for wildcards.
- 4) Click appropriate commodity check boxes
- 5) Click OK

The screenshot shows a search interface with the following elements:

- A "Clear" link at the top left.
- Two search input fields: "Commodity/Service Code : " and "Commodity Description : \*CONSULT\*", each with a "Search" button.
- A table with two columns: "Commodity Description" and "Commodity/Service Code".
- A list of commodity codes with checkboxes. The checkbox for "ARCHITECTURAL SERVICES (CONSULTING)" is checked.
- Navigation links: "First", "Prev", "Next", "Last".
- Buttons: "OK" and "Cancel".

Commodity Description	Commodity/Service Code
<input type="checkbox"/> ACCOUNTING/AUDITING/BUDGET CONSULTING	91804
<input type="checkbox"/> ADMINISTRATIVE CONSULTING	91806
<input type="checkbox"/> ADVERTISING CONSULTING	91807
<input type="checkbox"/> AGRICULTURAL CONSULTING	91809
<input type="checkbox"/> ANALYTICAL STUDIES AND SURVEYS (CONSULTING)	91812
<input type="checkbox"/> ANTHROPOLOGY CONSULTING	91811
<input type="checkbox"/> APPRAISALS CONSULTING	91814
<input type="checkbox"/> ARCHEOLOGICAL CONSULTING	91816
<input checked="" type="checkbox"/> ARCHITECTURAL SERVICES (CONSULTING)	91815
<input type="checkbox"/> ASBESTOS CONSULTING	91813

- 6) Click on Next after entering commodity codes.

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### Step 9: Preview & Submit Registration

- 1) Review all information
- 2) Make any necessary changes to each Step prior to submitting registration.
  - a. Cancel-Cancels this registration process and information is not saved
  - b. Back-Navigates back Step by Step to make any necessary changes
  - c. Print- Prints a copy of registration information
- 3) Click on Submit

**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.

[Print](#) [Submit](#)

[Cancel](#) [< Back](#)

**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 Headquarter: submit. If you are unsure of the TIN number, please contact the Account Administrator for your Hea

**Vendor Verification Password:**

**Confirm Verification:**

**Location Information and Legal Name**

<b>Organization Type:</b> Company	<b>Classification:</b> Corporation
<b>First Name:</b>	<b>Legal Name:</b> Test Company
<b>Middle Name:</b>	<b>Alias/DBA:</b>
<b>Last Name:</b>	<b>Location Name:</b>

- 4) Successful registration generates a congratulations message.

**Thank You!** [help & advice](#)

Congratulations, you have completed the registration process. You may now login to VSS using the User Name and Password you just created.

- 5) Your vendor number will not be activated until a completed W-9 form has been received (as indicated on Welcome page).

Thank you for registering to conduct business with Baltimore County Public Schools.