



HOW TO BECOME A VENDOR

Vendor Self Service (VSS)

The City of Hallandale 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.

In order for your firm to receive notifications about formal solicitations (Bids, RFPs, etc.), your firm must ADD the list of commodity codes that represent the goods and service your firm can provide in this system.

Please follow the Registration Instructions below:

Instructions for Registration:

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

Step 1: Create a User ID and Password. **Your Password must be between 5 and 15 characters. Your Password must contain letters, numbers, and at least one non-alpha numerical character.**

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

Click "Continue"

Step 2: Provide your firm's information as outlined on your W9. **You must provide a Valid e-mail address.**

For Vendor Type use: General Vendors

Note: Disregard "Payment Terms and Bank Information".

Click “Continue”.

Step 3: Enter your Remittance information. You will be required to list an e-mail address. Disregard the Bank Information. Click “Continue.”

Step 4: Enter the contact information and select **only E-Mail** as preferred method for receiving purchase orders. **Please note: we will NOT be using the Mail or fax method of delivery.** Click “Continue.”

Step 5: Review and verify all your information. Click “Register”

Step 6: YOUR REGISTRATION IS NOT COMPLETE UNTIL YOU ADD COMMODITY CODES AND W9. Under your login, please follow the instructions below:

- Click My Profile
- Click Commodity Codes
- Search by keyword

A message will show every time a search is done, it is NOT an error. Read message carefully. Click OK. You must save your codes to your profile.

Step 7: Upload your W-9 and Certificates of Insurance. **PDF ONLY.**

- Click My Profile
- Click Attachments

Please use the following link to register:

www.cohb.org/vendors

If you have any questions or concerns please contact the Procurement Department at procurement_department@hallandalebeachfl.gov or (954)457-1333