



VENDOR REGISTRATION

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.

Please use the following link to register as a Vendor in the City of Hallandale Beach:
[Vendor Registration](#)

Commodity Codes Information:

When your firm is filling out the Vendor Application in order for your Firm to receive notifications about formal solicitations (Bids, RFPs, others), your Firm must ADD the list of commodity codes for the goods and services your Firm provides/sells.

Insurance requirements Information:

The Certificate of Insurance is only required to be uploaded through the registration process if your Firm has been advised by a City Representative that your Firm must submit insurance because your Firm will be providing services, products, and others to the City. At such time your Firm will be required to have insurance coverages and must provide a valid Certificate of Insurance prior to providing any services, goods, products, to the City. Based on the services to be provided, additional limits, terms and/or coverages may be required for insurance. Such additional limits and/or coverages may include professional liability insurance, if applicable. Please see the standard insurance requirements below.



Standard Insurance
Requirements.pdf



VENDOR REGISTRATION INSTRUCTIONS

Please follow the Vendor Registration instructions below.

If you are an 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. Click “Continue”**

Step 2: Provide your firm’s information as outlined on your W9. For **Contact Type** use: General Contacts. Enter the Contact Information, phone # and e-mail. **You must provide a Valid e-mail address. Click “Continue”.**

Step 3: Please enter the Company’s Information such as name, address, etc.

Step 4: Select the Commodities Codes. To easily find your Firm’s commodities please type your Firm’s commodities and press Search. A message will show every time a search is done. Please ignore the message and click OK. You must save your commodity codes to your profile. **Click “Add and Continue”.**

Step 5: Review and verify all your information. At the bottom of the page in **Attachments**, you must attach your Firm’s W-9 and Certificates of Insurance (if applicable), in **PDF format ONLY**. **Click “Register”** and in the next page: **click “Submit”** you will receive an email confirmation.

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