

Q. If my tenant has applied for Emergency Rental Assistance (ERA) funds how am I notified?

Q. How do I complete the Balance Statement?

Application Appointment Reports

Home | Applications | Dorie Davis | Logout

Online System for Community Access to Resources and Social Services - OSCARSS

SOUTH DAKOTA
COMMUNITY
SERVICES

Application # [REDACTED] View History Routing Log App History ?

(Previous Approved CARES Applications [REDACTED])

Verify documents for Application

| Document | File Description | Verified | Needed | Not Needed | View Document |
|---|------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------|
| Rental Lease Agreement | [REDACTED] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View |
| Rental Lease Agreement | [REDACTED] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View |
| Rental Lease Agreement | [REDACTED] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View |
| Utility Company Electric Bill, Past Due for Each Month Required | [REDACTED] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View |
| Rental Lease Agreement | [REDACTED] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View |
| Balance Statement from Landlord | [REDACTED] | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Re-Send Email |
| Rental Lease Agreement | [REDACTED] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View |

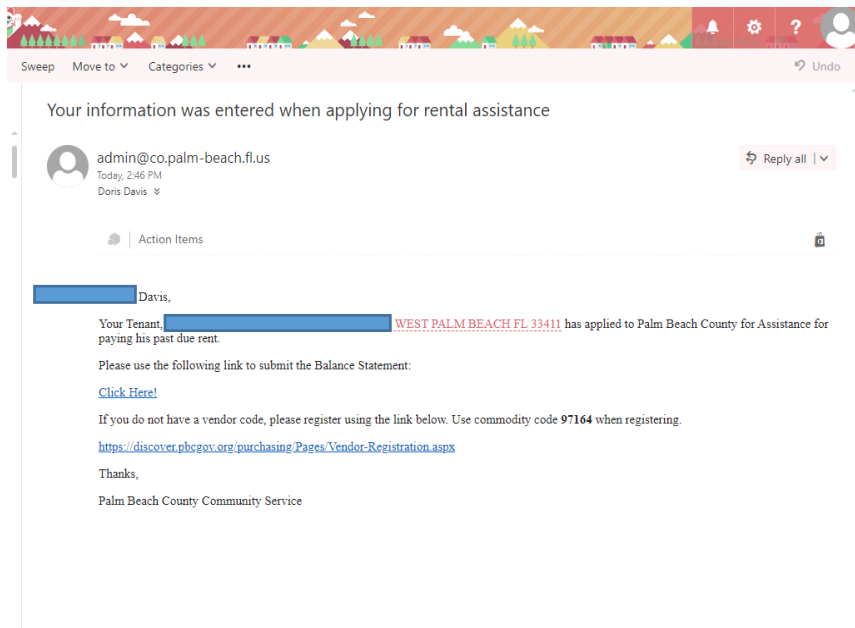
Resend Balance Statement Email

Name: [REDACTED]
 Address: [REDACTED]
 Phone Number: [REDACTED]
 Vendor Code: [REDACTED]
 Email * [REDACTED]

[Resend Email](#) [Close](#)

| Document | File Description | Verified | Needed | Not Needed | View Document |
|---|-------------------------------|-------------------------------------|--------------------------|--------------------------|----------------------|
| Income for all adults 18 and older living in the household | Screenshot_20210315115533.png | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View |
| Income for all adults 18 and older living in the household | 20181022_080831.jpg | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View |
| Valid Government Issued ID | abc_0009.pdf | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View |
| Social Security Card (or government document with SSN) | Screenshot_20210310110715.png | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View |
| Proof of COVID Direct and/or Indirect Crisis | Screenshot_20210310113710.png | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View |
| Proof of PBC residency (Recent Utility Bill, letter from government agency, etc.) | [REDACTED] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View |
| Local, State, or Federal Government Assistance Determination | [REDACTED] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View |

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The email also provides the Commodity code for the landlord when registering as a vendor.

To complete the Balance Statement, the landlord can enter their vendor code once they have it. The system will search for the vendor code.

The landlord's information will show. The landlord is provided another link to change the vendor information if necessary.

← → ↻ ↺ https://secure.co.palm-beach.fl.us/CSDProcessServiceElig/Vendor/BalanceStatement.aspx?AUTH_KEY=BE257C721602012AE0539...

Palm Beach County Vendor Search

Vendor Details

If any information is wrong or not current, please go to Vendor Self Service (VSS) to update. More information at this link.

Vendor Code
Status
Organization Type
Legal Name
Alias/DBA Name
1099 Classification
Phone Number
Email Address

Check will be mailed to this address. Please verify that the address is correct. If address is wrong, please go to Vendor Self Service (VSS) to update. More information at this link.

Address Line 1
Address Line 2
City
State
Zip
Principal Contact

Owner name in PAPA and Legal name in Vendor Self Service (VSS) do not match

Property Owner

Rent Details

Link to change payment address.

If the business/address information is correct, the landlord can go to the bottom of the page and complete the Balance Statement. To add months, select “Add Month”.

← → ↻ ↺ https://secure.co.palm-beach.fl.us/CSDProcessServiceElig/Vendor/BalanceStatement.aspx?AUTH_KEY=BE257C721602012AE0539...

Check will be mailed to this address. Please verify that the address is correct. If address is wrong, please go to Vendor Self Service (VSS) to update. More information at this link.

Address Line 1
Address Line 2
City
State
Zip
Principal Contact

Owner name in PAPA and Legal name in Vendor Self Service (VSS) do not match

Property Owner

Rent Details

Your Tenant [REDACTED] WEST PALM BEACH FL 33411 has applied to Palm Beach County Community Services for Assistance in paying past due rent. Please complete and verify the amount and dates rent is due to complete the processing of the application.

Add Month

| Month | Rent Due Amount | Late Fee/Legal Fee | Total Rent Due Amount |
|-----------------------|-----------------|--------------------|-----------------------|
| Month 1: * March 2020 | \$800.00 | \$100.00 | |
| Month 2: April 2021 | \$800.00 | \$0.00 | |

Insert rent amounts and late charges.

* ☐ I certify that the above information is true and correct and I am authorized to collect rental payments on this property.
 * ☐ I certify that the months requested by my tenant are past due and I have not received rent for the months listed on this request.

Print Name:

Submit

Add months.

When complete, they can certify the statements, type in their name, and “Submit”.

→ ↻ 🏠 https://secure.co.palm-beach.fl.us/CSDProcessServiceElig/Vendor/BalanceStatement.aspx?AUTH_KEY=BE257C721602012AE0539... 🔍 📌 📄 📱 🌐

Check will be mailed to this address. Please verify that the address is correct. If address is wrong, please go to Vendor Self Service (VSS) to update. More information at this link: [C?](#)

Address Line 1
Address Line 2
City
State
Zip
Principal Contact

Owner name in PAPA and Legal name in Vendor Self Service (VSS) do not match

Property Owner

Rent Details

Your: [REDACTED] WEST PALM BEACH FL 33411 has applied to Palm Beach County Community Services for Assistance in paying past due rent. Please complete and verify the amount and dates rent is due to complete the processing of the application. Add Month

| Month | Rent Due Amount | Late Fee/Legal Fee | Total Rent Due Amount |
|--|-----------------|--------------------|----------------------------|
| Month 1: March 2020 | \$800.00 | \$100.00 | \$900.00 |
| Month 2: April 2021 | \$800.00 | \$0.00 | \$800.00 |
| | | | Total Rent Due: \$1,700.00 |

☐ I certify that the above information is true and correct and I am authorized to collect rental payments on this property.
☐ I certify that the months requested by my tenant are past due and I have not received rent for the months listed on this request.

Print Name: Print Name

Submit

Certify and type name.

Submit

Q. What is the Commodity Code for this program?

The only Commodity Code for this program is **97164**.

Q. What if I am not a registered vendor with Palm Beach County?

In order to receive a payment from Palm Beach County you must be a registered vendor.

Q. How do I register as a vendor with Palm Beach County?

The first step is to register as a vendor of Palm Beach County government in the Vendor Self Service (VSS) system. The step by step process is detailed below.

REGISTERING IN THE Vendor Self Service (VSS) system

Q. Why register as a vendor?

In order to receive a payment for ERA rental assistance you must be a registered vendor with Palm Beach County.

Some of the benefits of registering with the County as a Vendor include:

- Financial Transactions
 - View your Vendor Payment History
 - Review Current Contract/Agreement(s) with the County
- Business Opportunities
 - Access to ALL County Construction & Non-Construction Solicitations/Business Opportunities
 - E-Mail notifications of Solicitations/Business Opportunities

- Vendor Account Information
 - Address(es)
 - Vendor Account User(s)
 - Commodity Code Selection(s) **THE COMMODITY CODE FOR THIS PROGRAM IS 97164**

Q. How do I register as a Palm Beach County government vendor in the Vendor Self Service (VSS) system?

Registering in VSS is a 4 step process.

Step 1 is to register as a new vendor or verify that you are an existing vendor.

Step 2 is to verify your business information.

Step 3 is to verify your address and contacts.

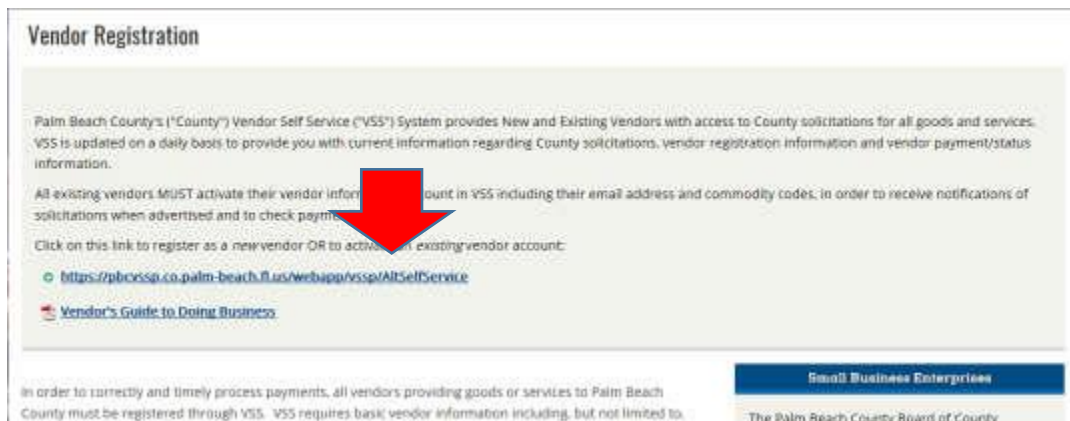
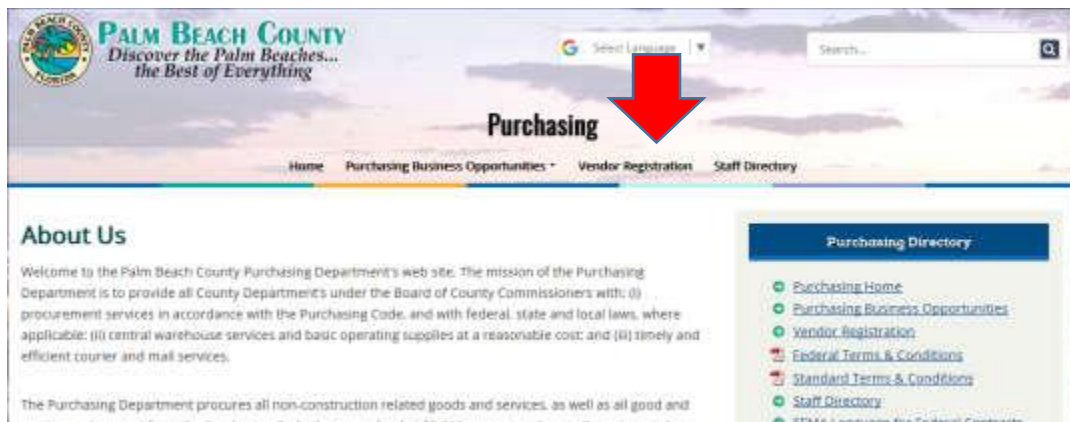
Step 4 is to add additional business information.

Step 1 Register/Verify Existing Account

Registration Link:

www.pbcgov.com/purchasing

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>



Note: Certified Browsers include: Internet Explorer, MS Edge, Android, FireFox, iOS. DO NOT USE Google Chrome.

Vendor Self Service (VSS) Homepage

Welcome to Palm Beach County's Vendor Self-Service (VSS) Registration System

As a registered vendor with Palm Beach County, VSS provides you with the following features:

- Business Opportunities:** Construction & Non-Construction Solicitations; Email Notifications of Business Opportunities; Public Access to Business Opportunities
- Financial Transactions:** View Payment History; Review Currently Held Master Agreements
- Vendor Account Maintenance:** Addresses; Contacts; Commodity Code Selections (Vendors must select NIGP Commodity Codes for the good(s) and/or service(s) they provide in order to receive email notifications of business opportunities with Palm Beach County.)
- Office of Equal Business Opportunity:** Small/Minority/Woman Owned Business Enterprise (SM/WBE) are encouraged to click on the Office of Equal Opportunity (OEBO) link above to learn how to certify their business with Palm Beach County. ALL vendors must be registered in VSS PRIOR to beginning the SM/WBE Certification process.

For best utilization of the VSS Registration System, please ensure pop-up blockers are disabled and you are using one of the following certified browsers: Internet Explorer, Firefox, Microsoft Edge, Safari, iOS, or Android. Please **DO NOT USE** Google Chrome to complete the Vendor Registration.

For assistance in registering, please use the VSS New Registration User Guide to guide you through the registration process. If you are a current vendor, but have not activated your VSS account, please use the VSS Activate Existing Account User Guide to complete your account activation.

If you need further assistance, or have questions, **Palm Beach County VSS Assistance** is available Monday through Friday, 8:00am-5:00pm EST and can be reached by calling (561) 616-6800 or email at PBCVendor@pbcgov.org.

Thank you for your interest in doing business with Palm Beach County. We look forward to working with you.

Announcements

05/04/2020
ATTENTION VENDORS: Due to the Local State of Emergency, updates made to Vendor Self-Service Accounts will not be processed until May 18, 2020. We apologize for any inconvenience this may cause.

04/23/2020
ATTENTION VENDORS -

Beginning February 3, 2020, ALL Vendors are **REQUIRED** to enter the following information when registering and/or modifying their VSS Account: (1) attach a current, signed W-9 IRS Tax form, OR if you are a foreign vendor, a current, signed W-8 IRS Tax Form; and (2) add the Commodity Code(s) associated with the goods or services your organization provides.

04/23/2020
EFT/ACH Information: If you would like to set up or update your EFT/ACH information, please contact The ACH Onboarding team via email at pbcpaymentmg@mypalmbeachclerk.com to complete the EFT/ACH enrollment. Further questions or concerns regarding EFT/ACH should also be directed to said email.

[View All Announcements](#)

User Guides and Forms

Click on a form below to either save it to your desktop or open it in Adobe.

[View VSS Quick Reference Guide for Solicitations](#)

[VSS Activate Existing Account User Guide](#)

[VSS New Vendor Registration User Guide](#)

[W-BEN](#)

[W-BMY](#)

[W-BEXP](#)

[W-BECI](#)

[W-BBENE](#)

[Commodity Service Code Book, 25th Edition](#)

[Access forms](#)

Memorandum of Agreement

In order to register as a vendor with Palm Beach County ("County"), you must accept the terms of this Memorandum of Agreement. If you choose not to accept these terms and not register as a vendor with the County, you will be returned to the Home Page where you can view all County solicitations by clicking on "Public Access".

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, to: (i) register as a Vendor with the County; (ii) provide all of the vendor information requested; and (iii) enter into this Memorandum of Agreement. By submitting this electronic vendor registration, you hereby agree:

1. To continually update your vendor registration information as necessary to ensure that the information remains accurate and complete at all times.
2. To provide accurate, complete and current vendor information that can be conclusively relied upon by the County, even if different information is or has been available to or received by the County through means other than VSS.
3. That this Memorandum of Agreement shall remain in effect for as long as you are a "registered vendor" with the County and are in good standing.
4. To review the Privacy Report link above regarding your vendor registration information.
5. In order to receive upcoming notifications of County business opportunities/solicitations, you **MUST**: (1) click on Commodity Codes under the Account Information tab and enter the commodity numbers for ALL the goods and services that you would like to receive notification of County business opportunities/solicitations related thereto; AND (2) click on Procurement Address and Contact information under Addresses & Contacts (also located under the Account Information tab) and verify that the email address is current and correct. If both of these (1) and (2) above are not completed and updated whenever you have upon a change in vendor information, you will not receive upcoming notifications of County business opportunities/solicitations or updates pertaining to same.

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

Q. What information do I need when I register in VSS?

Please gather the following information PRIOR to beginning the Registration Process:

- Business Location Information
- Tax ID Number (EIN, SSN, ITIN or ATIN)
- W-9 Form
- ALL Vendors registering in VSS MUST attach a current, complete and signed W-9 Form in order to submit their registration for approval.
- Legal Business Name (as stated on IRS Documentation)
- Contact Information
- Commodity Codes for good(s) or service(s)
 - Palm Beach County uses NIGP Commodity Codes
 - ALL Vendors registering in VSS MUST add at least one (1) Commodity Code to their Vendor Registration Account in order to submit their registration for approval

CGI Advantage [Purchasing Website](#) [OEBO Website](#) [PBC Vendor Directory](#)

[Business Report](#) | [Contact Us](#)

Registration Tips

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

Assemble the following information before registering as a new vendor OR activating your vendor registration account:

- Information on each location (first location entered will be considered the Headquarters) of your business
- Tax ID Number (EIN, SSN, ITIN or ATIN)
- Foreign Vendors - applicable W-9 Form
- W-9 Form
- Foreign Tax Id
- Legal Business name
- DUNS Number - Optional
 - A free number issued by Dun & Bradstreet for each business location
 - Call toll free at 888-814-1435 to obtain/verify your DUNS number
 - Indicate that you are doing business with a Government entity
- Contact information (name, address, email, phone and fax) for EACH of the below business functions:
 - Account Administrator (person responsible for your account)
 - Ordering
 - Payment
 - Procurement
- Commodity Codes for your goods or services

[Back](#) [Next](#)

Welcome, New

Q. How do I find out if I am already registered in VSS?

You can follow the prompts displayed below to check and see if you are already registered with Palm Beach County as a Vendor.

Search for an Existing Account

Please use the following search options to determine if a new registration is needed or if an account already exists. If your search results determine you DO NOT have an account, please continue with completing a new registration. If your search results determine an account already exists, please follow the instructions given with your search results.

Company Search

If you are registering your company, please enter your Tax Identification Number (TIN) and click on Search. If search results determine your company does not have a Vendor Code, you will be directed to start your new registration. If search results determine your company does have a Vendor Code, please follow the instructions given with your search results.

Taxpayer Identification Number OR Legal Business Name

Individual Search

If you are registering as an individual, please enter your Last Name AND last four digits of your Social Security Number (SSN) and click on Search. If search results determine you do not have a Vendor Code, you will be directed to start a new registration. If search results determine you do have a Vendor Code, please follow the instructions given with your search results.

Last Name AND Last 4 digits of SSN

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- If you need further assistance, or have questions, Palm Beach County VSS Assistance is available Monday Friday, 8:00am-5:00pm EST by calling 561.616.6800 or email at VSS@palmbeachcounty.com

Search for an Existing Account/Results Found

Please use the following search options to determine if a new registration is needed or if an account already exists. If your search results determine you DO NOT have an account, please continue with completing a new registration. If your search results determine an account already exists, please follow the instructions given with your search results.

Company Search

If you are registering your company, please enter your Tax Identification Number (TIN) and click on Search. If search results determine your company does not have a Vendor Code, you will be directed to start your new registration. If search results determine your company does have a Vendor Code, please follow the instructions given with your search results.

Taxpayer Identification Number OR Legal Business Name

Individual Search

If you are registering as an individual, please enter your Last Name AND last four digits of your Social Security Number (SSN) and click on Search. If search results determine you do not have a Vendor Code, you will be directed to start a new registration. If search results determine you do have a Vendor Code, please follow the instructions given with your search results.

Last Name AND Last 4 digits of SSN

The following exists for the information you entered:

| Vendor Number | Legal Business Name | Alias/DBA Name | Activated? |
|---------------|----------------------------|----------------------------|------------|
| V010001001 | Town Pharmacy Supply, Inc. | Town Pharmacy Supply, Inc. | Yes |

How your account been found and listed above?

Yes, but it is already registered. → Click the "Contact your Administrator" link to determine who you need to contact for access.

Yes, but it is not yet registered. → Click the "Click here to activate your account" link to begin the process for activating your account.

Yes, but not my business location. → Click the "Add Business Location" link to add your business location.

Yes, but the registration is already in progress. → Click the "Click to continue registration" link to login and continue activating your account.

No, register now. → Click the "New Registration" button to create a vendor code and account. [New Registration](#)

[Cancel Registration](#) [Back](#)

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- If you need further assistance, or have questions, Palm Beach County VSS Assistance is available Monday Friday, 8:00am-5:00pm EST by calling 561.616.6800 or email at VSS@palmbeachcounty.com

Q. How do I check if my user information is correct in VSS?

All new and existing vendors should ensure their user information is correct.



Thank You!

A verification email was sent to you. Please print page for your records.

1. Open the email
2. Click the link provided in the email

Cannot click the link in the email?

1. Copy the link from the email
2. Paste it into your browser

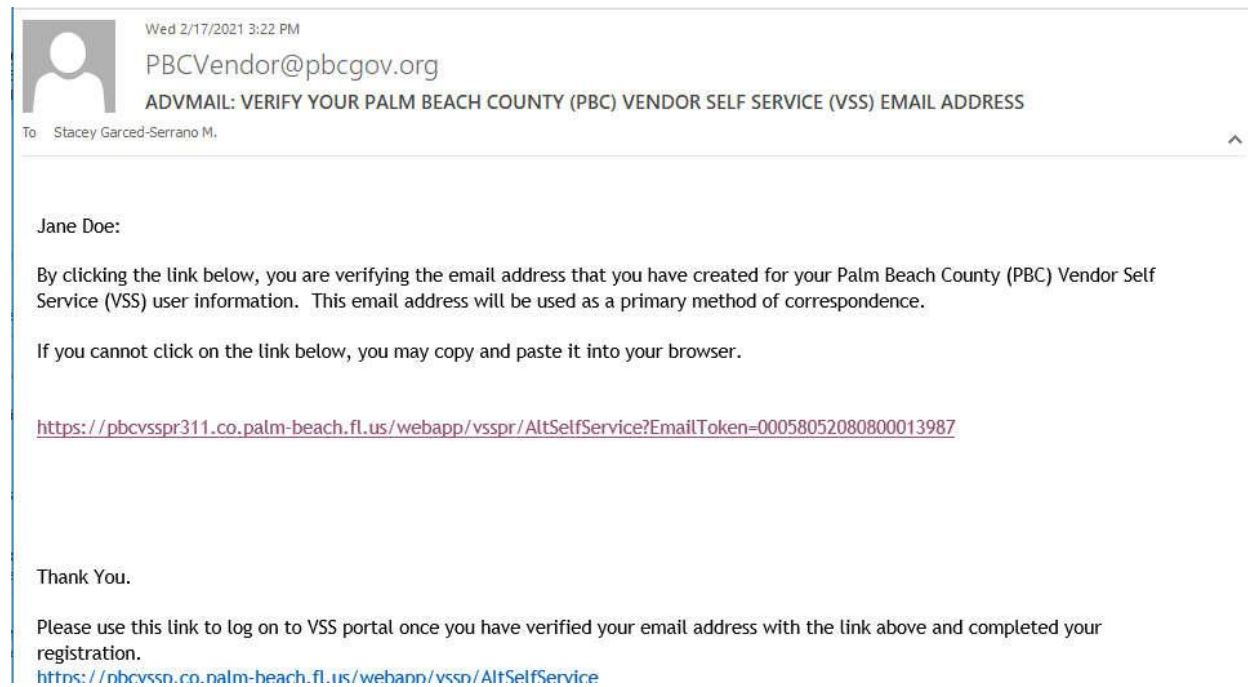
Have not received a Verification Email?

1. Login to VSS as an Activated User using your User ID and Password
2. Correct your email address and click Next
3. Click Next again to verify your email address



Close Browser

The email you will receive will read as follows:



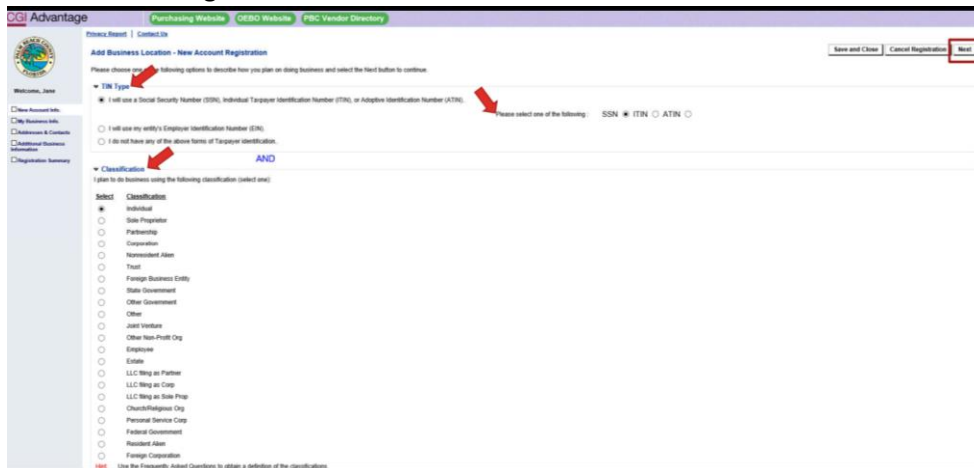
Q. How do I log in to my VSS account?

Follow the prompts displayed below to log in to your account:



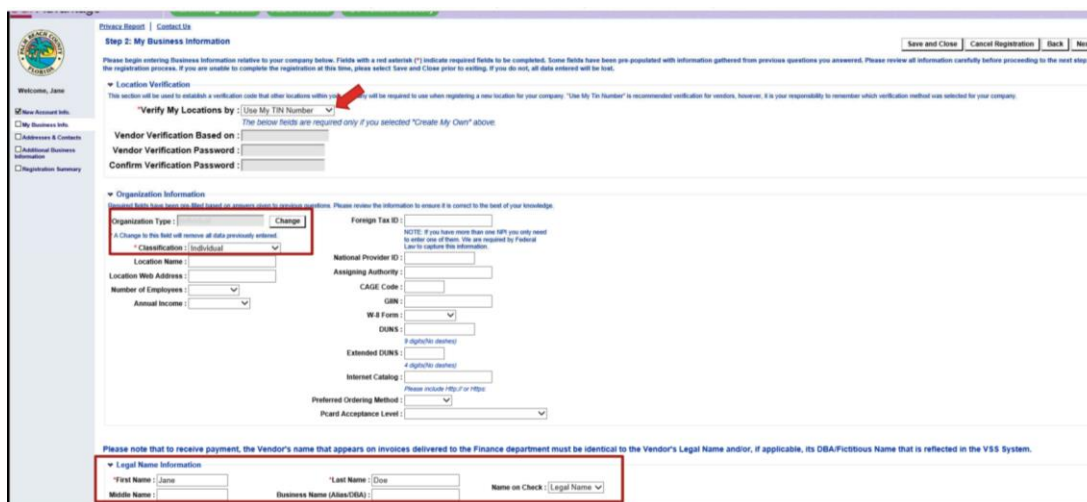
The image shows the CGI Advantage login page. At the top, there are three green buttons: "Purchasing Website", "OEBO Website", and "PBC Vendor Directory". Below these is the Palm Beach County Florida logo. The main heading is "Login". Below the heading, it says "To continue registration, enter your User ID and Password." There are two input fields: "User ID" with the text "PropertyManager" and "Password" with six dots. Below the password field is a "Login" button.

New Account Registration



The image shows the CGI Advantage New Account Registration page. It has a sidebar with links: "Welcome, Jane", "New Account Info", "My Business Info", "Addresses & Contacts", "Additional Business Information", and "Registration Summary". The main content area is titled "Add Business Location - New Account Registration". It has a "Save and Close" button, a "Cancel Registration" button, and a "Next" button. The page asks the user to select a TIN Type and a Classification. The TIN Type options are: "I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adaptive Identification Number (ATIN)", "I will use my entity's Employer Identification Number (EIN)", and "I did not have any of the above forms of Taxpayer identification." The Classification options are: "Individual", "Sole Proprietor", "Partnership", "Corporation", "Nonresident Alien", "Trust", "Foreign Business Entity", "State Government", "Other Government", "Other", "Joint Venture", "Other Non-Profit Org", "Sole Proprietor", "Estate", "LLC W/ing as Partner", "LLC W/ing as Corp", "LLC W/ing as Sole Proprietor", "Church/Religious Org", "Personal Service Corp", "Federal Government", "Resident Alien", and "Foreign Corporation".

Step 2 Business Information



The image shows the CGI Advantage Step 2: My Business Information page. It has a sidebar with links: "Welcome, Jane", "New Account Info", "My Business Info", "Addresses & Contacts", "Additional Business Information", and "Registration Summary". The main content area is titled "Step 2: My Business Information". It has a "Save and Close" button, a "Cancel Registration" button, a "Back" button, and a "Next" button. The page asks the user to verify their location and provide organization information. The "Verify My Locations by" section has a dropdown menu with "Use My TIN Number" selected. The "Organization Information" section has a "Change" button. The "Legal Name Information" section has fields for "First Name", "Last Name", "Middle Name", "Business Name (Alias/DBA)", and "Name on Check".

1099 TIN Information
Please enter your Tax Identification Number in the field provided.

Create Taxpayer ID Number :
Re-enter Taxpayer ID Number :

Taxpayer ID Number : 001021234
Taxpayer ID Number Type : DOMESTIC
1099 Reportable : Yes
Detailed TIN Type : SSN

Legal (1099) Address Information
Please DO NOT include Suite, Building or Apartment Number in the Legal Address Information fields. If your Legal Address includes a Suite, Building or Apartment Number, this information will be entered later in the registration process.

*Street 1 : 50 S Military Trail
*City : West Palm Beach
*State/Province : Florida
*Zip/Postal Code : 33415

Executive Compensation

Officer Name 1 : Officer Compensation 1 :
Officer Name 2 : Officer Compensation 2 :
Officer Name 3 : Officer Compensation 3 :
Officer Name 4 : Officer Compensation 4 :
Officer Name 5 : Officer Compensation 5 :

Save and Close Cancel Registration Back **Next**

CGI Advantage Purchasing Website OEBO Website PBC Vendor Directory

Privacy Report Contact Us

You have 1 messages

1: Error : The address entered was modified to meet postal standards. Select either the Original Address or the Corrected Address below to continue. (A5447)

View All Details Submit Question

Select Original or Corrected Address

Legal (1099) Address Information
Please DO NOT include Suite, Building or Apartment Number in the Legal Address Information fields. If your Legal Address includes a Suite, Building or Apartment Number, this information will be entered later in the registration process.

Original Address
☐ Select Address
*Street 1 : 50 S Military Trail
*City : West Palm Beach
*State/Province : Florida
*Zip/Postal Code : 33415

Corrected Address
☒ Select Address
Street 1 : 50 S Military Trl
City : West Palm Beach
State/Province : Florida
Zip/Postal Code : 33415-3132

Answer Address Information Questionnaire

CGI Advantage Purchasing Website OEBO Website PBC Vendor Directory

Privacy Report Contact Us

Add Business Location - Address Information Questionnaire

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses:

Legal Address Information
Address : 50 S Military Trl
City : West Palm Beach
State : FL
Zip/Postal Code : 33415-3132

Address Questions

Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)?
☐ No ☒ Yes

Is your address information the same for Administrative, Ordering, Payment, and Billing addresses?
☐ No ☒ Yes

Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)?
☐ No ☒ Yes

Save and Close Cancel Registration Back **Next**

Step 3: Address and Contacts

Complete the following:

CGI Advantage Purchasing Website OEBO Website PBC Vendor Directory

Privacy Report Contact Us

Step 3: Address and Contacts

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

☒ Administrative
☒ Ordering
☒ Payment
☒ Billing *Entering a Billing Address is optional. Please uncheck this box prior to clicking "Next" if you would prefer to enter a Billing Address at a later time.

Address Information

*Street 1 : 50 S Military Trl
Street Address, P.O. Box, etc.
Street 2 : Suite 110
Street Address, P.O. Box, Company Name, etc.
*City : West Palm Beach
*State/Province : Florida
Zip/Postal Code : 33415-3132
Country : United States
County :
*Phone : (561) 616-6836
Ext. :

Additional Address Info

Division/Department :
DNS :
Extended DNS :
CAGE Code :

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Below is the screenshot of the Attachment page with directions.

Below is the screenshot of the Commodity Code Selection where you can check off all of the codes that apply to your business/organization.

You must make sure to check off Code 97164 Residential Space Rental or Lease. See below.

CGI Advantage [Purchasing Website](#) [OEBO Website](#) [PBC Vendor Directory](#)

[Privacy Report](#) | [Contact Us](#)

Choose

To find a specific Commodity Code, enter one keyword between two asterisks (i.e., "LANDSCAPE") in the Commodity Description field. Click the "Browse" link located just above the Commodity/Service Code field to generate search results. Click the "Checkboxes" next to the Commodity Codes that apply to your organization. If your search results are more than one page, click on the "Next" link located just below search results to see additional search results. Once you have reviewed all search results, and have clicked all "Checkboxes" pertaining to your organization, click the "OK" button to add the Commodity Codes to your Vendor Account.

Welcome, Jane

Browse Code

Commodity/Service Code: "97164"

Commodity Description:

Grant:

| Commodity Description | Commodity/Service Code |
|--|------------------------|
| <input type="checkbox"/> ABRASIVES | 00500 |
| <input type="checkbox"/> Abrasive Equipment and Tools | 00505 |
| <input type="checkbox"/> Abrasives, Coated Cloth, Fiber, Sandpaper, etc. | 00514 |
| <input type="checkbox"/> Abrasives, Sandblasting, Metal | 00521 |
| <input type="checkbox"/> Abrasives, Sandblasting (Other than Metal) | 00528 |
| <input type="checkbox"/> Abrasives, Solid Wheels, Stones, etc. | 00542 |
| <input type="checkbox"/> Abrasives, Tumbling (Wheel) | 00556 |
| <input type="checkbox"/> Grinding and Polishing Compounds, Carbonum, Diamond, etc. | 00583 |
| <input type="checkbox"/> Pumice Stone | 00570 |
| <input type="checkbox"/> Recycled Abrasives Products and Supplies | 00575 |

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Choose

To find a specific Commodity Code, enter one keyword between two asterisks (i.e., "LANDSCAPE") in the Commodity Description field. Click the "Browse" link located just above the Commodity/Service Code field to generate search results. Click the "Checkboxes" next to the Commodity Codes that apply to your organization. If your search results are more than one page, click on the "Next" link located just below search results to see additional search results. Once you have reviewed all search results, and have clicked all "Checkboxes" pertaining to your organization, click the "OK" button to add the Commodity Codes to your Vendor Account.

Welcome, Jane

Browse Code

Commodity/Service Code: "97164"

Commodity Description:

Grant:

| Commodity Description | Commodity/Service Code |
|---|------------------------|
| <input checked="" type="checkbox"/> Residential Space Rental or Lease | 97164 |

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Attached a current, signed W-9 IRS Tax Form.

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Step 4: Additional Business Information

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Welcome, Jane

Attachments

Vendors are required to attach a current, signed W-9 IRS Tax form, or a current, signed W-9 IRS Tax Form (designate vendors only to vendor accounts). Click the "Add" button to attach a W-9 IRS Tax Form or W-9 IRS Tax form and any other relevant supporting documents and files to your Vendor Account.

[Add](#)

| File Name | Size | User ID | Attachment Type | Description | Delete |
|--------------------------------------|-------|-----------------|-----------------|-------------|--------|
| Sample W-9 Individual, with info.pdf | 21721 | PropertyManager | Standard | | |

[Previous](#) [Next](#) [Cancel](#) [Back](#) [Forward](#)

Commodities

Vendors are required to select commodity code(s) to vendor accounts. Click the "Add" button to identify the appropriate commodity for your organization.

[Add](#)

| Commodity/Service Code | Commodity Description | Delete |
|------------------------|-----------------------------------|--------|
| 97164 | Residential Space Rental or Lease | |

[Previous](#) [Next](#) [Cancel](#) [Back](#) [Forward](#)

[Save and Close](#) [Cancel Registration](#) [Back](#) [Next](#)

ALMOST DONE!! Check your Registration Summary to ensure everything is correct. Update information if needed.

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Registration Summary [Save and Close](#) [Cancel Registration](#) [Back](#) [Submit Registration](#) [Print This Page](#)

The **SUMMARY** below is based on the information you entered. If changes are needed, please select the **Update Information** link located on the right hand side of each section. This will navigate you back to the appropriate screen for you to make your change.

Location Verification
Verify My Location by : Use My TIN Number
Vendor Verification Based on : Please verify that you are part of this organization by entering the TIN number of your Headquarters and billing submit. If you are unsure of the TIN number, please contact the Account Administrator for your Headquarters. [Update Information](#)

Organization Information

| | |
|----------------------------------|-------------------------------|
| Organization Type : Individual | Foreign Tax ID : |
| 1099 Classification : Individual | National Provider ID : |
| Location Name : | Assigning Authority : |
| Location Web Address : | CAGE Code : |
| Number of Employees : | GBN : |
| Annual Income : | W 8 Form : |
| Healthcare Provider : No | DUNS : |
| | Extended DUNS : |
| | Internet Cataloging : |
| | Preferred Ordering Method : |
| | Purchasing Acceptance Level : |

[Update Information](#)

Legal Name Information

| | | |
|-----------------------------|-------------------|----------------------------|
| Legal Name : Jane Doe | First Name : Jane | Name on Check : Legal Name |
| Business Name (Other DBA) : | Middle Name : | |
| Name Control : DOE | Last Name : Doe | |

[Update Information](#)

1099 TIN Information

| | |
|-------------------------------|-------------------------|
| Taxpayer ID 001021234 | Detailed TIN Type : SSN |
| Taxpayer ID Number 004477647H | 1099 Reportable : Yes |
| Type : | |

[Update Information](#)

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Legal (1099) Address Information [Update Information](#)

| | |
|------------------------------|------------------------------|
| Street 1 : 50 S Military Trl | State/Province : Florida |
| City : West Palm Beach | Zip/Postal Code : 33415-3132 |

Executive Compensation [Update Information](#)

| | |
|------------------|--------------------------|
| Officer Name 1 : | Officer Compensation 1 : |
| Officer Name 2 : | Officer Compensation 2 : |
| Officer Name 3 : | Officer Compensation 3 : |
| Officer Name 4 : | Officer Compensation 4 : |
| Officer Name 5 : | Officer Compensation 5 : |

Administrative Address

| | |
|---------------------------------|-----------------------------|
| Address Information | Country : United States |
| Street 1 : 50 S Military Trl | County : |
| Street 2 : Ste 110 | Phone : 561-616-6836 |
| City : West Palm Beach | Phone Extension : |
| State/Province : Florida | Additional Address |
| Zip/Postal Code : 33415-3132 | Info : |
| Division/Department : | |
| DUNS : | |
| Extended DUNS : | |
| CAGE Code : | |
| Contact Information | |
| Principal Contact : Jane Doe | Fax Extension : |
| Title/Role : Property Manager | Alternate Fax : |
| Permissions : | Alternate Fax Extension : |
| Authorized Representative : Yes | Email : jgarcas@cgicgov.org |
| Phone : 561-616-6836 | Correspondence Email |
| Phone Extension : | Type : |
| Alternate Phone : | English Spoken : Yes |
| Extension : | |
| Fax : | |

[Update Information](#)

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Ordering Address [Update Information](#)

| | |
|---------------------------------|-----------------------------|
| Address Information | Country : United States |
| Street 1 : 50 S Military Trl | County : |
| Street 2 : Ste 110 | Phone : 561-616-6836 |
| City : West Palm Beach | Phone Extension : |
| State/Province : Florida | Additional Address |
| Zip/Postal Code : 33415-3132 | Info : |
| Division/Department : | |
| DUNS : | |
| Extended DUNS : | |
| CAGE Code : | |
| Contact Information | |
| Principal Contact : Jane Doe | Fax Extension : |
| Title/Role : Property Manager | Alternate Fax : |
| Permissions : | Alternate Fax Extension : |
| Authorized Representative : Yes | Email : jgarcas@cgicgov.org |
| Phone : 561-616-6836 | Correspondence Email |
| Phone Extension : | Type : |
| Alternate Phone : | English Spoken : Yes |
| Extension : | |
| Fax : | |

Payment Address [Update Information](#)

| | |
|---------------------------------|-----------------------------|
| Address Information | Country : United States |
| Street 1 : 50 S Military Trl | County : |
| Street 2 : Ste 110 | Phone : 561-616-6836 |
| City : West Palm Beach | Phone Extension : |
| State/Province : Florida | Additional Address |
| Zip/Postal Code : 33415-3132 | Info : |
| Division/Department : | |
| DUNS : | |
| Extended DUNS : | |
| CAGE Code : | |
| Contact Information | |
| Principal Contact : Jane Doe | Fax Extension : |
| Title/Role : Property Manager | Alternate Fax : |
| Permissions : | Alternate Fax Extension : |
| Authorized Representative : Yes | Email : jgarcas@cgicgov.org |
| Phone : 561-616-6836 | Correspondence Email |
| Phone Extension : | Type : |
| Alternate Phone : | English Spoken : Yes |
| Extension : | |
| Fax : | |

Click Submit Registration when you are done.

CGI Advantage **Purchasing Website** **OEBO Website** **PBC Vendor Directory**

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Welcome, Jane

☐ New Account Info
☒ My Business Info
☒ Address & Contacts
☒ Additional Business Information
☐ Registration Summary

Billing Address
 Address Information
 Street 1 : 50 S Military Tr
 Street 2 : Box 110
 City : West Palm Beach
 State/Province : Florida
 Zip/Postal Code : 33415-3132
 Country : United States
 Phone : 561-616-6636
 Phone Extension :
 Additional Address Info :
 Division/Department :
 DUNS :
 Extended DUNS :
 CAGE Code :
 Contact Information
 Principal Contact : Jane Doe
 Title/Role : Property Manager
 Permissions :
 Authorized Representative : Yes
 Phone : 561-616-6636
 Phone Extension :
 Alternate Phone :
 Extension :
 Fax :
 Fax Extension :
 Alternate Fax :
 Alternate Fax Extension :
 Email : jgarcia@panama.gov.org
 Correspondence Email Type :
 English Spoken : Yes

[Update Information](#)

Attachments

| File Name | Date | User ID | Attachment Type | Description |
|---------------------------------------|---------|-----------------|-----------------|-------------|
| Sample 001 - Individual with info.pdf | 2/17/21 | PropertyManager | Standard | |

[Update Information](#)

Commodities

| Commodity/Service Code | Commodity Description |
|------------------------|-----------------------------------|
| 07101 | Residential Space Rental or Lease |

[Update Information](#)

[Save and Close](#) [Cancel Registration](#) [Back](#) [Submit Registration](#)

Review the VSS Disclaimer

Message from webpage

I hereby certify under penalty of perjury as follows that I am a duly appointed, qualified and acting officer; that the within claim is in all respects true, correct, and in accordance with law; that the services mentioned herein were actually rendered and supplies delivered to the state agency in accordance with the contract and law; that authorizations for purchases have been duly obtained wherever required and that amounts claimed and articles delivered comply therewith; that the amounts of any refunds to claimants indicated herein were received from such claimants by the herein named agency in excess of that legally due it under the law, or are otherwise lawfully due such claimants.

[OK](#) [Cancel](#)

Print a copy of your proof of registration so that you have your Vendor Code easily accessible.

CGI Advantage **Purchasing Website** **OEBO Website** **PBC Vendor Directory**

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Welcome, Jane

Thank You!

Congratulations, you have completed the registration process. You may login to VSS using the User ID and Password you created. **ATTN VENDORS** THE .PDF VERSION OF YOUR REGISTRATION IS AVAILABLE. YOU MUST PRINT A COPY TO SUBMIT VIA EMAIL AT THIS TIME

Your Vendor Code is: VS0000018205
 *Please save your Vendor Code for future reference

[Password Reset](#) [Print This Page](#)

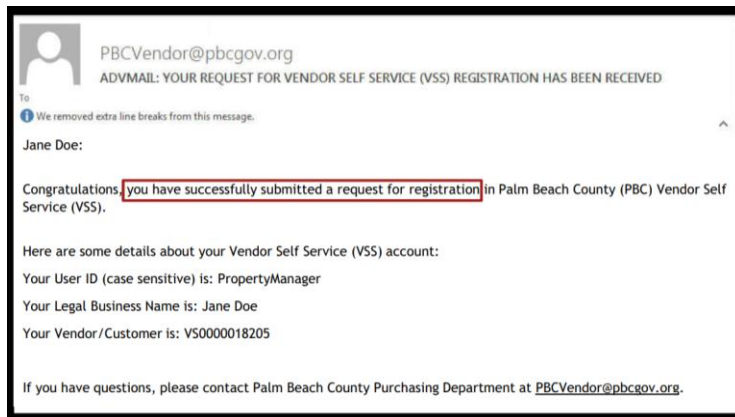
You must submit the following to Purchasing via email to PBCVendor@pbcgov.org before your registration will be approved: W-9 (signed), W-8 (if applicable, see welcome page for Foreign Vendors), and Vendor Registration Application

[Download Substitute W-9 Certification Form](#)
 Click the link above to print the Substitute W-9 Certification form. Sign the form and mail or fax it to the address or fax number indicated on the form.

[Vendor Registration Application](#)
 A .pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.




You may login to your VSS account to view and/or update your account information. Click [here](#) to login.

You will receive an email verifying your registration submission.

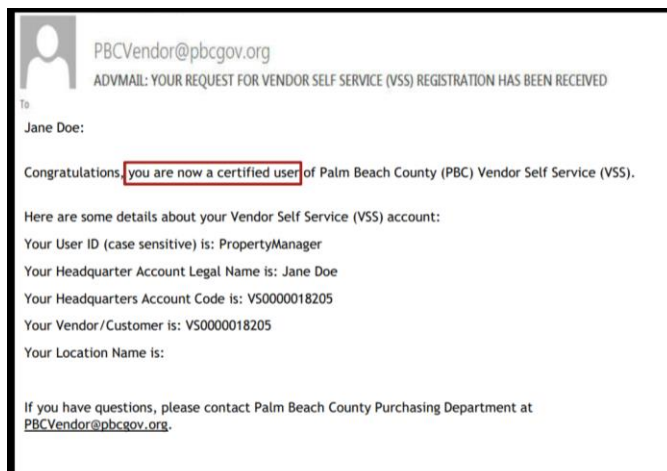


The VSS system updates 3 times a day. The sync cycles are displayed below.

- **7:00AM Sync Cycle**
 - ALL VSS REGISTRATIONS SUBMITTED between 4:00pm-7:00am
 - Vendor Account is accessible in Advantage after 7:30am
- **12:00PM Sync Cycle**
 - ALL VSS REGISTRATIONS SUBMITTED between 7:00am-12:00pm
 - Vendor Account is accessible in Advantage after 12:30pm
- **4:00PM Sync Cycle**
 - ALL VSS REGISTRATIONS SUBMITTED between 12:00pm-4:00pm
 - Vendor Account is accessible in Advantage after 4:30pm

Once your submission is processed you will receive another email verifying that you are registered.



Q. I have a question regarding my VSS registration. Who do I contact for assistance?

If you have questions please email PBCLandlord@pbcgov.org or call our Call Centre at (561) 355-4792.

TIPS & REMINDERS for VSS Registration:

1. Google Chrome is NOT a certified browser for vendors to use while registering. Please use one of the following browsers to register: Internet Explorer, Microsoft Edge, FireFox, iOS or Android
2. Commodity Code 97164 – Residential Space Rental or Lease is to be used by ALL landlords and/or property managers during the vendor registration process.
3. A current, complete, signed/dated IRS W-9 form to register as a vendor with Palm Beach County. In addition, the information on the IRS W-9 form must exactly match the information as entered in the vendor registration application.
4. Review the information entered to ensure it is correct PRIOR to submitting their registration.
5. Vendor Self-Service Sync Cycles
 - a. 7:00am – ALL VSS Registrations Submitted between 4:00pm-7:00am
 - b. 12:00pm – ALL VSS Registration Submitted between 7:00am-12:00pm
 - c. 4:00pm – ALL VSS Registrations Submitted between 12:00pm-4:00pm
6. New Registration User Guide is your guide, and the vendor's guide, through the registration process.