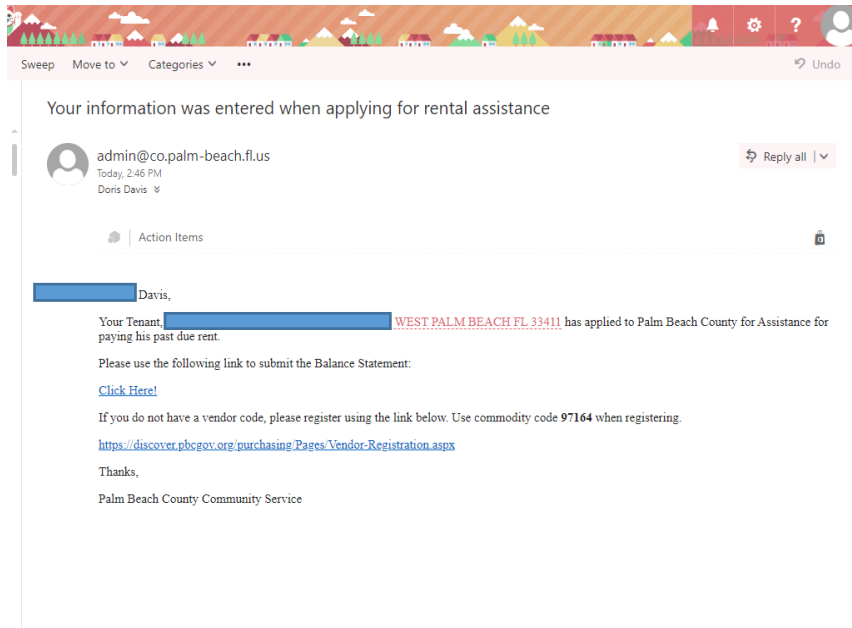


Q. If my tenant has applied for Emergency Rental Assistance (ERA) funds how am I notified?

Q. How do I complete the Balance Statement?

[illegible]

Issued 3.30.21



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

Pou ranpli Deklarasyon Balans lan, mèt kay la ka antre kòd machann yo genyen an. Sistèm nan ap chache kòd machann lan pou li.

Palm Beach County Landlord Balance Statement

Welcome, ddavis1@pbcgov.org

PBC Vendor Registration

If you do not have a vendor code, please register using this link. Use commodity code 97164 when registering.

Enter PBC Vendor Code *

Rent Details

Your Tenant, **Marline Noel**, located at **1521 Windorah way 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.

Month	Rent Due Amount	Late Fee/Legal Fee	Total Rent Due Amount
Month 1: *	\$0.00	\$0.00	\$0.00

Total Rent Due: \$0.00

☐ 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:

Submit

Enfòmasyon pwopriyete a ap montre. Mèt kay la bay yon lòt lyen pou chanje enfòmasyon machann lan si sa nesesè.

← → ↻ ↺ 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

Lyen pou chanje adrès
kote peman an ap vini

Si enfòmasyon biznis / adrès la kòrèk, mèt kay la ka ale nan pati anba paj la epi ranpli Deklarasyon Balans lan. Pou ajoute mwa, chwazi "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, **Marline Noel**, located at **1521 Windorah way WEST PALM BEACH FL 33411** has applied to Palm Beach County Community Services for Assistance in past due rent. Please complete and verify the amount and dates rent is due to complete the processing of the application.

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

* ☐ 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:

Submit

Mete mwa yo

Mete kantite lajan
lwaye ki dwe

Lè yo fini, yo ka sètifye deklarasyon yo, tape nan non yo, ak "Soumèt".

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 Tenant, **Marline Noel**, located at **1521 Windorah way 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 requested.

Print Name:

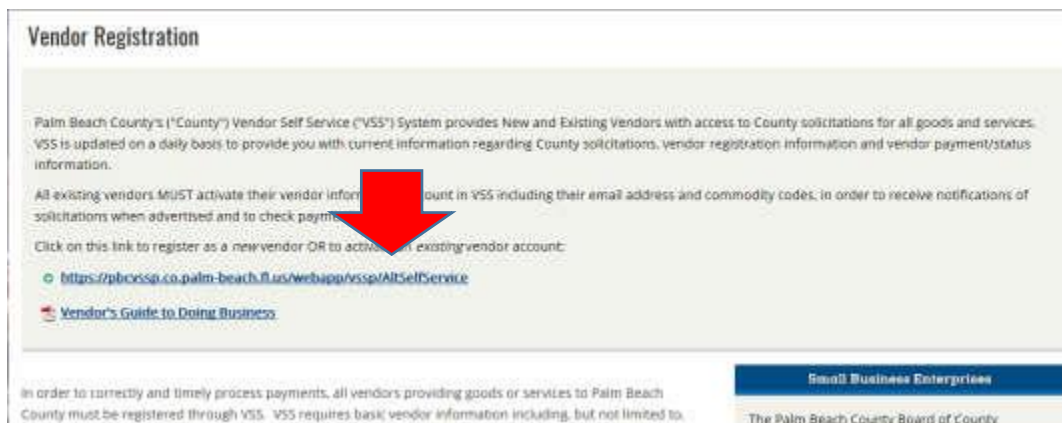
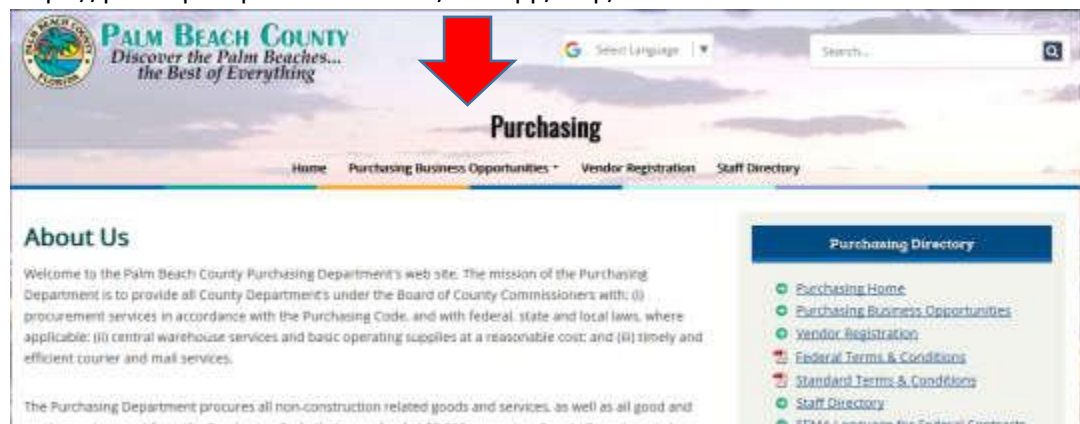
[Submit](#)

Sètifye epi ekri non.

Soumèt

- **K. Ki Kòd Komodite pou pwogram sa a?**
- **Sèl Kòd Komodite pou pwogram sa a se 97164.**
- **K. E si mwen pa yon machann ki anrejistre nan Palm Beach County?**
- **Pou ou kapab resevwa yon peman nan Palm Beach County ou dwe yon machann ki anrejistre.**
- **K. Kouman pou mwen enskri kòm yon machann nan Palm Beach County?**
- **Premye etap la se enskri kòm yon machann nan gouvènman Palm Beach County nan sistèm nan Machann Self Service (VSS). Etap pa etap pwosesis la detaye anba a.**
- **ENSKRI NAN sistèm nan machann Self Service (VSS)**
- **K. Poukisa ou dwe enskri kòm yon machann?**
- **Pou ou kapab resevwa peman pou asistans lokasyon ERA ou dwe yon machann ki anrejistre nan Rejyon Palm Beach.**
- **Gen kèk nan benefis ki genyen nan enskri nan Konte an kòm yon machann enkli:**
 - **• Tranzaksyon finansye**
 - **o Gade Istwa Peman Machann ou an**
 - **o Revize Kontra / Akò Kouran (yo) avèk Konte an**
 - **• Opòtinite biznis**
 - **o Aksè nan tout Konstriksyon Konte & Solisitasyon / Biznis ki pa Peye-Konstriksyon**
 - **Opòtinite E-Mail notifications of Solicitations/Business Opportunities**
 - **• Enfòmasyon sou Kont machann lan**
 - **o Adrès (es)**
 - **o Itilizatè Kont Vandè (yo)**
 - **o Seleksyon Kòd Komodite (yo) KODD KOMODITE POU PWOGAM SA A SE 97164**

- K. Kouman pou mwen enskri kòm yon machann gouvènman Palm Beach County nan sistèm machann Self Service (VSS)?
- Enskri nan VSS se yon pwosesis 4 etap.
- Etap 1 se enskri kòm yon nouvo machann oswa verifye ke ou se yon machann ki deja egziste.
- Etap 2 se verifye enfòmasyon biznis ou.
- Etap 3 se verifye adrès ou ak kontak.
- Etap 4 se ajoute plis enfòmasyon biznis.
- Etap 1 Enskri / Verifye Kont ki deja egziste
- Lyen pou enskri:
- www.pbcgov.com/purchasing
- <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>



Remak: Navigatè sètifye yo enkli: Internet Explorer, MS Edge, android, Firefox, iOS. PA ITILIZE Google Chrome.

Vendor Self Service (VSS) Homepage

CGI Advantage PBC Purchasing PBC OEBO PBC Vendor Directory

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 **BEFORE** 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-9 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 pbcpayments@palmbeachclerk.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.

[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-SBENE](#)

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

[Access forms](#)

Buttons: Register, Public Access

CGI Advantage Purchasing Website OEBO Website PBC Vendor Directory

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 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 Commodities 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](#)

K. Ki enfòmasyon mwen bezwen lè mwen enskri nan VSS?

Tanpri ranmase enfòmasyon sa yo anvan yo kòmanse pwosesis enskripsyon an:

- Enfòmasyon sou kote biznis la
 - Nimewo ID taks (EIN, SSN, ITIN oswa ATIN)
 - Fòm W-9
 - TOUT Vandè ki enskri nan VSS DWE mete yon Fòm W-9 aktyèl, konplè epi siyen pou yo ka soumèt enskripsyon yo pou apwobasyon.
 - Non Biznis Legal (jan sa endike nan Dokimantasyon IRS)
 - Enfòmasyon pou Kontakte
 - Kòd Komodite pou bon (yo) oswa sèvis (yo)
- o Konte Palm Beach itilize Kòd komodite NIGP

o TOUT Vandè ki enskri nan VSS DWE ajoute omwen yon (1) Kòd Komodite nan kont Enskripsyon Vandè yo pou yo ka soumèt enskripsyon yo pou apwobasyon

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

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

Registration Tips

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

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 Vendor - applicable V-8 Form
- U-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

K. Kouman pou mwen chèche konnen si mwen deja anrejistre nan VSS?

Ou ka swiv endikasyon yo ki parèt anba a pou tcheke epi wè si ou deja anrejistre nan Palm Beach County kòm yon machann.

Search for an Existing Account

[Cancel Registration](#) [Next](#)

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

[Search](#) [OR](#)

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

[Search](#) [Cancel Registration](#) [Next](#)

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 561.816.6800 or email at VSS.Assistance@pbcgov.org.

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

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

Search for an Existing Account/Results Found

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

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

[Search](#) [OR](#)

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

[Search](#)

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?
V5000010453	Total Pharmacy Supply, Inc.	Total Pharmacy Supply, Inc.	Yes

Has 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 561.816.6800 or email at VSS.Assistance@pbcgov.org.

K. Kouman pou mwen tcheke si enfòmasyon itilize mwen an kòrèk nan VSS?

Tout machann nouvo ak sa yo ki deja egziste yo ta dwe asire enfòmasyon itilize yo kòrèk.

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

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

My User Information Cancel Registration Back Next

Welcome, New

☐ User Information
☐ Verify and Submit Registration

General Information

*User ID (case sensitive): (User ID should be between 2 and 16 characters in length)

*First Name:

*Last Name:

*Email:

*Re-enter Email:

*Phone: (561.616.6800) Ext:

*Fax:

Password

*Password (case sensitive): (Passwords should be between 2 and 16 characters in length)

*Re-enter Password:

*Security Question:

*Security Answer (case sensitive):

*Re-enter Security Answer:

* Indicates a required field.

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 PBCVendor@pbccgov.org.

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

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

Verify Email Address Cancel Registration Back Next

Welcome, New

☒ User Information
☐ Verify and Submit Registration

To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser. Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts: PBCVendor@pbccgov.org

After clicking the Next button, a verification email will be sent to the following email address: sgarciaserrano@pbccgov.org

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 PBCVendor@pbccgov.org.

Depi ou fin verifye adrès imel ou, ou pral resevwa avi ki anba a:



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

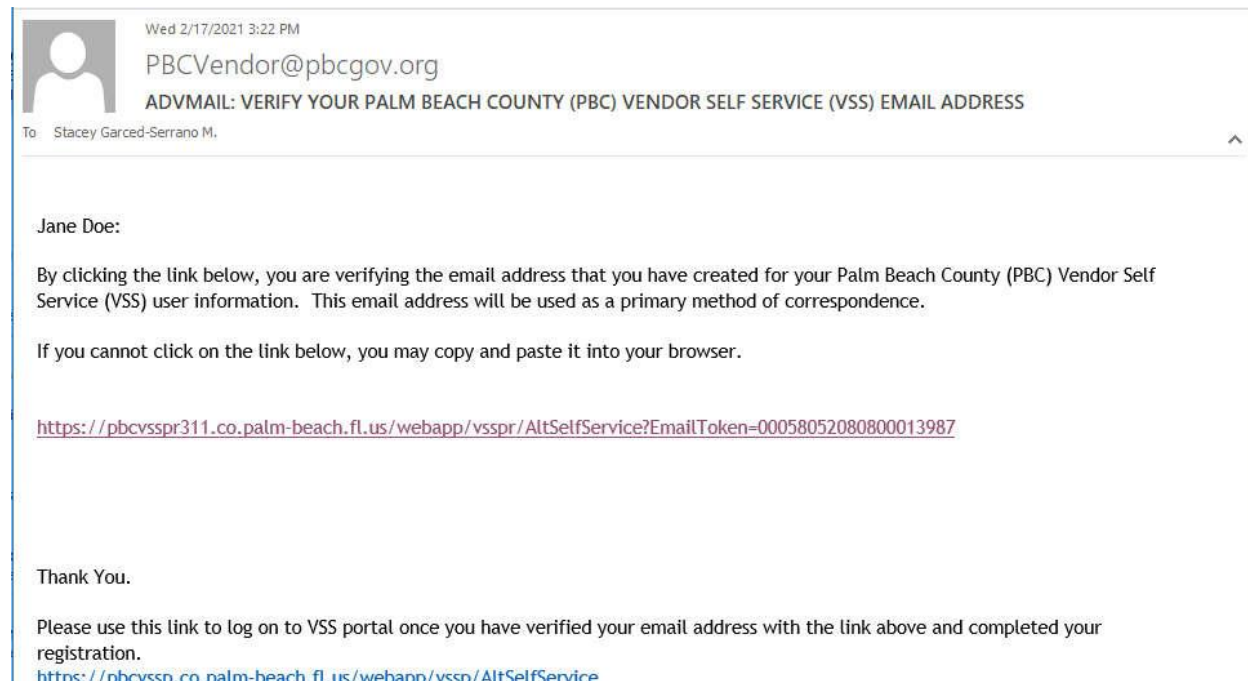
Have not received a Verification Email?

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

Men imèl ou pral resevwa a:



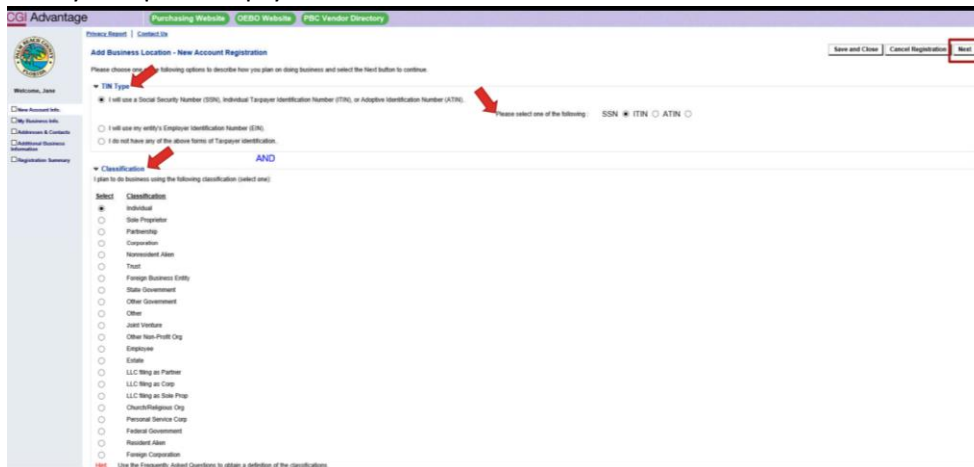
K. Kouman pou mwen konekte nan kont VSS mwen an?

Swiv etap sa yo anba a pou ouvri sesyon an nan kont ou:



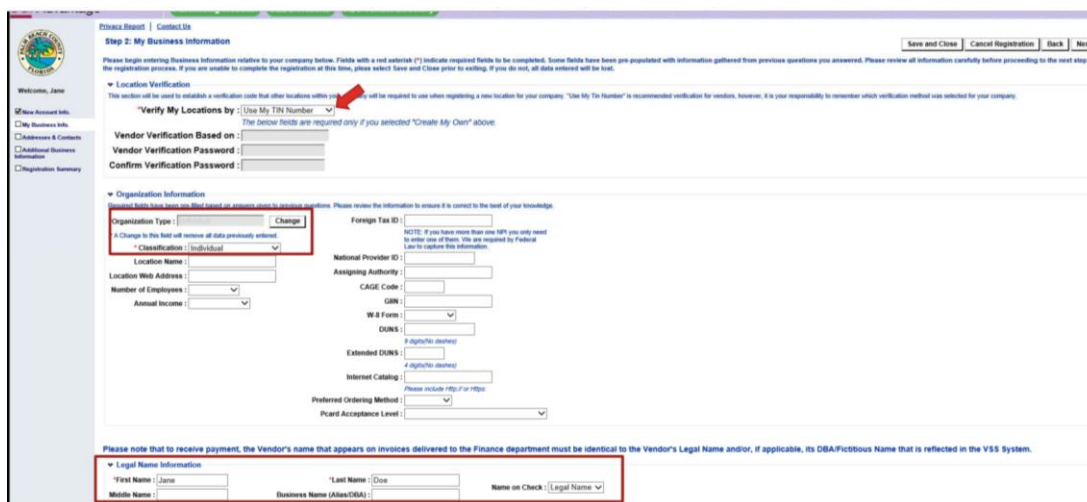
The image shows the CGI Advantage website's login page. At the top, there is a navigation bar with links to 'Purchasing Website', 'OEBO Website', and 'PBC Vendor Directory'. On the left, the Palm Beach County Florida logo is displayed. The main heading is 'Login'. Below it, a message states: 'To continue registration, enter your User ID and Password.' There are two input fields: 'User ID' with the text 'PropertyManager' and 'Password' with six dots. A 'Login' button is positioned below the password field.

Premye etap: Enskripsyon kont nouvo



The image shows the 'Add Business Location - New Account Registration' page. It includes a sidebar with navigation links like 'Welcome, Jane', 'New Account Info', 'Address & Contacts', 'Business Information', and 'Registration Summary'. The main content area has a 'TIN Type' section with radio buttons for 'I will use a Social Security Number (SSN)', 'Individual Taxpayer Identification Number (ITIN)', or 'Adoptive Identification Number (ATIN)'. Below this is a 'Classification' section with a list of business types to select from. A red arrow points to the 'TIN Type' section, and another points to the 'Classification' section. At the top right, there are buttons for 'Save and Close', 'Cancel Registration', and 'Next'.

2yem etap infomasyon biznis



The image shows the 'Step 2: My Business Information' page. It includes a sidebar with navigation links. The main content area has a 'Location Verification' section with a 'Verify My Locations by' dropdown set to 'Use My TIN Number'. Below this is a 'Vendor Verification Based on' section with a 'Vendor Verification Password' field and a 'Confirm Verification Password' field. The 'Organization Information' section contains various fields for business details, including 'Organization Type', 'Classification', 'Location Name', 'Location Web Address', 'Number of Employees', 'Annual Income', 'Foreign Tax ID', 'National Provider ID', 'Assigning Authority', 'CAGE Code', 'GSA', 'W-8 Form', 'DUNS', 'Extended DUNS', 'Internet Catalog', 'Preferred Ordering Method', and 'Picard Acceptance Level'. A red box highlights the 'Organization Type' and 'Classification' fields. At the bottom, there is a 'Legal Name Information' section with fields for 'First Name', 'Last Name', 'Middle Name', 'Business Name (Alias/DBA)', and 'Name on Check'. A red box highlights the 'First Name', 'Last Name', and 'Name on Check' fields. A note at the bottom states: 'Please note that to receive payment, the Vendor's name that appears on invoices delivered to the Finance department must be identical to the Vendor's Legal Name and/or, if applicable, its DBA/Pictitious Name that is reflected in the VSS System.'

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 : DOMINATIN
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

Chwazi korek adrès la

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

Reponn kesyonè de enfòmasyon sou adrès la

CGI Advantage Purchasing Website OEBO Website PBC Vendor Directory

Privacy Report Contact Us

Add Business Location - Address Information Questionnaire

Please enter the following information for 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: Kontak avèk Address

Ranpli bagay sa yo:

CGI Advantage Purchasing Website OEBO Website PBC Vendor Directory

Privacy Report Contact Us

Step 3: Addresses 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, Company Name, 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) 616-6876 Ext. :

Additional Address Info

Division/Department :
DUNS :
Extended DUNS :
CAGE Code :

Save and Close Cancel Registration Back **Next**

Issued 3.30.21

Contact Information

For the address entered above, please enter a contact person for this account. Please note, an email address is required for all vendors to enter. In addition, you must select Email as your correspondence type to receive notifications of solicitations with Palm Beach County.

Principal Contact: Jane Doe
 Title: Property Manager
 Phone: 561-616-6836
 Fax:
 Alternate Fax:
 Email: jane.doe@pbcgov.com
 Correspondence Type: Email
 Save and Close Cancel Registration Back Next

Si ou resevwa mesaj erè sa a se paske adrès ou te antre a pa matche ak estanda postal yo. Chwazi swa adrès orijinal la oswa Adrès korije a pou kontinye. Gade foto ki anba a.

Addresses 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, Payments, 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.)

Original Address

Street 1: 561 S. Military Trl
 Street 2: Suite 110
 City: West Palm Beach
 State/Province: Florida
 Zip/Postal Code: 33415-3132
 Country: United States
 Phone: 561-616-6836
 Additional Address Info:
 Save and Close Cancel Registration Back Next

Etap 4: Enfòmasyon de Lòt Biznis

Additional Business Information

Attachments

Vendors are required to attach a current, signed W-9 tax form, or a current, signed W-9 tax form (foreign vendors only) to vendor accounts. Click the 'Add' button to attach a W-9 tax form to your Vendor Account.

Add

File Name Date User ID Attachment Type Description

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

Save and Close Cancel Registration Back Next

Anba a se foto nan fòm egzamp W-9, enfòmasyon ou bezwen pou enskri kòm yon machann.

Anba a se foto a kap ba ou direksyon.

The screenshot displays the 'Step 4: Additional Business Information' page on the CGI Advantage website. The top navigation bar includes links for 'Purchasing Website', 'OEBO Website', and 'PBC Vendor Directory'. The left sidebar contains a 'Welcome, Jane' message and a list of links: 'New Account Info.', 'My Business Info.', 'Addresses & Contacts', 'Additional Business Information', and 'Registration Summary'. The main content area is titled 'Step 4: Additional Business Information' and includes a 'Privacy Report' link. Below this, there is a section for 'Attachments' with a table listing uploaded files. A red box highlights the first row of the table, which contains the file 'Sample VPS... Individual with Info.pdf'. Below the attachments section is a 'Commodities' section with a red arrow pointing to the 'Add' button. The commodities table has columns for 'Commodity/Service Code' and 'Commodity Description'. The bottom right of the page features buttons for 'Save and Close', 'Cancel Registration', 'Back', and 'New'.

Attachments

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

Add

File Name	Date	User ID	Attachment Type	Description
Sample VPS... Individual with Info.pdf	2/17/21	PropertyManager	Standard	Delete

[File](#) [View](#) [New](#) [Link](#)

Commodities

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

Add

Commodity/Service Code	Commodity Description

[File](#) [View](#) [New](#) [Link](#)

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

Anba la a se foto nan Seleksyon Kòd Komodite kote ou ka tcheke tout kòd ki aplike nan biznis ou / òganizasyon an.

Ou dwe fè sure ke ou tcheke Code 97164 Residential Space Rental or Lease. Gade anba.

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, Carborundum, Diamond, etc.	00583
<input type="checkbox"/> Pumice Stone	00570
<input type="checkbox"/> Recycled Abrasives Products and Supplies	00575

[First](#) [Prev](#) [Next](#) [Last](#)

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 checked="" type="checkbox"/> Residential Space Rental or Lease	97164

[First](#) [Prev](#) [Next](#) [Last](#)

Sa se yon Fòm taks W-9 nan IRS.

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

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

Step 4: Additional Business Information

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

Attachments

Vendors are required to attach a current, signed W-9 IRS Tax form, or a current, signed W-9 IRS Tax Form (foreign 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 document supporting documents and file to your Vendor Account.

[Add](#)

File Name	Date	User ID	Attachment Type	Description	Delete
Sample IRS - Individual, w9b.pdf	3/11/21	PropertyManager	Standard		Delete

[View](#) [Print](#) [Close](#) [Back](#) [Next](#)

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	Delete

[View](#) [Print](#) [Close](#) [Back](#) [Next](#)

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

PRESKE FINI!! Tcheke enskrripsyon ou a pou asire tout bagay kòrèk. Ranje nenpot infomasyon ki pa kòrèk.

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

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

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 (Alias (SBA)) :	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](#)

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

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

Legal (1099) Address Information

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

[Update Information](#)

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 :

[Update Information](#)

Administrative Address

Address Information

Street 1 : 50 S Military Trl	Country : United States
Street 2 : Ste 110	County :
City : West Palm Beach	Phone : 561-616-6836
State/Province : Florida	Phone Extension :
Zip/Postal Code : 33415-3132	Additional Address 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 Type :
Phone Extension :	English Spoken : Yes
Alternate Phone :	
Extension :	
Fax :	

[Update Information](#)

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

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

Outgoing Address

Address Information

Street 1 : 50 S Military Trl	Country : United States
Street 2 : Ste 110	County :
City : West Palm Beach	Phone : 561-616-6836
State/Province : Florida	Phone Extension :
Zip/Postal Code : 33415-3132	Additional Address 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 Type :
Phone Extension :	English Spoken : Yes
Alternate Phone :	
Extension :	
Fax :	

[Update Information](#)

Payment Address

Address Information

Street 1 : 50 S Military Trl	Country : United States
Street 2 : Ste 110	County :
City : West Palm Beach	Phone : 561-616-6836
State/Province : Florida	Phone Extension :
Zip/Postal Code : 33415-3132	Additional Address 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 Type :
Phone Extension :	English Spoken : Yes
Alternate Phone :	
Extension :	
Fax :	

[Update Information](#)

Klike sou "submit" lè ou fini.

CGI Advantage Purchasing Website OEBO Website PBC Vendor Directory

Privacy Report | Contact Us

Street 1 : 5015 Military Tr
Street 2 : 100 110
City : West Palm Beach
State/Province : Florida
Zip/Postal Code : 33415-3132
Division/Department :
DUNS :
Extended DUNS :
CAGE Code :

Country : United States
County :
Phone : 561-616-6636
Phone Extension :
Additional Address :
Info :

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 : jdoe@pbccgov.org
Correspondence Email :
Type :
English Spoken : Yes

[Update Information](#)

Attachments

File Name	Date	User ID	Attachment Type	Description
Sample 101 - 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**

Revize limit VSS

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

Enprime (print) yon kopi prèv enskripsyon ou pou ou gen Kòd machann ou fasil pou jwenn.

CGI Advantage Purchasing Website OEBO Website PBC Vendor Directory

Privacy Report | Contact Us

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**

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

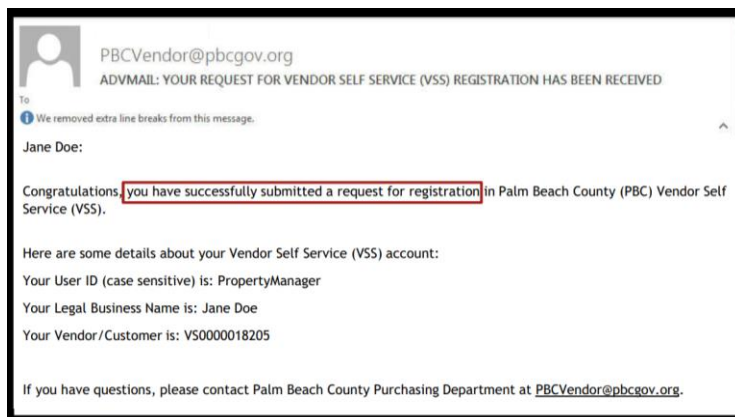
[Download Substitute W-9 Certification Form](#)
Click the link above to print the Substitute W-9 Certification form. Sign the form and mail or fax it to the address or fax number indicated on the form.

[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.




Password Reset **Print This Page**

Wap resevwa yon imèl ki verifiye soumèt enskripsyon ou a.

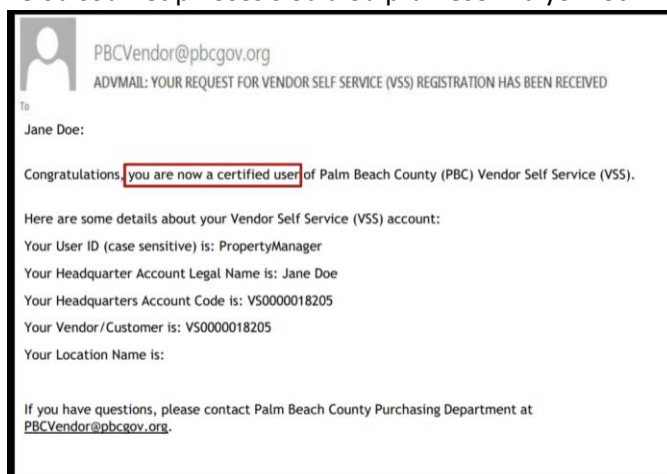


Sistèm VSS la renouvle 3 fwa pa jou. Lè yo renouvle.

- **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

Lè ou soumèt pwosesis ou a ou pral resevwa yon lòt imèl pou verifye ke ou anrejistre.



K. Mwen gen yon kesyon konsènan enskripsyon VSS mwen an. Ki moun mwen kontakte pou asistans?

Si ou gen kesyon tanpri imèl PBCLandlord@pbcgov.org oswa rele Sant Apèl nou an nan (561) 355-4792.

KONSÈY & rapèl pou Enskripsyon VSS:

- 1. Google Chrome PA yon navigatè sètifye pou machann yo itilize pandan y ap enskri. Tanpri itilize youn nan navigatè sa yo pou enskri: Internet Explorer, Microsoft Edge, Firefox, iOS oswa android**
- 2. Kòd Komodite 97164 - Tout lokatè ak / oswa administratè pwopriyete dwe itilize tout lokatè oswa / lokatè pandan pwosesis enskripsyon machann lan.**
- 3. Yon fòm aktyèl, konplè, siyen / date IRS W-9 pou enskri kòm yon machann nan Palm Beach County. Anplis de sa, enfòmasyon ki sou fòm IRS W-9 dwe egzakteman matche ak enfòmasyon yo jan yo te antre nan aplikasyon enskripsyon machann lan.**
- 4. Revize enfòmasyon ki antre yo pou asire ke li kòrèk ANVAN yo soumèt enskripsyon yo.**
- 5. Machann Self-Service senkro Cycles**
 - yon. 7:00 am - Tout enskripsyon VSS Soumèt ant 4:00 pm-7:00am**
 - b. 12:00 pm - Tout enskripsyon VSS Soumèt ant 7:00 am-12:00pm**
 - c. 4:00 pm - Tout enskripsyon VSS Soumèt ant 12:00 pm-4:00pm**
- 6. Nouvo Enskripsyon Gid pou Itilizatè se gid ou, ak gid vandè a, atravè pwosesis enskripsyon an.**