

El correo electrónico también proporciona el código de la mercancía para el propietario cuando se registra como proveedor.

Para completar el estado de cuenta, el propietario puede ingresar su código de proveedor una vez que lo tenga. El sistema buscará el código de proveedor.

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

Se mostrará la información del propietario. El propietario recibe otro enlace para cambiar la información del proveedor si es necesario.

← → ↻ ↺ 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

Enlace para cambiar la direccion de pago.

Si la información de la empresa / dirección es correcta, el propietario puede ir al final de la página y completar el estado de cuenta. Para agregar meses, seleccione "Agregar mes".

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
Month 1: * March 2020	\$800.00	\$100.00
Month 2: April 2021	\$800.00	\$0.00
Total		

* ☐ 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

Agregar meses

Inserte montos de alquiler y recargos por mora

Cuando estén completos, pueden certificar las declaraciones, escribir su nombre completo y "Enviar".

→ ↻ 🏠 🔍 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

You **[REDACTED]** by 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: <input type="text" value="March 2020"/>	<input type="text" value="\$800.00"/>	<input type="text" value="\$100.00"/>	\$900.00
Month 2: <input type="text" value="April 2021"/>	<input type="text" value="\$800.00"/>	<input type="text" value="\$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:

[Submit](#)

Cerificar,
nombre
completo

Enviar

P. ¿Cuál es el código de productos básicos para este programa?

El único código de producto para este programa es 97164.

P. ¿Qué sucede si no soy un proveedor registrado en el condado de Palm Beach?

Para recibir un pago del condado de Palm Beach, debe ser un proveedor registrado.

P. ¿Cómo me registro como proveedor en el condado de Palm Beach?

El primer paso es registrarse como proveedor del gobierno del condado de Palm Beach en el sistema Vendor Self Service (VSS). El proceso paso a paso se detalla a continuación.

REGISTRO EN EL sistema Vendor Self Service (VSS)

P. ¿Por qué hay que registrarse como proveedor?

Para recibir un pago por la asistencia de alquiler de ERA, debe ser un proveedor registrado en el condado de Palm Beach.

Algunos de los beneficios de registrarse con el condado como proveedor incluyen:

- Transacciones Financieras:
 - Ver el historial de pagos de su proveedor
 - Revisar el contrato / acuerdo (s) actual (es) con el condado
- Oportunidad de Negocio
 - Acceso a todas las aplicaciones/oportunidad de negocios de contruccion y no construccion del Condado.
 - Notificaciones por correo electrónico de solicitudes / oportunidades comerciales
- Informacion de la cuenta del proveedor

- Direcciones
- Usuario (s) de la cuenta del proveedor
- Selección (es) de códigos de productos **básicos EL CÓDIGO DE PRODUCTOS PARA ESTE PROGRAMA ES 97164**

P. ¿Cómo me registro como proveedor del gobierno del condado de Palm Beach en el sistema Vendor Self Service (VSS)?

Registrarse en VSS en 4 pasos:

El paso 1 es registrarse como nuevo proveedor o verificar que es un proveedor existente.

El paso 2 es verificar la información de su empresa.

El paso 3 es verificar su dirección y contactos.

El paso 4 es agregar información comercial adicional.

Paso 1 Register/Verify Existing Account

Enlace de registracion:

www.pbcgov.com/purchasing

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

Palm Beach County
Discover the Palm Beaches...
the Best of Everything

Purchasing

Home Purchasing Business Opportunities **Vendor Registration** Staff Directory

About Us

Welcome to the Palm Beach County Purchasing Department's web site. The mission of the Purchasing Department is to provide all County Departments under the Board of County Commissioners with: (i) procurement services in accordance with the Purchasing Code, and with federal, state and local laws, where applicable; (ii) central warehouse services and basic operating supplies at a reasonable cost; and (iii) timely and efficient courier and mail services.

The Purchasing Department procures all non-construction related goods and services, as well as all good and services not exempt from the Purchasing Code that are required by the County Department.

Purchasing Directory

- Purchasing Home
- Purchasing Business Opportunities
- Vendor Registration**
- Federal Terms & Conditions
- Standard Terms & Conditions
- Staff Directory
- IFMA License for Federal Contracts

Vendor Registration

Palm Beach County's ("County") Vendor Self Service ("VSS") System provides New and Existing Vendors with access to County solicitations for all goods and services. VSS is updated on a daily basis to provide you with current information regarding County solicitations, vendor registration information and vendor payment/status information.

All existing vendors **MUST** activate their vendor information account in VSS including their email address and commodity codes, in order to receive notifications of solicitations when advertised and to check payment.

Click on this link to register as a new vendor OR to activate an existing vendor account:

- <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>
- [Vendor's Guide to Doing Business](#)

In order to correctly and timely process payments, all vendors providing goods or services to Palm Beach County must be registered through VSS. VSS requires basic vendor information including, but not limited to:

Small Business Enterprises

The Palm Beach County Board of County

Nota: Los navegadores certificados incluyen: Internet Explorer, MS Edge, Android, FireFox, iOS. NO USE Google Chrome.

Página de inicio de autoservicio de proveedores (VSS)

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 (S/M/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** ID beginning the S/M/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.

button to register a new or existing account.

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
EFTIACH Information: If you would like to set up or update your EFTIACH information, please contact The ACH Onboarding team via email at pbcpaymentmg@palmbeachclerk.com to complete the EFTIACH enrollment. Further questions or concerns regarding EFTIACH 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-BXP](#)

[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 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**

P. ¿Qué información necesito cuando me registro en VSS?

Reúna la siguiente información ANTES de comenzar el proceso de registro:

Información de ubicación comercial

- Número de identificación fiscal (EIN, SSN, ITIN o ATIN)
- Formulario W-9
- TODOS los proveedores que se registren en VSS DEBEN adjuntar un formulario W-9 actualizado, completo y firmado para poder enviar su registro para su aprobación.
- Nombre comercial legal (como se indica en la documentación del IRS)
- Información del contacto
- Códigos de productos básicos para bienes o servicios:
 - El condado de Palm Beach utiliza códigos de productos básicos NIGP
 - TODOS los proveedores que se registren en VSS DEBEN agregar al menos un (1) código de producto a su cuenta de registro de proveedores para poder enviar su registro para su aprobación.

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 (that 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
 - Placement
- Commodity Codes for your goods or services

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

Welcome, New

P. ¿Cómo puedo saber si ya estoy registrado en VSS?

Puede seguir las instrucciones que se muestran a continuación para verificar y ver si ya está registrado en el condado de Palm Beach como proveedor.

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@pbcgov.com.

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

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?
VSS000010453	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 561.616.6800 or email at vss@pbcgov.com.

P. ¿Cómo verifico si mi información de usuario es correcta en VSS?

Todos los proveedores nuevos y existentes deben asegurarse de que la información de usuario sea correcta.

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

Please create your User ID and Password in this section. Please DO NOT use your email address as your User ID. It is your responsibility to remember the User ID and Password you create. After you create the User ID and Password, you will be assigned the Primary Account Administrator for your Vendor Account.

General Information

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

*First Name:

*Last Name:

*Email: sgarcesserrano@pbcgov

*No enter Email: sgarcesserrano@pbcgov

*Phone: 561-616-6806 Ext.

*Fax: XXX-XXX-XXXX

Password

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

*No enter Password:

*Security Question: What is your favorite color?

*Security Answer (case sensitive):

*No 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@pbcgov.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@pbcgov.org

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

Una vez que verifique su dirección de correo electrónico, recibirá el siguiente aviso:



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

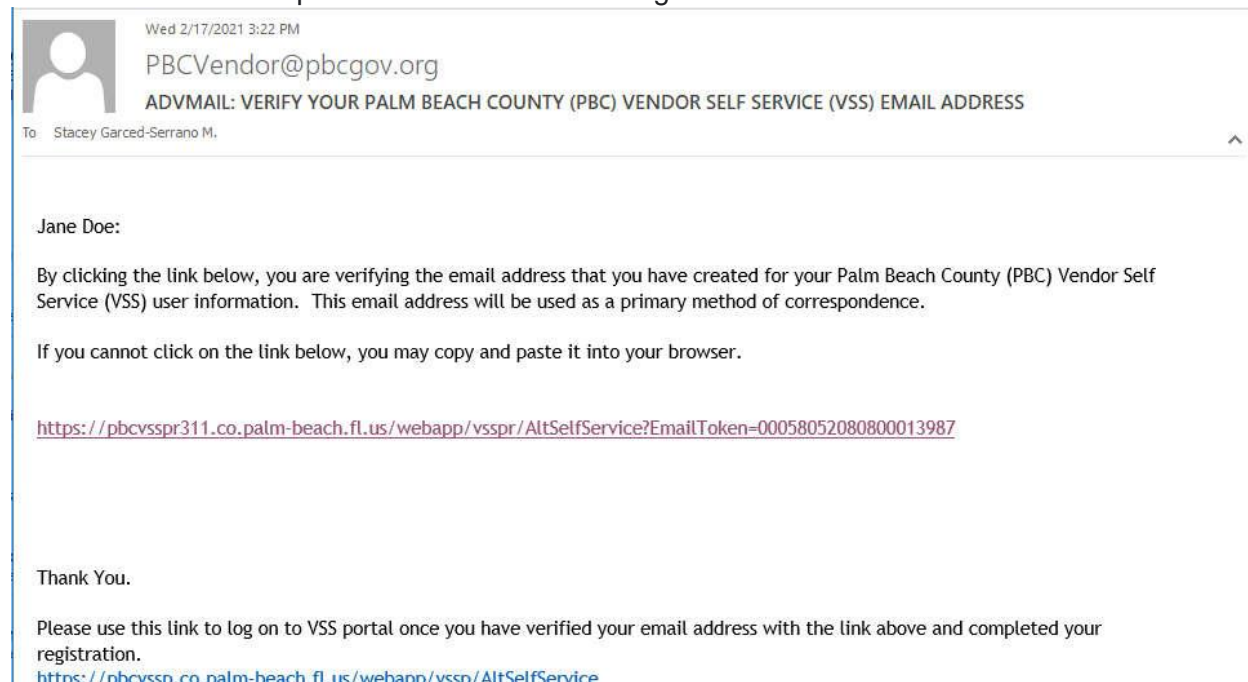
Have not received a Verification Email?

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

El correo electrónico que recibirá se leerá de la siguiente manera:



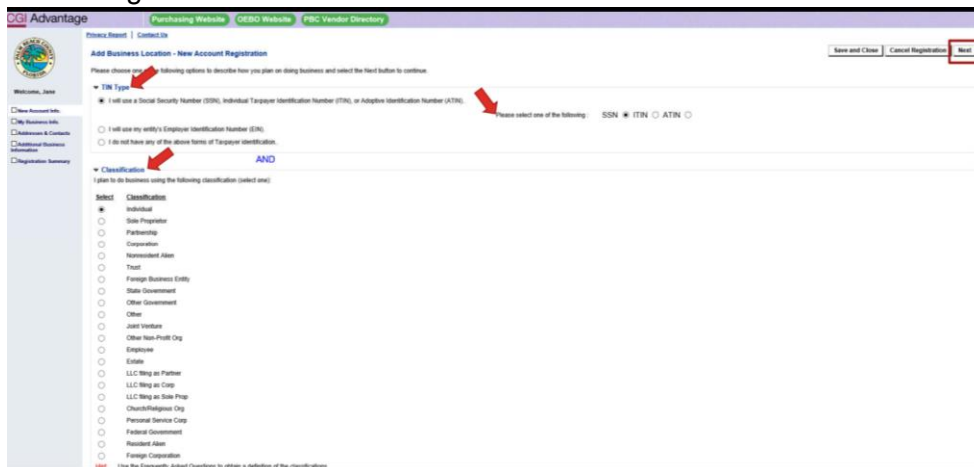
P. ¿Cómo inicio sesión en mi cuenta VSS?

Siga las instrucciones que se muestran a continuación para iniciar sesión en su cuenta:



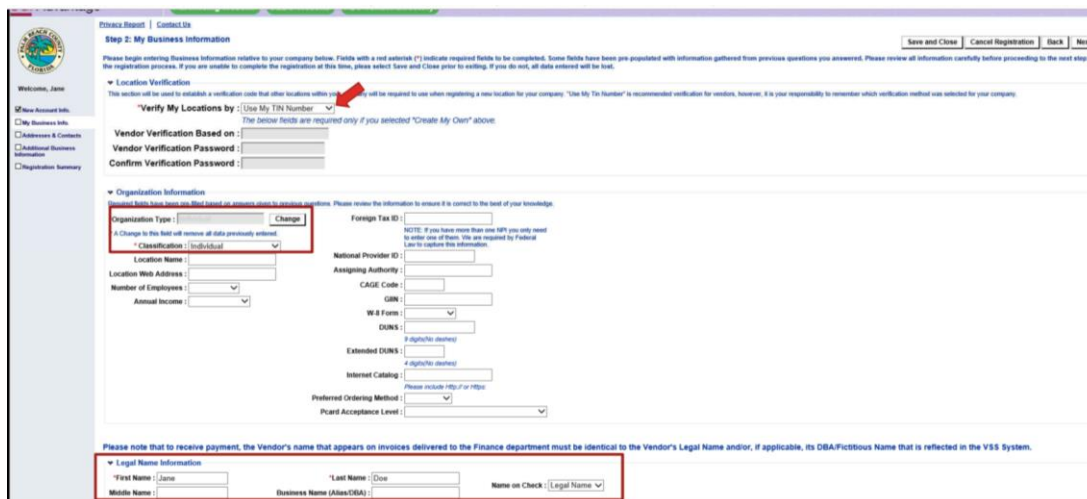
The image shows the CGI Advantage login page. At the top, there is a navigation bar with links to 'Purchasing Website', 'OEBO Website', and 'PBC Vendor Directory'. On the left is the Palm Beach County Florida logo. The main heading is 'Login'. Below it, a text prompt says 'To continue registration, enter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

Nueva registracion de cuenta



The image shows the 'Add Business Location - New Account Registration' page. It includes a sidebar with navigation links like 'New Account Info', 'My Business Info', and 'Addresses & Contacts'. The main content area has a 'Please choose one of the following options to describe how you plan on doing business' section with radio buttons for 'I will use a Social Security Number (SSN)', 'I will use my entity's Employer Identification Number (EIN)', and 'I do not have any of the above forms of Taxpayer identification'. Below this is a 'Classification' section with a list of business types. At the top right, there are 'Save and Close', 'Cancel Registration', and 'Next' buttons. Red arrows point to the 'Next' button and the 'I will use a Social Security Number' option.

Paso 2: Informacion del Negocio:



The image shows the 'Step 2: My Business Information' page. It contains sections for 'Verify My Locations by', 'Vendor Verification Based on', 'Confirm Verification Password', and 'Organization Information'. The 'Organization Information' section includes fields for 'Organization Type', 'Foreign Tax ID', 'National Provider ID', 'Assigning Authority', 'CAGE Code', 'BIN', 'W-9 Form', 'DUNS', 'Extended DUNS', 'Internet Catalog', 'Preferred Ordering Method', and 'Purchasing Acceptance Level'. There is a 'Legal Name Information' section at the bottom with fields for 'First Name', 'Last Name', 'Middle Name', 'Business Name (Alias/DBA)', and 'Name on Check'. Red arrows point to the 'Verify My Locations by' dropdown and the 'Organization Type' dropdown. A red box highlights the 'Legal Name Information' section.

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 : DOM/TIN/TIN
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

Seleccione el original o corrija el informacion:

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

Responda el cuestionario sobre las direcciones

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**

Paso 3: Direccion y Contactos:

Complete lo siguientes:

CGI Advantage Purchasing Website OEBO Website PBC Vendor Directory

Privacy Report Contact Us

Step 2: 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
Country :
*Phone : 561-616-6836
XXX-XXX-XXXX Ext. :
Additional Address Info :
Division/Department :
DUNS :
Extended DUNS :
CAGE Code :

Save and Close Cancel Registration Back **Next**

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
 Email: jane.doe@pbcgov.com
 Correspondence Type: Email

Si recibe este mensaje de error es porque la dirección que ingresó no coincide con los estándares postales. Seleccione la dirección original o la dirección corregida para continuar. Vea la captura de pantalla a continuación.

Step 2: 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 contribution 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 contributions 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.

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

Paso 4: Información adicional del Negocio:

Step 4: Additional Business Information

Attachments

Vendor are required to upload 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 related supporting documents and files to your Vendor Account.

Commodities

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

File Name	Size	User ID	Attachment Type	Description
W-9 Tax Form	100 KB	12345	W-9 Tax Form	W-9 Tax Form

A continuación se muestran capturas de pantalla de formularios W-9 de muestra, destacando la información que necesita para registrarse como proveedor

A continuación se muestra la captura de pantalla de la página Adjunto con instrucciones.

A continuación se muestra la captura de pantalla de la Selección de código de producto, donde puede marcar todos los códigos que se aplican a su empresa / organización.

Debe asegurarse de marcar el Código 97164 Alquiler o arrendamiento de espacio residencial. Vea abajo.

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[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](#) [Clear](#)

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

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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](#) [Clear](#)

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](#)

Adjunto un formulario de impuestos del IRS W-9 actualizado y firmado.

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 relevant supporting documents and files to your Vendor Account.

[Add](#)

File Name	Date	User ID	Attachment Type	Description	Delete
Samuel, J.D., Individual, w-9, pdf	2/11/21	PropertyManager	Standard		

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

Commodities

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

[Add](#)

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

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

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

¡¡CASI TERMINO!! Verifique su Resumen de registro para asegurarse de que todo esté correcto. Actualice la información si es necesario.

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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 changes.

Location Verification
Verify My Locations 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 :	CAIG Code :
Number of Employees :	GON :
Annual Income :	W.B Form :
Healthcare Provider : No	DUNS :
	Extended DUNS :
	Internet Catalog :
	Preferred Ordering Method :
	Pcard Acceptance Level :

[Update Information](#)

Legal Name Information

Legal Name : Jane Doe	First Name : Jane	Name on Check : Legal Name
Business Name (Alias/ DBA) :	Middle Name :	
Name Control : DOE	Last Name : Doe	

[Update Information](#)

1099 TIN Information

Taxpayer ID 001021234	Detailed TIN Type : SSN
Number :	1099 Reportable : Yes
Taxpayer ID Number 00N11N1N1N	Type :

[Update Information](#)

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

Street 1 : 50 S Military Tr	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

Street 1 : 50 S Military Tr	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 :	
CAIG Code :	

Contact Information

Principal Contact : Jane Doe	Fax Extension :
Title/Role : Property Manager	Alternate Fax :
Permissions :	Alternate Fax Extension :
Authorized Representative : Yes	Email : jgarconerans@pb.gov
Phone : 561-616-6836	Correspondence Email Type :
Phone Extension :	English Spoken : Yes
Alternate Phone :	
Alternate Phone Extension :	
Fax :	

[Update Information](#)

Ordering Address [Update Information](#)

Address Information

Street 1 : 50 S Military Tr	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 :	
CAIG Code :	

Contact Information

Principal Contact : Jane Doe	Fax Extension :
Title/Role : Property Manager	Alternate Fax :
Permissions :	Alternate Fax Extension :
Authorized Representative : Yes	Email : jgarconerans@pb.gov
Phone : 561-616-6836	Correspondence Email Type :
Phone Extension :	English Spoken : Yes
Alternate Phone :	
Alternate Phone Extension :	
Fax :	

Payment Address [Update Information](#)

Address Information

Street 1 : 50 S Military Tr	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 :	
CAIG Code :	

Contact Information

Principal Contact : Jane Doe	Fax Extension :
Title/Role : Property Manager	Alternate Fax :
Permissions :	Alternate Fax Extension :
Authorized Representative : Yes	Email : jgarconerans@pb.gov
Phone : 561-616-6836	Correspondence Email Type :
Phone Extension :	English Spoken : Yes
Alternate Phone :	
Alternate Phone Extension :	
Fax :	

Haga clic en Enviar registro cuando haya terminado

Billing Address
 Street 1 : 55 S Military Trl
 Street 2 : Ste 110
 City : West Palm Beach
 State/Province : Florida
 Zip/Postal Code : 33415-3132
 Country : United States
 Phone : 561-616-6836
 Phone Extension :
 Additional Address :
 Bldg :

Contact Information
 Principal Contact : Jane Doe
 Title/Role : Property Manager
 Permissions :
 Authorized Representative : Yes
 Phone : 561-616-6836
 Phone Extension :
 Alternate Phone :
 Extension :
 Fax :
 Fax Extension :
 Alternate Fax :
 Alternate Fax Extension :
 Email : jgarcia@pbcgov.org
 Correspondence Email Type :
 English Spoken : Yes

Attachments
 File Name Date User ID Attachment Type Description
 Sample_001_Individual_vsb.pdf 2/17/21 PropertyManager Standard

Commodities
 Commodity/Service Code Commodity Description
 97104 Residential Space Rental or Lease

Save and Close Cancel Registration Back **Submit Registration**

Revise el descargo de responsabilidad de 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

Imprima una copia de su comprobante de registro para que pueda acceder fácilmente a su Código de proveedor.

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: V50000018205
 *Please save your Vendor Code for future reference

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

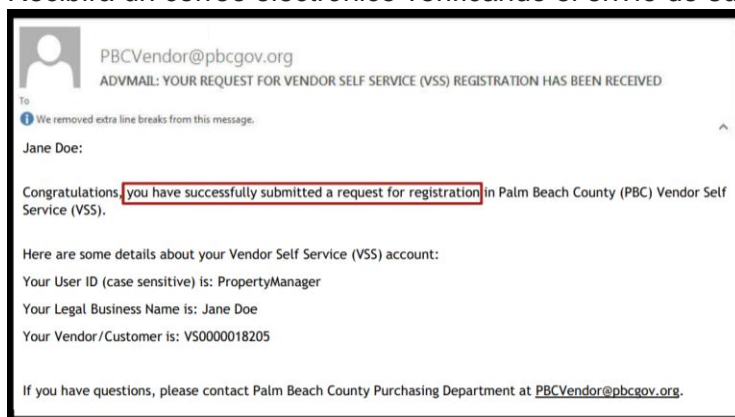
[Download Substitute W-9 Certification Form](#)
 Click the link above to print the Substitute W-9 Certification form. Sign the form and mail or fax it to the address or fax number indicated on the form.

[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.


Password Reset **Print This Page**

Recibirá un correo electrónico verificando el envío de su registro.

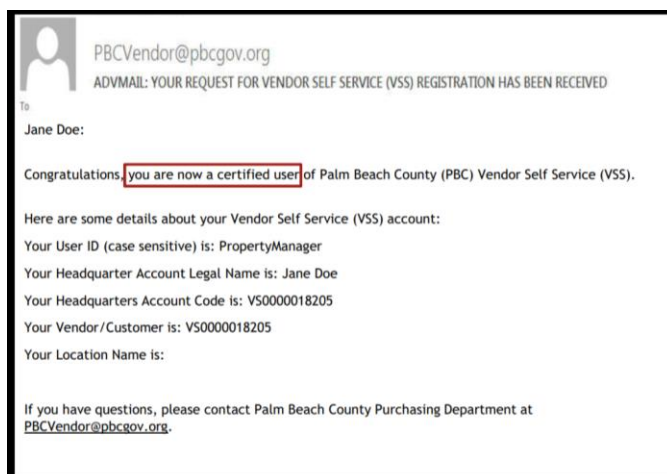


El sistema VSS se actualiza 3 veces al día. Los ciclos de sincronización se muestran a continuación.

- **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



Una vez que se procese su envío, recibirá otro correo electrónico verificando que está registrado.



P. Tengo una pregunta sobre mi registro de VSS. ¿Con quién me comunico para obtener ayuda?

Si tiene preguntas, envíe un correo electrónico a PBCLandlord@pbcgov.org o llame a nuestro Centro de llamadas al (561) 355-4792.

CONSEJOS Y RECORDATORIOS para el registro VSS:

1. Google Chrome NO es un navegador certificado para que los proveedores lo utilicen mientras se registra. Utilice uno de los siguientes navegadores para registrarse: Internet Explorer, Microsoft Edge, Firefox, iOS o Android
2. Código de mercancía 97164 - El alquiler o arrendamiento de espacio residencial debe ser utilizado por TODOS los propietarios y / o administradores de propiedades durante el proceso de registro de proveedores.
3. Un formulario W-9 del IRS actualizado, completo, firmado / fechado para registrarse como proveedor en el condado de Palm Beach. Además, la información en el formulario W-9 del IRS debe coincidir exactamente con la información ingresada en la solicitud de registro de proveedor.
4. Revise la información ingresada para asegurarse de que sea correcta ANTES de enviar su registro.
5. Ciclos de sincronización de autoservicio de proveedores:
 - a. 7:00 am - TODAS las inscripciones VSS enviadas entre las 4:00 pm y las 7:00 am
 - b. 12:00 pm - TODAS las inscripciones de VSS enviadas entre las 7:00 am y las 12:00 pm
 - c. 4:00 pm - TODAS las inscripciones de VSS enviadas entre las 12:00 pm y las 4:00 pm
6. La Guía del usuario de registro nuevo es su guía y la guía del proveedor a través del proceso de registro.