Iowa Vendor Self Service (VSS)

Registration Quick Start Guide

March 2015

Iowa VSS Website

Click the link above or use the Internet address below

https://vss.iowa.gov/

Table of Contents

I. Purpose of this Guide 3
II. Overview & Benefits of Iowa VSS 3
III. Determining if Vendor Account Exists in Iowa VSS 4
IV. Activating Existing Vendor Account in Iowa VSS 7
V. Registering Vendor Account not in Iowa VSS 13
VI. Contact Information 26

I. Purpose of this Guide

This Guide is written to provide current and new vendors of the State of Iowa information on how to **register** on Iowa's Vendor Self Service (VSS) website. A vendor should follow this guide if:

- They have an existing account with the State of Iowa and choose to activate the account on the Iowa VSS website, or,
- They do not have an account with the State of Iowa and are interested in conducting business for the first time and need to create a vendor account on the Iowa VSS website.

For account maintenance, please see the guide that is located on the front page of the Iowa VSS website titled:

Iowa Vendor Self Service (VSS) Account Help Guide.

II. Overview & Benefits of Iowa VSS

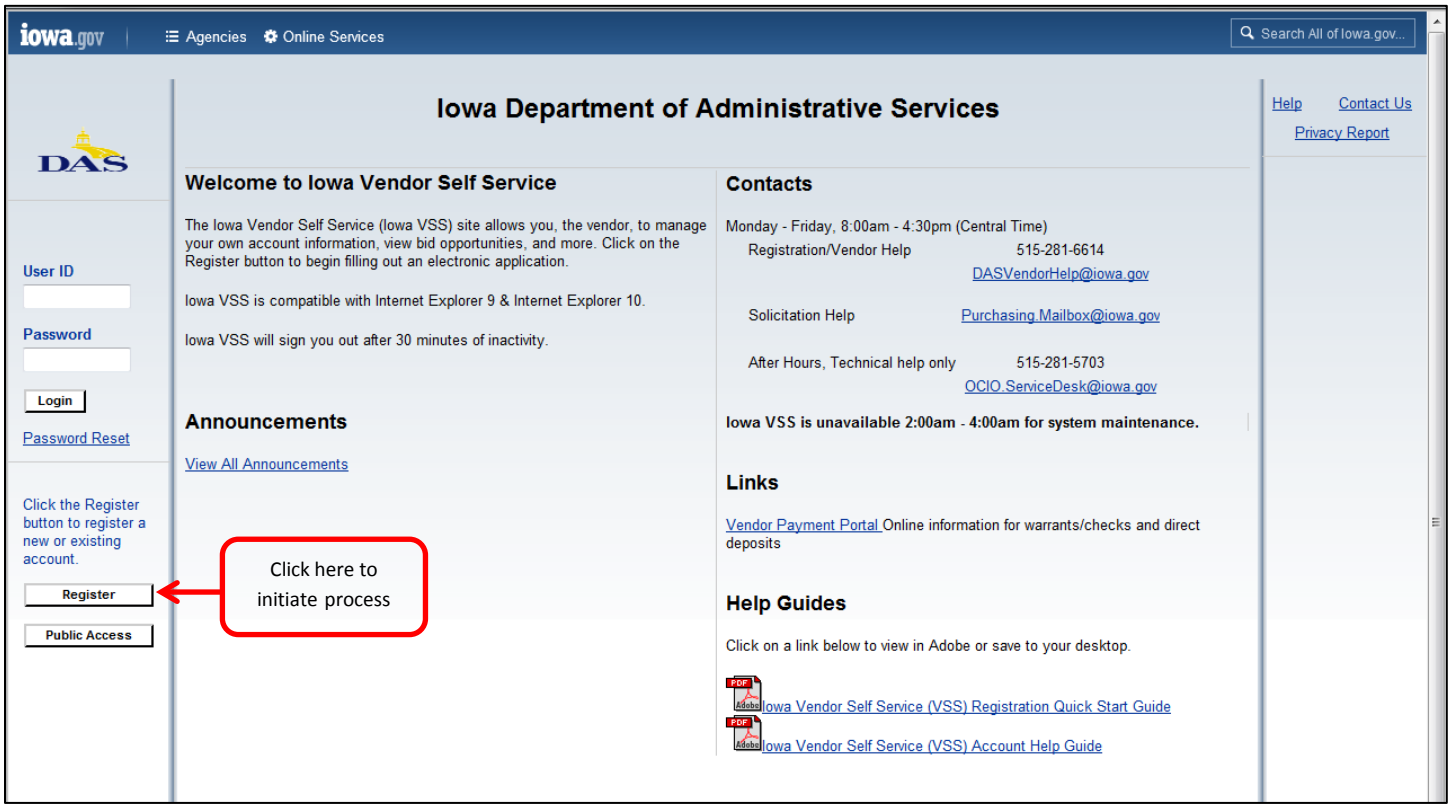
The Iowa VSS website allows a vendor to manage their own account information and view bid opportunities. Access to account information nearly 24 hours a day provides vendors flexibility and more control in conducting business with the State of Iowa.

Iowa VSS allows vendors to manage their own account information including but not limited to updating addresses, legal name, and contacts, adding a business location, and listing commodities of goods and services provided by the vendor.

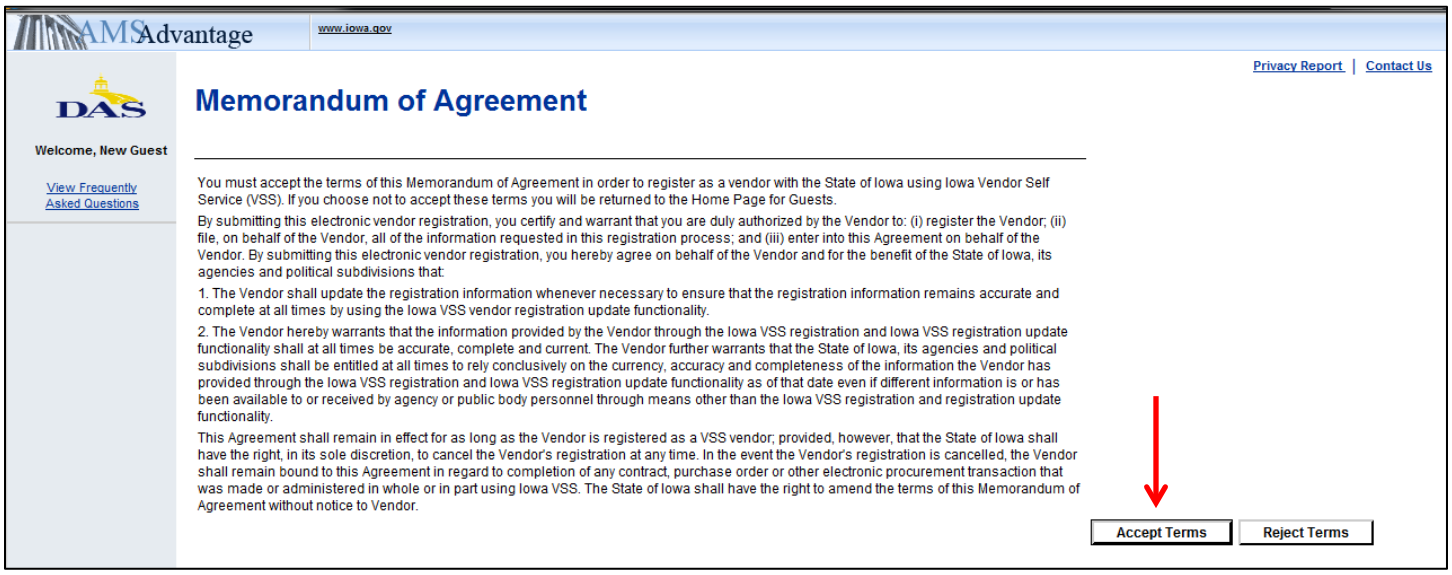
Viewing bid opportunities and online bidding is functionality scheduled to be implemented later in 2015.

III. Determining if Vendor Account Exists in Iowa VSS

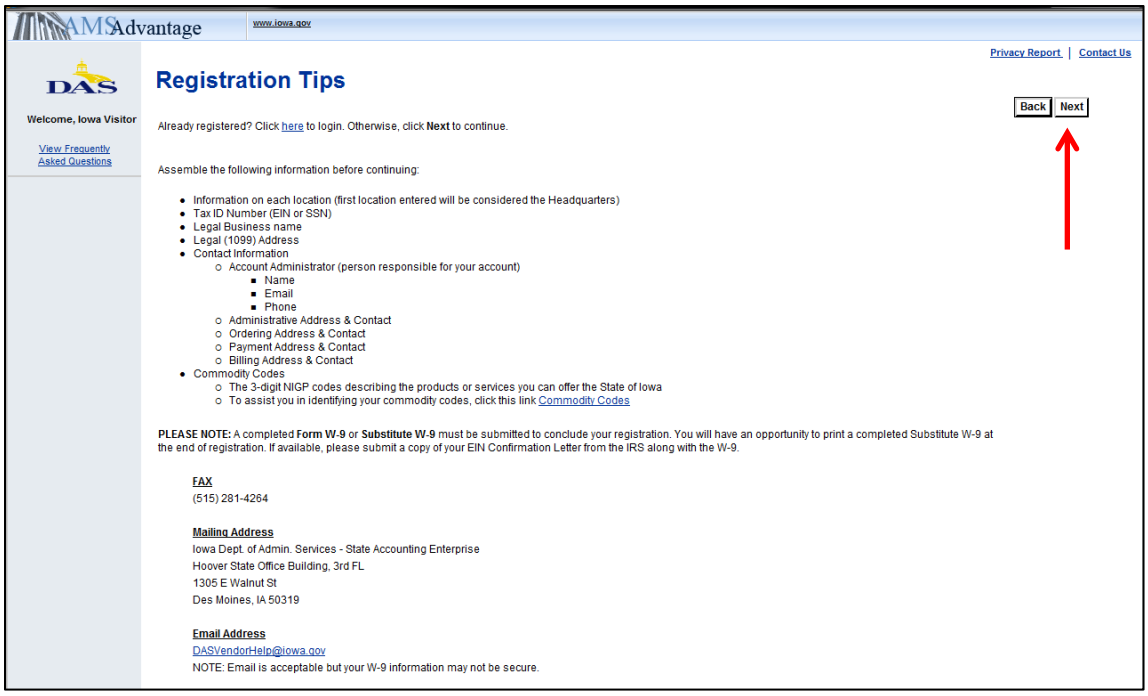
Step 1: Click on the Register button to start the vendor registration process.



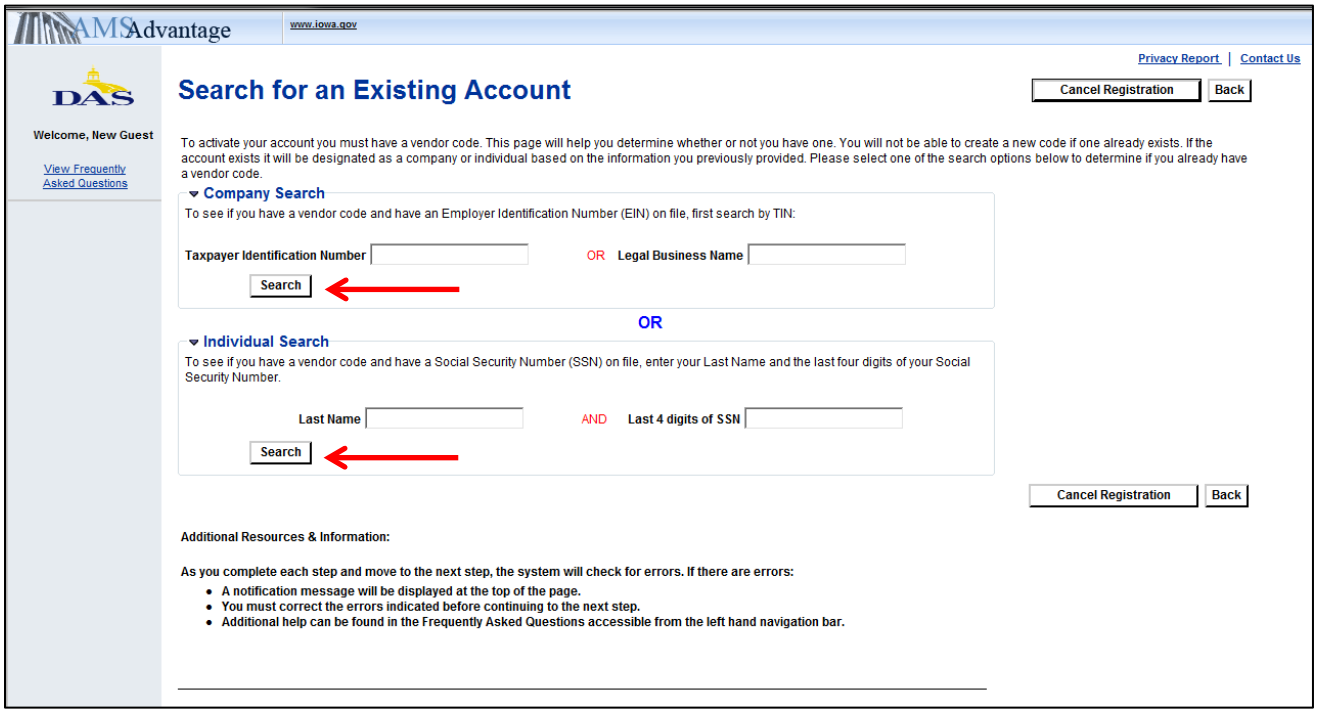
Step 2: Read the Memorandum of Agreement and click on the Accept Terms button if you agree with the terms. You cannot register with the State of Iowa unless you agree to the terms in the Memorandum of Agreement.



Step 3: The Registration Tips page lists information that you should have available before beginning a new registration. Review and click on the Next button to continue.



Step 4: This search page helps you determine if you have an existing vendor account with the State of Iowa. To initiate the search process, choose to search by Company or Individual depending on your type of business. An individual's Taxpayer Identification Number (TIN) is generally his/her Social Security Number (SSN) and a company's TIN is generally their Federal Employer Identification Number (EIN). Enter the appropriate information in either the Company Search or the Individual Search section and then click on the corresponding Search button.



Based on the search results:

- If your account is found, please continue to **Section IV** of this guide.
- If your account has not been found and you believe you have an existing account, please try the search again. The View Frequently Asked Questions on the left side of the screen provides information regarding the use of wildcards to help in your search. If you still cannot find your account, contact the Iowa Department of Administrative Services (DAS) using contact information in **Section VI** of this Guide.
- If your account has not been found and you are a new vendor interested in conducting business with the State of Iowa, proceed directly to **Section V**.

IV. Activating Existing Vendor Account in Iowa VSS

Step 1: An existing account has been found by the search steps performed in **Section III**. In the following examples, an existing account has been found:

Example 1: A company account is found.

AMS Advantage www.iowa.gov

Privacy Report | Contact Us

DAS

Welcome, New Guest

View Frequently Asked Questions

Search for an Existing Account/Results Found

Cancel Registration | Back

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number 999321456 OR Legal Business Name

Search

OR

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file, enter your Last Name and the last four digits of your Social Security Number.

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	Address	Activated?	
00003079556	Auto Experts		422 STORY ST, BOONE, IA 50036-3532	No	Click here to activate your account

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

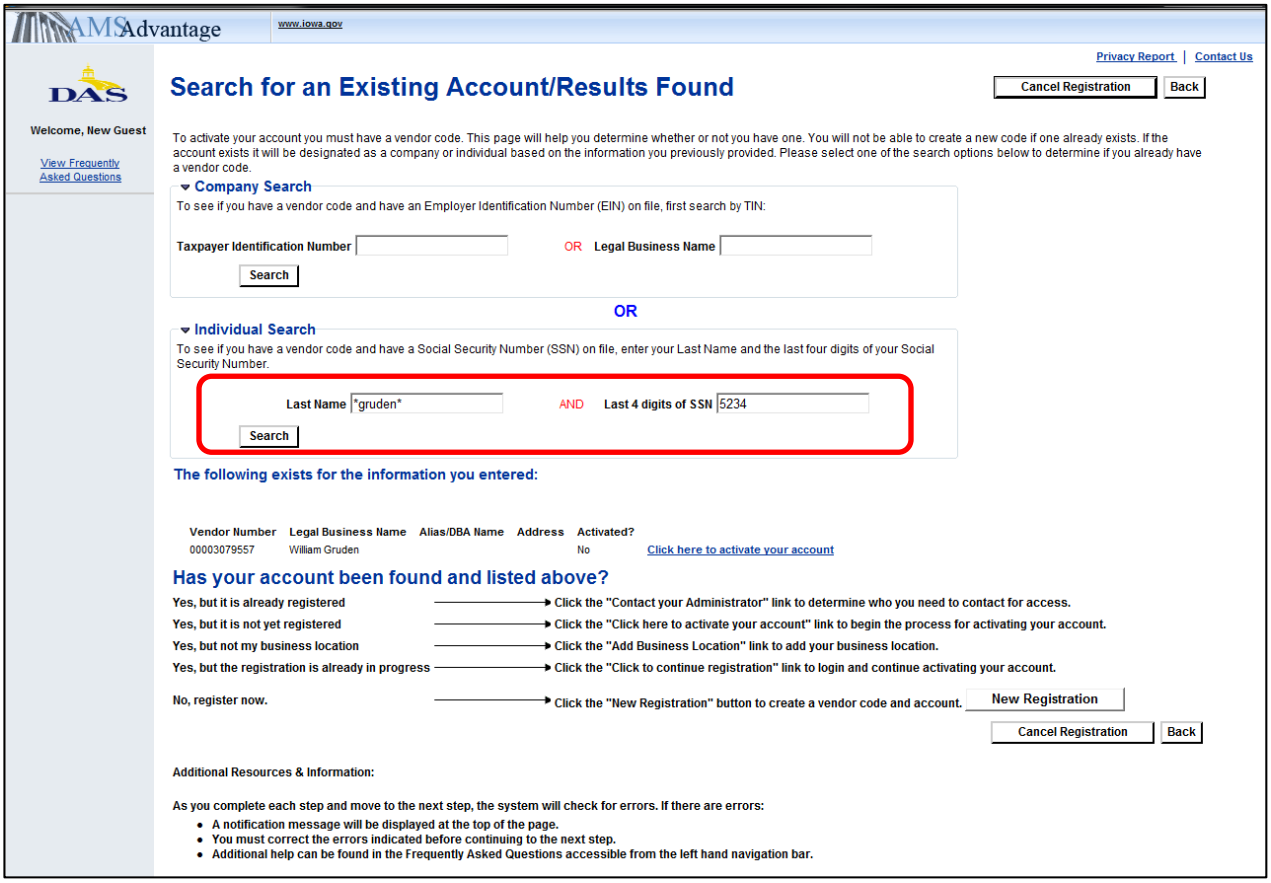
Cancel Registration | Back

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.
- Additional help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

Example 2: An individual account is found.



Step 2: When an existing account is found you will be presented with one of the links described below. Select the link that best addresses your needs. Most likely, you will select the link described in **Step 2.3** below.

Step 2.1: Contact your Administrator link

- Explanation – A vendor administrator has already been established for this account.
- Action – Click on this link to display the vendor administrator contact information. Contact this administrator for assistance with accessing this account.

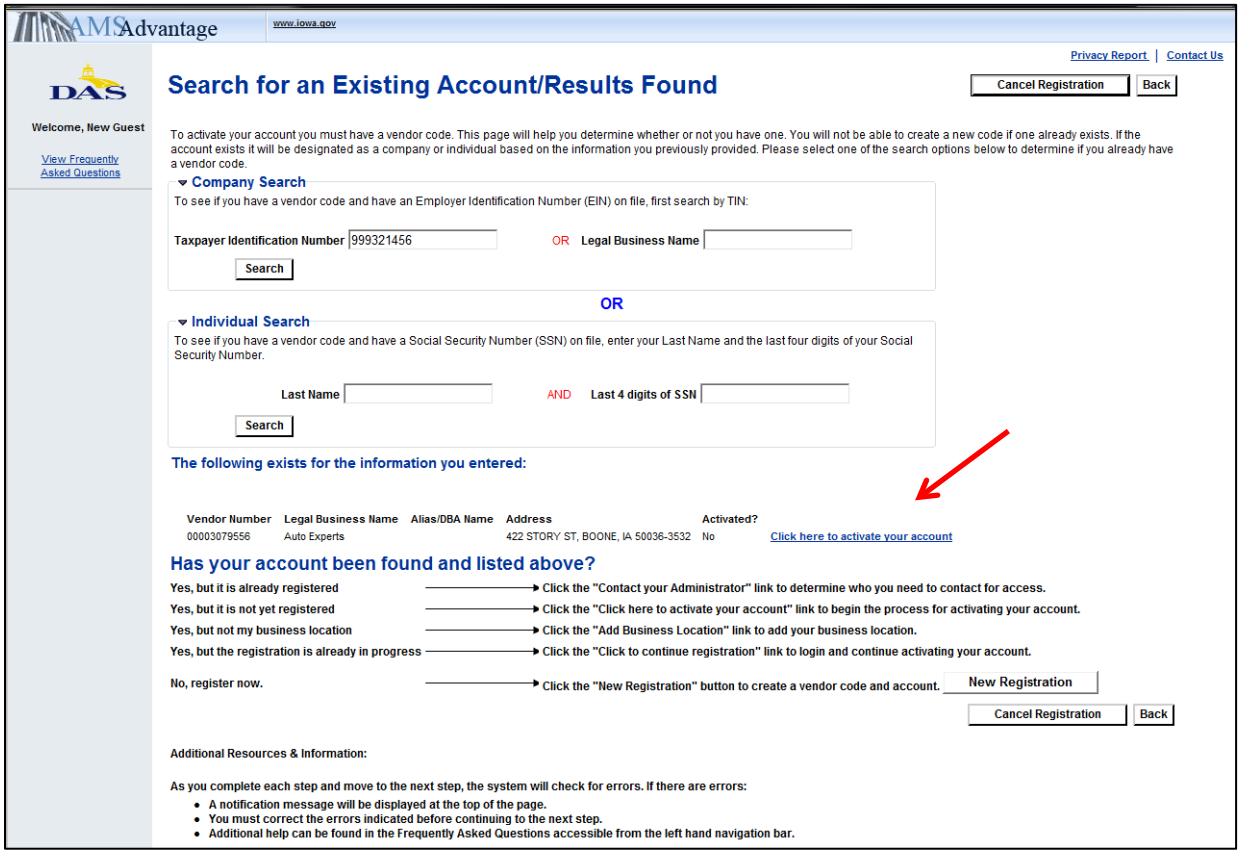
Step 2.2: Click to Continue Registration link

- Explanation – A user is in the process of creating an account but has not completed the registration. He/she can return at a later date to complete the process.
- Action – Click on this link to continue with the registration if you are the user that started the registration. Otherwise contact the Iowa Department of Administrative Services (DAS) using the contact information in **Section VI**.

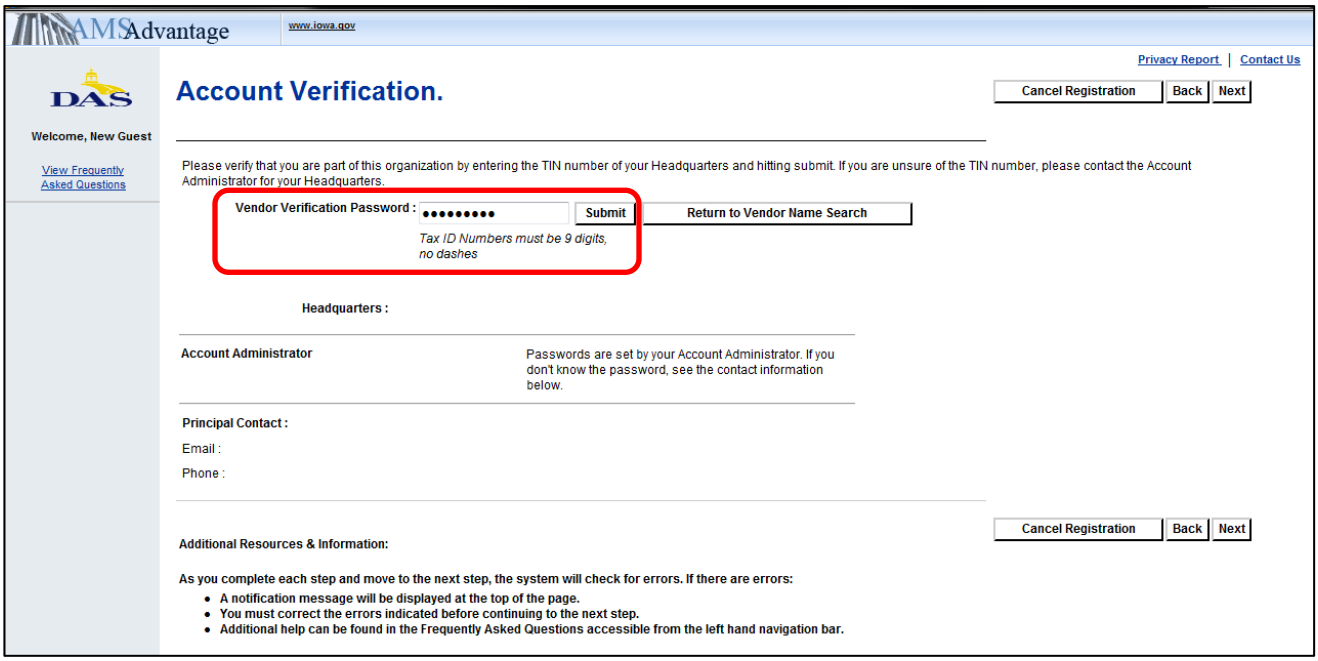
Step 2.3: Click here to activate your account link

- Explanation – The company has done business previously with the State of Iowa but has not established an account in Iowa VSS.
- Action – Click on this link to activate your account and create a User ID.

Step 3: Select the link Click here to activate your account.

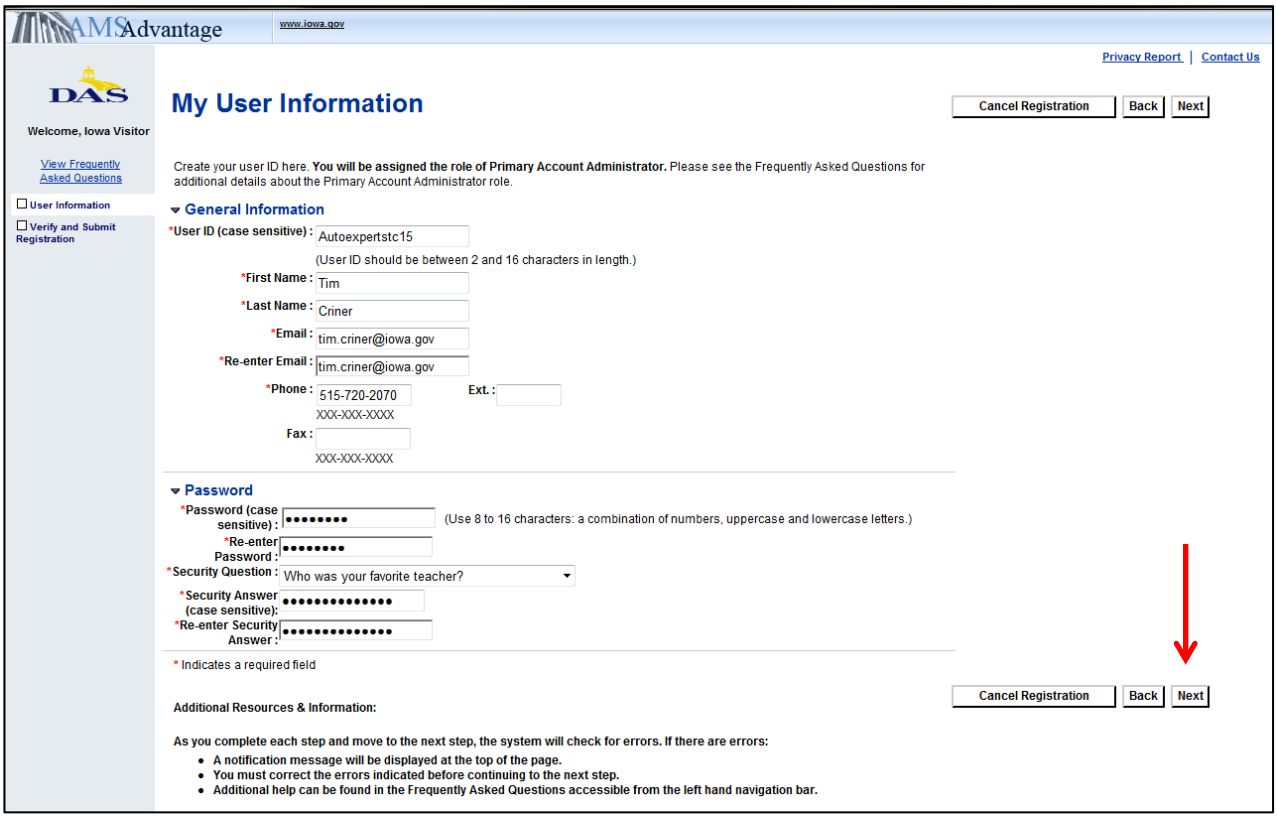


Step 4: The Account Verification page will prompt you to enter the Taxpayer Identification Number (TIN) for your company or individual to authenticate you as a valid user for this account. Enter requested information and click the Submit button to continue.

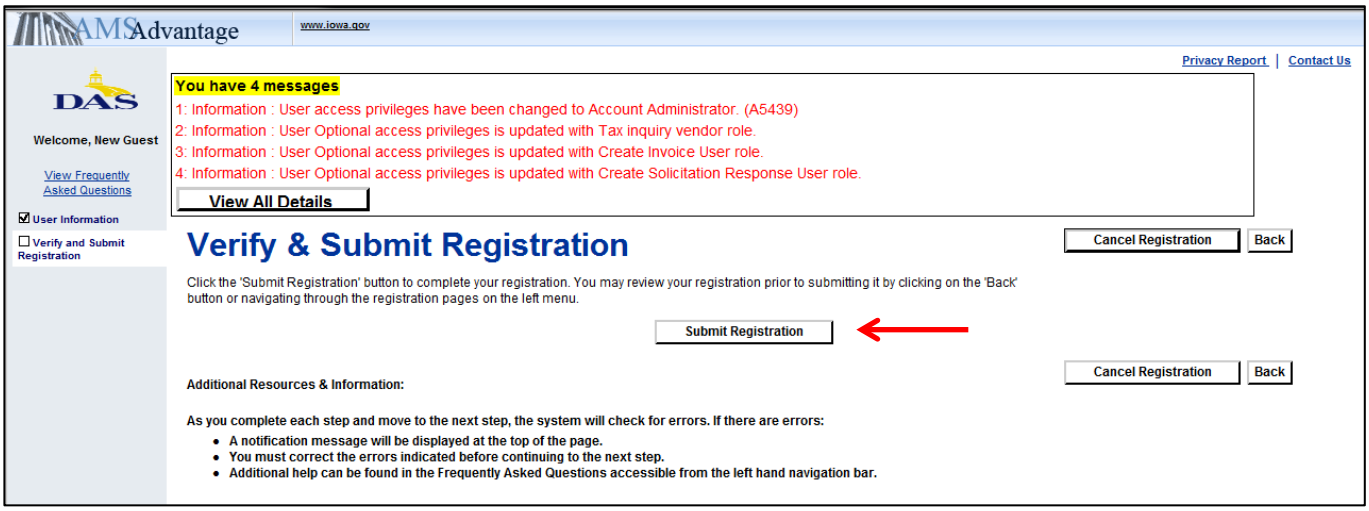


Step 5: Once your TIN has been verified by the system you will see the My User Information page. Complete all fields indicated with a red asterisk and click on the Next button to continue. The remaining fields are optional.

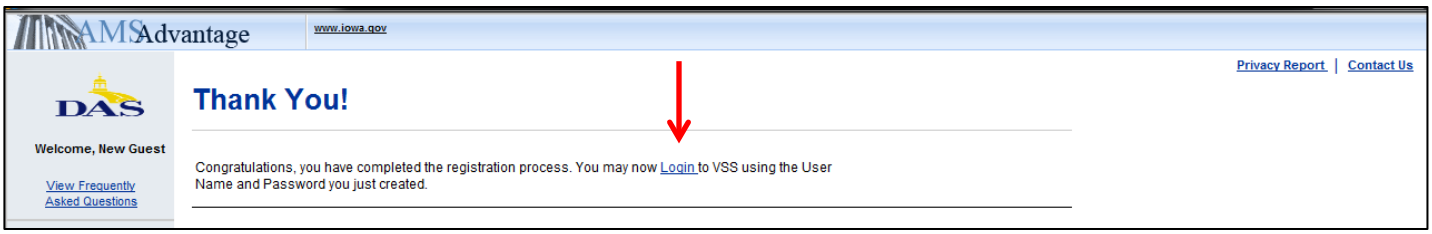
NOTE: Please remember your User ID and Password in order to log into the Iowa VSS application again. Both your User ID and Password are case sensitive. Passwords must include one upper case letter, one lower case letter and one number.



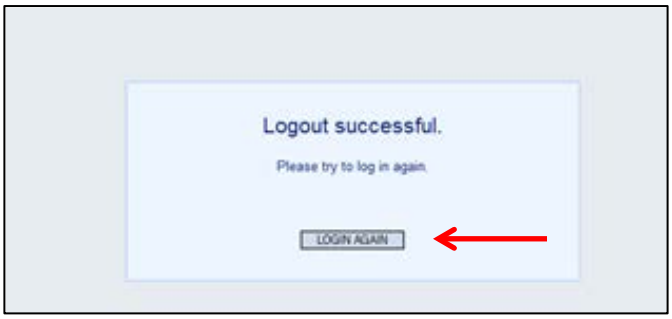
Step 6: After you complete the My User Information successfully, you will see the Verify & Submit Registration page. Information messages will display. Click on the Submit Registration button to continue.



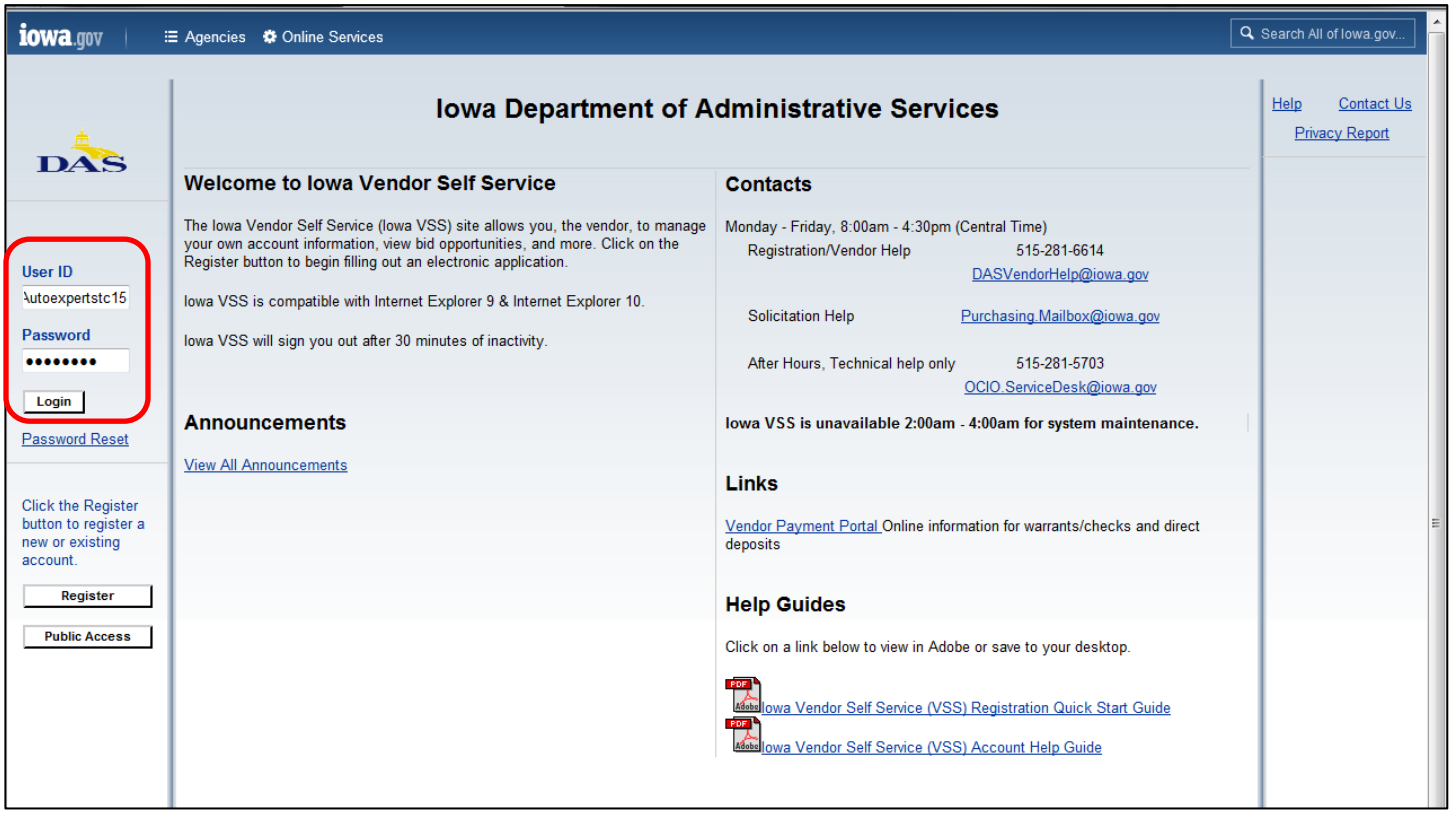
Step 7: After submitting your registration you will see the Thank You page. Click on the Login link on this page to continue.



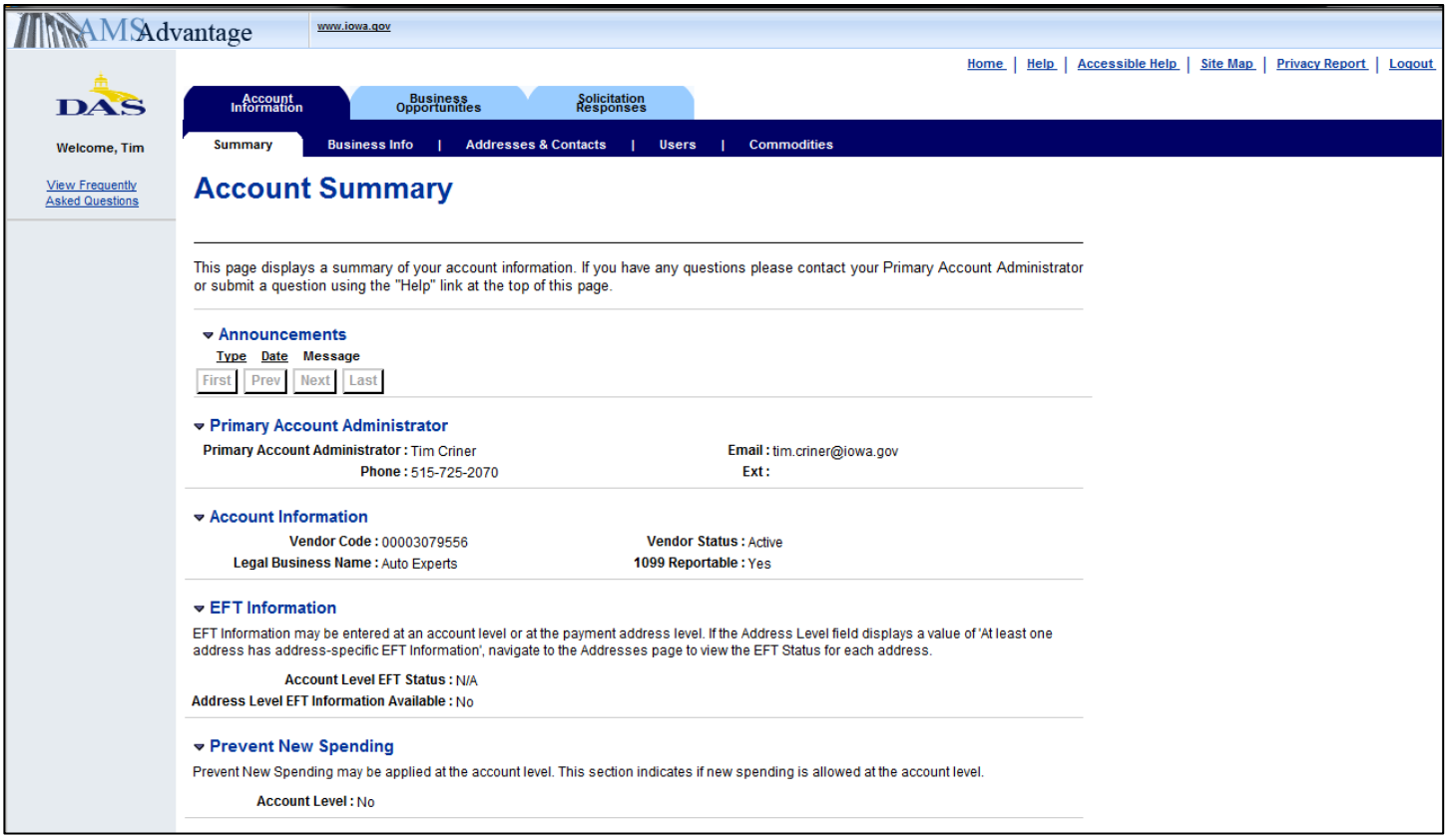
Step 8: Before accessing the Iowa VSS login screen you will receive the Logout Successful page. Click on the Login Again button to continue.



Step 9: You will be returned to the Iowa VSS home page to log into your account. Use the User ID and Password you created during account activation.



Step 10: Successful login into Iowa VSS will result in the Account Summary page. You have now successfully activated your account in Iowa VSS. You can review and, if needed, update information the State of Iowa has on file for your account.



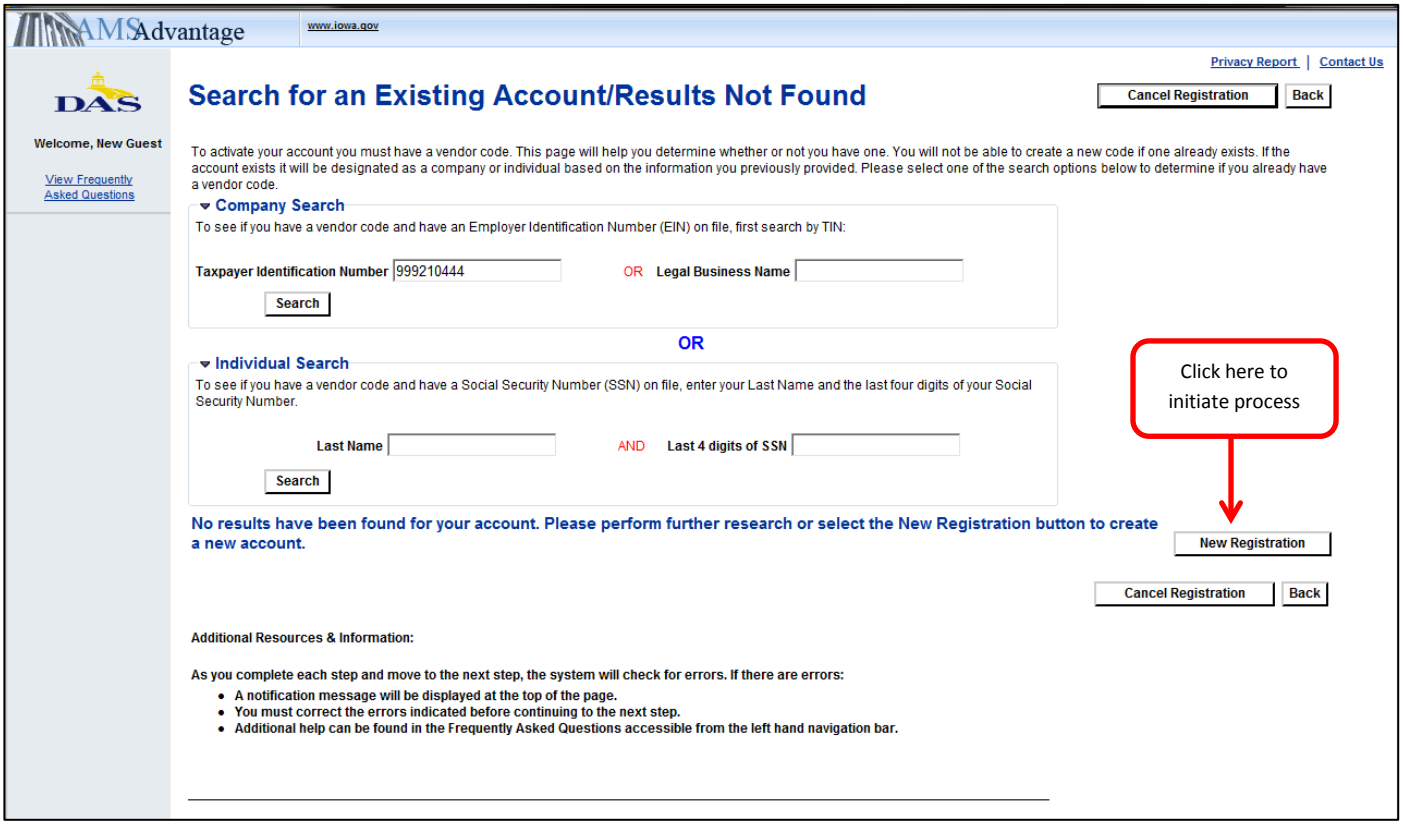
Step 11: Finally, you will receive an email verifying successful activation of your account. The following sample email shown notes your Iowa VSS account User ID, Legal Business Name, and Vendor Number.

NOTE: You can skip the rest of the Iowa VSS Registration Quick Start Guide since you have completed the registration process. If interested, register for commodities you would like to receive emails on when included in solicitations published by the State of Iowa.

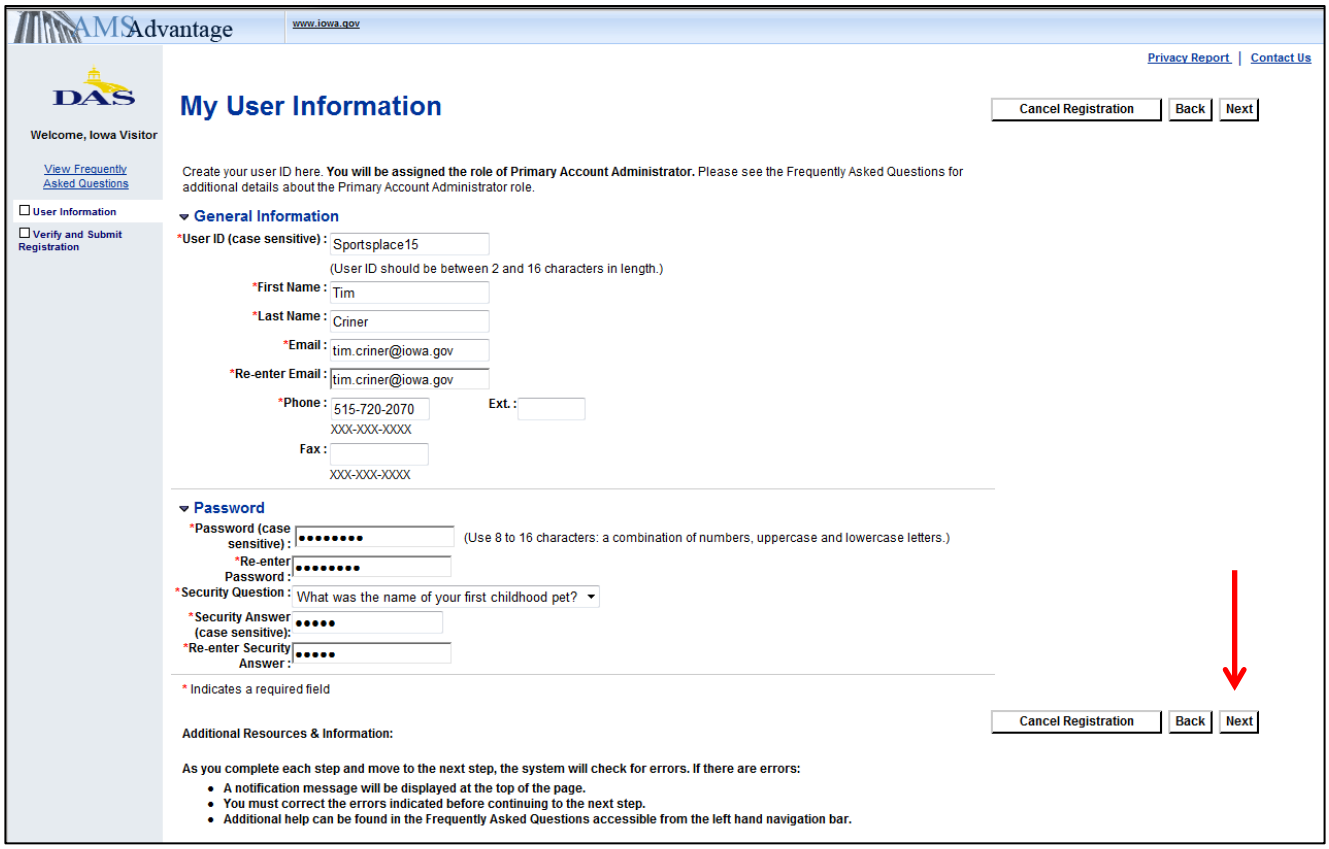
V. Registering Vendor Account not in Iowa VSS

This section is a continuation from **Section III**.

In the following example no existing account has been found. Click on the New Registration button to create a new vendor account.

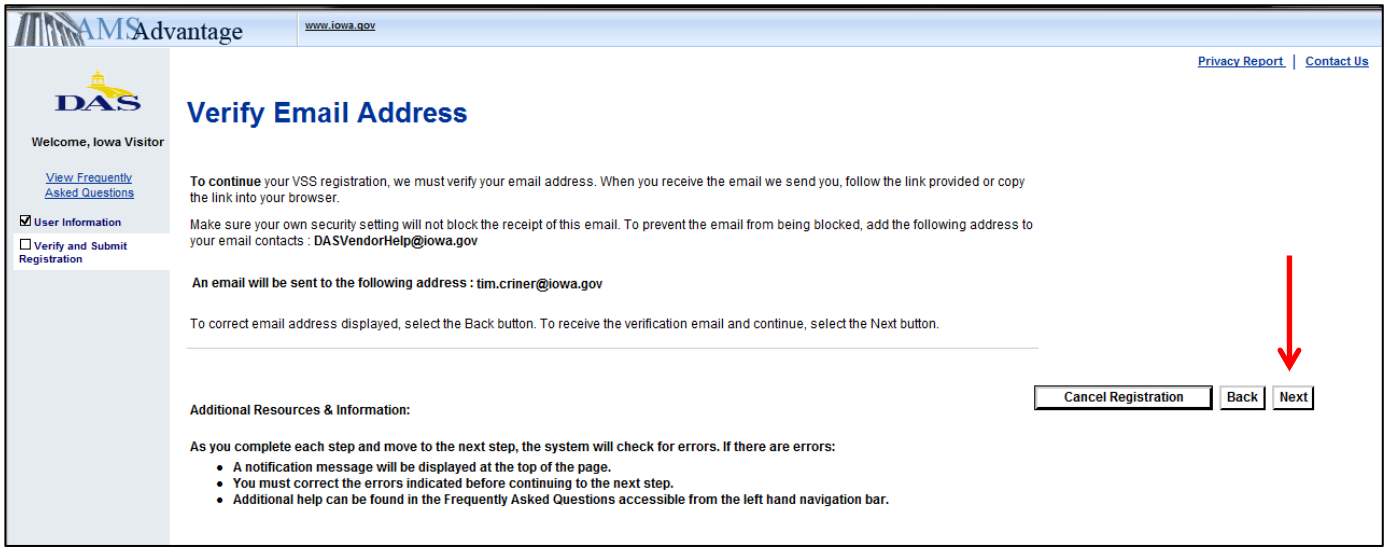


Step 1: Complete all fields indicated with a red asterisk and click on the Next button to continue. The remaining fields are optional.

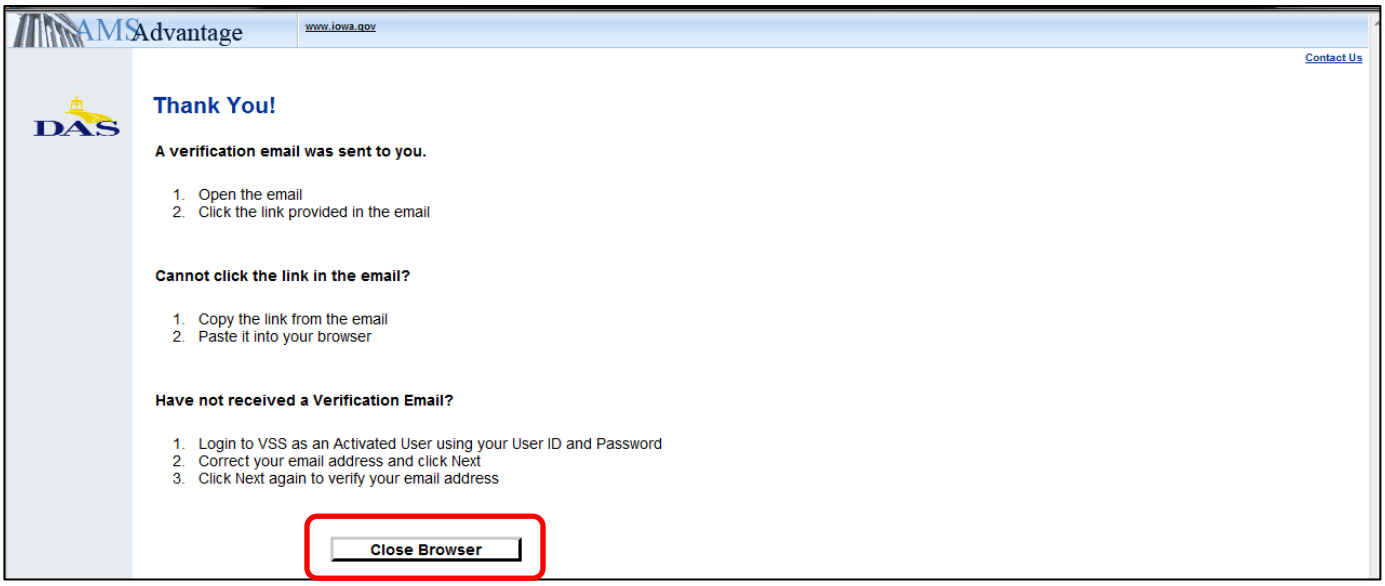


Step 2: You will be prompted to verify the email address you entered on the previous page. Confirm your email address is correct and then click the Next button to continue. If the email on page is incorrect, click the Back button and correct it on the My User Information page.

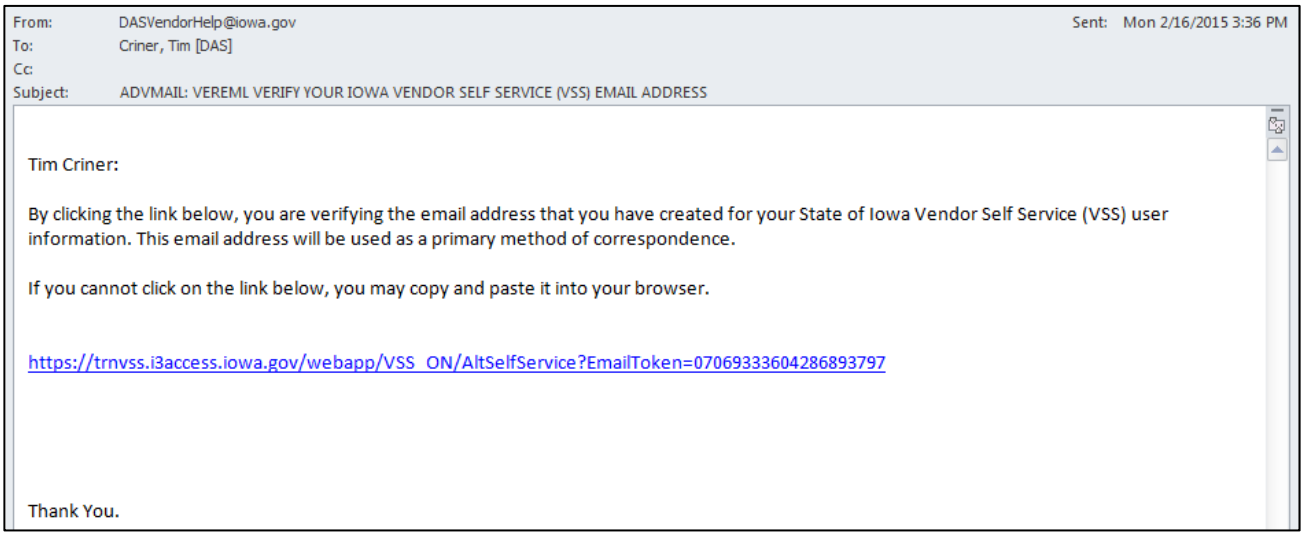
Note: You must click the Next button on the Verify Email Address page below to generate the verification email allowing you to continue your Iowa VSS registration.



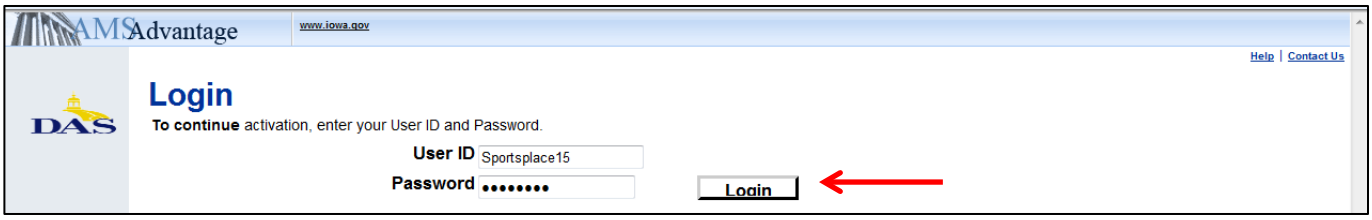
Step 3: Review the information on the Thank You page and then click the Close Browser button to exit the Iowa VSS application. You will receive an email from DASVendorHelp@iowa.gov to continue your registration.



Step 4: Open your email and click on the link provided in the email to continue with the registration process.

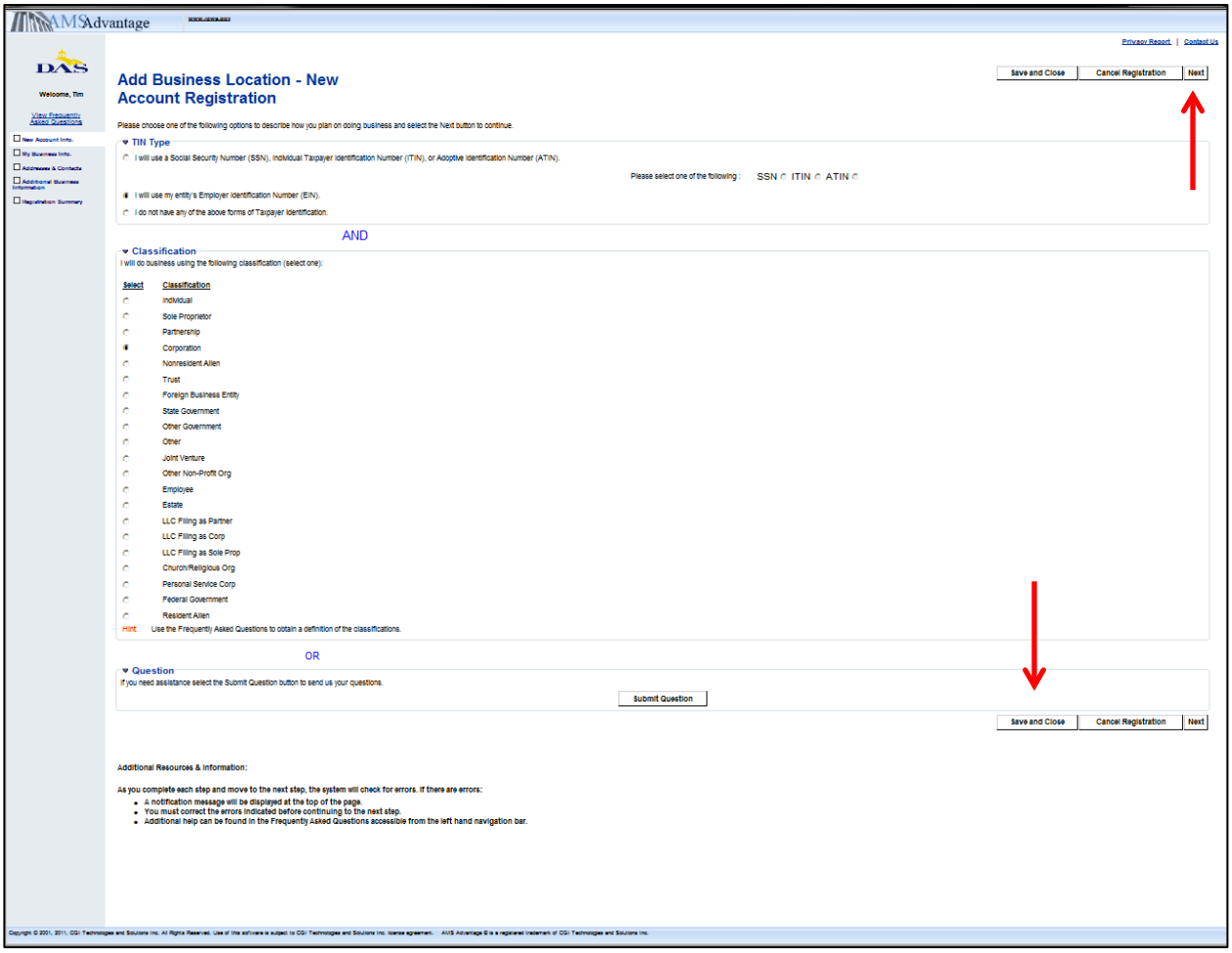


Step 5: After you click on the link you will be transitioned to the Iowa VSS login page via your Internet browser. Enter the User ID and Password you created earlier and click the Login button. The User ID and Password are both case sensitive. **Passwords must include one upper case letter, one lower case letter and one number.**



Step 6: Successful login into Iowa VSS will result in the following page to continue registration. Select the TIN Type for your account and then select the Classification that applies to your business or individual account. Click the Next button to continue.

Note: If you select the first TIN Type option be sure to select whether you have a SSN, ITIN, or ATIN.



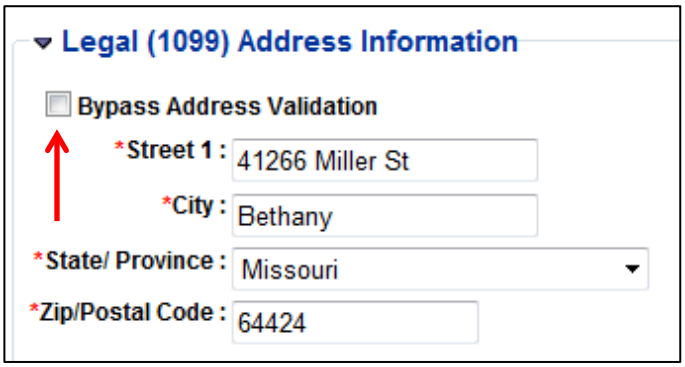
Note: If you have any questions with how you should answer any of these questions, click the Submit Question button at the bottom of the page. After you submit your question, click on the Save and Close button to exit the application. Iowa VSS will save the information you have already entered. Once you receive an answer to your question from the Iowa Department of Administrative Services (DAS), you can log back in and Iowa VSS will return you to where you left off in the process.

Step 7: The My Business Information page needs to be completed in the next step of the registration process. A few fields on the page will be pre-populated by answers provided on the previous page. The fields with red asterisks are required to be completed. If there are other fields applicable to you we suggest you populate them. Click the Next button after your information has been entered.

Note: Address validation in Iowa VSS standardizes matched addresses to meet postal standards. When you click the Next button, you will receive one of two messages. In cases where the Legal (1099) Address entered is matched in address validation you will receive the following message. This is an informational message only. Click the Next button again to move to next page.

If the address entered is not matched according to address validation you will receive the following error message:

This error message provides options for your next steps. You are encouraged to correct your address entry. If you are not able to correct the address so it meets postal standards, check the Bypass Address Validation box as shown to continue and complete the registration process.



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Welcome, Tim

View Frequently Asked Questions

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

Step 2: My Business Information

Save and Close | Cancel Registration | Back | Next

Please enter the general information below. Fields with a red asterisk (*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

Location Verification

This section will be used to establish the verification code that other locations within your company will be required to use when registering a new location for your company.

*Verify My Locations by : Use My TIN Number

Organization Information

*Organization Type : Company | Change

* A Change to this field will remove all data previously entered.

* Classification : Corporation

Location Name :

Location Web Address :

Number of Employees :

Annual Income :

Foreign Tax ID :

W-8 Form :

Ordering DUNS : 9 digits(No dashes)

Internet Catalog : Please include Http:// or Https:

Preferred Ordering Method :

Pcard Acceptance Level :

Legal Name Information

*Legal Name on W-9 : Sports Place

Business Name (Alias/DBA) :

Name on Check :

1099 TIN Information

*Create Taxpayer ID Number :

*Re-enter Taxpayer ID Number :

Taxpayer ID Number : 222333444

Taxpayer ID Number Type : EIN

1099 Reportable : Yes

Legal (1099) Address Information

*Street 1 : 4126 MILLER ST

*City : BETHANY

*State/ Province : Missouri

*Zip/Postal Code : 64424-7169

Discount Information

If appropriate, please enter any Discount Terms you offer for prompt payment of invoices.

Number of Days 1 :

Number of Days 2 :

Number of Days 3 :

Number of Days 4 :

Discount Percent 1 :

Discount Percent 2 :

Discount Percent 3 :

Discount Percent 4 :

Save and Close | Cancel Registration | Back | 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.
- Additional help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

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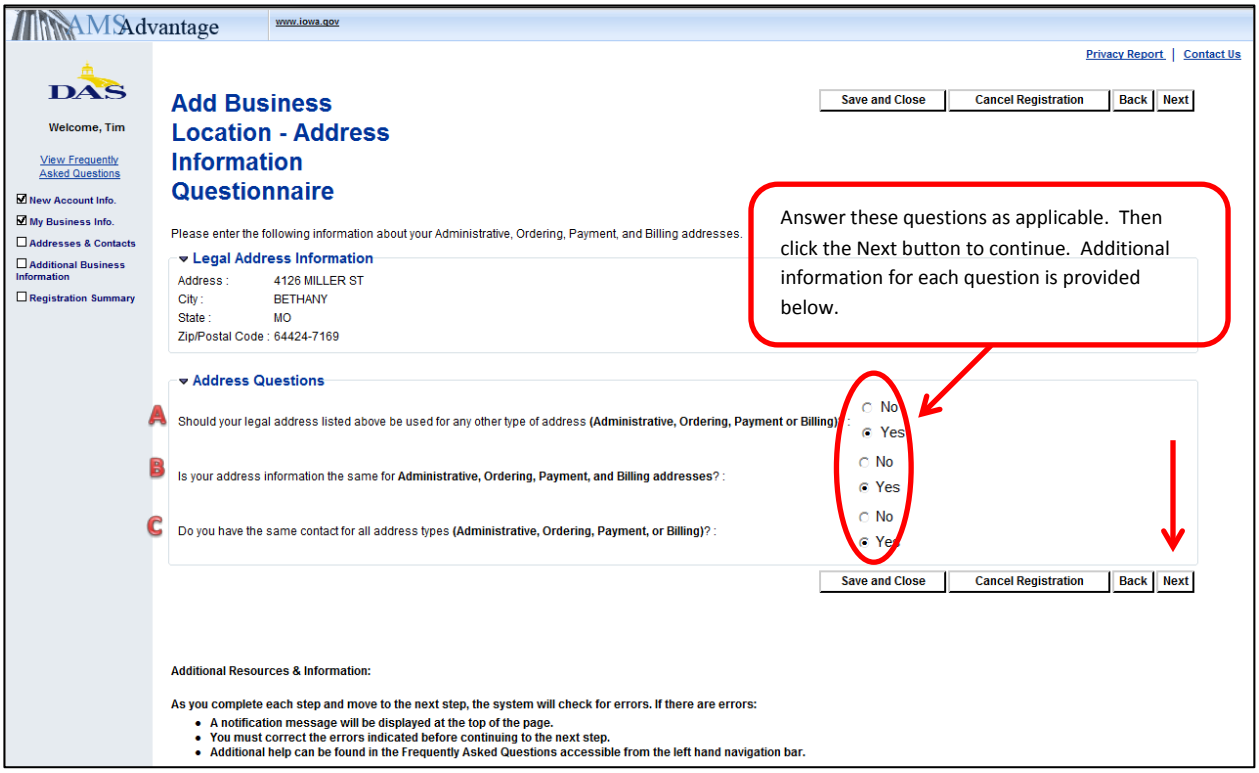
Step 8: You entered your Legal Address in the previous step. In this step, Iowa VSS will ask you questions regarding four additional types of addresses. Iowa VSS collects an address for:

- Administrative correspondence
- Ordering
- Payments
- An optional address for billing if you owe fees and other payments

You can choose to specify the same or different addresses for each of these four address types.



The three address questions above are labeled A, B, and C in this example. Here is a short explanation for each question:

A: If your Legal Address is the same address as any of the additional four address types listed then choose Yes to A. Otherwise choose No.

B: Regardless of your choice in A above, if your Administrative, Ordering, Payment, and Billing addresses are the same, choose Yes to B. Otherwise choose No.

C: If you want a single contact person for all four address types, choose Yes to C. Otherwise choose No.

Once you have made your selections, click the Next button.

The following is an example of what the next page, the Addresses and Contacts page, will look like if you answered Yes to all of the previous questions. The next step is to complete your address and contact information and then click the Next button. If you answered No to the second or third question then you will be transitioned to a series of pages to collect information for each of the address types.

Note: If you prefer not to setup a billing address at this time then uncheck the Billing checkbox at the top of the page before clicking Next as Billing is an optional address.

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Welcome, Tim

View Frequently Asked Questions

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

Step 3: Addresses and Contacts

Save and Close | Cancel Registration | Back | Next

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

Optional Routing Info :
Attention, In-care-of, Work unit, etc.
*Street 1 : 4126 MILLER ST
Street Address, P.O. Box, etc.
*City : BETHANY
*State/Province : Missouri
Zip/Postal Code : 64424-7169
Country : UNITED STATES
County :
*Phone : 515-725-2070 Ext. :
XXX-XXX-XXXX
Division/Department :

Contact Information

For the address type shown above, please enter a contact person.

*Principal Contact : Tom Jones
*Phone : 515-480-6321
Phone Extension :
Alternate Phone :
Alternate Phone Extension :
English Spoken :
Fax :
Fax Extension :
Alternate Fax :
Alternate Fax Extension :
Email :
Correspondence Type :

Save and Close | Cancel Registration | Back | 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.
- Additional help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

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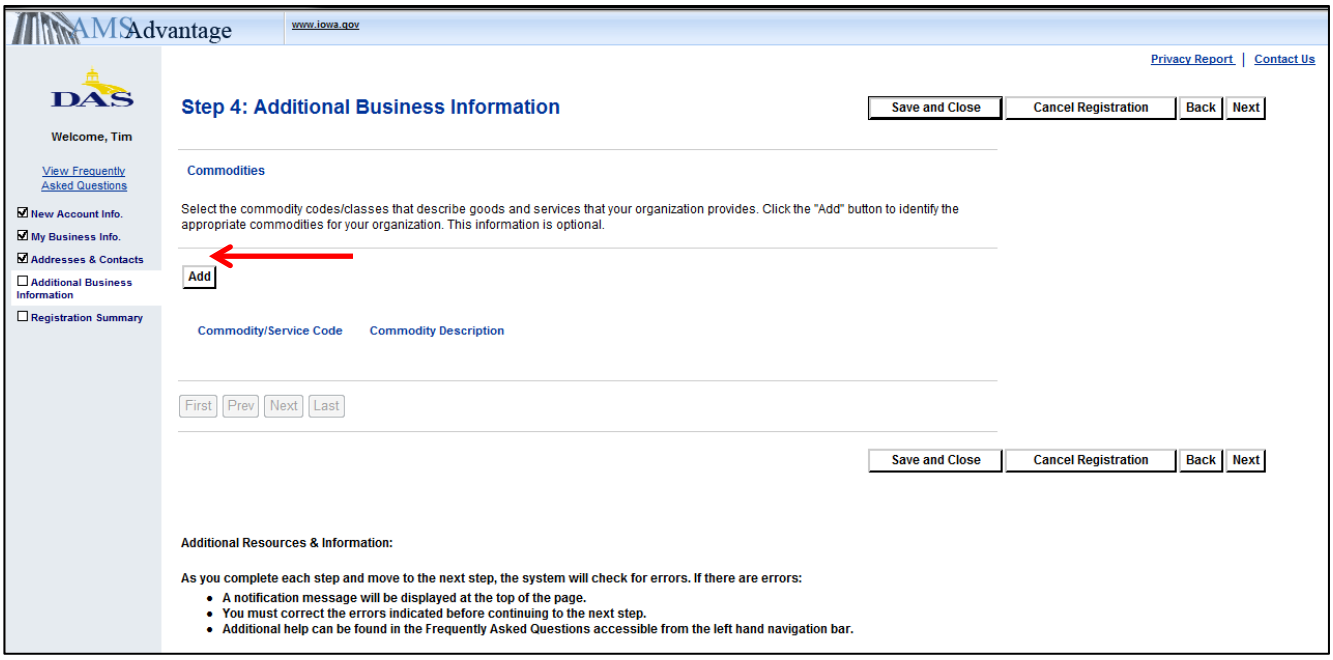
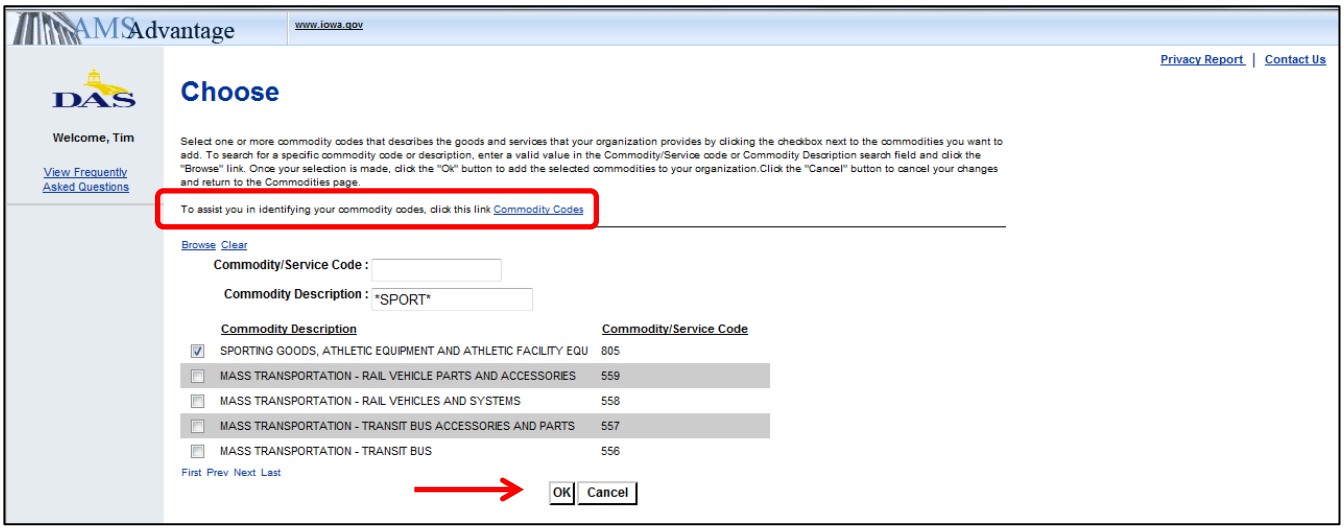
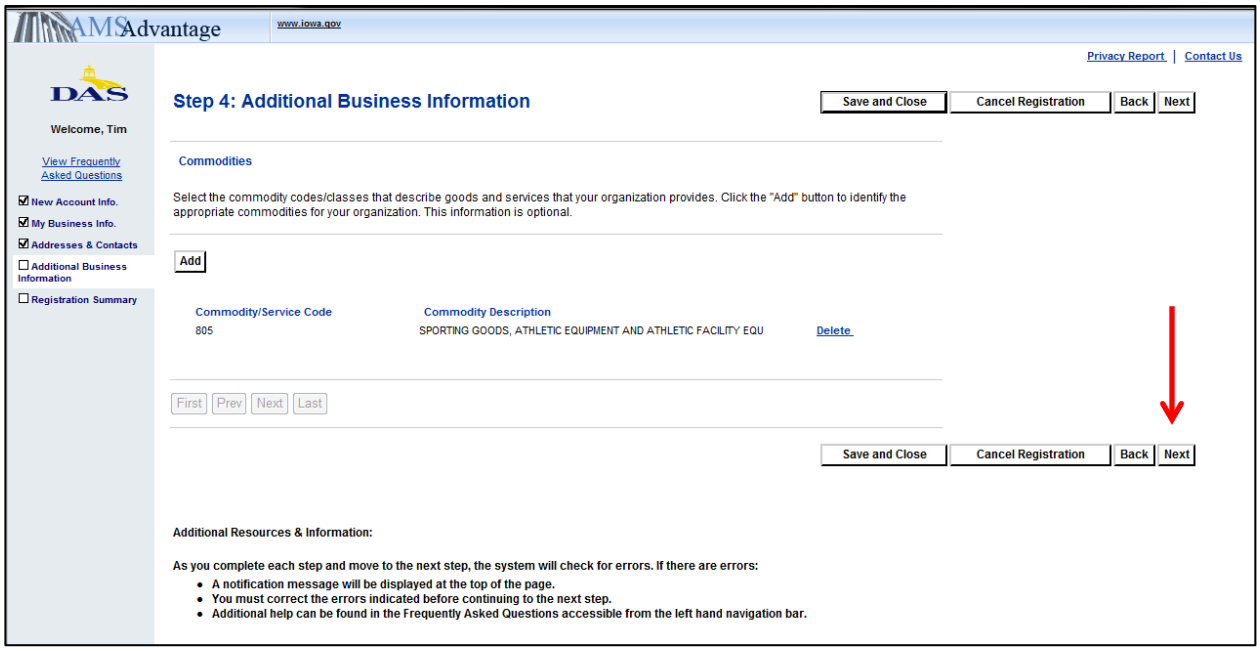
Step 9: The Additional Business Information page allows you to enter commodity information. Click the Add button on this page to search for and select commodities that match the goods and services that your business provides.



To assist you in identifying commodity codes, click the Commodity Codes link on the Choose page. This will assist you in selecting three digit commodity code(s) to use for Iowa VSS registration. Once you complete your selections by checking box(s) under Commodity Description, click OK to save your selections.



Review your saved commodities and if correct click the Next button to continue. If the are not correct you can delete commodities selected and/or add commodities until correct. Click the Next button to continue.



Step 10: After you have completed the above sections, the next step is to review the Registration Summary page. This page displays all of the information you have entered thus far for your review.

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Welcome, Tim

View Frequently Asked Questions

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

Registration Summary

Save and Close | Cancel Registration | Back | Submit Registration

The summary below is based on the information you entered. If changes are needed, please select the Update Information link. This will navigate you back to the appropriate screen for you to make your change.

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 hitting submit. If you are unsure of the TIN number, please contact the Account Administrator for your Headquarters.

Organization Information

Organization Type : Company
1099 Classification : Corporation
Location Name :
Location Web Address :
Number of Employees :
Annual Income :

Foreign Tax ID :
W-9 Form :
Ordering DUNS :
Internet Catalog :
Preferred Ordering Method :
Pcard Acceptance Level :

Legal Name Information

Legal Name : Sports Place
Business Name (Alias/ DBA) :
Name Control : SPOR

First Name :
Middle Name :
Last Name :

Name on Check :

1099 TIN Information

Taxpayer ID Number : 999201444
Taxpayer ID Number Type : EIN

Detailed TIN Type :
1099 Reportable : Yes

Legal (1099) Address Information

Street 1 : 4126 MILLER ST
City : BETHANY

State/Province : Missouri
Zip/Postal Code : 64424-7169

Discount Information

Number of Days 1 :
Number of Days 2 :
Number of Days 3 :
Number of Days 4 :

Discount Percent 1 :
Discount Percent 2 :
Discount Percent 3 :
Discount Percent 4 :

Administrative Address

Address Information

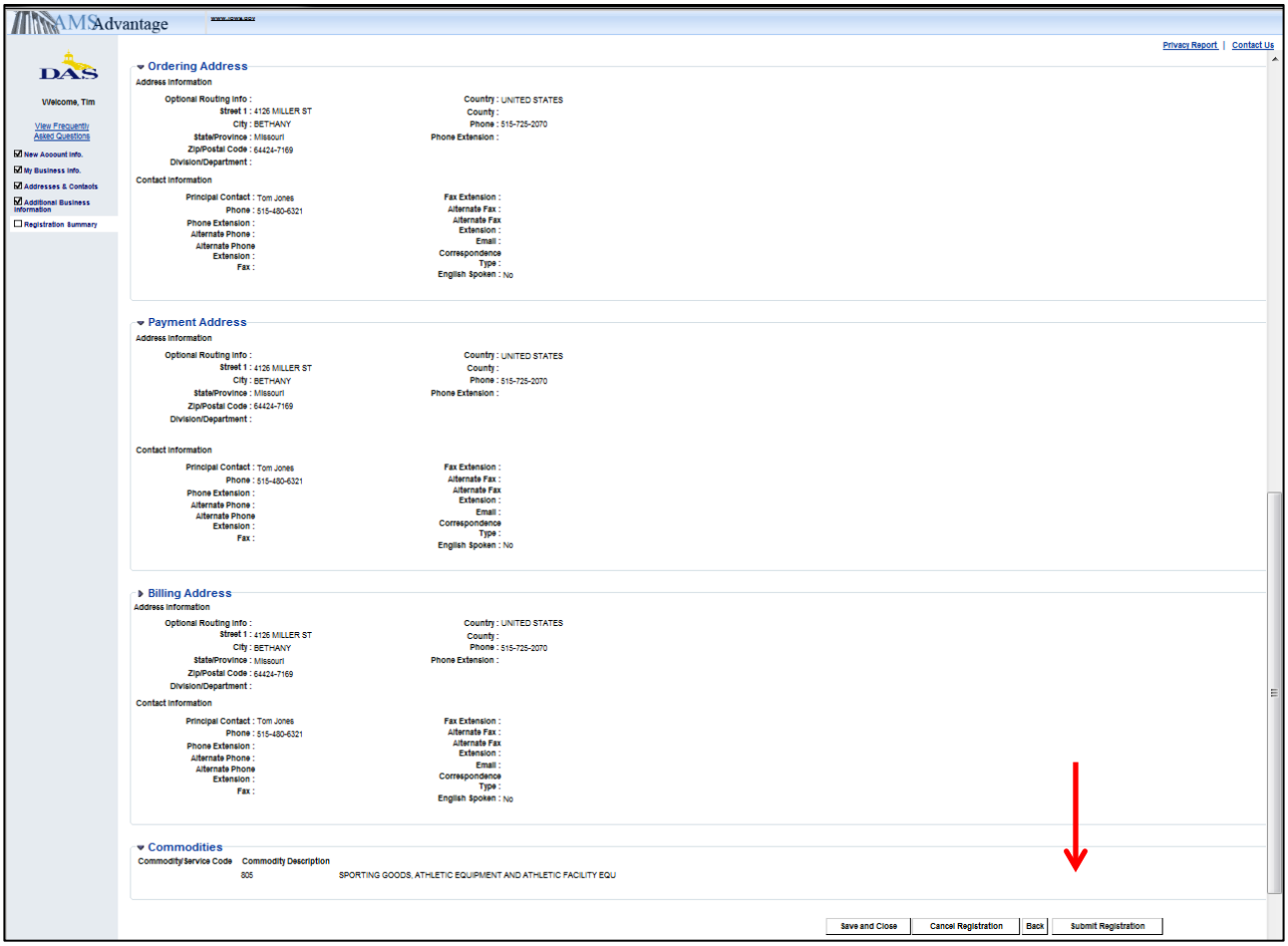
Optional Routing Info :
Street 1 : 4126 MILLER ST
City : BETHANY
State/Province : Missouri
Zip/Postal Code : 64424-7169
Division/Department :

Country : UNITED STATES
County :
Phone : 515-725-2070
Phone Extension :

Contact Information

Principal Contact : Tom Jones
Phone : 515-480-6321
Phone Extension :
Alternate Phone :
Alternate Phone Extension :
Fax :

Fax Extension :
Alternate Fax :
Alternate Fax Extension :
Email :
Correspondence Type :
English Spoken : No



After you have reviewed the summary and confirm that everything is correct, click on the Submit Registration button located at the bottom of the page to continue.

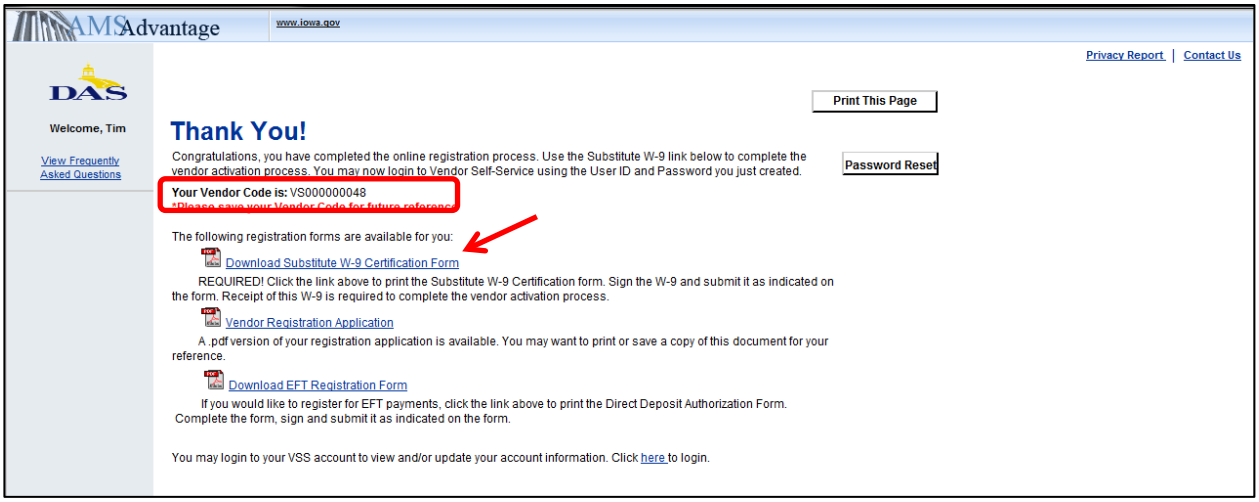
Note: If you determine that any of your information is incorrect you can click the Update Information link in the appropriate section to navigate back and correct your information.

After submitting your registration you will see the Thank You page that includes your Iowa VSS Vendor Code. Note on the Thank You page the three registration forms available for you to use:

- **Substitute W-9 Certification Form**
  The Substitute W-9 Certification Form must be used to complete registration. Print the W-9 form, sign the form, and mail or fax to the address or fax number indicated on the form.

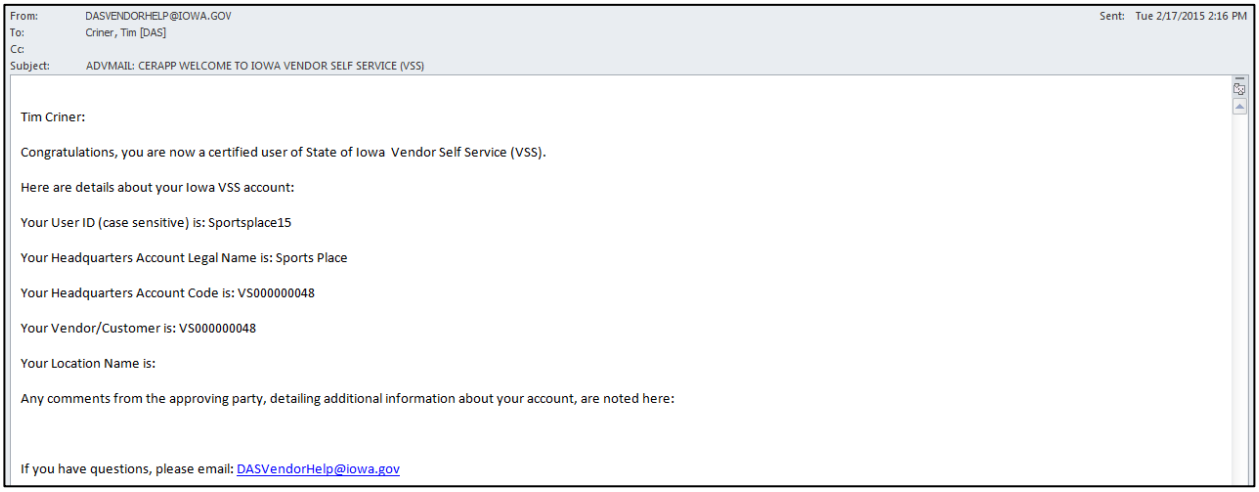
- Vendor Registration Application
  This is a pdf version of your registration application.

- EFT Registration Form
  This from must be downloaded, completed, signed and submitted to the address on the form for your payments to be deposited into your bank account.



You have now completed the request for registration process and will receive an email with your User ID, Legal Business Name, and Vendor Number.

After your request for registration has been approved, you will receive an email welcoming you to Iowa VSS.



From: DASVENDORHELP@IOWA.GOV
Sent: Tue 2/17/2015 2:16 PM
To: Criner, Tim [DAS]
Cc:
Subject: ADVMAIL: CERAPP WELCOME TO IOWA VENDOR SELF SERVICE (VSS)

Tim Criner:

Congratulations, you are now a certified user of State of Iowa Vendor Self Service (VSS).

Here are details about your Iowa VSS account:

Your User ID (case sensitive) is: Sportsplace15

Your Headquarters Account Legal Name is: Sports Place

Your Headquarters Account Code is: VS000000048

Your Vendor/Customer is: VS000000048

Your Location Name is:

Any comments from the approving party, detailing additional information about your account, are noted here:

If you have questions, please email: DASVendorHelp@iowa.gov

VI. Contact Information

Below is contact information for assistance. Do not hesitate to contact us for any questions or concerns.

Registration/Vendor Help	515-281-6614 or DASVendorHelp@iowa.gov
Solicitation Help	515-281-6366 or Purchasing.Mailbox@iowa.gov
After Hours, Technical Help Only	515-251-5700 or OCIO.ServiceDesk@iowa.gov