Vendor Self Service:
How to Register

Customer Resource Center
eMARS Training
Phone: 502-564-9641
Toll free: 877-973-4357
email: Finance.CRCGroup@ky.gov
emars.ky.gov
eprocurement.ky.gov

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1 – Purpose

To provide step-by-step registration instructions for new vendors who have not done business with the Commonwealth of Kentucky. This guide will cover only the required fields needed to complete the registration process.

Kentucky Vendor Self Service (VSS) will be used to post opportunities to bid. Additionally, the VSS portal will allow vendors to maintain account information and receive email notifications for relevant opportunities.

Please Note:

If you or your organization has done business with the Commonwealth of Kentucky in the past, your organization's information may already be in the VSS system. If so, you will not need to register, but may need to follow the procedure to activate your account.

2 – Preparation

Please assemble the following information before starting the VSS registration process:

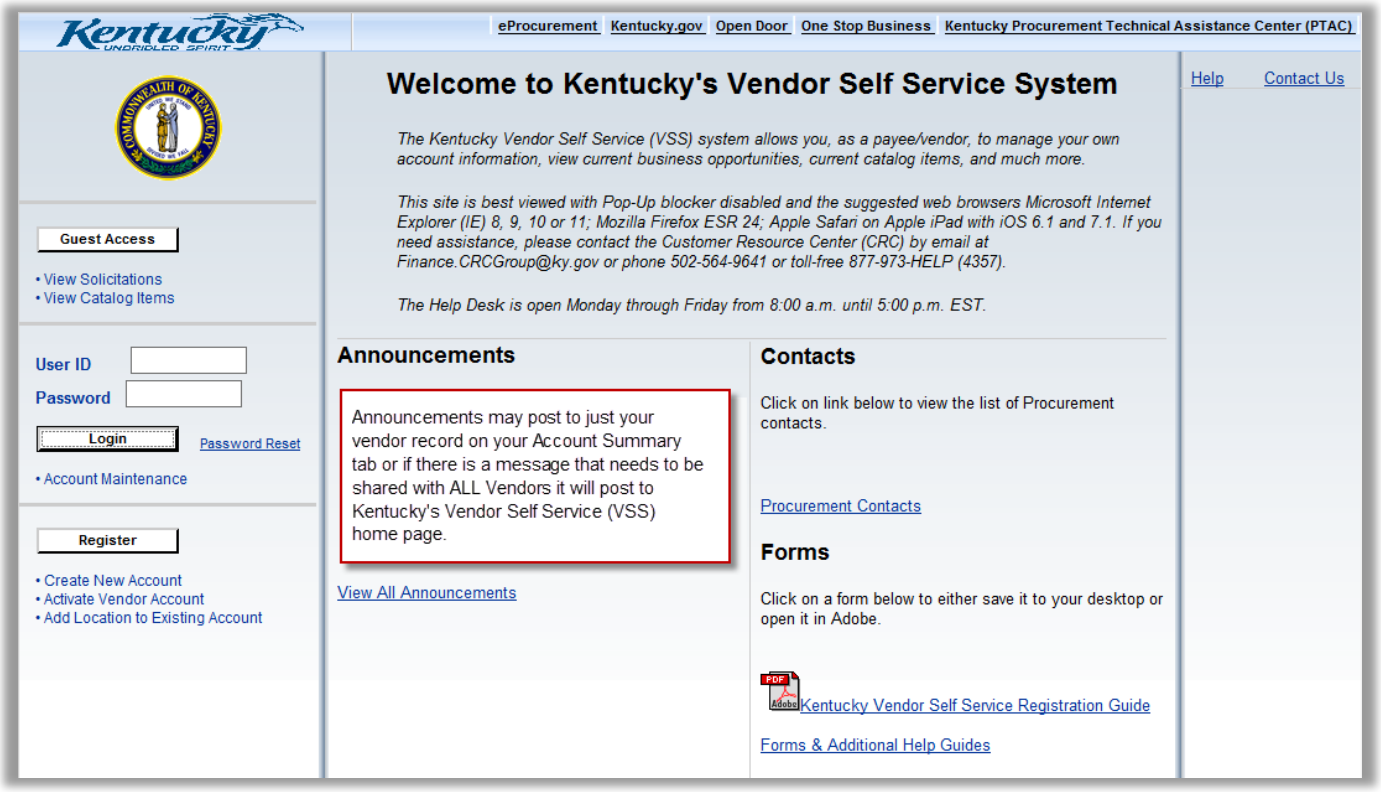
- Legal Name
- DBA Name (If applicable)
- Tax Organization Type and Classification Type
- Federal Tax ID number (EIN or SSN)
- Ordering and Payment address information
- Contact Information (name, address, email, phone and fax)
  - Account Administrator (person responsible for your account)
  - Ordering
  - Payment
- All applicable NIGP Commodity Codes
  - Please Note: Commodity codes selected will determine which solicitation email notices your organization will receive.
  - When registering, you will be asked to select from a list of five-digit (5) commodity codes. Please click on the following link to access a list of NIGP *commodity codes used by the Commonwealth of Kentucky:*

http://finance.ky.gov/services/eprocurement/Documents/Commodity_Code_Listings_5_Digit.xls

3 – Registration

Kentucky Vendor Self Service Website

1. Please access Kentucky Vendor Self Service's login screen at:
   http://emarsonline1.state.ky.us/webapp/vssonline/AltSelfService
   to start the registration process.
   - Please click on the **Register** button.

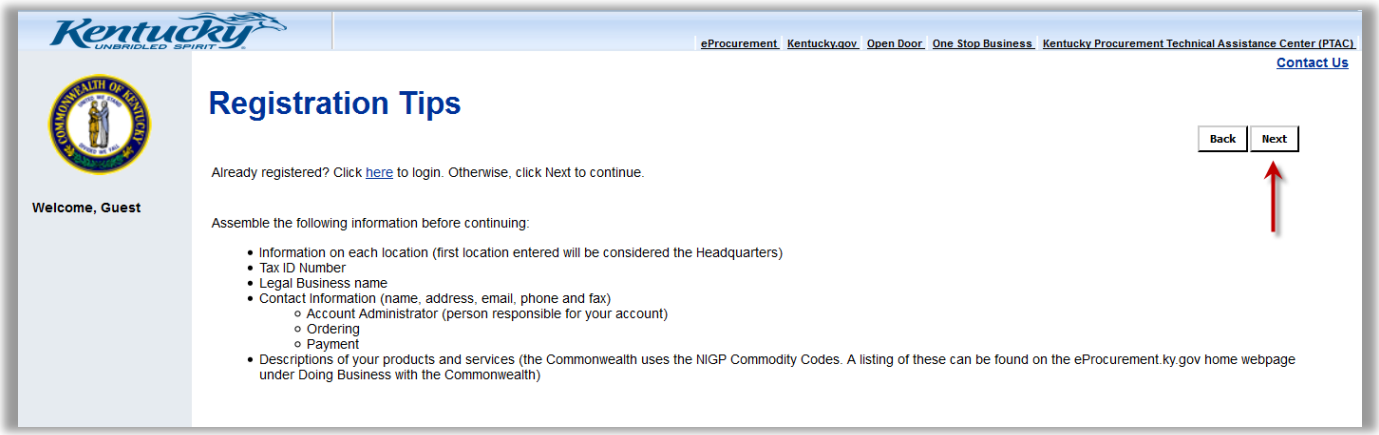


Registration Agreement

2. The *Registration Agreement* page will be displayed. Please read the Registration Agreement. If you agree, click “Accept Terms”. If you do not agree, click “Reject Terms” and you will be returned to the Home page.

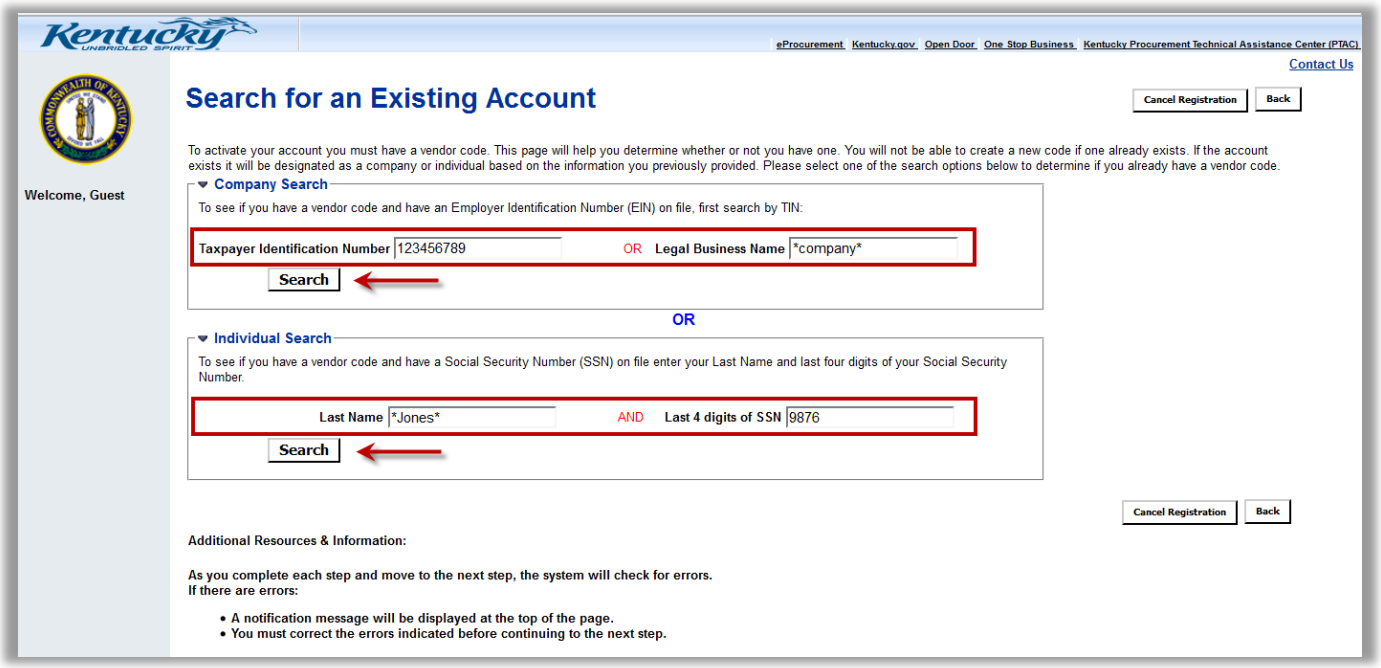
Registration Tips

3. The *Registration Tips* page will be display as a reminder to gather the list of information to complete your registration. Click on the **Next** button.



Search for an Existing Account

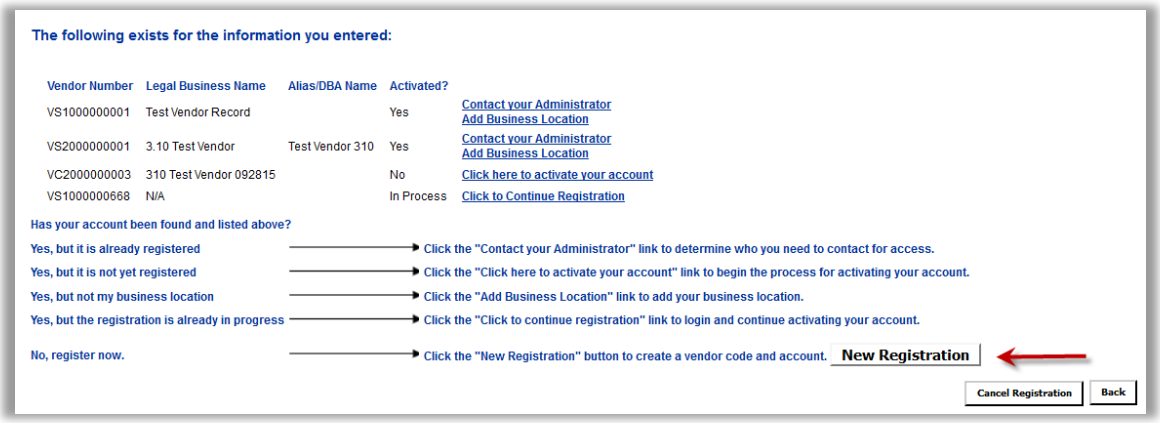
4. The *Search for an Existing Account* page will be displayed. To ensure that you or your organization has not been previously registered, please enter your information into the appropriate search fields.
   - If you are registering a company-like entity, enter the Federal Employer Identification Number (EIN) or a part of the company's name in the respective field and click the **Search** button.
   - If you are registering as an individual, enter the individual's last name and Last 4 digits of the SSN into the respective fields and click the **Search** button.



Please Note:

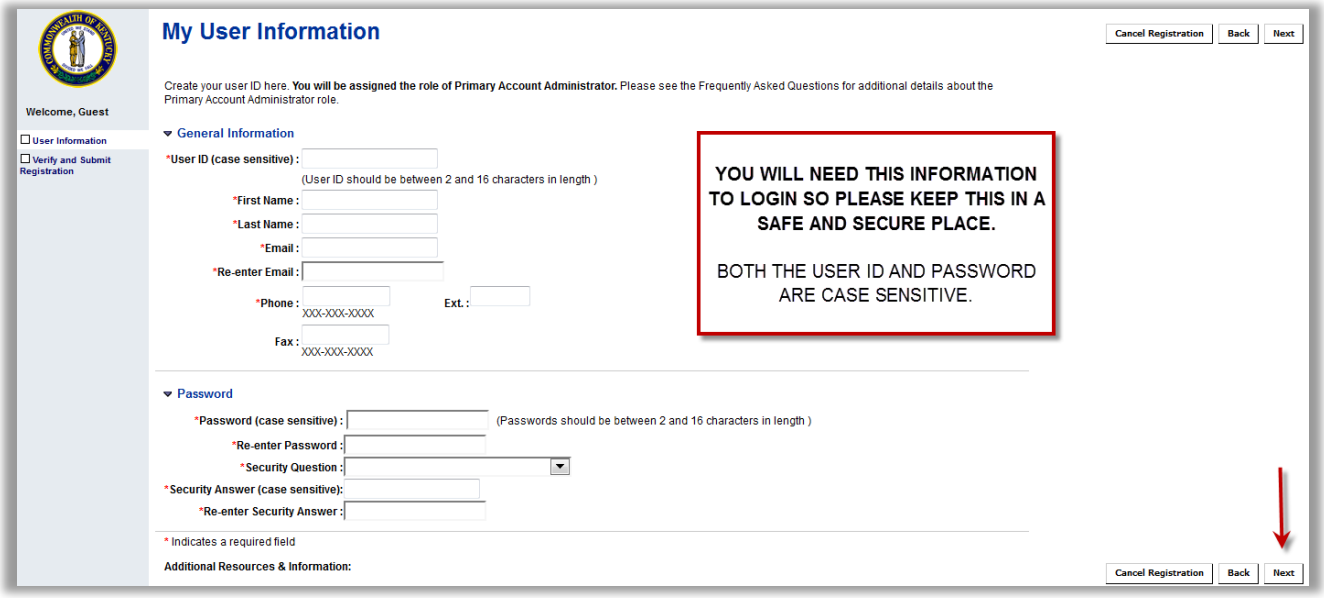
When entering your Legal Business Name or Last Name a wildcard (*) will be placed before and after your entry. You may also add an asterisk between the Legal Business Name if you are unsure how it might be listed (example: *Kentucky*Proud*)

5. View the search results. Follow the instruction according to the answer to the question, "Has your account been found and listed above?"
   - If you are already registered and activated, contact your account administrator to create an account user ID for you. If that person is no longer with your company, contact the Finance Customer Resource Center (CRC) by email at Finance.CRCGroup@ky.gov or phone 502-564-9641 or toll-free 877-973-HELP (4357) to assist with updating your account.
   - If you are registered but not Activated, click on "**Click here to activate your account**" link.
   - If your account is registered but it is not your business location, click "**Add Business Location**" and follow the steps to complete this process.
   - If your registration is in progress, click on "**Click to Continue Registration**"
   - If your organization is not listed, click on the **New Registration** button.



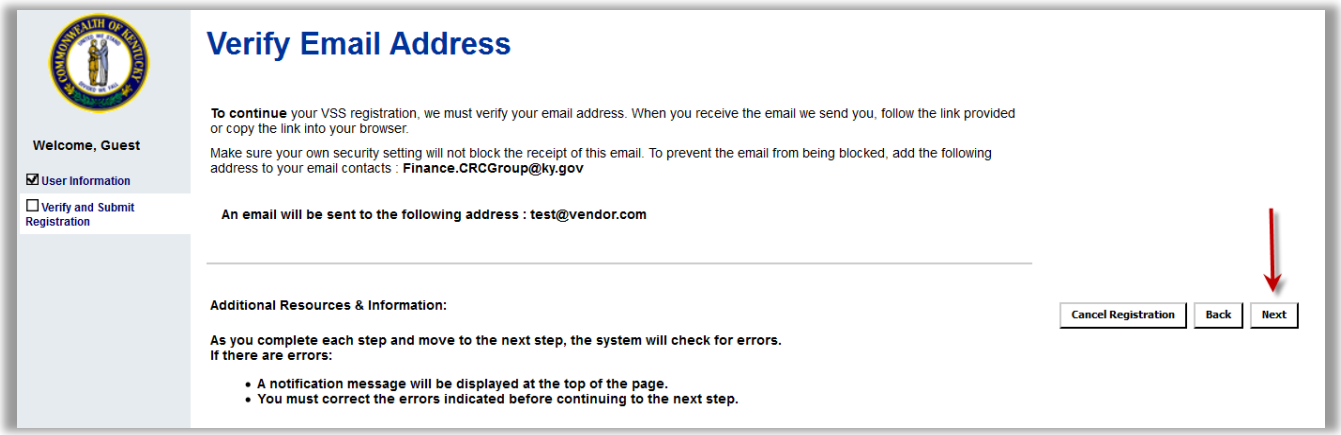
My User Information

6. The *My User Information* page will be displayed. Create your User ID and password, and enter the account holder's contact information. Click on the **Next** button.



Verify Email Address

7. The *Verify Email Address* page will be displayed. Verify the email address entered is correct. VSS will be sending a confirmation email to verify your email address. Please make sure the security settings on your computer will not block this email. It will be from Finance.CRCGroup@ky.gov. Click on the **Next** button.



8. The *Thank You* page will be displayed. You can pause here and check your email for an email from Finance.CRCGroup@ky.gov. Then click **Close Browser**.

9. In your email box, open the email from Finance.CRCGroup@ky.gov and click on the link provided. This link will only work one (1) time. After that you will need to login from http://emarsonline1.state.ky.us/webapp/vssonline/AltSelfService.

Test Jones:

By clicking the link below, you are verifying the email address that you have created for your Kentucky Vendor Self Service (VSS) user information. This email address will be used as a primary method of correspondence.

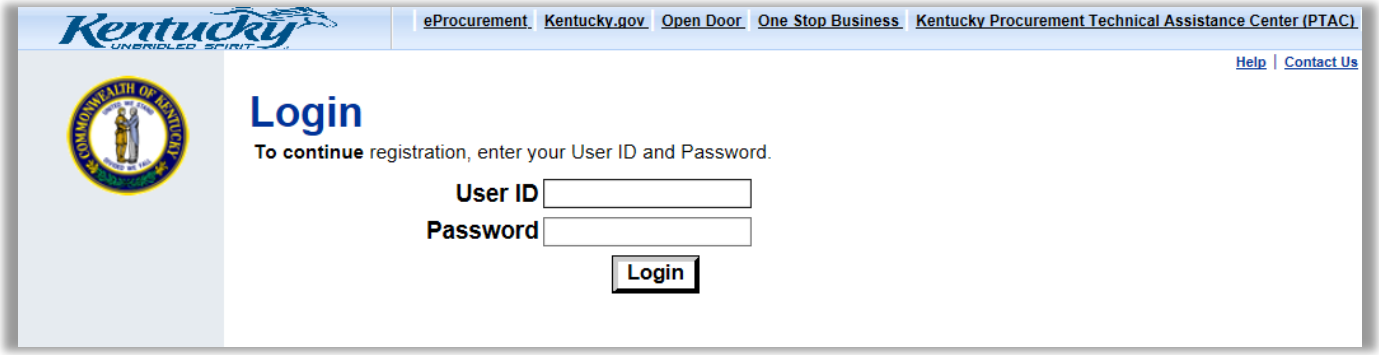
If you cannot click on the link below, you may copy and paste it into your browser.

http://emarsuatonln.state.ky.us/webapp/vssuatonline1/AltSelfService?EmailToken=03854218002268539023

Thank You

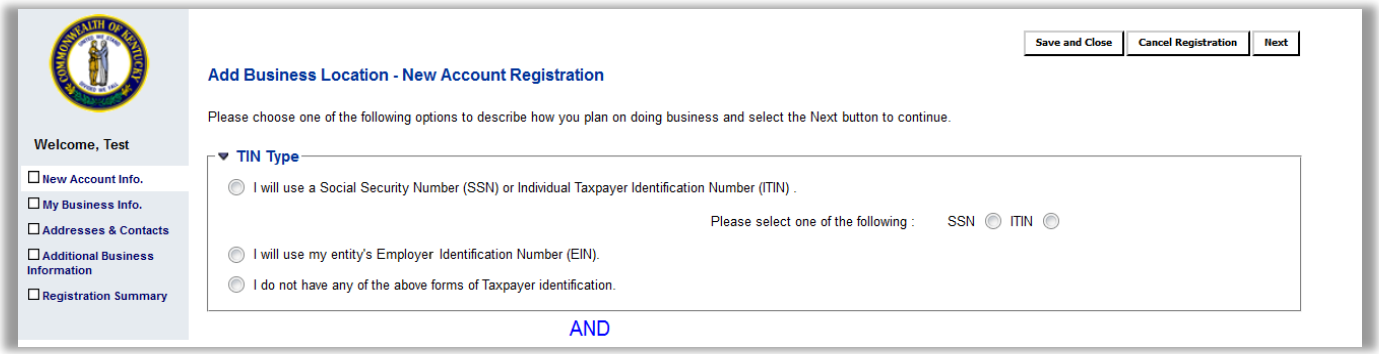
Customer Resource Center (CRC)
Finance.CRCGroup@ky.gov
502-564-9641 or toll-free 877-973-HELP (4357).
The Help Desk is open Monday through Friday from 7:30 a.m. until 5:00 p.m. EST.

10. You should be taken to a VSS login webpage. Enter your User Id and Password previously created and click the **Login** button. User ID and Password are case sensitive.



New Account Registration

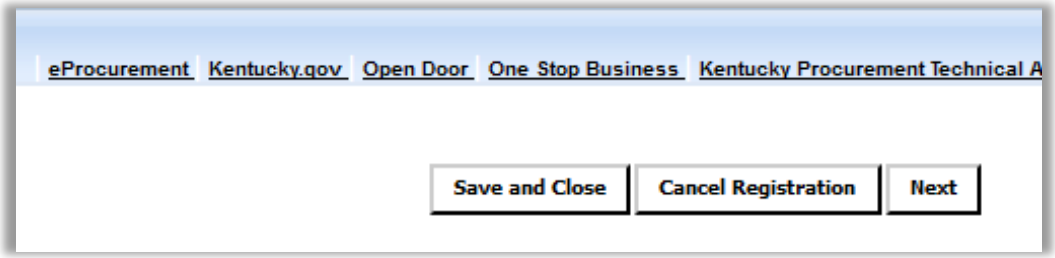
11. The *New Account Registration* page will be displayed. Under the *TIN Type* section, select the type of Taxpayer Identification Number (TIN) you will be using to register your vendor account.
    - If you are registering as an individual entity, you will select "I will use a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)". Then you will need to choose either SSN or ITIN.
    - If you are registering as company or a company-like entity, you will select "I will use my entity's Employer Identification Number (EIN)".



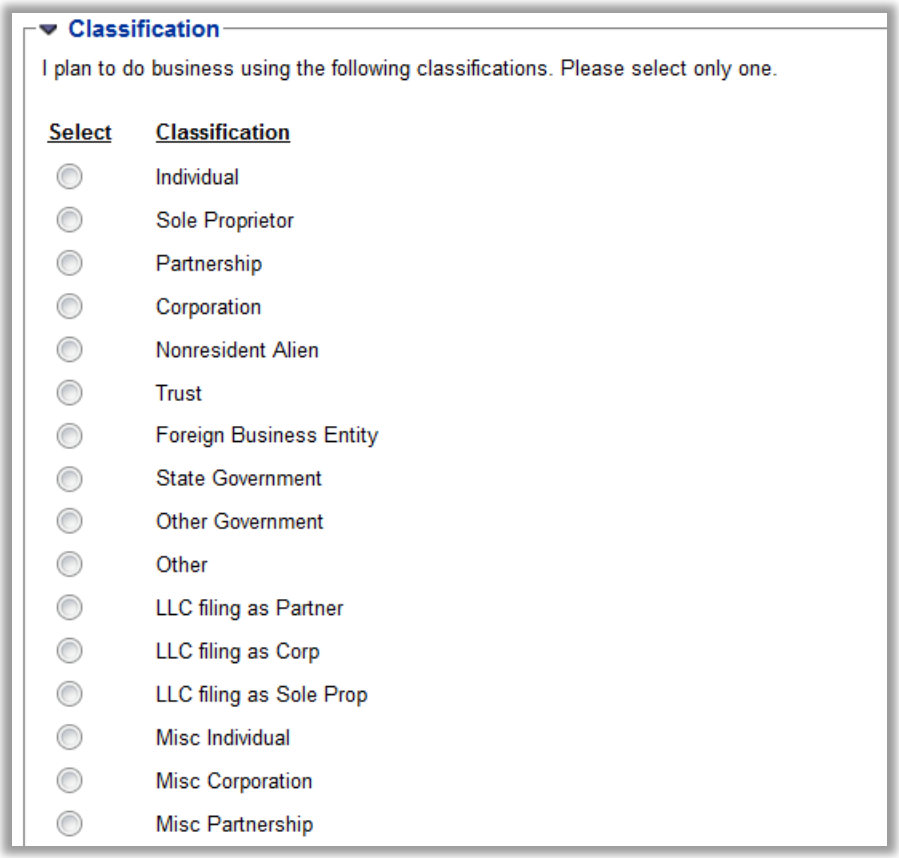
AND

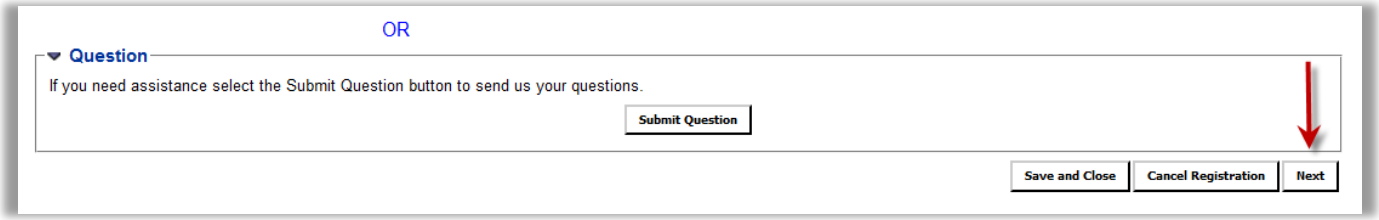
Please Note:

You will be able to "Save and Close" at anytime and continue your registration at a later date. If you click "Cancel Registration" at any time throughout this process it will completely cancel your registration and you will have to start over from the beginning with My User Information.



12. Under the *Classification* section, select the appropriate classification that describes your organization. This must be a valid combination with the TIN Type selected. Click the **Next** button.





My Business Information

13. The *My Business Information* page should be displayed. Depending on your selection on the previous *New Account Registration* page, the appropriate fields should appear for you to complete.
    - If you have indicated that your organization is an individual, the First Name and Last Name field will appear for you to complete.
    - If you have indicated that your organization is a company, the Legal Name field will appear for you to complete.

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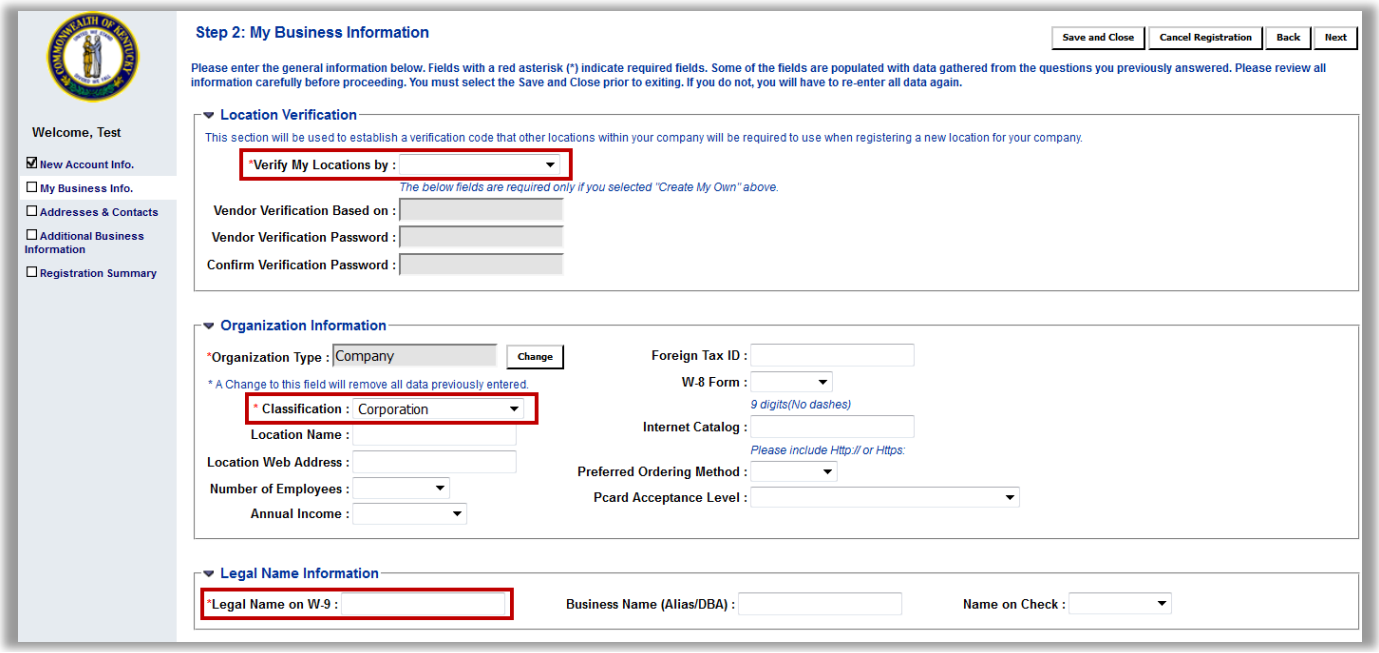
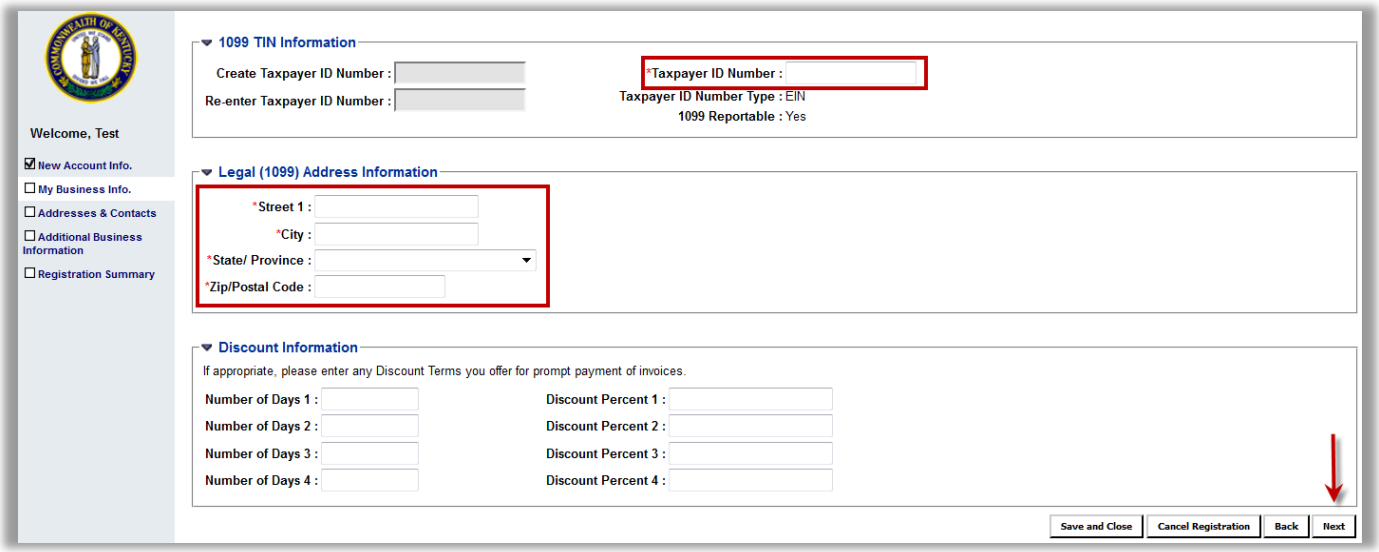
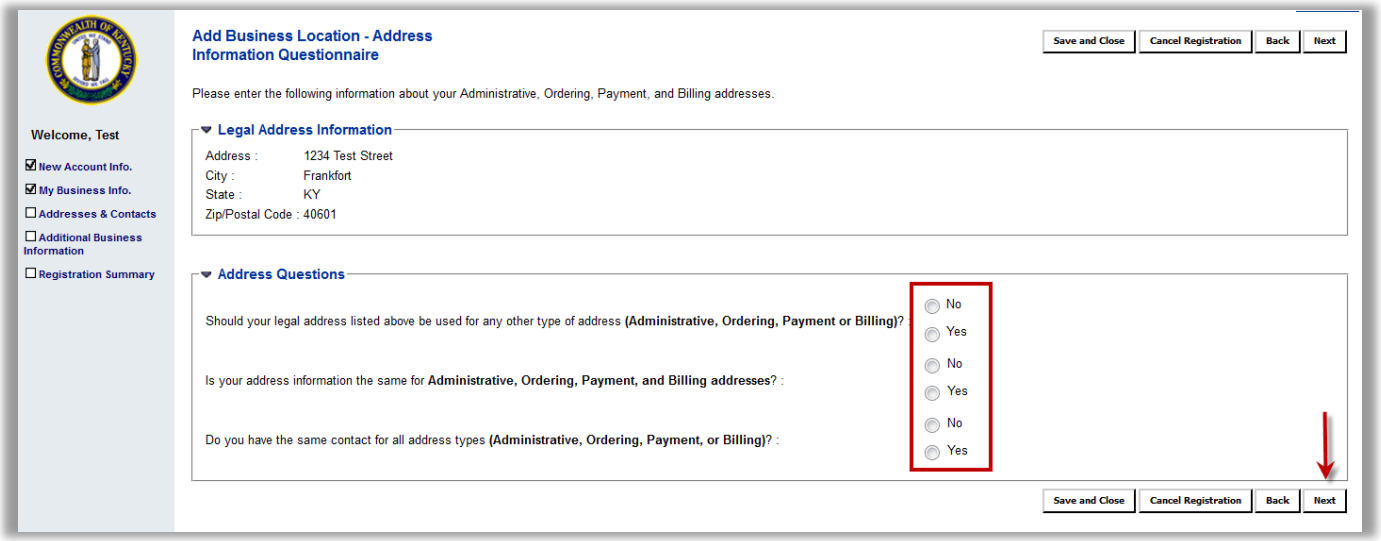
14. Complete the required fields that are indicated with a red asterisk, such as your Taxpayer ID Number and 1099 Address information. Click on the **Next** button.
    - The 1099 Address Information address is where the Commonwealth will be sending your annual 1099 form, if applicable.
    - The field selected for ***Verify My Location by*** will be used if you chose to add an additional location to your Headquarters account.
    - We also ask that you enter the ***Location Name*** (your physical street address) and your Location Web Address if you have one.





Address Information Questionnaire

15. The *Address Information Questionnaire* page should be displayed. Select **Yes** or **No** to the questions to indicate if the Legal Address Information you entered in the previous *My Business Information* page will be also used for your Administrative, Ordering, Payment, and Billing address. Click on the **Next** button.



Address and Contacts

16. The *Address and Contacts* page should be displayed. Complete the required fields that are indicated with a red asterisk. Click on the **Next** button.
    - Select the check box next to Billing to indicate if you want to provide a billing address for invoices from the Commonwealth. This address is ***optional*** and will only be used if you are *Customer* of the Commonwealth. A Customer is defined as someone that will be paying the Commonwealth; such as taxes or licenses.

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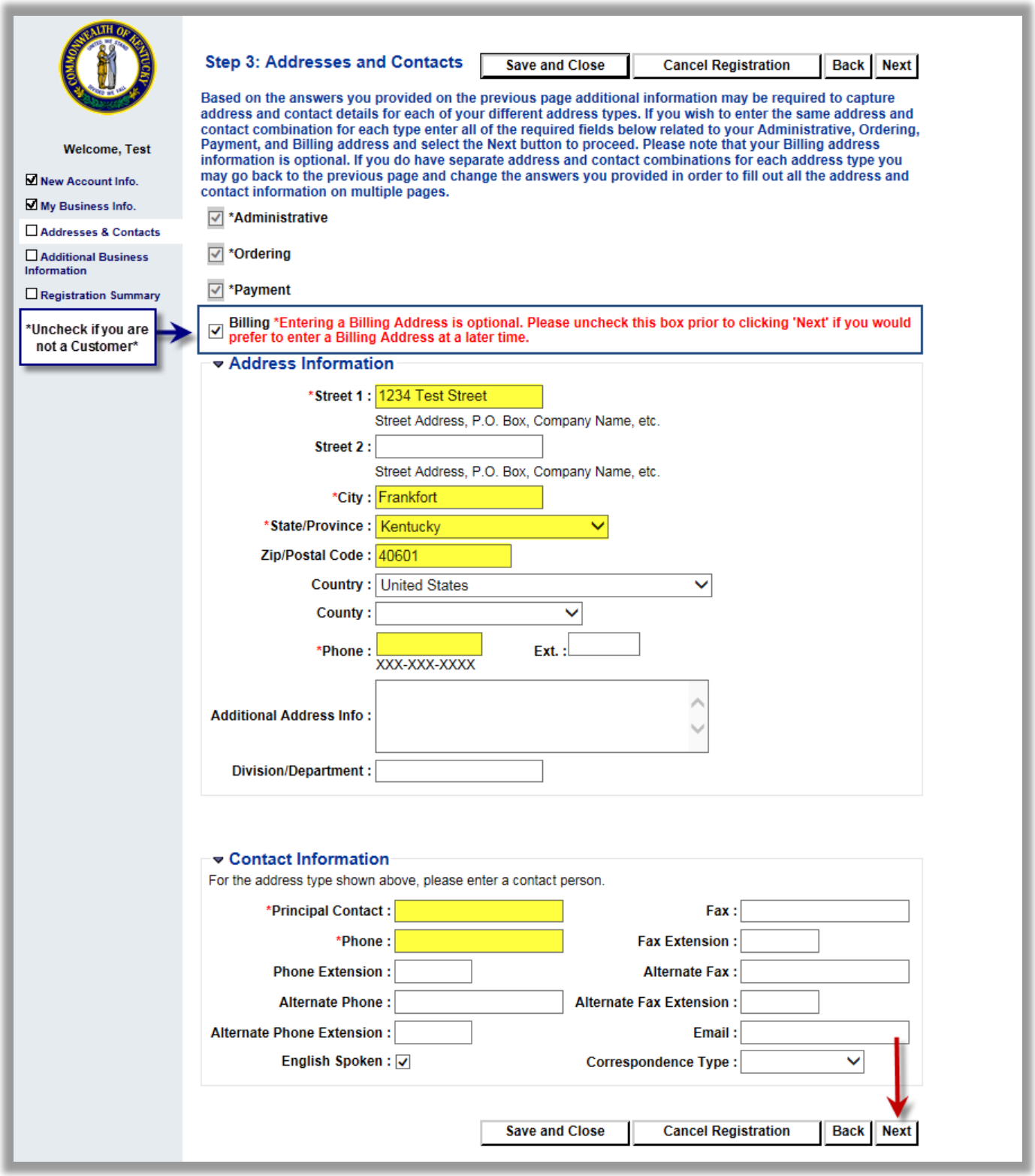
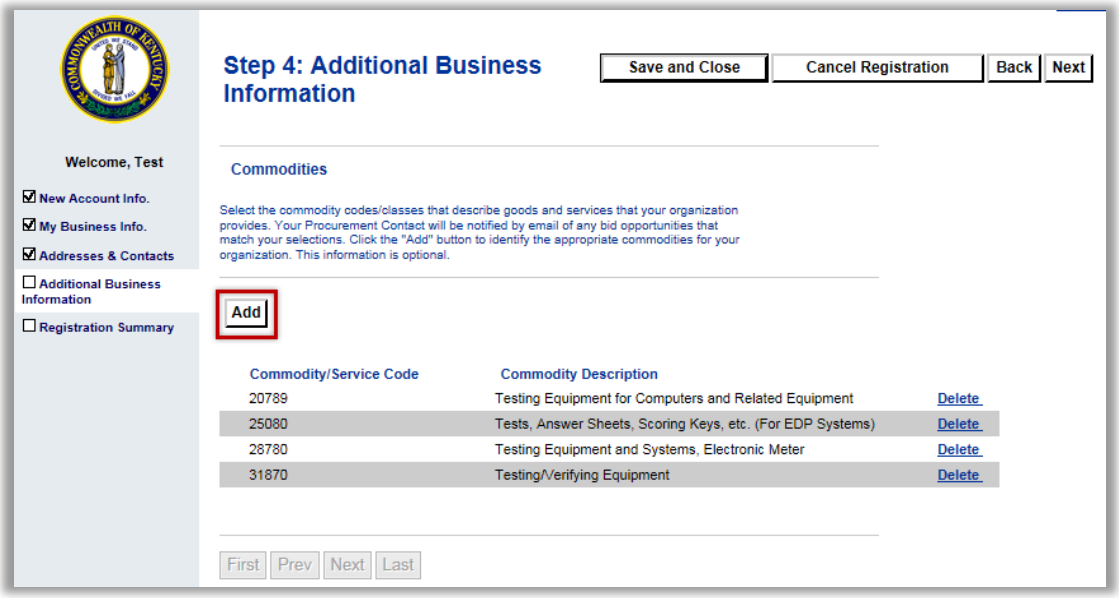
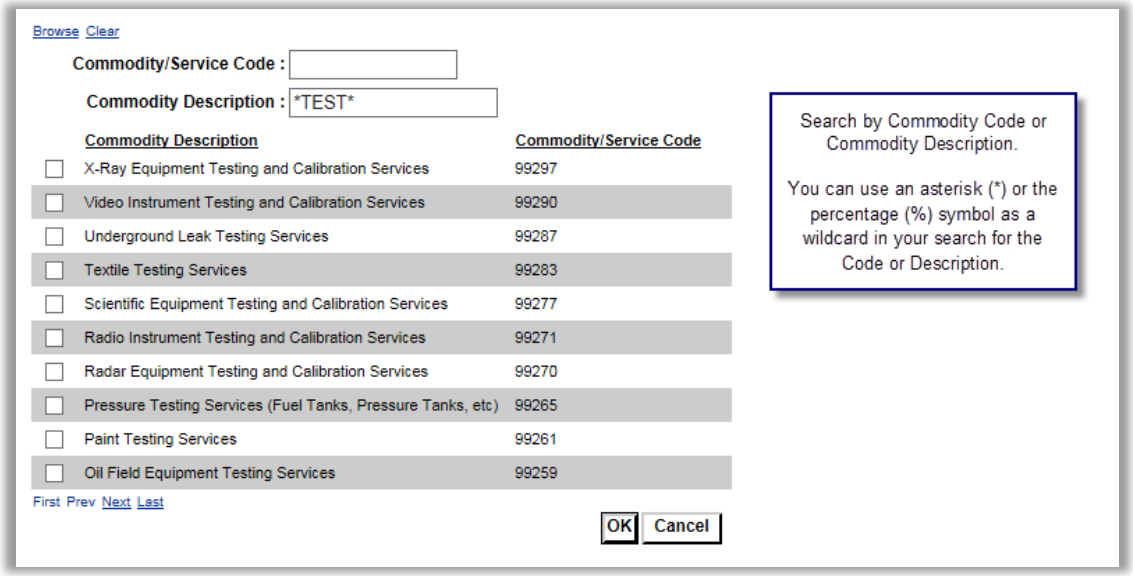

Welcome, Test
New Account Info.
My Business Info.
Addresses & Contacts
Additional Business Information
Registration Summary
Uncheck if you are not a Customer
Step 3: Addresses and Contacts
Save and Close
Cancel Registration
Back
Next
Based on the answers you provided on the previous page additional information may be 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 : 1234 Test Street
Street Address, P.O. Box, Company Name, etc.
Street 2 :
Street Address, P.O. Box, Company Name, etc.
*City : Frankfort
*State/Province : Kentucky
Zip/Postal Code : 40601
Country : United States
County :
*Phone :
XXX-XXX-XXXX
Ext. :
Additional Address Info :
Division/Department :
Contact Information
For the address type shown above, please enter a contact person.
*Principal Contact :
*Phone :
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 Business Information

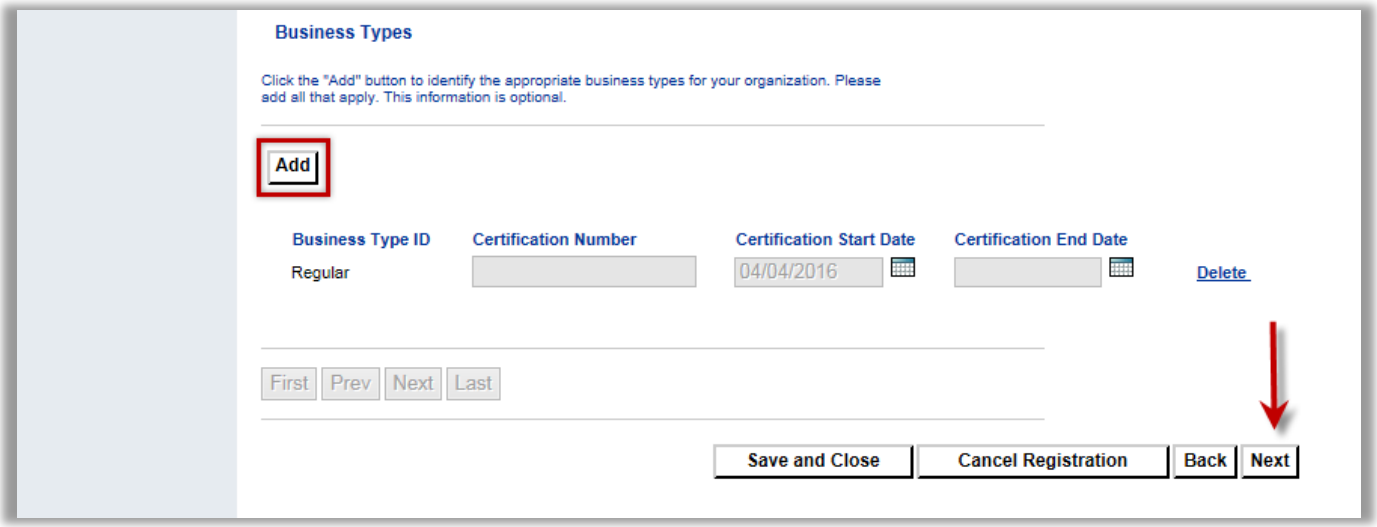
17. The *Additional Business Information* page should be displayed. This page is where you can associate Commodity Codes or Business Types to your account.
    - Commodity Codes are 5-digit codes that represent a good or service.
    - Business Types are used to indicate your organization's business structure. You can indicate such business types such as Minority Business or Small Business.

18. Click the **Add** button and select all Commodities that apply to the Goods or Services that you or your company can provide. Once you have made your selections you must click **OK** (not hit [Enter]) to add them to your vendor record.





19. Click the **Add** button and select all Business Types that apply. Once you have made your selections you must click **OK** (not hit [Enter]) to add them to your vendor record.



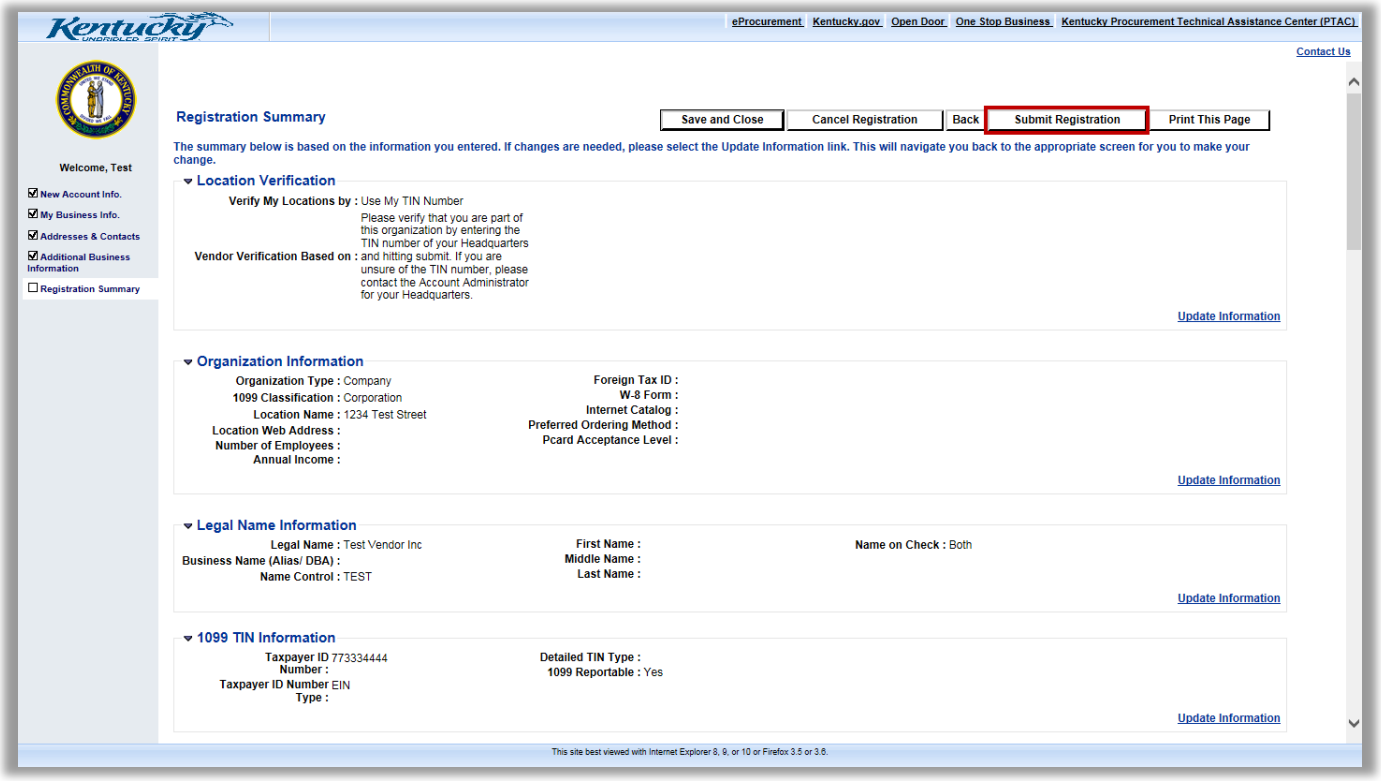
20. After associating the Commodity Code(s) or Business Type(s) to your account, click the **Next** button.

Please Note:

As a courtesy you will be able to receive automatic email notifications of bid opportunities pertaining to the commodity code(s) you have added to your organization. The email pertaining to the commodity codes will be sent to the contact for your Ordering address and the Account Administrator if they are different. However, vendors are still encouraged to browse “Solicitations” to ensure that they are aware of all bid opportunities. You may find that you can provide the goods or services for a solicitation but are not currently registered for that particular commodity. At any time you can update your account profile to add more commodities.

Registration Summary

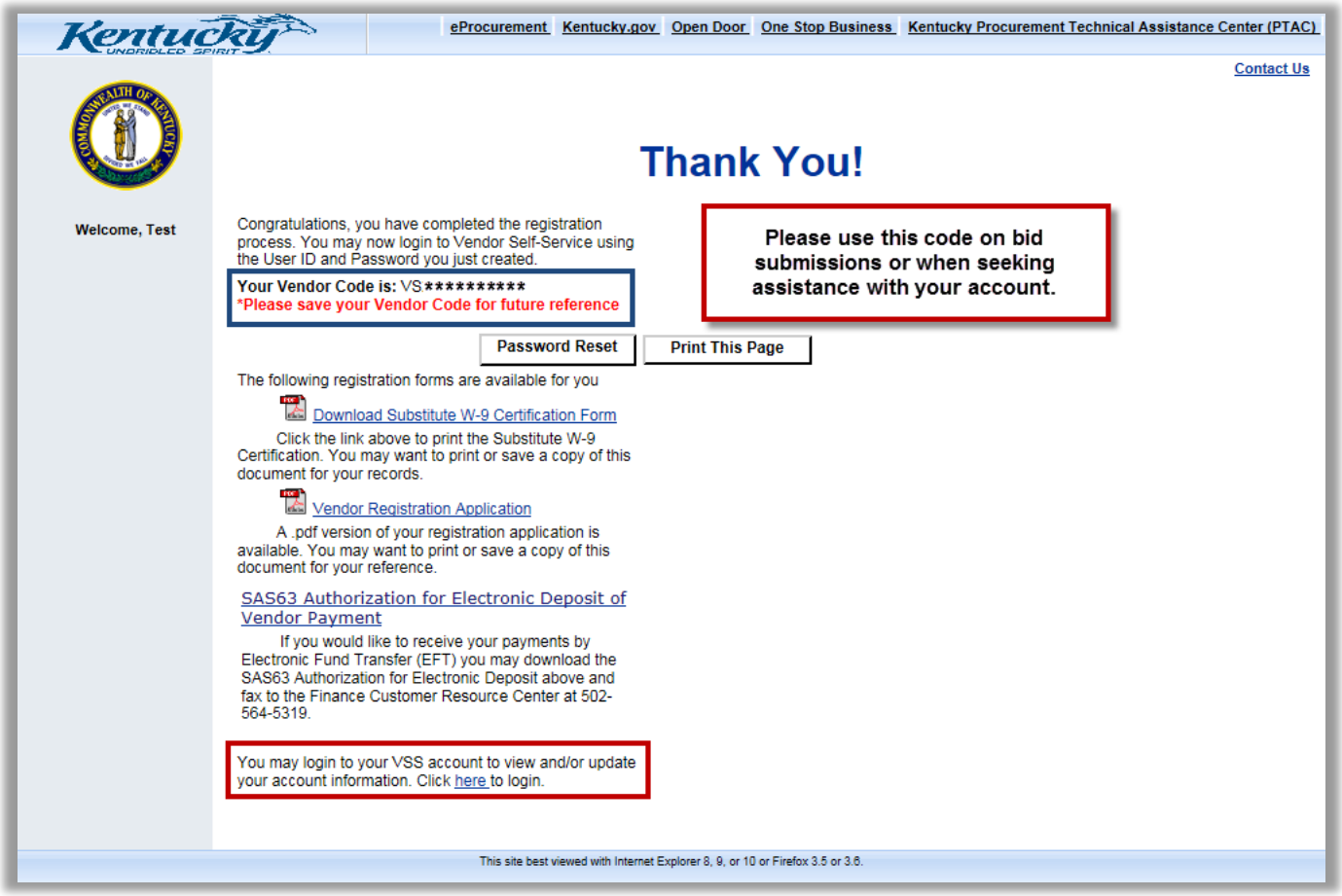
21. The *Registration Summary* page should be displayed. Review and verify that the information you have entered for your VSS account registration is correct. Click on the **Back** button or **Update Information** link to go to the previous pages to make corrections, or click the **Submit Registration** button.



Thank You!

22. The *Thank You!* page should be displayed.

23. An email will be sent to your email address to acknowledge receipt of your VSS registration.



24. Once the Customer Resource Center has verified your registration information, you will receive another email to confirm completion of your registration. ***This email may contain a request for more information.***

4 – Additional Resources

If you have any questions, please contact the help desk at (502) 564-9641, Toll Free at (877) 973-4357 or Finance.CRCGroup@ky.gov.

Additional information is available on the Commonwealth's Purchasing and eProcurement Services website: eprocurement.ky.gov