



City of Baton Rouge/Parish of East Baton Rouge

Vendor Self Service

Registration Guide

Last Modified: May 28, 2018

This guide is provided to assist vendors with registering in the City-Parish's Vendor Self Service Portal. It is highly recommended that this document be reviewed in its entirety before beginning the registration process.

If you should have any questions or issues with the registration process, please contact bridge@brla.gov or (225) 389-2842.

Important!

- Current vendors have been pre-registered and assigned a vendor ID shown on purchase orders and checks. This number and your business Tax Identification Number or Social Security Number are necessary to access the records that have been transferred to Vendor Self Service. Use these numbers in the EXISTING VENDORS ONLY section.
- A W-9 Form is required in order to do business with City-Parish. Part of the online enrollment process requires you to upload a completed W-9 form. Please have the completed form in an electronic format so that you can submit it as part of the registration process. The W-9 form can be downloaded from the [IRS website](#). We have created [step by step directions](#) on how to properly complete the W-9 Form

On the Vendor Self Service home page (<http://brla.gov/vss>), click *Registration* on the right side of the browser window.

1. Create user ID and password

- a. Your User ID and Password will be required to log in to the Vendor Self Service portal.
- b. Your User ID should be something that you will remember for future use.
- c. Passwords **must** contain one capital letter, one lowercase letter, one number and one special character (such as @,!,?,etc.).
- d. Passwords are case-sensitive.
- e. Enter the validation numbers as they are displayed on the screen.



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New Vendor Registration

Create user ID and password Step 1

[Help](#)

User ID (between 1 and 100 characters) *


Re-type user ID *

Password (between 8 and 15 characters) *

Re-type password *

Password hint *

Enter these validation numbers into the box below them



- f. **STOP!!!! IMPORTANT INFORMATION**
 - i. If you **received** a welcome letter from the City-Parish notifying you of our new ERP system, locate your Vendor ID and the FID/SSN that is listed on the letter. Enter these under the EXISTING VENDORS ONLY section. Alternatively, your Vendor ID can be found on purchase orders or checks issued by the City-Parish.
 - ii. If you **did not receive** a letter from the City-Parish, DO NOT enter anything under the EXISTING VENDORS ONLY section. You should proceed as a New Vendor. In general, vendors who have received a check from the City-Parish in the past 3 years were converted to the new ERP system and would be considered an existing vendor. If you meet these requirements but did not receive a letter, it may be because we did not have complete/correct information for you. If you are unsure, please contact Finance-Accounts Payable at batonrougeap@brla.gov or (225) 389-3064

- g. Click *Continue* at the bottom of the page.



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EXISTING VENDORS ONLY
You must complete the following for initial registration.

Vendor ID

FID/SSN (Enter without dashes)

2. User Contact Information

- a. Provide primary contact information. You will have the opportunity to add additional contacts at a later step in the process.
- b. Choose from the available Contact Types: General, Accounts Payable, Purchasing, Sales.
- c. Supply remaining required information and any other information you feel necessary.
- d. Note: The City-Parish is not currently using the Text feature of this system.
- e. Click *Continue*.

User Contact Information

Contact Person

* Contact Type

* Name

Description

* Phone

Text
 Opt In

Fax

* E-mail



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3. Enter Vendor Registration Information
 - a. Enter the general information such as name and address for your company.
 - b. The Geographic drop down will indicate if your business is based in East Baton Rouge Parish, Louisiana, the United States or Internationally.
 - c. Be sure to select the remittances checkbox if you wish to use this address for remittances. You will have the opportunity to add additional addresses later in the process.

New Vendor Registration

Enter Vendor Registration Information Step 2

[Help](#)

General information

* Company Name
NEW COMPANY 1

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

Foreign Entity

* Address
222 SAINT LOUIS STREET

(line 2)

(line 3)

(line 4)

* City
BATON ROUGE

* State (abbreviation)
LA

* Zip
70802

County
▼

Country

Fax Number

Geographic
Select Type... ▼

Send remittances to the above name and address



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d. Enter email and the vendor type.

*E-Mail
EROMERO@BRGOV.COM

Web site

*Vendor Type
PROFESSIONAL SERVICES

Independent contractor

- e. Indicate if your business is a Minority Business Entity and if so select all appropriate MBE Classifications.
- i. Note: Please see Appendix A on how to manage MBE Certifications.
- f. Indicate Gender and Ethnicity. While both fields are required, the drop down contains a selection allowing you not to provide.

Minority Business Entity (MBE)

Is Minority Business Enterprise

MBE Classifications
(select all that apply)

- DISABLED VET-OWNED SM BUS ENT
- DISABLED VETERAN BUSINESS ENT
- DISADVANTAGED BUS ENTERPRISE
- General 1 certification [manage](#)
- SB-DISADVANTAGED BUS ENT
- SB-MINORITY OWNED
- SB-MINORITY WOMAN OWNED
- SB-NON-MINORITY OWNED
- SB-VETERAN-OWNED
- SB-WOMAN OWNED

*Gender
MALE

*Ethnicity
AFRICAN-AMERICAN



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- g. Enter your Federal Tax ID (FID) or Social Security Number (SSN).
 - i. For FID be sure to enter in ##-##### format
 - ii. For SSN be sure to enter in ###-##-#### format
- h. Enter any payment terms and delivery methods.

Enter a Federal Tax ID Number or Social Security Number

*FID or SSN
FID

*FID/SSN

*Re-type FID/SSN

Payment Terms

Discount Percentage

Days to Discount

Days to Net

Your preferred payables delivery method(s).
 Mail Fax E-Mail

Your preferred purchasing delivery method(s).
 Mail Fax E-Mail



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- i. Provide any necessary banking information (optional).
- j. Click *Continue* at the bottom of the page.

Bank Information

Joe Smith 1234
1234 Anystreet Court 1234
Anycity, AA 12345

Pay to the order of _____

_____ Dollars

Bank Anywhere
| 123456789 | 123456789123 | 1234

Routing Number Account Number Check Number

Bank Routing Number

Bank Account Number

Bank Account Type

Continue



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4. Address Information

- a. Your address will appear if you selected the remittance check box from the previous screen.
- b. Select *change* to make any modifications.
- c. Select *add* if you wish to add additional addresses.
- d. Click *Continue* when appropriate addresses have been entered.

New Vendor Registration

Address information Step 2

[Help](#)

Addresses

[add](#)

Name/DBA	Address	Is Default	
NEW COMPANY 1	222 SAINT LOUIS STREET BATON ROUGE LA 70802 Fax #:	N	change

[Continue](#)

5. General Vendor Contacts

- a. The contact you provided on Step 3 is displayed here.
- b. Add additional contacts by clicking the *New Contact* button.
- c. Change the existing contact by clicking the grid/pencil icon on the right.
- d. Click *Continue*.

New Vendor Registration

General Vendor Contacts Step 3

[Help](#)

Address Contacts

Type	Name	Description	Email	Telephone	
ACCOUNTS PAYABLE - Accounts Payable Contacts	JOHN DOE	CFO	EROMERO@BRGOV.COM	Phone: 2253893070 Text: Fax:	

[Continue](#) [New Contact](#)



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6. Select Commodities

When bidding materials, supplies, equipment and services, it is important to select a commodity code that best represents what your company can provide. This information will be used to send notifications to vendors enroll in specific commodities being solicited. It also helps the City in determining what commodities are being purchased and therefore should be on Citywide Term Contract for better pricing. Failure to submit this information will prevent advance notification of procurement opportunities. For questions regarding commodity codes, please contact purchasing at (225) 389-3259 Ext 0.

- a. Select any applicable commodities/services, which your company can provide.
- b. Click the *Add* button to include the selected commodities.
- c. Use the search feature or scroll through the list.
- d. A commodity code listing is also provided on the [City-Parish website](#).
- e. Click *Continue*.



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Select Commodities

Select Commodities

Step 5

Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.

Keyword(s) or commodity code(first 3 or more digits)

Search

[List all commodities/services](#)

9133 Found

[1-10](#) | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

Select All	Code	Description
<input type="checkbox"/>	00505	ABRASIVES EQUIPMENT AND TOOLS
<input type="checkbox"/>	00514	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.
<input type="checkbox"/>	00521	ABRASIVES, SANDBLASTING, METAL
<input type="checkbox"/>	00528	ABRASIVES, SANDBLASTING, OTHER THAN METAL
<input type="checkbox"/>	00542	ABRASIVES, SOLID: WHEELS, STONES, ETC.
<input type="checkbox"/>	00556	ABRASIVES, TUMBLING (WHEEL)
<input type="checkbox"/>	00563	COMPOUNDS, GRINDING AND POLISHING: CARBORUNDUM, DIAMOND, ETC. (SEE CLASS 075 FOR VALVE GRINDING COMPOUNDS)
<input type="checkbox"/>	00570	PUMICE STONE (INACTIVE, EFFECTIVE JANUARY 1, 2016)
<input type="checkbox"/>	00575	RECYCLED ABRASIVES, PRODUCTS AND SUPPLIES
<input type="checkbox"/>	00584	WOOL, STEEL, ALUMINUM, COPPER, AND LEAD

Add

Currently Added

00528	ABRASIVES, SANDBLASTING, OTHER THAN METAL	Remove
00563	COMPOUNDS, GRINDING AND POLISHING: CARBORUNDUM, DIAMOND, ETC. (SEE CLASS 075 FOR VALVE GRINDING COMPOUNDS)	Remove

Continue

Cancel



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7. Review

- a. Review the information submitted.
- b. Select *change* for any areas you may need to modify.

New Vendor Registration

Step 7

[Help](#)

Please check that the information below is correct. Make changes if necessary, then click on "Register."

[General Information](#) [change](#)

Name/DBA	NEW COMPANY 1
Entity	
Address	222 SAINT LOUIS STREET BATON ROUGE, LA 70802
Fax Number	
FID	12-3456789
Geographic	
E-Mail	EROMERO@BRGOV.COM
Web Site	
Vendor Type	PS PROFESSIONAL SERVICES
Gender	MALE
Ethnicity	AFRICAN-AMERICAN
Foreign Entity	No
Independent Contractor	No
Bank	
Bank Account Number	
Bank Account Type	
Minority Business Enterprise (MBE)	Yes
MBE Classification(s)	- General

[Terms](#)

[change](#)

Discount Percentage	0
Days to Discount	0
Days to Net	0

[Address Information](#)

[change](#)

Name/DBA	Address	Default
NEW COMPANY 1	222 SAINT LOUIS STREET BATON ROUGE, LA 70802 Fax:	N



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- c. Submit the appropriate documents.
 - i. **W-9 (Required)**
A W-9 Form is required in order to be added as a vendor. The W-9 form can be downloaded from the [IRS website](#). We have created [step by step directions](#) on how to properly complete the W-9 Form.
 - ii. **Louisiana Secretary of State Certificate of Good Standing**
All vendors doing business with City-Parish must be in good standing with the Louisiana Secretary of State’s office. To expedite the process of becoming a vendor, attach a certificate of good standing.
 - iii. **Certificate of Insurance**
Vendors providing services to the City-Parish in the form of repairs, maintenance, installations or other types of services will be required to submit an Insurance Certificate in accordance with specifications provided for each job.
 - iv. **General**
Submit any additional forms you feel may assist in the vendor enrollment process.
- d. Accept the Terms and Conditions.
- e. Click *Register* to complete the process.

Attachments				
Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	<input type="button" value="Attach"/>
Certificate of Insurance	Vendors providing repairs, maintenance, installations, etc are required to submit a certificate of insurance		(0)	<input type="button" value="Attach"/>
SoS Certificate	To expedite, please upload a Certificate of Good Standing from the Louisiana Secretary of State.		(0)	<input type="button" value="Attach"/>
W-9 Form	For tax purposes submit an IRS W-9 Form	✓	w9.pdf (Not yet saved)	<input type="button" value="Attach"/>

! The City-Parish procurement activities are subject to the State of Louisiana Public Bid Law, local city-parish ordinances as well as applicable federal statutes as directed by grant providers. Vendors must be registered to receive bid.

I have read and accept the terms & conditions.

(Only click Register once and refrain from using your browser's Back or Refresh button.)





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8. Registration Confirmation

- a. Your registration is complete. City-Parish staff will review the information you have submitted and complete the process to add you as a vendor.
- b. From this page you can register additional commodities or upload additional documents.

New Vendor Registration
Registration Confirmation

 Registration has been completed. You will be contacted when your information has been reviewed. 

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)

9. Now that your registration is complete you can Log In to the Vendor Self Service site (<http://brla.gov/vss>).

- a. Click the Log In icon on the upper right hand corner.
- b. Use the username and password previously created to access the site.



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Appendix A

Managing MBE Certifications

Minority Business Entity vendors can list appropriate certifications through the vendor self service portal. After indicating that they are an MBE, the vendor can choose which MBE classifications apply. For each classification that is checked, a manage link will appear and this is where the vendor can list their certifications. These instructions are based on the steps taken during new vendor registration, however, the same can be done by updating the vendor's profile after logging in to vendor self service.

1. Select *Manage* next to the appropriate classification

Minority Business Entity (MBE)

Is Minority Business Enterprise

MBE Classifications
(select all that apply)

- DISABLED VET-OWNED SM BUS ENT
- DISABLED VETERAN BUSINESS ENT
- DISADVANTAGED BUS ENTERPRISE
- General 1 certification [manage](#)
- SB-DISADVANTAGED BUS ENT
- SB-MINORITY OWNED
- SB-MINORITY WOMAN OWNED
- SB-NON-MINORITY OWNED
- SB-VETERAN-OWNED
- SB-WOMAN OWNED

*Gender
MALE

*Ethnicity
AFRICAN-AMERICAN



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2. Begin process to add a certification
 - a. Any previously added certifications will be displayed.
 - b. Click *Add new certificate*.

New Vendor Registration

Manage MBE Classification Certificates

[Return to General Profile](#)

Enter Vendor Registration Information Step 2

[Help](#)

Selected MBE Classification

Serial ID	0
Description	General

[Add new certificate](#)

Existing Certificates

There are no certificates associated with this MBE Classification

[Changes Complete](#) [Cancel All](#)



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3. Enter all appropriate information for the specific classification
 - a. Supply the Agency providing the certification, issue date and expiration date.
 - b. Click *Done*.

New Vendor Registration

Enter Vendor Registration Information Step 2

[Help](#)

Selected MBE Classification

Serial ID	0
Description	General

[Add new certificate](#)

Existing Certificates

There are no certificates associated with this MBE Classification

Certificate Details

***Agency**
(300 character limit)

271 remaining

***Issue Date**

***Expiration Date**

Notes
(300 character limit)

300 remaining



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4. Review the information
 - a. The certificate is now added. From here you can edit or add additional certifications.
 - b. Click *Changes Complete* to return to the vendor profile page.

New Vendor Registration

! This new Certificate is now set for adding to your MBE Classification.
NOTE: This change will NOT be saved until your entire Profile is saved.
 When finished modifying your certificate(s), click "Changes Complete" to hold these changes and return to the Profile editing page, or click "Cancel All" to cancel the certificates changes.
Also note that if you undo pending changes on an existing certificate before you save your new certificates, the new certificates will be lost.

Step 2

Enter Vendor Registration Information

[Help](#)

Selected MBE Classification

Serial ID	0
Description	General

[Add new certificate](#)

Existing Certificates

Agency	Issue Date	Expire Date	Status
TEST MBE AGENCY CERTIFICATION	1/1/2017	12/31/2019	New

[edit](#) | [remove](#)

Changes Complete
Cancel All