VENDOR SELF SERVICE
NEW VENDOR REGISTRATION GUIDE
VENDOR SELF SERVICE

VENDOR REGISTRATION

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REVISED: SEPTEMBER 2023
VENDOR SELF SERVICE

The City of Baton Rouge, Parish of East Baton Rouge (City-Parish) Vendor Self-Service (VSS) system enables vendors to register and maintain information about their organization for the purpose of doing business with the City-Parish, monitor purchase orders, invoices, and payments, and receive notifications of business opportunities. City-Parish procurement activities are subject to 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 notifications.

New vendors need the following information to complete registration:

- Federal Tax ID or Social Security Number
- W-9 Form
- DUNS # (if applicable)

Prospective vendors must create an account to gain access to the Vendor Self Service Portal. The Vendor Self Service Portal can be found at brla.gov/vss.
VENDOR REGISTRATION

How to Register

1. Click on **Log in / Register** from the Vendor Self Service home screen.

2. If this is your **first-time** logging into the Vendor Self Service Portal, click the **Sign up** link at the bottom of the page.

3. When you select Sign up, VSS will display the **Sign up** screen. This information will be used to log in to the portal after your account is created.
   a. Enter your **email address**.
   b. Enter your **first name**.
   c. Enter your **last name**.
   d. Enter your **mobile phone**.
   e. Enter your **password**.
   f. Then click **sign up**.
4. The **Verify with your email screen** will display.

   a. Check your Email Inbox or Junk/Spam folder for a new email message from noreply@identity.tylerportico.com for your verification code.

   b. Type in the verification code received and click **Verify**.

5. Select **Create New Vendor**.

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**Welcome to Vendor Self Service**

*No vendor information is linked to your account.*

In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor.

- [Create New Vendor](#)
- OR
- [Link to Existing](#)

**Announcements**

The City of Baton Rouge, Parish of East Baton Rouge (City-Parish) Vendor Self Service (VSS) system enables vendors to register and maintain information about their organization for the purpose of doing business with City-Parish and receive notifications of business opportunities. 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 notifications.

Vendors who have previously created a VSS account can access their information using the Log In option in the upper right hand corner of this page.

New vendors or existing vendors who need to create a VSS account can do so clicking the Registration link to the right. Vendors are encouraged to review the step by step [VSS Registration Guide](#) before beginning the registration process.

For assistance with registration, please contact us at bridge@brla.gov or (225) 389-2842.
6. Complete the **New Vendor Registration** by entering your **Vendor Registration Information**.

![New Vendor Registration Form]

- **Company Information**: This section requires you to provide their general business and contact information, all required fields are marked with an asterisk.
  - i. The **Company Name** field contains the vendor’s name or business name.
  - ii. **Line 2, Line 3, and Line 4** can be skipped.
  - iii. The **Doing business as** field indicates doing business as (DBA) name, if applicable.
  - iv. The **Vendor Type** field indicates the type of services rendered.
  - v. The **Foreign Entity** field, when selected, indicates that your business is a foreign entity.

- **Vendor Address**: All required fields are marked with an asterisk.
  - vi. **Send Accounts Payable checks to the above address** is referring to the address in the **Vendor Address** section to the right side of the screen.
  - vii. **Send Purchase Orders to the above address** is referring to the address in the **Vendor Address** section to the right side of the screen.
  - viii. The **EMAIL** field contains the vendor’s primary email address—this address is where all notifications and alerts are sent, such as registration confirmation messages or password hints.
  - ix. The **Website** field is where your business website URL can be entered.
  - x. Your **DUNS** can be entered here, if applicable.
b. **Vendor Address**: This section requires you to provide the company’s address information.

i. Enter the company **Address, City, State, and Zip Code**.

ii. **Geographic** will indicate your business' geographical location in reference to East Baton Rouge Parish.

1. Select **INP – IN EBR PARISH** if your business is located within East Baton Rouge Parish.

2. Select **INS – IN STATE** if your business is located outside of East Baton Rouge Parish but within the State of Louisiana.

3. Select **USA – IN USA & ITS TERRITORIES** if your business is located outside of the State of Louisiana.

4. Select **INT – INTERNATIONAL** if your business is located outside of the United States of America.

5. **Fax Number** displays your business' fax number, if applicable.
iii. **Minority Business Entity (MBE):** A minority business enterprise is typically defined as a business that is at least 51% minority-, woman-, or veteran-owned and operated. These businesses are typically certified by a city, state, or federal agency.

1. **Minority Business Enterprise Classifications**
   checkbox indicates that your business is a minority business enterprise.

2. If the classification is applicable, select the checkbox under **Minority Business Enterprise**, then select the classifications that apply.

c. **Federal Tax ID Number or Social Security Number:**
   i. Select **FID** for federal tax identification number or **SSN** for Social Security number.

   ii. Enter your company’s Federal Tax ID Number or Social Security Number in the **FID/SSN** field, then enter it again in the **Re-type FID/SSN** field.

   1. *The FID or SSN number must be a unique value that is not used by any other vendor.*

d. **Payment Terms:**
   i. The **Discount Percentage** field defines the discount percentage your business will provide the parish.

   ii. The **Days to Discount** field indicates the number of days in which payment must be received by your business in order for the parish to claim the discount percentage.

   iii. The **Days to Net** field indicates the number of days that your business allows before requiring net payment.

   iv. **Your Preferred Payables Delivery Method** indicates how your business would like to receive payment for goods or services.

   v. **Your Preferred Purchasing Delivery Method** indicates how your business would like to receive Purchase Orders.

e. Click **Continue** to proceed to the next step of the registration process.
7. Register your **General Vendor Contacts**.

   ![New Vendor Registration Form]

   a. The **Company Name** field defines the name that appears on items sent to this remit address. The name can vary from the vendor name, if necessary.

   b. The **Address**, **City**, **State**, and **Zip** fields define your business' remit address.

   c. The **E-Mail** field contains the email address for this remit address.

   d. Choose preferred **delivery methods**.

   e. Once all fields have been completed, click **Save** to be taken back to the **Address** section.

   ![Addresses Table]

   f. Click **Continue**.
8. Fill out the **User Contact Information** to add personnel contacts for your company, as needed.

a. The **Contact Type** field indicates the type of contact for this vendor.
   i. **General Contact** – a general point of contact for the vendor.
   ii. **Accounts Payable Contact** – an accounting/billing contact for the vendor.
   iii. **Purchasing Contact** – a sales contact for the vendor.

b. The **Name** field is the name of the particular contact.

c. The **Description** field is optional but indicates more descriptive information about the contact, such as job title.

d. The **Phone** field is the primary phone number for the contact.

e. The **Text** field is an optional field for a cellphone number to receive text messages. The **Opt In** check box must be checked to opt in for text messages.

f. The **E-mail** field is the primary email for this contact.

g. Click **Continue** to be taken back to **Address Contacts** section.

h. Click **Continue** to move to the next step OR click **New Contact** and repeat to add additional contacts.
9. Complete your **Commodity Selection** (optional).

![Select Commodities](image-url)

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

  - **Keyword(s) or commodity code (at least 3 or more digits):**
  - **Search**

  **List all commodities/services**

  **9133 Found**  
  Select 10 | 11-20 | 21-30 | 31-40 | 41-50 | 51-60 | Next

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Select All</strong></td>
</tr>
<tr>
<td>00503</td>
<td>ABRASIVES EQUIPMENT AND TOOLS</td>
</tr>
<tr>
<td>00514</td>
<td>ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.</td>
</tr>
<tr>
<td>00521</td>
<td>ABRASIVES, SANDBLASTING, METAL</td>
</tr>
<tr>
<td>00528</td>
<td>ABRASIVES, SANDBLASTING, OTHER THAN METAL</td>
</tr>
<tr>
<td>00542</td>
<td>ABRASIVES, SOUD: WHEELS, STONES, ETC.</td>
</tr>
<tr>
<td>00556</td>
<td>ABRASIVES, TUMBLING (WHEEL)</td>
</tr>
<tr>
<td>00563</td>
<td>COMPOUNDS, GRINDING AND POLISHING: CARBORUNDUM, DIAMOND, ETC. (SEE CLASS 073 FOR VALVE GRINDING COMPOUNDS)</td>
</tr>
<tr>
<td>00570</td>
<td>PUMICE STONE (INACTIVE, EFFECTIVE JANUARY 1, 2016)</td>
</tr>
<tr>
<td>00573</td>
<td>RECYCLED ABRASIVES, PRODUCTS AND SUPPLIES</td>
</tr>
<tr>
<td>00584</td>
<td>WOOL, STEEL, ALUMINUM, COPPER, AND LEAD</td>
</tr>
</tbody>
</table>

- **Add**
a. You can either search for specific commodities using the search bar or browse through the list.

b. Select the checkbox next to the commodity and click **Add** to add them. Multiple commodities can be selected and added at one time.

c. To remove a commodity, click **Remove** next to the commodity under **Currently Added**.

d. When finished, click **Continue** to be taken to the **Review** page.
10. Review your registration information.

**New Vendor Registration**

**Review**

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

**General Information** change

Name/DBA

JOES COMPANY

Entity

Address

222 SAINT LOUIS STREET, ROOM 6284
BATON ROUGE, LA 70802

Fax Number

12-3456789

FID

Geographic

INP - IN EBR PARISH

E-Mail

VSSTEST4@BRILA.GOV

Web Site

Vendor Type

PS PROFESSIONAL SERVICES

Gender

Ethnicity

Foreign Entity

No

Independent Contractor

No

Minority Business Enterprise (MBE)

Yes

MBE Classification(s)

- SB-VETERAN-OWNED

**Terms** change

Discount Percentage

0
a. All information entered will display on this page and should be reviewed after registering. An attached copy of your company's W-9 is also required before you can complete the registration process.
11. Upload your **attachments**.

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Description</th>
<th>Required</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Documents are not assigned to a type</td>
<td>0</td>
<td>Attach</td>
</tr>
<tr>
<td>Certificate of</td>
<td>Vendors providing repairs, maintenance, installations, etc are required to</td>
<td>0</td>
<td>Attach</td>
</tr>
<tr>
<td>Insurance</td>
<td>submit a certificate of insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>default</td>
<td>Vendor Attachment</td>
<td>0</td>
<td>Attach</td>
</tr>
<tr>
<td>SoS Certificate</td>
<td>To expedite, please upload a Certificate of Good Standing from the Louisiana Secretary of State.</td>
<td>0</td>
<td>Attach</td>
</tr>
<tr>
<td>W-9 Form</td>
<td>For tax purposes submit an IRS W-9 Form</td>
<td>✓</td>
<td>Attach</td>
</tr>
</tbody>
</table>

**Important Note:** 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.

**CONFLICT OF INTEREST:** Vendor shall exercise reasonable care and diligence to prevent any actions or conditions, which could result in a conflict with the best interests of City-Parish Government. This obligation shall apply to the activities of the employees and agents of Vendors in their relations with the employees and their families of owner, vendors, subcontractors, and third parties arising from contracts or purchase orders for furnishing goods or services to the City-Parish government. Contractor's efforts shall include but not be limited to, establishing precautions to prevent its employees from making, receiving providing or offering gifts, entertainment, payments, loans, or other considerations of more than nominal value.

**BUSINESS ETHICS:** Vendor agrees to comply with all laws and lawful regulations applicable to any activities carried out in the name of or on behalf of the City-Parish government under the provision of City-Parish contracts or purchase orders including any amendments thereto.

Vendor agrees that all financial settlements, billings and reports rendered to the City-Parish government will reflect properly the facts about all activities and transactions handled for the account of the City-Parish government, which data may be relied upon as being complete and accurate in any further recording and reporting made by the City-Parish government for whatever purpose.

Further, the vendor agrees to notify the Purchasing Director of any changes which would materially affect the statements made herein or which could affect conducting business in the best interests of the East Baton Rouge City-Parish Government.

☐ I have read and accept the terms & conditions.
b. Click the **Attach** button for the corresponding form.

c. Select **Choose File**.

d. Then select the corresponding form from your computer.

e. Click **Open**.

f. After the file loads, click **Continue**.

g. Repeat for each form.
12. Review the **Terms and Conditions**.

<table>
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<td>(0)</td>
<td>Attach</td>
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<td>Vendors providing repairs, maintenance, installations, etc are required to submit a certificate of insurance</td>
<td>(0)</td>
<td>Attach</td>
</tr>
<tr>
<td>default</td>
<td>Vendor Attachment</td>
<td>(0)</td>
<td>Attach</td>
</tr>
<tr>
<td>SOS Certificate</td>
<td>To expedite, please upload a Certificate of Good Standing from the Louisiana Secretary of State.</td>
<td>(0)</td>
<td>Attach</td>
</tr>
<tr>
<td>W-9 Form</td>
<td>For tax purposes submit an IRS W-9 Form</td>
<td>✔️</td>
<td>8248600.pdf (Not yet saved)</td>
</tr>
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- Review the **Terms and Conditions** located at the bottom of the page.
- Select the checkbox to confirm that you have read and accept the terms and conditions.
- When finished and all information is correct, click **Register** to complete the process.

13. Once completed, a **New Vendor Registration Confirmation** will appear and you will receive a confirmation email.
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.

Vendor Registration Complete

NOREPLY-MUNIS-PROD@brla.gov
To  VSTEST4

****EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.****

Dear ERIC ROMERO,

We are pleased to advise that you have been added as a Registered User to the Vendor Self Serve website under account JOES COMPANY. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Website Address: https://selfservice.brla.gov/vss/Vendors/Profile/VendorSelfService.aspx
Username: VSTEST4@BRLA.GOV