

# BATON ROUGE IS OPEN FOR BUSINESS

Since taking office in January 2017, Mayor-President Sharon Weston Broome has been working to identify ways to streamline how companies do business with the City-Parish. This includes investing in technology that make it easy to register with the City-Parish as a new vendor and do business securely and electronically.

In June 2018, Mayor Broome announced the launch of the Vendor Self Service (VSS) portal as part of a multi-year effort to modernize City-Parish financial and purchasing systems, which makes it easier for companies to do business with the City-Parish and stay “in the loop” on new contracting opportunities.

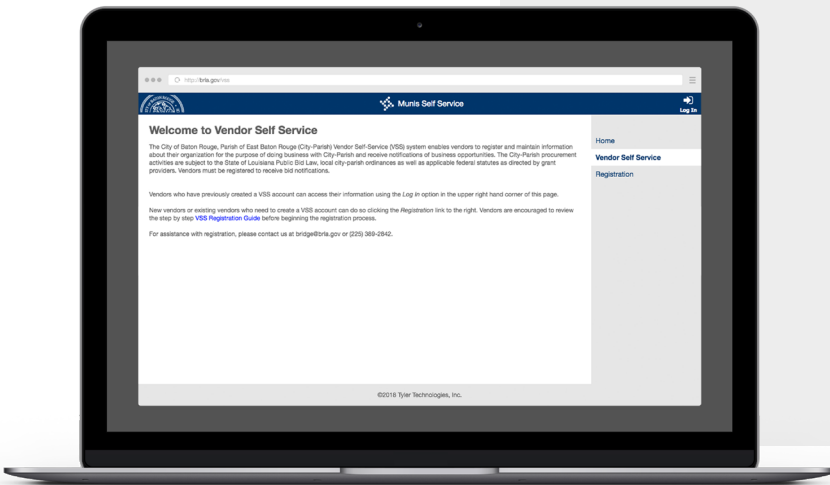
BRLA.GOV/VSS

## HOW TO GET STARTED

Whether you are currently providing services to the City-Parish, a new vendor selected to provide services, or simply a company seeking to do business with the City-Parish, it's important to register on the VSS portal. Visit [brla.gov/vss](http://brla.gov/vss) and follow the prompts for registration. If you need help registering, refer to our step-by-step registration guide on the portal homepage.

## HOW IT WORKS

In registering as a vendor with the City-Parish, you will be able to use the VSS portal to update your company contact information, manage company files such as your W-9 or insurance certificate, access your contract(s), and view payment status history. You will also be notified about upcoming contracting opportunities based on the commodity codes you select for your business when registering – please note that these can be updated at any time by simply logging into the VSS portal.



Contact us if you need help registering or accessing these services. Whether you're currently doing business with the City-Parish or not, it's important that you register in order for us to contact you about upcoming contracting opportunities.

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CITY OF BATON ROUGE  
PARISH OF EAST BATON ROUGE

