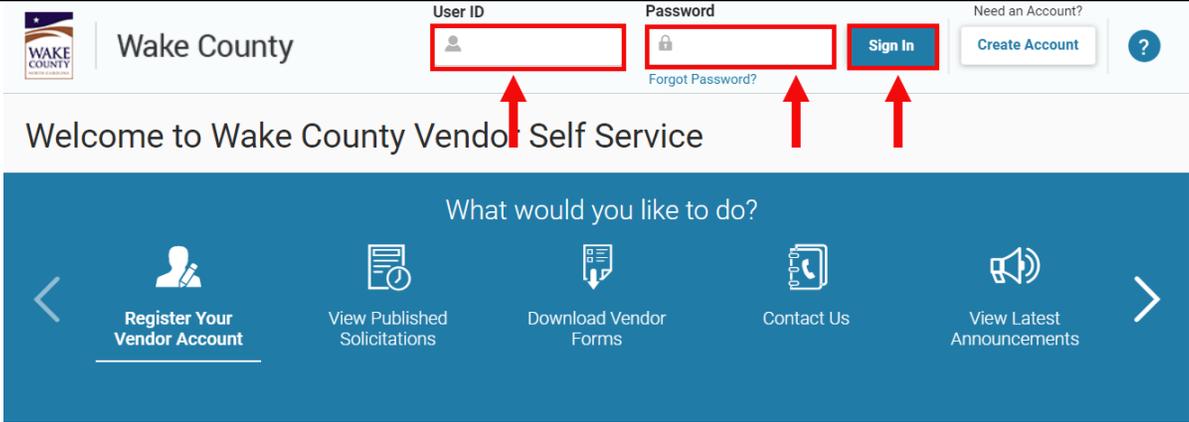
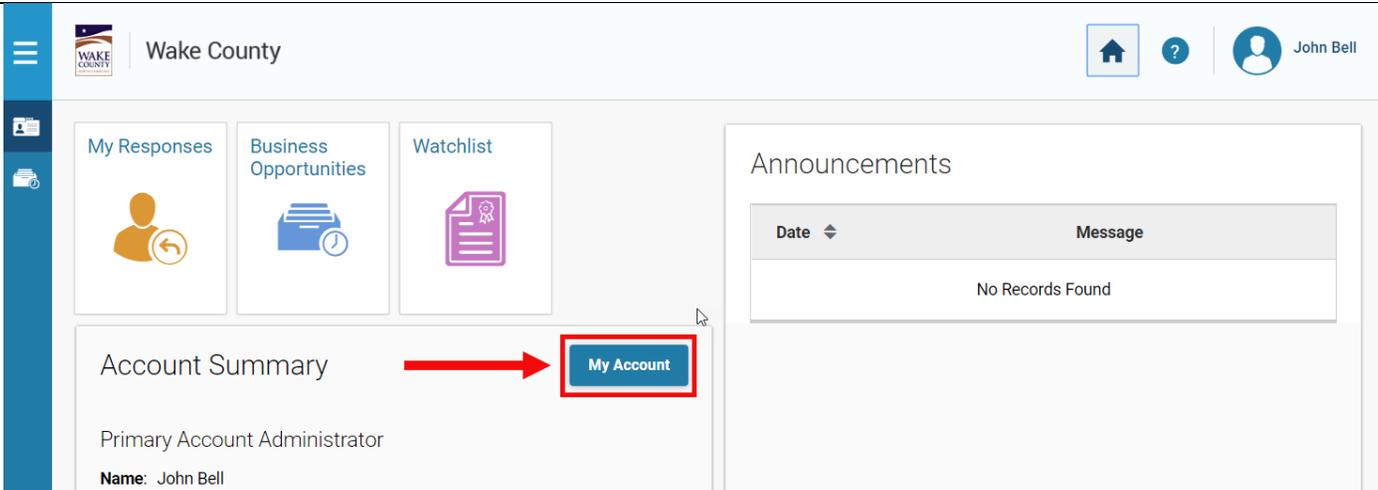




MANAGE YOUR VENDOR ACCOUNT

Wake County Vendor Self-Service Portal Quick Reference Guide

This quick reference guide demonstrates how to manage your vendor account in the Wake County Vendor Self-Service (VSS) Portal. If you have questions about the portal or have technical issues, please call (919) 856-6120 Monday through Friday between 8:30 a.m. and 5:15 p.m. For Vendor Registration questions, email VSSVendor@wakegov.com. For Solicitation questions, contact the individual listed on the Solicitation documents.

1.	Using Chrome, go to the Wake County Vendor Self-Service Portal at https://vss.wakegov.com and log into your vendor account.	
2.	In the Account Summary section, click the My Account button.	

3. On the *My Account* screen, you will see the following tabs across the top of the page:

1. Account Information – Manage legal information, taxpayer ID information, and organization information
2. Addresses & Contacts – Manage address and contacts for your business
3. Users – Add, edit, or delete people who have access to your Wake County vendor account
4. Commodities – Add or delete the goods and services provided by your business
5. Business Type – Add, update or delete business types that apply to your business.

Click on a tab to manage the information in that section.

Wake County

My Account

Email: smpva757@gmail.com | Phone Number: 919-555-0011 | Vendor Status: Inactive

Account Information ✓ | Addresses & Contacts ✓ | Users ✓ | Commodities ✓ | Business Types ✓

1 Pending

Legal Information

Organization Type: Individual | Classification: Sole Proprietor

First Name: John | Middle Name: -

Last Name: Bell | Alias/DBA: JB's Electrical Supply

Edit All

Edit

Account Information tab:

Click **Edit All** to edit information in all sections.

Click the **Edit** button for a specific section to edit only that information.

Account Information ✓ | Addresses & Contacts ✓ | Users ✓ | Commodities ✓ | Business Types ✓

1 Pending

Edit All

Account Information ✓ | Addresses & Contacts ✓ | Users ✓ | Commodities ✓ | Business Types ✓

1 Pending

Legal Information

Edit

Click the **three vertical dots** to see more options.

To change 1099 address information or TIN/SSN information, please click **Change TIN/SSN**.

Account Information ✓ Addresses & Contacts ✓ Users ✓ Commodities ✓ Business Types ✓

1 Pending

Edit All

Related Pages Related Actions

Change TIN/SSN Download Substitute W-9 Form

Organization Type Classification

Addresses & Contacts tab:

To add a new address for your business, click the **Addresses** tab and click **Create Address**.

Account Information ✓ Addresses & Contacts ✓ Users ✓ Commodities ✓ Business Types ✓

1 Pending

Addresses Contacts

Create Address

400 Foundry St.
Athens, GA30601

Show less

To edit or delete a contact for your business, click the **Contacts** tab, and then click the **three vertical dots** to see the **Edit** and **Delete** options.

Account Information ✓ Addresses & Contacts ✓ Users ✓ Commodities ✓ Business Types ✓

1 Pending

Addresses Contacts

John Bell
919-555-0011
smpva757@gmail.com

Edit
Delete

Show less

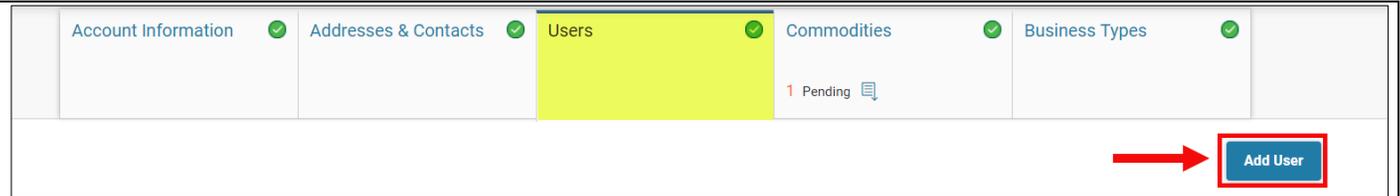
Contact for following Address Type

1 Ordering | 1 Payment | 1 Billing | 1 Web Registrar

Users tab:

To add a user to your VSS account, click the **Add User** button.

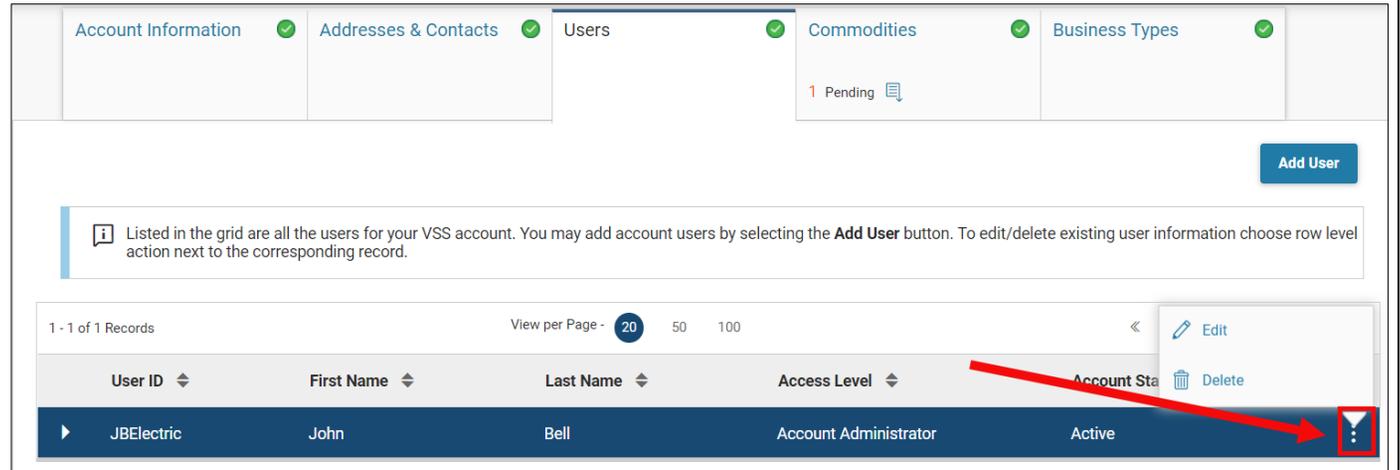
To edit or delete a user, click the **three vertical dots** that correspond to the user and select **Edit** or **Delete**.



Account Information ✓ Addresses & Contacts ✓ **Users** ✓ Commodities ✓ Business Types ✓

1 Pending

Add User



Account Information ✓ Addresses & Contacts ✓ **Users** ✓ Commodities ✓ Business Types ✓

1 Pending

Add User

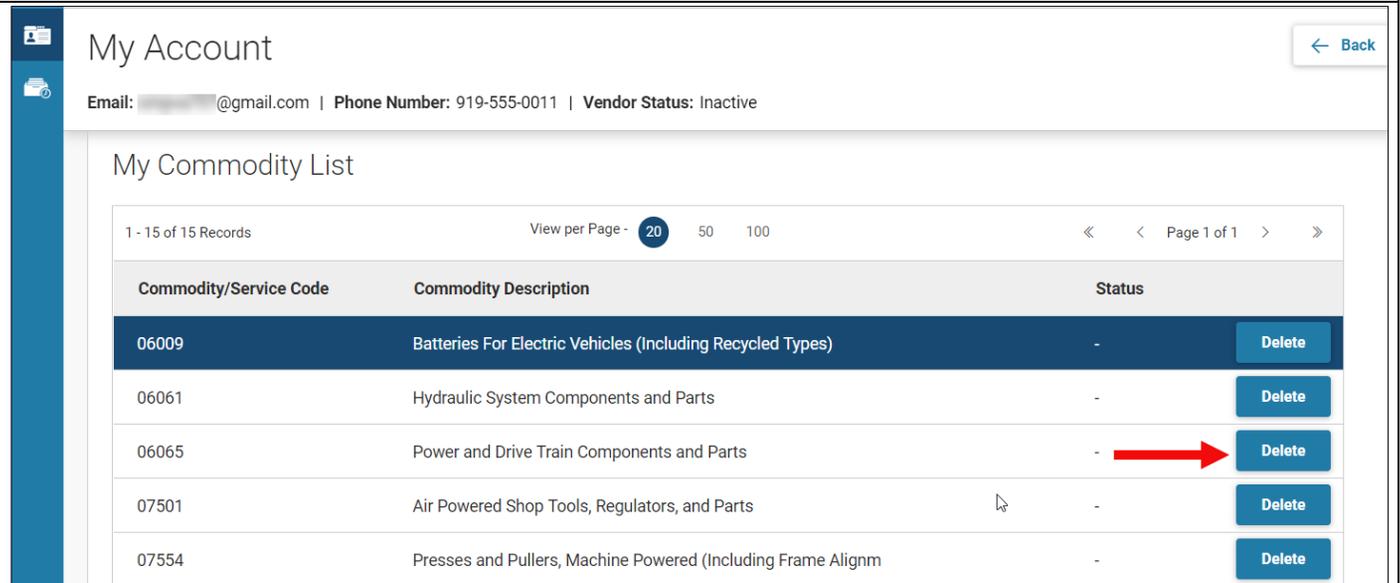
Listed in the grid are all the users for your VSS account. You may add account users by selecting the **Add User** button. To edit/delete existing user information choose row level action next to the corresponding record.

1 - 1 of 1 Records View per Page - 20 50 100

User ID	First Name	Last Name	Access Level	Account Sta	Edit	Delete
JBElectric	John	Bell	Account Administrator	Active		⋮

Commodities tab:

To remove an existing commodity, click the **Delete** button that corresponds to it.



My Account

Email: @gmail.com | Phone Number: 919-555-0011 | Vendor Status: Inactive

My Commodity List

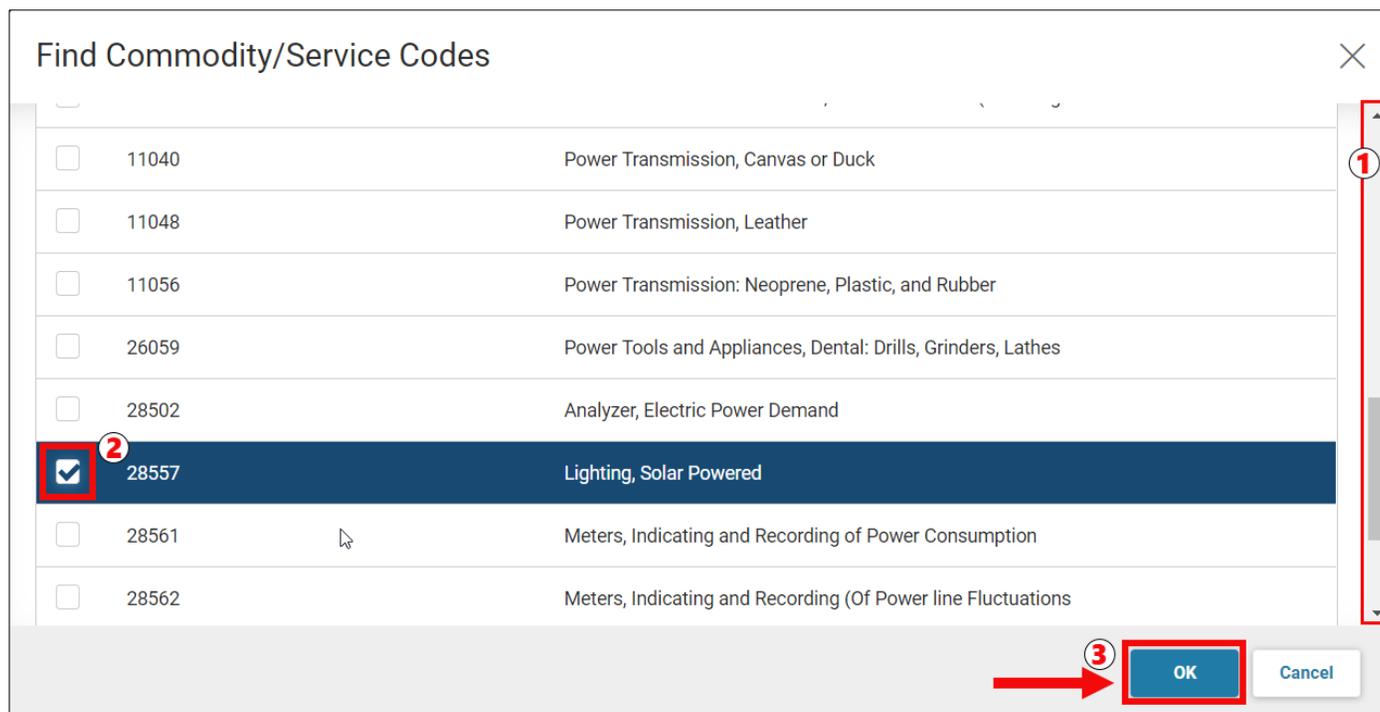
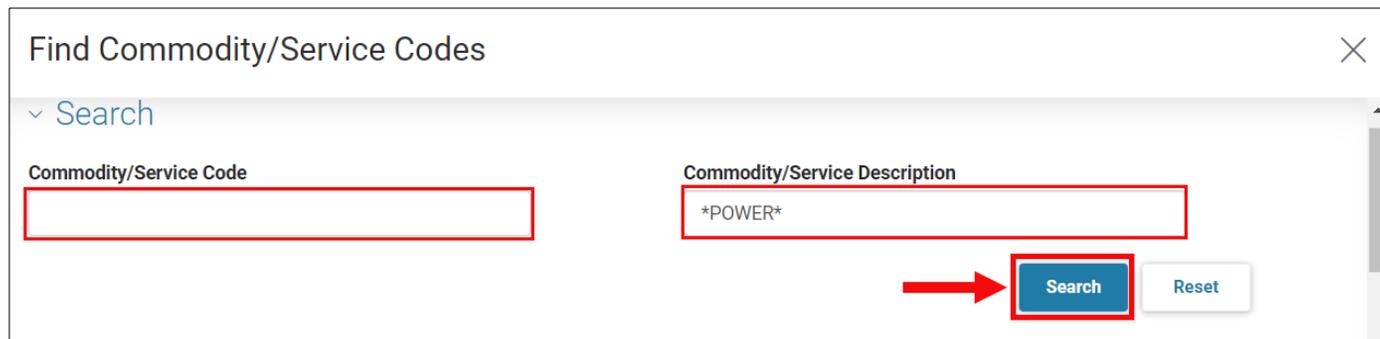
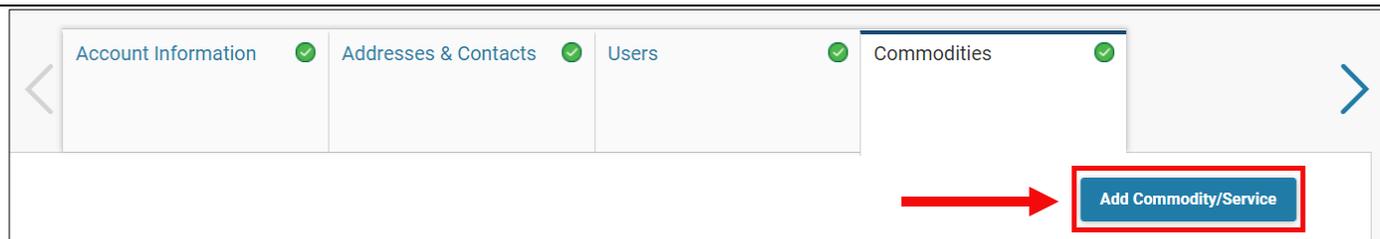
1 - 15 of 15 Records View per Page - 20 50 100 Page 1 of 1

Commodity/Service Code	Commodity Description	Status	Delete
06009	Batteries For Electric Vehicles (Including Recycled Types)	-	Delete
06061	Hydraulic System Components and Parts	-	Delete
06065	Power and Drive Train Components and Parts	-	Delete
07501	Air Powered Shop Tools, Regulators, and Parts	-	Delete
07554	Presses and Pullers, Machine Powered (Including Frame Alignm	-	Delete

To add a commodity to your account, click the **Add Commodity/Service** button.

In the *Find Commodity/Service Codes* window, enter the specific commodity code in the **Commodity/Service Code** field if you know it, or you can enter a key word or description in the **Commodity/Service Description** field and click **Search**.

Use the **scroll** bar on the right to scroll through the search results. When you find the commodity you want, click the **check box** to select it, then click **OK**.



Business Types tab:

To add a new business type to your account, click the **Add Business Types** button.

To update or delete a business type on your account, click the **three vertical dots** that correspond to the business type and click **Update** or **Edit**.

Account Information ✓ Addresses & Contacts ✓ Users ✓ Commodities ✓ Business Types ✓

1 Pending

Add Business Types

My Business Types

1 - 1 of 1 Records View per Page - 20 50 100 Update Delete

Business Type ID	Business Type	Certification No	Certification Start Date	Certification End Date	
GE03	Located outside NC, in US	-	-	-	⋮

A red arrow points to the three vertical dots icon in the bottom right corner of the table row.