

COMMONWEALTH OF KENTUCKY VENDOR SELF SERVICE REGISTRATION GUIDE

This quick reference guide provides an overview of vendor registration in the Kentucky Vendor Self Service (VSS) Application. VSS allows you, as a vendor to manage your own Account Information, Respond to Published Solicitations, as well as view your Financial Transactions.

Kentucky Vendor Self Service can be accessed at: <https://vss.ky.gov>

If you have technical issues or specific questions regarding the application, please reach out to the Finance Customer Resource Center at Finance.CRCGroup@ky.gov or by calling 877-973-HELP Monday through Friday, 8:00 a.m. to 4:30 p.m. (EST)

For Solicitation or Contract questions and support, contact the buyer listed on the Solicitation or Contract.

1. Go to <https://vss.ky.gov> and click the **Sign Up** button at the top right or bottom center of the application.

The screenshot displays the top navigation bar of the Kentucky Vendor Self Service application. It includes the Commonwealth of Kentucky logo, a search bar, and fields for User ID and Password. A red arrow points to the 'Sign Up' button in the top right corner. Below the navigation bar, a blue banner asks 'What would you like to do?' and features five icons: 'Register Your Vendor Account', 'View Latest Announcements', 'Download Vendor Forms and Quick Reference Guides', 'Contact Us', and 'View Published Solicitations'. The 'Register Your Vendor Account' icon is highlighted with a red box and a red arrow. Below the banner, a large blue banner with a background image of the Kentucky State Capitol building contains the text: 'Register a new vendor account, or find and activate your existing vendor account already on file. Once you complete the registration process, you'll enjoy having immediate access to your account information, interacting with our buyers and the rest of the vendor community, and being notified of our latest business opportunities. Start the process now by signing up as a user.' A red box highlights the 'Sign Up' button at the bottom center of this banner, with a red arrow pointing to it.

COMMONWEALTH OF KENTUCKY VENDOR SELF SERVICE REGISTRATION GUIDE

2. On the Sign Up screen, complete the required fields then click send verification code.

Please Note:

- The User ID and Password length cannot be greater than 16 characters.
- Once you enter your email address, the **“Send Verification Code”** button will appear.

Commonwealth of Kentucky

Sign Up

[Sign Up](#) [Cancel](#)

*Required fields

* User ID
eMARS Vendor

* First Name
John

* Last Name
Smith

* Phone Number
555-123-4567

Fax Number

* Password
.....
Fair Password

* Confirm Password
.....

* Security Question
What is your favorite color?

* Security Answer
....

* Confirm Security Answer
....

* Email
[Redacted]

* Email Verification Code

[Send Verification Code](#)

I agree with User Agreement Policy

3. A **Confirmation** notification indicates an email verification code has been sent, Click **Continue**

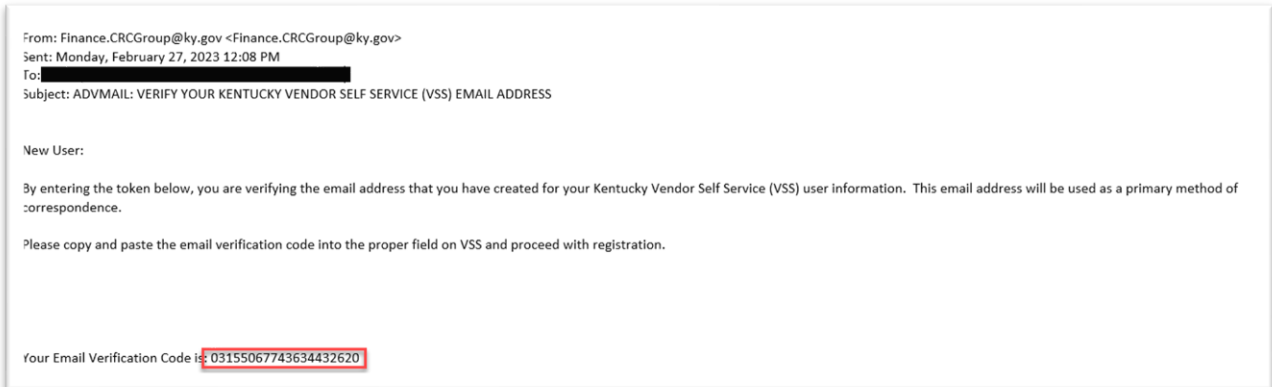
Confirmation

✓ Email Verification code has been sent
Check your email address for the verification code and click Continue to proceed.

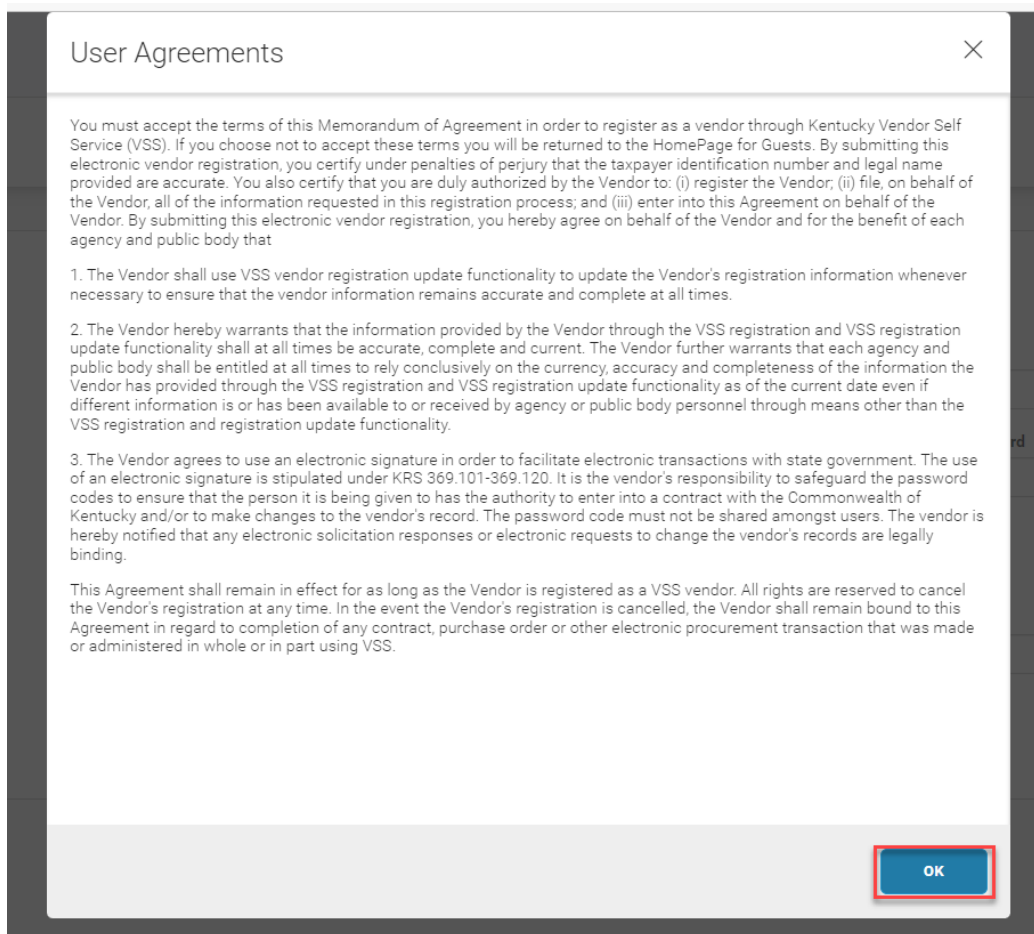
[Continue](#)

COMMONWEALTH OF KENTUCKY VENDOR SELF SERVICE REGISTRATION GUIDE

- Retrieve the email verification code from your email. Copy and Paste it into the **Email Verification Code** field on VSS.



- Click **User Agreement Policy** to Read the User Agreement, click **OK** to collapse the agreement and **Check the Box** to agree.



COMMONWEALTH OF KENTUCKY VENDOR SELF SERVICE REGISTRATION GUIDE

6. Click **Sign Up** at the top right

Commonwealth of Kentucky

Sign Up

*Required fields

* User ID
eMARS Vendor

* First Name
John

* Last Name
Smith

* Phone Number
555-123-4567

* Password

Fair Password

* Security Question
What is your favorite color?

* Security Answer

* Confirm Password

* Email
[Redacted]

Resend Verification Code

* Email Verification Code
03155067743634432620

agree with User Agreement Policy

7. **Completed: User Sign Up** notification indicates Next Step: Search for your account, Click **Continue**

Completed: User Sign Up

✓ Next Step: Search for your account in our existing vendor records.

Click Continue to proceed to a search page where you can verify whether you have an existing account in our vendor records or whether you need to start a new registration. At this point, your progress will be saved at every step and can easily be accessed by signing back in if you log off or close your current session.

Continue

COMMONWEALTH OF KENTUCKY VENDOR SELF SERVICE REGISTRATION GUIDE

8. On the Search for Existing Account screen, in the Search Type section, select **Company or Individual**

- If organization type selected is **Company**, Enter the **9-digit EIN** Taxpayer Identification Number (TIN) according to your IRS Form W-9 (no dashes).

- If organization type selected is **Individual**, enter your **Last Name & Last 4** digits of Taxpayer ID (SSN).

Commonwealth of Kentucky

Search for Existing Account

[Cancel Registration](#)

i To activate your account you must have a vendor code. This page will help you to determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided.

Please select one of the search options below to determine if you already have a vendor code:

- For companies, if you have Employer Identification Number(EIN), first search by your Taxpayer Identification Number(TIN) before searching by Legal Business Name.
- For individuals, enter your Last name and the last four digits of your Social Security Number(SSN).

Search Type

Individual

Company

Taxpayer Identification Number
123456789

Legal Business Name
KENTUCKY TRAINING

Search [Reset](#)

9. Click **Search**

10. The search results will display in the pane below. There is a “Has your account been found and listed above” section to help guide you.

If No Records Found, click **New Registration** at the bottom of the screen.

Note: If your company name does appear, then you are likely already a vendor doing business with Kentucky and need to use the “Activate an Existing Vendor Account” reference guide to activate the online portion of your vendor account.

COMMONWEALTH OF KENTUCKY VENDOR SELF SERVICE REGISTRATION GUIDE

As you complete each step and move to the next step, the system will check for errors. If there are errors, a highlighted error notification message will be displayed at the top of the page. You must correct the errors indicated before continuing to the next step.

11. On the **Business Registration** screen, complete the requested information in the **Account Information** section.
Based on selection criteria entered, fields displayed will vary.
Scroll down the page to ensure you complete all required information.

Commonwealth of Kentucky

John Smith
Vendor

Business Registration

[Continue >](#) [Save & Close](#) [Submit Question](#) [Cancel Registration](#)

* Required fields

1 Account Information 2 Address Information 3 Business Information 4 Summary Information

Share with us basic information about your business. Based on the data you provide, additional fields and sections might be displayed so we can gather all the required information about your business.

Account Information

* Organization Type
Individual

* Taxpayer ID Number Type
SSN/ITIN/ATIN

* Taxpayer ID Number
968593156

Middle Name

Business Name (Alias/DBA)

* 1099 Classification
Individual

Detailed TIN Type
SSN

* First Name
John

* Last Name
Smith

Name on Check
Both

Tax Return Address


* Address
123 MAIN STREET

* State
KY

* City
FRANKFORT

* ZIP Code
40601

12. Click **Continue**

Note: As you navigate through Screens 1 - 4 a green check  mark will indicate completed sections

COMMONWEALTH OF KENTUCKY VENDOR SELF SERVICE REGISTRATION GUIDE

13. On the **Address Information** screen ensure all information is accurate.

Business Registration

< Previous **Continue** > Save & Close Submit Question Cancel Registration

Account Information 2 **Address Information** 3 Business Information 4 Summary Information

* Required fields

Please verify your business address and contact information. You can update any of the below fields and if an address type or designated contact is different, please click on it and update with the latest information so we have accurate information on file for your business.

Primary Address

* Street 1 123 MAIN STREET

* City FRANKFORT

* ZIP/Postal Code 40601

Street 2

* State/Province KY Kentucky

* Country United States of America

County - Select -

Phone 5021234569

Phone Extension

Division/Department

14. If an additional address for **Ordering** (contracts & purchase/delivery orders) or **Payment** (i.e., lockbox) is needed, uncheck the corresponding box and enter corresponding address

Use the above address for the following address types

Ordering

Payment

Billing

Note: Billing information is not required to be a vendor and should be left checked

COMMONWEALTH OF KENTUCKY VENDOR SELF SERVICE REGISTRATION GUIDE

15. Ensure Primary Contact Information is correct. If an additional contact for **Ordering** (contracts & purchase/delivery orders) or **Payment** (i.e., EFT email notifications) is needed, uncheck the corresponding box and enter corresponding contact information.

Business Registration

[< Previous](#) [Continue >](#) [Save & Close](#) [Submit Question](#) [Cancel Registration](#)

Primary Contact

*** Principal Contact**

John Smith

Title/Role
CEO

Authorized Representative

Phone
502-123-4567

Phone Extension

Alternate Phone

Alternate Phone Extension

English Spoken

Fax

Email
Finance.CRCGroup@ky.gov

Correspondence Type
Email

Use above contact for below address types

Ordering

Payment

16. Click **Continue**

Note: On the Business Information Screen, Location Verification infers as **'Use My TIN'**

Account Information Address Information **3 Business Information** Summary Information

3 Provide any additional information about your business. The information you provide here will ensure that your account will be reviewed and activated in a timely manner and that we can accurately identify you for any potential business opportunities published to the site.

Location Verification

*** Verify My Locations by**
Use My TIN Number

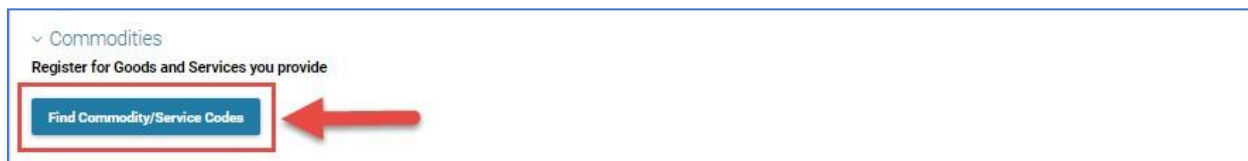
Vendor Verification Based on

Vendor Verification Password

Confirm Verification Password

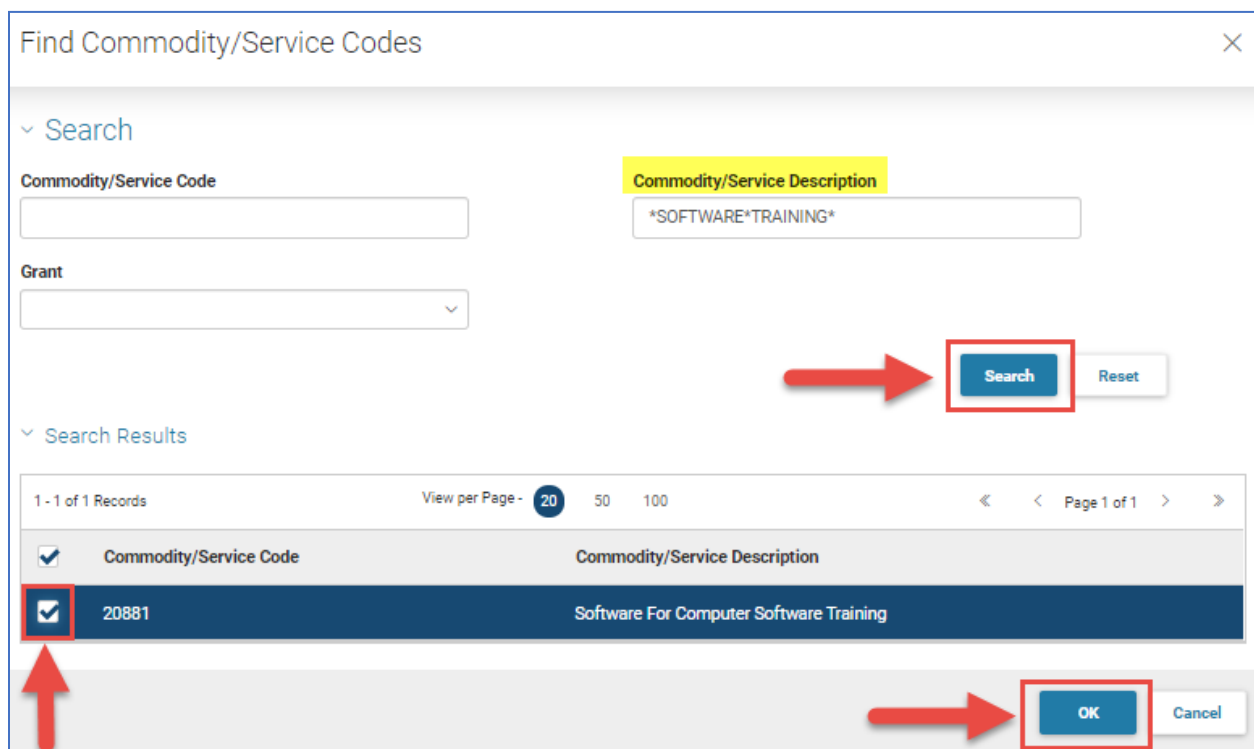
COMMONWEALTH OF KENTUCKY VENDOR SELF SERVICE REGISTRATION GUIDE

17. Within the Commodities section, click **Find Commodity/Service Codes** button

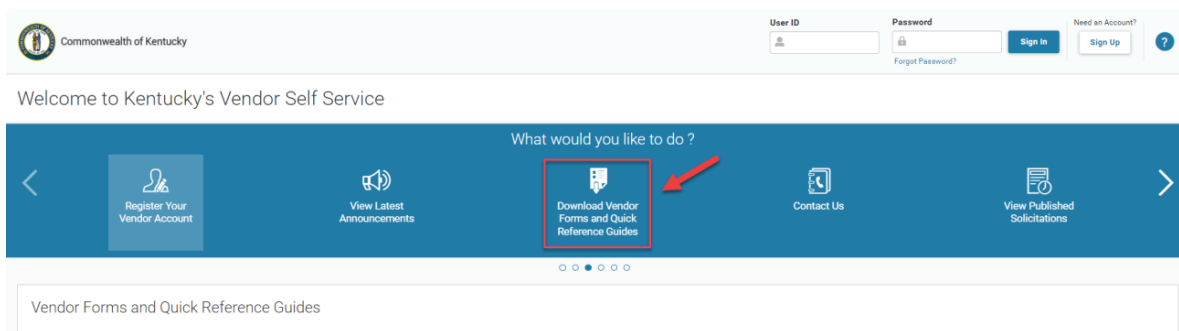


On the **Find Commodity/Service Codes** screen, search and **Check** commodities which correspond to the service or goods your company can provide. You will then be notified of upcoming solicitations referencing those commodity codes.

Note: Commodity codes are optional and not required to complete your registration

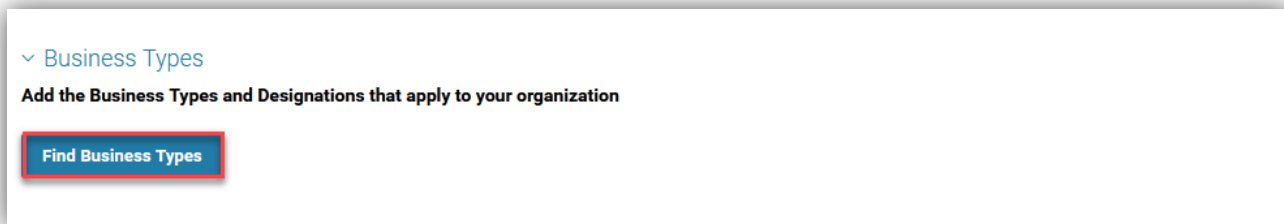


A complete listing of commodity codes can be found on the VSS Homepage under Download Vendor Forms and Quick Reference Guides

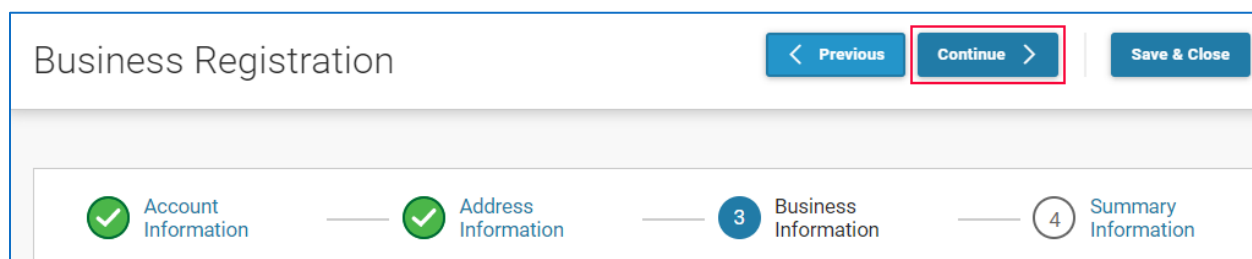


COMMONWEALTH OF KENTUCKY VENDOR SELF SERVICE REGISTRATION GUIDE

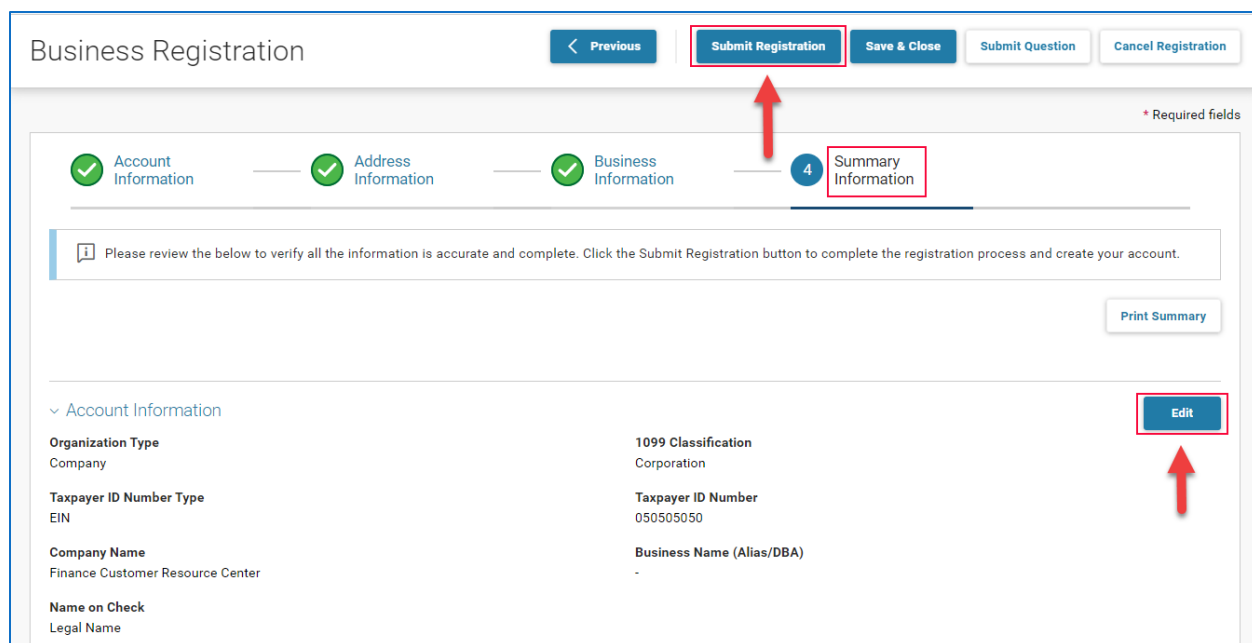
18. Click **Find Business Types** Check associated types from the list, click **OK**



19. Click **Continue**



20. On the **Summary Information** screen, review the information you've entered to verify all data is accurate and complete. If you need to edit any information in a section, click the **Edit** button that corresponds to the section. When you're finished with updates, click the **Submit Registration** button to finalize your registration.



COMMONWEALTH OF KENTUCKY VENDOR SELF SERVICE REGISTRATION GUIDE

A **Congratulations!** Screen indicates you have completed the registration process. **Your Vendor Code is Provided Here**

The screenshot shows the top of the Commonwealth of Kentucky website with the logo and name. Below the header, the text "Congratulations!" is displayed. A blue notification bar indicates "1 of 1: Transaction submitted successfully". The main content area features a green checkmark icon and the text: "Congratulations, you have completed the registration process. You may now login to Vendor Self-Service using the User ID and Password you just created." Below this, it states "Your Vendor Code Is **KS0016228**" with a red arrow pointing to the code, and "Please save your Vendor Code for future reference".

Once submitted the Finance Customer Resource Center (CRC) will verify the Name & TIN information provided by the vendor utilizing the Internal Revenue Service (IRS) online matching tool. **If the Name/TIN combination does not match IRS records**, the Finance CRC will request an IRS Letter 147C, CP575A, CP575G, or CP261 to be submitted by email. Vendors who have not provided a valid Legal Name & TIN will be placed on **VSS Rejected** status until such time a valid TIN combination has been provided. Your vendor status will show Inactive until reviewed.

You will receive a confirmation email once rejected or approved.

If you would like to setup **Direct Deposit Payments**, please complete the form (**Authorization of Electronic Deposit - SAS63**) located on the Congratulations Page. It can also be found on the VSS Login Page under Download Vendor Forms.

The screenshot shows the homepage of the Commonwealth of Kentucky Vendor Self-Service. At the top right, there are fields for "User ID" and "Password" with "Sign In" and "Sign Up" buttons. Below the header, it says "Welcome to Kentucky's Vendor Self Service". A blue navigation bar contains the question "What would you like to do?" and five icons: "Register Your Vendor Account", "View Latest Announcements", "Download Vendor Forms and Quick Reference Guides" (highlighted with a red box and arrow), "Contact Us", and "View Published Solicitations". Below the navigation bar, the text "Vendor Forms and Quick Reference Guides" is visible.

For assistance with updating and maintaining your vendor account, go to the Welcome to Kentucky Vendor Self Service Homepage <https://vss.ky.gov> Click on Download Vendor Forms and Quick Reference Guides to locate the "Managing Your Vendor Account" reference guide.