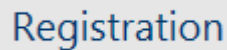


Existing Vendor Registration:

- 1) If you have done business with the City of Sunrise, then continue to the next step in order to register your business. If you've done business with the City of Sunrise, please do not use these instructions. Follow the "New Vendor Registration" instruction form.
- 2) Start at the Sunrise Self-Service website (<https://mss.sunrisefl.gov/MSSProd/Vendors/default.aspx>) please click on "Vendor Self-Service" on left side.



- 3) Next click on "Registration" on the left side



- 4) Create a username and password. Then click "Continue".



Help

User ID (between 1 and 100 characters) * VendorReg987

Re-type user ID * VendorReg987

Password (between 0 and 15 characters) *

Re-type password *

Password hint * abc 123

Please type these numbers into the box below them

4388

4388

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

Vendor ID 10016

FID/SSN (Enter without dashes) 592630978

Continue

Fill out this area

If you don't know your Vendor ID Contact Procurement

- 5) Enter your Contact Information. This screen and the next five to six steps may or may not show up depending on what information, on your business, is in the system. (If this information already exists in the system then you won't see this screen. Skip to the next step) Items labeled with a red asterisk * are required fields. When you've finished click "Continue". (see example below)

User Contact Information

Contact Person

*Contact Type

*Name

Description

*Phone

Text Opt In

Fax

*E-Mail

Continue

- 6) Enter your general information. (If this information already exists in the system then you won't see this screen. Skip to the next step) Items labeled with a red asterisk * are required fields. When you've finished click "Continue". (see example below)

General information

Geographic

Send remittances to the above name and address

*Company Name

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

Foreign Entity

*Address

(line 2)

(line 3)

(line 4)

*City

*State (abbreviation)

*Zip

County

Country

Fax Number

*E-Mail

Web site

*Vendor Type

Gender

Ethnicity

Enter a Federal Tax ID Number or Social Security Number

*

*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

Continue

- 7) To add Address information (If this information already exists in the system then you won't see this screen. Skip to the next step), click "add" (This is not required, you can click continue to by- pass this step).



Help ← **Click Add**

Addresses

[add](#)

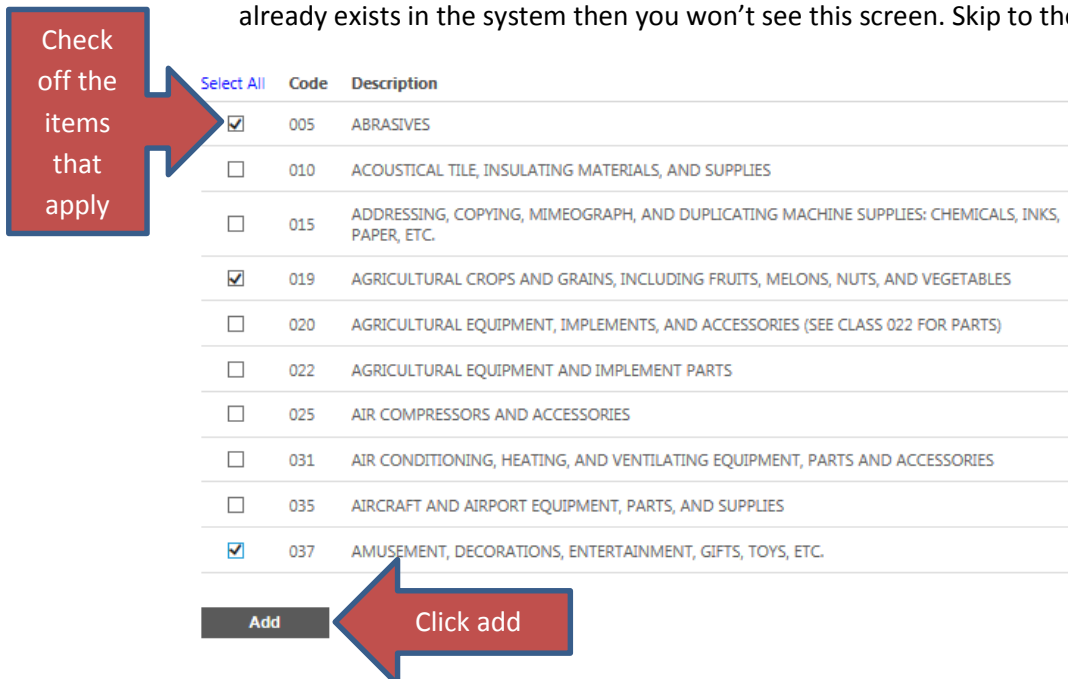
Name	Address	City	State	Zip	Fax	Is Default
Continue ← You can bypass this step by clicking continue						

- 8) Contact information can be added now. (If this information already exists in the system then you won't see this screen. Skip to the next step). Click "New Contact" if you wish to add contact information. (This step can be by-passed by clicking next, but it is highly recommended to have at least one contact). Click "New Contact" to add a contact.

Address Contacts

Type	Name	Description	Email	Phone: 954-555-5555	Text:	Fax:
GENERAL - General Contacts	BOB THE BUILDER	Owner	bobthebuilder@fakeemail.com			

- 9) Select the commodities your business sells by putting check boxes in the commodities that apply to you. Click "Add" when you have commodities checked off. (If this information already exists in the system then you won't see this screen. Skip to the next step)



Check off the items that apply

Select All	Code	Description
<input checked="" type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	015	ADDRESSING, COPYING, MIMEOGRAPH, AND DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input checked="" type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/>	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<input type="checkbox"/>	022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
<input type="checkbox"/>	025	AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/>	031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES
<input type="checkbox"/>	035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
<input checked="" type="checkbox"/>	037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.

← **Click add**

10) Click on “Continue” when you’ve selected all of your commodities. (If this information already exists in the system then you won’t see this screen. Skip to the next step)

Continue

11) Click on “Vendor Information” on the left side

Vendor Information

12) Review your information. If you need to adjust any information click on “change” over any area you need to update.

General Information change	To Change General Info click here
Name/DBA	Bob the Builder/Bob the builder
Entity	
Address	123 Somewhere St Miramar, FL 33023
FID	01-1234568

You have completed the registration process. You can now login using the username and password you created during the registration process.