

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.

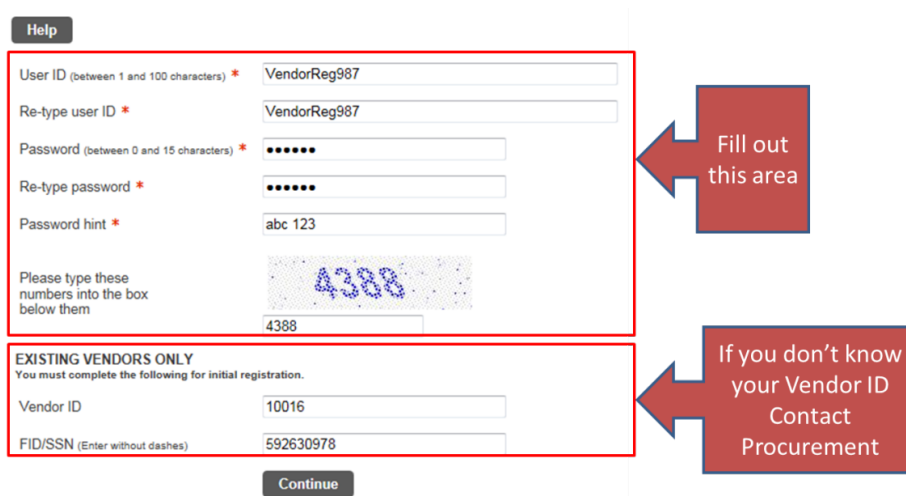
Start at the Sunrise Self-Service website (<https://vss.sunrisefl.gov/vss/default.aspx>) please click on "Vendor Self-Service" on left side.

Vendor Self Service


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

Registration

- 3) 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

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



User Contact Information

Contact Person

*Contact Type

*Name

Description

*Phone

Text Opt In

Fax

*E-Mail

Continue



General information

*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

Geographic

Send remittances to the above name and address

*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

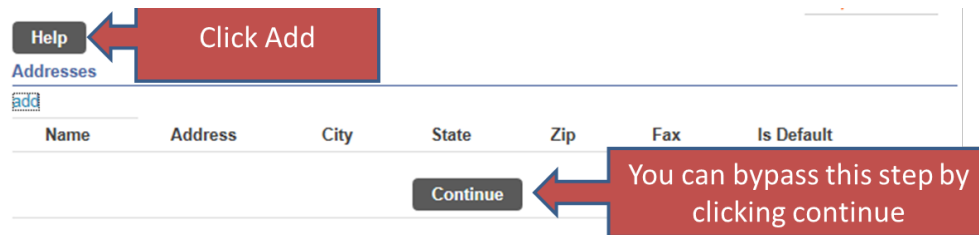
Days to Net

Your preferred payables delivery method(s). Mail Fax E-Mail

Your preferred purchasing delivery method(s). Mail Fax E-Mail

Continue

- 6) 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).



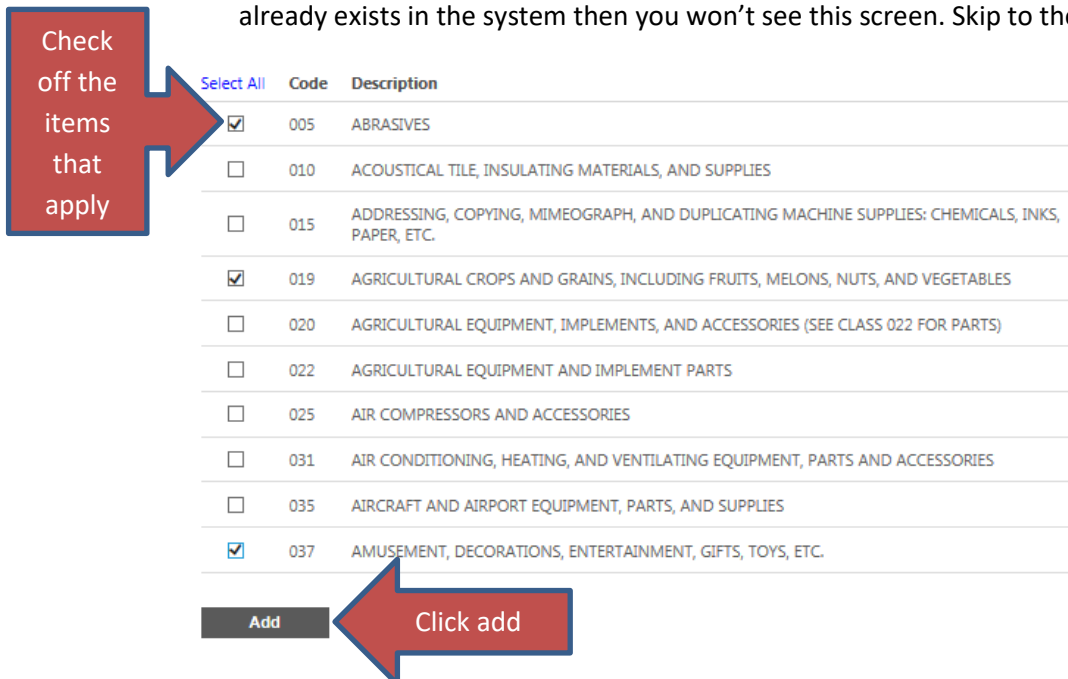
Name	Address	City	State	Zip	Fax	Is Default
<input type="button" value="Continue"/>						

- 7) 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	Text	Fax
GENERAL - General Contacts	BOB THE BUILDER	Owner	bobthebuilder@fakeemail.com	954-555-5555		

- 8) 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)



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.

- 9) 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

- 10) Click on “Vendor Information” on the left side

Vendor Information

- 11) 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.