New Vendor Registration:

1) If you have never done business with the City of Sunrise, then continue to the next step in order to register your business. If you've never logged into Vendor Self-Service, but have done business with the City of Sunrise, please do not use these instructions. Follow the "Existing Vendor Registration" instruction form.
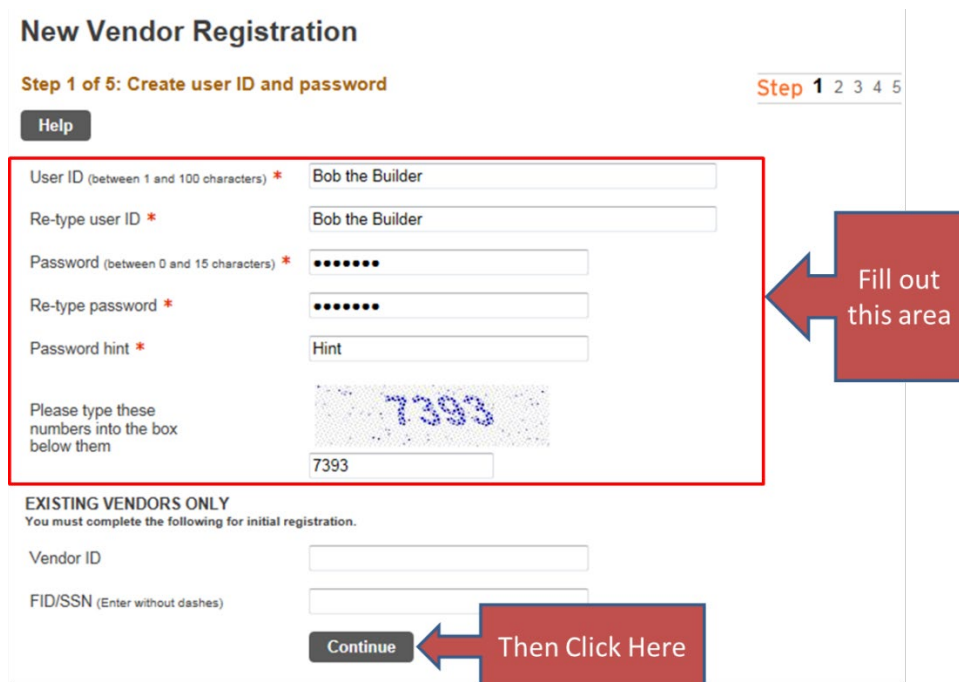
   Start at the Sunrise Self-Service website (https://vss.sunrisefl.gov/vss/default.aspx) please click on "Vendor Self-Service" on left side.

   Vendor Self Service

1) Next click on "Registration" on the left side

   Registration

2) Create a username and password. Then click "Continue".

*

User Contact Information

Contact Person

*Contact Type	GENERAL - General Contacts
*Name	BOB THE BUILDER
Description	Owner
*Phone	954-555-5555
Text	☐ Opt In
Fax	
*E-Mail	bobthebuilder@fakeemail.com ✕

[Continue]

*

General information

*Company Name	BOB THE BUILDER
(line 2)	
(line 3)	
(line 4)	
Doing business as (if different from above)	BOB'S BUILDERS
	☐ Foreign Entity
*Address	123 MAIN ST
(line 2)	
(line 3)	
(line 4)	
*City	SUNRISE
*State (abbreviation)	FL
*Zip	33312
County	
Country	
Fax Number	954-555-5555

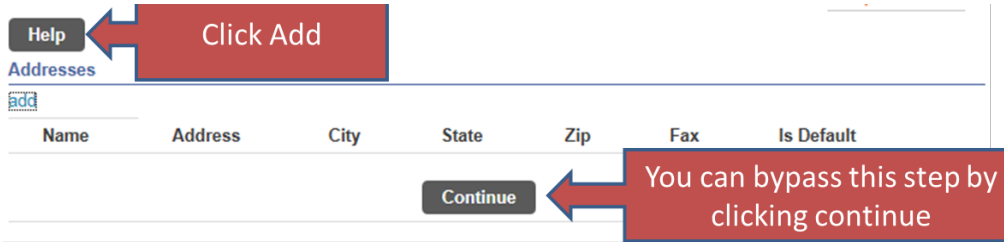|	
Geographic	LOC - LOCAL VENDOR
	☐ Send remittances to the above name and address
*E-Mail	bobthebuilder@fakeemail.com
Web site	
*Vendor Type	SERVICES
Gender	Select Type...
Ethnicity	Select Type...

Enter a Federal Tax ID Number or Social Security Number

* FID

*FID/SSN	55-5555555
*Re-type FID/SSN	55-5555555

Payment Terms

Discount Percentage	0
Days to Discount	0
Days to Net	0
Your preferred payables delivery method(s).	☑ Mail ☐ Fax ☐ E-Mail
Your preferred purchasing delivery method (s).	☑ Mail ☐ Fax ☐ E-Mail

[Continue]

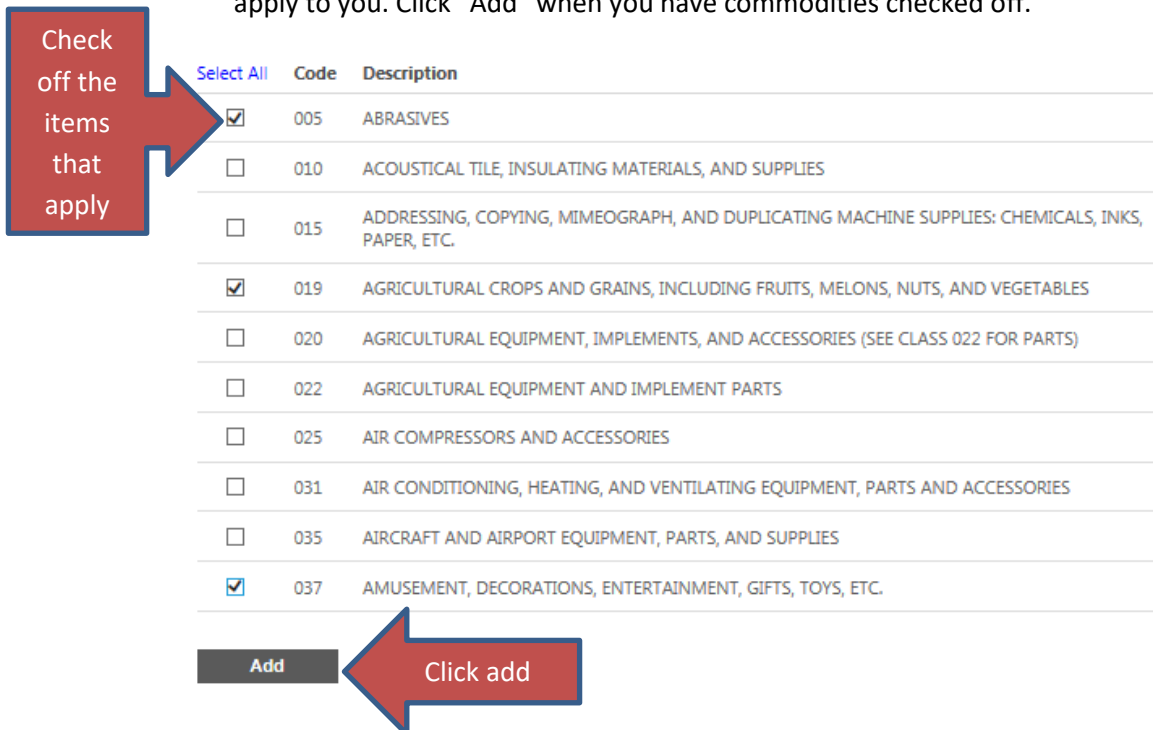5) To add Address information, click "add" (This is not required, you can click continue to by-pass this step).

6) Contact information can be added now. 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.

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

Address Contacts

Continue   New Contact

7) 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.

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

Add   Click add

Check off the items that apply

8) Click on "Continue" when you've selected all of your commodities

Continue

9) 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

10) You can attach your W-9 or any other documents by clicking on "Attach"

Attachments

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	Attach

11) When ready, click "Register". You've completed the registration process. Your information will be reviewed before your information is loaded into the system.

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