Vendor Registration Instruction:

The City of Cleveland is moving towards an electronic bidding process for purchases under $50,000. In the future vendors may bid online through the Vendor Self Service (VSS) Website. To expedite the input process and make sure our valued vendors are both pre-registered and well acquainted with the system, the Division of Purchases and Supplies will input Vendor information for a limited time only. Once the accounts are activated vendors will need to keep their information up-to-date.

Vendors interested in partaking in this process will need to complete the Vendor Self Service Worksheet and a W-9 form, making sure that every necessary value is filled out correctly. The following information is required to complete the form: vendor tax id no., the administrator contact information, payment/billing/ordering address or addresses, and all applicable commodity codes relevant to the company and its services. The information should be as detailed as possible when filling out this paperwork.

The City of Cleveland values every vendor and hopes to make this an easy transition. Once the Vendor Self Service system is up and running, the vendor account information can be updated at any point and time. Vendors needing further information may call the Division of Purchases and Supplies at 216-664-2620.

Completing the Vendor Pre-Registration Worksheet:

**Step 1:** Each organization has a taxpayer ID number which is either a SSN (social security number) or an EIN (employee id number).

- If a company is identified by a SSN then the organization type must be “individual”. The taxpayer’s name must be entered and either “individual” or “sole proprietorship” must be checked.
- If the taxpayer id number is an EIN, the organization must be “company”. The company name must be entered and either “partnership”, “trust”, “corporation”, “limited liability” or “other” must be checked.

Under the All Organization Types and Classifications section the website address, Location name (multiple locations, if applicable), and the discount information for the organization is to be entered.

![Vendor Registration Instruction Table](image-url)
Step 2: Vendors may choose any user ID, password, security question and security answer. The administrator position under Account Administrator should be the owner/operator of the organization.

*** This information is used to ensure the privacy and security of the account. A password or security question/answer combination that is obvious or readily available concerning the administrator or the organization itself could put security at risk***

Step 3: This section is for the organization’s taxpayer id: either EIN or the SSN/TIN. The legal name should match the previously completed W-9 and the business’ name.

Step 4: This is where the business address is entered, as related to the account administrator.

Step 5: If the ordering address (where the purchase orders will be mailed) is the same address provided in step 4, the same address box can be checked and then this area is complete. If there is a different address the organization should provide it in this step.
Step 6: The payment address information allows organizations to select previously entered information by checking the appropriate box or fill out a new contact and address if it is not the same as prior addresses provided.

Step 7: The billing address can be indicated by either checking a box referring to the correct previously recorded information, or by providing an additional address that pertains to billing.

Step 8: Is not relevant in terms of pre-registration. Vendors are to leave this box blank.

This form must be typed or printed legibly in ink. Pre-registration forms that are not legible, are filled in pencil or that contain “White-Out” will not be entered. Questions should be directed to the Division of Purchases and Supplies at 216.664.2626. Forms returned to the office are to be deposited in the Bid Slot. Vendors choosing to leave forms on the counter run the risk of exposing personal information. If the form is mailed, the envelope must clearly state that it is for Pre-VSS Registration.