

# ASCENSION PARISH GOVERNMENT VENDOR SELF SERVICE REGISTRATION GUIDE



*Revised June 15, 2023*



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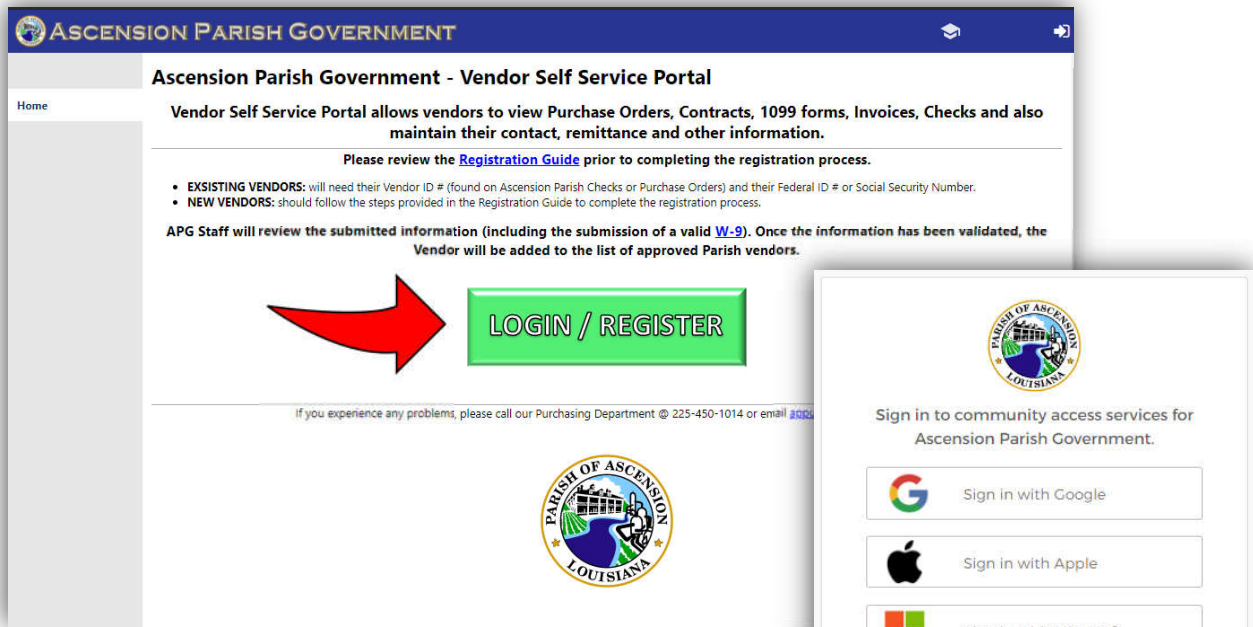
# Vendor Registration

Prospective vendors as well as existing vendors must register to gain access to the Vendor Self Service Portal. The home page can be found at: <https://selfservice.ascensionparishla.gov/vss>

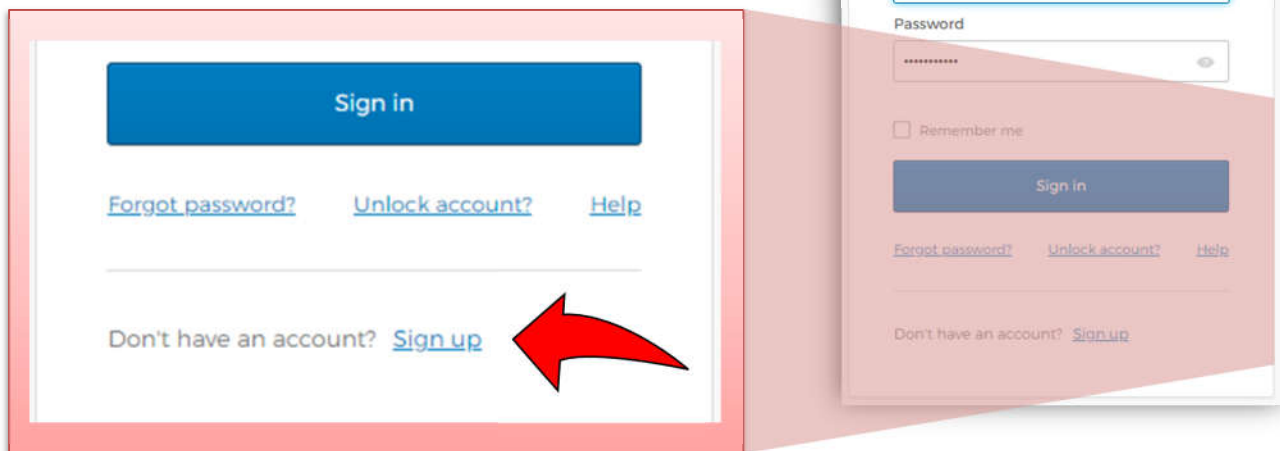
**Any information entered will not be saved until registration is complete. If a vendor leaves the registration process before completing each of the steps, all of the information entered is discarded and they must start again.**

## How to Register

1. Click on **Login / Register** from the Vendor Self Service home screen.



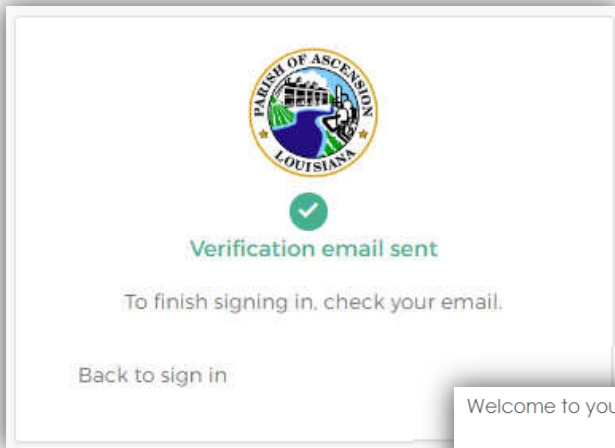
2. If this is your **first-time** logging into the Vendor Self Service Portal, Click **Sign up**.





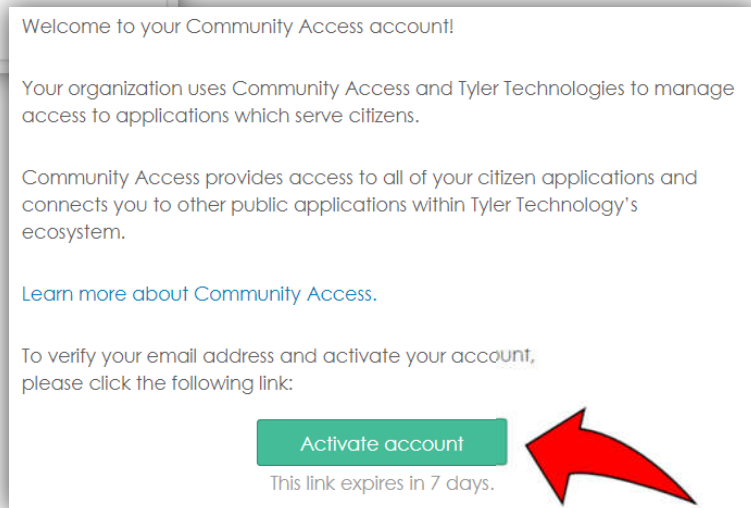
3. When you select Sign up, VSS displays the *Create an account* screen.
  - a. Enter your **Email Address**.
  - b. Enter a **Password**.
    - Password must be between at least 8 characters in length.
    - Password must contain a number.
    - Password must contain a lowercase letter.
    - Password must contain an uppercase letter.
    - Password must not contain part of username.
  - c. Enter your **First Name**. (Enter your name, not the company name.)
  - d. Enter your **Last Name**.
  - e. Then Click **Sign up**.

4. The *Verification Email Sent* screen will be displayed.



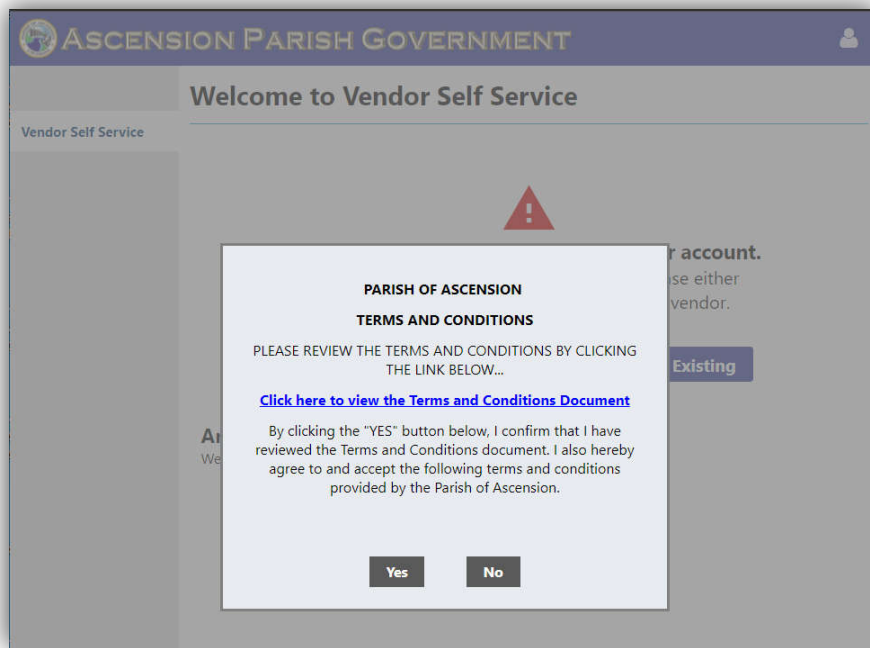
5. Check your Email Inbox or Junk/Spam folder for a new email message from:  
**Community Access Identity – noreply@identity.tylerportico.com**

6. Click the *Activate account* button located within the email that you received.

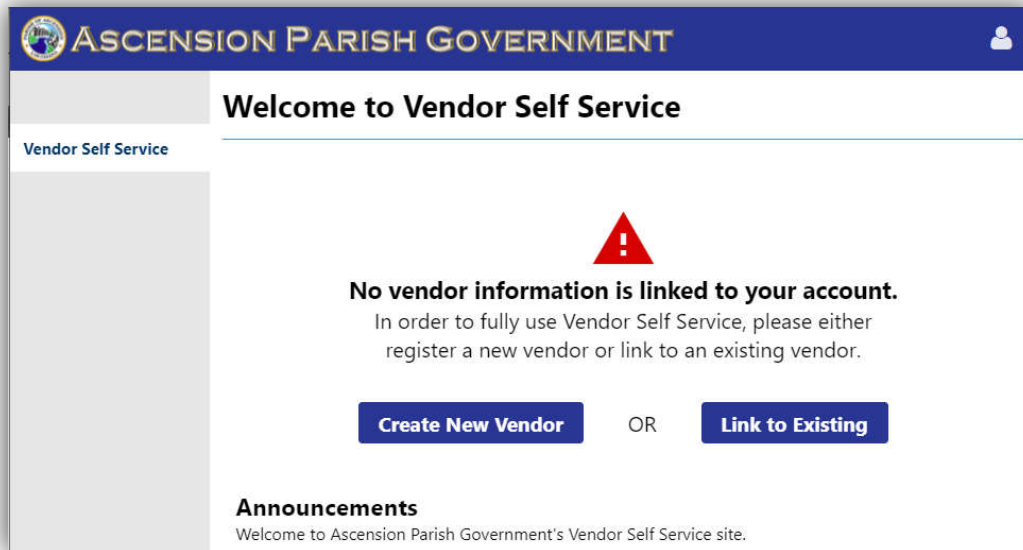




7. After clicking the *Activate account* button, the Vendor Self Service screen should reappear and present you with the Terms and Conditions pop-up box.
8. Review the **Terms and Conditions**, then Click **Yes**.
  - a. Clicking the Terms and Conditions link will open the Terms and Conditions Document in a new tab in your web browser. After reviewing the document, simply close the Terms and Conditions tab to continue the registration process.



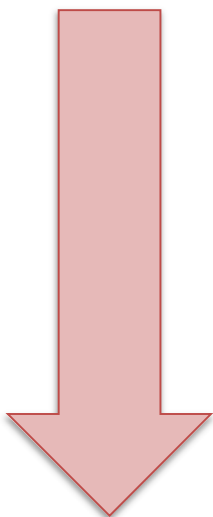
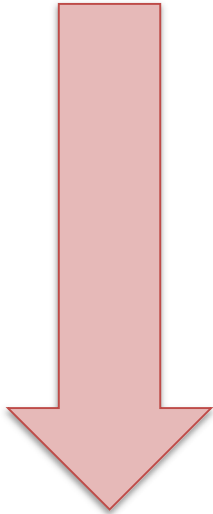
9. Vendor Profile Setup:
  - a. **New/Potential Vendors:** Click **Create New Vendor**.
  - b. **Existing Vendors:** Click **Link to Existing**.





**Create New Vendor**

**If you selected "Create New Vendor", skip ahead to page 8.**



**Link to Existing**

12. Enter your **Vendor Number** and **Vendor FID/SSN**.

- a. **Your Ascension Parish assigned Vendor ID can be found on any Purchase Order or Check that was issued to you from Ascension Parish Government.** If the vendor cannot locate their Vendor number, they can call our Purchasing Department at 225-450-1014. For security purposes, the Federal ID numbers or Social Security Numbers on file will NOT be given out.
- b. Enter the Vendor's **Federal Identification or Social Security Number (NO DASHES)**. This number must match what we have on file.

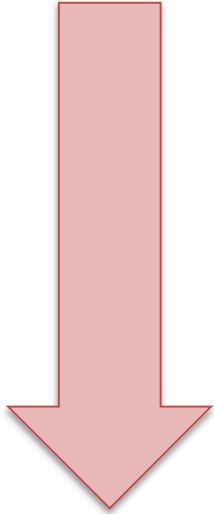
13. Then, click **Link to Existing**.

14. On the next screen, complete the User Contact Information...

**User Contact Information**

All fields marked with a red asterisk (\*) are required.

- c. The **Contact Type** field indicates the type of contact for this vendor.
  - General Contact – A general point of contact for the Vendor.
  - Accounts Payable Contact – An accounting/billing contact for the Vendor.
  - Purchasing Contact – A sales contact for the Vendor.
- d. The **Name** field is the name of the particular contact.
- e. The **Description** field is optional but indicates more descriptive information about the contact, such as job title.
- f. The **Phone** field is the primary phone number for the contact.



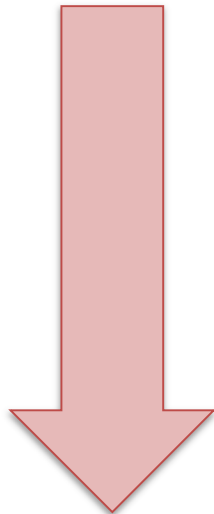
- g. The **Text** field is an optional field for a cellphone number to receive text messages. The **Opt In** check box must be checked to opt in for text messages.
- h. The **Fax** field is the fax number for the contact.
- i. The **Email** field is the primary email for this contact.

The screenshot shows a web form titled "RISH GOVERNMENT" and "User Contact Information". The form fields are as follows:

- Contact Person
- \* Contact Type: GENERAL - General Contacts (dropdown menu)
- \* Name: TEST CONTACT
- Description: STORE MANAGER
- \* Phone: 5555555555
- Text: 5551234567 (with a checked "Opt In" checkbox)
- Fax: (empty field)
- \* E-mail: TEST.CONTACT@IMAVENDOR.COM

15. When finished, click **Continue**.

**At this point, the registration process is complete for existing vendors.** However, please review the **Profile Information** and **Vendor Information** for accuracy.



The screenshot shows a dashboard titled "ASCENSION PARISH GOVERNMENT" and "Welcome to Vendor Self Service". It features a sidebar with "Vendor Self Service" and "Vendor Information". The main content area displays:

- Profile information** (with a pencil icon): TEST, TEST MANAGER, Phone: 2254501050, TESTACCOUNT@ASCENSIONPARISHGOV.COM
- Vendor information** (with a pencil icon): TEST COMPANY 2.0, 123 MAIN STREET, GONZALES, LA 70737, USA
- Announcements**: Welcome to Ascension Parish Government's Vendor Self Service site.

A large green checkmark is overlaid on the profile and vendor information sections.





## Create New Vendor

### Vendor Registration Information

10. Complete the Vendor Registration Information.

- a. **Company Information** This section requires the vendor to provide their general business and contact information, all required fields are marked with an asterisk.
- The **Company Name** field contains the vendor’s name or business name.
  - **Line 2, Line 3 and Line 4** can be skipped.
  - The **Doing Business As** field Indicates the vendor’s doing business as (DBA) name, if applicable.
  - The **Foreign Entity** field, when selected, indicates that the vendor is a foreign entity.
  - Place a check in the check box if you are an **Independent Contractor**.
  - **Send Accounts Payable checks to the above address** is referring to the address in the Vendor Address section to the right side of the screen.





- **Send Purchase Orders to the above address** is referring to the address in the Vendor Address section to the right side of the screen.
- The **Email** field contains the vendor's primary email address. This address is where all notifications and alerts are sent, such as registration confirmation messages or password hints. Additional email addresses for contact persons are defined later in the registration process.
- The **Web Site** field is where the vendor's website URL can be entered.
- The Vendor's **DUNS** number can be entered here, if applicable.

b. **Vendor Address**

- Enter the company **Address, City, State,** and **Zip Code.**
- **Geographic** will indicate your business' geographical location in reference to Ascension Parish.
  - Select AP – ASCENSION PARISH - LOCAL if your business is located within Ascension Parish.
  - Select LA – LOUISIANA – STATE if your business is located **outside** of Ascension Parish but **within** the State of Louisiana.
  - Select USA – UNITED STATES – NATIONAL if your business is located **outside** of the State of Louisiana.
  - Select INT – INTERNATIONAL if your business is located **outside** of the United States of America.
- **Fax Number** displays the vendor's fax number, if applicable.
- **Minority Business Entity (MBE)** A minority business enterprise is typically defined as a business that is at least 51% owned and operated by an ethnic minority. These businesses are typically certified by a city, state, or federal agency.
  - **Minority Business Enterprise Classifications** checkbox indicates that the vendor is a minority business enterprise.
  - If applicable, Select the **General** checkbox, then click **Manage** to enter your company's MBE Classification Certificate information.
  - Select **Add new certificate**, enter the **Issuing Agency, Issue Date, Expiration Date.** Notes are optional. Click **Done**, then click **Changes Complete.**
- **Gender** and **Ethnicity** determine the vendor's gender and ethnicity for vendor statistic and tracking purposes, which is optional.

c. **Federal Tax ID Number or Social Security Number**

- Select **FID** for federal tax identification number or **SSN** for Social Security number.
- Enter the company **Federal Tax ID Number or Social Security Number** in the FID/SSN field, then enter it again in the **Re-type FID/SSN** field.
  - \* **The FID or SSN must be a unique value that is not used by any other vendor.**

d. **Payment Terms**

- The **Discount Percentage** field defines the discount percentage the vendor will provide the parish.
- The **Days to Discount** field indicates the number of days in which payment must be received by the vendor in order for the parish to claim the discount percentage.

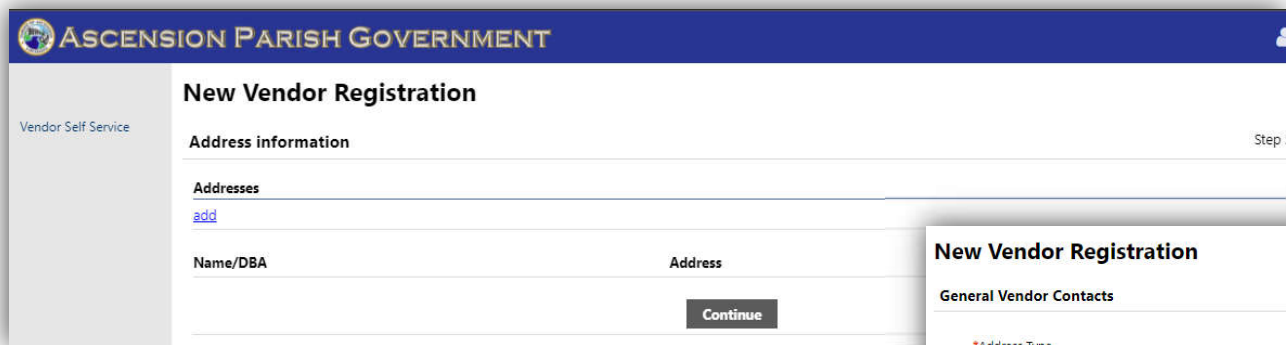


- The **Days to Net** field indicates the number of days that the vendor allows before requiring net payment.
  - **Your Preferred Payables Delivery Method** indicates how the vendor would like to receive payment for goods or services. (**Must select Mail**)
  - **Your Preferred Purchasing Delivery Method** indicates how the vendor would like to receive Purchase Orders.
- e. **Bank Information** Enter the Vendor’s banking information, if EFT payments are preferred. (Optional)
- Enter the **Bank Routing Number, Bank Account Number** and **Bank Account Type**.

11. Click **Continue** to proceed to the next step of the registration process.

### Address Information

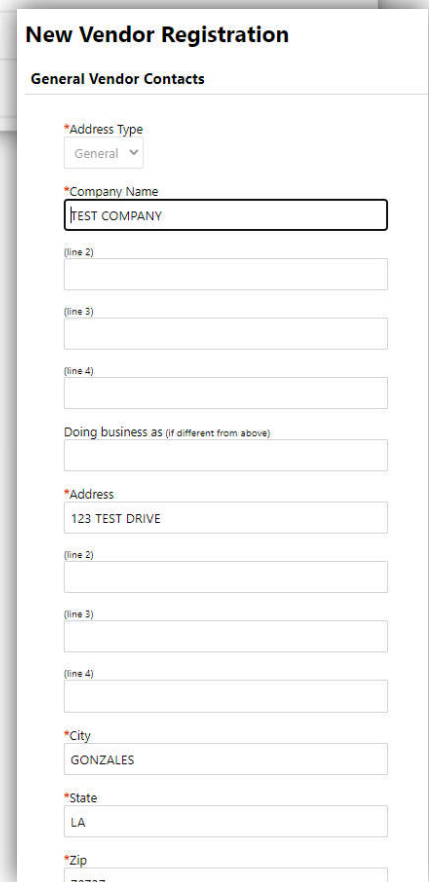
This section is used to add additional addresses such as a remittance address, if needed.



Click **Continue** to move on to the next step or...

- Click **Add** to create a new address record.
- The **Company Name** field defines the name that appears on items sent to this remit address. The name can vary from the vendor name, if necessary.
- The **Address, City, State,** and **ZIP** fields define the vendor’s remit address.
- The **Fax** field contains the fax number for this remit address.
- The **Email** field contains the email address for this remit address.
- **Banking Information** is Optional.
- Choose preferred **Delivery** methods.
- Once all fields have been completed, click **Save** to be taken back to the Address section.

12. Click **Continue**.





**User Contact Information**

13. This section is for adding personnel contacts for your company.

- a. The **Contact Type** field indicates the type of contact for this vendor.  
General Contact – A general point of contact for the Vendor.  
Accounts Payable Contact – An accounting/billing contact for the Vendor.  
Purchasing Contact – A sales contact for the Vendor.

- b. The **Name** field is the name of the particular contact.
- c. The **Description** field is optional but indicates more descriptive information about the contact, such as job title.
- d. The **Phone** field is the primary phone number for the contact.
- e. The **Text** field is an optional field for a cellphone number to receive text messages. The **Opt In** check box must be checked to opt in for text messages.
- f. The **Fax** field is the fax number for the contact.
- g. The **Email** field is the primary email for this contact.

16. When finished, click **Save**.

New Vendor Registration				
General Vendor Contacts				
Address Contacts				
Type	Name	Description	Email	Telephone
GENERAL - General Contacts	JOHN DOE	STORE MANAGER	TESTACCOUNTAPG4@YAHOO.COM	Phone: 2251234561 Text: Fax:

17. Click **Continue** to move to the next step **OR** Click **New Contact** and repeat 16 – 17 to add additional contacts.



**Commodity Selection**

18. This section is optional, Click **Continue** to move on. Vendors can either **Search** for specific commodities using the search bar or browse through the list.
  - a. Select the checkbox next to the commodity and click **Add** to add them. Multiple can be selected and added at one time.
  - b. To remove a commodity, click **Remove** next to it under **Currently Added**.

### Select Commodities

**Select Commodities**

Search for your commodities/services, then select and "**Add**". Search again and repeat as necessary. Click "**Finished**" when done.

Keyword(s) or commodity code(first 3 or more digits)

[List all commodities/services](#)

**9421 Found** [1-10](#) | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

<a href="#">Select All</a>	Code	Description
<input type="checkbox"/>	00500	ABRASIVES
<input type="checkbox"/>	00505	Abrasives Equipment and Tools
<input type="checkbox"/>	00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
<input type="checkbox"/>	00521	Abrasives, Sandblasting, Metal
<input type="checkbox"/>	00528	Abrasives, Sandblasting, Other than Metal
<input type="checkbox"/>	00542	Abrasives, Solid: Wheels, Stones, etc.
<input type="checkbox"/>	00556	Abrasives, Tumbling (Wheel)
<input type="checkbox"/>	00563	Compounds, Grinding and Polishing: Carborundum, Diamond, etc. (See Class 075 For Valve Grinding Compounds)
<input type="checkbox"/>	00570	Pumice Stone (Inactive, effective January 1, 2016)
<input type="checkbox"/>	00575	Recycled Abrasives, Products and Supplies

**Currently Added**

00521	Abrasives, Sandblasting, Metal	<a href="#">Remove</a>
00542	Abrasives, Solid: Wheels, Stones, etc.	<a href="#">Remove</a>

- c. When finished, click **Continue** to be taken to the Review page.



### Registration Review

All information entered will display on this page and should be reviewed before Registering. An attached copy of the company's W-9 is also required before you can complete the registration process.

#### New Vendor Registration

Step 6

Please check that the information below is correct. Make changes if necessary, then click on "Register."

**General Information** [change](#)

Name/DBA: TEST COMPANY

Entity:

Address: 123 TEST DRIVE  
GONZALES, LA 70737

Fax Number:

FID:

Geographic:

E-Mail:

Web Site:

Gender:

Ethnicity:

Foreign Entity:

DUNS:

Independent Contractor:

Bank:

Bank Account Number:

Bank Account Type:

**Terms**

[change](#)

Discount Percentage:

Days to Discount:

Days to Net:

**Address Information**

[change](#)

**Address Information** [change](#)

Name/DBA	Address	Default				
<b>Accounts Contacts</b> <a href="#">change</a>						
Type	Name	Description	Email	Phone	Text	Fax
GENERAL - General Contacts	JOHN DOE	STORE MANAGER	TESTACCOUNTAPG4@YAHOO.COM	2251234561		

**Commodities** [change](#)

00521	Abrasives, Sandblasting, Metal
00542	Abrasives, Solid: Wheels, Stones, etc.

**Attachments**

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) <a href="#">Attach</a>
default	Vendor Attachment		(0) <a href="#">Attach</a>
EXHIBIT A	EXHIBIT A - REQUIRED FOR VENDORS COMING ONSITE TO PROVIDE A SERVICE.		(0) <a href="#">Attach</a>
W-9	W-9 (REQUIRED)	✓	(0) <a href="#">Attach</a>

**PARISH OF ASCENSION**

**TERMS AND CONDITIONS**

PLEASE REVIEW THE TERMS AND CONDITIONS BY CLICKING THE LINK BELOW...

[Click here to view the Terms and Conditions Document](#)

By clicking the "YES" button below, I confirm that I have reviewed the Terms and Conditions document. I also hereby agree to and accept the following terms and conditions provided by the Parish of Ascension.

I have read and accept the terms & conditions.

[Register](#)   [Cancel](#)

(Only click Register once and refrain from using your browser's Back or Refresh button.)

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13 | Page

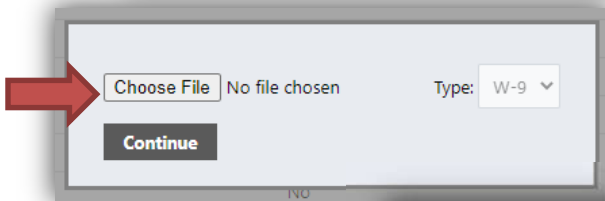


### Attachments

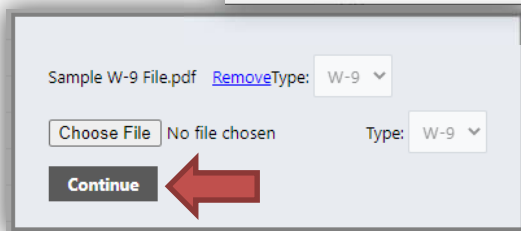
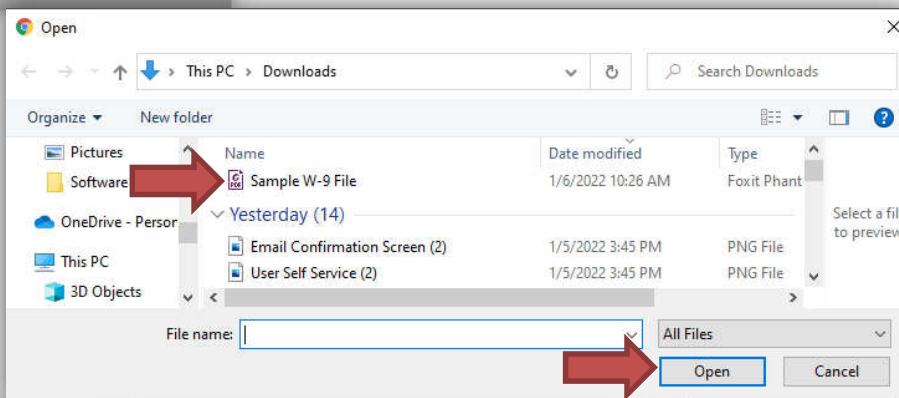
19. The required W-9 and Exhibit A forms can be submitted using the **Attachments** section towards the bottom of the Review page.

- a. Click the **Attach** button on the W-9 or Exhibit A line.

Attachments			
Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) <b>Attach</b>
default	Vendor Attachment		(0) <b>Attach</b>
EXHIBIT A	EXHIBIT A - REQUIRED FOR VENDORS COMING ONSITE TO PROVIDE A SERVICE.		(0) <b>Attach</b>
W-9	W-9 (REQUIRED)	✓	(0) <b>Attach</b>



- b. Select **Choose File**,
- c. Then select the saved W-9 file from your computer.
- d. Click **Open**.



- e. After the file loads, Click **Continue**.

EXHIBIT A	SERVICE.		(0)	<b>Attach</b>
W-9	W-9 (REQUIRED)	✓	Sample W-9 File.pdf (Not yet saved)	<b>Attach</b>



### Terms and Conditions

20. Review the Terms and Conditions
  - a. Clicking the **Terms and Conditions** link will open the Terms and Conditions Document in a new tab in your web browser. After reviewing the document, simply close the Terms and Conditions tab.
  - b. **Select the checkbox** to confirm that you have read and accept the terms and conditions.

PARISH OF ASCENSION  
TERMS AND CONDITIONS

PLEASE REVIEW THE TERMS AND CONDITIONS BY CLICKING THE LINK BELOW...

[Click here to view the Terms and Conditions Document](#)

By clicking the "YES" button below, I confirm that I have reviewed the Terms and Conditions document. I also hereby agree to and accept the following terms and conditions provided by the Parish of Ascension.

I have read and accept the terms & conditions.

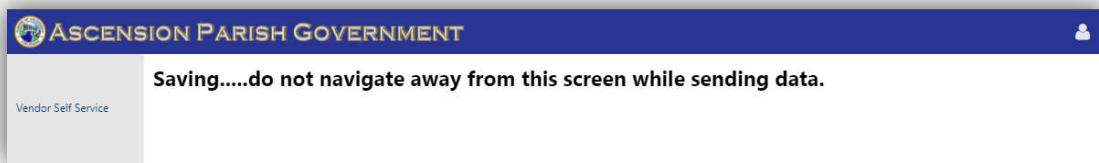
**Register** **Cancel**

(Only click Register once and refrain from using your browser's Back or Refresh button.)

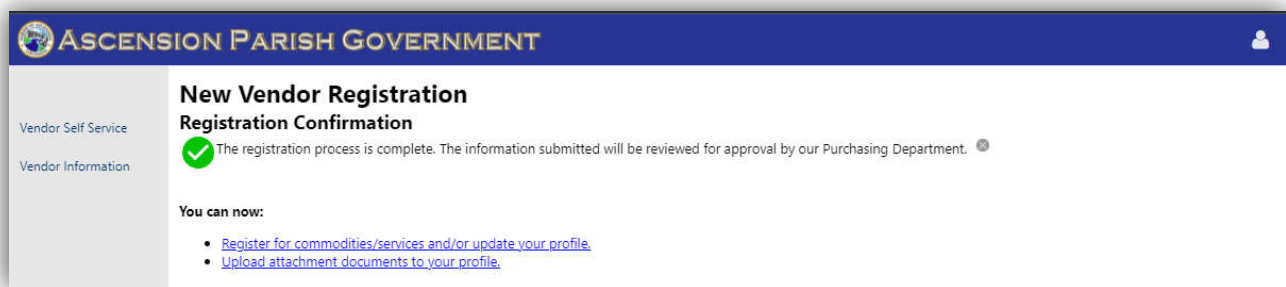
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21. When finished and all information is correct, click **Register** to complete the process.

22. It may take a moment to save...



23. Once completed a New Vendor Registration Confirmation will appear.

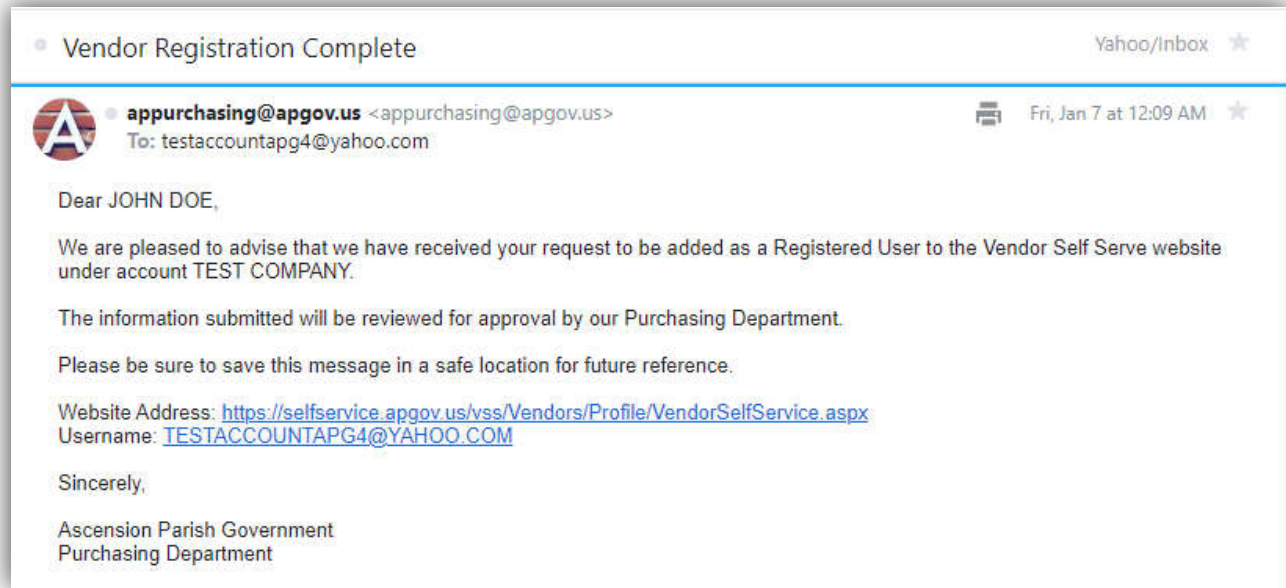






### Vendor Registration Complete – Confirmation Email

You will also receive a confirmation email. The information submitted will be reviewed for approval by our Purchasing Department. Your Vendor profile will remain inactive until it is approved. If additional information is needed for approval, the Purchasing Department will reach out to you. A confirmation email will also be sent upon approval.





## Vendor Information

Clicking **Vendor Information** on the left menu opens a detailed view of the Vendor Information that is currently on file. Any information that is missing or needs to be updated can be done from here.

- To update the Vendor Information, Click **Change** next to the words “General Information”.
- This page will also display any pending changes that are waiting for approval from our Purchasing Department.

**ASCENSION PARISH GOVERNMENT**

Vendor Self Service

**Vendor Information** [change](#)

**General Information** [change](#)

⚠️ There are pending changes to the General Information. [Click To View.](#)

[TEST COMPANY](#)  
 Entity:  
 123 TEST DRIVE  
 GeoCode: AP - ASCENSION PARISH - LOCAL  
 GONZALES, LA 70737

[TESTACCOUNTAPG4@YAHOO.COM](#)  
 FID: 12-3123123

Foreign Entity  
 MBE  
 Independent contractor

Discount Percentage: 0.000  
 Days to Discount: 0  
 Days to Net: 0

**Bank Information**  
 No bank information was found for this vendor.

**Address Information** [change](#)

Name/DBA	Address	Is Default

**Contacts** [change](#)

⚠️ There are pending changes to the Contact information. [Click To View.](#)

Type	Name	Title	Email	Phone	Fax
GENERAL	JOHN DOE	STORE MANAGER	TESTACCOUNTAPG4@YAHOO.COM	2251234561	

**Commodities**

[add](#)

Code	Description
00521	Abrasives, Sandblasting, Metal

[Remove](#)

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## Attachments

If attachments need to be added, such as W-9's, Exhibit A's, etc., they can be attached in the **Attachments** screen, which can be found on the left menu under **Vendor Information**.

- Click **Attach** next to the corresponding type.
- Select **Choose File**.
- Then select the file from your computer.
- Click **Open**.
- Click **Save** when finished to upload the attachment.

Attachment Type	Description	Required	Attachments	Attach
General	Documents are not assigned to a type		(0)	Attach
default	Vendor Attachment		(0)	Attach
EXHIBIT A	EXHIBIT A - REQUIRED FOR VENDORS COMING ONSITE TO PROVIDE A SERVICE.		(0)	Attach
W-9	W-9 (REQUIRED)	✓	(1)	Attach

## Commodities

Vendors can add or remove commodities to and from their profile at any time in the **Commodities** screen. It can be found on the left menu under **Vendor Information**.

- Vendors can either **Search** for specific commodities using the search bar or browse through the list.
- Select the checkbox next to the commodity and click **Add** to add them. Multiple can be selected and added at one time.
  - To remove a commodity, click **Remove** next to it under **Currently Added**.
  - When finished, click **Finish**.

Select All	Code	Description
<input type="checkbox"/>	00500	ABRASIVES
<input type="checkbox"/>	00505	Abrasives Equipment and Tools
<input type="checkbox"/>	00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
<input type="checkbox"/>	00521	Abrasives, Sandblasting, Metal
<input type="checkbox"/>	00528	Abrasives, Sandblasting, Other than Metal
<input type="checkbox"/>	00542	Abrasives, Solid: Wheels, Stones, etc.
<input type="checkbox"/>	00556	Abrasives, Tumbling (Wheel)
<input type="checkbox"/>	00563	Compounds, Grinding and Polishing: Carborundum, Diamond, etc. (See Class 075 For Valve Grinding Compounds)
<input type="checkbox"/>	00570	Pumice Stone (inactive, effective January 1, 2016)
<input type="checkbox"/>	00575	Recycled Abrasives, Products and Supplies

Currently Added	Remove
00521 Abrasives, Sandblasting, Metal	Remove
00542 Abrasives, Solid: Wheels, Stones, etc.	Remove