



Office of Contract Compliance

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Dear SBE Applicants,

RE: Online Business Registration

All businesses interested in being awarded contracts with the City of Cincinnati (City) **must** be registered with the City. Registration is handled online through the Vendor Self-Service (VSS) system. To access this system and to register your business with the City, go to the City's website at www.cincinnati-oh.gov/vss.

There is an annual fee of \$55.00. You can pay your annual fee online. If you have any questions regarding VSS, please contact the VSS Customer Care Hotline at 352-BIDS (2437) option (1).

Business registration is separate and different from SBE certification. Businesses must be registered prior to SBE application submittal! When applying for SBE certification, please include a copy of your registration.

Send your SBE application and a copy of your registration to the Office of Contract Compliance, 805 Central Avenue, Suite 222, Cincinnati, Ohio 45202.



The City of Cincinnati Purchasing Division is pleased to have the Vendor Self Service system available to the public. This system, referred to as VSS, is the Purchasing Division's procurement tool for vendors to use online through the City's website: www.cincinnati-oh.gov/vss. VSS will allow vendors to do business with the City right from the office!

Benefits to You:

- Receive email notifications of business opportunities
- Self-management of vendor file information
- Access purchasing information 24 hours a day
- Saves time by viewing bids on-line
- User Friendly

VSS allows you to register on-line or attend a workshop where the Purchasing Division will assist you with:

- Getting familiar with how to use VSS
- Setting up your User Name and Password
- Entering vendor information directly into VSS, including changes to address, phone number, etc., and
- Paying your annual fee

For an annual fee of \$55.00 vendors will benefit from on-line access to City procurement information. Please be sure you are a VSS registered vendor before you receive and award. This system's future capabilities include:

- Downloading bid packets
- Submitting bids on-line
- Participating in reverse auctions

If you are interested in attending a Workshop please email the VSS Customer Care staff at VSSCustomerCare@cincinnati-oh.gov, or contact the VSS Customer Care Hotline at 352-BIDS (2437) option 1. Our Customer Care staff is ready to assist you with any questions or concerns you may have regarding this innovative procurement system.