

The City of Cincinnati

CFS₃
AMS ADVANTAGE[®] 3



Vendor Self Service (VSS)
Users Guide

February 2008



VSS AMS

VENDOR SELF SERVICE (VSS) SYSTEM USERS GUIDE

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SECTION 1: Introduction

1. Benefits of the Vendor Self Service (VSS) System

The City of Cincinnati Purchasing Division is pleased to introduce Vendor Self Service (VSS) which enables vendors to:

- Register your organization with the City of Cincinnati and maintain your own account information (addresses, contacts, commodities, etc.)
- Receive email notification of business opportunities
- Access solicitations
- Access other purchasing-related information

2. Accessing Vendor Self-Service

You can access the City of Cincinnati Vendor Self Service by going to the City's website: www.cincinnati-oh.gov and selecting the link under "Do Business," "Bids/Vendors," and "Vendor Information."

3. Questions or Problems

If you have questions or problems using the City of Cincinnati Vendor Self Service System please send an email to VSSCustomerCare@cincinnati-oh.gov or call 513-352-2437, option # 1 for a Customer Care Support Member during regular business hours of 8 a.m.-5 p.m., Monday-Friday.

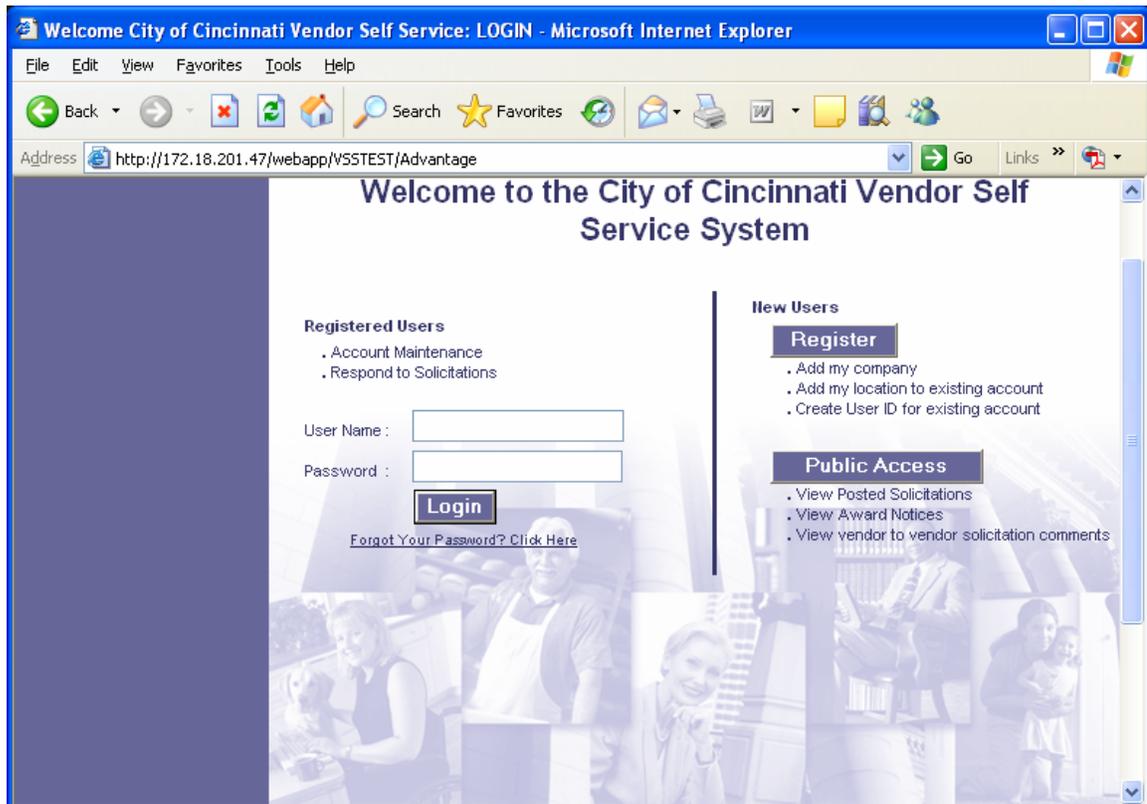


SECTION 2: Active Vendors - Steps to Activate your Vendor Account

Account Activation

If you have done business with the City of Cincinnati in the past, your organization's information may already be in the City of Cincinnati VSS System. If your organization is already in the VSS System, all you need to do is activate your account.

1. To activate your account, access the Vendor Self Service website at www.cincinnati-oh.gov and select the link under "Do Business", Bids/Vendors, and Vendor Information.
2. Once you have access VSS, click the **Register** button on the right side of the page to activate or create your account.





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3. Ensure that you have assembled the necessary information listed on the **Registration Requirements** page. When you have assembled all of the necessary information, click on the **Continue** button.

AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://172.18.201.47:81/webapp/V5STEST/Advantage>

AMS VENDOR SELF SERVICE Home Help Accessibility Logout

Welcome, New User Business Opportunities Vendor Registration Forms and Additional Information Administration

Registration Requirements

[help & advice](#) [Menu](#)

Already registered? Click [here](#) to login. Otherwise, continue below.

The vendor registration process is designed to gather information that will be used in doing business with your organization. It is essential that the information about your organization is accurate and complete. The registration process should take 10 to 20 minutes to complete. **Your information will not be saved until the registration is complete.**

Please be advised that your session will time out after 15 minutes of inactivity - not saving your information.

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- Legal Business name
- Contact Information (name, address, email, phone and fax)
 - Account Administrator (person responsible for your account)

AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://172.18.201.47:81/webapp/V5STEST/Advantage>

AMS VENDOR SELF SERVICE Home Help Accessibility Logout

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[help & advice](#) [Menu](#)

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- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- Legal Business name
- Contact Information (name, address, email, phone and fax)
 - Account Administrator (person responsible for your account)
 - Ordering
 - Payment
- Descriptions of your products and services (for example, commodity codes)

Continue



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4. The **Search for your Company Location** page provides a search field to search for your company.
 - a. In the **Company Name** field enter your company name and click **Search**
 - b. The search results will list your company name.

The screenshot shows a Microsoft Internet Explorer browser window displaying the AMS ADVANTAGE Vendor Self Service web application. The address bar shows the URL: <http://cfsvsspr/webapp/VSSTEST/Advantage>. The page title is "AMS ADVANTAGE Vendor Self Service". The navigation menu includes links for Home, Help, Accessibility, and Logout. The main content area is titled "Search for your company location" and includes a "help & advice" link. Below the title, there is a text box for "Company Name" and a "Search" button. The page also features a table with columns for "Legal Name", "Location Name", "Alias/DBA", "HQ Account", and "Activated", and navigation buttons for "First", "Prev", "Next", and "Last".



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5. Click **Activate Account** to open the **Verification required** page.

The screenshot shows the AMS Vendor Self Service search results page. The browser title is "AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer". The address bar shows "http://172.18.201.47:81/webapp/VSSTEST/Advantage". The page header includes "AMS VENDOR SELF SERVICE" and navigation links for Home, Help, Accessibility, and Logout. Below the header, there are links for Business Opportunities, Vendor Registration, Forms and Additional Information, and Administration. The main content area is titled "Search for your company location" and includes a "help & advice" menu. A search form with the text "Please enter all or part of your company name and click 'Search' to see if your location is already registered" is present. The search results are displayed in a table with columns: Legal Name, Location Name, Alias/DBA, HQ Account, Activated, and actions (Activate Account, Add Location). The table contains the following data:

| Legal Name | Location Name | Alias/DBA | HQ Account | Activated | Actions |
|-----------------------|---------------|-----------|------------|-----------|--|
| ✓ ABC CLIO | | | Yes | No | Activate Account Add Location |
| ABC LABORATORIES | | | Yes | No | Activate Account Add Location |
| ABC SCHOOL SUPPLY INC | | | Yes | No | Activate Account Add Location |
| ABC SIGN COMPANY | | | Yes | No | Activate Account |

The screenshot shows the AMS Vendor Self Service search results page with a list of companies and instructions. The browser title is "AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer". The address bar shows "http://172.18.201.47:81/webapp/VSSTEST/Advantage". The page header includes "AMS VENDOR SELF SERVICE" and navigation links for Home, Help, Accessibility, and Logout. Below the header, there are links for Business Opportunities, Vendor Registration, Forms and Additional Information, and Administration. The main content area is titled "Search for your company location" and includes a "help & advice" menu. The search results are displayed in a table with columns: Legal Name, Location Name, Alias/DBA, HQ Account, Activated, and actions (Activate Account, Add Location). The table contains the following data:

| Legal Name | Location Name | Alias/DBA | HQ Account | Activated | Actions |
|-----------------------|---------------|-----------|------------|-----------|--|
| ✓ ABC CLIO | | | Yes | No | Activate Account Add Location |
| ABC LABORATORIES | | | Yes | No | Activate Account Add Location |
| ABC SCHOOL SUPPLY INC | | | Yes | No | Activate Account Add Location |
| ABC SIGN COMPANY | | | Yes | No | Activate Account Add Location |
| ABC SIGNS | | | Yes | No | Activate Account Add Location |

Below the table, there are navigation buttons: First, Prev, Next, Last.

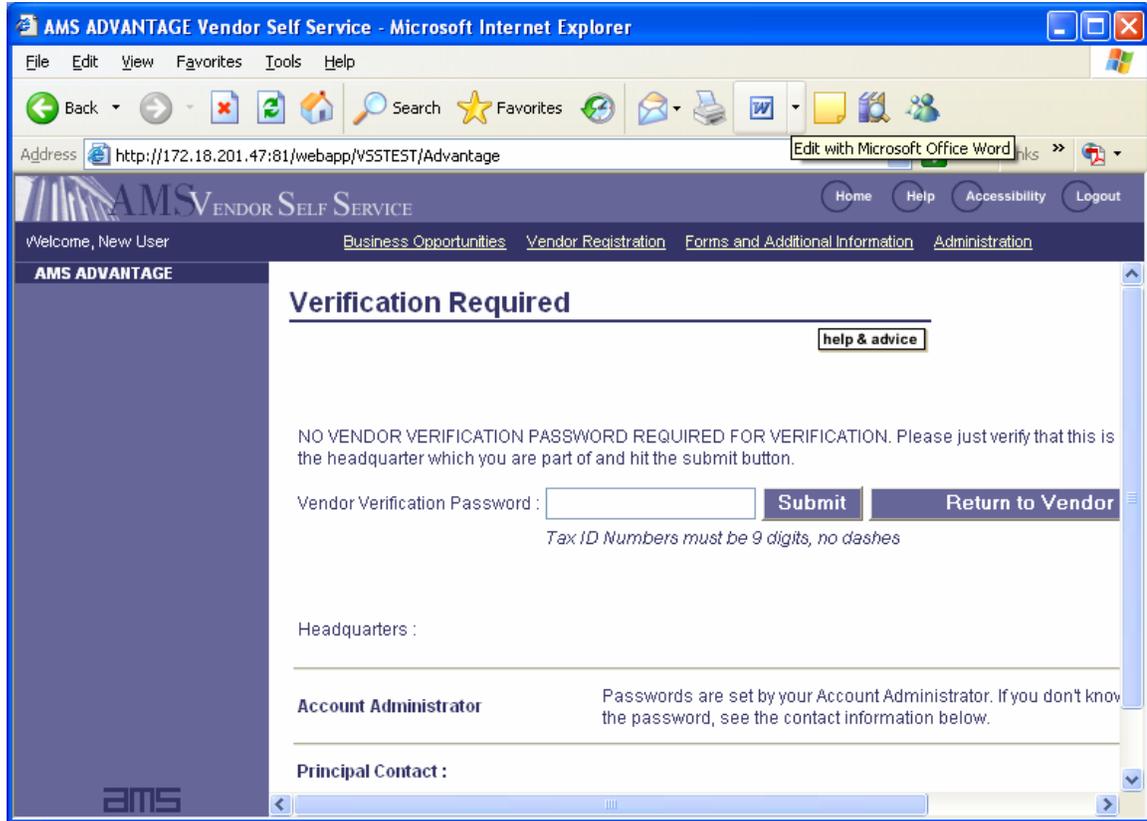
Is your company listed ?

- Yes, but my Location is not activated → Click **Activate Account** for the account you wish to activate.
- Yes, I found my Headquarters but not my Location → Click **Add Location** to create new Location for the existing Headquarters.
- Yes, my Account is activated but I don't know the login → Contact your Headquarters for assistance.
- No, Register Now → **New Registration**



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6. Click **Submit**.





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7. Read the **Memorandum of Agreement** thoroughly. If you accept the terms of the agreement, click **Accept Terms**.

The screenshot shows a Microsoft Internet Explorer browser window displaying the AMS Advantage Vendor Self Service website. The address bar shows the URL: <http://cfsvspr/webapp/VSSTEST/Advantage>. The website header includes the AMS logo and navigation links: Home, Help, Accessibility, and Logout. The main content area is titled "Memorandum of Agreement" and includes a "help & advice" button. The text on the page reads:

City of Cincinnati Division of Purchasing Memorandum of Agreement

Thank you for joining the City of Cincinnati supplier community. You must agree to the terms defined below in order to:

- Continue with the Vendor Self Service (VSS) registration process. If you choose not to accept these terms, you will be returned to the Home Page for Guests.
- Avoid having an existing registration deactivated/canceled.

You are strongly encouraged to click on the "help & advice" button for more information.

This Memorandum of Agreement (Agreement) sets forth the terms that have been established by the City of Cincinnati, Division of Purchasing to govern all electronic procurement transactions made between your firm ("Vendor") and any agency or public body when such electronic procurement transaction is made, in whole or in part, utilizing the City of Cincinnati Division of Purchasing Vendor Self Service system (VSS).

For purposes of this Agreement:



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8. The **User Information** page will require you to create a **User Name** and **Password** in the **User Name/Password** section.
 - a. Retype your **Password** in the **Confirm Password** field.
 - b. The **Security Question** field is available in case you misplace or forget your VSS password.
 - c. Enter your email in the **Email** field and confirm the email address in **Retype Email Address**
 - d. Enter your phone number in the **Phone** field and your fax number in the **Fax** field.
 - e. Click on **Next**

AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print

Address http://172.18.201.47:81/webapp/VSSTEST/Advantage Go Links

AMS VENDOR SELF SERVICE Home Help Accessibility Logout

Welcome, New User Business Opportunities Vendor Registration Forms and Additional Information Administration

Step 1: User Information
User Information
Step 2: Submit Registration

User Information

Please establish a unique User ID (Login ID) and Password. Passwords and User ID's are case sensitive and should be alphanumeric.

Legal Name :

*User Name (case sensitive) : *Password :

Case Sensitive *Case Sensitive*

*First Name : *Retype Password :

*Last Name : *Security Question :

*Email : *Security Answer :

*Phone : *Retype Security Answer :

Format XXX-XXX-XXXX Fax :

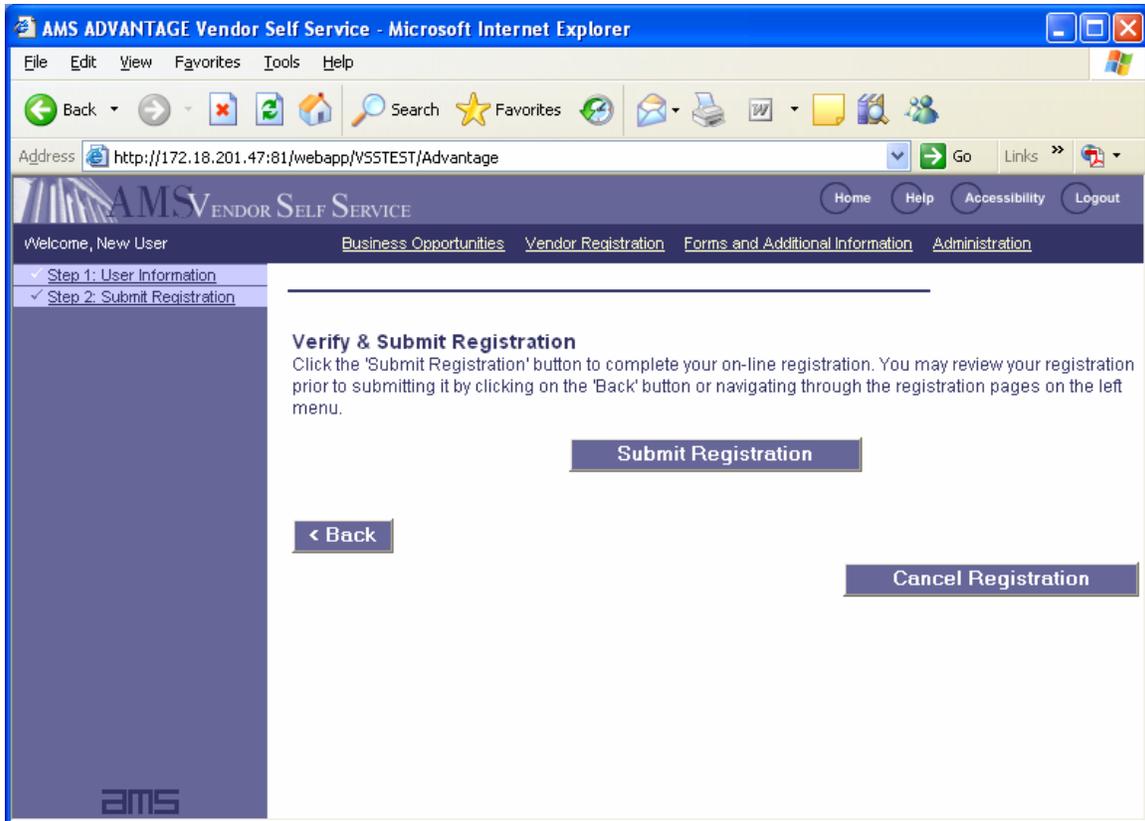
Extension : *Format XXX-XX-*

AMS



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9. If your registration was successful, the **Verify & Submit Registration** page will appear. Select, Submit Registration, Cancel Registration or Back.

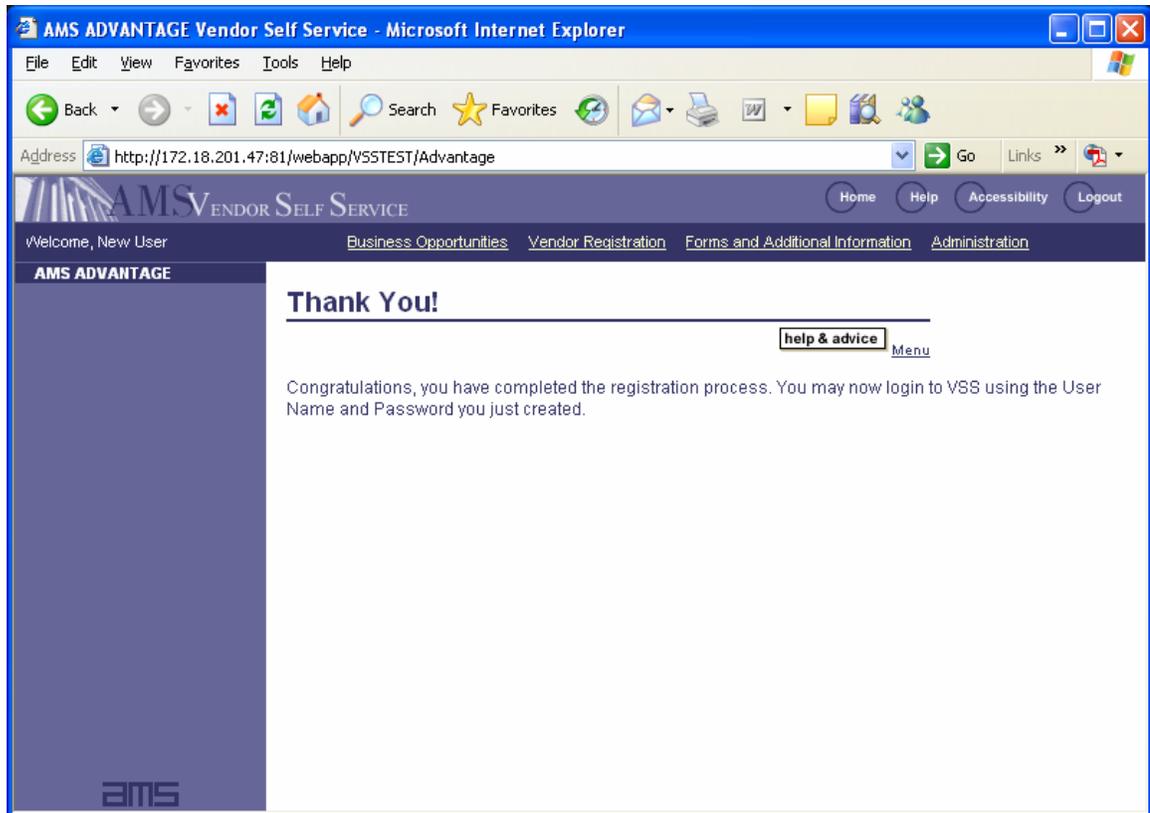




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10. If your registration was successful, the Thank-You page will appear.

If your registration doesn't complete or the thank you page doesn't appear, please send an email to VSSCustomerCare@cincinnati-oh.gov or call 513-352-2437, option # 1 for a Customer Care staff member during regular business hours of 8 a.m.-5 p.m., Monday-Friday.

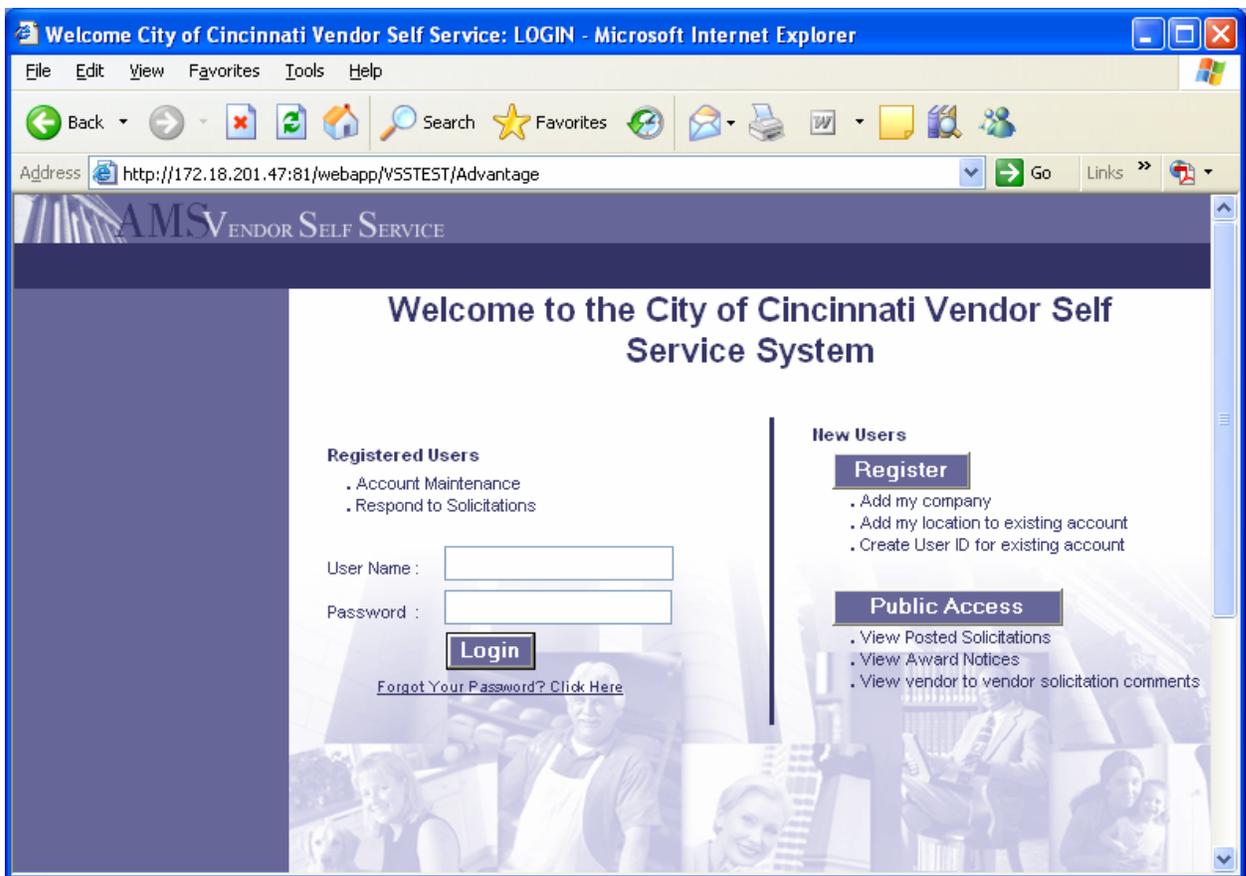


For vendors activating their account for the first time, the account activation process should be complete by the next business day or once the VSS fee payment is received. Once the account is activated, you can access your account anytime 24/7.



SECTION 3: New Vendors - Steps to Register as a Vendor with the City of Cincinnati

1. To establish an account as a New Vendor, access the Vendor Self Service website at www.cincinnati-oh.gov and select the link under “Do Business”, Bids/Vendors, and Vendor Information.
2. Once you have accessed the VSS site, click the **Register** button on the right side of the page to create your account.





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3. Ensure that you have assembled the necessary information listed on the **Registration Requirements** page. When you have assembled all of the necessary information, click on the **Continue** button.

AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Word Pad Help

Address http://172.18.201.47:81/webapp/VSSTEST/Advantage

AMS VENDOR SELF SERVICE Home Help Accessibility Logout

Welcome, New User Business Opportunities Vendor Registration Forms and Additional Information Administration

AMS ADVANTAGE

Registration Requirements

[help & advice](#) Menu

Already registered? Click [here](#) to login. Otherwise, continue below.

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Back Forward Stop Home Search Favorites Refresh Mail Print Word Pad Help

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AMS VENDOR SELF SERVICE Home Help Accessibility Logout

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 - Ordering
 - Payment
- Descriptions of your products and services (for example, commodity codes)

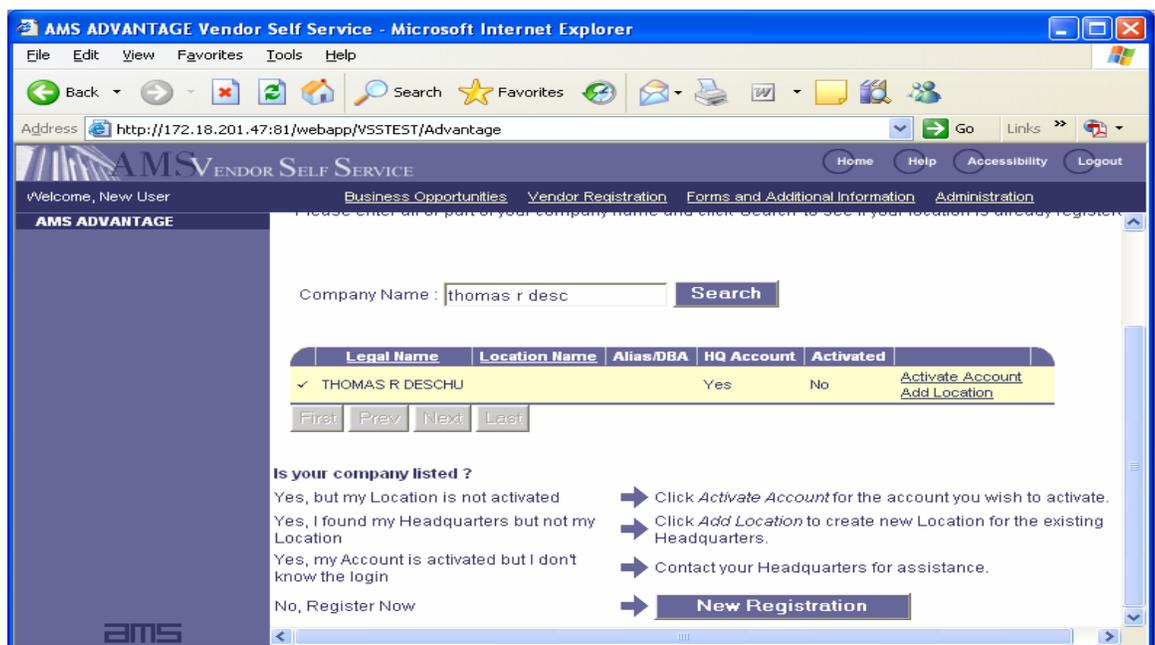
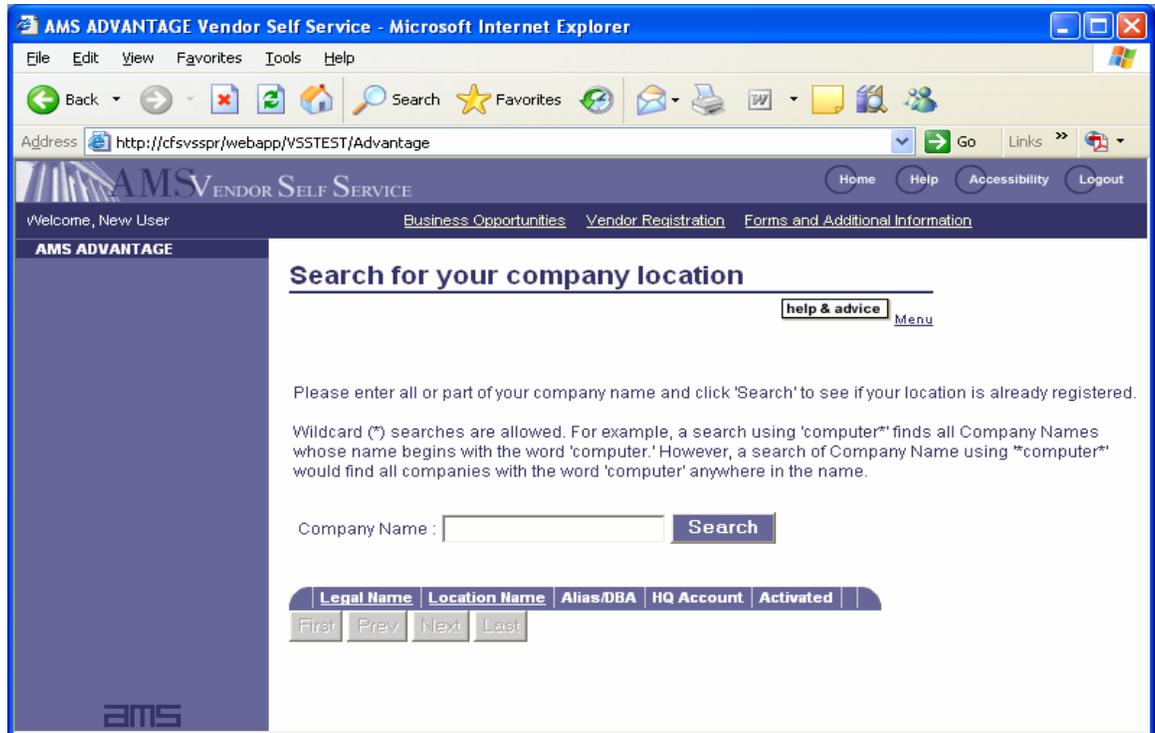
Continue



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4. The **Search for your Company Location** will provide a search field to search for your company.

- In the **Company Name** field enter your company name and click **Search**
- The search results should not return your company name. Once you confirm that your company name is not listed, click **New Registration**.





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5. Read the **Memorandum of Agreement** thoroughly. If you accept the terms of the agreement, click **Accept Terms**.

The screenshot shows a Microsoft Internet Explorer browser window displaying the AMS ADVANTAGE Vendor Self Service website. The address bar shows the URL: <http://cfsvsspr/webapp/VSSTEST/Advantage>. The website header includes the AMS logo and navigation links: Home, Help, Accessibility, and Logout. Below the header, there are links for Business Opportunities, Vendor Registration, and Forms and Additional Information. The main content area is titled "Memorandum of Agreement" and includes a "help & advice" button. The text on the page reads:

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Thank you for joining the City of Cincinnati supplier community. You must agree to the terms defined below in order to:

- Continue with the Vendor Self Service (VSS) registration process. If you choose not to accept these terms, you will be returned to the Home Page for Guests.
- Avoid having an existing registration deactivated/canceled.

You are strongly encouraged to click on the "help & advice" button for more information.

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For purposes of this Agreement:



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6. In the **Business Information** page verify your location by (select one).
7. In the **Location Information and Legal Name** areas fill in the requested information. Complete the remainder of the page that applies to your company.

AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address http://172.18.201.47:81/webapp/VSSTEST/Advantage Go Links

AMS VENDOR SELF SERVICE Home Help Accessibility Logout

Welcome, New User Business Opportunities Vendor Registration Forms and Additional Information Administration

Step 1: Business Information help & advice

Location Verification

Location Information and Legal Name

EFT Information

Email and Organization Information

Discount Information

Step 2: User Information

Step 3: W-9 Information

Step 4: Account Administration

Step 5: Ordering Address

Step 6: Payment Address

Step 7: Billing Address

Step 8: Bidding Interests

Step 9: Preview & Submit Registration

Step 1: Business Information

This page allows you to enter general information about your organization. Fields with a red asterisk (*) indicate required fields. Fields without an asterisk are optional fields that do not require information to complete vendor registration.

NOTE: This site **does not** automatically Save when you exit. Please resolve any errors and do not exit this site until you receive a confirmation of successful registration. Failure to complete registration will require all fields to be re-entered when you return to the site.

Next >

Location Verification

This section will be used to establish a password that other locations within your company will be required to use when registering a new location for your company.

*Verify My Locations by:

The below fields are required only if you selected "Create My Own" above.

Vendor Verification Based on:

Vendor Verification Password:



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8. In the **User Information** page, enter a unique user ID and password.
9. **User Name/Password** section, enter the appropriate information.
 - The **Security Question** field is available in case you misplace or forget your VSS password.
 - Enter your email in the **Email** field and confirm the email address in **Retype Email Address**
 - Enter your phone number in the **Phone** field and your fax number in the **Fax** field.

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| | | | |
|---------------|----------------------|----------------------|----------------------|
| *User ID : | <input type="text"/> | *Password : | <input type="text"/> |
| *First Name : | <input type="text"/> | *Retype Password : | <input type="text"/> |
| *Last Name : | <input type="text"/> | *Security Question : | <input type="text"/> |
| *Email : | <input type="text"/> | *Security Answer : | <input type="text"/> |



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10. Enter the requested information on the W-9 Information page and click the "Next" button.

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The main content area is titled "Step 3: W-9 Information" and contains the following text: "Please enter information from your W-9 form (Request for Taxpayer Identification Number and Certification)." There are "Back" and "Next" buttons. A "help & advice" button is also present.

On the left side, there is a vertical navigation menu with the following items: "Step 1: Business Information", "Step 2: User Information", "Step 3: W-9 Information" (which is selected), "Add New Taxpayer ID Number", "Taxpayer ID Number Already", "Step 4: Account Administration", "Step 5: Ordering Address", "Step 6: Payment Address", "Step 7: Billing Address", "Step 8: Bidding Interests", and "Step 9: Preview & Submit Request".

The "Add New Taxpayer ID Number" section contains the following form fields:

- Taxpayer ID Number: (with a note: "No spaces or dashes")
- Taxpayer ID Number Type:
- Legal Name on W-9: (with the value "cbsw corp" entered)
- Business Name: (with a note: "If different from Legal Name")
- Address:
- City:



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11. Enter the requested information on the Account Administrator Address page and click the “Next” button. The Account Administrator is the person who will be responsible for maintaining your organization’s account in the City of Cincinnati Vendor Self Service.

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12. Enter the requested information on the Ordering Address page and click the “Next” button. The Ordering Address is where you want the City of Cincinnati to send your orders. As a shortcut, you can use the Account Administrator address previously entered if it is the same as the Ordering Address. Be sure to enter an email address and select “Email” as the Correspondence Type if you wish to be notified via email of new business opportunities with the City of Cincinnati.

The screenshot shows the AMS Vendor Self Service web application in Microsoft Internet Explorer. The browser address bar displays `http://172.18.201.47:81/webapp/V5STEST/Advantage`. The application header includes the AMS logo and navigation links for Home, Help, Accessibility, and Logout. A sidebar on the left lists the registration steps, with Step 5: Ordering Address selected. The main content area is titled "Step 5: Ordering Address" and includes a "help & advice" link. The instructions state: "Please enter the address where we should send your purchase orders. An Ordering Address is required for vendor registration. If you need to add more than one ordering address, you may do so under 'Account Maintenance' after you complete your registration and log in." Below this, there is a section for "Copy Address and Contact Information From:" with a radio button for "Account Administrator". Navigation buttons for "< Back" and "Next >" are present. The "Address Information" section contains the following fields: Street 1, Street 2, City, Phone, Phone Extension, and Country (set to United States).

AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address `http://172.18.201.47:81/webapp/V5STEST/Advantage` Go Links

AMS VENDOR SELF SERVICE Home Help Accessibility Logout

Welcome, New User Business Opportunities Vendor Registration Forms and Additional Information Administration

- Step 1: Business Information
- Step 2: User Information
- Step 3: W-9 Information
- Step 4: Account Administration
- Step 5: Ordering Address
- Step 6: Payment Address
- Step 7: Billing Address
- Step 8: Bidding Interests
- Step 9: Preview & Submit Registration

help & advice

Step 5: Ordering Address

Please enter the address where we should send your purchase orders. An Ordering Address is required for vendor registration. If you need to add more than one ordering address, you may do so under "Account Maintenance" after you complete your registration and log in.

Copy Address and Contact Information From: Account Administrator

< Back Next >

▼Address Information

Add a new Ordering Address by completing the information below.

*Street 1 : *Phone :

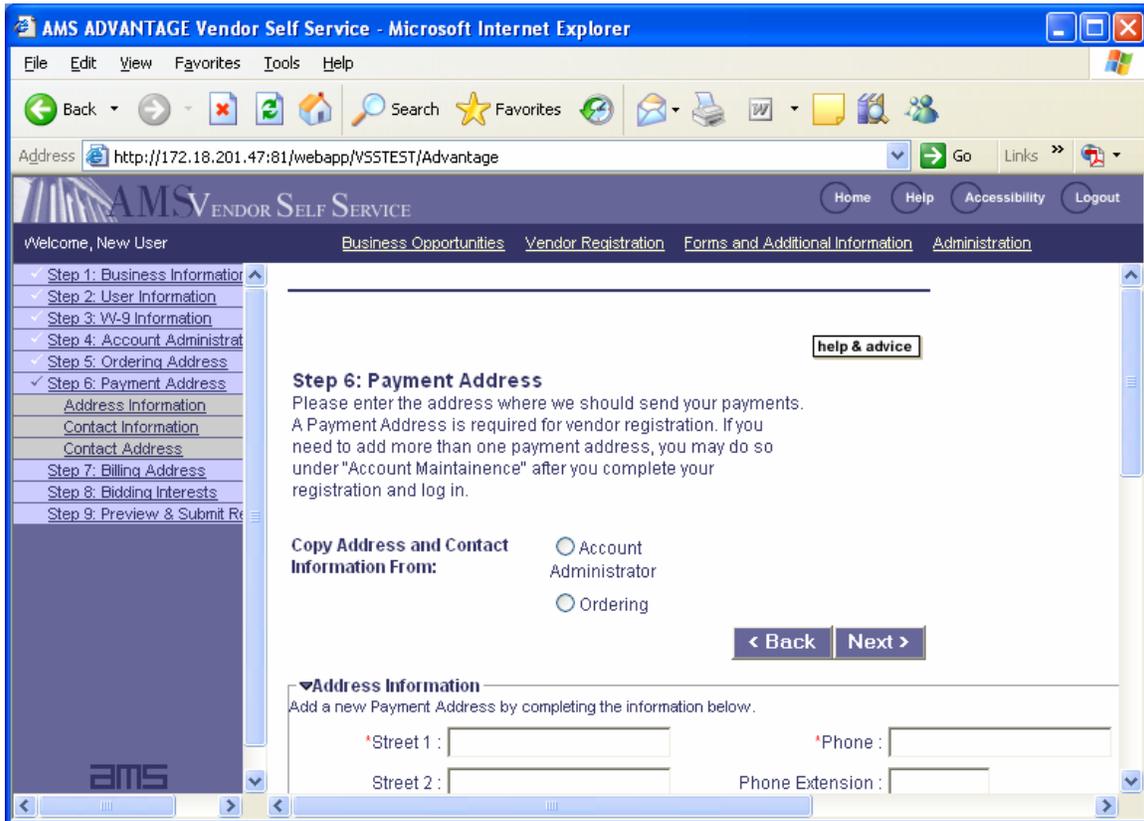
Street 2 : Phone Extension :

*City : Country : United States



VSS AMS

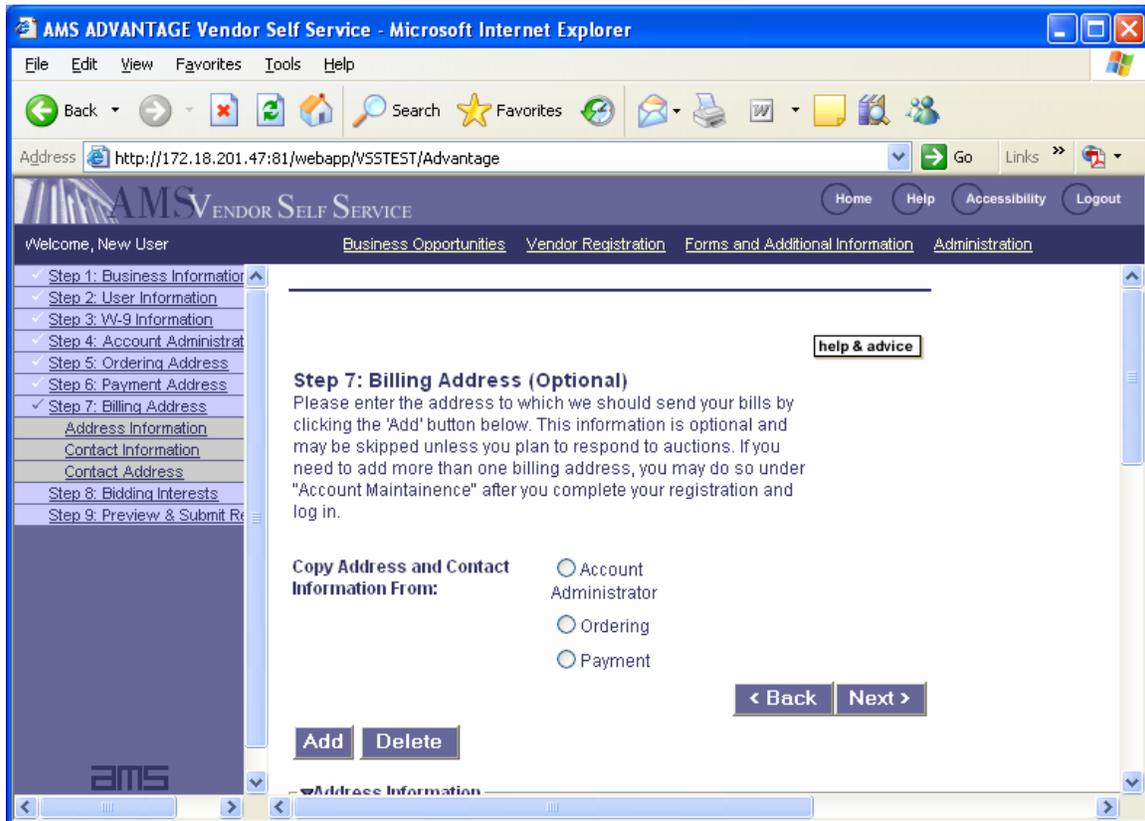
13. Enter the requested information on the Payment Address page and click the "Next" button. The Ordering Address is where you want the City of Cincinnati to send your payments. As a shortcut, you can use the Account Administrator or Ordering address previously entered if it is the same as the Payment Address.





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14. If applicable, click the “Add” button and enter the requested information on the Billing Address page and click the “Next” button. The Billing Address is where you want the City of Cincinnati to send your bills.





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15. In the Bidding Interests page you will be able to give us your Business Type, Area and Commodity Codes.

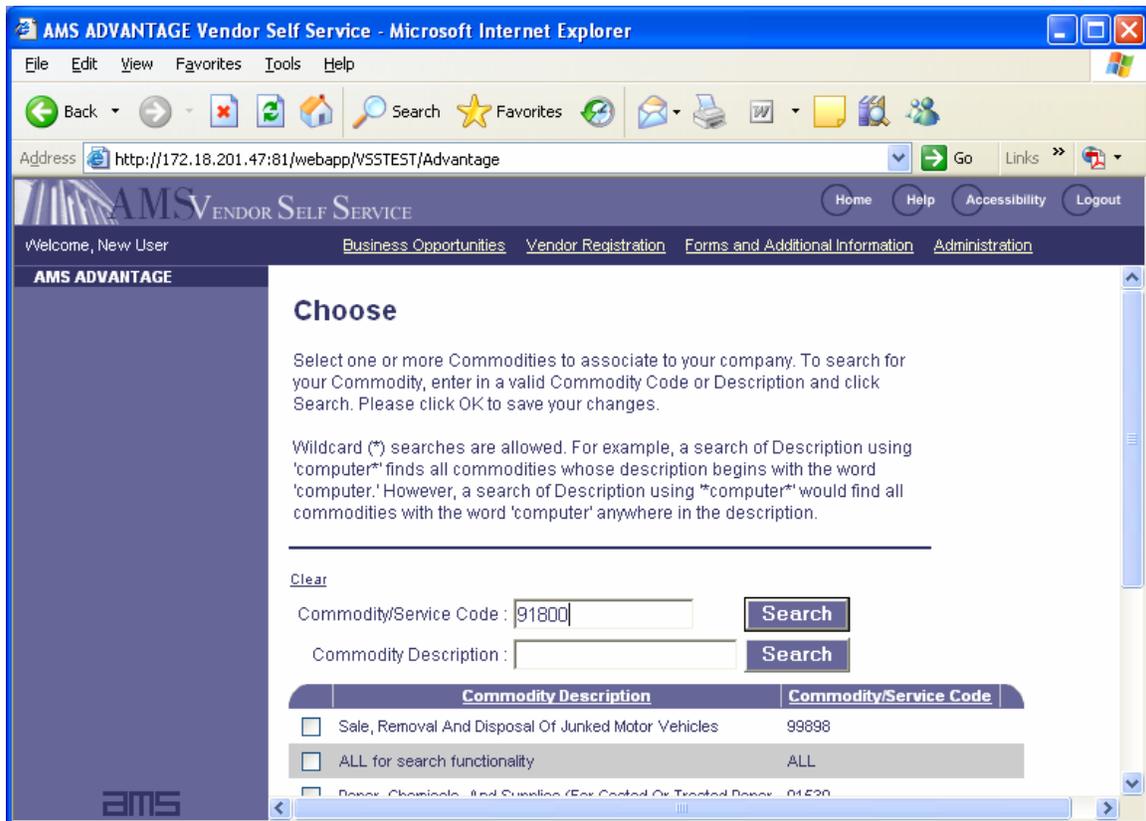
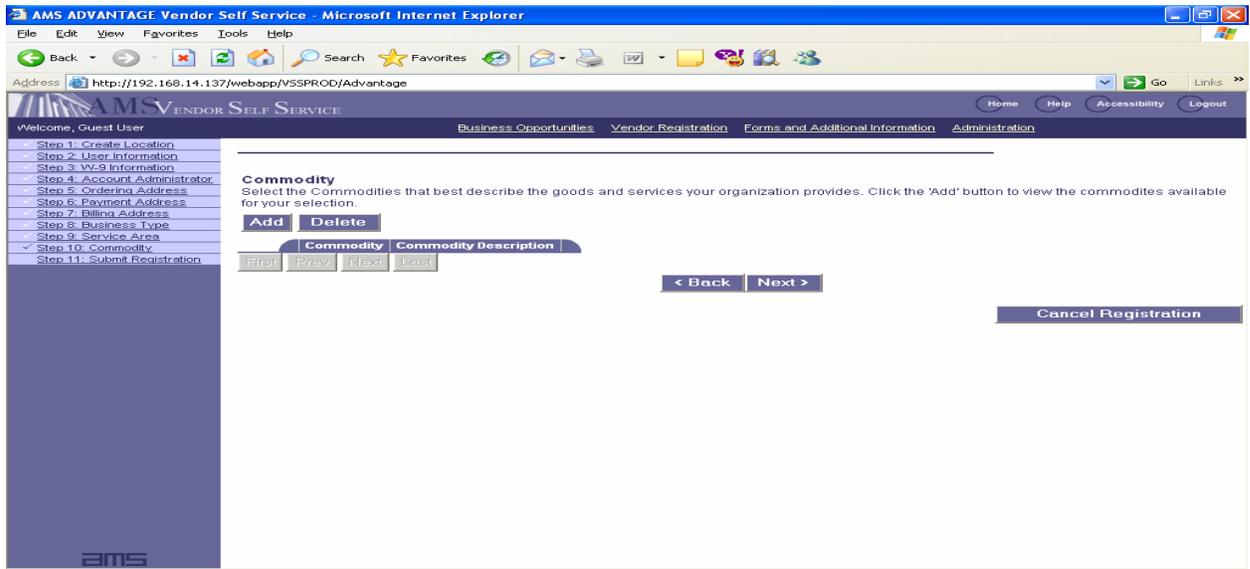
The screenshot shows the 'AMS ADVANTAGE Vendor Self Service' web application in Microsoft Internet Explorer. The address bar shows the URL: <http://172.18.201.47:81/webapp/VSSTEST/Advantage>. The page title is 'AMS VENDOR SELF SERVICE'. The navigation menu includes: Home, Help, Accessibility, Logout, Business Opportunities, Vendor Registration, Forms and Additional Information, and Administration. The main content area is titled 'Step 8: Bidding Interests' and contains the following text: 'Please enter the Business Types, Service Areas, and/or Commodities appropriate for your organization. This information is optional but will be used to determine when to send electronic solicitation notifications.' Below this text are two sections: 'Business Type' and 'Service Area'. The 'Business Type' section includes an 'Add' button, a 'Delete' button, and a table with columns: Business Type, Certification Number, Certification Start Date, and Certification End Date. The 'Service Area' section includes an 'Add' button and a 'Delete' button. The page also features a 'Back' and 'Next' navigation bar.

Note: If you identify your company, organization as a Small Business you may link to The City of Cincinnati Small Business Enterprise Program by going to www.cincinnati-oh.gov click on (Do Business) look under Assistance/Incentives click on Small Business Program. You may also call the Small Business Enterprise Program Staff member at 513-352-3154 with any questions you may have concerning the certification process.



VSS AMS

16. Click the “Add” button and choose the commodities that describe the goods and services offered by your organization on the Commodity page and click the “Next” button. These commodity codes will be used to notify you of new business opportunities with the City of Cincinnati.

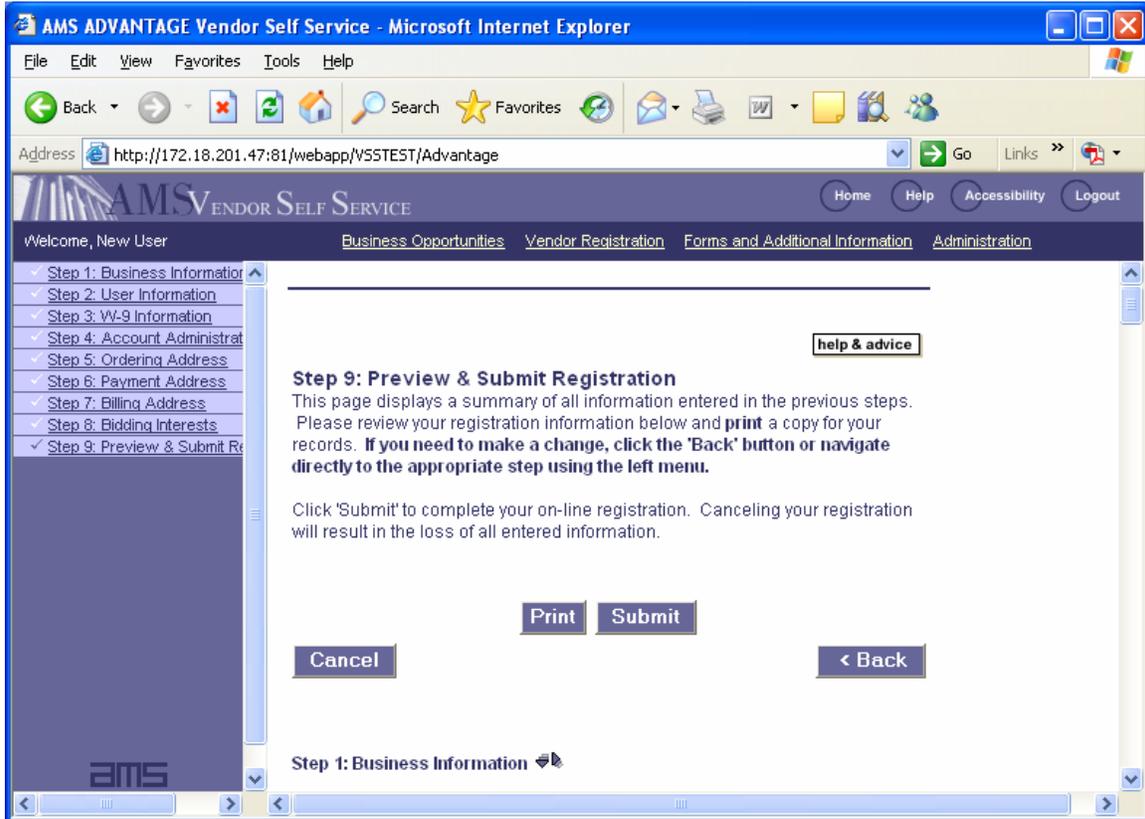




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17. Click on the “Next” button.

You can now preview the information entered in the previous steps, make corrections if needed and Submit Registration.

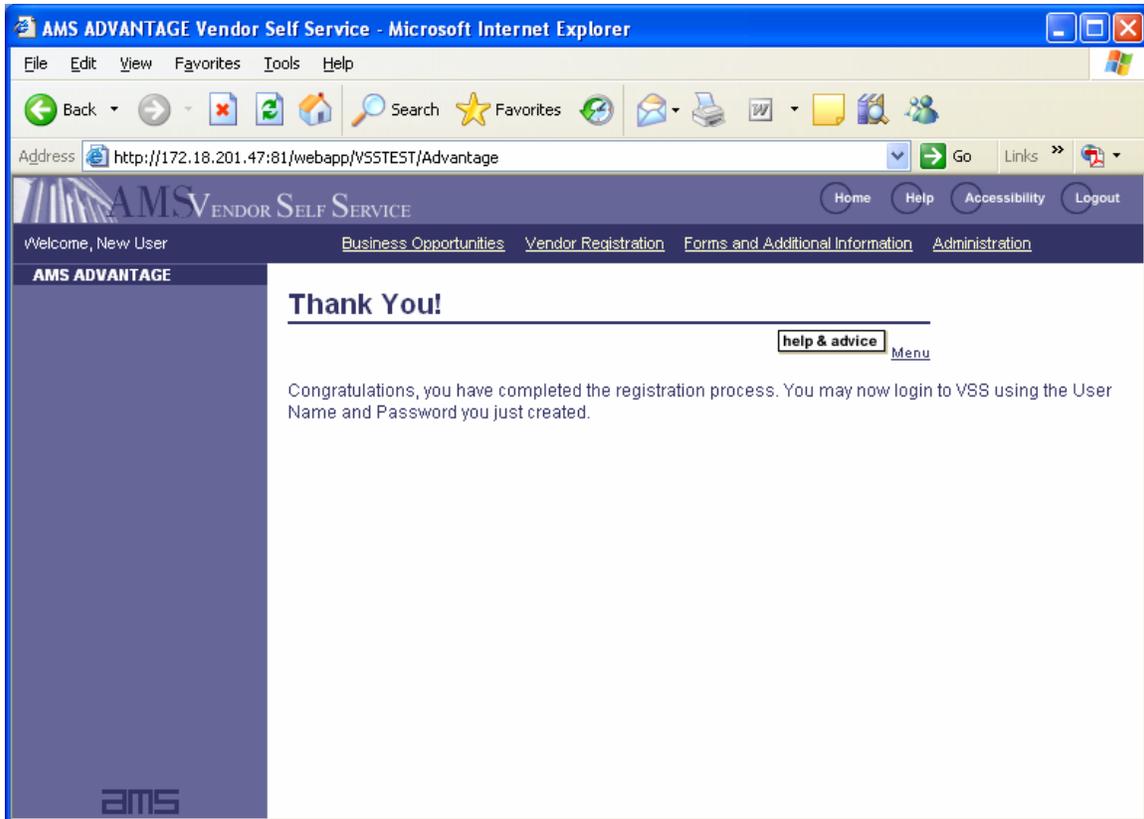




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18. If your registration was successful, the Thank-You page will appear. See Account Activation on Page 28 for details regarding the account activation process.

If your registration doesn't complete or the thank you page doesn't appear, please send an email to VSSCustomerCare@cincinnati-oh.gov or call 513-352-2437, option # 1 for a Customer Care staff member during regular business hours of 8 a.m.-5 p.m., Monday-Friday.



New vendors establishing an account in VSS for the first time, the account will be activated once the Purchasing Division receives the signed W-9 form (and any other forms requested) and the VSS registration fee. Once the account is activated, you can access your account anytime 24/7.

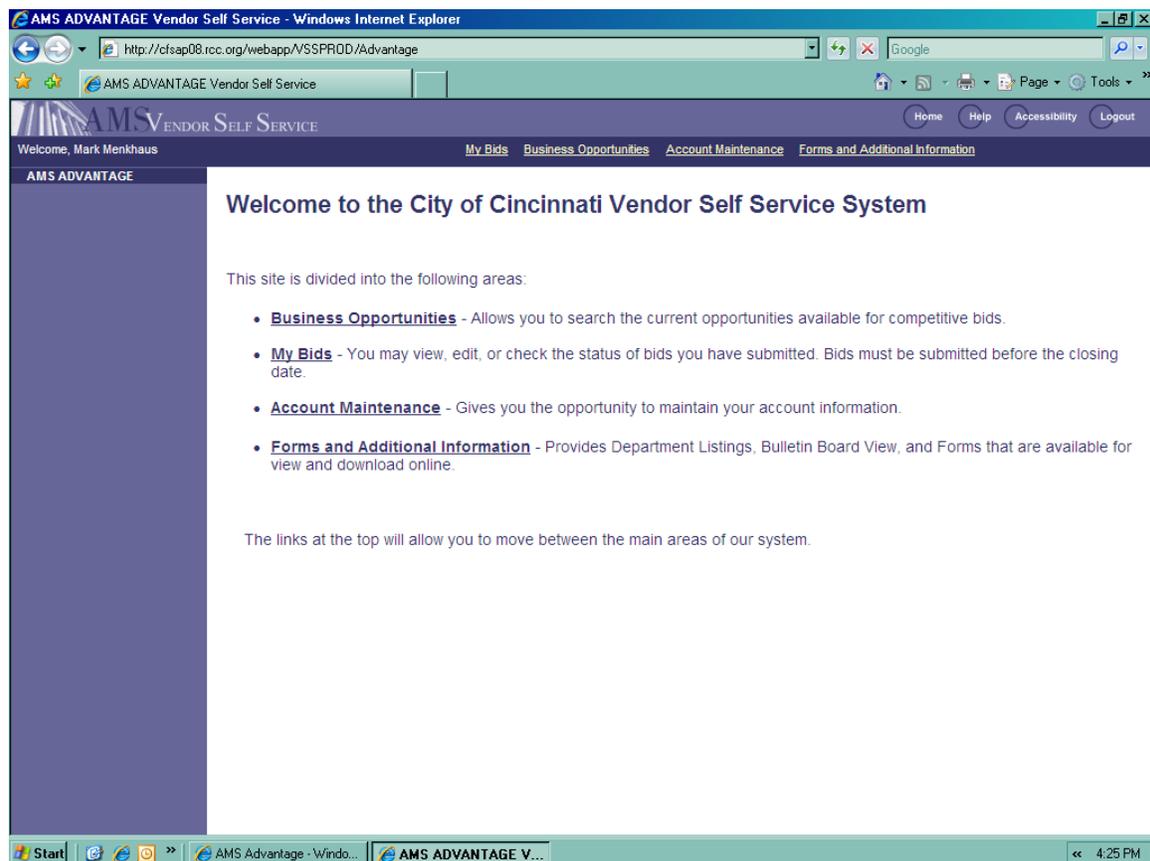


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SECTION 4: Account Maintenance

1. Begin by logging into VSS using your username and password.
2. Click on the “Account Maintenance” link on the main menu. From the Account Maintenance page you can review and modify any information about your organization.

Any modifications to your organization’s account will be reviewed by the City of Cincinnati before it becomes effective. It is important that your organization’s information is up-to-date so that your organization does not miss potential business opportunities with the City of Cincinnati.



Questions or Problems

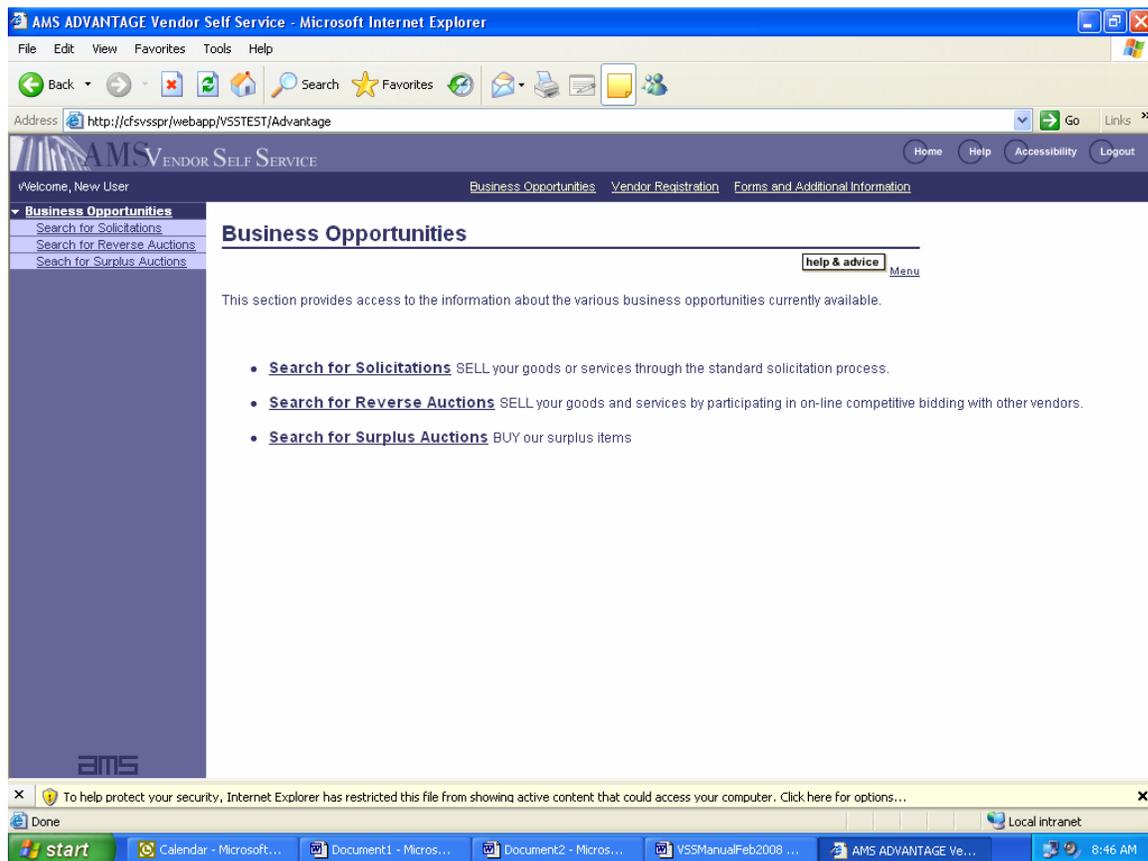
If you have questions or problems using the City of Cincinnati Vendor Self Service System, please send an email to VSSCustomerCare@cincinnati-oh.gov or call 513-352-2437, option # 1 for a Customer Care Support Member during regular business hours of 8 a.m.-5 p.m., Monday-Friday.



SECTION 5: Search for Business Opportunities

1. Vendors can access business opportunities with the City of Cincinnati by accessing the City of Cincinnati Vendor Self Service System and utilizing the following links:

Select the [Business Opportunities](#) link at the top of the page.
Select the [Search for Solicitations](#) link.





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- The Search for Solicitations page allows you to search by commodity, department, or solicitation status.

Click on the solicitation ID to view details on the solicitation.

The screenshot shows the 'Search for Solicitations' page in the AMS ADVANTAGE Vendor Self Service application. The page features a search form with the following fields:

- Commodities: Find
- Status:
- Departments: Find

Below the search form is a table of current postings:

| Solicitation | Amendment | Description | Department | Published Date |
|--|-----------|--|------------------------|----------------|
| RFP-222-RFP177CPDCAMERA-1 | | Request for Proposals - Western Corridor camera surveillance | Department Of Police | 02/06/2008 |
| ITB-137-081A901210-1 | | OEM Replacement Parts for John Deer | Division Of Purchasing | 10/10/2007 |
| ITB-137-MSTEST3-3 | 2 | Another Modification to MS Test 3 | Division Of Purchasing | 10/10/2007 |
| ITB-137-TEST05-1 | | Test 05 | Division Of Purchasing | 10/10/2007 |
| ITB-137-MSTEST02-2 | 1 | Modification to TEST Number TWO | Division Of Purchasing | 10/09/2007 |
| ITB-137-MSTEST-3 | 2 | modification TEST-dc | Division Of Purchasing | 10/09/2007 |
| ITB-137-MSTEST04-2 | 1 | Modification - Test 04 | Division Of Purchasing | 10/10/2007 |
| ITB-137-071R905145-1 | | Gonorrhea and Chlamydia Testing Equipment and Supplies | Division Of Purchasing | 09/24/2007 |
| RFQ-137-RFQ168DOTEDESIGN-1 | | Consultant Led Design/Build Team for Steamline for the VA | Division Of Purchasing | 09/24/2007 |
| ITB-244-072P901263-1 | | (2008 MODEL) CLASS 9 PICKUP TRUCK W/DUMP INSERT FOR RECREATI | Div Of Fleet Services | 09/24/2007 |

Navigation buttons: First, Prev, Next, Last



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3. On the Solicitation Details View page, you can view the Invitation to Bid information, post questions and answers using the Bulletin Board link and download attachments by selecting the Attachments tab.

AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer

Address: <http://cfsvsspr/webapp/VSSTEST/Advantage>

AMS VENDOR SELF SERVICE

Welcome, New User Business Opportunities Vendor Registration Forms and Additional Information

Business Opportunities

- Search for Solicitations
- Search for Reverse Auctions
- Search for Surplus Auctions

Solicitation Details View

[help & advice](#) [Menu](#)

Please print this page for future reference using the browser print command.

Questions and Answers: [Bulletin Board](#) Pre-Qualified Vendors Notice of Intent to Award Notice of Award Public Bid Reading Auction Bids Amendment History Create Response

Solicitation: RFP177CPDCAMERA [Attachments](#)

Solicitation: **RFP177CPDCAMERA**
Solicitation Type: **Request for Proposals**
Description: **Request for Proposals - Western Corridor camera surveillance**

Status: **Open**
Issued Date: **2/6/2008**
Closing Date: **2/29/2008**
Closing Time: **12:00**
Time Left: **21 Days**
Phone: **(513) 352-3274**
Phone: **(513) 352-3274**

Requesting Office: **Central Purchasing**
Issuing Office: **Central Purchasing**

Contact Information

Michelle Schaber Phone: **(513) 352-3274**
Email: **Michelle.Schaber@cincinnati-oh.gov** Fax:

Commodity Information

Group 1: Default

To help protect your security, Internet Explorer has restricted this file from showing active content that could access your computer. Click here for options...

Done Local intranet

start Calendar - Microsoft... Document1 - Micros... Document2 - Micros... VSSManualFeb2008 ... AMS ADVANTAGE Ve... 8:47 AM



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4. From the Solicitation Attachments page, you can download the attachments by selecting the Download Attachment link.

To return to the solicitation page for this document, select Return to Document link.

The screenshot shows a Microsoft Internet Explorer browser window displaying the AMS Vendor Self Service application. The address bar shows the URL: <http://cfsvsspr/webapp/VSSTEST/Advantage>. The page title is "AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer".

The application interface includes a navigation menu on the left with the following items:

- Business Opportunities
 - Search for Solicitations
 - Search for Reverse Auctions
 - Search for Surplus Auctions

The main content area is titled "Solicitation Attachments" and features a "help & advice" link. Below the title is a table with the following data:

| File Name | Date |
|---------------------|---------|
| RFP177CPDCAMERA.pdf | 1/25/08 |

Below the table are navigation links: "First Prev Next Last".

A search section is visible with the following details:

Search
File Name : RFP177CPDCAMERA.pdf
Date : 1/25/08
Description : RFP177CPDCAMERA

At the bottom of the page, there are two links: "Return to Document" and "Download Attachment".

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, Document1 - Microsoft Word, Document2 - Microsoft Word, AMS ADVANTAGE Vendor Self Service), and the system clock showing 8:39 AM on 1/25/08.



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5. After selecting the Download Attachment link, a File Download box will appear.
6. Select either Open to open it to your desktop, or choose Save to save it to a file. Select Cancel to return to the Solicitation Attachments page.

