

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.
- 2) Start at the Sunrise Self-Service website (<https://mss.sunrisefl.gov/MSSProd/Vendors/default.aspx>) please click on "Vendor Self-Service" on left side.

Vendor Self Service

- 3) Next click on "Registration" on the left side

Registration

- 4) Create a username and password. Then click "Continue".

New Vendor Registration

Step 1 of 5: Create user ID and password

Step 1 2 3 4 5

Help

User ID (between 1 and 100 characters) *

Re-type user ID *

Password (between 0 and 15 characters) *

Re-type password *

Password hint *

Please type these numbers into the box below them

7393

EXISTING VENDORS ONLY
You must complete the following for initial registration.

Vendor ID

FID/SSN (Enter without dashes)

← Then Click Here

Fill out this area

- 5) Enter your Contact Information. Items labeled with a red asterisk * are required fields. When you've finished click "Continue". (see example below)

User Contact Information

Contact Person

*Contact Type

*Name

Description

*Phone

Text Opt In

Fax

*E-Mail x

Continue

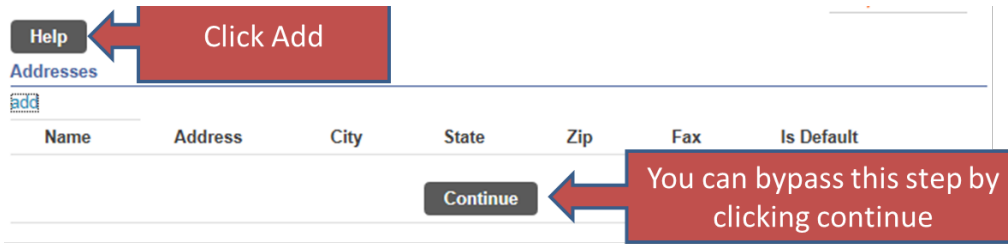
- 6) Enter your general information. Items labeled with a red asterisk * are required fields. When you've finished click "Continue". (see example below)

General information

<p>*Company Name <input type="text" value="BOB THE BUILDER"/></p> <p>(line 2) <input type="text"/></p> <p>(line 3) <input type="text"/></p> <p>(line 4) <input type="text"/></p> <p>Doing business as (if different from above) <input type="text" value="BOB'S BUILDERS"/></p> <p><input type="checkbox"/> Foreign Entity</p> <p>*Address <input type="text" value="123 MAIN ST"/></p> <p>(line 2) <input type="text"/></p> <p>(line 3) <input type="text"/></p> <p>(line 4) <input type="text"/></p> <p>*City <input type="text" value="SUNRISE"/></p> <p>*State (abbreviation) <input type="text" value="FL"/></p> <p>*Zip <input type="text" value="33312"/></p> <p>County <input type="text" value=""/></p> <p>Country <input type="text"/></p> <p>Fax Number <input type="text" value="954-555-5555"/></p>	<p>Geographic <input type="text" value="LOC - LOCAL VENDOR"/></p> <p><input type="checkbox"/> Send remittances to the above name and address</p> <p>*E-Mail <input type="text" value="bobthebuilder@fakeemail.com"/></p> <p>Web site <input type="text"/></p> <p>*Vendor Type <input type="text" value="SERVICES"/></p> <p>Gender <input type="text" value="Select Type..."/></p> <p>Ethnicity <input type="text" value="Select Type..."/></p> <p>Enter a Federal Tax ID Number or Social Security Number</p> <p>* <input type="text" value="FID"/></p> <p>*FID/SSN <input type="text" value="55-5555555"/></p> <p>*Re-type FID/SSN <input type="text" value="55-5555555"/></p> <p>Payment Terms</p> <p>Discount Percentage <input type="text" value="0"/></p> <p>Days to Discount <input type="text" value="0"/></p> <p>Days to Net <input type="text" value="0"/></p> <p>Your preferred payables delivery method(s). <input checked="" type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-Mail</p> <p>Your preferred purchasing delivery method (s). <input checked="" type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-Mail</p>
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Continue

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



Help **Click Add**

Addresses

Name	Address	City	State	Zip	Fax	Is Default
Continue						

You can bypass this step by clicking continue

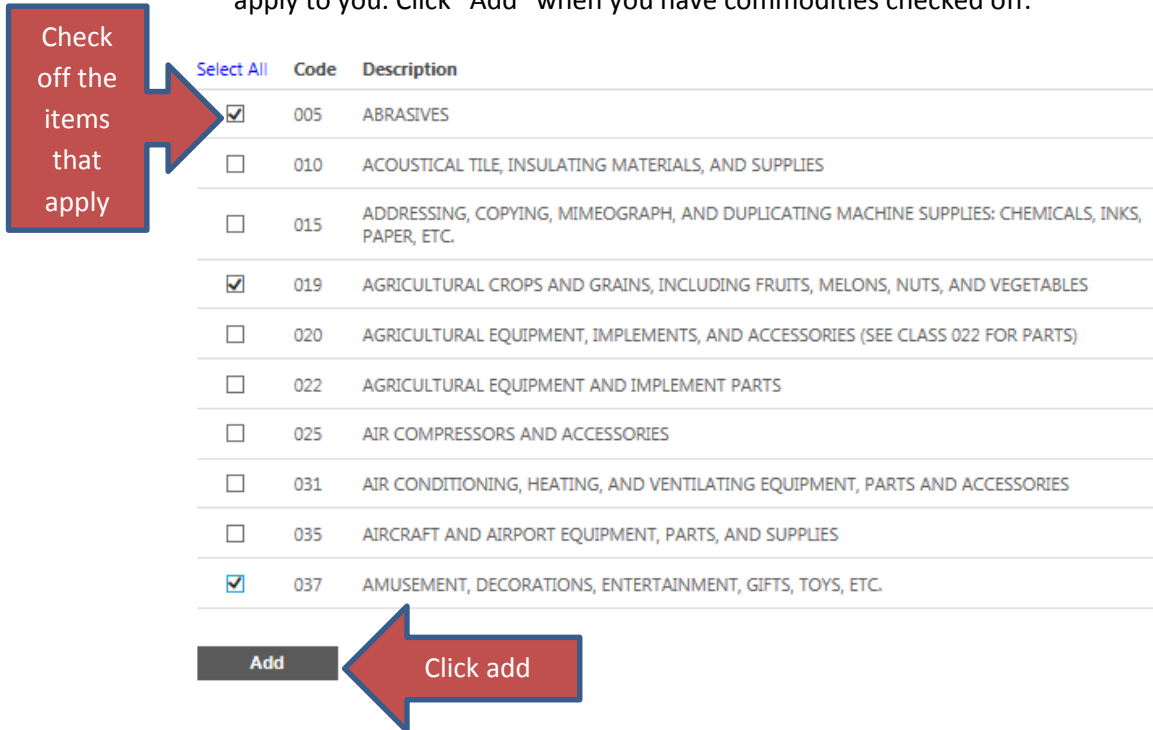
8) Contact information can be added now. Click “New Contact” if you wish to add contact information. (This step can be by-passed by clicking next, but it is highly recommended to have at least one contact). Click “New Contact” to add a contact.

Address Contacts

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

Continue **New Contact**

9) 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.



Check off the items that apply

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

Add **Click add**

10) Click on “Continue” when you’ve selected all of your commodities

Continue

11) 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

12) 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

13) 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.