In June 2018, Mayor Broome announced the launch of the Vendor Self Service (VSS) portal as part of a multi-year effort to modernize City-Parish financial and purchasing systems, which makes it easier for companies to do business with the City-Parish and stay "in the loop" on new contracting opportunities.

Since taking office in January 2017, Mayor-President Sharon Weston Broome has been working to identify ways to streamline how companies do business with the City-Parish. This includes investing in technology that make it easy to register with the City-Parish as a new vendor and do business securely and electronically.

Whether you are currently providing services to the City-Parish, a new vendor selected to provide services, or simply a company seeking to do business with the City-Parish, it's important to register on the VSS portal. Visit brla.gov/vss and follow the prompts for registration. If you need help registering, refer to our step-by-step registration guide on the portal homepage.

In registering as a vendor with the City-Parish, you will be able to use the VSS portal to update your company contact information, manage company files such as your W-9 or insurance certificate, access your contract(s), and view payment status history. You will also be notified about upcoming contracting opportunities based on the commodity codes you select for your business when registering – please note that these can be updated at any time by simply logging into the VSS portal.

Contact us if you need help registering or accessing these services. Whether you’re currently doing business with the City-Parish or not, it’s important that you register in order for us to contact you about upcoming contracting opportunities.

BRIDGE@BRLA.GOV / 225.389.2842
This guide is provided to assist vendors with registering in the City-Parish’s Vendor Self Service Portal. It is highly recommended that this document be reviewed in its entirety before beginning the registration process.

If you should have any questions or issues with the registration process, please contact bridge@brla.gov or (225) 389-2842.

**Important!**

- Current vendors have been pre-registered and assigned a vendor ID shown on purchase orders and checks. This number and your business Tax Identification Number or Social Security Number are necessary to access the records that have been transferred to Vendor Self Service. Use these numbers in the EXISTING VENDORS ONLY section.

- A W-9 Form is required in order to do business with City-Parish. Part of the online enrollment process requires you to upload a completed W-9 form. Please have the completed form in an electronic format so that you can submit it as part of the registration process. The W-9 form can be downloaded from the IRS website. We have created step by step directions on how to properly complete the W-9 Form.

On the Vendor Self Service home page (http://brla.gov/vss), click Registration on the right side of the browser window.

1. Create user ID and password
   a. Your User ID and Password will be required to log in to the Vendor Self Service portal.
   b. Your User ID should be something that you will remember for future use.
   c. Passwords must contain one capital letter, one lowercase letter, one number and one special character (such as @,!,?, etc.).
   d. Passwords are case-sensitive.
   e. Enter the validation numbers as they are displayed on the screen.
f. **STOP!!!! IMPORTANT INFORMATION**

   i. If you received a welcome letter from the City-Parish notifying you of our new ERP system, locate your Vendor ID and the FID/SSN that is listed on the letter. Enter these under the EXISTING VENDORS ONLY section. Alternatively, your Vendor ID can be found on purchase orders or checks issued by the City-Parish.

   ii. If you did not receive a letter from the City-Parish, DO NOT enter anything under the EXISTING VENDORS ONLY section. You should proceed as a New Vendor. In general, vendors who have received a check from the City-Parish in the past 3 years were converted to the new ERP system and would be considered an existing vendor. If you meet these requirements but did not receive a letter, it may be because we did not have complete/correct information for you. If you are unsure, please contact Finance-Accounts Payable at batonrougeap@brla.gov or (225) 389-3064

g. Click *Continue* at the bottom of the page.
2. User Contact Information
   a. Provide primary contact information. You will have the opportunity to add additional contacts at a later step in the process.
   b. Choose from the available Contact Types: General, Accounts Payable, Purchasing, Sales.
   c. Supply remaining required information and any other information you feel necessary.
   d. Note: The City-Parish is not currently using the Text feature of this system.
   e. Click Continue.
3. Enter Vendor Registration Information
   a. Enter the general information such as name and address for your company.
   b. The Geographic drop down will indicate if your business is based in East Baton Rouge Parish, Louisiana, the United States or Internationally.
   c. Be sure to select the remittances checkbox if you wish to use this address for remittances. You will have the opportunity to add additional addresses later in the process.
d. Enter email and the vendor type.

- E-Mail
  EROMERO@BRGOV.COM

- Web site

- Vendor Type
  PROFESSIONAL SERVICES

- Independent contractor

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e. Indicate if your business is a Minority Business Entity and if so select all appropriate MBE Classifications.

   i. Note: Please see Appendix A on how to manage MBE Certifications.

f. Indicate Gender and Ethnicity. While both fields are required, the drop down contains a selection allowing you not to provide.

- [ ] Minority Business Entity (MBE)
  - Is Minority Business Enterprise
  - MBE Classifications (select all that apply)
    - [ ] DISABED VET-OWNED SM BUS ENT
    - [ ] DISABED VETERAN BUSINESS ENT
    - [ ] DISABED VETERAN BUSINESS ENT
  - General
    - [ ] S8-DISADVANTAGED BUS ENT
    - [ ] S8-MINORITY OWNED
    - [ ] S8-MINORITY WOMAN OWNED
    - [ ] S8-NON-MINORITY OWNED
    - [ ] S8-VETERAN-OWNED
    - [ ] S8-WOMAN OWNED

- Gender
  - [ ] Male

- Ethnicity
  - [ ] African-American
g. Enter your Federal Tax ID (FID) or Social Security Number (SSN).
   i. For FID be sure to enter in ###-##### format
   ii. For SSN be sure to enter in ###-###-#### format
h. Enter any payment terms and delivery methods.

<table>
<thead>
<tr>
<th>Enter a Federal Tax ID Number or Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>*FID or SSN</td>
</tr>
<tr>
<td>FID [☑]</td>
</tr>
<tr>
<td>*FID/SSN</td>
</tr>
<tr>
<td>12-3456789</td>
</tr>
<tr>
<td>*Re-type FID/SSN</td>
</tr>
<tr>
<td>12-3456789</td>
</tr>
<tr>
<td>Payment Terms</td>
</tr>
<tr>
<td>Discount Percentage</td>
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<td>Days to Discount</td>
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<tr>
<td>0</td>
</tr>
<tr>
<td>Days to Net</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>Your preferred payables delivery method(s).</td>
</tr>
<tr>
<td>☑ Mail ☐ Fax ☐ E-Mail</td>
</tr>
<tr>
<td>Your preferred purchasing delivery method(s).</td>
</tr>
<tr>
<td>☑ Mail ☐ Fax ☐ E-Mail</td>
</tr>
</tbody>
</table>
i. Provide any necessary banking information (optional).

j. Click *Continue* at the bottom of the page.
4. Address Information
   a. Your address will appear if you selected the remittance check box from the previous screen.
   b. Select change to make any modifications.
   c. Select add if you wish to add additional addresses.
   d. Click Continue when appropriate addresses have been entered.

5. General Vendor Contacts
   a. The contact you provided on Step 3 is displayed here.
   b. Add additional contacts by clicking the New Contact button.
   c. Change the existing contact by clicking the grid/pencil icon on the right.
   d. Click Continue.
6. Select Commodities

When bidding materials, supplies, equipment and services, it is important to select a commodity code that best represents what your company can provide. This information will be used to send notifications to vendors enroll in specific commodities being solicited. It also helps the City in determining what commodities are being purchased and therefore should be on Citywide Term Contract for better pricing. Failure to submit this information will prevent advance notification of procurement opportunities. For questions regarding commodity codes, please contact purchasing at (225) 389-3259 Ext 0.

a. Select any applicable commodities/services, which your company can provide.
b. Click the Add button to include the selected commodities.
c. Use the search feature or scroll through the list.
d. A commodity code listing is also provided on the City-Parish website.
e. Click Continue.
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(letter or more digits)

Search

List all commodities/services

9133 Found

1-10 | 11-20 | 21-30 | 31-40 | 41-50 | 51-60 | Next

Select All | Code | Description
--- | --- | ---
☐ | 00505 | ABRASIVES EQUIPMENT AND TOOLS
☐ | 00514 | ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.
☐ | 00521 | ABRASIVES, SANDBLASTING, METAL
☐ | 00528 | ABRASIVES, SANDBLASTING, OTHER THAN METAL
☐ | 00542 | ABRASIVES, SOLID: WHEELS, STONES, ETC.
☐ | 00556 | ABRASIVES, Tumbling (Wheel)
☐ | 00563 | COMPOUNDS, GRINDING AND POLISHING: CARBORUNDUM, DIAMOND, ETC. (SEE CLASS 075 FOR VALVE GRINDING COMPOUNDS)
☐ | 00570 | PUMICE STONE (INACTIVE, EFFECTIVE JANUARY 1, 2016)
☐ | 00575 | RECYCLED ABRASIVES, PRODUCTS AND SUPPLIES
☐ | 00584 | WOOL, STEEL, ALUMINUM, COPPER, AND LEAD

Add

Currently Added

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>00528</td>
<td>ABRASIVES, SANDBLASTING, OTHER THAN METAL</td>
<td>Remove</td>
</tr>
<tr>
<td>00563</td>
<td>COMPOUNDS, GRINDING AND POLISHING: CARBORUNDUM, DIAMOND, ETC. (SEE CLASS 075 FOR VALVE GRINDING COMPOUNDS)</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Continue | Cancel
7. Review
   a. Review the information submitted.
   b. Select change for any areas you may need to modify.

**New Vendor Registration**

Review

Help

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

**General Information**

- Name/DBA: NEW COMPANY 1
- Entity
- Address: 322 SAINT LOUIS STREET
  BATON ROUGE, LA 70802
- Fax Number: 12-3456789
- FID
- Geographic
- E-Mail: EROMERO@BRGOV.COM
- Web Site
- Vendor Type: PS PROFESSIONAL SERVICES
- Gender: MALE
- Ethnicity: AFRICAN-AMERICAN
- Foreign Entity: No
- Independent Contractor: No
- Bank
- Bank Account Number
- Bank Account Type
- Minority Business Enterprise (MBE): Yes
- MBE Classification(s): General

**Terms**

- Discount Percentage: 0
- Days to Discount: 0
- Days to Net: 0

**Address Information**

- Name/DBA: NEW COMPANY 1
- Address: 222 SAINT LOUIS STREET
  BATON ROUGE, LA 70802
- Default
- Fax:
c. Submit the appropriate documents.
   i. **W-9 (Required)**
      A W-9 Form is required in order to be added as a vendor. The W-9 form can be downloaded from the [IRS website](https://www.irs.gov). We have created [step by step directions](https://www.irs.gov) on how to properly complete the W-9 Form.
   ii. **Louisiana Secretary of State Certificate of Good Standing**
      All vendors doing business with City-Parish must be in good standing with the Louisiana Secretary of State’s office. To expedite the process of becoming a vendor, attach a certificate of good standing.
   iii. **Certificate of Insurance**
      Vendors providing services to the City-Parish in the form of repairs, maintenance, installations or other types of services will be required to submit an Insurance Certificate in accordance with specifications provided for each job.
   iv. **General**
      Submit any additional forms you feel may assist in the vendor enrollment process.

d. Accept the Terms and Conditions.
e. Click **Register** to complete the process.
8. Registration Confirmation
   a. Your registration is complete. City-Parish staff will review the information you have submitted and complete the process to add you as a vendor.
   b. From this page you can register additional commodities or upload additional documents.

New Vendor Registration
Registration Confirmation

Registration has been completed. You will be contacted when your information has been reviewed.

You can now:

- Register for commodities/services and/or update your profile.
- Upload attachment documents to your profile.

9. Now that your registration is complete you can Log In to the Vendor Self Service site (http://brla.gov/vss).
   a. Click the Log In icon on the upper right hand corner.
   b. Use the username and password previously created to access the site.
Appendix A

Managing MBE Certifications

Minority Business Entity vendors can list appropriate certifications through the vendor self service portal. After indicating that they are an MBE, the vendor can choose which MBE classifications apply. For each classification that is checked, a manage link will appear and this is where the vendor can list their certifications. These instructions are based on the steps taken during new vendor registration, however, the same can be done by updating the vendor’s profile after logging in to vendor self service.

1. Select Manage next to the appropriate classification
2. Begin process to add a certification
   a. Any previously added certifications will be displayed.
   b. Click *Add new certificate*.

---

**New Vendor Registration**  
Manage MBE Classification Certificates

Enter Vendor Registration Information

<table>
<thead>
<tr>
<th>Help</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Selected MBE Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial ID</td>
</tr>
<tr>
<td>Description</td>
</tr>
</tbody>
</table>

Add new certificate

**Existing Certificates**

There are no certificates associated with this MBE Classification

[Changes Complete]  [Cancel All]
3. Enter all appropriate information for the specific classification
   a. Supply the Agency providing the certification, issue date and expiration date.
   b. Click Done.
4. Review the information
   a. The certificate is now added. From here you can edit or add additional certifications.
   b. Click *Changes Complete* to return to the vendor profile page.

### New Vendor Registration

This new Certificate is now set for adding to your MBE Classification.

**NOTE:** This change will NOT be saved until your entire Profile is saved.

When finished modifying your certificate(s), click "Changes Complete" to hold these changes and return to the Profile editing page, or click "Cancel All" to cancel the certificates changes.

Also note that if you undo pending changes on an existing certificate before you save your new certificates, the new certificates will be lost.

#### Enter Vendor Registration Information

**Step 2**

**Help**

**Selected MBE Classification**
- **Serial ID:** 0
- **Description:** General

**Add new certificate**

**Existing Certificates**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Issue Date</th>
<th>Expire Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST MBE AGENCY CERTIFICATION</td>
<td>1/1/2017</td>
<td>12/31/2019</td>
<td>New</td>
</tr>
</tbody>
</table>

[Buttons: Changes Complete, Cancel All]