Registration Guidelines:

Livingston Parish Public Schools is happy to announce our new Vendor Self Service (VSS) portal. Vendor Self Service provides web-based access to information stored in the Purchasing and Accounts Payable database. VSS allows vendors to search for and view 1099 data, purchase orders, invoices, and checks. Existing Vendors will need their Vendor ID in order to register, review, update existing information and view transactions. Vendor ID numbers can be found on the letter or email you received.

IMPORTANT: Enter all information in CAPS. Failure to do so will result in a delay in the registration process. ALL CAPS WILL ENSURE CONSISTENCY IN OUR DATABASE.

If you experience any difficulties with Vendor Self Service or need confirmation on your vendor number, please contact vendors@lpsb.org.



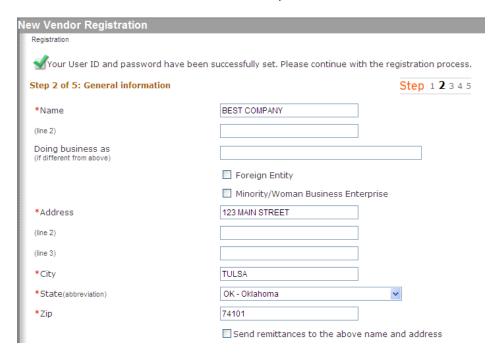
1. Click on the Registration link on the left side of the screen.

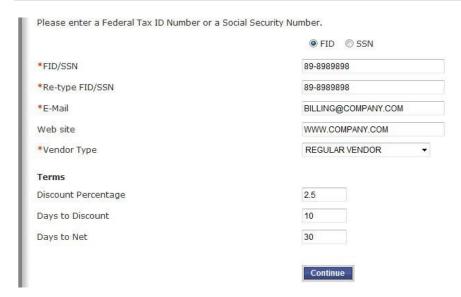
New Vendor Registration	
Home > Vendor Self Service > Registration	Step 1 2 3 4 5
Step 1 of 5: Create user ID and password	
*User ID (between 1 and 20 characters)	
*Re-type user ID	
*Password (between 0 and 15 characters)	
*Re-type password	
*Password hint	
Please type these numbers into the box below them	94049
EXISTING VENDORS ONLY You must complete the following for initial registration.	
Vendor ID	
FID/SSN (Enter without dashes)	
	Continue

- 2. Enter a User ID. This is what will be used to login to Vendor Self Service.
- 3. Re-Type the User ID.
- 4. Enter a Password. This will also be used to login to Vendor Self Service and will need to be shared by anyone who will be accessing VSS.
- 5. Re-type the Password.
- 6. Enter a Password hint. In the event the password is forgotten, the password hint will be emailed to the email address entered later in the registration process.
- 7. Type the numbers that appear in the box.
- 8. Enter the company's Vendor ID that was included in the VSS invitation letter.
- 9. Enter the company's FID/SSN. Use 999999999 if you receive an error retrieving vendor information.



10. Click Continue to advance to Step 2.



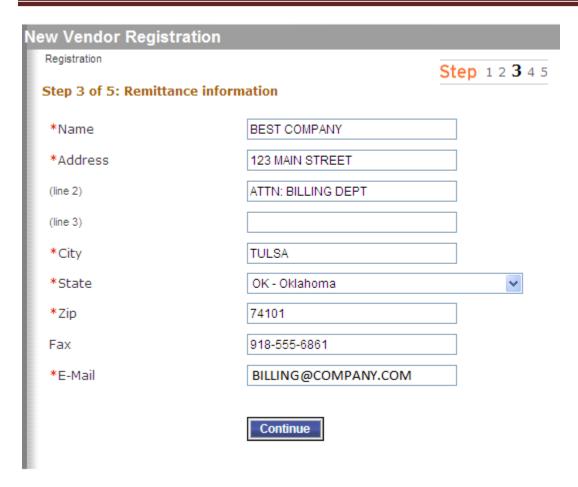


- 11. In Step 2 of 5 update/enter all company information. Fields denoted with an * are required.
- 12. In the **Terms** section, fill in these boxes if a terms discount is offered for prompt payment.

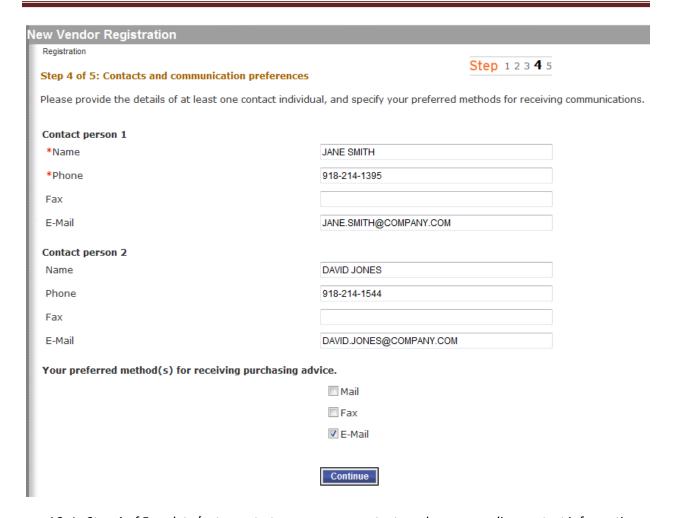
LPPS standard terms of Net 30 will default.

If no terms discount is offered, enter "0" in Discount Percentage and all the other boxes blank.

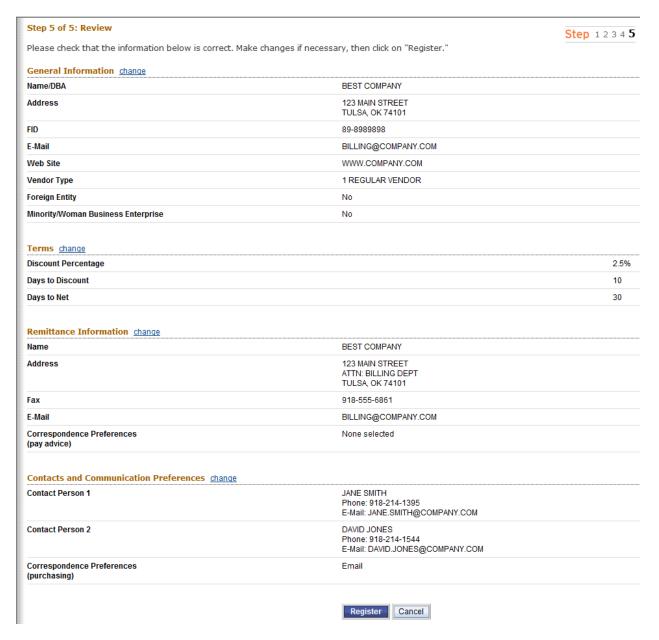
13. Click Continue to advance to Step 3.



- 14. In Step 3 of 5 update/enter all company remittance information.
- 15. Click Continue to advance to Step 4.



- 16. In Step 4 of 5 update/enter up to two company contacts and corresponding contact information. Verify the accuracy of your email address; this address will be used to electronically forward purchase orders. Due to changes in personnel, we recommend the use of a company email and avoiding email addresses of individuals.
- 17. Choose only ONE preferred method for receiving purchasing advice. Selecting more than one will result in multiple transmissions of the same order and risk duplication.
- 18. Click to advance to Step 5.



- 19. In Step 5 review all registration information.
- 20. Click the change link to make any changes to company information.
- 21. Once the review is complete, click Register to complete the initial registration process. In the following section you can register the company for commodities and services.

New Vendor Registration

Registration



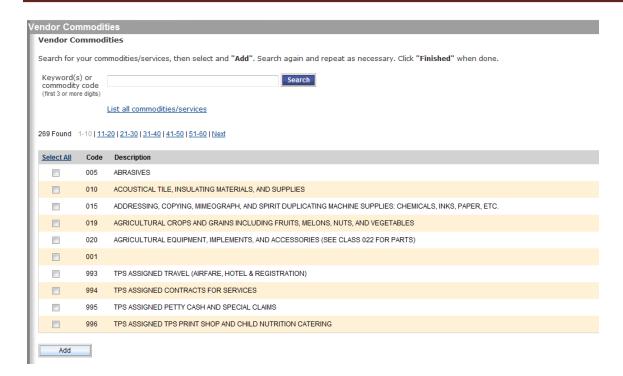
Registration has been completed. You will be contacted when your information has been reviewed.

You can now:

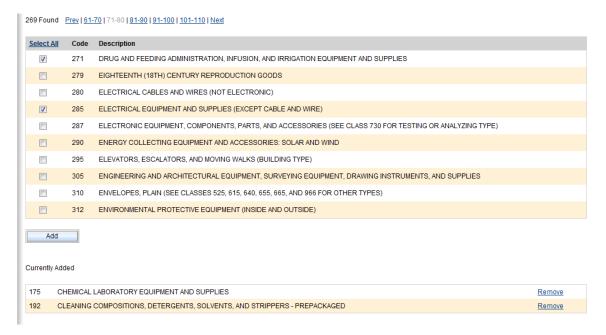
- Register for commodities/services and/or update your profile.
- Upload attachment documents to your profile.
- 22. The message above will appear when registration is complete.
- 23. You will receive an automated email with the company's User ID and the link to Vendor Self Service.
- 24. Livingston Parish Public Schools' VSS Administrator will review your registration information within 10 business days and will contact you ONLY if there are questions.
- 25. Click on the "Register for commodities/services and/or update your profile" link and advance to next page for further instructions.

General Information change		
Name/DBA	BEST COMPANY	
Address	123 MAIN STREET	
	TULSA, OK 74101	
FID	89-8989898	
E-Mail	BILLING@COMPANY.COM	
Web Site	WWW.COMPANY.COM	
Vendor Type	REGULAR VENDOR	
Foreign Entity	No	
Minority/Woman Business Enterprise	No	
Terms change		
Discount Percentage		2.500
Days to Discount		10
Days to Net		30
Name	BEST COMPANY	
Address	123 MAIN STREET ATTN: BILLING DEPT	
	TULSA, OK 74101	
Fax	918-555-6861	
E-Mail	BILLING@COMPANY.COM	
Correspondence Preferences (pay advice)	Mail	
Contacts and Communication Profesorous change		
Contacts and Communication Preferences change Contact Person 1	JANE SMITH	
Contacts and Communication Preferences change Contact Person 1	JANE SMITH Phone: 918-214-1395	
Contact Person 1	Phone: 918-214-1395 E-Mail: JANE.SMITH@COMPANY.COM	
Contact Person 1	Phone: 918-214-1395	
	Phone: 918-214-1395 E-Mail: JANE.SMITH@COMPANY.COM DAVID JONES Phone: 918-214-1544	

26. Scroll to the bottom of the page to the "Current Vendor Commodities" section and click <u>add</u> to add Commodity codes. **This is optional and only used to notify vendors of future bids offered online.**



27. Search for Commodity/Service codes by using the Search field or by cycling through the list.



- 28. Check the box next to the Commodity code that applies to your company.
- 29. Click the applicable commodity/service codes.
- 30. Click Finished when all applicable commodity/service codes have been added.