

How to Register as a Vendor: Individuals and Condos

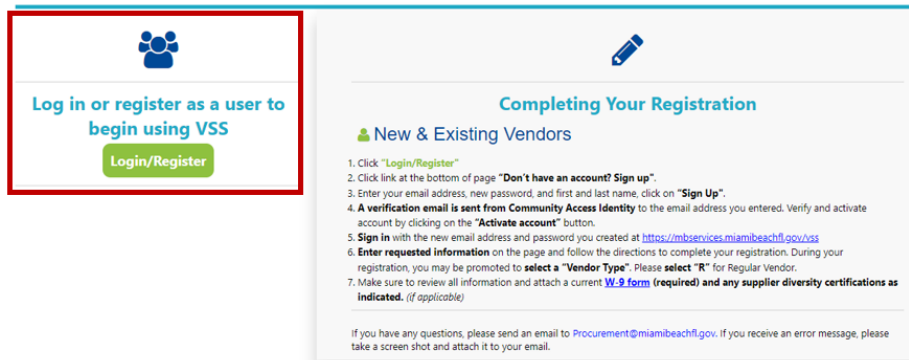
Document Updated: April 17, 2024


Funding disbursements from Miami Beach grant programs, such as the Private Property Adaptation (PPA) program, may be considered taxable income. To properly document and track procurement processes required for these individual disbursements, the City uses the Vendor Self Service (VSS) system. This document provides step-by-step guide on how to complete the registration process for homeowners and condominiums. If you are a grantee with the City of Miami Beach, we ask that you complete the steps below to register as a vendor and ultimately receive your funding disbursement. For assistance on this process, please contact vendorsupport@miamibeachfl.gov.

Steps to complete vendor registration:

1. Visit the “How to Become a Vendor” page and read through the description and instructions. **It is the source of truth for the registration process and the steps listed should be referenced and deferred to when completing your registration.** <https://www.miamibeachfl.gov/city-hall/procurement/how-to-become-a-vendor/>
2. Navigate to the Vendor Self Service Page.
<https://mbservices.miamibeachfl.gov/vss/default.aspx>
3. Click on “Login/Register.”

Welcome to the City of Miami Beach Vendor Self Service (VSS) Portal. Registering in VSS only takes a few minutes and makes it easier to do business with the City of Miami Beach.





Log in or register as a user to begin using VSS

Login/Register

Completing Your Registration

New & Existing Vendors

1. Click "Login/Register"
2. Click link at the bottom of page "Don't have an account? Sign up".
3. Enter your email address, new password, and first and last name, click on "Sign Up".
4. A verification email is sent from Community Access Identity to the email address you entered. Verify and activate account by clicking on the "Activate account" button.
5. Sign in with the new email address and password you created at <https://mbservices.miamibeachfl.gov/vss>
6. Enter requested information on the page and follow the directions to complete your registration. During your registration, you may be promoted to select a "Vendor Type". Please select "R" for Regular Vendor.
7. Make sure to review all information and attach a current [W-9 form](#) (required) and any supplier diversity certifications as indicated. (if applicable)

If you have any questions, please send an email to Procurement@miamibeachfl.gov. If you receive an error message, please take a screen shot and attach it to your email.

- Click the link at the bottom of the page: “Create an Account”

- Enter your email address, new password, and first and last name, and click “Sign Up.”
- A verification email is sent from Community Access Identity to the email address you entered. Enter the code provided to verify and activate the account by clicking the “Verify” button.
- On the Vendor Self Service Homepage, click the “Create New Vendor” button.

- Enter the requested information on the page and follow the directions to complete your registration. You will be prompted to select a “Vendor Type” during your registration. Please select the “Regular” vendor type.

New Vendor Registration

Enter Vendor Registration Information

[Help](#)

Company Information

Company Name*

TEST VENDOR

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

Vendor type

REGULAR

☐ Foreign Entity

☐ Send Accounts Payable checks to the above address

☒ Send Purchase Orders to the above address

*EMAIL

TEST@TEST.COM

Website

DUNS

California Permit Number

Vendor Address

*Address

123 TEST AVENUE

Line 2 (OPTIONAL)

UNIT 3

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City *

MIAMI BEACH

State *

Florida

Zip Code *

33141

Country

UNITED STATES

Fax Number

Minority Business Enterprise

☐ Minority Business Enterprise

Minority Business Enterprise Classifications (select all that apply)

☐ DISADVANTAGED BUSINESS ENT.

☐ General

☐ LGBT BUSINESS ENTERPRISE

☐ SBE - A&E

☐ SBE - CONSTRUCTION

☐ SBE - GOODS & SERVICES

☐ TBD

☐ VETERAN BUSINESS ENTERPRISE

Federal Tax ID Number or Social Security Number

*FID or SSN

☐ FID ☒ SSN

*FID/SSN

*Re-type FID/SSN

Payment Terms

Your preferred payables delivery method(s).

☐ Mail

Your preferred purchasing delivery method(s).

☐ E-Mail

- Do not select the Minority or Business enterprise designations at the right of the screen. Please ensure your address is complete and accurate.

☐ Foreign Entity

☐ Send Accounts Payable checks to the above address

☒ Send Purchase Orders to the above address

*EMAIL

TEST@TEST.COM

Website

DUNS

California Permit Number

33141

Country

UNITED STATES

Fax Number

Minority Business Enterprise

☐ Minority Business Enterprise

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☐ DISADVANTAGED BUSINESS ENT.

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☐ TBD

☐ VETERAN BUSINESS ENTERPRISE

Federal Tax ID Number or Social Security Number

*FID or SSN

☐ FID ☒ SSN

*FID/SSN

*Re-type FID/SSN

Payment Terms

Your preferred payables delivery method(s).

☐ Mail

Your preferred purchasing delivery method(s).

☐ E-Mail

10. Enter your SSN for individual homeowners or your FID if you are with an entity (like a condo association). Click “Continue”.

Federal Tax ID Number or Social Security Number

*FID or SSN
☐ FID ☒ SSN

*FID/SSN *Re-type FID/SSN

Payment Terms

Your preferred payables delivery method(s):
☐ Mail

Your preferred purchasing delivery method(s):
☐ E-Mail

11. Fill out the Accounts Payable and Purchase Order Address sections with the mailing address to which your disbursement check should be sent. Then click “Continue”.

New Vendor Registration

Address information

[Help](#)

Accounts Payable Addresses

[add](#)

Name/DBA

Address

Purchase Order Addresses

[add](#)

Name/DBA

Address

12. Provide your contact information as General and click “Continue”.

User Contact Information

Contact Person

* Contact Type

GENERAL - General Contacts

* Name

Description

* Phone

Text

* E-mail

☐ Opt In

13. You will then land on the “Select Commodities” page. Do not select any commodities and continue to the next page.

14. Review all information and attach a current [W-9 form](#) (required)

- Individual property owners: Select box (3a) Individual and in Part 1 provide Social Security number.
- Condominiums: Provide EIN instead of SSN.

Accounts Contacts

02/25/20

| Type | Name | Description | Email | Phone | Text |
|----------------------------|------|-------------|---------------|------------|------|
| GENERAL - General Contacts | TEST | | TEST@TEST.COM | 1231231234 | |

Commodities

02/25/20

Attachments

| Attachment Type | Description | Required | Attachments |
|-----------------|--------------------------------------|----------|------------------------|
| General | Documents are not assigned to a type | (0) | Attach |
| .DOC | Word Document | (0) | Attach |
| .DOCX | Word Document | (0) | Attach |
| .PDF | PDF file | (0) | Attach |
| .XLS | Excel file | (0) | Attach |
| .XLSX | Excel spreadsheet | (0) | Attach |
| default | Vendor Attachment | (0) | Attach |

15. Read through the terms and conditions section, select that you have read them, and click “Register” at the bottom of the page.

1. Vendor is solely responsible for the accuracy of the information contained in its profile in the Miami Beach Vendor Self-Service (VSS) Portal. By registering, the vendor acknowledges that the City of Miami Beach, Florida (the "City"), is not responsible for the accuracy of any information submitted via VSS. 2. The City will endeavor to notify vendor of all solicitations for the commodity(ies) which the vendor has selected. However, the vendor is solely responsible for ensuring it has received the solicitations to which it chooses to submit a bid or proposal. Vendors should check the City's "Bid Opportunities" page frequently. The City is not responsible for failure to notify vendor of any solicitation. 3. By submitting a response to a solicitation, the vendor acknowledges that it has reviewed and understands the specifications and existing conditions under which the purchase order or contract will be administered including the contents of all documents, exhibits, regulations, conditions at the work site, the difficulties likely to be encountered in the execution of the work, and applicable laws. Once opened, offers may not be altered. 4. Vendors shall not include any proprietary information in their submissions as the City will not be responsible for maintaining the confidentiality of any information. 5. Addenda to active solicitations may be posted. It is the vendor's responsibility to ensure it has received all addenda prior to submit of bid or proposal. Vendors are bound by such addenda whether received or not. 6. Only information received by the vendor in writing via the solicitation or addenda to the solicitation shall be binding on the City. Any verbal communications will be considered unofficial and non-binding on the City. Questions directed to anyone other than the authorized District representative or statements made by anyone other than the authorized Procurement Contact shall be deemed to be unofficial and non-binding on the City.

☒ I have read and accept the terms & conditions.

[Register](#) [Cancel](#)

(Only click Register once and refrain from using your browser's Back or Refresh button.)

16. You will be taken to a confirmation screen that your registration has been completed. You will receive a confirmation email once your registration has been reviewed.

MIAMI BEACH

Home

Vendor Self Service

Vendor Information

1099

Checks

New Vendor Registration

Registration Confirmation

✓ Your registration has been completed. Once the registration has been reviewed, you will receive a confirmation email. It is imp Beach

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)