

AMS Advantage[®] Vendor Self Service

Registration Quick Start Guide

Release 3.9

AMS
ADVANTAGE



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**AMS Advantage® Vendor Self Service
Registration Quick Start Guide
Release 3.9**

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Overview

This guide has been developed to provide an overview of an account setup in the AMS Advantage® Vendor Self Service (VSS) application. You should follow this guide if:

You have an **existing** payee/vendor account with this client and wish to **activate your account on this website**. If you have more than one payee/vendor account and cannot activate your desired account, please contact the Help Desk.

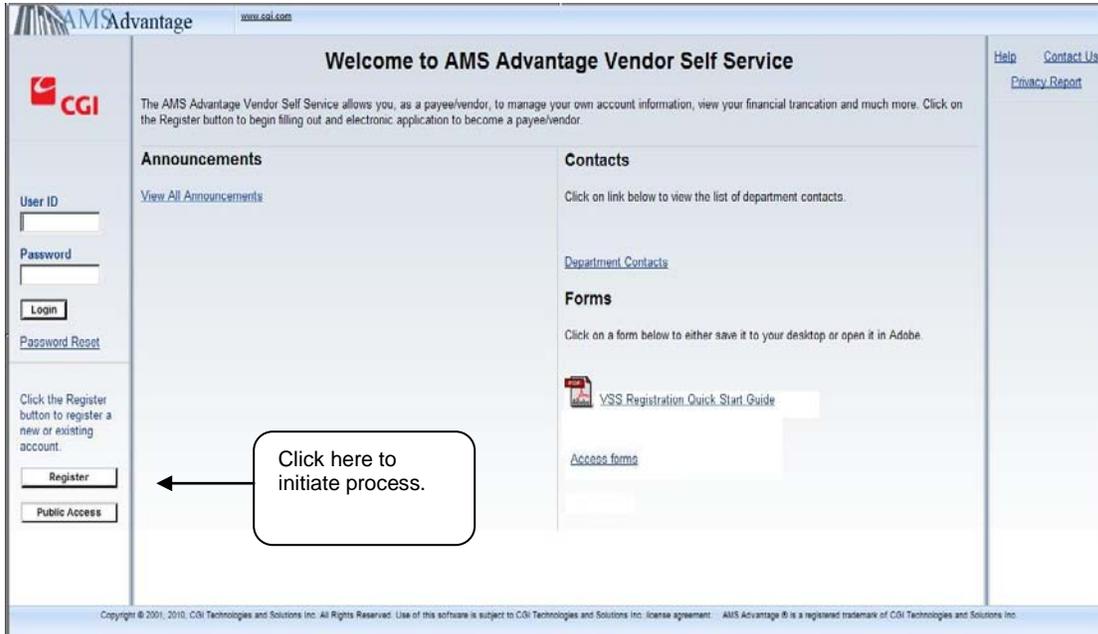
OR

You are a **new** payee/vendor that is interested in conducting business with this client for the first time, and need **to create a new payee/vendor account**.

| |
|---|
| <p><u>NOTE:</u> Please remember your User ID and Password when you create them as you will need them to log back into the Advantage Vendor Self Service (VSS) application. Both the User ID and Password are case sensitive.</p> |
|---|

Section 1: Look to see if a Payee/Vendor Account Exists in VSS

Step 1.1: Click the “Register” button to start the Vendor Registration process.



Step 1.2: Carefully read the “Memorandum of Agreement” and then click on the “Accept Terms” button if you agree with the terms.

The screenshot displays the 'Memorandum of Agreement' page on the AMS Advantage website. The page header includes the AMS Advantage logo and the URL www.cgi.com. A navigation bar contains links for 'Privacy Report' and 'Contact Us'. The main content area features the CGI logo and a 'Welcome, New' message. A sidebar on the left offers links for 'View Frequently Asked Questions'. The central text explains the terms of the agreement, stating that users must accept these terms to register as a vendor with VSS. It details the user's certification and warranty, and lists two specific terms regarding registration updates and information accuracy. At the bottom right, there are two buttons: 'Accept Terms' and 'Reject Terms'. The footer contains copyright information for CGI Technologies and Solutions Inc. dated 2001 and 2010.

AMS Advantage
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Memorandum of Agreement

Welcome, New

[View Frequently Asked Questions](#)

You must accept the terms of this Memorandum of Agreement in order to register as a vendor with VSS. If you choose not to accept these terms you will be returned to the Home Page for Guests.

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to: (i) register the Vendor; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that:

1. The Vendor shall use VSS vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure that the registration information remains accurate and complete at all times.
2. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration and VSS registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the VSS registration and VSS registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the VSS registration and registration update functionality.

This Agreement shall remain in effect for as long as the Vendor is registered as a VSS vendor. All rights are reserved to cancel the Vendor's registration at any time. In the event the Vendor's registration is cancelled, the Vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electronic procurement transaction that was made or administered in whole or in part using VSS.

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Step 1.3: The Registration Tips page lists the information that you should have available before beginning a new registration. You can click on the “Next” button to continue.

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Welcome, New

[View Frequently Asked Questions](#)

Registration Tips

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

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- Legal Business name
- DUNS Number
 - A free number issued by Dun & Bradstreet for each business location
 - Call toll free at 888-814-1435 to obtain/verify your number
 - Indicate that you are doing business with a Government entity
- 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)

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Step 1.4: This search page helps you determine if you have an existing vendor account. To initiate the search process, you can choose to search by Company or by Individual depending on your type of business. The distinction between these two is that an Individual's Taxpayer Identification Number is his/her Social Security Number (SSN) or alternative identifier whereas a Company's Taxpayer Identification is generally their Federal Employer Identification Number (EIN). Enter the pertinent information in either the Company Search or Individual Search section and then click on the corresponding Search button.

Search for an Existing Account/Results Found

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search
To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name

OR

Individual Search
To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name AND Last 4 digits of SSN

The following exists for the information you entered:

| Vendor Number | Legal Business Name | Alias/DBA Name | Activated? |
|---------------|------------------------|------------------------------|--|
| A711011001 | Collins Petroleum Inc. | Collins Oil Drilling Company | No Click here to activate your account |

Has your account been found and listed above?

Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.

Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.

Yes, but not my business location → Click the "Add Business Location" link to add your business location.

Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.

No, register now. → Click the "New Registration" button to create a vendor code and account.

Additional Resources & Information:
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Based on the search results:

- If your account has been found, please continue to steps in Section 2 below.
- If your account has NOT been found, and you believe you have an existing account, please try again, and read the hints displayed on the page above regarding the use of wildcards to help in your search. If you still cannot find your account, then please contact the Help Desk for assistance.
- If your account has NOT been found, and you are a new vendor that is interested in conducting business with this client, please skip Section 2 below, and proceed directly to Section 3.

Section 2: An Existing Account HAS BEEN FOUND in VSS

In the examples below, an **EXISTING ACCOUNT** has been found:

Example 1: A company account is found

The screenshot displays the 'Search for an Existing Account/Results Found' page. It features a navigation bar with the AMS Advantage logo and a 'Welcome, New' message. The main content area includes two search sections: 'Company Search' and 'Individual Search'. The 'Company Search' section is active, showing a search for a Taxpayer Identification Number (711011001) and a Legal Business Name. Below the search forms, a table lists the search results for the company account.

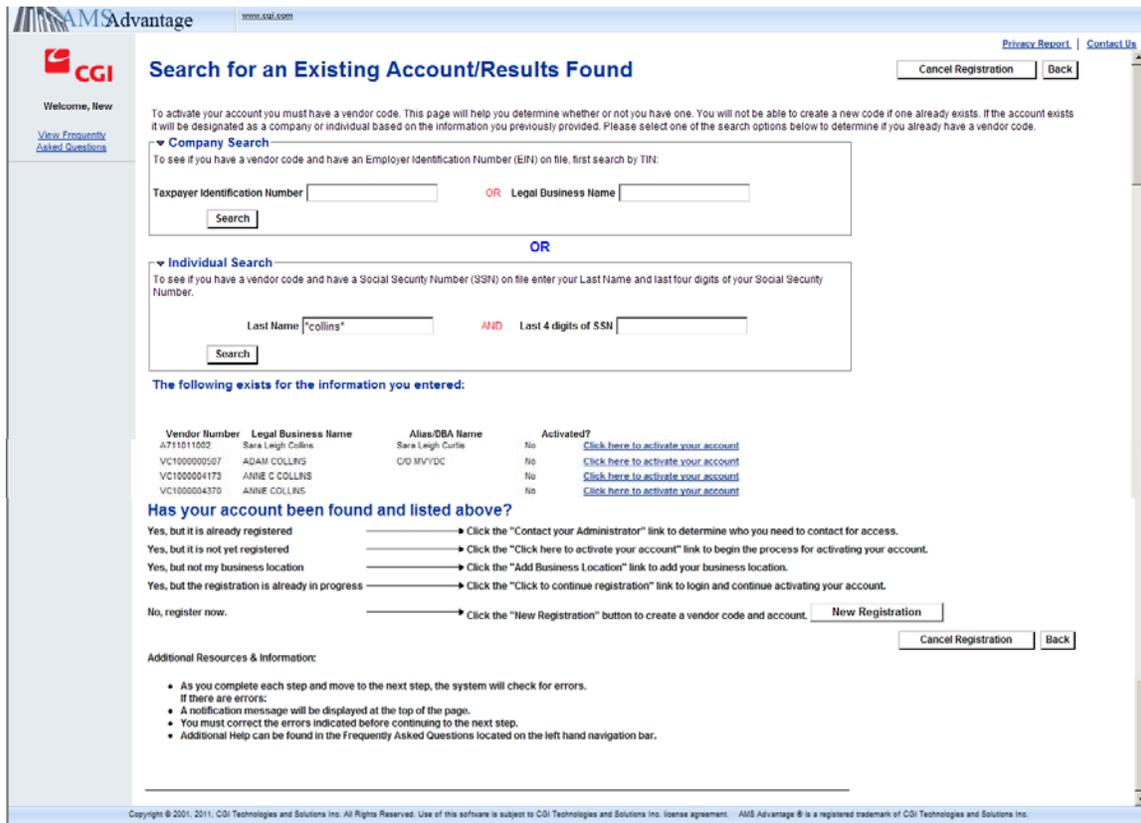
| Vendor Number | Legal Business Name | Alias/DBA Name | Activated? |
|---------------|------------------------|------------------------------|------------|
| A711011001 | Collins Petroleum Inc. | Collins Oil Drilling Company | No |

Below the table, there is a section titled 'Has your account been found and listed above?' with four rows of instructions:

- Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.
- Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.
- Yes, but not my business location → Click the "Add Business Location" link to add your business location.
- Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.

At the bottom, there is a 'No, register now.' option with a 'New Registration' button. The page also includes 'Cancel Registration' and 'Back' buttons.

Example 2: An individual account is found



When an existing account is found you will be presented with one of the links described below. Select the link that best addresses your needs. Most likely, you will select the link described in Step 2.3 below.

Step 2.1: “Contact your Administrator” link

- Explanation –A vendor administrator has already been established for this account.
- Action – Click on this link to display the vendor administrator contact information. Contact this administrator for assistance with accessing this account.

Step 2.2: “Click to Continue Activation” link

- Explanation – A user is in the process of creating an account but has not completed the registration. He/she can return at a later date to complete the process.
- Action – Click on this link to continue with the registration if you are the user that started the registration. Otherwise, contact the Help Desk for assistance.

Step 2.3: “Click here to activate your account” link

- Explanation – The company has done business previously with this client but has not yet established an account in VSS. Click on the link to create a User ID for this account.
- Action – Click on this link to create a User ID for the account.

Step 2.3.1: The Account Verification page will prompt you to enter information to authenticate you as a valid user for this account. Enter the requested information and click the “Next” button to continue.

Note: The example below is a sample of the type of information that you may be prompted to enter. The actual information that you are prompted to enter may vary.

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Account Verification

Welcome, New [View Frequently Asked Questions](#)

To activate your account, select an option below and enter the information required. If you need assistance call your agency contact.

Please select the Frequently Asked Questions for suggestions on how to find the information required.

Check/EFT Information (The Check or EFT stub must have been issued by the Advantage Financial.)

Check/EFT Number (Omit the "AD" or "EFT" prefix and only enter the 10 digit check number)
Example: 1234567890

Check/EFT Amount (Do not enter commas)
Example: 123.45

Contract or Purchase Order Information

Contract or Purchase Order number
Example: PO 123 12345678901

Additional Resources & information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

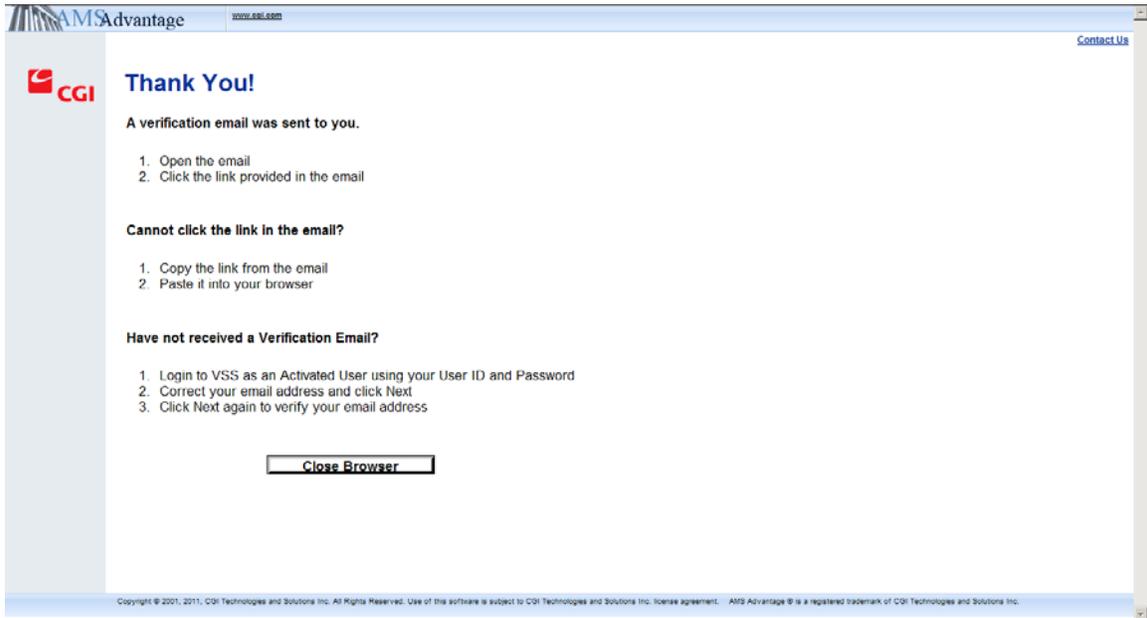
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Step 2.3.2: Once your information has been verified by the system you will see the “My User Information” page. Complete all of the fields indicated with a red asterisk and click on the “Next” button to continue.

NOTE: PLEASE REMEMBER YOUR USER ID AND PASSWORD IN ORDER TO LOG INTO THE VSS APPLICATION AGAIN.

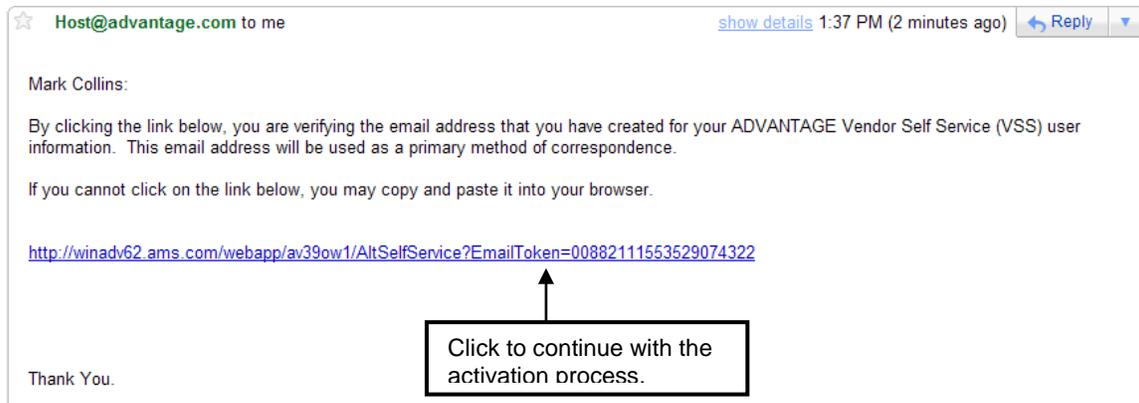
Step 2.3.3: You will be prompted to verify the email address that you entered on the previous page. Confirm that your email address is correct and then click the “Next” button to continue. A confirmation email will then be sent your email address.

Step 2.3.4: Review the information on the Thank You page and then click the “Close Browser” button to exit from the VSS application. You will receive an email from VSS to continue with your registration.



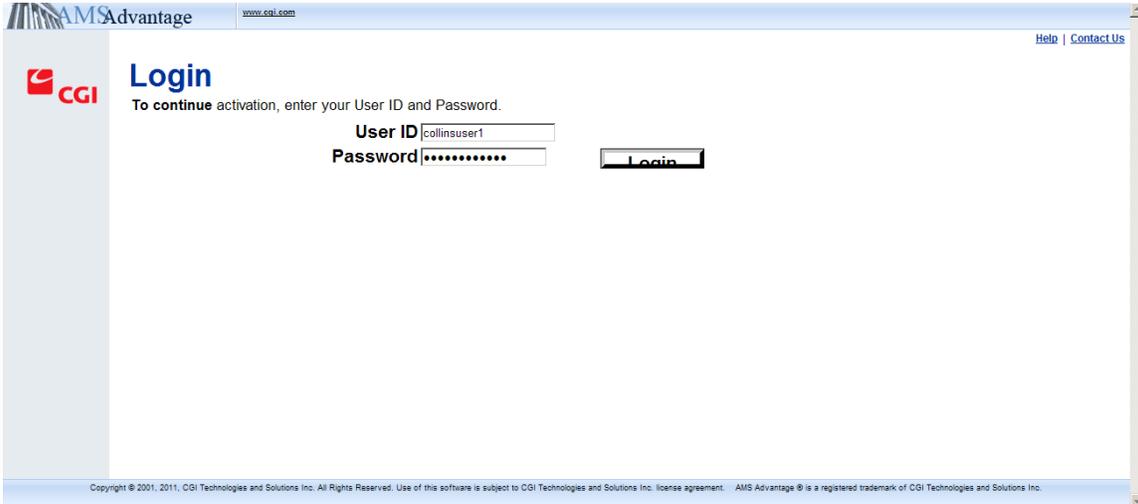
Step 2.3.5: Open your email and click on the link provided to continue with your registration.

ADVMAIL: VERIFY YOUR ADVANTAGE VENDOR SELF SERVICE (VSS) EMAIL ADDRESS Inbox | X



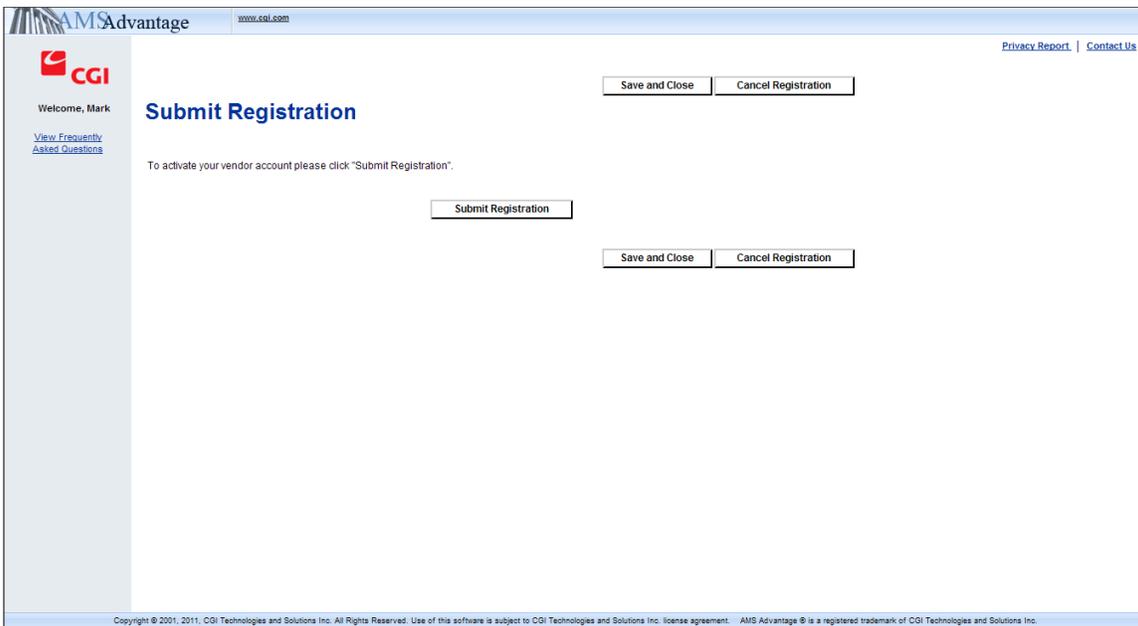
Step 2.3.6: After you click on the link you will be transitioned to a VSS login page. Enter the User ID and Password that you created earlier and click “Login”. Remember that both User ID and Password are case sensitive.

Note: Do not bookmark this page. You will be logging in from the VSS home page once your registration is complete.

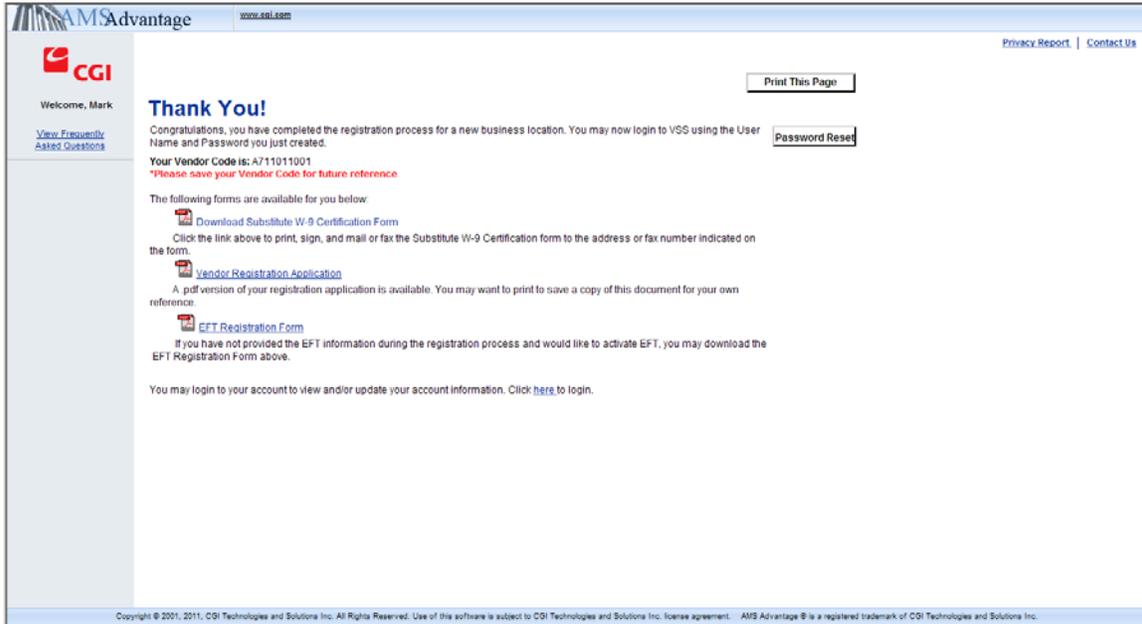


Step 2.3.7: Click on the “Submit Registration” button to complete your registration.

Note: After you complete your registration you will be able to login to your account and review and, if needed, update the information that we have on file for your account.



Next you will see the “Thank You” page which indicates that you have finished the registration process.



You have now completed the registration process and going forward can login to VSS using your User ID and Password (via the website: *<enter website link here>*). Please note that your User ID and Password are both case sensitive.

NOTE: YOU CAN SKIP THE REST OF THIS QUICK START GUIDE DOCUMENT SINCE YOU HAVE COMPLETED THE REGISTRATION PROCESS.

Section 3: Your Account HAS NOT BEEN FOUND

This section is a continuation from Section 1.

In the example below no existing account has been found. You can click on the “New Registration” button to create a new vendor account.

The screenshot shows a web browser window titled "Self Service Application - Windows Internet Explorer provided by CGI US". The page header includes the "AMS Advantage" logo and navigation links for "Privacy Report" and "Contact Us". The main heading is "Search for an Existing Account/Results Not Found".

Below the heading, there are two search sections:

- Company Search:** Includes a "Taxpayer Identification Number" field with the value "711011003" and a "Legal Business Name" field. A "Search" button is located below these fields.
- Individual Search:** Includes a "Last Name" field and a "Last 4 digits of SSN" field. A "Search" button is located below these fields.

Between the two search sections is an "OR" separator. Below the individual search section, a message states: "No results have been found for your account. Please perform further research or select the New Registration button to create a new account." A "New Registration" button is positioned to the right of this message. Below the message and button are "Cancel Registration" and "Back" buttons.

At the bottom of the page, there is a section titled "Additional Resources & Information:" with a list of instructions:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A notification message will be displayed at the top of the page.
 - You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

A callout box with a black border and white background contains the text "Click 'New Registration'" with a black arrow pointing down to the "New Registration" button on the page.

Step 3.1: Complete all the fields indicated with an asterisk and click on the “Next” button to continue.

NOTE: PLEASE REMEMBER YOUR USER ID AND PASSWORD IN ORDER TO LOG INTO VSS AGAIN.

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Welcome, New

[View Frequently Asked Questions](#)

User Information
 Verify and Submit Registration

My User Information

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

General Information

*User ID (case sensitive):
(User ID should be between 2 and 16 characters in length)

*First Name:

*Last Name:

*Email:

*Re-enter Email:

*Phone: Ext.
(000-XXX-XXXX)

Fax:
(000-XXX-XXXX)

Password

*Password (case sensitive):
(Passwords should be between 2 and 16 characters in length)

*Re-enter Password:

*Security Question:

*Security Answer (case sensitive):

*Re-enter Security Answer:

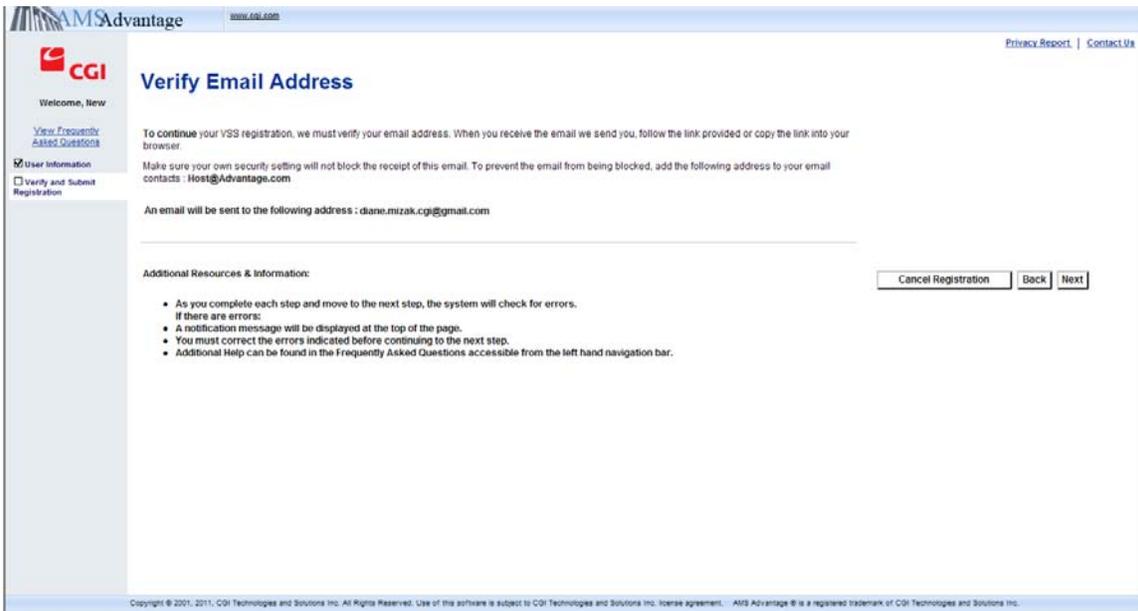
* Indicates a required field

Additional Resources & Information:

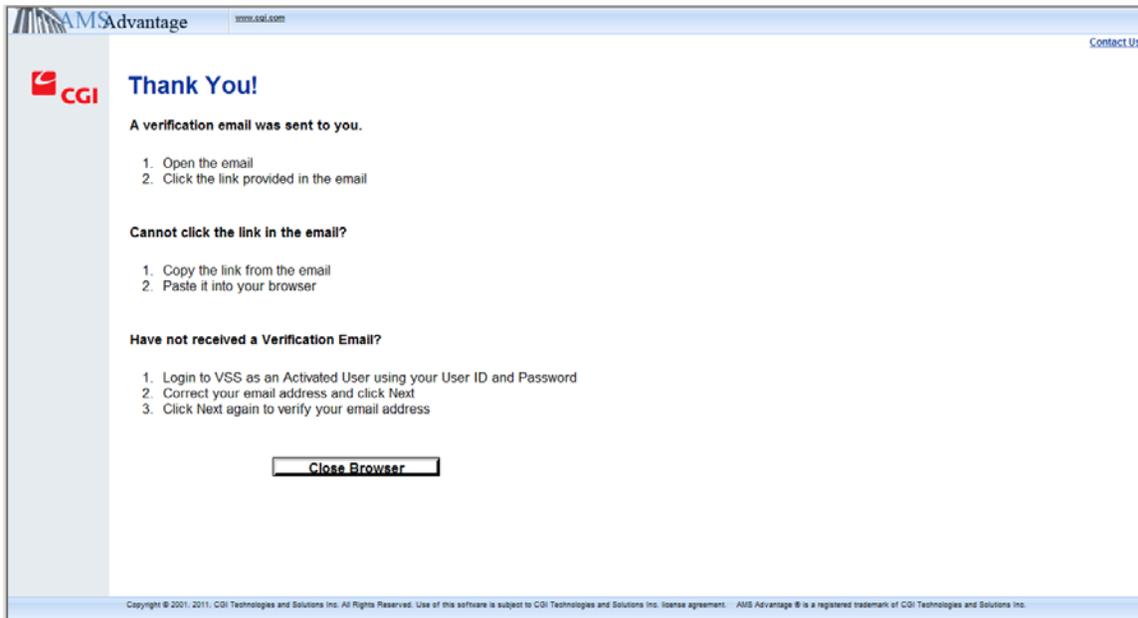
As you complete each step and move to the next step, the system will check for errors.

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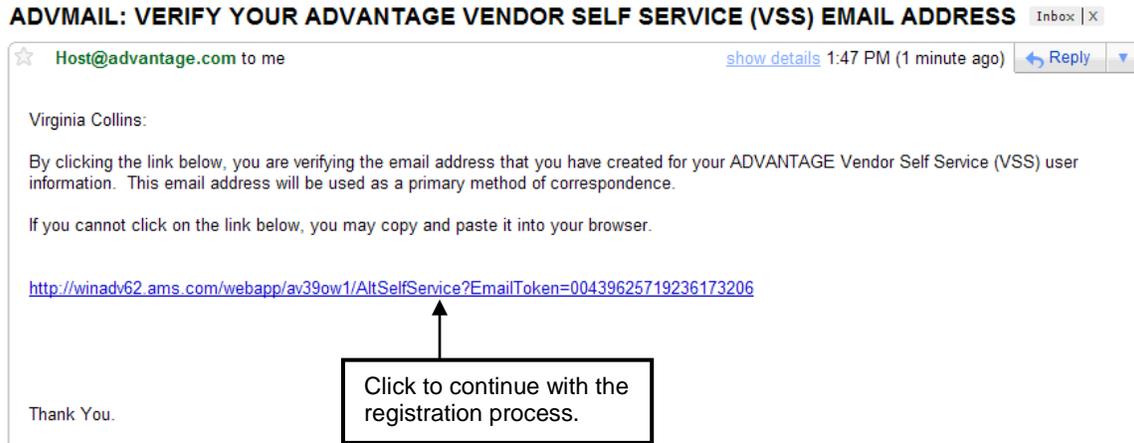
Step 3.2: You will be prompted to verify the email address that you entered on the previous page. Confirm that your email address is correct and then click the “Next” button to continue. A confirmation email will then be sent your email address.



Step 3.3: Review the information on the Thank You page and then click the “Close Browser” button to exit from the VSS application. You will receive an email from VSS to continue with your registration.

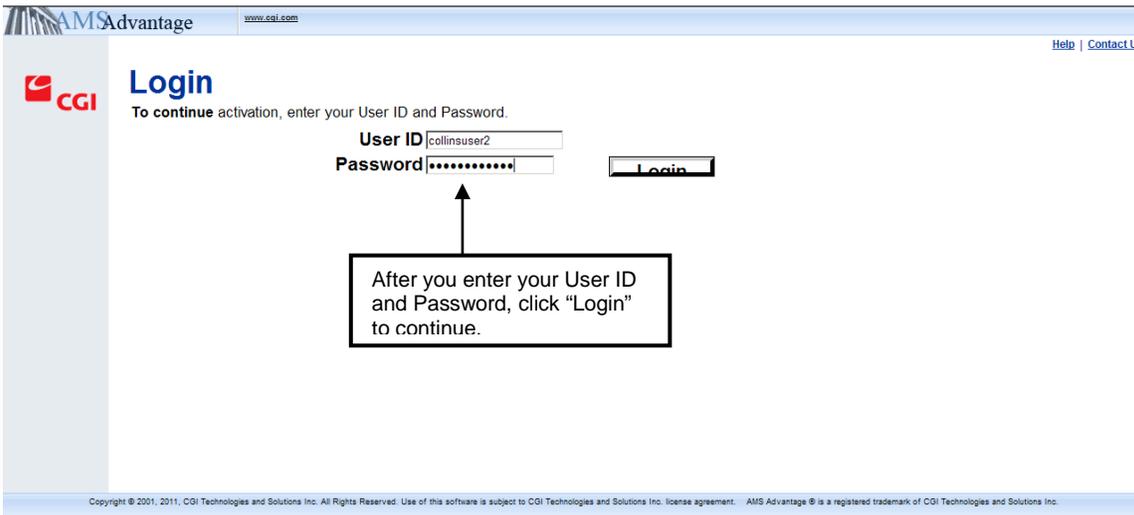


Step 3.4: Open your email and click on the link provided to continue with the registration process.



Step 3.5: After you click on the link you will be transitioned to a VSS login page. Enter the User ID and Password that you created earlier and click “Login”. Remember that both User ID and Password are case sensitive.

Note: Do not bookmark this page. You will be logging in from the VSS home page once your registration is complete.



Step 3.6: Select the TIN Type for your account and then select the Classification that applies to your business or individual account. Click “Next” to continue.

Note: If you select the first TIN Type option be sure to select whether you have a SSN, ITIN, or ATIN.

The screenshot shows the 'Add Business Location - New Account Registration' page. The page title is 'Add Business Location - New Account Registration'. Below the title, it says 'Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.' There are three radio button options under the 'TIN Type' section:

- I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN). Please select one of the following: SSN ITIN ATIN
- I will use my entity's Employee Identification Number (EIN).
- I do not have any of the above forms of Taxpayer identification.

 There are buttons for 'Save and Close', 'Cancel Registration', and 'Next'. A navigation menu on the left includes 'New Account Info', 'My Business Info', 'Addresses & Contacts', 'Additional Business Information', and 'Registration Summary'. A 'View Frequently Asked Questions' link is also present.

Classification: Select the Classification that applies.

The screenshot shows the 'Classification' selection page. The page title is 'Classification'. Below the title, it says 'I plan to do business using the following classifications. Please select only one.' There is a table with two columns: 'Select' and 'Classification'. The 'Classification' column lists various business types:

| Select | Classification |
|----------------------------------|-------------------------|
| <input type="radio"/> | Individual |
| <input type="radio"/> | Sole Proprietor |
| <input type="radio"/> | Partnership |
| <input checked="" type="radio"/> | Corporation |
| <input type="radio"/> | Nonresident Alien |
| <input type="radio"/> | Trust |
| <input type="radio"/> | Foreign Business Entity |
| <input type="radio"/> | State Government |
| <input type="radio"/> | Other Government |
| <input type="radio"/> | Other |
| <input type="radio"/> | Joint Venture |
| <input type="radio"/> | Other Non-Profit Org |
| <input type="radio"/> | Employee |
| <input type="radio"/> | Estate |
| <input type="radio"/> | Local Government |
| <input type="radio"/> | LLC filing as Partner |
| <input type="radio"/> | LLC filing as Corp |
| <input type="radio"/> | LLC filing as Sole Prop |
| <input type="radio"/> | Church/Religious Org |
| <input type="radio"/> | Personal Service Corp |
| <input type="radio"/> | Federal Government |
| <input type="radio"/> | Resident Alien |
| <input type="radio"/> | Foreign Corporation |

 A 'Hint' at the bottom says 'Use the Frequently Asked Questions to obtain a definition of the classifications.' There are buttons for 'Save and Close', 'Cancel Registration', and 'Next'. A navigation menu on the left includes 'New Account Info', 'My Business Info', 'Addresses & Contacts', 'Additional Business Information', and 'Registration Summary'. A 'View Frequently Asked Questions' link is also present.

Note: If you have any issues with how you should answer any of these questions, click the “Submit Question” button at the bottom of the page. After you submit your question, click “Save and Close” to exit the application. VSS will save the information that you already entered and will remember your progress. Once you receive an answer to your question you can log back in and VSS will return you to the place where you left off.

Step 3.7: The next step is the “My Business Information” page. A few fields on this page will be pre-populated by answers you provided on the previous page. The fields with red asterisks (*) are required to move forward. However, if any of the other fields are applicable to you, we suggest you fill them in.

Step 2: My Business Information Save and Close Cancel Registration Back Next

Welcome, Virginia Privacy Report Contact Us

Location Verification
 This section will be used to establish a verification code 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:
 Confirm Verification Password:

Organization Information
 *Organization Type: Foreign Tax ID:
*A change to this field will remove all data previously entered. W-8 Form:
 *Classification: Ordering DUNS:
 Location Name: # digits (no dashes)
 Location Web Address: Internet Catalog:
Please include http:// or https
 Number of Employees: Preferred Ordering Method:
 Annual Income: Pcard Acceptance Level:

Legal Name Information
 *Legal Name on W-9: Business Name (Alias/DBA): Name on Check:

1099 TIN Information
 Create Taxpayer ID Number: Taxpayer ID Number:
 Re-enter Taxpayer ID Number: Taxpayer ID Number Type:
 1099 Reportable:

Legal (1099) Address Information
 *Street 1:
 *City:
 *State/Province:
 *Zip/Postal Code:

EFT Information
 ABA Number: Account Number:
 Chase Manhattan Routing ID Number:
 Account Type: Remittance Advice Transmission Mode:

Discount Information
 If appropriate, please enter any Discount Terms you offer for prompt payment of invoices.
 Number of Days 1: Discount Percent 1:
 Number of Days 2: Discount Percent 2:
 Number of Days 3: Discount Percent 3:
 Number of Days 4: Discount Percent 4:

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

Save and Close Cancel Registration Back Next

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Step 3.8: You entered your Legal address in the previous step. In this step, the system will ask you questions regarding four additional types of addresses. VSS collects an address for Administrative correspondence, an address for Ordering from you, an address for sending Payments to you, and an optional address for Billing you if you owe fees or other payments. You can choose to specify the same address or different addresses for each of these four address types.

The screenshot shows the 'Add Business Location - Address Information Questionnaire' form. The 'Legal Address Information' section is filled with: Address: 301 First Avenue, City: Houston, State: TX, Zip/Postal Code: 77449. The 'Address Questions' section contains three questions:

- A:** Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)?
- B:** Is your address information the same for Administrative, Ordering, Payment, and Billing addresses? :
- C:** Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)? :

Each question has radio buttons for 'No' and 'Yes'. A callout box points to these buttons with the text: "Answer these questions as applicable. Then click 'Next' to continue. Additional information for each question is provided below."

The three address questions above are labeled A, B, and C in this example. Here is a short explanation for each question.

A: If your Legal Address is the same address as any one of the additional four address types (Administrative, Ordering, Payment, and Billing) then choose "Yes" on A. Otherwise, choose "No".

B: Regardless if you choose "Yes" or "No" on A above, if your Administrative, Ordering, Payment, and Billing addresses are all the same address, choose "Yes" on B. Otherwise, choose "No".

C: If you want a single contact person for all four address types, choose "Yes" on C. Otherwise, choose "No".

Here is an example of what the Addresses and Contacts page will look like if you answered “Yes” to all of the previous questions. Complete your address and contact information and then click the “Next” button. If you answered “No” to the second or third questions then you will be transitioned to a series of pages to collect information for each of the address types.

Note: If you would prefer not to setup a billing address at this time then uncheck the Billing checkbox at the top of the page before clicking “Next”.

Step 3: Addresses and Contacts

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

*Administrative
 *Ordering
 *Payment
 Billing *Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

Address Information

*Street 1: 301 First Avenue
 Street Address, P.O. Box, Company Name, etc.
 Street 2: Billing Address
 Street Address, P.O. Box, Company Name, etc.
 *City: Houston
 *State/Province: Texas
 Zip/Postal Code: 77449
 Country: USA
 County: Harris County Texas
 *Phone: 281-234-4455 Ext.: 344455
 Additional Address Info:
 Division/Department: Texas

Contact Information

For the address type shown above, please enter a contact person.

*Principal Contact: John Collins Fax: 281-234-4412
 *Phone: 281-234-4455 Fax Extension:
 Phone Extension: 344455 Alternate Fax: 281-234-4413
 Alternate Phone: 281-234-4411 Alternate Fax Extension:
 Alternate Phone Extension: 445511 Email: jne.mizak.cgi@gmail.com
 English Spoken: Correspondence Type: Email

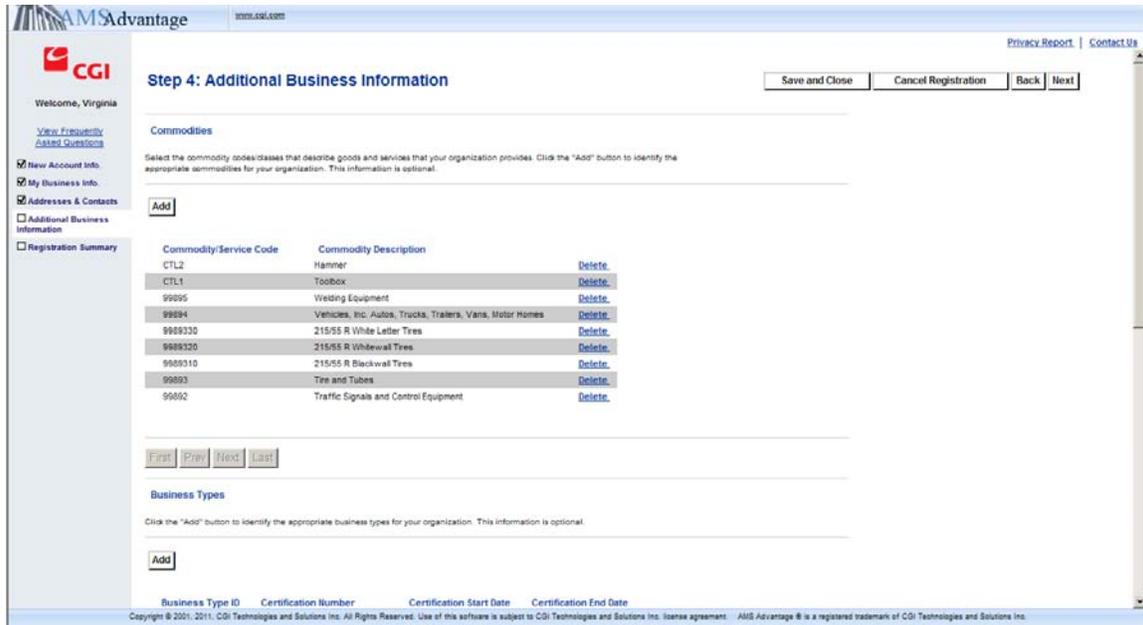
Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A notification message will be displayed at the top of the page.
 - You must correct the errors indicated before continuing to the next step.
 - Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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Step 3.9: Additional Business Information allows you to enter additional optional information about your company.

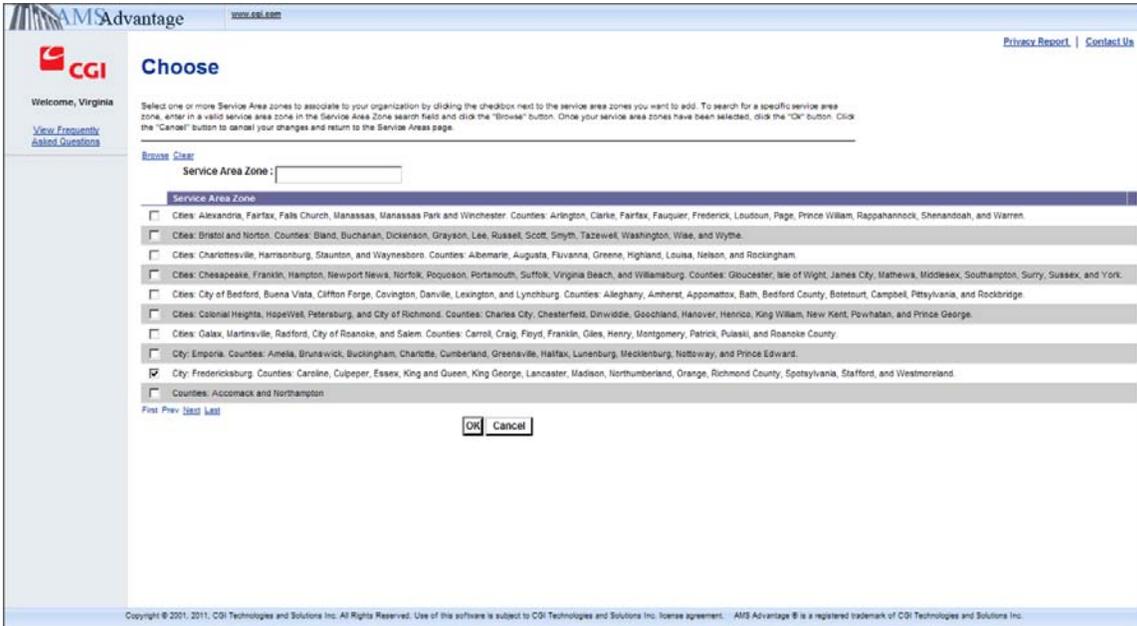
Commodities section: Click the “Add” button in this section to search for and select commodities that match the goods and services that your company is able to provide. Once you complete your selections, click “OK” to save your selections.



Business Type section: Click the “Add” button to search for and select business types that pertain to your business. Again, the user selects the appropriate entries and then clicks “OK” to save the selections. After saving your selections you will have an opportunity to provide a Certification Number and corresponding start and end dates, if appropriate, for each business type.



Service Areas Section: Click the “Add” button in this section to search for and select the specific geographic areas that your business is able to service. Click “OK” after selecting your areas in order to save your selections.



Click “Next” at the bottom of the Additional Business Information after you have selected your commodities, business types and/or service areas.

After you have completed the above sections, you will see the Registration Summary page. This page displays all of the information that you have entered thus far for your review.

Registration Summary [Save and Close] [Cancel Registration] [Back] [Submit Registration] [Print This Page]

The summary below is based on the information you entered. If changes are needed, please select the Update Information link. This will navigate you back to the appropriate screen for you to make your change.

Location Verification

Verify My Locations by: No Password Required
 Vendor Verification Based on: NO VENDOR VERIFICATION PASSWORD REQUIRED FOR VERIFICATION: Please verify that this is the headquarter which you are part of and hit the submit button. [Update Information](#)

Organization Information

Organization Type: Company Foreign Tax ID:
 1099 Classification: Corporation W-9 Form:
 Location Name: Texas Construction Site Ordering DUNS: 711011003
 Location Web Address: Internet Catalog:
 Number of Employees: < 50 Preferred Ordering Method: Electronic
 Annual Income: < 1 million Pcard Acceptance Level: [Update Information](#)

Legal Name Information

Legal Name: Collins Construction Inc. First Name: Name on Check: Both
 Business Name (Alias/ DBA): Collins Builders Middle Name:
 Name Control: COLL Last Name: [Update Information](#)

1099 TIN Information

Taxpayer ID 711011003 Detailed TIN Type:
 Number: 1099 Reportable: No
 Taxpayer ID Number EIN Type: [Update Information](#)

Legal (1099) Address Information

Street 1: 301 First Avenue State/Province: Texas
 City: Houston Zip/Postal Code: 77449 [Update Information](#)

EFT Information

ABA Number: 110989901 Account Number: 711051001723
 Bank Name: Chase Manhattan Routing ID Number: 051000017
 Account Type: Checking Remittance Advice Transmission Mode: Email - As an Attachment [Update Information](#)

Discount Information

Number of Days 1: 10 Discount Percent 1: 2.0000
 Number of Days 2: Discount Percent 2:
 Number of Days 3: Discount Percent 3:
 Number of Days 4: Discount Percent 4: [Update Information](#)

Administrative Address

Address Information
 Street 1: 301 First Avenue Country: USA
 Street 2: Billing Address County: TX3
 City: Houston Phone: 281-234-4455
 State/Province: Texas Phone Extension: 344455
 Zip/Postal Code: 77449 Additional Address Info:
 Division/Department: Texas
 Contact Information
 Principal Contact: John Collins Fax Extension:
 Phone: 281-234-4455 Alternate Fax: 281-234-4413
 Phone Extension: 344455 Alternate Fax Extension:
 Alternate Phone: 281-234-4411 Email: diane.mizak.cgi@gmail.com
 Alternate Phone 445511 Correspondence Email
 Extension: Type:
 Fax: 281-234-4412 English Spoken: Yes [Update Information](#)

Ordering Address

Address Information
 Street 1: 301 First Avenue Country: USA
 Street 2: Billing Address County: TX3
 City: Houston Phone: 281-234-4455
 State/Province: Texas Phone Extension: 344455
 Zip/Postal Code: 77449 Additional Address Info:
 Division/Department: Texas
 Contact Information
 Principal Contact: John Collins Fax Extension:
 Phone: 281-234-4455 Alternate Fax: 281-234-4413
 Phone Extension: 344455 Alternate Fax Extension:
 Alternate Phone: 281-234-4411 Email: diane.mizak.cgi@gmail.com
 Alternate Phone 445511 Correspondence Email
 Extension: Type:
 Fax: 281-234-4412 English Spoken: Yes [Update Information](#)

▼ Payment Address

Address Information

| | |
|-----------------------------|---------------------------|
| Street 1 : 301 First Avenue | Country : USA |
| Street 2 : Billing Address | Country : TX3 |
| City : Houston | Phone : 281-234-4455 |
| State/Province : Texas | Phone Extension : 344455 |
| Zip/Postal Code : 77449 | Additional Address Info : |
| Division/Department : Texas | |

Contact Information

| | |
|----------------------------------|-----------------------------------|
| Principal Contact : John Collins | Fax Extension : |
| Phone : 281-234-4455 | Alternate Fax : 281-234-4413 |
| Phone Extension : 344455 | Alternate Fax Extension : |
| Alternate Phone : 281-234-4411 | Email : diane.mizak.cgi@gmail.com |
| Alternate Phone 445511 | Correspondence Email Type : |
| Extension : | English Spoken : Yes |
| Fax : 281-234-4412 | |

[Update Information](#)

► Billing Address

Address Information

| | |
|-----------------------------|---------------------------|
| Street 1 : 301 First Avenue | Country : USA |
| Street 2 : Billing Address | Country : TX3 |
| City : Houston | Phone : 281-234-4455 |
| State/Province : Texas | Phone Extension : 344455 |
| Zip/Postal Code : 77449 | Additional Address Info : |
| Division/Department : Texas | |

Contact Information

| | |
|----------------------------------|-----------------------------------|
| Principal Contact : John Collins | Fax Extension : |
| Phone : 281-234-4455 | Alternate Fax : 281-234-4413 |
| Phone Extension : 344455 | Alternate Fax Extension : |
| Alternate Phone : 281-234-4411 | Email : diane.mizak.cgi@gmail.com |
| Alternate Phone 445511 | Correspondence Email Type : |
| Extension : | English Spoken : Yes |
| Fax : 281-234-4412 | |

[Update Information](#)

▼ Commodities

| Commodity/Service Code | Commodity Description |
|------------------------|---|
| CTL2 | Hammer |
| CTL1 | Toolbox |
| 99895 | Welding Equipment |
| 99894 | Vehicles, Inc. Autos, Trucks, Trailers, Vans, Motor Homes |
| 9989330 | 215/55 R White Letter Tires |
| 9989320 | 215/55 R Whitewall Tires |
| 9989310 | 215/55 R Blackwall Tires |
| 99893 | Tire and Tubes |
| 99892 | Traffic Signals and Control Equipment |

[Update Information](#)

▼ Business Types

| Business Type ID | Certification Number | Certification Start Date | Certification End Date |
|------------------|----------------------|--------------------------|------------------------|
| MNRT | 0225000001 | 02/25/2011 | |
| NAHR | 0225000002 | 02/25/2011 | |
| W9 | 0225000003 | 02/25/2011 | |
| CNST | 0225000004 | 02/25/2011 | |

[Update Information](#)

► Service Areas

| Service Area Code | Service Area Zone |
|-------------------|--|
| 99 | City: Fredericksburg, Counties: Caroline, Culpeper, Essex, King and Queen, King George, Lancaster, Madison, Northumberland, Orange, Richmond County, Spotsylvania, Stafford, and Westmoreland. |

[Update Information](#)

Additional Resources & Information:

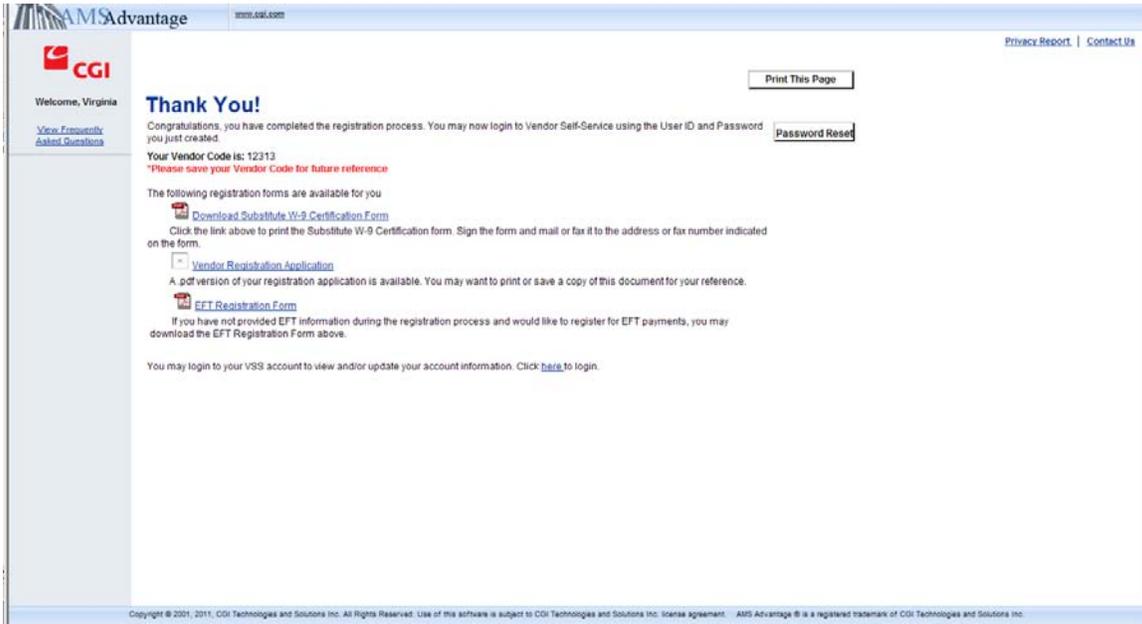
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After you have reviewed the summary and confirm that everything is correct, click on the “Submit Registration” button located at the bottom of the page to continue.

Note: If you determine that any of your information is incorrect you can click the “Update Information” link in the appropriate section to navigate back and correct your information.

You will see the Thank You page as shown below after submitting your registration.



You have now completed the registration process, and going forward, can login to VSS using your User ID and Password (via the website <enter website URL here>). Please note that your User ID and Password are both case sensitive.