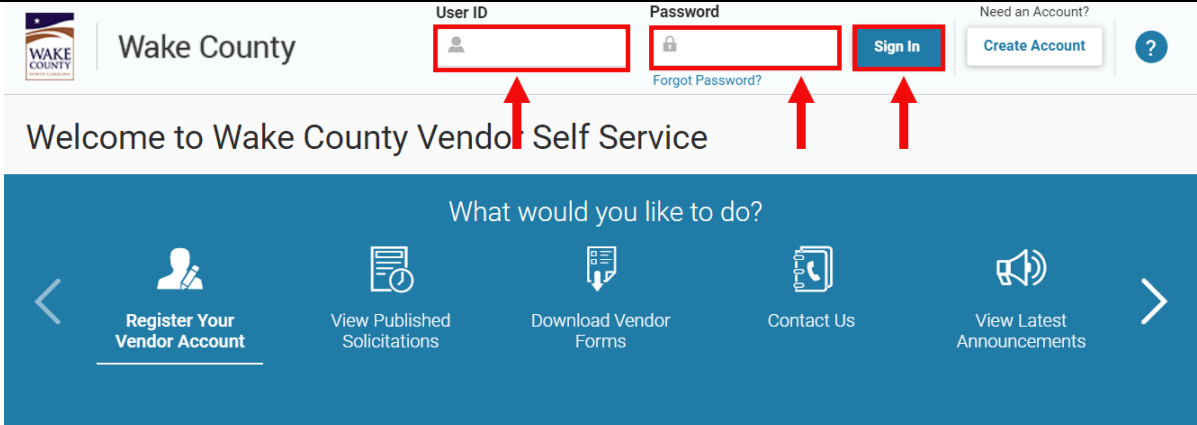
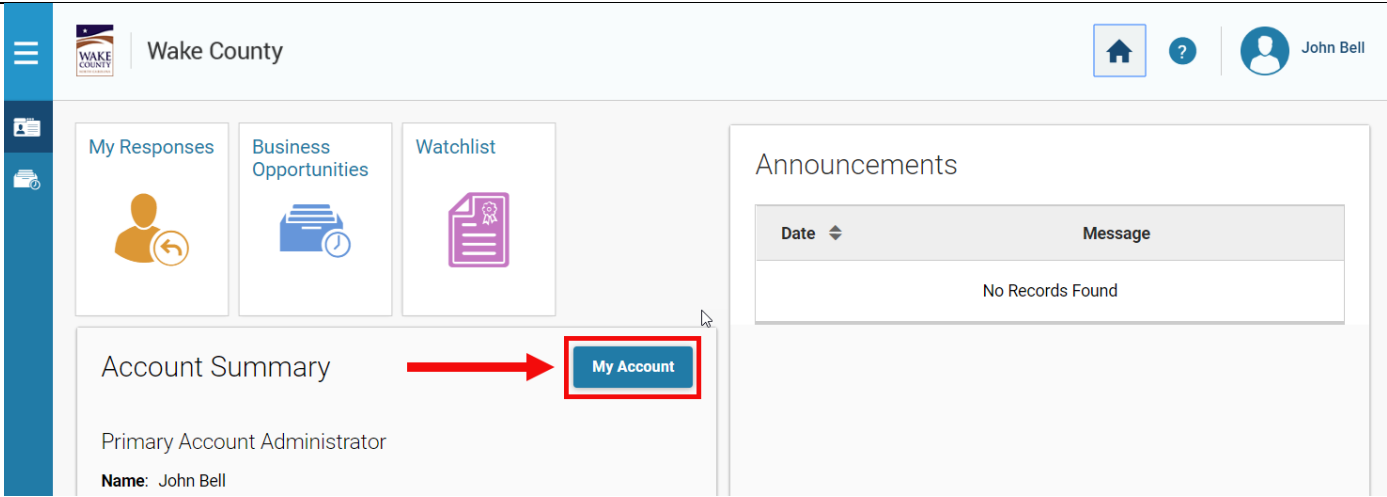




# ADD COMMODITY CODES TO YOUR ACCOUNT

## Wake County Vendor Self-Service Portal Quick Reference Guide

This quick reference guide demonstrates how to add commodity codes (the goods and services you provide) to your vendor account in the Wake County Vendor Self-Service (VSS) Portal. If you have questions about the portal or have technical issues, please call (919) 856-6120 Monday through Friday between 8:30 a.m. and 5:15 p.m. For Vendor Registration questions, email [VSSVendor@wakegov.com](mailto:VSSVendor@wakegov.com). For Solicitation questions, contact the individual listed on the Solicitation documents.

1.	Using Chrome, go to the Wake County Vendor Self-Service Portal at <a href="https://vss.wakegov.com">https://vss.wakegov.com</a> and log into your vendor account.	
2.	In the Account Summary section, click the <b>My Account</b> button.	

3. On the *My Account* screen, click the **Commodities** tab.

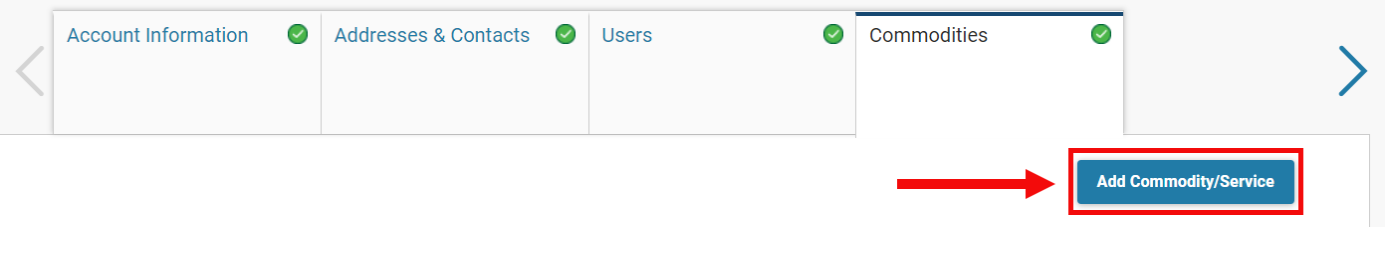
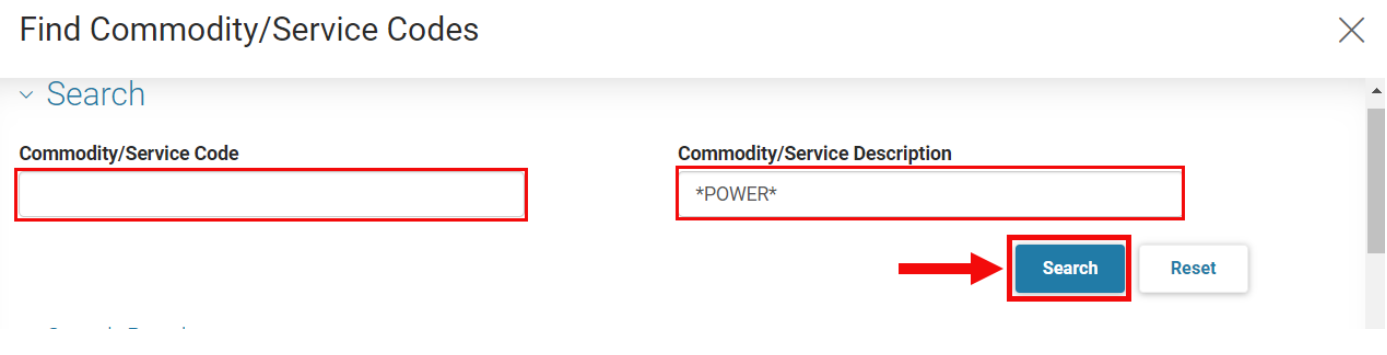
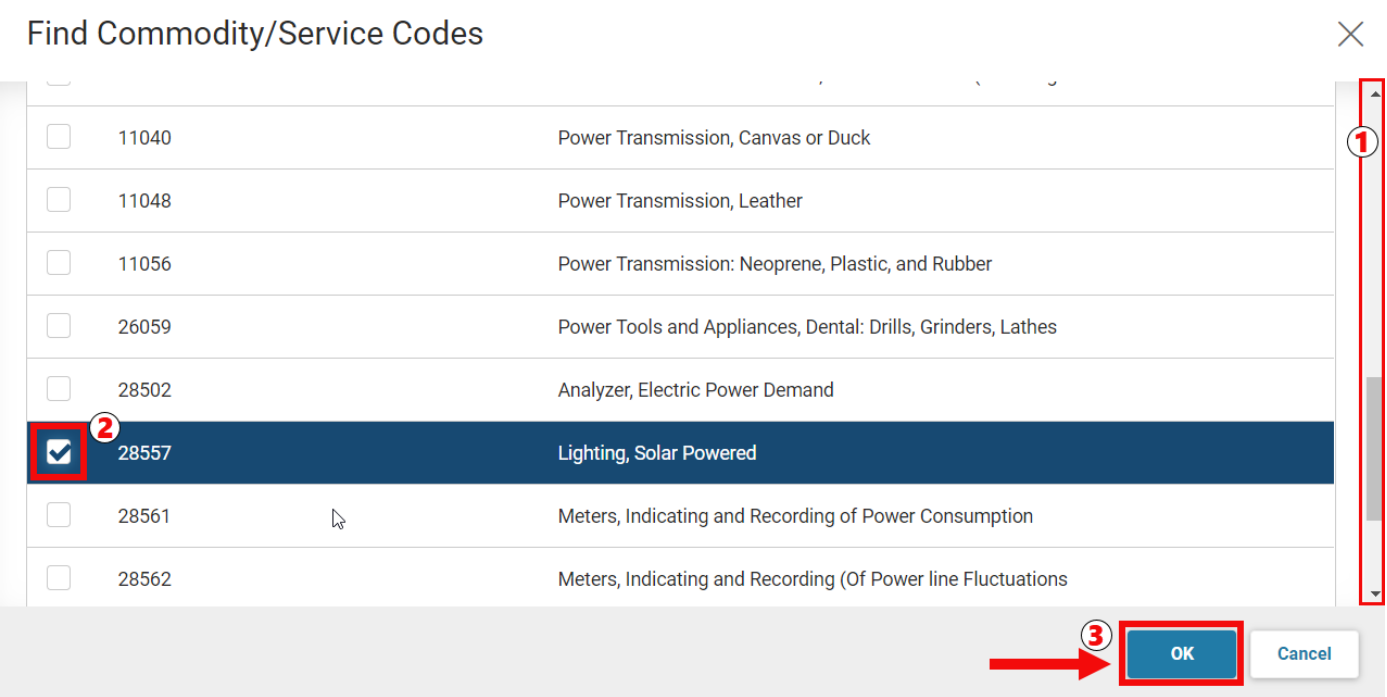
The screenshot shows the 'My Account' page for a user named John Bell. The page has a header with the Wake County logo and navigation icons. Below the header, the user's email, phone number, and vendor status are displayed. A horizontal tab bar contains four tabs: 'Account Information', 'Addresses & Contacts', 'Users', and 'Commodities'. The 'Commodities' tab is highlighted with a red box and a red arrow pointing to it. Below the tabs, there is a section for 'Legal Information' with a dropdown arrow and an 'Edit' button. At the bottom, there are two fields: 'Organization Type' (Individual) and 'Classification' (Sole Proprietor).

4. You will see a list of your commodities (you may have to scroll down the page to see them).

To remove an existing commodity, click the **Delete** button that corresponds to it.

The screenshot shows the 'My Commodity List' page. It features a table with three columns: 'Commodity/Service Code', 'Commodity Description', and 'Status'. There are five rows of data. Each row has a 'Delete' button to its right. A red arrow points to the 'Delete' button for the commodity with code 06065. The table is part of a larger interface that includes a header with the 'My Account' title and user information, and a footer with pagination controls showing 'Page 1 of 1'.

Commodity/Service Code	Commodity Description	Status	Action
06009	Batteries For Electric Vehicles (Including Recycled Types)	-	Delete
06061	Hydraulic System Components and Parts	-	Delete
06065	Power and Drive Train Components and Parts	-	Delete
07501	Air Powered Shop Tools, Regulators, and Parts	-	Delete
07554	Presses and Pullers, Machine Powered (Including Frame Alignm	-	Delete

5.	To add a commodity to your account, click the <b>Add Commodity/Service</b> button.	 <p>Account Information ✓ Addresses &amp; Contacts ✓ Users ✓ Commodities ✓</p> <p>Add Commodity/Service</p>																								
6.	In the <i>Find Commodity/Service Codes</i> window, enter the specific commodity code in the <b>Commodity/Service Code</b> field if you know it, or you can enter a key word or description in the <b>Commodity/Service Description</b> field and click <b>Search</b> .	 <p>Find Commodity/Service Codes</p> <p>Search</p> <p>Commodity/Service Code</p> <p>Commodity/Service Description</p> <p>*POWER*</p> <p>Search Reset</p>																								
7.	Use the <b>scroll</b> bar on the right to scroll through the search results. When you find the commodity you want, click the <b>check box</b> to select it, then click <b>OK</b> .	 <p>Find Commodity/Service Codes</p> <table border="1"> <tbody> <tr> <td><input type="checkbox"/></td> <td>11040</td> <td>Power Transmission, Canvas or Duck</td> </tr> <tr> <td><input type="checkbox"/></td> <td>11048</td> <td>Power Transmission, Leather</td> </tr> <tr> <td><input type="checkbox"/></td> <td>11056</td> <td>Power Transmission: Neoprene, Plastic, and Rubber</td> </tr> <tr> <td><input type="checkbox"/></td> <td>26059</td> <td>Power Tools and Appliances, Dental: Drills, Grinders, Lathes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>28502</td> <td>Analyzer, Electric Power Demand</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>28557</td> <td>Lighting, Solar Powered</td> </tr> <tr> <td><input type="checkbox"/></td> <td>28561</td> <td>Meters, Indicating and Recording of Power Consumption</td> </tr> <tr> <td><input type="checkbox"/></td> <td>28562</td> <td>Meters, Indicating and Recording (Of Power line Fluctuations</td> </tr> </tbody> </table> <p>OK Cancel</p>	<input type="checkbox"/>	11040	Power Transmission, Canvas or Duck	<input type="checkbox"/>	11048	Power Transmission, Leather	<input type="checkbox"/>	11056	Power Transmission: Neoprene, Plastic, and Rubber	<input type="checkbox"/>	26059	Power Tools and Appliances, Dental: Drills, Grinders, Lathes	<input type="checkbox"/>	28502	Analyzer, Electric Power Demand	<input checked="" type="checkbox"/>	28557	Lighting, Solar Powered	<input type="checkbox"/>	28561	Meters, Indicating and Recording of Power Consumption	<input type="checkbox"/>	28562	Meters, Indicating and Recording (Of Power line Fluctuations
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