



# MANAGE YOUR VENDOR ACCOUNT

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

This quick reference guide demonstrates how to manage 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="http://vss.wakegov.com">http://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, you will see the following tabs across the top of the page:
1. Account Information – Mange legal information, taxpayer ID information, and organization information
  2. Addresses & Contacts – Manage address and contacts for your business
  3. Users – Add, edit, or delete people who have access to your Wake Count vendor account
  4. Commodities – Add or delete the goods and services provided by your business
  5. Business Type – Add, update or delete business types that apply to your business.
- Click on a tab to manage the information in that section.

Wake County

My Account

Email: smpva757@gmail.com | Phone Number: 919-555-0011 | Vendor Status: Inactive

Account Information ✓ Addresses & Contacts ✓ Users ✓ Commodities ✓ Business Types ✓

1 Pending

Legal Information

Organization Type: Individual

Classification: Sole Proprietor

First Name: John

Middle Name: -

Last Name: Bell

Alias/DBA: JB's Electrical Supply

Edit All

Edit

**Account Information tab:**

Click **Edit All** to edit information in all sections.

Click the **Edit** button for a specific section to edit only that information.

Account Information ✓ Addresses & Contacts ✓ Users ✓ Commodities ✓ Business Types ✓

1 Pending

Edit All

Legal Information

Edit

Click the **three vertical dots** to see more options.

To change 1099 Address Information or TIN/SSN information, please click **Change TIN/SSN**.

The screenshot shows the top navigation bar with tabs: Account Information, Addresses & Contacts, Users, Commodities, and Business Types. A red arrow points to a three-dot menu icon in the top right corner. A dropdown menu is open, showing 'Edit All' and 'Related Pages' (Change TIN/SSN) and 'Related Actions' (Download Substitute W-9 Form).

### Addresses & Contacts tab:

To add a new address for your business, click the **Addresses** tab and click **Create Address**.

The screenshot shows the 'Addresses & Contacts' tab selected. The 'Addresses' sub-tab is highlighted with a red box and a red arrow. The 'Create Address' button is also highlighted with a red box and a red arrow. Below the tabs, there is a list of addresses, with the first one showing '400 Foundry St. Athens, GA30601' and a 'Show less' link.

To edit or delete an address or contact for your business, click the **Addresses or Contacts** tab, and then click the **three vertical dots** to see the **Edit** and **Delete** options.

Account Information

Addresses & Contacts

Users

Commodities

Business Types

Addresses

Contacts

John Bell  
919-555-0011  
smpva757@gmail.com

Show less

Edit

Delete

Contact for following Address Type

1 Ordering | 1 Payment | 1 Billing | 1 Web Registrar

Users tab:

To add a user to your VSS account, click the **Add User** button.

To edit or delete a user, click the **three vertical dots** that correspond to the user and select **Edit** or **Delete**.

Account Information

Addresses & Contacts

Users

Commodities

Business Types

Add User

Listed in the grid are all the users for your VSS account. You may add account users by selecting the **Add User** button. To edit/delete existing user information choose row level action next to the corresponding record.

1 - 1 of 1 Records

View per Page - 20 50 100

User ID

First Name

Last Name

Access Level

Account Sta

JBElectric

John

Bell

Account Administrator

Active

Edit

Delete

### Commodities tab:

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

To add a commodity to your account, click the **Add Commodity/Service** button.

In the *Find Commodity/Service Codes* window, enter the specific commodity code in the **Commodity/Service Code** field if you know it, or you can enter a key word or description in the **Commodity/Service Description** field and click **Search**.

Use the **scroll** bar on the right to scroll through the search results. When you

My Account

Email: @gmail.com | Phone Number: 919-555-0011 | Vendor Status: Inactive

My Commodity List

1 - 15 of 15 RecordsView per Page - 20 50 100Page 1 of 1

Commodity/Service Code	Commodity Description	Status	
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

Account InformationAddresses & ContactsUsersCommodities

Add Commodity/Service

Find Commodity/Service Codes

Search

Commodity/Service Code

Commodity/Service Description

\*POWER\*

Search

Reset

find the commodity you want, click the **check box** to select it, then click **OK**.

Find Commodity/Service Codes

☐

11040

Power Transmission, Canvas or Duck

☐

11048

Power Transmission, Leather

☐

11056

Power Transmission: Neoprene, Plastic, and Rubber

☐

26059

Power Tools and Appliances, Dental: Drills, Grinders, Lathes

☐

28502

Analyzer, Electric Power Demand

☒

28557

Lighting, Solar Powered

☐

28561

Meters, Indicating and Recording of Power Consumption

☐

28562

Meters, Indicating and Recording (Of Power line Fluctuations

OK

Cancel

### Business Types tab:

To add a new business type to your account, click the **Add Business Types** button.

Account Information

Addresses & Contacts

Users

Commodities

Business Types

Add Business Types

To update or delete a business type on your account, click the **three vertical dots** that correspond to the business type and click **Update** or **Edit**.

My Business Types

1 - 1 of 1 Records

View per Page - 20 50 100

Update

Delete

Business Type ID	Business Type	Certification No	Certification Start Date	Certification End Date
GE03	Located outside NC, in US	-	-	-