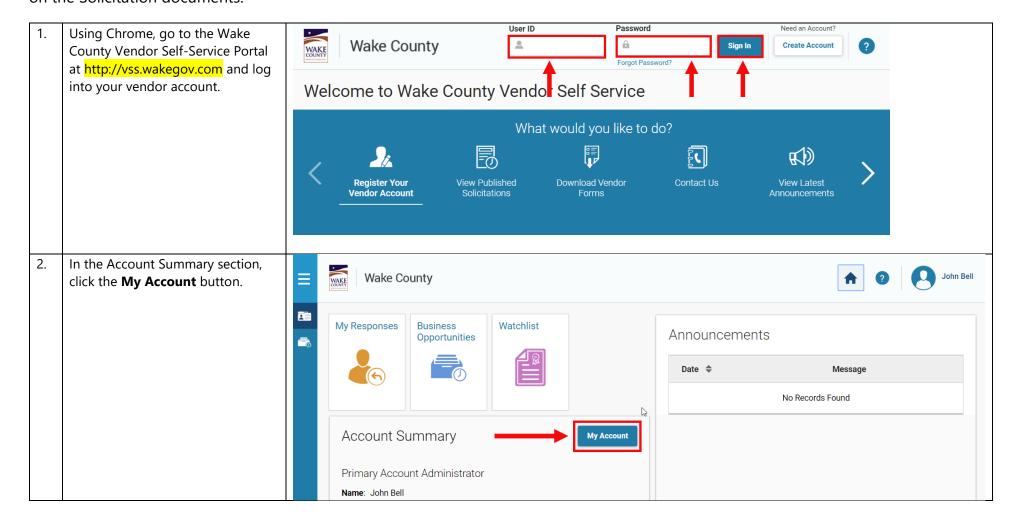
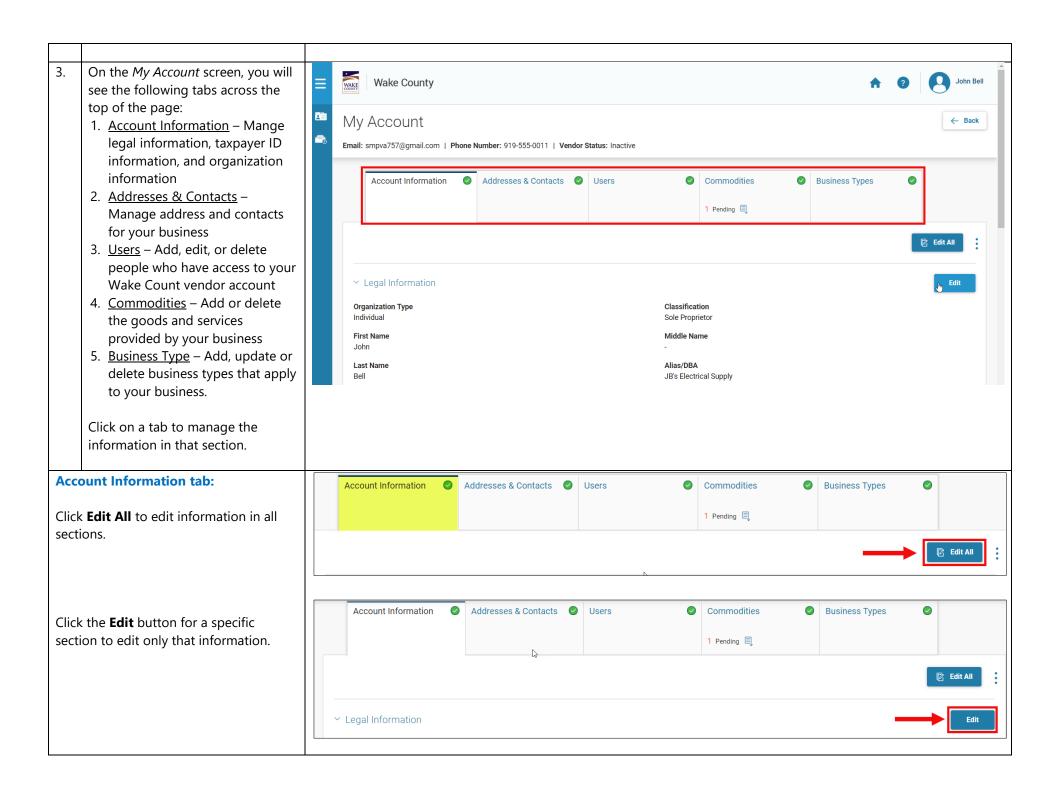


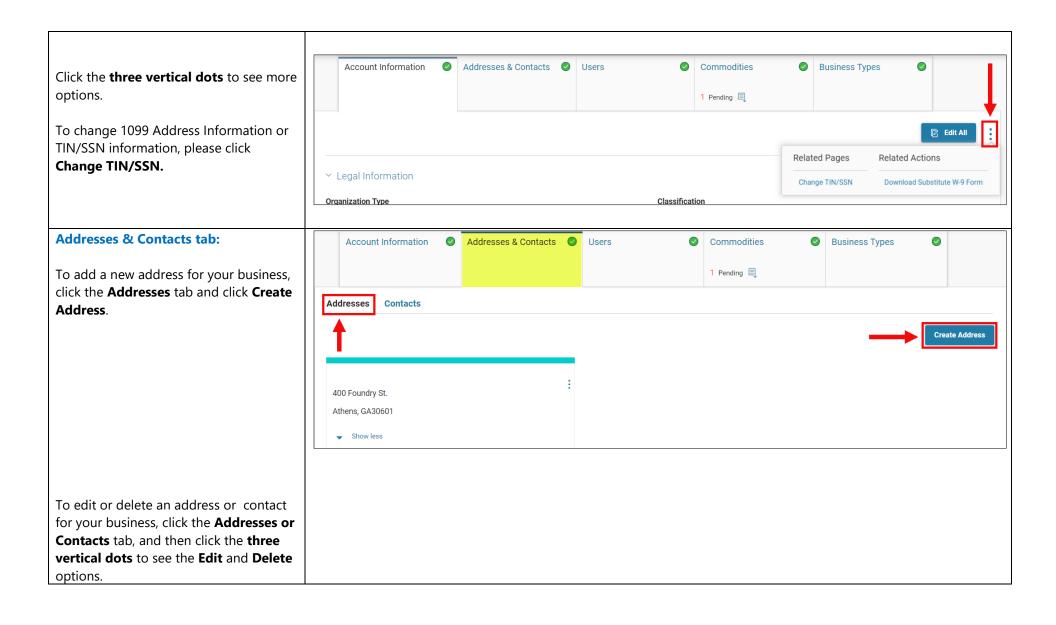
MANAGE YOUR VENDOR ACCOUNT

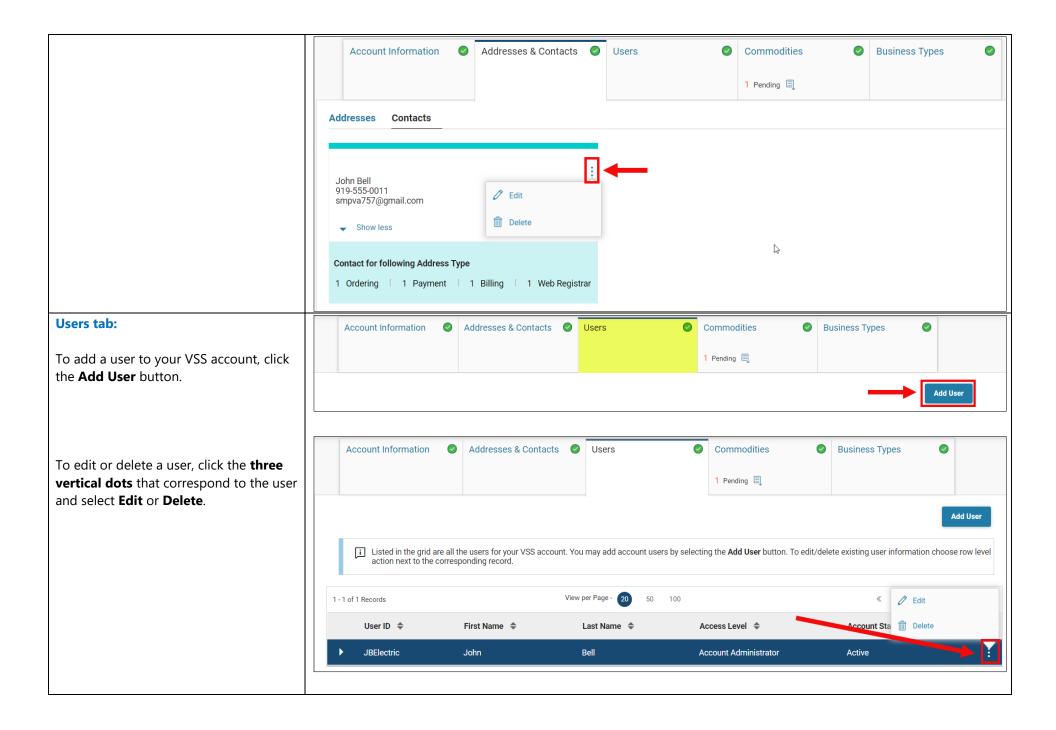
Wake County Vendor Self-Service Portal Quick Reference Guide

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. For Solicitation questions, contact the individual listed on the Solicitation documents.







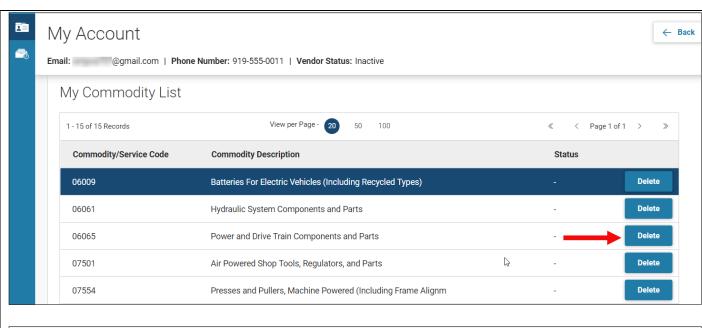


Commodities tab: To remove an existing commodity, click the **Delete** button that corresponds to it.

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

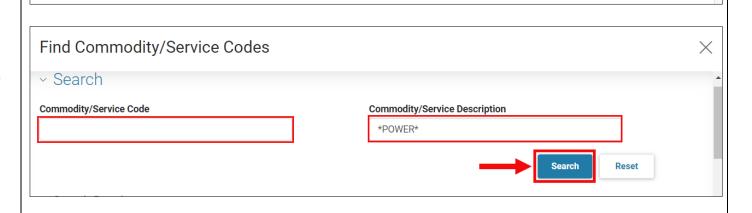
In the Find Commodity/Service Codes window, enter the specific commodity code in the Commodity/Service Code field if you know it, or you can enter a key word or description in the Commodity/Service Description field and click Search

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



Addresses & Contacts

Account Information



Commodities

Add Commodity/Service

