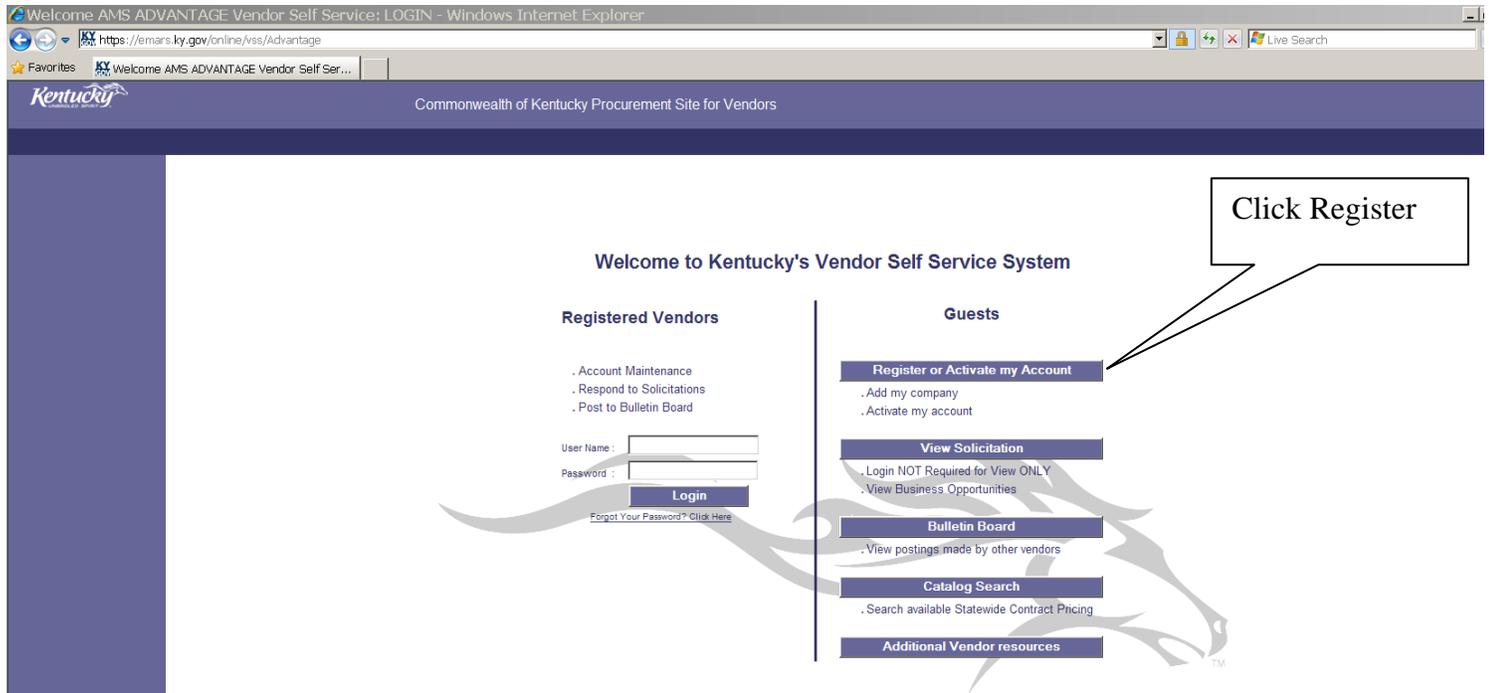


Vendor Quick Registration

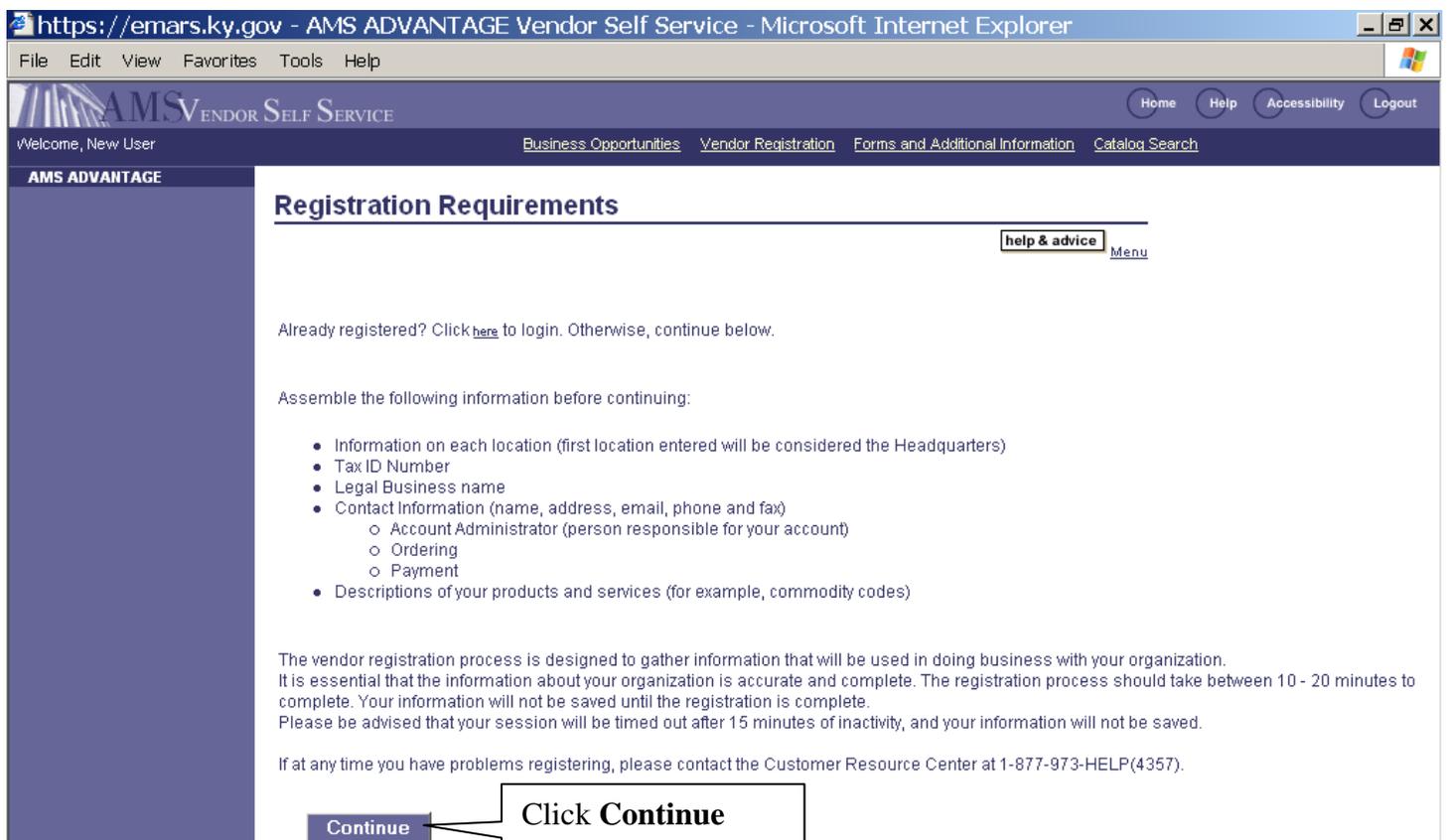
The Vendor Quick Registration Guide is an eleven step instruction guide that will assist you in registering on-line quickly and easily. Please follow the instructions precisely and provide the information requested:

Step 1: Accessing the System

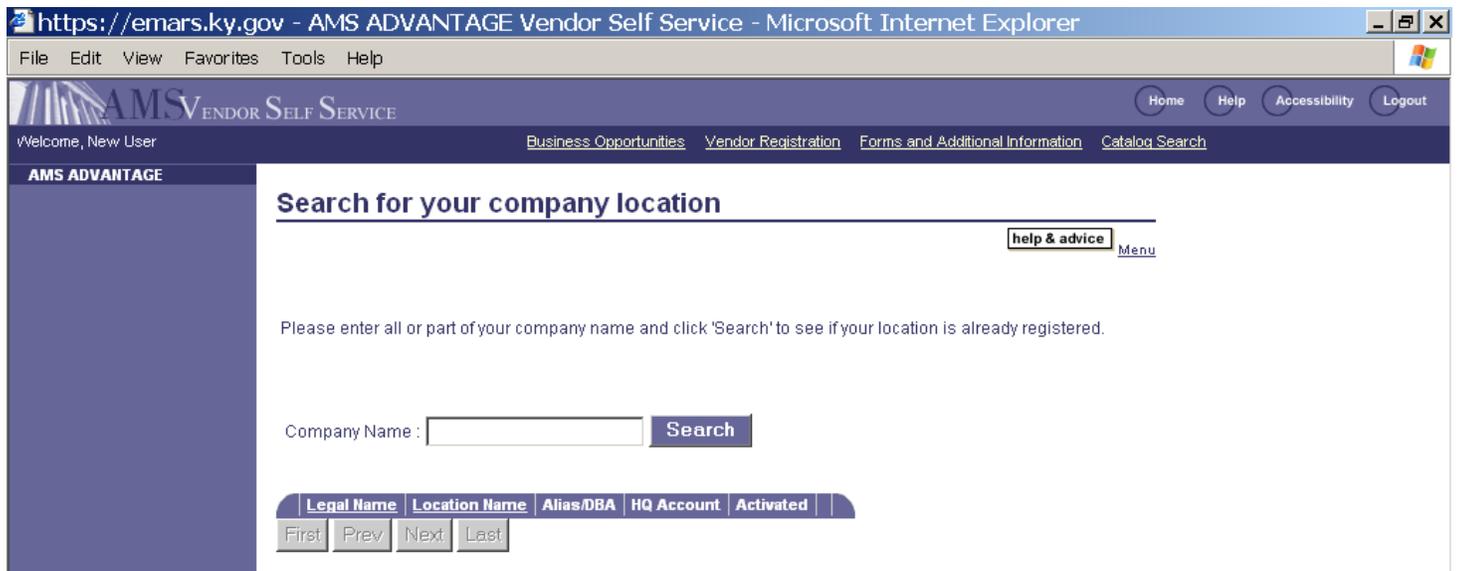
1. To get to the Vendor Self Service System from the internet enter the following URL address <https://emars.ky.gov/online/vss/Advantage> .
2. Click on **Register or Activate my Account** (blue tag) to register your business.



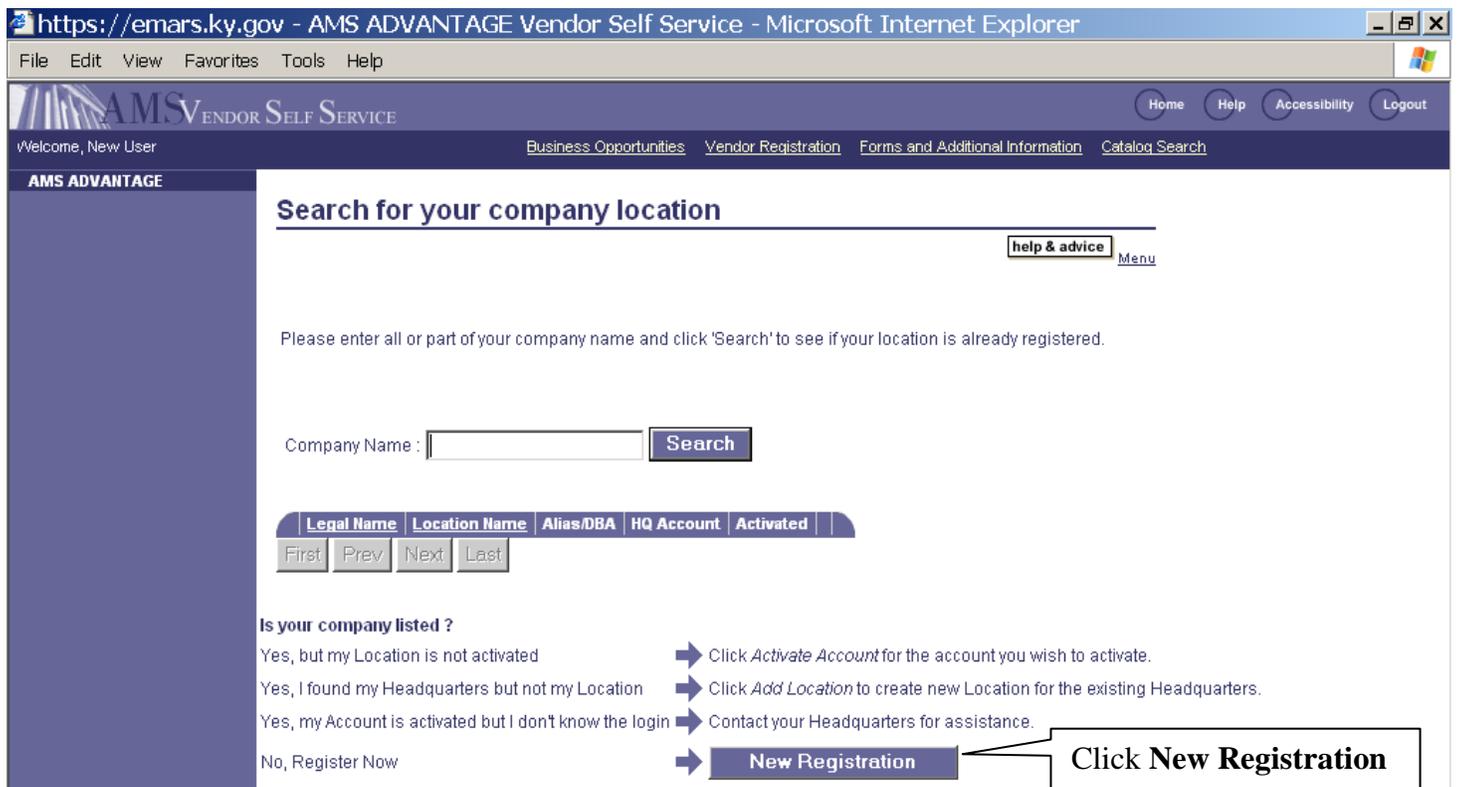
3. Read the information on the **Registration Requirements** page then scroll to the bottom of the page and click **Continue**.



- On **Search for your company location** page, in Company Name field type part of your name or part of your company's name using an asterisk * as a wildcard. *Wildcat* will return any name with Wildcat in any part of the name.
- Click **Search**.



- Scroll to the bottom section of the page, if you **do not** see your name or company's name click **New Registration**.



If you **DO** see your name or your company's name, then you or your company have already registered with us but have not created a user ID or password to allow you access to your account in VSS. Click **Activate Account**.

AMS ADVANTAGE Vendor SELF SERVICE

Welcome, New User

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AMS ADVANTAGE

Please enter all or part of your company name and click 'Search' to see if your location is already registered.

Company Name :

	Legal Name	Location Name	Alias/DBA	HQ Account	Activated	
✓	CAMP WMLDCAT PRES FUND	1325 COUNTY FARM RD		Yes	No	Activate Account Add Location
	WMLDCAT CONTRACTING	9677 GRANDVIEW LAKE RD		Yes	No	Activate Account Add Location
	WMLDCAT ELECTRICAL CONT	512 W LEXINGTON AVE		Yes	No	Activate Account Add Location
	WMLDCAT FENCE COMPANY INC	930 MASON AVE		Yes	No	Activate Account Add Location
	WMLDCAT GAS ANALYSIS LLC	275 MOTOR SPORT RD		Yes	No	Activate Account Add Location

Click **Activate Account**

You will enter your Tax Identification Number (TIN) as your Password. Click **Submit**.

AMS ADVANTAGE Vendor SELF SERVICE

Welcome, New User

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AMS ADVANTAGE

[help & advice](#)

To have your Vendor Verification Password reset, the Commonwealth requires you to fax a request on company letterhead. Fax number (502)564-1486.

Vendor Verification Password :

Headquarters :

Vendor Administrator Passwords are set by your Vendor Administrator. If you don't know the password, see the contact information below.

Principal Contact :

Email :

Phone :

Click **Submit** after entering TIN

7. On the **Registration Agreement** page read the terms and then click **Accept Terms**.

https://emars.ky.gov - AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer

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Registration Agreement

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You must accept the terms of this Registration Agreement in order to register as a vendor with VSS. If you choose not to accept these terms you will be returned to the HomePage 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.
3. The Vendor agrees to use an electronic signature in order to facilitate electronic transactions with state government. The use of an electronic signature is stipulated under KRS 369.101-369.120. There is only one password code given out per vendor and it must be under the sole control of the person using it. This code is used to submit solicitation responses. It is the vendor's responsibility to safeguard the password codes to ensure that the person it is being given to has the authority to enter into a contract with the Commonwealth of Kentucky and/or to make changes to the vendor's record. The password code must not be shared amongst users. The vendor is hereby notified that any electronic solicitation responses or electronic requests to change the vendor's records are legally binding, if authorized using their password code.

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.

Accept Terms **Reject Terms**

Click Accept Terms

Step 2: Location Verification

1. In **Location Verification** section click on drop down arrow next to "Verify My Locations by" and select either **Use my TIN number** or **Create my Own**.

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Location Information and I

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Email and Organization Int

Discount Information

Step 2: User Information

Step 3: W-9 Information

Step 4: Account Administrat

Step 5: Ordering Address

Step 6: Payment Address

Step 7: Billing Address

Step 8: Bidding Interests

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Step 1: Business Information

This page allows you to enter general information about your organization. Fields with a red asterisk (*) indicate required fields. Fields without an asterisk are optional fields that do not require information to complete vendor registration.

NOTE: This site **does not** automatically Save when you exit. Please resolve any errors and do not exit this site until you receive a confirmation of successful registration. Failure to complete registration will require all fields to be re-entered when you return to the site.

Next >

Location Verification

This section may be used to establish a password used by other locations within your organization when registering a new location.
NOTE: If no additional locations exist the *No Password Required* option should be selected from the drop down list.

*Verify My Locations by:

Vendor Verification Based on:

Vendor Verification Password:

Confirm Verification:

you selected "Create My Own" above.

Click on drop down button and select either Use my Taxpayer ID Number of Create my Own

2. Next go to **Location Information and Legal Name** section.

3. For **Organization Type**, select **Company** or **Individual**. If organization type selected is a company, enter your **Company Name**. If organization type selected is an individual enter your **First Name, Middle Name** and **Last Name**.

4. Enter **Location Name** (Enter City only).

5. In **Organization Information** section, select the appropriate **Classification**. Companies should **only** select **Partnership, Corporation, Nonresident Alien, Trust, Foreign, State Government, Other Government** or **Other**. Individuals should only select **Individual** or **Sole Proprietorship**.

6. Click **Next**

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Location Information and Legal Name

Please complete this information that will be used to define your organization and create your legal name. **Values entered in either the First, Middle, and Last Name fields, or the Company Name field, will be used to create your Legal Name.**

*Organization Type:

*Classification:

Legal Name:

Alias/DBA:

Location Name:

First Name:

Middle Name:

Last Name:

Company Name:

Web Address:

W-8 Form:

If your TIN Type is SSN, select Individual. If your TIN Type is EIN, select Company.

Please enter your street address here.

Step 3: User Information

1. In **User Information** section, enter a **User ID** that you will use to sign in, your **First Name, Last Name, Email Address, Phone, Password, Retype your Password, Security Question, Security Answer, Retype Security Answer and Fax.** **TO RECEIVE EMAIL NOTIFICATIONS ABOUT OUR SOLICITATIONS YOU MUST ENTER A VALID E-MAIL ADDRESS. PLEASE WRITE DOWN YOUR USER ID AND PASSWORD TO LOGIN TO THE SYSTEM AFTER YOU HAVE REGISTERED. (PLACE IN A SECURE AREA)**

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Step 4: Account Administration
Step 5: Ordering Address
Step 6: Payment Address
Step 7: Billing Address
Step 8: Bidding Interests
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Step 2: User Information

Please establish a unique User ID (Login ID) and Password for your VSS Account Administrator. Passwords and User ID's are case sensitive and should be alphanumeric. **Please make note of your User ID and Password for future reference.**

Enter ALL of the information requested for user information.

BOO

User Information

*User ID :
Case Sensitive and must be between 2 and 16 characters in length.

*Password :
Case Sensitive and must be between 2 and 16 characters in length.

*First Name :

*Last Name :

*Email :

*Phone :
Format XXX-XXX-XXXX

Extension :

Fax :

*Retype Password :

*Security Question :

*Security Answer :

*Retype Security Answer :

Additional Resources & Information:

< Back Next >

Step 4: W-9 Information

1. On the W-9 Information page go to **Add New Taxpayer ID Number.** Enter your **Taxpayer ID Number, Taxpayer ID Number Type (EIN-For Company's or SSN-For Individuals), Address, City, State and Zip.**
2. Click **Next**

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Step 2: User Information
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Add New Taxpayer ID Number
Taxpayer ID Number Already Registered
Step 4: Account Administration
Step 5: Ordering Address
Step 6: Payment Address
Step 7: Billing Address
Step 8: Bidding Interests
Step 9: Preview & Submit Registration

Step 3: W-9 Information

Please enter information from your W-9 form (Request for Taxpayer Identification Number and Certification).

Click Next after entering information below

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Add New Taxpayer ID Number

Add a new Taxpayer ID Number by completing the information below.

Taxpayer ID Number :
No spaces or dashes

Taxpayer ID Number Type :

Legal Name on W-9 :

Business Name :
If different from Legal Name

Address :

City :

State :

ZIP Code :

Enter your Taxpayer ID Number, Taxpayer ID Number Type, City, State and Zip Code.

Step 5: Account Administrator Address

1. In **Address Information** section enter Street1, Street2 (apt/suite), City, State/Province, Zip/Postal Code, and Phone. Under **Contact Information**, Enter Principal Contact person, Email and Phone.
2. Click **Next**

AMSV VENDOR SELF SERVICE

Welcome, New User

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Step 2: User Information
Step 3: W-9 Information
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Step 5: Ordering Address
Step 6: Payment Address
Step 7: Billing Address
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Step 9: Preview & Submit Registration

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Step 4: Account Administrator Address

Please enter the address of the administrator of this account. Please note that **Account Administrator, Ordering and Payment addresses are required** for vendor registration.

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▼Address Information

Please complete the address information below for your Account Administrator.

*Street 1 : 123 Commonwealth Dr *Phone : 502-555-1212
Street 2 : Phone Extension :
*City : Frankfort Country : United States
*State/Province : Kentucky
*Zip/Postal Code : 40601 Additional Address Info :

▼Contact Information

Please complete the contact information below for your Account Administrator.

*Principal Contact : Kentucky *Phone : 502-555-1212 Alternate Phone :
Email : commonwealth@ky.gov Phone Extension : Alternate Phone Extension :
Correspondence Type : Email Fax : 502-555-1234 Alternate Fax :

Step 6: Ordering Address

1. Click the drop down arrow next to “Use the following address as my Ordering Address” and if all of your Ordering Address information is the same as the Account Administrator information select **Account Administrator**.
2. If your Ordering Address is different from the Account Administrator Address enter the appropriate information.
3. Click **Next**

AMSV VENDOR SELF SERVICE

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Step 2: User Information
Step 3: W-9 Information
Step 4: Account Administrator Address Information
Step 5: Ordering Address
Step 6: Payment Address
Step 7: Billing Address
Step 8: Bidding Interests
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Step 5: Ordering Address

Please enter the address where we should send your purchase orders. An Ordering Address is required for vendor registration. If you need to add more than one ordering address, you may do so under "Account Maintenance" after you complete your registration and log in.

Copy Address and Contact Information From: Account Administrator

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▼Address Information

Add a new Ordering Address by completing the information below.

*Street 1 : *Phone :
Street 2 : Phone Extension :
*City : Country : French Southern Territories
*State/Province :
*Zip/Postal Code : Additional Address Info :

If Ordering Address is the same as the Account Administrator Address click in circle and wait for information to be populated before clicking **Next**.

Step 7: Payment Address

1. Click the drop down arrow next to "Use the following address as my Payment Address" and if all of your Payment Address information is the same as the Account Administrator information select **Account Administrator**.
2. If your Payment Address is different from the Account Administrator Address enter the appropriate information.
3. Click **Next**

Step 6: Payment Address

Please enter the address where we should send your payments. A Payment Address is required vendor registration. If you need to add more than one payment address, you may do so under "Account Maintenance" after you complete your registration and log in.

Copy Address and Contact Information From:

Account Administrator

Ordering

Address Information

Add a new Payment Address by completing the information below.

*Street 1 :

Street 2 :

*City :

*State/Province :

*Zip/Postal Code :

*Phone :

Phone Extension :

Country : French Southern Territories

Additional Address Info. :

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Step 8: Billing Address

1. The information on the Billing Address screen is **NOT** required
2. Click **Next**

Step 9: Business Type

1. Please read Business Type (Required) information.
2. Click **Add**.
3. **Choose**. Select only one Business Type by selecting the appropriate box.

Choose

Select one or more Business Types to associate to your company. To search for your Business Type, enter a valid business type and click Search. Please click OK to save your changes.

Clear

Business Type : Search

Business Type

Employee/Commonwealth of KY

Government

Non-Profit

Regular

First Prev Next Last

OK Cancel

Select only one Business Type and click OK.

Step 10: Commodity

1. Please read the Commodity (Required) information and please select all commodity codes that describe your organization.
2. Click **Add**

The screenshot shows the 'Step 8: Bidding Interests' section of the AMSV Vendor Self Service application. The left sidebar contains a navigation menu with steps 1 through 9. The main content area includes a 'help & advice' button, a '< Back' and 'Next >' button, and a 'Business Type' section with an 'Add' button. Below that is a 'Commodity' section with an 'Add' button and a table with columns 'Commodity' and 'Commodity Description'. The table has navigation buttons 'First', 'Prev', 'Next', and 'Last'. At the bottom, there is an 'Additional Resources & Information' section with another '< Back' and 'Next >' button.

3. In the **Commodity Description** box, type in the service(s) or product(s) your company supplies. For example, to search for Paper type an asterisk before the letter P and after the letter r (*Paper*)
4. Click **Browse** to search for all commodities that have the word "paper" has in it.
5. Check the code next to the commodity that best applies to your company. Click **Next** to see additional commodity descriptions to select.
6. After you have selected your commodity codes, click **Ok**.

The screenshot shows the 'Choose' commodity selection screen. It includes a 'Clear' button, two search input fields: 'Commodity/Service Code' and 'Commodity Description'. The 'Commodity Description' field contains '*PAPER*' and has a callout box pointing to it with the text 'Enter Commodity Description here with an asterisk before and after the description .'. Below the search fields is a table with columns 'Commodity Description' and 'Commodity/Service Code'. The table lists various commodity items with checkboxes. A callout box points to the 'Next' button at the bottom of the table with the text 'Click Next to go to next page of commodities'. At the bottom of the screen are 'OK' and 'Cancel' buttons.

Commodity Description	Commodity/Service Code
<input type="checkbox"/> Felt and Paper	36017
<input type="checkbox"/> FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SNAP-OUT FOR	39500
<input type="checkbox"/> Continuous Forms, Carbonless Paper (Chemical Transfer)	39540
<input type="checkbox"/> Continuous Forms (Computer Paper), Stock (Including Blank, R	39550
<input type="checkbox"/> Snap-Out Forms, Carbonless Paper (Chemical Transfer)	39580
<input type="checkbox"/> Papers and Storage Bags, Tobacco	66029
<input type="checkbox"/> Concrete Curing Blankets and Paper	75028
<input type="checkbox"/> Paper, Roofing	
<input type="checkbox"/> PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPERS)	70000
<input type="checkbox"/> Paper Cutters and Trimmers	70062

Step 11: Verify & Submit Registration

1. Click on **Submit Registration**

2. After you select Submit Registration an error message will be displayed at the top of the screen indicating that you have one or more errors. If you have one error message that displays "Congratulations" you have successfully registered your company.

3. If you have more than one error message click on the error to display the error message. Correct the error if at all possible. Repeat number 3 until all errors have been corrected then click on **Submit Registration** again.

The screenshot shows the AMSV Vendor Self Service interface. The header includes the logo and navigation links: Home, Help, Accessibility, and Logout. Below the header, there are links for Business Opportunities, Vendor Registration, Forms and Additional Information, and Catalog Search. A left-hand menu lists steps 1 through 9, with Step 9: Preview & Submit Registration selected. The main content area displays the title "Step 9: Preview & Submit Registration" and a "help & advice" button. The text reads: "This page displays a summary of all information entered in the previous steps. Please review your registration information below and **print** a copy for your records. **If you need to make a change, click the 'Back' button or navigate directly to the appropriate step using the left menu.**" Below this, it says: "Click 'Submit' to complete your on-line registration. Canceling your registration will result in the loss of all entered information." At the bottom, there are four buttons: "Cancel", "Print", "Submit", and "< Back". A callout box with an arrow pointing to the "Submit" button contains the text "Click **Submit**."

If you need further assistance, the Customer Resource Center can be reached by email at Finance.CRCGroup@ky.gov or phone (502-564-9641 or toll-free 877-973-HELP). The Help Desk is open Monday through Friday from 7:30 a.m. until 5:00 p.m. EST.