

BROWARD COUNTY VENDOR SELF SERVICE (VSS) INITIAL REGISTRATION INSTRUCTIONS

WELCOME SCREEN

If you have previously established a Vendor Self Service (VSS) User Name and Password, you may log in on the left side of the screen to make changes to your company profile.

If you are a new registrant or you are an existing vendor, but have not yet established a User Name and Password, click the “Register” button on the right side of the screen.

Welcome to the BROWARD COUNTY Vendor Self Service System

Registered Users
· Account Maintenance

User Name :

Password :

Login

[Forgot Your Password? Click Here](#)

New Users
Register
· Add my company
· Create User ID to activate existing Account

Vendor Self Service Help Desk: (954) 357-6066 or BCVSS@broward.org

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REGISTRATION REQUIREMENTS

This page provides a list of information you should have at your disposal prior to registering. The last item, commodity code selection, includes a link to the Broward County commodity code list. This is a searchable pdf document which you can use to select the commodity codes which apply to your organization. Although you can select your codes during the registration process, it is helpful if you select them in advance.

When you have gathered the necessary information, click on the “Continue” button at the bottom of the page.

The screenshot shows the 'Registration Requirements' page in the AMS Vendor Self Service system. The page header includes 'AMS VENDOR SELF SERVICE' and navigation links for Home, Help, Accessibility, and Logout. The main content area is titled 'Registration Requirements' and includes a 'help & advice' link. The text instructs users to click 'login' if already registered or to continue below. It lists the required information: location details, tax ID, legal business name, contact information (including account administrator, ordering, and payment), and descriptions of products and services with a link to view commodity codes. A blue 'Continue' button is located at the bottom, with a red arrow pointing to it.

AMS VENDOR SELF SERVICE

Welcome, New User

Vendor Registration Forms and Additional Information

AMS ADVANTAGE

Registration Requirements

[help & advice](#) [Menu](#)

Already registered? Click [login](#) to login. Otherwise, continue below.

Assemble the following information before continuing:

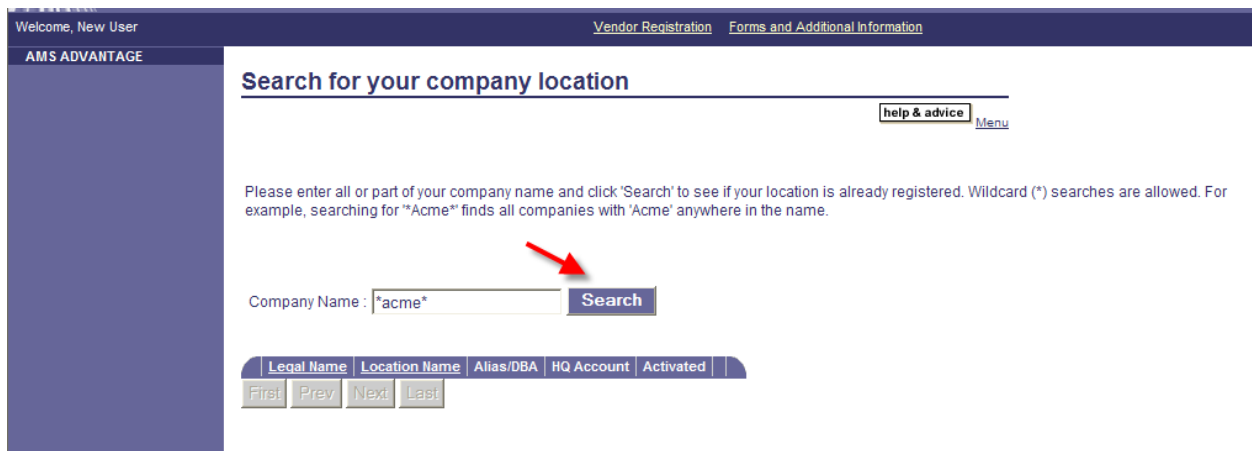
- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- Legal Business name
- Contact information (name, address, email, phone and fax)
 - Account Administrator (person responsible for your account)
 - Ordering
 - Payment
- **Descriptions of your products and services (to select commodity codes). Click [login](#) to view available commodity codes.**

[Continue](#)

SEARCH FOR YOUR COMPANY LOCATION

Prior to registering, please verify that your company is not currently in our system. To search for your company, enter the name of your firm in the “Company Name” field. Using an asterisk (*) as a wildcard by placing it before and after a part of your company name will usually provide better search results since the system will display all records which contain the information you’ve entered.

For example, entering *ACME* will display all company names which include the word “ACME”, while entering only the word “ACME” without the asterisk will only display company names which begin with the word “ACME”. Click on the “SEARCH” button to look for your organization.



The screenshot shows a web interface for searching company locations. At the top, there is a navigation bar with 'Welcome, New User' on the left and 'Vendor Registration' and 'Forms and Additional Information' on the right. Below this is a dark blue sidebar with 'AMS ADVANTAGE' written in white. The main content area has the title 'Search for your company location' and a 'help & advice' link with a 'Menu' icon. A paragraph of instructions reads: 'Please enter all or part of your company name and click 'Search' to see if your location is already registered. Wildcard (*) searches are allowed. For example, searching for "Acme" finds all companies with 'Acme' anywhere in the name.' Below the text is a search form with a text input field containing '*acme*' and a blue 'Search' button. A red arrow points to the 'Search' button. At the bottom of the form, there is a table header with columns: 'Legal Name', 'Location Name', 'Alias/DBA', 'HQ Account', and 'Activated'. Below the header are four buttons: 'First', 'Prev', 'Next', and 'Last'.

The system will display a list of all companies which meet your search criteria. If there are more than five records, you may click on the “Next” button to view additional records.

ACTIVATING AN EXISTING ACCOUNT (IF YOU ARE A NEW VENDOR, PLEASE PROCEED TO PAGE 7 FOR INSTRUCTIONS)

If your company is listed, but the Activated column shows “NO”, click on the link “Activate Account” to the right of your company name. Once you have verified your Tax ID number, you will have an opportunity to create a User ID and Password for VSS, which will activate your Vendor Self-Service (VSS) account. You can then use this User ID and Password to log in to VSS and update your company profile.

Please enter all or part of your company name and click 'Search' to see if your location is already registered. Wildcard (*) searches are example, searching for *Acme* finds all companies with 'Acme' anywhere in the name.

Company Name :

	Legal Name	Location Name	Alias/DBA	HQ Account	Activated	
✓	ACME AUTO LEASING LLC - INACTIVE			Yes	No	Activate Account Add Location
	ACME BUSINESS SYSTEMS & SERVICE INC			Yes	No	Activate Account Add Location
	ACME DECAL LTD			Yes	No	Activate Account Add Location
	ACME DYNAMICS			Yes	No	Activate Account Add Location
	ACME GROUP (THE)			Yes	No	Activate Account Add Location

If your company is listed, click to activate



To “activate” your account, enter your Tax ID number in the field labeled “Vendor Verification Password”. Then click the “Submit” button.

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AMS ADVANTAGE

Verification Required

[help & advice](#)

Enter the Taxpayer ID Number for this Location

Vendor Verification Password: [Submit](#) [Return to Vendor Name Search](#)

Tax ID Numbers must be 9 digits, no dashes

Headquarters :

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

Principal Contact :

Email :

Phone :

You will be asked to read the “Memorandum of Agreement”. To continue you must click the “Accept Terms” button at the bottom of the page. When the User Information page displays, enter a User Name (to be used for future access to your account), enter your first and last name, email address, phone number, password (to be used with your User ID for future access to your account), retype the password to verify, select a Security Question by clicking on the down arrow, enter the answer to the question selected, re-type the answer for verification, and click the “Next” button.

When the “Verify & Submit Registration” page displays, click on the “Submit Registration” button. You should receive a message stating that you have completed the registration process.

Welcome, New User [Vendor Registration](#) [Forms and Additional Information](#)

- Step 1: User Information
- Step 2: Submit Registration

Verify & Submit Registration

[help & advice](#)

Click the 'Submit Registration' button to complete your on-line registration. You may review your registration prior to submitting it by clicking on the 'Back' button or navigating through the registration pages on the left menu.

[< Back](#) [Submit Registration](#) [Cancel Registration](#)

Welcome, New User Vendor Registration Forms and Additional Information

Step 1: User Information
 User Information
 Step 2: Submit Registration

[help & advice](#)

User Information
 Please establish a unique User ID (Login ID) and Password. Passwords and User ID's are case sensitive and should be alphanumeric.

Legal Name :

*User Name (case sensitive): *Case Sensitive* *Password: *Case Sensitive*

*First Name: *Retype Password:

*Last Name: *Security Question:

*Email: *Security Answer:

*Phone: *Format XXX-XXX-XXXX* *Retype Security Answer:

Extension: Fax: *Format XXX-XXX-XXXX*

If your company is listed and the Activated column shows “YES”, but you don’t know your User ID/Password, please contact the administrator at your company headquarters or send an email to BCVSS@broward.org.

NEW REGISTRATION

If your company is not listed, click on the “New Registration” button at the bottom of the page.

Welcome, New User [Vendor Registration](#) [Forms and Additional Information](#)

AMS ADVANTAGE

Search for your company location

[help & advice](#) [Menu](#)

Please enter all or part of your company name and click 'Search' to see if your location is already registered. Wildcard (*) searches are allowed. For example, searching for "Acme*" finds all companies with 'Acme' anywhere in the name.

Company Name :

Legal Name	Location Name	Alias/DBA	HQ Account	Activated
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Is your company listed ?

- Yes, but my company is not activated → Click *Activate Account* for the account you wish to activate.
- Yes, I found my Headquarters but not my Location → Click *Add Location* to create new Location for the existing Headquarters.
- Yes, my Account is activated but I don't know the login → Contact your Headquarters for assistance.
- No, Register Now → ←

MEMORANDUM OF AGREEMENT

Please read this page and click the “Accept Terms” button to continue with your registration. If you click “Reject Terms”, you will be returned to the previous screen.

Welcome, New User [Vendor Registration](#) [Forms and Additional Information](#)

AMS ADVANTAGE

Memorandum of Agreement

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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 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.

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.

Information provided is subject to the Florida Public Records laws as referenced in Chapter 119 of the Florida Statutes.

STEP 1: BUSINESS INFORMATION

The left side of this page lists the various steps involved in the vendor registration process. Note that you can use these links to navigate to sections you have previously completed, but only after completing the page you are currently on. The top of the page displays a link to “Forms and Additional Information” which will allow you to view/print W-9 and W-8 forms and a pdf listing of commodity codes. The upper right corner also displays a “help & advice” button to assist you.

Required fields are indicated by a red asterisk (*).

Location Verification

Verify My Locations by: Click on the down arrow and select “Use my Taxpayer ID Number”.

Company Information and Legal Name

Organization Type: Click on the down arrow to select the type which fits your company

If you select “Individual”, you will be required to enter a First and Last Name. If you select “Company”, you will be required to enter a Company Name.

NOTE: PLEASE ENTER TEXT INFORMATION USING UPPER CASE LETTERS.

Classification: Click on the down arrow to choose the appropriate classification for your organization.

Alias/DBA: Enter your “Doing Business As” name, if appropriate

Once you have completed this page, click on the “Next” button at the top or bottom of the page. If you have not completed all required fields properly, the system will display a yellow bar with a message at the top of the screen. Click on “here” in the message to view it. After following the instructions found in the message, click on the “Next” button.

▼Company 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 : ←

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

Legal Name :

Alias/DBA :

Web Address :

W-8 Form : (Foreign Vendors) Click for [w-8 form](#)

First Name :

Middle Name :

Last Name :

Company Name : ←

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 highlighted error notification message will be displayed at the top of the page.
 - Click the "Here" link in that notification to see the errors.
 - You must correct the errors indicated before continuing to the next step.

STEP 2: USER INFORMATION

This screen enables you to establish a User ID and password, which can be used to log in to your account.

User ID – Case sensitive and must be between 2 and 16 characters in length

First Name/Last Name: These fields should reflect the name of the person who will be the main contact for your account.

Email : Provide the email address for the main contact for your account. The county will use this email address to contact you.

Phone: Enter the telephone number in the format indicated (with dashes)

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

Retype Password: Retype your password for verification.

Security Question: Click on the down arrow to choose a security question. If you forget your password in the future, the system will ask the question you select to verify your authority to log in.

Security Answer: Type the correct answer to the question selected in the above field.

Retype Security Answer: Type the answer to the question again for verification.

When you have completed the page, click on the “Next” button.

[help & advice](#)

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.

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Broward Vendor

▼User Information

*User ID : <input type="text" value="Browardvendor"/>	*Password : <input type="password" value="....."/>
<i>Case Sensitive and must be between 2 and 16 characters in length.</i>	<i>Case Sensitive and must be between 2 and 16 characters in length.</i>
*First Name : <input type="text" value="Broward"/>	*Retype Password : <input type="password" value="....."/>
*Last Name : <input type="text" value="Vendor"/>	*Security Question : <input type="text" value="What is your favorite color?"/>
*Email : <input type="text" value="bvendor@broward.org"/>	*Security Answer : <input type="password" value="...."/>
*Phone : <input type="text" value="555-555-5555"/>	*Retype Security Answer : <input type="password" value="...."/>
<i>Format XXX-XXX-XXXX</i>	
Extension : <input type="text"/>	
Fax : <input type="text"/>	

[Additional Resources & Information:](#)

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STEP 3: W-9 INFORMATION

Taxpayer ID Number: Enter your Taxpayer ID number (no dashes)

Taxpayer ID Number Type: Select EIN for corporations or SSN for individuals

Enter your company Legal Name which matches your W-9 form and add the address information as indicated. Then click the “Next” button.

Step 3: W-9 Information
Please enter information from your W-9 form (Request for Taxpayer Identification Number and Certification).

[help & advice](#)

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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 :

Address :

City :

State :

ZIP Code :

[Click for W-9 form.](#)

Additional Resources & Information: [< Back](#) [Next >](#)

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A highlighted error notification message will be displayed at the top of

STEP 4: ACCOUNT ADMINISTRATOR ADDRESS

Street 1: Enter the address of the Account Administrator for your company. This will be the “master address”.

Street 2: Enter additional address information, such as Suite #

City: City is required

State/Province: Select your state or province from the drop down list

Zip/Postal Code: Required

County: Click on the “Find” button to select the appropriate county location of your headquarters. Click “Select” next to the appropriate County Name.

Phone: Enter the phone number for your company headquarters.

Country: Select the appropriate country from the drop down list.

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 : 115 Broward Vendor Lane *Phone : 555-555-5555
Street 2 : Suite A460 Phone Extension :
*City : Ft. Lauderdale Country : USA
*State/Province : Florida
*Zip/Postal Code : 33101 Additional Address Info. :
County : BRWD **Find**
County Name : BROWARD

Principal Contact: Enter the name of the main contact for your headquarters address.

Email: Enter the email address for your Account Administrator

Correspondence Type: Select “Email” from the drop down list

Phone: Enter the phone number for your main headquarters contact.

Mobile Phone/Emergency Phone: Enter this information, if available.

Click the “Next Button” at the top or bottom of the page.

▼Contact Information
Please complete the contact information below for your Account Administrator.

*Principal Contact :	<input type="text" value="Broward Vendor"/>	*Phone :	<input type="text" value="555-555-5555"/>	Mobile Phone :	<input type="text" value="555-444-4444"/>
Email :	<input type="text" value="owardvendor@broward.org"/>	Phone Extension :	<input type="text"/>	Emergency Phone :	<input type="text" value="555-222-2222"/>
Correspondence Type :	<input type="text" value="Email"/>	Fax :	<input type="text" value="555-999-9999"/>		

▼Contact Address
Complete this section ONLY if you are adding a Contact and the Contact uses a different address than the address listed below.

Street 1 :	<input type="text" value="120 Contact Road"/>	Country :	<input type="text" value="USA"/>
Street 2 :	<input type="text"/>		
City :	<input type="text" value="Ft. Lauderdale"/>		
State/Province :	<input type="text" value="Florida"/>		
Zip/Postal Code :	<input type="text" value="33301"/>		

Additional Resources & Information:

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- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A highlighted error notification message will be displayed at the top of the page.

NOTE: Each section allows the entry of only one address/contact. To create additional addresses/contacts for your firm, you must complete and submit your initial registration and then log into the system using your User ID and Password. Once you are logged in, you can click on the “Account Maintenance” link to provide additional address/contact information or to update your profile.

STEP 5: ORDERING ADDRESS

This page is used to enter the address and contact information which will be used for purchase orders. This section should include contact information for your company's sales personnel.

To avoid duplicate data entry, you may copy the address/contact information from the previous Account Administrator page by clicking on the radio button next to "Account Administrator" at the top of the page. Please wait until the screen populates before clicking "Next" to go to the next page. You may edit information on the current page, which will not affect the data in the Administrator section from which you copied.

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 after you complete your registration. You will be required to log in as an existing Vendor and select 'Account Maintenance'

Copy Address and Contact Information From: Account Administrator

If you wish to copy the Administrator address, click on the radio button.

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If the ordering address/contact information is different from the Account Administrator address/contact information, please enter each field as indicated.

Copy Address and Contact Information From: Account Administrator

[< Back](#) [Next >](#)

▼Address Information
Add a new Ordering Address by completing the information below.

*Street 1 : 115 Ordering Address *Phone : 555-888-8888
Street 2 : Phone Extension :
*City : Ft. Lauderdale Country : USA
*State/Province : Florida
*Zip/Postal Code : 33301 Additional Address Info :
*County : BRWD **Find**
County Name : BROWARD

▼Contact Information
Provide a contact for your Ordering Address by completing the information below.

Principal Contact : Bill Manager Phone : 555-888-8888 Mobile Phone : 555-777-7777
Email : bmanager@broward.org Phone Extension : 4321 Emergency Phone : 555-999-9999
Correspondence Type : Email Fax :

▼Contact Address
Complete this section ONLY if you are adding a Contact and the Contact uses a different address than the address listed below.

Street 1: Country:

Street 2:

City:

State/Province:

Zip/Postal Code:

[Additional Resources & Information:](#)

Click the “Next Button” at the top or bottom of the page to proceed.

STEP 6: PAYMENT ADDRESS

This page is used to enter the address and contact information which will be used for sending payments to your company.

You may copy the address/contact information from the previous Account Administrator or Ordering page by clicking on the radio button next to appropriate radio button at the top of the page. Please wait until the screen populates before clicking “Next” to go to the next page. You may also make any revisions to the information before proceeding.

If the payment address/contact information is different from the Account Administrator or Ordering address/contact information, please enter each field as indicated.

Click the “Next Button” at the top or bottom of the page to proceed.

STEP 7: BIDDING INTERESTS

This screen is used to select the commodity codes which represent the goods/services which your company can provide for the County. Your firm will be notified of solicitation opportunities based on the commodity codes you choose. If you want to be a registered vendor but you do not wish to receive email notifications of current solicitations, please select ONLY commodity code 99999.

To select your commodity codes, click on the “Add” button.

Step 7: Bidding Interests help & advice

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Commodity

Select the commodity code(s) that describe the goods and services your organization provides. Click the 'Add' button to view and select the appropriate Commodities for your organization. This information will be used to determine when to send electronic solicitation notifications. Select only commodity code '99999' if you do not wish to receive solicitation notifications. Click to view the entire [Commodity Code list](#).

[Add](#) [Delete](#)

Commodity	Commodity Description		
First	Prev	Next	Last

[Click to Add Commodity Codes](#)

Additional Resources & Information: [< Back](#) [Next >](#)

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A highlighted error notification message will be displayed at the top of the page.
 - Click the "Here" link in that notification to see the errors.
 - You must correct the errors indicated before continuing to the next step.

If you already know the commodity code number you wish to select, you may enter it in the “Commodity/Service Code” field and click on the “Search” button. You may also search by description by entering a word (or words) in the “Commodity Description” field. It is recommended that you place an asterisk (*) before and after the word(s) you enter since this will display results which contain your search criteria in any part of the commodity description.

For example, entering *tractor* will display all commodity descriptions which contain the word “tractor”. If your search displays more than ten (10) commodity codes, you can click on the “Next” link at the bottom of the list to display additional codes meeting your criteria. However, if you wish to select a commodity code displayed, check the box to the left of the description and click the “OK” button at the bottom of the page to save your selection before proceeding to the next page or searching for another commodity code. Note that commodity codes beginning with “0 thru 8” relate to “commodities” and commodity codes beginning with a “9” relate to “services”.

Choose

Select one or more Commodities to associate to your company. To search for your Commodity, enter in a valid Commodity Code or Description and click Search. If you do not wish to receive solicitation notifications, please select commodity code 99999. Please click OK to save your changes before searching for additional commodities.

Wildcard (*) searches are allowed. For example, a search of Description using 'computer*' finds all commodities whose description begins with the word 'computer.' However, a search of Description using '*computer*' would find all commodities with the word 'computer' anywhere in the description. Click [here](#) to view available commodity codes.

[Clear](#)

Commodity/Service Code :

Commodity Description :



Choose

Select one or more Commodities to associate to your company. To search for your Commodity, enter in a valid Commodity Code or Description and click Search. If you do not wish to receive solicitation notifications, please select commodity code 99999. Please click OK to save your changes before searching for additional commodities.

Wildcard (*) searches are allowed. For example, a search of Description using 'computer*' finds all commodities whose description begins with the word 'computer.' However, a search of Description using '*computer*' would find all commodities with the word 'computer' anywhere in the description. Click [here](#) to view available commodity codes.

[Clear](#)

Commodity/Service Code :

Commodity Description :

	Commodity Description	Commodity/Service Code	Commodity Class	Commodity Class Description
<input type="checkbox"/>	Rodent Control Equip/Tractor Operated	02081	020	AGRICULTURAL EQUIP/IMPLEMENTS/ACCESSORIES
<input type="checkbox"/>	Spade/Tree(Truck/Trailer Mounted/Tractor Mounting)/etc	02082	020	AGRICULTURAL EQUIP/IMPLEMENTS/ACCESSORIES
<input checked="" type="checkbox"/>	Tractors/Farm/Wheel Type	02089	020	AGRICULTURAL EQUIP/IMPLEMENTS/ACCESSORIES
<input type="checkbox"/>	Tree/Root Cutters/Stump Grinders/Tractor Mounted	02090	020	AGRICULTURAL EQUIP/IMPLEMENTS/ACCESSORIES
<input type="checkbox"/>	Umbrellas/Tractor	02093	020	AGRICULTURAL EQUIP/IMPLEMENTS/ACCESSORIES
<input type="checkbox"/>	Posthole Digger(Tractor Mounted) Parts	02273	022	AGRICULTURAL EQUIP/IMPLEMENT PARTS
<input checked="" type="checkbox"/>	Tractor(Farm/Garden) Parts	02280	022	AGRICULTURAL EQUIP/IMPLEMENT PARTS
<input checked="" type="checkbox"/>	Backhoe(Farm Tractor)	02002	020	AGRICULTURAL EQUIP/IMPLEMENTS/ACCESSORIES
<input type="checkbox"/>	Curb Edger/Heavy Duty/Tractor Mounted	02014	020	AGRICULTURAL EQUIP/IMPLEMENTS/ACCESSORIES
<input type="checkbox"/>	Dozer Blades(Farm Tractors)	02018	020	AGRICULTURAL EQUIP/IMPLEMENTS/ACCESSORIES

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The screen will display the commodity codes you've selected. To choose additional codes, click on the "Add" button. To continue to the next section, click the "Next button".

[help & advice](#)

Step 7: Bidding Interests [< Back](#) [Next >](#)

▼Commodity

Select the commodity code(s) that describe the goods and services your organization provides. Click the 'Add' button to view and select the appropriate Commodities for your organization. This information will be used to determine when to send electronic solicitation notifications. Select only commodity code '99999' if you do not wish to receive solicitation notifications. Click to view the entire [Commodity Code](#) list.

[Add](#) [Delete](#) 

Broward Vendor

	Commodity	Commodity Description
	02089	Tractors/Farm/Wheel Type
	02280	Tractor(Farm/Garden) Parts
	<input checked="" type="checkbox"/> 02002	Backhoe(Farm Tractor)

[First](#) [Prev](#) [Next](#) [Last](#)

To add more items, click on the "Add" button. To delete an item, click on the item to highlight it, and then click the "Delete" button.

Additional Resources & Information:

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- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A highlighted error notification message will be displayed at the top of the page.
 - Click the "Here" link in that notification to see the errors.
 - You must correct the errors indicated before continuing to the next step.

STEP 8: PREVIEW & SUBMIT REGISTRATION

This screen provides an opportunity to review your registration before submitting it. You may click on any section in the left panel to update information. Prior to submitting your registration, it is suggested that you print the document by clicking on the “Print” button in the upper center portion of the page. Then click on the “Submit” button to submit your registration.

The screenshot shows the 'Step 8: Preview & Submit Registration' interface. At the top right is a 'help & advice' button. The main heading is 'Step 8: Preview & Submit Registration'. Below it is a paragraph: '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 is another paragraph: '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'. Red callout boxes with arrows point to the 'Print' and 'Submit' buttons. The 'Print' callout says 'Click here to print your registration prior to submitting'. The 'Submit' callout says 'Click here to submit your registration'.

Note: To screen print any page, right click on the page and select “Print Page”.

THANK YOU!

A screen should display stating that you have completed the registration process. The page includes a link to the Small Business Development Division for those vendors which desire to apply for SBE, CBE, or DBE certification.

