

CHANGING AN EXISTING ADDRESS


To view/update your VSS account, log in at <https://bcvss.broward.org> and click on the **ACCOUNT MAINTENANCE** link.

First, click on the **ADDRESS INFORMATION** section to view all of your company addresses. You may have multiple address types such as “Procurement” (ordering address), “Payment” (address to which payments are sent), and “Web Registrar” (account administrator address). Note that each address has an Address ID.

Address Information

[help & advice](#)

The Current list of Addresses on file for your organization. Please click Update to modify existing address information. Only Master Users can update address information.



Address Type	Address ID	Street 1	Principal Contact	Pending Changes		
✓ Payment	AR006	2020 Procurement Lane	JOHN SMITH	<input type="checkbox"/>	Update	View Pending Changes
Procurement	AR006	2020 Procurement Lane	JOHN SMITH	<input type="checkbox"/>	Update	View Pending Changes
Web Registrar	AR006	2020 Procurement Lane	JOHN SMITH	<input type="checkbox"/>	Update	View Pending Changes


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To change an existing address, click on the **MASTER ADDRESSES** section. A list of all master addresses will be displayed. Click on the **UPDATE** link to the right of the address to be updated.

Master Addresses

[help & advice](#)

The Current list of all the Addresses on file for your Headquarters. Please click Update to modify existing address information. Only Headquarters Master Users can update address information.



Address ID	Street 1	City	State/Province	Zip/Postal Code	Pending Changes		
✓ AR006	2020 Procurement Lane	Ft. Lauderdale	FL	33301	<input type="checkbox"/>	Update	View Pending Changes

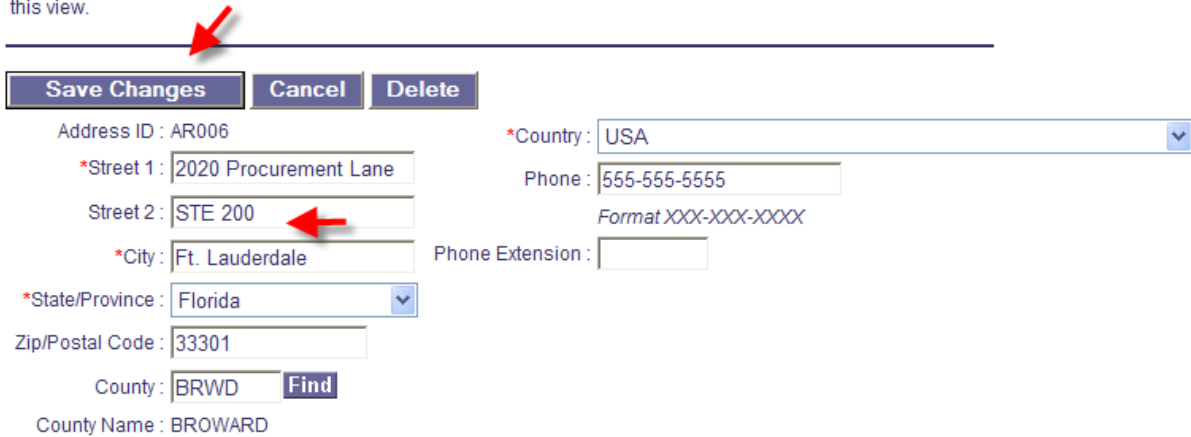
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Make the changes as necessary (in this example, a suite number was added) and click on the **SAVE CHANGES** button. You will need to follow these steps for each address code requiring an update.

Update Master Addresses

[help & advice](#)

Edit the values below and click Save Changes to save your changes. A red asterisk denotes a required field. When creating a new entry, if the Address ID field is empty, a new Address ID will be generated and assigned to you. Prior updates that have not yet been approved are displayed in this view.



Address ID : AR006 *Country : USA

*Street 1 : 2020 Procurement Lane Phone : 555-555-5555

Street 2 : STE 200 *Format XXX-XXX-XXXX*

*City : Ft. Lauderdale Phone Extension :

*State/Province : Florida

Zip/Postal Code : 33301

County : BRWD [Find](#)

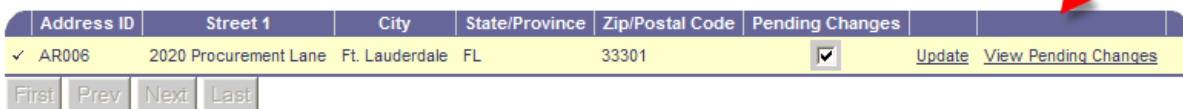
County Name : BROWARD

Note that the changes will not display on the **MASTER ADDRESSES** page until the next system update. To verify that the system accepted the change, click on the **VIEW PENDING CHANGES** link.

Master Addresses

[help & advice](#)

The Current list of all the Addresses on file for your Headquarters. Please click Update to modify existing address information. Only Headquarters Master Users can update address information.



Address ID	Street 1	City	State/Province	Zip/Postal Code	Pending Changes	
✓ AR006	2020 Procurement Lane	Ft. Lauderdale	FL	33301	<input checked="" type="checkbox"/>	Update View Pending Changes

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[Add Items](#)

[Pending Additions](#)

Address ID : AR006 Country : USA

Street 1 : 2020 Procurement Lane Phone : 555-555-5555

Street 2 : Phone Extension :

City : Ft. Lauderdale

State/Province : FL

Zip/Postal Code : 33301

County : BRWD

County Name : BROWARD

The page will display the old value and the new value for the updated field(s):

View Pending Changes

[help & advice](#)

This view displays all changes that have not yet taken effect for the current record. A status of New Change indicates that the pending change has yet to be submitted for approval. The pending change will be assigned an On Hold status while a prior change is awaiting approval. A Pending Approval status indicates that the pending change has been submitted and is awaiting approval. Click on "help & advice" for more information.

Field Label	Table Name	Last Action Date	Old Value	New Value	Status
✓ Street 2	Master Addresses	08/16/2011		STE 200	New Change

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Table Name : Master Addresses


Last Action Date : 08/16/2011

User ID : anyvendor

Action : Update

Status : New Change

Field Label : Street 2

 Old Value :

 New Value : STE 200

Old Memo Value :

New Memo Value :

ADDING A NEW ADDRESS

To add a new address, click on the **ADD ITEMS** button from the **ADDRESS INFORMATION** page. Note that new addresses must be added in the **ADDRESS INFORMATION** section as either a Web Registrar (Headquarters), Payment (where checks will be sent), or Procurement address (address for purchase orders). A master address will then be created by the system automatically.

The screenshot displays the 'Address Information' page. On the left is a navigation menu with 'Account Maintenance' expanded, showing options like 'Headquarters Information', 'Master Addresses', 'Contacts', 'Address Information', 'Commodities', and 'User Information'. The main content area is titled 'Address Information' and includes a 'help & advice' link. Below the title is a descriptive paragraph: 'The Current list of Addresses on file for your organization. Please click Update to modify existing address information. Only Master Users can update address information.' A table lists three addresses:

Address Type	Address ID	Street 1	Principal Contact	Pending Changes		
✓ Payment	AR006	111 Anywhere Lane	Joe Smith	<input type="checkbox"/>	Update	View Pending Changes
Procurement	AR006	111 Anywhere Lane	Joe Smith	<input type="checkbox"/>	Update	View Pending Changes
Web Registrar	AR006	111 Anywhere Lane	Joe Smith	<input type="checkbox"/>	Update	View Pending Changes

Below the table are navigation buttons: 'First', 'Prev', 'Next', and 'Last'. A red arrow points to the 'Add Items' button located below the navigation buttons. To the right of 'Add Items' is a 'Pending Additions' button.

Complete each section. Note that the **ACTIVE FROM** date will populate automatically if you do not enter a date. The **ADDRESS ID** field will automatically populate unless you want to select an address that has already been established in your profile, in which case you could click on the **FIND** button and select the existing address.

When populating the COUNTY field, click on the **FIND** button and select the option that best describes the location of your company headquarters.

Choose

[Browse](#) [Clear](#)

County: Col

	County	County Name
Select	BRWD	BROWARD
Select	DADE	MIAMI-DADE
Select	OTHER	OTH FLA COUNTY
Select	OUT	OUTSIDE FLORIDA
Select	PBCH	PALM BEACH
Cancel	First Previous Next Last	

- ▼ Account Maintenance
- Headquarters Information
- Master Addresses
- Contacts
- Address Information
- Commodities
- User Information

Update Address Information help & advice

A current list of all the Addresses on file for your organization. Only Master Users can update (add, change) this address information. A red asterisk denotes a required field. To change address information for all address types, please navigate to the Master Address page. To change contact information, please navigate to the Contacts page.

[Save Changes](#)
[Cancel](#)

▼General Information

*Address Type: Default Record:

*Active From:

Active To:

▼Address

Address ID: [Find](#)

*Street 1:

Street 2:

*City:

*State/Province:

*Zip/Postal Code:

County: [Find](#)

County Name:

*Phone:

Format XXX-XXX-XXXX

Phone Extension:

*Country:

Additional Address Info:

You should also add principal contact information and a contact address if different from the address just entered. Note that notifications of bid opportunities are only sent to the principal contacts for the **PROCUREMENT** addresses.

ADDING/UPDATING CONTACT INFORMATION

NOTE: EACH CONTACT MUST BE ASSOCIATED WITH A **PROCUREMENT ADDRESS**. TO ADD A NEW CONTACT, YOU MUST ADD AN ADDITIONAL **PROCUREMENT ADDRESS** RECORD IN THE **ADDRESS INFORMATION** SECTION (see instructions above) AND ENTER THE NEW CONTACT INFORMATION IN THE **PRINCIPAL CONTACT** SECTION.

To update existing contact information, click on the **CONTACTS** section and click on the **UPDATE** link next to the contact ID to be updated.

Contacts help & advice

All Contacts on file for your Headquarters. Please click Update to edit existing contact information. Only Headquarters Master Users can update Contact information.

Contact ID	Contact Name	Email	Phone	Pending Changes	
✓ CT006	JOHN SMITH	bcvss@broward.org	555-555-5555	<input type="checkbox"/>	Update View Pending Changes

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Add Items **Pending Additions**

Contact ID : CT006 Phone : 555-555-5555
Contact Name : JOHN SMITH Phone Extension :
Email : bcvss@broward.org Fax :
Address ID : AR006 Mobile Phone :
Street 1 : 2020 Procurement Lane Emergency Phone :
Street 2 :
City : Ft. Lauderdale
State/Province : FL
Zip/Postal Code : 33301
County : BRWD
County Name : BROWARD
Country : USA

When the contact information displays, update as necessary and click on the **SAVE CHANGES** button.

To add an additional administrator for your vendor account, click on the **USER INFORMATION** section. You may update existing information or add an additional administrator by clicking on the **ADD ITEMS** button. Check the **HEADQUARTERS MASTER USER** box if the person requires updating rights as well as view rights. Click on the **SAVE CHANGES** button after all updates have been completed.

DELETING (INACTIVATING) AN ADDRESS

The VSS system will not allow you to “delete” an address. However, you may “inactivate” the address by clicking on the **ADDRESS INFORMATION SECTION**, clicking **UPDATE** next to the address to be inactivated, and entering an **ACTIVE TO** date for the address, which represents the date the address is no longer valid. Note that the date entered should be at least two days in the future. The Default Record field should also be unchecked.

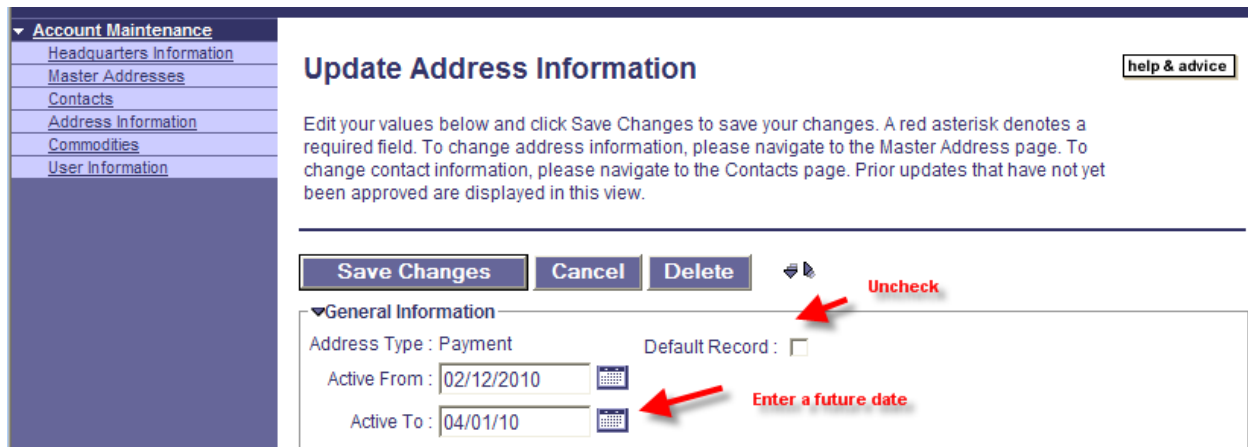


Account Maintenance
Headquarters Information
Master Addresses
Contacts
Address Information
Commodities
User Information

Address Information help & advice

The Current list of Addresses on file for your organization. Please click Update to modify existing address information. Only Master Users can update address information.

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✓ Payment	AR006	111 Anywhere Lane	Joe Smith	<input type="checkbox"/>	Update View Pending Changes
Procurement	AR006	111 Anywhere Lane	Joe Smith	<input type="checkbox"/>	Update View Pending Changes
Web Registrar	AR006	111 Anywhere Lane	Joe Smith	<input type="checkbox"/>	Update View Pending Changes



Account Maintenance
Headquarters Information
Master Addresses
Contacts
Address Information
Commodities
User Information

Update Address Information help & advice

Edit your values below and click Save Changes to save your changes. A red asterisk denotes a required field. To change address information, please navigate to the Master Address page. To change contact information, please navigate to the Contacts page. Prior updates that have not yet been approved are displayed in this view.

Save Changes **Cancel** **Delete** **Uncheck**

▼General Information

Address Type : Payment Default Record :

Active From : 02/12/2010

Active To : 04/01/10 **Enter a future date**

Remember to click the **SAVE CHANGES** button before proceeding. Click on **VIEW PENDING CHANGES** to see the changes you’ve just entered. The pending changes will no longer display after the system updates the information to the vendor file.

Once your changes have been saved, simply log out of the system.

Direct any questions regarding your vendor profile to bcvss@broward.org.