

Vendor Registration Quick Reference Guide

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Vendor Registration

VSS Activated Vendor Access to Webven

- In order to perform vendor registration information updates, VSS activated vendors are required to login through VSS using their VSS user login credentials
- In VSS, users can click on the “Edit Vendor Information” link which will send users to Webven and automatically logs them in to Webven
- The “Edit Vendor Information” link is available to VSS vendor users with Administration or Full Access security roles.
- The “View Vendor Information” link is available to VSS vendor users with the Display security role.

The screenshot displays the 'Account Summary' page. At the top, there are navigation tabs: 'Account Information' (selected), 'Financial Transactions', 'Business Opportunities', and 'Solicitation Responses'. Below these are sub-tabs: 'Summary' and 'Users'. The main heading is 'Account Summary'. A message states: 'This page displays a summary of your account information. If you have any questions please contact your Primary Account Administrator or submit a question using the "Help" link at the top of this page.'

▼ Announcements
Type Date Message
First Prev Next Last

▼ Primary Account Administrator
Primary Account Administrator : Primary Account Email : bbailey@isd.lacounty.gov
Phone : 323-881-3758 Ext :

▼ Vendor Information
Vendor Code : 528256 Vendor Status : Active Vendor Registration Information Link: [Edit Vendor Information](#)
Legal Business Name : CIT COMMUNICATIONS 1099 Reportable : No
FINANCE
Alias/DBA :

▼ EFT Information
Account Level EFT Status : Not Eligible for EFT

▼ Prevent New Spending
Prevent New Spending may be applied at the account level. This section indicates if new spending is allowed at the account level.
Account Level : No

▼ Financial Balance Overview
Open Awards :
Scheduled Payments :
Total Payments Issued :
Total Payments Issued (Calendar Year) :
Total Payments Issued (Prior Years) :

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- If VSS activated vendors successfully log in to Webven, the welcome page displays a message with the user ID that was used to log in and its VSS user access level
- If logged in users have a VSS Access Level other than “Display,” the message will indicate that the user has Webven access right of “Edit.” Otherwise, the message will indicate that the user can “View Only”
- To view or change registration information, users can click on the “Change Vendor Registration Info” link as shown in the solid red line box in the screenshot below.
- To view or change Solicitation Terms & Conditions boilerplate information, users can click the “Maintain County Solicitation Terms and Conditions” link as shown in the blue dotted line box in the screenshot below. Refer to the “County Solicitation Terms and Conditions Operational Procedures” document for information about this section.

Los Angeles County Vendor Registration (WEBVEN)

Welcome: CIT COMMUNICATIONS FINANCE

Successful login on Monday - February 10, 2014

You currently log in Webven as user: 526256Pri. Your VSS user access level is "FULL".
Your Webven access level is "Edit".

As a registered LA County Vendor you have access to the following business functions:

- Change Vendor Registration Info
- Update your profile for addresses, business commodities and demographics
- Register in the [Small Business Enterprise Program](#)

Maintain County Solicitation Terms & Conditions

- Maintain an electronic version of your County Solicitation Terms and Conditions that can be accessed anytime (Adobe PDF) when responding to County solicitations. The electronic document can be used when responding online to a County Solicitation within the County's Vendor Self-Service website.

To begin [Click Here](#)

NOTE: The Terms & Conditions documents hosted in this website are in the Adobe Portable Document Format (PDF). These documents are best viewed using the latest PDF reader software. If you don't have a PDF reader installed, please use the link below to see external links for downloading a PDF reader of your choice.

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[Logout](#) Los Angeles County Vendor Registration

Vendor Registration Quick Reference Guide

Non-procurement Vendors Login

- Non-procurement vendors will still be able to log in Webven via VSS "Vendor Information Edit" link but they will only be allowed to perform Terms & Condition maintenance
- If vendors log in as non-procurement vendors they will be shown the message indicating that they have not registered in Webven and therefore they cannot perform change registration function



 **L.A. county** ONLINE *To Enrich Lives Through Effective and Caring Service*

[Logout](#) | [Contact Us](#) | [Privacy](#)

Los Angeles County Vendor Registration

Welcome: Test Vendor LM

Successful login on Tuesday - January 21, 2014

You currently log in Webven as user: **lactest0601**. Your VSS user access level is "FULL".
Your Webven access level is "Edit".

Our records indicate that you have not registered in Webven as a Procurement vendor and thereby you do not have access to change registration info. If you have any questions regarding your registration status in Webven, please contact Los Angeles County - Vendor Relations at 323-267-2725 or email by clicking the "Contact Us" link on the top menu.

As a registered LA County Vendor you have access to the following business functions:

[Maintain County Solicitation Terms & Conditions](#)

- Maintain an electronic version of your County Solicitation Terms and Conditions that can be accessed anytime (Adobe PDF) when responding to County solicitations. The electronic document can be used when responding online to a County Solicitation within the County's Vendor Self-Service website.

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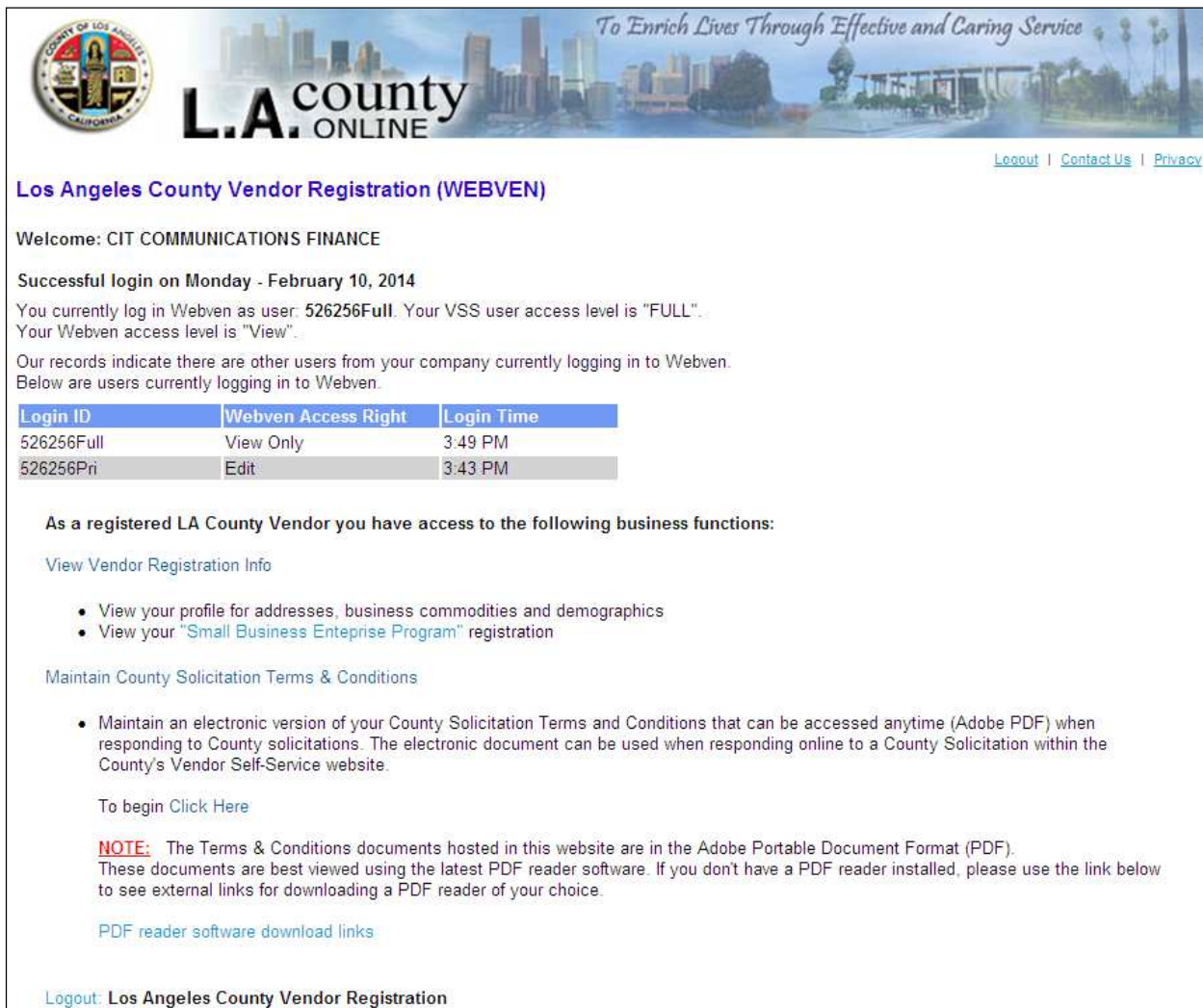
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Logout: [Los Angeles County Vendor Registration](#)

Vendor Registration Quick Reference Guide

Multiple VSS Users Login

- If there are **multiple users** logged into Webven from the **same vendor** and if the users have 'FULL' VSS access level then the first logged in user will have the Webven "Edit" right and any other subsequent logged in users will only have "View" access right in Webven regardless of their VSS access level
- Example below shows user 526256Full logged into Webven after user 526256Pri and even though user 526256Full has VSS access level of "FULL", the user's Webven access right has been set to "View"
- Once user 526256Pri has logged off Webven, user 526256Full needs to logout and re-login to Webven again in order to have the "Edit" right in Webven



Los Angeles County Vendor Registration (WEBVEN)

Welcome: CIT COMMUNICATIONS FINANCE

Successful login on Monday - February 10, 2014

You currently log in Webven as user: 526256Full. Your VSS user access level is "FULL".
Your Webven access level is "View".

Our records indicate there are other users from your company currently logging in to Webven.
Below are users currently logging in to Webven.

Login ID	Webven Access Right	Login Time
526256Full	View Only	3:49 PM
526256Pri	Edit	3:43 PM

As a registered LA County Vendor you have access to the following business functions:

[View Vendor Registration Info](#)

- View your profile for addresses, business commodities and demographics
- View your "Small Business Enterprise Program" registration

[Maintain County Solicitation Terms & Conditions](#)

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[Logout: Los Angeles County Vendor Registration](#)

This is the home screen for user 526256Full that accessed Webven from VSS during the same session as user 526256Pri. This user only has View access in Webven.

Vendor Registration Quick Reference Guide

Los Angeles County Vendor Registration (WEBVEN)

Welcome: CIT COMMUNICATIONS FINANCE

Successful login on Thursday - July 24, 2014

You currently log in Webven as VSS user: 526256Pri.
Your VSS user access level is "FULL". Your Webven access level is "Edit".

Our records indicate there are other users from your company currently logging in to Webven.
Below are users currently logging in to Webven.

Login ID	Webven Access Right	Login Time
526256Pri	Edit	8:38 AM
526256Full	View Only	8:36 AM

As a registered LA County Vendor you have access to the following business functions:

[Change Vendor Registration Information](#)

- Update your profile for addresses, business commodities and demographics
- Register in the [Small Business Enterprise Program](#)

[Maintain County Solicitation Terms & Conditions](#)

- Maintain an electronic version of your County Solicitation Terms and Conditions that can be accessed anytime (Adobe PDF) when responding to County solicitations. The electronic document can be used when responding to a County Solicitation within the County's Vendor Self-Service website. The County Solicitation Terms & Conditions maintained in this website are currently used in solicitations processed by ISD Central Purchasing only.

To begin [Click Here](#)

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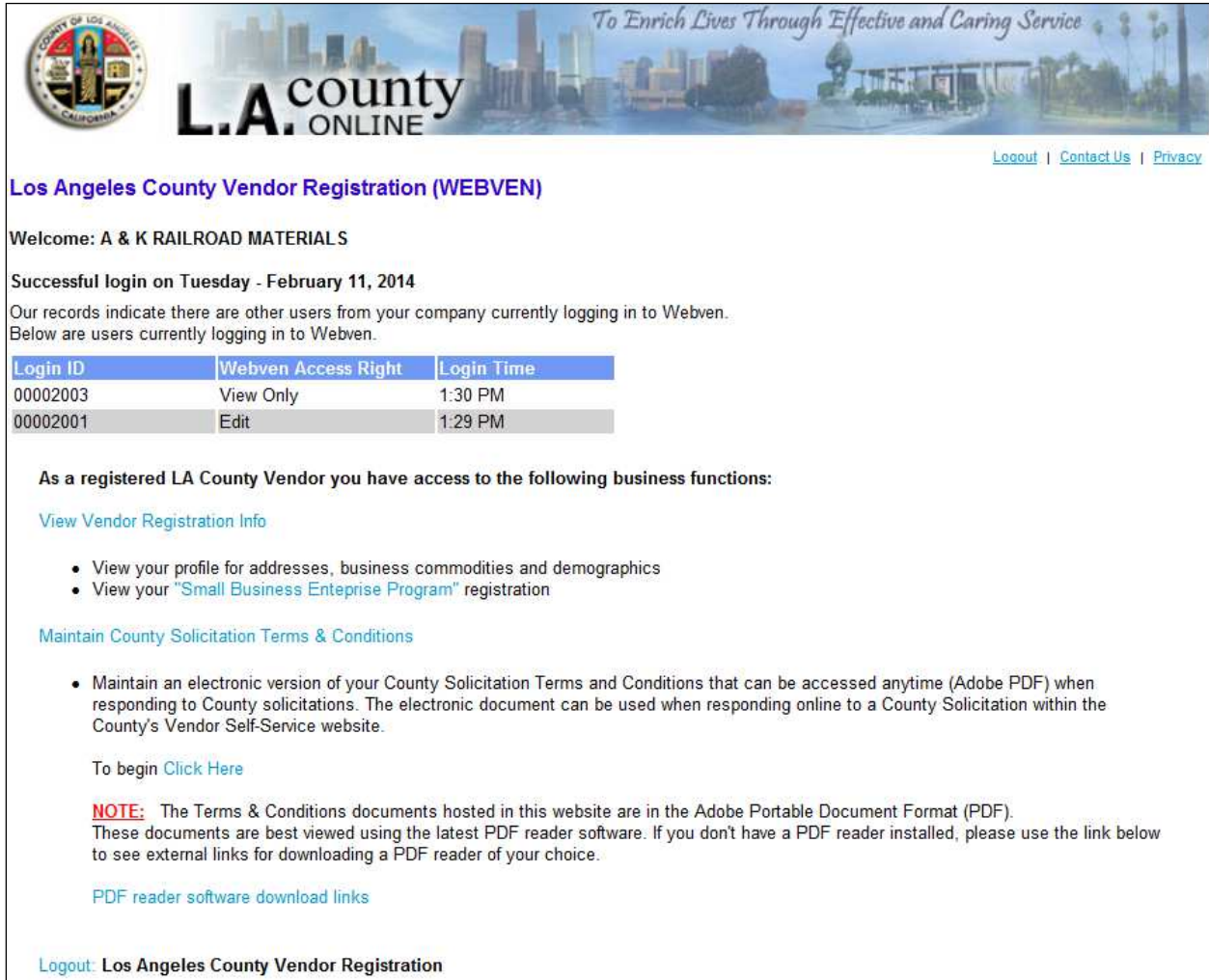
[Logout](#): Los Angeles County Vendor Registration

This is the home screen that user 526256Pri will see if they accessed Webven from VSS before user 526256Full and later return to the login screen. This user has Edit access in Webven.

Vendor Registration Quick Reference Guide

Multiple Webven Vendors Login

- If there are **multiple vendor locations** logged into Webven from the **same vendor** then the first logged in vendor will have 'Edit' access to Webven and any subsequent vendor locations login to Webven will only have 'View' access



The screenshot shows the Los Angeles County Vendor Registration (WEBVEN) website. At the top left is the County of Los Angeles seal. The main header features the text "L.A. county ONLINE" and the slogan "To Enrich Lives Through Effective and Caring Service". Navigation links for "Logout", "Contact Us", and "Privacy" are in the top right. The user is logged in as "A & K RAILROAD MATERIALS". A message states: "Successful login on Tuesday - February 11, 2014. Our records indicate there are other users from your company currently logging in to Webven. Below are users currently logging in to Webven." A table lists two users:

Login ID	Webven Access Right	Login Time
00002003	View Only	1:30 PM
00002001	Edit	1:29 PM

Below the table, it states: "As a registered LA County Vendor you have access to the following business functions:"

- [View Vendor Registration Info](#)
 - View your profile for addresses, business commodities and demographics
 - View your "Small Business Enterprise Program" registration
- [Maintain County Solicitation Terms & Conditions](#)
 - Maintain an electronic version of your County Solicitation Terms and Conditions that can be accessed anytime (Adobe PDF) when responding to County solicitations. The electronic document can be used when responding online to a County Solicitation within the County's Vendor Self-Service website.

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[Logout: Los Angeles County Vendor Registration](#)