The District School Board of Pasco County has implemented a new Enterprise Resource Planning (ERP) system. This system will dramatically improve the manner in which the District does business. One of the outstanding features of this new system is Vendor Self-Service, which is a free, online vendor information management system. This system/website will allow you to update your information in our vendor database in order to ensure the accuracy of your company’s information and to support timely payment of invoices. Vendor Self-Service is available 24 hours per day, 7 days per week, 365 days per year.

To do business with the District, register online at https://mss.pasco.k12.fl.us/vss. Please be aware, vendors that do not register and verify their information, including uploading a W-9 form to their profile, may experience delays in the processing of invoices.

After logging onto the website, you will click “Vendor Self-Service” in the upper right-hand side of the menu and then click “Registration.” Step 1 of 5 will appear for you to enter your firm’s information. You must include your firm’s Federal Identification or Social Security number to begin.

- **Step 1-Create a user ID and password.** Your User ID can be between 1 and 20 characters and should be something you will remember. Your Password should contain a combination of letters and numbers, not to exceed 15 characters. Enter the security numbers and click “Continue.”

- **Step 2-Add your firm’s information.** If you want purchase orders delivered by e-mail, insert the e-mail address you want used in this step, then click “Continue.”

- **Step 3-Verify or add your remittance information.** You will be required to list an e-mail address. Click “Continue.”

- **Step 4-Add your contact information and select your preferred method for receiving purchase orders.** Select only one option. Please note that at this time the District will NOT be using the fax method of delivery. Click “Continue.”

- **Step 5-Review and verify all your information.** Read and accept the Important Notice and click “Register” at the bottom of the page and your information will be delivered to the District for review.

Please note that in order to do business with the District you **MUST** upload a current W-9 form by clicking “Upload attachment documents to your profile” after you have completed the registration. This is also where you would upload any additional documents, such as certifications and insurance certificates.

If you have any questions after you have entered and uploaded the required information, please contact/e-mail us at vendors@pasco.k12.fl.us.

Thank you for your interest in the District School Board of Pasco County.

**Tips for Vendor Self-Service**

- Use a generic company e-mail or one accessible by more than one person.
- Add at least one additional contact person to receive notifications. Each e-mail address must be unique. There is no charge for use of this website or to obtain documents but you must be registered or you will have no other means of obtaining this information.

Remember, this system is self-maintained. If your e-mail address or any other information changes in your company profile, it will be **your responsibility** to keep the information (address, telephone number, e-mail address, commodity codes, etc.) current by logging in and updating it online.