AMS Advantage® Vendor Self Service
Registration Quick Start Guide
Release 3.9

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Overview
This guide has been developed to provide an overview of an account setup in the AMS Advantage® Vendor Self Service (VSS) application. You should follow this guide if:

You have an existing payee/vendor account with this client and wish to activate your account on this website. If you have more than one payee/vendor account and cannot activate your desired account, please contact the Help Desk.

OR

You are a new payee/vendor that is interested in conducting business with this client for the first time, and need to create a new payee/vendor account.

NOTE: Please remember your User ID and Password when you create them as you will need them to log back into the Advantage Vendor Self Service (VSS) application. Both the User ID and Password are case sensitive.
Section 1: Look to see if a Payee/Vendor Account Exists in VSS

Step 1.1: Click the “Register” button to start the Vendor Registration process.

Click here to initiate process.
**Step 1.2:** Carefully read the “Memorandum of Agreement” and then click on the “Accept Terms” button if you agree with the terms.
Step 1.3: The Registration Tips page lists the information that you should have available before beginning a new registration. You can click on the “Next” button to continue.
Step 1.4: This search page helps you determine if you have an existing vendor account. To initiate the search process, you can choose to search by Company or by Individual depending on your type of business. The distinction between these two is that an Individual's Taxpayer Identification Number is his/her Social Security Number (SSN) or alternative identifier whereas a Company’s Taxpayer Identification is generally their Federal Employer Identification Number (EIN). Enter the pertinent information in either the Company Search or Individual Search section and then click on the corresponding Search button.

Based on the search results:

- If your account has been found, please continue to steps in Section 2 below.
- If your account has NOT been found, and you believe you have an existing account, please try again, and read the hints displayed on the page above regarding the use of wildcards to help in your search. If you still cannot find your account, then please contact the Help Desk for assistance.
- If your account has NOT been found, and you are a new vendor that is interested in conducting business with this client, please skip Section 2 below, and proceed directly to Section 3.
Section 2: An Existing Account HAS BEEN FOUND in VSS

In the examples below, an **EXISTING ACCOUNT** has been found:

Example 1: A company account is found
Example 2: An individual account is found

When an existing account is found you will be presented with one of the links described below. Select the link that best addresses your needs. Most likely, you will select the link described in Step 2.3 below.

**Step 2.1: “Contact your Administrator” link**

- **Explanation** – A vendor administrator has already been established for this account.
- **Action** – Click on this link to display the vendor administrator contact information. Contact this administrator for assistance with accessing this account.

**Step 2.2: “Click to Continue Activation” link**

- **Explanation** – A user is in the process of creating an account but has not completed the registration. He/she can return at a later date to complete the process.
- **Action** – Click on this link to continue with the registration if you are the user that started the registration. Otherwise, contact the Help Desk for assistance.
### Step 2.3: “Click here to activate your account” link

- **Explanation** – The company has done business previously with this client but has not yet established an account in VSS. Click on the link to create a User ID for this account.

- **Action** – Click on this link to create a User ID for the account.

### Step 2.3.1: The Account Verification page will prompt you to enter information to authenticate you as a valid user for this account. Enter the requested information and click the “Next” button to continue.

**Note:** The example below is a sample of the type of information that you may be prompted to enter. The actual information that you are prompted to enter may vary.

![Account Verification](image.png)
Step 2.3.2: Once your information has been verified by the system you will see the “My User Information” page. Complete all of the fields indicated with a red asterisk and click on the “Next” button to continue.

NOTE: PLEASE REMEMBER YOUR USER ID AND PASSWORD IN ORDER TO LOG INTO THE VSS APPLICATION AGAIN.

Step 2.3.3: You will be prompted to verify the email address that you entered on the previous page. Confirm that your email address is correct and then click the “Next” button to continue. A confirmation email will then be sent your email address.
Step 2.3.4: Review the information on the Thank You page and then click the “Close Browser” button to exit from the VSS application. You will receive an email from VSS to continue with your registration.

Step 2.3.5: Open your email and click on the link provided to continue with your registration.

Click to continue with the activation process.
**Step 2.3.6:** After you click on the link you will be transitioned to a VSS login page. Enter the User ID and Password that you created earlier and click “Login”. Remember that both User ID and Password are case sensitive.

**Note:** Do not bookmark this page. You will be logging in from the VSS home page once your registration is complete.

**Step 2.3.7:** Click on the “Submit Registration” button to complete your registration.

**Note:** After you complete your registration you will be able to login to your account and review and, if needed, update the information that we have on file for your account.
Next you will see the “Thank You” page which indicates that you have finished the registration process.

You have now completed the registration process and going forward can login to VSS using your User ID and Password (via the website: <enter website link here>). Please note that your User ID and Password are both case sensitive.

NOTE: YOU CAN SKIP THE REST OF THIS QUICK START GUIDE DOCUMENT SINCE YOU HAVE COMPLETED THE REGISTRATION PROCESS.
Section 3: Your Account HAS NOT BEEN FOUND

This section is a continuation from Section 1.

In the example below no existing account has been found. You can click on the “New Registration” button to create a new vendor account.
Step 3.1: Complete all the fields indicated with an asterisk and click on the "Next" button to continue.

NOTE: PLEASE REMEMBER YOUR USER ID AND PASSWORD IN ORDER TO LOG INTO VSS AGAIN.
**Step 3.2:** You will be prompted to verify the email address that you entered on the previous page. Confirm that your email address is correct and then click the “Next” button to continue. A confirmation email will then be sent to your email address.

**Step 3.3:** Review the information on the Thank You page and then click the “Close Browser” button to exit from the VSS application. You will receive an email from VSS to continue with your registration.
Step 3.4: Open your email and click on the link provided to continue with the registration process.

**ADVMAIL: VERIFY YOUR ADVANTAGE VENDOR SELF SERVICE (VSS) EMAIL ADDRESS**

By clicking the link below, you are verifying the email address that you have created for your ADVANTAGE Vendor Self Service (VSS) user information. This email address will be used as a primary method of correspondence.

If you cannot click on the link below, you may copy and paste it into your browser.

http://winadv2.ams.com/webapp/ajax/vss/AltSelfService2?EmailToken=034356257192936173208

Click to continue with the registration process.

Step 3.5: After you click on the link you will be transitioned to a VSS login page. Enter the User ID and Password that you created earlier and click “Login”. Remember that both User ID and Password are case sensitive.

Note: Do not bookmark this page. You will be logging in from the VSS home page once your registration is complete.

After you enter your User ID and Password, click “Login” to continue.
Step 3.6: Select the TIN Type for your account and then select the Classification that applies to your business or individual account. Click “Next” to continue.

Note: If you select the first TIN Type option be sure to select whether you have a SSN, ITIN, or ATIN.

Classification: Select the Classification that applies.

Note: If you have any issues with how you should answer any of these questions, click the “Submit Question” button at the bottom of the page. After you submit your question, click “Save and Close” to exit the application. VSS will save the information that you already entered and will remember your progress. Once you receive an answer to your question you can log back in and VSS will return you to the place where you left off.
**Step 3.7:** The next step is the “My Business Information” page. A few fields on this page will be pre-populated by answers you provided on the previous page. The fields with red asterisks (*) are required to move forward. However, if any of the other fields are applicable to you, we suggest you fill them in.
**Step 3.8:** You entered your Legal address in the previous step. In this step, the system will ask you questions regarding four additional types of addresses. VSS collects an address for Administrative correspondence, an address for Ordering from you, an address for sending Payments to you, and an optional address for Billing you if you owe fees or other payments. You can choose to specify the same address or different addresses for each of these four address types.

The three address questions above are labeled A, B, and C in this example. Here is a short explanation for each question.

A: If your Legal Address is the same address as any one of the additional four address types (Administrative, Ordering, Payment, and Billing) then choose “Yes” on A. Otherwise, choose “No”.

B: Regardless if you choose “Yes” or “No” on A above, if your Administrative, Ordering, Payment, and Billing addresses are all the same address, choose “Yes” on B. Otherwise, choose “No”.

C: If you want a single contact person for all four address types, choose “Yes” on C. Otherwise, choose “No”.

Answer these questions as applicable. Then click “Next” to continue. Additional information for each question is provided below.
Here is an example of what the Addresses and Contacts page will look like if you answered “Yes” to all of the previous questions. Complete your address and contact information and then click the “Next” button. If you answered “No” to the second or third questions then you will be transitioned to a series of pages to collect information for each of the address types.

Note: If you would prefer not to setup a billing address at this time then uncheck the Billing checkbox at the top of the page before clicking “Next”.

![Example Addresses and Contacts Page](image-url)
Step 3.9: Additional Business Information allows you to enter additional optional information about your company.

Commodities section: Click the “Add” button in this section to search for and select commodities that match the goods and services that your company is able to provide. Once you complete your selections, click “OK” to save your selections.

Business Type section: Click the “Add” button to search for and select business types that pertain to your business. Again, the user selects the appropriate entries and then clicks “OK” to save the selections. After saving your selections you will have an opportunity to provide a Certification Number and corresponding start and end dates, if appropriate, for each business type.
Service Areas Section: Click the “Add” button in this section to search for and select the specific geographic areas that your business is able to service. Click “OK” after selecting your areas in order to save your selections.

Click “Next” at the bottom of the Additional Business Information after you have selected your commodities, business types and/or service areas.
After you have completed the above sections, you will see the Registration Summary page. This page displays all of the information that you have entered thus far for your review.
After you have reviewed the summary and confirm that everything is correct, click on the “Submit Registration” button located at the bottom of the page to continue.

Note: If you determine that any of your information is incorrect you can click the “Update Information” link in the appropriate section to navigate back and correct your information.
You will see the Thank You page as shown below after submitting your registration.

You have now completed the registration process, and going forward, can login to VSS using your User ID and Password (via the website `<enter website URL here>`). Please note that your User ID and Password are both case sensitive.