

# Change/Update Registration User Guide

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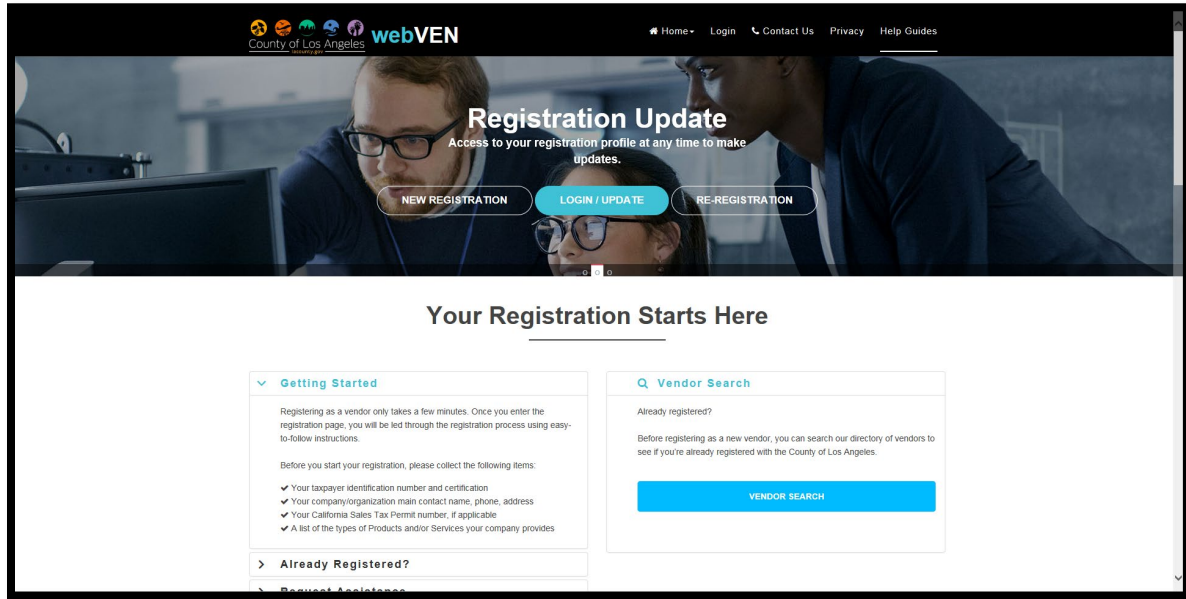
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## How do I login?

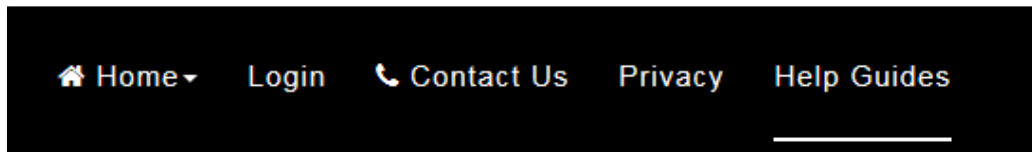
There are two ways registered Vendors can login to WebVEN.

1. By selecting the Login/Update on the Registration home page.



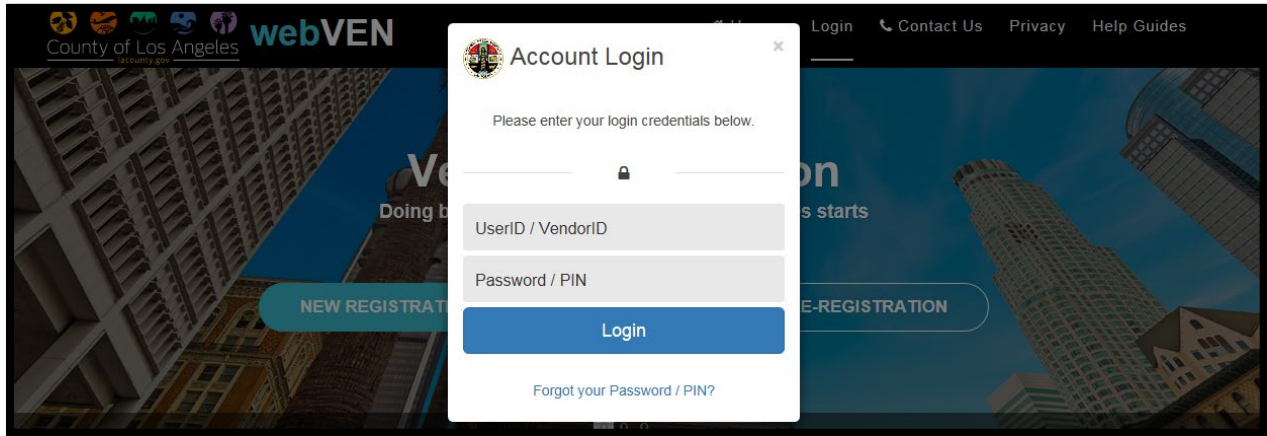
Or

2. By selecting the "Login" link on the top menu.

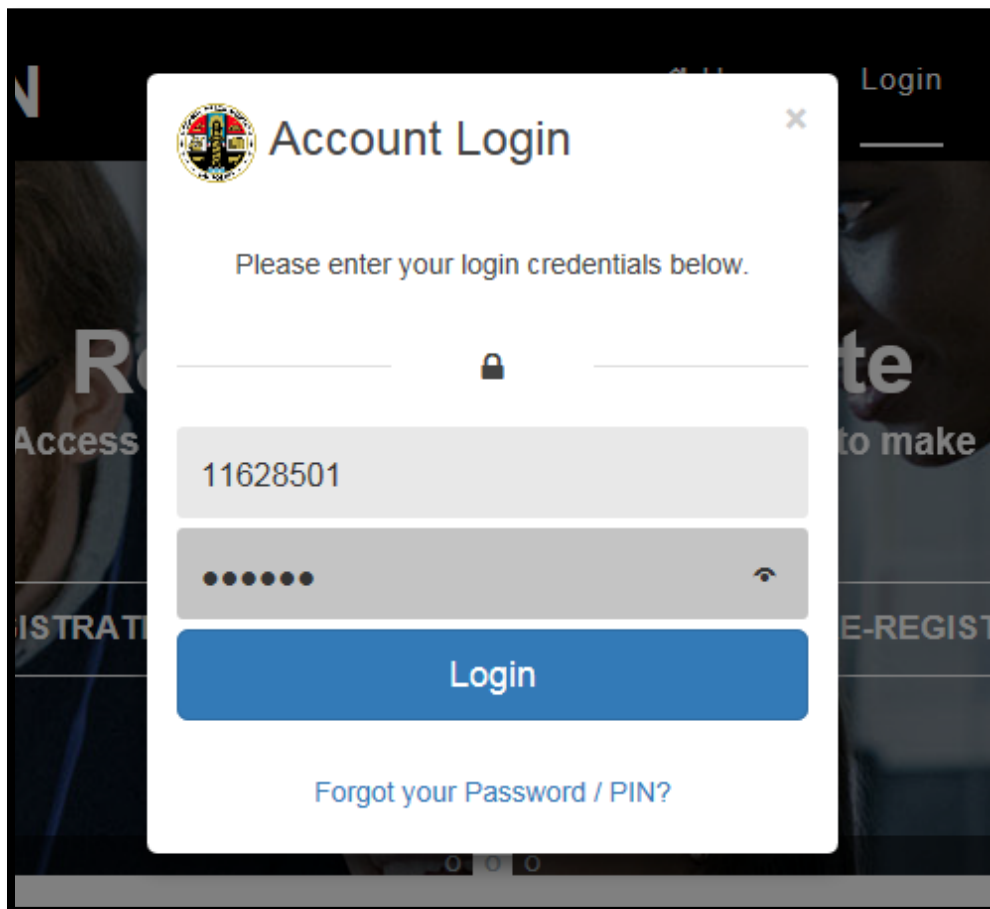


Both options will bring up the account login screen as shown below.

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- For Vendors who already have a user login account they can use their Username and password to login
- For those Vendors who did not create user login account, they still can use their Vendor ID and PIN to login.



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## Our company has Vendor Self Service activated. Do we need to create a username and password to access WebVEN?

No, VSS activated Vendors can login to WebVEN through VSS using their VSS user account login credentials from the Los Angeles County Vendor Self Service Portal (<https://lacovss.lacounty.gov/webapp/VSSPSRV11/AltSelfService>). From the VSS homepage enter your VSS User ID and the password in the login boxes and select the “Login” button underneath.

**Welcome to Los Angeles County Vendor Self Service**

The Los Angeles County Vendor Self Service allows you, as a payee/vendor, to manage your own account information, view your financial transactions and much more. Click on the Activate button to begin activating your account.

**Announcements**  
[View All Announcements](#)  
**Browser Compatibility:** It is recommended to not use the following Browsers with this site due to possible compatibility issues: Edge and Chrome

**Vendor Self Service - Key Features**  
As a Vendor registered with the County of Los Angeles, the Vendor Self-Service (VSS) Portal will provide you with the following features:

**Financial Transactions**  
Real-time access your purchase orders established with the County.  
Real-time access your future scheduled payments with detail invoice information.  
Real-time access your warrant (check) history with detail invoice information and warrant statuses.  
Ability to enter electronic invoices online for specific categories of purchase orders.

**County Solicitations**  
Search the County's solicitations with multiple search criteria, multiple one click searches, "Quick Views", and the ability to select solicitations to be added to a Watch List (i.e. like my favorites).  
Provides comprehensive view of solicitation information including actual line items, as well as the ability to download attachments.

**Online Responses to County Solicitations**  
Respond to solicitations online including access to previous solicitation responses.

**Access and Maintain your Vendor information**

**Vendor Information Maintenance**  
Once logged in to the Vendor Self Service (VSS) Portal, connect directly to your registration information in the County's Online Vendor Maintenance site (WebVen), to view and maintain your addresses, contacts and commodity selections.

**Maintenance of County Solicitation Standard Terms and Conditions**  
Maintain an electronic copy of the County's Solicitation Standard Terms and Conditions that can be electronically signed, saved, and included in your response to County solicitations.

We encourage all Registered Vendors and Prospective Vendors to view the [Vendor Help Guide](#) PDF document, you will learn more about how you can access information that will assist your business needs and enable the County to be more responsive to your inquiries.

**County of Los Angeles vendors can now activate their VSS accounts . . .**  
Access to VSS begins by activating your account with a vendor verification code that will be provided to you upon your request. To request your VSS vendor verification code online, [click here: VSS Vendor Verification Code Request](#).  
You can also request your verification code by contacting Internal Services Department (ISD) Vendor Relations at 323-267-2725, Monday through Thursday during the business hours of 8:00 am to 5:00 pm PST.  
If you already received your vendor verification code, please click the "Activate" button on the lower left to start the activation process.  
If you have activated your account and have created your User ID and Password, please login on the upper left.  
If you have activated your VSS account and you are unable to access your account, [click here: VSS Account Maintenance Request](#).

**Responsibility of maintaining County of Los Angeles Vendor profiles . . .**  
In an effort to maintain accurate vendor records, the County of Los Angeles would like to remind you of your responsibility to maintain your vendor profile information. The County uses information from your vendor profile to contact you, to send email notifications of posted solicitations, for payment information, etc. Your company information of contact names, email addresses, phone numbers, physical addresses just to name a few, must be current and accurate in order for the County to provide you with what you may need to work with us.  
If you have questions in regard to your profile, you may contact Vendor Relations at (323) 267-2725.

**Forms & Downloads**  
[Vendor Help Guide](#)  
[Vendor Help Guide Menu](#)  
[Forms & Downloads](#)

Once successfully logged into VSS, on the Account Summary page, click on the “Edit Vendor Information” link which will automatically log the Vendor into WebVEN to make any updates and/or changes.

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The screenshot displays the 'Account Summary' page of the WebVEN system. At the top, there are tabs for 'Account Information', 'Financial Transactions', 'Business Opportunities', and 'Solicitation Responses'. Below these, a sub-header shows 'Summary' and 'Users'. The main content area is titled 'Account Summary' and includes a note: '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.' The page is divided into several sections: 'Announcements' with a table of Type, Date, and Message; 'Primary Account Administrator' with fields for Name, Phone, Email, and Ext; 'Vendor Information' with fields for Vendor Code, Legal Business Name, Vendor Status, 1099 Reportable status, and Alias/DBA; 'EFT Information' with Account Level EFT Status; 'Prevent New Spending' with Account Level; and 'Financial Balance Overview' with Open Awards, Scheduled Payments, Total Payments Issued, and Total Payments Issued (Prior Years). A red box highlights the 'Vendor Registration Information Link: Edit Vendor Information' button in the Vendor Information section.

**NOTE:** Non procurement Vendors who attempt to follow this link through VSS will receive the following message *“Our records indicate you have not registered on WebVEN as a Procurement Vendor”*. If you would like the access to be able to update your account, please contact Vendor Relations. Vendors who have Vendor codes that are alpha-numeric (for example WCBILLERB7868) are those that the County considers a Non-Procurement Vendor. A Los Angeles County procurement Vendor is a Vendor who normally has an 8-digit (or 6-digit) Vendor code.

## What is the User ID and Password?

With the relaunching of WebVEN the site is moving away from the Vendor ID with location code login to create a more secure and user friendly WebVEN User account. Users who access WebVEN with a WebVEN User account will now be able to access all address locations for a single tax payer ID under these created accounts.

## I logged into my WebVEN account and I have a prompt asking me to complete required sections. Why?

Depending on the information on file for your profile, the system will prompt you to complete required sections before you can continue to update your Vendor profile, addresses and Commodities. You will be prompted with the required sections to complete in order to proceed to your maintenance page.

- In the example below this user is prompted to complete Taxpayer Information (W-9) and create a user account.

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Our records indicate the following section(s) below need to be completed.

Once you have completed the section(s) below you can continue with updating your vendor profile, addresses and commodities).

- Taxpayer Identification Number and Certification (IRS Form W-9)
- A User Login Account.

If you need assistance, please contact LA County - ISD Vendor Relations:

Hours: ☎ Monday - Thursday (7:00 a.m to 5:00 p.m PST)  
Phone: ☎ 323-267-2725  
E-mail: ✉ [ISDVendorRelations@isd.lacounty.gov](mailto:ISDVendorRelations@isd.lacounty.gov)

> **TIN and Certification (IRS Form W-9)**

To register as a Los Angeles County vendor you are required to complete the Taxpayer Identification Number and Certification information (IRS Form W-9).  
Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Fields with asterisk (\*) are required.

1. Name (as shown on your income tax return)\* ?

2. Business name/disregarded entity name (Alias Name) ?

3. Federal Tax Classification\*

-- OR --

Limited Liability Company

-- OR --

Other

4. Exemptions (Codes apply only to certain entities, not individuals)

The Legal Business name, Alias, and Taxpayer Identification Number section of this form are disabled and inferred from your profile information.

## Change/Update Registration User Guide

> **TIN and Certification (IRS Form W-9)**

To register as a Los Angeles County vendor you are required to complete the Taxpayer Identification Number and Certification information (IRS Form W-9).  
Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Fields with asterisk (\*) are required.

1. Name (as shown on your income tax return)\* ?  
THE BENTON COMPANY

2. Business name/disregarded entity name (Alias Name) ?

3. Federal Tax Classification\* -- OR --  
Please select a tax classification of the entity/person whose name is entered on line 1 above.  
C-Corporation

Limited Liability Company

-- OR --  
Other

4. Exemptions (Codes apply only to certain entities, not individuals)  
Exempt Payee Code (if any)

Exemption from FATCA reporting (if any)

Apply a Payment Address to W-9 Address:

Within this section you will be required to complete:

- Federal Tax Classification
- Address
- Signature

You can utilize the Apply a Payment Address to W-9 Address drop down menu to fill the required address fields with a payment address that is on file.

Once the information has been completed select the  button to be presented with the W-9 Requirements & Certification.

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Apply a Payment Address to W-9 Address:

5. Address\* (number, street, and apt. or suite no.)

6. City\* State\* Zip\* Zip+4

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

7. Certification\* Signature\* Date\* Taxpayer Identification Number (SSN/EIN)\*

 **W-9 Requirements & Certification** ×

**Under penalties of perjury, I certify that:**

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions:**  
Disregard item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

**Definition of a U.S. person**  
For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

After review of the requirements select  to accept the terms and the system will digitally sign the document by placing a check mark in the signature box.



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Apply a Payment Address to W-9 Address: CALIFORNIA TAB CARD CO. 9905 PAINTER AVENUE, UNIT L & M WHITTIER CA 90605 2753

5. Address\* (number, street, and apt. or suite no.)  
CALIFORNIA TAB CARD CO. 9905 PAINTER AVENUE, UNIT L & M

6. City\* State\* Zip\* Zip+4  
WHITTIER California 90605 2753

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

7. Certification\* Signature\* Date\* Taxpayer Identification Number (SSN/EIN)\*  
Click to certify ☒ 12/30/2019 [REDACTED]

Save

Once completed select **Save** and you will be presented with the USPS Validation box. Review the address provided and the one presented by the USPS and either select Apply USPS Address or Skip to proceed. After the document has saved you will be taken to the next mandatory step.

Depending on the information on file for your profile, the system will prompt you to complete required sections before you can continue to update your Vendor profile, addresses and Commodities. You will be prompted with the required sections to complete in order to proceed to your maintenance page. In the example below this user is prompted to complete Taxpayer Identification Number and Certification (IRS Form W-8) and create a User Login Account.

Our records indicate the following section(s) below need to be completed.

Once you have completed the section(s) below you can continue with updating your vendor profile, addresses and commodities.

- Taxpayer Identification Number and Certification (IRS Form W-8)
- A User Login Account.

If you need assistance, please contact LA County - ISD Vendor Relations:

Hours: ☎ Monday - Thursday (7:00 a.m to 5:00 p.m PST)  
Phone: ☎ 323-267-2725  
E-mail: ✉ [ISDVendorRelations@isd.lacounty.gov](mailto:ISDVendorRelations@isd.lacounty.gov)

> **TIN and Certification (IRS Form W-8)**

To register as a Los Angeles County foreign vendor you are required to provide an electronic copy of your IRS Form W-8. If you need to download Form W-8, please visit IRS site below.

<https://www.irs.gov/forms-pubs/about-form-w-8>

Please have the electronic copy of your Form W-8 (with signature) ready and follow the steps below to upload the form as an attachment file.

Before proceeding with uploading your files, please review the file upload requirements here [FILE UPLOAD REQUIREMENTS](#)

STEP 1 - Enter a Short File Description  
[Text Box]

STEP 2 - Browse and Select a File  
**Choose File** No file chosen

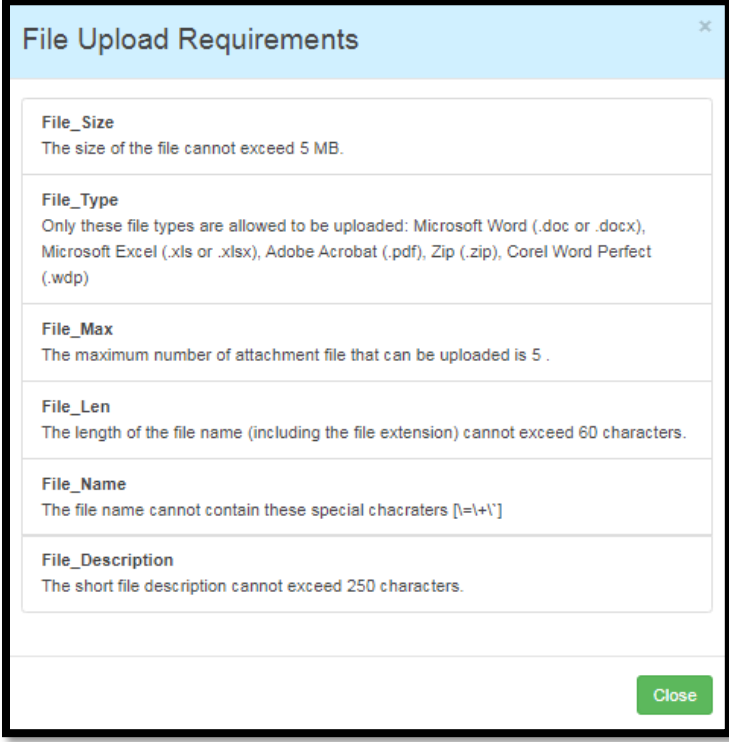
STEP 3 - Click Upload to Add a File as an Attachment  
**Upload**

Click save when you've done uploading files. **Save / Next**

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### FILE UPLOAD REQUIREMENTS

File Upload Requirements can be viewed by selecting the blue: text. These requirements are the restrictions and accepted parameters for this step of the New Registration, please review before continuing forward to upload your W-8 form.



A dialog box titled "File Upload Requirements" with a close button (X) in the top right corner. It contains six sections, each with a title and a description of a requirement:

- File\_Size**: The size of the file cannot exceed 5 MB.
- File\_Type**: Only these file types are allowed to be uploaded: Microsoft Word (.doc or .docx), Microsoft Excel (.xls or .xlsx), Adobe Acrobat (.pdf), Zip (.zip), Corel Word Perfect (.wdp)
- File\_Max**: The maximum number of attachment file that can be uploaded is 5 .
- File\_Len**: The length of the file name (including the file extension) cannot exceed 60 characters.
- File\_Name**: The file name cannot contain these special chacraters [\\|+\\']
- File\_Description**: The short file description cannot exceed 250 characters.

A green "Close" button is located at the bottom right of the dialog box.

You must successfully upload a W-8 document in order to complete this section. The steps to do that are as followed.

- Enter a Short File Description in the field for the document, for example: W-8\_Form.pdf

#### STEP 1 - Enter a Short File Description

W-8\_Form.pdf

- Browse and Select a File. Click the choose file button to browse your computer to upload your IRS Form W-8. Or you may click and drag the file from your computer and drop it into the box.

#### STEP 2 - Browse and Select a File

Choose File No file chosen

#### STEP 3 - Click Upload to Add a File as an Attachment

Upload Your file has been successfully uploaded!

- Click upload to add a File as an Attachment.

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Once the File is successfully uploaded, the File Attachment List appears. On this screen you may click View to review the uploaded file or you may click Delete to remove the uploaded file.

**Note:** One W-8 document is required to be uploaded.

File Attachment List				
File Name	File Description	File Size		
TESTCo-W8.pdf	W-8_Form.pdf	83 KB	<a href="#">View</a>	<a href="#">Delete</a>

- Once the W-8 Form is successfully uploaded to continue please proceed to the next step by clicking the [Save / Next](#) button at the bottom of the page. This will save the information and will proceed you to the User Login Account page if all required fields are entered in successfully.

The next step is to create a User Login Account. This user account will be you login into the WebVEN system to make any changes/updates that are needed and will replace the login of using the Vendor code with location and pin number. The required fields for this section contain:


- Name
- Email
- UserID
- Password

The UserID field must be between 5 to 20 characters and cannot have any spaces or special characters. The password must follow the following requirements:

- Between 8 to 16 characters
- At least 1 numeric character
- At least 1 alphabetical character
- At least 1 special character (!, @, #, \$, %, \*)

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The screenshot shows the 'webVEN' user login account creation page. At the top, there is a navigation bar with the County of Los Angeles logo and links for Home, Logout, Contact Us, Privacy, and Help Guides. The main heading is 'User Login Account'. Below this, a message states: 'Please create your user login account information. Fields with asterisk (\*) are required.' The form contains several fields: 'Your Name\*' with two input boxes (one containing 'Jane' and the other 'Doe'), 'Your Email\*' with a single input box containing 'jdoe@suntrust.com', 'User ID\*' with a note '(Between 5 to 20 characters, no spaces and special characters)' and an input box containing 'SUNTRUSTLEASE', and 'Password\*' and 'Confirm Password\*' each with an input box showing masked characters. To the right of the password fields, a 'Password requirements' list is provided: 1. Between 8 to 16 characters, 2. At least 1 numeric character, 3. At least 1 alphabetical character, and 4. At least 1 special character (I, @, #, \$, %, \*). At the bottom of the form is a green button labeled 'Save / Finished'.

Once the information is completed select the  button at the end of the step. Once completed you will be redirected to the Vendor Registration Maintenance page to make any updates/changes.

### What information can I update through the Vendor registration maintenance?

Vendor Registration Maintenance consists of seven sections:

- Vendor Profile
- Vendor Address & Contact Information
- TIN and Certification (IRS Form W-9) or (IRS Form W-8)
- Search and Add/Remove Commodities and Services
- Vendor Attachments and County Forms
- Terms and Conditions (DECOMMISSIONED)
- User Account Maintenance

Legal business name, organization type, tin type, tin number, payment address, ca sales tax, User ID, and alias/DBA are all non-editable fields on the forms. If you have questions in regards to updating any of these fields, please contact our Vendor Relations unit at 323-267-2725 for assistance. Members of the unit are available Monday through Thursday from 7:00am-5:00pm PST.

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## What information can I update on my Vendor profile?

On the Vendor profile tab user will be able to make updates to the following information:

- Non-Profit status
- Number of employees
- Independently Owned
- 1099 Required
- Business Type
- Gross Revenue

Legal Business Name, Alias/DBA, EIN/SSN/ITIN/ATIN number and organization type are not editable. For updates and or questions regarding the change to these fields please contact our Vendor Relations unit at 323-267-2725 for assistance. Members of the unit are available Monday through Thursday from 7:00am-5:00pm PST


The screenshot shows a web form titled "Vendor Profile" with a "Last Modified: 1/1/0001 12:00:00 AM" timestamp. A red warning message states: "Legal business name, Alias name, EIN/SSN/ITIN/ATIN #, TIN type and Organization type are not editable." Below this, a note says: "These changes must be submitted in writing on your company letterhead. Please include your Company's Federal Tax ID number in the letter. The letter can be faxed to 323-415-8521 or the letter can be scanned and E-mailed here [ISDVendorRelations@isd.lacounty.gov](mailto:ISDVendorRelations@isd.lacounty.gov)".

The form contains several fields:

- Vendor Number:** 116285
- Organization Type:** Corporation (dropdown)
- TIN Type:** Company (EIN) (dropdown)
- TIN Number:** [Redacted]
- Legal Business Name:** SUNTRUST LEASING CORPORATION
- Alias/DBA Name:** [Empty]
- Non-Profit:** No (dropdown)
- 1099 Required:** No (dropdown)
- Number of Employees:** 29000
- Business Type:** Service (dropdown)
- Independently Owned:** No (dropdown)
- Gross Revenue:** More Than 10,000,000 (dropdown)

A blue "Save" button is located below the form fields. Below the form is a collapsible menu with four items:

- > Vendor Address & Contact Information
- > TIN and Certification (IRS Form W-9) (Last Modified: 12/20/2019 12:02:00 PM)
- > Search and Add/Remove Commodities and Services
- > User Account Maintenance (Last Modified: 12/20/2019 12:02:00 PM)

After making any changes /updates to the form select the  button to save your changes.

## The contact information for our payment and/or ordering address is no longer valid. How do we update the contact information?

To edit the contact information for any of the location address from the collapsible menu select Vendor Address & Contact Information. You will be presented with a listing of all locations associated with the account.

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The screenshot shows the 'Vendor Registration Maintenance' page for Vendor Number 116285, Company: SUNTRUST LEASING CORPORATION. The page is titled 'Vendor Profile' and 'Vendor Address & Contact Information'. The 'Vendor Address & Contact List' is displayed as a table with columns: Location, Type, Address, Contact, Last Modified, and an Edit button. The table contains four rows of data, with the last two rows marked as 'New'.

Location	Type	Address	Contact	Last Modified	
01	Payment	29883 SANTA MARGARITA PKW SUITE 100 RSM, CA 92688	LANCE HOLMAN 949-713-9063 Frank.Gill@holmancapital.com	9/20/2013 4:29:00 PM	<a href="#">Edit</a>
01PR	Ordering	29883 SANTA MARGARITA PKW SUITE 100 RSM, CA 92688	LANCE HOLMAN 949-713-9063 Frank.Gill@holmancapital.com	9/20/2013 4:29:00 PM	<a href="#">Edit</a>
02 New	Payment	1100 N EASTERN AVE LOS ANGELES, CA 90063-3200	Jett Jackson 555-555-5555 jj@test.com	12/20/2019 12:26:40 PM	<a href="#">Edit</a> <a href="#">Delete</a>
02PR New	Ordering	1100 N EASTERN AVE LOS ANGELES, CA 90063-3200	Jett Jackson 555-555-5555 jj@test.com	12/20/2019 12:26:40 PM	<a href="#">Edit</a> <a href="#">Delete</a>

Select the applicable location, by clicking on the edit button, which will take you to the modification screen. For the ordering address as in the one below the user will be able to update address information and contact information.

The screenshot shows the 'Vendor Registration Maintenance' page for Vendor Number 116285, Company: SUNTRUST LEASING CORPORATION. The page is titled 'Vendor Profile' and 'Vendor Address & Contact Information'. The 'Vendor Address & Contact List' is displayed as a table with columns: Location, Type, Address, Contact, Last Modified, and an Edit button. The table contains four rows of data, with the last two rows marked as 'New'. The '02PR' row is selected, and the 'Modify Address 02 Ordering' button is clicked, leading to the modification screen.

**Location: 02PR Address Type: Ordering**

**\*Address 1** 1100 N EASTERN AVE

**Address 2**

**\*City** LOS ANGELES

**\*Country** United States of America

**\*State** California

**\*County** LOS ANGELES

**\*Zip** 90063 **Zip+4** 3200

**\*Contact Name** Jett Jackson

**\*Phone** 555-555-5555 **Ext.**

**Alternate Phone** **Ext.**

**Fax** **Ext.**

**Alternate Fax** **Ext.**

**\*Email** jj@test.com

☒ Check the box to receive email notifications.

**Alternate Email**

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Check the box to receive email notifications.

Below the email address of the contact information there is a checkbox to receive email notifications of solicitations associated with your selected Commodities, please ensure that this box remains checked. If the contact wishes to no longer receive email notifications, the Vendor may uncheck

the box to disable them. Complete all required fields and select **Save** to lock in the changes made.

## How can I add a new location to our Vendor profile?

The screenshot shows the 'VENDOR REGISTRATION MAINTENANCE' page for Vendor Number 116285, Company: SUNTRUST LEASING CORPORATION. The 'Vendor Profile' section is active, showing a table of 'Vendor Address & Contact Information'. The table has columns for Location, Type, Address, Contact, and Last Modified. There are two entries: one for 'Payment' and one for 'Ordering', both with the same address and contact information. A 'Save' button is visible at the bottom right of the table.

Location	Type	Address	Contact	Last Modified
01	Payment	29893 SANTA MARGARITA PKW SUITE 100 RSM, CA 92688	LANCE HOLMAN 949-713-9063 Frank.Gill@holmarcapital.com	9/20/2013 4:29:00 PM
01PR	Ordering	29893 SANTA MARGARITA PKW SUITE 100 RSM, CA 92688	LANCE HOLMAN 949-713-9063 Frank.Gill@holmarcapital.com	9/20/2013 4:29:00 PM

By default in the upper left corner the Ordering address is marked. Your payment address is for use by Los Angeles County Departments to remit payments. Your ordering address is for use by Los Angeles County Departments to issue purchase orders.

The screenshot shows the 'Vendor Address & Contact List' form. The 'Payment' tab is selected. The form contains fields for Address 1, Address 2, City, Country, State, County, Zip, and Zip+4. It also includes fields for Contact Name, Phone, Alternate Phone, Fax, Alternate Fax, Email, and Alternate Email. A 'Save' button is at the bottom right.


**Location: 02 Address Type: PAYMENT**

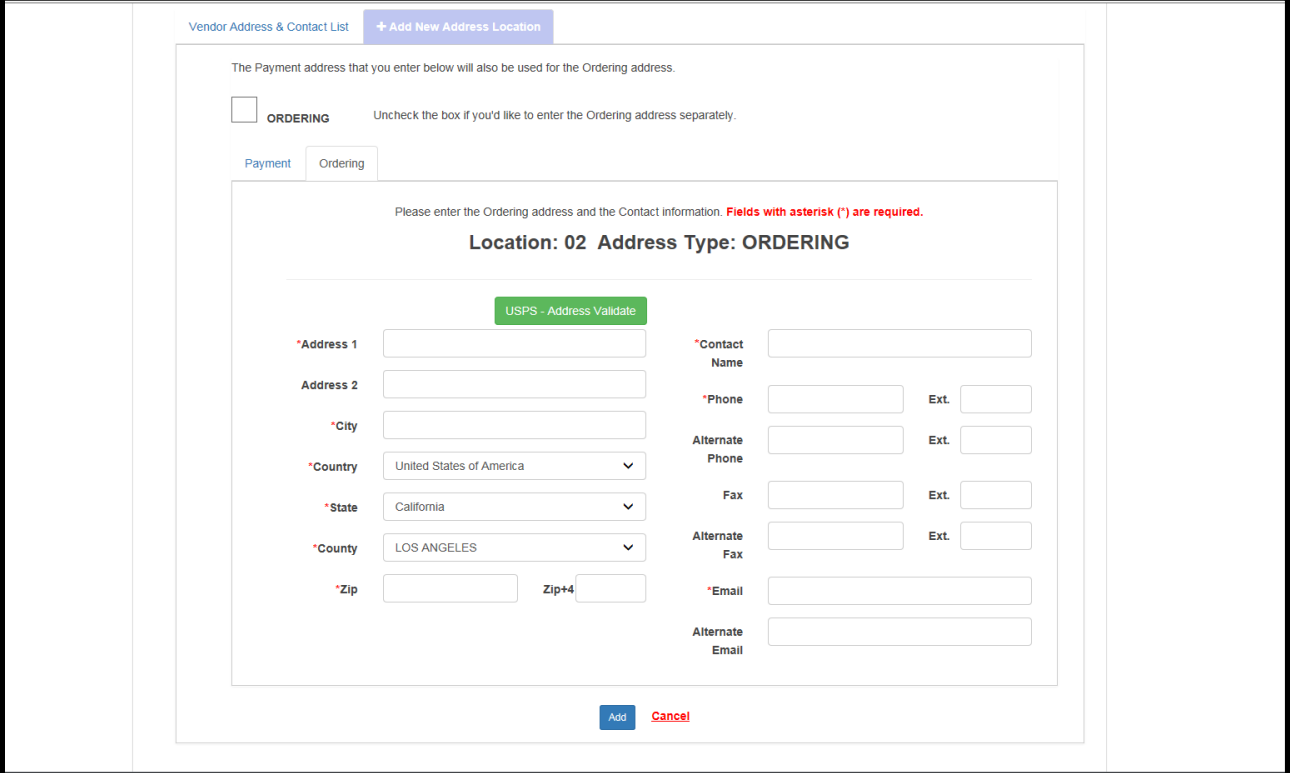
\*Address 1  
Address 2  
\*City  
\*Country: United States of America  
\*State: California  
\*County: LOS ANGELES  
\*Zip  
Zip+4  
\*CA Tax Status: IN STATE  
\*CA Sales Tax Permit

\*Contact Name  
\*Phone  
Ext.  
Alternate Phone  
Ext.  
Fax  
Ext.  
Alternate Fax  
Ext.  
\*Email  
Alternate Email

**Add Cancel**

## Change/Update Registration User Guide

To enter an ordering address separately, please remove the checkmark from the box  ORDERING and the system will allow you to enter the ordering address separately.





The screenshot shows the 'Vendor Address & Contact List' interface. At the top, there's a tab '+ Add New Address Location'. Below it, a message states: 'The Payment address that you enter below will also be used for the Ordering address.' There are two tabs: 'Payment' and 'Ordering'. The 'ORDERING' checkbox is checked, with a note: 'Uncheck the box if you'd like to enter the Ordering address separately.' Below the tabs, a message says: 'Please enter the Ordering address and the Contact information. Fields with asterisk (\*) are required.' The form is titled 'Location: 02 Address Type: ORDERING'. It features a green 'USPS - Address Validate' button. The form fields are organized into two columns. The left column contains: '\*Address 1', 'Address 2', '\*City', '\*Country' (with a dropdown menu showing 'United States of America'), '\*State' (with a dropdown menu showing 'California'), '\*County' (with a dropdown menu showing 'LOS ANGELES'), '\*Zip', and 'Zip+4'. The right column contains: '\*Contact Name', '\*Phone' (with an 'Ext.' field), 'Alternate Phone' (with an 'Ext.' field), 'Fax' (with an 'Ext.' field), 'Alternate Fax' (with an 'Ext.' field), '\*Email', and 'Alternate Email'. At the bottom of the form, there are 'Add' and 'Cancel' buttons.

When completing this section the following fields are required.

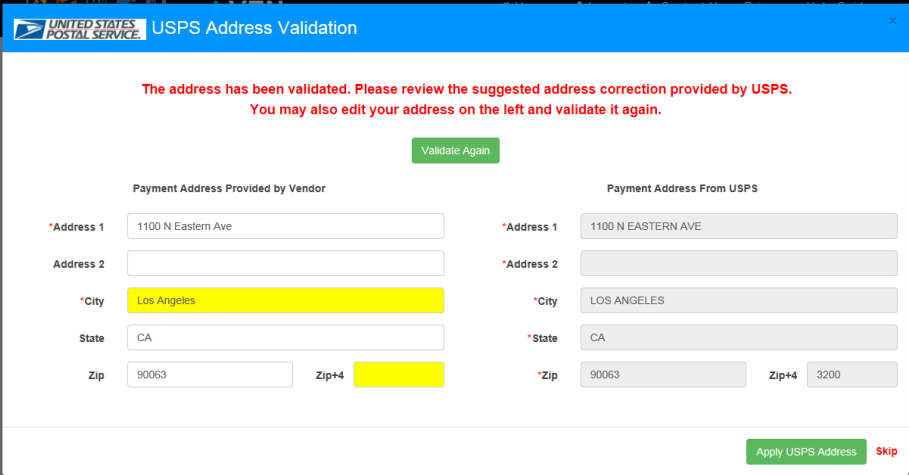
- Address
- City
- Zip
- Country
- State
- County
- CA Tax Status (Only applies to Payment Address)
- CA Sales Tax Permit (Only applies to Payment Address)
- Contact Name
- Phone
- Email

Once completed with the required information select  at the end of the step and you will be

presented with an USPS Address validation checker. To push the address select   link and the fields will update to the selected or select skip to use the manually input address.



## Change/Update Registration User Guide



The address has been validated. Please review the suggested address correction provided by USPS. You may also edit your address on the left and validate it again.

[Validate Again](#)

Payment Address Provided by Vendor		Payment Address From USPS	
*Address 1	1100 N Eastern Ave	*Address 1	1100 N EASTERN AVE
Address 2		*Address 2	
*City	Los Angeles	*City	LOS ANGELES
State	CA	*State	CA
Zip	90063	*Zip	90063
Zip+4		Zip+4	3200

[Apply USPS Address](#) [Skip](#)

**Status**

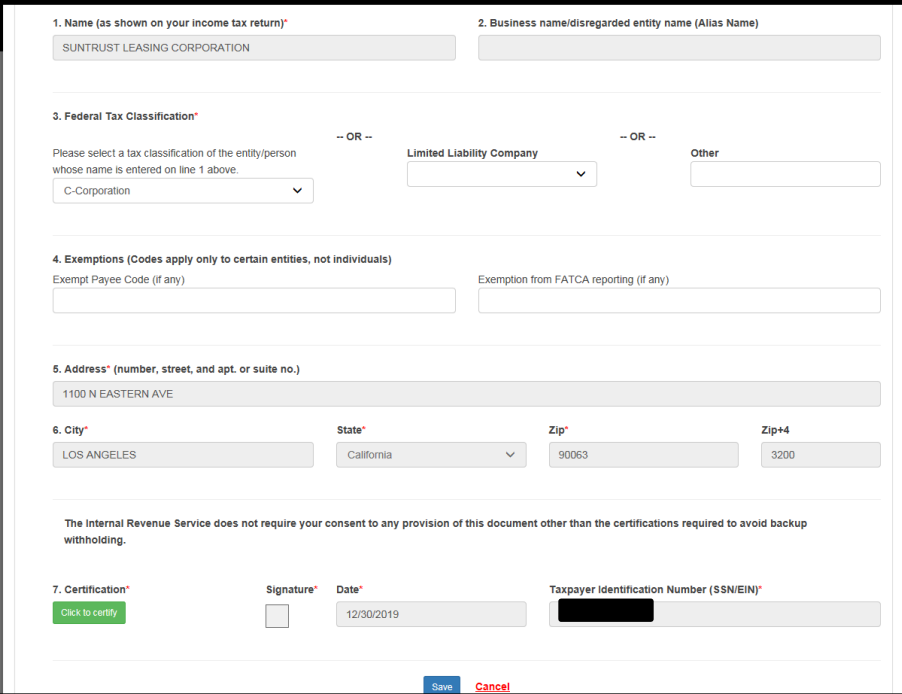
\*CA Sales Tax Permit 3242342

[Add](#) [Cancel](#)

**TIN and Certification (IRS Form W-9)** Last Modified: 12/30/2019 1:47:13 PM

**Search and Add/Remove Commodities and Services** Last Modified: 12/30/2019 1:47:13 PM

After the address validation, the Vendor will be required to recertify the TIN and Certification (IRS W-9) form for the newly created address. Name and Federal Tax Classification will infer from the Vendor profile. The address will infer from the address information provided when adding the address on the address and contact information tab and is not modifiable.



1. Name (as shown on your income tax return)\*  
SUNTRUST LEASING CORPORATION

2. Business name/disregarded entity name (Alias Name)

3. Federal Tax Classification\*  
-- OR --  
Please select a tax classification of the entity/person whose name is entered on line 1 above.  
C-Corporation  
-- OR --  
Limited Liability Company  
-- OR --  
Other

4. Exemptions (Codes apply only to certain entities, not individuals)  
Exempt Payee Code (if any)  
Exemption from FATCA reporting (if any)

5. Address\* (number, street, and apt. or suite no.)  
1100 N EASTERN AVE

6. City\* State\* Zip\* Zip+4  
LOS ANGELES California 90063 3200

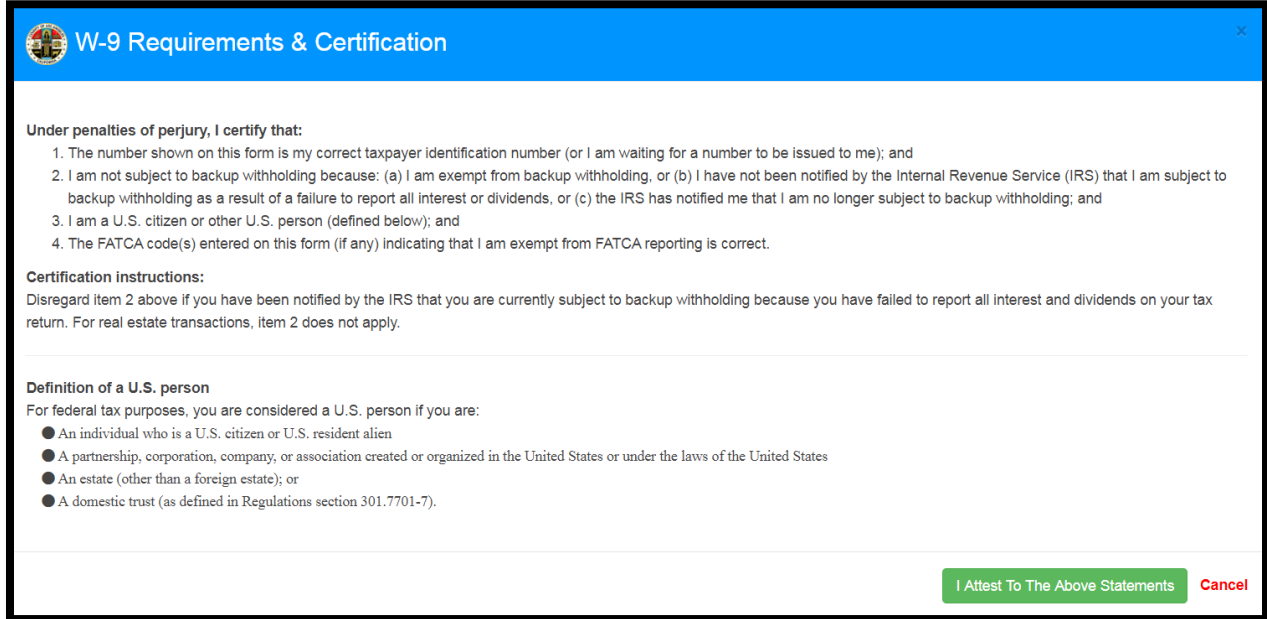
The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

7. Certification\*  
[Click to certify](#) Signature\* Date\* Taxpayer Identification Number (SSN/EIN)\*  
12/30/2019

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

## Change/Update Registration User Guide

After reviewing the information select the [Click to certify](#) button to be presented with the W-9 Requirements & Certification. The Vendor must certify to add the new address. If the Vendor chooses to Close, X, cancel, or exit out of the window, the new address will not be added.



**W-9 Requirements & Certification**

Under penalties of perjury, I certify that:

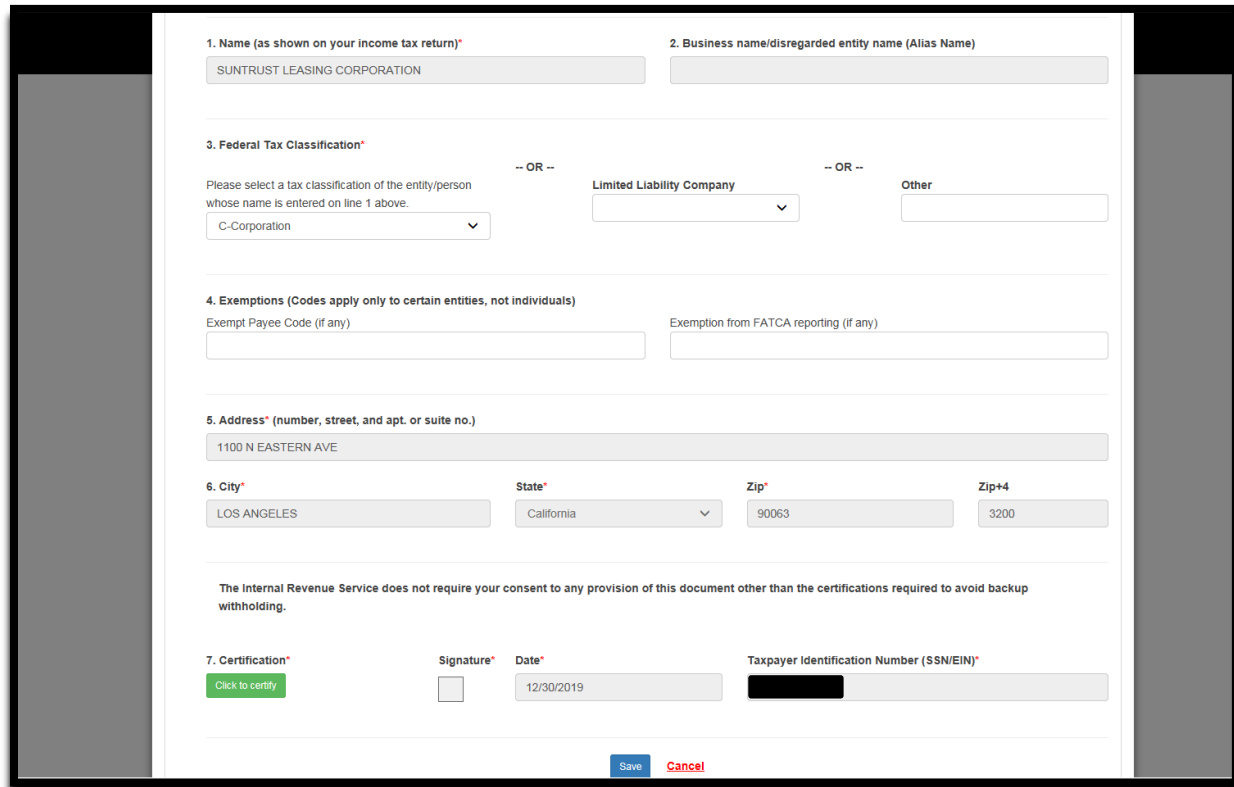
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions:**  
Disregard item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

**Definition of a U.S. person**  
For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

[I Attest To The Above Statements](#) [Cancel](#)



1. Name (as shown on your income tax return)\*  
SUNTRUST LEASING CORPORATION

2. Business name/disregarded entity name (Alias Name)

3. Federal Tax Classification\*  
Please select a tax classification of the entity/person whose name is entered on line 1 above.

-- OR --

Limited Liability Company -- OR -- Other

C-Corporation

4. Exemptions (Codes apply only to certain entities, not individuals)  
Exempt Payee Code (if any)  
Exemption from FATCA reporting (if any)

5. Address\* (number, street, and apt. or suite no.)  
1100 N EASTERN AVE

6. City\* State\* Zip\* Zip+4  
LOS ANGELES California 90063 3200

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.


7. Certification\*  
[Click to certify](#)

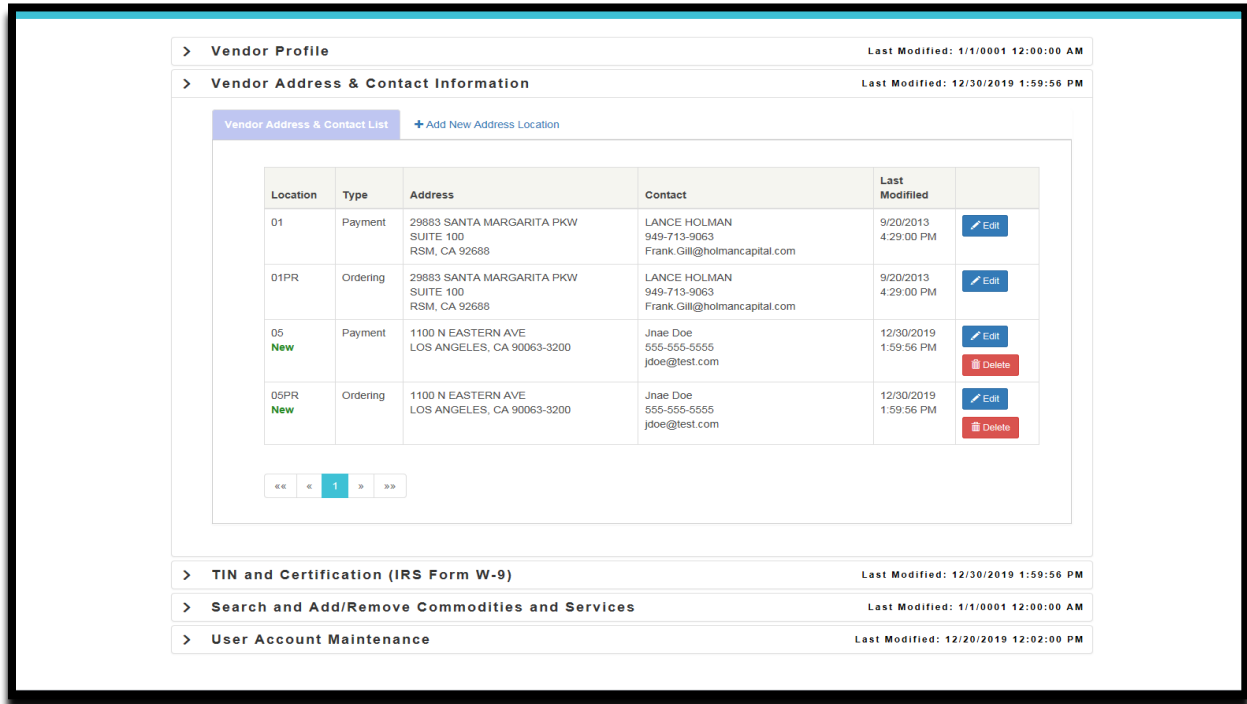
Signature\* Date\* Taxpayer Identification Number (SSN/EIN)\*  
12/30/2019

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







After review of the requirements select [I Attest To The Above Statements](#) to accept the terms and the system will

# Change/Update Registration User Guide

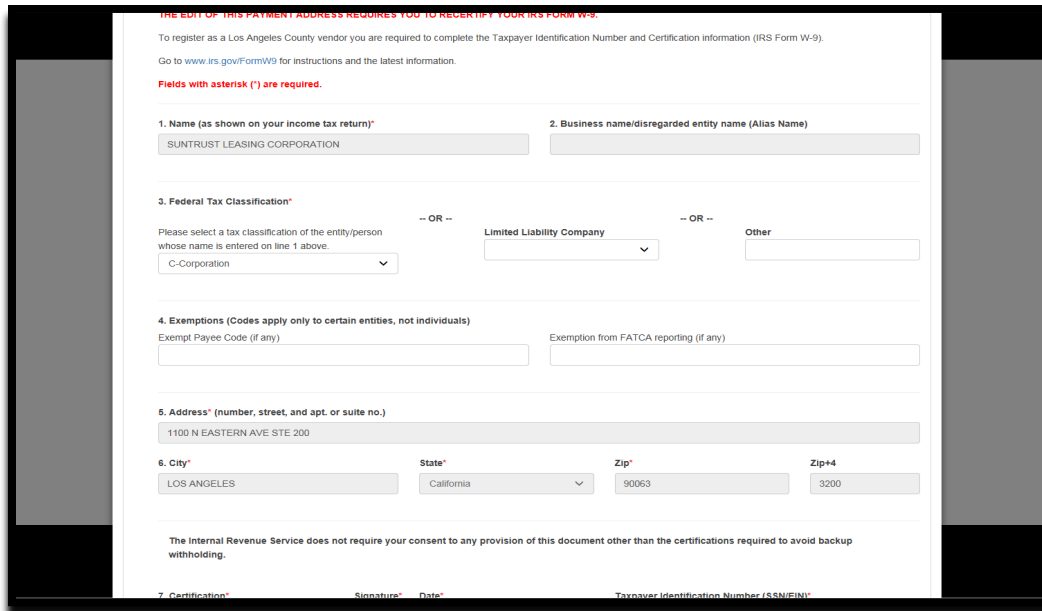
digitally sign the document by placing a check mark in the signature box. Once completed select  and your new address will be saved and added as a new location on the Vendor address and contact list.



The screenshot shows the 'Vendor Profile' page with the 'Vendor Address & Contact Information' section expanded. It displays a table of address locations with columns for Location, Type, Address, Contact, and Last Modified. There are buttons for 'Edit' and 'Delete' for each entry. A 'New' status is shown for the most recent entries.

Location	Type	Address	Contact	Last Modified	
D1	Payment	29883 SANTA MARGARITA PKW SUITE 100 RSM, CA 92688	LANCE HOLMAN 949-713-9063 Frank.Gill@holmancapital.com	9/20/2013 4:29:00 PM	
01PR	Ordering	29883 SANTA MARGARITA PKW SUITE 100 RSM, CA 92688	LANCE HOLMAN 949-713-9063 Frank.Gill@holmancapital.com	9/20/2013 4:29:00 PM	
05 New	Payment	1100 N EASTERN AVE LOS ANGELES, CA 90063-3200	Jnae Doe 555-555-5555 jdoe@test.com	12/30/2019 1:59:56 PM	 
05PR New	Ordering	1100 N EASTERN AVE LOS ANGELES, CA 90063-3200	Jnae Doe 555-555-5555 jdoe@test.com	12/30/2019 1:59:56 PM	 

If an update is made to the address after the certification, the Vendor will be required to recertify the address again to reflect those changes.



The screenshot shows the 'THE EDIT OF THIS PAYMENT ADDRESS REQUIRES YOU TO RECERTIFY YOUR IRS FORM W-9.' page. It contains fields for Name, Business name, Federal Tax Classification, Exemptions, Address, City, State, Zip, and Zip+4. A note at the bottom states: 'The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.'

1. Name (as shown on your income tax return)\*  
SUNTRUST LEASING CORPORATION

2. Business name/disregarded entity name (Alias Name)

3. Federal Tax Classification\*  
Please select a tax classification of the entity/person whose name is entered on line 1 above.  
C-Corporation

4. Exemptions (Codes apply only to certain entities, not individuals)  
Exempt Payee Code (if any)  
Exemption from FATCA reporting (if any)

5. Address\* (number, street, and apt. or suite no.)  
1100 N EASTERN AVE STE 200

6. City\*  
LOS ANGELES

State\*  
California

Zip\*  
90063

Zip+4  
3200

7. Certification\*  
Signature\* Date\* Taxpayer Identification Number (SSN/EIN)\*

Before the address processes overnight to the Los Angeles County eCAPS system, the Vendor will be allowed to update and/or delete the newly created address. If the Vendor deletes a new address, they

# Change/Update Registration User Guide

will be required to select an address from the dropdown to certify as the address for the W-9. After the system syncs the addresses, the Vendor will no longer be able to delete or modify the payment or ordering address.

**Note:** Once the new address location pair (payment and ordering) has been added, it will be under reviewed by Vendor Relations. During the review process and if Vendor Relations has rejected the new addition of address pair location, the new address pair are still listed but they're shown with the red label "Suspended". In this case, vendor will not have the ability to Edit the "suspended" new address location. Vendor has only option to delete the "suspended" address.

Los Angeles County Vendor Registration Maintenance

webVEN  
County of Los Angeles

Home Logout Contact Us Privacy Help Guides

**VENDOR REGISTRATION MAINTENANCE**  
Vendor Number: 000035 Company: A B EMBLEM CORP

**Vendor Profile** Last Modified: 6/6/2018 1:55:31 PM

**Vendor Address & Contact Information** Last Modified: 6/17/2022 9:54:45 AM

Vendor Address & Contact List + Add New Address Location

Location	Type	Address	Contact	Last Modified	
01	Payment	PO BOX 695 291 MERRIMON AVE WEAVERVILLE, NC 28787-0695	PAM WORLEY 828-645-3015 GOVT@ABEMBLEM.COM	9/20/2013 4:29:00 PM	Edit
01PR	Ordering	PO BOX 695 291 MERRIMON AVE WEAVERVILLE, NC 28787-0695	PAM WORLEY 828-645-3015 GOVT@ABEMBLEM.COM	9/20/2013 4:29:00 PM	Edit
02	Payment	112252 N End Road Los Angeles, CA 90012	New Manager 323-254-2236 bbailey@isd.lacounty.gov	10/8/2015 1:43:02 PM	Edit
02PR	Ordering	112252 N End Road Los Angeles, CA 90012	New Manager 323-254-2236 bbailey@isd.lacounty.gov	10/8/2015 1:43:02 PM	Edit
03 Suspended	Payment	100 S MAIN ST LOS ANGELES, CA 90012-3712	test name 213-223-2233 testmail@test222.com	6/17/2022 9:54:45 AM	Delete
03PR Suspended	Ordering	100 S MAIN ST LOS ANGELES, CA 90012-3712	test name 213-223-2233 testmail@test222.com	6/17/2022 9:54:45 AM	Delete

1

# Change/Update Registration User Guide

## What if we need to delete the new address?

After adding an address and the Vendor can delete a new address before it processes overnight into the LA County eCAPS system.

The screenshot shows the 'Vendor Profile' page with the 'Vendor Address & Contact Information' section expanded. The section includes a table of addresses and contact information. The table has columns for Location, Type, Address, Contact, Last Modified, and actions (Edit, Delete). The table contains four rows of data. The first two rows are for '01' and '01PR' locations, both with 'Payment' and 'Ordering' types respectively, and both with the same address and contact information. The last two rows are for '02' and '02PR' locations, both with 'Payment' and 'Ordering' types respectively, and both with the same address and contact information. The '02' and '02PR' rows are marked as 'New' in green. The 'Last Modified' column shows the date and time for each row. The 'actions' column has 'Edit' and 'Delete' buttons for each row. The 'Delete' button for the '02' row is highlighted in red.

Location	Type	Address	Contact	Last Modified	Actions
01	Payment	29883 SANTA MARGARITA PKW SUITE 100 RSM, CA 92688	LANCE HOLMAN 949-713-9063 Frank.Gill@holmancapital.com	9/20/2013 4:29:00 PM	Edit
01PR	Ordering	29883 SANTA MARGARITA PKW SUITE 100 RSM, CA 92688	LANCE HOLMAN 949-713-9063 Frank.Gill@holmancapital.com	9/20/2013 4:29:00 PM	Edit
02 New	Payment	1100 N EASTERN AVE LOS ANGELES, CA 90063-3200	Jett Jackson 555-555-5555 jjj@test.com	12/20/2019 12:26:40 PM	Edit Delete
02PR New	Ordering	1100 N EASTERN AVE LOS ANGELES, CA 90063-3200	Jett Jackson 555-555-5555 jjj@test.com	12/20/2019 12:26:40 PM	Edit Delete

If a Vendor attempts to delete new address before this sync process is completed, a pop-up W-9 screen will be displayed. The address fields will be blank and not modifiable, and an existing payment address must be selected for certification from the dropdown before the new address will be deleted.

The screenshot shows the W-9 form with the following fields:

- 1. Name (as shown on your income tax return)\*: SUNTRUST LEASING CORPORATION
- 2. Business name/disregarded entity name (Alias Name):
- 3. Federal Tax Classification\*: -- OR -- Limited Liability Company -- OR -- Other
- 4. Exemptions (Codes apply only to certain entities, not individuals): Exempt Payee Code (if any): Exemption from FATCA reporting (if any):
- Apply a Payment Address to W-9 Address: 29883 SANTA MARGARITA PKW SUITE 100 RSM CA 92688
- 5. Address\* (number, street, and apt. or suite no.):
- 6. City\*: State\*: Zip\*: Zip+4:
- 7. Certification\*: Click to certify
- Signature\*: Date\*: 12/30/2019
- Taxpayer Identification Number (SSN/EIN)\*: 540904325

**Note:** New Addresses will be processed nightly. Once an address has processed in the system, the Vendor will not be able to delete payment/ordering or modify payment address.

# Change/Update Registration User Guide

## What if we edit the new address?

After completing the Tin and Certification and if the address has not been processed into the LA County eCAPS system overnight a Vendor can modify the newly created address.

Vendor Profile Last Modified: 1/1/0001 12:00:00 AM

Vendor Address & Contact Information Last Modified: 12/20/2019 12:26:40 PM

Vendor Address & Contact List [+ Add New Address Location](#)

Location	Type	Address	Contact	Last Modified	
01	Payment	29883 SANTA MARGARITA PKW SUITE 100 RSM, CA 92688	LANCE HOLMAN 949-713-9063 Frank.Gill@holmancapital.com	9/20/2013 4:29:00 PM	<a href="#">Edit</a>
01PR	Ordering	29883 SANTA MARGARITA PKW SUITE 100 RSM, CA 92688	LANCE HOLMAN 949-713-9063 Frank.Gill@holmancapital.com	9/20/2013 4:29:00 PM	<a href="#">Edit</a>
02 New	Payment	1100 N EASTERN AVE LOS ANGELES, CA 90063-3200	Jett Jackson 555-555-5555 jj@test.com	12/20/2019 12:26:40 PM	<a href="#">Edit</a> <a href="#">Delete</a>
02PR New	Ordering	1100 N EASTERN AVE LOS ANGELES, CA 90063-3200	Jett Jackson 555-555-5555 jj@test.com	12/20/2019 12:26:40 PM	<a href="#">Edit</a> <a href="#">Delete</a>

Vendor Address & Contact Information Last Modified: 12/20/2019 12:26:40 PM

TIN and Certification (IRS Form W-9) Last Modified: 12/30/2019 1:28:43 PM

Search and Add/Remove Commodities and Services Last Modified: 1/1/0001 12:00:00 AM

User Account Maintenance Last Modified: 12/20/2019 12:02:00 PM

After the modification of the address the Vendor will be presented with a new W-9 pop up screen. On the screen the address fields will be updated, but will be greyed out and not modifiable.

1. Name (as shown on your income tax return)\*  
SUNTRUST LEASING CORPORATION

2. Business name/disregarded entity name (Alias Name)

3. Federal Tax Classification\*  
Please select a tax classification of the entity/person whose name is entered on line 1 above.  
C-Corporation

4. Exemptions (Codes apply only to certain entities, not individuals)  
Exempt Payee Code (if any)  
Exemption from FATCA reporting (if any)

5. Address\* (number, street, and apt. or suite no.)  
1100 N EASTERN AVE STE 200

6. City\*  
LOS ANGELES

State\*  
California

Zip\*  
90063

Zip+4  
3200

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

7. Certification\*  
Click to certify

Signature\*  
Date\*  
12/30/2019

Taxpayer Identification Number (SSN/EIN)\*

Save Cancel

# Change/Update Registration User Guide

The changes made on the address will not be saved until the Vendor recertifies the W-9 to reflect the new changes.

**Vendor Registration Maintenance**  
Vendor Number: 116285 Company: SUNTRUST LEASING CORPORATION

The contact information has successfully been updated.

**Vendor Profile** Last Modified: 1/1/0001 12:00:00 AM

**Vendor Address & Contact Information** Last Modified: 12/20/2019 12:26:40 PM

Vendor Address & Contact List [Modify Address 02 Payment](#) [Add New Address Location](#)

**Location: 02 Address Type: Payment**

**\*Address 1** 1100 N EASTERN AVE

**Address 2** STE 200

**\*City** LOS ANGELES

**\*Country** United States of America

**\*State** California

**\*County** LOS ANGELES

**\*Zip** 90063 **Zip+4** 3200

**\*CA Tax Status** IN STATE

**\*Contact Name** Jeff Jackson

**\*Phone** 555-555-5555 **Ext.**

**Alternate Phone** **Ext.**

**Fax** **Ext.**

**Alternate Fax** **Ext.**

**\*Email** jj@test.com

☒ Check the box to receive email notifications.

**Alternate**

## Working with Multiple Addresses

Through the WebVEN platform the Vendor can add multiple new addresses in a single session. When multiple new addresses are added the W-9 section will pop up and the address fields will default to the new address.

# Change/Update Registration User Guide

> **TIN and Certification (IRS Form W-9)** Last Modified: 12/23/2019 8:58:39 AM

To register as a Los Angeles County vendor you are required to complete the Taxpayer Identification Number and Certification information (IRS Form W-9).  
Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Fields with asterisk (\*) are required.**

1. Name (as shown on your income tax return)\* 2. Business name/disregarded entity name (Alias Name)

SUNTRUST LEASING CORPORATION

3. Federal Tax Classification\*

-- OR -- -- OR --

Please select a tax classification of the entity/person whose name is entered on line 1 above.

C-Corporation Limited Liability Company Other

4. Exemptions (Codes apply only to certain entities, not individuals)

Exempt Payee Code (if any) Exemption from FATCA reporting (if any)

Apply a Payment Address to W-9 Address:

5. Address\* (number, street, and apt. or suite no.)

1100 N EASTERN AVE

6. City\* State\* Zip\* Zip+4

LOS ANGELES California 90063 3200

The address fields on the form will not be modifiable, but the Vendor will have the option to select from the dropdown menu one of the newly added payment addresses.

> **TIN and Certification (IRS Form W-9)** Last Modified: 12/23/2019 8:58:39 AM

To register as a Los Angeles County vendor you are required to complete the Taxpayer Identification Number and Certification information (IRS Form W-9).  
Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Fields with asterisk (\*) are required.**

1. Name (as shown on your income tax return)\* 2. Business name/disregarded entity name (Alias Name)

SUNTRUST LEASING CORPORATION

3. Federal Tax Classification\*

-- OR -- -- OR --

Please select a tax classification of the entity/person whose name is entered on line 1 above.

C-Corporation Limited Liability Company Other

4. Exemptions (Codes apply only to certain entities, not individuals)

Exempt Payee Code (if any) Exemption from FATCA reporting (if any)

Apply a Payment Address to W-9 Address:

1100 N EASTERN AVE LOS ANGELES CA 90063 3200  
500 W TEMPLE ST LOS ANGELES CA 90012 2713

5. Address\* (number, street, and apt. or suite no.)

1100 N EASTERN AVE

6. City\* State\* Zip\* Zip+4

LOS ANGELES California 90063 3200



## Change/Update Registration User Guide

The Vendor must certify the W-9 in order to add the new address. If the Vendor closes, X, or exits out of the window the new address will not be added.

### *Modifying a new address when multiple addresses are added*

If after certification the Vendor needs to modify one of the newly created addresses after the modification the W-9 section will pop up and the address fields will default to the modified address.

The screenshot displays the webVEN interface for the County of Los Angeles. The top navigation bar includes links for Home, Logout, Contact Us, Privacy, and Help Guides. The main content area features a table with five rows of vendor information, each with 'Edit' and 'Delete' buttons. Below the table is a pagination control showing page 1 of 1. A sidebar menu on the right contains three items: 'TIN and Certification (IRS Form W-9)', 'Search and Add/Remove Commodities and Services', and 'User Account Maintenance', each with a 'Last Modified' timestamp.

ID	Type	Address	Contact	Date/Time	Actions
02PR New	Ordering	1100 N EASTERN AVE LOS ANGELES, CA 90063-3200	Jett Jackson 555-555-5555 jj@test.com	12/20/2019 12:26:40 PM	<a href="#">Edit</a> <a href="#">Delete</a>
03 New	Payment	500 W TEMPLE ST LOS ANGELES, CA 90012-2713	Jane Doe 555-555-5555 janedoe@test.com	12/23/2019 8:23:21 AM	<a href="#">Edit</a> <a href="#">Delete</a>
03PR New	Ordering	500 W TEMPLE ST LOS ANGELES, CA 90012-2713	Jane Doe 555-555-5555 janedoe@test.com	12/23/2019 8:23:21 AM	<a href="#">Edit</a> <a href="#">Delete</a>
04 New	Payment	Upper Ground, Lambeth London, Great Britain SE1 9PX	Nigel Pearson 415-632-2345 jpearson@test.com	12/23/2019 8:45:31 AM	<a href="#">Edit</a> <a href="#">Delete</a>
04PR New	Ordering	Upper Ground, Lambeth London, Great Britain SE1 9PX	Nigel Pearson 415-632-2345 jpearson@test.com	12/23/2019 8:45:31 AM	<a href="#">Edit</a> <a href="#">Delete</a>

Navigation: << 1 >>

> TIN and Certification (IRS Form W-9)

Last Modified: 12/23/2019 8:58:39 AM

> Search and Add/Remove Commodities and Services

Last Modified: 1/1/0001 12:00:00 AM

> User Account Maintenance

Last Modified: 12/20/2019 12:02:00 PM

# Change/Update Registration User Guide

Vendor Profile

Last Modified: 1/1/0001 12:00:00 AM

Vendor Address & Contact Information

Last Modified: 12/23/2019 8:45:31 AM

Vendor Address & Contact List

Modify Address 03 Payment

+ Add New Address Location

Location: 03 Address Type: Payment

\*Address 1

500 W TEMPLE ST

\*Contact Name

Jane Doe

Address 2

Suite 200

\*City

LOS ANGELES

\*Phone

555-555-5555

Ext.

\*Country

United States of America

Alternate Phone

Ext.

\*State

California

Fax

Ext.

\*County

LOS ANGELES

Alternate Fax

Ext.

\*Zip

90012

Zip+4

2713

\*Email

janedoe@test.com

\*CA Tax Status

IN STATE

Check the box to receive email notifications.

☒

\*CA Sales Tax Permit

234324

Alternate Email

Save

Cancel / Close

TIN and Certification (IRS Form W-9)

Last Modified: 12/23/2019 8:45:31 AM

1. Name (as shown on your income tax return)\*

SUNTRUST LEASING CORPORATION

2. Business name/disregarded entity name (Alias Name)

3. Federal Tax Classification\*

-- OR --

Limited Liability Company

-- OR --

Other

Please select a tax classification of the entity/person whose name is entered on line 1 above.

C-Corporation

4. Exemptions (Codes apply only to certain entities, not individuals)

Exempt Payee Code (if any)

Exemption from FATCA reporting (if any)

Apply a Payment Address to W-9 Address:

5. Address\* (number, street, and apt. or suite no.)

500 W TEMPLE ST STE 200

6. City\*

LOS ANGELES

State\*

California

Zip\*

90012

Zip+4

4365

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

7. Certification\*

Signature\*


Date\*

12/23/2019

Taxpayer Identification Number (SSN/EIN)\*

Click to certify

# Change/Update Registration User Guide

 **W-9 Requirements & Certification** ✕

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions:**  
Disregard item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

**Definition of a U.S. person**  
For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

I Attest To The Above Statements Cancel

Vendor Address & Contact List ✎ Modify Address 03 Payment + Add New Address Location

**Location: 03 Address Type: Payment**

*Address 1	500 W TEMPLE ST	*Contact Name	Jane Doe
Address 2	STE 200 ✕	*Phone	555-555-5555 Ext. <input type="text"/>
*City	LOS ANGELES	Alternate Phone	<input type="text"/> Ext. <input type="text"/>
*Country	United States of America ▼	Fax	<input type="text"/> Ext. <input type="text"/>
*State	California ▼	Alternate Fax	<input type="text"/> Ext. <input type="text"/>
*County	LOS ANGELES ▼	*Email	janedoe@test.com
*Zip	90012 Zip+4 4365	<input checked="" type="checkbox"/> Check the box to receive email notifications.	
*CA Tax Status	IN STATE ▼	Alternate Email	<input type="text"/>
*CA Sales Tax Permit	234324		

The contact information has successfully been updated.

Save Cancel / Close

> TIN and Certification (IRS Form W-9)

Last Modified: 12/30/2019 1:27:07 PM

> Search and Add/Remove Commodities and Services

Last Modified: 1/1/0001 12:00:00 AM

> User Account Maintenance

Last Modified: 12/20/2019 12:02:00 PM

The fields will not be modifiable, but one of the other new payment address can be selected from the drop down list. The changes made on the modified address will not be saved until the Vendor recertifies the W-9 to reflect one of the new addresses.

# Change/Update Registration User Guide

## *Deleting a new address when multiple addresses are added*

After the addition of multiple address, if the Vendor needs to delete one or more of the newly added addresses they will receive a pop up W-9 screen where the address fields are blank and not modifiable.

This screenshot shows a W-9 form with the following fields and values:

- 1. Name (as shown on your income tax return)\***: SUNTRUST LEASING CORPORATION
- 2. Business name/disregarded entity name (Alias Name)**: (Blank)
- 3. Federal Tax Classification\***: -- OR --
  - Please select a tax classification of the entity/person whose name is entered on line 1 above.
  - C-Corporation** (Selected)
  - Limited Liability Company** (Available)
  - Other** (Available)
- 4. Exemptions (Codes apply only to certain entities, not individuals)**:
  - Exempt Payee Code (if any)**: (Blank)
  - Exemption from FATCA reporting (if any)**: (Blank)
- Apply a Payment Address to W-9 Address:** (Blank)
- 5. Address\* (number, street, and apt. or suite no.)**: (Blank)
- 6. City\***: (Blank)
- State\***: (Blank)
- Zip\***: (Blank)
- Zip+4**: (Blank)
- 7. Certification\***:
  - Click to certify** (Green button)
  - Signature\***: (Blank)
  - Date\***: 12/23/2019
  - Taxpayer Identification Number (SSN/EIN)\***: (Blank)

On the form the Vendor must select from the drop down one of the remaining new addresses for the certification.

This screenshot shows the same W-9 form with the address fields populated:

- 1. Name (as shown on your income tax return)\***: SUNTRUST LEASING CORPORATION
- 2. Business name/disregarded entity name (Alias Name)**: (Blank)
- 3. Federal Tax Classification\***: -- OR --
  - Please select a tax classification of the entity/person whose name is entered on line 1 above.
  - C-Corporation** (Selected)
  - Limited Liability Company** (Available)
  - Other** (Available)
- 4. Exemptions (Codes apply only to certain entities, not individuals)**:
  - Exempt Payee Code (if any)**: (Blank)
  - Exemption from FATCA reporting (if any)**: (Blank)
- Apply a Payment Address to W-9 Address:** (Blank)
- 5. Address\* (number, street, and apt. or suite no.)**: 1100 N EASTERN AVE
- 6. City\***: LOS ANGELES
- State\***: California
- Zip\***: 90063
- Zip+4**: 3200
- 7. Certification\***:
  - Click to certify** (Green button)
  - Signature\***: (Blank)
  - Date\***: 12/23/2019
  - Taxpayer Identification Number (SSN/EIN)\***: 540904325

## Change/Update Registration User Guide

The address will not be deleted until the user selects and certifies a new payment address to apply to the certification.

### I'm a US based company, can we add a foreign address?


Yes. For US based companies adding a foreign payment and ordering address to your Vendor Address & Contact information section is the same as adding a USA based payment and ordering address except for there is:







- No USPS Address Validation
- No W-9 Validation or Re-Validation at any point when adding, deleting or editing a foreign address.





The screenshot displays the 'Vendor Address & Contact Information' form. At the top, there's a breadcrumb '> Vendor Address & Contact Information' and a timestamp 'Last Modified: 12/30/2019 3:01:46'. Below this is a tabbed interface with 'Vendor Address & Contact List' and '+ Add New Address Location'. A note states: 'The Payment address that you enter below will also be used for the Ordering address.' There's a checkbox for 'ORDERING' which is checked, with a sub-note: 'Uncheck the box if you'd like to enter the Ordering address separately.' A 'Payment' tab is selected. The main form area is titled 'Location: 02 Address Type: PAYMENT' and includes a red warning: 'Please enter the Payment address and the Contact information. Fields with asterisk (\*) are required.' The form is divided into two columns. The left column contains fields for: \*Address 1 (Plaza España, 7), Address 2, \*City (Málaga), \*Country (Spain), \*State (Foreign Country), \*County (OUT OF STATE), \*Zip (29400), \*CA Tax Status (OUT STATE), and CA Sales Tax Permit. The right column contains fields for: \*Contact Name (Herman Willis), \*Phone (+34 952 16 11 82) with an Ext. field, Alternate Phone with an Ext. field, Fax with an Ext. field, Alternate Fax with an Ext. field, \*Email (test@gmail.com), and Alternate Email. At the bottom right, there are 'Add' and 'Cancel' buttons.

## Change/Update Registration User Guide

**> Vendor Address & Contact Information**Last Modified: 12/30/2019 3:28:50 PM


Vendor Address & Contact List  [+ Add New Address Location](#)

Location	Type	Address	Contact	Last Modified	
01	Payment	CALIFORNIA TAB CARD CO. 9905 PAINTER AVENUE, UNIT L & M WHITTIER, CA 90605-2753	STELLA DOMINGUEZ 562-777-2404 STELLAROOOO@YAHOO.COM	9/20/2013 4:29:00 PM	
01PR	Ordering	CALIFORNIA TAB CARD CO. 9905 PAINTER AVENUE, UNIT L & M WHITTIER, CA 90605-2753	STELLA DOMINGUEZ 562-777-2404 STELLAROOOO@YAHOO.COM	9/20/2013 4:29:00 PM	
02 <b>New</b>	Payment	Plaza España, 7 Málaga, Spain 29400	Herman Willis +34-952-1611 test@gmail.com	12/30/2019 3:28:50 PM	 
02PR <b>New</b>	Ordering	Plaza España, 7 Málaga, Spain 29400	Herman Willis +34-952-1611 test@gmail.com	12/30/2019 3:28:50 PM	 

  **1**  


### How do we update our W-9 information?

To update or recertify your W-9, once logged into your account, select TIN and Certification (IRS Form W-9) from the collapsible menu to open the form.

 **webVEN**

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**VENDOR REGISTRATION MAINTENANCE**  
Vendor Number: 116285 Company: SUNTRUST LEASING CORPORATION

 **Vendor Profile**

Last Modified: 1/1/0001 12:00:00 AM

**> Vendor Address & Contact Information**


**> TIN and Certification (IRS Form W-9)**

Last Modified: 12/23/2019 8:45:31 AM

**> Search and Add/Remove Commodities and Services**

**> User Account Maintenance**

Last Modified: 12/20/2019 12:02:00 PM

  
Powered by ISD

# Change/Update Registration User Guide

**TIN and Certification (IRS Form W-9)** Last Modified: 12/23/2019 8:45:31 AM

To register as a Los Angeles County vendor you are required to complete the Taxpayer Identification Number and Certification information (IRS Form W-9).  
Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Fields with asterisk (\*) are required.**

1. Name (as shown on your income tax return)\*  
SUNTRUST LEASING CORPORATION

2. Business name/disregarded entity name (Alias Name)

3. Federal Tax Classification\*  
Please select a tax classification of the entity/person whose name is entered on line 1 above.  
C-Corporation -- OR -- Limited Liability Company -- OR -- Other

4. Exemptions (Codes apply only to certain entities, not individuals)  
Exempt Payee Code (if any) Exemption from FATCA reporting (if any)

Apply a Payment Address to W-9 Address:  
5. Address\* (number, street, and apt. or suite no.)  
500 W TEMPLE ST

6. City\* State\* Zip\* Zip+4  
LOS ANGELES California 90012 2713

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

If there are no new addresses, select from the Apply Payment Address to W-9 Address drop down or manually enter the address you would like to certify for your W-9. Once selected the form will update the address field on the form to the selected address or manually complete the address field. After reviewing

the information select the [Click to certify](#) button to be presented with the W-9 Requirements & Certification.

**webVEN** County of Los Angeles Home Logout Contact Us Privacy Help Guides

4. Exemptions (Codes apply only to certain entities, not individuals)  
Exempt Payee Code (if any) Exemption from FATCA reporting (if any)

Apply a Payment Address to W-9 Address:  
1100 N EASTERN AVE LOS ANGELES CA 90063 3200

5. Address\* (number, street, and apt. or suite no.)  
1100 N EASTERN AVE

6. City\* State\* Zip\* Zip+4  
LOS ANGELES California 90063 3200

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

7. Certification\*  
[Click to certify](#) Signature\* Date\* Taxpayer Identification Number (SSN/EIN)\*  
12/23/2019

[Save](#)

> Search and Add/Remove Commodities and Services  
> User Account Maintenance Last Modified: 12/20/2019 12:02:00 PM

# Change/Update Registration User Guide

After review of the requirements select [I Attest To The Above Statements](#) to accept the terms and the system will digitally sign the document by placing a check mark in the signature box.

**W-9 Requirements & Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions:**  
Disregard item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

**Definition of a U.S. person**  
For federal tax purposes, you are considered a U.S. person if you are:

- ☐ An individual who is a U.S. citizen or U.S. resident alien
- ☐ A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States
- ☐ An estate (other than a foreign estate); or
- ☐ A domestic trust (as defined in Regulations section 301.7701-7).

[I Attest To The Above Statements](#) [Cancel](#)

Once completed select [Save](#) to complete and save the changes.

**Note:** *If there are new addresses that have recently been added and not synced to the LA County eCAPS system, existing address will not be displayed and the address fields will be disabled. New payment addresses will only be available from the dropdown.*

## How do we update the Commodities/Services our company offers?

After logging into Vendor Registration Maintenance select Search and Add/Remove Commodities and Services from the menu.

**webVEN**  
County of Los Angeles

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**Vendor Address & Contact Information**

TIN and Certification (IRS Form W-9) Last Modified: 12/20/2019 12:26:40 PM

**Search and Add/Remove Commodities and Services**

Commodities / Services You Have Selected

Code	Description
94604	INSTALLMENT PURCHASE/LEASE PURCHASE FINANCING AND LEASE WITH OPTION TO PURCHASE FINANCING

Showing 1 to 15 of 685 entries.

Search and Add Commodities / Services

Search Commodity/Service Description Keyword

Code	Description
000	ABRASIVES
0055	ABRASIVE EQUIPMENT AND TOOLS
00514	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.
00521	ABRASIVES, SANDBLASTING, METAL
00528	ABRASIVES, SANDBLASTING
00542	ABRASIVES, SOLID: WHEELS, STONES, ETC.
00556	ABRASIVES, TUMBLING (WHEEL)




# Change/Update Registration User Guide

To search for a Commodity enter a description keyword in the search field to see the list repopulate below. The search field utilizes adaptive text search, so as you begin to type the text will highlight below with the results.


The screenshot shows the webVEN interface. At the top, there's a navigation bar with logos for County of Los Angeles and webVEN, and links for Home, Logout, Contact Us, Privacy, and Help Guides. Below this, the 'Commodities / Services You Have Selected' section displays a table with one entry: Code 94654, Description 'INSTALLMENT PURCHASE/LEASE PURCHASE FINANCING AND LEASE WITH OPTION TO PURCHASE FINANCING', and a 'Remove' button. Below the table is a pagination control showing '1' of 11 entries. The 'Search and Add Commodities / Services' section features a search bar with 'fina' entered and a 'Clear' button. Below the search bar, it says 'Showing 1 to 11 of 11 entries. (Filtered from 6885 total entries)'. A table of search results follows, with columns 'Code' and 'Description'. The results include items like 'COMPUTER SOFTWARE FOR MICROCOMPUTERS', 'SOFTWARE-MICROCOMPUTER-ACCOUNTING', 'CONSULTING SERVICES', and 'FINANCIAL SERVICES'. Each row has a 'Select' button to its left.

To select a Commodity click on the  button to the left of the field and that Commodity will be loaded in the Commodities / Services You Have Selected, field below.

Selecting the  button will open up a filtered class list of the Commodities and/or Services that fall within that 3 digit class code.

The screenshot shows the 'STEP 4 - Search and Add Commodities/Services' section. It includes a sub-header 'STEP 4 - Search and Add Commodities/Services' and a brief description of the registration process. Below this, the 'Commodities / Services You Have Selected' section displays a table with one entry: Code 20410, Description 'CABINETS & CASES-MICROCOMPUTER: DESKTOP CASES, TOWER CASES, DRIVE CABINETS, ETC.', and a 'Remove' button. Below the table is a pagination control showing '1' of 212 entries. The 'Search and Add Commodities / Services' section features a search bar with 'computer' entered and a 'Clear' button. Below the search bar, it says 'Showing 1 to 15 of 212 entries. (Filtered from 6885 total entries)'. A table of search results follows, with columns 'Code' and 'Description'. The results include items like 'AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES', 'AIR CONDITIONERS: CONTROLLED ENVIRONMENT', 'AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRUCKS, ETC.', 'MONITORS-AUTOMOTIVE: COMPUTERIZED', 'COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS', and 'CABLES-MICROCOMPUTER: PRINTER, DISK, NETWORK, ETC.'. Each row has a 'Select' button to its left.

# Change/Update Registration User Guide

If you mistakenly select the incorrect Commodity, simply select the  Remove button and that Commodity will be removed from you Commodities/Services you have selected.

**Note:** *Bid notifications that you will receive by email are based on Commodities and Services you have selected. You may select and add as many Commodities as possible you feel reflect your company's offerings, but you must select at least 1 Commodity/Service in order to move forward to step 5.*

## What are the Vendor Attachments and County Forms section?

This section provides County Forms that are PDFs with fillable fields and required to be submitted with solicitation responses in VSS. It is also a repository for storing current or historical versions of those forms and other attachments. After uploading, the attachments can be viewed, deleted, and sorted in the File Attachment List for each category group.

**NOTE:** You must upload the attachment within Vendor Self Service (VSS) for it to submit with a solicitation response: <https://lacovss.lacounty.gov/> This section in WebVEN is only a repository for current or historical versions of your attachment and does not count for submission.

## How do I upload an attachment?

In either of the attachment category groups, the fields on the left provide three steps for uploading an attachment.

- Enter a Short File Description in the field for the document, for example: Purchasing Required Forms Version 1

### STEP 1 - Enter a Short File Description

Purchasing Required Forms Version 1

- Browse and Select a File. Click the choose file button to browse your computer to upload your attachment. Or you may click and drag the file from your computer and drop it into the box.

### STEP 2 - Browse and Select a File FILE UPLOAD REQUIREMENTS

Choose File No file chosen

- File requirements can be viewed by clicking FILE UPLOAD REQUIREMENTS
  - Files can be up to 10 MB
  - The “Forms for Responding to Solicitations” category group allows only the PDF forms provided in that section to be uploaded.
  - The “Miscellaneous Attachments” category group allows the following document types to be uploaded:
    - Microsoft Word (.doc or .docx)
    - Microsoft Excel (.xls or .xlsx)
    - Adobe Acrobat (.pdf)
    - Zip (.zip)
    - Corel Word Perfect (.wdp)

## Change/Update Registration User Guide

- Click upload to add a File as an Attachment.

### STEP 3 - Click Upload to Add a File as an Attachment

 Upload Your file has been successfully uploaded!

Once the file is successfully uploaded, it appears in the File Attachment List. The uploaded file cannot be edited but you can edit the file locally on your computer and upload another version of the attachment. In the File Attachment List, you may click View to review the uploaded file or you may click Delete to remove the uploaded file.

Forms for Responding to Solicitations

# of Attachments: 91

Instructions: Please download the forms on the right to your computer and complete all required fields. It is recommended to use the desktop version of Adobe Reader for full compatibility. Save the form. Then, upload the form using the fields on the left.


STEP 1 - Enter a Short File Description

STEP 2 - Browse and Select a File

FILE UPLOAD REQUIREMENTS

Choose File No file chosen



STEP 3 - Click Upload to Add a File as an Attachment

 Upload Your file has been successfully uploaded!

Form	Description
<a href="#">Appendix A - Purchasing Required Forms</a>	Fillable PDF form for PCS solicitation responses
<a href="#">Appendix B - Contracts Required Forms</a>	Fillable PDF form for Service Contract solicitation responses
<a href="#">Community Business Enterprise (CBE) Information Form</a>	Excel form for Community Business Enterprise information on both PCS and Service Contract solicitation responses

File Attachment List

This is a list of current and historical versions of the attachments that you have uploaded for this category.

File Name	File Description	Date	File Size	Form Type		
Appendix_A_Purchasing_Required_Forms.pdf	Purchasing Required Forms Version 1	07/22/2021 03:43 PM	1.62 MB	Appendix A - Purchasing Required Forms	 View	 Delete

NOTE: You must upload the attachment within Vendor Self Service (VSS) for it to submit with a solicitation response: <https://lacovss.lacounty.gov/> This section in WebVEN is only a repository for current or historical versions of your attachment and does not count for submission.

# Change/Update Registration User Guide

## What is the “Forms for Responding to Solicitations” category group?

This section is the repository for three types of forms for submitting with solicitations responses in VSS. The links to download and edit the two PDF forms with fillable fields and CBE Excel form are on the right:

- Appendix A - Purchasing Required Forms
- Appendix B - Contracts Required Forms
- Community Business Enterprise (CBE) Information Form

Forms for Responding to Solicitations

# of Attachments: 90

Instructions: Please download the forms on the right to your computer and complete all required fields. It is recommended to use the desktop version of Adobe Reader for full compatibility. Save the form. Then, upload the form using the fields on the left.

STEP 1 - Enter a Short File Description

STEP 2 - Browse and Select a File

FILE UPLOAD REQUIREMENTS

Choose File No file chosen

STEP 3 - Click Upload to Add a File as an Attachment

Upload

Form	Description
<a href="#">Appendix A - Purchasing Required Forms</a>	Fillable PDF form for PCS solicitation responses
<a href="#">Appendix B - Contracts Required Forms</a>	Fillable PDF form for Service Contract solicitation responses
<a href="#">Community Business Enterprise (CBE) Information Form</a>	Excel form for Community Business Enterprise information on both PCS and Service Contract solicitation responses

File Attachment List

This is a list of current and historical versions of the attachments that you have uploaded for this category.

File Name	File Description	Date	File Size	Form Type		
Appendix_A_Purchasing_Required_Forms.pdf	Appendix A - 7/22/2021 3:10PM	07/22/2021 03:11 PM	1.62 MB	Appendix A - Purchasing Required Forms	<a href="#">View</a>	<a href="#">Delete</a>

Download the PDF forms to your local computer and edit using Adobe Acrobat Reader for full compatibility. Browser editors and mobile editors do not offer all features such as digital signatures and can result in an incomplete form when you are filling it out. The Excel file can be edited in Microsoft Excel.

After the form has been completed and saved, it can be uploaded to the File Attachment List by using the upload fields on the left of this section. Only PDFs and Excel files may be uploaded to this section. Other file types will fail validation and return a message like this:

Upload

The form you are attempting to upload is not the form for this category.  
If issues persist, please notify the eCAPS Procurement Help Desk: [EDL-ePROC\\_FUNC@isd.lacounty.gov](mailto:EDL-ePROC_FUNC@isd.lacounty.gov)

Other files should be uploaded to the Miscellaneous category group.

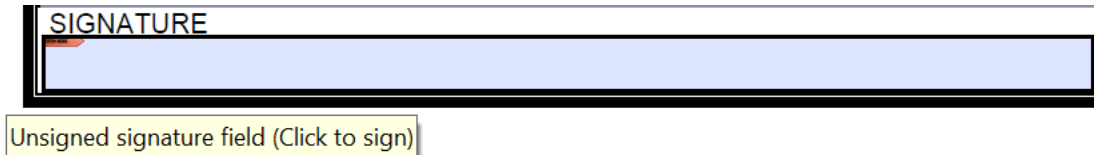
NOTE: You must upload the attachment within Vendor Self Service (VSS) for it to submit with a solicitation response: <https://lacovss.lacounty.gov/> This section in WebVEN is only a repository for current or historical versions of your attachment and does not count for submission.

# Change/Update Registration User Guide

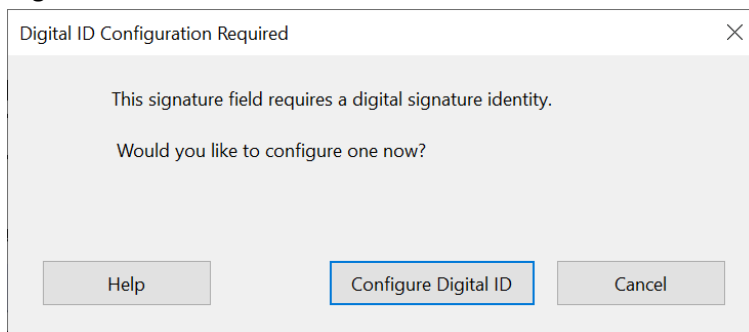
## How Do I Digitally Sign the Fillable PDF Forms?

The signature fields need to be filled out on the fillable PDF forms in the “Forms for Responding to Solicitations” category group and can be digitally signed in the desktop version of Adobe Acrobat Reader.

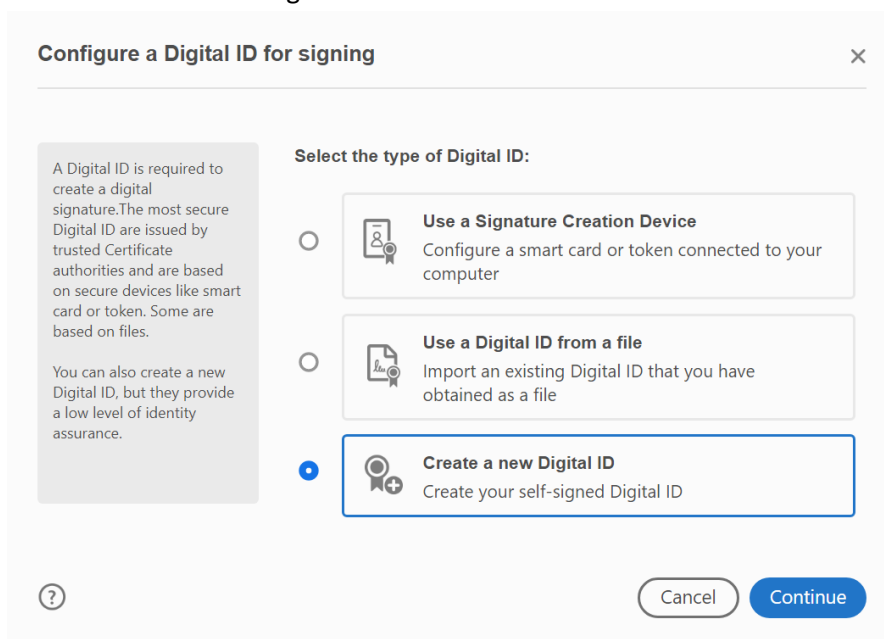
1. In the PDF, click on the signature field.



2. If you already have a previously saved Digital ID, skip to Step 6. Otherwise, click “Configure Digital ID”



3. Select “Create a new Digital ID” and click Continue



## Change/Update Registration User Guide


4. Select “Save to Windows Certificate Store” and click Continue.

### Select the destination of the new Digital ID


Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

☐

**Save to File**  
Save the Digital ID to a file in your computer

☒

**Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

?

BackContinue

5. Enter your information.

### Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name

Enter Name...

Organizational Unit

Enter Organizational Unit...

Organization Name

Enter Organization Name...

Email Address

Enter Email...

Country/Region

US - UNITED STATES

Key Algorithm

2048-bit RSA

Use Digital ID for

Digital Signatures

Email address is not valid

?

BackSave

## Change/Update Registration User Guide

6. Select your Digital ID signature and click Continue.

Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

**Test User** (Windows Digital ID)  
Issued by: Test User, Expires: 2026.07.06

[View Details](#)

?

Configure New Digital ID

Cancel

Continue

7. Click Sign

Sign as "Test User"

Appearance 

Standard Text

Create

Test User

Digitally signed  
by Test User  
Date: 2021.07.06  
10:18:28 -07'00'

[View Certificate Details](#)

Review document content that may affect signing 

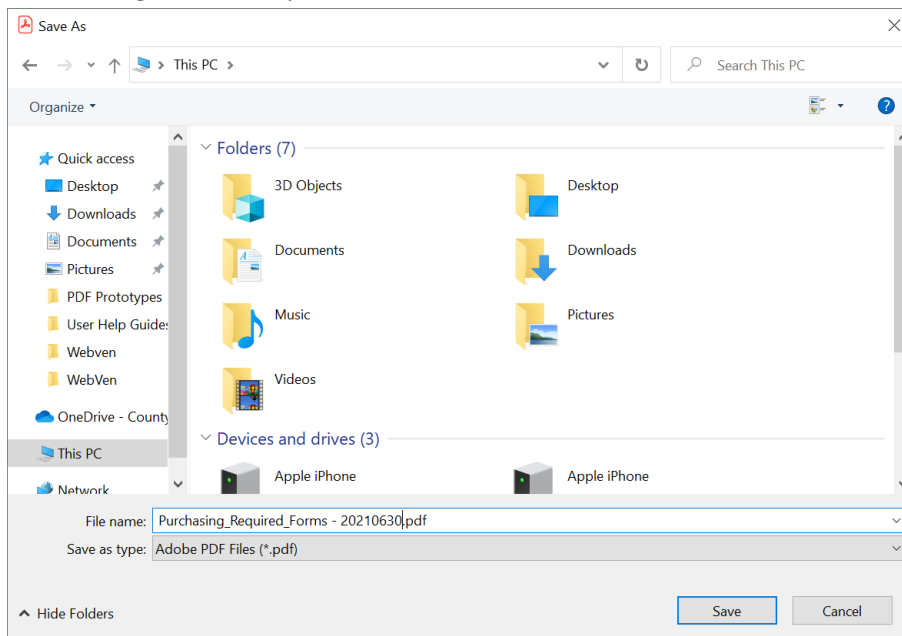
Review

Back

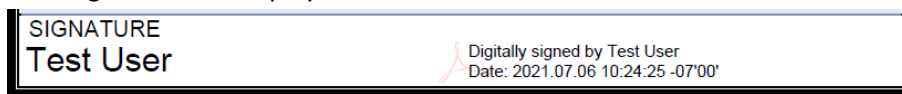
Sign

## Change/Update Registration User Guide

8. Save the signed PDF to your workstation.



9. Your signature will display on the fillable PDF form like this:





# Change/Update Registration User Guide

## What is the “Miscellaneous Attachments” category group?

This section is the repository for miscellaneous vendor attachments and is not restricted specifically to the fillable PDF files provided in the “Forms for Responding to Solicitations” category group.

The following document types can be uploaded:

- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Adobe Acrobat (.pdf)
- Zip (.zip)
- Corel Word Perfect (.wdp)

The screenshot shows a web interface for uploading miscellaneous attachments. At the top, there is a yellow header bar with a dropdown arrow and the text 'Miscellaneous Attachments' on the left, and '# of Attachments: 6' on the right. Below the header, the main area has a light gray background. It starts with the instruction: 'Instructions: Please upload your miscellaneous attachments here.' This is followed by three steps: 'STEP 1 - Enter a Short File Description' with a text input field; 'STEP 2 - Browse and Select a File' with a link to 'FILE UPLOAD REQUIREMENTS' and a file selection button labeled 'Choose File' next to the text 'No file chosen'; and 'STEP 3 - Click Upload to Add a File as an Attachment' with a blue 'Upload' button.

NOTE: You must upload the attachment within Vendor Self Service (VSS) for it to submit with a solicitation response: <https://lacovss.lacounty.gov/> This section in WebVEN is only a repository for current or historical versions of your attachment and does not count for submission.

## Where is the Terms and Conditions section?

The Terms and Conditions section has been decommissioned and replaced by the Vendor Attachments and County Forms section described above for forms that can be submitted with solicitation responses. If you did not previously save a Terms and Conditions form, this section will not be visible to you.

Vendors that had already saved their Terms and Conditions form will be able to download their saved Terms and Conditions form for reference. This access will only be available for a temporary time.

The screenshot shows a section titled 'Terms and Conditions (DECOMISSIONED)' with a dropdown arrow. The text inside states: 'Please use the Vendor Attachments and County Forms in the section above for fillable PDF forms that you can submit with your Solicitations. This Terms and Conditions section is now decommissioned but will be temporarily available for you to download a PDF of your previously saved entry for reference.' At the bottom, there is a link that says 'Retrieve Your Last Saved Terms and Conditions'.

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## > Terms & Conditions

This Terms and Conditions section is now decommissioned but will be temporarily available for you to download a PDF of your previously saved entry for reference. Please use the Vendor Attachments and County Forms in the section on the Webven registration page for fillable PDF forms that you can submit with your Solicitations.

[View Draft of Solicitation Terms and Conditions](#)

## We have lost the UserID. How do we retrieve it?

For security reasons, in order to recover a lost User ID, please contact Vendor Relations at 323-267-2725 for assistance. Members of the unit are available Monday through Thursday from 7:00am-5:00pm PST.

## An employee who left the company set up this account, can we update the account information?

After logging into the Vendor Registration Maintenance page the Vendor can update the contact information by selecting User Account Maintenance from the collapsible menu. The Vendor will be able to update the contact name and email address associated with the account. The User ID field is greyed

out as it not modifiable. Once the contact information has been updated select [Save](#) to lock in the changes. When requesting a password reset from the site the request will go to the email address associated with the user account.

The screenshot shows the webVEN interface for User Account Maintenance. The header includes the County of Los Angeles logo and navigation links: Home, Logout, Contact Us, Privacy, and Help Guides. The main menu on the left has three items: 'TIN and Certification (IRS Form W-9)' (Last Modified: 12/20/2019 12:26:40 PM), 'Search and Add/Remove Commodities and Services', and 'User Account Maintenance' (Last Modified: 12/20/2019 12:02:00 PM). The 'User Account Maintenance' section is expanded, showing a form with the following fields: 'Your Name\*' (split into 'Jane' and 'Doe'), 'Your Email\*' (jdoe@suntrust.com), and 'User ID' (SUNTRUSTLEASE, which is greyed out). A 'Save' button is located below the form. At the bottom of the section is a link for 'Reset Password'. The footer of the page features the 'Powered by ISD' logo.

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## **Can we change/update our WebVEN UserID?**

Once a user ID has been created, it cannot be modified for security reasons.

## **Can we create multiple WebVEN UserID's under the same tax payer ID?**

Yes, multiple WebVEN accounts can be created under a single Vendor code/taxpayer ID. To create an additional account associated with the same Vendor code, please contact Vendor Relations to request a temporary WebVEN UserID and Password. Once accessed, the system will prompt you to create your own unique WebVEN User Account. Vendor Relations can be reached at 323-267-2725 for assistance. Members of the unit are available Monday through Thursday from 7:00am-5:00pm PST.

## ***An employee in New York set up the account, but our office is in Seattle. How do we access the account?***

In order to be granted access to the company's registered WebVEN account you will need to contact, ISD Vendor Relations, whom will verify your information and grant you access with a temporary account to access Vendor Account Maintenance. Once accessed, the system will prompt you to create your own unique WebVEN User Account. Vendor Relations can be reached at 323-267-2725 for assistance. Members of the unit are available Monday through Thursday from 7:00am-5:00pm PST.

## **I stepped away, while logged in. Why was I logged out of the system?**

For security, your active session will time you out after 20 minutes. Once the system has logged you out you will need to re-login to start a new session.

## **Are there other online resources we can visit?**

Yes. Your starting point for purchasing and contracting opportunities as a Vendor with Los Angeles County is the [Doing Business with Los Angeles County \(https://doingbusiness.lacounty.gov/\)](https://doingbusiness.lacounty.gov/) website. The Doing Business portal provides information and links to Open Solicitations, Registering with the County, Vendor Self Service, and Preferential Programs available through the county.

[The Los Angeles County Solicitations \(https://camisvr.co.la.ca.us/lacoBidspage\)](https://camisvr.co.la.ca.us/lacoBidspage) provides a listing of all open solicitation provided by County departments and through our ISD Central buyer's. Vendors have the option to search for new open solicitations or view closed/awarded solicitations.

[Vendor Self Service \(https://lacovss.lacounty.gov/webapp/VSSPSRV11/AltSelfService\)](https://lacovss.lacounty.gov/webapp/VSSPSRV11/AltSelfService) allows Vendors to manage their account information, view financial transactions, and apply online for Bid opportunities and more. Once you are a registered Vendor you can submit an activation request to begin the process of establishing your Vendor Self Service Account.

## **I still have more questions. Who can I contact?**

If you have additional questions, please contact Vendor Relations at 323-267-2725 for assistance. Members of the unit are available Monday through Thursday from 7:00am-5:00pm PST.