

Change/Update Registration User Guide

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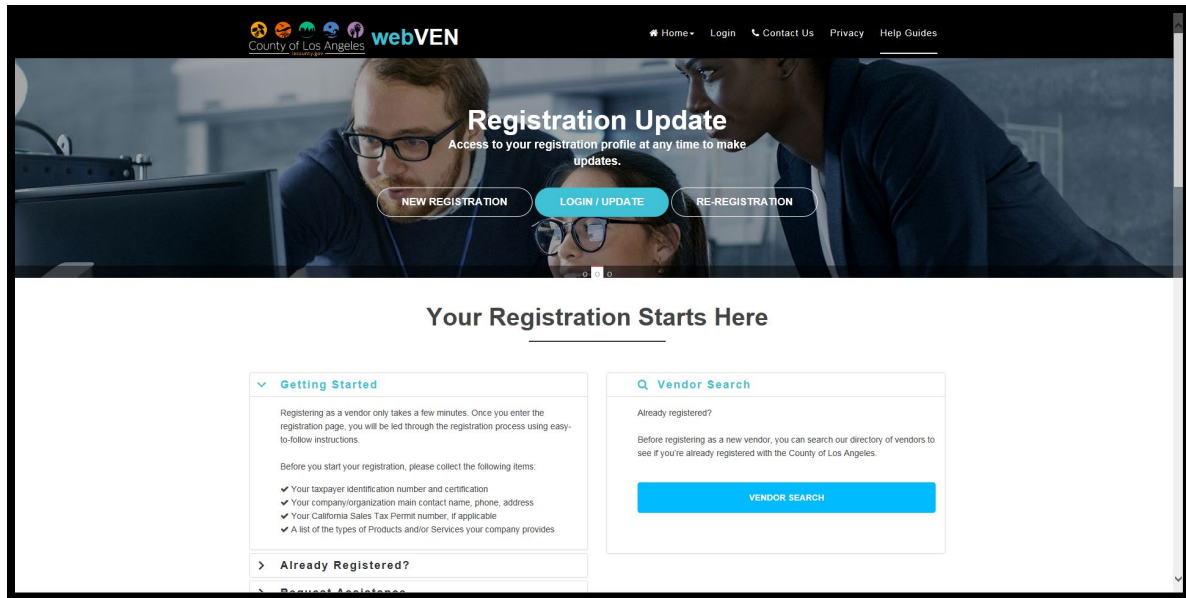
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How do I login?

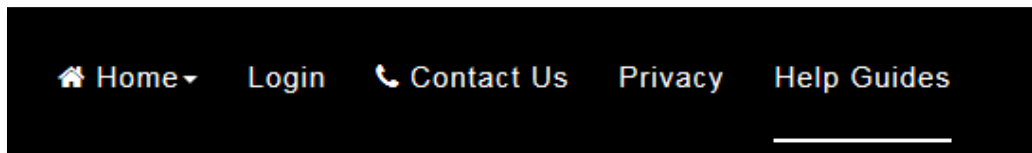
There are two ways registered Vendors can login to Webven.

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

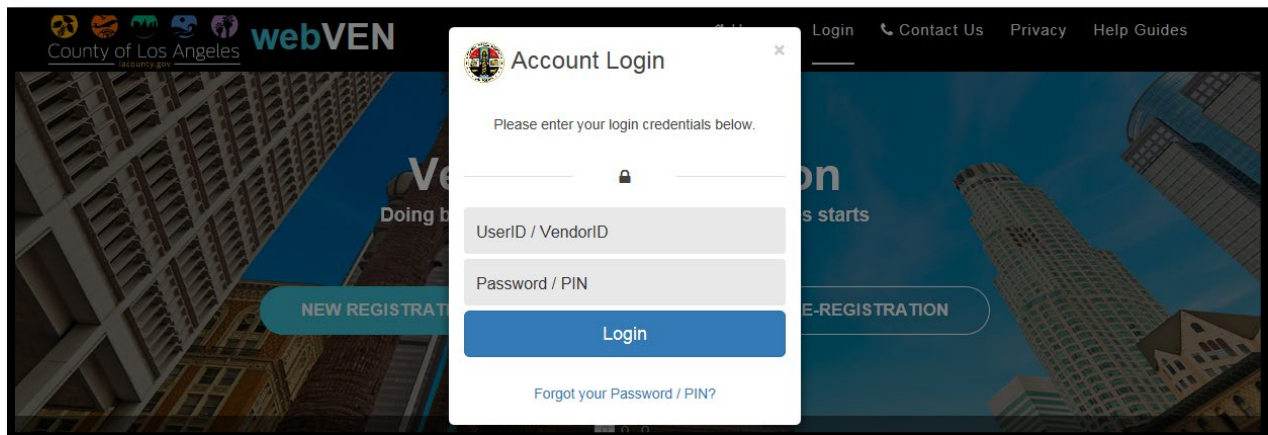


Or

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 account's Username and Password to login.
- Once vendors have successfully logged in using their account's username and password, a verification code will be sent to their account registered email. They must use the code that was sent to verify their identity as part of 2-factor authentication process for accessing the system.

For extra security login, we've sent a verification code to your email: clam@isd.lacounty.gov

Extra Security Login Verification

To verify your identity, please enter and verify the code we sent below.

Verification Code

Verify


Did not receive verification code?

Resend Verification Code

13:34 minutes to verify your identity.

In the event if you still haven't received the code after 5 minutes or if the email does not belong to you, please contact LA County Vendor Relations

Hours: Monday - Thursday (7:00 a.m to 5:00 p.m PST)
Email: ISDVendorRelations@isd.lacounty.gov



- For vendors who have not created a user login account, they still can use their 8-digit Vendor ID and PIN to login.

Account Login

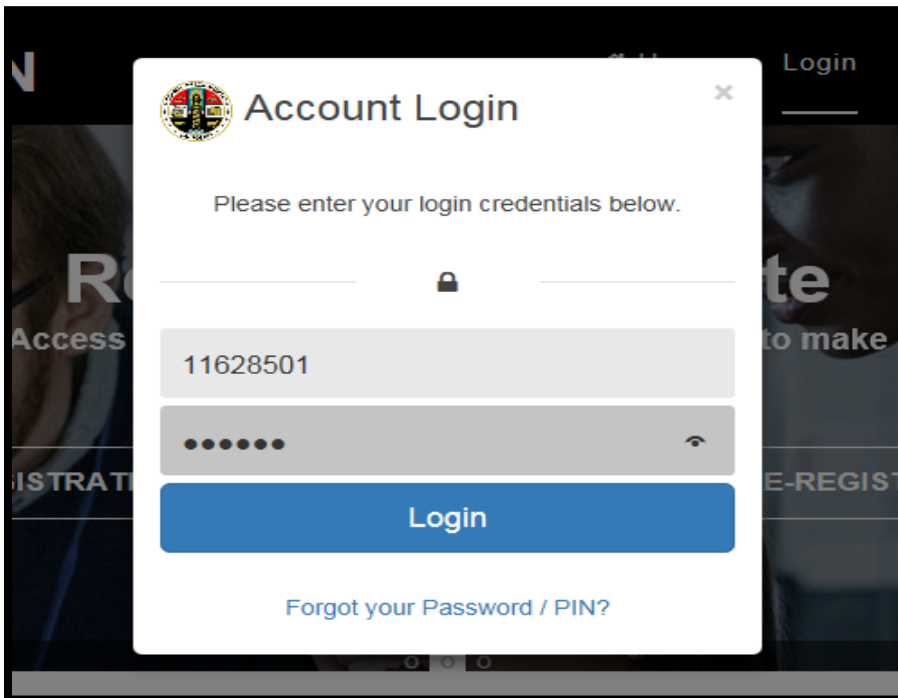
Please enter your login credentials below.

11628501

•••••

Login

[Forgot your Password / PIN?](#)




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- Once vendors have successfully logged in using their Vendor ID and PIN, they need confirm their identify by selecting their registered email in the dropdown list and have the system sent them a verification code.

✔ For extra security login, we will send a verification code to your registered email address listed below.

Extra Security Login Verification


Please select an email address that the verification code will be sent to.



Send Code

ⓘ In the event if none of the email addresses listed above belong to you, to update your email address please contact LA County - ISD Vendor Relations:

Hours: Monday - Thursday (7:00 a.m to 5:00 p.m PST)
Email: ✉ ISDVendorRelations@isd.lacounty.gov




- Once vendor received the verification code through their registered email, they must use the code to verify their identify as part of 2-factor authentication process for accessing the system.

✔ For extra security login, we've sent a verification code to your email: clam@isd.lacounty.gov

Extra Security Login Verification

To verify your identity, please enter and verify the code we sent below.




Verify

Did not receive verification code?

Resend Verification Code

ⓘ In the event if you still haven't received the code after 5 minutes or if the email does not belong to you, please contact LA County Vendor Relations

Hours: Monday - Thursday (7:00 a.m to 5:00 p.m PST)
Email: ✉ ISDVendorRelations@isd.lacounty.gov



You have **13:34** minutes to verify your identity.

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

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(<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 vendor successfully logged on to VSS, on the Account Summary page, click on the “Edit Vendor Information” link which will automatically trigger the system to send a once-time verification code to their registered email.

Account Summary

This page displays a summary of your account information. If you have any questions please contact your Primary Account Administrator or submit a question using the "Help" link at the top of this page.

Announcements
Type Date Message
[First](#) [Prev](#) [Next](#) [Last](#)

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

Vendor Information
Vendor Code : 526258
Legal Business Name : CIT COMMUNICATIONS
FINANCE
Alias/DBA :
Vendor Status : Active
1099 Reportable : No
Vendor Registration Information Link:
[Edit Vendor Information](#)

EFT Information
Account Level EFT Status : Not Eligible for EFT

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

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

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- Vendor must use the verification code they received to verify their identity as part of 2-factor authentication process for accessing the Webven.

For extra security login, we've sent a verification code to your email: clam@isd.lacounty.gov

Extra Security Login Verification

To verify your identity, please enter and verify the code we sent below.

Verification Code


Verify

Did not receive verification code?

Resend Verification Code

i In the event if you still haven't received the code after 5 minutes or if the email does not belong to you, please contact LA County Vendor Relations

Hours: Monday - Thursday (7:00 a.m to 5:00 p.m PST)
Email: ISDVendorRelations@isd.lacounty.gov



You have **13:34** minutes to verify your identity.

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

> **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 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.

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> **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 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) 

THE BENTON COMPANY

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)

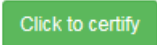
Exempt Payee Code (if any) Exemption from FATCA reporting (if any)

Apply a Payment Address to W-9 Address:

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

> **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

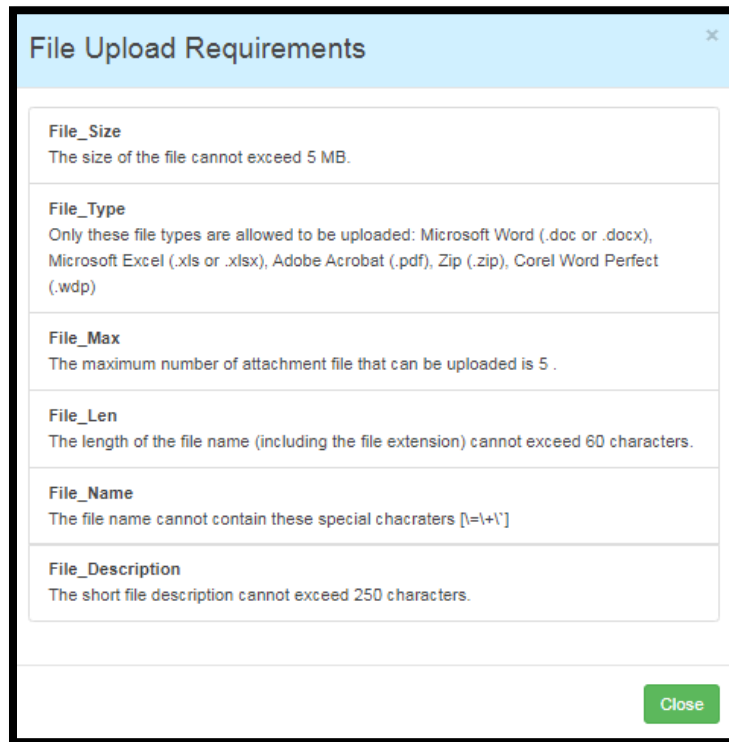
STEP 3 - Click Upload to Add a File as an Attachment
Upload

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.



The dialog box titled "File Upload Requirements" lists the following rules:

- 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 characters [\\|/|'|]
- File_Description**: The short file description cannot exceed 250 characters.

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

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




A text input field with the placeholder text "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.



A file selection interface showing a "Choose File" button and the text "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

The screenshot shows the 'User Login Account' creation page. At the top, there's a navigation bar with 'Home', 'Logout', 'Contact Us', 'Privacy', and 'Help Guides'. Below the navigation bar, the page title is 'User Login Account'. A message states: 'Please create your user login account information. Fields with asterisk (*) are required.' The form contains the following fields:

- Your Name***: Two text boxes, one containing 'Jane' and the other 'Doe'.
- Your Email***: A text box containing 'jdoe@suntrust.com' with a clear button (X).
- User ID***: A text box containing 'SUNTRUSTLEASE'. A note below the field states: '(Between 5 to 20 characters, no spaces and special characters)'.
- Password***: A text box with masked characters (dots).
- Confirm Password***: A text box with masked characters (dots).

To the right of the password fields, the 'Password requirements' are listed:

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

At the bottom of the form is a green button labeled 'Save / Finished'.

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	View	Delete

- 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
- User ID
- Password

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

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

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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.

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

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

Legal business name, Alias name, EIN/SSN/TIN/ATIN #, TIN type and Organization type are not editable.

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 ISOVendorRelations@isd.lacounty.gov

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

[Save](#)

- > **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 [Save](#) 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.

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

Vendor Address & Contact Information Last Modified: 1/1/0001 12:00:00 AM

[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	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 jj@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 jj@test.com	12/20/2019 12:26:40 PM	Edit Delete

[«](#) [1](#) [»](#)

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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 divided into two main sections: 'Vendor Profile' and 'Vendor Address & Contact Information'. The 'Vendor Address & Contact Information' section is active, showing a list of addresses and a 'Modify Address 02 Ordering' button. The 'Location: 02PR Address Type: Ordering' form is displayed, containing fields for Address 1, Address 2, City, Country, State, County, Zip, Zip+4, Contact Name, Phone, Alternate Phone, Fax, Alternate Fax, Email, and a checkbox for email notifications. The form is pre-filled with the following information:

Field	Value
*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.	<input checked="" type="checkbox"/>
Alternate Email	

Below the email address of the contact information there is a checkbox ☒ Check the box to receive email notifications. 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.

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

The screenshot shows the 'VENDOR REGISTRATION MAINTENANCE' page for Vendor Number 116285 and Company SUNTRUST LEASING CORPORATION. The 'Vendor Address & Contact Information' section is active, displaying a table of existing locations. The table has columns for Location, Type, Address, Contact, and Last Modified. Two locations are listed: '01' (Payment) and '01PR' (Ordering), both at 29893 SANTA MARGARITA PKW, SUITE 100, RSM, CA 92688. Each location has an 'Edit' button. Below the table is a '+ Add New Address Location' button. The page also shows sections for 'TIN and Certification (IRS Form W-9)', 'Search and Add/Remove Commodities and Services', and 'User Account Maintenance'.

Location	Type	Address	Contact	Last Modified	
01	Payment	29893 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	29893 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

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 includes a checkbox for 'ORDERING' which is checked. Below the checkbox, there is a section for 'Payment' address and contact information. The form fields are organized into two columns. The left column contains fields for Address 1, Address 2, City, Country (dropdown), State (dropdown), County (dropdown), Zip, and Zip+4. The right column contains fields for Contact Name, Phone, Alternate Phone, Fax, Alternate Fax, Email, and Alternate Email. There are also fields for CA Tax Status and CA Sales Tax Permit. The form includes a red warning message: 'Please enter the Payment address and the Contact information. Fields with asterisk (*) are required.' At the bottom, there are 'Add' and 'Cancel' buttons.

☒ **ORDERING** Uncheck the box if you'd like to enter the Ordering address separately.

Payment

Please enter the Payment address and the Contact information. Fields with asterisk (*) are required.

Location: 02 Address Type: PAYMENT

*Address 1	<input type="text"/>	*Contact Name	<input type="text"/>
Address 2	<input type="text"/>	*Phone	<input type="text"/> Ext. <input type="text"/>
*City	<input type="text"/>	Alternate Phone	<input type="text"/> Ext. <input type="text"/>
*Country	<input type="text" value="United States of America"/>	Fax	<input type="text"/> Ext. <input type="text"/>
*State	<input type="text" value="California"/>	Alternate Fax	<input type="text"/> Ext. <input type="text"/>
*County	<input type="text" value="LOS ANGELES"/>	*Email	<input type="text"/>
*Zip	<input type="text"/>	Alternate Email	<input type="text"/>
*Zip+4	<input type="text"/>		
*CA Tax Status	<input type="text" value="IN STATE"/>		
*CA Sales Tax Permit	<input type="text"/>		

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

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.

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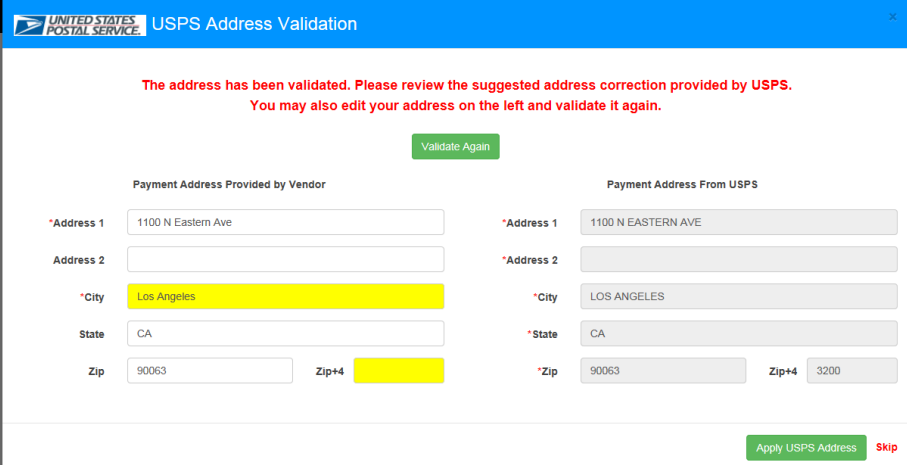
When completing this section the following fields are required.

- 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 [Add](#) at the end of the step and you will be

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

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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.

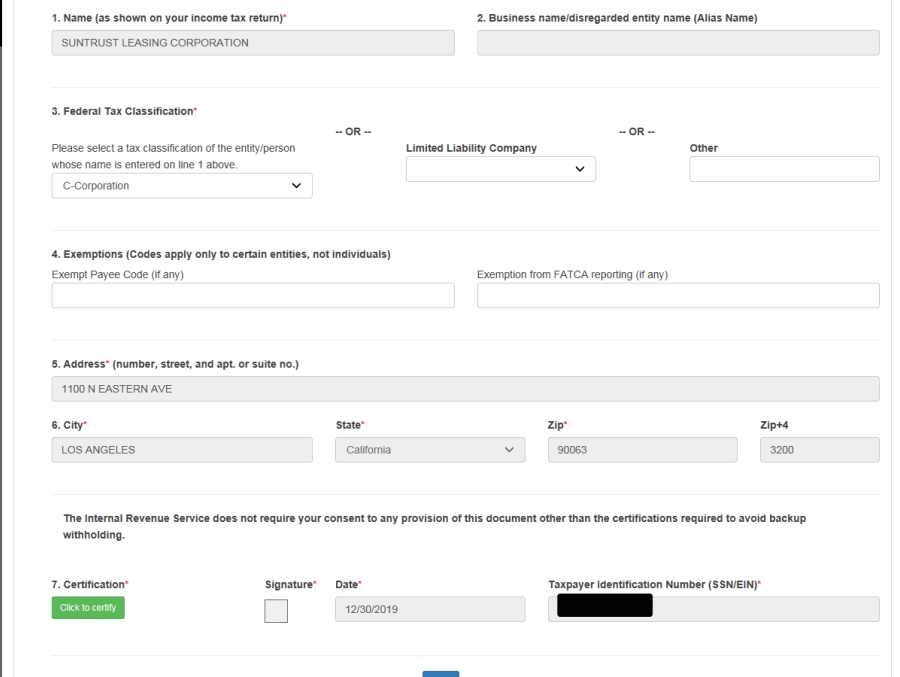
[Validate Again](#)

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](#)

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

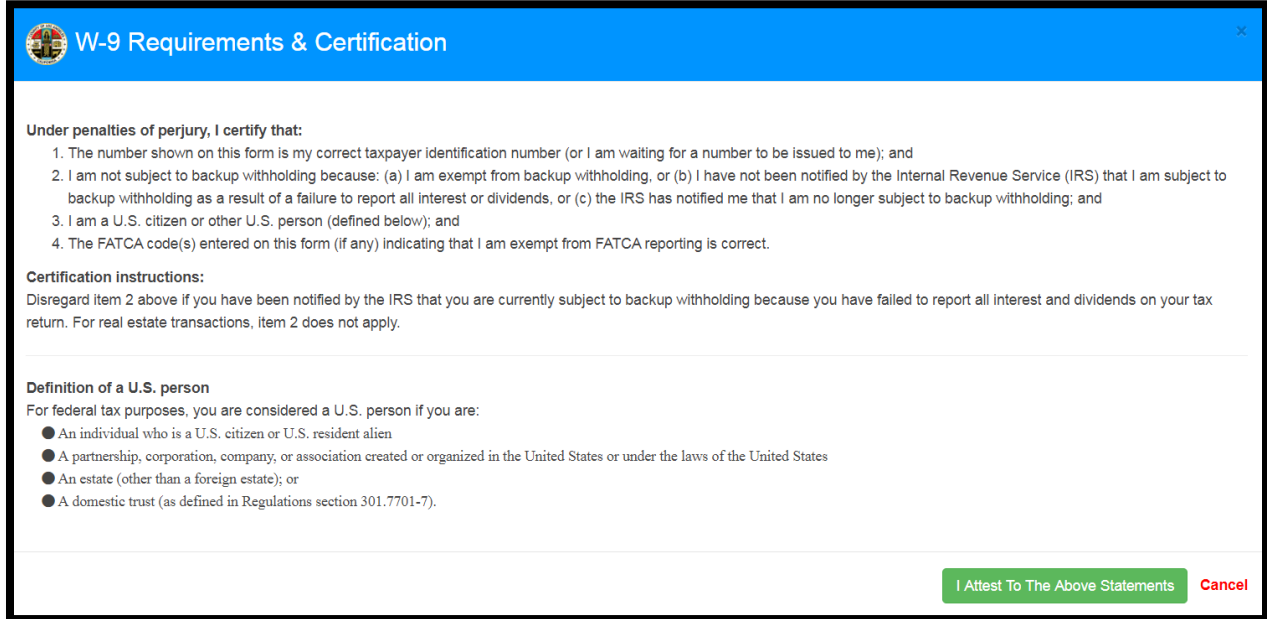
Date*
12/30/2019

Taxpayer Identification Number (SSN/EIN)*
[REDACTED]

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

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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:

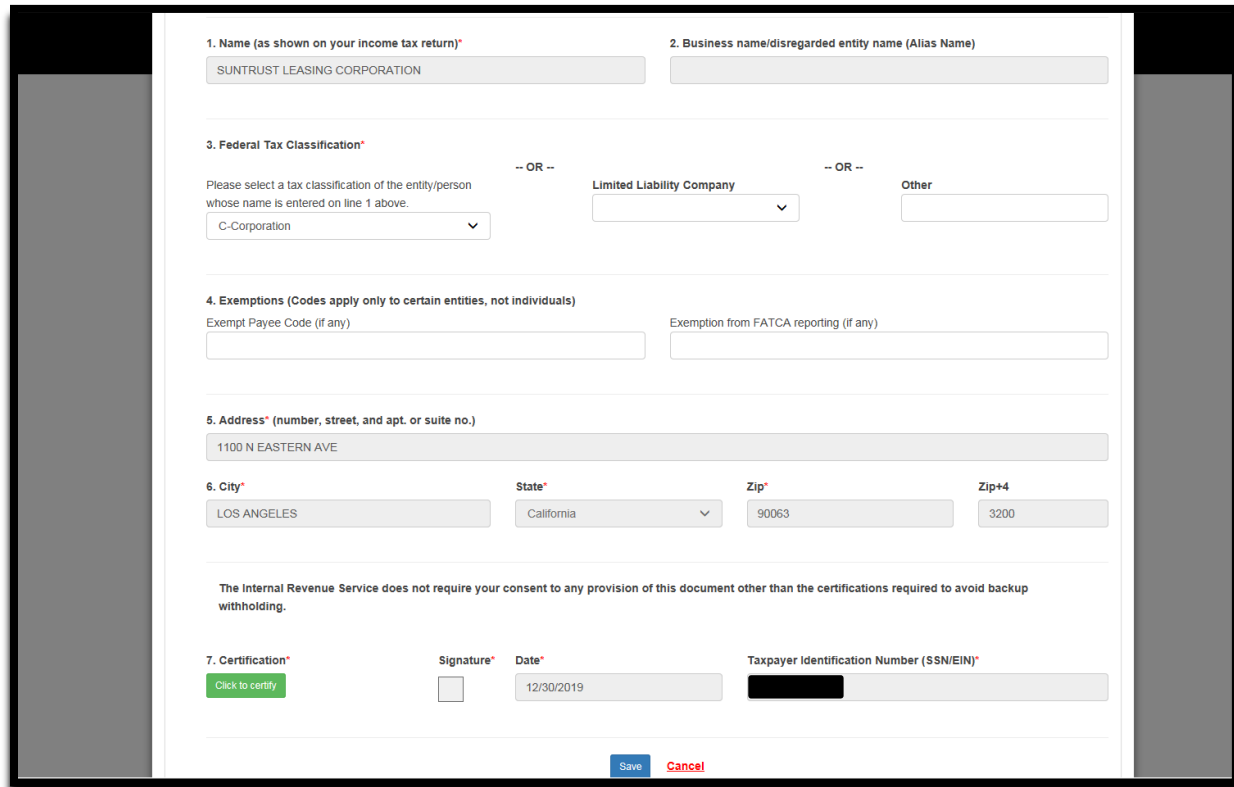
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I 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.
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](#)

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

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

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.

> Vendor Profile

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

> Vendor Address & Contact Information

Last Modified: 12/30/2019 1:59:56 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	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
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	Edit Delete
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	Edit Delete

[1](#)

> TIN and Certification (IRS Form W-9)

Last Modified: 12/30/2019 1:59:56 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

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THE EDIT OF THIS PAYMENT ADDRESS REQUIRES YOU TO RE-CERTIFY YOUR 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 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)
<input type="text" value="SUNTRUST LEASING CORPORATION"/>	<input type="text"/>

3. Federal Tax Classification*

-- OR --

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

<input type="text" value="C-Corporation"/>	<input type="text" value="Limited Liability Company"/>	<input type="text" value="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.)

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)***

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 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.

What if we need to delete the new address?

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

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> 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	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 jj@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 jj@test.com	12/20/2019 12:26:40 PM	Edit Delete

<< 1 >>

> 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

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 drop down before the new address will be deleted.

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

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:

29883 SANTA MARGARITA PKW SUITE 100 RSM CA 92688

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*

Click to certify

Signature*

Date*

12/30/2019

Taxpayer Identification Number (SSN/EIN)*

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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 the payment address.*

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	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 jj@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 jj@test.com	12/20/2019 12:26:40 PM	Edit Delete

« « 1 » »

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.

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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
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)

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

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

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

County of Los Angeles webVEN
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 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.

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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.

The screenshot displays the 'TIN and Certification (IRS Form W-9)' form. At the top, it indicates 'Last Modified: 12/23/2019 8:58:39 AM'. The form includes instructions for Los Angeles County vendors and a link to the IRS website. A note states that fields with an asterisk (*) are required. The form is divided into several sections: 1. Name (as shown on your income tax return)*, which contains 'SUNTRUST LEASING CORPORATION'; 2. Business name/disregarded entity name (Alias Name), which is currently empty; 3. Federal Tax Classification*, which includes a dropdown menu set to 'C-Corporation' and two alternative options, 'Limited Liability Company' and 'Other', each with its own dropdown; 4. Exemptions (Codes apply only to certain entities, not individuals), which includes fields for 'Exempt Payee Code (if any)' and 'Exemption from FATCA reporting (if any)'; 5. Apply a Payment Address to W-9 Address:, which is a dropdown menu; 6. Address* (number, street, and apt. or suite no.), which contains '1100 N EASTERN AVE'; 7. City*, which contains 'LOS ANGELES'; 8. State*, which is a dropdown menu set to 'California'; 9. Zip*, which contains '90063'; and 10. Zip+4, which contains '3200'.

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

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The screenshot shows the 'TIN and Certification (IRS Form W-9)' form. At the top, it says 'Last Modified: 12/23/2019 8:58:39 AM'. Below the title, there is a paragraph explaining that to register as a Los Angeles County vendor, the user must complete the Taxpayer Identification Number and Certification information (IRS Form W-9). It also provides a link to www.irs.gov/FormW9 for instructions and the latest information. A note states: 'Fields with asterisk (*) are required.'

The form is divided into several sections:

- 1. Name (as shown on your income tax return)***: A text box containing 'SUNTRUST LEASING CORPORATION'.
- 2. Business name/disregarded entity name (Alias Name)**: An empty text box.
- 3. Federal Tax Classification***: A section with a dropdown menu showing 'C-Corporation' and a 'Limited Liability Company' button. There is also an 'Other' button and a note: 'Please select a tax classification of the entity/person whose name is entered on line 1 above.'
- 4. Exemptions (Codes apply only to certain entities, not individuals)**: Two empty text boxes for 'Exempt Payee Code (if any)' and 'Exemption from FATCA reporting (if any)'.
- Apply a Payment Address to W-9 Address:**: A section with a blue header and a text box containing '1100 N EASTERN AVE LOS ANGELES CA 90063 3200' and '500 W TEMPLE ST LOS ANGELES CA 90012 2713'.
- 5. Address (number, street, and apt. or suite no.)**: A text box containing '1100 N EASTERN AVE'.
- 6. City***: A text box containing 'LOS ANGELES'.
- State***: A dropdown menu showing 'California'.
- Zip***: A text box containing '90063'.
- Zip+4**: A text box containing '3200'.


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.

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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 --			
Please select a tax classification of the entity/person whose name is entered on line 1 above.	Limited Liability Company		
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*	State*	Zip*	Zip+4
LOS ANGELES	California	90012	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*	Taxpayer Identification Number (SSN/EIN)*
Click to certify		12/23/2019	

 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

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Vendor Address & Contact List

Modify Address 03 Payment

+ Add New Address Location

Location: 03 Address Type: Payment

*Address 1

500 W TEMPLE ST

Address 2

STE 200

X

*City

LOS ANGELES

*Country

United States of America

*State

California

*County

LOS ANGELES

*Zip

90012

Zip+4

4365

*CA Tax Status

IN STATE

*CA Sales Tax Permit

234324

*Contact Name

Jane Doe

*Phone

555-555-5555

Ext.

Alternate Phone

Ext.

Fax

Ext.

Alternate Fax

Ext.

*Email

janedoe@test.com

☒ Check the box to receive email notifications.

Alternate Email

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.

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.

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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.)

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*
Click to certify

Signature* Date* 12/23/2019 Taxpayer Identification Number (SSN/EIN)*

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

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:

1100 N EASTERN AVE LOS ANGELES CA 90063 3200
500 W TEMPLE ST STE 200 LOS ANGELES CA 90012 4365

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* 12/23/2019 Taxpayer Identification Number (SSN/EIN)*

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 header with a navigation arrow and the title 'Vendor Address & Contact Information', and a timestamp 'Last Modified: 12/30/2019 3:01:46'. Below the header, there are two tabs: '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 is a checked checkbox labeled 'ORDERING' with the instruction 'Uncheck the box if you'd like to enter the Ordering address separately.' Below this, a 'Payment' tab is selected. The main form area contains the instruction 'Please enter the Payment address and the Contact information. Fields with asterisk (*) are required.' and the title 'Location: 02 Address Type: PAYMENT'. The form is divided into two columns. The left column contains fields for: '*Address 1' (Plaza España, 7), 'Address 2' (empty), '*City' (Málaga), '*Country' (Spain), '*State' (Foreign Country), '*County' (OUT OF STATE), '*Zip' (29400), '*CA Tax Status' (OUT STATE), and 'CA Sales Tax Permit' (empty). The right column contains fields for: '*Contact Name' (Herman Willis), '*Phone' (+34 952 16 11 82) with an 'Ext.' field, 'Alternate Phone' (empty) with an 'Ext.' field, 'Fax' (empty) with an 'Ext.' field, 'Alternate Fax' (empty) with an 'Ext.' field, '*Email' (test@gmail.com), and 'Alternate Email' (empty). At the bottom right, there are 'Add' and 'Cancel' buttons.

Change/Update Registration User Guide

> Vendor Address & Contact InformationLast 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 New	Payment	Plaza España, 7 Málaga, Spain 29400	Herman Willis +34-952-1611 test@gmail.com	12/30/2019 3:28:50 PM	 
02PR New	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**

Home Logout Contact Us Privacy Help Guides

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 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.

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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

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I Attest To The Above Statements

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.

**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


Save

Once completed select 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.

County of Los AngelesHomeLogoutContact UsPrivacyHelp Guides

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

1

Search and Add Commodities / Services

Clear

Search Commodity/Service Description Keyword

Showing 1 to 15 of 685 entries.


Code	Description
000	ABRASIVES
00055	ABRASIVE EQUIPMENT AND TOOLS
00014	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.
00021	ABRASIVES, SANDBLASTING, METAL
00028	ABRASIVES, SANDBLASTING
00042	ABRASIVES, SOLID: WHEELS, STONES, ETC.
00056	ABRASIVES, TUMBLING (WHEEL)

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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 'County of Los Angeles' and 'webVEN' logos, 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 94554, 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 has 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 list of commodities is shown with columns for Code and Description. The list includes items like 'COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)', 'SOFTWARE-MICROCOMPUTER-ACCOUNTING/ FINANCIAL-BOOKKEEPING-BILLING & INVOICING BUDGETING, PAYROLL, TAXES, ETC.', 'COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)', 'SOFTWARE-MINI & MAINFRAME COMPUTER- ACCOUNTING/ FINANCIAL BOOKKEEPING, BILLING AND INVOICING, BUDGETING, PAYROLL, TAXES, ETC.', 'CONSULTING SERVICES', 'CONSULTING SERVICES - FINANCE/ECONOMICS', 'EQUIPMENT MAINTENANCE, RECONDITIONING AND REPAIR SERVICES FOR AUTOMOBILES, TRUCKS, TRAILERS, TRANSIT BUSES AND OTHER VEHICLES', 'MAINT & REPAIR - TRANSMISSION - AUTO (MAIN, TRANSFER CASE, CHAIN AND FINAL DRIVES)', and 'FINANCIAL SERVICES'.

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 description: 'This portion of the registration lets you search and add commodities or services to your vendor registration. Bid notifications that you will be received by email are based on commodities and services you have selected.' 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 has 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 list of commodities is shown with columns for Code and Description. The list includes items like 'AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)', 'AIR CONDITIONERS: CONTROLLED ENVIRONMENT (FOR COMPUTER ROOMS, ETC.), AND PARTS AND ACCESSORIES NOT INDIVIDUALLY ITEMIZED', 'AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRUCKS, ETC.', 'MONITORS-AUTOMOTIVE: COMPUTERIZED- (BRAKES, LIGHTS, RPM, TEMPERATURE, ETC.)', 'COMPUTER HARDWARE AND PERIPHERALS FOR MICRO COMPUTERS', 'CABINETS & CASES-MICRO COMPUTER: DESKTOP CASES, TOWER CASES, DRIVE CABINETS, ETC.', and 'CABLES-MICRO COMPUTER: PRINTER, DISK, NETWORK, ETC.'.

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If you mistakenly select the incorrect Commodity, simply select the  Remove button and that Commodity will be removed from your 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 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 is 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)

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- 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: 78

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
Purchasing Required Forms	Fillable PDF form for PCS solicitation responses
Contracts Required Forms	Fillable PDF form for 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		
Purchasing_Required_Forms.pdf	Purchasing Required Forms Version 1	07/02/2021 03:59 PM	1.68 MB	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.

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

This section is the repository for two types of forms that are required to be submitted with solicitations responses in VSS. The links to download and edit the two PDF forms with fillable fields are on the right:

- Purchasing Required Forms
- Contracts Required Forms

Forms for Responding to Solicitations

of Attachments: 77

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

Purchasing Required Forms

Fillable PDF form for PCS solicitation responses

Contracts Required Forms

Fillable PDF form for 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		
Purchasing_Required_Forms.pdf	PCS Form 7/2/2021 9:18AM	07/02/2021 09:18 AM	1.68 MB	Purchasing Required Forms	View	Delete
Contracts_Required_Forms.pdf	Contracts Form 7/2/2021 9:18AM	07/02/2021 09:18 AM	1.48 MB	Contracts Required Forms	View	Delete

Download these 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.

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 the two forms provided from the download links may be uploaded to this section. Any other attachments 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

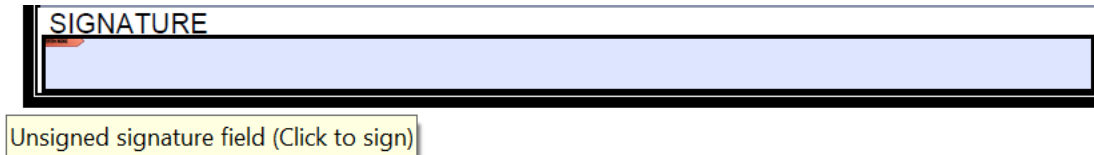
NOTE: You must upload the attachment within Vendor Self Service (VSS) for it to submit with a solicitation response: <https://lacovss.lacounty.gov/> This section in WebVEN is only a repository for current or historical versions of your attachment and does not count for submission.

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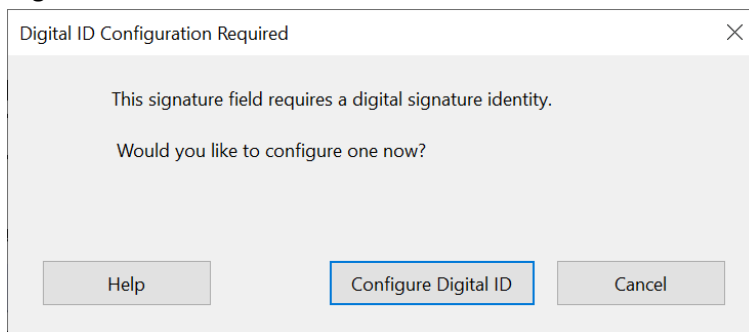
How Do I Digitally Sign the Fillable PDF Forms?

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.

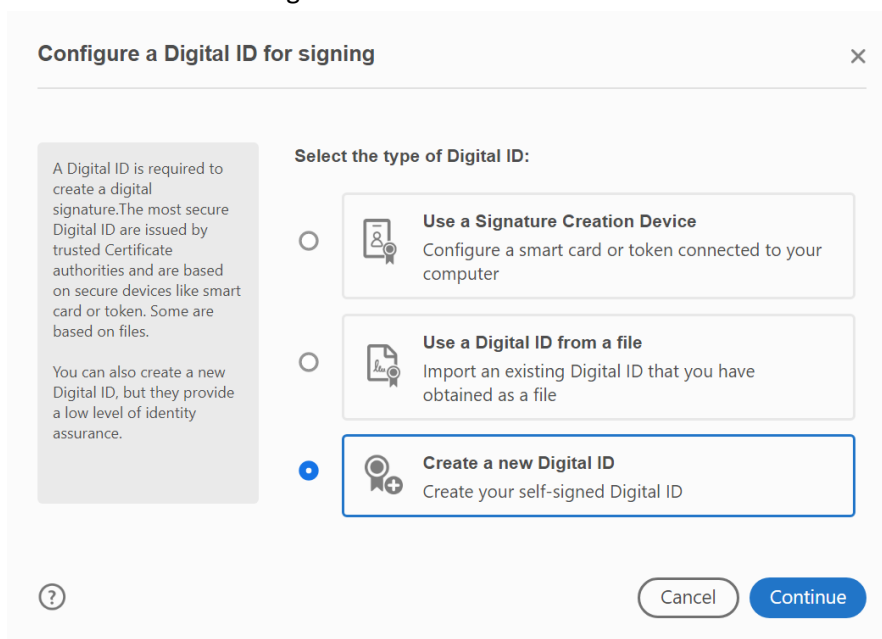
1. In the PDF, click on the signature field.



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



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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

?

Back

Continue

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

?

Back

Save

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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

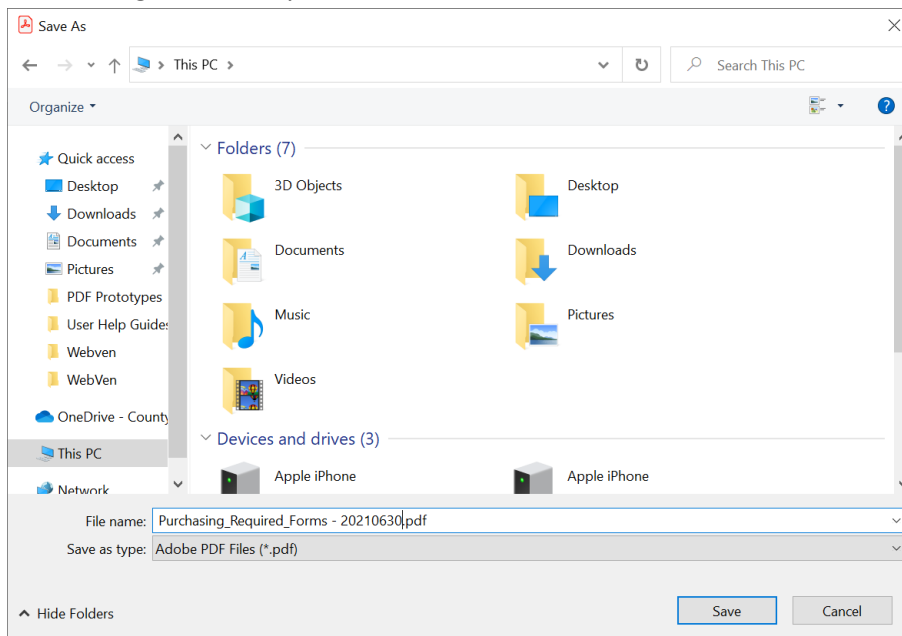
Review

Back

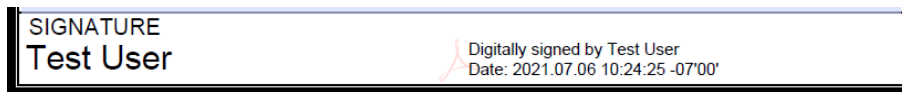
Sign

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8. Save the signed PDF to your workstation.



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



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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." 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 on the left. The main area has a light gray background and contains the following text: "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." Below this text is a blue link that says "Retrieve Your Last Saved Terms and Conditions".

Change/Update Registration User Guide

> 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, the webVEN 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.