

WebVEN New Registration User Guide

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Why should I register to be a Vendor with LA County?

Here are a few reasons you should become a registered Vendor with Los Angeles County. You can participate in:

- Online access to over 6,900 categories of Commodities and Services available to Bid on.
- Be placed on Bid Lists generated online by County Departments looking for prospective Vendors.
- Periodically be notified by email of County Bids by specific Commodities/Services.
- May qualify to register in the County's Preference Programs.
- Access to your Vendor profile to make updates and changes at any time.

How do I become a registered LA County Vendor?

In order to become a registered LA County Vendor, you must successfully complete the WebVEN New Registration process, you must visit the WebVEN home page located at:

<https://camisvr.co.la.ca.us/WebVEN>

What documents do I need for a new registration?

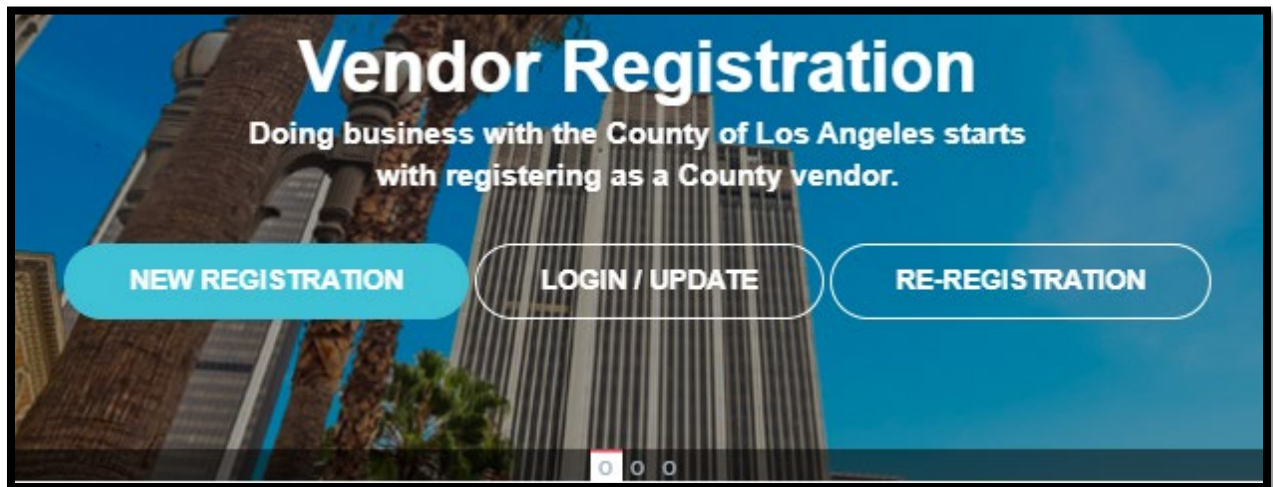
- Your taxpayer identification number and certification (IRS W-9 Form or IRS W-8 Form).
- Your company/organization's main contact name, address, phone, email.
- Your California sales tax Permit number, if applicable.
- A list of the types of products and/or Services your company provides.

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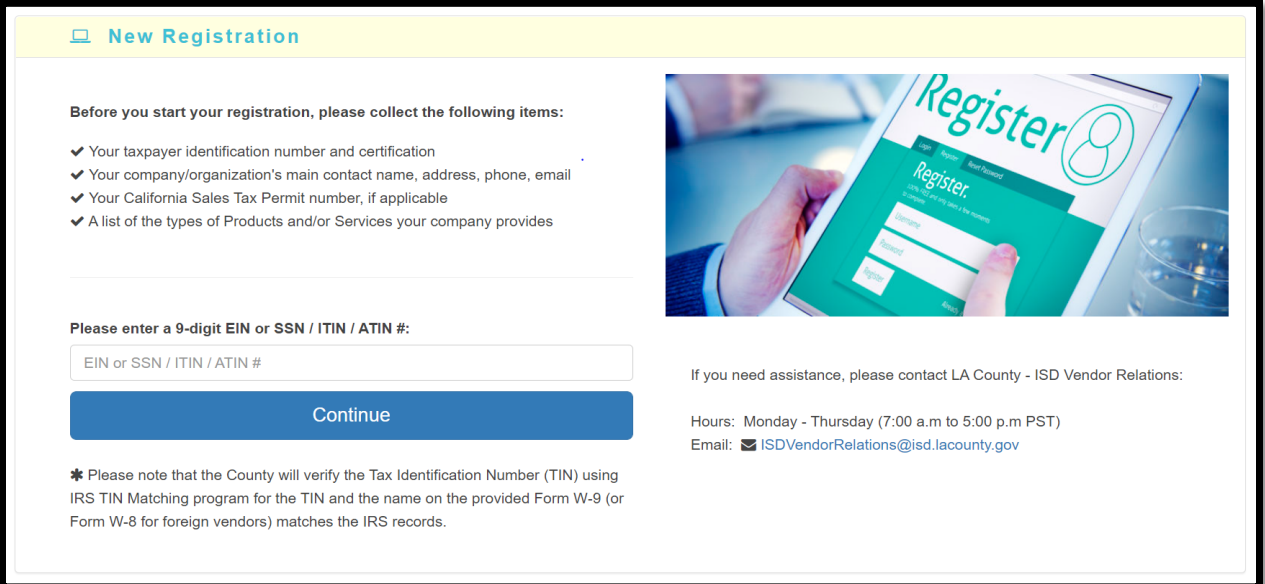
We are ready to register. What steps do I need to do to complete the New Registration process?

To complete the WebVEN New Registration application you must first visit the WebVEN home page located at <https://camisvr.co.la.ca.us/WebVEN>

On the WebVEN home page, click the **New Registration** button at the top of the screen on the slider menu.



After you click the **New Registration** button the new registration page will load.

A screenshot of the "New Registration" page. The page has a yellow header with the title "New Registration". Below the header, there is a section titled "Before you start your registration, please collect the following items:" followed by a list of four items: "Your taxpayer identification number and certification", "Your company/organization's main contact name, address, phone, email", "Your California Sales Tax Permit number, if applicable", and "A list of the types of Products and/or Services your company provides". Below this list is a text input field labeled "Please enter a 9-digit EIN or SSN / ITIN / ATIN #:" with a "Continue" button. To the right of the input field is an image of a hand holding a tablet displaying the "Register" form. Below the input field, there is a note: "* Please note that the County will verify the Tax Identification Number (TIN) using IRS TIN Matching program for the TIN and the name on the provided Form W-9 (or Form W-8 for foreign vendors) matches the IRS records." On the right side of the page, there is contact information for LA County - ISD Vendor Relations, including hours (Monday - Thursday 7:00 a.m to 5:00 p.m PST) and email (ISDVendorRelations@isd.lacounty.gov).

Enter in a valid 9-digit EIN or SSN / ITIN / ATIN # into the text field.

Press continue, this will begin the New Registration application process which will require you to complete 5 mandatory steps.

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Note: *The entered 9-digit EIN or SSN / ITIN / ATIN #, must contain **no** spaces or special characters and must contain only numerical digits. It will be verified with IRS records for authenticity before the new registration application can be processed.*

Step 1: Enter Vendor Profile?

The first step of the profile will require you to enter general information in regards to your business. The Vendor Profile has (10) required fields and those fields are marked with a Red Asterisk*

- Organization Type
- TIN Type
- Tin Number
- Legal Business Name
- Non-Profit
- 1099 Required
- Number of Employees
- Business Type
- Independently Owned
- Gross Revenue

The fields marked with a downward arrow ▼ are drop down menu fields, please select an option from the drop menu to complete the field.

▼ STEP 1 - Enter Vendor Profile

Please enter the company/organization profile information. Fields with asterisk (*) are required.

Organization Type*	TIN Type*	TIN Number*
Corporation ▼	Company (EIN) ▼	210264898
Legal Business Name*	Alias/DBA Name (Optional)	
Non-Profit*	1099 Required *	
Number of Employees*	Business Type *	
	- Please select a business type - ▼	
Independently Owned*	Gross Revenue *	
	- Please select a gross revenue - ▼	

Click save to complete Step 1. Save / Next

The Tin Number will infer from the 9-digit EIN or SSN / ITIN / ATIN # that was previously entered on the New Registration page.

Once the required field values are entered in, please proceed to the next step by clicking the blue

Save / Next

button at the bottom of the page. This will save the information and allow you to proceed to Step 2 if all required fields have been filled in successfully.

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Step 2: Enter Address & Contact

The second step of the process will require you to complete both a Payment and Ordering Address, complete with contact information for each. By default in the upper left corner the Ordering Address box 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 Payment Address tab has (11) required fields and those fields are marked with a Red Asterisk*.

- Address 1
- City
- Country
- State
- County
- Zip
- CA Tax Status
- CA Sales Permit
- Contact Name
- Phone
- Email

The fields marked with a downward arrow ▼ are drop down menu fields, please select an option from the drop menu to complete the field.

The screenshot shows the 'STEP 2 - Enter Address & Contact' form. At the top, there are instructions: 'Payment - Addresses available for use by County to remit payments. Ordering - Addresses available for use by County issue purchase orders.' and 'The Payment address that you enter below will also be used for the Ordering address.' Below this, there is a checkbox labeled 'ORDERING' which is checked, with the text 'Uncheck the box if you'd like to enter the Ordering address separately.' To the left of the main form area is a tab labeled 'Payment'. The main form area contains the instruction '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, Address 2, *City, *Country (dropdown menu showing 'United States of America'), *State (dropdown menu showing 'California'), *County (dropdown menu showing 'LOS ANGELES'), *Zip, Zip+4, *CA Tax Status (dropdown menu showing 'IN STATE'), and *CA Sales Tax Permit. The right column contains fields for: *Contact Name, *Phone, Ext. (dropdown menu), Alternate Phone, Ext. (dropdown menu), Fax, Ext. (dropdown menu), Alternate Fax, Ext. (dropdown menu), *Email, and Alternate Email. At the bottom of the form, there is a green link 'Click save to complete Step 2.' and a blue button labeled 'Save / Next'.

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The Ordering Box ☒ ORDERING can be unchecked in order for you to provide a different Ordering Address from the entered Payment Address. If your Ordering Address differs from the Payment Address, please click the Ordering Box to uncheck the field ☐ ORDERING and the Ordering Address tab will populate.

STEP 2 - Enter Address & Contact

Payment - Addresses available for use by County to remit payments. Ordering - Addresses available for use by County issue purchase orders.

The Payment address that you enter below will also be used for the Ordering address.

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

Payment **Ordering**

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

USPS - Address Validate

*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"/>		

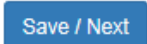
Click save to complete Step 2. [Save / Next](#)

The Ordering Address tab has (9) required fields and those fields are marked with a Red Asterisk*

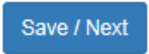


- Address 1
- City
- Country
- State
- County
- Zip
- Contact Name
- Phone
- Email

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The fields marked with a downward arrow ▼ are drop down menu fields, please select an option from the drop menu to complete the field.

Once completed with the required information select  at the end of the step and you will be presented with an USPS Address Validation prompt. From here you are able to update the address to validate again and or push the address as supplied from the USPS to the fields.

USPS Address Validation is a tool utilized on WebVEN to help ensure the Vendor that the entered addresses are valid in the USPS address database and will occur in the following scenarios.

1. USPS Address Validation occurs when you enter in the Payment Address and contact information, but do not unselect the Ordering Box to enter the Ordering Address separately. After you click the blue:  at the bottom of the page to complete step 2, the USPS Address Validation will automatically occur.
2. When unchecking the Ordering Box:  **ORDERING** and entering the Ordering Address and the Payment Address separately, the green USPS Address Validation button  has to be manually clicked on the Payment tab, as well as the Ordering Tab in order to validate the addresses. (This is not mandatory)
3. On a foreign (Non-USA) Payment or Ordering Addresses, the USPS Address Validation process will not occur on step 2.

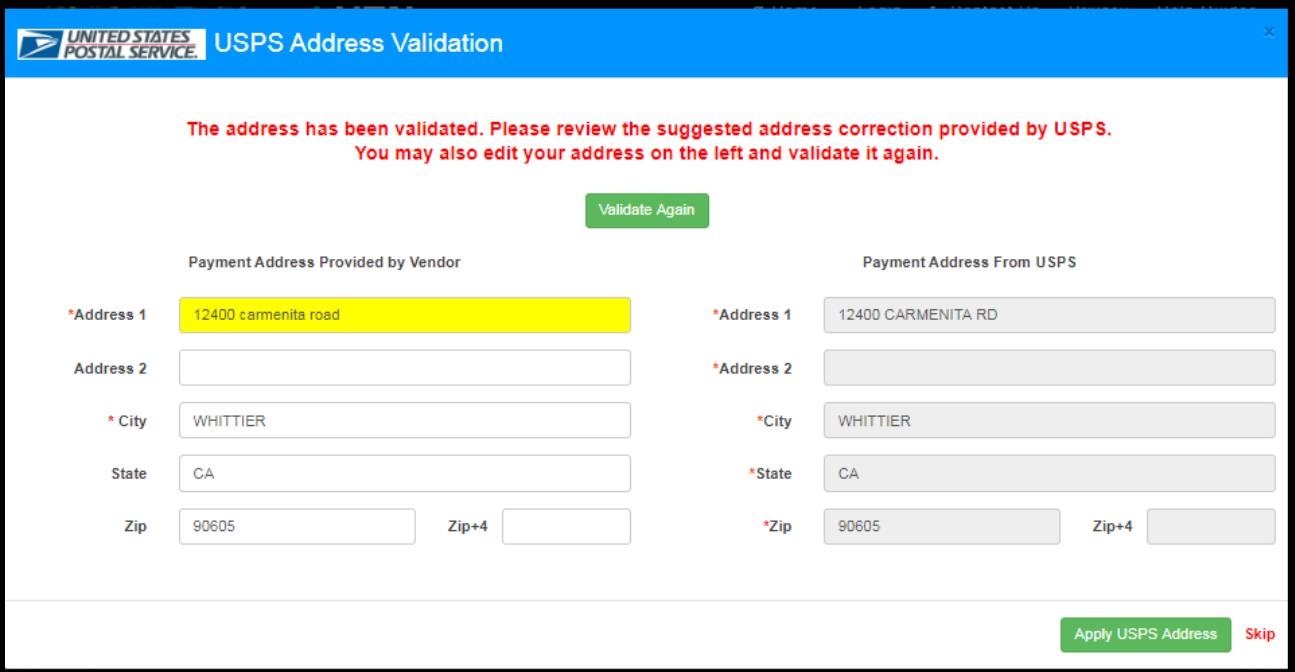
The USPS Address Verification prompt will attempt to validate the address entered. Any fields that are suggested for changes are based on USPS Address records will be highlighted in Yellow.

You may edit the address directly from the USPS Address Verification prompt and then select Validate Again, to re-validate the changed address.

If the changes are correct, Please select Apply USPS Address to automatically continue to step 3.

If the address cannot be verified and to the best of your knowledge the address is true, then please select the *Skip* button to automatically continue on to step 3.

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A screenshot of the USPS Address Validation interface. At the top, a blue banner displays the United States Postal Service logo and the title "USPS Address Validation". Below the banner, a red message states: "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." A green "Validate Again" button is positioned above the address comparison section. This section is divided into two columns: "Payment Address Provided by Vendor" and "Payment Address From USPS". The vendor's address fields include: *Address 1 (12400 carmenita road), Address 2, *City (WHITTIER), State (CA), Zip (90605), and Zip+4. The USPS-suggested address fields include: *Address 1 (12400 CARMENITA RD), *Address 2, *City (WHITTIER), *State (CA), *Zip (90605), and Zip+4. At the bottom right, there are two buttons: "Apply USPS Address" (green) and "Skip" (red).

Applying the USPS Address Validation separately on the Ordering and Payment tab will not automatically redirect to step 3. You must manually select the blue **Save / Next** button.

You may return to the previous step to update the address at any point up until the New Registration is completed and successfully submitted.

Step 3: Enter IRS W-9 Certification*

Note: New Registration Vendors on WebVEN whose Payment Address is located in the USA will be required to utilize the IRS W-9 Certification in order to complete Step 3. Vendors that have a foreign (Non-USA) Payment Address will be required to utilize the IRS Form W-8 in order to complete Step 3.

For the third step of the process you are required to complete the IRS W-9 Certification, which has (10) required fields and those fields are marked with a Red Asterisk*.

- Name (as shown on your income tax return)
- Federal Tax Classification (**Note:** Only select ONE, tax classification)
- Address (number, street, and apt. or suite no.)
- City
- State
- Zip
- Certification
- Signature
- Date
- Taxpayer Identification Number (SSN/EIN)

Note: The following fields: Name, Business Name (as shown on your income tax return), Business name/disregarded entity name(Alias Name), Address, City, State, Zip, Zip+4, Date, and Taxpayer

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Identification Number (SSN/EIN). Will infer based on the information entered on the New Registration application and will be non-editable fields.

The fields marked with a downward arrow ▼ are drop down menu fields, please select an option from the drop menu to complete the field.

STEP 3 - Enter IRS W-9 Certification

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)*
Test Company 123

2. Business name/disregarded entity name (Alias Name)
TC 123 inc.

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
▼

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.)
1400 N EASTERN AVE

6. City*
LOS ANGELES

State*
California ▼

Zip*
90063

Zip+4
1015

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*
▼

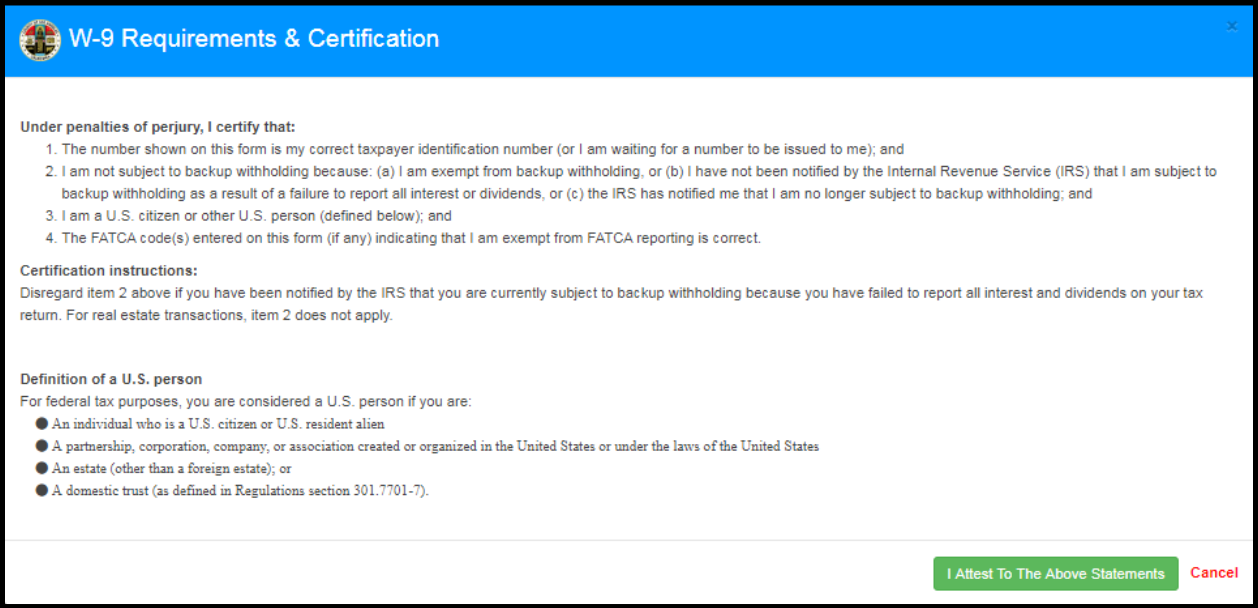
Date*
12/24/2019

Taxpayer Identification Number (SSN/EIN)*
896969688

[Click Save to complete Step 3.](#) [Save / Next](#)

In order to complete the Certification section, you must click the [Click to certify](#) button and read and attest to the W-9 Requirements & Certification disclaimer.

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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 you are done reading and agree to the terms, click the **I Attest To The Above Statements** button, which will complete this part of the step.

Clicking Cancel will take you away from the W-9 Requirements & Certification pop up screen and you will not be able to complete Step 3 or the WebVEN New Registration process without attesting to the terms of the W-9 Requirements & Certification pop up screen.

Note: *Attesting to the statements in the certification tab will populate a check mark in the signature box*
Signature*



which is a required field in this step.

Once the required field values are entered in please proceed to the next step by clicking the **Save / Next** button at the bottom of the page. This will save the information and proceed you to Step 4 if all required fields are entered in successfully.

Step 3: Attach IRS Form W-8*

Note: New Registration Vendors on WebVEN whose Payment Address is located in the USA will be required to utilize the IRS W-9 Certification in order to complete Step 3. Vendors that have a foreign (Non-USA) Payment Address will be required to utilize the IRS Form W-8 in order to complete Step 3

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> STEP 3 - Attach 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

STEP 2 - Browse and Select a File

No file chosen

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

Click save to complete Step 3.

FILE UPLOAD REQUIREMENTS

File Upload Requirements can be viewed by selecting the blue: [FILE UPLOAD REQUIREMENTS](#) link. 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.

File Upload Requirements ×

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 (.wpd)

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.

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In order to complete Step 3 – Attach IRS Form W-8, you must successfully upload a W-8 document. The steps to do that are as follows.

- 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.

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: *Completion of Step 3 Attach IRS Form W-8 requires 1 W-8 document 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 click the [Save / Next](#) button at the bottom of the page to complete step 3 proceed you to step 4.

Step 4: Search and Add Commodities/Services

The fourth step of the New Registration process lets you search and add Commodities and/or Services that your company may provide. It is in the Vendor's best interest to add as many Commodities and/or Services as they see fit to help increase the amount of business opportunities received from LA County.

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> **STEP 4 - Search and Add Commodities/Services**

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.

Clear Search Commodity/Service Description Keyword **At least one commodity/service must be selected in order to continue.** Showing 1 to 15 of 6885 entries.

	Code	Description
Select	005	ABRASIVES
Select	00505	ABRASIVE EQUIPMENT AND TOOLS
Select	00514	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.
Select	00521	ABRASIVES, SANDBLASTING, METAL
Select	00528	ABRASIVES, SANDBLASTING
Select	00542	ABRASIVES, SOLID: WHEELS, STONES, ETC.
Select	00556	ABRASIVES, TUMBLING (WHEEL)
Select	00563	GRINDING AND POLISHING COMPOUNDS: CARBORUNDUM, DIAMOND, ETC. (FOR VALVE GRINDING COMPOUNDS SEE CLASS 075)
Select	00570	PUMICE STONE
Select	00584	STEEL WOOL, ALUMINUM WOOL, AND COPPER WOOL
Select	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
Select	01005	ACOUSTICAL TILE, ALL TYPES (INCLUDING RECYCLED TYPES)
Select	01008	ACOUSTICAL TILE ACCESSORIES: CHANNELS, GRIDS, MOUNTING HARDWARE, RODS, RUNNERS, SUSPENSION BRACKETS, TEES, WALL ANGLES, AND WIRES
Select	01009	ACOUSTICAL TILE INSULATION

To search for a Commodity and/or Service 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.

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> **STEP 4 - Search and Add Commodities/Services**

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.


Clear computer **At least one commodity/service must be selected in order to continue.** Showing 1 to 15 of 212 entries. (Filtered from 6885 total entries)

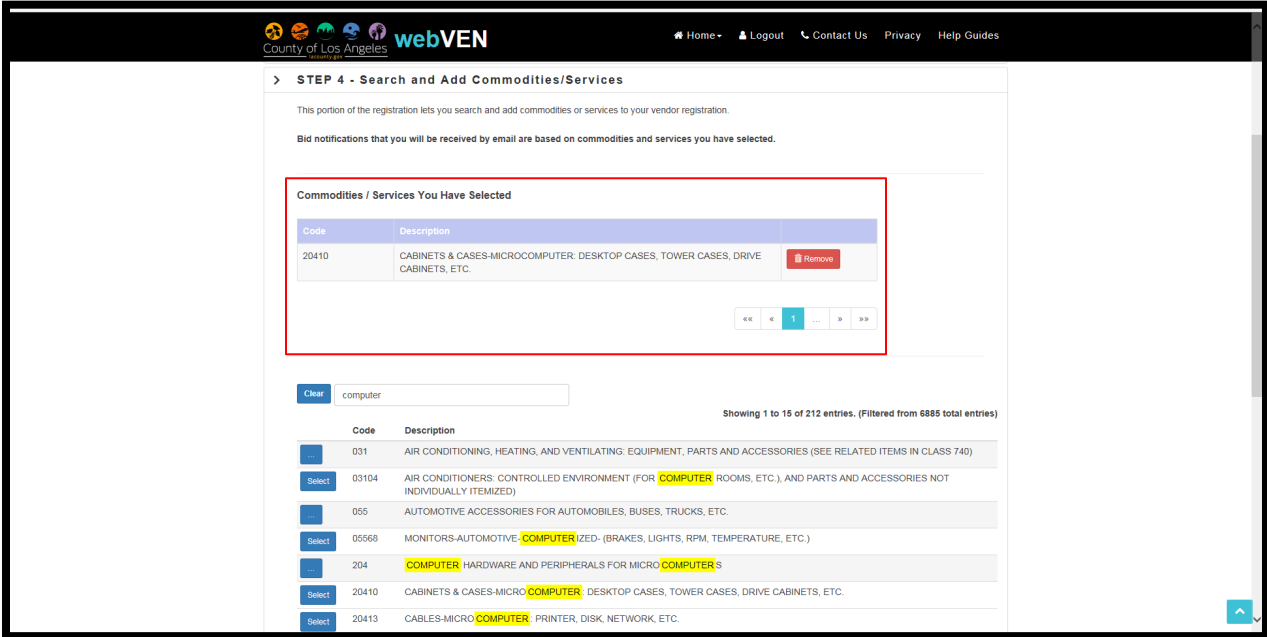
	Code	Description
Select	031	AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)
Select	03104	AIR CONDITIONERS: CONTROLLED ENVIRONMENT (FOR COMPUTER ROOMS, ETC.), AND PARTS AND ACCESSORIES NOT INDIVIDUALLY ITEMIZED)
Select	055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRUCKS, ETC.
Select	05568	MONITORS-AUTOMOTIVE COMPUTER IZED- (BRAKES, LIGHTS, RPM, TEMPERATURE, ETC.)
Select	204	COMPUTER HARDWARE AND PERIPHERALS FOR MICRO COMPUTER S
Select	20410	CABINETS & CASES-MICRO COMPUTER DESKTOP CASES, TOWER CASES, DRIVE CABINETS, ETC.
Select	20413	CABLES-MICRO COMPUTER PRINTER, DISK, NETWORK, ETC.
Select	20414	CAMERAS-DIGITAL-MICRO COMPUTER FOR WINDOWS
Select	20416	CHIPS-MICRO COMPUTER ACCELERATOR, GRAPHICS, MATH, CO-PROCESSOR, MEMORY (RAM AND ROM), NETWORK, SIMMS, ETC.
Select	20419	COMMUNICATION BOARDS-MICRO COMPUTER FAX, MODEM (INTERNAL), ETC.
Select	20424	CONTROLLERS-MICRO COMPUTER -PROGRAMMABLE: INDUSTRIAL CONTROL DEVICES, ROBOTS, ETC.
Select	20428	DATA ENTRY AND REMOTE JOB ENTRY DEVICES-VOICE ACTIVATED-MICRO COMPUTER VOICE RECOGNITION, VOICE DIGITIZATION, SPEECH SYNTHESIZERS, ETC.
Select	20433	DRIVES-MICRO COMPUTER COMPACT DISK (CD ROM, ETC.)
Select	20434	DRIVES-FLOPPY DISK-MICRO COMPUTER

To select a Commodity and/or Service you must click the  button to the left of the field.

The selected Commodity and/or Service will be loaded into section labeled: Commodities / Services You Have Selected.

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




STEP 4 - Search and Add Commodities/Services

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.

Commodities / Services You Have Selected

Code	Description	Remove
20410	CABINETS & CASES-MICROCOMPUTER; DESKTOP CASES, TOWER CASES, DRIVE CABINETS, ETC.	

Showing 1 to 15 of 212 entries. (Filtered from 6885 total entries)

Clear

Code	Description
031	AIR CONDITIONING, HEATING, AND VENTILATING; EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)
03104	AIR CONDITIONERS; CONTROLLED ENVIRONMENT (FOR COMPUTER ROOMS, ETC.), AND PARTS AND ACCESSORIES NOT INDIVIDUALLY ITEMIZED)
055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRUCKS, ETC.
05568	MONITORS-AUTOMOTIVE; COMPUTER IZED- (BRAKES, LIGHTS, RPM, TEMPERATURE, ETC.)
204	COMPUTER HARDWARE AND PERIPHERALS FOR MICRO COMPUTER S
20410	CABINETS & CASES-MICRO COMPUTER ; DESKTOP CASES, TOWER CASES, DRIVE CABINETS, ETC.
20413	CABLES-MICRO COMPUTER ; PRINTER, DISK, NETWORK, ETC.

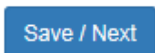
If you mistakenly select the incorrect Commodity and/or Service and wish to remove it, select the



button and that Commodity and/or Service will be removed.

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.*

After you have selected the Commodities and/or Services associated with your business select the



button at the end of the step to move to step 5.

Step 5: Create User Account

The fifth and final step of the WebVEN New Registration process allows you to create a User Account. This User Account will be your login credentials to access the WebVEN system in order to make any changes or updates that are needed.

Step 5 has (4) required fields and those fields are marked with a Red Asterisk*.

- Name
- Email
- UserID
- Password

WebVEN New Registration User Guide

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 (!, @, #, \$, %, *)

STEP 5 - Create User Account

Please create your user login account information. Fields with asterisk (*) are required.

Your Name*

Marcus

Hermans

Your Email*

test@test.gov

UserID* (Between 5 to 20 characters, no spaces and special characters)

Marcus4000

Password*

Confirm Password*

Password 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 (!, @, #, \$, %, *)

Click on the registration steps above to expand the panels and review/edit your information.
When completed, click the Finished button to submit your vendor registration:

Save / Finished

Note: You may click on any of the registrations steps on the form to expand the panels to review or edit the information, as you implement changes will need to hit save after each step.

STEP 1 - Enter Vendor Profile

STEP 2 - Enter Address & Contact

STEP 3 - Enter IRS W-9 Certification

STEP 4 - Search and Add Commodities/Services

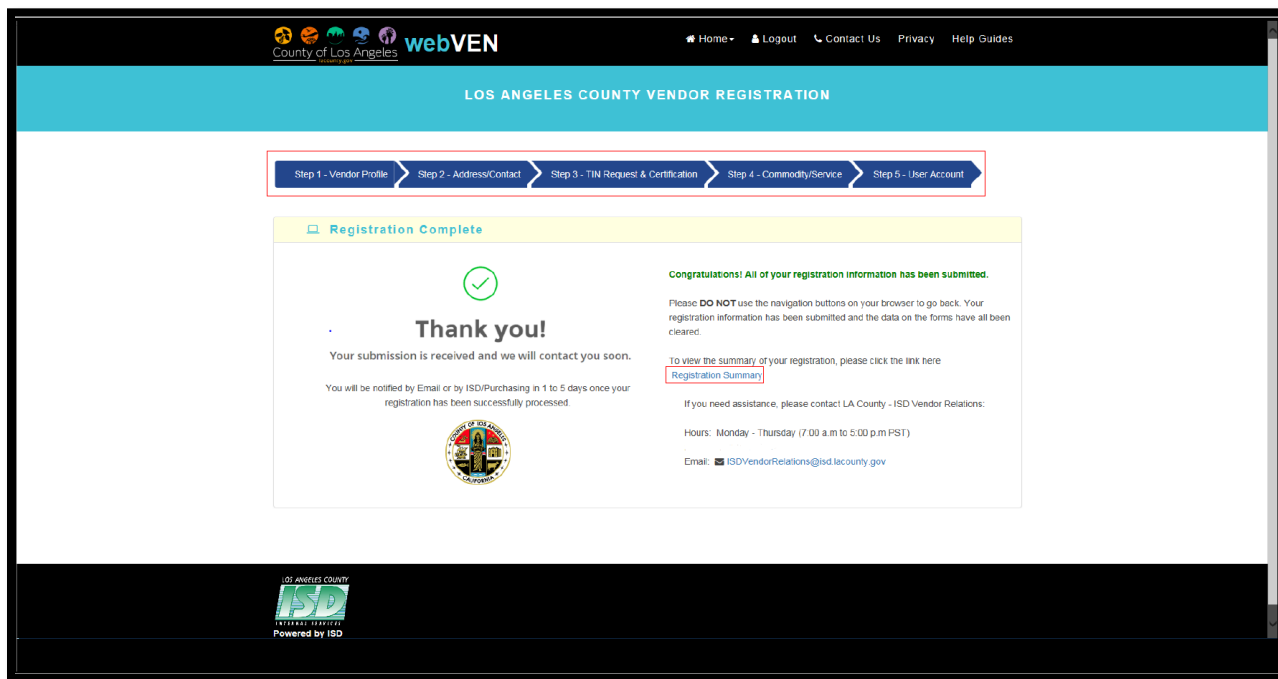
STEP 5 - Create User Account

Once the WebVEN UserID is created and the information in step's 1-5 are reviewed and verified to be correct and complete, please select the

Save / Finished

 button at the end of the step. You will be presented with the Registration Complete screen.

WebVEN New Registration User Guide

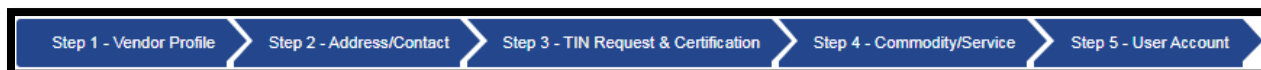


You can review a summary of your submission by selecting the Registration Summary hyperlink located

[Registration Summary](#)


on the right of the screen

or by selecting one of the steps of the progress bar



As the application is being processed the fields of the registration summary are view only and cannot be modified.

WebVEN New Registration User Guide

 Vendor Registration Summary ×

> Vendor Profile Information

Organization Type*
Corporation ▼

TIN Type
Company (EIN) ▼

TIN Number*
210264898

Legal Business Name*
Test Company 123

Alias/DBA Name (Optional)
TC 123 inc.

Non-Profit*
No ▼

1099 Required*
No ▼

Number of Employees*
3

Business Type*
Service ▼

Independently Owned*
Yes ▼

Gross Revenue*
100,001 - 500,000 ▼

✓ Address and Contact Information

> IRS W-9 Certification

> Commodities/Services Selected

> User Account

Close

Congratulations! The New Registration process is complete. You will receive an email with your Vendor Number in approximately 1-5 days.

Note: *The Vendor information entered in this and any help guide on WebVEN is for test purposes only and does not reflect a valid registered Vendor of Los Angeles County.*

WebVEN New Registration User Guide

Why do I need a WebVEN User Account?


The purpose of a WebVEN User Account is to allow the Vendor to easily login and securely access their Vendor information and apply changes such as adding a new location, updating their Vendor profile, updating Commodities and editing contact information.

Your WebVEN User account will tie to your Vendor Number and that Vendor Number is what you use when you respond to Bids or contact LA County and ISD Vendor Relations.

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 email at ISDVendorRelations@isd.lacounty.gov 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 user 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.  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 is not modifiable. Once the contact information has been updated, select the 'Save' button to save the changes. When requesting a password reset from the site the request will go to the email address associated with the user account.

Can we create multiple WebVEN UserID's under the same Vendor account?

Yes, multiple WebVEN accounts can be created under a single Vendor code. To create an additional account associated with the same Vendor code, please contact Vendor Relations to request a temporary WebVEN UserID and Password which once accessed, will prompt you to create the new WebVEN User Account.

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 ISDVendorRelations@isd.lacounty.gov for assistance. Members of the unit are available Monday through Thursday from 7:00am-5:00pm PST.

I've completed my new registration, what is my Vendor number?

You will receive your Vendor number after the New Registration application is processed. This process will take approximately 1-5 business days. You will receive an email from ISD Vendor Relations once the information has been verified and processed. Your Vendor Number is what you will use when you respond to Bids or contact LA County and ISD Vendor Relations. The Vendor Number also ties in to your WebVEN User Account. If you have additional questions, please contact Vendor Relations email at ISDVendorRelations@isd.lacounty.gov for assistance. Members of the unit are available Monday through Thursday from 7:00am-5:00pm PST.

WebVEN New Registration User Guide

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

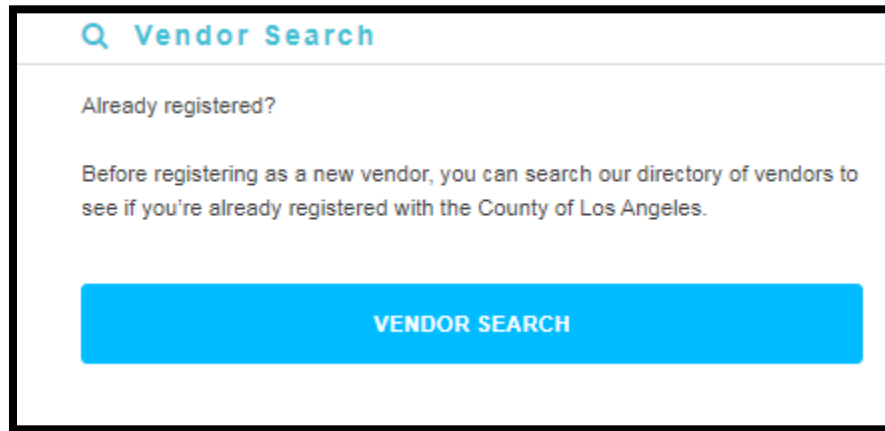
For security, your active session will time you out after 20 minutes. Once the system has logged you out you will need to re-login to start a new session.

When I try to register I am receiving an error that my TIN already exists, how do I check if our company is registered with LA County?

If you entered in your 9-digit EIN or SSN / ITIN / ATIN #: and receive the following example message: **The TIN you entered '952xxxxx1' already exists.** This means that the Tax Identification Number (TIN) exists already in WebVEN.

You have two options to help resolve this question.

Utilize the Vendor Search function on WebVEN. On the home page click the Vendor search button.



On the Vendor Search screen you may search for your company by typing in your Company name in the search bar. This will populate company names with the search parameters applied and showcased by the color highlighted fields.

Vendor ID	Company	Registered Online?	Preference Program Certified?
063336	ARTESIA GLASS INC	Yes - Click here to Update	No
133313	W & J GLASS INC	Yes - Click here to Update	No
136357	PERFORMANCE GLASS INC	Yes - Click here to Update	No
137267	RIVER GLASS INC	Yes - Click here to Update	No
140631	SIMI VALLEY GLASS INC	Yes - Click here to Update	No
156595	M & J SCREEN & GLASS INC	Yes - Click here to Update	No
161611	WOODBRIIDGE GLASS INC	Yes - Click here to Update	No
166981	HOLLANDER GLASS INC	Yes - Click here to Update	No
173893	MISSION CITY GLASS INC	No - Click here to Re-Register	No
514822	GARRISON'S GLASS INC	No - Click here to Re-Register	No

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If you find that your company is already registered on WebVEN, which means that someone else already registered your company. You can click the Vendor ID number associated with the company name. Which will take you to the Vendor profile page for that company. The Vendor profile page on Vendor search displays contract information for the corresponding Vendor ID number selected. You should contact the individual within your company that has previously registered your company on WebVEN.

LOS ANGELES COUNTY - VENDOR SEARCH

Home / Vendor Search / Vendor Detail

Vendor Profile

Vendor ID:	063336
Company:	ARTESIA GLASS INC
Alias Name:	
Organization:	Company, Corporation

Login and Update

Preference Program Entities (PPE) Certification

No certifications at this time for this vendor.
[More Information About PPE Certifications](#)

Addresses

Main Address	Contact Name	Phone	Email
11405 ARTESIA BLVD. ARTESIA CA 90701-3854	ROGER WIGBOLDY	562-660-3511	ROGERWIGBOLDY@PRODIGY.NET

Previous Page

If you have any other questions regarding this message or if you need another WebVEN User Account login associated with your previously registered company, please contact Vendor Relations email at ISDVendorRelations@isd.lacounty.gov for assistance. Members of the unit are available Monday through Thursday from 7:00am-5:00pm PST.

Where is the Vendor Attachments and County Forms section?

This section is only available to you after you have completed your New Registration and have been processed by Vendor Relations.

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 the solicitation response: <https://lacovss.lacounty.gov/> This section 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.

WebVEN New Registration User Guide

Our company EIN/TIN has changed. How do we update it?

EIN/TIN information cannot be updated. If a new tax ID has been established for the company, please create a new registration. You may contact Vendor Relations for help deactivating your old tax payer ID account if you will not be utilizing the associated tax ID for business purposes. Vendor Relations Contact information is, ISDVendorRelations@isd.lacounty.gov members of the unit are available Monday through Thursday from 7:00am-5:00pm PST.

How do I become a preferred Vendor with LA County?

After the application process and your application has been approved by the Vendor Relations Unit, you will receive your Vendor code. Once received you may proceed to apply for the certifications from the Los Angeles County Department of Consumer and Business Affairs (DCBA) at their website located at: <https://dcba.lacounty.gov/preference-programs-guide/>

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.

Who do I contact for more information?

If you need additional assistance, 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