

Re-Registration User Guide

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What is Re-Registration?

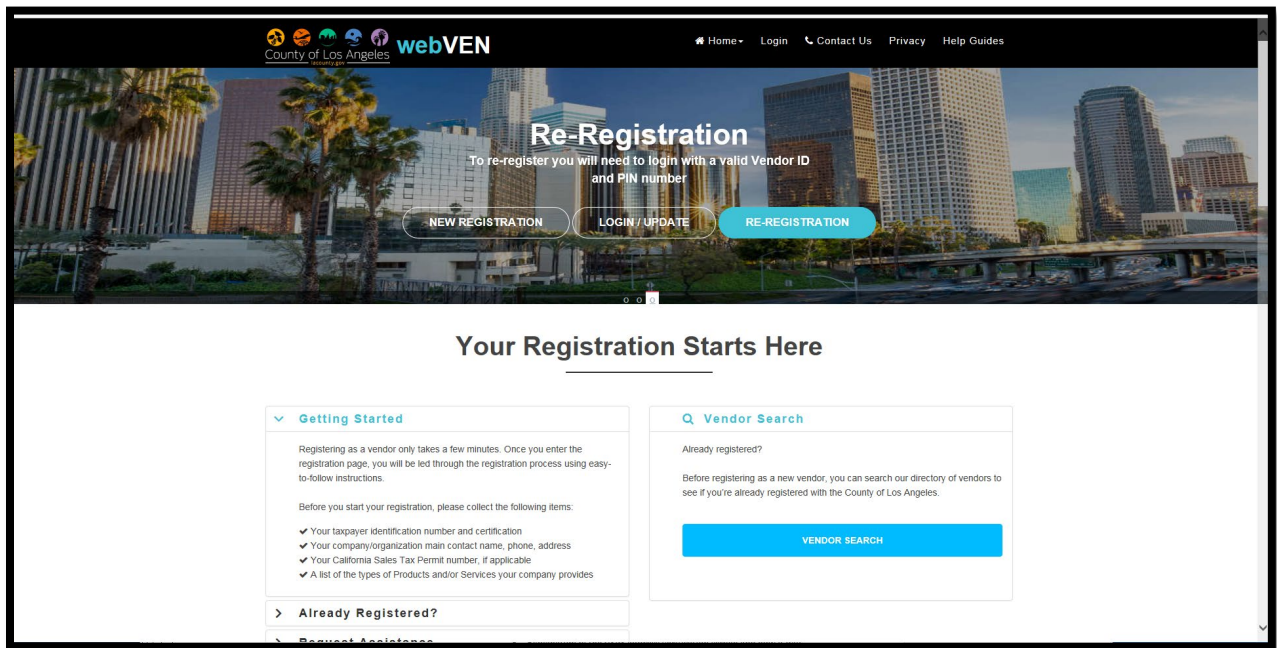
Re-Registration is the option for Vendors who exist on file with the County of Los Angeles, but they have yet to register online in WebVEN.

I need to Re-Register, but have forgotten or do not know my Vendor ID or do not have a Pin. How do I retrieve them?

When attempting to Re-Register you will need to complete two required fields to begin. The system will require your Vendor ID and Pin. If under any circumstances you do not have access to either, 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.

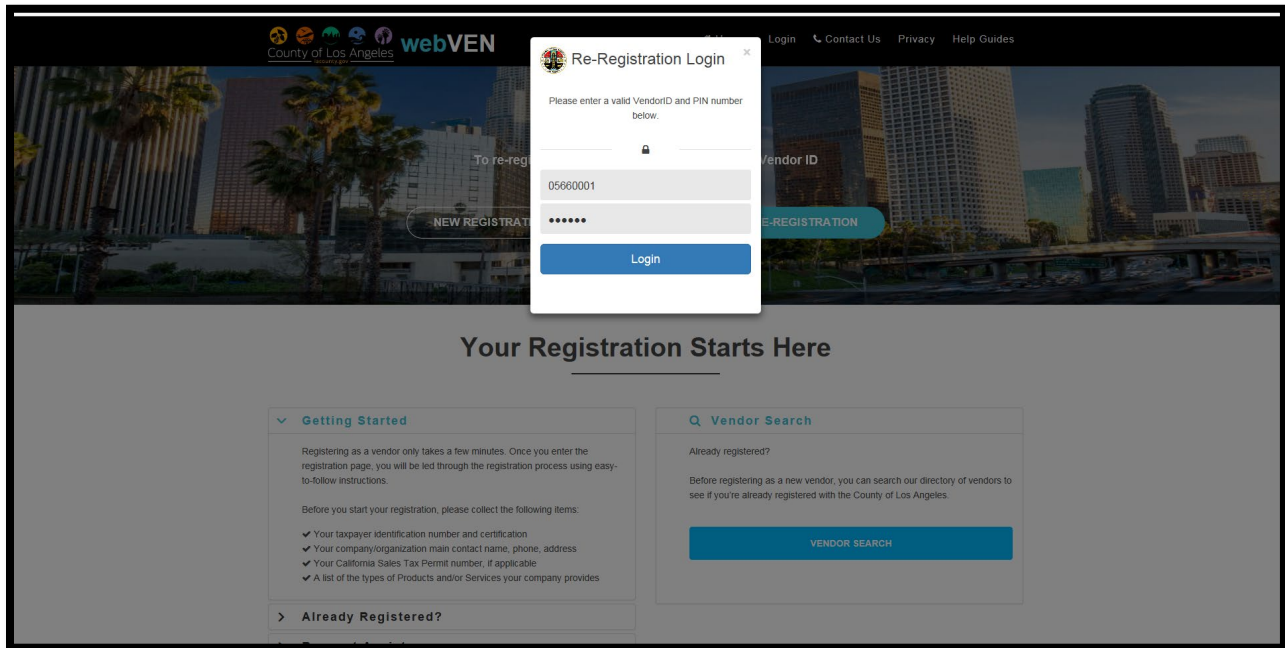
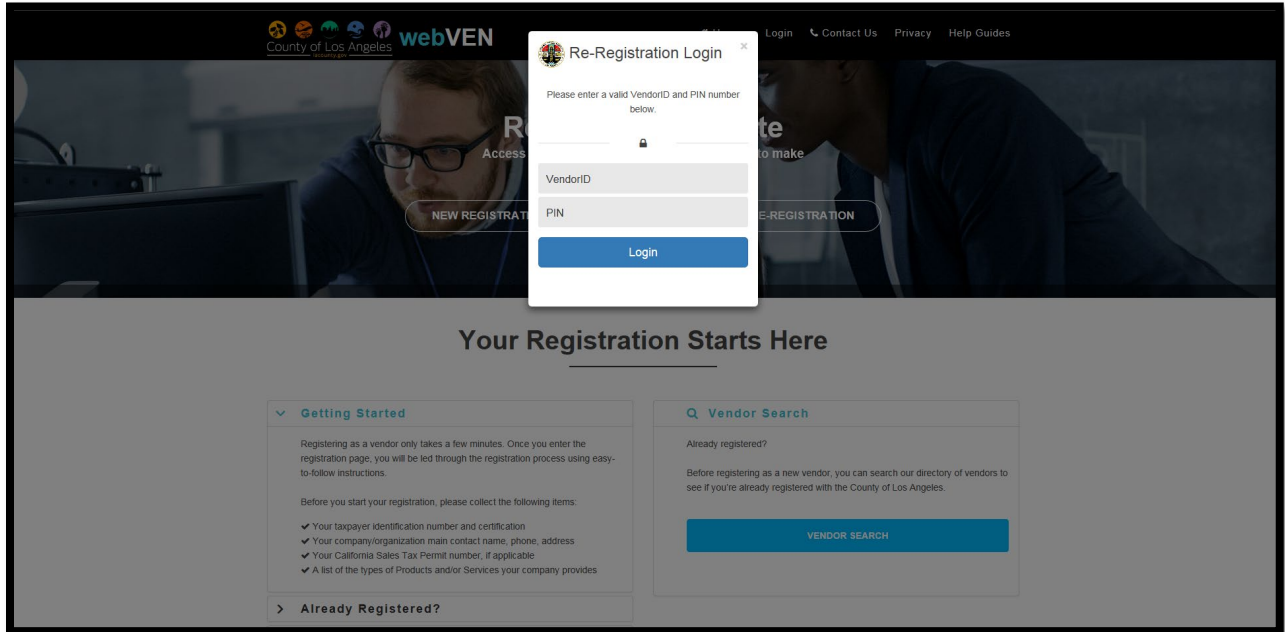
How do I login to Re-Register?

To login to Re-Register from the home page of WebVEN, select the Re-Registration tab from the slider.



Once selected you will receive the Re-Registration Login pop up. Please proceed to log in with your registered Vendor ID and PIN.

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What documents will I need to complete the Re-Registration process?

- Your taxpayer identification number and certification (IRS W-9 Form or IRS W-8 Form).
- Your company/organization's 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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What steps do I need to do to complete the Re-Registration process?

After logging in with your credentials provided, you will need to complete all five steps for the Re-Registration process.

Step 1: Enter Vendor Profile

The first step of the profile will require you to enter general information in regards to your business. The following fields are mandatory and must be completed before moving to the step and those fields are marked with a Red Asterisk*

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

Organization type and Tin type are also required and can be updated, but the fields will infer from your profile.

Legal Business name and TIN Number will also infer, but *cannot* be modified during this process.

The screenshot displays the 'STEP 1 - Enter Vendor Profile' form within a multi-step navigation interface. The steps are: Step 1 - Vendor Profile, Step 2 - Address/Contact, Step 3 - TIN Request & Certification, Step 4 - Commodity/Service, and Step 5 - User Account. The form contains the following fields:

- Organization Type***: A dropdown menu with 'Corporation' selected.
- TIN Type***: A dropdown menu with 'Company (EIN)' selected.
- TIN Number***: A text input field containing a redacted value.
- Legal Business Name***: A text input field with 'CALIFORNIA CRANE & RIGGING LLC' entered.
- Alias/DBA Name (Optional)**: An empty text input field.
- Non-Profit***: A dropdown menu.
- 1099 Required***: A dropdown menu.
- Number of Employees***: A text input field.
- Business Type***: A dropdown menu with the placeholder text '- Please select a business type -'.
- Independently Owned***: A dropdown menu.
- Gross Revenue***: A dropdown menu with the placeholder text '- Please select a gross revenue -'.

At the bottom of the form, there is a green button labeled 'Click save to complete Step 1.' and a blue button labeled 'Save / Next'. Below the form, there are expandable sections for 'STEP 2 - Enter Address & Contact', 'STEP 3 - Enter IRS W-9 Certification', and 'STEP 4 - Search and Add Commodities/Services'.

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Once each required field has been completed, select the  icon at the end of the step.

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.

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> **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

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

*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	United States of America	Fax	<input type="text"/> Ext. <input type="text"/>
*State	California	Alternate Fax	<input type="text"/> Ext. <input type="text"/>
*County	LOS ANGELES	*Email	<input type="text"/>
*Zip	<input type="text"/> Zip+4 <input type="text"/>	Alternate Email	<input type="text"/>
*CA Tax Status	IN STATE		
*CA Sales Tax Permit	<input type="text"/>		

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

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.

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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

Address 2

*City

*Country

*State

*County

*Zip Zip+4

*Contact Name

*Phone Ext.

Alternate Phone Ext.

Fax Ext.

Alternate Fax Ext.

*Email

Alternate Email

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*

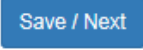

- Address 1
- City
- Country
- State
- County
- Zip
- Contact Name
- Phone
- Email

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 **Save / Next** 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.

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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.

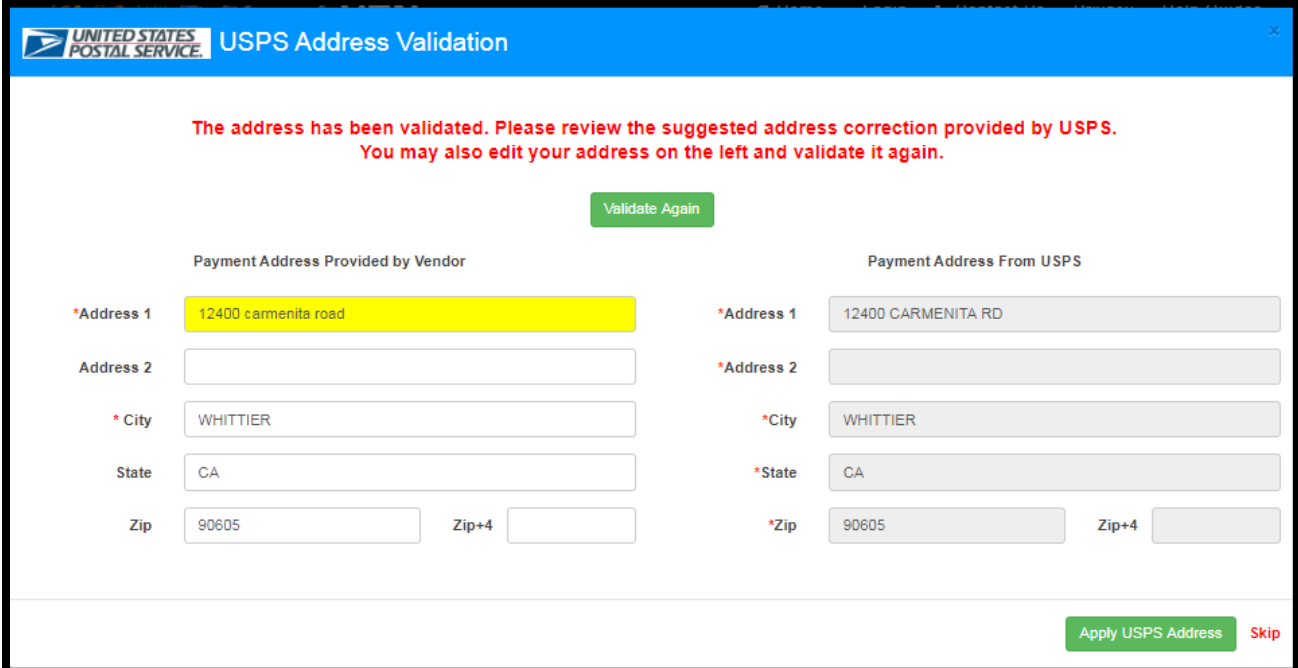
1. USPS Address Validation occurs when you enter in the Payment Address and contact information, but do not unselect the Ordering Box to enter the Ordering Address separately. After you click the blue:  at the bottom of the page to complete step 2, the USPS Address Validation will automatically occur.
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..



UNITED STATES POSTAL SERVICE USPS Address Validation

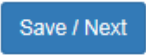
The address has been validated. Please review the suggested address correction provided by USPS. You may also edit your address on the left and validate it again.

Validate Again

Payment Address Provided by Vendor		Payment Address From USPS	
*Address 1	12400 carmenita road	*Address 1	12400 CARMENITA RD
Address 2		*Address 2	
* City	WHITTIER	*City	WHITTIER
State	CA	*State	CA
Zip	90605	*Zip	90605
Zip+4		Zip+4	

Apply USPS Address Skip

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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  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*

The third step of the process requires you to complete the Taxpayer Identifications Number and Certification information (IRS W-9). The Legal Business name, Alias, and Taxpayer Identification Number section of this form are disabled and inferred from your profile information.

Note: 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.

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)*
THE L.A. DJ & MUSIC CONNECTION

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

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


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.)
12617 BEVERLY BLVD

6. City* State* Zip* Zip+4
WHITTIER California 90601 3003

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)*
12/24/2019

Click Save to complete Step 3. 

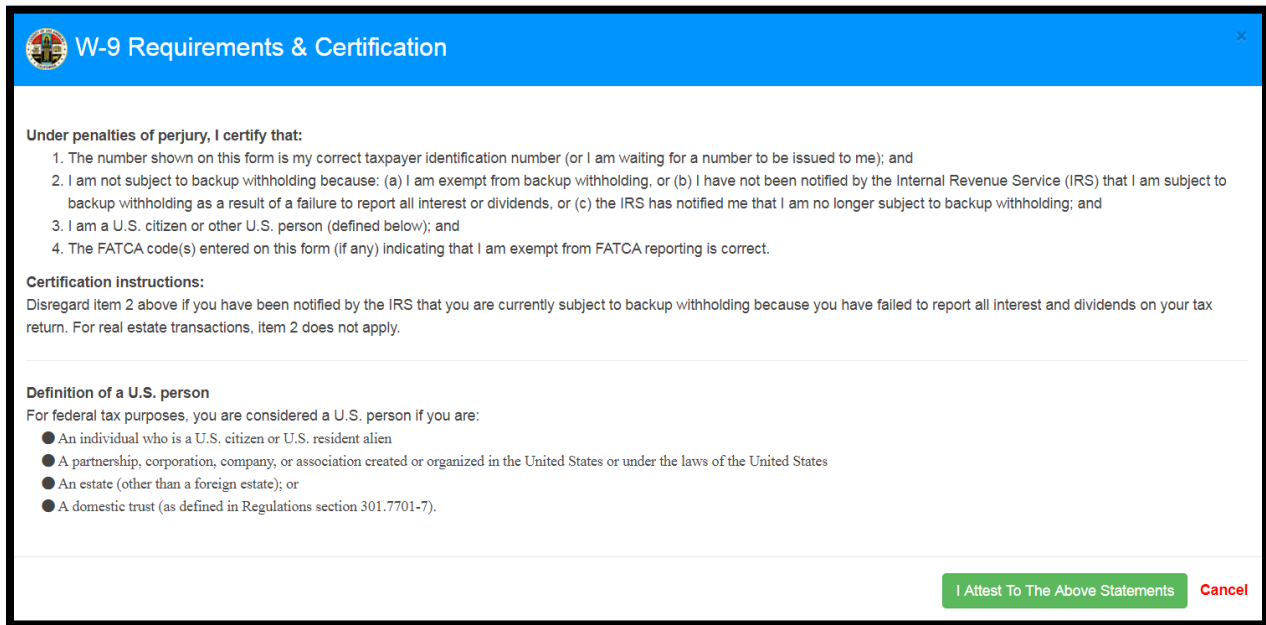
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Within this section you will be required to complete:

- Federal Tax Classification
- Address
- Signature

The address will infer from the payment address as completed in step 2 and will be non-editable. Once

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



The screenshot shows a web form titled "W-9 Requirements & Certification". The form contains the following sections:


- 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).

At the bottom right of the form, there are two buttons: "I Attest To The Above Statements" (green) and "Cancel" (red).

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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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.)

12617 BEVERLY BLVD

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)*

Once completed select to proceed to Step 4.

Note: You may be presented with the USPS Validation box if the address entered on Step 3 is not matching to the USPS address database. Review the address provided and the one presented by the USPS and either select Apply USPS Address or Skip to proceed. Once selected the system will move the process to Step 4.

Step 3: Attach IRS Form W-8*

Note: 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

> **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

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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.

The screenshot shows a dialog box titled "File Upload Requirements" with a close button (X) in the top right corner. It contains six sections of 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 (.wdp)
- File_Max**: The maximum number of attachment file that can be uploaded is 5 .
- File_Len**: The length of the file name (including the file extension) cannot exceed 60 characters.
- File_Name**: The file name cannot contain these special chacraters [!@+*']
- File_Description**: The short file description cannot exceed 250 characters.

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

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

The screenshot shows a text input field with the text "W-8_Form.pdf" entered. Above the field is the heading "STEP 1 - Enter a Short File Description".

- 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.

The screenshot shows a file selection interface with a "Choose File" button and the text "No file chosen". Above the interface is the heading "STEP 2 - Browse and Select a File".

The screenshot shows a blue "Upload" button with a circular arrow icon and the text "Your file has been successfully uploaded!". Above the button is the heading "STEP 3 - Click Upload to Add a File as an Attachment".

- Click upload to add a file as an attachment.

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

Note: Competition of Step 3 Attach IRS Form W-8 requires 1 W-8 document to be uploaded.

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 and proceed to step 4.

Step 4: Search and Add Commodities/Services

The fourth step of the Re-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.

STEP 4 - Search and Add Commodities/Services

This portion of the registration lets you search and add commodities or services to your vendor registration.

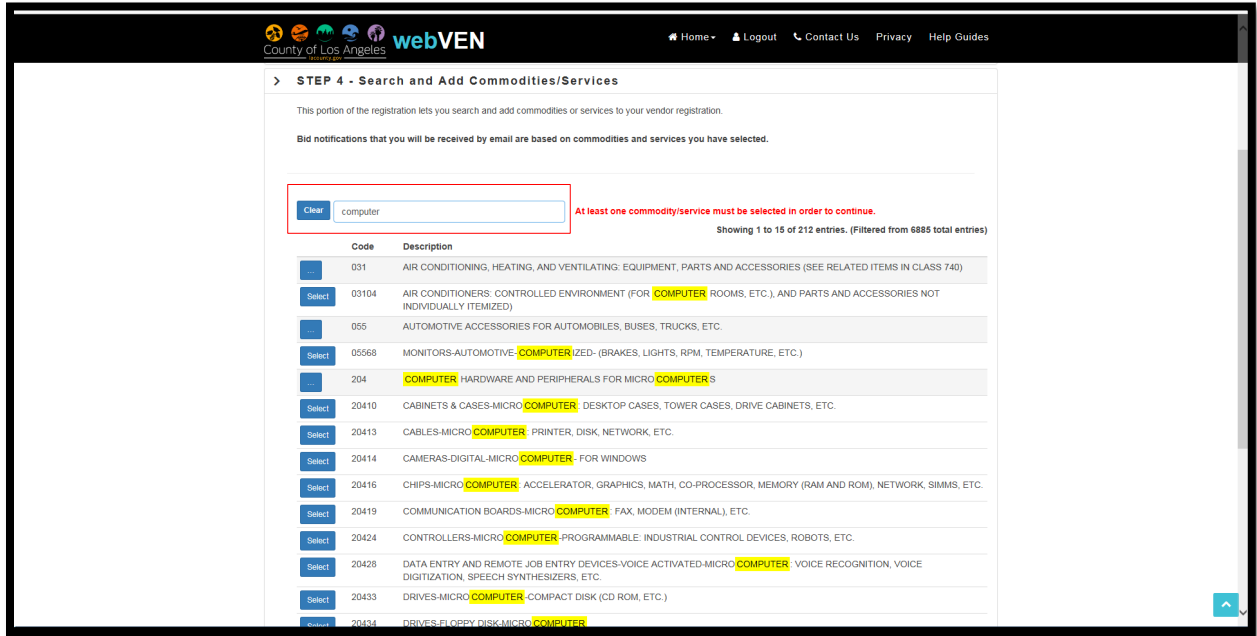
Bid notifications that you will be received by email are based on commodities and services you have selected.


[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
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
Select	


To search for a Commodities 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.

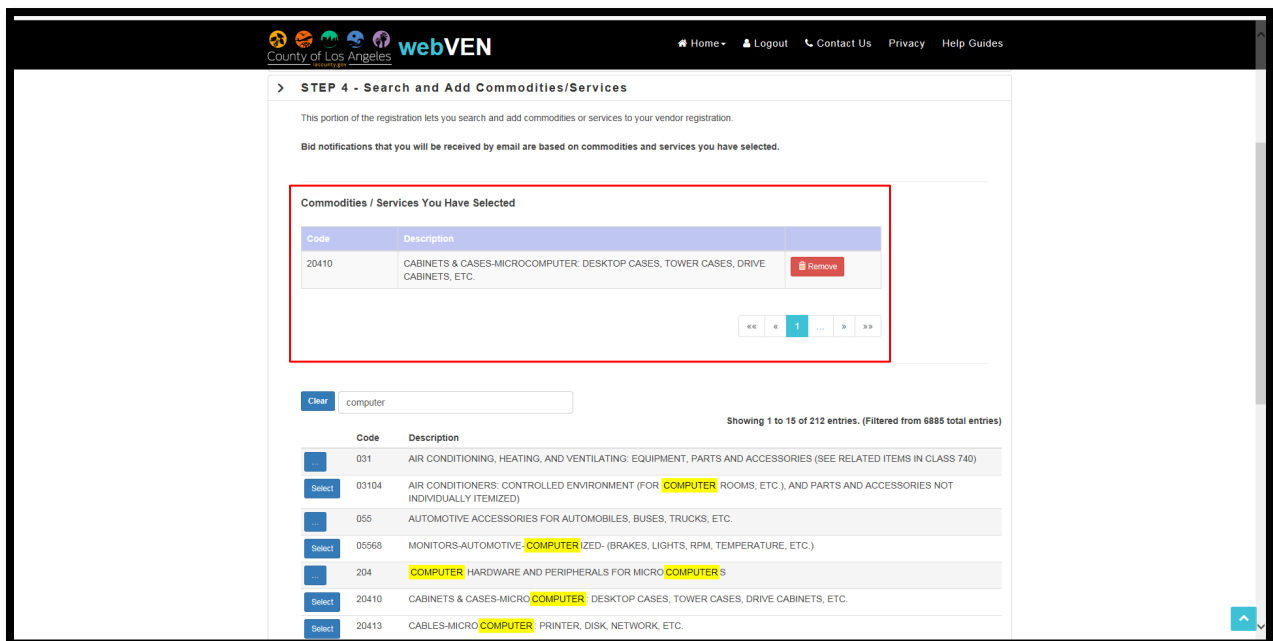
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To select a Commodities and/or Service you must click the  button to the left of the field.

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

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



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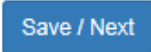
If you mistakenly select the incorrect Commodities and/or Service and wish to remove it, select the



button and that Commodities 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 Commodities/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 Re-Registration process allows you to create a User Account. This user account will be you login into the WebVEN system to make any changes/updates that are needed.

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

- Name
- Email
- UserID
- Password

The UserID field must be between 5 to 20 characters and cannot have any spaces or special characters.

The password must follow the following requirements:

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

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> **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**

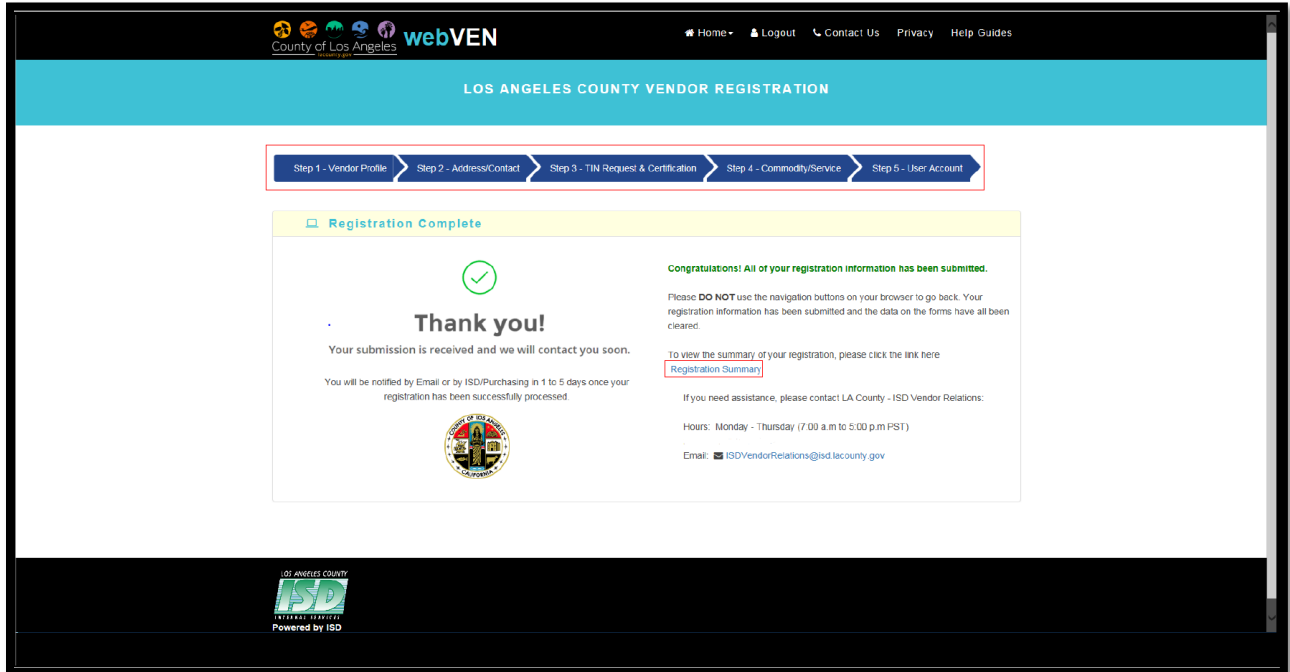
> **STEP 3 - Enter IRS W-9 Certification**

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

> **STEP 5 - Create User Account**

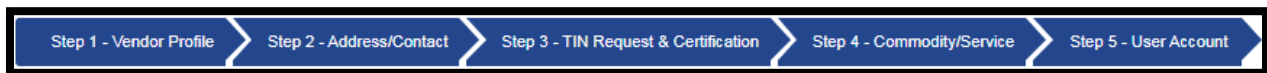
Once the WebVEN UserID is created and the information in step's 1-5 are reviewed and verified to be correct and complete, please select the  button at the end of the step. You will be presented with the Registration Complete screen.

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

on the right of the screen [Registration Summary](#) 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.

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The screenshot shows a web application window titled "Vendor Registration Summary". The main content area is titled "Vendor Profile Information" and contains several fields:

- Organization Type***: Corporation
- TIN Type**: Company (EIN)
- TIN Number***: [Redacted]
- 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

Below the main form are four expandable sections:

- Address and Contact Information
- IRS W-9 Certification
- Commodities/Services Selected
- User Account

A "Close" button is located in the bottom right corner of the window.

Congratulations! The Re-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.*

How do I update our Legal Business Name?

To update your Legal Business name, 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.

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 email at ISDVendorRelations@isd.lacounty.gov for assistance, for deactivating you old tax payer ID account if you will not be utilizing the associated tax ID for business purposes. Members of the Vendor Relations unit are available Monday through Thursday from 7:00am-5:00pm PST.

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I finished the Re-Registration process, do I still use my Vendor ID and Pin to log in to make updates to my account?

The Vendor ID and pin are temporary login credentials and can only be used until the Re-Registration process is complete. After the WebVEN User ID is created all subsequent logins to your account to make changes will be with your created WebVEN User ID.

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.

I successfully Re-Registered, but forgot my created User ID and Password. How do I regain access to my account?

For security reasons, in order to recover a lost User ID you must contact LA County - ISD Vendor Relations who can assist you in recovering the lost User ID.

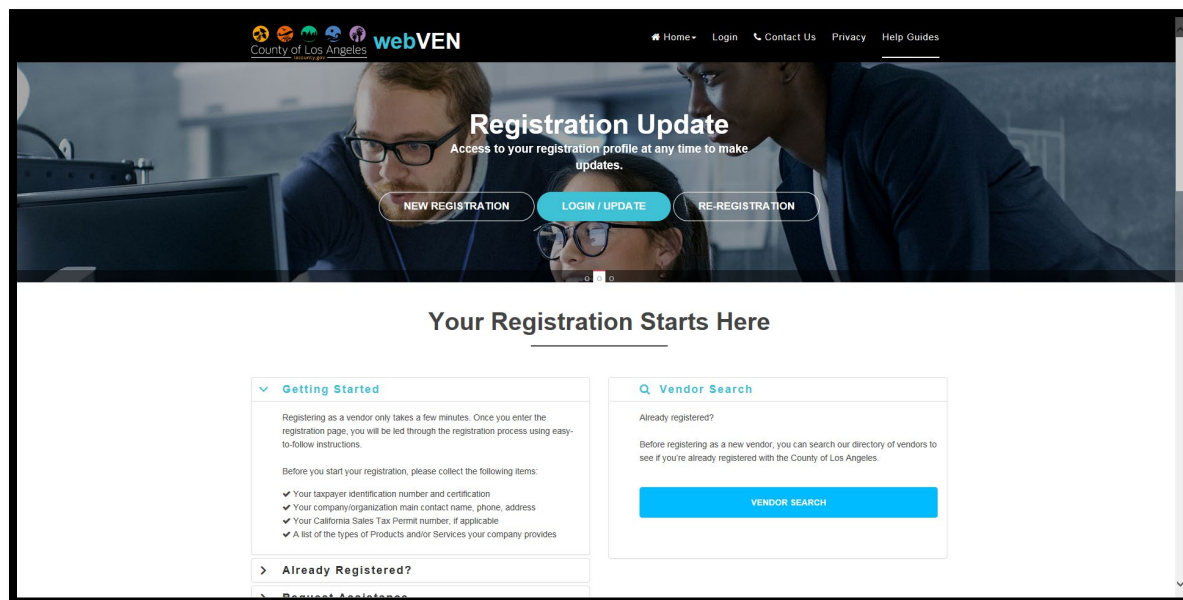
Hours: Monday - Thursday (7:00 a.m. to 5:00 p.m. PST)

Email: ISDVendorRelations@isd.lacounty.gov

How do I add additional payment and ordering addresses, Commodities/Services, to my account after I complete the Re-Registration?

Once you Re-Registration is complete and processed, to make any update to your Vendor account you may access your account one of two ways.

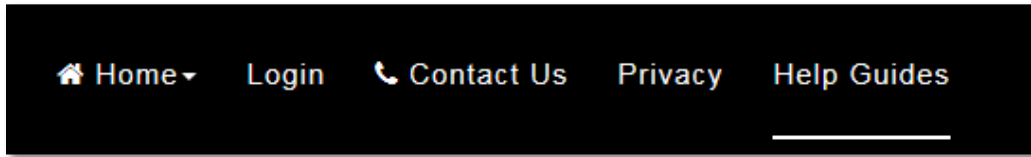
1. By selecting the Login/Update on the Registration home page.



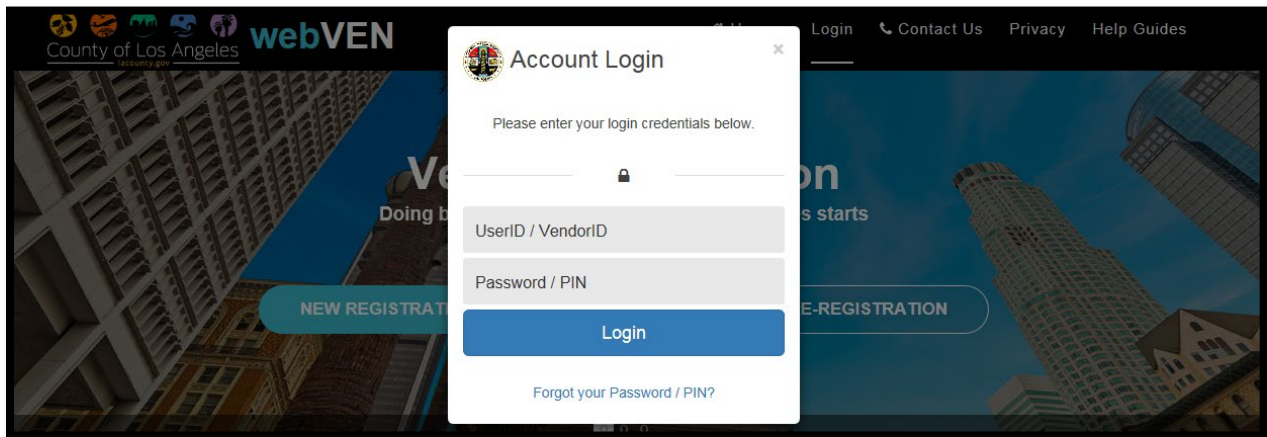
Re-Registration User Guide

Or

2. By selecting the “Login” link on the top menu.



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



You will use the USERID and Password created during the registration process. Once you login to the account you are able to complete the necessary changes.

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://lacoovss.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.

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

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.

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