This quick reference guide demonstrates how to manage your account in the Kentucky Vendor Self Service (VSS) Application.

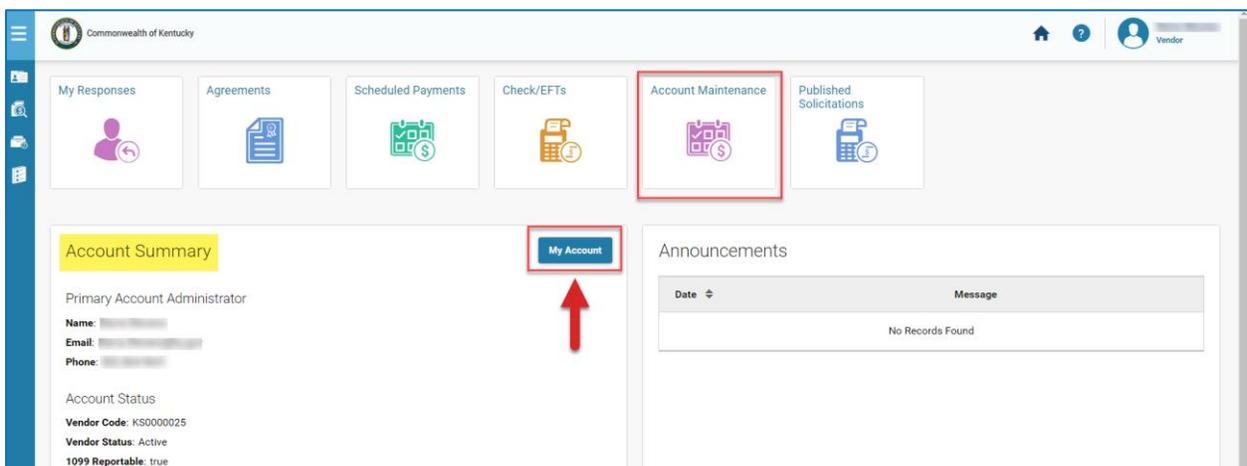Kentucky Vendor Self Service can be accessed at: https://vss.ky.gov

If you have technical issues or specific questions regarding the application, please reach out to the Finance Customer Resource Center at Finance.CRCGroup@ky.gov or by calling 877-973-HELP Monday through Friday, 8:00 a.m. to 4:30 p.m. (EST)

For Solicitation or Contract questions and support, contact the buyer listed on the Solicitation or Contract.
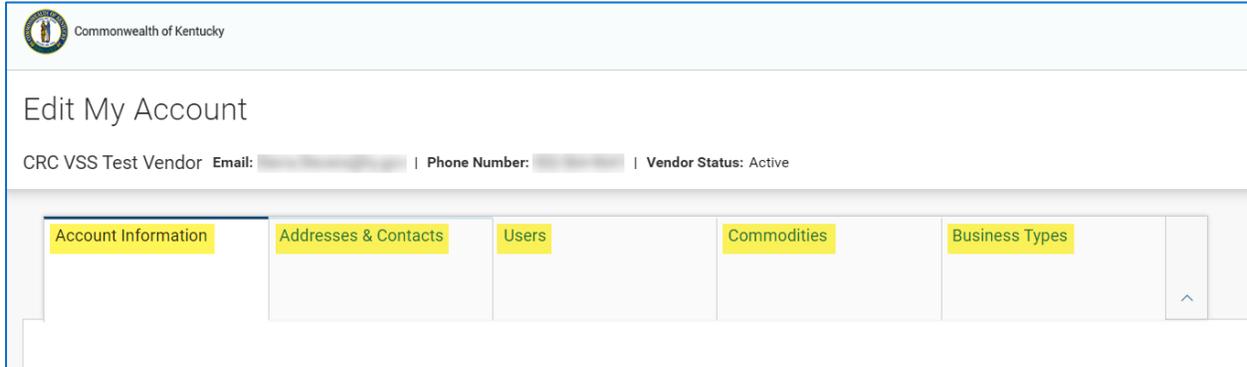
1. Go to https://vss.ky.gov and **Sign In** to Your Vendor Account
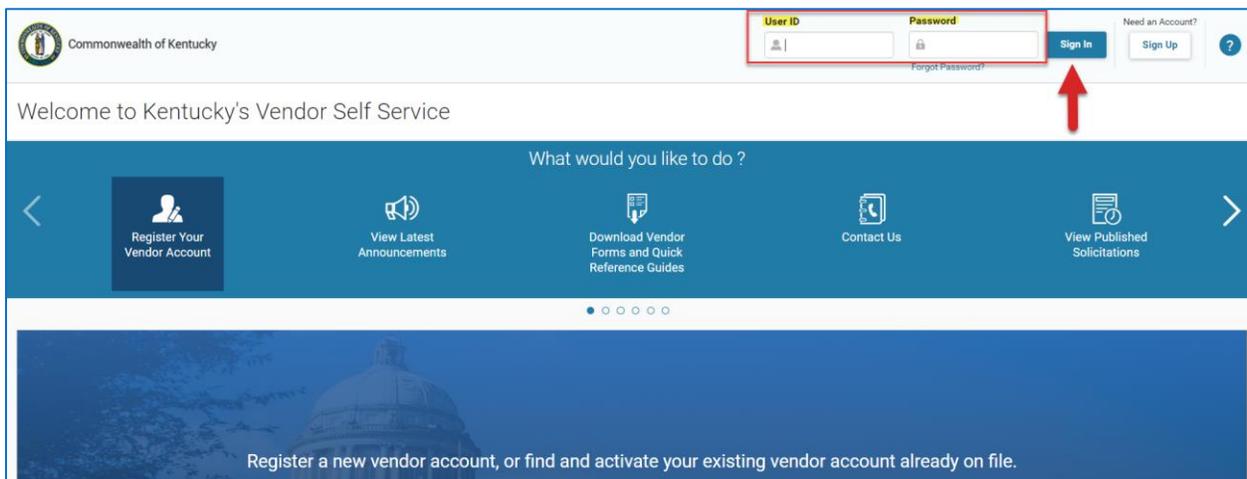

2. In the Account Summary, Click Account Maintenance or **My Account**

3. On the **Edit My Account** Screen you will see the following tabs across the top of the page. **Click on any tab** to manage the informaiton in that section.


Account Information - Update Legal Name, 1099 Address and Organizaiton Info
Addresses & Contacts – Add or Update Address & Contact Information
Users – Add, Edit or Delete Individuals who have Access to Your KY VSS Account
Commodities – Add or Delete Goods & Services Provided by Your Business
Business Types – Add or Delete types that Apply to Your Organization

4. Update **Taxpayer ID** or **1099 Address** - Click **3 Dot** Menu & Then **Change TIN**
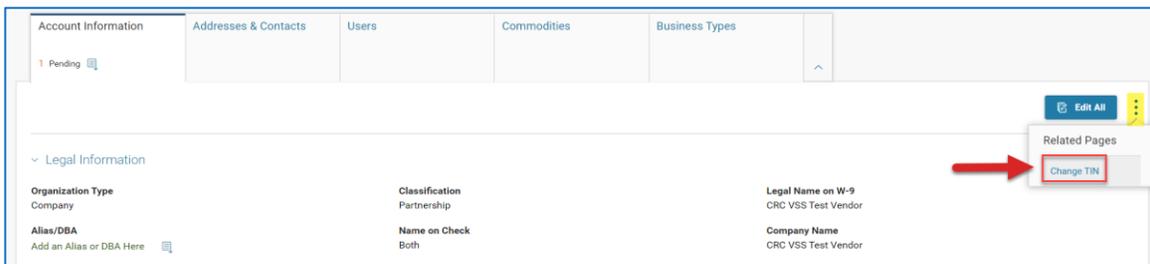
Fields highlighted below are available for Update, click **Save & Close** once Complete
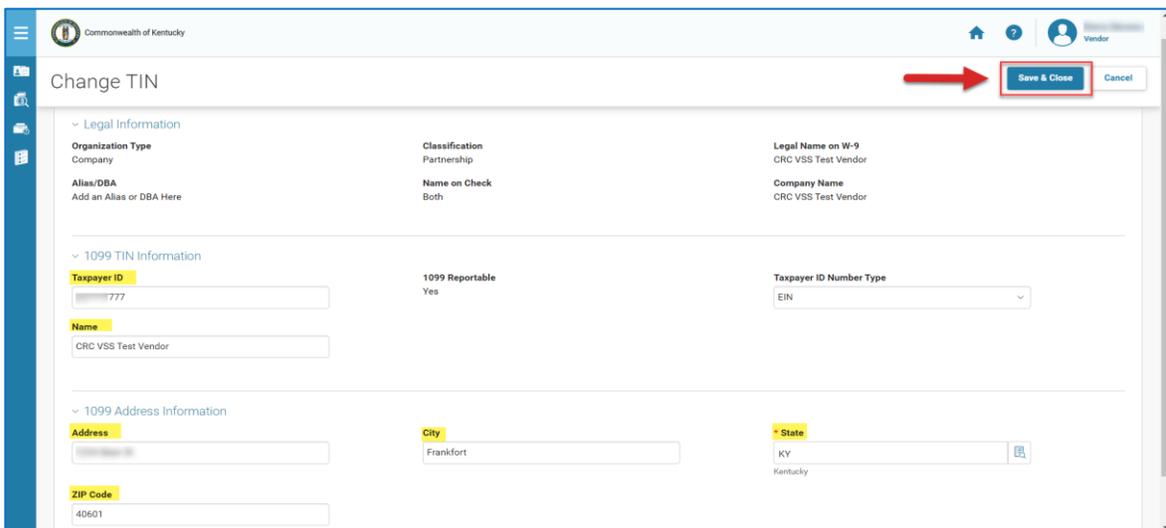
COMMONWEALTH OF KENTUCKY
ACCOUNT MAINTENANCE

Click **Submit** to Confirm Changes

5. Update **Account Information** – Click **Edit All** to change Legal and Organization Info

Add An **Alias/DBA** or Change Your **Legal Name,** Click **Save**

Click **Submit** on the Confirmation Window

6. Update or Create Addresses & Contacts

To Update An Existing or Obsolete Address - Click **Addresses & Contacts** Tab

Click the **3 Dot Menu** Next to the Address you want to Update

Then Click **Edit**

Correct Needed Fields, Taking Note of which Address Types will be Affected

Click **Save & Close**

To Add a New Address, Click **Address & Contacts** Tab, then Click **Create Address**

Create New Address Continued:

Enter the Required Highlighted Fields within the **Create Address** Window

Then Click **Continue to Address Types**

Select the Correct **Address Type**:

Ordering Addresses are for Contracts & Purchase/Delivery Orders

Payment Addresses are where payments will be mailed when EFT is not utilized

Enter an **Active Date**

Choose a **Current Contact** or Create a **New Contact** Using the Fields Below

Note: **Default Should Be No**

– If new address is needed as default, update the existing default address first
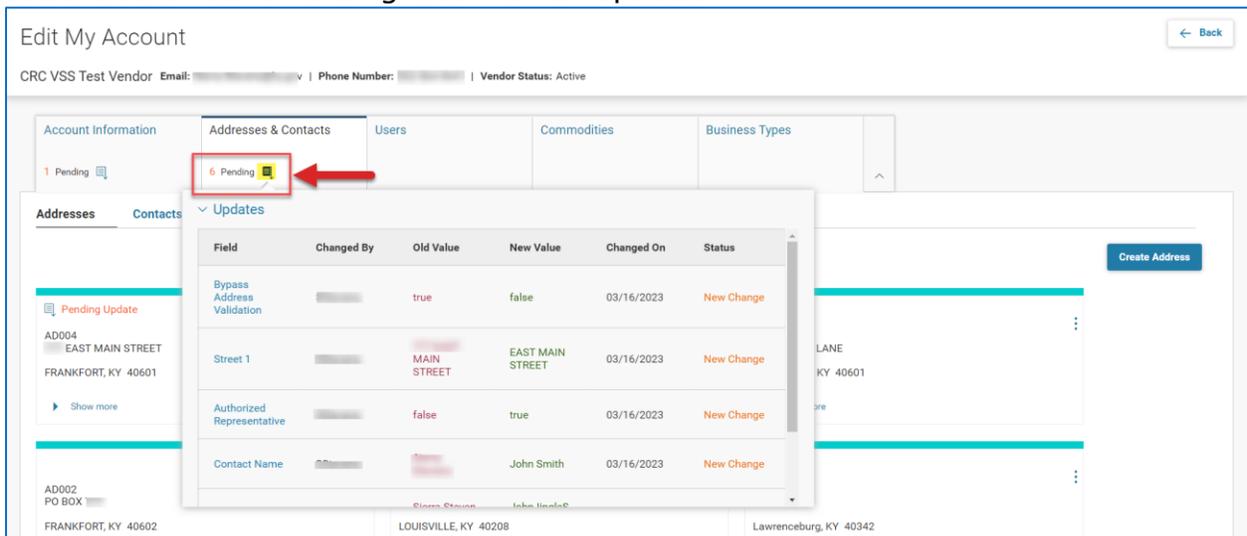

Click **Save & Close**

To **Update** a Contact, Click the **Addresses & Contacts** Tab, then **Contacts** Tab
Click the **3 Dot Menu** and Then Click **Edit**
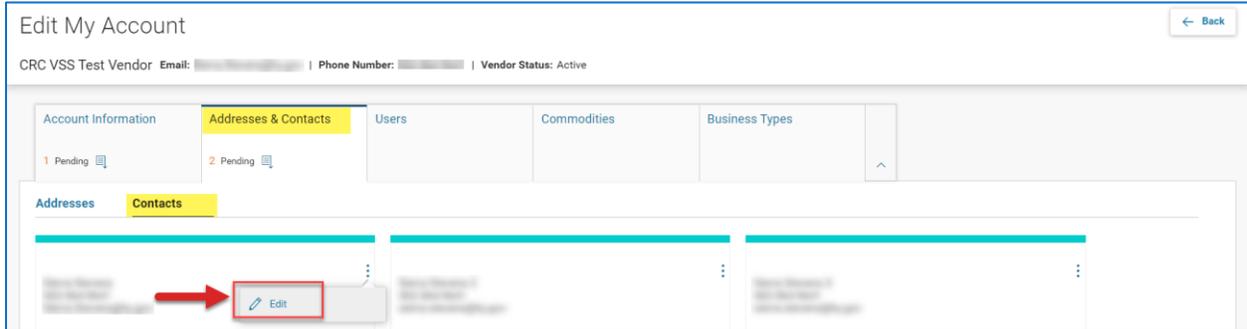
On the **Edit Contact** screen, Update the Highlighted Fields and Click **Save & Close**
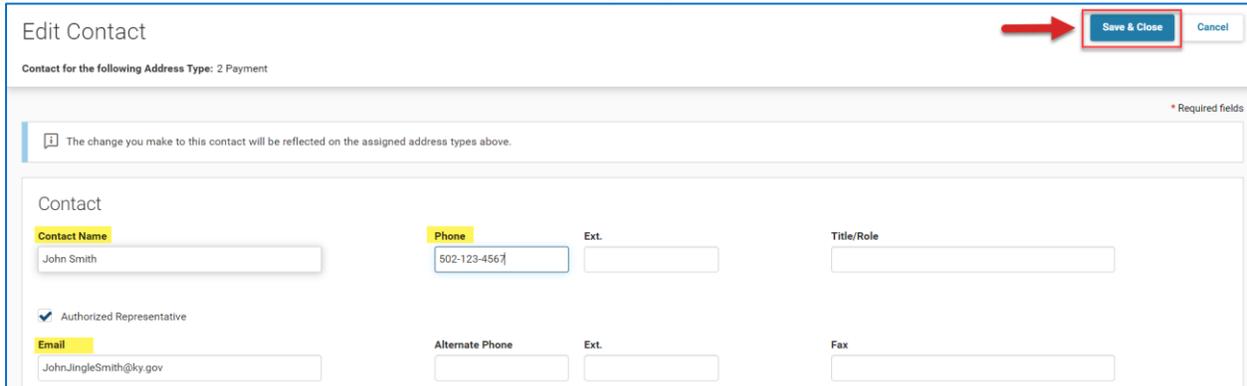
You can view **Pending Changes** on the Addresses & Contacts Screen
Use the scroll bar on the right to View all Updates

Pending Changes should be Approved within 1 Business Day

7. Add, Update or Delete Vendor Self Service **Users** – Click the **Users** Tab
   Click **Add User** to Setup a New User Account

Each Tab Below Will Need to Be Completed with the Highlighted Fields

Click the **Password** Tab, Then Enter **Password** & **Confirm Password**

Click **Email Notificaitons**, Then Check Appropitate **Boxes**

VSS User Creation Continued:

Click **Access Levels**, Select **Primary Access Level** as well as **Optional Access Levels**

Click **Security Question Management**, Select a **Question** and Enter the **Answer Twice**

Click **Dual Factor Authenticaiton**, Setup is Optional, Enter **Email** & **Phone**

Click **Save & Close**

To **Update** or **Delete** an Existing User, Click the **Users** Tab
From the **3 Dot Menu** adjacent to the User, Click **Edit** or **Delete**

If **Edit** is Chosen the Edit Window will appear, Navagate through **Tabs** to Update Fields
Click **Save & Close** once All Tabs are Updated Accordignly

If **Delete** is Chosen a Confirmation Screen will Appear
Click **Yes** to Permanently Delete User

8. Add or Delete Commodities

Click **Commodities** Tab and Then Click **Add Commodity/Service**

If You Know the Specific Commodity Codes, Enter Those (Separated by a Comma) in the **Commodity/Service Code Field**

Or Enter a Keyword in the **Commodity/Service Description**, Then Click **Search**

Check the Box Next to the Desired Codes and Click **OK** to Add Them to Your Account
Selecting a **3 digit Class Code** Subscribes You to all 5 Digit Codes within that Class

View Pending Additions under **My Commodity List**

A Complete Listing of Commodity Codes can be Found on the VSS Homepage under **Download Vendor Forms and Quick Reference Guides**

You Can Establish **EFT ACH Direct Deposit of Payments** for Your Vendor Account
To Do So Download, Complete and Email Your **Authorization for Electronic Deposit** to Finance.CRCGroup@ky.gov

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