

BREAKING NEWS

March 2023

KY VENDOR SELF SERVICE

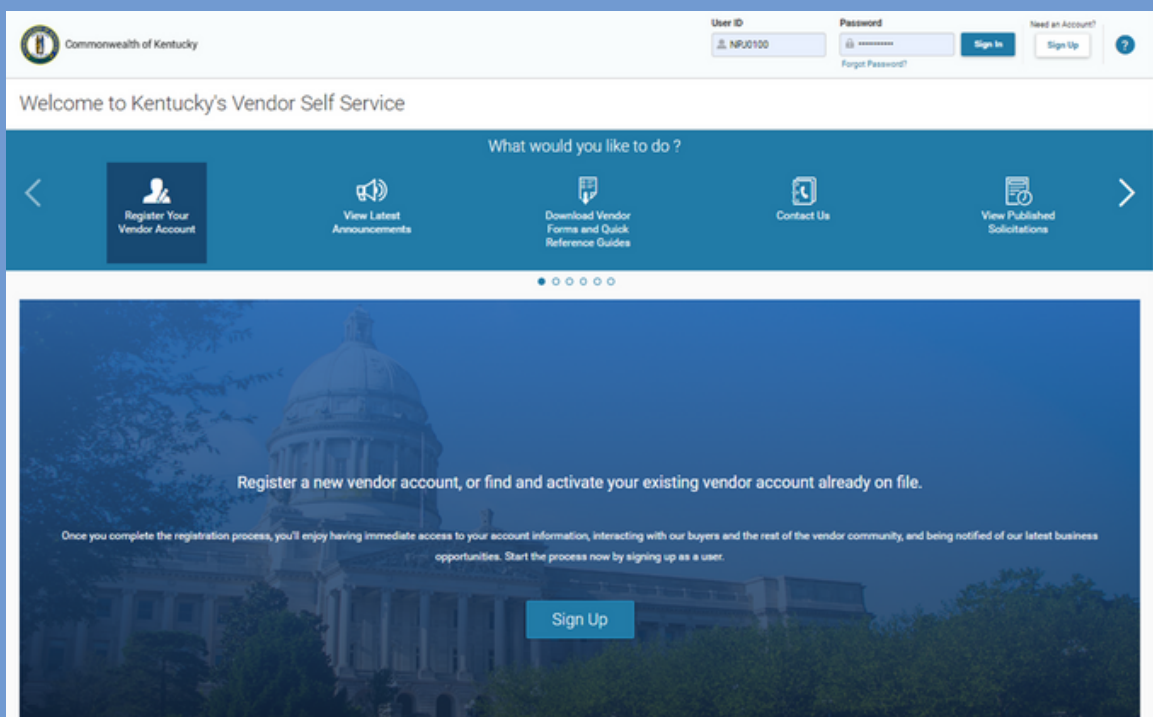
KENTUCKY VENDOR SELF SERVICE (VSS) IS GETTING A NEW LOOK!

The eMARS Vendor Self Service application will be unavailable from Friday, March 24th through Saturday, March 25th. During this time, the application will be down to completely transform the website, enhancing their online experience.

The system will be redesigned to deliver a streamlined, more user-friendly experience for current functionality, including vendor registration and submission of bids. Please note that there is a new weblink to access Vendor Self Service.

You should update any existing bookmarks or favorited webpages with the new link effective Sunday, March 26th to the new link: <https://vss.ky.gov>. Please note that there is no need to save a separate link for you as state employees to use. The same URL will be used by employees and vendors alike.

Vendors currently registered with the Commonwealth will **not** need to re-register. Their existing login credentials will remain the same.



Attention: Vendor Knowledge documents updated

Effective Sunday, March 26th, all documents on the Commonwealth's Doing Business with the Commonwealth website will be updated with new Vendor registrations applications and VSS Information Guides. If you currently share any of these forms with vendors, please make sure that you visit the site and download the new updated versions before sharing with the vendor community.

To find new forms, click [HERE](#).

Agency Procurement Contacts:

With the upgrade to the Vendor Self Service (VSS) application and the establishment of a new weblink/URL, you will want to make sure that any Terms and Conditions documents used in solicitations or award are updated if they should reference the old website. Finance will be working to update the standard Terms and Conditions attachment with the new URL. Please note that we will be redirecting any web traffic from the old site to the new site automatically. The VSS link in currently posted solicitations **does not** need to be updated, but we encourage you to start using the new link in any new documents effective Sunday, March 26th.

You will no longer need to include the "How to Bid Online" document within your published solicitations. This document will be posted inside the new Vendor Self Service application for vendors to reference while submitting their online bid responses.

Vendors should be encouraged to visit the new Vendor Self Service website to download and view the new user guides and other documentation that may assist them when navigating the new site.

The Commonwealth Office of Technology will be redirecting any web traffic from the old site to the new site automatically in case a vendor should try to access the old link once the upgrade is completed but should be encouraged to use the new weblink moving forward.

You will notice that there is no longer a guest access button on the new website. All access is granted by selecting the appropriate widget in the sliding bar across the top of the page:

Please note that there is no need to save a separate link for you as state employees to use. The same URL will be used by employees and vendors alike.



VENDOR RESPONSIBILITIES:

Vendors:

Vendors should always be directed to the Vendor Self Service website when inquiring about registering to do business with the Commonwealth, when they request updates to their accounts or when maintaining their account. Vendors should not be directed to contact the Customer Resource Center (CRC) to register. CRC is available to assist vendors during the registration process but should not be processing the applications. Each department has a Vendor Lead identified that should be able to process New Vendor (VCC) and Vendor Modification (VCM) documents. To locate your vendor lead click [HERE](#).

Agencies should always encourage vendors to visit the Vendor Self Service website to create or maintain their account(s). Vendors will be able to download and view the new user guides and other documentation that may assist them when navigating the new site.

We are so excited to share the new VSS with our vendor community!



Customer Resource Center

Ph: 502-564-9641

Toll free: 877-973-4357

Finance.CRCGroup@ky.gov