



August 3, 2020

Dear Vendor,

The City of Bloomington is now offering Vendor Self Service (VSS), which will allow Vendors to access their company information and records online. Purchase Orders, Invoices, and Payment Information will be available 24 hours a day.

What you should do today:

- Complete the online registration process. You can access the registration and instructions at <https://www.bloomingtonmn.gov/fin/vendor-self-service-vss>.
- After completing your registration, please be sure to upload your completed [W-9 form](#). Purchase Orders or Payments cannot be issued without a completed W-9 form.
- Select your applicable (NIGP) Commodity Codes in the “My Profile” tab in VSS. This will assist the City with vendor analysis and sourcing.

Please note only Vendors that have been currently awarded a Bid/RFP and/or have been solicited by the City for a Quote should register for a VSS account. Creation of a VSS account does not guarantee your company will become an active vendor with the City nor does it guarantee business with the City.

You are encouraged to visit our [Bids and RFP](#) page on our website regularly to view our current solicitation opportunities and/or sign up for our [E-Subscribe](#) to receive e-mail updates when the City sends out a solicitation request.

Sincerely,

CITY OF BLOOMINGTON

Dana Chou
Purchasing Agent