

City of Durham

Vendors Required Documents Checklist

Vendor Self Service (VSS) – *attach all completed/required forms in the checklist*

(Please refer to the section that applies to the type of application being submitted)

NEW VENDORS:

- Vendor Information/Application
- W-9 (Internal Revenue Service [IRS])
- Preferred payment method
 - EFT – register through VSS
 - E-payables – *check option in Vendor Application*
- Corporate Information (*if applicable*)
- HUB Certification - *check option in Vendor Application (if applicable)*

EXISTING VENDORS:

- Vendor Information/Application
- W-9 (Internal Revenue Service [IRS])
- Preferred payment method
 - EFT – register through VSS
 - E-payables – *check option in Vendor Application*
- Corporate Information (*if applicable*)
- HUB Certification - *check option in Vendor Application (if applicable)*

Please register and attach all confidential documents through our secure site at **Vendor Self Service (VSS)** <https://mss.durhamnc.gov/MSS/Vendors/default.aspx>.

Any questions please email Vendors@durhamnc.gov.