



CITY OF CONCORD

New Hampshire's Main Street™

Purchasing Division

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New!!!! Vendor Self Service Portal

The City of Concord is registering vendors utilizing a Vendor Self Service (VSS) program which allows you, as a vendor, to manage your own account information, browse purchase orders, invoices, and 1099 data. All new vendors conducting business with the City should register as a vendor through VSS.

Access the portal here: <https://selfservice.concordnh.gov/vss/Vendors>

REGISTERED Vendors: If you are a vendor whose company has already registered with the City, you will still need to create a NEW Vendor Self Service (VSS) User account by following the link above. That account can then be linked to your vendor record on file. Please see registration instructions for details.

NEW Vendors: A W-9 is required for registration. You may access this form through the [IRS website](#).

Please Note: You must upload the completed W-9 form and any other required forms during the registration process.

Begin by creating a new Vendor Self Service (VSS) user account at the link above.

For assistance, follow the registration instructions at the link above, or contact purchasing@concordnh.gov.