

OFFICE OF
THE COMMISSIONER

Phone: (340) 774-4750
Fax: (340) 776-4028

GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS

Mailing Address:
2314 Kronprindsens Gade
Charlotte Amalie, VI 00802



Street Address:
76 Kronprindsens Gade
Charlotte Amalie, VI 00802

DEPARTMENT OF FINANCE

FINANCE MEMORANDUM NO. 16-2018

**FOR: EXISTING VENDORS OF THE GOVERNMENT OF
THE VIRGIN ISLANDS**

September 21, 2018

FROM: 
Valdamier O. Collens, Commissioner

SUBJECT: Vendor Self Service (VSS) Rollout

The Department of Finance is pleased to announce the availability of Vendor Self Service (VSS) as an enhanced service to all existing vendors of the Government of the Virgin Islands (GVI). VSS is a web application, which provides vendors access to relevant accounts payable and purchasing information in the GVI's financial management system.

The VSS application provides an online account with access to:

- View purchase orders, invoices and 1099 data
- Track payment processing and check issuance
- Maintain and update general business information

To gain access to your accounts payable and purchasing information in VSS, complete the online registration available at <https://usvi.munisselfservice.com/Vendors/default.aspx> and follow the attached instructions. Please note that the Vendor ID is required to access your account. Your Vendor ID can be found on a purchase order, ACH description on bank statement or a check stub from the GVI.

We appreciate your partnership with the Government of the Virgin Islands. Should you have any questions regarding the registration process, please contact us at dofhelpdesk@vi.gov.

Your cooperation is greatly appreciated.