

Dodge County Vendor Self Service (VSS) Web Portal Acceptable Use Policy

As a convenience to its vendors, Dodge County provides this Vendor Self Service (VSS) web portal. In order to conduct electronic (ecommerce) transactions with Dodge County, all vendors are required to register and agree to the herein described acceptable VSS use requirements.

Person completing the registration certifies and warrants:

1. You are a duly authorized representative of Vendor
2. All information submitted as a part of the registration process is true and correct
3. You are authorized to bind the Vendor and agree to this acceptable use policy

By submitting an electronic vendor registration, Vendor hereby agrees and represents as follows:

1. To maintain accurate and keep current all Vendor information by regularly logging into VSS to view and update Vendor profile
2. To update Vendor information as often as requested by Dodge County
3. To use VSS for the sole purpose of conducting official ecommerce business between County and Vendor, including but not limited to viewing invoices, uploading completed IRS Form W-9, viewing IRS Form 1099 data, tracking payment information, and maintaining accurate and current vendor information
4. To refrain from accessing or attempting to gain access to any and all systems, information or accounts unrelated to Vendor
5. To adhere to the requirements herein as long as Vendor is registered with VSS
6. To refrain from compromising the security and integrity of Dodge County systems, the portal or Dodge County's website including but not limited to introducing or attempting to introduce by posting, uploading, transmitting or taking other similar action to infect the system with a virus, worm or other electronic contamination
7. To exercise reasonable efforts to scan any and all files uploaded through the portal to ensure files are free from viruses and other contaminants
8. To refrain from posting or uploading offensive documents, material, solicitations, marketing or advertising
9. To refrain from collecting data from or through the portal or otherwise engage in data mining
10. To keep and protect VSS username and password and prevent unauthorized use of same
11. By checking the box as the last step of the registration, Vendor represents that the registrant is a duly authorized representative of Vendor and such action constitutes Vendor's electronic signature
12. By registering, Vendor authorizes Dodge County to rely on the accuracy, currency and completeness of the information submitted by Vendor through the portal

Dodge County reserves the right to cancel Vendor's registration at any time and without notice if County discovers that Vendor has engaged in use of VSS inconsistent with the terms contained herein. In the event of cancellation, Vendor shall remain bound to these requirements for any and all transactions conducted prior to cancellation.

Dodge County represents to Vendor that it will make reasonable efforts to securely store and protect Vendor's personal, business and financial data submitted through the VSS web portal.