

WEST VIRGINIA PURCHASING DIVISION

2019 WASHINGTON STREET, EAST • CHARLESTON, WV 25305
TELEPHONE: 304-558-2306 • BID FAX: 304-558-3970

“To provide prudent and fair spending practices in procuring quality goods and services at the lowest cost to state taxpayers by maximizing efficiencies and offering guidance to our customers.”

Paying the Annual Vendor Registration Fee Online in Vendor Self-Service

A guide to paying the annual Vendor Registration fee

Last Updated: June 30, 2023

As part of the West Virginia Purchasing Division’s Vendor Registration process, once a vendor/customer has registered through the Vendor-Self Service portal at wvOASIS.gov, the \$125 registration fee payment may be paid through a portal offered by the West Virginia State Treasurer’s Office. This guide will show you step-by-step instructions on how to pay this annual fee.

The \$125 vendor registration fee may be paid or renewed online through the Vendor Self-Service (VSS) portal at wvOASIS.gov after you have successfully entered your login information created on behalf of your business entity.

In order to successfully submit your registration fee in the online payment system, please follow the illustrated steps below.

Once you have entered your login ID and password for the Vendor Self-Service (VSS) portal, you should see a dashboard similar to the below image.

The screenshot shows the MOASIS Vendor Self-Service (VSS) portal dashboard. The top navigation bar includes the MOASIS logo, a home icon, a help icon, and the user profile for Daniel McCloy, Vendor. The dashboard is divided into several sections:

- Prevent New Orders:** Prevent New Orders: Yes
- Registration Fee Details:** Fee Exempt: false; Registration Application Date: -; Registration Effective Date: -; Registration Expiration Date: -; [Click here to renew vendor registration fees](#)
- Vendor Compliance Holds:** Tax Clearance: false; Prevent New Orders: Yes; Unemployment Insurance: false; Worker's Compensation: false; Secretary of State Registration: false; Federal Debarred: false
- Payment Withholding:** Existing Payment Hold: No; 1099 Backup Withholding: No
- Announcements:** A table with two entries:

Date	Message
11/16/2020	If you are using Vendor Self Service for the first time, please click on the 'SIGN UP' button to create your user account.
11/07/2020	Supported browsers: Mozilla Firefox, Microsoft Edge, Google Chrome, and Safari. Chrome and Edge users must update to the latest version.
- Financial Balance Overview:** (partially visible at the bottom)

In order to find the VSS payment link, use your browser's scrollbar on the left-hand side of the screen, and scroll down until you see a link labeled, "Click here to renew vendor registration fees," shown in the below illustration.

Prevent New Orders

Prevent New Orders: Yes

Registration Fee Details

Fee Exempt: false

Registration Application Date: -

Registration Effective Date: -

Registration Expiration Date: -

[Click here to renew vendor registration fees](#)



Vendor Compliance Holds

Tax Clearance: false

Prevent New Orders: Yes

Unemployment Insurance: false

Worker's Compensation: false

Secretary of State Registration: false

Federal Debarred: false

Payment Withholding

Existing Payment Hold: No

1099 Backup Withholding: No

After pressing "Click here to renew vendor registration fees," you should be taken to the wvOASIS payment portal, shown in the below illustration.



PaymentServiceModal



Enter the required fields below then select the checkbox regarding the billing statement to continue to the payment information.

Payment Amount: **\$125.00**

Company:

First Name:



Navigating with the scrollbar on the center of the page, please enter the information being requested about your business entity. Fields highlighted in red are required. Those that are not highlighted are optional.

Once you have entered your business information in the required fields, click the checkbox that says, "I understand that my billing statement will say WV Oasis".

PaymentServiceModal



State: WV

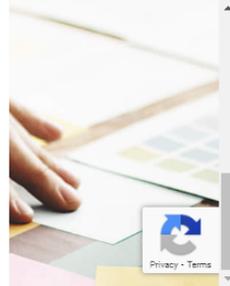
Zip Code: 25305

Phone: (304) XXX-XXXX

Email:

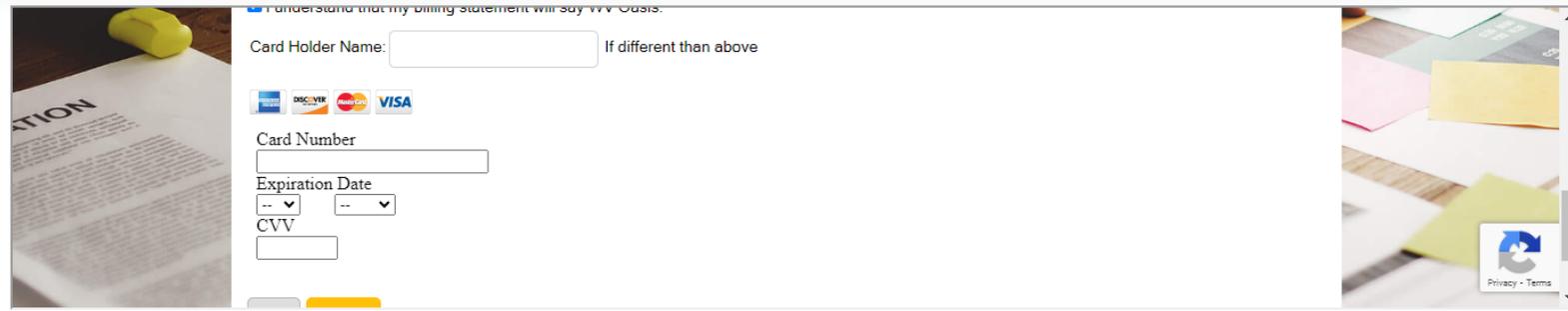
I understand that my billing statement will say WV Oasis.

Cancel



After checking the aforementioned box, the fields where you may enter your payment information should appear.

PaymentServiceModal



The screenshot shows a payment service modal window titled "PaymentServiceModal". At the top, there is a checkbox with the text "I understand that my billing statement will say wv OASIS." Below this, the "Card Holder Name:" field is followed by a text input box and the text "If different than above". Underneath, there are logos for American Express, Discover, Mastercard, and Visa. The "Card Number" field is a long text input box. The "Expiration Date" field consists of two dropdown menus for month and year. The "CVV" field is a short text input box. At the bottom of the form, there is a "Pay" button. The background of the modal features a collage of office supplies like sticky notes and a mouse.

Once you have entered your payment information, please click the "Pay" button at the bottom of the form. Following its successful submission, you should receive an automated confirmation by email that includes the transaction's final status in a PDF attachment. Please note, the PDF receipt generated by the wvOASIS system could take approximately one hour to be compiled and delivered to your email address.

If successful, the status on the second line of your emailed receipt will read "CompletedOk." If your payment transaction was unsuccessful, the status listed on your emailed receipt will read "Failed."