



City of  
**NORFOLK**

December 16, 2014

TO: To All Current and Potential Vendors

RE: Vendor Self Service (VSS) Security Upgrade

Dear Vendors:

The City's Vendor Self Service (VSS) site is currently undergoing upgrades. As part of the upgrades, the City is taking steps to increase the security of communications between the City, current vendors and potential vendors. Beginning on January 8, 2015, vendors will be required to increase their security setting on their internet browser in order to access VSS to view their accounts and solicitations.

[Click here to view the instructions](#) to change the security setting in your internet browser.

The City apologizes for any inconvenience this may cause. The upgrade will greatly improve the security of communications between the City and our vendors.

Thank you for your attention to this matter. If you have any questions, please call 757-664-4787 or email [FINVSSHELP@norfolk.gov](mailto:FINVSSHELP@norfolk.gov).

Sincerely,

Elizabeth B. Dooley, CPPO, CPPB  
Purchasing Agent