

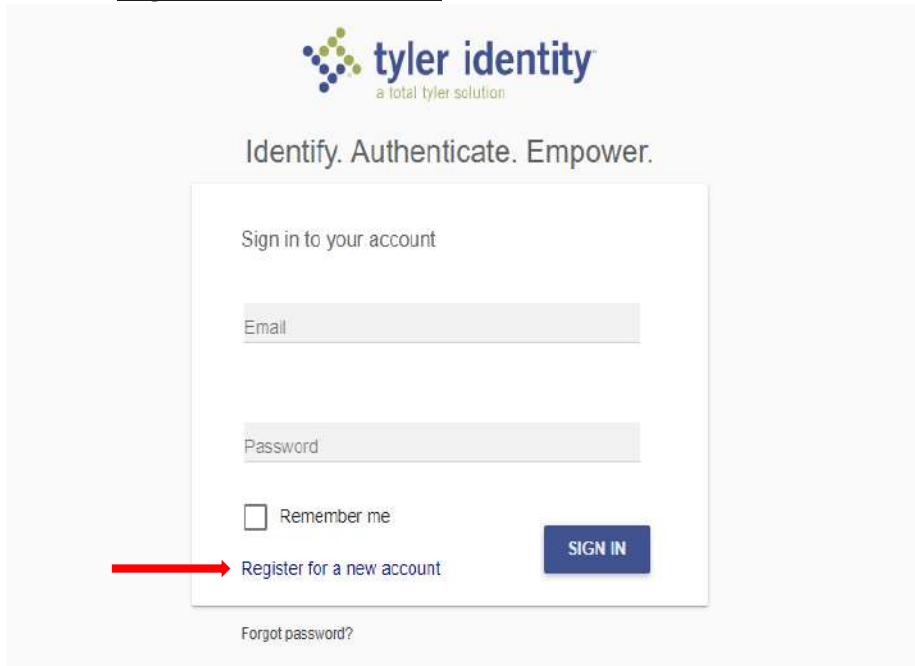
How to register a NEW vendor account in Vendor Self Service:

Access the CCPS Vendor Self Service portal: <https://claytonschoolsgavendors.munisselfservice.com>

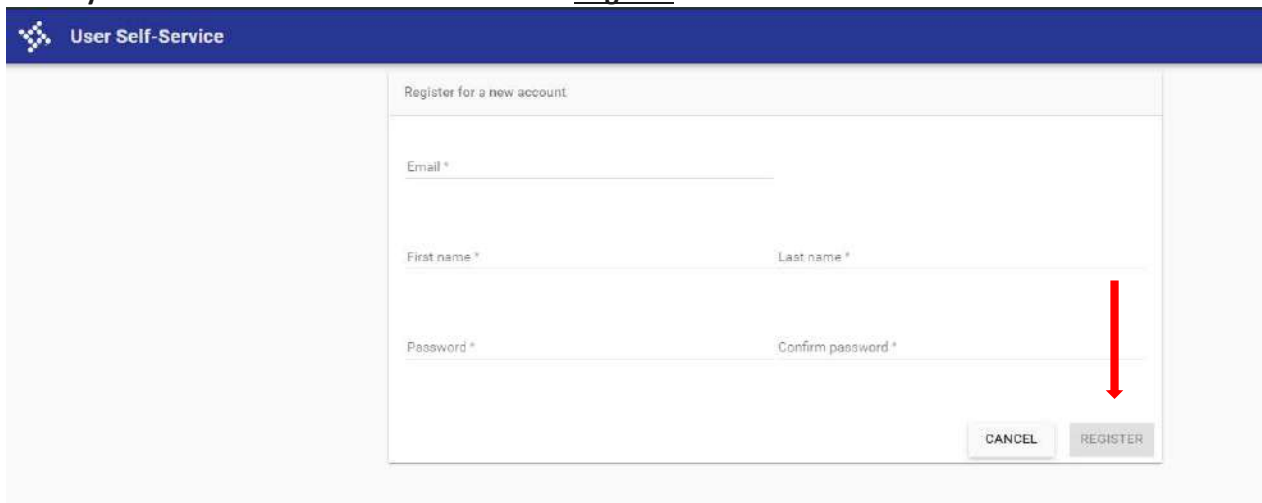
1. Click on the arrow in the top-right corner.



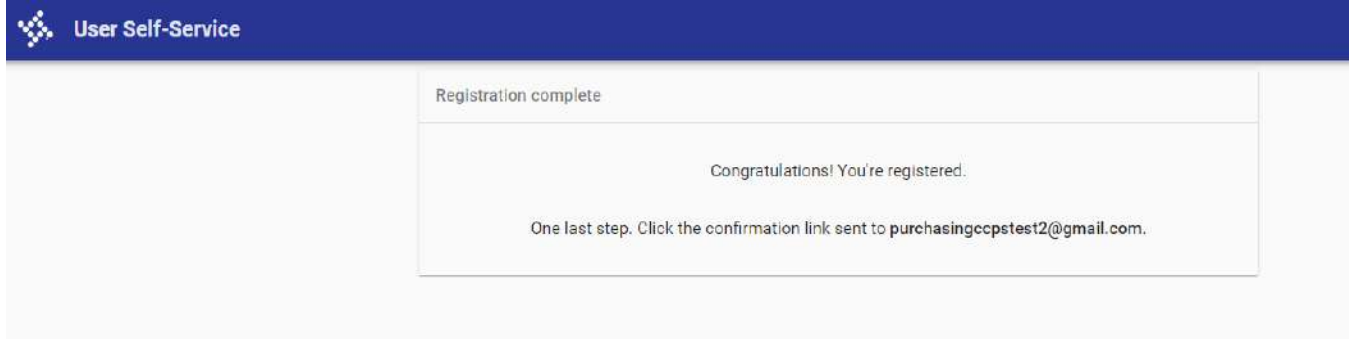
2. Click Register for a new account



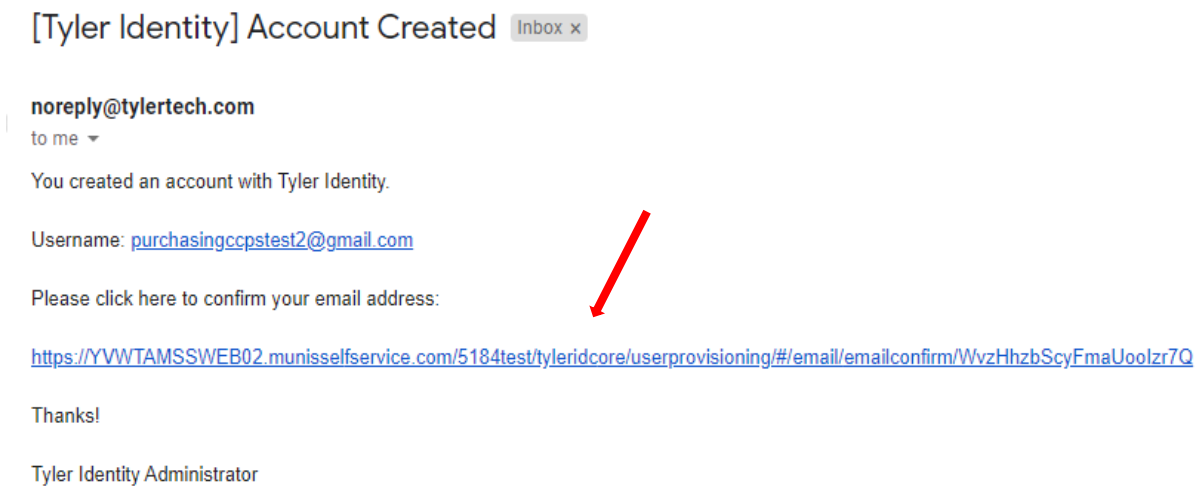
3. Enter your new account information and click Register



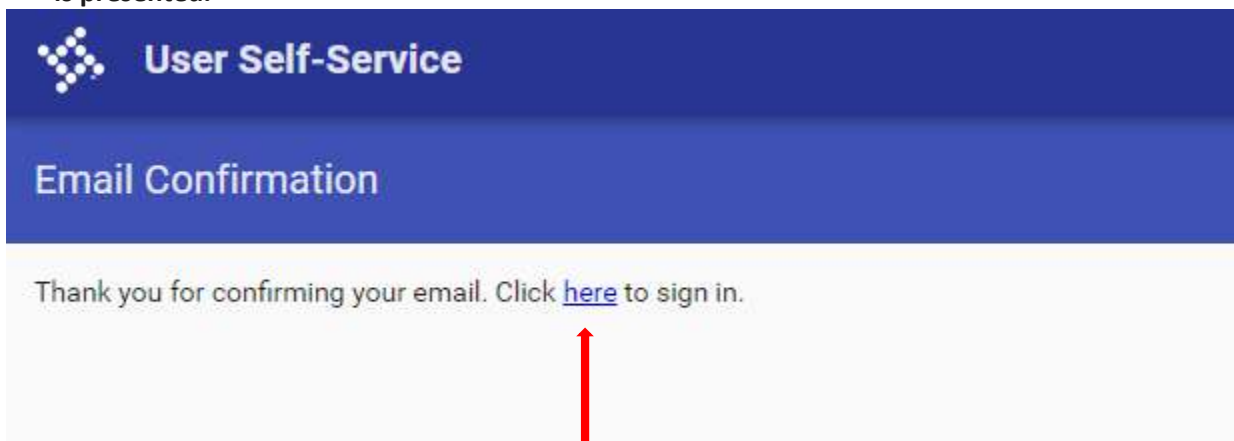
4. You will receive this confirmation message and go to your email message to complete the next step.



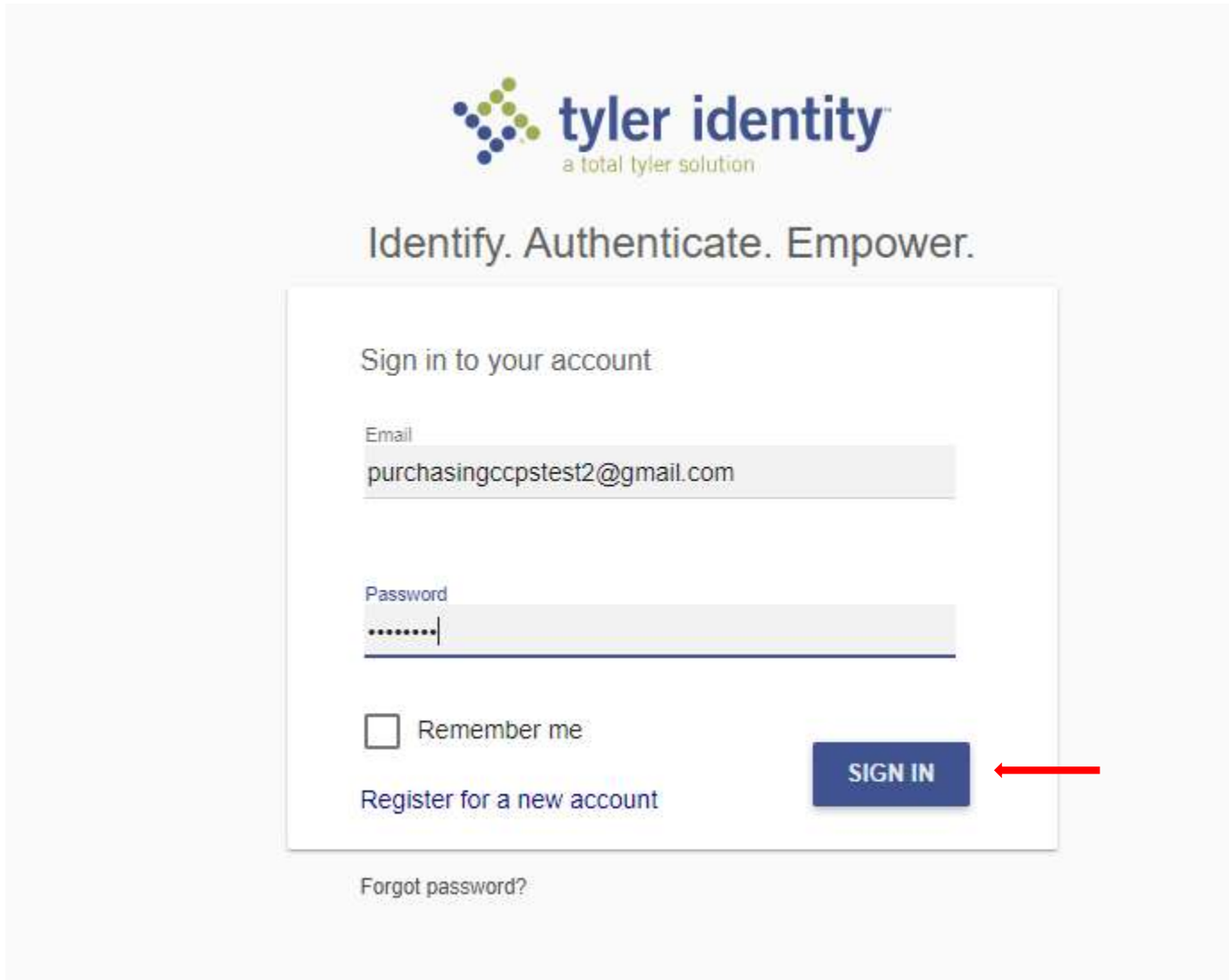
5. Sample message from Tyler:



6. After you have confirmed your email address, the following confirmation message is presented.



7. Proceed to sign in to your account.



The image shows the Tyler Identity sign-in interface. At the top is the Tyler Identity logo with the tagline 'a total tyler solution'. Below the logo is the slogan 'Identify. Authenticate. Empower.' The main section is titled 'Sign in to your account'. It contains two input fields: 'Email' with the value 'purchasingccptest2@gmail.com' and 'Password' with masked characters. Below the password field is a checkbox labeled 'Remember me'. To the right of the checkbox is a blue 'SIGN IN' button, which is pointed to by a red arrow. Below the 'SIGN IN' button is a link that says 'Register for a new account'. At the bottom left of the form is a link that says 'Forgot password?'.

8. Once you are logged in, you should click on Create New Vendor

Welcome to Vendor Self Service


No vendor information is linked to your account.
In order to fully use Vendor Self Service, please either
register a new vendor or link to an existing vendor.


[Create New Vendor](#)

OR

[Link to Existing](#)

9. Enter your vendor details by complete the required (red*). Once complete, click Continue to proceed to **Step 2**.

New Vendor Registration

 Your User ID and password have been successfully set. Please continue with the registration process.

Enter Vendor Registration Information

Step 1

[Help](#)

Company Information

Company Name*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

Vendor Type

☐ Foreign Entity

☐ Send Accounts Payable checks to the above address

☐ Send Purchase Orders to the above address

E-mail *

Website

DUNS

California Permit Number

Vendor Address

Address*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City *

State *

Zip Code *

County

Country

Geographic

Fax Number

☐ Minority Business Enterprise Classifications (select all that apply)

☐ DISABLED VETERAN BUSINESS ENTE

☐ DISADVANTAGE BUSINESS ENTERPR

☐ General

☐ LOCAL BUSINESS ENTERPRISE

☐ LOCAL SMALL BUSINESS ENTERPRIS

☐ MINORITY BUSINESS ENTERPRISE

☐ WOMEN BUSINESS ENTERPRISE

Federal Tax ID Number or Social Security Number

*FID or SSN

☐ FID ☐ SSN

*FID/SSN

*Re-type FID/SSN

Payment Terms

Discount Percentage

Days to Discount

Days to Net

Your preferred payables delivery method(s).

☒ Mail

Your preferred purchasing delivery method(s).

☒ E-Mail

CONTINUE

UPDATE

CANCEL

Please NOTE: Minority Business Entity (MBE)

Minority Business Enterprise	Defined as a business that is at least 51% owned and operated by an ethnic or gender minority and certified by a city, state, or federal agency.
MBE Classification	If you select Minority Business Enterprise, you must indicate the classification type(s) of the certification you currently possess.

10. Click add under each address type to complete your company information. Once complete, click save and Continue to proceed to **Step 3**.

New Vendor Registration

Address information

Step 2

Accounts Payable Addresses

[add](#)

Name/DBA	Address	Is Default
----------	---------	------------

Purchase Order Addresses

[add](#)

Name/DBA	Address	Is Default
----------	---------	------------

Continue



11. Click New Contact add General vendor contacts information. Once complete, click save and Continue to proceed to **Step 4**.

New Vendor Registration

General Vendor Contacts

Step 3

Address Contacts

Type	Name	Description	Email	Telephone
------	------	-------------	-------	-----------

Continue

New Contact



12. Enter the EEV# (Company ID Number): E-Verify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States. If you do not have an EEV #, you may click here to [enroll](#): Please note: **CCPS does not manage the E-Verify process or their website.**

Add the EEV # and date of authorization. Once complete, click Continue to proceed to **Step 5**.

New Vendor Registration

Additional Values

Step 4

[Help](#)

Field	Value
*E-VERIFY # (EEV)	<input type="text"/>
DATE OF AUTHORIZATION	<input type="text"/>

Continue ←

1. Provide an EEV# (Company ID Number): Type 4-7 all-numerical number

- E-Verify is required by all vendors who may hold a public contract (i.e. Purchase Orders), which is a contract with a city, county, the state, a school board.
- A qualifying contract is any service or labor contract over \$2,499.99. Qualifying contracts are for services like landscaping, janitorial, construction, consulting, security, and testing, but not for contracts that **do not** require the physical performance of services like equipment purchases, office supplies, leases, or rentals.

2. Waiver Request: Enter the word **WAIVED in the Value section**

- This vendor does not perform physical services with the delivery of products. If this statement is true, you may proceed to **A**. If you do not agree, **STOP** and enter a VALID E-Verify # in the Value section.
 - Submit a formal letter to include an explanation of the following
 - Describe the type of products or services you provide
 - Method(s) of delivery
 - Does the company provide or offer services with the delivery of any products?
 - If so, are U.S. based workers used? MUST answer Yes/No

3. Exemption Request: Enter the word **EXEMPT in the Value section**

- This vendor is an individual with no employees. . If this statement is true, you may proceed to **A**. If you do not agree, **STOP** and enter a VALID E-Verify # in the Value section.
 - Submit an Affidavit-No Employees (notary required)
 - Submit a Valid State Identification (must be in color)

Vendor information and forms are located here: [Click this link](#)

13. Select Vendor Commodities: This section contains a list of commodity codes that may be associated with your company.

- Enter a **keyword in the search field** that describes the product(s) and/or service(s) your company provides.
- Select the code (**put a check in the box**)
- Click **Add** next to all codes that apply to your company

Once complete, click **Continue** to proceed to **Step 9**.

Select Commodities

Select Commodities

Step 5

Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.

Keyword(s) or commodity code (first 5 or more digits)

Search

[List all commodities/services](#)

9204 Found 1-10 | 11-20 | 21-30 | 31-40 | 41-50 | 51-60 | Next

Select All	Code	Description
<input type="checkbox"/>	00505	Abrasive Equip and Tools
<input type="checkbox"/>	00514	Abr Coat Cloth/Fiber/Sandpap
<input type="checkbox"/>	00521	Abrsives, Sandblasting, Metal
<input type="checkbox"/>	00528	Abrasive Sandb Other than Mtl
<input type="checkbox"/>	00542	Abrasive/Solid Wheel/Stones
<input type="checkbox"/>	00556	Abrsives, Tumbling (Wheel)
<input type="checkbox"/>	00563	Grind/Polish Comp Carborundum
<input type="checkbox"/>	00570	Pumice Stone
<input type="checkbox"/>	00575	Recycled Abrasives Prod/Sup
<input type="checkbox"/>	00584	Steel Wool/Alum/Wool/Cop Wool

Add

14. Review your Registration information!

Please check that the information you have entered is correct. Make changes by clicking **Change** in each section shown.

a. Add your attachments

- i. W-9
- ii. E-Verify
- iii. MBE Certificates

General Information change						
Name/DBA	PURCHASING DEPARTMENT 6					
Entity						
Address	218 Stockbridge Road Jonesboro, GA 30252					
Fax Number						
FID	11-1222333					
Geographic						
E-Mail	purchasingtest6@gmail.com					
Web Site						
Foreign Entity	No					
DUNS						
Terms change						
Discount Percentage	0					
Days to Discount	0					
Days to Net	0					
Additional Fields change						
E-VERIFY # (EEV)	1234567					
DATE OF AUTHORIZATION						
Address Information						
Accounts Payable change						
Name/DBA	Address	Default				
PURCHASING DEPARTMENT 6	218 Stockbridge Road Jonesboro, GA 30252 Fax:	Y				
Purchasing change						
Name/DBA	Address	Default				
PURCHASING DEPARTMENT 6	218 Stockbridge Road Jonesboro, GA 30252 Fax:	Y				
Accounts Contacts change						
Type	Name	Description	Email	Phone	Text	Fax
GENERAL - General Contacts	SHEAMEKA JACKSON	Admin	purchasing@clayton.k12.ga.us	770-473-2825		
Commodities change						
91838	Education/Training Consulting					
Attachments						
Attachment Type	Description	Required	Attachments			
General	Documents are not assigned to a type		(0)	Attach		
default	Vendor Attachment		(0)	Attach		
E-Verify Attachment	EEV	✓	(0)	Attach		

[Register](#)
[Cancel](#)

(Only click Register once and refrain from using your browser's Back or Refresh button.)

Attachments

15. Add attachments to the profile by clicking Attachments on the menu. The Attachments option is also available when you are viewing their My Profile page. The Attachments column indicates the number of documents attached for the attachment types. Vendors can attach an unlimited number of files.

Description	Required	Attachments	
Documents are not assigned to a type		(0)	Attach
Vendor Attachment		(0)	Attach
EEV	✓	(0)	Attach

[Register](#)
[Cancel](#)

(Only click Register once and refrain from using your browser's Back or Refresh buttons.)

[Choose File](#)
No file chosen
Type: General ▼

Continue

TEST ATTACHMENT.pdf
[Remove](#)
Type: General ▼

[Choose File](#)
No file chosen
Type: General ▼

Continue

To **remove** an attachment, click the number of attachments indicator. On the attachments list, clicking the Delete button removes the attachment.

Note: Vendors cannot maintain attachments in VSS once they have been uploaded.

16. Click **Register** to finalize your registration. You will see this message and should wait for the page to auto-refresh.

Saving.....do not navigate away from this screen while sending data.

17. Confirmation Page:

New Vendor Registration Registration Confirmation

! Your registration has been completed. If you are a NEW vendor, you will receive a confirmation email after your registration has been approved. Please allow 1-2 business days.

Please attach your W-9, E-Verify, and Business Enterprise Certification documents (if applicable).

How to attach documents in Vendor Self Service:

- Once logged in, click the Vendor Information link on the left side of the main page.
- Click the Attachments link shown under Vendor Information.
- W-9: Click "Attach" next to "General" attachment type. After choosing your file, click SAVE (there is NO upload button).
- E-Verify Information: Click "Attach" next to "E-Verify Attachment" type. After choosing your file, click SAVE (there is NO upload button).

You will be contacted if additional information is required.
You currently have not included all required documentation. Please upload required documents to complete your registration.

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)

Final Note: Your profile has been submitted to our system for review and approval. If your registration is approved, you will receive an email that contains your vendor number. If additional information or documents are needed, you will receive an email from a Purchasing team member. Please allow 1-2 business days to receive your vendor number. If you have any additional questions, please email the Purchasing team at purchasing@clayton.k12.ga.us.