

Clayton Vendor Access Portal Instructions – Existing Vendors

Registration Guidelines:

Clayton County is happy to announce our new Clayton Vendor Access Portal (C-VAP) for Business Vendors portal. C-VAP provides web-based access to information stored in the Purchasing and Accounts Payable database. C-VAP allows vendors to search for and view 1099 data, purchase orders, invoices, and checks. Existing Vendors will need their Vendor ID and FID or SSN in order to register, review, update existing information and view transactions. Vendor ID numbers can be found on the letter you received.

IMPORTANT: Enter all information in CAPS. Failure to do so will result in a delay in the registration process. ALL CAPS WILL ENSURE CONSISTENCY IN OUR DATABASE.

If you experience any difficulties with C-VAP or need confirmation on your Vendor ID Number, FID or SSN, please contact Central Services at 770-477-3587 or send an e-mail to vendors@claytoncountyga.gov.



Clayton Vendor Access Portal Instructions – Existing Vendors

1. Click on the Registration link on the right side of the screen.

The screenshot shows the 'New Vendor Registration' page in the Clayton Vendor Access Portal. The page is titled 'New Vendor Registration' and is labeled 'Step 1' with the sub-heading 'Create user ID and password'. The form includes several input fields: 'User ID (between 1 and 100 characters) *', 'Re-type user ID *', 'Password (between 0 and 15 characters) *', 'Re-type password *', and 'Password hint *'. Below these fields is a CAPTCHA image showing the number '3679' and a corresponding input box. A section for 'EXISTING VENDORS ONLY' contains fields for 'Vendor ID' and 'FID/SSN (Enter without dashes)'. A 'Continue' button is located at the bottom of the form. On the right side of the page, there is a navigation menu with links for 'Home', 'Vendor Self Service', 'Bids', and 'Registration'.

2. Enter a User ID. This is what will be used to login to C-VAP.
3. Re-Type the User ID.
4. Enter a Password. This will also be used to login to C-VAP and will need to be shared by anyone who will be accessing C-VAP.
5. Re-type the Password.
6. Enter a Password hint. In the event the password is forgotten, the password hint will be emailed to the email address entered later in the registration process.
7. Type the numbers that appear in the box.
8. Enter the company's Vendor ID that was included in the C-VAP invitation letter.
9. Enter the company's FID/SSN.

Clayton Vendor Access Portal Instructions – Existing Vendors

tyler Munis Self Service Log In

New Vendor Registration

Create user ID and password Step 1

User ID (between 1 and 100 characters) *

Re-type user ID *

Password (between 0 and 15 characters) *

Re-type password *

Password hint *

Enter these validation numbers into the box below them

EXISTING VENDORS ONLY
You must complete the following for initial registration.

Vendor ID

FID/SSN (Enter without dashes)

Home
Vendor Self Service
Bids
Registration

10. Click to advance to Step 2.

tyler Munis Self Service TESTCOMPANY2

User Contact Information

Contact Person

* Contact Type
* Contact Type
GENERAL - General Contacts
ACCOUNTS PAYABLE - Accounts Payable Contacts
PURCHASING - Purchasing Contacts

* Name

Description

* Phone

Text Opt In

Fax

* E-mail

Vendor Self Service
Vendor Information
Bids

Clayton Vendor Access Portal Instructions – Existing Vendors

Welcome to Vendor Self Service

Profile information

JANE DOE
Phone: 770-777-8888
YOUR.COMPANY@EMAIL.COM

Vendor information

TEST COMPANY 2 [View vendor](#)

Announcements

Welcome to Self Service for Business Vendors

Bids [Search bids](#)

Proposal Status Submitted Bid Status

Bid information not found.

Vendor Self Service

Vendor Information

Bids

11. In Step 2 update/enter user contact information. Fields denoted with an * are required.

12. Click [Continue](#) to advance to Step 3.

Step 3 shows your User ID and password have been successfully set and you are now logged in. Click **View Vendor** to continue with the registration process. (If you get the Commodities code screen, please follow steps on page 9)

13. In Step 4 update/enter all company general information.

In the **Terms** section, fill in these boxes if a terms discount is offered for prompt payment. Clayton County standard terms of Net 30 will default. If no terms discount is offered, enter "0" in Discount Percentage and all the other boxes blank.

Clayton Vendor Access Portal Instructions – Existing Vendors

Vendor Information - General Information and Terms

General Information and Terms: Make Changes

Your profile is missing required information. Please update where required.

General information

* Company Name
TEST COMPANY 2

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

Foreign Entity

* Address
123 MAIN STREET

(line 2)

(line 3)

(line 4)

* City
JONESBORO

* State (abbreviation)
GA

* Zip
30236

County
▼

Country

Fax Number

Geographic
Select Type... ▼

*E-Mail
CONTACT@EMAIL.COM

Web site

Vendor Type
REGULAR VENDOR

Minority Business Entity (MBE)

Is Minority Business Enterprise

MBE Classifications
(select all that apply)

DISADVANTAGED BUSINESS ENTERPR

General 0 certifications [manage](#)

LOCAL VENDOR PREFERENCE

MINORITY-OWNED/WOMAN-OWNED

SMALL BUSINESS/LOCAL BUSINESS

Gender **Select Type...** ▼

Ethnicity
Select Type... ▼

Vendor Self Service

Vendor Information

Attachments

Commodities

Bids

Clayton Vendor Access Portal Instructions – Existing Vendors

tyler
Munis Self Service
TESTCOMPANY

Vendor Self Service
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Enter a Federal Tax ID Number or Social Security Number

*FID
23-4567891

Payment Terms

Discount Percentage
0

Days to Discount
0

Days to Net
0

Your preferred payables delivery method(s).
 Mail Fax E-Mail

Your preferred purchasing delivery method(s).
 Mail Fax E-Mail

Update Cancel

14. Click **Update** to save your information.

Clayton Vendor Access Portal Instructions – Existing Vendors

Vendor Information
✔ Your profile has been updated successfully. ⓘ

General Information [change](#)

TEST COMPANY 2
Entity:
123 MAIN STREET
JONESBORO, GA 30236

CONTACT@EMAIL.COM
FID: 98-7654321

Foreign Entity
 Minority business enterprise

Discount Percentage: 0.000
Days to Discount: 0
Days to Net: 0

MBE Classification(s)

General
No certificates were found for this classification.

Address Information

Accounts Payable
[change](#)

Name/DBA	Address	Is Default

Purchasing
[change](#)

Name/DBA	Address	Is Default

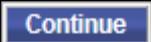
Contacts [change](#)

Type	Name	Title	Email	Phone	Fax
GENERAL	JANE DOE		YOUR.COMPANY@EMAIL.COM	770-777-8888	

Commodities
[add](#)

Code	Description

Vendor Self Service
Vendor Information
Attachments
Commodities
Bids

15. This is an overview of your updated vendor information. It is recommended to enter up to two company contacts and corresponding contact information. *Verify the accuracy of your email address; this address will be used to electronically forward purchase orders. Due to changes in personnel, we recommend the use of a company email and avoiding email addresses of individuals.*
16. Choose only ONE preferred method for receiving purchasing advice. Selecting more than one will result in multiple transmissions of the same order and risk duplication.
17. Click  to advance to Step 5.

Clayton Vendor Access Portal Instructions – Existing Vendors

Step 5 of 5: Review Step 1 2 3 4 **5**

Please check that the information below is correct. Make changes if necessary, then click on "Register."

General Information [change](#)

Name/DBA	BEST COMPANY
Address	123 MAIN STREET TULSA, OK 74101
FID	89-8989898
E-Mail	BILLING@COMPANY.COM
Web Site	WWW.COMPANY.COM
Vendor Type	1 REGULAR VENDOR
Foreign Entity	No
Minority/Woman Business Enterprise	No

Terms [change](#)

Discount Percentage	2.5%
Days to Discount	10
Days to Net	30

Remittance Information [change](#)

Name	BEST COMPANY
Address	123 MAIN STREET ATTN: BILLING DEPT TULSA, OK 74101
Fax	918-555-6861
E-Mail	BILLING@COMPANY.COM
Correspondence Preferences (pay advice)	None selected

Contacts and Communication Preferences [change](#)

Contact Person 1	JANE SMITH Phone: 918-214-1395 E-Mail: JANE.SMITH@COMPANY.COM
Contact Person 2	DAVID JONES Phone: 918-214-1544 E-Mail: DAVID.JONES@COMPANY.COM
Correspondence Preferences (purchasing)	Email

18. In Step 5 review all registration information.
19. Click the [change](#) link to make any changes to company information.
20. Once the review is complete, click to complete the initial registration process. In the following section you can register the company for commodities and services.

Clayton Vendor Access Portal Instructions – Existing Vendors

New Vendor Registration

Registration



Registration has been completed. You will be contacted when your information has been reviewed.

You can now:

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

21. The message above will appear when registration is complete.
22. You will receive an automated email with the company's User ID and the link to C-VAP.
23. The Clayton County C-VAP Administrator will review your registration information within 10 business days and will contact you ONLY if there are questions.
24. Click on the "[Register for commodities/services and/or update your profile](#)" link and advance to next page for further instructions.

Clayton Vendor Access Portal Instructions – Existing Vendors

My Profile

Home > Vendor Self Service > My Profile

General Information [change](#)

Name/DBA	BEST COMPANY
Address	123 MAIN STREET TULSA, OK 74101
FID	89-8989898
E-Mail	BILLING@COMPANY.COM
Web Site	WWW.COMPANY.COM
Vendor Type	REGULAR VENDOR
Foreign Entity	No
Minority/Woman Business Enterprise	No

Terms [change](#)

Discount Percentage	2.500%
Days to Discount	10
Days to Net	30

Remittance Information [change](#)

Name	BEST COMPANY
Address	123 MAIN STREET ATTN: BILLING DEPT TULSA, OK 74101
Fax	918-555-6861
E-Mail	BILLING@COMPANY.COM
Correspondence Preferences (pay advice)	Mail

Contacts and Communication Preferences [change](#)

Contact Person 1	JANE SMITH Phone: 918-214-1395 E-Mail: JANE.SMITH@COMPANY.COM
Contact Person 2	DAVID JONES Phone: 918-214-1544 E-Mail: DAVID.JONES@COMPANY.COM
Correspondence Preferences (purchasing)	Email

Current Vendor Commodities [add](#)

There are no Commodities to Display for this Vendor.

25. Scroll to the bottom of the page to the “Current Vendor Commodities” section and click [add](#) to add Commodity codes.

Clayton Vendor Access Portal Instructions – Existing Vendors

Vendor Commodities

Vendor Commodities

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 3 or more digits)

[List all commodities/services](#)

269 Found 1-10 | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

Select All	Code	Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/>	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<input type="checkbox"/>	001	
<input type="checkbox"/>	993	TPS ASSIGNED TRAVEL (AIRFARE, HOTEL & REGISTRATION)
<input type="checkbox"/>	994	TPS ASSIGNED CONTRACTS FOR SERVICES
<input type="checkbox"/>	995	TPS ASSIGNED PETTY CASH AND SPECIAL CLAIMS
<input type="checkbox"/>	996	TPS ASSIGNED TPS PRINT SHOP AND CHILD NUTRITION CATERING

26. Search for Commodity/Service codes by using the Search field or by cycling through the list.

269 Found [Prev](#) | [61-70](#) | [71-80](#) | [81-90](#) | [91-100](#) | [101-110](#) | [Next](#)

Select All	Code	Description
<input checked="" type="checkbox"/>	271	DRUG AND FEEDING ADMINISTRATION, INFUSION, AND IRRIGATION EQUIPMENT AND SUPPLIES
<input type="checkbox"/>	279	EIGHTEENTH (18TH) CENTURY REPRODUCTION GOODS
<input type="checkbox"/>	280	ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC)
<input checked="" type="checkbox"/>	285	ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
<input type="checkbox"/>	287	ELECTRONIC EQUIPMENT, COMPONENTS, PARTS, AND ACCESSORIES (SEE CLASS 730 FOR TESTING OR ANALYZING TYPE)
<input type="checkbox"/>	290	ENERGY COLLECTING EQUIPMENT AND ACCESSORIES: SOLAR AND WIND
<input type="checkbox"/>	295	ELEVATORS, ESCALATORS, AND MOVING WALKS (BUILDING TYPE)
<input type="checkbox"/>	305	ENGINEERING AND ARCHITECTURAL EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, AND SUPPLIES
<input type="checkbox"/>	310	ENVELOPES, PLAIN (SEE CLASSES 525, 615, 640, 655, 665, AND 966 FOR OTHER TYPES)
<input type="checkbox"/>	312	ENVIRONMENTAL PROTECTIVE EQUIPMENT (INSIDE AND OUTSIDE)

Currently Added

175	CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES	Remove
192	CLEANING COMPOSITIONS, DETERGENTS, SOLVENTS, AND STRIPPERS - PREPACKAGED	Remove

27. Check the box next to the Commodity code that applies to your company.

28. Click the button to assign the commodity code. Repeat this process for all applicable commodity/service codes.

29. Click when all applicable commodity/service codes have been added.