



Instructions for Vendor
Registration in Clayton County
Vendor Access Portal (C-VAP)

1. Go to <https://munisselfservice.claytoncountyga.gov/vss/> Click on the Vendor Self Service link on the right side of the screen. Then click **Log In/ Register**.

Welcome to Vendor Self Service

Log in or register as a user to begin using Vendor Self Service

[Log In / Register](#)

Vendor Self Service allows access to Purchase Orders, Invoices, 1099, and Payment Information available 24 hours a day. Existing Vendors will need their Clayton County Vendor ID# (provided in the letter you received) and their Federal ID# or SSN to register.

A current IRS W9 form with Rev. October 2018 is required.

If you should have questions or experience any issues, please contact vendors@claytoncountyga.gov.

Vendors can submit invoices by mail or email to accountspayable@claytoncountyga.gov.

For "employee" or "contracted employee services", you must enter 00000 Miscellaneous Services under Commodity Code.

Clayton County Central Services Department is pleased to announce that The New eBid System is now LIVE!

The new user-friendly web-based system that will allow vendors to register online and submit bids electronically.

For eBids help, please dial: 770-347-0362

Email: eBidsOnlineHelp@claytoncountyga.gov

For Vendor friendly instructions, please click the following link ==> [eBids Vendor Manual](#)

Our Frequently Asked Questions, please click the following link ==> [eBids FAQ's](#)

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2. Click Register for a new account. (Click this button even if you are an existing vendor)

 **tyler identity**
a total tyler solution

Identify. Authenticate. Empower.

Sign in to your account

Email

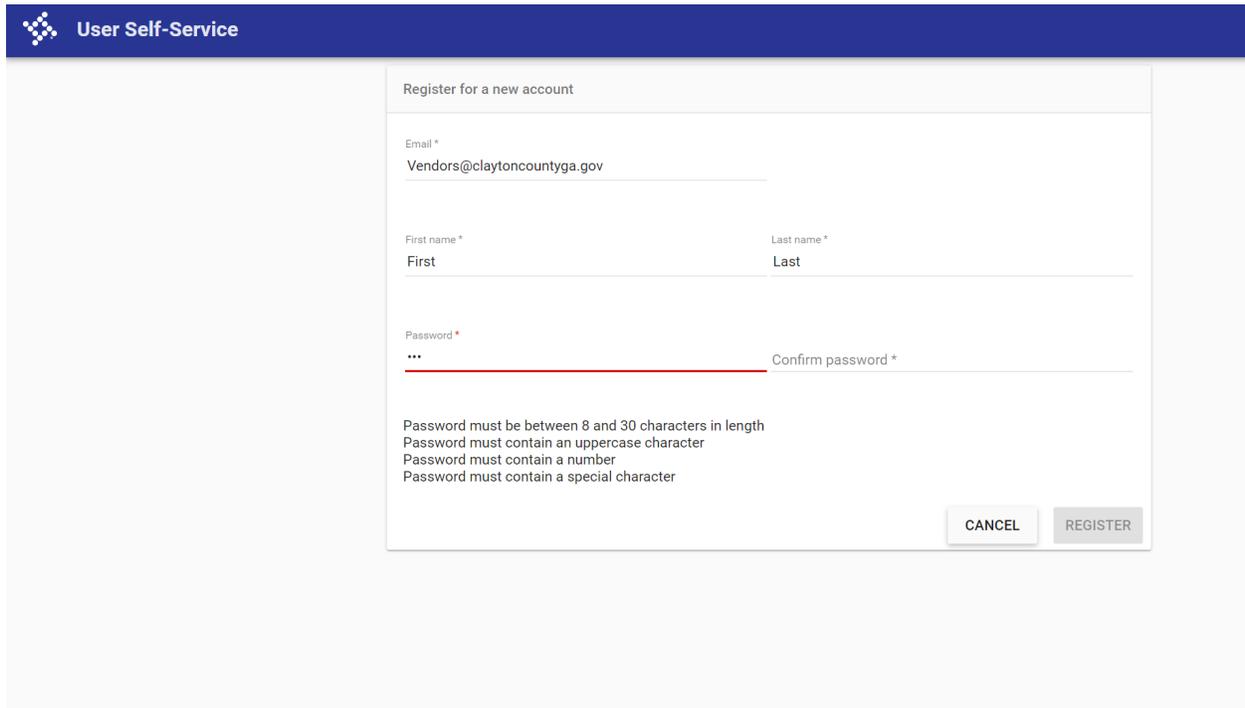
Password

[Register for a new account](#)

[SIGN IN](#)

[Forgot password?](#) [Forgot username?](#)

3. Enter your e-mail address, First Name, Last Name, and password. Click Register.



The screenshot shows a web interface for 'User Self-Service'. The main heading is 'Register for a new account'. The form contains the following fields and elements:

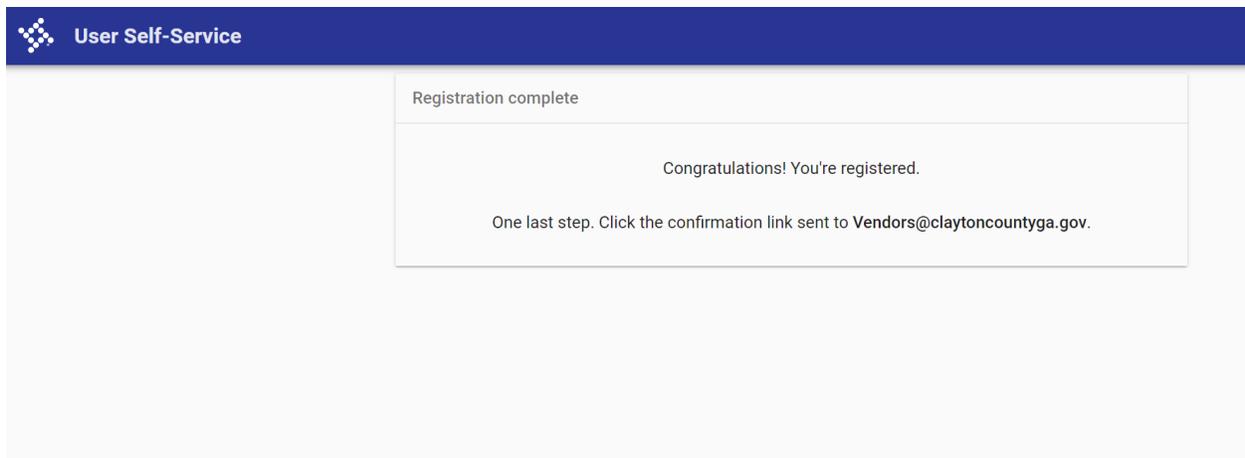
- Email ***: A text input field containing 'Vendors@claytoncountygva.gov'.
- First name ***: A text input field containing 'First'.
- Last name ***: A text input field containing 'Last'.
- Password ***: A text input field containing three asterisks (***) with a red underline.
- Confirm password ***: A text input field that is currently empty.

Below the password fields, there are four lines of instructions:

- Password must be between 8 and 30 characters in length
- Password must contain an uppercase character
- Password must contain a number
- Password must contain a special character

At the bottom right of the form, there are two buttons: 'CANCEL' and 'REGISTER'.

4. **An e-mail will be sent to you to complete your registration. After clicking the link in your e-mail, you can sign in.**

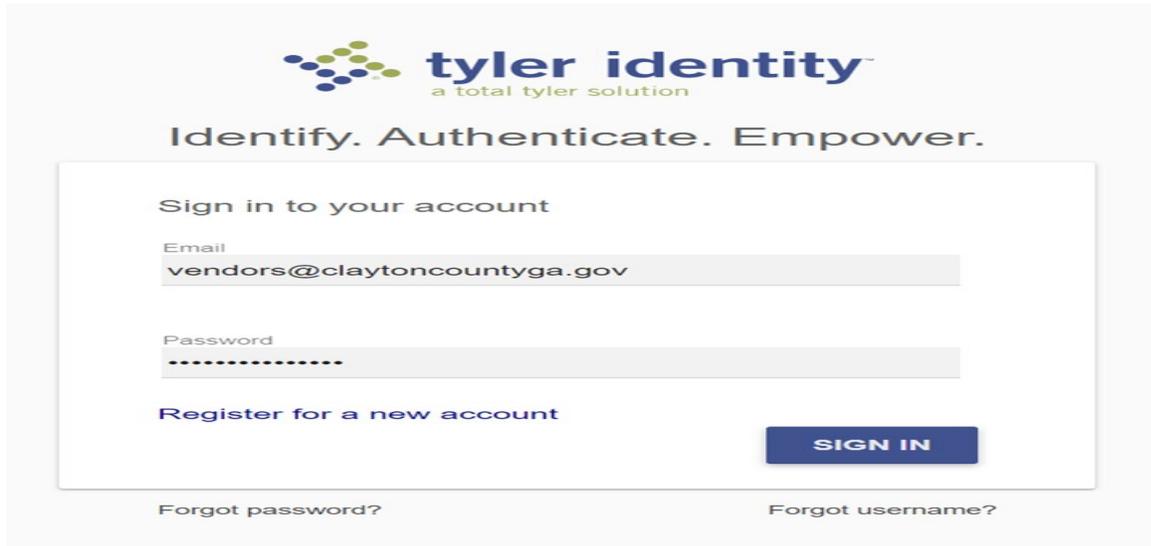


The screenshot shows a web interface for 'User Self-Service' with a confirmation message. The heading is 'Registration complete'. The message text is:

Congratulations! You're registered.

One last step. Click the confirmation link sent to Vendors@claytoncountygva.gov.

5. After receiving the confirmation email (**CHECK YOUR SPAM FOLDER IF NOT RECEIVED**). Log into the portal to complete the registration process.



The image shows the Tyler Identity login page. At the top is the logo for Tyler Identity, a total Tyler solution. Below the logo is the tagline "Identify. Authenticate. Empower." The main content area is a white box with a light gray border. Inside, it says "Sign in to your account". There are two input fields: "Email" with the value "vendors@claytoncountyga.gov" and "Password" with a masked password "*****". Below the password field is a link "Register for a new account" and a blue "SIGN IN" button. At the bottom of the white box are two links: "Forgot password?" and "Forgot username?".

****EXISTING VENDORS (CURRENT PROFILE SET UP IN SYSTEM WITH VENDOR ID #) CLICK LINK TO EXISITING**

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](#)

Announcements

Vendor Self Service allows access to Purchase Orders, Invoices, 1099, and Payment Information available 24 hours a day.

Existing Vendors will need their Clayton County Vendor ID# (provided in the letter you received) and their Federal ID# or SSN to register.

****EXISTING VENDORS ONLY**

Link to Existing Vendor



Enter the information below to search for an existing vendor.

Vendor Number

Vendor FID/SSN

[Link to Existing](#)

ALL VENDORS

6. Enter Company Information

New Vendor Registration

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

Enter Vendor Registration Information

Step

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)

- DISADVANTAGED BUSINESS ENTERPR
- General
- LOCAL VENDOR PREFERENCE
- MINORITY-OWNED/WOMAN-OWNED
- SMALL BUSINESS/LOCAL BUSINESS

Gender

Ethnicity

Federal Tax ID Number or Social Security Number

*FID or SSN

FID SSN

*FID/SSN

*Re-type FID/SSN

Bank Information

Bank Routing Number

Bank Account Number

Bank Account Type

Payment Terms

Your preferred payables delivery method(s).

E-Mail

Your preferred purchasing delivery method(s).

Fax E-Mail

Joe Smith 1234

1234 Anystreet Court

Anycity, AA 12345

Pay to the order of _____ Dollars

Bank Anywhere

123456789 123456789 1234

Routing Number Account Number Check Number

CONTINUE

CANCEL

****NOTE: Entering BANK Information does NOT authorize Electronic Payments. Please contact vendors@claytoncountyga.gov to request required forms to request EFT.**

 **CLAYTON**
COUNTY GEORGIA
C: Clayton connected

New Vendor Registration

Address information

Accounts Payable Addresses

[add](#)

Name/DBA	Address	Is Default
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Purchase Order Addresses

[add](#)

Name/DBA	Address	Is Default
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Continue

7. Continue entering all company and contact information.

 **CLAYTON**
COUNTY GEORGIA
C: Clayton connected

User Contact Information

Contact Person

* Contact Type
GENERAL - General Contacts ▼

* Name

Description

* Phone

Text
 Opt In

Fax

* E-mail

Continue

New Vendor Registration

General Vendor Contacts

Address Contacts

Type	Name	Description	Email	Telephone
GENERAL - General Contacts	[REDACTED]	[REDACTED]	[REDACTED]	Phone: Text: Fax:

Continue

New Contact

8. Select Commodity Codes

Select Commodities

Select 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)

Search

[List all commodities/services](#)

8811 Found [1-10](#) | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

Select All	Code	Description
<input type="checkbox"/>	00505	Abrasive Equipment and Tools
<input type="checkbox"/>	00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
<input type="checkbox"/>	00521	Abrasives, Sandblasting, Metal
<input type="checkbox"/>	00528	Abrasives, Sandblasting (Other than Metal)
<input type="checkbox"/>	00542	Abrasives, Solid: Wheels, Stones, etc.
<input type="checkbox"/>	00556	Abrasives, Tumbling (Wheel)
<input type="checkbox"/>	00563	Grinding and Polishing Compounds: Carborundum, Diamond, etc. (For Valve Grinding Compounds See Class 075)
<input type="checkbox"/>	00570	Pumice Stone
<input type="checkbox"/>	00575	Recycled Abrasives Products and Supplies
<input type="checkbox"/>	00584	Steel Wool, Aluminum Wool, Copper Wool, and Lead Wool

Add

After Adding Commodity Code, Click CONTINUE

9. Review your information



New Vendor Registration

Review

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

General Information [change](#)

Name/DBA	Test Vendor
Entity	
Address	TEST JONESBORO, GA 30238
Fax Number	
FID	99-0000000
Geographic	
E-Mail	EDAYTON@MAIL.COM
Web Site	
Gender	
Ethnicity	
Foreign Entity	No
Bank	
Bank Account Number	
Bank Account Type	
Minority Business Enterprise (MBE)	Yes
MBE Classification(s)	- LOCAL VENDOR PREFERENCE

10. Attach any required forms* (A CURRENT IRS PUBLISHED W9 FORMS IS REQUIRED FOR APPROVAL)

Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) Attach
default	Vendor Attachment		(0) Attach
GA Security Affidavit	Georgia Security and Immigration Compliance Act Affidavit and Agreement		(0) Attach
MWBE Certification Application	MWBE Certification Application		(0) Attach
SLBE Certification Application	SLBE Certification Application		(0) Attach
W-8	W-8		(0) Attach
W-9	W-9		(0) Attach

[Register](#)

[Cancel](#)

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

Click REGISTER

You will receive this confirmatino page. After review of your application, you will receive approval and Vendor ID#



New Vendor Registration Registration Confirmation

 Registration has been completed. You will be contacted when your information has been reviewed in the upper right hand corner. 

You can now:

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