

# Clayton County Central Services

**Administration Division  
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Contracts, Purchasing & Contract Compliance**  
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**Carol J. Rogers  
Director**

**Print Shop Division  
Warehouse Division**  
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Clayton County is happy to announce Clayton Vendor Access Portal (**C-VAP**), our new Vendor Self Service portal, which will provide web-based access to information pertaining to your account. You will be able to:

- Maintain and update general business information, including your company's commodity codes
- View and search for your own 1099 data, purchase orders, the payment status of your outstanding invoices, checks and contracts
- View and submit to current bids and proposals that match up to your commodity codes, with the capability to electronically attach all supporting documents

To access these enhanced services and to remain an active vendor with Clayton County, please complete the online registration process by **Friday, March 16, 2018**. If you do not complete the registration, your account will become inactive after this date.

If you are an existing vendor, you will need your Vendor ID Number and your Tax ID (either FID or SSN) in order to register, review, update existing information and view transactions. We are providing you with your new Vendor ID Number for enrollment. Once logged in, you will need to upload a new signed **2017 W-9**, verify your **email address** and other **contact information**. Going forward, you can update this information as needed.

Business Name:      Business Name  
Vendor ID Number: 123456

**IMPORTANT:** Please 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.**

To access **C-VAP** please visit: <https://selfservice.claytoncountyga.gov/MSS/Vendors>

Instructions for existing vendors can be found here:

[http://www.claytoncountyga.gov/pdfs/central\\_svcs/Clayton%20Vendor%20Access%20Portal%20\(C-VAP\)%20Instructions%20Existing%20Vendors.pdf](http://www.claytoncountyga.gov/pdfs/central_svcs/Clayton%20Vendor%20Access%20Portal%20(C-VAP)%20Instructions%20Existing%20Vendors.pdf)

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