

# BENEFITS OF C-VAP

---

View your purchase orders  
and contracts

View your invoice and check  
information

Maintain business profile  
information

Setup direct deposit

Submit W-9 and other  
forms

Submit inquiries and receive  
messages

Obtain year-end 1099 forms

Setup punch-out catalogues  
that allow the County to  
purchase directly from your  
website

# CONTACT

---

Clayton County  
Central Services Department



Phone: 770-477-3587



Vendors@claytoncountyga.gov



7994 North McDonough Street  
Jonesboro, Georgia 30236



Fax: 770-477-3335

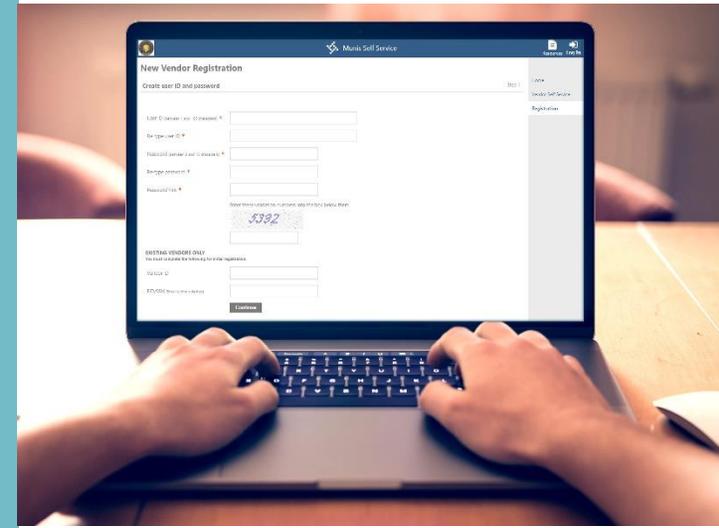


# CLAYTON COUNTY C-VAP

Clayton Vendor Access Portal

---

Making it *easier* to conduct  
business with Clayton County



## WHAT IS C-VAP?



C-VAP provides online access to information pertaining to your account with Clayton County. With C-VAP you will have the capability 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 documents such as vendor direct deposit, and W-9 forms.
- ✓ Easily submit compliance applications.

## It's **EASY** to register!

Step 1: Navigate to the C-VAP website  
(<https://selfservice.claytoncountyga.gov/MSS/Vendors>)

Step 2: Click on the Registration link

Step 3: Create a User ID and Password

Step 4: Enter contact and business information

Step 5: Receive confirmation email

(If you are an existing vendor, you will need to obtain your new vendor number by calling Clayton County Central Services)