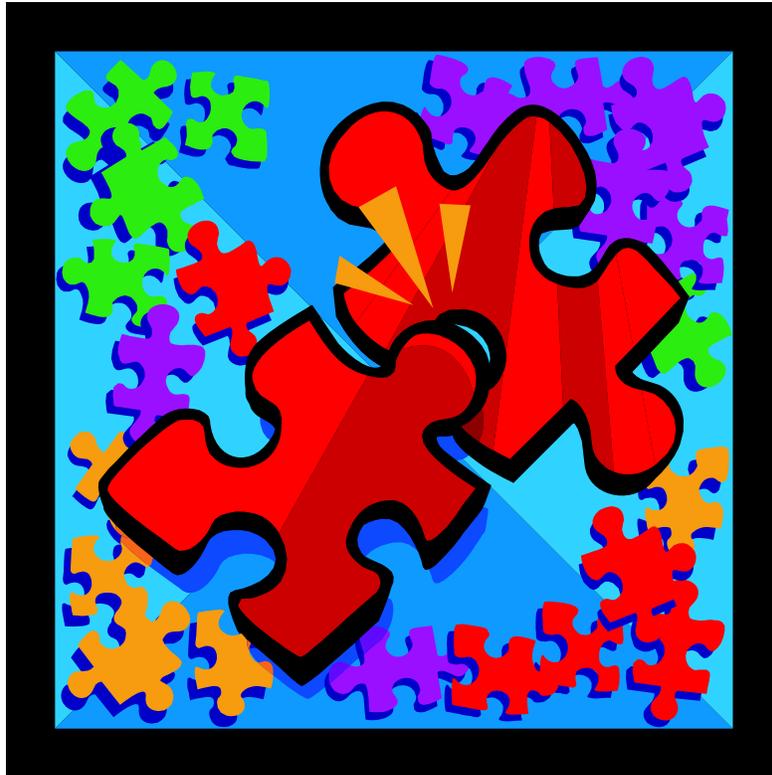


# FULTON COUNTY

DEPARTMENT OF PURCHASING AND CONTRACT COMPLIANCE



**VENDOR SELF SERVICE SYSTEM (VSS)**

**Vendor Quick Registration Guide**

## Vendor Quick Registration

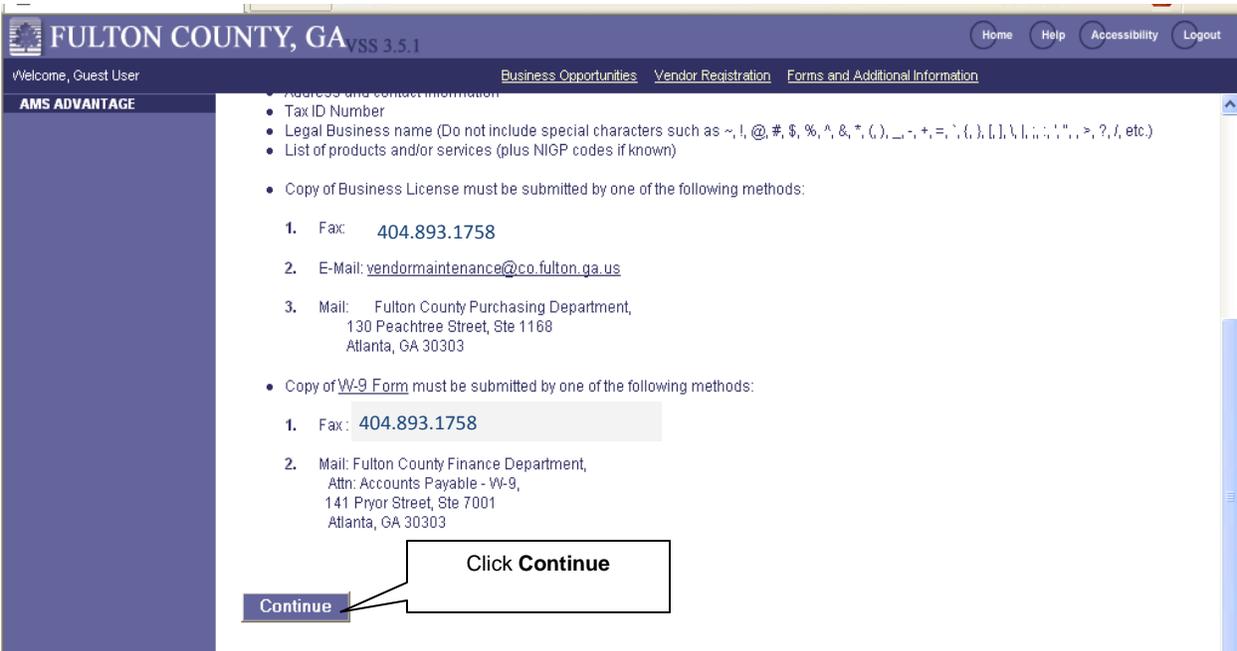
The Vendor Quick Registration Guide is a twelve step instruction guide that will assist you in registering on-line quickly and easily. Please follow the instruction precisely and only the information requested:

### Step 1: Accessing the System

1. To get to the Vendor Self Service System from the internet enter the following URL address <http://fultonvendorseffservice.co.fulton.ga.us> then press **ENTER**.
2. Click on **Register** (blue tag) to register your business.



3. Read the information on the **Registration Requirements** page then scroll to the bottom of the page and click **Continue**.



4. On **Search for your company location** page, in Company Name field type part of your name or part of your company's name.
5. Click **Search**.

AMS ADVANTAGE

### Search for your company location

[help & advice](#) Menu

Your information may already be in our database. All vendor accounts that match your search criteria will appear in the grid below. Note that the term "Location" refers to a separate vendor account within this application and does not represent a physical address.

Company Name :

<a href="#">Legal Name</a>	<a href="#">Location Name</a>	<a href="#">Alias/DBA</a>	<a href="#">HQ Account</a>	<a href="#">Activated</a>
----------------------------	-------------------------------	---------------------------	----------------------------	---------------------------

6. Scroll to the bottom section of the page, if you **do** see your name or your company's name, then you or your company has already registered with us. If you **do not** see your name or company's name click **New Registration**.

AMS ADVANTAGE

Yes, my company is listed *multiple times* but I do not know which record to activate. ➔ Please contact Fulton County Purchasing at 404-730-5800.

No, I would like to register a new account. ➔

**Click New Registration**

<a href="#">Legal Name</a>	<a href="#">Location Name</a>	<a href="#">Alias/DBA</a>	<a href="#">HQ Account</a>	<a href="#">Activated</a>
✓ (JUDGE) COY TEMPLES	Dalton		Yes	No

[Activate Account](#)  
[Add Location](#)  
[Activate Account](#)

7. On the **Memorandum of Agreement** page read the terms and then click **Accept Terms**.

FULTON COUNTY, GA VSS 3.5.1

Home Help Accessibility Logout

Welcome, Guest User Business Opportunities Vendor Registration Forms and Additional Information

AMS ADVANTAGE

## Memorandum of Agreement

[help & advice](#) [Menu](#)

You must accept the terms of this Memorandum of Agreement in order to register as a vendor with VSS. If you choose not to accept these terms you will be returned to the HomePage for Guests.

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to: (i) register the Vendor; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that:

1. The Vendor shall use VSS vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure that the registration information remains accurate and complete at all times.
2. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration and VSS registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the VSS registration and VSS registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the VSS registration and registration update functionality.
3. The Vendor understands that this website is utilized by Fulton County to not only solicit procurement related information but will be used as a communication tool to inform registered vendors of upcoming events and other public service type Fulton County announcements.
4. The Vendor understands and accepts the Fulton County terms and conditions that are provided with all solicitations.

This Agreement shall remain in effect for as long as the Vendor is registered as a Vendor. All rights are reserved to cancel the Vendor's registration at any time. In the event the Vendor's registration is canceled, the vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electronic procurement transaction that was made or administered in whole or in part using VSS.

**Accept Terms** **Reject Terms**

**Click Accept Terms**

## Step 2: Location Verification

1. In **Location Verification** section click on drop down arrow next to Verification Location by and select **Use my TIN number**.

**FULTON COUNTY, GA** VSS 3.5.1

Welcome, Guest User      Business Opportunities    Vendor Registration    Forms and Additional Information

Step 1: Create Location

Location Verification

**Create Location**  
This page allows you to enter general information about your organization. Fields with a red asterisk (\*) indicate required fields.

**Location Verification**  
This section will be used to establish a password that other locations within your company will be required to use when registering a new location for your company.

\*Verify My Locations by:   
 Vendor Verification Password:   
 Confirm Password:   
 Location Password Hint:

Use my TIN Number  
 Use my DUNS Number  
 Create my Own  
 No Password Required

Click on drop down button here and select Use My TIN number.

2. Next go to **Location Information and Legal Name** section.
3. For **Organization Type**, select **Company** or **Individual**. If organization type selected is a company, enter your **Company Name**, if organization type selected is an Individual enter your **First Name, Middle Name** and **Last Name**.
4. Enter **Location Name** (Enter City only)
5. In **Organization Information** section, select the appropriate **Classification**.  
 Companies should **only** select **Partnership, Incorporated, Nonresident Alien, Trust, Foreign, Ltd. Liability Corp., Government, Other, or Ltd Liab Partnership**  
 Individuals should only select **Individual or Sole Proprietorship**
6. Click **Next**

**FULTON COUNTY, GA** VSS 3.5.1

Welcome, Guest User      Business Opportunities    Vendor Registration    Forms and Additional Information

Step 1: Create Location

Location Information and Legal Name

**Location Information and Legal Name**  
Please complete this information that will be used to define your organization and create your legal name.

Vendor/Customer : VS0000018685      \*Organization Type :

Legal Name :   
 Alias/DBA :   
 Location Name :

*If your Organization Type is "Individual" enter your First, Middle, and last Names below. If your Organization Type is "Company" enter your Company Name below. This information will be used as your Legal Name.*

First Name :   
 Middle Name :   
 Last Name :   
 Company Name :

**Organization Information**  
Please complete this additional information that will be used to further define your organization.

\*Classification :   
 Number of Employees :   
 Annual Income :   
 Location Web Address :

### Step 3: User Information

1. In **User Information** section, enter a **User ID** that you will use to sign in, your **First Name, Last Name, Email Address, Phone, Password, Retype your Password, Security Question, Security Answer, Retype Security Answer** and **Fax**. **TO RECEIVE EMAIL NOTIFICATIONS ABOUT OUR BIDS YOU MUST ENTER AN E-MAIL ADDRESS. PLEASE WRITE DOWN YOUR USER ID AND PASSWORD TO LOGIN TO THE SYSTEM AFTER YOU HAVE REGISTERED (PLACE IN A SECURE AREA)**
1. Click **Next**.

### Step 4: W-9 Information

1. On the W-9 Information page go to **Add New Taxpayer ID Number**. Enter your **Taxpayer ID Number, Taxpayer ID Number Type**(EIN-For Company's or **SSN-For Individuals**), **Address, City, State** and **Zip**
2. Click **Next**

## Step 5: Account Administrator Address

1. In **Address Information** section enter Street1, Street2 (apt/suite), City, State/Province, Zip/Postal Code, and Phone.  
Under **Contact Information**, Enter Principal Contact person, Email and Phone.
2. Click **Next**

**FULTON COUNTY, GA** VSS 3.5.1

Welcome, Guest User

Business Opportunities Vendor Registration Forms and Additional Information

Step 1: Create Location  
Step 2: User Information  
Step 3: W-9 Information  
Step 4: Account Administrator  
Address Information  
Contact Information  
Contact Address  
Step 5: Ordering Address  
Step 6: Payment Address  
Step 7: Billing Address  
Step 8: Business Type  
Step 9: Service Area  
Step 10: Commodity  
Step 11: Submit Registration

### Account Administrator Address

Please enter the address and contact information of the administrator of this account. An Account Administrator Address is required for vendor registration.

Di's notions

▼Address Information

Please complete the address information below for your Account Administrator.

\*Street 1 : 1222 brighter day \*Phone : 449-800-909  
Street 2 : Phone Extension :  
\*City : Atlanta Country :  
\*State/Province : Georgia Additional Address Info :  
\*Zip/Postal Code : 30303

▼Contact Information

Please complete the contact information below for your Account Administrator.

\*Principal Contact : Diann Jones \*Phone : 449-800-909 Alternate Phone :  
Email : Phone Extension : Alternate Phone Extension :  
Correspondence Type : Fax :  
Format XXX-XXX-XXXX

## Step 6: Ordering Address

1. Click the drop down arrow next to "Use the following address as my Ordering Address" and if all of your Ordering Address is the same as Account Administrator select **Account Administrator**.
2. If your Ordering Address is different from the Account Administrator address enter in the appropriate information.
3. Click **Next**

**FULTON COUNTY, GA** VSS 3.5.1

Welcome, Guest User

Business Opportunities Vendor Registration Forms and Additional Information

Step 1: Create Location  
Step 2: User Information  
Step 3: W-9 Information  
Step 4: Account Administrator  
Step 5: Ordering Address  
Address Information  
Contact Information  
Contact Address  
Step 6: Payment Address  
Step 7: Billing Address  
Step 8: Business Type  
Step 9: Service Area  
Step 10: Commodity  
Step 11: Submit Registration

### Ordering Address

Please enter the address where we should send your orders. You may either select a previously entered address (e.g. Account Administrator) to be used as your Ordering Address or add a new address. An Ordering Address is required for vendor registration.

Di's notions

Use the following address as my Ordering Address : Account Administrator

▼Address Information

Add a new Ordering Address by completing the information below.

\*Street 1 : \*Phone :  
Street 2 : Phone Extension :  
\*City : Country :  
\*State/Province : Additional Address Info :  
\*Zip/Postal Code :

Click the drop down button and select Account Administrator

## Step 7: Payment Address

1. Click the drop down arrow next to "Use the following address as my Payment Address" and if all of your Payment Address is the same as Account Administrator select **Account Administrator**.
2. If your Payment Address is different from the Account Administrator address enter in the appropriate information.
3. Click **Next**

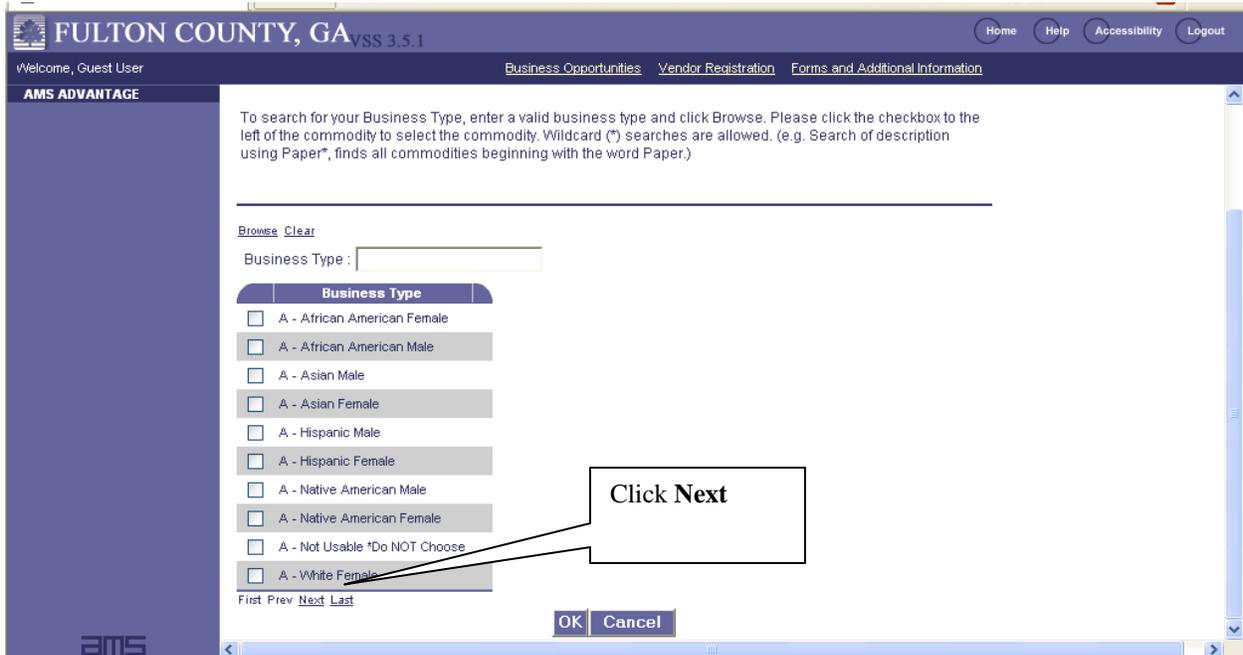
## Step 8: Billing Address

1. The information on the Billing Address screen is **NOT** required
2. Click **Next**

## Step 9: Business Type

1. Please read Business Type (Required) information
2. Click **Add**

3. Select only one **Ethnic Type** of owner if known, by selecting the appropriate box.



4. Click **Next** until you get to the following screen

5. Select only one **Business Type**, by selecting appropriate box.

6. Click **Ok**.



## Step 10: Service Area

1. On the Service Area screen this information is **Not Required**
2. Click **Next**

## Step 11: Commodity

1. Please read the Commodity (Required) information and please select only one commodity code at this time. You will be able to add more commodity codes after you have registered.
2. Click **Add**

FULTON COUNTY, GA VSS 3.5.1

Welcome, Guest User

Business Opportunities Vendor Registration Forms and Additional Information

Step 1: Create Location  
Step 2: User Information  
Step 3: W-9 Information  
Step 4: Account Administrator  
Step 5: Ordering Address  
Step 6: Payment Address  
Step 7: Billing Address  
Step 8: Business Type  
Step 9: Service Area  
Step 10: Commodity  
Step 11: Submit Registration

**Commodity (Required)**  
Select the Commodities that best describe the goods and services your organization provides. Click the 'Add' button to view the commodities available for your selection. **Vendors must select commodity code(s) describing the goods or services that they provide in order to receive electronic notification of Bids and Postcards.**

Add Delete

Commodity Commodity Description

First Prev Next Last

< Back Next >

Cancel Registration

3. In the **Commodity Description** box, type in the service or product your company supplies. For example, to search for Paper type an asterisk before the letter P and after the letter r ( \*Paper\* )
4. Click **Browse** to search for all commodities that have the word "paper" has in it.
5. Check the code next to the commodity that best applies to your company. Click **Next** to see additional commodity descriptions to select.
6. After you selected your commodity code, click **Ok**.

FULTON COUNTY, GA VSS 3.5.1

Welcome, Guest User

Business Opportunities Vendor Registration Forms and Additional Information

AMS ADVANTAGE

Select one or more Commodities to associate to your company. To search for your Commodity, enter a valid Commodity Code or Commodity Description. The wildcard "\*" is required before and after commodity description to complete your search. For example, type \*cleaning\* to search for all commodities with the word cleaning in it. Click Browse after your entry.

Browse Clear

Commodity/Service Code :

Commodity Description : \*PAPER\*

Enter **Commodity Description** here with an asterisk before the description and after.

Commodity Description	Commodity/Service Code
<input type="checkbox"/> Newspaper Subscriptions	95650
<input type="checkbox"/> Newspaper & Publication Advertising	91571
<input type="checkbox"/> Painting & Wallpapering	91461
<input type="checkbox"/> Wallpapering Services, Includes Maintenance & Repair	91074
<input type="checkbox"/> Bookbinding Services, Perfect (Paperback Book Type)	90815
<input type="checkbox"/> Newspaper Binding (Sewed), Rebinding, & Repairing	90855
<input type="checkbox"/> Tape, Gummed Kraft & Reinforced Paper	83232
<input type="checkbox"/> Pattern Paper	79560
<input type="checkbox"/> Paper Items, Classroom: Composition Books, Scrapbooks	78048
<input type="checkbox"/> Paper, Roofing	77048

First Prev Next Last

OK Cancel

Click **Next** to go to next commodities

## **Step 12: Verify & Submit Registration**

1. Click on **Submit Registration**
2. After you select Submit Registration an error message is displayed at the top of the screen indicating that you have one or more than one error message. If you have one error message that displays “Congratulations” you have successfully registered your company.
3. If you have more than one error message click on the error to display the error message. Correct the error is at all possible. Repeat number 3 until all errors have been corrected then click on **Submit Registration** again

The screenshot displays the Fulton County, GA VSS 3.5.1 Vendor Registration interface. The top navigation bar includes links for Home, Help, Accessibility, and Logout. The main content area is titled "Verify & Submit Registration" and contains the following text: "Click the 'Submit Registration' button to complete your on-line registration. You may review your registration prior to submitting it by clicking on the 'Back' button or navigating through the registration pages on the left menu. Completion of your registration process is contingent upon final receipt of a copy of your company's business license by the Purchasing Department and a copy of you W-9 form by the Finance Department." The interface features a left-hand navigation menu with steps 1 through 11, a "Submit Registration" button, a "< Back" button, and a "Cancel Registration" button. A callout box with the text "Click Submit Registration" points to the "Submit Registration" button.

1. If you continue to have problems and require further assistance, please call Diann Wathington, Vendor Coordinator at (404) 730-1100.

