Important Update for Fulton County Vendors

We are reaching out with important updates for all vendors who have done business with Fulton County Government over the last three years.

You are receiving this email as the point of contact on record for your organization which has an existing vendor account with Fulton County Government.

As you may be aware, Fulton County's Vendor Self Service System has been offline. As we restore this service it requires action from all active users. Please read the required steps below to maintain an active account

VENDOR SELF SERVICE REGISTRATION

The Vendor Self Service (VSS) portal provides vendors with a single entry point to register and maintain an account.

The following steps and screenshots provide instructions how to register an existing vendor in VSS. These instructions are for existing vendors who vendor number begins with VC or alphanumeric characters, but not VS.

STEP 1:

To access VSS click the link below:

Click To Access Fulton County Vendor Self Service System

STEP 2:

Click Register

E FULTON COUNTY, GA V33 Store						
Ð	Welcome to CGI Advantage Vendor Self Service The CGI Advantage Vendor Self Service allows you, as a payee/vendor, to manage your own account information, view your financial transactions and much more. Click on the Register button to begin filling out an electronic application to become a payee/vendor. Please					
User ID Password Gagan Password Reset Cick the Register button to register account. Register Public Access	The CGI Advantag disable your pop- announcement 55/20022 Please ba advise - Al teat one low - Al teat one low	Whender Skell Skericka aloves you, as a payweivendot, to manage your own account information, view your financial transactions and much more. Click on the Register butters to begin filling out an electronic application to become a payweivendor. Please s Contacts them accomessing payweivendot, to manage your own account information, view your financial transactions and much more. Click on the Register butters to begin filling out an electronic application to become a payweivendor. Please them accomessing the (a): contacts Deartment Contacts. crasses the (a): contacts (legSts); Deartment Contacts. them accomessing the (b): contacts (legSts); Deartment Contacts. them accomessing the (legSts); Contacts (legSts); them accomessing the legst (legSts); Contacts (legSts); them accomessing the legst (legSts); Contacts (legSts); the legst (legSts); Contacts (legSts); the legst (legSts); Contacts (legSts); the legst (legSts);				

STEP 3: On Memorandum of Agreement page Accept Terms



STEP 4:

After reading Registration Requirement click Next

🛃 FULTON COUT	NT'Y, GA ¥33.htm	
(Registration Requirements	Privacy.Report Contact.Us
Welcome, New View Frequently Asked Questions	Only applies as a whole if you have a buardes settorating with the County (contrast, privates index NOU, exc.) The west for County to a spontrate part is replicable users as well and the dotted privates in the county of the c	Exat Next
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STEP 5:

On Search for an Existing Account/Results Found page search your Company by Taxpayer Identification Number or Legal Business Name or Individual by Last Name or Last 4 digits of SSN

STEP 6:

Click here to activate your account next to your Legal Business Name

E FULTON COUN	ITY, GA	VSS Home						
			Privacy Report Contact Us					
(Final)	Search f	or an Existing Account/Results Found	Cancel Registration Back					
Welcome, New	To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine If you already have a vendor code.							
View Frequently Asked Questions	To see if you have a	arch						
	Taxpayer Identificat	n Number CR Legal Business Name *Technically Together, Inc						
	Se	rch						
		OR						
	To see if you have a	arch						
		Last Name AND Last 4 digits of SSN						
	Se	rch						
	The following e	sts for the information you entered:	Click here to activate					
	Vendor Number VC0000117011	Legal Business Name Alias/DBA Name Activated? Technically Together, Inc No <u>Click here to activate your account</u>	your account					
	Has your account	een found and listed above?						
	Yes, but it is alrea	registered Click the "Contact your Administrator" link to determine who you need	d to contact for access.					
	Yes, but it is not yet registered Click the "Click here to activate your account" link to begin the process for activating your account.							
	Yes, but not my bu	iness location Click the "Add Business Location" link to add your business location.						

STEP 7:

On Account Verification page enter email address for on file the click Request Activation Code

Privacy Re	ort Contact Us
Account Verification	on Back
Welcome, New Please verify that you are part of this organization by entering an email address that is associated with your Headquarters. <u>View Frequently</u> <u>Asked Questions</u> Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number, please contact the Account Administrator for your Headquarters.	
Email Address : [kingglenna59@gmail.com Request Activation Code Activation Code :	
Headquarters : Account Administrator Passwords are set by your Account Administrator. If you don't know the password, see the contact information below.	
Principal Contact : Email : Phone :	
Additional Resources & Information: Cause Regist • Any proceeding teach legs and more to the next step,the system will check for error, if there are enroris. • Another enroris and the displayed at the top of the page. • Non mail contect the error indicated before continuing to the left area. • Another enroris and the displayed at the top of the page. • Non mail contect the error indicated before continuing to the left area. • Additional fields can be found in the Engenetity Asset Gastion Accessible from the left hand margination bas.	alicn Back

STEP 8:

Activation email message will display, click "Ok"

FULTON COUN	NTY, GA	VSS Home	fultoncountyga-vss.cgiadvantage.com says	
Welcome, New Velcome, New	Account Please verify that you The Activation Code Please verify that you	L Verification	Activation code has been sent. Check your email address for the activation code and click Activate Account to proceed. OK ent to this email address. Ing the TIN number of your Headquarters and hilling submit. If you are unsure of the TIN number, please contact the Account Administrator for your Headquarters	Privacy Report Contact L Cancel Registration Back
	Emai Activa Vendor Verification	II Address : kingglenna59@ Ition Code : Password : Tax ID Numbers must b	gmail.com Request Activation Code Solution Solution Solution Return to Vendor Rame Search e 9 digits, no dashes	
	Account Administrator Principal Contact : Email : Phone :	Passwords are set by your Accou	Int Administrator: If you don't know the password, see the contact information below.	
	Additional Resources & Informa As you complete ea if there are errors: A notification messa You must correct the Additional Help can	stion: th step and move to the next step, the syste arge will be displayed at the top of the page. errors indicated before continuing to the the found in the frequently Asked Question	m will check for error, warf Map. accessible from the left hand navigation bar.	Consel Registration Back

STEP 9:

Check your email address for the activation code and copy your activation code

ADVMAIL: ACTIVATE YOUR ADVANTAGE VENDOR SELF SERVICE (VSS) ACCOUNT > Index *						
vendor.maintenance@fultoncountyga.gov to KINGGLENNA59 -	10:44 AM (2 minutes a	jo) 🕁	٢	۴٦	:	
:						
By entering the Activation Code below, you are verifying that you are an authorized user able to claim this vendor account.						
Log back into the application with your User ID to finish activating your account.				vate		
http://fultoncountyga-vss.cgiadvantage.com/webapp/PRDVSS2X1/AltSelfService?vendCustCdToken=VC0000117011 Your Activation Code is: 7Re%Y12T5mx0NQ3f						

STEP 10:

Enter your Activation Code and Vendor Verification Password (Tax ID Numbers), then click "Submit"

🛃 FULTON COUN	NTY, GA	<u>VSS Home</u>	
B	Account	Verification	Privacy Report Contact Us Cancel Registration Back
Welcome, New View Frequently Asked Questions	Please verify that you The Activation Code u Please verify that you Email Activati Vendor Verification P	are part of this organization by entering an email address that is associated with your Headquarters. are part of this account will be sent to this email address. are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number, please contact the Account Administrator for your Headquarters. In Address : kingglenna59@gmail.com Request Activation Code ison Code : Tax ID Numbers must be 9 digts, no address Tax ID Numbers must be 9 digts, no address	
	Headquarters :	Click "Submit"	
	Account Administrator	Passwords are set by your Account Administrator: If you don't know the password, see the contact information below.	
	Principal Contact : Email : Phone :		
	Additional Resources & Informati - As you complete each if there are errors: - A notification messag - You must correct the - Additional Help can be	ion: In step and move to the next step,the system will check for error, errors indicated bafere continuing to the next step. errors indicated bafere continuing to the next step. Round in the frequently Axked Question accessible from the left hand navigation bar.	Cancel Registration Back

STEP 11:

On General Information enter required data once you have established your password and security question

STEP 12:

Under Password, enter required data marked with an asterisk (*), Click Next

FULTON COUN	NTY, GA	VSS Home		
	Create your user ID here. Administrator role.	You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account	Privacy Report	Contact Us
	 General Inform 	nation		
weicome, New	*User ID (case sensitiv	e): GAK_PURCHASING		
View Frequently		(User ID should be between 2 and 16 characters in length)		
Asked Questions	*First Nam	ne : GLENN		
User Information	"Last Nam	ne : KING		
Verify and Submit Registration	*Ema	الله: kingglenna59@gmail.com		
	*Re-enter Ema	iii : kingglenna59@gmail.com		
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		XXXX-XXXXX XXXX		
	Fa	xx :		
		X0XX-X0XX		
	▼ Password			
	Password (case	sensitive) : (Passwords should be between 8 and 16 characters in length)		
	"Re-enter	Password :		
	*Security	Question : Where were you born?		
	*Security Answer (case	sensitive):		
	*Re-enter Securit	ty Answer :		1
	* Indicates a required field	d		
	Additional Resources &	information:	Cancel Registration	Back Next 7

- Between 8-15 characters - At least one lower-case letter (a-z)	
- At least one upper-case letter (A-Z) - At least one number (0 - 9)	Password Requirements
- At least one allowed special character (@#\$%)	

STEP 13:

On Verify & Submit Registration page click Submit Registration

E FULTON COUT	NTY, GA	<u>VSS Home</u>		
			Privacy Report Co	ontact Us
E STAT	You have 4 messag	es		
ALL DECOVERED	1: Information : User	access privileges have been changed to Account Administrator. (A5439)	This box shows your account set	
Welcome, New	2: Information : User 3: Information : User	Optional access privileges is updated with Tax inquiry vendor role. Optional access privileges is updated with Create Invoice User role.	up confirmation	
View Frequently Asked Questions	View All Details	Optional access privileges is updated with create Solicitation Response User role.		
User Information	Verify & Submi	t Registration	Cancel Registration Back	
Verify and Submit Registration	Click the 'Submit Regist	ation' button to complete your 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.	
	Additional Resources - As you comp If there are e - A notification - You must cor - Additional He	Suborn Registration S Information: else each step and move to the next step, the system will check for errors. cors: message will be displayed at the top of the page. et al. The more indicated before continuing to be next step. p can be found in the Frequently Asked Questions accessible from the left hand navigation bar.	Center Registration Back	

STEP 14:

Thank You! You have successfully activated your VSS account. Please safeguard your UserID and Password.

FULTON COUN	NTY, GA VSS.Home	
F	Thank You!	Privacy Report
Welcome, New	Congratulations, you have completed the registration process. You may now Susing the User Name and Password you just created.	
View Frequently Asked Questions		
	Click VSS Home	

STEP 15:

Check your email address for Congratulations email

ADVMAIL: WELCOME TO FULTON COUNTY VENDOR SELF-SERVICE							
vendor.maintenance@fultoncountyga.gov to KINGGLENNA59 ▼	2:06 PM (39 minutes ago)	☆	٢	←	:		
GLENN KING:							
Congratulations, you are now a registered user of Fulton County's Vendor Self Service (VSS) system.							
Here are some details about your VSS account:							
Your User ID is: GAK_PURCHASING Your Legal Business Name is: Technically Together, Inc Your Vendor Number is: VC0000117011							
If you have questions, please contact Fulton County Purchasing 404.612.5800 or ser yga.gov	nd an email to <u>vendor.maint</u> e	enance(@fulton	<u>icount</u>			

STEP 16:

Click VSS Home to verify registration and return to VSS Homepage, enter your User ID and Password

FULTON COUNTY, GA	
	Welcome to CGI Advantage Vendor Self Service The CGI Advantage Vendor Self Service allows you, as a payee/vendor, to manage your own account information, view your financial transactions and much more. Click on the Register button to begin filling out an electronic application to become a payee/vendor. Please disable your pop-up blocker in order to access all parts of the site.
User ID GAK_PURCHA Password	Announcements Contacts View All Announcements Click on link below to view the list of department contacts.
Login Password Reset	Department Contacts Forms
Click the Register button to register a new or existing account.	Click on a form below to either save it to your desktop or open it in Adobe.
Register Public Access	Access forms

Changes to Vendor Payment Process

Please note that Fulton County is also making changes to vendor payments. Effective July 1, 2024, all vendors must be "Eligible for EFT" in the Vendor Self Service System. No paper check payments will be issued after August 1, 2024.

If your vendor account is not currently setup for Electronic Funds Transfer (EFT) with Fulton County, please take the steps below to complete setup before August 1, 2024.

STEP 1:

Login using the VSS Link below

Click To Access Fulton County Vendor Self Service System

STEP 2:

Enter the following banking information

- ABA/Routing number
- Account Number
 Account type information

STEP 3:

Email the supporting documentation below to <u>purchasing.eft@fultoncountyga.gov</u> with EFT2024 as the subject line.

Submit one (1) of the following supporting documents for the bank account information entered in VSS:

- Bank Letter Account/ Routing Number Confirmation
- Direct Deposit Enrollment Form
- Voided check (includes Account/ Routing Number)

Once the information has been entered it will take 10 business days for the banking information to go through the prenote process. The account will remain "Inactive" until the process is complete, and the account has been deemed "Eligible for EFT."

For assistance, please contact the vendor management team at (404) 612-5800.