

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

FULTON COUNTY, GA VSS Home

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.

Help Contact Us Privacy Report

User ID

Password

Login

Password Reset

Click the Register button to register a new or existing account.

Register

Public Access

Announcements

05/20/2024

Please be advised there are new password requirements for all users. Passwords must be:

- 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)
- At least one allowed special character (@#%)

View All Announcements

Contacts

Click on link below to view the list of department contacts.

Department Contacts

Forms

Click on a form below to either save it to your desktop or open it in Adobe.

Form W-9

Access forms

Click "Register"

STEP 6:

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

FULTON COUNTY, GA VSS Home [Privacy Report](#) | [Contact Us](#)

Search for an Existing Account/Results Found [Cancel Registration](#) [Back](#)

Welcome, New [View Frequently Asked Questions](#)

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.

Company Search
To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name

OR

Individual Search
To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name AND Last 4 digits of SSN

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?
VC0000117011	Technically Together, Inc		No Click here to activate your account

Has your account been found and listed above?

Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need 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 business location → Click the "Add Business Location" link to add your business location.

Click here to activate your account

STEP 7:

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

FULTON COUNTY, GA VSS Home [Privacy Report](#) | [Contact Us](#)

Account Verification [Cancel Registration](#) [Back](#)

Welcome, New [View Frequently Asked Questions](#)

Please verify that you are part of this organization by entering an email address that is associated with your Headquarters. The Activation Code used to activate this account will be sent to this email address.

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:

Activation Code:

Vendor Verification Password:

Tax ID Numbers must be 9 digits, no dashes

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:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional help can be found in the Frequently Asked Question accessible from the left hand navigation bar.

[Cancel Registration](#) [Back](#)

STEP 8:

Activation email message will display, click "Ok"

FULTON COUNTY, GA VSS Home

fultoncountyga-vss.cgiadvantage.com says
Activation code has been sent. Check your email address for the activation code and click Activate Account to proceed.

Account Verification

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:

Vendor Verification Password:

Submit Return to Vendor Name Search

Tax ID Numbers must be 9 digits, no dashes

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:

- As you complete each step and move to the next step, the system will check for error, if there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Question accessible from the left hand navigation bar.

STEP 9:

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

ADVMAIL: ACTIVATE YOUR ADVANTAGE VENDOR SELF SERVICE (VSS) ACCOUNT

vendor.maintenance@fultoncountyga.gov to KINGGLENNAS9

10:44 AM (2 minutes ago)

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.

<http://fultoncountyga-vss.cgiadvantage.com/webapp/PRDVSS2X1/AltSelfService?vendCustCdToken=VC0000117011>

Your Activation Code is: 7Re%Y12T5mx0NQ3f

Click here to activate your account

STEP 10:

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

FULTON COUNTY, GA VSS Home

Welcome, New

[View Frequently Asked Questions](#)

Account Verification

Privacy Report | Contact Us

Cancel Registration Back

Please verify that you are part of this organization by entering an email address that is associated with your Headquarters. The Activation Code used to activate this account will be sent to this email address.

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: kinglenna59@gmail.com Request Activation Code

Activation Code:

Vendor Verification Password: Submit Return to Vendor Name Search

Tax ID Numbers must be 9 digits, no dashes

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:

Cancel Registration Back

- As you complete each step and move to the next step, the system will check for error, if there are errors.
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Question accessible from the left hand navigation bar.

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 COUNTY, GA VSS Home

Welcome, New

[View Frequently Asked Questions](#)

User Information

Verify and Submit Registration

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

General Information

*User ID (case sensitive): GAK_PURCHASING (User ID should be between 2 and 16 characters in length)

*First Name: GLENN

*Last Name: KING

*Email: kinglenna59@gmail.com

*Re-enter Email: kinglenna59@gmail.com

*Phone: 000-000-0000 Ext.: XXX-XXX-XXXX

Fax: XXX-XXX-XXXX

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 Security Answer:

* Indicates a required field

Additional Resources & Information:

Cancel Registration Back Next

- 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)
- At least one allowed special character (@#%\$)

Password Requirements

STEP 13:

On Verify & Submit Registration page click Submit Registration

You have 4 messages

- 1: Information : User access privileges have been changed to Account Administrator, (A5439)
- 2: Information : User Optional access privileges is updated with Tax inquiry vendor role.
- 3: Information : User Optional access privileges is updated with Create Invoice User role.
- 4: Information : User Optional access privileges is updated with Create Solicitation Response User role.

This box shows your account set up confirmation

Verify & Submit Registration

Click the 'Submit Registration' 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.

Submit Registration

Click "Submit Registration"

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

STEP 14:

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

Thank You!

Congratulations, you have completed the registration process. You may now log in using the User Name and Password you just created.

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 KINGGLENN59

2:06 PM (39 minutes ago)

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 send an email to vendor.maintenance@fultoncountyga.gov

STEP 16:

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

FULTON COUNTY, GA VSS Home

Welcome to CGI Advantage Vendor Self Service

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User ID
GAK_PURCHA

Password

Login

[Password Reset](#)

Click the Register button to register a new or existing account.

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[Form W-9](#)
[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 purchasing.eft@fultoncountyga.gov 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.