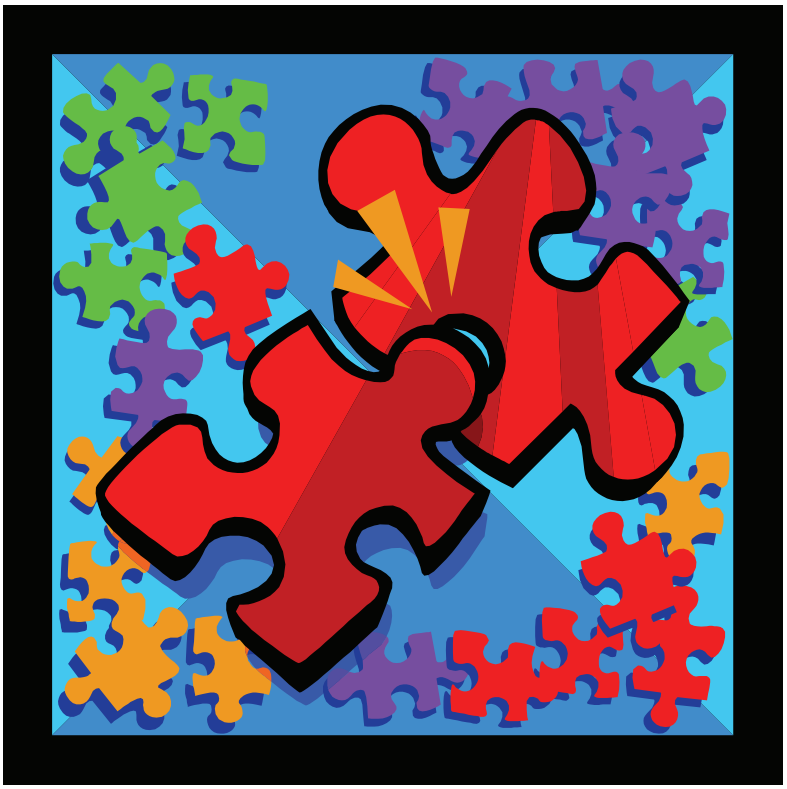
FULTON COUNTY

DEPARTMENT OF PURCHASING AND CONTRACT COMPLIANCE



VENDOR SELF SERVICE SYSTEM (VSS)

Vendor Quick Registration Guide

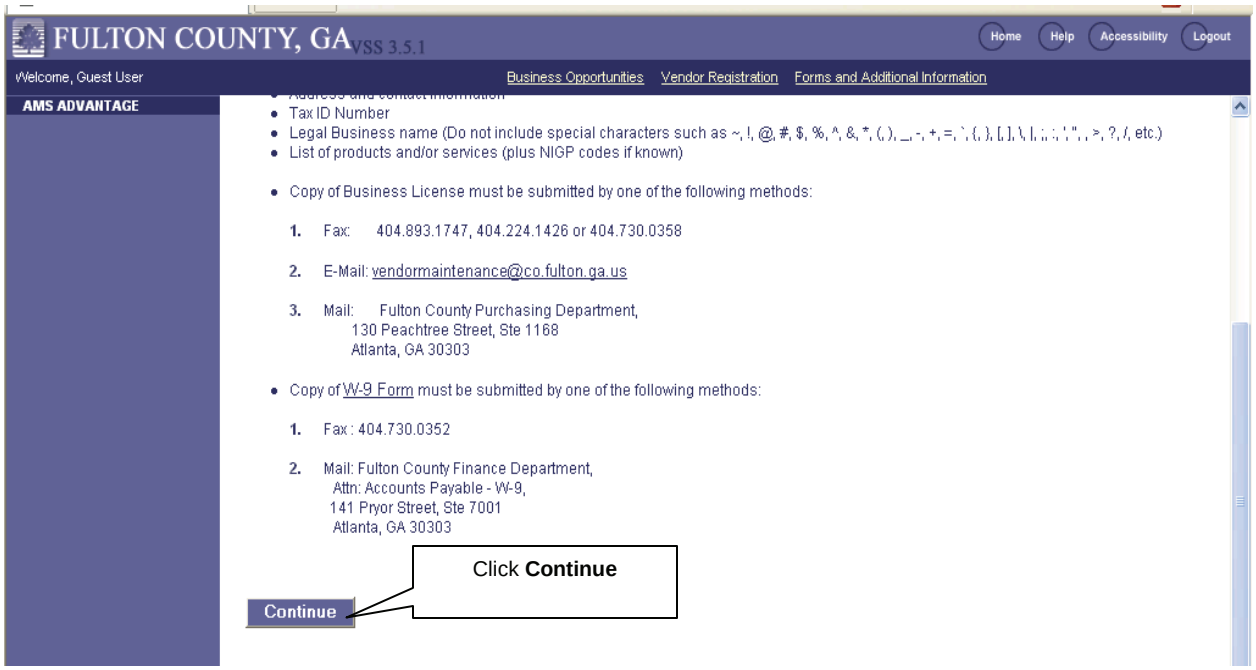
Vendor Quick Registration

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:

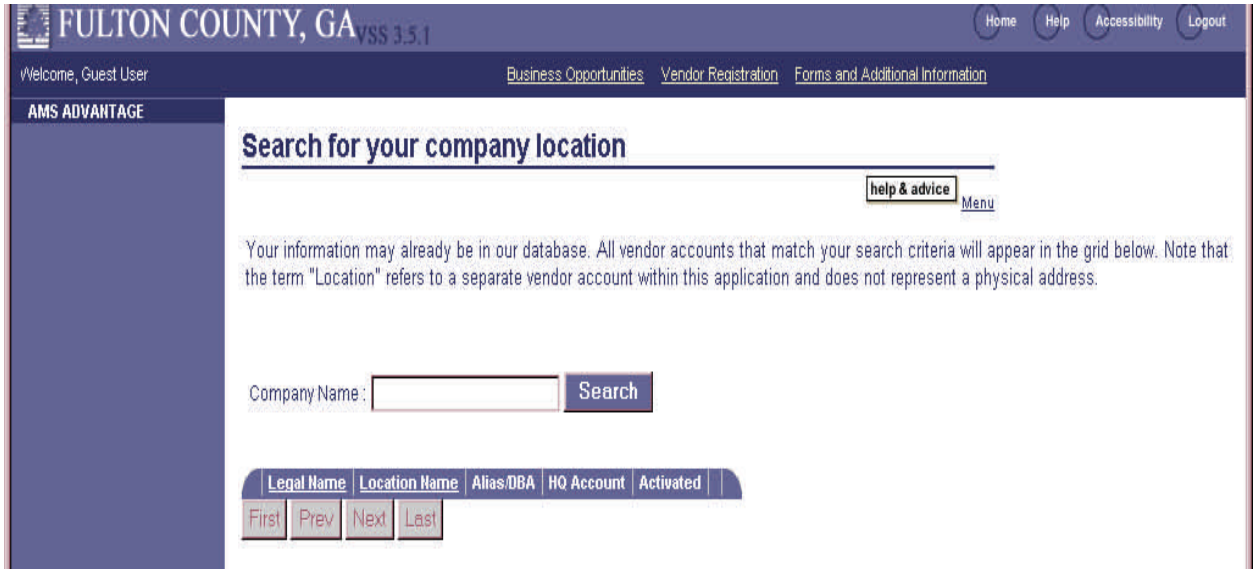
Step 1: Accessing the System

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

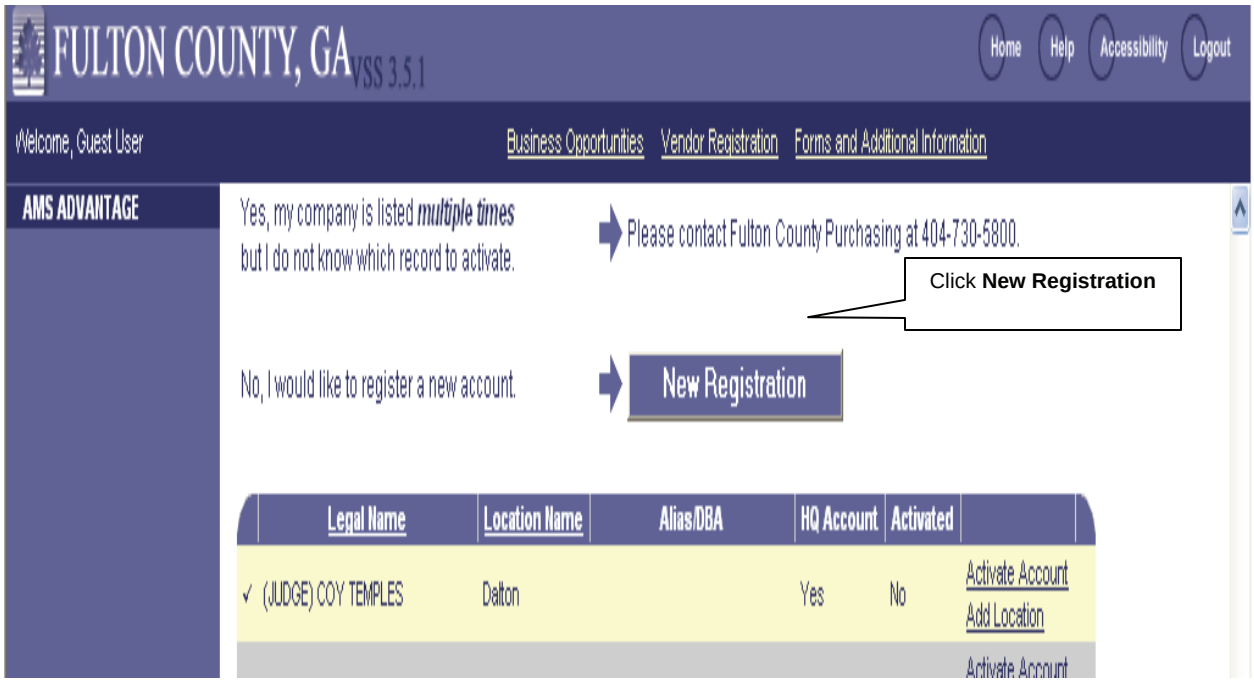
3. Read the information on the **Registration Requirements** page then scroll to the bottom of the page and click **Continue.**



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**.



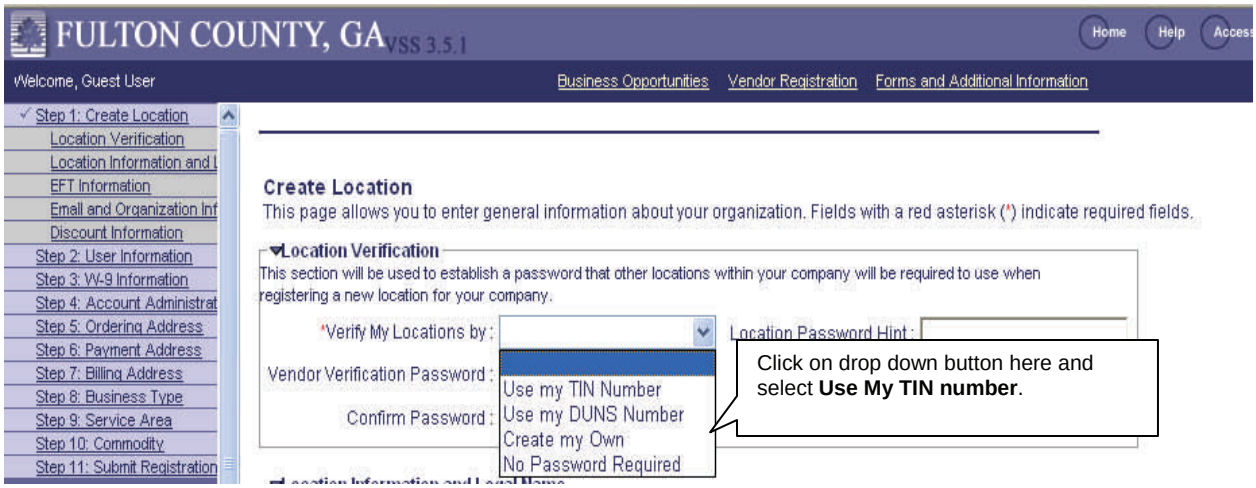
6. Scroll to the bottom section of the page, if you **do** see your name or your company's name, then you or your company has already registered with us. If you **do not** see your name or company's name click **New Registration.**



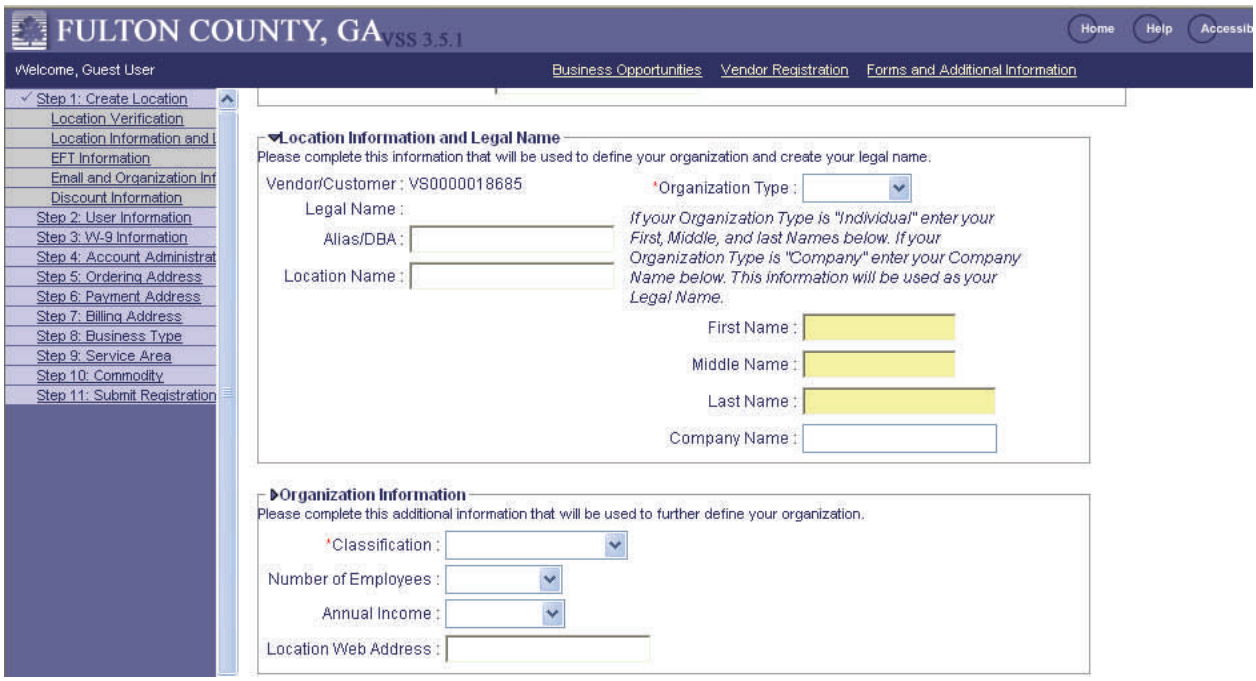
7. On the **Memorandum of Agreement** page read the terms and then click **Accept Terms.**

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**.

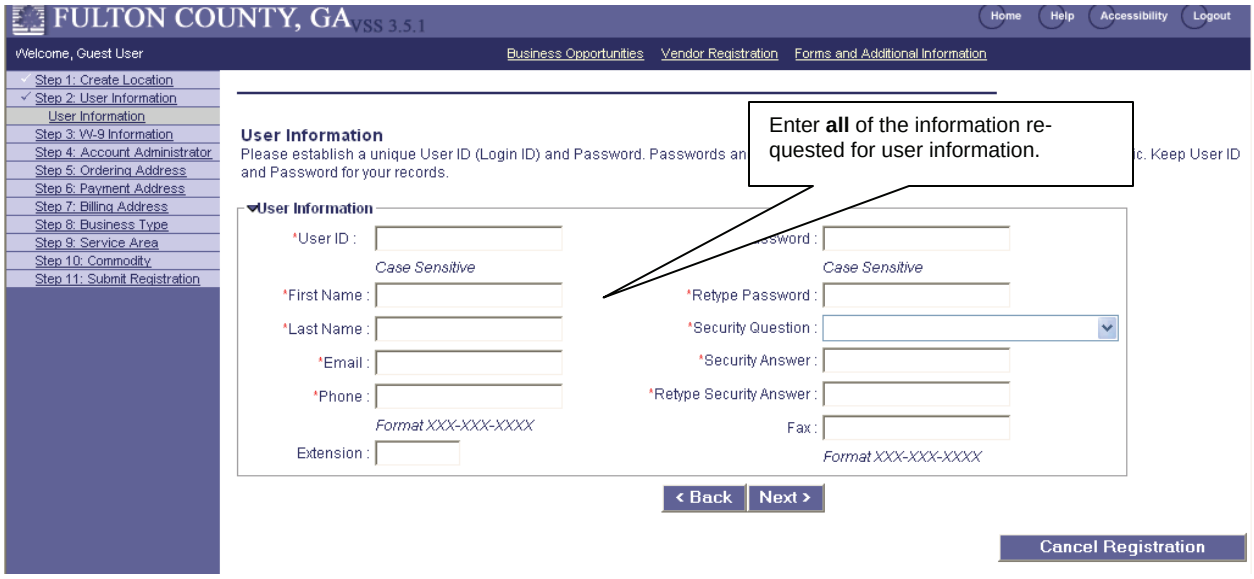


2. Next go to **Location Information and Legal Name** section.
3. For **Organization Type**, select **Company** or **Individual**. If organization type selected is a company, enter your **Company Name**, if organization type selected is an Individual enter your **First Name, Middle Name** and **Last 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**



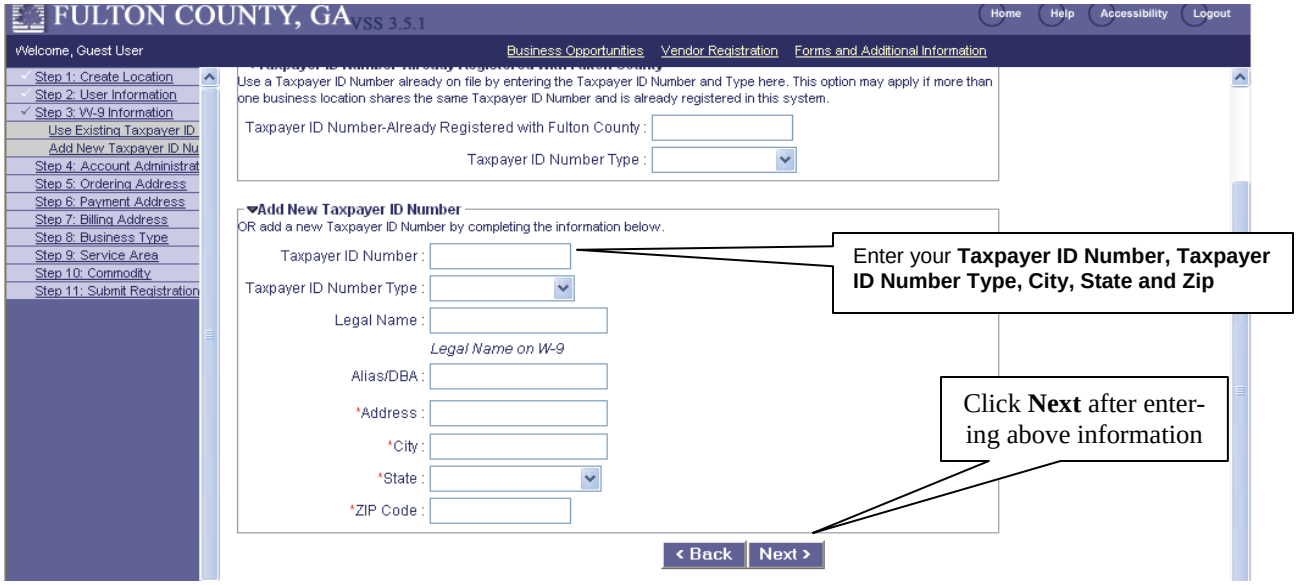
Step 3: User Information

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)**



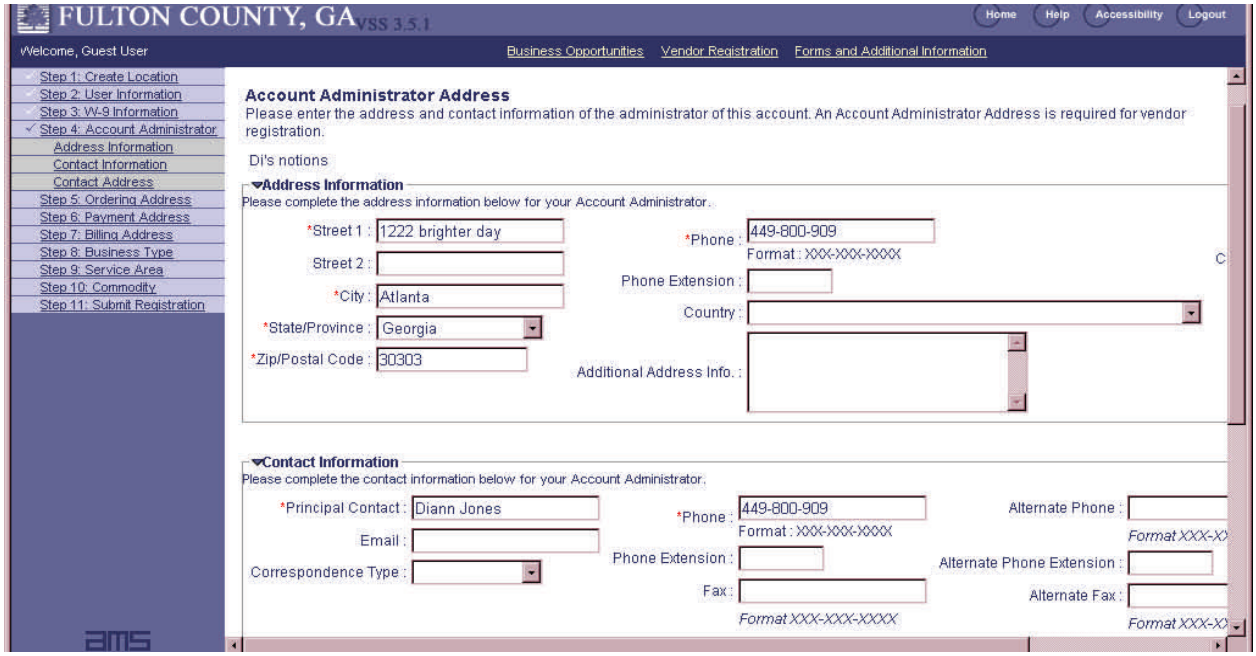
Step 4: W-9 Information

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**



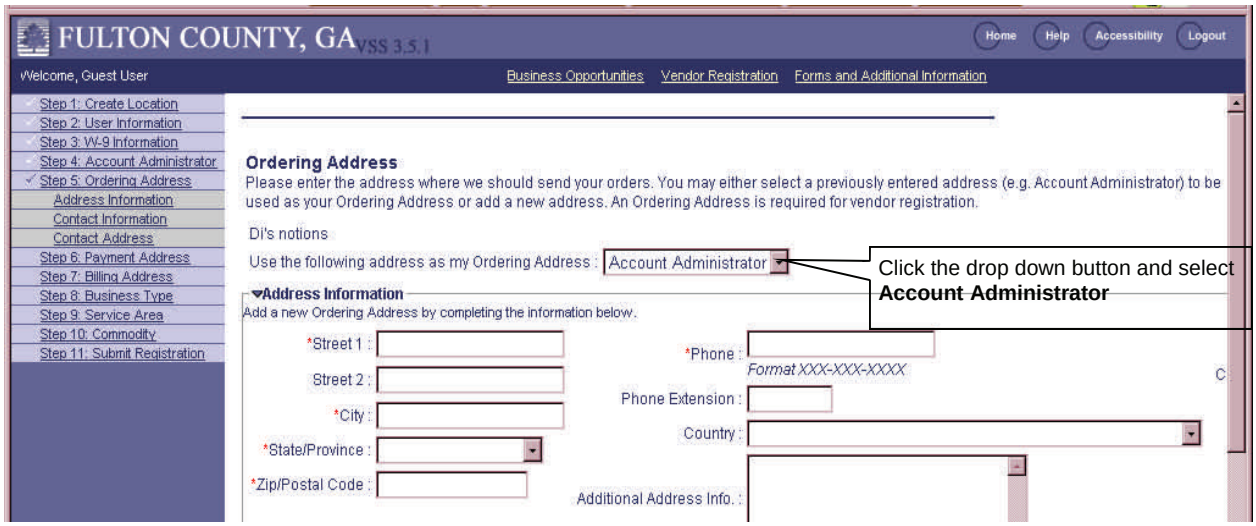
Step 5: Account Administrator Address

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**



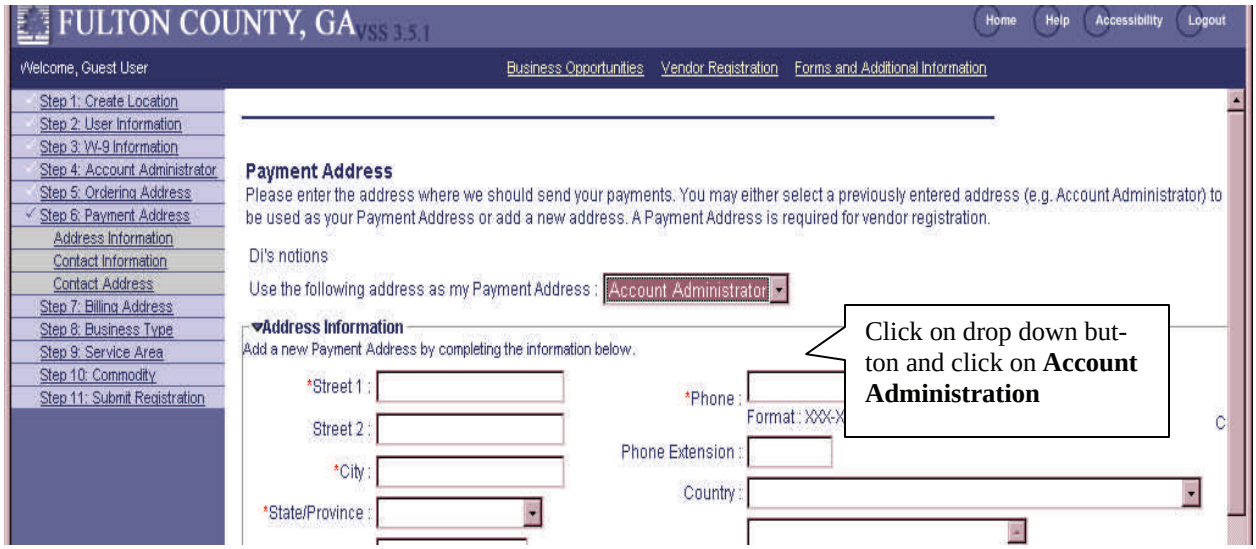
Step 6: Ordering Address

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**



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**



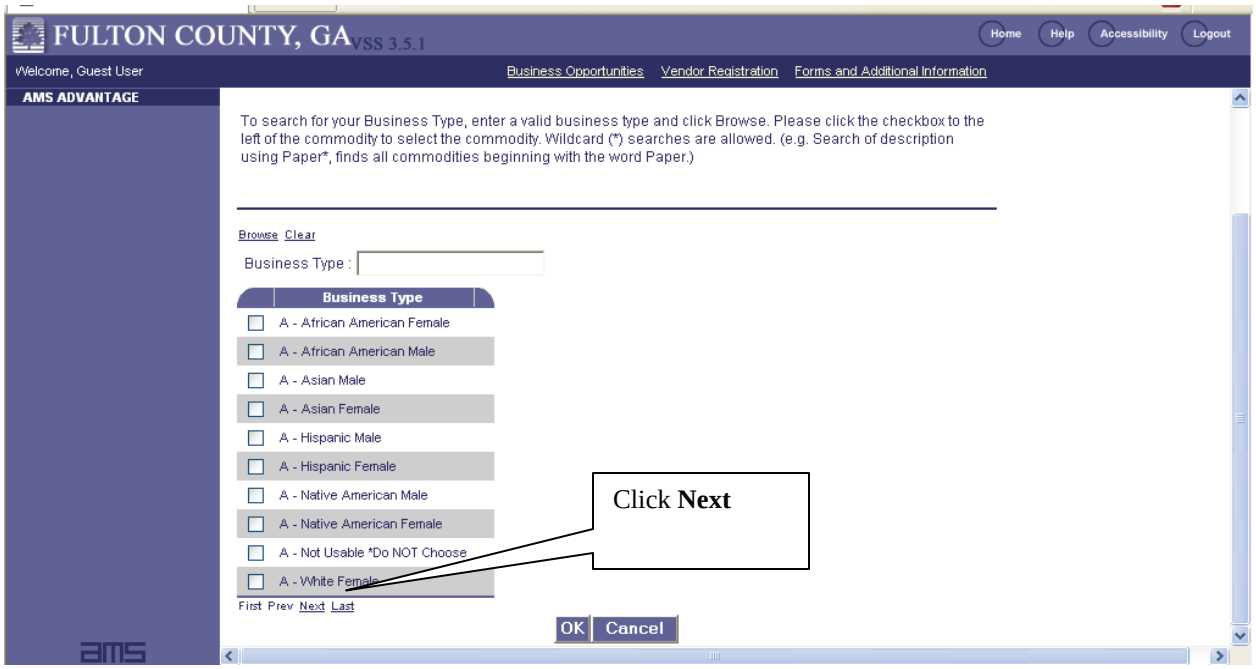
Step 8: Billing Address

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

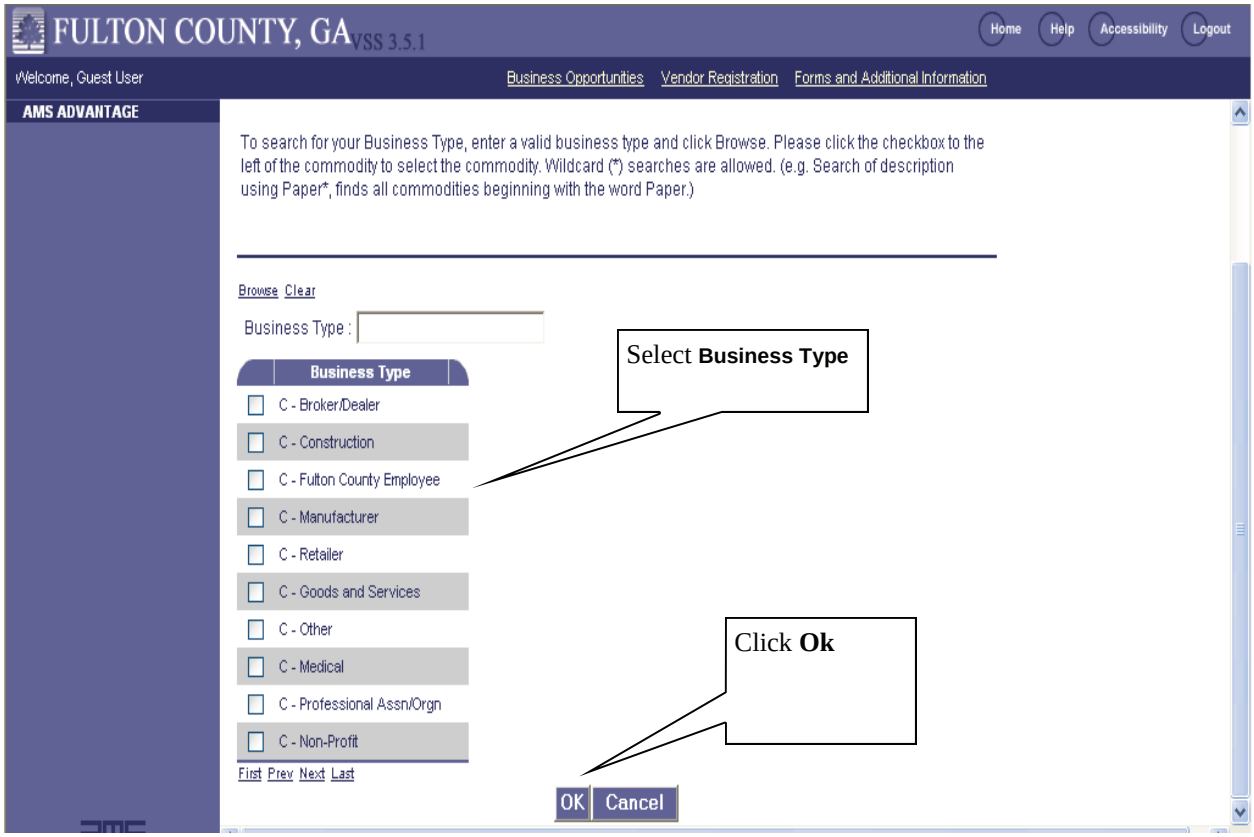
Step 9: Business Type

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**.

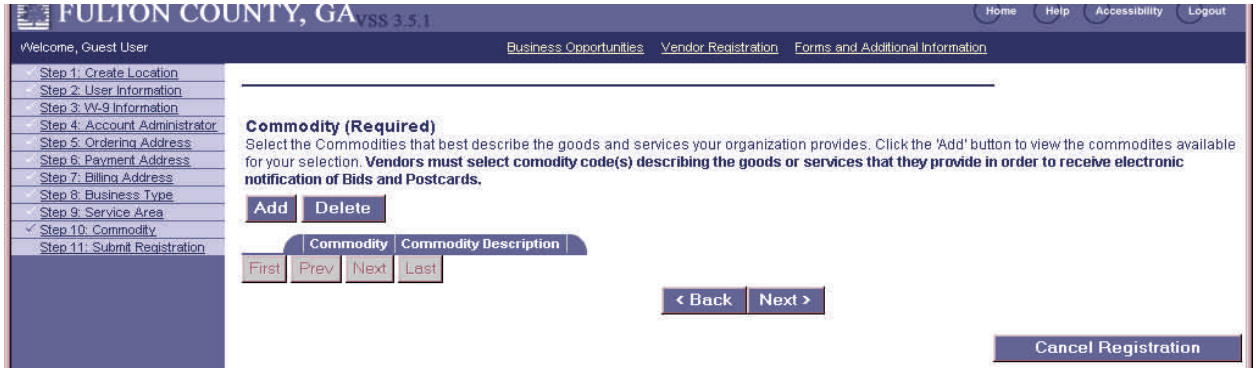


Step 10: Service Area

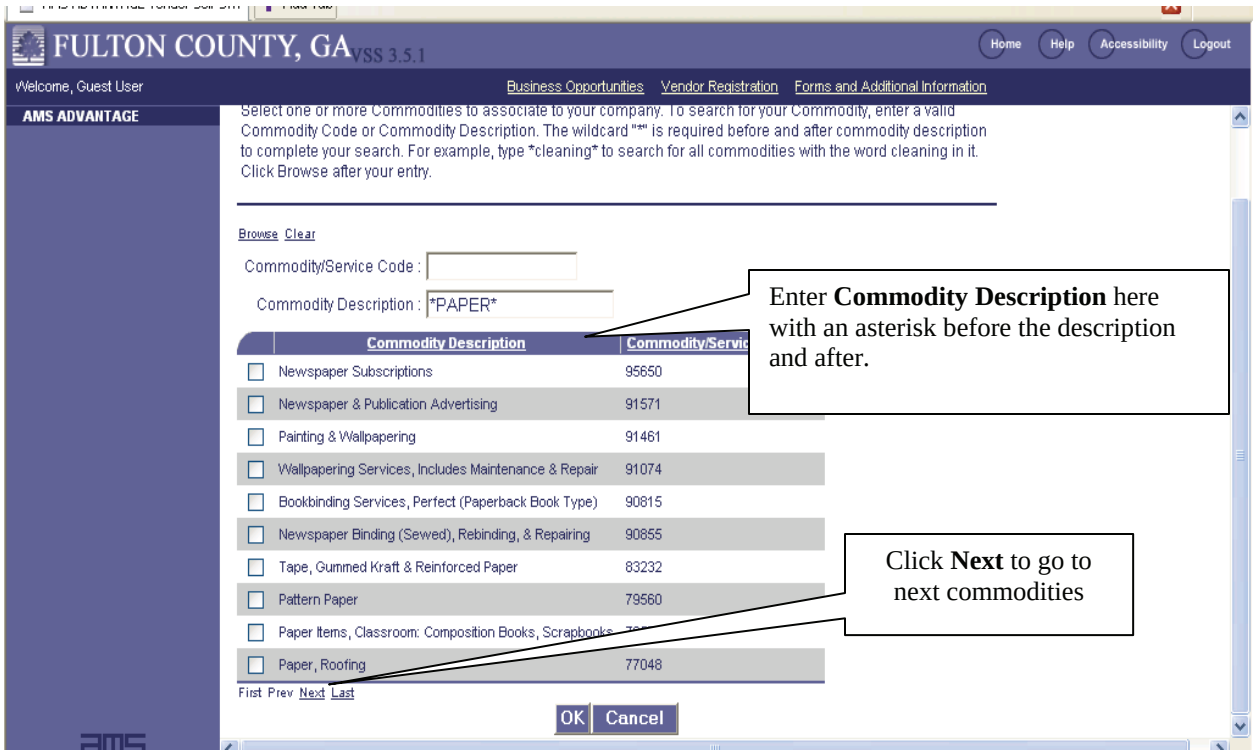
1. On the Service Area screen this information is **Not** Required
2. Click **Next**

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**



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 net 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**.



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 indicat ing 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

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