Clayton Vendor Access Portal Instructions – Existing Vendors

Registration Guidelines:

Clayton County has recently updated our Clayton Vendor Access Portal (C-VAP) for Business Vendors. C-VAP provides web-based access to information stored in the Purchasing and Accounts Payable database. C-VAP allows vendors to search for and view 1099 data, purchase orders, invoices, and checks.

Existing registered Vendors will need to update their existing user ID and password. The new user ID will be a current email address. The Vendor ID and FID or SSN is needed in order to complete the process. Access to profiles, updating existing information and viewing transactions will not be permitted until a new login is created. Please see the instructions below.

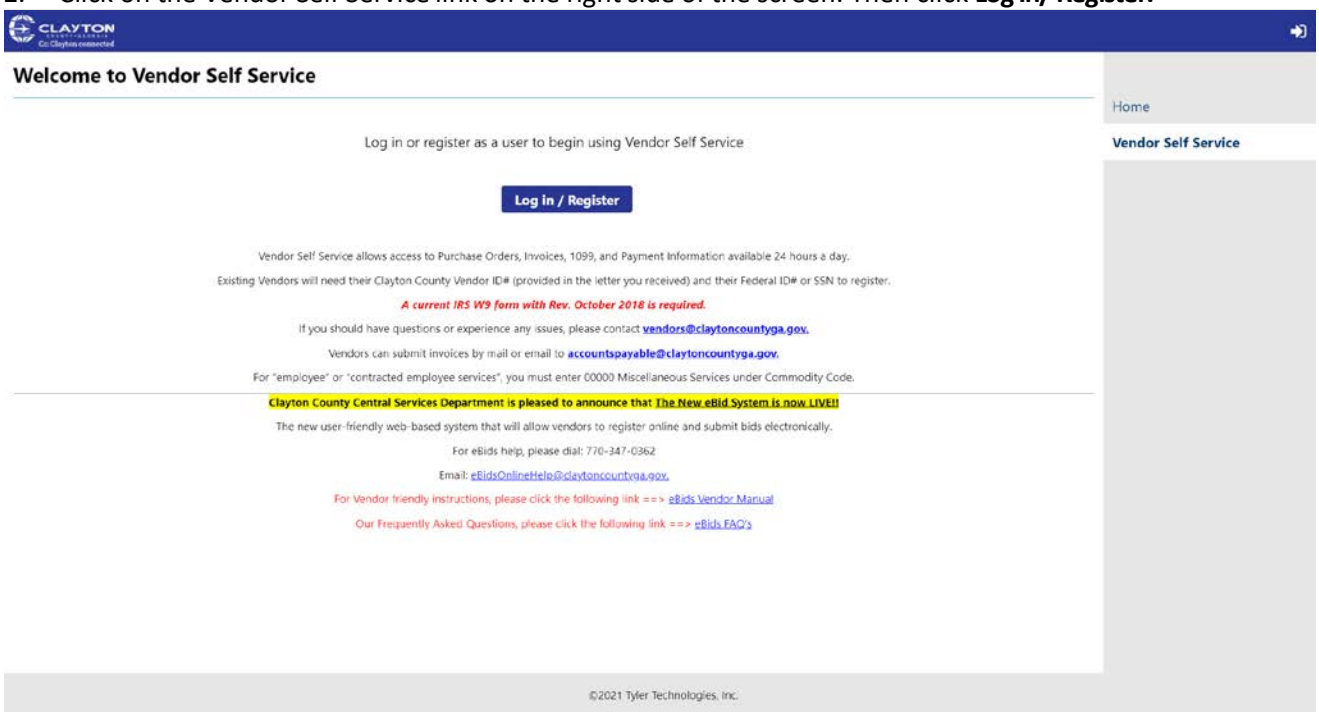
All current vendors who have not previously registered in the system will need to complete a new registration.

IMPORTANT: Enter all information in CAPS. Failure to do so will result in a delay in the registration process. ALL CAPS WILL ENSURE CONSISTENCY IN OUR DATABASE.

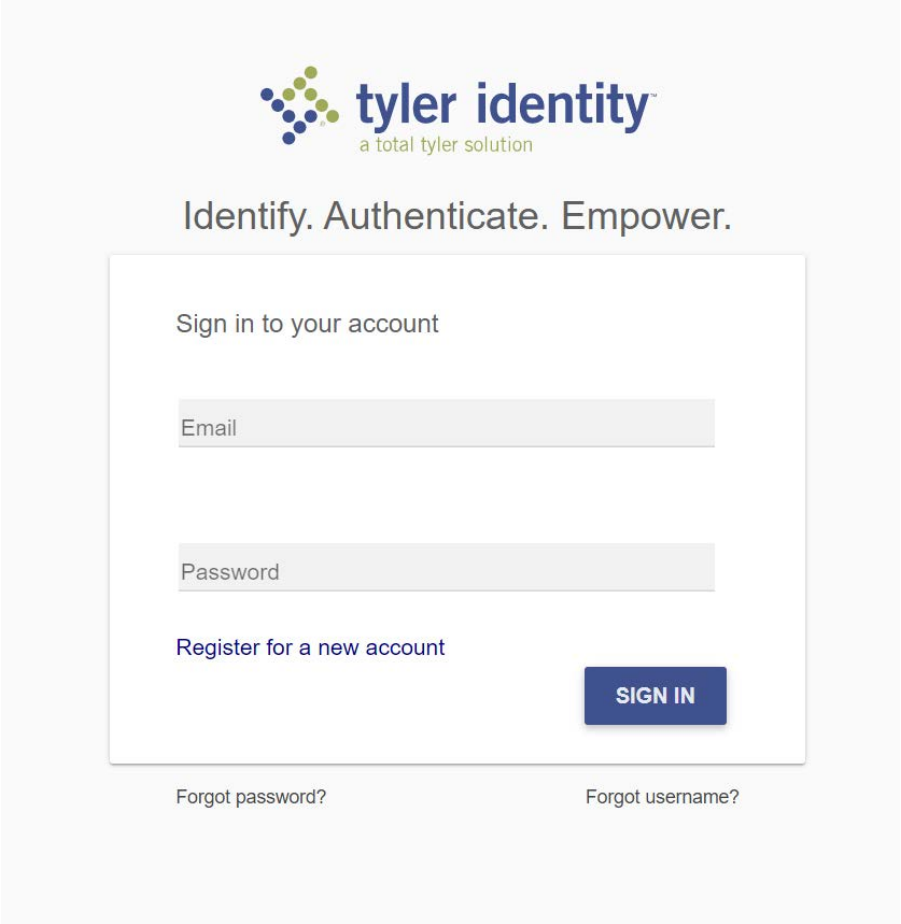
If you experience any difficulties with C-VAP or need confirmation on your Vendor ID Number, FID or SSN, please contact Central Services via email @ vendors@claytoncountyga.gov .

Clayton Vendor Access Portal Instructions – Existing Vendors

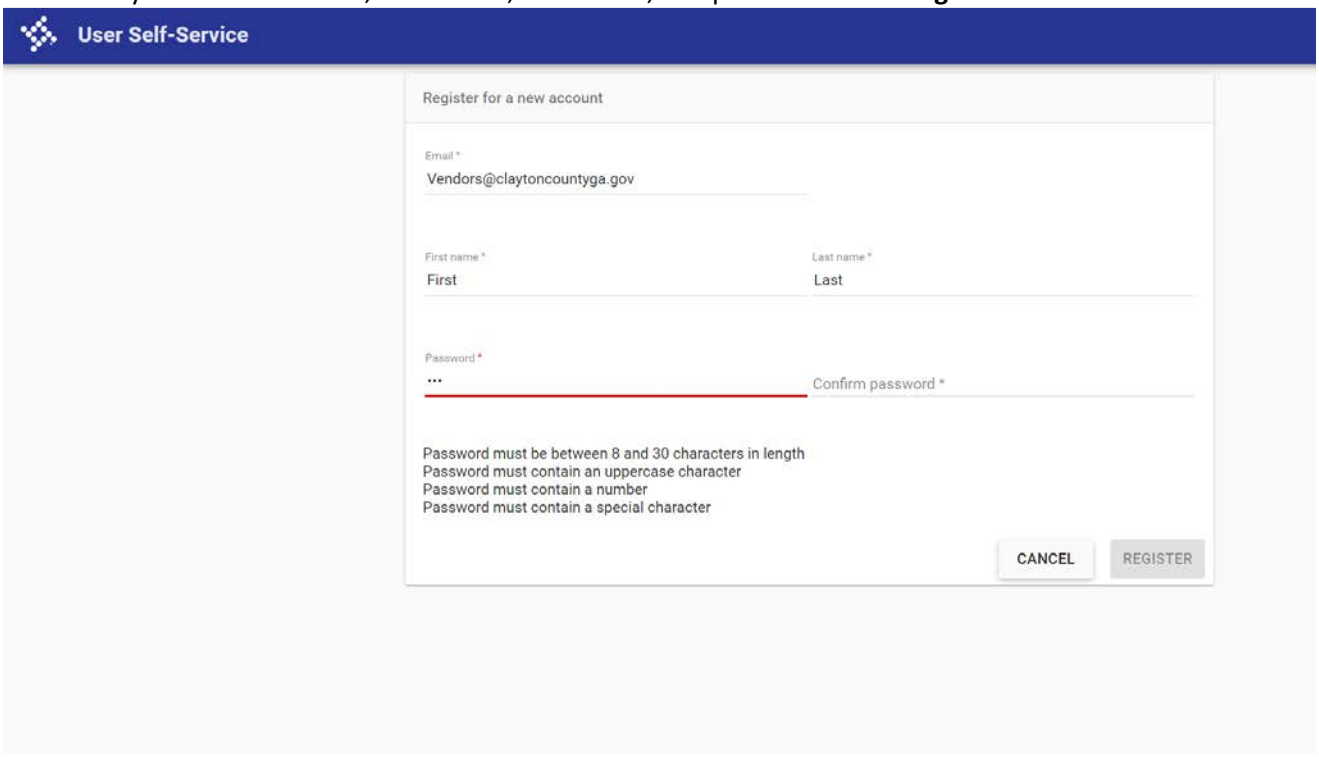
1. Go to https://munisselfservice.claytoncountyga.gov/vss/.
2. Click on the Vendor Self Service link on the right side of the screen. Then click **Log In/ Register.**



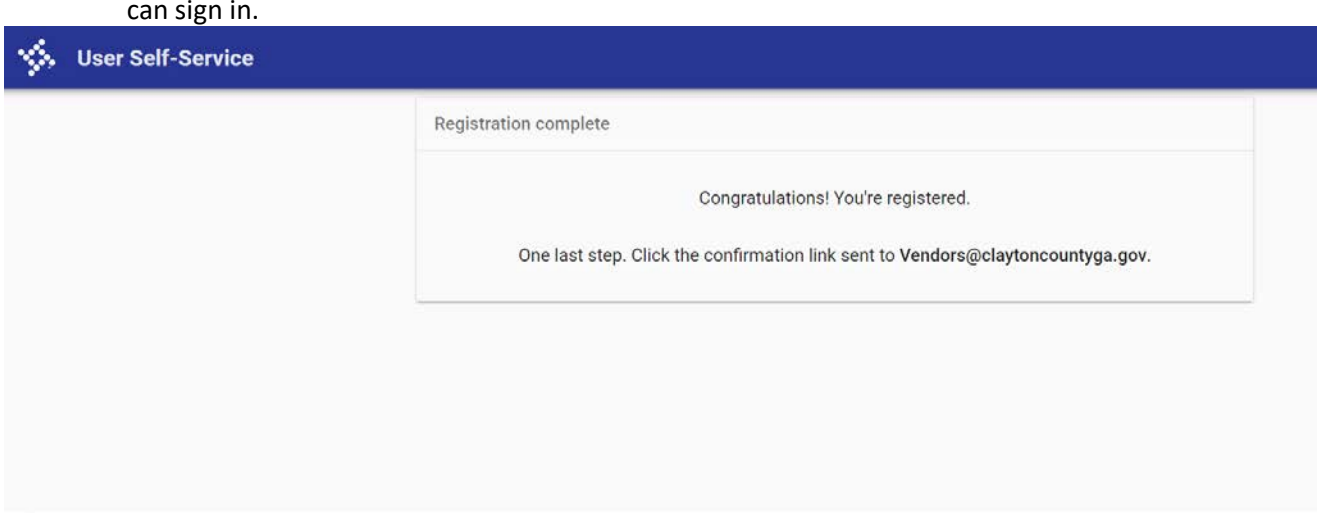
3. Click **Register for a new account. (Click this button even if you are an existing vendor)**

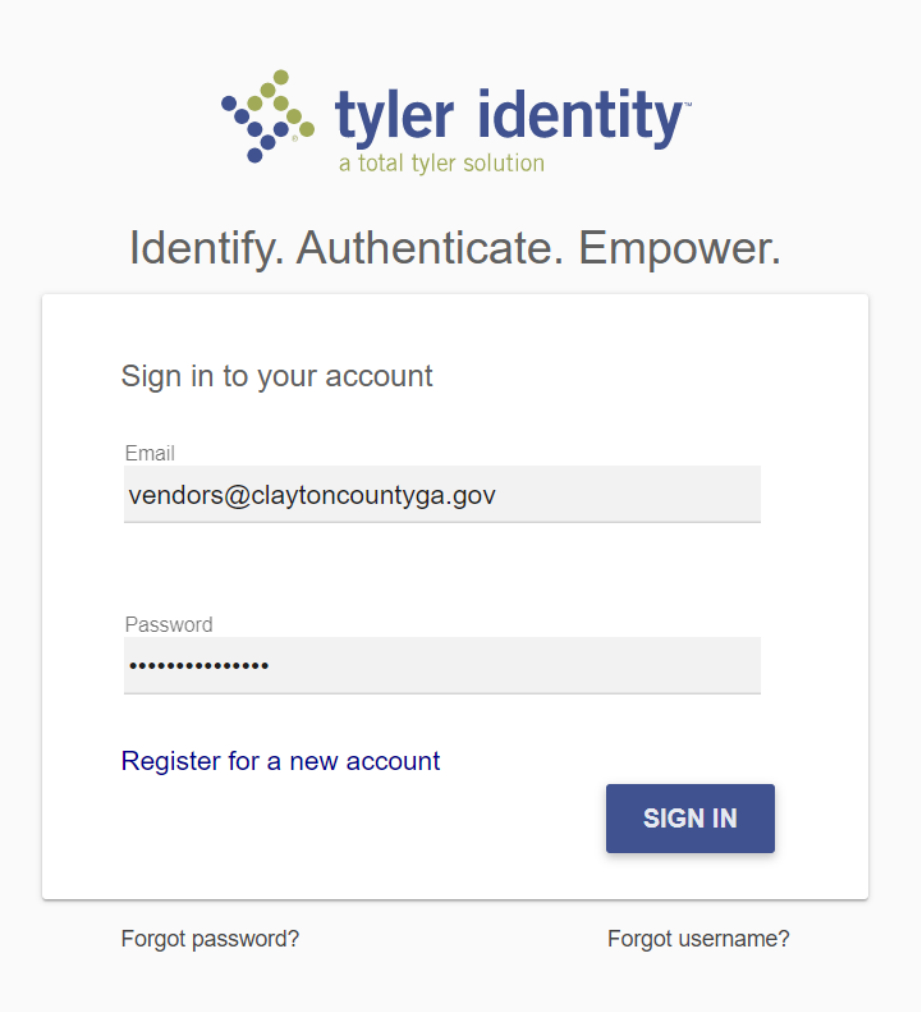


4. Enter your e-mail address, First Name, Last Name, and password. Click **Register.**

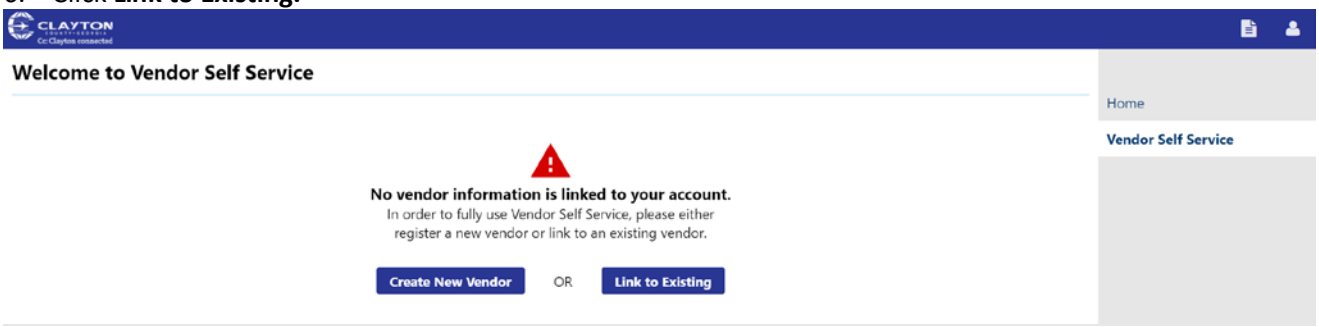


5. An e-mail will be sent to you to complete your registration. After clicking the link in your e-mail, you can sign in.

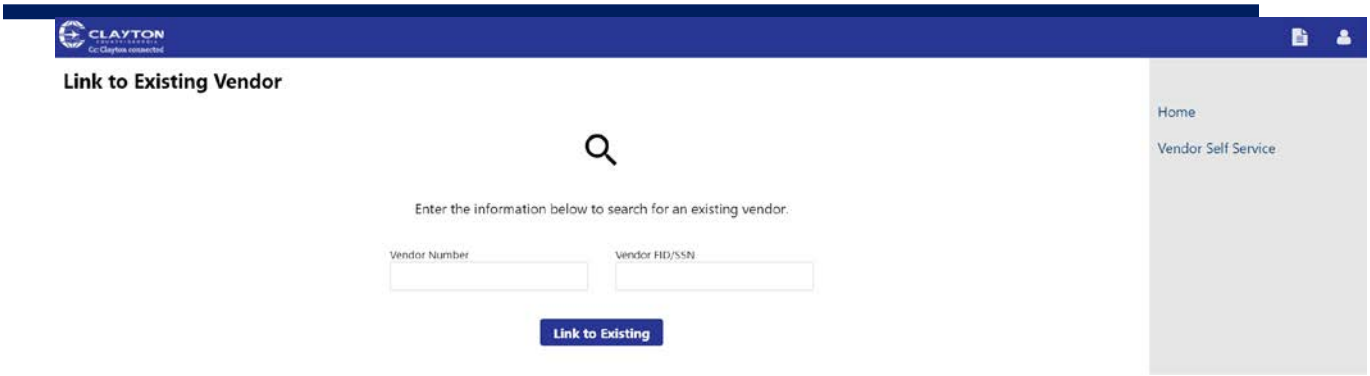




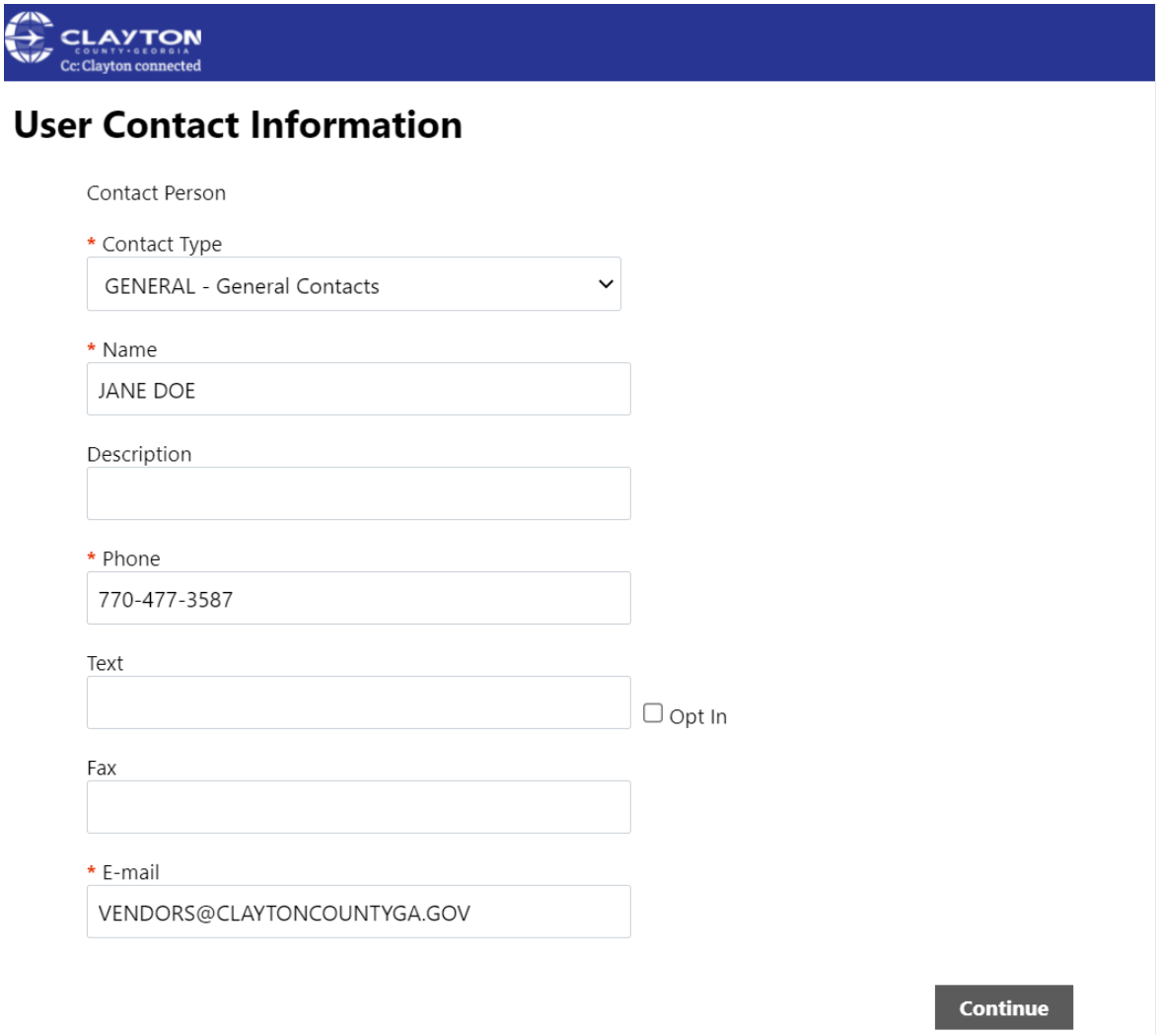
6. Click **Link to Existing.**



7. Enter your Vendor Number and FID or SSN. Click **Link to Existing.** For issues with your Vendor Number, please contact vendors@claytoncountyga.gov .



8. Enter your contact information. Click **Continue.**



9. Your registration is now complete.