



Instructions for Vendor  
Registration in Clayton County  
Vendor Access Portal (C-VAP)

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

The screenshot shows the 'Welcome to Vendor Self Service' page. At the top left is the Clayton County logo with the tagline 'CC Clayton connected'. The main heading is 'Welcome to Vendor Self Service'. Below this, it says 'Log in or register as a user to begin using Vendor Self Service' and features a prominent blue button labeled 'Log In / Register'. The page contains several paragraphs of text: 'Vendor Self Service allows access to Purchase Orders, Invoices, 1099, and Payment Information available 24 hours a day. Existing Vendors will need their Clayton County Vendor ID# (provided in the letter you received) and their Federal ID# or SSN to register. A current IRS W9 form with Rev. October 2018 is required. If you should have questions or experience any issues, please contact vendors@claytoncountyga.gov. Vendors can submit invoices by mail or email to accountspayable@claytoncountyga.gov. For "employee" or "contracted employee services", you must enter 00000 Miscellaneous Services under Commodity Code. Clayton County Central Services Department is pleased to announce that The New eBid System is now LIVE! The new user-friendly web-based system that will allow vendors to register online and submit bids electronically. For eBids help, please dial: 770-347-0362. Email: eBidsOnlineHelp@claytoncountyga.gov. For Vendor friendly instructions, please click the following link ==> eBids Vendor Manual. Our Frequently Asked Questions, please click the following link ==> eBids FAQs'. On the right side, there is a vertical navigation menu with 'Home' and 'Vendor Self Service' (which is highlighted). At the bottom center, there is a copyright notice: '©2021 Tyler Technologies, Inc.'

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

The screenshot shows the Tyler Identity login and registration interface. At the top is the Tyler Identity logo, which consists of a cluster of colored dots followed by the text 'tyler identity' and 'a total tyler solution' below it. The main heading is 'Identify. Authenticate. Empower.'. Below this is a white box containing the login and registration options. It starts with 'Sign in to your account' followed by two input fields: 'Email' and 'Password'. Below these fields is a link that says 'Register for a new account'. To the right of this link is a blue button labeled 'SIGN IN'. At the bottom of the white box, there are two links: 'Forgot password?' on the left and 'Forgot username?' on the right.

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

The screenshot shows a web form titled "Register for a new account" within a "User Self-Service" header. The form contains the following fields and elements:

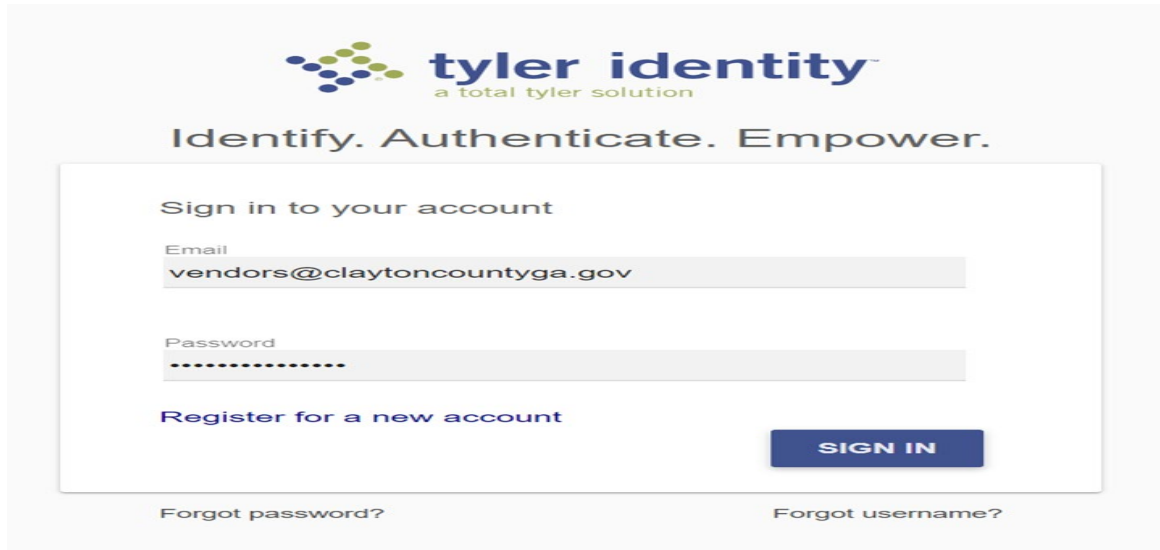
- Email \***: A text input field containing "Vendors@claytoncountyga.gov".
- First name \***: A text input field containing "First".
- Last name \***: A text input field containing "Last".
- Password \***: A text input field containing three asterisks (\*\*\*) with a red underline.
- Confirm password \***: A text input field.
- Validation rules**: A list of requirements: "Password must be between 8 and 30 characters in length", "Password must contain an uppercase character", "Password must contain a number", and "Password must contain a special character".
- Buttons**: "CANCEL" and "REGISTER" buttons at the bottom right.

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

The screenshot shows a confirmation message titled "Registration complete" within a "User Self-Service" header. The message contains the following text:

- Congratulations! You're registered.**
- One last step. Click the confirmation link sent to Vendors@claytoncountyga.gov.**

5. After receiving the confirmation email (**CHECK YOUR SPAM FOLDER IF NOT RECEIVED**). Log into the portal to complete the registration process.



The image shows the Tyler Identity login page. At the top is the logo for Tyler Identity, a total Tyler solution. Below the logo is the tagline "Identify. Authenticate. Empower." The main content area is a white box with a light gray border. Inside, it says "Sign in to your account". There are two input fields: "Email" with the value "vendors@claytoncountyga.gov" and "Password" with a masked password "\*\*\*\*\*". Below the password field is a link "Register for a new account" and a blue "SIGN IN" button. At the bottom of the white box are two links: "Forgot password?" and "Forgot username?".

**\*\*EXISTING VENDORS (CURRENT PROFILE SET UP IN SYSTEM WITH VENDOR ID #) CLICK LINK TO EXISITING**

### Welcome to Vendor Self Service



**No vendor information is linked to your account.**  
In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor.

[Create New Vendor](#) OR [Link to Existing](#)

#### Announcements

Vendor Self Service allows access to Purchase Orders, Invoices, 1099, and Payment Information available 24 hours a day.

Existing Vendors will need their Clayton County Vendor ID# (provided in the letter you received) and their Federal ID# or SSN to register.

**\*\*EXISTING VENDORS ONLY**

### Link to Existing Vendor



Enter the information below to search for an existing vendor.

Vendor Number


Vendor FID/SSN

[Link to Existing](#)

# ALL VENDORS

## 6. Enter Company Information

### New Vendor Registration

 Your User ID and password have been successfully set. Please continue with the registration process.

#### Enter Vendor Registration Information

Step

##### Company Information

Company Name\*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

Vendor Type

- Foreign Entity
- Send Accounts Payable checks to the above address
- Send Purchase Orders to the above address

E-mail\*

Website

DUNS

California Permit Number

##### Vendor Address

Address\*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City\*

State\*

Zip Code\*

County

Country

Geographic

Fax Number

Minority Business Enterprise  
Classifications  
(select all that apply)

- DISADVANTAGED BUSINESS ENTERPR
- General
- LOCAL VENDOR PREFERENCE
- MINORITY-OWNED/WOMAN-OWNED
- SMALL BUSINESS/LOCAL BUSINESS

Gender

Ethnicity

#### Federal Tax ID Number or Social Security Number

\*FID or SSN

FID  SSN

\*FID/SSN

\*Re-type FID/SSN

#### Bank Information

Bank Routing Number

Bank Account Number

Bank Account Type

#### Payment Terms

Your preferred payables delivery method(s).

E-Mail

Your preferred purchasing delivery method(s).

Fax  E-Mail

Joe Smith 1234  
1234 Anystreet Court 1234  
Anycity, AA 12345

Pay to the order of \_\_\_\_\_ Dollars

Bank Anywhere

123456789 123456789 1234

Routing  
Number


Account  
Number

Check  
Number

CONTINUE

CANCEL

**\*\*NOTE: Entering BANK Information does NOT authorize Electronic Payments. Please contact [vendors@claytoncountyga.gov](mailto:vendors@claytoncountyga.gov) to request required forms to request EFT.**

 **CLAYTON**  
COUNTY GEORGIA  
C: Clayton connected

### New Vendor Registration

Address information

---

Accounts Payable Addresses

[add](#)

Name/DBA	Address	Is Default


Purchase Order Addresses

[add](#)

Name/DBA	Address	Is Default

**Continue**

7. Continue entering all company and contact information.

 **CLAYTON**  
COUNTY GEORGIA  
C: Clayton connected

### User Contact Information

Contact Person

\* Contact Type  
GENERAL - General Contacts ▼

\* Name

Description

\* Phone

Text  
  Opt In

Fax

\* E-mail

**Continue**

## New Vendor Registration

### General Vendor Contacts

#### Address Contacts

Type	Name	Description	Email	Telephone
GENERAL - General Contacts	[REDACTED]	[REDACTED]	[REDACTED]	Phone: Text: Fax:

Continue

New Contact

## 8. Select Commodity Codes

### Select Commodities

#### Select Commodities

Search for your commodities/services, then select and **"Add"**. Search again and repeat as necessary. Click **"Finished"** when done.

Keyword(s) or commodity code(first 3 or more digits)

Search

[List all commodities/services](#)

8811 Found [1-10](#) | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

<a href="#">Select All</a>	Code	Description
<input type="checkbox"/>	00505	Abrasive Equipment and Tools
<input type="checkbox"/>	00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
<input type="checkbox"/>	00521	Abrasives, Sandblasting, Metal
<input type="checkbox"/>	00528	Abrasives, Sandblasting (Other than Metal)
<input type="checkbox"/>	00542	Abrasives, Solid: Wheels, Stones, etc.
<input type="checkbox"/>	00556	Abrasives, Tumbling (Wheel)
<input type="checkbox"/>	00563	Grinding and Polishing Compounds: Carborundum, Diamond, etc. (For Valve Grinding Compounds See Class 075)
<input type="checkbox"/>	00570	Pumice Stone
<input type="checkbox"/>	00575	Recycled Abrasives Products and Supplies
<input type="checkbox"/>	00584	Steel Wool, Aluminum Wool, Copper Wool, and Lead Wool

Add

**After Adding Commodity Code, Click CONTINUE**

9. Review your information



## New Vendor Registration

**Review**

Please check that the information below is correct. Make changes if necessary, then click on "Register."

**General Information** [change](#)

<b>Name/DBA</b>	Test Vendor
<b>Entity</b>	
<b>Address</b>	TEST JONESBORO, GA 30238
<b>Fax Number</b>	
<b>FID</b>	99-0000000
<b>Geographic</b>	
<b>E-Mail</b>	EDAYTON@MAIL.COM
<b>Web Site</b>	
<b>Gender</b>	
<b>Ethnicity</b>	
<b>Foreign Entity</b>	No
<b>Bank</b>	
<b>Bank Account Number</b>	
<b>Bank Account Type</b>	
<b>Minority Business Enterprise (MBE)</b>	Yes
<b>MBE Classification(s)</b>	- LOCAL VENDOR PREFERENCE

10. Attach any required forms\* **(A CURRENT IRS PUBLISHED W9 FORMS IS REQUIRED FOR APPROVAL)**

**Attachments**

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) <a href="#">Attach</a>
default	Vendor Attachment		(0) <a href="#">Attach</a>
GA Security Affidavit	Georgia Security and Immigration Compliance Act Affidavit and Agreement		(0) <a href="#">Attach</a>
MWBE Certification Application	MWBE Certification Application		(0) <a href="#">Attach</a>
SLBE Certification Application	SLBE Certification Application		(0) <a href="#">Attach</a>
W-8	W-8		(0) <a href="#">Attach</a>
W-9	W-9		(0) <a href="#">Attach</a>

[Register](#) [Cancel](#)

(Only click Register once and refrain from using your browser's Back or Refresh button.)





Click REGISTER

You will receive this confirmatino page. After review of your application, you will receive approval and Vendor ID#



## New Vendor Registration Registration Confirmation

 Registration has been completed. You will be contacted when your information has been reviewed in the upper right hand corner. 

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)