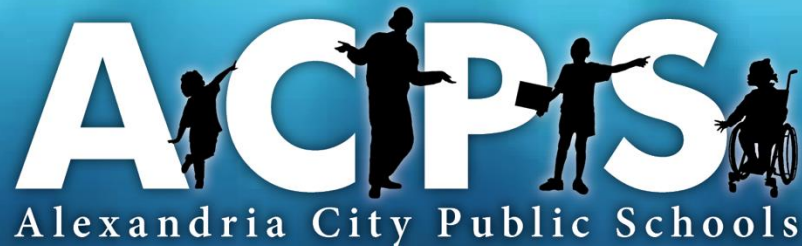


Vendor Self Service Tutorial

Alexandria City Public Schools



Every Student Succeeds

Step 1

ACPS Self Service

Welcome to ACPS EMPLOYEE SELF SERVICE (ESS) & VENDOR SELF SERVICE (VSS).

LOGIN INSTRUCTIONS

ACPS EMPLOYEE SELF SERVICE (For current ACPS Employees Only)

Click on the link "Log In" on the upper right corner of this screen. Then, type in your User name (employee id#) and Password.

*For FIRST-TIME ESS USERS, your login is your ACPS employee id#, and your password is the last 4 digits of your Social Security number. You will then be prompted to change your password.

ESS Log Out Instructions:

To log out of ACPS ESS, click on your name and then click the link "Log Out" on the upper right corner of this screen.

ACPS VENDOR SELF SERVICE:

*FIRST-TIME VSS USERS need to register before they can use ACPS Vendor Self Service portal. To register, click on the link "Vendor Self Service" and then "Registration".

Choose your own login and password and provide the needed information.

*EXISTING VSS USERS: Click the link "LOG IN" on the upper right corner of this screen.

VSS "Log Out" Instructions:

To log out of ACPS Vendor Self Service, click on your company name and then click the link "Log Out" on the upper right corner of this screen.

Please note, we do not keep your login and password information. For password resets, click on the link "LOG IN" on the upper right corner of this page and then click on "Forgot your password?". Enter your username and click "Retrieve Hint". An email containing your password hint will be sent to you. You may also request to reset your password by clicking on the link provided in your email.

Thank you!

Welcome to Vendor Self Service

Welcome to the Alexandria City Public Schools (ACPS) Vendor Self Service Module. Thank you for your interest in doing business with ACPS. The Procurement Team is looking forward to working with you. Please assemble the following information before continuing:

Tax ID

Legal Business Name

State Corporation Commission ID

Contact Information (name, address, email, phone)

Account Administrator (person responsible for updates)

Commodity codes/descriptions of your products and services.

For help please email us at VSSHHELP@ACPS.K12.va.us

Sincerely,

ACPS Procurement Director

1. Gather the following documents before you begin registration.

2. For new vendors, CLICK Registration.

3. For existing vendors, click Log In, to update your profile.

Home

Vendor Self Service

Note: Vendor Self Service works best with Internet Explorer

Click here to begin

Home

Vendor Self Service

1099

Checks

Invoices

Purchase Orders

Contracts

Registration

Step 2

New Vendor Registration

Step 1 of 5: Create user ID and password

Step 1 2 3 4 5

User ID (between 1 and 100 characters) *

Re-type user ID *

Password (between 6 and 15 characters) *

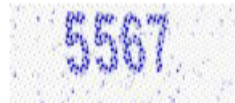
Re-type password *

Password hint *

* Please complete fields with asterisks.

Disregard existing vendors only information.

Enter these validation numbers into the box below them



EXISTING VENDORS ONLY

You must complete the following for initial registration.

Vendor ID

FID/SSN (Enter without dashes)

Continue

New Vendor Registration

Step 1 of 5: Create user ID and password

Step 1 2 3 4 5

User ID (between 1 and 100 characters) *

Re-type user ID *

Password (between 6 and 15 characters) *

Re-type password *

Password hint *

Enter these validation numbers into the box below them



EXISTING VENDORS ONLY

You must complete the following for initial registration.

Vendor ID

FID/SSN (Enter without dashes)

Continue


Click when done

Login Instructions

1. User ID between 1 - 100 characters and can not contain commas, spaces, periods, etc.
2. Password must be at least 6 characters long.
3. Must contain at least 1 numeric character.
4. Must contain at least 1 non-alphanumeric character.
5. Must consist of a mix of upper and lower case.

Step 3

New Vendor Registration

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

Step 2 of 5: General information

Step 1 **2** 3 4 5

[Help](#)

*Company Name

Line 1 of W9

(line 2)

Doing business as
(if different from above)

Line 2 of W9

Foreign Entity

*Address

Make sure company name and dba (Doing Business As) name reflect the W9.

(line 2)

(line 3)

*City

*State (abbreviation)

*Zip

County

Country

Fax Number

Geographic

Send remittances to the above name and address

Check if applicable. Info will auto-populate on the following page.

*E-Mail

Web site

*Vendor Type

Step 4

New Vendor Registration

Step 3 of 5: Address information Step 1 2 3 4 5

Addresses

add

Name	DBA	Address	City	State	ZIP	Is Default

[Continue](#)

New Vendor Registration

Step 3 of 5: Remittance information Step 1 2 3 4 5

*Address Type:

*Company Name:

Doing business as (if different from above):

*Address:

*City:

*State:

*Zip:

County:

Country:

Email:

Your preferred payables delivery method(s):
 Mail E-Mail

Your preferred purchasing delivery method(s):
 Mail E-Mail

[Save](#) [Cancel](#)

Complete Remittance Information.
Click Preferred Payables **and** Purchasing delivery methods to continue.
Then Click Save.

New Vendor Registration

Step 3 of 5: Address information Step 1 2 3 4 5

Click continue or change to update information.

Addresses

add

Name	DBA	Address	City	State	ZIP	Is Default
IMPERIAL DESIGNS	DESIGNS ON A DIME	1234 ART COVE	ALEXANDRIA	VA	22314	Y

[Continue](#)

Click to add remittance information.

 Remember to click **save** throughout the application.

Step 5

New Vendor Registration

Step 4 of 5: General Vendor Contacts

Step 1 2 3 4 5

Address Contacts

Type	Name	Description	Email	Phone
Continue New Contact				

To add a general contact click New Contact, otherwise click Continue.

New Vendor Registration

Step 4 of 5: General Vendor Contacts

Step 1 2 3 4 5

Contact Person

*Contact Type: GENERAL - General Contacts

*Name: JOHN IMPERIAL

Description: CEO

*Phone: 789-123-4567

E-Mail:

[Save](#) [Cancel](#)

CONTACT TYPES INCLUDE:

1. GENERAL
2. ACCOUNTS PAYABLE
3. PURCHASING

Please select contact type and complete required fields.

Click Save.

Accounts Contacts

change

Type	Name	Description	Email	Phone
GENERAL - General Contacts	JOHN IMPERIAL	CEO		

Registration is incomplete without an attached W-9 form.

Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) Attach

MEMORANDUM OF AGREEMENT (MOA)

If you want to register as a vendor with ACPS' Vendor Self Service (VSS), you must accept the terms of this Memorandum of Agreement (MOA). If you choose not to accept these terms please return to the Home Page for Guests. By continuing you agree to the terms and conditions below:

Vendor certifies and warrants that the person submitting this registration is duly authorized to register the vendor, and the information is accurate and true. The Vendor further agrees to maintain and keep the information current. The Vendor hereby agrees on behalf of the Vendor and for the benefit of the Alexandria City School Board dba Alexandria City Public Schools (ACPS).

This MOA shall remain in effect for as long as the Vendor is registered as a VSS vendor. All rights are reserved by ACPS and the Vendor to cancel the Vendor's registration at any time. In the event the Vendor's registration is cancelled, the Vendor shall remain bound, if an award has been made, to this MOA in regard to completion of any contract, purchase order or any transaction that was made or administered in whole or in part by using VSS.

By continuing Vendor hereby agrees to this MOA and all contents herein.

ACPS Procurement Director

I have read and accept the terms & conditions.

Verify all information is correct. Read and accept the terms of the MOA.

Click Register.

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

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

Registration Confirmation

The screenshot shows a web interface for ACPS Vendor Self Service. At the top right, the user is logged in as 'IMPERIAL DESIGNS'. On the left, a navigation menu has 'My Profile' highlighted with a red circle. The main content area is titled 'New Vendor Registration Registration Confirmation' and includes a green checkmark icon and a message: 'Registration has been submitted. You will be contacted by an ACPS Procurement Team Member with next steps.' Below this is a signature block for the ACPS Procurement Director. A blue callout box contains the text: 'You're ALMOST done! Be sure to choose your commodity codes to complete your profile.' To the right of the callout, a red note states: '* If your commodity code is not found, get as close as possible to the services you provide.' At the bottom, a yellow box contains a note: 'Please note that upon completing your registration, you may receive a series of emails as we update your record in our system. Thank you for your patience in this endeavor.'

Home

Vendor Self Service

My Profile

New Vendor Registration
Registration Confirmation

✓ Registration has been submitted. You will be contacted by an ACPS Procurement Team Member with next steps.

Sincerely,
ACPS Procurement Director

⊗

You can now:

- Register for commodities/services and/or update your profile.
- Upload attachment documents to your profile.

You're ALMOST done!
Be sure to choose your commodity codes to complete your profile.

** If your commodity code is not found, get as close as possible to the services you provide.*

Please note that upon completing your registration, you may receive a series of emails as we update your record in our system. Thank you for your patience in this endeavor.