

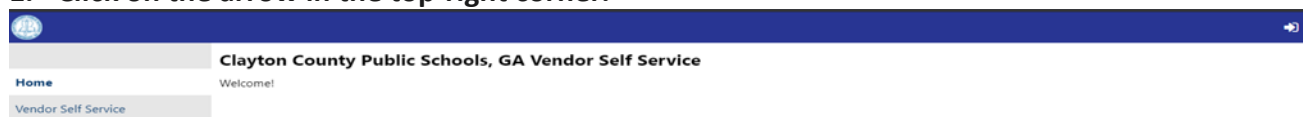
How to link to your existing vendor profile:

If you are an EXISTING vendor and do not know your vendor number, please email: purchasing@clayton.k12.ga.us and include a signed copy of the W-9.

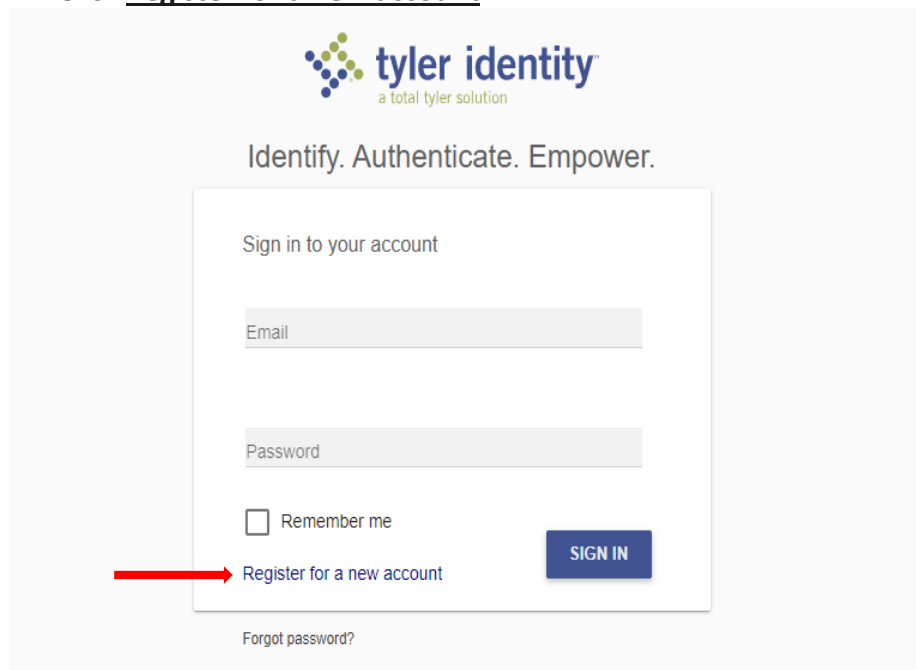
IMPORTANT: Do not continue until you have received your Vendor Number from a member of the Purchasing team.

Access the CCPS Vendor Self Service portal: <https://claytonschoolsgavendors.munisselfservice.com>

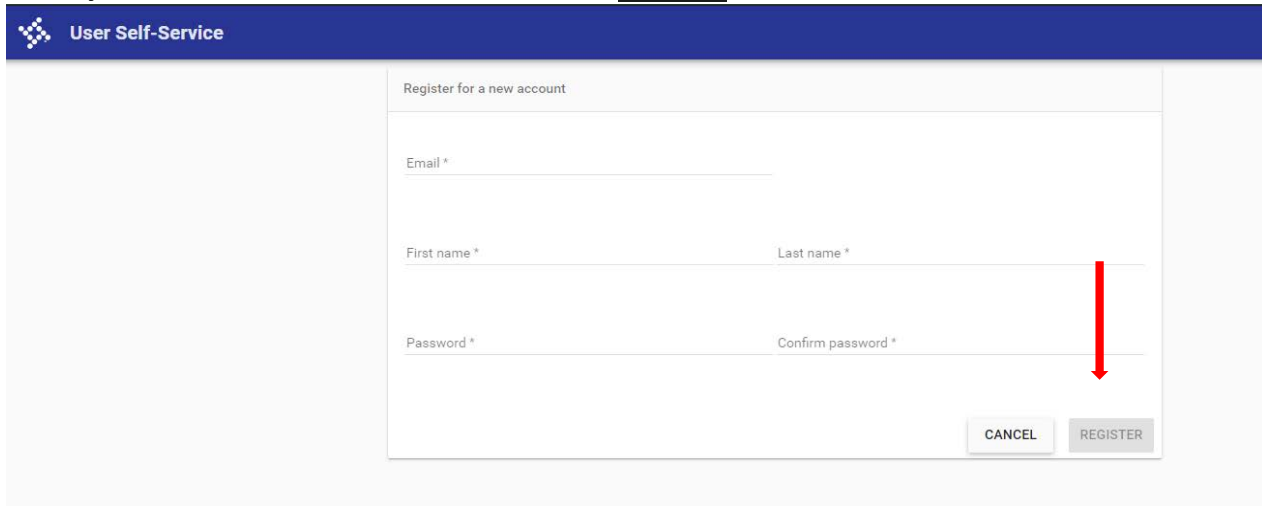
1. Click on the arrow in the top-right corner.



2. Click Register for a new account

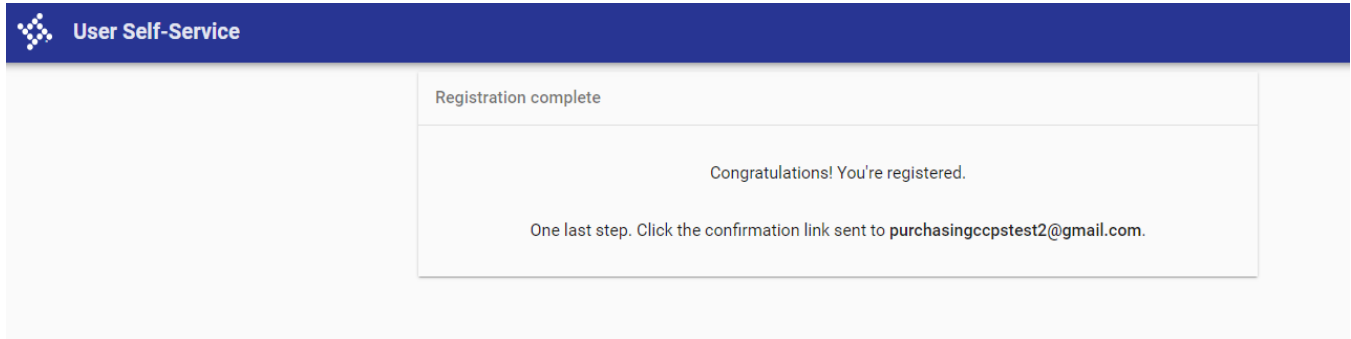


3. Enter your new account information and click Register



The screenshot shows the 'User Self-Service' header. Below it is a form titled 'Register for a new account'. The form contains four input fields: 'Email *', 'First name *', 'Last name *', 'Password *', and 'Confirm password *'. At the bottom right of the form are two buttons: 'CANCEL' and 'REGISTER'. A red arrow points down to the 'REGISTER' button.

4. You will receive this confirmation message and go to your email message to complete the next step.



The screenshot shows the 'User Self-Service' header. Below it is a message box titled 'Registration complete'. The message reads: 'Congratulations! You're registered. One last step. Click the confirmation link sent to purchasingccptest2@gmail.com.'

5. Sample message from Tyler:

[Tyler Identity] Account Created Inbox x

noreply@tylertech.com

to me ▾

You created an account with Tyler Identity.

Username: purchasingccptest2@gmail.com

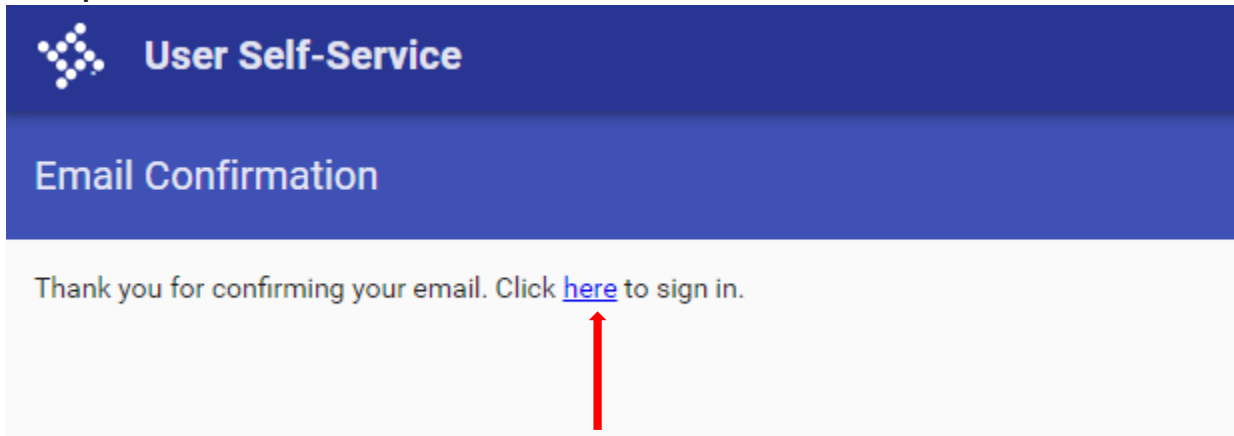
Please click here to confirm your email address:

<https://YVWTAMSSWEB02.munisselfservice.com/5184test/tyleridcore/userprovisioning/#!/email/emailconfirm/WvzHhzbScyFmaUoolzr7Q>

Thanks!

Tyler Identity Administrator

6. After you have confirmed your email address, the following confirmation message is presented.



7. Proceed to sign in to your account.



Identify. Authenticate. Empower.

Sign in to your account

Email

Password

☐ Remember me

[Register for a new account](#)

SIGN IN

[Forgot password?](#)

8. Once you are logged in, you should click on Link to Existing

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](#)



9. Proceed with entering your credentials and click Link to Existing to sync to your existing records.

Link to Existing Vendor



Enter the information below to search for an existing vendor.

Vendor Number

Vendor FIS/SSN

 [Link to Existing](#)

10. Review your Registration information!

Please check that the information you have entered is correct. Make changes by clicking **Change** in each section shown.

a. Add your attachments

- i. W-9
- ii. E-Verify
- iii. MBE Certificates

General Information change						
Name/DBA	PURCHASING DEPARTMENT 6					
Entity						
Address	218 Stockbridge Road Jonesboro, GA 30252					
Fax Number						
FID	11-1222333					
Geographic						
E-Mail	purchasingtest6@gmail.com					
Web Site						
Foreign Entity	No					
DUNS						
Terms						
change						
Discount Percentage	0					
Days to Discount	0					
Days to Net	0					
Additional Fields						
change						
E-VERIFY # (EEV)	1234567					
DATE OF AUTHORIZATION						
Address Information						
Accounts Payable						
change						
Name/DBA	Address	Default				
PURCHASING DEPARTMENT 6	218 Stockbridge Road Jonesboro, GA 30252 Fax:	Y				
Purchasing						
change						
Name/DBA	Address	Default				
PURCHASING DEPARTMENT 6	218 Stockbridge Road Jonesboro, GA 30252 Fax:	Y				
Accounts Contacts						
change						
Type	Name	Description	Email	Phone	Text	Fax
GENERAL - General Contacts	SHEAMEKA JACKSON	Admin	purchasing@clayton.k12.ga.us	770-473-2825		
Commodities						
change						
91838		Education/Training Consulting				

11. Add attachments to the profile by clicking Attachments on the menu. The Attachments option is also available when you are viewing their My Profile page. The Attachments column indicates the number of documents attached for the attachment types. Vendors can attach an unlimited number of files.

Description	Required	Attachments	
Documents are not assigned to a type		(0)	Attach
Vendor Attachment		(0)	Attach
EEV	✓	(0)	Attach

Register

Cancel

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

Choose File

No file chosen

Type: General

Continue

TEST ATTACHMENT.pdf

Remove

Type: General

Choose File

No file chosen

Type: General

Continue

To **remove** an attachment, click the number of attachments indicator. On the attachments list, clicking the Delete button removes the attachment.

Note: Vendors cannot maintain attachments in VSS once they have been uploaded.

Final Note: Your profile updates are now visible in our system. No further action is required. If additional information or documents are needed, you will receive an email from a Purchasing team member.

Questions? Email the Purchasing team at purchasing@clayton.k12.ga.us.