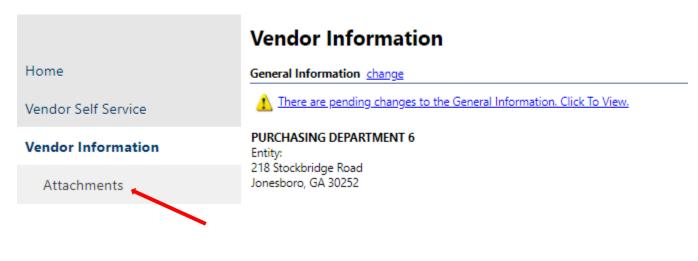
How to attach documents to your Vendor Self Service account:

1. After you log in to Vendor Self Service, you should click on the Vendor Information link:

	Welcome to Vendor Self Service		
Home			
Vendor Self Service	Profile information Profile information not found. Click <u>here</u> to link profile to Contact information.	1	Vendor information
Vendor Information			PURCHASING DEPARTMENT 6 218 Stockbridge Road
1099			Jonesboro, GA 30252
Bids			purchasingtest6@gmail.com
Checks	Announcements Welcome to Vendor Self Service for Clayton County Public Schools (CCPS). Vendor Self Service (VSS) allows you to register as a new vendor, or maintain and update your profile as an existing vendor.		
Purchase Orders			

2. You will click on the link that says Attachments:



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