

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:

Home

Welcome to Vendor Self Service

Vendor Self Service

Vendor Information

1099

Bids

Checks

Purchase Orders

Profile information

Profile information not found. Click [here](#) to link profile to Contact information.

Vendor information

PURCHASING DEPARTMENT 6
218 Stockbridge Road
Jonesboro, GA 30252
purchasingtest6@gmail.com

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.

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

Home

Vendor Self Service

Vendor Information

Attachments

Vendor Information

General Information [change](#)

[There are pending changes to the General Information. Click To View.](#)

PURCHASING DEPARTMENT 6
Entity:
218 Stockbridge Road
Jonesboro, GA 30252

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