Forsyth County, GA

Vendor Self Service (VSS)

Updated 06/29/20

Vendor Self Service Overview

Welcome to Forsyth County, GA Vendor Self Service (VSS). VSS provides you with web-based access to your personal information and records. Purchase Orders, invoices and check information are all available online. You have the ability to update your profile to include address, contact information, commodities, and your preferred payment method. We would like to recommend your consideration of using Automated Clearing House (ACH), sometimes known as Electronic Funds Transfer (EFT) as your method of payment. By using ACH the County would transfer funds directly to your financial institution.

If you are an existing vendor, you can register and gain access to your information through the VSS Website. You must have your VSS vendor number in order to log in and access your profile along with the social security number or federal tax identification number associated with the record. If you believe you are already registered but do not have your vendor number you may call the Procurement Department for assistance. Note: we will not provide the tax identification number / social security number we have on file.

Potential vendors may complete the registration process online and be given limited access to VSS. Potential vendors must complete the registration which includes selecting appropriate commodity codes and attach a completed and signed W-9. We prefer documents be attached using VSS, but you may submit them by email or USPS. The registration process creates a new record in VSS. Upon review and validation of the information you have provided, the Procurement Department will set your record status to Active in VSS.

Thank you for your interest in working with Forsyth County, GA.

Vendor Registration

New vendors and existing Forsyth County vendors are able to register for access to VSS.
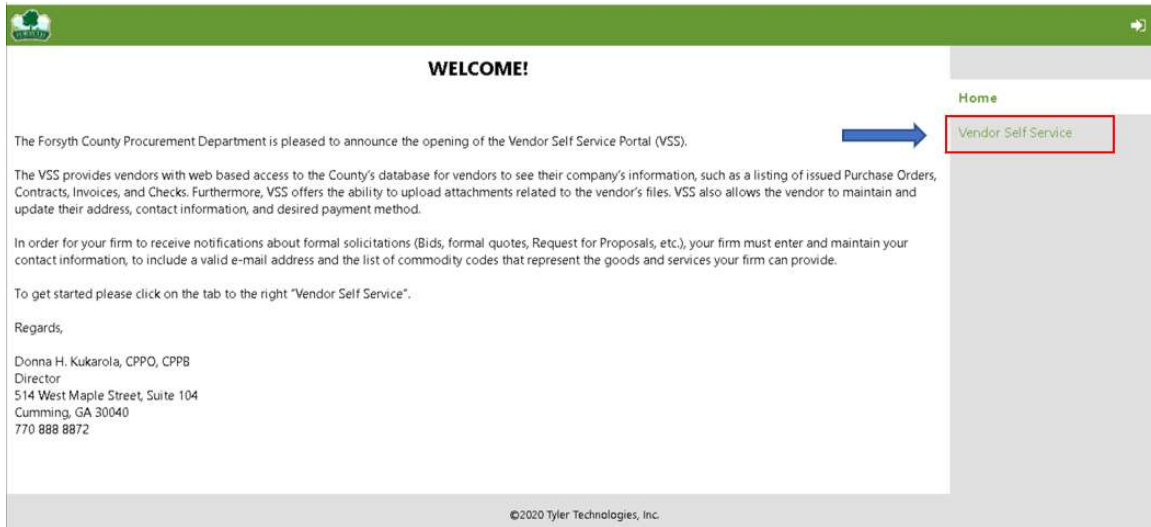
You can register by clicking Registration on the Vendor Self Service home page. Vendor Self Service does not save any information entered in the fields on any page until the registration is complete. If a vendor leaves the registration process before completing all of the steps, all of the information entered is discarded and they must start again.

STEP 1

Select "Log In/Register"

STEP 2

Select "Register for a new account"

STEP 3

Complete the Tyler ID registration by entering a valid email address. , first and last name, and password, then select "Register".

STEP 4

[Tyler Identity] Account Created

F FCVMunis18App@forsythco.com
   Fri 6/26/2020 11:51 AM
   To: You

You created an account with Tyler Identity.

Username: youremail@hotmail.com

Please click here to confirm your email address:

https://mss.forsythco.com/prod/tyleridcore/userprovisioning/#/email/emailconfirm/4OEyXQ9diPzlN7FeUN7EWQ
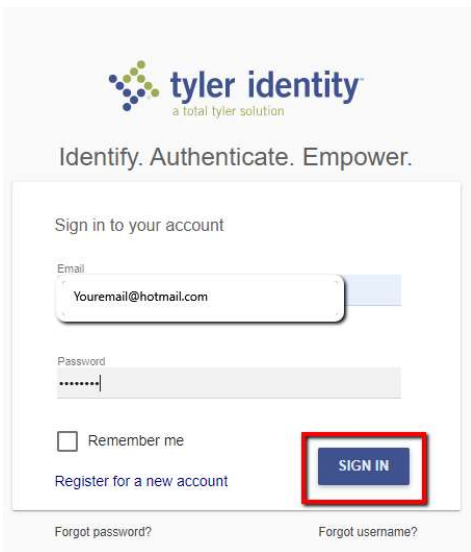
Thanks!

Tyler Identity Administrator
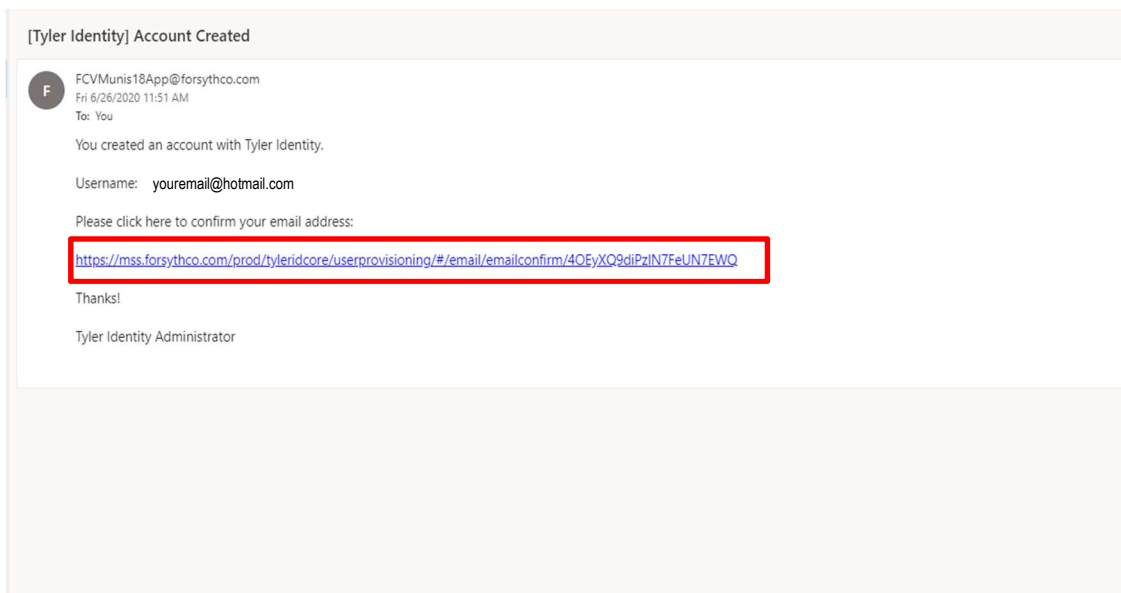
You will receive a confirmation when your registration is complete and an email with a confirmation link.

STEP 5

User Self-Service

Email Confirmation

Thank you for confirming your email. Click here to sign in.

After selecting the link you will be directed back to the site to continue your registration.
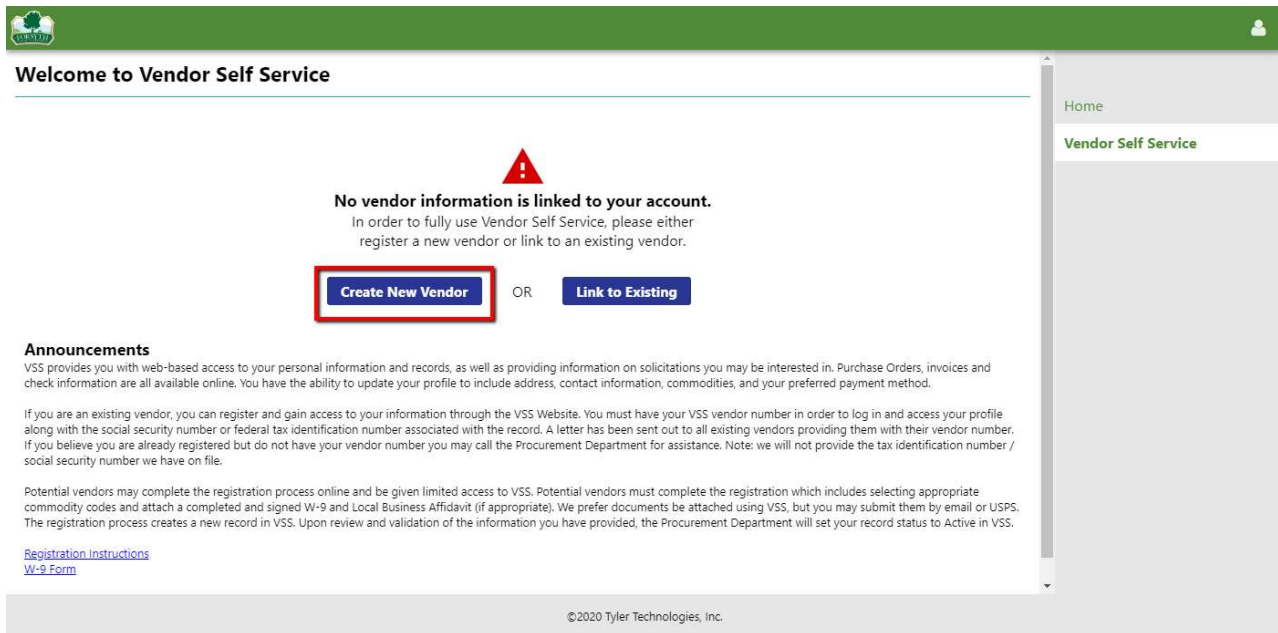
STEP 6

Enter your email address and password, then click "SIGN IN".

STEP 7

Click "Create New Vendor".

STEP 8

Providing bank information will indicate that you desire ACH payment, after your registration you will receive a confirmation E-mail asking you to confirm your ACH registration within five (5) business days. It is the Vendor's responsibility to ensure bank information and contact information are kept up-to-date. It is the responsibility of the vendor to be aware of any fees charged by, and the payment of such fees to, their financial institution for this service. In the event you make a change to your banking information after your initial enrollment in ACH you will receive an E-mail asking you to confirm the banking information change within five (5) business days. If the change is not confirmed within the allotted time frame your payment method will be changed to printed check. Any change in your banking information will result in a printed check for your first and perhaps second payment after your confirmation of change, any future payments would then be issued by ACH to the new banking information. Also, please note that ACH payments are only done for amounts less than $150,000.00. Any payment over $150,000.00 will have to be issued through wire or printed check. Wiring information must be given directly to the Finance Department.

STEP 9

Attach W-9

STEP 10

Select Commodity Codes of items/services your company offers.

Vendor Self Service Home Page

The Vendor Self Service home page contains a banner, navigation menu, and a series of summary information groups.

Clicking the vendor name in the banner displays the following menu options:
- Home – Returns you to the VSS home page.
- My Account – Opens the My Account page containing account information.
- Log Out – Logs you out of VSS.
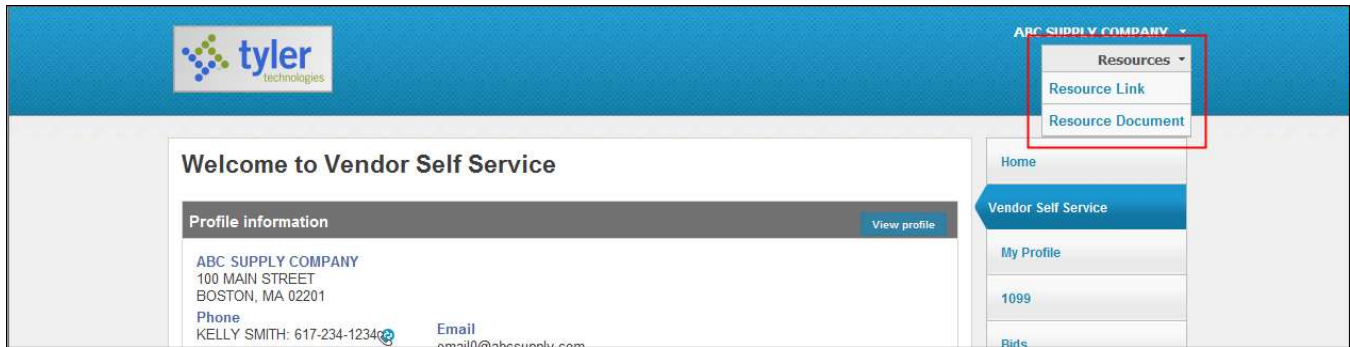
If you click the Resources list in the banner, VSS displays a list of resource items. These items are hyperlinks or documents defined and uploaded by your organization's VSS administrator.

Vendor Navigation

Vendors use the navigation menu or the buttons in the group ribbons to navigate between pages in Vendor Self Service.
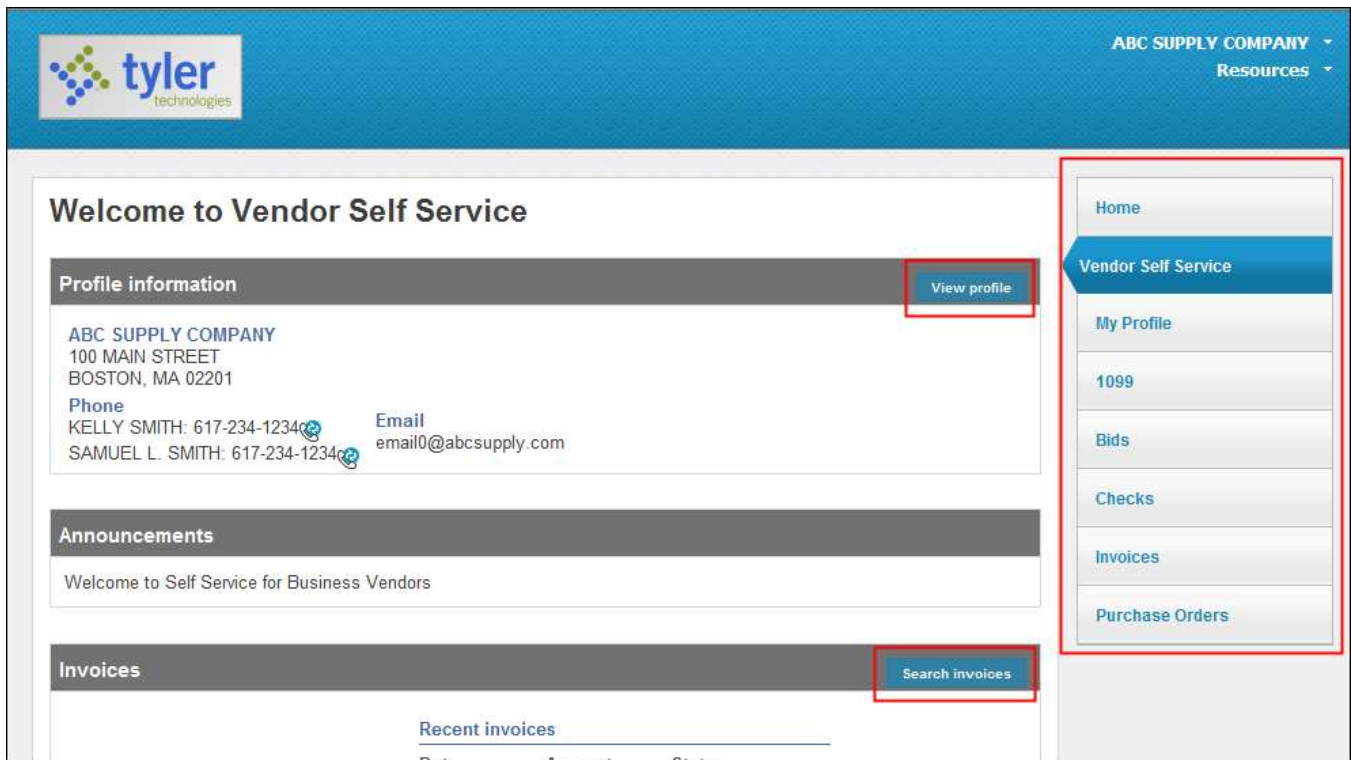
My Profile

Clicking View Profile in the Profile Information group or the My Profile option in the navigation menu opens the My Profile page. The page displays vendor profile information, which is divided into groups. Clicking the Change link allows you to update the data in a group.

The Contacts and Communication Preferences group lists the vendor's contact persons and preferences for purchasing communications.

Attachments

Up to three attachments can be added at one time by clicking the Browse buttons next to the boxes on the Attachments page, selecting the files to attach, and then clicking the Upload button.

The uploaded files are added to the vendor record in the Munis Vendors program, and they can be viewed on the Vendor Attachments screen of that program. The vendor cannot view or maintain their attachments in VSS once they have been uploaded.

Select All	Code	Description
☐	005	ABRASIVES
☐	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
☐	015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
☐	019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
☐	01924	Buckwheat
☐	01950	Hops
☐	01962	Pumpkins
☐	01967	Rye
☐	01972	Sorghum
☐	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)

Add

Currently Added

04564	Recycled Appliances and Accessories	Remove
050	ART EQUIPMENT AND SUPPLIES	Remove
05020	Casters, Drying Racks	Remove
05043	Glue, Paste, etc., Art	Remove

Finished   **Cancel**

Current Vendor Commodities add			
005	ABRASIVES		Remove
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES		Remove
04564	Recycled Appliances and Accessories		Remove
050	ART EQUIPMENT AND SUPPLIES		Remove
05020	Casters, Drying Racks		Remove
05043	Glue, Paste, etc., Art		Remove
00570	PUMICE STONE		Remove

1099

The 1099 page displays a listing of the vendor's 1099 data for a selected year.

Vendors use the Year list to select the fiscal year for which to view 1099 data. The data includes the 1099 box code, a description of the code type, and the 1099 amount. Clicking a code type opens the Vendor 1099 Invoice Detail page.

The page displays the general 1099 information, as well as a listing of 1099 invoice details, if they exist for the selected box code. Clicking Return to 1099 returns the vendor to the Vendor 1099 Information page.

Bids

Bid information is not displayed on this page, please visit
https://www.forsythco.com/Departments-Offices/Procurement/Bids-Results
Or www.forsythco.com, Procurement Department for current opportunities, awards, addenda, etc.

Checks

The Vendor Check Search page allows you to search for account payable checks that have been issued to you.

Once you click Search, the program displays the results. You can click View to view details for a check.

Vendor Check Information

Search Results

Modify Search | New Search

48 Found

Check Date	Amount	Check Number	Status	
3/28/2006	$3,242.00	6	Cleared	View
3/28/2006	$14,093.23	5	Cleared	View
7/9/2006	$40,949.02	15	Cleared	View
7/15/2006	$1,000,000.00	22	Cleared	View
7/15/2006	$2,303,425.64	21	Cleared	View
7/15/2006	$1,378,830.58	23	Cleared	View
10/16/2006	$1,000.00	43	Cleared	View
2/14/2007	$95.00	50	Cleared	View
2/19/2007	$855.00	3568	Cleared	View
3/5/2007	$25.00	3569	Cleared	View

1 2 3 4 5

ABC SUPPLY COMPANY
Resources

Home

Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

Purchase Orders

2013 Tyler Technologies, Inc. Help/Feedback

Clicking Modify Search or New Search returns you to the Vendor Check Search page. The listing of checks can be sorted by clicking a column title.

Invoices

The Vendor AP Invoice Search page allows you to search for invoices by date, amount, and number of status.

Once you click Search, the program displays the results.

You can click View to see the details for an invoice.

Invoice Detail

Return to previous view

Invoice Detail for Invoice: 142

Vendor Information

Vendor ID	1000
Vendor Name	DEF SUPPLY COMPANY
Vendor Address	PO BOX 348992
	WILLIAMSBURG , VA 02201

Invoice Information

Status	Paid
Invoice Number	142
PO Number	
Invoice Date	3/28/2006
Check Date	3/28/2006
Check Number	5
Voucher Number	90
Invoice Description	Office Supplies

Invoice Totals

Gross Amount	$323.00
Non Taxable	$0.00
County Tax	$0.00
State Tax	$0.00

Net Amount	**$323.00**

Home

Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

Purchase Orders

2013 Tyler Technologies, Inc. Help/Feedback

Purchase Orders

The Vendor Purchase Order Search page allows you to search for existing purchase orders (PO) by entering a purchase order number, contract number, or a status, date or amount.

Click Search and the program displays a list of the POs that meet the specified search criteria.

Purchase Order Search Results

Search Results

Modify Search | New Search

73 Found

PO Number	Contract Number	Status	Date Ordered	PO Total	
20060010		Closed	1/22/2006	$12,000.00	View
20060011		Closed	3/28/2006	$4,500.00	View
20060014		Closed	3/28/2006	$1,500.00	View
20060015		Closed	3/28/2006	$959.70	View
20060017		Closed	3/28/2006	$410.18	View
20060020		Closed	3/28/2006	$8,075.00	View
20060024		Closed	3/28/2006	$14,245.25	View
20060026		Closed	3/28/2006	$1,400.00	View
20060029		Closed	3/28/2006	$113.89	View
20060031		Closed	4/19/2006	$595.00	View

1 2 3 4 5 6 7 8

ABC SUPPLY COMPANY
Resources

Home

Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

Purchase Orders

2013 Tyler Technologies, Inc. Help/Feedback

You can click View to view details for the PO.

ABC SUPPLY COMPANY ▾
Resources ▾

Purchase Order Detail

Return to previous view

Purchase Order Detail

PO #: 20060031   FY2006

Vendor

ABC SUPPLY COMPANY
100 MAIN STREET

BOSTON, MA 02201

Bill To	Ship To
2033 SUGAR GROVE AVE	2033 SUGAR GROVE AVE
FALMOUTH, ME 04105	FALMOUTH, ME 04105

Phone Numbers	Reference
Tel# 617-234-1234	Contract:
Fax# 617-234-2321	Requisition: 20060004

Date Ordered	Vendor Number	Date Required	Shipping/Terms	Department/Location
4/19/2006	1000			FINANCE DEPARTMENT

Line	Description	Unit	Qty	Unit Price	Net Price
1	ABRASIVE EQUIPMENT AND TOOLS 00 grit sandpaper	EACH	100.00	$5.95	$595.00

Open Amount		$0.00
Purchase Order Total		$595.00

Home

Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

Purchase Orders