

Vendor Self Service Registration Instructions

Overview

Welcome to Forsyth County, Georgia Vendor Self Service (VSS). All vendors doing business with the County must register in VSS. VSS provides vendors web based access to your contact information, purchase orders, invoices, and payment information. You also have the ability to update your contact information, commodity codes, and preferred payment method at any time. Forsyth County encourages using the Automated Clearing House (ACH), sometimes known as Electronic Funds Transfer (EFT), as your method of payment. Using ACH allows the County to quickly and safely transfer funds directly to your financial institution.

The registration process includes selecting appropriate commodity codes and attaching a completed and signed W-9. Attaching documents through VSS is preferred, if attaching is not available you may submit them by email to the VendorSelfService email below. The registration process will create a new account in VSS. Upon review and validation of the new account information, the Procurement Department will set your account status to Active and your account will be ready to use. While the Department processes a new registration vendors will only have limited access to VSS.

Existing vendors must have your VSS vendor number to login and access your information along with the social security number (SSN) or federal tax identification number (FID) associated with your account. If you believe you are already registered but do not have your vendor number please call the Procurement Department for assistance. The Department will not provide the SSN or FID.

Questions

Questions related to Vendor Self Service should be directed the Forsyth County Procurement Department at 770-888-8872 or vendorservice@forsythco.com

Questions related to billing and payments should be directed to the Forsyth County Finance Department at: AccountsPayable@forsythco.com

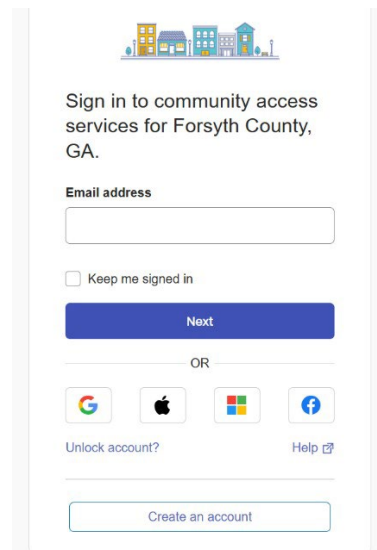
New Vendor Registration

PLEASE NOTE VSS does not save any information entered into the fields on any page until the registration is complete. If a vendor leaves the registration process before completing all steps, all information entered will be lost and you must start again.

1. Go to the VSS website. Select “Login/Register”.



2. Enter your email address, click Next.







Sign in to community access services for Forsyth County, GA.

Email address

Keep me signed in

Next

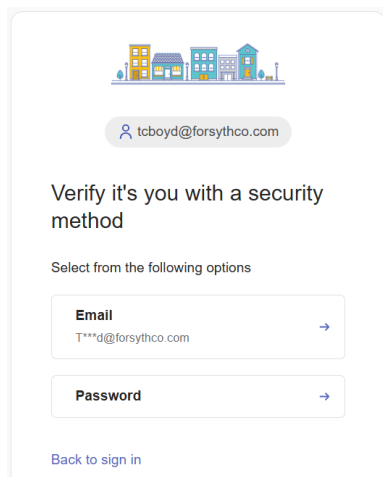
OR

[Unlock account?](#) [Help](#)

Create an account

3. VSS will ask you to verify with a security method select either Email or Password*, VSS will send an email with a Verification Code.
*select Forgot password and follow the prompts to create a password for quicker future access.



tboyd@forsythco.com

Verify it's you with a security method

Select from the following options

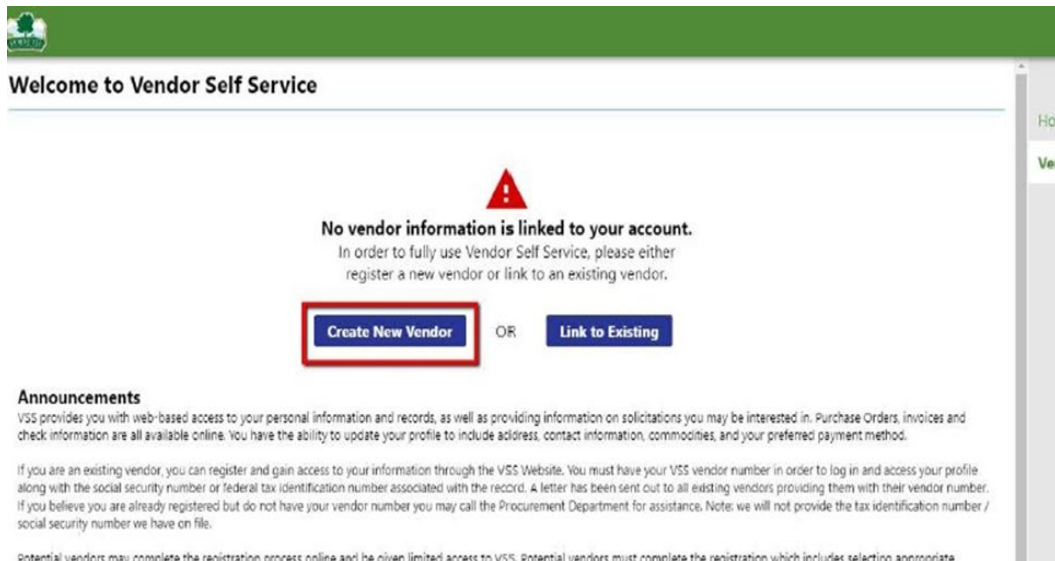
Email →
T***d@forsythco.com

Password →

[Back to sign in](#)

4. Enter the Verification Code and you will be redirected to the Welcome to Vendor Self Service page.

5. Click on “Create New Vendor”.



6. Enter the New Vendor Registration to continue with the registration process by filling out all fields. Select continue.

New Vendor Registration
✔ Your User ID and password have been successfully set. Please continue with the registration process. Ⓞ

Enter Vendor Registration Information

Company Information
Company Name*
Line 2 (OPTIONAL)
Line 3 (OPTIONAL)
Line 4 (OPTIONAL)
Doing business as (if different from above)
Vendor Type
 Foreign Entity
 Send Accounts Payable checks to the above address
 Send Purchase Orders to the above address
*EMAIL
Website
DUNS
California Permit Number

Vendor Address
*Address
Line 2 (OPTIONAL)
Line 3 (OPTIONAL)
Line 4 (OPTIONAL)
City*
State
N/A
Country
Geographic
Select Type...
Zip Code*
Country
Fax Number

Minority Business Enterprise
 Minority Business Enterprise
Minority Business Enterprise Classifications
(select all that apply)
General
Gender
Select Type...
Ethnicity
Select Type...

Federal Tax ID Number or Social Security Number
*FID or SSN
 FID SSN
*FID/SSN
*Re-type FID/SSN

Payment Terms
Discount Percentage
Days to Discount
Days to Net
Your preferred payables delivery method(s).
 Mail Fax E-Mail
Your preferred purchasing delivery method(s).
 Mail Fax E-Mail

Bank Information
Bank Routing Number
Bank Account Number
Bank Account Type
Checking

Continue Cancel

Sample Check:
Joe Smith
1234 Anywhere Court
Anytown, AA 12345
Pay to the order of
Dellus
Bank Anywhere
1234567890 1234567890123 1234
Routing Number Account Number Check Number

NOTE: when you provide your bank information, this will prompt the County to setup your ACH. No further action is needed from you, however, it is the vendor's responsibility to ensure bank information and contact information are correct and kept up to date at all times. It is the vendor's responsibility to be aware of any service fees charged by their financial institution, the vendor will be responsible for payment of any fees charged by their financial institution.

After the initial ACH setup or any subsequent changes to your banking information you will receive an email asking you to confirm the banking information. You will have five (5) business days from the date of the email to confirm your changes. If changes are not confirmed in time your payment method will automatically revert to printed check and this payment method will remain unless changes are initiated by you.

Please allow up to two (2) payment cycles after the initial ACH setup or any subsequent change in your banking information. You will receive a printed check payment until the ACH or changes have been fully verified. Upon verification payments will be issued by ACH to the banking information on file.

ACH payments are issued for payments up to \$150,000.00. Payments over \$150,000.00 will be issued through a printed check or wire transfer. If a vendor requests a wire transfer, wiring information must be given directly to the County Finance Department.

7. **As you continue through the New Vendor Registration pages you can:**
 - a. **add additional addresses by selecting "add". When complete and click continue.**
 - b. **complete the User Contact Information and click continue.**
 - c. **search and select all Commodity Codes for those items and/or /services you offer and click continue.**
 - d. **attach your completed and signed W9. If you do not attach the W9, your account will not be eligible for Active status.**
8. **Review all fields and make sure everything is uploaded, complete, and correct.**
9. **Select "Register".**



Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	Attach
default	Vendor Attachment		(0)	Attach
Vendor W-9	Vendor W-9		(0)	Attach

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

10. Registration is complete. You will be redirected to the VSS homepage to view your profile information!

Home

Vendor Self Service

Vendor Information



1099

Checks

Invoices

New Vendor Registration

Registration Confirmation

 Registration has been completed. You will be contacted when your information has been reviewed. 

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)

Vendor Self Service Home Page

You can navigate the VSS home page and use it to update your vendor profile and information. You may also use it to upload new attachments, view payments, invoices and more.

Home

Vendor Self Service

Vendor Information

1099

Checks

Invoices

Welcome to Vendor Self Service

[Profile information](#) / [Vendor information](#)

Announcements

VSS provides you with web-based access to your personal information and records, as well as providing information on solicitations you may be interested in. 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.

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. Your company's registered email will then receive a PIN for a two-part authentication. If you believe you are already registered but do not have your vendor number, please send a written request on letterhead signed by an authorized party to the Procurement Department. Note: we will not provide the tax identification 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. 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.

[Registration Instructions](#)
[FAQ Items](#)

Please note: For firms that choose Electronic Funds Transfer (EFT) as their preferred payment method, the County will only make payments via EFT for up to \$150,000.00, any payments over \$150,000 will be issued as a check.

Invoices [Submit Invoices](#) [Search Invoices](#)

Invoice information not found.

Checks [Search Checks](#)

Check information not found.

Bids [Search Bids](#)

Bid information not found.