The Vendor Self Service system (VSS) will allow potential vendors to submit their application and also permit existing vendors to perform maintenance on their account information. Vendors may also review posted solicitations (under $50,000.00), award notices, and view vendor solicitation comments through this system.

A. After clicking on the Vendor Self Service (VSS) link on Cobb County Purchasing's Website (www.purchasing.cobbcountyga.org), the WELCOME SCREEN will appear.

If you are a Registered User, sign in using your User ID and Password (remember all are case sensitive). Click on the Login button.

If you are a New User and have never registered, you have two choices.

You may enter the VSS system by clicking on the Public Access button to view posted solicitations, award notices, and solicitation comments.

Or, you may enter by clicking on the Register button to start the Vendor Self Service application process.

B. After clicking on the Register button, you will proceed to the REGISTRATION REQUIREMENTS screen. The information listed below is required in the vendor registration process. Please assemble before continuing.

- **Information for Headquarters**
  
  If you are a Corporation, Public Entity, Sole Proprietor or Partnership this is your company's primary address (the address you use on all your tax documents).

  If you are an Individual, the address you use on your tax documents.
• **Tax ID Number**
  If you are a Corporation, Public Entity or Partnership your Tax ID number should be a Federal ID number. (EIN, TIN, ATIN)

  If you are an Individual or Sole Proprietor, your Tax ID number is your Social Security Number.

• **Legal Business Name**
  This is the name you have registered your business with the Internal Revenue Service.

• **Contact Information - You will need the following:**
  ▶ The address and phone number for your Account Administrator. (The Account Administrator is a contact person at your Company authorized to perform maintenance on your account).
  ▶ The contact information for person(s) handling orders for Cobb County and the address to mail purchase orders, and email address to receive solicitation and bid information.
  ▶ The contact information and address for your Accounts Receivable Representative or Bookkeeper handling Cobb County Accounts.

• **Commodity Information**
  The commodity information for the types of goods and/or services your company can provide Cobb County.

Click the button labeled **Continue.**
Perform a search to ensure that your company has not already been registered. In the **Company Name** field, type the name of your company. You can also search by entering a keyword. For example, when searching for the vendor Home Depot, you could enter HOME, or you could enter DEPOT. For example: searching on the letters "HOME" will return all company names that contain "home" anywhere in the name. If you have previously registered, your company name will appear with an "ACTIVATED" status of "Yes". If your account is activated, you should exit the registration process.

If you want to make changes to your existing account, you should log out and enter your User Id and Password in the Welcome Screen. If you do not know your User Name and Password, contact your Account Administrator.

If your company’s "ACTIVATED" status is “No” select the link “Activate Account”.

After clicking the **Activate Account** link, please verify that you are part of this organization by entering the TIN number of your Headquarters and clicking submit.
If your company has not been registered and your account has not been activated, continue with the registration process by clicking the button labeled **New Registration**.

D. The next Screen is the **MEMORANDUM OF AGREEMENT**.

   - You must accept the terms of the Memorandum of Agreement in order to register as a vendor with VIMS. If you choose not to accept these terms, you will be returned to the Home Page for Cobb County.
   - By submitting this electronic vendor registration, you certifie and warrant that you are duly authorized, by the Vendor or, if the Vendor is the individual or entity on whose behalf you are acting, to register the Vendor. If any information submitted during the registration process is false, incorrect, or incomplete, the Vendor agrees to indemnify any person making such statement or representation.
   - You must agree to the terms and conditions of the Memorandum of Agreement in order to register as a vendor with VIMS. If you do not agree with the terms, click on the Reject Terms button and you will be returned to the Guests Login screen.

Click the **Accept Terms** button to continue.

E. The next screen is labeled **STEP 1 - BUSINESS INFORMATION** and is the first screen of the actual application. Note: there is a menu on the left side of your screen that allows you to go back and forth between components and sections within the application. You can navigate using these links to edit your application before submission or if you need to correct any errors you received after submitting the application.

This page allows you to enter general information about your organization. All fields marked with a red asterisk (*) are required. Fields without an asterisk are optional. All fields are case sensitive from this point forward. You may use ALL CAPS for all fields on the application.
In the **Location Verification** click on the drop down menu on Verify My Location by and choose “Use my Taxpayer ID Number”.

In the **Headquarters Information and Legal Name** section choose your Organization Type from the drop down menu. If you file as an Individual, enter your First and Last Names in the respective fields. If your business is a company, enter the Company Name. Enter your company’s Alias or DBA if applicable. Chose your Classification from the drop down menu.

Use the scroll bar to the right to view subsequent information on this screen.

In the **Discount Information** section, enter any payment discounts you offer the County. **Note:** This discount will be applied to ALL invoices we receive from your company. If you do not always offer discounts on all items or invoices leave this information blank.

When all fields are complete, click on the **Next** button to continue.

F. The next screen is labeled **STEP 2: USER INFORMATION**. The information entered here will allow you to access your account to update or change any information on your account. (ie. remittance advice, ordering information, phone numbers, account contacts, etc.). **All fields marked with a red asterisk (*) are required.**
In the User Information section, enter a User ID (something you can easily remember). The User ID must be between 8 to 16 characters in length.

Enter your First Name, Last Name, Email address and phone number.

In the next column, enter your password. Your password must be between 8 to 16 characters in length. Choose your Security Question (which will be asked if you forget your password) from the drop down menu and provide your answer in the field below.

Your User ID and Password will allow you to access your account to make changes and update information. Please write this information down for future use.

Click the Next button to continue.

G. The next screen is labeled Step 3: W-9 INFORMATION. REQUIRED.

In the Taxpayer ID Number section, enter your company Taxpayer ID Number. From the drop down menu, select the appropriate Taxpayer ID Type. If you are a Corporation, Non Profit Organization, or Partnership and have a TIN, EIN, or Federal ID number select EIN. Enter the Name of your Company. If you are an individual or Sole Proprietor who files taxes with your Social Security Number and are 1099 reportable, select SSN/ITIN/ATIN. In the following fields enter your address information, Street Address, City, State, and Zip Code.

Click the Next button to continue.
**H.** The next screen is labeled **STEP 4: ACCOUNT ADMINISTRATOR ADDRESS.** Your Account Administrator is the individual authorized to access your account information to make changes or update account information.

In the **Address Information** section, enter the street address, city, state, zip code for this individual’s work place, as well as a phone number to reach your Account Administrator. **(These fields are required.)**

In the Contact Information section, enter your Principal Contact’s name and phone number. **(These fields are required.)**

The **Correspondence Type** section defaults to E-mail. **Please do not change the Correspondence Type.** If you want to receive notification of business opportunities electronically, you must specify email as the correspondence type. Please verify that the e-mail address is correct.

Use the scroll bar to the right to view subsequent information on this screen.

*Use the **Contact Address** section ONLY if you are adding a Contact that uses a different address than the address listed above in the Address information section.* Enter the street address, City, State, and Zip code information for your Principal Contact if applicable.
Click the **Next** button to continue.

I. The next screen is labeled **STEP 5: ORDERING ADDRESS. (Required)**

You will need to enter the address where you would like your purchase orders and solicitation/bid information sent. **Note:** If this address information is the same as your Account Administrator address, click on the circle for ACCOUNT ADMINISTRATOR and the previous address and contact information will populate in the fields below.

If your Ordering information is **NOT** the same as the Account Administrator information, proceed to the **Address Information** section.

In the **Address Information** section, enter the mailing address for all purchase orders.

In the **Contact Information** section, enter your Principal Contact’s name and phone number. **(These fields are required.)**

The **Correspondence Type** section defaults to E-mail. Please do not change the Correspondence Type. **If you want to receive notification of business opportunities electronically, you must specify email as the correspondence type.** Please verify that the e-mail address is correct.

Use the scroll bar to the right to view subsequent information on this screen.
Use the Contact Address section ONLY if you are adding a Contact that uses a different address than the address listed above in the Address Information section. Enter the Street Address, City, State, and Zip code information for your Principal Contact if applicable.

Click the Next button to continue.

J. The next screen is labeled STEP 6: PAYMENT ADDRESS. (Required) This information is your remittance address and Accounts Receivable or Bookkeeping information. This information will be used by the Cobb County Finance department to contact you about invoice and payment information in reference to your account.

Note: If this address information is the same as your Account Administrator address or your Ordering Address, click on the appropriate circle and the previous address and contact information will populate in the fields below.

If your remittance address is NOT the same as the Account Administrator or Ordering Information, proceed to the Address Information section. Enter the location where payments should be sent.

Note: If this address information is the same as your Account Administrator address or the Ordering Address, then click the appropriate circle and the previous address and contact information will populate in the fields below.

If your remittance address is NOT the same as the Account Administrator or Ordering Information, proceed on to the Address Information section. Enter the location where payments should be sent.

In the Address Information section, enter the mailing address for all remittance/payments.

In the Contact Information section, enter your Principal Contact’s name and phone number. (These fields are required.)
The Correspondence Type section defaults to E-mail. Please do not change the correspondence Type. If you want to receive notification of business opportunities electronically, you must specify email as the correspondence type. Please verify that the e-mail address is correct.

Use the scroll bar to the right to view subsequent information on this screen.

Use the Contact Address section ONLY if you are adding a Contact that uses a different address than the address listed above in the Address Information section. Enter the Street Address, City, State, and Zip code information for your Principal Contact if applicable.

Click the Next button to continue.

K. The next screen is labeled STEP 7 – BIDDING INTEREST. This screen allows you to enter the Business Type(s), Service Area(s) and Commodities appropriate for your organization.
The first category is **Business Type**.

Click the **Add** button to enable this feature.

A menu will appear. Click on the box next to the appropriate type for your business.

If you are a Disadvantaged Business Enterprise (DBE), please identify your company by clicking the box labeled **Disadvantage Business Enterprise**. Cobb County Government encourages individuals/business to identify themselves as certified and/or meeting the definition of a Disadvantage Business Enterprise (DBE) when registering as a vendor. A Disadvantage Business Enterprise (DBE) is defined as a Female, Black American, Hispanic American and/or any other minority owned business.

Click the **OK** button to continue.

Enter your Business Certification Number and the Certification Start/End dates (if applicable). If you are a Disadvantage Business Enterprise please enter your information here.
Click the **Next** button to continue.

The next category is **SERVICE AREA**. Click the Add button to enable this feature.

A menu will appear. Click on the box(es) next to the appropriate service area(s) for your business.

Click the **OK** button to continue.
The service areas selected should show up in the middle of the page. (see the example below.)

Click the **Next** button to continue.

The next category is **COMMODITY**. Click the **Add** button to begin associating your business with commodity information.

A choose screen will appear after clicking the Add button. You can search for particular commodities by code or description. In most cases the commodity code number will not be available to vendors. Vendors will have to search for the commodity by description.

In the description field, type a keyword for the good/service your company provides. Search by using keywords and wildcards. The wildcard is an asterisk * and is used to search for all items with keyword in the commodity. For example, if your company sells and rents uniforms, type "*UNIFORM *" in the description to view the associated commodities. All commodities associated with the word uniform will populate. Select each commodity by clicking on the box next to the appropriate item.
The screen will show up to 10 commodities on each page. If there are multiple pages of commodities associated with your keyword search the word Next listed below the table will be underlined. You may click Next to see subsequent pages of commodities from your search.

Once you have selected all of your commodities, by clicking the boxes next to the description, Click the OK button to continue.

After clicking on OK, you are returned to the COMMODITY screen. The commodities you selected should be listed in the middle of the screen. Verify that all applicable commodities have been added. (Note: Only 10 commodities are visible at a time. You must click on Next to view subsequent commodities if you have selected more than 10.) Click the Add button to continue to add commodities.

Click the Next button to continue.
L. The next screen is labeled **STEP 8: PREVIEW AND SUBMIT REGISTRATION.**

This page displays a summary of all information entered in the previous steps. Please review your registration information below and **print** a copy for your records. **If you need to make a change,** click the 'Back' button or navigate directly to the appropriate step using the menu on the left side of the screen.

When you have verified your information is correct, click the **Submit** button. If the information has been entered and submitted correctly "Thank you" will appear.
If your registration was not submitted successfully and you need help resolving errors contact the Cobb County Purchasing Department at 770-528-8400.

Once your Registration is complete your vendor application will be sent to the Cobb County Finance Department for final approval. **You will need to send a copy of your company W-9 to complete the vendor registration process. No applications will be approved without a W-9 on file.**

Mail the W-9 form to:

Cobb County Finance Department  
100 Cherokee Street, Suite 410  
Marietta, GA 30090

After your application has been submitted and approved, you will receive an e-mail confirming your application has been received and processed.

The e-mail will also include the details of your VSS account:  
Your User ID is:  
Your Headquarters Account Legal Name is:  
Your Headquarters Account Code is:  
Your Vendor Number is:  
Your Location Name is:  

Thank you for becoming a Cobb County Vendor!