

JEFFERSON COUNTY COMMISSION



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Michael Matthews, Ph.D., C. P. M.
Purchasing Agent
716 Richard Arrington Jr. Blvd. N.
Room 830
Birmingham, AL 35203
205-325-5381

Dear Vendor:

Thank you for being a valued member of the Jefferson County Commission Vendor Community. We recently sent correspondence regarding our new Vendor Registration System (VSS) to your main address on file.

Please be on the lookout for this correspondence as it contains instructions on how to update your vendor record. All vendors are required to register in the new VSS system. Failing to register may cause you to miss out on opportunities to bid on materials and services that you can provide.

We have included a sample of the correspondence which was sent to all of our existing vendors so that you can gain some familiarity of what to expect in the mail (see the following pages). If you have not received your letter, please do not hesitate to contact us via email at procurementservices@jccal.org.

We look forward to hearing from you soon.

Sincerely,

Michael D. Matthews, Ph.D. C.P.M.
Purchasing Agent
Jefferson County Commission

SAMPLE LETTER

January 15, 2015

«Name»

«Address_Line_1»

«Address_Line_2»

«City», «State» «Zip_Code»

ACTION REQUIRED

Vendor ID: «Vendor»

Dear Valued Vendor,

The Jefferson County Commission implemented a new Enterprise Resource Planning (ERP) system called “Munis” on October 1, 2015. This system is dramatically improving the manner in which the County does business. One of the outstanding features of this new system is Vendor Self-Service. This feature will allow you to register and update your information in our vendor database to; ensure the accuracy of your company’s information, and to support timely payment of invoices.

You are currently receiving this letter along with your Vendor ID (located above) because you are an existing vendor in our database. The “**Vendor ID**” is **unique to your company** and will be used to help set up your new vendor profile.

It is the responsibility of all vendors who wish to continue to do business with the Jefferson County Commission to register online at <https://mss.jccal.org/MSS> . During registration you will need to verify your information and attach a W-9. Additionally, please attach your current Jefferson County Business License and COI (Certificate of Insurance), as applicable to your current business relationship with the Jefferson County Commission.

To register, log into the website identified above and click “Vendor Self Service” in the upper left-hand side of the menu; then click “Registration”. Keep in mind that **this is a two-part registration process.**

PART 1: VERIFYING AND UPDATING YOUR VENDOR PROFILE

You will need your Vendor ID (see above) and your company’s Federal Identification or Social Security number to begin.

- Step 1: Create a User ID (cannot be the same as your Vendor ID) and Password. Your User ID can be between 1 and 100 characters and must be in “ALL CAPS.” Your password should be something you will remember. Your Password should contain one capital letter, at least two numbers and one special character (such as @,!,?, etc.). Tab and insert the provided Vendor ID and your Federal Identification or Social Security number (without any dashes) and click “Continue”.

- Step 2: Using “ALL CAPS,” Verify your company’s information. Be sure to include all applicable information. Click “Continue”.
- Step 3: Using “ALL CAPS,” Verify your remittance address information. Click “Continue”.
- Step 4: Using “ALL CAPS,” Update your contact information. Click “Continue”.
- Step 5: Review and verify all your information. Click “Register” at the bottom of the page.

After you have completed the registration, you are able to select your commodities and upload documents.

PART 2: REGISTERING/SELECTING COMMODITIES AND UPLOADING ATTACHMENTS.

Registering/Selecting Commodities:

- Step 1: Click “Register for commodities/services and/or update your profile.”
- Step 2: At the bottom of the page, beside “Current Vendor Commodities,” click “add.” Search and select your commodities; click “Add” to create a list of commodities.
- Step 3: Once your list is complete, click “finish.”

Uploading attachments:

- Step 4: Click the attachments tab on the left side of the screen, Click “Attach” and upload documents, such as certifications and insurance certificates and save.

Please make sure that your email address is current and accurate within the vendor self –service system. **Bid notifications will be sent to prospective bidders via email (electronic mail) based on the commodity codes selected beginning March 2016.** The County will continue to post solicitations in their entirety on the Jefferson County/ Purchasing Association of Central Alabama (PACA) website located at <http://paca.jccal.org>.

If you should have any questions or concerns please contact the Jefferson County Purchasing Division at 205-325-5381 or procurementservices@jccal.org.

Thank you in advance for your cooperation.

Sincerely,

Michael D. Matthews, Ph.D., C.P.M.
Purchasing Manager