

Part 1 Munis Self- Service Registration

For New and Existing Vendors

Part 1: Step 1

1. On the Vendor Self – Service Home Page, click “Vendor Self Service,” then “Registration” on the left side of the screen.
2. Create a User ID using “ALL CAPS”.
 - a) Choose a user id that you can remember and store the User ID that you create.

Remember to use “ALL CAPS”

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Step 1 of 5: Create user ID and password Step 1 2 3 4 5

Help

User ID (between 1 and 100 characters)

Re-type user ID *

Password (between 8 and 15 characters) *

Re-type password *

Password hint *

Enter these validation numbers into the box below them

5227

3. Create a password.
 - a) Your Password should contain one capital letter, at least two numbers and one special character (such as @,!,?, etc.).

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Step 1 of 5: Create user ID and password Step 1 2 3 4 5

Help

User ID (between 1 and 100 characters) *

Re-type user ID *

Password (between 8 and 15 characters) *

Re-type password *

Password hint *

Enter these validation numbers into the box below them

5227

5227

EXISTING VENDORS ONLY
You must complete the following for initial registration.

4. Enter the validation numbers into the box. (Note: DO NOT enter in any information in the section for “Existing Vendors Only.” This section is only to be filled out for vendors who already have a vendor number assigned by Jefferson County.)
5. a. For **NEW** vendors, click “Continue” at the bottom of the page.

b. For **EXISTING VENDORS ONLY**, refer to the letter you received. Locate your vendor id and enter, followed by your FID/SSN (enter without any dashes). Click “Continue” at the bottom of the page. (See screen shot below) (**NOTE: If you did not receive a vendor letter, please go to the PACA website located at <http://paca.jccal.org> and click “Supplier Registration”.** Follow the instructions for “Existing Vendors” by clicking the link [Existing Vendor Registration Notice.pdf](#).

EXISTING VENDORS ONLY
You must complete the following for initial registration.

Vendor ID

FID/SSN (Enter without dashes)

6. Proceed to Step 2 of the registration process.

Part 1: Step 2

1. On the General Information Page, enter in your company name and address as it appears on your company’s checks and in “ALL CAPS.” (**Note: County, Country, Fax Number, and Geographic are optional.**)

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Your User ID and password have been successfully set. Please continue with the registration process. ✕

Step 2 of 5: General information Step 1 2 3 4 5

Help

*Company Name
(line 2)

Doing business as (if different from above)

Foreign Entity

*Address
(line 2)
(line 3)

*City

*State (abbreviation)

*Zip

County

Country

Fax Number

Geographic

Send remittances to the above name and address

a. If this is the address that you would like your remittances sent, check the box “Send remittances to the above name and address.”

2. Scroll down.

a. Enter in a valid email address. **(Note: Entering a web site is optional.)**

A screenshot of a registration form. At the top, there is a checkbox labeled "Send remittances to the above name and address". Below it, the fields for "*E-Mail" and "Web site" are circled in red, with a red arrow pointing to the "E-Mail" field. The "*Vendor Type" dropdown menu is also circled in red. Below these fields, there is a section for "Minority Business Entity (MBE)" with a checkbox "Is Minority Business Enterprise". Underneath, there is a section for "MBE Classifications (select all that apply)" with a checkbox "DISADVANTAGED BUSINESS ENTERPR".

b. Select your vendor type by using the drop-down menu.

(Note: If you are a certified minority business enterprise, you must select “MBE-WBE-SBE-DISADV-HUBZONE.” Then you must specify by checking “Is Minority Business Enterprise” and the appropriate box (s) below.)

A screenshot of the same registration form, but with the "*Vendor Type" dropdown menu open. The dropdown menu is circled in red and shows the following options: "NORMAL", "EMPLOYEE", "CONSTRUCTION", "SOLE SOURCE", "POLL WORKERS", and "MBE-WBE-SBE-DISADV-HUBZONE". Below the dropdown, the "MBE Classifications" section is visible, with checkboxes for "DISADVANTAGED BUSINESS ENTERPR", "DISADVANTAGED VETERAN BUSINESS", "General" (checked), "HUBZONE BUSINESS ENTERPRISE", "MINORITY BUSINESS ENTERPRISE", and "WOMEN OWNED BUSINESS". The "Gender" and "Ethnicity" dropdown menus are also circled in red, with a red arrow pointing to the "Gender" field.

a. Select your gender type and ethnicity which coincides with the above.

3. Scroll Down.

*****New Vendors Only:**

a. Use the drop-down menu to specify whether you are using a FID or SSN.

Enter a Federal Tax ID Number or Social Security Number

A screenshot of a registration form showing the "Enter a Federal Tax ID Number or Social Security Number" section. A dropdown menu is open, showing a red asterisk and a downward arrow, and is circled in red. Below it, there are two input fields: "*FID/SSN" and "*Re-type FID/SSN".

4. Enter in your company's FID or your SSN without any dash or hyphen.

5. Do not enter any information under the section labeled “Payment Terms.”
6. Your preferred payables delivery method(s) and your preferred purchasing delivery method(s) should default to “mail.”

Days to Net: 10

Your preferred payables delivery method(s):

Mail

Your preferred purchasing delivery method(s):

Mail

Continue

7. Click “Continue”.
8. **Proceed to Step 3 of the registration process.**

Part 1: Step 3

1. If you checked the box “send remittances to the above name and address” on the previous page, the address entered should appear on the “Address Information” page as shown below in figure 1.1.

New Vendor Registration

Step 3 of 5: Address information

Step 1 2 **3** 4 5

Help

Addresses

add

Name	DBA	Address	City	State	ZIP	Fax	Is Default
NEW VENDOR 1		123 1ST AVENUE N	BIRMINGHAM	AL	35203		Y change

Continue

Figure 1.1 Example of an address page when a registrar has opted to select the box for “send remittance to the above name and address.”

- a) If your remittance address appears correctly and you do not wish to add additional addresses, you may proceed to Part 1: Step 4.
- b) If the name and/or address **does not appear correctly or you would like to add additional addresses**, you may proceed to the next step.

2. To make corrections to the remit address, click “change” as shown below. (Note: You will be redirected to the address page as shown in the next step.)

New Vendor Registration
Step 3 of 5: Address information

Step 1 2 **3** 4 5

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Addresses

add

Name	DBA	Address	City	State	ZIP	Fax	Is Default	
NEW VENDOR 1		123 1ST AVENUE N	BIRMINGHAM	AL	35203		Y	change

Continue

3. Verify and/or ensure the accuracy of the remittance address.

Email

Step 3 of 5: Remittance information

Step

*Address Type

*Company Name

Doing business as (if different from above)

*Address

*City

*State

*Zip

4. Validate the email for the remittance address.

Email

5. The preferred payables delivery method(s) and the preferred purchasing delivery method(s) should default to “mail.” Click “save” at the bottom of the page. (**Note: You will be redirected to the remittance address page.**)

Your preferred payables delivery method(s).

Mail

Your preferred purchasing delivery method(s).

Mail

Save Cancel

6. If you **did not** select the “send remittances to the above name and address” box, the page will appear as shown in figure 1.2.)

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Step 3 of 5: Address information

Step 1 2 3 4 5

Help

Addresses

add

Name	DBA	Address	City	State	ZIP	Fax	Is Default
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Continue

Figure 1.2 Example of an address page when a registrar has **NOT** opted to select the box for “send remittance to the above name and address.”

7. Click “add” to enter in a remittance address or an additional address.
 - a) Your previous address should default into the address field. If the address is not accurate, enter in the correct address.
 - b) Validate the email for the remittance address.
 - c) The preferred payables delivery method(s) and the preferred purchasing delivery method(s) should default to “mail.”
 - d) Scroll to the bottom of the screen and click “save”. (**Note: You will be redirected to the remittance address page.**)
8. If your remittance address(s) is correct, click continue; if it is not, repeat steps 2-5.
9. Proceed to Step 4 of the registration process.

Part 1: Step 4

1. Enter in your company's contact person(s) by clicking "New Contact."

New Vendor Registration
Step 4 of 5: General Vendor Contacts Step 1 2 3 **4** 5

[Help](#)

Address Contacts

Type	Name	Description	Email	Phone	Fax
------	------	-------------	-------	-------	-----

[Continue](#) [New Contact](#)

2. You will be redirected to the "General Vendor Contacts" page as shown below.
 - a. "Select Type" for the contact person you are entering into the system.

New Vendor Registration
Step 4 of 5: General Vendor Contacts Step 1 2 3 **4** 5

[Help](#)

Contact Person

*Contact Type

*Name

Description

*Phone

Fax

E-Mail

[Save](#) [Cancel](#)

- b. Enter in the person's name, phone, and any other information that you find necessary (i.e. email, fax, etc.)
 - c. Click "save."
3. Verify that the information saved for the contact person is correct.
 - a. If the information is not correct, you can click "change" and you will be redirected to the previous general vendor contracts page where you can make corrections and "save."
 4. If there are more contact persons that you would like to add, follow steps 1 – 3 for each record.

5. Once you have added your desired contact(s), click “continue.”

New Vendor Registration
Step 4 of 5: General Vendor Contacts Step 1 2 3 **4** 5

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Address Contacts

Type	Name	Description	Email	Phone	Fax
GENERAL - General Contacts	JANE DOE			2051234567	

[change](#)

[Continue](#) [New Contact](#)

6. Proceed to Step 5 of the registration process.

Part 1: Step 5

1. Review all of the information that you have entered into your profile.
 - a. If there are any changes to the information that you would like to make, in each section is a “change” link that you can click to make the changes.

General Information [change](#)

Name/DBA NEW VENDOR 1

Entity

Address 123 1ST AVENUE N
BIRMINGHAM, AL 35203
, USA

Fax Number

FID 12-3345678

Geographic

E-Mail johnsonre@jccal.org

Web Site

Vendor Type NORM NORMAL

Gender

Ethnicity

Foreign Entity No

Terms

[change](#)

Discount Percentage 0

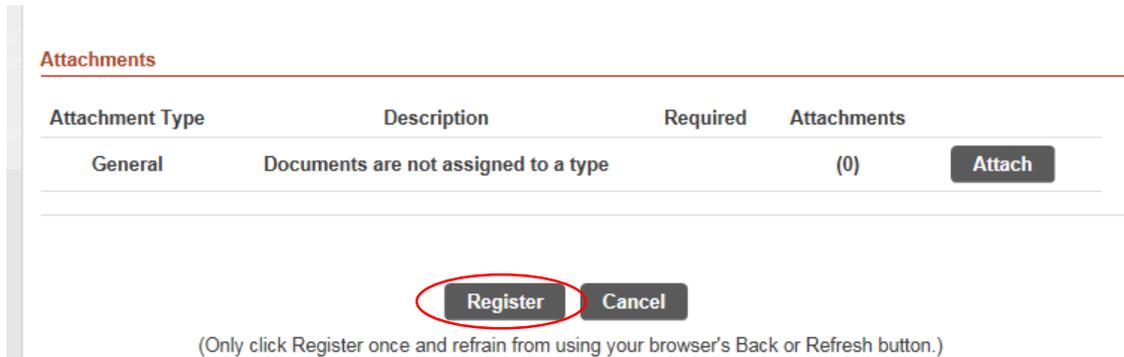
Days to Discount 0

Days to Net 10

Address Information

[change](#)

- b. Once your changes for that section are made, click continue for each step until you have migrated back to the review page.
2. If all of your information is correct, click “Register” at the bottom of the screen. (Note: you will be directed to a new page.)

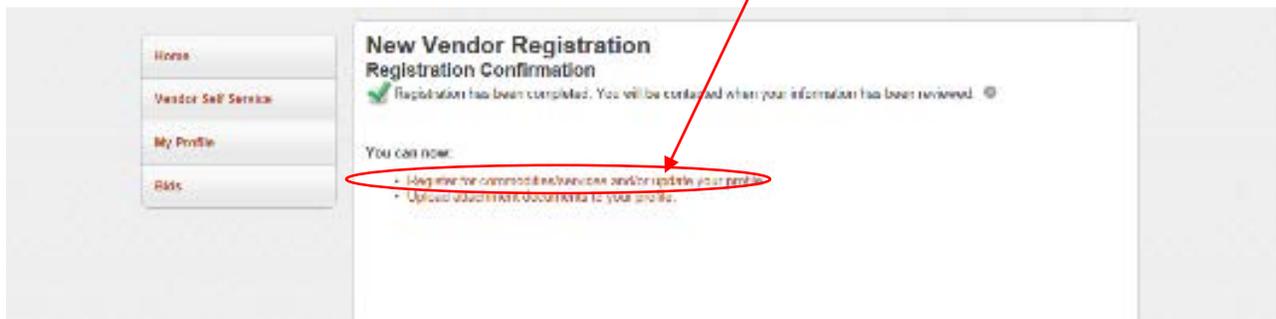


3. **Proceed to Part 2 of the registration process.** You will receive an email with a link to your profile notifying you of the creation of your profile.

Part 2 Vendor Self- Service Registration

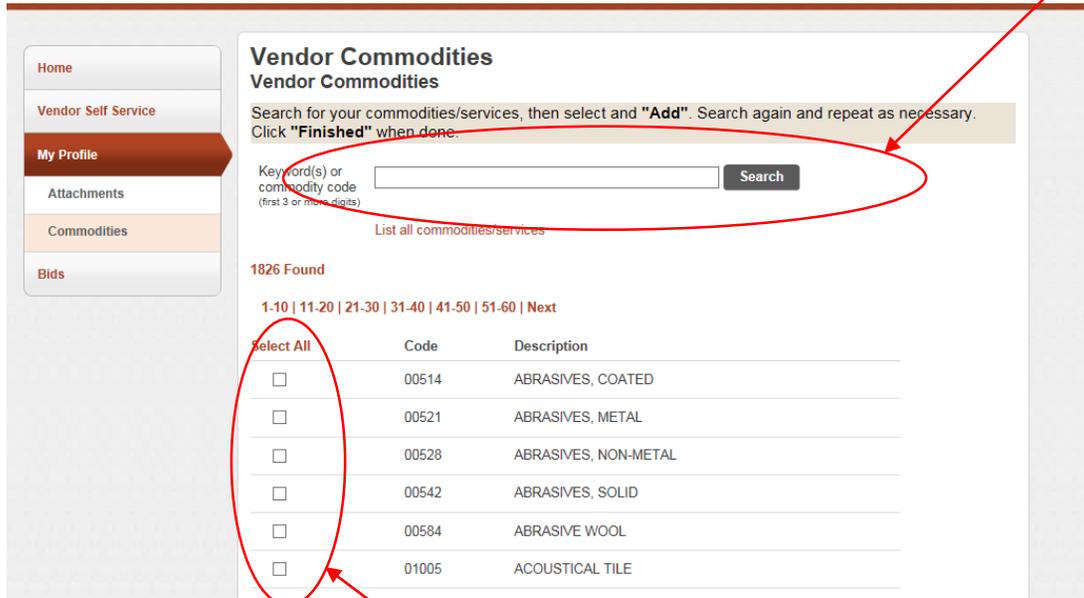
Part 2: Step 1

1. Click the “[Register for commodities/services and/or update your profile.](#)” link.



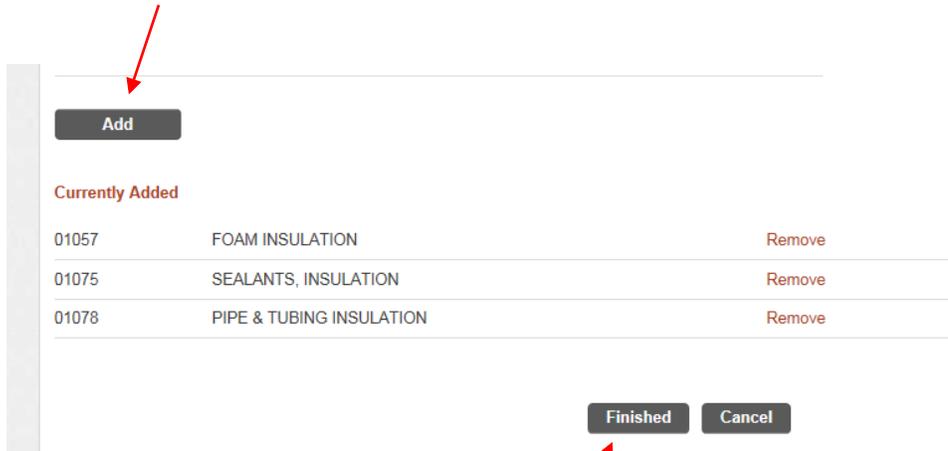
2. Search and select your commodities:

1. Search for your commodities by entering in a key word(s) in the search box, and clicking "search."



2. Select your commodities by checking the box (es) that apply.

3. Click "Add" at the bottom of the screen to create your list of commodities.

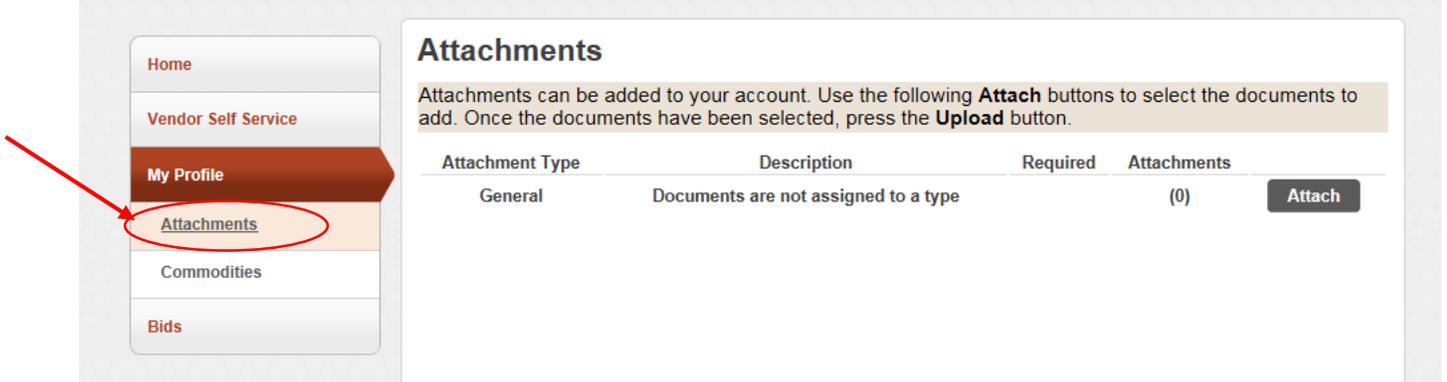


4. Once your list is complete, click "Finished." (Note you will be redirected to your profile page.)

5. **Proceed to Part 2 Step 2 of the registration process.** You will receive an email with a link to your profile notifying you of the creation of your commodity list.

Part 2: Step 2

1. Under “My Profile,” click “Attachments” on the left side of the screen. (Note: adding attachments is optional.)



2. Click “Attach.”
 - a. Upload documents such as business licenses, W-9, certifications and insurance certificates. **(Note: If you do not have a W-9 form, click on the “Resources” tab on the top right of the screen. Choose the “W-9 or W-8” option and you will be directed to a web page where you can fill out the form, print, and scan and save to your profile.)**

Your Registration is complete!

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

Thank you in advance for your cooperation.

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