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.
3. Create a password.
   a) Your Password should contain one capital letter, at least two numbers and one special character (such as @, !, ?, etc.).
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.jcca.org](http://paca.jcca.org) and click “Supplier Registration”. Follow the instructions for “Existing Vendors” by clicking the link [Existing Vendor Registration Notice.pdf](http://paca.jcca.org).**

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.)**

   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.)*

   ![Image of email field](image)

   ![Image of vendor type selection](image)

   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.)*

   ![Image of MBE classification](image)

   ![Image of gender and ethnicity selection](image)

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

   ***New Vendors Only:***
   a. Use the drop-down menu to specify whether you are using a FID or SSN.

   ![Image of FID/SSN entry](image)

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.”

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.

![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.”](image)

   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.)

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

4. Validate the email for the remittance address.
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.)

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.)

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.”

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.
   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.”

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.
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.