

Mission

To provide innovative, world-class procurement services to the Jefferson County Commission, its constituency, and public entities in the State of Alabama; to be an example of public procurement excellence for government organizations across the United States.

Goal

To conduct procurement activities in a legal, ethical and professional manner which results in the efficient, and effective use of County funds and provide value to the Commission and its constituency.

Improving Our Supplier Relationship with Vendor Portal

Commonly Made Registration Mistakes

- W-9 (signed and dated within 24 months of registration date and replaced every 24 months) **Not** Uploaded Using the Attachment Options at the end of the Registration Process
- Company Name Does **Not** Match IRS Files (W-9s submitted are verified using the TINCheck Payee Verification System)
- Commodity Codes Are **Not** Selected
- Missing or Invalid Contact Information

frequently asked questions

Q1: How are vendors selected to receive bid notifications?

A1: Bidders lists are generated based on the Commodity Codes **SELECTED** by the vendor. Bid notifications are then sent to the email address entered on the general registration page.

Q2: Can I receive bids notifications if I am not a vendor registered in VSS?

A2: No, however bids can be downloaded from <http://jeffcobids.jccal.org/Login.aspx>, select Vendor & Public Inquiries above the Login Box (Login Is Not Required).

Q3: Why do I see yellow triangles when trying to add or update information?

A3: Your vendor registration request has not been approved. Any changes made to your profile will **not** be reflected (as noted by the yellow triangles) until approved by procurement services.

Q4: How do I register to become a Purchasing Association of Central Alabama (PACA) Vendor?

A4: When you register in VSS as a vendor/supplier you are automatically eligible to participate in designated cooperative bidding opportunities with PACA.

Q5: What if I receive an error message?

A5: Contact the Purchasing Division via email at procurementservices@jccal.org (provide screen shots if possible) or call 205-325-5381.



JEFFERSON COUNTY COMMISSION

PURCHASING DIVISION



VENDOR ONLINE REGISTRATION

<https://mss.jccal.org/mss>



Welcome!

Welcome to Vendor Self Service (VSS) Registration for the Jefferson County Commission, Jefferson County, AL.

The Jefferson County VSS system enables vendors/suppliers to register and maintain information regarding your organization for the purposes of doing business with the County and receiving notifications of business opportunities.

Jefferson County Commission procurement activities are subject to (1) the *State of Alabama Competitive Bid and Public Works Law*, (2) County Administrative Orders and (3) applicable federal statutes as directed by grant providers.

In the event your organization is awarded a contract with Jefferson County, a Jefferson County Business License may be required. Please contact the Revenue Dept via email at licenses_and_taxes@jccal.org or call 205-325-5171 for more information.

What I Need To Get Started...

The VSS site must be viewed using a supported Web Browsers:

- **Microsoft Internet Explorer 11** (recommended)
- **Microsoft Edge** (HTML5 only)
- **Chrome v. 55** (auto updates enabled HTML5 only)

All cookie settings and JavaScript must be enabled.

Items Required to Register:

1. Current **W-9**
2. **DUNS #**

Items Required to Receive Bid Notifications:

1. Valid **Email Address**
2. **Commodity Codes**

PLEASE NOTE: It is very important that a DUNS # be **ENTERED**, a current W-9 (signed and dated within 24 months of today's date, preferably this year) is **UPLOADED** and all Commodity Codes that apply to the goods and/or services your company offers are **ADDED**.

Bidding opportunities and/or notifications are generated and emailed when the bid solicitation Commodity Code matches the Commodity Code added by vendor.

When uploading W-9's be sure the Company Name and DBA are listed as issued by the IRS. W-9 validations are performed using the TINCheck Payee Verification System.

Disclaimer: The County is not responsible for any missed business opportunities due to outdated or inaccurate information. It is the responsibility of the vendor/supplier to review and update all information as needed or when changes occur (i.e. address (email, physical and/or remit), personnel changes, commodities, outdated W-9, etc).

How to Register...

Go to the VSS website: <https://mss.jccal.org/mss>.

Click "Vendor Self Service", then "Registration"

1. **Create** your User ID and Password
2. **Complete** the New Vendor Registration: General Information
3. **Enter** a valid **email address** (where you want notifications to be sent) **and DUNS #** in the General Information section
4. **Verify/Save** the mailing address **and Add/Enter** Remit Address (by selecting the small blue **ADD**)
5. **Add/Enter** Vendor additional Contacts
6. **Select/Save ALL** Commodity Codes that apply to the goods and/or services your company offers, as applicable
7. **Review** (Edit/Change registration info if needed)
8. **Upload** a current W-9 (signed and dated within 24 months of today's date, preferably this year) - and -
9. **Select REGISTER**

**If you are a registered vendor/supplier and need your password reset, click the "Forgot Your Password?" link, an email containing your password hint will be sent to the email address on file.

Contact Us

**Jefferson County Commission
Purchasing Division/PACA**
716 Richard Arrington Jr Blvd, North
Room 830
Birmingham, AL 35203-0009
205-325-5381 or email us at
procurementservices@jccal.org.

Visit us on the web: <http://paca.jccal.org>