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## Before you begin the registration process

Please have the following items ready in order to complete the registration process:

- Your Federal Tax ID number or Social Security Number
- Your Bank Routing Number and Bank Account Number if payment will be electronic
- Understand the terms and conditions that Washtenaw County employees and retirees cannot be a Vendor for Washtenaw County (you will be asked to accept the terms and conditions at the end of the registration process).
- Your W-9 to upload and submit when you accept the terms and conditions stated above.

**Important Note: Leaving a web page idle for too long before completing registration will force your session to time out. To avoid your session from timing out, do not allow more than 10 minutes of idle time between each web page.**

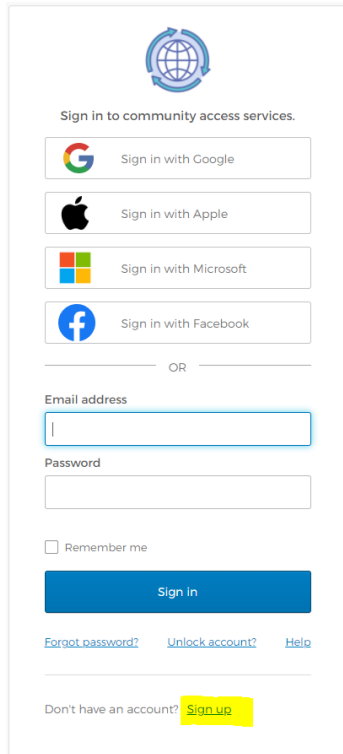
This documentation covers the **Vendor Registration** process for new Washtenaw County vendors at <https://vss.ewashtenaw.org>.



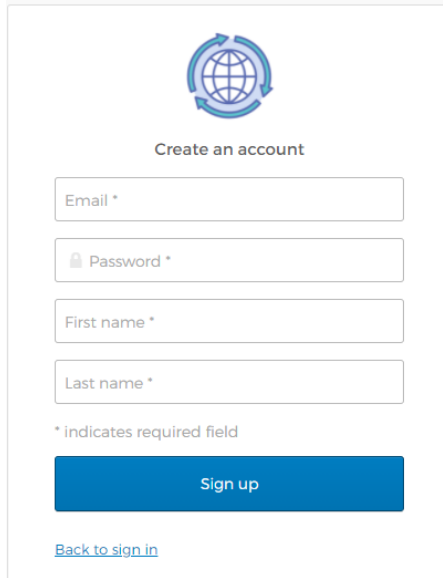
# Vendor Self Service (VSS)



Click the arrow in the upper right to create your login. Your login is created through a separate service called Community Access Services. If you do business with more than one client that uses Munis, the idea is that you can create one login to use for all the different vendor self services. Each location has a different URL for their VSS, but the login is common.



After clicking on the arrow in the upper right you'll be on the Community Access Services login page. If you are creating a new login for Community Access Services click **Sign up** at the bottom of the screen.



Enter an email address, password, first name, and last name for this account and click **Sign up**.

Password requirements:

- ! At least 8 character(s)
- ! At least 1 number(s)
- ✓ At least 1 lowercase letter(s)
- ! At least 1 uppercase letter(s)
- ! Does not contain part of username

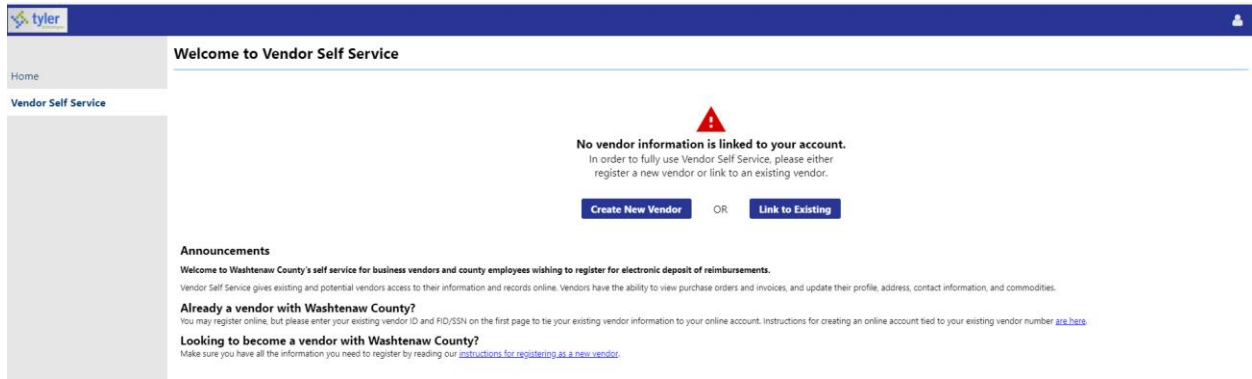
(your username is your email address)

You will receive an email looking to verify your email address. The token in the link expires very quickly, but your account will still be created even if you click on the email after it expires. If the VSS site is ever logged into using a different device or browser you will get an email from Community Access Identity telling you that this has happened so you can report suspicious activity if you were not actually the person doing the logging in.



After you receive acknowledgement that your account has been created on the community access services site, close that site and go back to <https://vss.ewashtenaw.org>. Click on the arrow in the upper right corner again, and log in using your newly created username and password.

This time you will move to the VSS welcome page after logging in. Click on **Create New Vendor** to start entering your information.



## Company Name, Address, and Banking information

Required fields have \* next to them.

The **DUNS** is a unique 9-character identification number. You may or may not have a DUNS number, it is not mandatory to enter it.

### Banking Information

The **Bank Routing Number** and **Bank Account Number** must be entered if you are electing to receive payment electronically.

If your bank routing number is not accepted, please leave these fields blank and contact the Washtenaw County AP department at [L-acctpay@washtenaw.org](mailto:L-acctpay@washtenaw.org). Once AP has entered the routing number and you are accepted as a vendor you may come back in and update your bank information.

(screen shot is on next page)



# WASHTENAW COUNTY SELF SERVICE INSTRUCTIONS FOR VENDORS

**Please limit your company name to 40 characters or less.**

The General address is the address that the county will use for mailing tax forms. You will need to enter purchase order and accounts payable addresses in addition to the general address, even if the addresses are all the same. Washtenaw County provides EFT advices and purchase orders via email only.

**Close**

## New Vendor Registration

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

### Enter Vendor Registration Information

Step 1

[Help](#)

#### Company Information

Company Name\*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

Vendor Type

Foreign Entity

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

E-mail\*

Website

DUNS

California Permit Number

Must match the exact name on W9 line 1

#### Vendor Address

Address\*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City\*

State\*

Zip Code\*

Country

Fax Number

Minority Business Enterprise

#### Federal Tax ID Number or Social Security Number

\*FID or SSN

FID  SSN

\*FID/SSN

\*Re-type FID/SSN

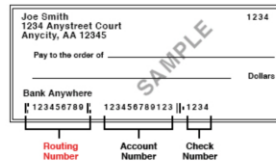
#### Bank Information

Bank Routing Number

Bank Account Number

Bank Account Type

Checking



**CONTINUE** **CANCEL**



## Add Accounts Payable Address

You must enter **both** a Purchasing and an Accounts Payable address.

- The **Accounts Payable** address is where your check will be mailed if you choose to be paid by check. If you prefer paper checks do not provide bank information on this address.
- The **Purchasing** address should be the address you want to appear on any purchase order with the county.

If you only have one address, you must enter it in both places.

**Close**

Click on 'add' under **Accounts Payable Addresses**.

tyler  
Munis Self Service  
Log In

### New Vendor Registration

Address information Step 3

[Help](#)

**Accounts Payable Addresses**

**add**

Name/DBA	Address	Is Default
----------	---------	------------

**Purchase Order Addresses**

**add**

Name/DBA	Address	Is Default
----------	---------	------------

**Continue**



The system will default to the general address entered earlier, but you may change it. Make sure the email address entered is the one that should receive acknowledgement of electronic payments if you choose them.

### New Vendor Registration

**General Vendor Contacts**

\*Address Type  
Accounts Payable

\*Company Name  
TEST VENDOR

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

\*Address  
123 MAIN ST

(line 2)

(line 3)

(line 4)

\*City  
ANN ARBOR

\*State  
MI

\*Zip  
48108

County  
WASHTENAW

Country

Fax

E-Mail

DUNS

Default Address

**Bank Information**

Joe Smith 1234  
1234 Anystreet Court  
Anycity, AA 12345  
Pay to the order of \_\_\_\_\_ Dollars  
Bank Anywhere  
123456789 123456789123 1234  
Routing Number Account Number Check Number

Bank Routing Number

Bank Account Number

Bank Account Type  
Checking

Your preferred payables delivery method(s).  
 E-Mail

**SAVE** **CANCEL**



### New Vendor Registration

#### Address information

[Help](#)

#### Accounts Payable Addresses

[add](#)

Name/DBA	Address	Is Default
test vendor	123 MAIN ST ANN ARBOR, MI 48108 Fax #:	Y <a href="#">change</a>

#### Purchase Order Addresses

[add](#)

Name/DBA	Address	Is Default
----------	---------	------------

Continue

## Add Purchase Order Address

Click **Add** under Purchase Order Address.

You must enter **both** a Purchasing and an Accounts Payable address.

- The **Accounts Payable** address is where your check will be mailed if you choose to be paid by check. If you prefer paper checks do not provide bank information on this address.
- The **Purchasing address** should be the address you want to appear on any purchase order with the county.

If you only have one address, you must enter it in both places.

Close

### New Vendor Registration

#### Address information

[Help](#)

#### Accounts Payable Addresses

[add](#)

Name/DBA	Address	Is Default
test vendor	123 MAIN ST ANN ARBOR, MI 48108 Fax #:	Y <a href="#">change</a>

#### Purchase Order Addresses

[add](#)

Name/DBA	Address	Is Default
----------	---------	------------

Continue



The **Address Type** defaults to Purchase Order. Make sure the address here is the one that should appear on all purchase orders. The purchase orders will be emailed to the email address entered here. Click **Save** when done.

### New Vendor Registration

**General Vendor Contacts**

\*Address Type  
Purchasing

\*Company Name  
TEST VENDOR

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

\*Address  
123 MAIN ST

(line 2)

(line 3)

(line 4)

\*City  
ANN ARBOR

\*State  
MI

\*Zip  
48108

County  
WASHTENAW

Country

Fax

E-Mail

DUNS

Default Address

Your preferred purchasing delivery method(s).

E-Mail

**SAVE** **CANCEL**





Click **Continue** to move to additional contacts.

### Add a New Contact

You may choose to add more general, purchasing, or AP contacts. You must enter at least one to continue. It's usually best to add an extra general contact.

**User Contact Information**

Contact Person

\* Contact Type  
Select Type...

\* Name

Description

\* Phone

Text   Opt In

Fax

\* E-mail

[Continue](#)

To enter another contact, click **New Contact**.

**New Vendor Registration**

General Vendor Contacts

[Help](#)

Address Contacts

Type	Name	Description	Email	Telephone
GENERAL - General Contacts	CONTACT 1		TEST@EMAI.COM	Phone: (234)567- 8901 Text: Fax:

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

To edit previously entered contact(s), click the **edit icon**  next to the contact you wish to edit.

Click **Continue** when all contacts have been entered.



## Add Commodities

Enter a **keyword** to search for and return a list of commodities. Add as many commodity codes as you wish by **checking the box to the left** of one or more codes and clicking **Add**. The chosen code(s) will appear in the lower **“Currently Added”** list. You can search for multiple keywords and continue adding commodities.

You may also **remove** commodities from the lower list by clicking **Remove** next to the commodity to delete. Click **Continue** when done.

### Select Commodities

Select Commodities

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Search for your commodities/services, then select and **"Add"**. Search again and repeat as necessary. Click **"Finished"** when done.

Keyword(s) or commodity code(s) or view type:

[List all commodities/services](#)

5727 Found [1-10](#) | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

Select All	Code	Description
<input type="checkbox"/>	01005	ACOUSTICAL TILE ALL TYPES
<input type="checkbox"/>	01008	ACOUSTICAL TILE ACCESSORIES
<input type="checkbox"/>	01038	CLIP/PIN/ DUCTS
<input type="checkbox"/>	01041	COBK BLUESHETS/BOARDS
<input type="checkbox"/>	01059	FOAM PLASTICS: BLDG SHEETS/BOARDS
<input type="checkbox"/>	01515	COPYING CHEM/SUPP. DRY
<input type="checkbox"/>	01516	COPYING CHEM/SUPP. WET
<input type="checkbox"/>	02016	MOWERS HEAVY DUTY
<input type="checkbox"/>	02089	TRACTORS - FARM TYPE
<input type="checkbox"/>	02090	TREE CUTTERS GRINDERS

Currently Added

02090 TREE CUTTERS GRINDERS [Remove](#)







## Registration Confirmation

Once you successfully complete the New Vendor Registration, you will receive a Registration Confirmation just like the example in the screenshot below.

You can upload additional documents to your profile. You can also register for additional commodities, and/or update your profile.

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### **New Vendor Registration Registration Confirmation**

 Registration has been completed. You will be contacted via email if we have any questions. Once your application and W-9 are approved you will receive your Washtenaw County vendor number via email. 

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)