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Accessing the Vendor Self Registration Page (New, Non-existing vendor)

How to Register as a vendor?

Click [https://dekalb.munisselfservice.com/default.aspx](https://dekalb.munisselfservice.com/default.aspx) to access the DeKalb County School District Vendor Self-Service System (VSS) to register to become a vendor.

The DeKalb Self Service page displays.

1. Click Vendor Self Service.

The Welcome to Vendor Self Service page displays.

2. Click the Registration link to begin the registration process.
The New Vendor Registration page displays

Enter the Criteria information

3. Enter User ID (between 1 and 100 characters)
4. Re-type User ID
5. Enter Password (between 10 and 15 characters) – Note: Must contain 1 Capital letter and 1 numeric number
6. Re-type Password
7. Enter Password hint
8. Enter the Validation Numbers into the box below
9. Click Continue

The User Contact Information page displays.

Enter the Criteria information
10. Select Contact Type Note: Select Purchasing Contact
11. Enter Name
12. Enter Description (if applicable)
13. Enter Phone Number
14. Enter Text - (N/A)
15. Enter Email Address - Note: This email address is using to send Purchase Order to vendor.
16. Click Continue
The **New Vendor Registration** page displays.

Enter the Criteria information

17. Enter **Company Name**
18. Enter Line 2 Information (if applicable)
19. Enter Line 3 Information (if applicable)
20. Enter Line 4 Information (if applicable)
21. Enter **Doing business** as (if different from above)
22. Select **Foreign Entity** (if applicable)
23. Enter **Address**
24. Enter Line 2 Information (if applicable)
25. Enter Line 3 Information (if applicable)
26. Enter Line 4 Information (if applicable)
27. Enter **City**
28. Enter **State**
29. Enter **Zip Code**
30. Select **County**
31. Enter **Country**
32. Enter **Fax Number**
33. Select **Geographic** type

34. **Select Send** remittances to the above name and address (if applicable) - Note: If the vendor selects this check box, Vendor Self Service enters the values from the main address as the default values in the boxes in step three of the registration process.

35. Enter **Email** for receipt for Purchase Order
36. Enter **Website** (if applicable)
37. Select **Independent contractor** (if applicable)
   Select **Minority Business Enterprise** (if applicable) **Note:** The New Vendor Registration page contains a Minority Business Entity (MBE) section that must be completed by minority business enterprise vendors. A minority business enterprise is typically defined as a business that is at least 51% owned and operated by an ethnic or gender minority. These businesses are typically certified by a city, state, or federal agency.

38. Select **Minority Business Enterprise** (if applicable)
39. Select **Minority Business Enterprise Classifications** (if applicable)
40. Select **Gender**
41. Select **Ethnicity**
42. Select FID or SSN
43. Enter either FID or SSN
44. Re-enter either FID or SSN
45. Select Preferred Payable delivery methods – Note: Mail method is default.
46. Select Preferred Purchasing delivery methods- Note: Mail method is default.
47. Enter Bank Routing Number - Note: The Bank Routing Number is verified.
48. Enter Bank Account Number
49. Select Bank Account Type
50. Click Continue

The New Vendor Registration Address Information page displays.

NOTE: The address will pre-populate if Send remittances to the above name and address is selected.

51. Click Add to add Addresses
52. Click Continue
The New Vendor Registration General Vendor Contacts page displays

53. Click the **Notepad** to edit, if necessary, otherwise go to next step
54. Click New Contact to add additional contact (ie. Account Payable contact person)
55. Click the **Continue** button

The New Vendor Registration Additional Values page displays

56. Enter **Legacy Vendor Number** (N/A)
57. Enter **E-Verify Number** (if applicable), if **E-Verify Number** is entered, supporting documents must be attached.
58. Click **Continue** button

The Select Commodities page displays

59. Use the **Search** box to search for commodities by code or keyword.
60. Select the appropriate commodity codes
61. Click Add to add the selected commodity codes to the vendor profiles.
Note: The **Currently Added** field is populated.

62. Click **Continue** button

**New Vendor Registration Review** page displays.

Review information and make any necessary update before processing. Use the **Change** button for each category to add or update the information.

63. Click the **Attach** button with description type **“Vendor Attachment”** to add supporting documents (i.e. W-9.)

**Note:** IMPORTANT NOTE: While you may initially complete the registration process without attaching documents, **DeKalb County School District** will **NOT** issue contracts, purchase orders or payments to vendors that have not attached a fully completed W-9 form to their vendor registration record. A fully completed W9 form is a prerequisite to doing business with **DeKalb County School District**

64. Check the “**I have read and accept the term & conditions**” box.
65. Click the **Register** button

After you have clicked on the **Register** button you will receive a message confirming your registration. You can click on the hyperlinks below to register for commodities and/or upload attachment documents.

**Saving page displays - This may take a few second to send data. Do not navigate from page.**

![Saving page displays](image)

**New Vendor Registration Confirmation page displays**

![New Vendor Registration Confirmation page](image)

Upon completion of the New Vendor Registration the following emails will be sent to the email address provided.

![Vendor Registration Complete](image)

![Vendor Profile Update](image)
At any time thereafter you may return to your vendor record and make updates as needed, view payment history, review current contracts, check on bids, etc.

**Congratulations you have completed the New Vendor Registration.**

**Accessing the Vendor Self Service Home Page**
*(this is performed after the completion of registration)*

**How to view and edit vendor information?**

Click [https://dekalb.munisselfservice.com//Vendors/Profile/VendorSelfService.aspx](https://dekalb.munisselfservice.com//Vendors/Profile/VendorSelfService.aspx) to access the **Munis Self Service** page to view your profile information and access to the options available.

The **Munis Self Service** page displays.

1. Enter **Username** - Note: This is the username used to create the registration.
2. Enter **Password** – Note: This is the password used to create the registration.
3. Click **Log In**.

The **Welcome to Vendor Self Service** page displays.

The **Vendor Self Service** home page provides **Profile Information** and access to the options available.
4. Click the login option to displays the following menu options:
   a. **My Account** – My Account page contains the vendor’s account information
   b. **Log Out** – Log out of Vendor Self Service

5. Click **My Account** to view **Account Information**.

The **Account Setting** page displays. Note: Use the **Account Setting** page to change the password (Expire every 180 days) and change the E-Mail Address.

6. Click **Vendor Self Service** to return to the **Welcome to Vendor Self Service** page.

Note: The **Vendor Self Service** page provides the vendor’s profile information.
7. Click **View Vendor** to view vendor information. - **Note**: The blue underlined are hyperlink.

The **Vendor Information** displays.

A. **General Information** - The **General Information** group contains the vendor’s address and contact information, type and foreign entity status, minority business enterprise status and certifications, and discount terms. Clicking **Change** allows the vendor to update this information.

B. **Address Information** - The **Address Information** group displays the vendor’s remittance address and contact information. Clicking **Change** allows the vendor to update this information.

C. **Contacts** – The **Contacts** lists the vendor’s contact persons and information. Clicking **Change** allows the vendor to update this information.

D. **Additional Fields** - The **Additional Fields** group identifies the vendor’s shipping preferences. Clicking **Change** allows the vendor to update this information.

E. **Commodities** - The Current Vendor **Commodities** group contains a list of commodity codes associated with the vendor. Vendors remove commodities from the list by clicking the **Remove** link. The **Add** option allows vendor to add commodities to the list.

To Logout, click the **LogOut** link.
How to Attach a document

Click https://dekalb.munisselfservice.com//Vendors/Profile/VendorSelfService.aspx to access the Munis Self Service page to access a document.

The Munis Self Service page displays.

1. Enter Username - Note: This is the username used to create the registration.
2. Enter Password – Note: This is the password used to create the registration.
3. Click Log In.

The Welcome to Vendor Self Service page displays.

The Vendor Self Service home page provides Profile Information and access to the options available.

4. Click View vendor.

The Vendor Information page displays.
5. Click **Attachments**.

The **Attachment** page displays.

Note: Attachments are added by clicking the Attach button on the Attachments page, which allows the vendor to navigate to a file or document to upload.

6. Click **Attach**.

The **Choose File** popup displays.

7. Click Choose File. Select the appropriate file.

8. Click Save.

The Attachment page displays with Attachments.
The Attachments column indicates the number of documents attached for the attachment types. **Vendors can attach an unlimited number of files.**

To remove an attachment, the vendor clicks the number of attachments indicator. On the attachments list, clicking the Delete button removes the attachment.

To Logout, click the LogOut link.