

# Columbus City Schools

## New Vendor Registration – April 11, 2017

Vendor Self Service (VSS) provides web-based access to information including purchase orders, invoices, and payment checks. Vendors can also update their information using this site.

### **General Information:**

- During registration, vendors must provide these items:
  - W-9
  - E-mail Address
  - Insurance Certificate (Check our website for vendors that are exempt.)
  - Federal ID or Social Security Number
  - Contact Information
  - Commodities that you Sell
- The email you provide during registration should be monitored daily for purchase orders and bid announcements.
- Insurance Certificates and W-9s can be attached to VSS if you have them stored as an electronic file. If not, fax the documents to 614-365-6763.

### **Accessing the System:**

From the Vendor Self Service home page, select Registration from the list on left side of the screen.

### **Creating a User ID & Password:**

Create a User ID and Password.

Record your User ID and Password for future reference.

Click the Continue button at the bottom of the page.

### **Registration:**

Enter company information in the subsequent screens.

Enter company contacts.

Select the commodities that you would like to sell the District.

### **Information Review:**

Review your information.

Click the Register button at the bottom of the screen.

### **Finalizing the Process:**

The website will provide a message confirming registration. However, the Purchasing Department will need 24 hours to “activate” a vendor. (Vendors will remain “inactive” until all the items listed under General Information are provided.)

An email with the vendor number will be sent after activation.

Vendors will remain active as long as they meet all of our requirements including annual insurance certificate updates.

Registration only needs to be completed once. After you have a User ID and Password, you can click “LOGIN” in the top right corner of the screen to use VSS.

**Thank you for your interest in doing business with the Columbus City Schools!**