

VENDOR SELF SERVICE

NEW VENDOR REGISTRATION GUIDE

The City of Jackson, Mississippi



REGISTRATION REQUIREMENT

All vendors doing business with the City of Jackson are required to register on the Vendor Self Service (VSS) platform. The VSS platform allows vendors doing business with the City of Jackson to manage their company profiles online; view purchase orders and contracts; and track payments.

DIRECT DEPOSIT

During the registration process, vendors should also complete and attach the required [W-9 Form](#) and [Direct Deposit \(ACH\) Form](#) to their VSS applications. Direct Deposit will ensure that vendors receive their payments in a timely, efficient, and predictable manner.

CONTACT INFORMATION

If you require further assistance from the City of Jackson, please contact the Vendor Helpline by emailing vendorhelp@jacksonms.gov or by calling 601-960-1025.

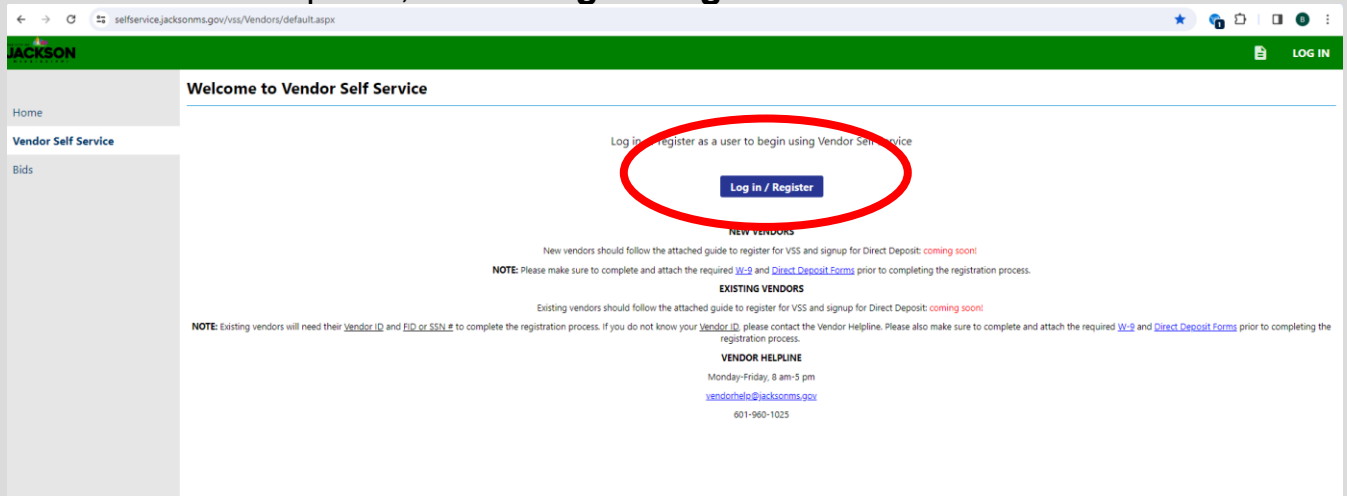
You may also find more information on the City of Jackson's Purchasing Division website: <https://www.jacksonms.gov/purchasing-division/>

HOW TO REGISTER

STEP 1

Visit <https://selfservice.jacksonms.gov/vss/Vendors/default.aspx>


Once on the VSS portal, select **Log In/Register**.




The screenshot shows a web browser window with the URL selfservice.jacksonms.gov/vss/Vendors/default.aspx. The page features a green header with the JACKSON logo and a 'LOG IN' button. A left sidebar contains navigation links for 'Home', 'Vendor Self Service', and 'Bids'. The main content area is titled 'Welcome to Vendor Self Service' and includes the text 'Log in or register as a user to begin using Vendor Self Service'. A blue button labeled 'Log In / Register' is prominently displayed and circled in red. Below this, there are sections for 'NEW VENDORS' and 'EXISTING VENDORS', each with instructions and a 'coming soon!' note for Direct Deposit. A 'VENDOR HELPLINE' section provides contact information: Monday-Friday, 8 am-5 pm, vendorhelp@jacksonms.gov, and 601-960-1025.


STEP 2


Once redirected to a new page, select **create an account** at the bottom.




Sign in to community access services for City of Jackson.

 [Sign in with Google](#)

 [Sign in with Apple](#)

 [Sign in with Microsoft](#)

 [Sign in with Facebook](#)

OR

Email address

Keep me signed in

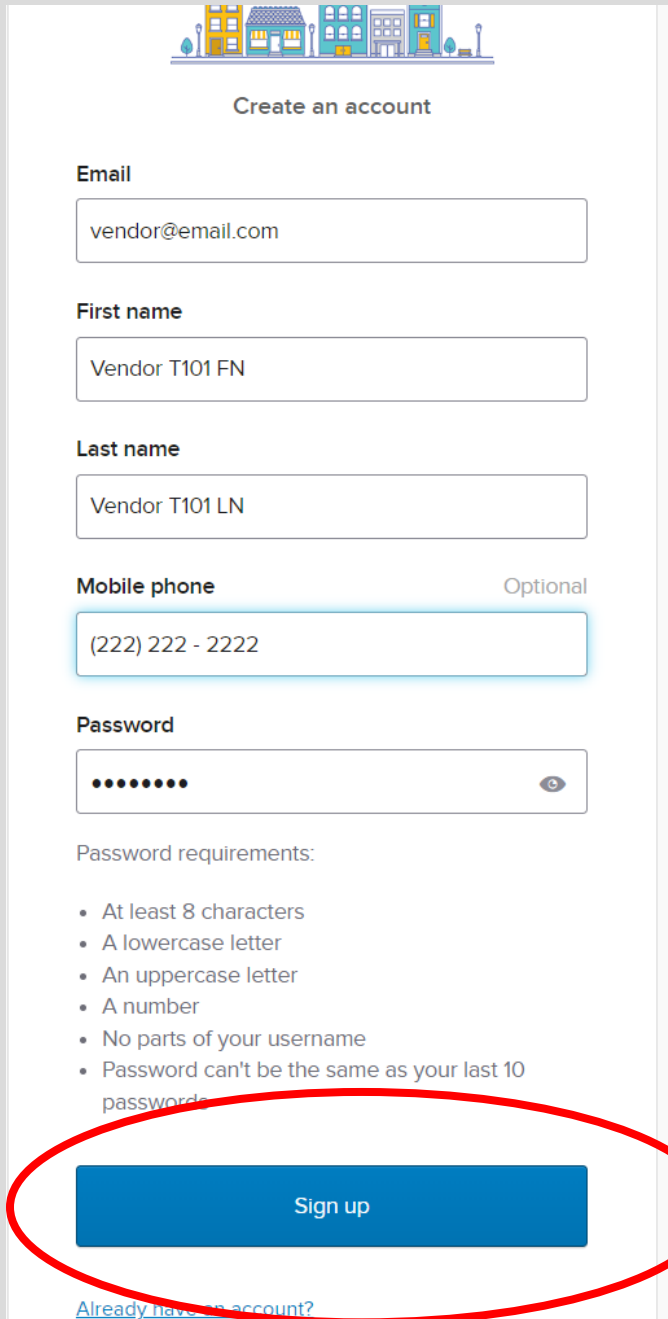
[Next](#)

[Unlock account](#) [Help](#)

[Create an account](#)

STEP 3

Please **fill in all required account information**, including email, first name, last name, phone number and password (carefully review password requirements). **Then press sign up.**



The form is titled "Create an account" and features a header illustration of a city skyline. It contains several input fields: "Email" with the value "vendor@email.com", "First name" with "Vendor T101 FN", "Last name" with "Vendor T101 LN", "Mobile phone" (marked as optional) with "(222) 222 - 2222", and a "Password" field with masked characters and a visibility toggle. Below the fields are "Password requirements" listed as bullet points. A blue "Sign up" button is circled in red. At the bottom left, there is a link for "Already have an account?".

Create an account

Email

vendor@email.com

First name

Vendor T101 FN

Last name

Vendor T101 LN

Mobile phone Optional

(222) 222 - 2222

Password

.....

Password requirements:

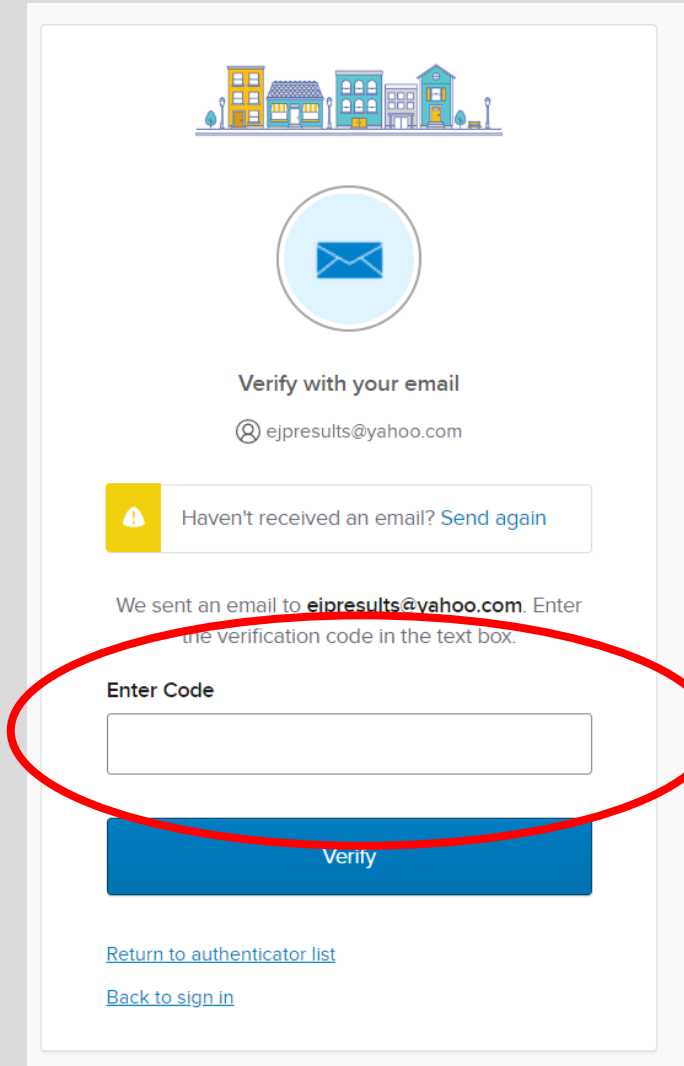
- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 10 passwords

Sign up

[Already have an account?](#)

STEP 4

The system will then require you to **enter a code** sent to the email address used to register for VSS. Check your email for the code.



Verify with your email

ejresults@yahoo.com

Haven't received an email? [Send again](#)

We sent an email to ejresults@yahoo.com. Enter the verification code in the text box.

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

****IMPORTANT NOTE:** Sometimes it can take 2 to 3 minutes to receive the code activation email from VSS. Emails from VSS can also be directed to spam or junk so please make sure you check these folder locations just in case the email is not delivered to your inbox.

STEP 5

Once signed up, you will be redirected to a new screen. Please click on **Create New Vendor** to register your business with the City of Jackson.

Welcome to Vendor Self Service

No vendor information is linked to your account.
To use Vendor Self Service, please either register a new vendor or link an existing vendor.

[Create New Vendor](#) OR [Link to Existing](#)

NEW VENDORS
New vendors should follow the attached guide to register for VSS and sign up for Direct Deposit: [coming soon!](#)
NOTE: Please make sure to complete and attach the required [W-9](#) and [Direct Deposit Forms](#) prior to completing the registration process.

EXISTING VENDORS
Existing vendors should follow the attached guide to register for VSS and sign up for Direct Deposit: [coming soon!](#)
NOTE: Existing vendors will need their [Vendor ID](#) and [FID or SSN #](#) to complete the registration process. If you do not know your [Vendor ID](#), please contact the Vendor Helpline. Please also make sure to complete and attach the required [W-9](#) and [Direct Deposit Forms](#) prior to completing the registration process.

VENDOR HELPLINE
Monday-Friday, 8 am-5 pm
vendorhelp@jacksonms.gov
601-960-1025

STEP 6

On the new vendor registration page, please complete all required fields. Once all fields have been completed, click **continue**.

New Vendor Registration

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

Enter Vendor Registration Information Step 1

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

*EMAIL

Website

DUNS

Vendor Address

*Address

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City *

State *

Zip Code *

County

Country

Geographic

Fax Number

Minority Business Enterprise

Federal Tax ID Number or Social Security Number

Company Information:

1. **Company name** – the vendor’s name or business name. Your business name is often the name used to legally incorporate your business.
2. **Doing business as (optional)** – the vendor’s name or business name, if different from the company name. This is often the name used for branding or marketing purposes, sometimes differing from the name of legal incorporation.
3. **Vendor type**
 - i. **Foreign entity** – please let us know if your company is registered as a foreign business (outside the U.S.).
4. **Send Accounts Payable Checks to the above address?** – refers to the address in the Vendor Address section to the right side of the screen.
5. **Send Purchase Orders to the above address?** – refers to the address in the Vendor Address section to the right side of the screen.
6. **Email** – the primary email for this contact. All notifications and alerts, such as registration confirmation, messages, and password hints will be sent here.
7. **Website** – insert the web link for this company if it exists.
8. **DUNS (optional)** – only enter if applicable. Otherwise, this field can be left blank.
9. **California Permit number** – leave blank.

Vendor Address:

1. **Address** – enter your company’s address.
2. **City** – enter your company’s city.
3. **State** – enter your company’s state.
4. **Zip Code** – enter your company’s zip code.
5. **County** – leave blank.
6. **Country** – the country of your company’s incorporation (e.g., USA). If the country listed is not the USA, ensure you also select the **foreign entity** box.
7. **Geographic** – leave blank.
8. **Fax Number** – an optional field.
9. **Minority business enterprise (MBE)** – Please let us know if your company identifies as a minority business enterprise (MBE). An MBE is typically defined as a business that is at least 51% minority- or woman-owned and operated.
 - a. **Please let us know if you are an MBE.** If the box is selected, the Equal Business Opportunity Office (EBO) for the City of Jackson will reach out after you complete the VSS registration to invite you to apply for MBE certification. To assist the EBO program in increasing minority participation, the City of Jackson created the MBE Certification Program. The purpose of the MBE Certification Program is to allow prime contractors to subcontract with MBEs. If you are a minority (e.g., African Americans, Native Americans, Asian Americans, Hispanic Americans) or female business enterprise that performs a commercially useful function (i.e., construction, architectural/engineering services, professional services, non-professional services, and goods/commodities/wholesale), we invite you to get certified as an MBE. To find out more information, please visit: <https://jackson.diversitycompliance.com/Default.asp>

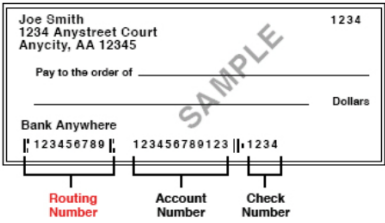
DUNS

 California Permit Number

Federal Tax ID Number or Social Security Number
 *FID or SSN
 FID SSN
 *FID/SSN *Re-type FID/SSN

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

Bank Information
 Bank Routing Number Bank Account Number Bank Account Type



CONTINUE **CANCEL**

Federal Tax ID Number of Social Security Number

1. You must provide either your **Federal Tax ID Number (FID)** or **Social Security Number (SSN)**. The City of Jackson must have this information to issue your business a 1099 each year. Once you have entered your FID or SSN, please type it in again to confirm it is accurate.
 - a. Your FID or SSN **MUST** be unique to your vendor. **This # cannot be shared with another business registered with the City of Jackson.**

Payment Terms

1. **Your preferred payables delivery method(s)** – indicates how your business would like to receive payment for goods or services.
2. **Your preferred purchasing delivery method(s)** – indicates how your business would like to receive purchase orders.

Bank Information

Please provide your bank routing number, account number, and account type. This information will help us enroll your firm in Direct Deposit. This will ensure your business gets paid by the City in a more predictable and efficient manner.

1. **Bank Routing Number** – please insert your bank routing number.
2. **Bank Account Number** – please insert your bank account number.
3. **Bank Account Type** – select whether your account is Checking or Savings.

****IMPORTANT NOTE:** Providing your banking information does not complete [the Direct Deposit \(ACH\) enrollment process](#). You must still complete the required [Direct Deposit \(ACH\) Form](#) and attach the form at the end of the VSS registration process.

STEP 7

Once you have entered your vendor registration information, you will need to complete a few more steps. Start by selecting **Add**.

The screenshot displays the 'New Vendor Registration' interface. On the left, a sidebar contains 'Home', 'Vendor Self Service', and 'Bids'. The main content area is titled 'New Vendor Registration' and 'Address Information' (Step 2). Under the 'Addresses' section, a red circle highlights the 'Add' link. Below this, there is a table with columns 'Address' and 'Is Default', and a 'Continue' button.

STEP 8

Enter the required general vendor contact information. This information generally matches the information already included earlier in the registration process. Please just ensure everything matches.

New Vendor Registration

General Vendor Contacts

*Address Type
General ▾

*Company Name
HELLO

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)
HELLO

*Address
999 HELLO RD

(line 2)

(line 3)

(line 4)

1. **Address Type** – this field should be auto populated.
2. **Company Name** – insert the company field. This defines the name that appears on items sent to this remit address.
3. The **Address, City, State, Zip,** and **Country** defines your business remit address.
4. **Fax** – an option field.
5. **Email** – contains the email address for remittance.

*City

*State

*Zip

Country

E-Mail

Bank Information

Joe Smith 1234
1234 Anystreet Court 1234
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

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

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

SAVE **CANCEL**

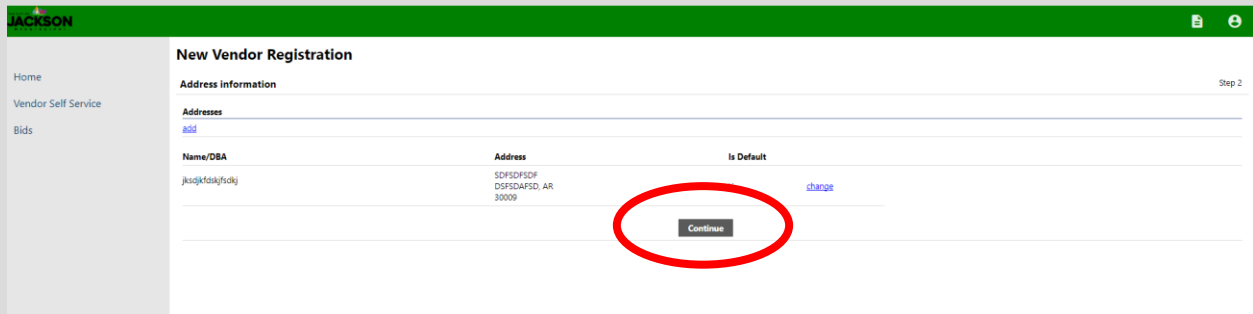
6. **Bank Information** - Please re-enter your bank routing number, account number, and account type. This information will help us enroll your firm in Direct Deposit. This will ensure your business gets paid by the City in a more predictable and efficient manner.
 - a. **Bank Routing Number** – please insert your bank routing number.
 - b. **Bank Account Number** – please insert your bank account number.
 - c. **Bank Account Type** – select whether your account is Checking or Savings.

****IMPORTANT NOTE:** As previously noted, providing your banking information does not complete [the Direct Deposit \(ACH\) enrollment process](#). You must still complete the required [Direct Deposit \(ACH\) Form](#) and attach the form at the end of the VSS registration process.

7. Select **save** when all fields have been completed.

STEP 9

You will then be presented with the screen below. Select **Continue**.



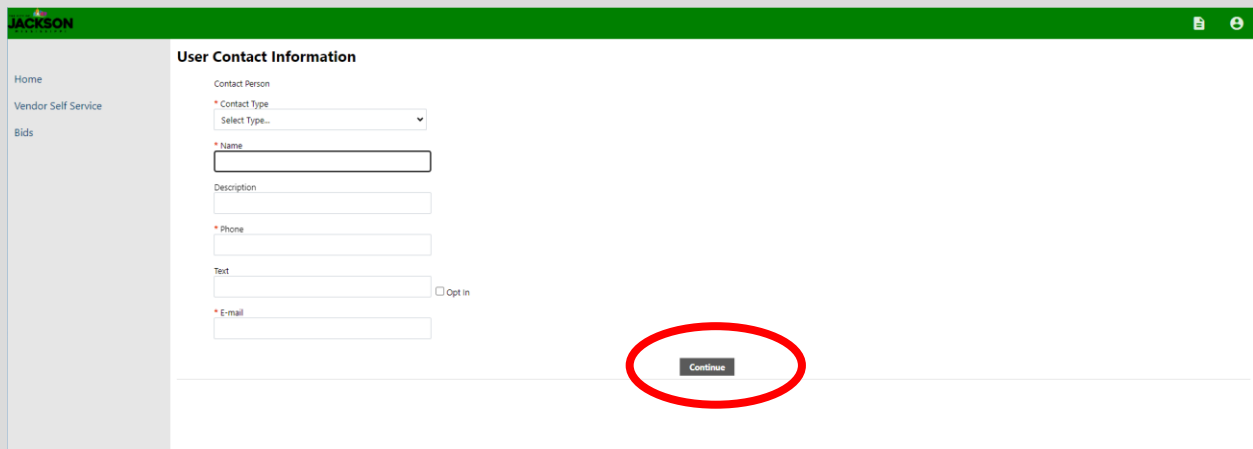
The screenshot shows the 'New Vendor Registration' page, Step 2, under the 'Address Information' section. The page has a green header with the 'JACKSON' logo and a navigation menu on the left with links for 'Home', 'Vendor Self Service', and 'Bids'. The main content area is titled 'Address Information' and includes an 'add' link. Below this is a table with columns for 'Name/DBA', 'Address', and 'Is Default'. The table contains one entry with the following details:

Name/DBA	Address	Is Default
jkodk/fdsd/fdsjk	SDPSDFSDP DSFSDAFSD, AR 30000	change

At the bottom of the table, there is a 'Continue' button, which is circled in red.

STEP 10

Now complete your user contact information to add personnel contacts for your company, as needed. Once completed, select **Continue**.



The screenshot shows the 'User Contact Information' page. The page has a green header with the 'JACKSON' logo and a navigation menu on the left with links for 'Home', 'Vendor Self Service', and 'Bids'. The main content area is titled 'User Contact Information' and includes a 'Contact Person' section. The form fields are as follows:

- Contact Person**
- * Contact Type**: A drop-down menu with 'Select Type...' as the current selection.
- * Name**: A text input field.
- Description**: A text input field.
- * Phone**: A text input field.
- Text**: A text input field with an 'Opt in' checkbox.
- * E-mail**: A text input field.

At the bottom of the form, there is a 'Continue' button, which is circled in red.

1. **Contact Type** – select the contact type from the drop-down menu.
 - a. **General Contact** – a general point of contact for the vendor.
 - b. **Accounts Payable** – a point of contact for the individual who handles accounts payable for the registered vendor.
 - c. **Purchasing** – a point of contact for the individual who handles purchasing for the registered vendor.
2. **The Name** – enter the first and last name of the contact.
3. **The Description** – this field is optional, but does indicate the descriptive information about the contact, such as job title (e.g., President & CEO).
4. **Phone** – the primary phone number for the contact listed.
5. **Text** – an optional field for a cellphone number to receive text messages. **Please check the Opt In box in order to receive text messages from the City.**
6. **Fax** – an optional field.
7. **Email** – the primary email for the contact listed.

****IMPORTANT NOTE:** Please note that each registered vendor can have multiple user contacts. This is why there is a separate section to complete user contact information. The information provided in this form may differ from the company information provided in the general registration process.

STEP 11

Once you have completed inputting contact information, you may either add another **New Contact** or press **Continue**.

Home
Vendor Self Service
Bids

New Vendor Registration

General Vendor Contacts Step 2

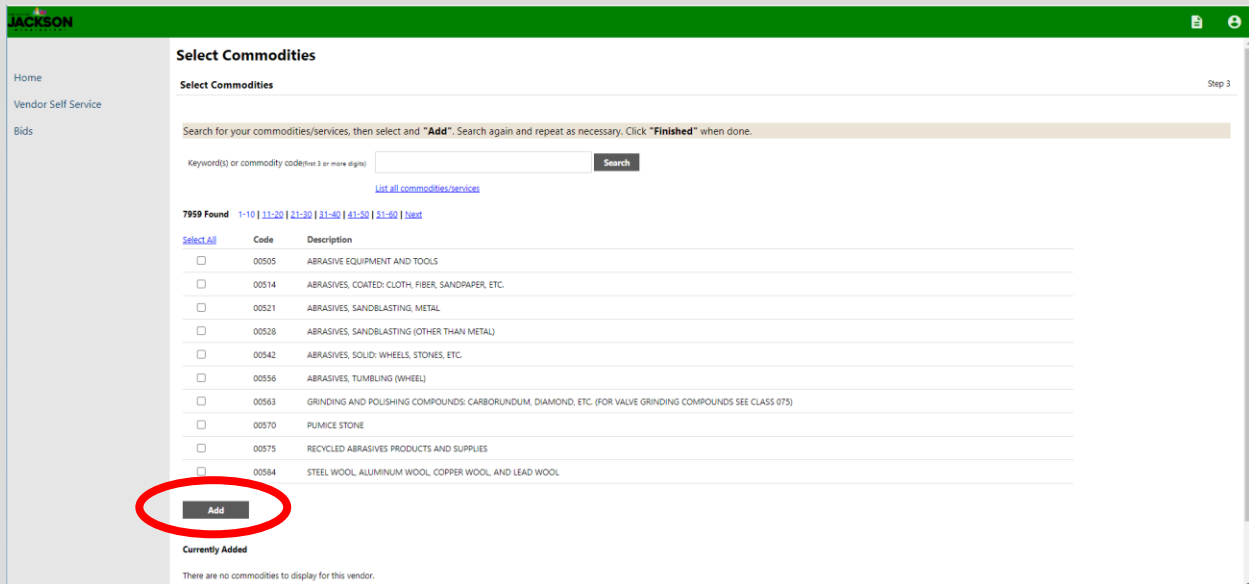
Address Contacts

Type	Name	Description	Email	Telephone
GENERAL - General Contacts	DSFDFSD		7777@GMAIL.COM	Phone: 777-777- 7777 Text:

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

STEP 12

Now that you have registered as a vendor and submitted your contact information, let the City of Jackson know what types of commodities or services you sell. It is important that you **select all commodities or services sold by your business** as this will make City staff aware of potential business opportunities.



Home
Vendor Self Service
Bids

Select Commodities

Step 3

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 more signs)

[List all commodities/services](#)

7559 Found 1-10 | 11-20 | 21-30 | 31-40 | 41-50 | 51-60 | Next

Select All	Code	Description
<input type="checkbox"/>	00505	ABRASIVES EQUIPMENT AND TOOLS
<input type="checkbox"/>	00514	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.
<input type="checkbox"/>	00521	ABRASIVES, SANDBLASTING, METAL
<input type="checkbox"/>	00528	ABRASIVES, SANDBLASTING (OTHER THAN METAL)
<input type="checkbox"/>	00542	ABRASIVES, SOLID: WHEELS, STONES, ETC.
<input type="checkbox"/>	00556	ABRASIVES, TUMBLING (WHEEL)
<input type="checkbox"/>	00563	GRINDING AND POLISHING COMPOUNDS: CARBORUNDUM, DIAMOND, ETC. (FOR VALVE GRINDING COMPOUNDS SEE CLASS 075)
<input type="checkbox"/>	00570	PUMICE STONE
<input type="checkbox"/>	00575	RECYCLED ABRASIVES PRODUCTS AND SUPPLIES
<input type="checkbox"/>	00584	STEEL WOOL, ALUMINUM WOOL, COPPER WOOL, AND LEAD WOOL

Currently Added

There are no commodities to display for this vendor.

How to Add Commodities or Services

1. You can either search for specific commodities using the **search bar** or **browse through the list**.
2. **Select the checkbox** next to the commodity or service that applies. Multiple commodities can be selected and added at one time. Then click **Add** below the list of commodities.
3. To remove a commodity or service, click **Remove** next to the commodity or service under **Currently Added**.
4. When finished, click **Continue** to be taken to the **Review** page.

STEP 13

Once complete, the system will display the screen below. Please review your information to make sure its accurate. If it needs to be updated, please select **change**.

JACKSON

Home
Vendor Self Service
Bids

New Vendor Registration

Review Step 6

Please check that the information below is correct. Make changes if necessary, then click on "Register."

General Information [change](#)

Name/DBA	jksj1010/hd1q
Entity	
Address	SDSDSDSD DSDFDASD, AR 30009
Fax Number	
SSN	777-77-7777
Geographic	
E-Mail	SDGASDASDSDSD@GMAIL.COM
Web Site	
Foreign Entity	No
Bank	
Bank Account Number	
Bank Account Type	

Address Information [change](#)

Name/DBA	Address	Default
jksj1010/hd1q	SDSDSDSD DSDFDASD, AR 30009	Y

Accounts Contacts [change](#)

Type	Name	Description	Email	Phone	Text
GENERAL - General Contacts	SDSDSD		7777@GMAIL.COM	777-777-7777	

Commodities [change](#)

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Once you have confirmed your information is accurate, please scroll down to the bottom of the screen and complete the required [W-9 Form](#) and [Direct Deposit \(ACH\) Form](#). Click **Attach** to select the file to be **uploaded** from your computer.

Attachments

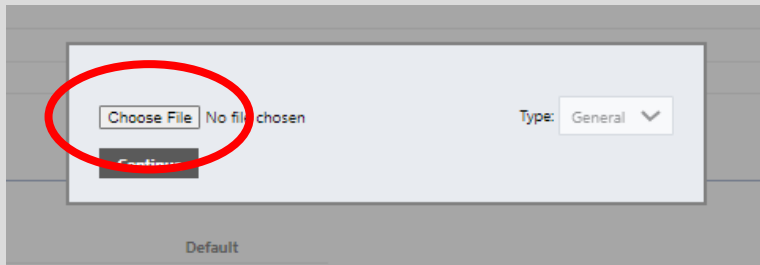
Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0)
default	Vendor Attachment		(0)

[Attach](#) [Attach](#)

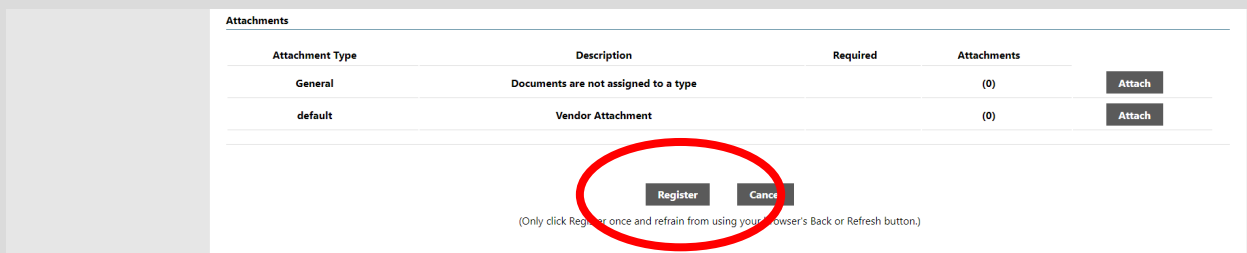
[Register](#) [Cancel](#)

(Only click Register once and refrain from using your browser's Back or Refresh button.)

After clicking attach, select **Choose File** to upload your documents.




Once both documents have been uploaded and attached, select **Register**.



STEP 14

The system will take a few moments to save your information. As shown, please **DO NOT** navigate away from the screen while the data is being sent. If you leave this screen before the information is saved, you will be forced to restart the registration process.



Home

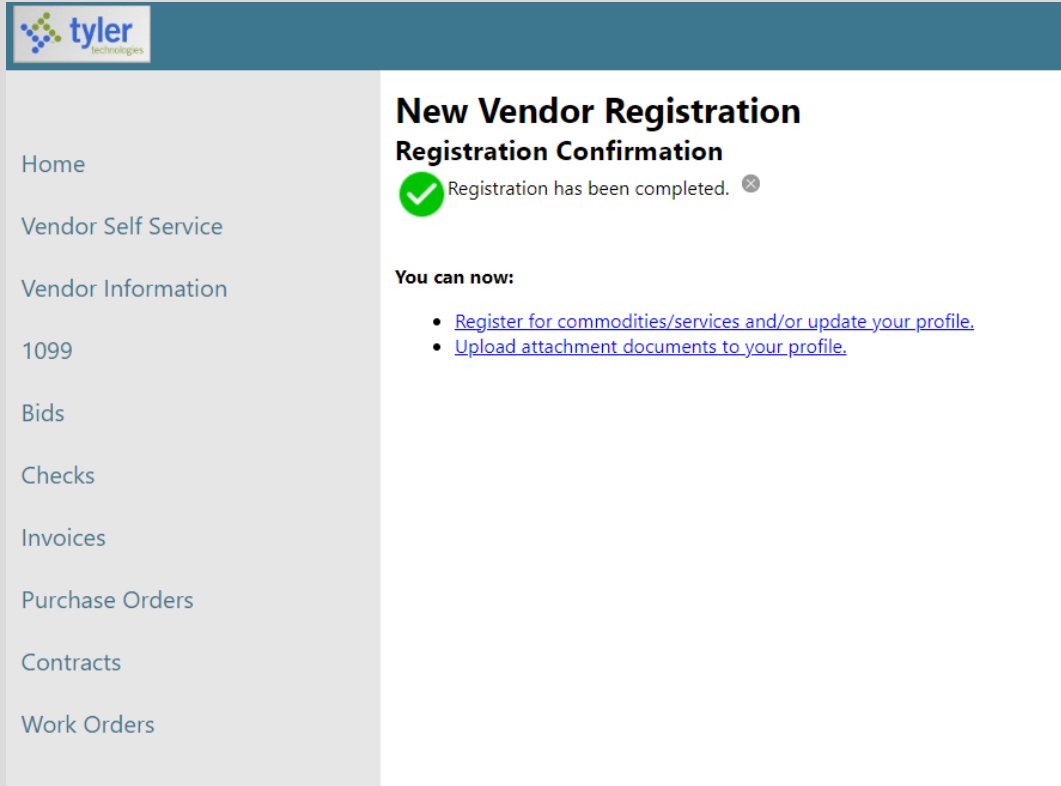
Vendor Self Service

Bids

Saving.....do not navigate away from this screen while sending data.

STEP 15

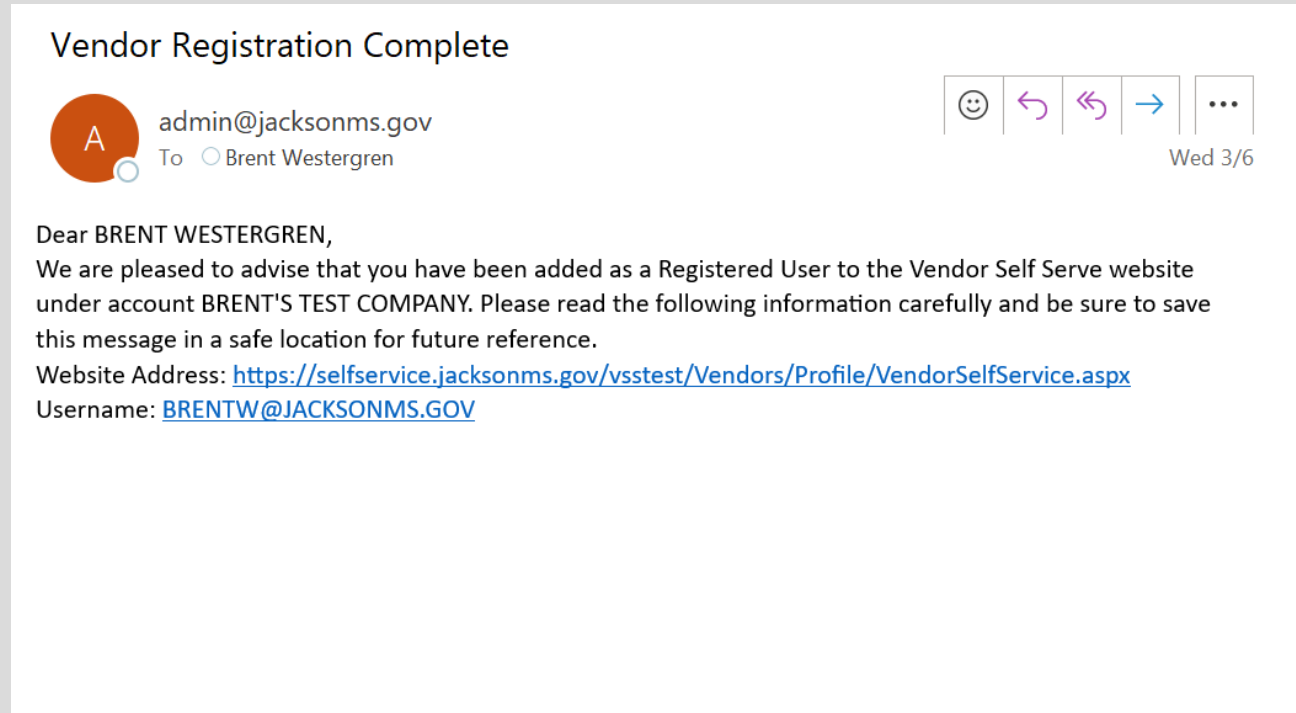
Once complete, you should see a screen like the one below. This will serve as your **Registration Confirmation**.



The screenshot shows a web interface for Tyler Technologies. On the left is a vertical navigation menu with the following items: Home, Vendor Self Service, Vendor Information, 1099, Bids, Checks, Invoices, Purchase Orders, Contracts, and Work Orders. The main content area is titled "New Vendor Registration Registration Confirmation" and features a green checkmark icon followed by the text "Registration has been completed." with a close button (X). Below this, a section titled "You can now:" lists two actions: "Register for commodities/services and/or update your profile." and "Upload attachment documents to your profile." Both are underlined and appear to be clickable links.

STEP 16

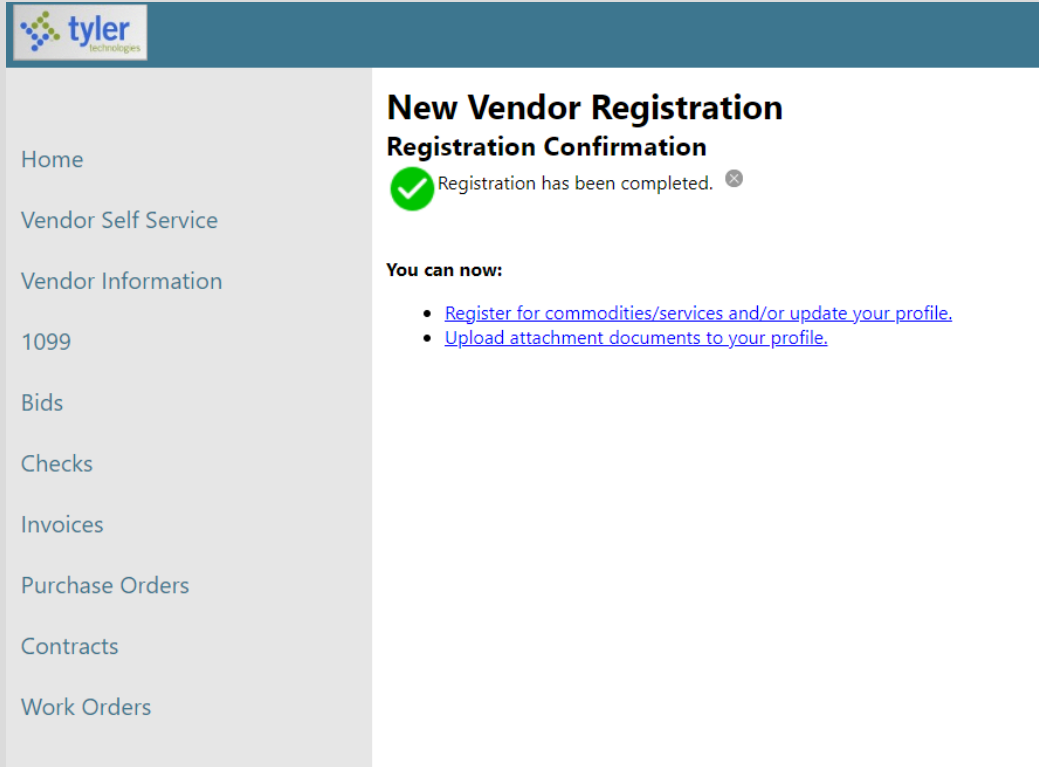
After registering, you should receive a confirmation email. Please check your inbox for this email.



****IMPORTANT NOTE:** Sometimes it can take 2 to 3 minutes to receive the registration confirmation email from VSS. Emails from VSS can also be directed to spam or junk so please make sure you check these folder locations just in case the email is not delivered to your inbox.

STEP 17

Once registered, you will be able to **manage your information and profile online** via VSS. You will also be able to view your 1099, your bids, checks, invoices, purchase orders, contracts, and work orders.



The screenshot displays the Tyler Technologies Vendor Self Service interface. On the left is a navigation menu with the following items: Home, Vendor Self Service, Vendor Information, 1099, Bids, Checks, Invoices, Purchase Orders, Contracts, and Work Orders. The main content area features a dark blue header with the Tyler Technologies logo. Below the header, the page title is 'New Vendor Registration Registration Confirmation'. A green checkmark icon is followed by the text 'Registration has been completed.' with a close button (X). Underneath, the section 'You can now:' lists two actions: 'Register for commodities/services and/or update your profile.' and 'Upload attachment documents to your profile.', both as blue hyperlinks.