



VENDOR SELF SERVICE

EXISTING 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 complete and attach the required [W-9 Form](#) and [Direct Deposit \(ACH\) Form](#) to their VSS applications. Direct Deposit will ensure that vendors can receive their payments in a more 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.

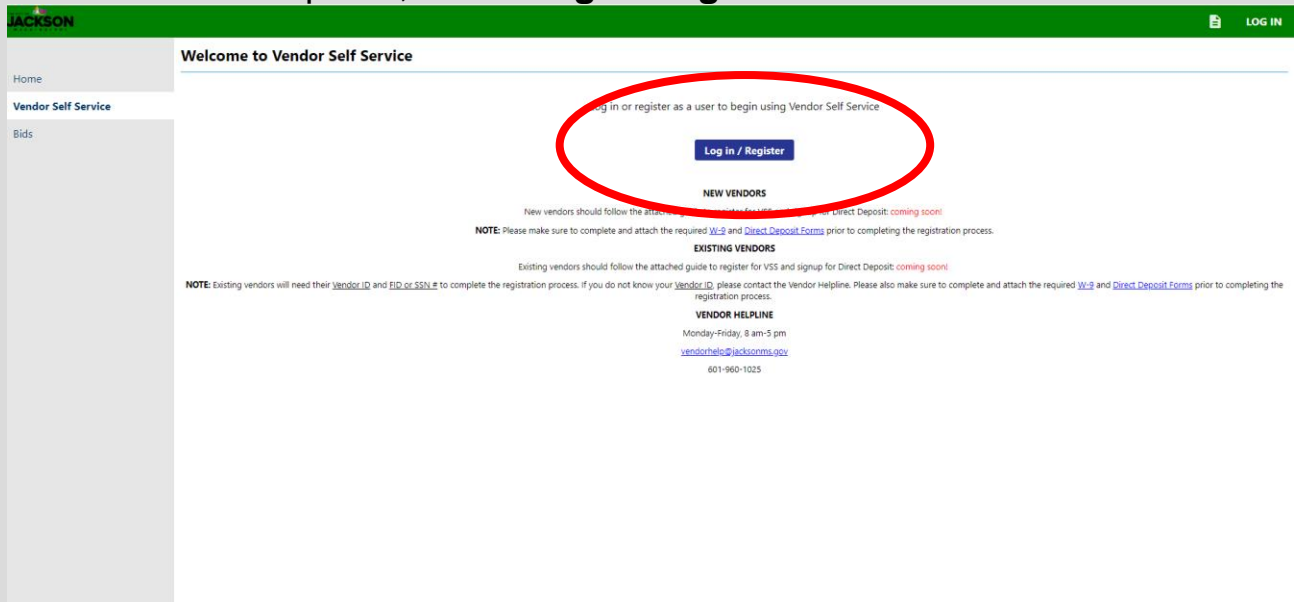
You may also find more information on the City of Jackson's purchasing division website: <https://www.jacksonms.gov/purchasing-division/>

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 displays the 'Welcome to Vendor Self Service' page. A green header bar at the top contains the 'JACKSON' logo and a 'LOG IN' button. A left-hand navigation menu includes 'Home', 'Vendor Self Service', and 'Bids'. The main content area features a central instruction: 'Log in or register as a user to begin using Vendor Self Service.' Below this text is a blue button labeled 'Log In / Register', which is circled in red. Further down, the page is divided into sections for 'NEW VENDORS' and 'EXISTING VENDORS', each with a 'NOTE' and instructions regarding required forms and direct deposit information. A 'VENDOR HELPLINE' section at the bottom provides contact details: 'Monday-Friday, 8 am-5 pm', the email 'vendorhelp@jacksonms.gov', and the phone number '601-960-1025'.


STEP 2


You will be redirected to a new page. Please select **Create an account**.




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

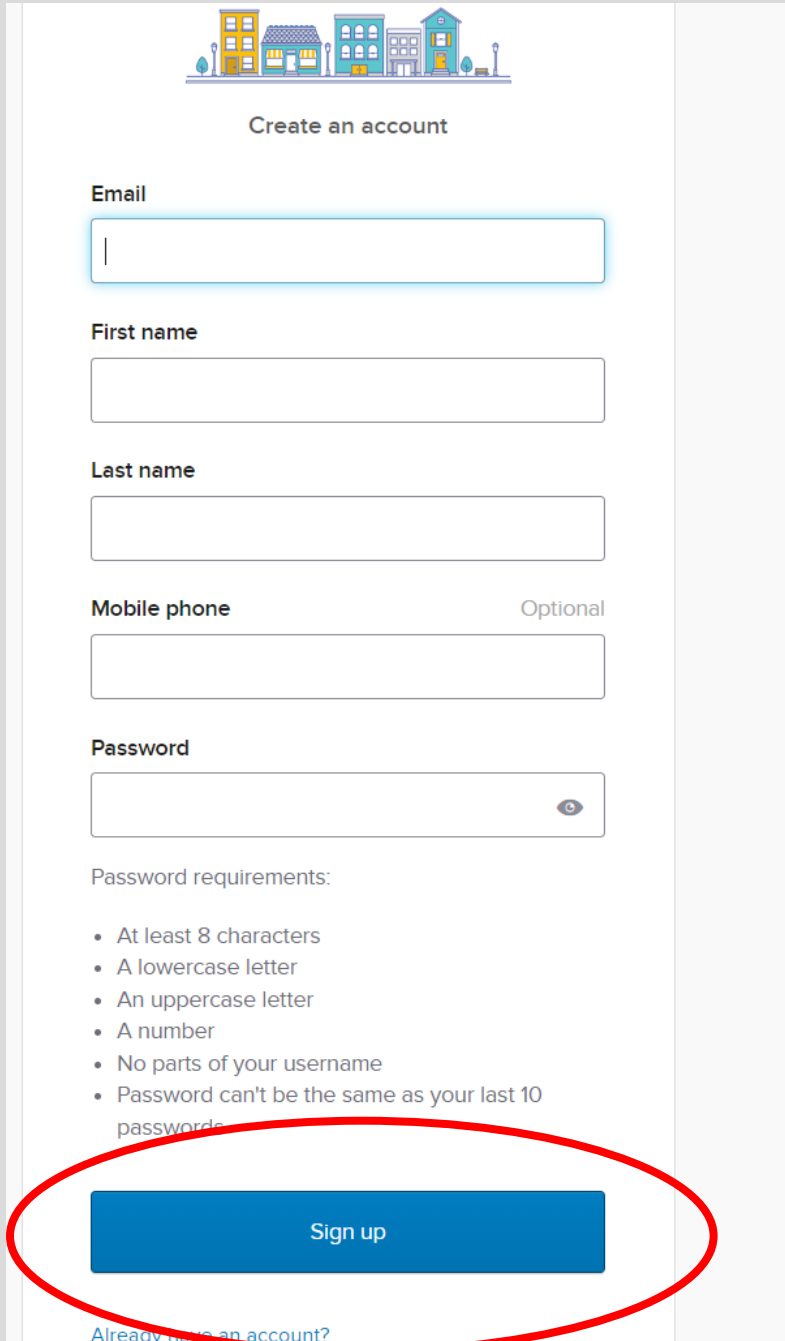
[Next](#)

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

[Create an account](#)

STEP 3

To create an account, **fill in all required information**, including email, first name, last name, phone number and password (carefully review the password requirements). Then press **Sign up**.

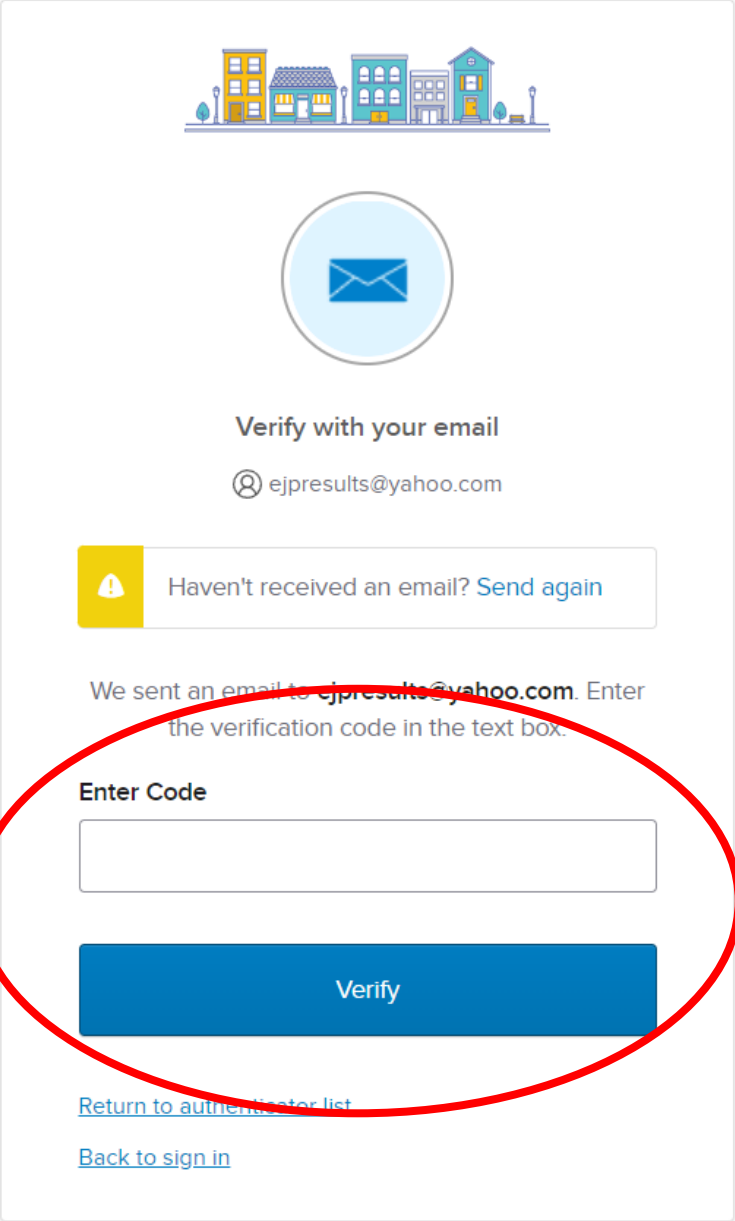


The screenshot shows a 'Create an account' form with the following fields and elements:


- Create an account** (Title)
- Email** (Text input field)
- First name** (Text input field)
- Last name** (Text input field)
- Mobile phone** (Text input field) with **Optional** label
- Password** (Text input field with an eye icon for visibility)
- 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** (Blue button, circled in red)
- [Already have an account?](#) (Link)


STEP 4

The system will then require you to enter a code. This code will be sent to the email address used to register for VSS. Enter the code and click **Verify**.





The image shows a verification screen with a cityscape icon at the top. Below it is a circular icon containing an envelope. The text reads "Verify with your email" followed by the email address "ejpresults@yahoo.com". A yellow box with a warning icon contains the text "Haven't received an email? Send again". Below this, it says "We sent an email to ejpresults@yahoo.com. Enter the verification code in the text box." There is a text input field labeled "Enter Code" and a blue "Verify" button. At the bottom, there are two links: "Return to authenticator list" and "Back to sign in". A red oval highlights the "Enter Code" field and the "Verify" button.





Verify with your email

 ejpresults@yahoo.com

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

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

Enter Code

[Verify](#)


[Return to authenticator list](#)

[Back to sign in](#)

STEP 5

Once signed up, tie your account to your existing vendor information by clicking **Link to Existing**.

Welcome to Vendor Self Service


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

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

Announcements

NEW VENDORS
New vendors should follow the attached guide to register for VSS and signup 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 signup 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 contract 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

STEP 6

Input your **Vendor Number** and **Vendor FID/SSN** and then select **Link to Existing**.

selfservice.jacksonms.gov/vss/Vendors/Registration/LinkToExistingVendor.aspx

JACKSON

Home
Vendor Self Service
Bids

Link to Existing Vendor

Enter the information below to search for an existing vendor.

Vendor Number Vendor FID/SSN

[Link to Existing](#)

****IMPORTANT NOTE:** If you do not know your City of Jackson Vendor Number, please contact the Vendor Helpline by calling 601-960-1025 or emailing vendorhelp@jacksonms.gov.

Some vendors have not tied their Vendor Numbers to their FID or SSN. If this is the case, please contact the Vendor Helpline by calling 601-960-1025 or emailing vendorhelp@jacksonms.gov.

STEP 7

You will then be asked to fill in your **user contact information**. Once complete select **continue**.

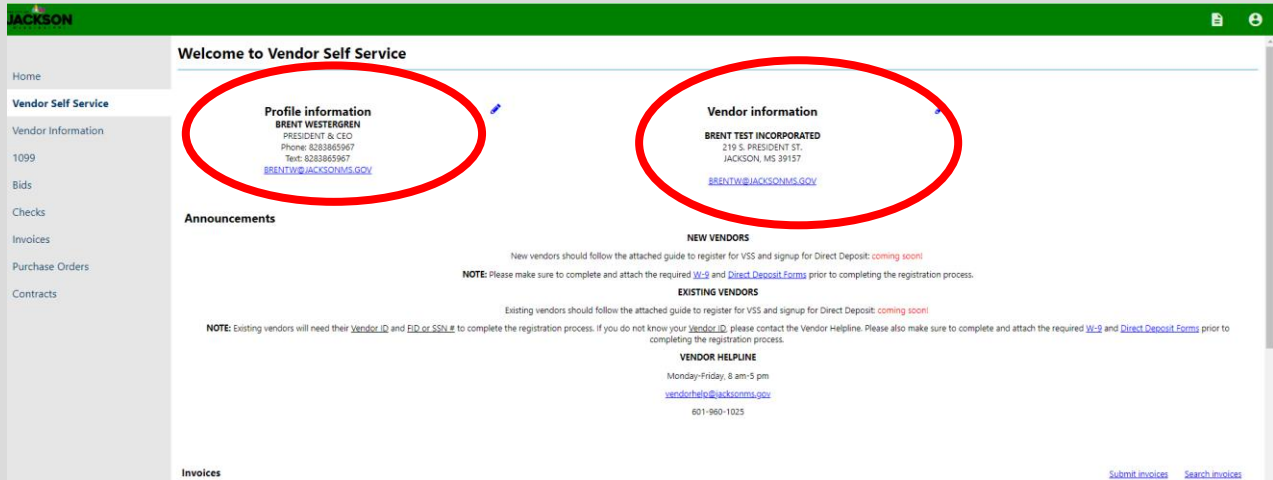
1. **Contact Type** - indicates the type of contact for your business. There is only one option currently so please select **General contact**.
2. **Name** – please include your first and last name.
3. **Description** – this is an optional field but provides a space to provide more descriptive information about your contact information (e.g., job title).
4. **Phone** – the primary phone number for the contact.
5. **Text** – an optional field for a cell phone number to receive updates and text messages from the City of Jackson. You must select the “opt in” check box to receive future messages.
6. **Fax** – an optional field.
7. **Email** – the primary email for this contact.

The screenshot shows a web interface for 'User Contact Information'. On the left is a navigation menu with 'Home', 'Vendor Self Service', and 'Bids'. The main content area has a title 'User Contact Information' and a 'Contact Person' section. The form fields are: 'Contact Type' (a dropdown menu with 'Select Type...' and a downward arrow), '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 to its right), and 'E-mail' (a text input field). At the bottom right, a dark 'Continue' button is highlighted with a red circle.

STEP 8

Once complete, your **profile information** will be linked to your **vendor information**.

****IMPORTANT NOTE:** One vendor may have multiple user profiles. In other words, different people at the same company can all have unique profiles and be linked to the same vendor information on VSS.

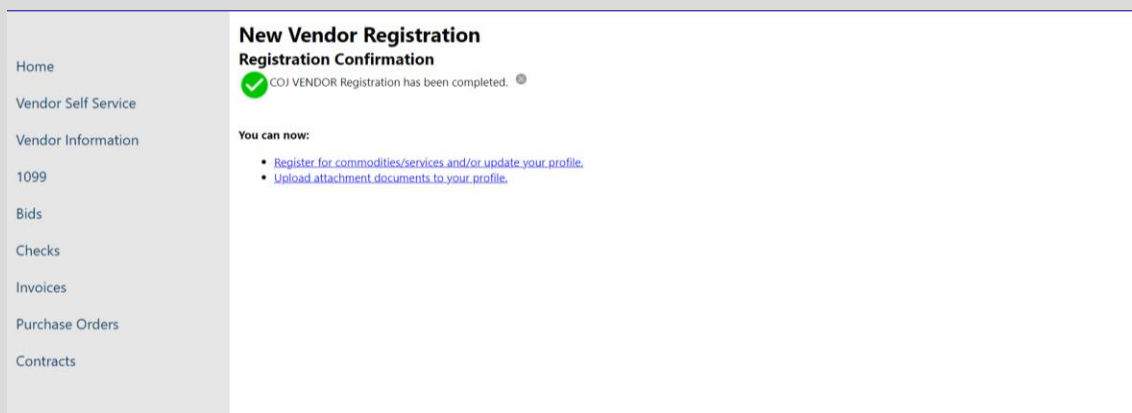


The screenshot shows the 'Welcome to Vendor Self Service' dashboard. On the left is a navigation menu with items: Home, Vendor Self Service, Vendor Information, 1099, Bids, Checks, Invoices, Purchase Orders, and Contracts. The main content area has two red circles highlighting 'Profile information' and 'Vendor information'. The 'Profile information' section for BRENT WESTERGREN includes contact details and an email link. The 'Vendor information' section for BRENT TEST INCORPORATED includes address and an email link. Below these are sections for 'Announcements', 'NEW VENDORS', 'EXISTING VENDORS', and 'VENDOR HELPLINE'.

STEP 9

After registering, it is important for existing vendors to complete the required [W-9 Form](#) and [Direct Deposit \(ACH\) Forms](#).

To begin this process, please click on the link that says **Upload attachment documents to your profile**.



The screenshot shows the 'New Vendor Registration Registration Confirmation' page. It features a green checkmark icon and the text 'COJ VENDOR Registration has been completed.' Below this, under the heading 'You can now:', there are two bullet points: 'Register for commodities/services and/or update your profile.' and 'Upload attachment documents to your profile.'

STEP 10

Once redirected, click on **Attach**.

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

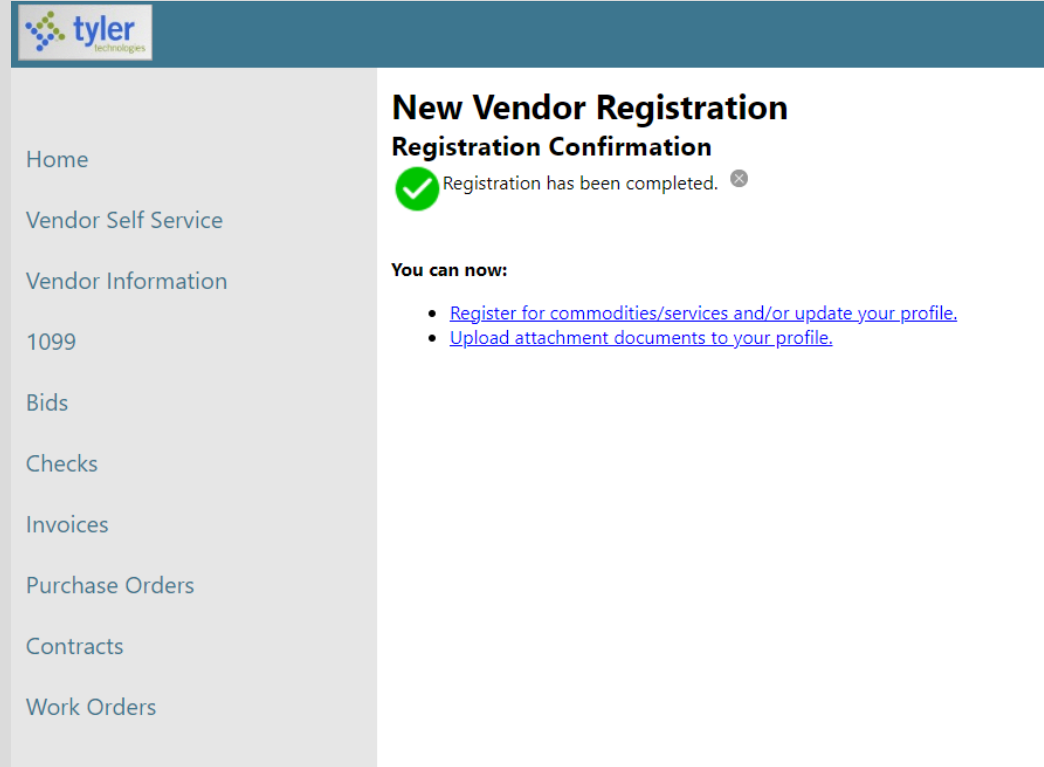
After clicking attach, select **Choose File** to upload your document. You will need to complete this process twice; once for the W-9 and once for the Direct Deposit Form.

Choose File No file chosen Type: General

Default

Once your documents have been attached, please select **Upload** to ensure that your documents are received by the VSS administrator.

STEP 11



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." Below this, a section titled "You can now:" contains two bullet points with blue hyperlinks: "Register for commodities/services and/or update your profile." and "Upload attachment documents to your profile."

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.