



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.

W-9 FORM & DIRECT DEPOSIT

During the registration process, vendors **MUST** 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.

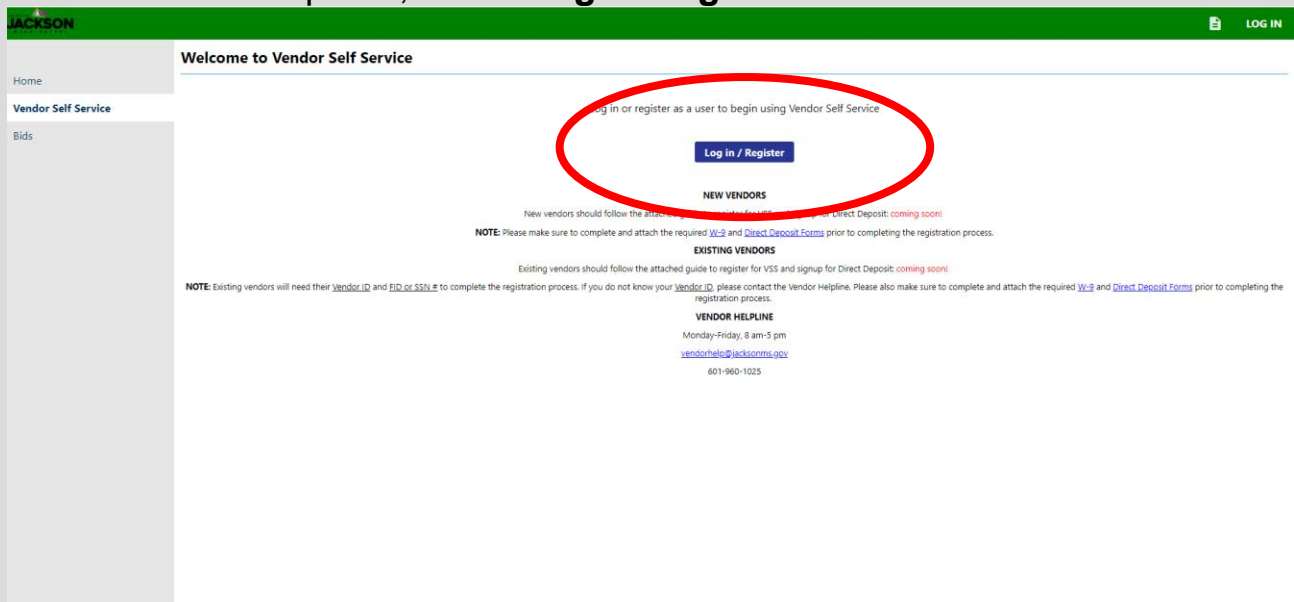
You may also find more information on the City of Jackson's purchasing division website at: jacksonms.gov/purchasing.

HOW TO REGISTER

STEP 1


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

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





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

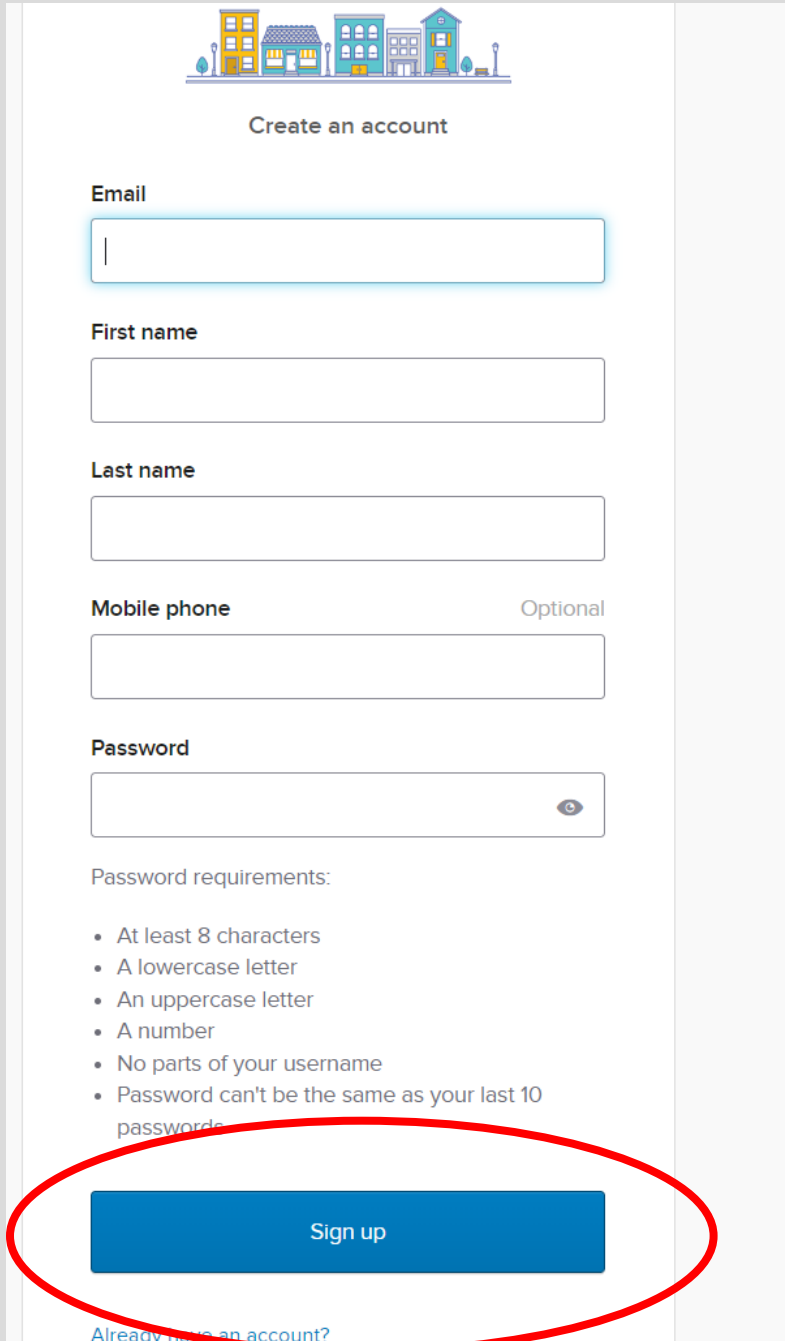
[Next](#)


[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**.




Create an account

Email

First name

Last name

Mobile phone Optional

Password

Password requirements:

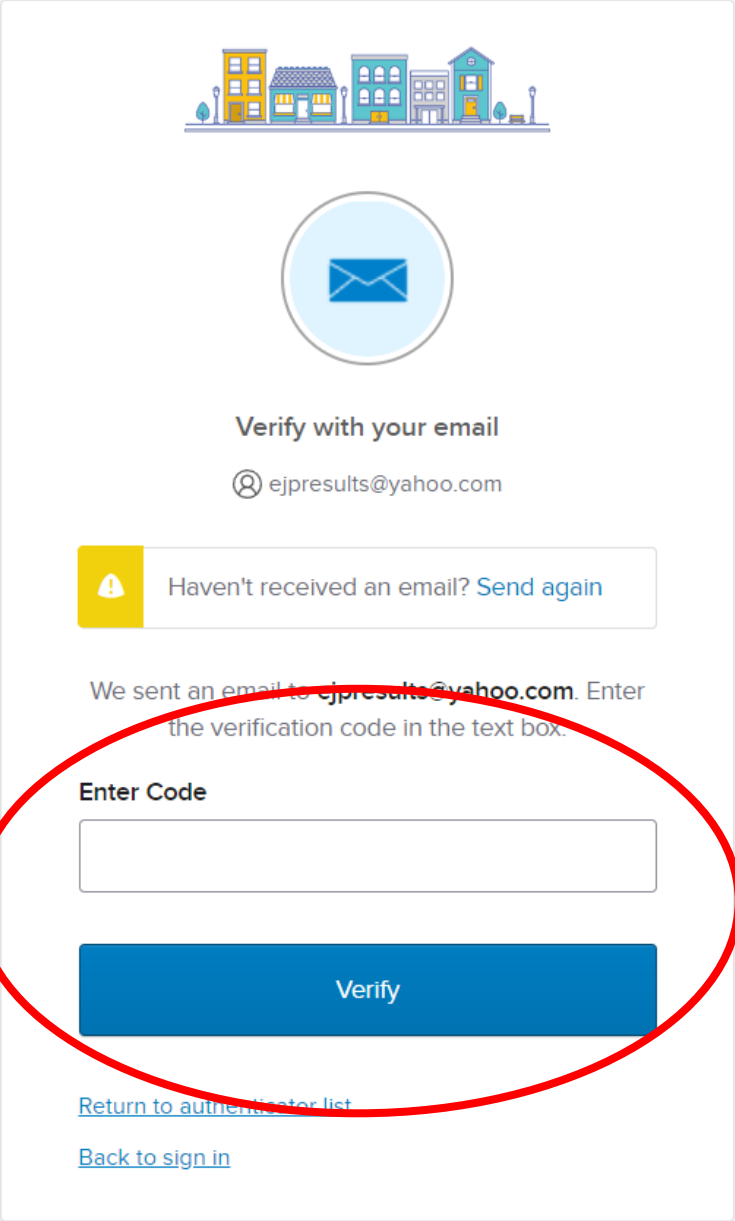
- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 10 passwords

[Sign up](#)

[Already have an account?](#)

STEP 4

The system will then require you to enter a code. 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 an exclamation mark icon contains the text "Haven't received an email? Send again". Below this, a message states "We sent an email to ejpresults@yahoo.com. Enter the verification code in the text box." A red oval highlights the "Enter Code" text, the empty text input field, and the blue "Verify" button. At the bottom, there are two links: "Return to authenticator list" and "Back to sign in".

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 form area has a title 'User Contact Information' and a sub-header 'Contact Person'. The form contains the following fields and elements:

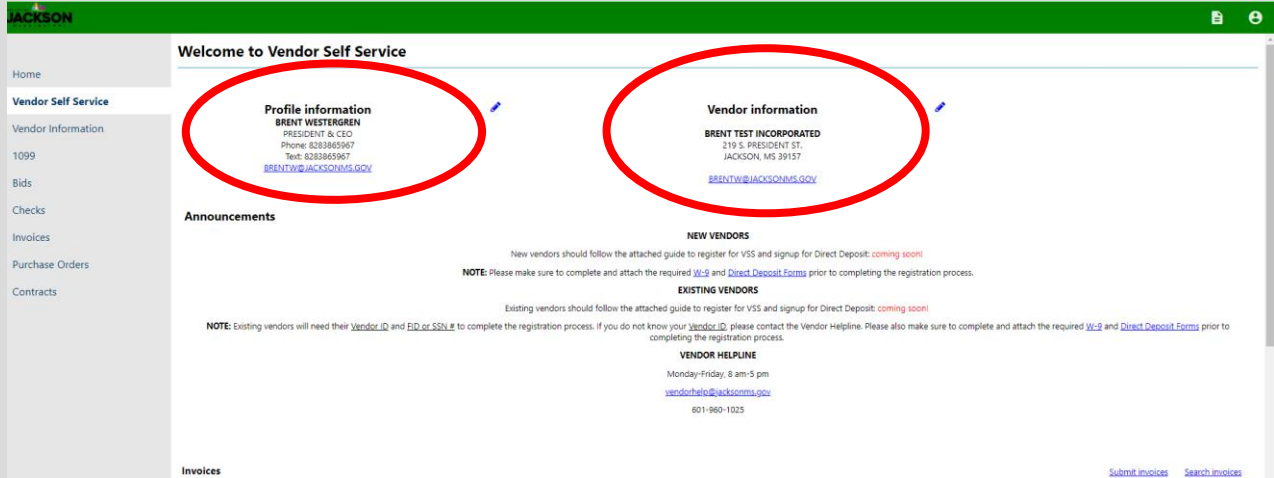
- Contact Type:** A dropdown menu with 'Select Type...' and a downward arrow.
- Name:** A text input field.
- Description:** A text input field.
- Phone:** A text input field.
- Text:** A text input field with an 'Opt In' checkbox to its right.
- E-mail:** A text input field.

A 'Continue' button is located at the bottom right of the form, highlighted with a red circle.

STEP 8

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

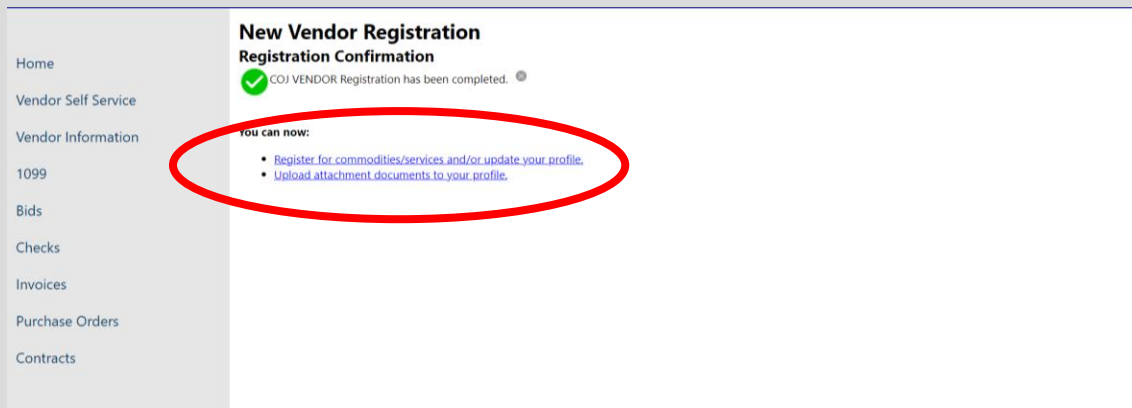
****IMPORTANT NOTE:** One vendor may have multiple user profiles. In other words, different people at the same company can all have unique profiles and be linked to the same vendor information on VSS.



STEP 9

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

To begin, click **Upload attachment documents to your profile**.



STEP 10

Once redirected, you will see a list of documents.

- **General** – feel free to leave this form blank.
- **Default** – feel free to leave this form blank.
- **Direct Deposit (ACH) Ch Form 1** – please leave this link blank unless you are changing pre-existing direct deposit information.
- **Direct Deposit (ACH) Ch Form 2** – please leave this link blank unless you are changing pre-existing direct deposit information.
- **Direct Deposit (ACH) Ch Form 3** – please leave this link blank unless you are changing pre-existing direct deposit information.
- **Direct Deposit (ACH) Form** – you **MUST** complete this form and attach it.
- **Other Documents** – use this to upload any additional documents that you may want to include in your application.
- **W-9** – you **MUST** complete this form and attach it.

Attachments

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

| Attachment Type | Description | Required | Attachments | |
|--------------------------------|--|----------|-------------|------------------------|
| General | Documents are not assigned to a type | | (0) | Attach |
| default | Vendor Attachment | | (0) | Attach |
| Direct Deposit (ACH) Ch Form 1 | Only complete if changing Direct Deposit Information | | (0) | Attach |
| Direct Deposit (ACH) Ch Form 2 | Only complete if changing Direct Deposit Information | | (0) | Attach |
| Direct Deposit (ACH) Ch Form 3 | Only complete if changing Direct Deposit Information | | (0) | Attach |
| Direct Deposit (ACH) Form | Required to remit payment to vendor | ✓ | (0) | Attach |
| Other Documents | Use field if uploading other documents | | (0) | Attach |
| W-9 | Required for tax purposes | ✓ | (0) | Attach |

STEP 11

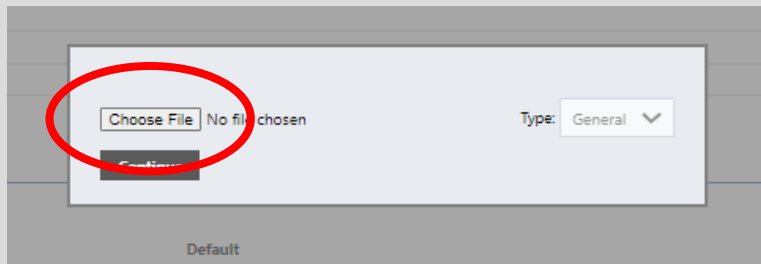
Start by looking for **Direct Deposit (ACH) Form**. Then click **Attach**.

Attachments

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

| Attachment Type | Description | Required | Attachments | |
|--------------------------------|--|----------|-------------|--------|
| General | Documents are not assigned to a type | | (0) | Attach |
| default | Vendor Attachment | | (0) | Attach |
| Direct Deposit (ACH) Ch Form 1 | Only complete if changing Direct Deposit Information | | (0) | Attach |
| Direct Deposit (ACH) Ch Form 2 | Only complete if changing Direct Deposit Information | | (0) | Attach |
| Direct Deposit (ACH) Ch Form 3 | Only complete if changing Direct Deposit Information | | (0) | Attach |
| Direct Deposit (ACH) Form | Required to remit payment to vendor | ✓ | (0) | Attach |
| Other Documents | Use field if uploading other documents | | (0) | Attach |
| W-9 | Required for tax purposes | ✓ | (0) | Attach |

After clicking attach, select **Choose File** to upload your document. Then select your **Direct Deposit (ACH) Form** which you should have already filled out. This will need to be saved to your computer beforehand so you can upload this document.



STEP 12

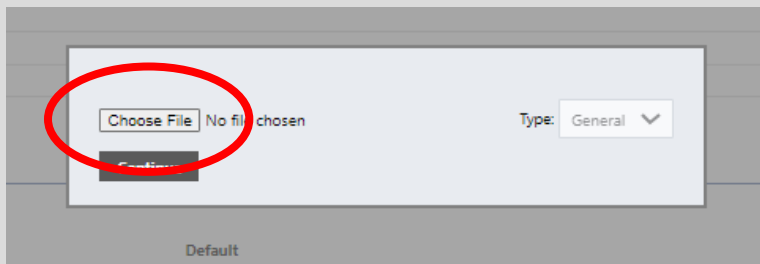
After attaching your Direct Deposit (ACH) Form (or Exemption Request), look for **W-9**. Then click **Attach**.

Attachments

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

| Attachment Type | Description | Required | Attachments | |
|--------------------------------|--|----------|-------------|--------|
| General | Documents are not assigned to a type | | (0) | Attach |
| default | Vendor Attachment | | (0) | Attach |
| Direct Deposit (ACH) Ch Form 1 | Only complete if changing Direct Deposit Information | | (0) | Attach |
| Direct Deposit (ACH) Ch Form 2 | Only complete if changing Direct Deposit Information | | (0) | Attach |
| Direct Deposit (ACH) Ch Form 3 | Only complete if changing Direct Deposit Information | | (0) | Attach |
| Direct Deposit (ACH) Form | Required to remit payment to vendor | ✓ | (0) | Attach |
| Other Documents | Use field if uploading other documents | | (0) | Attach |
| W-9 | Required for tax purposes | ✓ | (0) | Attach |

After clicking attach, select **Choose File** to upload your document. Then select your **W-9 Form** which you should have already filled out. This will need to be saved to your computer to enable you to upload the document.

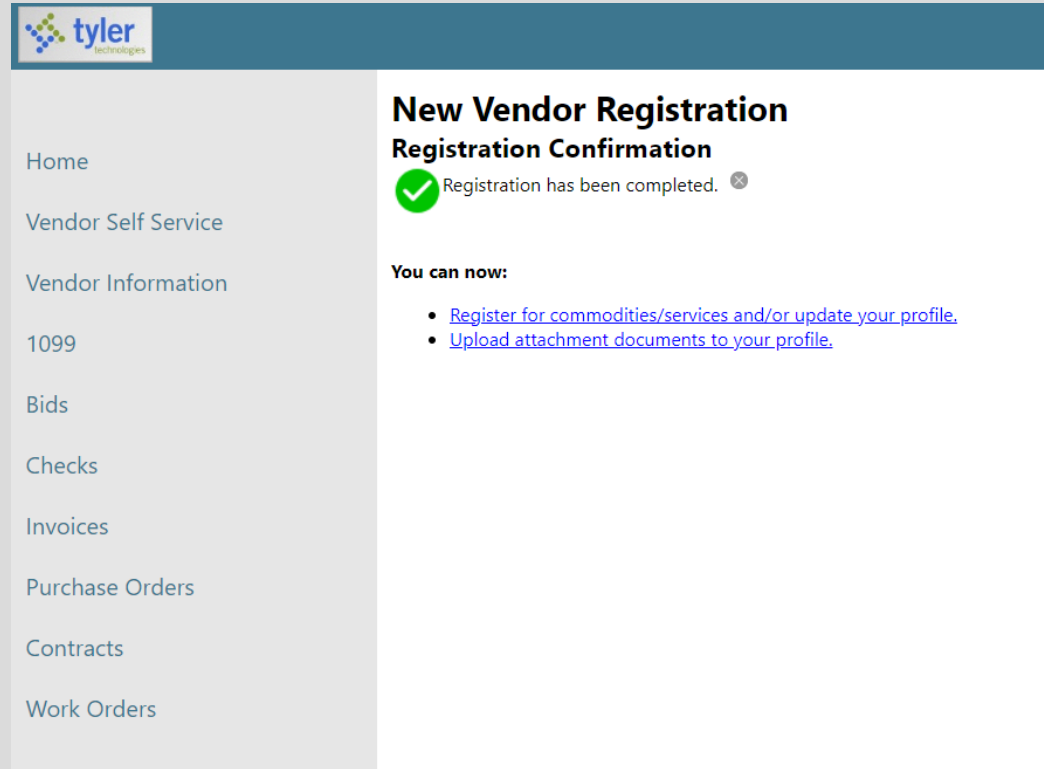


STEP 13

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

Wait for the page to save all your information before closing out the window or navigating away from VSS.

STEP 14



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:" contains two bullet points: "Register for commodities/services and/or update your profile." and "Upload attachment documents to your profile." Both are hyperlinks.

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