

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.

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.

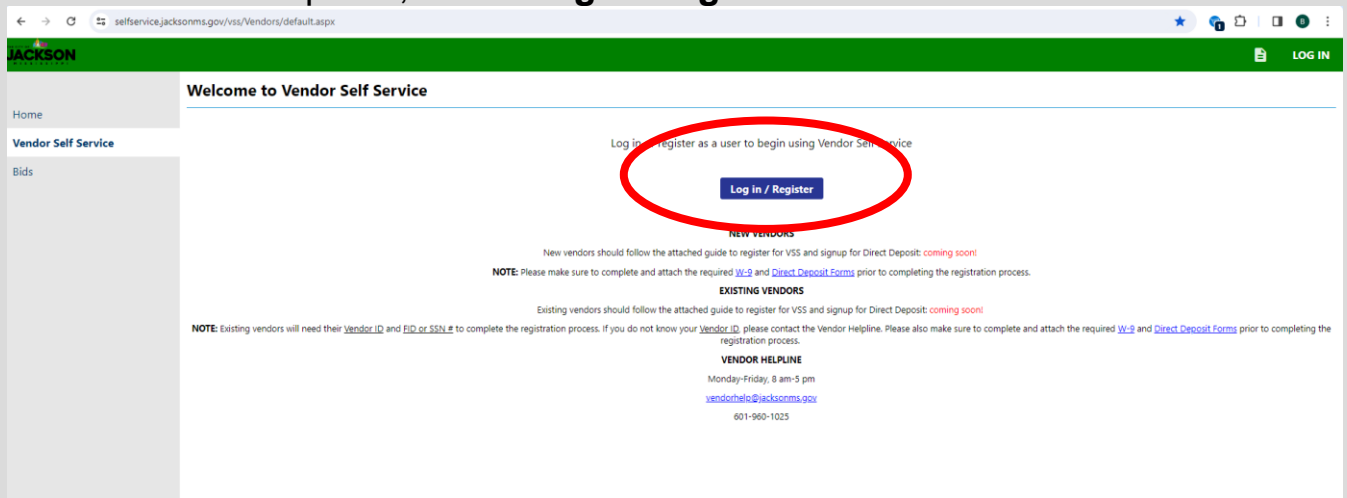
You may also find more information on the City of Jackson's purchasing division website at jacksonms.gov/purchasing.

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


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

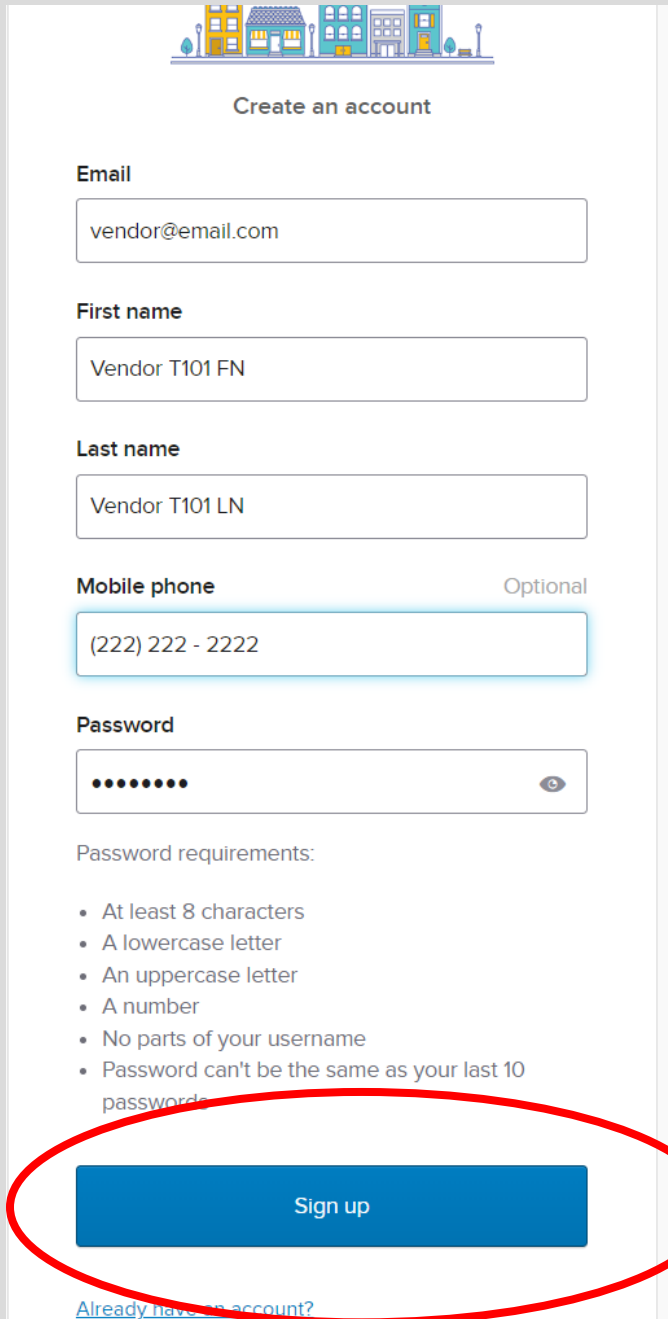
[Next](#)

[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.**

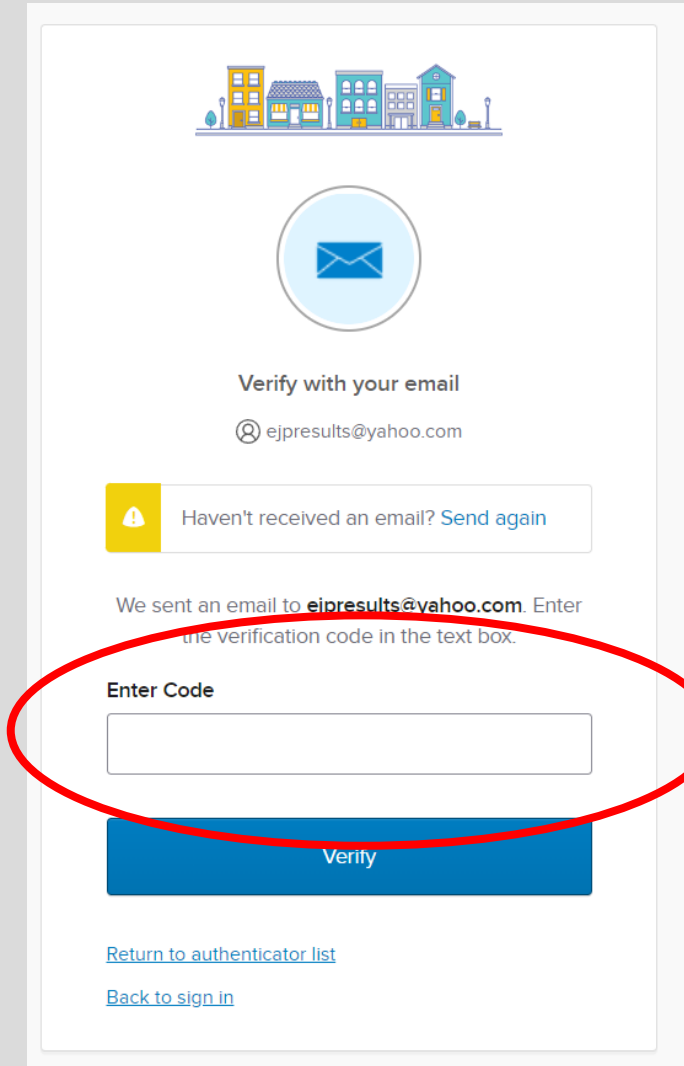


The screenshot shows a 'Create an account' form with the following fields and elements:

- Email:** vendor@email.com
- First name:** Vendor T101 FN
- Last name:** Vendor T101 LN
- Mobile phone:** (222) 222 - 2222 (Optional)
- Password:** A masked password field with a visibility toggle icon.
- 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:** A blue button, circled in red.
- Already have an account?:** A link at the bottom left.

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 *

N/A

Zip Code *

County

Country

Geographic

Select Type...

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.

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

Routing Number Account Number Check Number

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. E-mail will be automatically selected. This cannot be changed as you are signing up online.
2. **Your preferred purchasing delivery method(s)** – indicates how your business would like to receive purchase orders. E-mail will be automatically selected. This cannot be changed as you are signing up online.

STEP 7

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

JACKSON

New Vendor Registration Step 2

Home
 Vendor Self Service
 Bids

Address Information

Addresses Add

Name/DBA	Address	Is Default
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Continue

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

County

Country

E-Mail

Bank Information

Joe Smith 1234

1234 Anystreet Court
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**

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

STEP 9

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

JACKSON

Home
Vendor Self Service
Bids

New Vendor Registration Step 2

Address Information

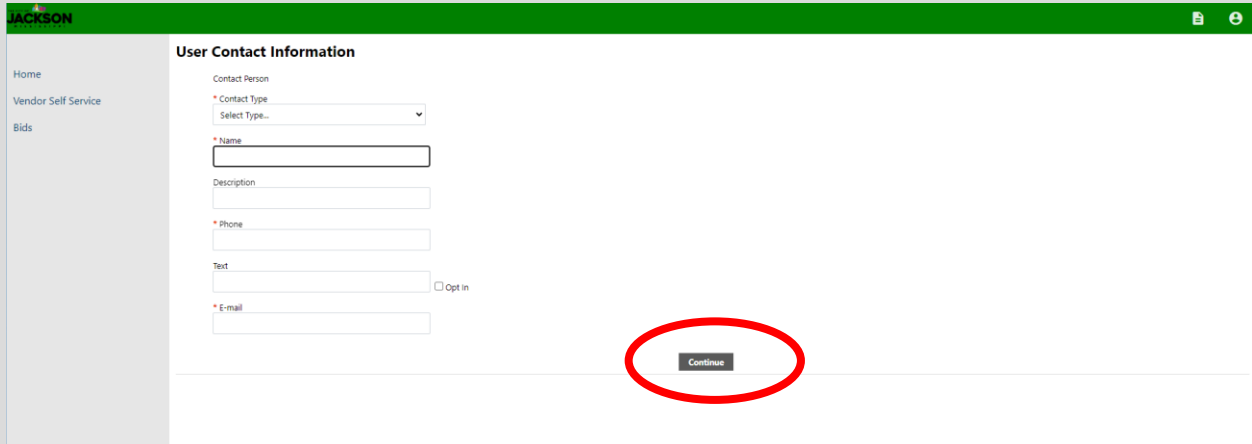
Addresses [add](#)

Name/DBA	Address	In Default
jsdjkfddj/fsdkj	SDPSDFSD DFSDAFSD, AR 30009	change

Continue

STEP 10

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



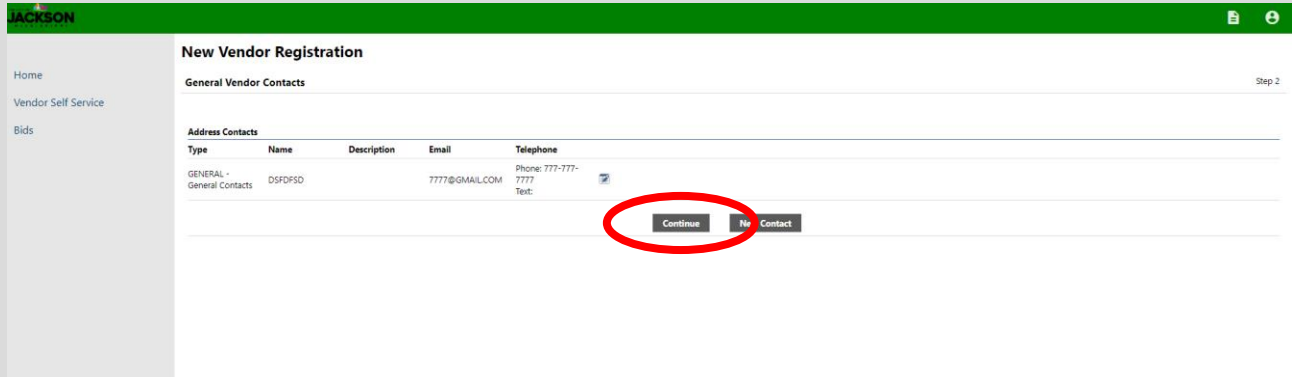
The screenshot shows a web interface for 'User Contact Information'. On the left is a navigation menu with 'Home', 'Vendor Self Service', and 'Bids'. The main form area has a title 'User Contact Information' and a sub-header 'Contact Person'. The form contains the following fields: a required 'Contact Type' dropdown menu, a required 'Name' text box, an optional 'Description' text box, a required 'Phone' text box, an optional 'Text' text box with an 'Opt In' checkbox, and a required 'E-mail' text box. A 'Continue' button is located at the bottom right of the form, 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 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

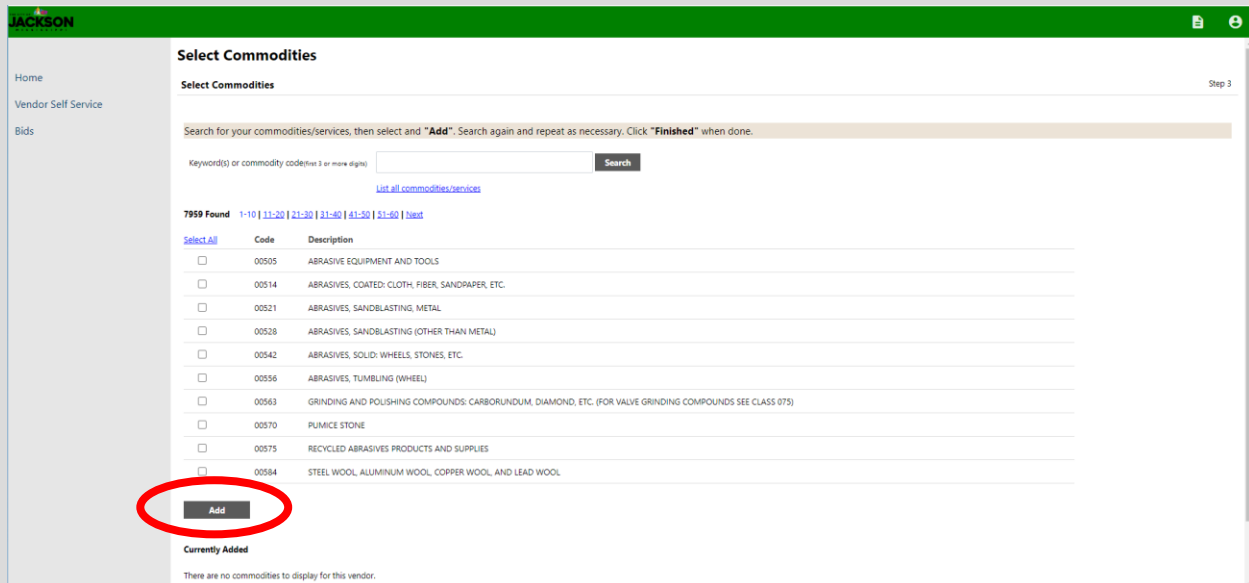
Once you have completed inputting contact information, you may either add another **New Contact** or press **Continue**.



The screenshot shows the 'New Vendor Registration' page with a sidebar on the left containing 'Home', 'Vendor Self Service', and 'Bids'. The main content area is titled 'New Vendor Registration' and 'General Vendor Contacts'. Below this is a table for 'Address Contacts' with columns for 'Type', 'Name', 'Description', 'Email', and 'Telephone'. A single contact is listed with 'GENERAL - General Contacts' as the type, 'DSFDFSD' as the name, '7777@GMAIL.COM' as the email, and '7777' as the telephone number. At the bottom of the table, there are two buttons: 'Continue' and 'New Contact'. The 'Continue' button is circled in red.

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.



The screenshot shows the 'Select Commodities' page with a sidebar on the left containing 'Home', 'Vendor Self Service', and 'Bids'. The main content area is titled 'Select Commodities' and 'Select Commodities'. Below this is a search bar with the text 'Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.' and a search button. Below the search bar is a link 'List all commodities/services'. Below that is a list of 7959 found commodities with columns for 'Code' and 'Description'. The 'Add' button is circled in red.

Select All	Code	Description
<input type="checkbox"/>	00505	ABRASIVE 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

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**.

General Information [change](#)

Name/DBA	JASG/MSU/NDUJ
Entity	
Address	SDFDPSDF DFDFAFSD, AR 30009
Fax Number	
SSN	777-777-7777
Geographic	
E-Mail	SDG4SDG4SDSDSD@GMAIL.COM
Web Site	
Foreign Entity	No
Bank	
Bank Account Number	
Bank Account Type	

Address Information [change](#)

Name/DBA	Address	Default
JASG/MSU/NDUJ	SDFDPSDF DFDFAFSD, AR 30009	Y

Accounts Contacts [change](#)

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

Commodities [change](#)

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STEP 14

Once you have confirmed your information is accurate, please scroll down to the bottom of the screen and see a complete list of attachments that need to be reviewed and complete. You will need to complete the required [W-9 Form](#) and [Direct Deposit \(ACH\) Form](#).

Here is a summary of the forms listed:

- **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 15

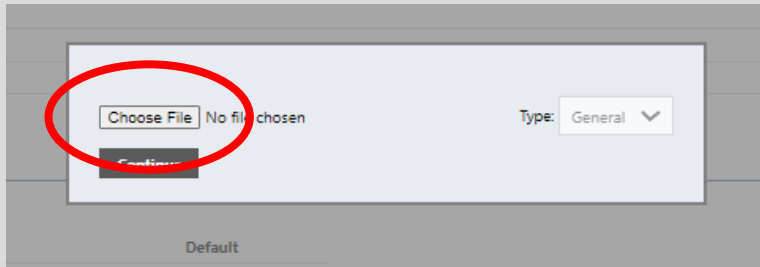
Start by looking for **Direct Deposit (ACH) Form**. Then click **Attach**.

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 to upload.



STEP 16

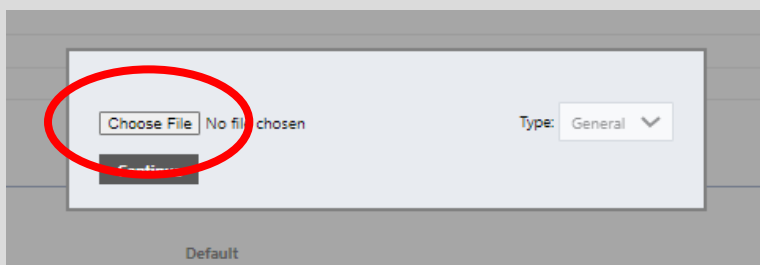
After attaching your Direct Deposit (ACH) Form (or Exemption Request), look for **W-9**. Then click **Attach**.

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.

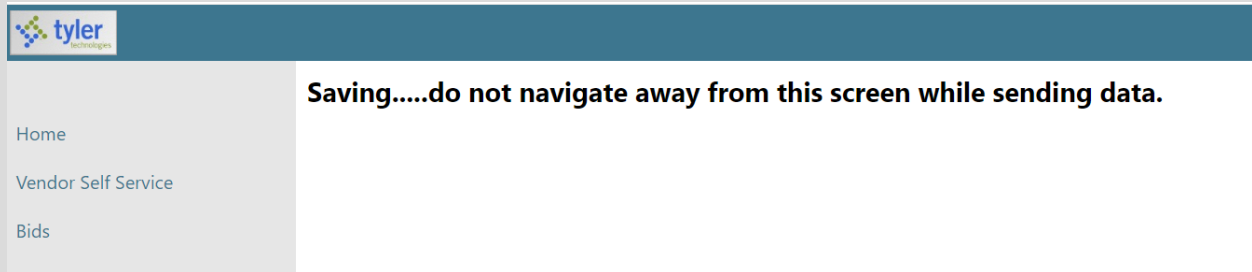


Once your documents have been attached, please select **Upload** to ensure that your documents are received by the VSS administrator.

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

STEP 17

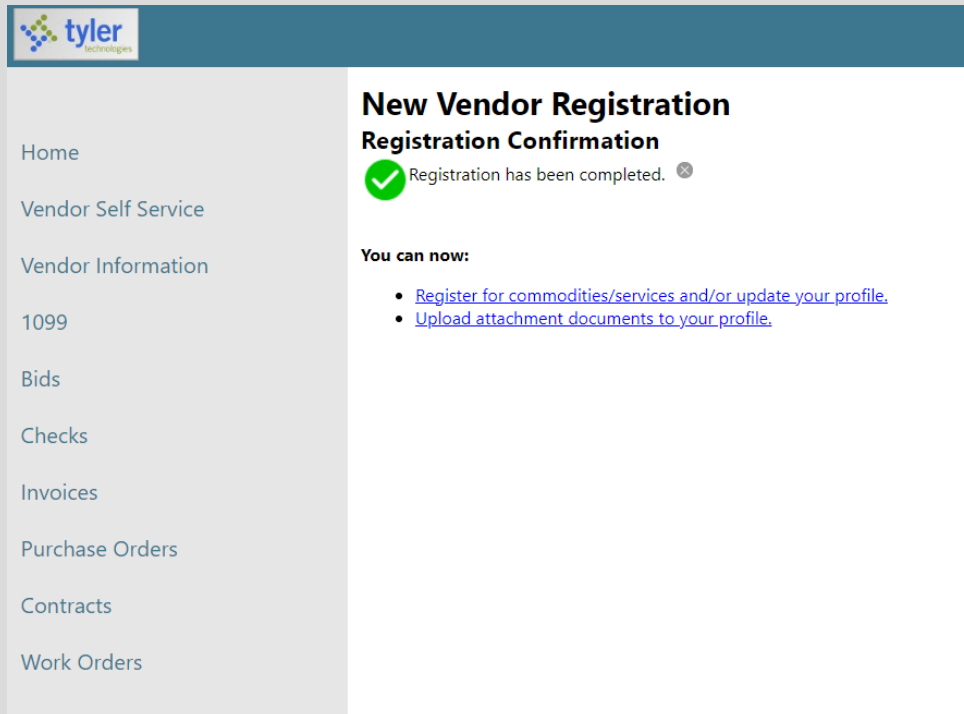
The system will take a few moments to save your information. As shown, please **DO NOT** navigate away from the screen while the data is being sent. If you leave this screen before the information is saved, you will be forced to restart the registration process.



The screenshot shows the Tyler Technologies logo in the top left corner. A dark blue header bar spans the top. On the left, a light gray sidebar contains the following menu items: Home, Vendor Self Service, and Bids. The main content area is white and displays the message: "Saving.....do not navigate away from this screen while sending data."

STEP 18

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




The screenshot shows the Tyler Technologies logo in the top left corner. A dark blue header bar spans the top. On the left, a light gray sidebar contains the following menu items: Home, Vendor Self Service, Vendor Information, 1099, Bids, Checks, Invoices, Purchase Orders, Contracts, and Work Orders. The main content area is white and displays the following information:

- New Vendor Registration**
- Registration Confirmation**
- Registration has been completed. (with a green checkmark icon and a close button)
- You can now:**
- [Register for commodities/services and/or update your profile.](#)
 - [Upload attachment documents to your profile.](#)


STEP 19


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

Vendor Registration Complete



admin@jacksonms.gov

To  Brent Westergren



Wed 3/6

Dear BRENT WESTERGREN,

We are pleased to advise that you have been added as a Registered User to the Vendor Self Serve website under account BRENT'S TEST COMPANY. Please read the following information carefully and be sure to save this message in a safe location for future reference.

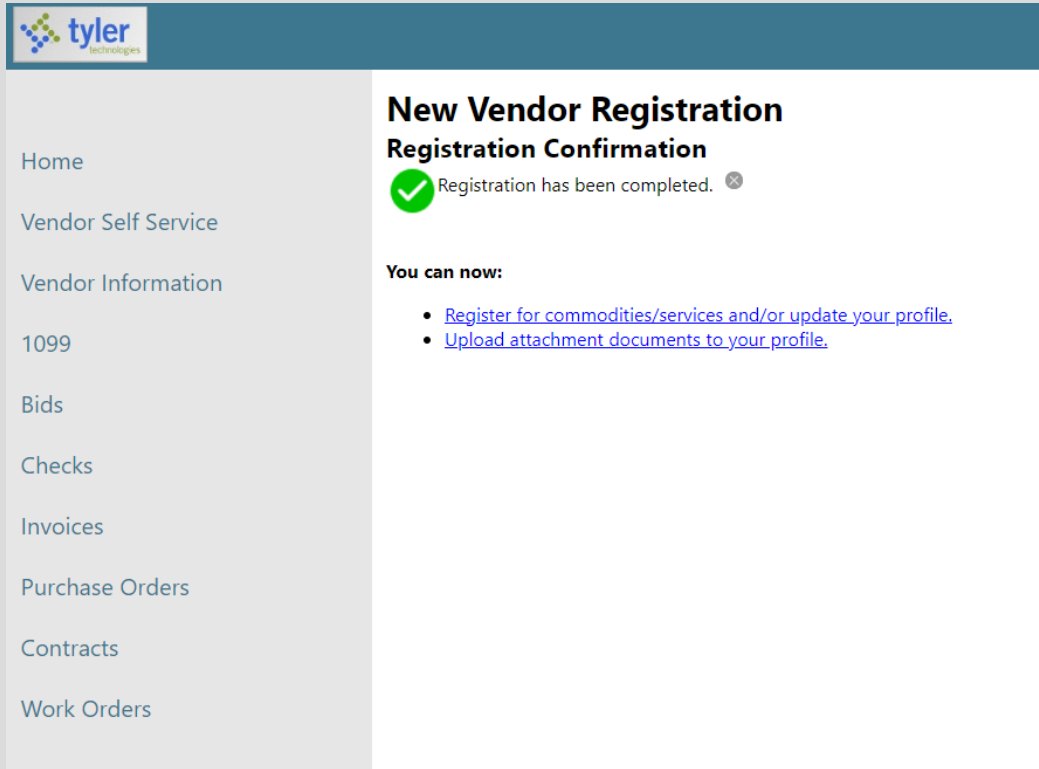
Website Address: <https://selfservice.jacksonms.gov/vsstest/Vendors/Profile/VendorSelfService.aspx>

Username: BRENTW@JACKSONMS.GOV

****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 20

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 confirmation message: 'New Vendor Registration Registration Confirmation' with a green checkmark icon and the text '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.'