



Cobb County...Expect the Best!

Vendor Self Service Registration Guide

**Cobb County Vendor Self Service
Registration Quick Start Guide
Release 3.10**

Overview..... 3
Section 1: Look to see if a Payee/Vendor Account Exists in VSS..... 4
Section 2: An Existing Account HAS BEEN FOUND in VSS 9
Section 3: Your Account HAS NOT BEEN FOUND..... 16

Overview

This guide has been developed to provide an overview of an account setup in the Cobb County CGI Advantage Vendor Self Service (VSS) application. You should follow this guide if:

You have an **existing** payee/vendor account with Cobb County and wish to **activate your account on this website**. If you have more than one payee/vendor account and cannot activate your desired account, please contact Vendor.Enrollment@cobbcounty.org.

OR

You are a **new** payee/vendor that is interested in conducting business with Cobb County for the first time, and need **to create a new payee/vendor account**.

<p><u>NOTE:</u> Please remember your User ID and Password when you create them as you will need them to log back into the Advantage Vendor Self Service (VSS) application. Both the User ID and Password are case sensitive.</p>

Section 1: Look to see if a Payee/Vendor Account Exists in VSS

Step 1.1: Click the "Register" button to start the Vendor Registration process.

COBB COUNTY GOVERNMENT • COBB COUNTY GOVERNMENT: www.cobbcounty.org

Welcome to the COBB COUNTY Vendor Self Service System

The Cobb County Vendor Self Service (VSS) System allows you, as a vendor, to manage your own account information, view your financial transactions and much more. Click on the Register button to begin filling out an electronic application to become a vendor.

If you have questions about Vendor Self Service please send an email to purchasing@cobbcounty.org or call 770-528-8400 during regular business hours.

Note: Please disable your pop-up blocker in order to access all parts of the site.

Important Information:

[COBB COUNTY PURCHASING: www.cobbcounty.org/purchasing](http://www.cobbcounty.org/purchasing)

[COBB COUNTY FINANCE: www.cobbcounty.org/finance](http://www.cobbcounty.org/finance)

Note: On the Finance web page click the [Accounts Payable](#) link for vendor payment information.

Contacts:

Click on a link below to view the appropriate list of department contacts.

[Purchasing Department Contacts](#)

[Finance Department Contacts](#)

Guides/Forms:

Click on a document below to open it in Adobe or save it to your desktop.

- [VSS Registration Quick Start Guide](#)
- [Cobb County W-9 Form](#)
- [Cobb County EFT Form](#)
- [Cobb County EPY Form](#)

[Access All Guides/Forms](#)

Register

Click here to initiate process.

[Finance Tips \(FAQs\)](#)

Copyright © 2001, 2014, CGI Technologies and Solutions Inc. All Rights Reserved. Use of this software is subject to CGI Technologies and Solutions Inc. license agreement. CGI Advantage ® is a registered trademark of CGI Technologies and Solutions Inc.

Step 1.2: Carefully read the “Memorandum of Agreement” and then click on the “Accept Terms” button if you agree with the terms.



Welcome, New

[View Frequently Asked Questions](#)

Memorandum of Agreement

[Privacy Report](#) | [Contact Us](#)

You must accept the terms of this Memorandum of Agreement in order to register as a vendor with VSS. If you choose not to accept these terms you will be returned to the HomePage for Guests.

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to: (i) register the Vendor; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that:

1. The Vendor shall use VSS vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure that the registration information remains accurate and complete at all times.
2. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration and VSS registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the VSS registration and VSS registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the VSS registration and registration update functionality.

This Agreement shall remain in effect for as long as the Vendor is registered as a VSS vendor. **ALL RIGHTS ARE RESERVED TO CANCEL THE VENDOR'S REGISTRATION AT ANY TIME.** In the event the Vendor's registration is cancelled, the Vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electronic procurement transaction that was made or administered in whole or in part using VSS.

Step 1.3: The Registration Tips page lists the information that you should have available before beginning a new registration. You can click on the “Next” button to continue.

COBB COUNTY GOVERNMENT [COBB COUNTY GOVERNMENT: www.cobbcounty.org](http://www.cobbcounty.org) [Privacy Report](#) | [Contact Us](#)



Welcome, New

[View Frequently Asked Questions](#)

Registration Tips

Already registered? Click [here](#) to login. Otherwise, click Next to continue.

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
 - Tax ID Number
 - Legal Business name
 - DUNS Number
 - A free number issued by Dun & Bradstreet for each business location
 - Call toll free at 888-814-1435 to obtain/verify your number
 - Indicate that you are doing business with a Government entity
- Contact Information (name, address, email, phone and fax)
 - Account Administrator (person responsible for your account)
 - Ordering
 - Payment
- Descriptions of your products and services (for example, commodity codes)

Step 1.4: This search page helps you determine if you have an existing vendor account. To initiate the search process, you can choose to search by Company or by Individual depending on your type of business. The distinction between these two is that an Individual's Taxpayer Identification Number is his/her Social Security Number (SSN) or alternative identifier whereas a Company's Taxpayer Identification is generally their Federal Employer Identification Number (EIN). Enter the pertinent information in either the Company Search or Individual Search section and then click on the corresponding Search button.

Self Service Application - Windows Internet Explorer
http://172.16.13.133/webapp/VSSProd/AltSelfService;sessionid=0000EhJyYGH7kYjmy0OKgGMQN19g9oom9f

COBB COUNTY GOVERNMENT COBB COUNTY GOVERNMENT: www.cobbcounty.org

[Privacy Report](#) | [Contact Us](#)

Search for an Existing Account

Welcome, New
[View Frequently Asked Questions](#)

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search
To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name

OR

Individual Search
To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name AND Last 4 digits of SSN

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

Copyright © 2001, 2014, CGI Technologies and Solutions Inc. All Rights Reserved. Use of this software is subject to CGI Technologies and Solutions Inc. license agreement. CGI Advantage is a registered trademark of CGI Technologies and Solutions Inc.

Done Internet | Protected Mode: Off 105%

[Privacy Report](#) | [Contact](#)

Search for an Existing Account/Results Found

Welcome, New

[View Frequently Asked Questions](#)

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name

OR

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name AND Last 4 digits of SSN

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?	
VS0000007425	testing 3 17 09	test vendor 3 17 09	Yes	Contact your Administrator Add Business Location

Has your account been found and listed above?

Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.

Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.

Yes, but not my business location → Click the "Add Business Location" link to add your business location.

Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.

No, register now. → Click the "New Registration" button to create a vendor code and account.

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
 - A notification message will be displayed at the top of the page.
 - You must correct the errors indicated before continuing to the next step.
 - Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

Copyright © 2001, 2014, CGI Technologies and Solutions Inc. All Rights Reserved. Use of this software is subject to CGI Technologies and Solutions Inc. license agreement. CGI Advantage ® is a registered trademark of CGI Technologies and Solutions Inc.

Internet | Protected Mode: Off 105%

Based on the search results:

- If your account has been found, please continue to steps in Section 2 below.
- If your account has NOT been found, and you believe you have an existing account, please try again, and read the hints displayed on the page above regarding the use of wildcards to help in your search. If you still cannot find your account, then please contact the Vendor.Enrollment@cobbcounty.org for assistance.
- If your account has NOT been found, and you are a new vendor that is interested in conducting business with Cobb County, please skip Section 2 below, and proceed directly to Section 3.

Section 2: An Existing Account HAS BEEN FOUND in VSS

In the examples below, an **EXISTING ACCOUNT** has been found:

Example 1: A company account is found

[Privacy Report](#) | [Contact](#)

Search for an Existing Account/Results Found

Welcome, New

[View Frequently Asked Questions](#)

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name

OR

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name AND Last 4 digits of SSN

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?	
VS0000007425	testing 3 17 09	test vendor 3 17 09	Yes	Contact your Administrator Add Business Location

Has your account been found and listed above?

Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.

Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.

Yes, but not my business location → Click the "Add Business Location" link to add your business location.

Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.

No, register now. → Click the "New Registration" button to create a vendor code and account.

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
 - A notification message will be displayed at the top of the page.
 - You must correct the errors indicated before continuing to the next step.
 - Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

Copyright © 2001, 2014, CGI Technologies and Solutions Inc. All Rights Reserved. Use of this software is subject to CGI Technologies and Solutions Inc. license agreement. CGI Advantage is a registered trademark of CGI Technologies and Solutions Inc.

Internet | Protected Mode: Off | 105%

Example 2: An individual account is found

COBB COUNTY GOVERNMENT www.cobbcounty.org [Privacy Report](#) [Contact Us](#)

Search for an Existing Account/Results Found

[Cancel Registration](#) [Back](#)

Welcome, New
[View Frequently Asked Questions](#)

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search
To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name

OR

Individual Search
To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name AND Last 4 digits of SSN

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?	
VS0000002593	MaryAnn Test	Computer Consultants	Yes	Contact your Administrator
0020127	JESSICA TESTA	TESTA, JESSICA	No	Add Business Location Click here to activate your account

Has your account been found and listed above?

Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.

Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.

Yes, but not my business location → Click the "Add Business Location" link to add your business location.

Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.

No, register now. → Click the "New Registration" button to create a vendor code and account.

[Cancel Registration](#) [Back](#)

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A notification message will be displayed at the top of the page.
 - You must correct the errors indicated before continuing to the next step.

Copyright © 2001, 2014, CGI Technologies and Solutions Inc. All Rights Reserved. Use of this software is subject to CGI Technologies and Solutions Inc. license agreement. CGI Advantage is a registered trademark of CGI Technologies and Solutions Inc.

Internet | Protected Mode: Off | 105%

When an existing account is found you will be presented with one of the links described below. Select the link that best addresses your needs. Most likely, you will select the link described in Step 2.3 below.

Step 2.1: "Contact your Administrator" link

- Explanation – A vendor administrator has already been established for this account.
- Action – Click on this link to display the vendor administrator contact information. Contact this administrator for assistance with accessing this account.

Step 2.2: "Click to Continue Activation" link

- Explanation – A user is in the process of creating an account but has not completed the registration. He/she can return at a later date to complete the process.
- Action – Click on this link to continue with the registration if you are the user that started the registration. Otherwise, contact the Help Desk for assistance.

Step 2.3: “Click here to activate your account” link

- Explanation – The company has done business previously with this client but has not yet established an account in VSS. Click on the link to create a User ID for this account.
- Action – Click on this link to create a User ID for the account.

Step 2.3.1: The Account Verification page will prompt you to enter information to authenticate you as a valid user for this account. Enter the requested information and click the “Next” button to continue.

Note: The example below is a sample of the type of information that you may be prompted to enter. The actual information that you are prompted to enter may vary.

COBB COUNTY GOVERNMENT www.cobbcounty.org [Privacy Report](#) | [Contact Us](#)

Account Verification.

Cancel Registration | Back | Next

Welcome, New

[View Frequently Asked Questions](#)

Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number, contact the Web Registrar for your Headquarters

Vendor Verification Password:

Tax ID Numbers must be 9 digits, no dashes

Headquarters:

Account Administrator: Passwords are set by your Account Administrator. If you don't know the password, see the contact information below.

Principal Contact:

Email:

Phone:

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for error, if there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the frequently Asked Question accessible from the left hand navigation bar.

Cancel Registration | Back | Next

Step 2.3.2: Once your information has been verified by the system you will see the “My User Information” page. Complete all of the fields indicated with a red asterisk and click on the “Next” button to continue.

NOTE: PLEASE REMEMBER YOUR USER ID AND PASSWORD IN ORDER TO LOG INTO THE VSS APPLICATION AGAIN.

COBB COUNTY GOVERNMENT [COBB COUNTY GOVERNMENT: www.cobbcounty.org](#) [Privacy Report](#) | [Contact Us](#)

Welcome, New

[View Frequently Asked Questions](#)

User Information
 Verify and Submit Registration

My User Information

Cancel Registration | Back | Next

Create your user ID here. **You will be assigned the role of Primary Account Administrator.** Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

General Information

*User ID (case sensitive): testuser
(User ID should be between 8 and 16 characters in length)

*First Name: Test

*Last Name: User

*Email: test.user@cobbcounty.org

*Re-enter Email: test.user@cobbcounty.org

*Phone: 770-123-4567 Ext.:
XXX-XXX-XXXX

Fax: XXX-XXX-XXXX

Password

*Password (case sensitive): (Passwords should be between 8 and 16 characters in length)

*Re-enter Password:

*Security Question: What is your mother's maiden name? ▾

*Security Answer (case sensitive):

*Re-enter Security Answer:

* Indicates a required field

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
 - A notification message will be displayed at the top of the page.
 - You must correct the errors indicated before continuing to the next step.
 - Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

Cancel Registration | Back | Next

Step 2.3.3: You will be prompted to verify the email address that you entered on the previous page. Confirm that your email address is correct and then click the “Next” button to continue. A confirmation email will then be sent your email address.

COBB COUNTY GOVERNMENT [COBB COUNTY GOVERNMENT: www.cobbcounty.org](#) [Privacy Report](#) | [Contact Us](#)

Welcome, New

[View Frequently Asked Questions](#)

User Information
 Verify and Submit Registration

Verify Email Address

To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts : **Host@Advantage.com**

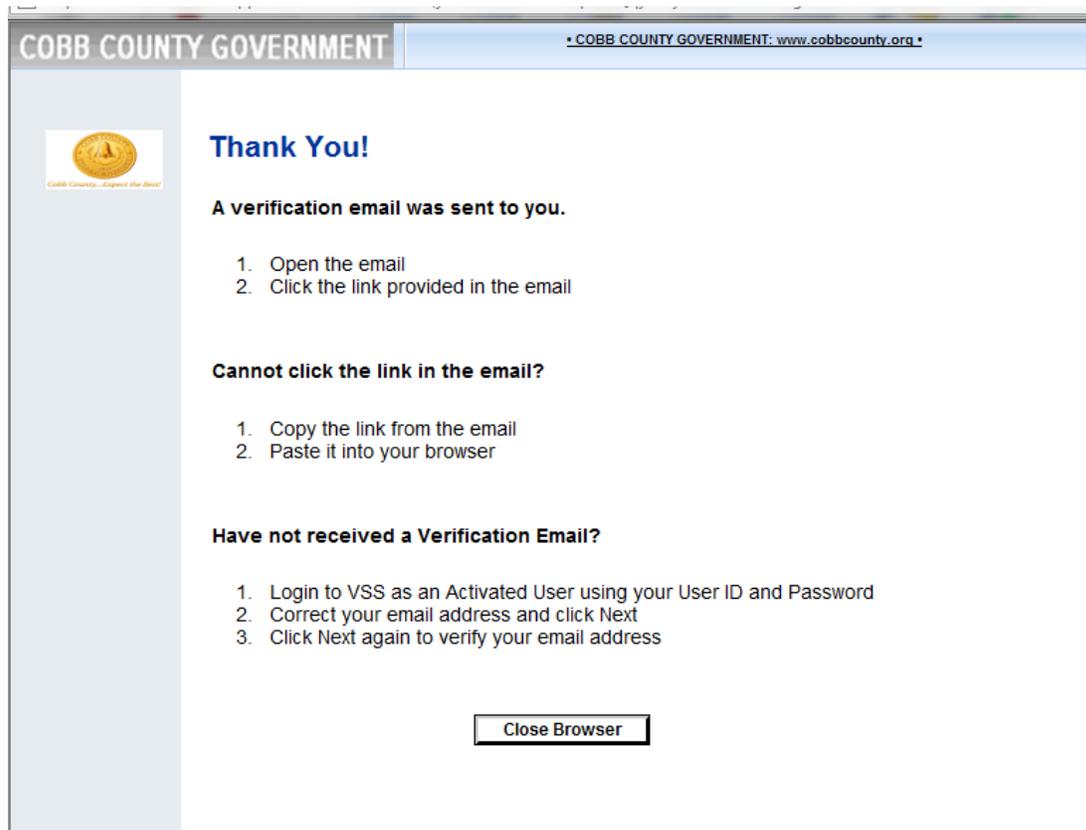
An email will be sent to the following address : testUser@cobbcounty.org

Additional Resources & Information:

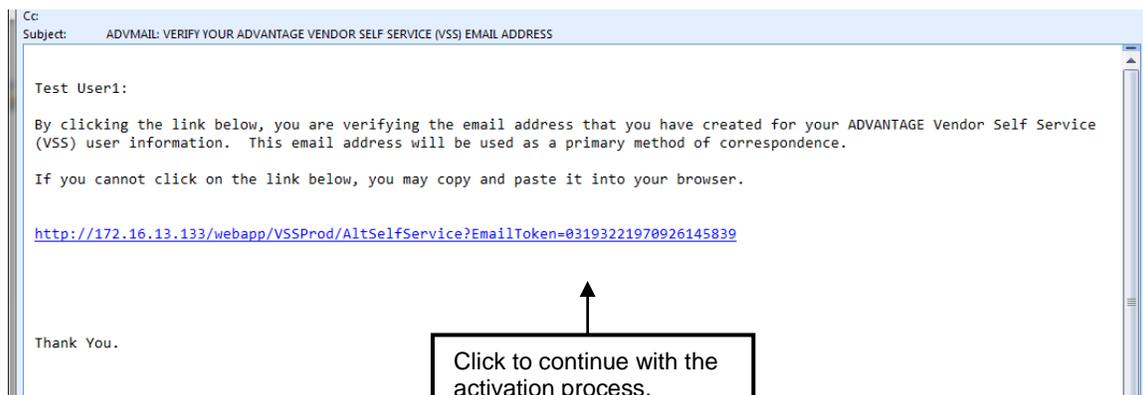
- As you complete each step and move to the next step, the system will check for errors. If there are errors:
 - A notification message will be displayed at the top of the page.
 - You must correct the errors indicated before continuing to the next step.
 - Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

Cancel Registration | Back | Next

Step 2.3.4: Review the information on the Thank You page and then click the “Close Browser” button to exit from the VSS application. You will receive an email from VSS to continue with your registration.

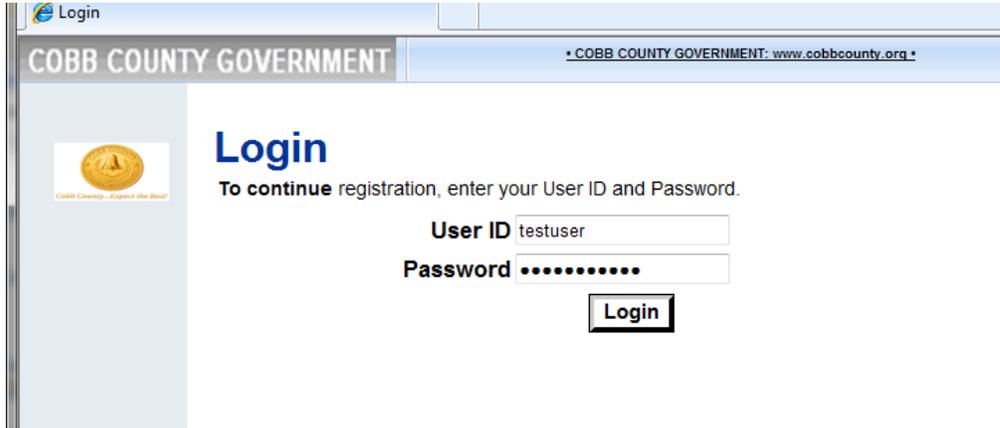


Step 2.3.5: Open your email and click on the link provided to continue with your registration.



Step 2.3.6: After you click on the link you will be transitioned to a VSS login page. Enter the User ID and Password that you created earlier and click “Login”. Remember that both User ID and Password are case sensitive.

Note: Do not bookmark this page. You will be logging in from the VSS home page once your registration is complete.



COBB COUNTY GOVERNMENT

• COBB COUNTY GOVERNMENT: www.cobbcounty.org •

Login

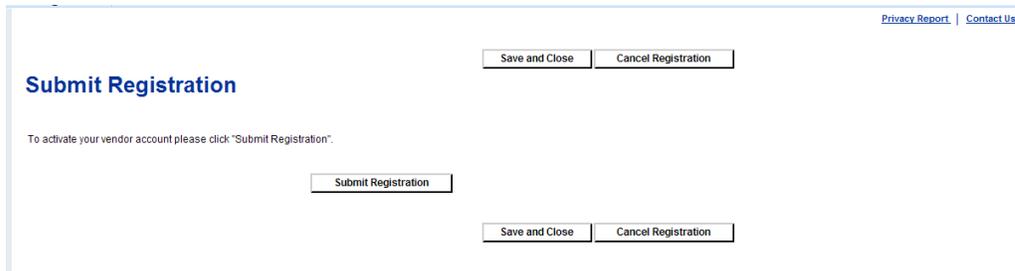
To continue registration, enter your User ID and Password.

User ID

Password

Step 2.3.7: Click on the “Submit Registration” button to complete your registration.

Note: After you complete your registration you will be able to login to your account and review and, if needed, update the information that we have on file for your account.



[Privacy Report](#) | [Contact Us](#)

Submit Registration

To activate your vendor account please click "Submit Registration".

Next you will see the “Thank You” page which indicates that you have finished the registration process.

The screenshot shows a web browser window displaying the Cobb County Government website. The page title is "Thank You!". The header includes the Cobb County Government logo and the text "COBB COUNTY GOVERNMENT" and "www.cobbcounty.org". There are links for "Privacy Report" and "Contact Us". The main content area contains the following text:

Welcome, Test

[View Frequently Asked Questions](#)

Congratulations, you have completed the registration process. You may now login to Vendor Self-Service using the User ID and Password you just created.

Your Vendor Code is: VS000014092
***Please save your Vendor Code for future reference**

[Password Reset](#) [Print This Page](#)

The following registration forms are available for you .

- [Download Substitute W-9 Certification Form](#)
Click the link above to print the Substitute W-9 Certification form. Sign the form and mail or fax it to the address or fax number indicated on the form.
- [Vendor Registration Application](#)
A .pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.
- [EFT Registration Form](#)
If you have not provided EFT information during the registration process and would like to register for EFT payments, you may download the EFT Registration Form above.

You may login to your VSS account to view and/or update your account information. Click [here](#) to login.

You have now completed the registration process and going forward can login to VSS using your User ID and Password (via the website: <http://172.16.13.133/webapp/VSSProd/AltSelfService>). Please note that your User ID and Password are both case sensitive.

NOTE: YOU CAN SKIP THE REST OF THIS QUICK START GUIDE DOCUMENT SINCE YOU HAVE COMPLETED THE REGISTRATION PROCESS.

Section 3: Your Account HAS NOT BEEN FOUND

This section is a continuation from Section 1.

In the example below no existing account has been found. You can click on the “New Registration” button to create a new vendor account.

The screenshot shows the COBB COUNTY GOVERNMENT website interface. The main heading is "Search for an Existing Account/Results Not Found". Below this, there are two search sections: "Company Search" and "Individual Search". The "Company Search" section has a "Taxpayer Identification Number" field with the value "711011003" and a "Legal Business Name" field. The "Individual Search" section has a "Last Name" field and a "Last 4 digits of SSN" field. A callout box with the text "Click 'New Registration'" points to the "New Registration" button. The page also includes a "Welcome, New" message, a "View Frequently Asked Questions" link, and a "Additional Resources & Information" section with a list of instructions.

COBB COUNTY GOVERNMENT

Search for an Existing Account/Results Not Found

Cancel Registration Back

Welcome, New

[View Frequently Asked Questions](#)

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name

Search

OR

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number:

Last Name AND Last 4 digits of SSN

Search

Click "New Registration"

No results have been found for your account. Please perform further research or select the New Registration button to create a new account.

New Registration

Cancel Registration Back

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

Step 3.1: Complete all the fields indicated with an asterisk and click on the “Next” button to continue.

NOTE: PLEASE REMEMBER YOUR USER ID AND PASSWORD IN ORDER TO LOG INTO VSS AGAIN.

http://172.16.10.153/webapp/vss/roo/nta?serviceid=www.utak/cy/um/mqr/-1j3f19g9oomr

COBB COUNTY GOVERNMENT COBB COUNTY GOVERNMENT - www.cobbcounty.org [Privacy Report](#) | [Contact Us](#)

Welcome, New

[View Frequently Asked Questions](#)

User Information
 Verify and Submit Registration

My User Information

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

General Information

*User ID (case sensitive): testuser1
(User ID should be between 8 and 16 characters in length)

*First Name: Test

*Last Name: User1

*Email: test.user@cobbcounty.org

*Re-enter Email: est.user@cobbcounty.org

*Phone: 770-123-4567 Ext.:
XXX-XXX-XXXX

Fax: XXX-XXX-XXXX

Password

*Password (case sensitive): (Passwords should be between 8 and 16 characters in length)

*Re-enter Password:

*Security Question: Where were you born?

*Security Answer (case sensitive):

*Re-enter Security Answer:

* Indicates a required field

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

Step 3.2: You will be prompted to verify the email address that you entered on the previous page. Confirm that your email address is correct and then click the “Next” button to continue. A confirmation email will then be sent your email address.

The screenshot shows a web browser window with the URL http://172.16.13.133/webapp/VSSProd/AltSelfService;sessionId=00004_01dk7cyU4mUmqE7-1j5F19g9oom9f. The page header includes the COBB COUNTY GOVERNMENT logo and navigation links for Privacy Report and Contact Us. The main heading is "Verify Email Address". The page content includes a "Welcome, New" message, a "View Frequently Asked Questions" link, and a "User Information" section with a checked "Verify and Submit Registration" option. The main text explains the verification process and provides the email address testuser@cobbcountry.org. At the bottom, there are "Cancel Registration", "Back", and "Next" buttons, along with a list of additional resources and information.

Verify Email Address

Welcome, New

[View Frequently Asked Questions](#)

User Information

Verify and Submit Registration

To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts : **Host@Advantage.com**

An email will be sent to the following address : **testuser@cobbcountry.org**

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

[Cancel Registration](#) [Back](#) [Next](#)

Step 3.3: Review the information on the Thank You page and then click the “Close Browser” button to exit from the VSS application. You will receive an email from VSS to continue with your registration.

The screenshot shows a web browser window with the URL http://172.16.13.133/webapp/VSSProd/AltSelfService;sessionId=00004_01dk7cyU4mUmqE7-1j5F19g9oom9f. The page header includes the COBB COUNTY GOVERNMENT logo and a "Contact Us" link. The main heading is "Thank You!". The page content includes a "A verification email was sent to you." message, a list of instructions for opening the email and clicking the link, a "Cannot click the link in the email?" section with instructions for copying and pasting the link, and a "Have not received a Verification Email?" section with instructions for logging in and re-verifying the email address. At the bottom, there is a "Close Browser" button.

Thank You!

A verification email was sent to you.

- Open the email
- Click the link provided in the email

Cannot click the link in the email?

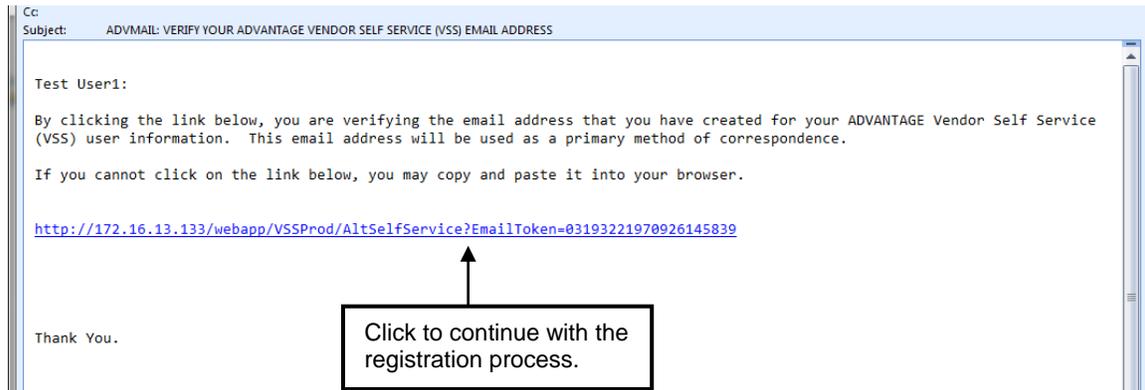
- Copy the link from the email
- Paste it into your browser

Have not received a Verification Email?

- Login to VSS as an Activated User using your User ID and Password
- Correct your email address and click Next
- Click Next again to verify your email address

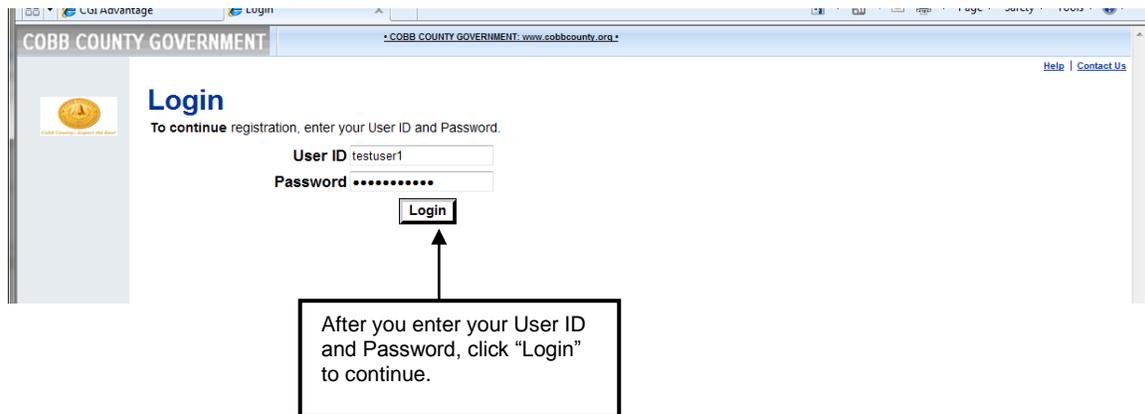
[Close Browser](#)

Step 3.4: Open your email and click on the link provided to continue with the registration process.



Step 3.5: After you click on the link you will be transitioned to a VSS login page. Enter the User ID and Password that you created earlier and click “Login”. Remember that both User ID and Password are case sensitive.

Note: Do not bookmark this page. You will be logging in from the VSS home page once your registration is complete.



Step 3.6: Select the TIN Type for your account and then select the Classification that applies to your business or individual account. Click “Next” to continue.

Note: If you select the first TIN Type option be sure to select whether you have a SSN, ITIN, or ATIN.

COBB COUNTY GOVERNMENT

COBB COUNTY GOVERNMENT: www.cobbcounty.org

Privacy Report | Contact Us

Welcome, Test

View Frequently Asked Questions

New Account Info.
 My Business Info.
 Addresses & Contacts
 Additional Business Information
 Registration Summary

Add Business Location - New Account Registration

Save and Close Cancel Registration Next

Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.

TIN Type

I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN).
Please select one of the following: SSN ITIN ATIN

I will use my entity's Employer Identification Number (EIN).

I do not have any of the above forms of Taxpayer identification.

Classification: Select the Classification that applies.

COBB COUNTY GOVERNMENT

COBB COUNTY GOVERNMENT: www.cobbcounty.org

Privacy Report | Contact Us

Welcome, Test

View Frequently Asked Questions

New Account Info.
 My Business Info.
 Addresses & Contacts
 Additional Business Information
 Registration Summary

Classification

I plan to do business using the following classifications. Please select only one.

Select	Classification
<input type="radio"/>	Individual
<input type="radio"/>	Sole Proprietor
<input type="radio"/>	Partnership
<input checked="" type="radio"/>	Corporation
<input type="radio"/>	Nonresident Alien
<input type="radio"/>	Trust
<input type="radio"/>	Foreign Business Entity
<input type="radio"/>	State Government
<input type="radio"/>	Other Government
<input type="radio"/>	Other
<input type="radio"/>	Joint Venture
<input type="radio"/>	Other Non-Profit Org
<input type="radio"/>	Employee
<input type="radio"/>	Estate
<input type="radio"/>	LLC filing as Partner
<input type="radio"/>	LLC filing as Corp
<input type="radio"/>	LLC filing as Sole Prop
<input type="radio"/>	Church/Religious Org
<input type="radio"/>	Personal Service Corp
<input type="radio"/>	Federal Government
<input type="radio"/>	Resident Alien

Hint: Use the Frequently Asked Questions to obtain a definition of the classifications.

OR

Question

If you need assistance select the Submit Question button to send us your questions.

Submit Question

Save and Close Cancel Registration Next

Copyright © 2001, 2014, CGI Technologies and Solutions Inc. All Rights Reserved. Use of this software is subject to CGI Technologies and Solutions Inc. license agreement. CGI Advantage is a registered trademark of CGI Technologies and Solutions Inc.

Done Internet | Protected Mode: Off 105%

Note: If you have any issues with how you should answer any of these questions, click the “Submit Question” button at the bottom of the page. After you submit your question, click “Save and Close” to exit the application. VSS will save the information that you already entered and will remember your progress. Once you receive an answer to your question you can log back in and VSS will return you to the place where you left off.

Step 3.7: The next step is the “My Business Information” page. A few fields on this page will be pre-populated by answers you provided on the previous page. The fields with red asterisks (*) are required to move forward. However, if any of the other fields are applicable to you, we suggest you fill them in.

COBB COUNTY GOVERNMENT
• COBB COUNTY GOVERNMENT: www.cobbcounty.org •
[Privacy Report](#) | [Contact Us](#)

Welcome, Test

[View Frequently Asked Questions](#)

New Account Info.

My Business Info.

Addresses & Contacts

Additional Business Information

Registration Summary

Step 2: My Business Information

Please enter the general information below. Fields with a red asterisk (*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

Location Verification

TIN number will always be used. Please select "Use my TIN Number"

*Verify My Locations by : Use My TIN Number

Organization Information

*Organization Type : Company Foreign Tax ID :

* A Change to this field will remove all data previously entered.

*Classification : Corporation National Provider ID :

CAGE Code : W-8 Form :

Legal Name Information

*Legal Name on W-9 : Collins Construction Business Name (Alias/DBA) : Collins Builders Name on Check : Both

1099 TIN Information

Create Taxpayer ID Number : Taxpayer ID Number : 711011034

Re-enter Taxpayer ID Number : Taxpayer ID Number Type : EIN

1099 Reportable : Yes

Legal (1099) Address Information

*Street 1 : 301 First Avenue

*City : Houston

*State/ Province : Texas

*Zip/Postal Code : 77449

EFT Information

ABA Number : 021200025 Account Number : 123456789

WELLS FARGO BANK Routing ID Number : 051000017

Account Type : Checking Remittance Advice Transmission Mode : Email - As an Attachment

Discount Information

If appropriate, please enter any Discount Terms you offer for prompt payment of invoices.

Number of Days 1 : <input type="text"/>	Discount Percent 1 : <input type="text"/>
Number of Days 2 : <input type="text"/>	Discount Percent 2 : <input type="text"/>
Number of Days 3 : <input type="text"/>	Discount Percent 3 : <input type="text"/>
Number of Days 4 : <input type="text"/>	Discount Percent 4 : <input type="text"/>

Executive Compensation

Officer Name 1 : <input type="text"/>	Officer Compensation 1 : <input type="text"/>
Officer Name 2 : <input type="text"/>	Officer Compensation 2 : <input type="text"/>
Officer Name 3 : <input type="text"/>	Officer Compensation 3 : <input type="text"/>
Officer Name 4 : <input type="text"/>	Officer Compensation 4 : <input type="text"/>
Officer Name 5 : <input type="text"/>	Officer Compensation 5 : <input type="text"/>

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

Copyright © 2001, 2014, CGI Technologies and Solutions Inc. All Rights Reserved. Use of this software is subject to CGI Technologies and Solutions Inc. license agreement. CGI Advantage ® is a registered trademark of CGI Technologies and Solutions Inc.

Internet | Protected Mode: Off | 105%

Step 3.8: You entered your Legal address in the previous step. In this step, the system will ask you questions regarding four additional types of addresses. VSS collects an address for Administrative correspondence, an address for Ordering from you, an address for sending Payments to you, and an optional address for Billing you if you owe fees or other payments. You can choose to specify the same address or different addresses for each of these four address types.

The screenshot shows a web browser window with the URL <http://172.10.13.132/webapp/v33r/rod/rtc/ser/service?sessionId=UUUU-2-CREOU/UAIdV0FNRKLUUV.c139groomit>. The page title is "COBB COUNTY GOVERNMENT" and the URL is "COBB COUNTY GOVERNMENT www.cobbcounty.org". The page content includes a "Welcome, Test" message, a "View Frequently Asked Questions" link, and a navigation menu with options like "New Account Info.", "My Business Info.", "Addresses & Contacts", "Additional Business Information", and "Registration Summary". The main form is titled "Add Business Location - Address Information Questionnaire" and contains the following sections:

- Legal Address Information:** Address: 301 First Avenue, City: Houston, State: TX, Zip/Postal Code: 77449.
- Address Questions:**
 - Question A: "Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)?" with radio buttons for "No" and "Yes".
 - Question B: "Is your address information the same for Administrative, Ordering, Payment, and Billing addresses?" with radio buttons for "No" and "Yes".
 - Question C: "Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)?" with radio buttons for "No" and "Yes".
- Buttons:** "Save and Close", "Cancel Registration", "Back", and "Next".
- Additional Resources & Information:**
 - As you complete each step and move to the next step, the system will check for errors.
 - If there are errors:
 - A notification message will be displayed at the top of the page.
 - You must correct the errors indicated before continuing to the next step.
 - Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

The three address questions above are labeled A, B, and C in this example. Here is a short explanation for each question.

A: If your Legal Address is the same address as any one of the additional four address types (Administrative, Ordering, Payment, and Billing) then choose "Yes" on A. Otherwise, choose "No".

B: Regardless if you choose "Yes" or "No" on A above, if your Administrative, Ordering, Payment, and Billing addresses are all the same address, choose "Yes" on B. Otherwise, choose "No".

C: If you want a single contact person for all four address types, choose "Yes" on C. Otherwise, choose "No".

Here is an example of what the Addresses and Contacts page will look like if you answered “Yes” to all of the previous questions. Complete your address and contact information and then click the “Next” button. If you answered “No” to the second or third questions then you will be transitioned to a series of pages to collect information for each of the address types.

Note: If you would prefer not to setup a billing address at this time then uncheck the Billing checkbox at the top of the page before clicking “Next”.

COBB COUNTY GOVERNMENT
COBB COUNTY GOVERNMENT: www.cobbcounty.org
Privacy Report | Contact Us

Welcome, Test

[View Frequently Asked Questions](#)

New Account Info.

My Business Info.

Addresses & Contacts

Additional Business Information

Registration Summary

Step 3: Addresses and Contacts

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

*Administrative
 *Ordering
 *Payment
 Billing *Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

Address Information

*Street 1 : 301 First Avenue
Street Address, P.O. Box, Company Name, etc.

Street 2 :
Street Address, P.O. Box, Company Name, etc.

*City : Houston

*State/Province : Texas

Zip/Postal Code : 77449

Country : UNITED STATES

County :

*Phone : 281-123-4567 Ext. :
XXX-XXX-XXXX

Additional Address Info :

Division/Department :

DUNS :

Extended DUNS :

CAGE Code :

Contact Information

For the address type shown above, please enter a contact person.

*Principal Contact : John Collins	Fax : <input type="text"/>
Title/Role : <input type="text"/>	Fax Extension : <input type="text"/>
Permissions : <input type="text"/>	Alternate Fax : <input type="text"/>
Authorized Representative : <input type="checkbox"/>	Alternate Fax Extension : <input type="text"/>
*Phone : 281-123-4567	Email : est.user@cobbcounty.org
Phone Extension : <input type="text"/>	Correspondence Type : Email
Alternate Phone : <input type="text"/>	
Alternate Phone Extension : <input type="text"/>	
English Spoken : <input checked="" type="checkbox"/>	

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

Copyright © 2001, 2014, CGI Technologies and Solutions Inc. All Rights Reserved. Use of this software is subject to CGI Technologies and Solutions Inc. license agreement. CGI Advantage is a registered trademark of CGI Technologies and Solutions Inc.

Internet | Protected Mode: Off 105%

Step 3.9: Additional Business Information allows you to enter additional optional information about your company.

COBB COUNTY GOVERNMENT • COBB COUNTY GOVERNMENT: www.cobbcounty.org • [Privacy Report](#) | [Contact Us](#)

Step 4: Additional Business Information

Welcome, Test

[View Frequently Asked Questions](#)

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Commodity/Service Code	Commodity Description
------------------------	-----------------------

Business Types

Click the "Add" button to identify the appropriate business types for your organization. This information is optional.

Business Type ID	Certification Number	Certification Start Date	Certification End Date
------------------	----------------------	--------------------------	------------------------

Service Areas

Click the "Add" button to identify the appropriate service area zone for your organization. This information is optional.

Service Area Code	Service Area Zone
-------------------	-------------------

Copyright © 2001, 2014, CGI Technologies and Solutions Inc. All Rights Reserved. Use of this software is subject to CGI Technologies and Solutions Inc. license agreement. CGI Advantage ® is a registered trademark of CGI Technologies and Solutions Inc.

Done Internet | Protected Mode: Off 105%

Commodities section: Click the "Add" button in this section to search for and select commodities that match the goods and services that your company is able to provide. Once you complete your selections, click "OK" to save your selections.

COBB COUNTY GOVERNMENT • COBB COUNTY GOVERNMENT: www.cobbcounty.org • [Privacy Report](#) | [Contact Us](#)

Step 4: Additional Business Information

Welcome, Test

[View Frequently Asked Questions](#)

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Commodity/Service Code	Commodity Description
------------------------	-----------------------

COBB COUNTY GOVERNMENT COBB COUNTY GOVERNMENT: www.cobbcounty.org

[Privacy Report](#) | [Contact Us](#)

Choose

Welcome, Test

[View Frequently Asked Questions](#)

Select one or more commodity codes or classes that describes the goods and services that your organization provides by clicking the checkbox next to the commodities you want to add. To search for a specific commodity code, class, or description, enter a valid value in the Commodity/Service code or Commodity Description search field and click the "Browse" link. Once your selection is made, click the "OK" button to add the selected commodities to your organization. Click the "Cancel" button to cancel your changes and return to the Commodities page.

Must use wild card character(s) * in Commodity Description. For example:
 FOOD will search for all commodities starting with the letters FOOD;
 *FOOD will search for all commodities ending with the letters FOOD;
 FOOD will search for all commodities that have the letters FOOD anywhere in the description.

[Browse](#) [Clear](#)

Commodity Description :

Commodity/Service Code :

Commodity Description	Commodity/Service Code
<input type="checkbox"/> OFFICE SUPPLIES: BEGINNING WITH "V"	W1000
<input type="checkbox"/> OFFICE SUPPLIES: BEGINNING WITH "T"	T1000
<input type="checkbox"/> OFFICE SUPPLIES: BEGINNING WITH "S"	S1000
<input type="checkbox"/> OFFICE SUPPLIES: BEGINNING WITH "R"	R1000
<input type="checkbox"/> OFFICE SUPPLIES: BEGINNING WITH "P"	P1000
<input type="checkbox"/> 816656 OFFICE DEPOT INK JET RECYCLE BOX	OS-18
<input type="checkbox"/> 824712 OFFICE DEPOT LASER JET RECYCLE BOX	OS-17
<input type="checkbox"/> 468990 OFFICE DEPOT US COMMUNITIES/GREEN BOOK CATALOG	OS-16
<input type="checkbox"/> 337412 OFFICE DEPOT CATALOGS	OS-15
<input type="checkbox"/> OFFICE SUPPLY: SCHOOL SUPPLIES	OS-14

First Prev [Next](#) Last

Business Type section: Click the "Add" button to search for and select business types that pertain to your business. Again, the user selects the appropriate entries and then clicks "OK" to save the selections. After saving your selections you will have an opportunity to provide a Certification Number and corresponding start and end dates, if appropriate, for each business type.

Business Types

Click the "Add" button to identify the appropriate business types for your organization. This information is optional.

Business Type ID	Certification Number	Certification Start Date	Certification End Date

First Prev [Next](#) Last

COBB COUNTY GOVERNMENT COBB COUNTY GOVERNMENT: www.cobbcounty.org

[Privacy Report](#) | [Contact Us](#)

Choose

Welcome, Test

[View Frequently Asked Questions](#)

Select one or more Business Types to associate to your organization by clicking the checkbox next to the commodities you want to add. To search for a specific Business Type, enter a valid business type in Business Type search field and click the "Browse" link. Once your Business type(s) have been selected, click the "OK" button to add the selected records to the Business Types Enter/Update page where additional information can be entered for the selected business types. Click the "Cancel" button to cancel your changes and return to the Business Types page.

[Browse](#) [Clear](#)

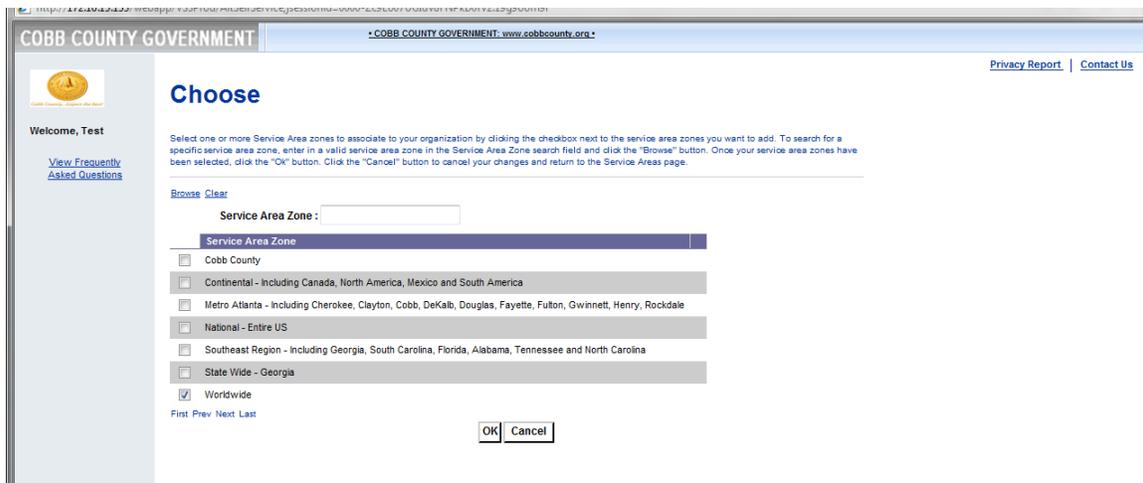
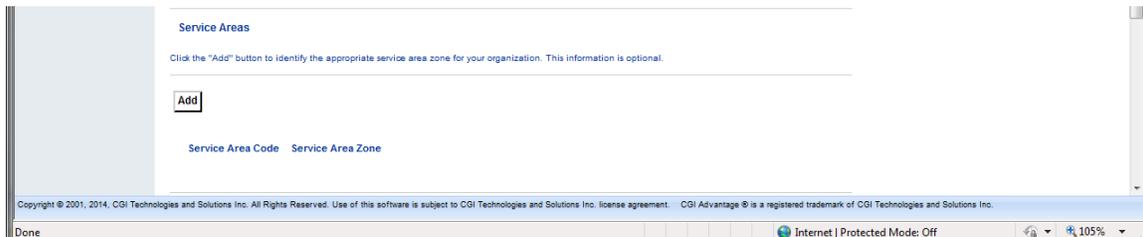
Business Type :

Business Type

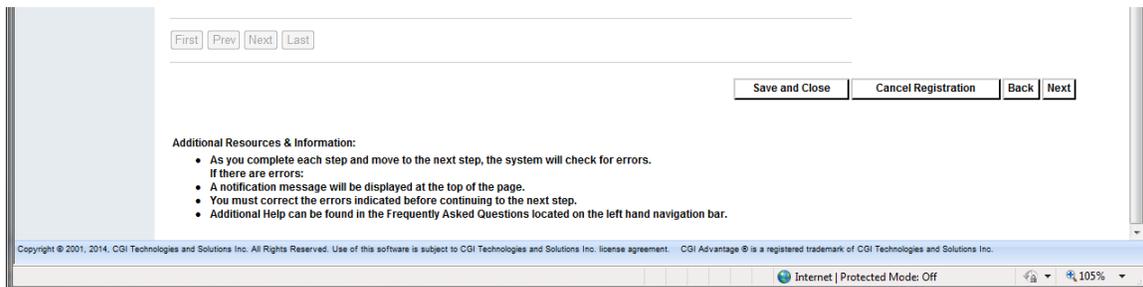
<input type="checkbox"/> Disadvant Business Enterprise
<input checked="" type="checkbox"/> Distributor
<input type="checkbox"/> E Verify Program
<input type="checkbox"/> Jobber
<input type="checkbox"/> Manufacturer
<input type="checkbox"/> Non-Profit
<input type="checkbox"/> Retailer
<input type="checkbox"/> Service Provider
<input type="checkbox"/> Wholesaler

First Prev [Next](#) Last

Service Areas Section: Click the “Add” button in this section to search for and select the specific geographic areas that your business is able to service. Click “OK” after selecting your areas in order to save your selections.



Click “Next” at the bottom of the Additional Business Information after you have selected your commodities, business types and/or service areas.



After you have completed the above sections, you will see the Registration Summary page. This page displays all of the information that you have entered thus far for your review.

COBB COUNTY GOVERNMENT
• COBB COUNTY GOVERNMENT: www.cobbcounty.org •
[Privacy Report](#) | [Contact Us](#)

Welcome, Test

[View Frequently Asked Questions](#)

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

Registration Summary

The summary below is based on the information you entered. If changes are needed, please select the Update Information link. This will navigate you back to the appropriate screen for you to make your change.

Location Verification

Verify My Locations by : Use My TIN Number
Please verify that you are part of this organization by entering the TIN number of your Headquarters

Vendor Verification Based on : and hitting submit. If you are unsure of the TIN number, please contact the Account Administrator for your Headquarters.

[Update Information](#)

Organization Information

Organization Type : Company	Foreign Tax ID :
1099 Classification : Corporation	National Provider ID :
	CAGE Code :
	W-8 Form :

[Update Information](#)

Legal Name Information

Legal Name : Collins Construction	First Name :	Name on Check : Both
Business Name (Alias/ DBA) : Collins Builders	Middle Name :	
Name Control : COLL	Last Name :	

[Update Information](#)

1099 TIN Information

Taxpayer ID 711011034	Detailed TIN Type :
Number :	1099 Reportable : Yes
Taxpayer ID Number EIN	
Type :	

[Update Information](#)

COBB COUNTY GOVERNMENT
• COBB COUNTY GOVERNMENT: www.cobbcounty.org •
[Privacy Report](#) | [Contact Us](#)

Welcome, Test

[View Frequently Asked Questions](#)

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

Legal (1099) Address Information

Street 1 : 301 First Avenue	State/Province : Texas
City : Houston	Zip/Postal Code : 77449

[Update Information](#)

EFT Information

ABA Number : 021200025	Account Number : 123456789
Bank Name : WELLS FARGO BANK	Routing ID Number : 051000017
Account Type : Checking	Remittance Advice Transmission Mode : Email - As an Attachment

[Update Information](#)

Discount Information

Number of Days 1 :	Discount Percent 1 :
Number of Days 2 :	Discount Percent 2 :
Number of Days 3 :	Discount Percent 3 :
Number of Days 4 :	Discount Percent 4 :

[Update Information](#)

Executive Compensation

Officer Name 1 :	Officer Compensation 1 :
Officer Name 2 :	Officer Compensation 2 :
Officer Name 3 :	Officer Compensation 3 :
Officer Name 4 :	Officer Compensation 4 :
Officer Name 5 :	Officer Compensation 5 :

[Update Information](#)



Welcome, Test

[View Frequently Asked Questions](#)

New Account Info.

My Business Info.

Addresses & Contacts

Additional Business Information

Registration Summary

Administrative Address

[Privacy Report](#) | [Contact Us](#)

Address Information

Street 1 : 301 First Avenue
 Street 2 :
 City : Houston
 State/Province : Texas
 Zip/Postal Code : 77449
 Division/Department :
 DUNS :
 Extended DUNS :
 CAGE Code :

Country : UNITED STATES
 County :
 Phone : 281-123-4567
 Phone Extension :
 Additional Address Info :

Contact Information

Principal Contact : John Collins
 Title/Role :
 Permissions :
 Authorized Representative : No
 Phone : 281-123-4567
 Phone Extension :
 Alternate Phone :
 Alternate Phone Extension :
 Fax :

Fax Extension :
 Alternate Fax :
 Alternate Fax Extension :
 Extension :
 Email : test.user@cobbcounty.org
 Correspondence Email Type :
 English Spoken : Yes

[Update Information](#)



Welcome, Test

[View Frequently Asked Questions](#)

New Account Info.

My Business Info.

Addresses & Contacts

Additional Business Information

Registration Summary

Ordering Address

Address Information

Street 1 : 301 First Avenue
 Street 2 :
 City : Houston
 State/Province : Texas
 Zip/Postal Code : 77449
 Division/Department :
 DUNS :
 Extended DUNS :
 CAGE Code :

Country : UNITED STATES
 County :
 Phone : 281-123-4567
 Phone Extension :
 Additional Address Info :

Contact Information

Principal Contact : John Collins
 Title/Role :
 Permissions :
 Authorized Representative : No
 Phone : 281-123-4567
 Phone Extension :
 Alternate Phone :
 Alternate Phone Extension :
 Fax :

Fax Extension :
 Alternate Fax :
 Alternate Fax Extension :
 Extension :
 Email : test.user@cobbcounty.org
 Correspondence Email Type :
 English Spoken : Yes

[Update Information](#)

Payment Address

Address Information

Street 1 : 301 First Avenue
 Street 2 :
 City : Houston
 State/Province : Texas
 Zip/Postal Code : 77449
 Division/Department :
 DUNS :
 Extended DUNS :
 CAGE Code :

Country : UNITED STATES
 County :
 Phone : 281-123-4567
 Phone Extension :
 Additional Address Info :

Additional Business Information

Registration Summary

EFT Information

ABA Number :
 Bank Name :
 Account Type :

Account Number :
 Routing ID Number :
 Remittance Advice Transmission Mode :

Contact Information

Principal Contact : John Collins
 Title/Role :
 Permissions :
 Authorized Representative : No
 Phone : 281-123-4567
 Phone Extension :
 Alternate Phone :
 Alternate Phone Extension :
 Fax :

Fax Extension :
 Alternate Fax :
 Alternate Fax Extension :
 Extension :
 Email : test.user@cobbcounty.org
 Correspondence Email Type :
 English Spoken : Yes

[Update Information](#)



Welcome, Test

[View Frequently Asked Questions](#)

New Account Info.

My Business Info.

Addresses & Contacts

Additional Business Information

Registration Summary

► Billing Address

Address Information

Street 1 : 301 First Avenue	Country : UNITED STATES
Street 2 :	County :
City : Houston	Phone : 281-123-4567
State/Province : Texas	Phone Extension :
Zip/Postal Code : 77449	Additional Address Info :
Division/Department :	
DUNS :	
Extended DUNS :	
CAGE Code :	

Contact Information

Principal Contact : John Collins	Fax Extension :
Title/Role :	Alternate Fax :
Permissions :	Alternate Fax Extension :
Authorized Representative : No	Email : test.user@cobbcounty.org
Phone : 281-123-4567	Correspondence Email Type :
Phone Extension :	English Spoken : Yes
Alternate Phone :	
Alternate Phone Extension :	
Fax :	

[Update Information](#)

▼ Commodities

Commodity/Service Code	Commodity Description
W1000	OFFICE SUPPLIES: BEGINNING WITH "W"

[Update Information](#)

▼ Business Types

Business Type ID	Certification Number	Certification Start Date	Certification End Date
DSTR		09/14/2015	

[Update Information](#)

► Service Areas

Service Area Code	Service Area Zone
7	Worldwide

[Update Information](#)

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

After you have reviewed the summary and confirm that everything is correct, click on the “Submit Registration” button located at the bottom of the page to continue.

Note: If you determine that any of your information is incorrect you can click the “Update Information” link in the appropriate section to navigate back and correct your information.

You will see the Thank You page as shown below after submitting your registration.

COBB COUNTY GOVERNMENT

COBB COUNTY GOVERNMENT www.cobbcounty.org

Privacy Report | Contact Us

Welcome, Test

[View Frequently Asked Questions](#)

Thank You!

Congratulations, you have completed the registration process. You may now login to Vendor Self-Service using the User ID and Password you just created.

Your Vendor Code is: VS0000014092
***Please save your Vendor Code for future reference**

[Password Reset](#) [Print This Page](#)

The following registration forms are available for you .

- [Download Substitute W-9 Certification Form](#)
Click the link above to print the Substitute W-9 Certification form. Sign the form and mail or fax it to the address or fax number indicated on the form.
- [Vendor Registration Application](#)
A .pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.
- [EFT Registration Form](#)
If you have not provided EFT information during the registration process and would like to register for EFT payments, you may download the EFT Registration Form above.

You may login to your VSS account to view and/or update your account information. Click [here](#) to login.

You have now completed the registration process, and going forward, can login to VSS using your User ID and Password (via <http://172.16.13.133/webapp/VSSProd/AltSelfService>). Please note that your User ID and Password are both case sensitive.