

9 STEPS TO BIDDER REGISTRATION



1. <https://summitcountyoh.munisselfservice.com/vss/>

Click on Login to begin registration.

Summit County, OH Vendor Self Service

Home

Vendor Self Service

Welcome to Summit County's Self-Service Portal for business vendors providing goods and services, non-procurement vendors and county employees wishing to register for electronic deposits of reimbursements. Through this portal you will provide your contact info and W-9. You will be able to view 1099, Bids, Checks, Invoices, PO's, and Contracts.

Looking to become a Summit County vendor?
Make sure you have all the information you need to register by reading our instructions for new vendors. [Click here](#)

Already a Summit County vendor?
As an existing vendor you have an assigned vendor number. When you register, you will create a log in to the vendor self service then link that log in to your existing vendor number. You will need your existing vendor number and your Federal Tax ID number or Social Security Number. [Click here](#)

Employees receiving mileage or other reimbursement will need to email FiscalFinance@summitoh.net to register to receive a vendor number. You will also update your address and banking information. [Click here](#)

Contact us
For more information or additional help please email us at FiscalFinance@summitoh.net or VendorSelfService@summitoh.net

2. Click on Sign Up, then enter email, password, first name and last name. Click sign up again.

Sign In to community access services for Summit County.

Sign in with Google

Sign in with Apple

Sign in with Microsoft

Sign in with Facebook

OR

Email address

phmcnulty@summitoh.net

Keep me signed in

Next

[Unlock account?](#)

[Help](#)

Don't have an account? [Sign up](#)

3. You'll receive welcome email from Community Access. Click on Activate Account.

Hi [REDACTED]

Welcome to your Community Access account!

Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.

Community Access provides access to all of your citizen applications and connects you to other public applications within Tyler Technology's ecosystem.

[Learn more about Community Access.](#)

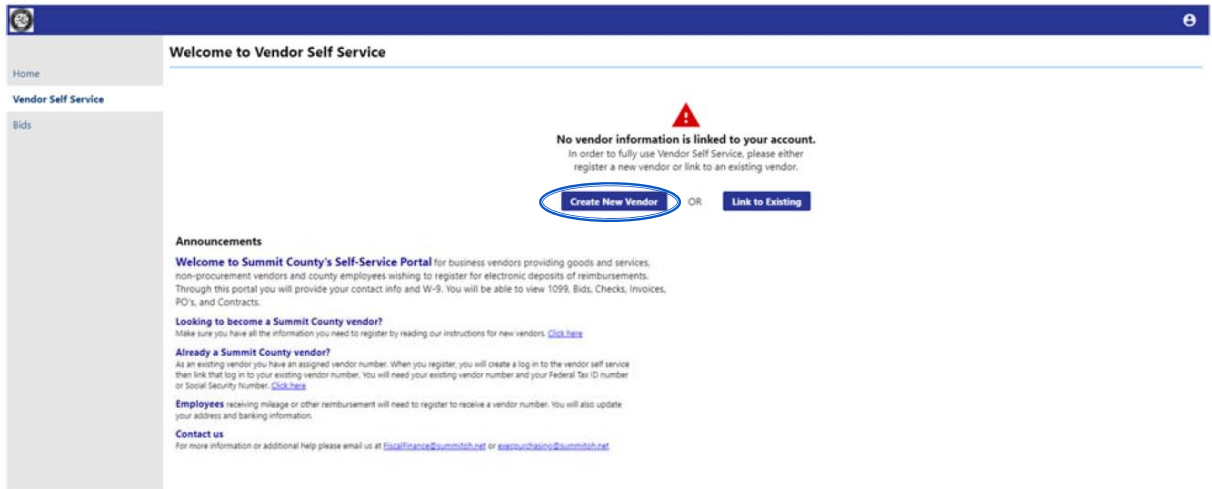
To verify your email address and activate your account, please click the following link:

[Activate account](#)

This link expires in 7 days.

4. Go back to VSS <https://summitcountyoh.munisselfservice.com/vss/> and Log in. Enter your email, click next, enter your password then Verify.

5. Welcome to Vendor Self Service page opens. Click on Create New Vendor



6. Fill in your User Contact Information for your profile and click Continue.

7. Click on Vendor Self Service (left side menu) and the Vendor Information. Complete Company Information, Vendor Type, Vendor Address, Minority Business Enterprise and click Update.

- Click on Commodities from the left menu and add as many that apply and click Add. The commodities will help the system invite you to the correct bidding opportunities.

Vendor Commodities
Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.

Keyword(s) or commodity code(s) to investigate: **Search**

[View all commodities/vendors](#)

212 Found 1-10 | 11-20 | 21-30 | 31-40 | 41-50 | 51-60 | [Next](#)

[Select All](#)

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	015	ADDRESSING, COPYING, MICROGRAPH, AND DUPLICATING MACHINE SUPPLIES; CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/>	022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
<input type="checkbox"/>	025	AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/>	031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES
<input type="checkbox"/>	045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE
<input type="checkbox"/>	050	ART EQUIPMENT AND SUPPLIES
<input type="checkbox"/>	055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.
<input type="checkbox"/>	060	AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS

Add

- Click on Finish



If you need additional assistance, please download detailed instructions "VSS for New Vendors" or "VSS for existing Vendors" from the Resources Menu or

<https://co.summitoh.net/departments/Purchasing.html#nav-custom1>

COUNTY OF SUMMIT

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