

Vendor Self Service

New Vendors Instructions

COUNTY OF SUMMIT

FINANCE AND BUDGET-DIVISION OF PURCHASING
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SUMMIT COUNTY SELF SERVICE INSTRUCTIONS FOR NEW VENDORS

This documentation covers the **Vendor Registration** process for **new** Summit County vendors at <https://summitcountyoh.munisselfservice.com/vss> . For additional documents use this link <https://co.summitoh.net/departments/Purchasing.html#nav-about>.

Vendor Self Service (VSS)

LOG IN

Home

Vendor Self Service

Bids

Welcome to Vendor Self Service

Log in or register as a user to begin using Vendor Self Service

[Log in / Register](#)

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 register to receive a vendor number. You will also update your address and banking information.

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

Click the Log-In in the upper right to create your login. Your login is created through a separate service called Community Access Services. If you do business with more than one client that uses Munis, the idea is that you can create one login to use for all the different Community Access Services sites. Each location has a different URL for their VSS, but the login would be the same for all of them.

Important Note: Leaving a web page idle for too long before completing registration will force your session to time out. To avoid your session timing out, do not allow more than 10 minutes of idle time between each web page.



SUMMIT COUNTY SELF SERVICE INSTRUCTIONS FOR NEW VENDORS

After clicking on the Log-In in the upper right you'll be on the Community Access Services login page. If you are creating a new login for Community Access Services, click **Sign up** at the bottom of the screen.

Enter an email address, password, first name, and last name for this login and click **Sign up**.

Create an account

Email *

Password *

First name *

Last name *

* Indicates required field

Sign up

[Back to sign in](#)

Password requirements:

- ! At least 8 character(s)
- ! At least 1 number(s)
- ✓ At least 1 lowercase letter(s)
- ! At least 1 uppercase letter(s)
- ! Does not contain part of username

Your username is your email address

Sign in to community access services.

Sign in with Google

Sign in with Apple

Sign in with Microsoft

Sign in with Facebook

OR

Email address

Password

Remember me

Sign in

[Forgot password?](#) [Unlock account?](#) [Help](#)

Don't have an account? **Sign up**

User Profile

- Home
- Personal information
- Privacy settings
- Communities

Welcome

Manage your information, privacy, and security to make Community Access work better for you.

Personal information

View and update your personal information.

View information

Privacy settings

Manage your password and social media settings.

Manage security

Search for communities

Look for public organizations in your area and apps that can serve you.

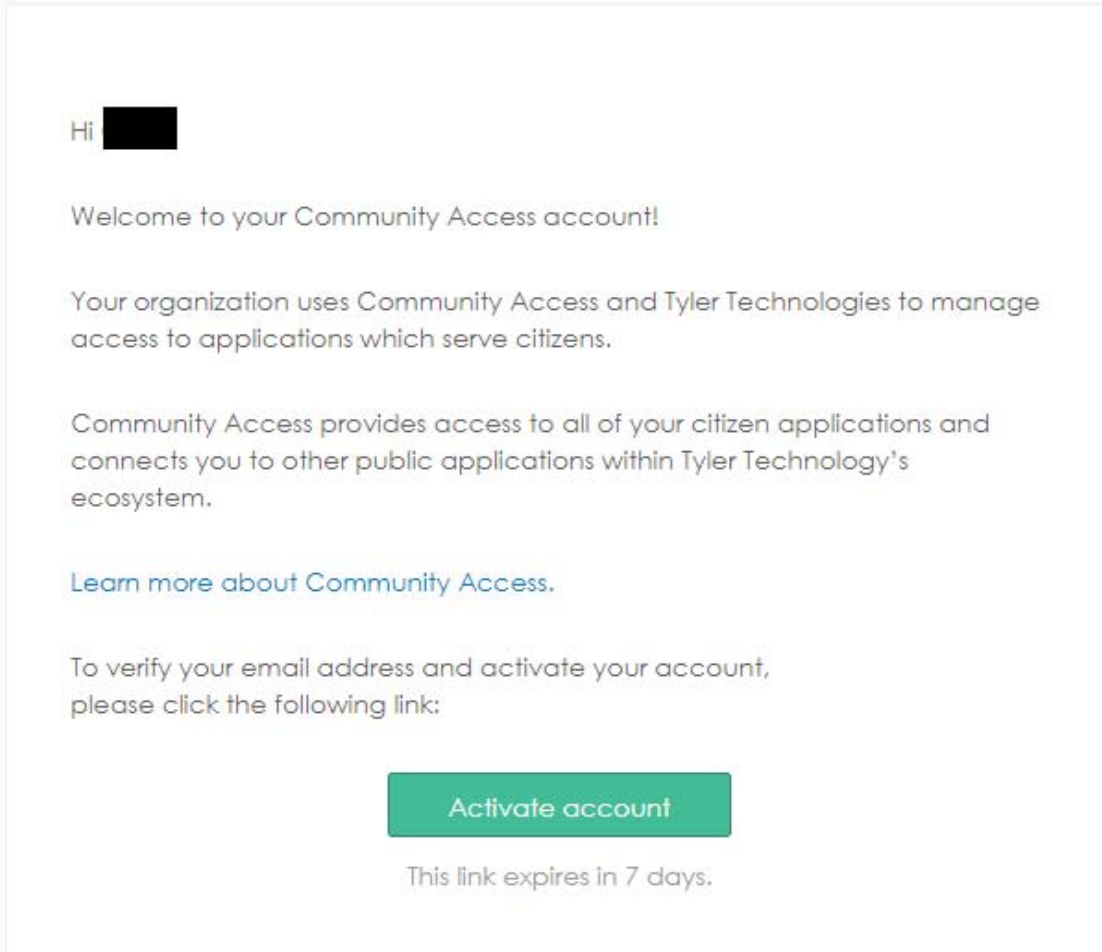
Search communities

Your community history



SUMMIT COUNTY SELF SERVICE INSTRUCTIONS FOR NEW VENDORS

You will get an email to verify your email address. The token in the link expires very quickly, but your account will be created even if you get to the email after it expires. If your credentials are ever used to login from a different device or browser, you will get an email from Community Access Identity telling you that this has happened so you can report it if you weren't the person logging in.



This is an automatically generated message from Community Access. Replies are not monitored or answered.

After you receive acknowledgement that your account has been created on the community access services site, close that site and go back to <https://summitcountyoh.munisselfservice.com/vss> Click on the Log-In in the upper right corner again, and log in using your newly created username and password.



SUMMIT COUNTY SELF SERVICE INSTRUCTIONS FOR NEW VENDORS

This time you will move to the VSS welcome page after logging in. Click on **Create New Vendor**

Welcome to Vendor Self Service

Home

Vendor Self Service

Bids

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

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

Announcements

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.

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Contact us
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User Contact Information

Choose "GENERAL – General Contacts" then enter your contact information. Click **Continue** when all required fields are filled in.

User Contact Information

Contact Person

* Contact Type
Select Type... ▾

* Name
[Text Input]

Description
[Text Input]

* Phone
[Text Input]

Text
[Text Input] Opt in

* E-mail
[Text Input]

Continue

Once your profile contact is entered you will be in Vendor Self Service and will see your vendor information instead of the black box below. Click Vendor Information in the left menu to view all information available to you in VSS.

Welcome to Vendor Self Service

Home
Vendor Self Service
Vendor Information
Bids

Profile information ✎
TEST CONTACT
Phone: 5555555555
EMAIL@EMAIL.COM

Vendor information ✎
[Redacted]

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Setting up Banking Information

In the Vendor Information section, you can see all the Information associated to your account. Click the “change” hyperlink next to General Information header to edit your General Information

The screenshot shows the 'Vendor Information' page. On the left is a navigation menu with links: Home, Vendor Self Service, Vendor Information (selected), Attachments, Commodities, 1099, Bids, Checks, Invoices, Purchase Orders, and Contracts. The main content area is titled 'Vendor Information' and contains several sections:

- General Information** [change](#): Entity: 175 S. MAIN ST AKRON, OH 44308; FID: 55-555555. There are checkboxes for Foreign Entity, MBE, and Independent contractor.
- Bank Information**: BANK OF AMERICA, N.A.; Account number: 999999999999; Account type: Checking.
- Address Information** [change](#): A table with columns Name/DBA, Address, and Is Default.
- Contacts** [change](#): A table with columns Type, Name, Title, Email, and Phone. It lists a 'TEST CONTACT' with email 'EMAIL@EMAIL.COM' and phone '5555555555'.
- Additional Fields** [change](#): A field for 'DBE %' with the value '26% - 50%'.
- Commodities** [add](#)



SUMMIT COUNTY SELF SERVICE INSTRUCTIONS FOR NEW VENDORS

At the bottom left of this section is where you can update the banking information. Please note that it will check if the routing number links to a bank, but it won't check if the account number is legitimate. The County of Summit and the divisions & departments associated to the County hold no liability if this information was mistyped or erroneous.

Vendor Information - General Information and Terms
 General Information and Terms: Make Changes

Home
 Vendor Self Service
Vendor Information
 Attachments
 Commodities
 1099
 Bids
 Checks
 Invoices
 Purchase Orders
 Contracts

Company Information
 Company Name*
 TEST
 Line 2 (OPTIONAL)
 Line 3 (OPTIONAL)
 Line 4 (OPTIONAL)
 Doing business as (if different from above)
 Vendor Type
 Foreign Entity
 Independent contractor
 Send remittances to the above name and address
 Send Accounts Payable checks to the above address
 Send Purchase Orders to the above address
 E-mail*
 EMAIL@EMAIL.COM
 Website
 DUNS
 California Permit Number

Vendor Address
 Address*
 172 S. Main St
 Line 2 (OPTIONAL)
 Line 3 (OPTIONAL)
 Line 4 (OPTIONAL)
 City* State*
 AKRON Ohio
 Zip Code* County
 44308
 Country Geographic
 Select Type...
 Fax Number

Minority Business Enterprise
 Minority Business Enterprise
 Classifications (select all that apply)
 Asian
 Black
 Disabled
 General
 Hispanic
 LGBTQIA
 Native American
 Small
 Veteran
 Women
 Ethnicity
 NOT APPLICABLE

Federal Tax ID Number or Social Security Number
 *FID or SSN
 FID SSN

Payment Terms
 Discount Percentage Days to Discount Days to Net
 0 0 0
 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
 081000032 999999999999 Checking
 BANK OF AMERICA, N.A.

Update Cancel

Joe Smith
 1234 Anystreet Court
 Anycity, AA 12345 1234
 Pay to the order of _____ Dollars
 Bank Anywhere
 123456780 123456789123 | 1234
 Routing Number Account Number Check Number



Vendor Types are required.

You must choose one Vendor Type:

GOOD -Receivable Goods and General Services that are routine in nature and require minimal training for providers employees.

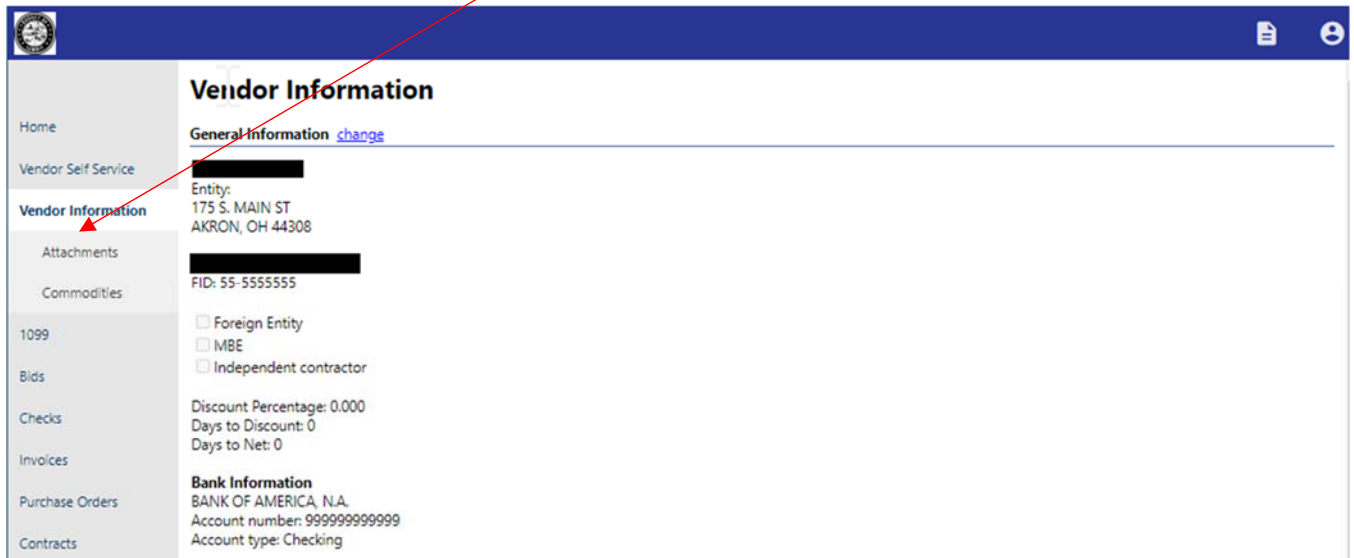
SRVP- Professional Services providers are normally provided by experts with a specific degrees in higher education, and/or professional certifications.

ATTY- Attorneys

LAWS – Law Firm Legal Services

Attaching Required Documents

For Summit County, we require specific documents to do business. To attach them go to the sub-tab underneath Vendor Information section.





SUMMIT COUNTY SELF SERVICE INSTRUCTIONS FOR NEW VENDORS

In the Attachments section, it will show a list of attachments that you are able to add. For vendors, we will need the Vendor Application and Qualification Statement (if you are a Consulting Firm). To get the form to fill out, click on the Resources in the upper right corner, or refer to this link <https://co.summitoh.net/departments/Purchasing.html#nav-about>

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		(3)	Attach
default	Vendor Attachment		(3)	Attach
OPERS Forms	Required for All Individuals Providing a Service		(2)	Attach
PEDACKN	PEDACKN Attachment		(2)	Attach
Qualification Statement	Required for Consulting Firms		(2)	Attach
Vendor Application	Completed Vendor Application or Employee Reimbursement Onboarding	✓	(0)	Attach
W-9	Vendor W-9		(0)	Attach

To attach a file, select Attach on the right associated to the file you want to upload. Choose the file (this may take a second to upload the file), then click Save.

Vendor Commodities

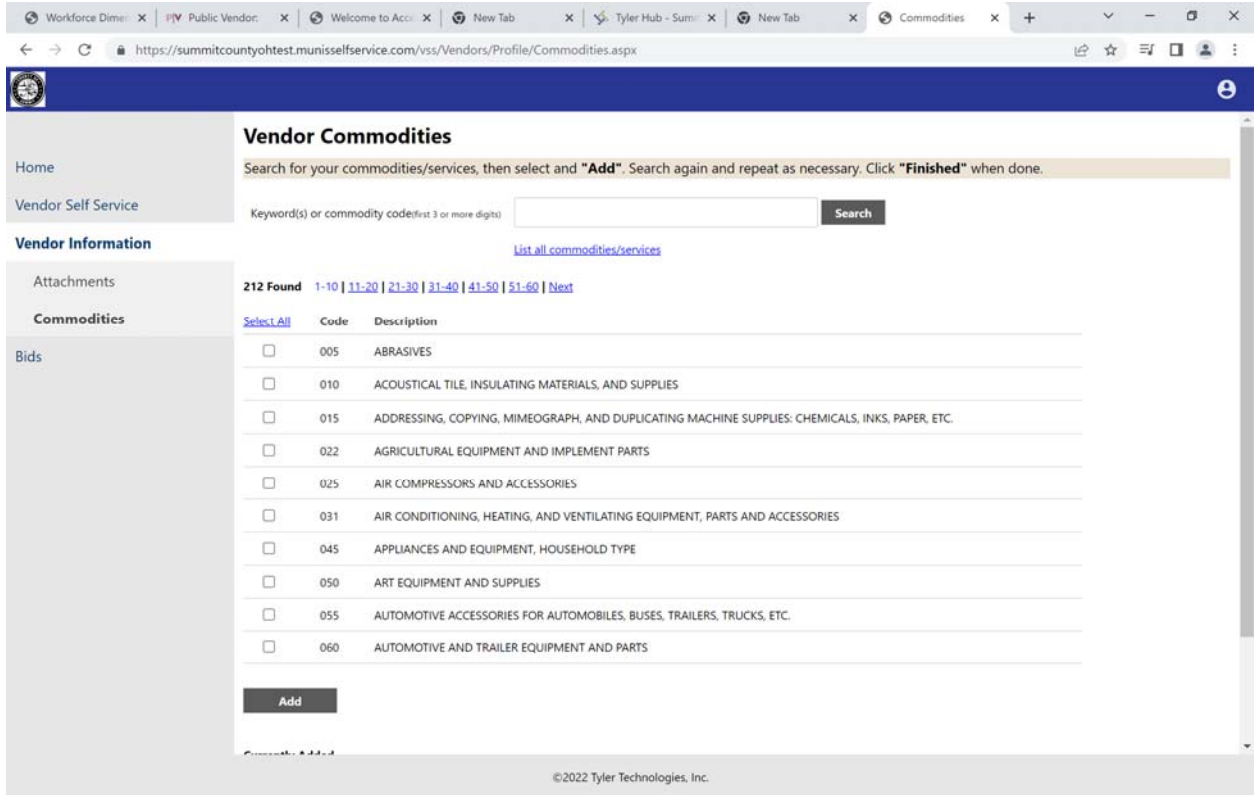
Please also click on the Commodities menu.

A commodity code is a standard system of numbers that are used to identify the goods and services that are being purchased. Using standardized codes enables the County to determine the level of spend in various categories. The code(s) you select will also link to our bid solicitations. Please select as many codes that apply.

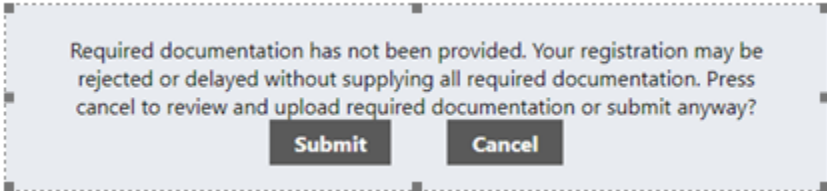
In the search bar, type a broad category like "Building" (instead of "windows"). Select all that apply, click on Add and then Finish



SUMMIT COUNTY SELF SERVICE INSTRUCTIONS FOR NEW VENDORS



Be sure your application is complete and uploaded before you submit. If there is no attachment you will receive the warning message below. Click Cancel and upload your completed Vendor Application (includes the substitute W9), or your submittal will be rejected by Fiscal Finance.



Thank you for completing your Vendor Self Service account. When you log back in you may add as many additional contacts as you like.

Please be advised you may be contacted for diversity, equity and inclusion purposes.