



# Vendor Self Service

## Existing Vendors Instructions

FINANCE AND BUDGET-DIVISION OF PURCHASING

[VENDORSELSERVICE@SUMMITOH.NET](mailto:VENDORSELSERVICE@SUMMITOH.NET)

(330) 643-8570

FISCAL OFFICE ACCOUNTING

[FISCALFINANCE@SUMMITOH.NET](mailto:FISCALFINANCE@SUMMITOH.NET)

DISADVANTAGED BUSINESS ENTERPRISE

[DBE@SUMMITOH.NET](mailto:DBE@SUMMITOH.NET) (330) 643-2581



## Before you begin the registration process

As an existing vendor you have a vendor number with Summit County. When you register you will create a login to the Community Access Services site then link that login to your existing vendor number.

You will need:

- Your Summit County Vendor number
- Your Federal Tax ID number or Social Security Number

**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.**

This documentation covers the **Vendor Registration** process for **existing** 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 [EscalFinance@summitoh.net](mailto:EscalFinance@summitoh.net) or [escourchasing@summitoh.net](mailto:escourchasing@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.



# SUMMIT COUNTY SELF SERVICE INSTRUCTIONS FOR EXISTING 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** T2

[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](#)

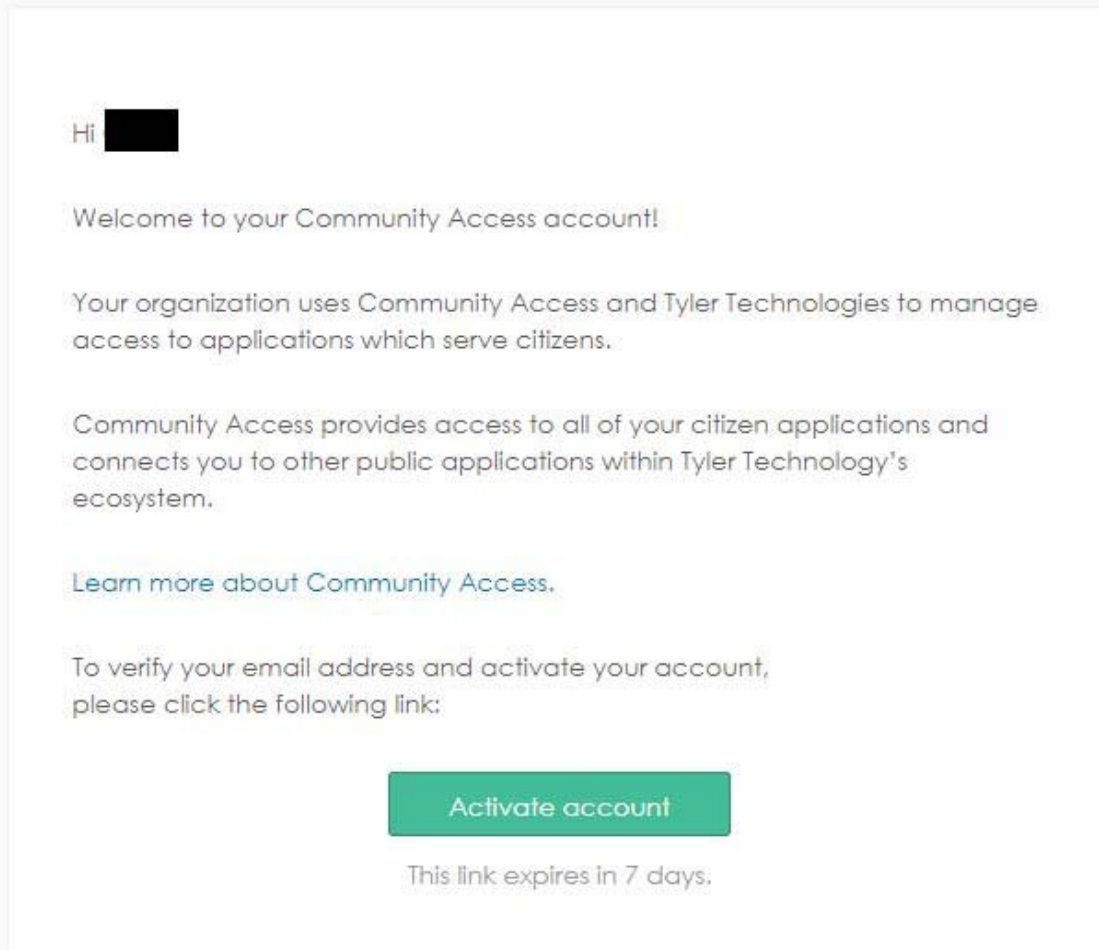
  
**Search for communities**  
 Look for public organizations in your area and apps that can serve you.  
[Search communities](#)

**Your community history**



## SUMMIT COUNTY SELF SERVICE INSTRUCTIONS FOR EXISTING 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 EXISTING VENDORS

This time you will move to the VSS welcome page after logging in. Click on **Link to Existing** to link to your existing Summit County vendor information.

Enter your vendor number and your FID or SSN. The two items must match existing information in the Summit County system to link your account. If the vendor number and FID/SSN don't match you will get the error message below.



### User Contact Information

If your vendor information is found the system will require you to enter a contact person that will be associated with this login profile. 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

Description

\* Phone

Text  Opt in

\* E-mail

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**

**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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**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](mailto:FiscalFinance@summitoh.net) or [execprocuring@summitoh.net](mailto:execprocuring@summitoh.net)



## 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 a web application interface for Vendor Information. On the left is a navigation menu with items: 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: [REDACTED], 175 S. MAIN ST, AKRON, OH 44308. FID: 55-555555. Options:  Foreign Entity,  MBE,  Independent contractor. Discount Percentage: 0.000, Days to Discount: 0, Days to Net: 0.
- 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.
 

Type	Name	Title	Email	Phone
GENERAL	[REDACTED]		[REDACTED]	[REDACTED]
GENERAL	TEST CONTACT		EMAIL@EMAIL.COM	5555555555
- Additional Fields** [change](#): DBE %: 26% - 50%.
- Commodities**: [add](#)



**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





# SUMMIT COUNTY SELF SERVICE INSTRUCTIONS FOR EXISTING VENDORS

At the bottom left of this section is where you can update the banking information. Please note that it will check 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.

📄 🔄

Home

Vendor Self Service

**Vendor Information**

Attachments

Commodities

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

## Vendor Information - General Information and Terms

General Information and Terms: Make Changes

### 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

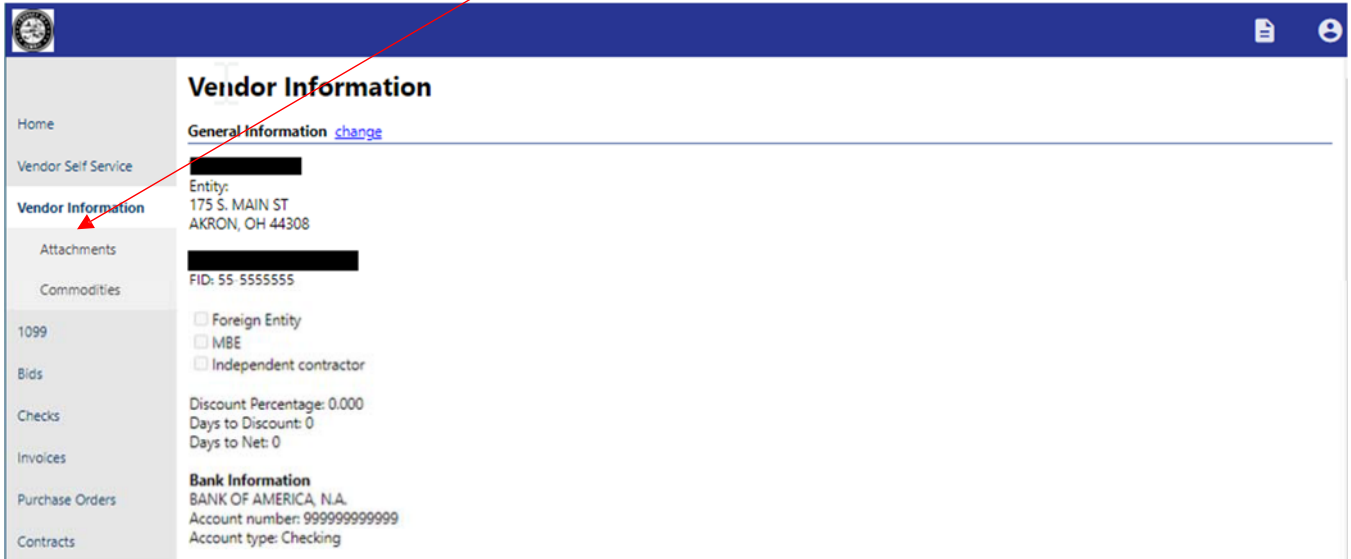
BANK OF AMERICA, N.A.

**Update** **Cancel**



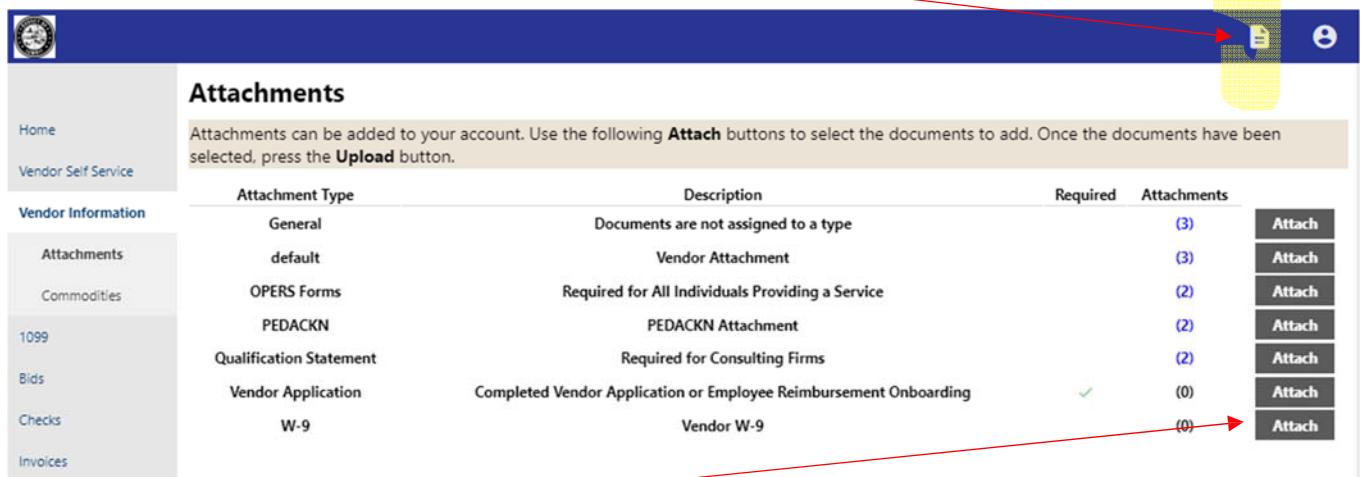
## Attaching Required Documents

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



The screenshot shows the 'Vendor Information' page in a web application. The left sidebar contains navigation links: Home, Vendor Self Service, Vendor Information (highlighted with a red arrow), Attachments, Commodities, 1099, Bids, Checks, Invoices, Purchase Orders, and Contracts. The main content area is titled 'Vendor Information' and includes a 'General Information' section with a 'change' link. Below this, there are fields for Entity (175 S. MAIN ST, AKRON, OH 44308), FID (55 555555), and checkboxes for Foreign Entity, MBE, and Independent contractor. There are also fields for Discount Percentage (0.000), Days to Discount (0), and Days to Net (0). A 'Bank Information' section lists BANK OF AMERICA, N.A., Account number: 99999999999999, and Account type: Checking.

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>



The screenshot shows the 'Attachments' page. The left sidebar is the same as the previous screenshot, with 'Attachments' highlighted. The main content area has a heading 'Attachments' and a sub-heading '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.' Below this is a table with columns: Attachment Type, Description, Required, Attachments, and an 'Attach' button. A red arrow points from the 'Attach' button in the table to the 'Resources' link in the top right corner of the page.

Attachment Type	Description	Required	Attachments	Attach
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.



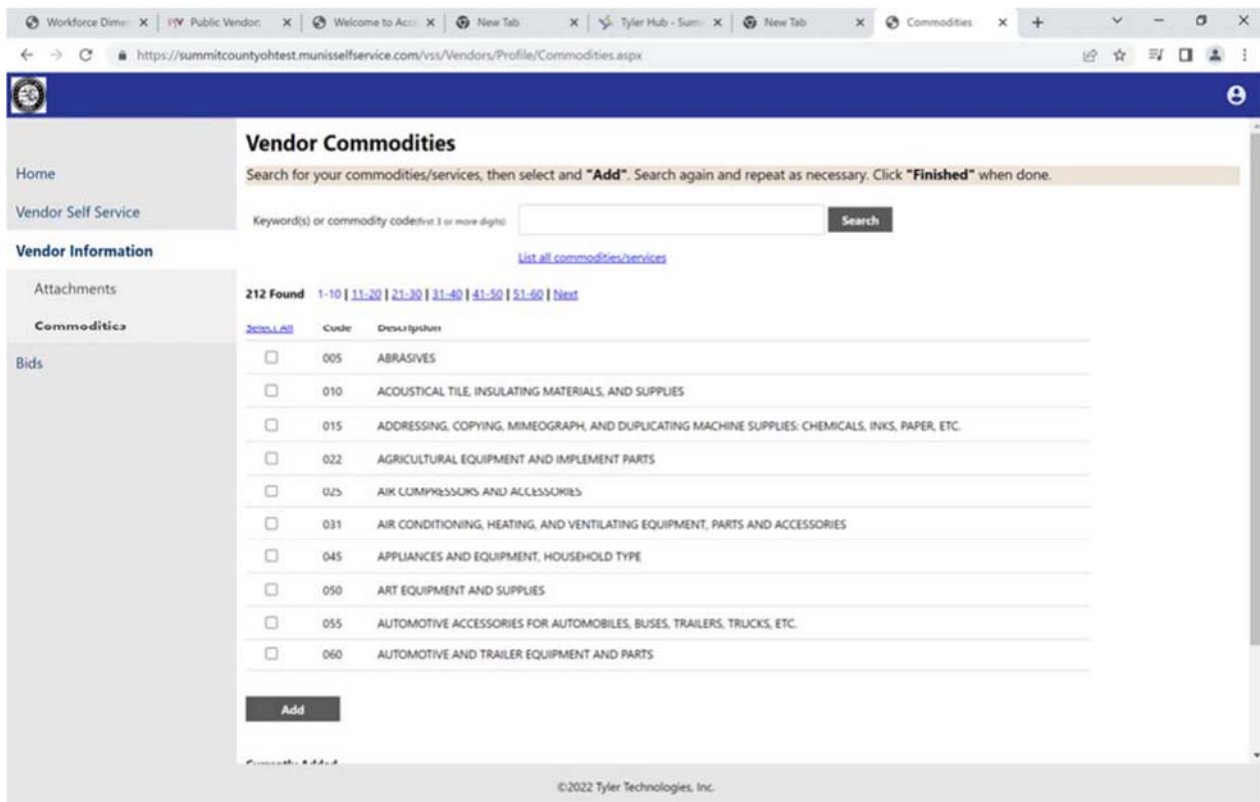
## Vendor Commodities

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.

For a full list of commodities go to <https://co.summitoh.net/departments/Purchasing.html#nav-custom1> and download the excel file.





## SUMMIT COUNTY SELF SERVICE INSTRUCTIONS FOR EXISTING 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.