

Henry County Vendor Access Portal Instructions – Existing Vendors

Registration Guidelines:

Henry County is happy to announce our new Henry County Vendor Self Service Portal (VSS) for Business Vendors portal. Vendor Self Service provides web-based access to information stored in the Purchasing and Accounts Payable database. VSS allows vendors to search for and view 1099 data, purchase orders, invoices, and checks. Existing Vendors will need their Vendor ID and FID or SSN in order to register, review, update existing information and view transactions. Vendor ID numbers can be found on the letter you received.

IMPORTANT: Enter all information in CAPS. Failure to do so will result in a delay in the registration process. ALL CAPS WILL ENSURE CONSISTENCY IN OUR DATABASE.

If you experience any difficulties with Vendor Self Service (VSS) or need confirmation on your Vendor ID Number, FID or SSN, please contact the Purchasing Department at 770-288-6035 or send an e-mail to vendors@co.henry.ga.us



Henry County Vendor Access Portal Instructions – Existing Vendors

1. Click on the Registration link on the right side of the screen.

The screenshot shows the 'New Vendor Registration' page. At the top, there is a blue header with the 'tyler' logo on the left, 'Munis Self Service' in the center, and a 'Log In' button on the right. The main content area is titled 'New Vendor Registration' and 'Step 1: Create user ID and password'. The form contains the following fields: 'User ID (between 1 and 100 characters) *', 'Re-type user ID *', 'Password (between 0 and 15 characters) *', 'Re-type password *', and 'Password hint *'. Below these is a CAPTCHA image showing the numbers '3679' and a corresponding input box. A section for 'EXISTING VENDORS ONLY' includes 'Vendor ID' and 'FID/SSN (Enter without dashes)'. A 'Continue' button is located at the bottom of the form. On the right side, there is a vertical navigation menu with links for 'Home', 'Vendor Self Service', 'Bids', and 'Registration'.

2. Enter a User ID. This is what will be used to login to Henry County Vendor Self Service Portal

3. Re-Type the User ID.

4. Enter a Password. This will also be used to login to Vendor Self Service Portal and will need to be shared by anyone who will be accessing Vendor Self Service Portal

5. Re-type the Password.

6. Enter a Password hint. In the event the password is forgotten, the password hint will be emailed to the email address entered later in the registration process.

7. Type the numbers that appear in the box.

8. Enter the company's Vendor ID that was included in the Henry County Vendor Self Service Portal invitation letter.

9. Enter the company's FID/SSN.

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The screenshot shows the 'New Vendor Registration' page, Step 1: Create user ID and password. The page includes a navigation bar with the Tyler logo, 'Munis Self Service', and a 'Log In' button. A sidebar on the right contains links for 'Home', 'Vendor Self Service', 'Bids', and 'Registration'. The main content area contains the following fields and instructions:

- User ID (between 1 and 100 characters) * TESTCOMPANY2
- Re-type user ID * TESTCOMPANY2
- Password (between 0 and 15 characters) * [Redacted]
- Re-type password * [Redacted]
- Password hint * ninedowntoone
- Enter these validation numbers into the box below them: 8598
- 8598 (input field)
- EXISTING VENDORS ONLY**
You must complete the following for initial registration.
- Vendor ID 104823
- FID/SSN (Enter without dashes) 987654321
- Continue button

10. Click continue to advance to Step 2

The screenshot shows the 'User Contact Information' page. The page includes a navigation bar with the Tyler logo, 'Munis Self Service', and a user profile icon labeled 'TESTCOMPANY2'. A sidebar on the right contains links for 'Vendor Self Service', 'Vendor Information', and 'Bids'. The main content area contains the following fields and instructions:

- Contact Person
- * Contact Type: GENERAL - General Contacts (dropdown menu)
- * Name: JANE DOE
- Description: [Empty field]
- * Phone: 770-777-8888
- Text: [Empty field] Opt In
- Fax: [Empty field]
- * E-mail: YOUR.COMPANY@EMAIL.COM
- Continue button

A tooltip for the 'Contact Type' dropdown menu is visible, listing the following options:

- GENERAL - General Contacts
- ACCOUNTS PAYABLE - Accounts Payable Contacts
- PURCHASING - Purchasing Contacts

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The screenshot shows a web interface for 'Vendor Self Service'. The main content area is titled 'Welcome to Vendor Self Service' and is divided into several sections: 'Profile information' (showing 'JANE DOE', phone '770-777-8888', and email 'YOUR.COMPANY@EMAIL.COM'), 'Vendor information' (showing 'TEST COMPANY 2' with a 'View vendor' link), 'Announcements' (with a welcome message), and 'Bids' (with a 'Search bids' link and three dropdown menus for 'Proposal Status', 'Submitted', and 'Bid Status', all set to 'All'). Below the dropdowns, it says 'Bid information not found.' On the right side, there is a vertical sidebar with the title 'Vendor Self Service' and two menu items: 'Vendor Information' and 'Bids'.

11. In Step 2 update/enter user contact information. Fields denoted with an * are required.

12. Click Continue to advance to Step 3.

Step 3 shows your User ID and password have been successfully set and you are now logged in. Click **View Vendor** to continue with the registration process. (If you get the Commodities code screen, please follow steps on page 9)

13. In Step 4 update/enter all company general information.

In the **Terms** section, fill in these boxes if a terms discount is offered for prompt payment.

Henry County standard terms of Net 30 will default. If no terms discount is offered, enter "0" in Discount Percentage and all the other boxes blank.

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Vendor Information - General Information and Terms

General Information and Terms: Make Changes

Your profile is missing required information. Please update where required.

General information

* Company Name
TEST COMPANY 2
(line 2)
(line 3)
(line 4)
Doing business as (if different from above)
 Foreign Entity
* Address
123 MAIN STREET
(line 2)
(line 3)
(line 4)
* City
JONESBORO
* State (abbreviation)
GA
* Zip
30236

County
Country
Fax Number
Geographic
Select Type...
* E-Mail
CONTACT@EMAIL.COM
Web site
Vendor Type
REGULAR VENDOR

Minority Business Entity (MBE)

Is Minority Business Enterprise
MBE Classifications
(select all that apply)
 DISADVANTAGED BUSINESS ENTERPR
 General 0 certifications [manage](#)
 LOCAL VENDOR PREFERENCE
 MINORITY-OWNED/WOMAN-OWNED
 SMALL BUSINESS/LOCAL BUSINESS

Gender Select Type...
Ethnicity Select Type...

Vendor Self Service

Vendor Information

Attachments

Commodities

Bids

Vendor Self Service

Vendor Information

Attachments

Commodities

Bids

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The screenshot shows the 'Vendor Information' page in the Tyler Munis Self Service portal. The page has a dark blue header with the Tyler logo on the left, 'Munis Self Service' in the center, and a user profile icon with 'TESTCOMPANY' on the right. A sidebar on the right contains a navigation menu with the following items: 'Vendor Self Service', 'Vendor Information' (highlighted), 'Attachments', 'Commodities', and 'Bids'. The main content area contains the following form fields and options:

Enter a Federal Tax ID Number or Social Security Number

*FID
23-4567891

Payment Terms

Discount Percentage
0

Days to Discount
0

Days to Net
0

Your preferred payables delivery method(s).
 Mail Fax E-Mail

Your preferred purchasing delivery method(s).
 Mail Fax E-Mail

At the bottom of the form are two buttons: 'Update' and 'Cancel'.

14. Click update to save your information