

THE VENDOR REGISTRATION PROCESS

Link to the vendor registration process:

<https://vss.fultoncountyga.gov/webapp/VSSPROD/AltSelfService>

VENDOR REGISTRATION CONTACTS

Please use the contacts below for assistance with the registration process. All contract attorneys must be registered vendors to receive payment.

Gibran Harris
Vendor Coordinator,
Purchasing & Contract Compliance
Gibran.Harris@fultoncountyga.gov
(404) 612-5907

Richard Franklin
Vendor Coordinator,
Purchasing & Contract Compliance
Richard.Franklin@fultoncountyga.gov
(404) 612-7909

Marylan James
Administrative Coordinator II,
Purchasing & Contract Compliance
Marylan.James@fultoncountyga.gov
(404) 612-7981

Steps to Register as a Vendor

1. Please use your internet explorer browser, other browsers may not be compatible.
2. Click the following link to get started: <https://vss.fultoncountyga.gov/webapp/VSSPROD/AltSelfService>
3. Click "**register**" on the lower left side of the page.
4. You will need to accept the terms and conditions to move forward.
5. Review this page & click "**next**".
6. If you are registering a company, use the top row; if you're registering an individual, use the bottom row and hit search after entering the requested information
7. Review the list of companies/individuals to confirm you are not already registered. If you are not registered, scroll down to the bottom of the page and click "new registration" (please call **404-612-5907** if you discover the individual/company is currently registered)
8. Complete the "**My user information**" page and click "next"
9. The next page will notify you of the email you will soon receive, be sure to click "next" on that page.
10. **Important:** You will receive an email from **Host@Advantage.com**; (if you don't see it check your spam/junk mail) click on the link in that email to log in for the first time and start the 2nd portion of the registration process. Please call **404-612-5907** if you do not receive the email.
11. Select your TIN Type and Classification Type, then hit the "next" button
12. In the "Verify My Locations by" field, click the drop-down and select "**Use My TIN**"
13. Skip down to the "Legal Name Information" section and enter only the names listed on both your W9 and Business License; if the names are not consistent on both documents, your activation request will be rejected.
14. Enter your **Tax ID** number or **SSN** in the "**Taxpayer ID Number**" field using numbers only.
15. Enter your address as it is listed on your **W9**
16. When entering your **EFT** information, enter your Routing number in the "**ABA Number**" field and leave the "**Routing ID Number**" field blank.
17. Enter your account type: checking, savings, money market, etc.
18. Enter your account number and select "**email as attachment**" in the "**Remittance Advice Transmission Mode**" field
19. Click continue to complete the registration:
 - When entering **EFT** information, **DO NOT** select "**Postal**" as the Remittance Advice Transmission Mode, this will cause the system to reject your entire registration.
 - After entering your **TIN**, **EIN**, or **SSN**, only fill out the fields that have the red asterisk (*) before the word.
 - Please do not forget to email a copy of your current year W9 (the substitute W9 on the site is no longer accepted) and a copy of your business license to: gibran.harris@fultoncountyga.gov and richard.franklin@fultoncountyga.gov
 - **If you are registering a government agency, school, college, church, or an individual using a social security number, a business license is NOT required.**