

FCBOE Vendor Self Service Getting Started

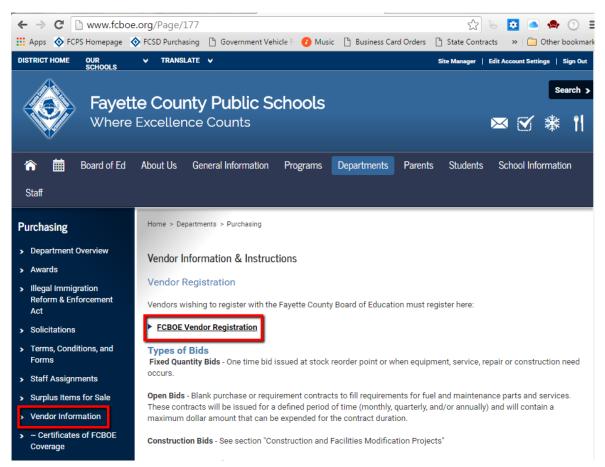
Welcome to the Fayette County Board of Education Vendor Self-Service portal! Thank you for taking the time to register with our district.

Should you have any questions on using this site, please contact the Purchasing Department at purchasing@mail.fcboe.org or (770) 460-3535.

For New Vendors:

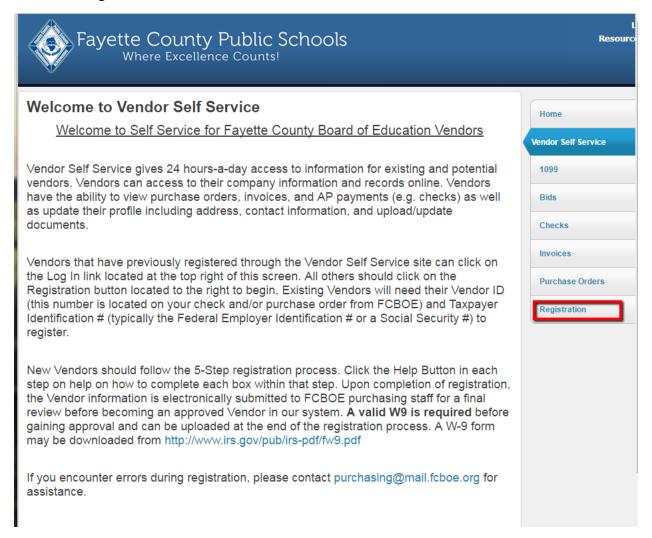
Access the vendor registration portal by visiting the Fayette County Public Schools website, selecting the Purchasing Department from the Departments section, and then selecting Vendor Information from the menu to the left of the page.

To begin registration, simply click on the FCBOE Vendor Registration link.



At the VSS landing page you can read the information and requirements needed to register. Be sure and have a valid W-9 form available for upload. **New vendors who do not upload a W-9 form will be rejected.**

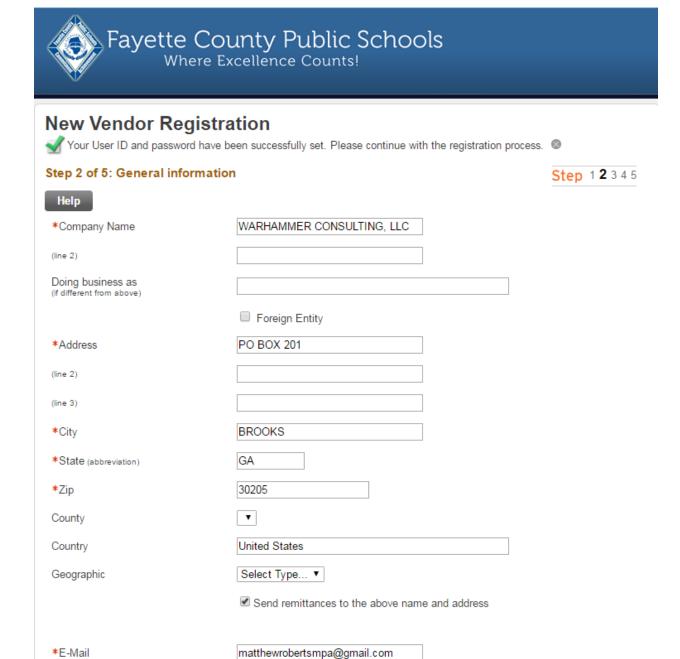
Select the Registration button to continue.



You must complete the five step registration process in order to continue. Begin by completing basic user information and selecting Continue. DO NOT complete the existing vendors section.



Step 2 is comprised of general information for your company:



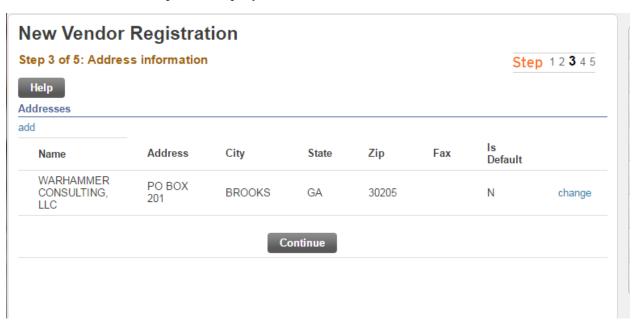
www.warhammerllc.com

Goods and Services ▼

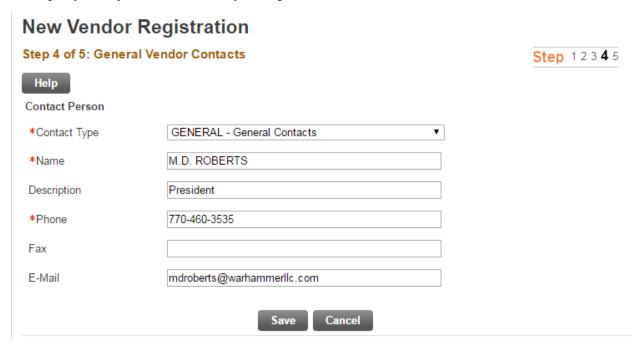
Web site

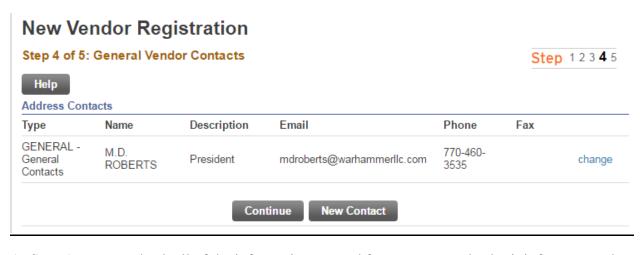
*Vendor Type

At Step 3, you may enter additional addresses for your organization. Examples might include remittance address, or addresses for separate company divisions.



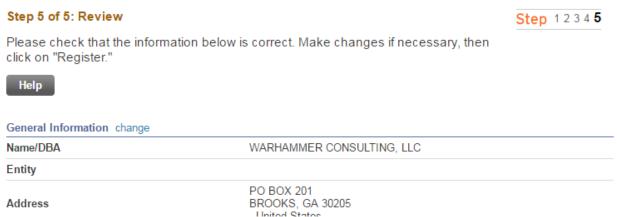
At Step 4, you may enter contacts for your organization.





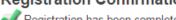
At Step 5, you can check all of the information entered for accuracy and submit it for approval.

New Vendor Registration



Once you click Register, you will then have an opportunity to upload documents including the required W-9.

New Vendor Registration Registration Confirmation



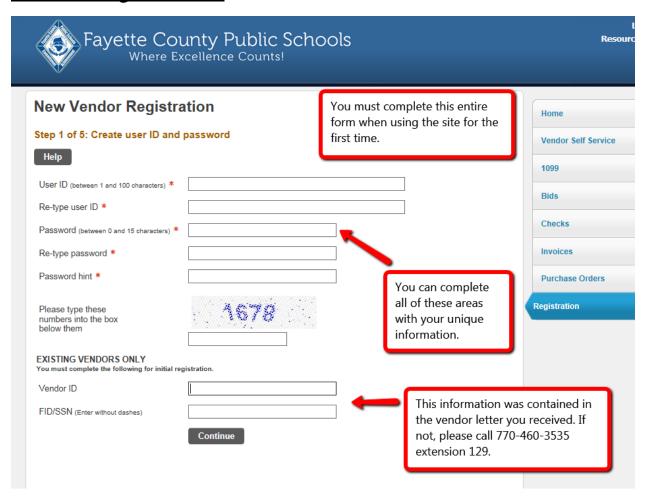
🥻 Registration has been completed. You will be contacted when your information has been reviewed. 🛭 🛭

You can now:

- · Register for commodities/services and/or update your profile.
- · Upload attachment documents to your profile.

You have completed the registration process and will receive an email confirming its acceptance.

For Existing Vendors:



^{**}If a message is returned stating you are already registered as a vendor, be sure and complete all of the new vendor registration form. Sometimes, if you simply enter the vendor ID and FID, the system will return this error.**