



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.

The screenshot shows a web browser window with the URL www.fcboe.org/Page/177. The website header includes the Fayette County Public Schools logo and the tagline "Where Excellence Counts". The navigation menu is set to "Departments". A sidebar on the left lists various purchasing-related items, with "Vendor Information" highlighted in a red box. The main content area shows the breadcrumb trail "Home > Departments > Purchasing" and the heading "Vendor Information & Instructions". Under the "Vendor Registration" section, the link "FCBOE Vendor Registration" is highlighted with a red box. Below this, there are sections for "Types of Bids" including "Fixed Quantity Bids", "Open Bids", and "Construction Bids".

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.

Fayette County Public Schools
Where Excellence Counts!

Welcome to Vendor Self Service

[Welcome to Self Service for Fayette County Board of Education Vendors](#)

Vendor Self Service gives 24 hours-a-day access to information for existing and potential vendors. Vendors can access to their company information and records online. Vendors have the ability to view purchase orders, invoices, and AP payments (e.g. checks) as well as update their profile including address, contact information, and upload/update documents.


Vendors that have previously registered through the Vendor Self Service site can click on the Log In link located at the top right of this screen. All others should click on the Registration button located to the right to begin. Existing Vendors will need their Vendor ID (this number is located on your check and/or purchase order from FCBOE) and Taxpayer Identification # (typically the Federal Employer Identification # or a Social Security #) to register.

New Vendors should follow the 5-Step registration process. Click the Help Button in each step on help on how to complete each box within that step. Upon completion of registration, the Vendor information is electronically submitted to FCBOE purchasing staff for a final review before becoming an approved Vendor in our system. **A valid W9 is required** before gaining approval and can be uploaded at the end of the registration process. A W-9 form may be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

If you encounter errors during registration, please contact purchasing@mail.fcboe.org for assistance.

Home
Vendor Self Service
1099
Bids
Checks
Invoices
Purchase Orders
Registration

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.



Fayette County Public Schools

Where Excellence Counts!

New Vendor Registration

Step 1 of 5: Create user ID and password Step **1** 2 3 4 5

[Help](#)

User ID (between 1 and 100 characters) *


Re-type user ID *

Password (between 4 and 15 characters) *

Re-type password *

Password hint *

Enter these validation numbers into the box below them



EXISTING VENDORS ONLY
You must complete the following for initial registration.

Vendor ID

FID/SSN (Enter without dashes)

Continue

Step 2 is comprised of general information for your company:



New Vendor Registration

Your User ID and password have been successfully set. Please continue with the registration process.

Step 2 of 5: General information

Step 1 **2** 3 4 5

Help

*Company Name

WARHAMMER CONSULTING, LLC

(line 2)

Doing business as
(if different from above)

Foreign Entity

*Address

PO BOX 201

(line 2)

(line 3)

*City

BROOKS

*State (abbreviation)

GA

*Zip

30205

County

Country

United States

Geographic

Select Type... ▼

Send remittances to the above name and address

*E-Mail

matthewrobertsmpa@gmail.com

Web site

www.warhammerllc.com

*Vendor Type

Goods and Services ▼

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

New Vendor Registration

Step 3 of 5: Address information Step 1 2 **3** 4 5

[Help](#)

Addresses

add

Name	Address	City	State	Zip	Fax	Is Default	
WARHAMMER CONSULTING, LLC	PO BOX 201	BROOKS	GA	30205		N	change

[Continue](#)

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

New Vendor Registration

Step 4 of 5: General Vendor Contacts Step 1 2 3 **4** 5

[Help](#)

Contact Person

*Contact Type

*Name

Description

*Phone

Fax

E-Mail

[Save](#) [Cancel](#)

New Vendor Registration

Step 4 of 5: General Vendor Contacts

Step 1 2 3 **4** 5

[Help](#)

Address Contacts

Type	Name	Description	Email	Phone	Fax
GENERAL - General Contacts	M.D. ROBERTS	President	mdroberts@warhammerllc.com	770-460- 3535	change

[Continue](#)

[New Contact](#)

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

New Vendor Registration

Step 5 of 5: Review

Step 1 2 3 4 **5**

Please check that the information below is correct. Make changes if necessary, then click on "Register."


[Help](#)

General Information [change](#)

Name/DBA	WARHAMMER CONSULTING, LLC
Entity	
Address	PO BOX 201 BROOKS, GA 30205 United States

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:

The screenshot shows the 'New Vendor Registration' page for Fayette County Public Schools. The page is titled 'Step 1 of 5: Create user ID and password'. It includes a 'Help' button and several input fields: 'User ID (between 1 and 100 characters) *', 'Re-type user ID *', 'Password (between 0 and 15 characters) *', 'Re-type password *', 'Password hint *', and a CAPTCHA field with the number '1678'. Below these is a section for 'EXISTING VENDORS ONLY' with fields for 'Vendor ID' and 'FID/SSN (Enter without dashes)'. A 'Continue' button is at the bottom. A sidebar on the right contains links for Home, Vendor Self Service, 1099, Bids, Checks, Invoices, Purchase Orders, and Registration. Three red callout boxes with arrows point to specific parts of the form: the top box says 'You must complete this entire form when using the site for the first time.'; the middle box says 'You can complete all of these areas with your unique information.'; and the bottom box says 'This information was contained in the vendor letter you received. If not, please call 770-460-3535 extension 129.'

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.