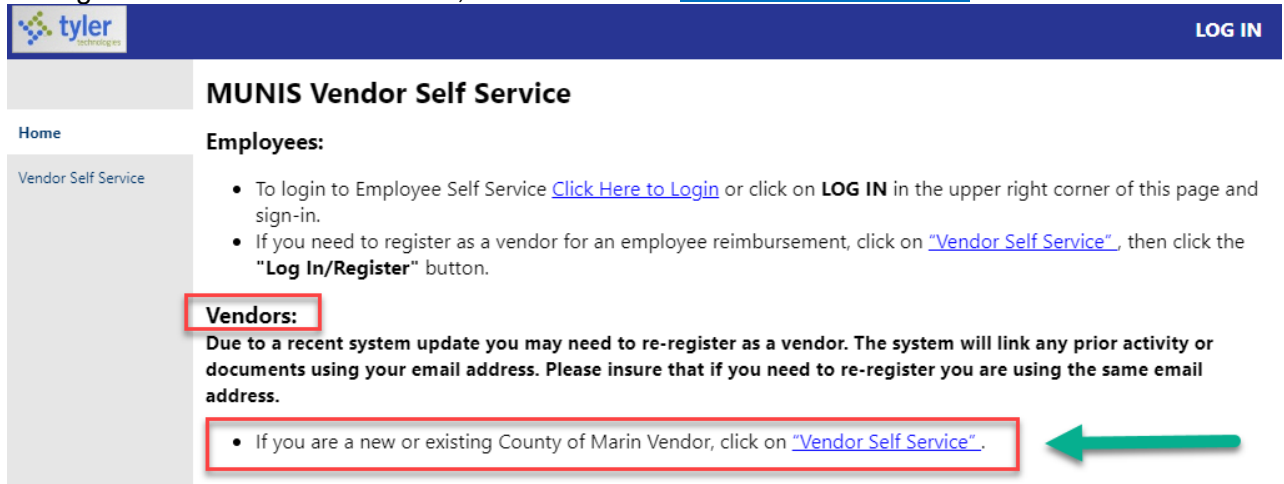


Vendor Self Service Registration Guide

Welcome to the County of Marin Vendor Self Service Online

Please use the GOOGLE CHROME BROWSER

1. To register for Vendor Self Service, click on the link [Vendor Self Service](#)



MUNIS Vendor Self Service

Home

Vendor Self Service

Employees:

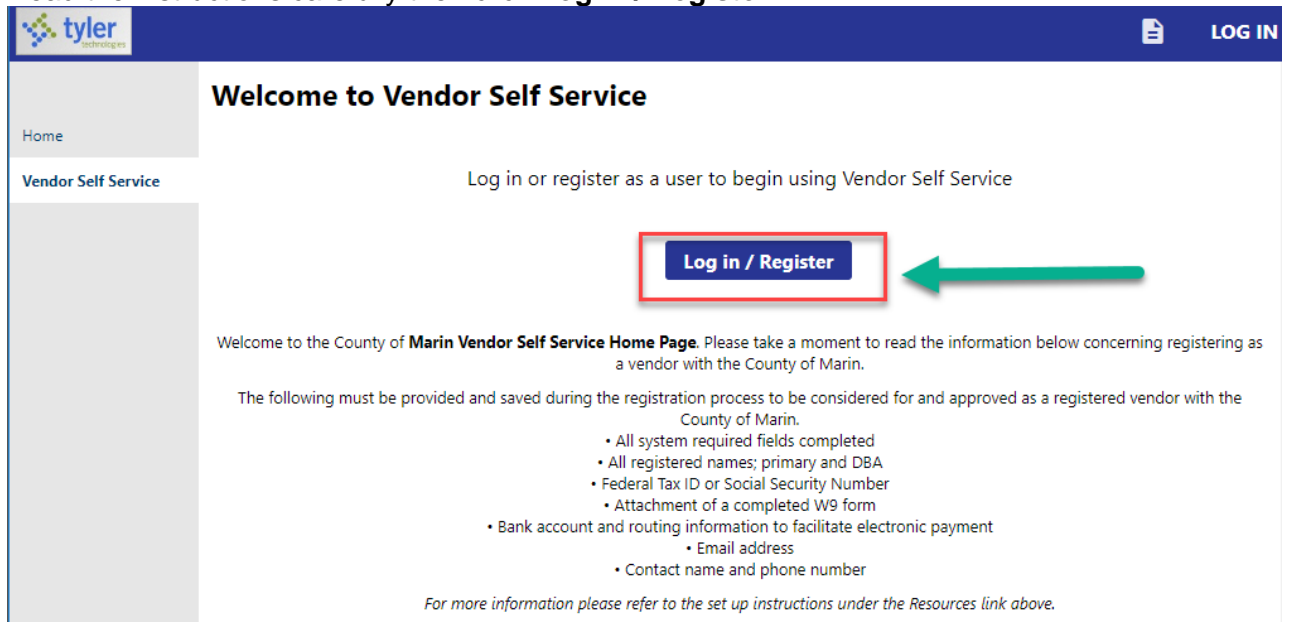
- To login to Employee Self Service [Click Here to Login](#) or click on **LOG IN** in the upper right corner of this page and sign-in.
- If you need to register as a vendor for an employee reimbursement, click on "[Vendor Self Service](#)", then click the "**Log In/Register**" button.

Vendors:

Due to a recent system update you may need to re-register as a vendor. The system will link any prior activity or documents using your email address. Please insure that if you need to re-register you are using the same email address.

- If you are a new or existing County of Marin Vendor, click on "[Vendor Self Service](#)".

2. Read the instructions carefully then click **Log in / Register**



Welcome to Vendor Self Service

Home

Vendor Self Service

Log in or register as a user to begin using Vendor Self Service

Log in / Register

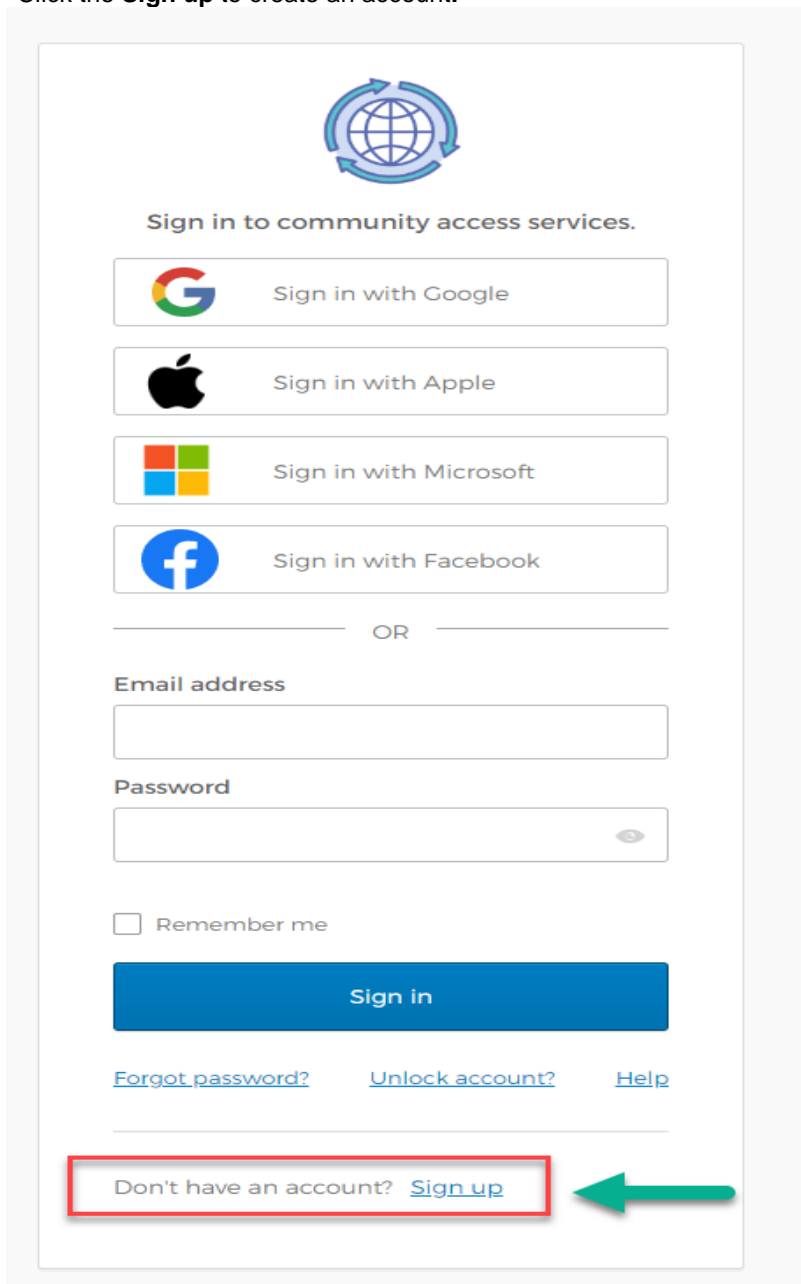
Welcome to the County of **Marin Vendor Self Service Home Page**. Please take a moment to read the information below concerning registering as a vendor with the County of Marin.

The following must be provided and saved during the registration process to be considered for and approved as a registered vendor with the County of Marin.

- All system required fields completed
- All registered names; primary and DBA
- Federal Tax ID or Social Security Number
- Attachment of a completed W9 form
- Bank account and routing information to facilitate electronic payment
 - Email address
- Contact name and phone number

For more information please refer to the set up instructions under the Resources link above.

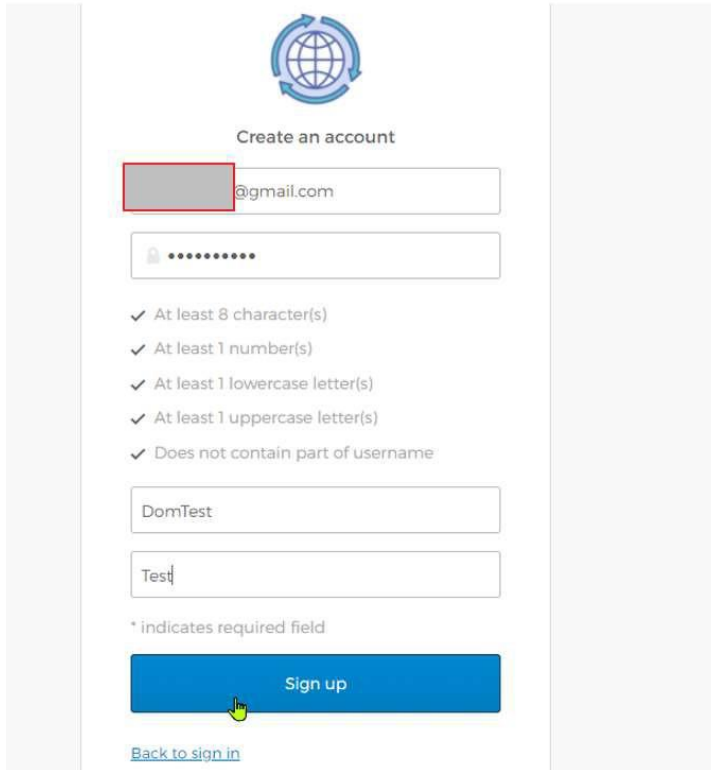
3. Click the **Sign up** to create an account.




The screenshot displays a user interface for logging into community access services. At the top, there is a globe icon with three circular arrows around it. Below the icon, the text reads "Sign in to community access services." There are four social login buttons: "Sign in with Google" (with the Google 'G' logo), "Sign in with Apple" (with the Apple logo), "Sign in with Microsoft" (with the Windows logo), and "Sign in with Facebook" (with the Facebook 'f' logo). Below these buttons is a horizontal line with the word "OR" in the center. Underneath, there are two input fields: "Email address" and "Password" (with a toggle eye icon). Below the password field is a checkbox labeled "Remember me". A large blue button labeled "Sign in" is positioned below the checkbox. At the bottom of the form, there are three links: "Forgot password?", "Unlock account?", and "Help". At the very bottom, there is a red-bordered box containing the text "Don't have an account? [Sign up](#)". A green arrow points from the right side of this box towards the "Sign up" link.

Vendor Self Service Registration Guide

4. Enter the required information and click the **Sign up** button.





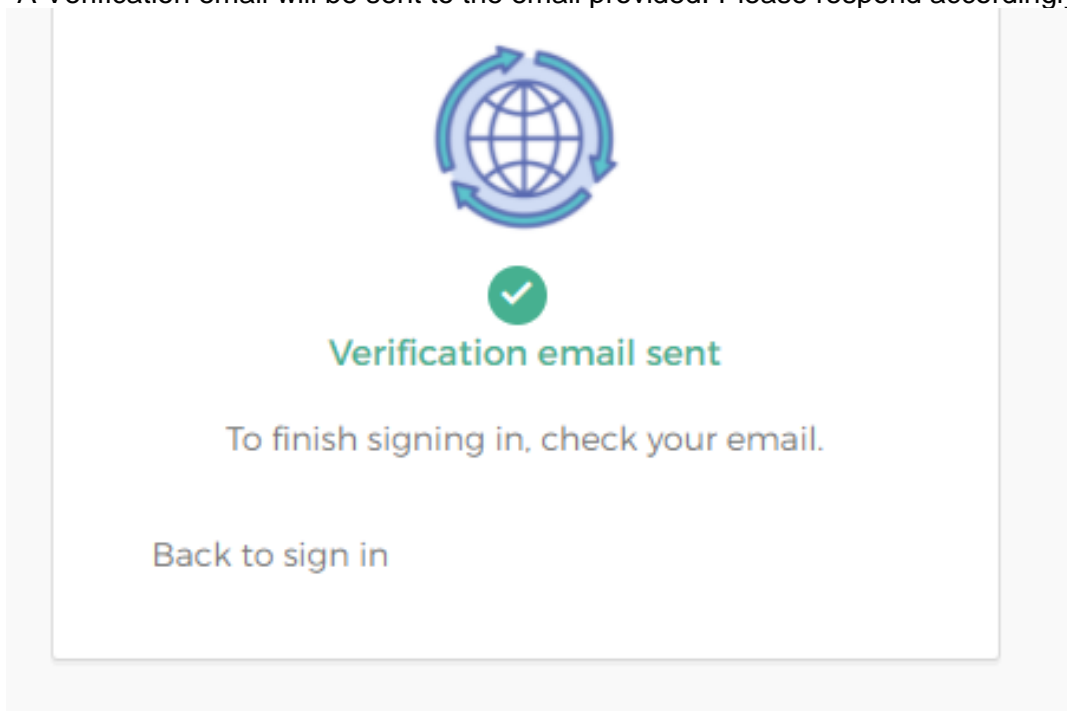
Create an account

- ✓ 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

* indicates required field

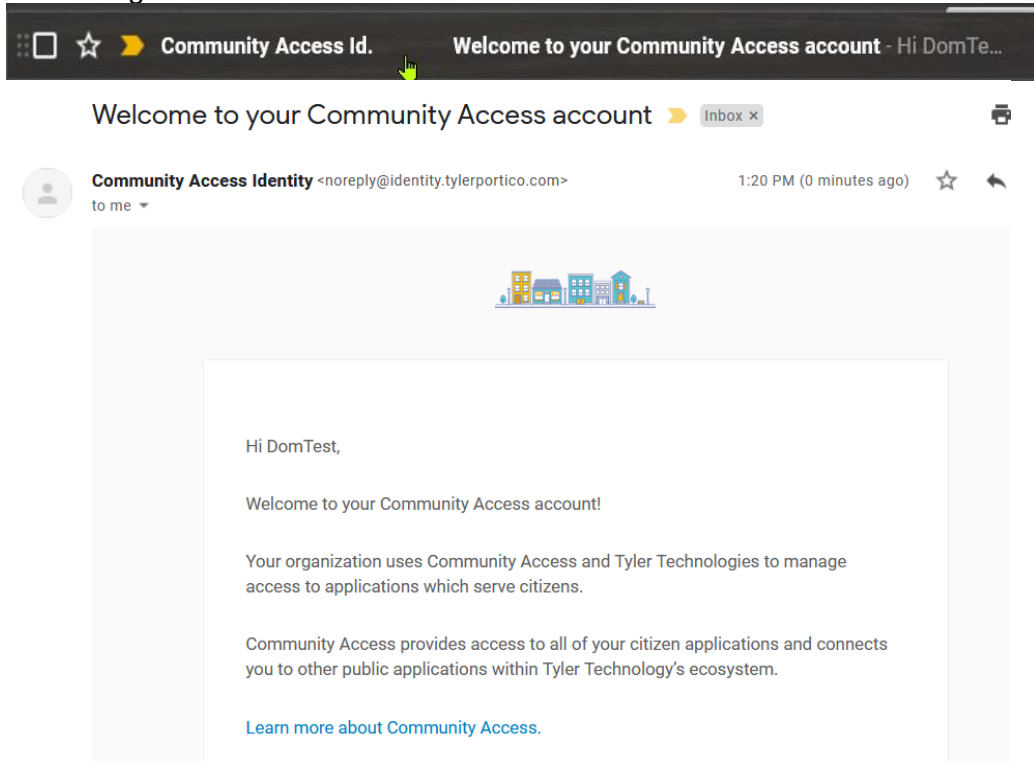
[Back to sign in](#)

5. A Verification email will be sent to the email provided. Please respond accordingly.



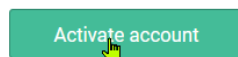
Vendor Self Service Registration Guide

6. You will get an activation email like the below images, which you **must** respond to according to the instructions.

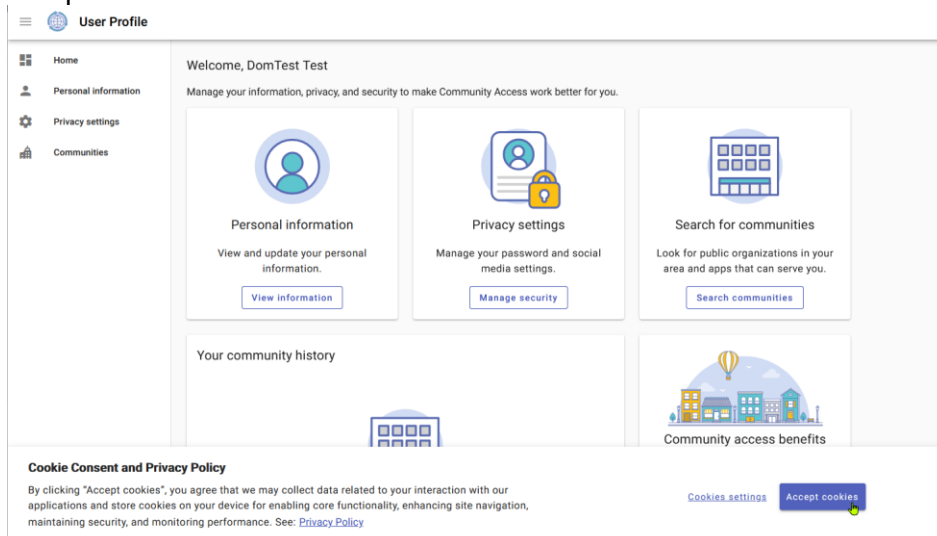


7. Click **Activate account**. Now your account has been activated.

To verify your email address and activate your account, please click the following link:

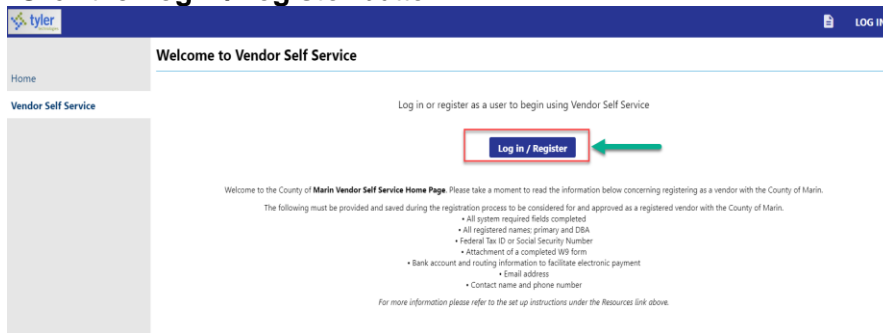


- a) Accept the cookies.

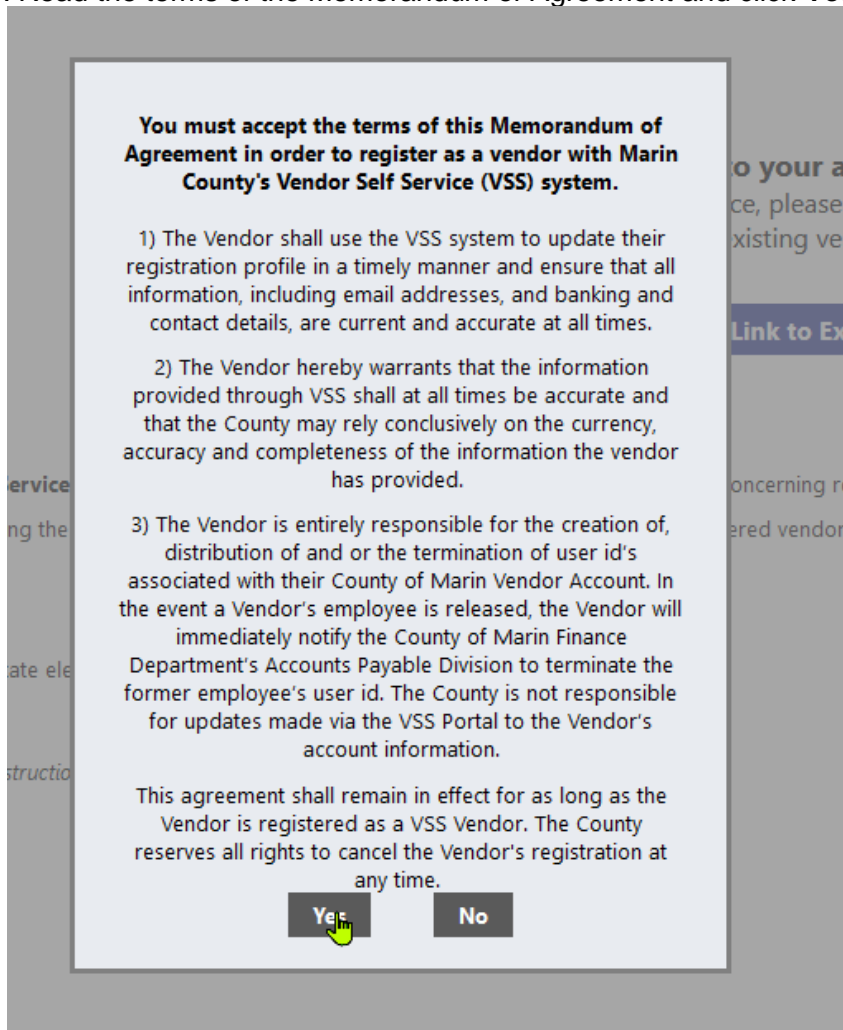


Vendor Self Service Registration Guide

8. Please go back to the home screen and log in [Vendor Self Service](#)
9. Click the **Log in/Register** button.



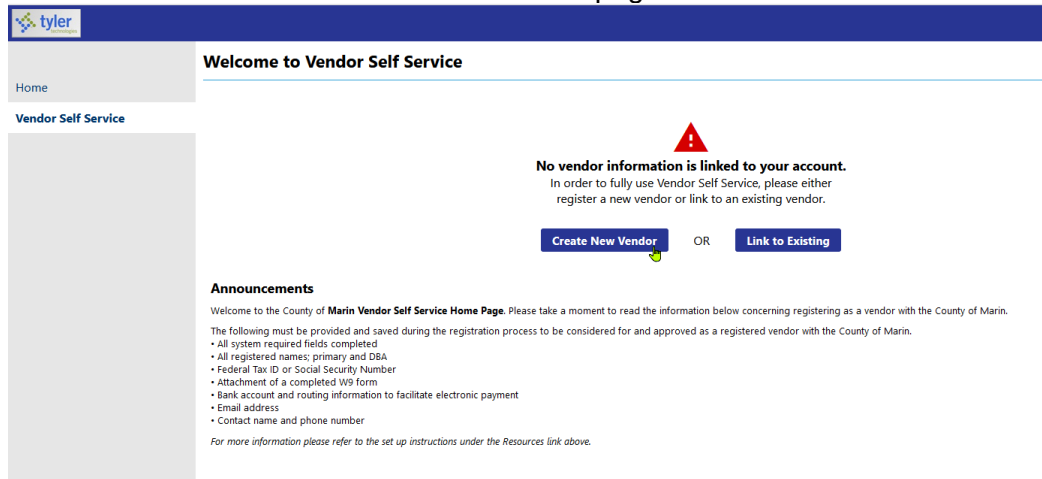
10. Read the terms of the Memorandum of Agreement and click **Yes** if you agree to the terms.



Vendor Self Service Registration Guide

- If you do not have a vendor setup with the County of Marin, you will create a new vendor. If you have a vendor, then you would link to existing.
- If you would like to inquire about your company is already registered, please call 415-473-6156 or email DOF-APVendor@marincounty.org

11. In this Welcome to vendor Self Service window select if you are a new vendor or existing vendor and follow the instructions in the next page.



Welcome to Vendor Self Service

Home
Vendor Self Service

No vendor information is linked to your account.
In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor.

[Create New Vendor](#) OR [Link to Existing](#)

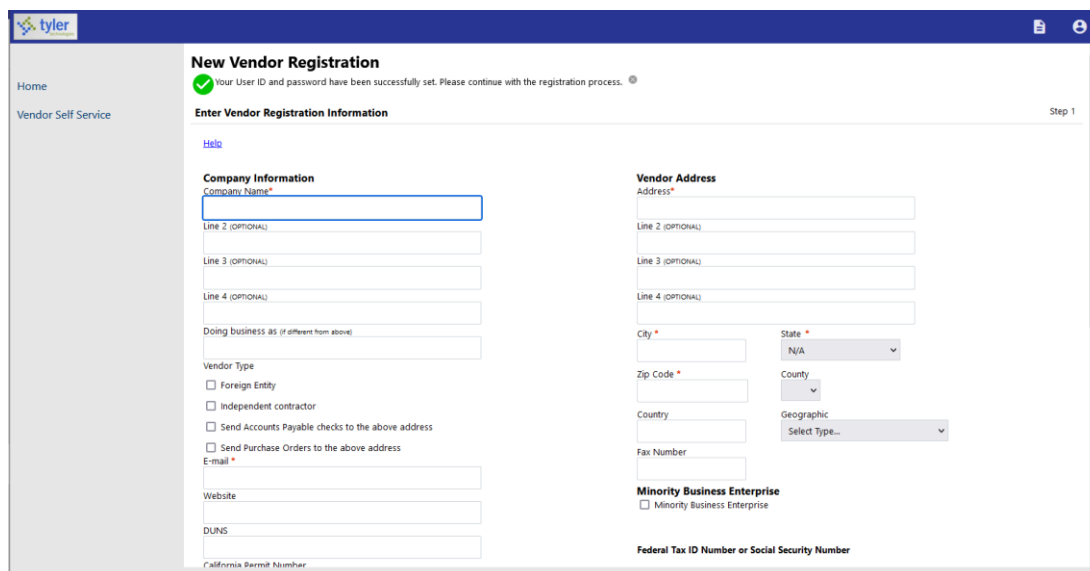
Announcements

Welcome to the County of **Marin Vendor Self Service Home Page**. Please take a moment to read the information below concerning registering as a vendor with the County of Marin.

The following must be provided and saved during the registration process to be considered for and approved as a registered vendor with the County of Marin.

- All system required fields completed
- All registered names: primary and DBA
- Federal Tax ID or Social Security Number
- Attachment of a completed W9 form
- Bank account and routing information to facilitate electronic payment
- Email address
- Contact name and phone number

For more information please refer to the set up instructions under the Resources link above.



New Vendor Registration

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

Enter Vendor Registration Information Step 1

Company Information

Company Name*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

Vendor Type

Foreign Entity

Independent contractor

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

E-mail *

Website

DUNS

California Permit Number

Vendor Address

Address*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City *

State *

N/A

Zip Code *

Country

Geographic

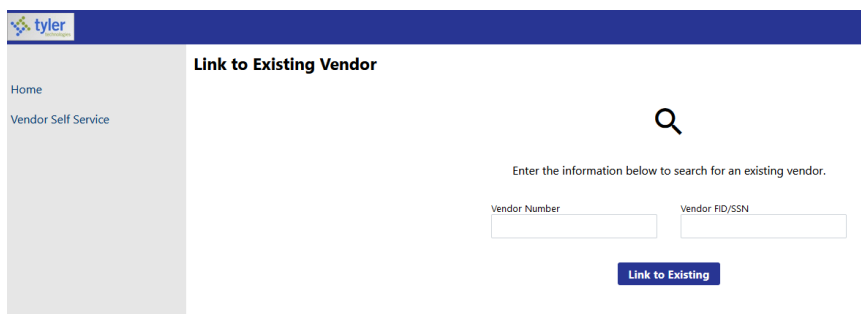
Select Type...

Fax Number

Minority Business Enterprise

Minority Business Enterprise

Federal Tax ID Number or Social Security Number



Link to Existing Vendor

Home
Vendor Self Service

Enter the information below to search for an existing vendor.

Vendor Number

Vendor FID/SSN

[Link to Existing](#)

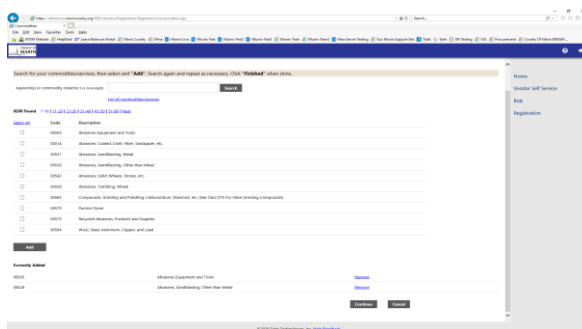
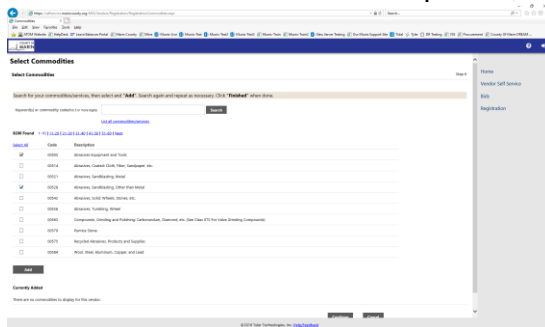
12. Click continue

NOTE: All fields with an asterisk* are required

13. Enter your Name or Business name, DBA name
14. Enter your business address
15. The County of Marin preferred payment method is **EFT**. Please enter your banking information for **Electronic Funds Transfer (EFT) payments** and click the **Continue** button.

***REQUIRED: ATTACH A VOID CHECK OR LETTER FROM YOUR BANK PROVIDING THE BANK ACCOUNT AND ROUTING INFORMATION**

16. To add another address, click on the **Add** hyperlink.
17. After you have entered additional address information, click the **Continue** button to proceed. To keep adding additional address information, click the **Continue** button.
18. Add contact information to your profile by clicking on the **New Contact** button. Click the **Continue** button to bypass.
If you clicked on New Contact, select Contact Type from the drop-down options General, Purchasing, or Accounts Payable and Name (which are required). Enter the contact information, Description, Telephone, and Email. Click the **Save** button after you have completed the fields. You can proceed to add more contacts or click on **Continue** to move to another section.
19. The **Commodities** Fields are optional; select applicable commodity and click **Continue**.



20. Review all your information to ensure that your data is correct and make changes if necessary.
21. Click **Register** to complete the setup. Be sure to wait for registration to complete.
22. You will receive an email confirmation.
23. You can now begin using your Vendor Self-Service account for updates as needed, view



Vendor Self Service Registration Guide

payment history, current Contracts, Bids, etc.


IMPORTANT

The County of Marin will **not issue Contracts, Purchase Orders, or payments** to vendors that have not submitted a completed W-9 form and other required documents to complete their vendor registration.

Note: Requests for accommodations may be made by calling (415) 473-4381 (Voice/TTY), 711 for California Relay service, or by e-mail at disabilityaccess@marincounty.org available in alternative formats, upon request.

Department of Finance – Account Payable website

[Accounts Payable - Department of Finance - County of Marin \(marincounty.org\)](https://www.marincounty.org/Accounts-Payable)



marincounty.org

HOME
HOW DO I?
GOVERNMENT
FOR RESIDENTS
FOR BUSINESS
RECREATION
CONTACTS

You are here: [Home](#) > [Departments](#) > [Department of Finance](#) > [Accounts Payable](#)

Featured Links

- [→ Contact Us](#)
- [→ Frequently Asked Questions](#)
- [→ What We Do](#)
- [→ Tax Payment by Phone](#)
- [→ Pension and Retiree Health](#)
- [→ Property Tax Bill](#)
- [→ Compensation Transparency](#)
- [→ Property Tax Exemptions](#)
- [→ Where Your Tax Dollars Go](#)

Department of Finance

- ☒ Divisions**
 - [→ Accounting](#)
 - [→ **Accounts Payable**](#)
 - [→ Internal Audit](#)
 - [→ Central Collections](#)
 - [→ Payroll](#)
 - [→ Public Administrator](#)
 - [→ Tax](#)
 - [→ Treasurer](#)
- ☒ Open Data Portal**
- ☒ Financial Information**
- ☒ Property Tax Payments**
- ☒ Tax Information**
- ☒ Business License**
- ☒ Special Districts in Marin**
- ☒ Transient Occupancy Tax**

Accounts Payable

Mina Martinovich, Department of Finance [f](#) [t](#) [p](#)

The Accounts Payable Division's primary mission is to ensure the processing of timely, accurate and secure payments and to provide excellent customer service to the County of Marin departments and special districts. We have the option of processing payments via check, wire, or Automated Clearing House (ACH).

The Division is responsible for paying invoices for all goods and services purchased by the County of Marin, and some special districts. In addition, the Accounts Payable Division issues employee reimbursement checks and produces 1099 reporting.

Vendor master data is maintained by the Accounts Payable Division. The Division generates various daily, bi-weekly, monthly and year end reports to validate and reconcile the County's vendor payments.

The Accounts Payable Division, DOF-APVendor@marincounty.org, responsibilities include:

- Upholding the County Procurement Policy [Procurement Manual](#) (March 2021)
- Auditing and approving invoices for payment
- Stop payment, cancelling and reissuing lost checks
- Stale-dated check processing
- Creating and maintaining vendor master records
- Interfacing payment files from special districts into the County's centralized financial accounting system
- Monitoring, coordinating and reconciling purchasing cards for all county departments
- Processing check, ACH and wire payments for the County and certain special districts
- 1099 Miscellaneous Income and 1099 Interest Income reporting

Vendor Self Service

VSS is an internet based method for registered, approved vendors to log in and update critical information such as address, banking and contact information; to view purchase order and approved contracts for goods and services; and to review invoice and payment history. VSS also allows new vendors to register online quickly with the County and provides an online method for participating in County bid opportunities.

County Departments will remain the primary point of contact for the vendors that they work with, but the portal streamlines the registration process and alleviates paper-based administrative burden involved with the setup and ongoing maintenance.

Helpful Resources Links

- [FAQs](#)
- [VSS](#)
- [Vendor Self Service Registration Guide](#)
- [Vendor Application](#)

Other Links

[IRS W9](#)

FTB Forms

- CA 587 [2022 Form 587 Nonresident Withholding Allocation Worksheet](#)
- CA 590 [2022 Form 590 Withholding Exemption Certificate](#)

Alternatively you can submit vendor information by filling out the [Vendor Application](#), including listing the County of Marin contact information (Page 2), and submit to DOF-APVendor@marincounty.org.