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

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

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

For more information please refer to the set up instructions under the Resources link above.
3. Click the **Sign up** to create an account.
4. Enter the required information and click the **Sign up** button.

5. A Verification email will be sent to the email provided. Please respond accordingly.
6. You will get an activation email like the below images, which you **must** respond to according to the instructions.

![Activation Email Example]

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

   ![Activate Account Button]

   a) Accept the cookies.
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.
• 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.

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
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)

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:

- Uploading the County Procurement Policy Procurement Manual (March 2021)
- Auditing and approving invoices for payment
- Stop payment, canceling and reissuing lost checks
- State-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 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

- PBS, WRG
- 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.