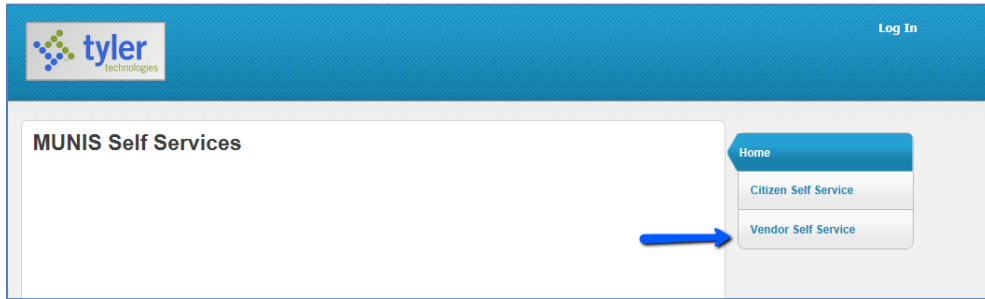
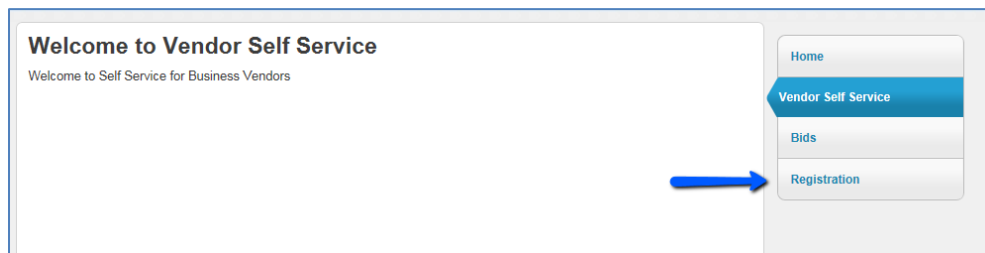


## Welcome to the County of Marin Vendor Self Service Online System!

- 1) To register for Vendor Self Service click on the hyperlink that says **Vendor Self Service**:



- 2) This will expand two menu options, click on **Registration**:



- 3) **NOTE: All fields with an asterisk are required.**

Completing all required fields, create your User ID and Password, establish a Password hint, enter the validation code and click on the **Continue** button.

### New Vendor Registration

**Create user ID and password** Step 1 Help

User ID (between 1 and 100 characters) \*

Re-type user ID \*

Password (between 0 and 15 characters) \*

Re-type password \*

Password hint \*

Enter these validation numbers into the box below them

**0599**

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

Vendor ID

FID/SSN (Enter without dashes)

**Continue**

4) Continue to enter your vendor information in the fields provided.

**New Vendor Registration**  
✔ Your User ID and password have been successfully set. Please continue with the registration process. ⓘ

**General information** Step 2 Help

\*Company Name   
(line 2)   
(line 3)   
(line 4)   
Doing business as (if different from above)   
 Foreign Entity

Please enter your Company Name and DBA if applicable

\*Address   
(line 2)   
(line 3)   
(line 4)   
\*City   
\*State (abbreviation)   
\*Zip   
County   
Country   
Fax Number   
Geographic

Send remittances to the above name and address

Please enter your address information

Please select the check box if you would like payments sent to the address listed above

\*E-Mail  Please enter your email address  
Web site   
\*Vendor Type  Please select 'General Vendor' from the drop down list for the Vendor Type  
California Seller Permit Number   
DUNS   
 Independent contractor

**Minority Business Entity (MBE)**

Is Minority Business Enterprise Please select the check box if  
Minority Business is applicable

MBE Classifications (select all that apply)

General 0 certifications [manage](#)

MINORITY BUSINESS

Gender

Ethnicity

**Enter a Federal Tax ID Number or Social Security Number** Please enter your tax information

\*

\*FID/SSN

\*Re-type FID/SSN

**Payment Terms**

Discount Percentage

Days to Discount

Days to Net

Your preferred payables delivery method(s).

Mail  Fax  E-Mail

Your preferred purchasing delivery method(s).

Mail  Fax  E-Mail

Please select E-mail and/or mail for your preferred method for receiving payables information (EFT Advices) and purchasing documents (purchase orders). Please note the county will not fax purchase order confirmations.

5) The County's preferred payment method is EFT. Please enter your banking information for EFT (Electronic Funds Transfer) payments and click the Continue button:

**Bank Information**

Joe Smith 1234  
 1234 Anystreet Court  
 Anycity, AA 12345

Pay to the order of \_\_\_\_\_  
 \_\_\_\_\_ Dollars

Bank Anywhere  
 || 123456789 || 123456789123 || 1234

Routing Number

Account Number

Check Number

Bank Routing Number

Bank Account Number

Bank Account Type

**Continue**

- 6) If you would like to add another address, click on the **add** hyperlink:

**New Vendor Registration**

Address information Step 2 Help

Addresses

[add](#) ←

Name/DBA	Address	Is Default
----------	---------	------------

**Continue**

- 7) After you have entered additional address information, click the **Continue** button to proceed. If you are not adding additional address information, click the **Continue** button.
- 8) You can add contact information to your profile by clicking on the **New Contact** button, or click the **Continue** button to bypass.

**New Vendor Registration**

General Vendor Contacts Step 3 Help

Address Contacts

Type	Name	Description	Email	Phone	Fax
------	------	-------------	-------	-------	-----

**Continue** **New Contact**

8. If you clicked on New Contact, please enter the contact information. Contact type, Name and Phone are required and Click on the **Save** button after you have completed the fields.

**New Vendor Registration**

General Vendor Contacts Step 3 Help

Contact Person

\*Contact Type

\*Name

Description

\*Phone

Fax

E-Mail

**Save** **Cancel**

9) You can proceed to add more contacts or click on the **Continue** button.

10) The following fields are optional; please enter any that are applicable and click the **Continue** button:

**New Vendor Registration**

Additional Values Step 4 Help

Field	Value
DEPT INDUST REL NBR	<input type="text"/>
LICENSE TYPE	<input type="text"/>
LICENSE NUMBER	<input type="text"/>
TYPE OF INDUSTRY	<input type="text" value="v"/>

**Continue**

11) Please review all of your information to ensure that everything is correct and make changes if necessary.

**IMPORTANT NOTE:** While you may initially complete the registration process without attaching documents, the County will NOT issue contracts, purchase orders or payments to vendors that have not attached a fully completed W-9 form to their vendor registration record. A fully completed W9 form is a prerequisite to doing business with the County of Marin.

**Attachments**

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type	(0)	<b>Attach</b>
E-VERIFY	E-VERIFY	(0)	<b>Attach</b>

Click on the Attach button to attach a document



→ **Register** **Cancel**

(Only click Register once and refrain from using your browser's Back or Refresh button.)

12) After you have clicked on the **Register** button you will receive a message confirming your registration. You can click on the hyperlinks below to register for commodities and/or upload attachment documents.

## 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.](#)

At any time thereafter you may return to your vendor record and make updates as needed, view payment history, review current contracts, check on bids, etc.

Thank you for being a County of Marin vendor!

**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](mailto:disabilityaccess@marincounty.org). Copies of documents are available in alternative formats, upon request.