



MUSCOGEE COUNTY SCHOOL DISTRICT Vendor Online Procedures for New Vendors

1. **New vendors** can complete vendor registration from the Muscogee County School District (MCSD) homepage at www.muscogee.k12.ga.us.
 - A. Under the Quick Links select Doing Business with MCSD
 - B. Select Vendor Online Self Service Portal
 - C. Select “Registration” in the top right corner of the webpage and enter:
 - 1) Vendor Information = Business Name, Doing Business As, Tax ID, Website, and Upload W9 Form (COMPLETED W9 MUST BE UPLOADED)
 - 2) Purchasing Information = Address, City, Country, State, ZIP, ZIP Extension, Phone Number, FAX Number, and Email Address
 - 3) Accounts Payable Information = Question if information is same as Purchasing Information, if not: Address, City, Country, State, ZIP, ZIP Extension, Contact First and Last Name, Phone Number, FAX Number, Email Address, and Payment By ACH/EFT (routing number, account number, and type of account)
 - 4) Supplemental Information = Minority Owned, Small Business, Local Business, Section 8A (Business Development), Woman Owned, HUB (Historically Underutilized Business), and Disabled Veteran
 - 5) Login Information = Login Name, Password, Confirm Password, Name, Job Title, Phone Number, Email Address, Security Questions, and Security Answer
 - D. New vendors will receive an email that their registration request has been approved, and will be given their newly assigned vendor number
 - E. If for any reason a new vendor registration request is rejected, the vendor will receive an email stating the reason why it has been rejected along with any further instructions to the vendor if necessary
 - F. New vendors can verify that the information they entered is correct and make any necessary corrections
2. After registration is approved, vendors will be able to:
 - A. Update any company information
 - B. View:
 - 1) Purchase Orders = PO number, PO total, Order date, Requested by information, Total number of different items, and Status of open or partially paid

- 2) Purchase Order Details = Item number, Description, Catalog number, Quantity, Unit Price, Amount, Receiving information, and Ship to information
 - 3) Closed Orders = orders with a status of canceled, disencumbered, or fully paid can be viewed through a filtering process (filters are PO number, PO total, Date PO created, or Requested by information)
 - 4) Paid Invoices = for partially or fully paid purchase orders, vendors can click on the “Status” column and drill down to more detailed invoice payment information.
 - 5) Outstanding Invoices entered by MCSD or uploaded by the vendor and approved by MCSD = Invoice number, PO number, Invoice amount, and Date invoice was created
 - 6) Uploaded Invoices = invoices uploaded by vendor but not yet approved by MCSD – vendors will need the following information to upload an invoice: Invoice number, Any informational comments, Invoice amount, Approved PO number, Date of invoice, Optional invoice image, Due date, and Optional delivery image
 - 7) Payment History = for paid invoices, vendors can use a filter to see their payment history (Invoice number, Invoice date, PO number, Total amount paid, Payment date, Check or EFT number with drill down capability, and Status of payment)
 - 8) 1099 Forms = vendor can download and print any 1099 forms
 - 9) Bid Information = IF THE VENDOR ENROLLS IN BOTH VENDOR ONLINE AND BID ONLINE, bid information will be pulled over to Vendor Online and the vendor will be able to see all information under Vendor Online (Open bids, Awarded bids, My bids, Preferences commodity code choices, and Respond to bids)
3. **Vendors should originally register in both Vendor Online and Bid Online – after registration is approved, all their information can be accessed from Vendor Online.**