Vendor Self Service Registration

Finance Department
July 2015
New Vendor Registration

If you have been awarded a services contract or will be providing goods to Culver City, you will need to be set up in the finance system as an approved vendor prior to receiving a purchase order, contract, or payment. For you to be set up in the system, you will need to register your company on the Culver City self-service webpage by following these steps:

1. Log into www.culvercityselfservice.org

2. In the Vendor Self-Service section, click Register

3. Note there are 5 steps. The screen is currently displaying Step 1 of 5: Create user ID and password. Enter the following information on this screen:
   a. **User ID:** Enter your desired user ID. This can be up to 100 characters and can contain numbers and letters.
   b. **Re-type User ID:** Re-enter the user ID.
   c. **Password:** Enter a password. The password must be 1-15 characters and contain a capital letter, a number, and a special character (e.g. #, $, !, &, ^, etc.).
   d. **Re-type the password:** Re-enter the password.
   e. **Password hint:** Enter a password hint
   f. **Enter these validation numbers into the box below them:** Enter the validation numbers which are randomly displayed on the screen.
   g. Click the Continue button

4. The screen is now displaying Step 2 of 5: General Information. Enter the following information on this screen:
   a. **Company Name:** Enter your Company name.
   b. **(line 2):** Continue entering additional Company name information, if necessary.
   c. **Doing business as:** Enter your DBA if it is different from the Company name.
   d. **Foreign Entity:** Check this box if you are not located in the United States.
e. **Address**: Enter the Company’s mailing address information.

f. **Line 2**: Continue entering the Company’s mailing address information.

g. **Line 3**: Continue entering the Company’s mailing address information.

h. **City**: Enter the Company’s city.

i. **State**: Enter the abbreviation for the Company’s state.

j. **Zip**: Enter the Company’s zip code.

k. **County**: Leave blank.

l. **Country**: Leave blank.

m. **Geographic**: Leave blank.

n. **Send Remittances to the above name and address**: Check this box if payment should be mailed to this Company address.

o. **E-Mail**: Enter a Company email address.

p. **Website**: Enter the Company’s website.

q. **Vendor Type**: Select “Vendor” from the dropdown list.

r. **Is Minority Business Enterprise**: Check the box if the Company is a minority owned business.

s. **MBE Classifications (select all that apply)**: Click the boxes which are applicable to this Company.

t. **Gender**: Leave blank.

u. **Ethnicity**: Leave blank.

v. **Enter a Federal Tax ID Number or Social Security Number**: From the dropdown list, select FID if you are an entity or SSN if you are an individual.

w. **FID/SSN**: Enter your Employer ID number (EIN) or Social Security number (SSN).

x. **RE-type FID/SSN**: Re-enter your EIN or SSN.
y. **Discount Percentage:** If your Company offers a discount percentage, enter it. Otherwise leave as “0”.

z. **Days to Discount:** If your Company offers a discount, enter the number of days for the discount. Otherwise leave as “0”.

aa. **Days to Net:** Enter the number of days for a payment to be made.

bb. **Your preferred payable delivery method(s):** Check the *Mail*, *Fax*, or *E-Mail* boxes to indicate how you would like us to communicate with you regarding accounts payable items.

c. **Your preferred purchasing delivery method(s):** Check the *Mail*, *Fax*, or *E-Mail* boxes to indicate how you would like us to communicate with you regarding Purchasing items.

dd. Click the **Continue** button

5. The screen now displays **Step 3 of 5: Address Information**. If the address where payment should be mailed is the same as the Company address, click **continue**. If the remittance address is different than the Company address which is displayed, update the Address, City, State and other information as appropriate by following the below steps:

   a. Click the **add** option, which is located directly above the name column.

   b. **Your preferred payables delivery method(s):** Check the *Mail*, *Fax*, or *E-Mail* boxes to indicate how you would like us to communicate with you regarding accounts payable items.

   c. **Your preferred purchasing delivery method(s):** Check the *Mail*, *Fax*, or *E-Mail* boxes to indicate how you would like us to communicate with you regarding purchasing items.

   d. Click the **Save** button.

   e. Repeat **items a - d** if you have multiple addresses where payments should be made.

   f. Click the **Continue** button.

6. The screen now displays **Step 4 of 5: General Vendor Contacts**

   a. Click the **New Contact** button located in the middle of the screen.
b. **Contact Type:** Select the Contact Type “General” from the dropdown list.

c. Enter the primary contact person’s name and phone number. Optionally, enter the person’s Description (Title), FAX, and Email.

d. Click the **Save** button.

e. Click the **New Contact** button again.

f. **Contact Type:** Select the Contact Type “Accounts Payable” from the dropdown list.

g. Enter the accounts payable contact person’s name and phone number. This can be the same as the person entered above. Optionally, enter the person’s Description (Title), FAX, and Email.

h. Click the **Save** button.

i. Click the **New Contact** button again.

j. **Contact Type:** Select the Contact Type “Purchasing” from the dropdown list.

k. Enter the Purchasing contact person’s name and phone number. This can be the same as the person entered above. Optionally, enter the person’s Description (Title), FAX, and Email.

l. Click the **Save** button.

m. Click the **Continue** button.

7. The screen now displays **Step 5 of 5: Review**

a. Verify your information. If any information needs to be changed, click the word “change” above that section to make necessary updates. Once everything is accurate, click the **Register** button to complete the registration process.

8. If the registration process is successful, the screen will indicate that registration has been confirmed. You will also receive an email confirmation from munis@culvercity.org. Please verify that the email address is allowed to pass through your spam filter.
9. New vendors must submit a completed W-9 form in order for registration to be approved. On the registration screen, click **Upload attachment documents to your profile** to attach your W-9 form:


   b. Click the **Upload** button to attach the pdf file to your vendor profile.

   c. Click on your user id in the top right.

   d. Select **Log Out** from the drop down list.