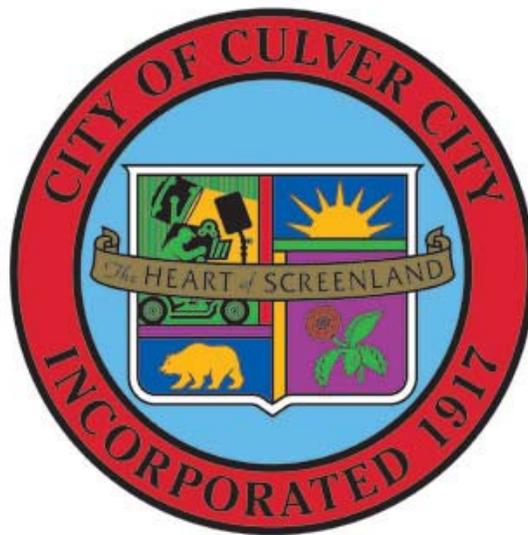


# *Culver* CITY



## **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](http://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.
  - cc. **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](mailto: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:
  - a. **Browse** and select a scanned pdf copy of your W-9 form. The blank W-9 form is enclosed in the *Vendor Registration Packet* or can also be accessed from the IRS website at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
  - 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.