

COBB COUNTY VENDOR SELF SERVICE REGISTRATION INSTRUCTIONS

The Vendor Self Service system (VSS) will allow potential vendors to submit their application and also permit existing vendors to perform maintenance on their account information. Vendors may also review posted solicitations, award notices and view vendor solicitation comments through this system.

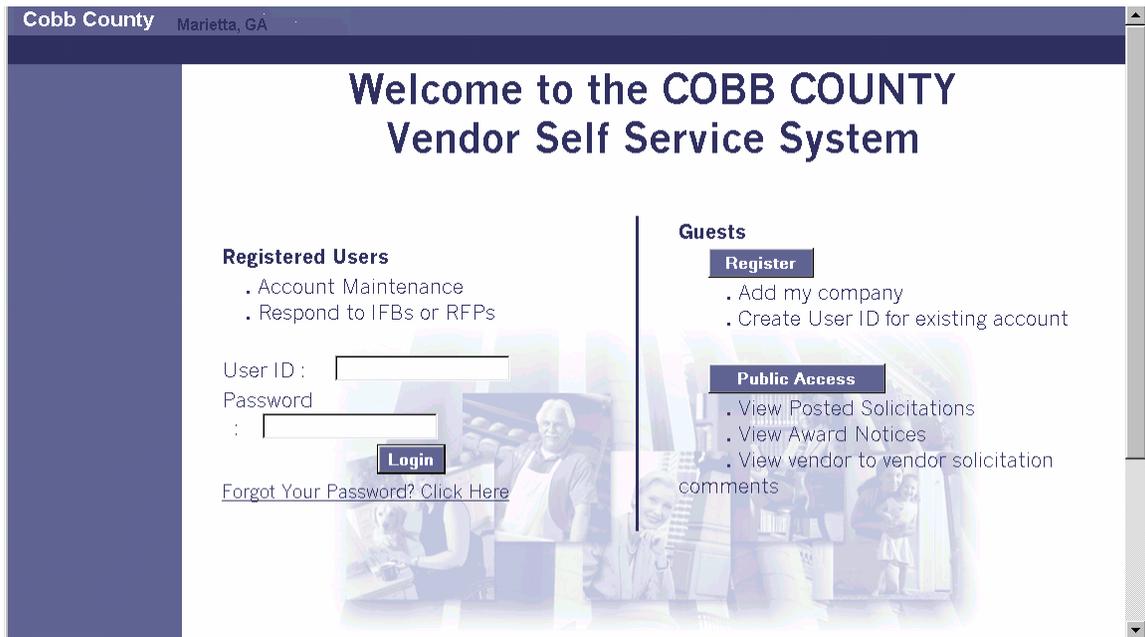
- A. After clicking on the VSS link on Cobb County's Website (www.cobbcounty.org), the **WELCOME SCREEN** will appear.

If you are a **Registered User**, sign in using your User ID and Password (remember all are case sensitive). Click on the **Login** button.

If you are a **Guest** and have never registered, you have two choices.

You may enter the VSS system by clicking on the **Public Access** button to view posted solicitations, award notices, and solicitation comments.

Or, you may enter by clicking on the **Register** button to start the Vendor Self Service application process.



- B. After clicking on the Register button, you will proceed to the **REGISTRATION REQUIREMENTS** screen. The following information is required in the vendor registration process.

Information for Headquarters

If you are a Corporation, Public Entity, Sole Proprietor or Partnership this is your company's primary address (the address you use on all your tax documents).

If you are an Individual, this is your Home address.

Tax ID Number

If you are a Corporation, Public Entity or Partnership your Tax ID number should be a Federal ID number. (EIN, TIN, ATIN)

COBB COUNTY VENDOR SELF SERVICE REGISTRATION INSTRUCTIONS

If you are an Individual or Sole Proprietor, your Tax ID number is your Social Security Number.

Legal Business Name

This is the name you have registered your business under to the Federal & State Government.

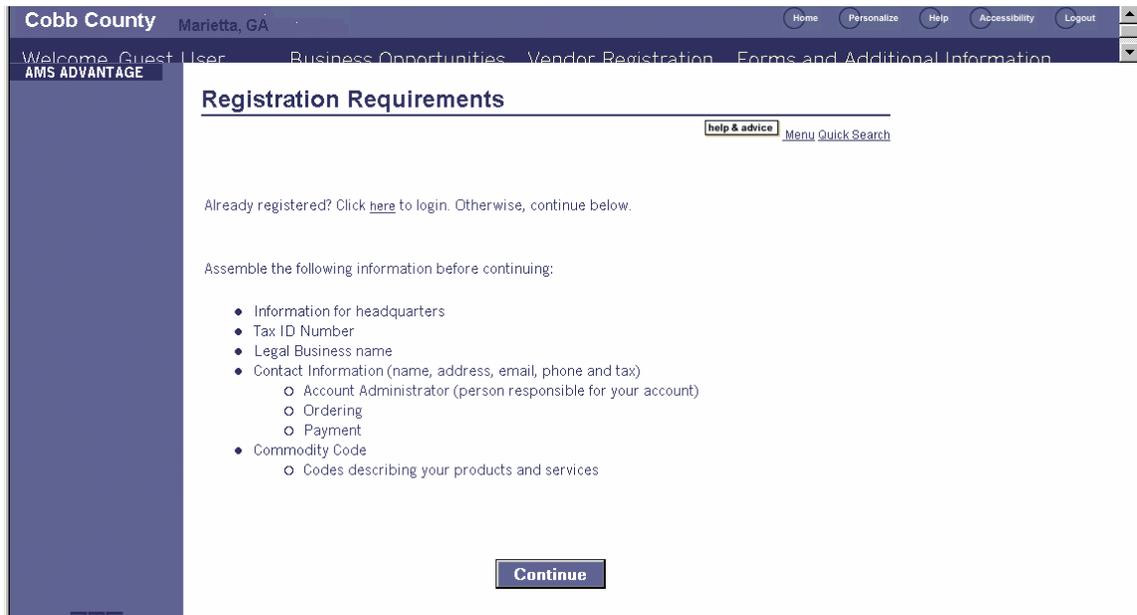
Contact Information

You will need the following:

- The address and phone number for your Account Administrator. (The Account Administrator is a contact person at your Company authorized to perform maintenance on your account).
- The contact information for person(s) handling orders for Cobb County and the address to mail purchase orders, or email to receive solicitation and bid information.
- The contact information and address for your Accounts Receivable Representative or Bookkeeper handling Cobb County Accounts.

Commodity Information

- The commodity information for the types of goods and/or services your company can provide Cobb County.



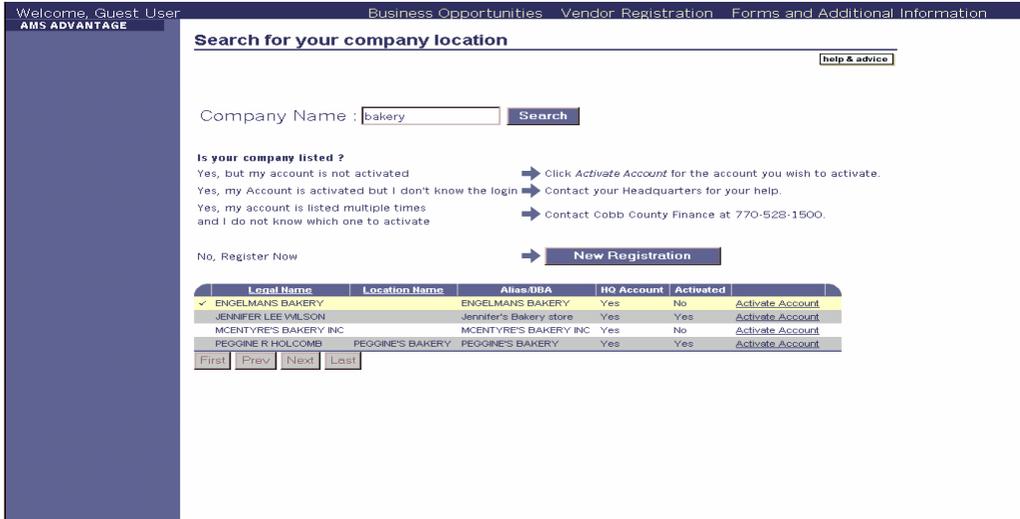
The screenshot shows the 'Registration Requirements' page on the Cobb County website. The page header includes 'Cobb County Marietta, GA' and navigation links for 'Home', 'Personalize', 'Help', 'Accessibility', and 'Logout'. A breadcrumb trail reads 'Welcome, Guest User > Business Opportunities > Vendor Registration > Forms and Additional Information'. The main heading is 'Registration Requirements' with a 'help & advice' link and a 'Menu Quick Search' field. Below the heading, it asks 'Already registered? Click [here](#) to login. Otherwise, continue below.' It then lists the required information: 'Assemble the following information before continuing:' followed by a bulleted list: 'Information for headquarters', 'Tax ID Number', 'Legal Business name', 'Contact Information (name, address, email, phone and tax)' (with sub-items: 'Account Administrator (person responsible for your account)', 'Ordering', 'Payment'), and 'Commodity Code' (with sub-item: 'Codes describing your products and services'). A 'Continue' button is located at the bottom of the list.

Click on the button labeled **Continue**.

COBB COUNTY VENDOR SELF SERVICE REGISTRATION INSTRUCTIONS

C. The next screen is labeled SEARCH FOR YOUR COMPANY LOCATION.

Perform a search to ensure that your company has not already been registered. In the **company name** field, type the name of your company. You can also search by entering a keyword. For example, when searching for the vendor Home Depot, you could enter HOM, or you could enter DEPOT. If you have previously registered, your company name will appear with an “ACTIVATED” status of “Yes”. If your account is activated, you should exit the registration process. If you want to make changes to your existing account, you should log out and enter your user id and password in the Welcome Screen. If you do not know your user name and password, contact your Account Administrator. If your company’s “ACTIVATED” status is “No” select the link “Activate Account”.



If your company has not been registered, continue with the registration process by clicking on the button labeled **New Registration**.

D. The next Screen is the MEMORANDUM OF AGREEMENT.



You must Accept Terms to continue. If you do not agree with the terms, click on the Reject Terms button and you will be returned to the Guests Login screen.

Click on the **Accept Terms** button to continue.

COBB COUNTY VENDOR SELF SERVICE REGISTRATION INSTRUCTIONS

- E. The next screen is labeled **CREATE LOCATION** and is the first screen of the actual application. Note, there is a menu on the left side of your screen that allows you to go back and forth between components and sections within the application. You can navigate using these links to edit your application before submission, or if you need to correct any errors you received after submitting the application.

All fields marked with a red asterisk (*) are required.

All fields are case sensitive from this point forward. You may use ALL CAPS for all fields on the application.

Welcome, Guest User Business Opportunities Vendor Registration Forms and Additional Information

Step 1: Create Location
Location Verification
Location Information and EFT Information
Email and Organization Information
Discount Information
Step 2: User Information
Step 3: W-9 Information
Step 4: Account Administration
Step 5: Ordering Address
Step 6: Payment Address
Step 7: Billing Address
Step 8: Business Type
Step 9: Service Area
Step 10: Commodity
Step 11: Submit Registration

Create Location

This page allows you to enter general information about your organization. Fields with a red asterisk (*) indicate required fields.

Web Address :
Please include http:// or https://
NOTE: Required if you would like to receive bids for solicitation by Email.

▼ Location Verification
TIN number will always be used. Please select "Use my TIN Number".
*Verify My Locations by :

▼ Headquarters Information and Legal Name
Please complete this information that will be used to define your organization and create your legal name.

Vendor/Customer : VS0000000117 *Organization Type :

Legal Name :
If your Organization Type is "Individual" enter your First, Middle, and last Names below. If your Organization Type is "Company" enter your Company Name below. This information will be used as your Legal Name.

Alias/DBA :

Location Name :

First Name :
Middle Name :
Last Name :

Enter your Web address in the field labeled such. Please include <http://www> in the web address information. This field is optional.

In the *Location Verification* section, select Enter TIN from the drop down menu. Your TIN Number will allow you to access your account to make changes and update information.

In the *Headquarters Information and Legal Name* section, enter your company's Alias or DBA, if applicable. Choose your Organization Type from the drop down menu. If you file as an Individual, enter your First and Last Names in the respective fields. If your business is a company, enter the Company Name.

Use the scroll bar to the right to view subsequent information on this screen.

Company Name :

▼ Email and Organization Information
Please complete this additional information that will be used to further define your organization.

*Classification :

Location Web Address :

▼ Discount Information
Please enter any Discount Terms your organization offers for prompt payment of invoices.

Number of Days 1 :	<input type="text"/>	Discount Percent 1 :	<input type="text"/>
Number of Days 2 :	<input type="text"/>	Discount Percent 2 :	<input type="text"/>
Number of Days 3 :	<input type="text"/>	Discount Percent 3 :	<input type="text"/>
Number of Days 4 :	<input type="text"/>	Discount Percent 4 :	<input type="text"/>

Next >

COBB COUNTY VENDOR SELF SERVICE REGISTRATION INSTRUCTIONS

In the *Email and Organization Information* section, choose your Company Classification from the drop down menu. (This field is required).

In the *Discount Information* section, enter any payment discounts you offer the County. **Note: This discount will be applied to ALL invoices we receive from your company. If you do not always offer discounts on all items or invoices leave this information blank.**

When all fields are complete, click on the **Next** button to continue.

- F. The next screen is called **USER INFORMATION**. The information recorded here will allow you to access your account to update or change any information on your account. (ie. remittance advise, Ordering information, phone numbers, account contacts, etc.)

The screenshot shows the 'User Information' form within the Cobb County Vendor Self Service Registration system. The page header includes 'Cobb County Marietta, GA' and navigation links for 'Home', 'Personalize', 'Help', 'Accessibility', and 'Logout'. A sidebar on the left lists 11 steps, with 'Step 2: User Information' selected. The main content area is titled 'User Information' and contains the following text: 'Please establish a unique User ID (Login ID) and Password. Passwords and User ID's are case sensitive and should be alphanumeric.' and 'NOTE: Your User ID is an identification name which is not necessarily your company name. Please write down or remember your User ID. It will be needed to login to VSS.' The form fields are: *User ID (Case Sensitive), *Password (Case Sensitive), *First Name, *Last Name, *Email, *Phone (Format XXX-XXX-XXXX), Extension, *Retype Password (Case Sensitive), *Security Question (dropdown menu), *Security Answer, *Retype Security Answer, and Fax (Format XXX-XXX-XXXX). At the bottom of the form are '< Back' and 'Next >' buttons.

In the *User Information* section, enter a User ID (something you can easily remember), your First Name, Last Name, your Email address and phone number

In the next column, enter your password. Choose your Security Question from the drop down menu and provide your answer in the field below. Enter your fax number.

You may want to write this information down for future use.

Click on the **Next** button to continue.

COBB COUNTY VENDOR SELF SERVICE REGISTRATION INSTRUCTIONS

G. The next screen is labeled **W-9 INFORMATION**. This information is **REQUIRED**.

W-9 Information
Please enter information from your W-9 form (Request for Taxpayer Identification Number and Certification).

▼ Add New Taxpayer ID Number
OR add a new Taxpayer ID Number by completing the information below.

*Taxpayer ID Number :

*Taxpayer ID Number Type :

*Name :
Legal Name on W-9

Business Name :
If different from above

*Address :

*City :

*State :

*ZIP Code :

In the **Add New Taxpayer ID Number** section, enter your company **Taxpayer ID Number**. From the drop down menu, select the appropriate Taxpayer ID Type. If you are an individual or Sole Proprietor who files taxes with your Social Security Number and are 1099 reportable, select SSN/ITIN/ATIN. If you are a Corporation, Non Profit Organization, or Partnership and have a TIN, EIN, or Federal ID number select EIN. Enter the Name of your Company. In the following fields enter your Address Information, Street address, City, State, and zip code.

Use the scroll bar to the right to view subsequent information on this screen.

▼ Use Existing Taxpayer ID Number
Use a Taxpayer ID Number already on file by entering the Taxpayer ID Number and Type here. This option may apply if more than one business location shares the same Taxpayer ID Number and is already registered in this system.

Use Existing Taxpayer ID Number :

Taxpayer ID Number Type :

< Back Next >

Do not enter in the Use Existing Taxpayer ID Number section. If changes are to be made, complete a hard copy of the VMAP and mail to Cobb County Finance Department, 100 Cherokee Street, Suite 410, Marietta, GA 30090.

Click on the **Next** button to continue.

COBB COUNTY VENDOR SELF SERVICE REGISTRATION INSTRUCTIONS

- H. The following screen is labeled **ACCOUNT ADMINISTRATOR ADDRESS**. Your Account Administrator is the individual authorized to access your account information to make changes or update account information.

In the *Address Information* section, enter the Street address for this individual's work place, and a phone number to reach your Account Administrator. **(These fields are required.)**

In the *Contact Information* section, enter your Principal Contact's name and phone number. **(These fields are required.)**

Use the scroll bar to the right to view subsequent information on this screen.

In the *Contact Address* section, enter the street address, City, State, and Zip code information for your Principal Contact.

Click on the **Next** button to continue.

COBB COUNTY VENDOR SELF SERVICE REGISTRATION INSTRUCTIONS

I. The following screen is labeled **ORDERING ADDRESS. (Required)**

The screenshot shows the Cobb County Vendor Self Service Registration interface. The top navigation bar includes 'Home', 'Personalize', 'Help', 'Accessibility', and 'Logout'. The left sidebar lists steps from 'Step 1: Create Location' to 'Step 11: Submit Registration', with 'Step 5: Ordering Address' selected. The main content area is titled 'Ordering Address (Required)' and contains the following text: 'Please enter the address where we should send your orders. You may either select a previously entered address to be used as your Ordering Address or add a new address. An Ordering Address is required for vendor registration.' Below this text is a dropdown menu labeled 'Use the following address as my Ordering Address :'. The 'Address Information' section is expanded, showing fields for 'Street 1', 'Street 2', 'City', 'State/Province', 'Zip/Postal Code', 'Phone', 'Phone Extension', 'Country', and 'Additional Address Info.'. There are also dropdown menus for 'County' and 'County Name'.

You will need to enter the address you want your purchase and bid information sent to. **Note:** If this address information is the same as your Account Administrator address, then select ACCOUNT ADMINISTRATOR from the drop down menu. This feature will fill the information in for you after you submit your application.

If your Ordering information is **NOT** the same as the Account Administrator information, proceed on to the *Address Information* section.

In the Address Address section, enter the mailing address for all purchase orders.

Use the scroll bar to the right to view subsequent information on this screen.

The screenshot shows the 'Contact Information' and 'Contact Address' sections of the Cobb County Vendor Self Service Registration interface. The 'Contact Information' section is expanded and contains the following text: 'NOTE: If you want to receive notification of business opportunities you must specify email as correspondence type and enter an email address. Provide a contact for your Ordering Address by completing the information below.' Below this text are fields for 'Principal Contact', 'Email', 'Correspondence Type', 'Phone', 'Phone Extension', 'Fax', 'Alternate Phone', 'Alternate Phone Extension', and 'Alternate Fax'. The 'Contact Address' section is also expanded and contains the following text: 'Complete this section ONLY if you are adding a Contact and the Contact uses a different address than the address listed above.' Below this text are fields for 'Street 1', 'Street 2', 'City', 'State/Province', 'Zip/Postal Code', 'Country', and 'County Name'. There is a 'Find' button next to the 'County' field. At the bottom of the section are '< Back' and 'Next >' buttons.

In the *Contact Information* section, enter a contact person for our purchasing agents. You may also enter email, preferred correspondence type, and phone number information.

In the *Contact Address* section, enter the address for your Purchasing contact if it is different from the Ordering address.

Click on the **Next** button to continue.

COBB COUNTY VENDOR SELF SERVICE REGISTRATION INSTRUCTIONS

- J. The next screen is labeled **PAYMENT ADDRESS. (Required)** This information is your remittance address and Accounts Receivable or Bookkeeping information.

If this information is the same as your Account Administrator, select this option from the drop down menu. If this information is the same as the Ordering Address, select this option from the drop down menu and this page of the form will be completed for you.

If your remittance address is different from the above, proceed to the *Address Information* section. Enter the location where payments should be sent.

Cobb County Marietta, GA Home Personalize Help Accessibility Logout

Welcome, Guest User Business Opportunities Vendor Registration Forms and Additional Information

Step 1: Create Location
Step 2: User Information
Step 3: W-9 Information
Step 4: Account Administration
Step 5: Ordering Address
Step 6: Payment Address
Address Information
Contact Information
Contact Address
Step 7: Billing Address
Step 8: Business Type
Step 9: Service Area
Step 10: Commodity
Step 11: Submit Registration

Payment Address (Required)

Please enter the address where we should send your payments. You may either select a previously entered address to be used as your Payment Address or add a new address. A Payment Address is required for vendor registration.

Use the following address as my Payment Address :

▼ Address Information

Add a new Payment Address by completing the information below.

Street 1 : Phone : County :

Street 2 : Phone Extension : County Name :

City : Country :

State/Province :

Zip/Postal Code : Additional Address Info. :

Use the scroll bar to the right to view subsequent information on this screen.

In the *Contact Information* section, enter your Accounts Receivable or Bookkeeping contact information. This information will be used by the Cobb County Finance department to contact you about invoice and payment information in reference to your account. Enter the individual's Name, Email, and Phone number.

If your Accounts Receivables address is different than the remittance address, please enter that address in the *Contact Address* section.

Welcome, Guest User Business Opportunities Vendor Registration Forms and Additional Information

Step 1: Create Location
Step 2: User Information
Step 3: W-9 Information
Step 4: Account Administration
Step 5: Ordering Address
Step 6: Payment Address
Address Information
Contact Information
Contact Address
Step 7: Billing Address
Step 8: Business Type
Step 9: Service Area
Step 10: Commodity
Step 11: Submit Registration

Zip/Postal Code : Additional Address Info. :

▼ Contact Information

NOTE: If you want to receive notification of business opportunities you must specify email as correspondence type and enter an email address.

Provide a contact for your Payment Address by completing the information below.

Principal Contact : Phone : Alternate Phone :

Email : Phone Extension : Alternate Phone Extension :

Correspondence Type : Fax : Alternate Fax :

▼ Contact Address

Complete this section ONLY if you are adding a Contact and the Contact uses a different address than the address listed above.

Street 1 : Country :

Street 2 : County : Find

City : County Name :

State/Province :

Zip/Postal Code :

< Back Next >

Click on the **Next** button to continue.

COBB COUNTY VENDOR SELF SERVICE REGISTRATION INSTRUCTIONS

- K. The next screen is labeled **BILLING ADDRESS**. As a vendor you will not need to enter any information on this screen unless, you are a customer of Cobb County.

If you need to enter your customer information here, click on the **Add** button to enable the page.

In the *Address Information* section, enter the street address, City, State and Zip code your bill should be mailed to.

In the *Contact Information* section, enter your Accounts Payable contact, email phone, and fax information.

Use the scroll bar to view subsequent information on this page.

In the Contact Address section, enter your Accounts Payable address if it is different from the above address.

If both are the same, click the **Next** button to continue.

COBB COUNTY VENDOR SELF SERVICE REGISTRATION INSTRUCTIONS

L. The next screen is labeled **BUSINESS TYPE**.

Click on the **Add** button to complete this feature.

A menu will appear. Click on the box next to the appropriate type for your business.

Click on the **OK** button to continue.

M. The next screen is also labeled **BUSINESS TYPE** and is a continuation from the Add function in the last step. If the last step was completed incorrectly, you can change your business type by clicking on the Add button again and selecting the appropriate type.

Otherwise, enter your business Certification Number, and the certification Start and End dates (if applicable).

Click on the **Next** button to continue.

COBB COUNTY VENDOR SELF SERVICE REGISTRATION INSTRUCTIONS

N. The next screen is labeled **SERVICE AREA**. Click on the Add button to enable this feature.

Cobb County Marietta, GA

Welcome, Guest User

Business Opportunities Vendor Registration Forms and Additional Information

Step 1: Create Location
Step 2: User Information
Step 3: W-9 Information
Step 4: Account Administration
Step 5: Ordering Address
Step 6: Payment Address
Step 7: Billing Address
Step 8: Business Type
✓ Step 9: Service Area
Step 10: Commodity
Step 11: Submit Registration

Service Area

Please select the area(s) where your organization can provide its services. Click the 'Add' button to view the Service Area Zones and make your selection.

Add Delete

Service Area Service Area Zone

First Prev Next Last

< Back Next >

After clicking on the Add button, you will choose the appropriate service areas for your business. Place a check mark by clicking on the box next to the appropriate option(s).

Cobb County Marietta, GA

Welcome, Guest User

Business Opportunities Vendor Registration Forms and Additional Information

AMS ADVANTAGE

Choose

Select one or more Service Areas to associate to your company. To search for your Service Area, enter in a valid service area and click Browse. Please click Select to save your choices.

Browse Clear

Service Area Zone :

Service Area Zone

Worldwide

Continental - Including Canada, North America, Mexico and South America

National - Entire US

Southeast Region - Including Georgia, South Carolina, Florida, Alabama, Tennessee and North Carolina

State Wide - Georgia

Metro Atlanta - Including Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Rockdale

Cobb County

First Prev Next Last

OK Cancel

Click on the **OK** button to continue.

You will now return to the **SERVICE AREA** screen. The service areas selected should show up in the middle of the page. (see the example below.)

Cobb County Marietta, GA

Welcome, Guest User

Business Opportunities Vendor Registration Forms and Additional Information

Step 1: Create Location
Step 2: User Information
Step 3: W-9 Information
Step 4: Account Administration
Step 5: Ordering Address
Step 6: Payment Address
Step 7: Billing Address
Step 8: Business Type
✓ Step 9: Service Area
Step 10: Commodity
Step 11: Submit Registration

Service Area

Please select the area(s) where your organization can provide its services. Click the 'Add' button to view the Service Area Zones and make your selection.

Add Delete

Service Area Service Area Zone

3 State Wide - Georgia

1 Cobb County

First Prev Next Last

< Back Next >

Cancel Registration

Click on the **Next** button to continue.

COBB COUNTY VENDOR SELF SERVICE REGISTRATION INSTRUCTIONS

O. The next screen is labeled **COMMODITY**.

The screenshot shows the 'Commodity' registration screen. On the left is a vertical navigation menu with steps 1 through 11. Step 10, 'Commodity', is selected. The main content area has a header 'Commodity' and instructions: 'Select the Commodities that best describe the goods and services your organization provides. Click the 'Add' button to view the commodities available for your selection.' Below the instructions are 'Add' and 'Delete' buttons. A table with two columns, 'Commodity' and 'Commodity Description', is visible. Navigation buttons include 'First', 'Prev', 'Next', 'Last', '< Back', and 'Next >'. A 'Cancel Registration' button is located at the bottom right.

Click on the **Add** button to begin associating your business with commodity information.

A Choose screen will pull forward after clicking on the Add button. You can search for particular commodities by code or description. In most cases the commodity code number will not be available to vendors. (vendor will have to look up by description)

In the description field, type a keyword for the item your company provides, or for the service it provides. Search by using keywords and wildcards. The wildcard is an asterisk * and is used to search for all items with this word in the commodity. For example, if your company sells and rents uniforms, type *UNIFORM* in the description to view the associated commodities. Select each commodity by clicking on the box next to the appropriate item.

The screenshot shows the 'Choose' screen. It has a header 'Choose' and instructions: 'Select one or more Commodities to associate to your company. To search for your Commodity, enter in a valid Commodity Code or Description and click Browse. Please click Select to save your choices.' Below the instructions are 'Browse' and 'Clear' buttons. There are two input fields: 'Commodity/Service Code' and 'Commodity Description' containing '*UNIFORM*'. Below the input fields is a note: 'Must use wild card character(s) * in Commodity Description. For example: FOOD* will search for all commodities starting with the letters FOOD; *FOOD will search for all commodities ending with the letters FOOD; *FOOD* will search for all commodities that have the letters FOOD anywhere in the description.' A table with two columns, 'Commodity Description' and 'Commodity/Service Code', is shown. The table has five rows with checkboxes in the first column. The last two rows are checked. Below the table are 'First', 'Prev', 'Next', and 'Last' buttons. At the bottom are 'OK' and 'Cancel' buttons.

	Commodity Description	Commodity/Service Code
<input type="checkbox"/>	Badges, Emblems: Metal: Officers', Uniform, Cap, Etc.	08015
<input type="checkbox"/>	Clothing: Uniforms, Cotton, Blends, Synthetic: Fire, Police, Etc	20072
<input type="checkbox"/>	Clothing: Emblems And Shoulder Patches (For Uniforms)	20021
<input checked="" type="checkbox"/>	Clothing: Uniforms, Cotton	20086
<input checked="" type="checkbox"/>	Rental/Lease: Uniforms	98386

Click on the **OK** button to continue.

COBB COUNTY VENDOR SELF SERVICE REGISTRATION INSTRUCTIONS

After clicking on OK, you are returned to the **COMMODITY** screen . The commodities you selected should be listed in the middle of the screen. Verify that all applicable commodities have been added. (Note: Only 10 commodities are visible at a time. You must click on next to view subsequent commodities if you have selected more than 10.) If not, click on the Add button to continue to add commodities.

Commodity	Commodity Description
20086	Clothing: Uniforms, Cotton
98386	Rental/Lease: Uniforms

Click on the **Next** button to continue.

- P. The next screen is labeled **VERIFY AND SUBMIT REGISTRATION**. You can review the information recorded in the application by using the Navigation bar on the left side of the screen. Each screen is underlined, and each section drops down after clicking on the Screen name.

When all information is added and verified, click on the **Submit Registration** button. If all the information is submitted correctly, Thank you will appear. If you have any error messages, a note will appear in yellow at the top of the screen with the number of errors. Click on the link labeled "Click [here](#) for error messages" to view any errors. Make necessary corrections and then re-submit.

You have 56 messages. Click [here](#) to view the messages.

Verify & Submit Registration

Click the 'Submit Registration' button to complete your on-line registration. You may review your registration prior to submitting it by clicking on the 'Back' button or navigating through the registration pages on the left menu.

COBB COUNTY VENDOR SELF SERVICE REGISTRATION INSTRUCTIONS

If your registration did not go through and you need help resolving errors contact the Cobb County Purchasing Department at 770-528-8400.

Once your Registration is complete your vendor number will be sent to the Cobb County Finance Department for final approval. **You will need to send a copy of your company W-9 to complete the vendor registration process. No applications will be approved without a W-9.**

Mail the W-9 form to:

Cobb County Finance Department
100 Cherokee Street, Suite 410
Marietta, GA 30090

After your application has been submitted for registration, you will receive an e-mail confirming your application has been received.

The e-mail will also include the details of your VSS account:

Your User ID is: _____
Your Headquarters Account Legal Name is: _____
Your Headquarters Account Code is: _____
Your Vendor Number is: _____
Your Location Name is: _____

Thank you for becoming a Cobb County Vendor!