

October 9, 2018

Vendor ID Number:

Dear Vendor:

Blount County Government prides itself on its customer service and dedication to the members of our community. An exciting part of our ongoing efforts to provide top-notch customer and community support is the implementation of a new financial management software program. Within the framework of this new software is a new vendor portal—Vendor Self Service (VSS). VSS allows you, the vendor to quickly view your profile, update contact information, view checks, submit invoices and view purchase orders.

Existing vendors will need to register in Vendor Self Service using their Vendor ID number (listed above). Your unique vendor ID number has been provided for you. *Please note: a State issued tax permit is **not** the same as a Federal number that has been registered with the IRS.*

A step-by-step registration guide is provided below:

1. Log in to <https://blountcountyttn.munisselfservice.com/default.aspx>
2. Create a User ID and Password
3. Verify ALL information in VSS. Make any necessary corrections or changes.
4. If an existing W9 is on file, verify the information is correct. OR
If no W9 is on file, please upload the form at this time. NO vendor payments, purchase orders, etc. will be processed until a completed W9 form is uploaded to your account. A blank W9 form is provided for your convenience.

Note: A valid email address is required. For your convenience ALL vendor correspondence, including purchase orders, will be completed via email. In the event that you do not have an email address please contact purchasing to make an appointment to get you registered.

You can submit your invoices through:

1. Vender Self Service (after completing the above registration steps)
2. Emailing the invoices to AP@blounttn.org or
3. Mailing to: Blount County Government, Attn: AP. 341 Court St., Maryville, TN, 37804

Please note that your personal information will not be shared. It will solely be used to conduct business with Blount County Government. If you have any questions or concerns please direct them to the Purchasing Department at 865-273-5740 or purchasing@blounttn.org. Thank you for your time and consideration.

Kindest regards,

Katie B. Kerr

Katie B. Kerr
Purchasing Agent