



Accounts Receivable Staff,

The City of Dublin values the relationship it shares with its business partners. We are pleased that you have chosen to register as a vendor with the City of Dublin. We utilize an electronic vendor management system, which allows your company to manage its own vendor information, view contracts, and add attachments. Additionally, you may view your associated PO, invoice, and payment data.

Please go to <https://selfservice.dublin.oh.us/vss> and click the registration link on the left hand side of your screen. Here you will establish your vendor profile and complete your registration as one of our vendors.

In an effort to increase the efficiency and effectiveness of our vendor payment processes, we utilize electronic fund transfers as the primary method of payment to our vendor partners. Your vendor self-service profile allows you to enter your business's banking information in a secure format. By completing this action, you will receive your payments in a more direct and expeditious manner. We also ask that you provide an up-to-date email address, so that we may provide you electronic notices moving forward. Prior to finalizing your registration, we will need you to complete the attached W9. This can be attached electronically to your vendor profile.

We have provided a system User Guide at <http://dublinohiousa.gov/vendor-self-service-guide/>, which will assist you in navigating the Self-Service system. Please email vendor@dublin.oh.us with any questions or concerns. Thank you again for registering with the City of Dublin and we look forward to working together!

Sincerely,

Matthew L. Stiffler
Director of Finance