



Enterprise ERP, *powered by Munis*[®]
User Guide for
Vendor Self Service (VSS)

Version 2021

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Vendor Self Service Overview

Vendor Self Service (VSS) provides vendors with web-based access to information stored in your organization's Enterprise ERP, *powered by Munis®* database. The information is drawn from multiple Enterprise ERP products, including Accounts Payable, Purchasing, Contract Management, Bid Management, and Asset Management.

Using VSS, vendors can enter and maintain their contact and remittance information, discount and payment terms, designated contact persons, and the commodity codes that represent the goods and services the vendor can provide.

A listing of the vendor's current and prior 1099 data, purchase orders, invoices, contracts, checks, and work orders is available in VSS. This information is entered by users in your organization using Enterprise ERP programs, and the information is available to vendors for inquiry purposes only.

VSS allows vendors to search for and view bid request information, and then use that information to submit a bid offer or quote. The submission process creates bid records in your Enterprise ERP database that can be examined and evaluated by your organization's bid management personnel.

The fields and options available to vendors in VSS are determined by your VSS administrators. Refer to the *Enterprise ERP Vendor Self Service (VSS) Administration Guide* for details on modifying VSS permissions.

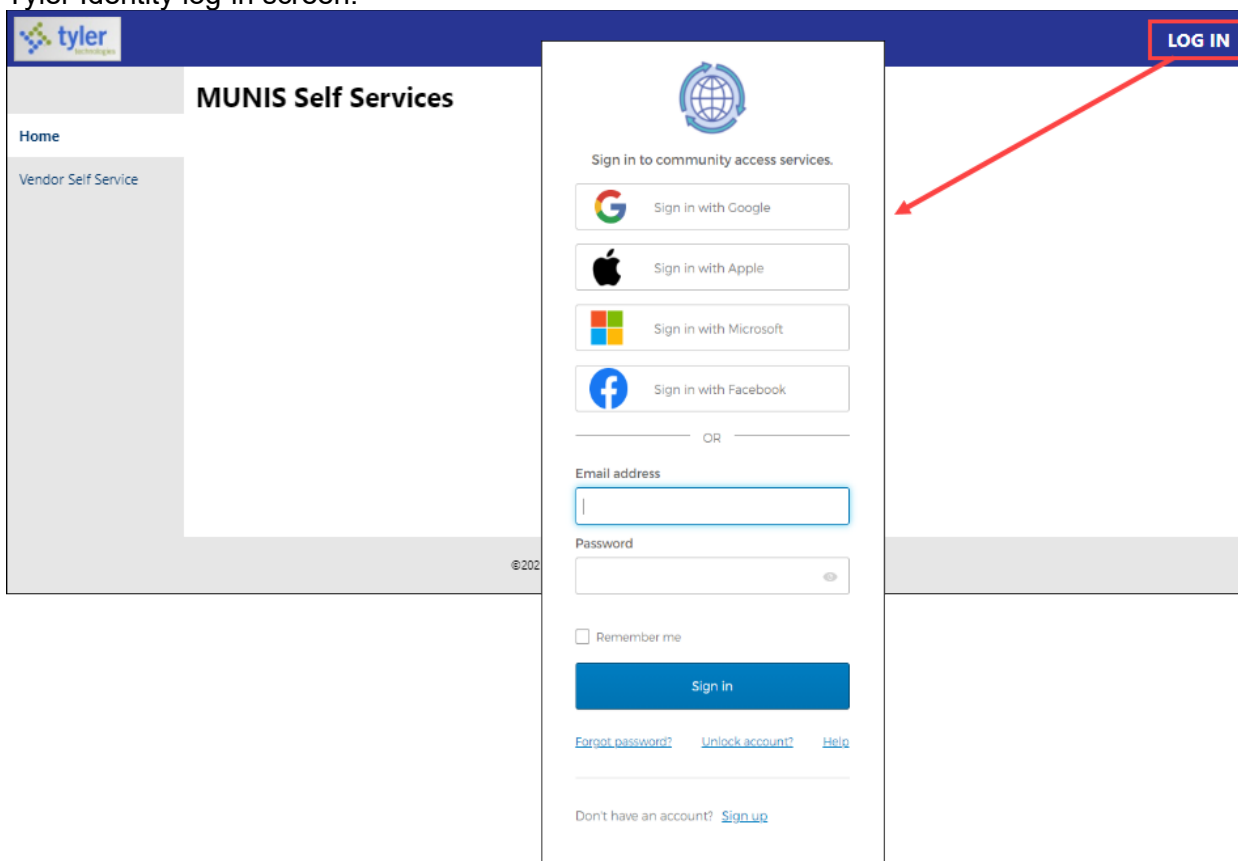
Vendor Self Service and Tyler Identity

Vendors who access your organization's VSS application must have an email address associated with a Tyler Identity account. Tyler Identity is used by multiple Tyler applications, including Vendor Self Service and Citizen Self Service, to provide users a single sign-on experience. The log-in account requires a unique email address and password.

Note: The credentials associated with the Tyler Identity account are intended to be used for all Tyler applications that utilize Tyler Identity. If a user has both a Vendor Self Service and Citizen Self Service account, the Tyler Identity login must be the same in order to associate both the vendor and citizen accounts with the Tyler Identity account.

New Users

To associate an email account with Tyler Identity, open the VSS application and click Log In to access the Tyler Identity log-in screen.

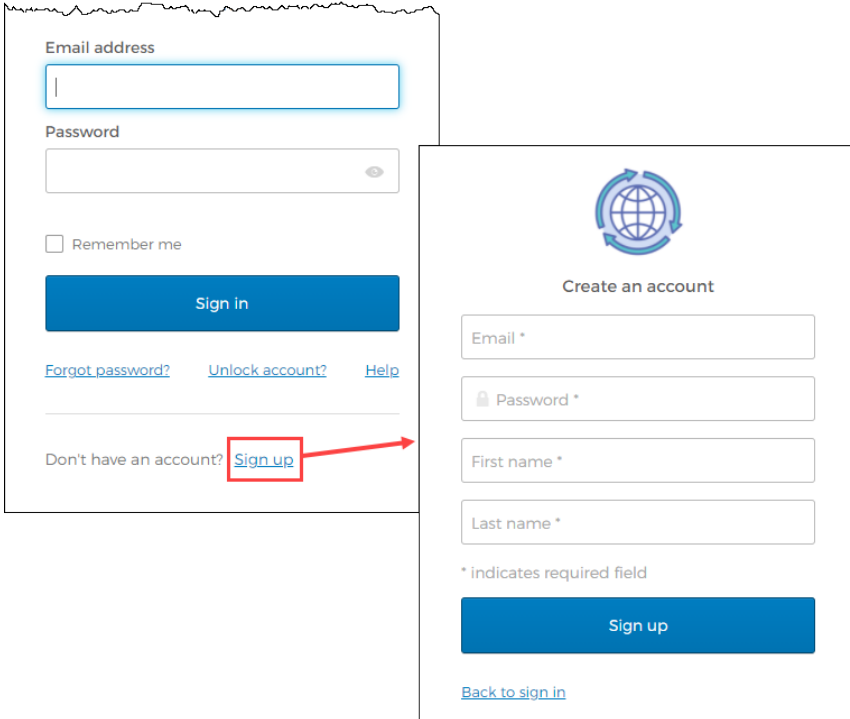


The screenshot displays the Tyler Identity login interface within the MUNIS Self Services application. The top navigation bar includes the Tyler logo and a 'LOG IN' button. The main content area features a sign-in form with the following elements:

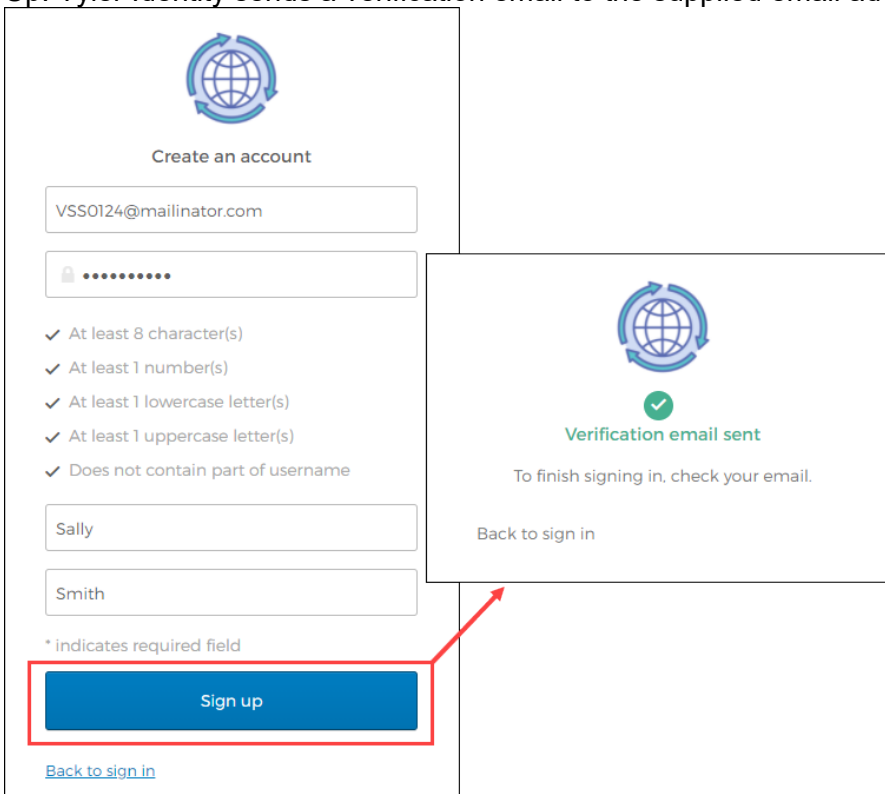
- Header: "Sign in to community access services."
- Social login options: "Sign in with Google", "Sign in with Apple", "Sign in with Microsoft", and "Sign in with Facebook".
- Separator: "OR"
- Form fields: "Email address" and "Password".
- Checkbox: "Remember me".
- Primary button: "Sign in".
- Links: "Forgot password?", "Unlock account?", and "Help".
- Footer: "Don't have an account? [Sign up](#)".

From this screen, vendors may use their established email and password credentials for an existing social account (such as Google®, Apple®, Microsoft®, or Facebook®) to log in, or click the Sign Up option to create unique Tyler Identity credentials.

To create unique Tyler Identity credentials, click Sign Up to display the Create an Account screen.



Enter a valid email address, create a password, complete the first and last name information, and click Sign Up. Tyler Identity sends a verification email to the supplied email address.



Click the link in the verification email to complete the account verification process and return to VSS. Users cannot log in to VSS until they verify the account.

For more information on using Tyler Identity, visit <https://tylerportico.com/community-access-help.html>.

Existing Users

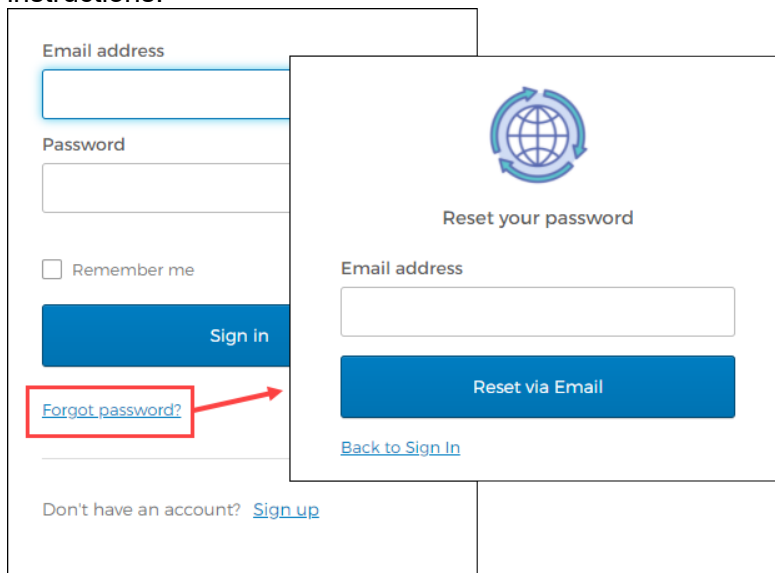
Users who have established a Tyler Identity account can log in using their Tyler Identity email and password credentials. Users who have not transitioned to using Tyler Identity must create a new account.

- If vendors create a Tyler Identity account using their previous credentials and the email addresses match, the existing VSS account information is automatically linked to the Tyler Identity account.
- If vendors do not use an existing email, or if they have multiple accounts that use the same email address, they must create a new Tyler Identity account and complete the process to link the VSS account to it.

Important! Tyler Identity allows users to log in using social provider accounts such as Apple, Facebook, Google, and Microsoft. The email address associated with the social provider account is used as the Tyler Identity email when completing these account verifications.

Password Resets

If a user forgets their assigned password, clicking the Forgot Password? link on the Sign-in screen provides the steps to reset the password. The Help link on the Sign-In screen also provides detailed password retrieval instructions.

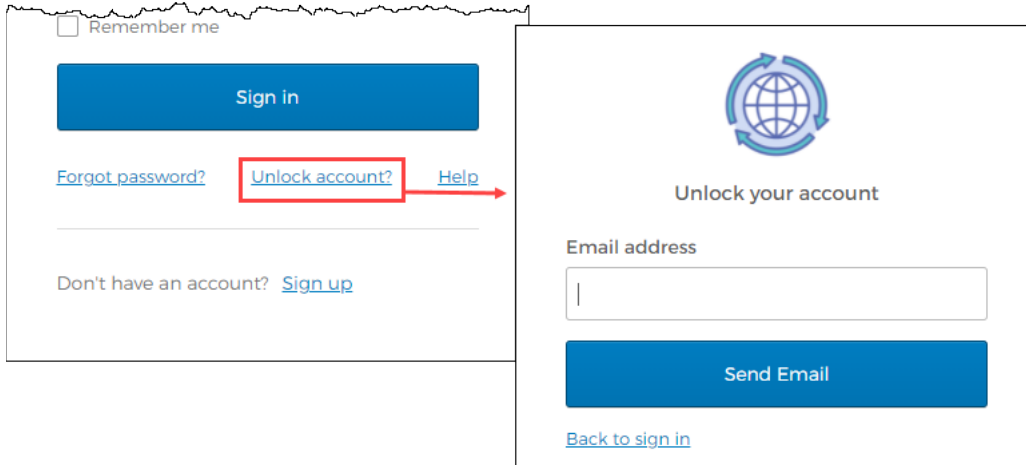


The image shows two overlapping screenshots of the user interface. The background screenshot is the Sign-in screen, featuring an 'Email address' input field, a 'Password' input field, a 'Remember me' checkbox, a blue 'Sign in' button, and a 'Forgot password?' link highlighted with a red box and a red arrow. Below the sign-in fields is a 'Don't have an account? [Sign up](#)' link. The foreground screenshot is the 'Reset your password' screen, which includes a globe icon with circular arrows, the title 'Reset your password', an 'Email address' input field, a blue 'Reset via Email' button, and a 'Back to Sign In' link.

Locked Accounts

If a user's account is locked, for example, if too many unsuccessful password attempts have been made, clicking the Unlock Account? link on the Sign-in screen provides the steps to unlock the account. Enter the

email address associated with the account to begin the process to unlock the account.



Remember me

Sign in

[Forgot password?](#) [Unlock account?](#) [Help](#)

Don't have an account? [Sign up](#)

Unlock your account

Email address

Send Email

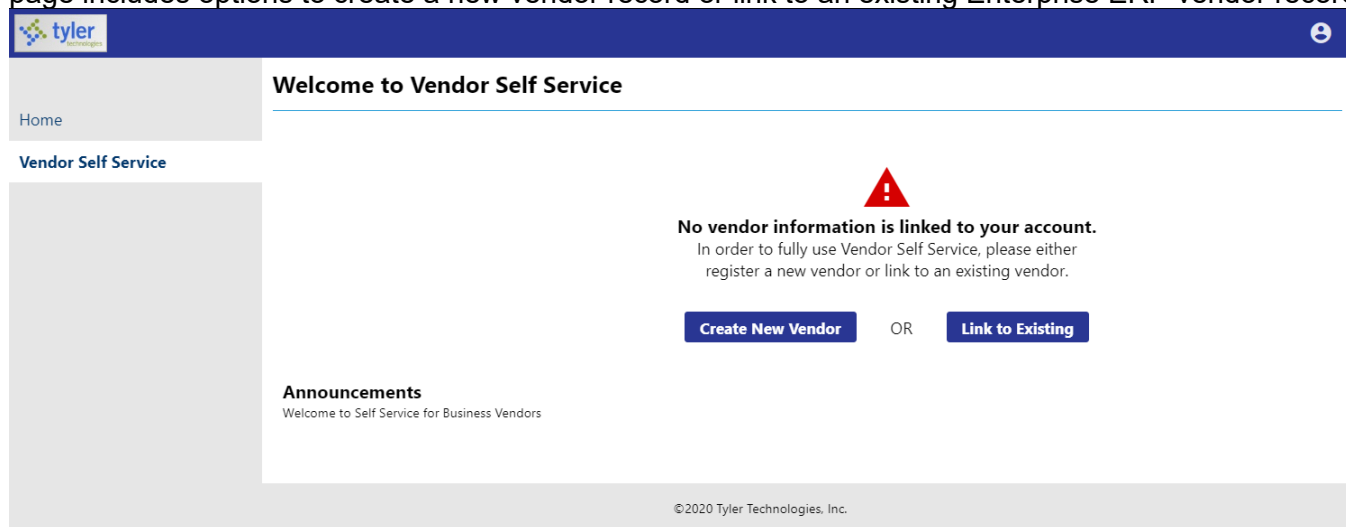
[Back to sign in](#)

Vendor Registration

Vendor Self Service requires vendors who exist in your organization's Enterprise ERP database to register using the VSS website to gain access to their information. To successfully link a vendor's VSS registration with a record in Enterprise ERP, you must provide the vendor with the vendor ID number assigned by your organization. The vendor enters the number in the Vendor ID box during registration.

Potential vendors who do not exist in your organization's Enterprise ERP database can complete the registration process, but they are granted limited access to VSS. When completed by a potential vendor, the registration process creates a new record in the Vendors program in Enterprise ERP. A user from your organization with Enterprise ERP vendor maintenance permissions must change the status of the newly created record to Active in Enterprise ERP. A Vendor Self Service administrator must grant the vendor's user ID access to the appropriate pages in VSS before the vendor can fully utilize the site.

Once the vendor successfully logs in to VSS, the program provides the Vendor Self Service Home page. This page includes options to create a new vendor record or link to an existing Enterprise ERP vendor record.



tyler technologies

Welcome to Vendor Self Service

Home

Vendor Self Service

No vendor information is linked to your account.
In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor.

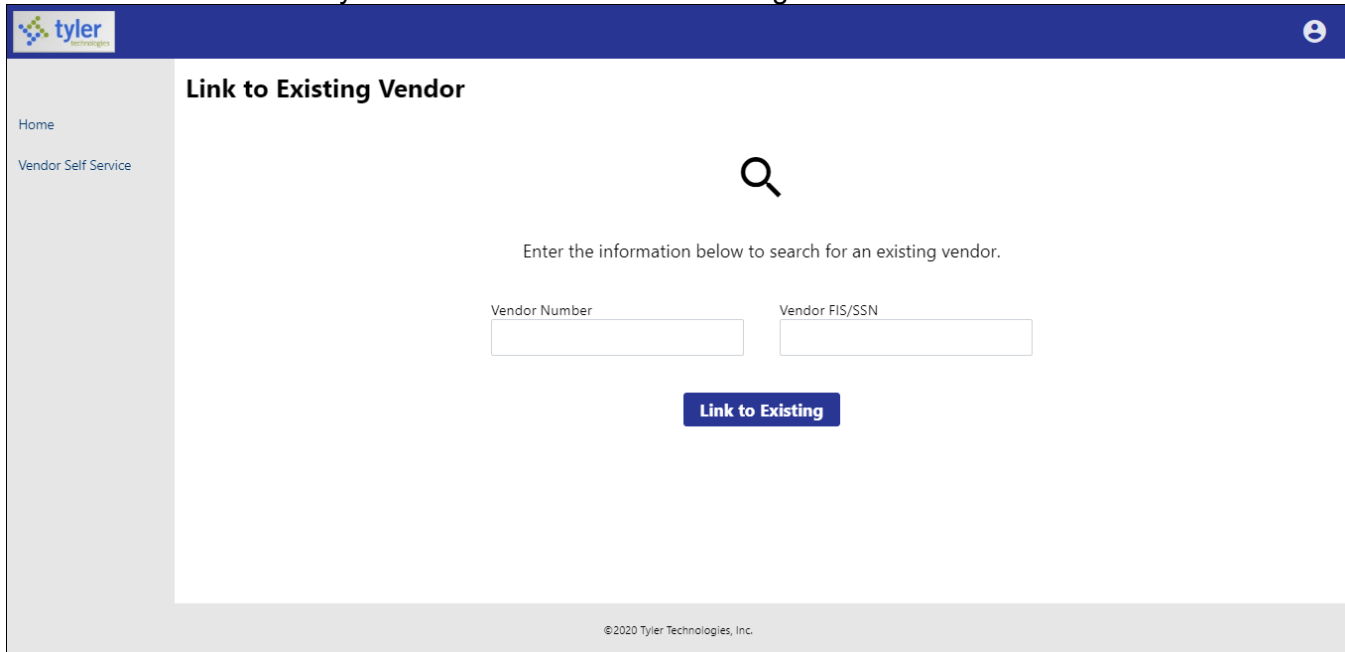
[Create New Vendor](#) OR [Link to Existing](#)

Announcements
Welcome to Self Service for Business Vendors

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Linking to an Existing Enterprise ERP Vendor Record

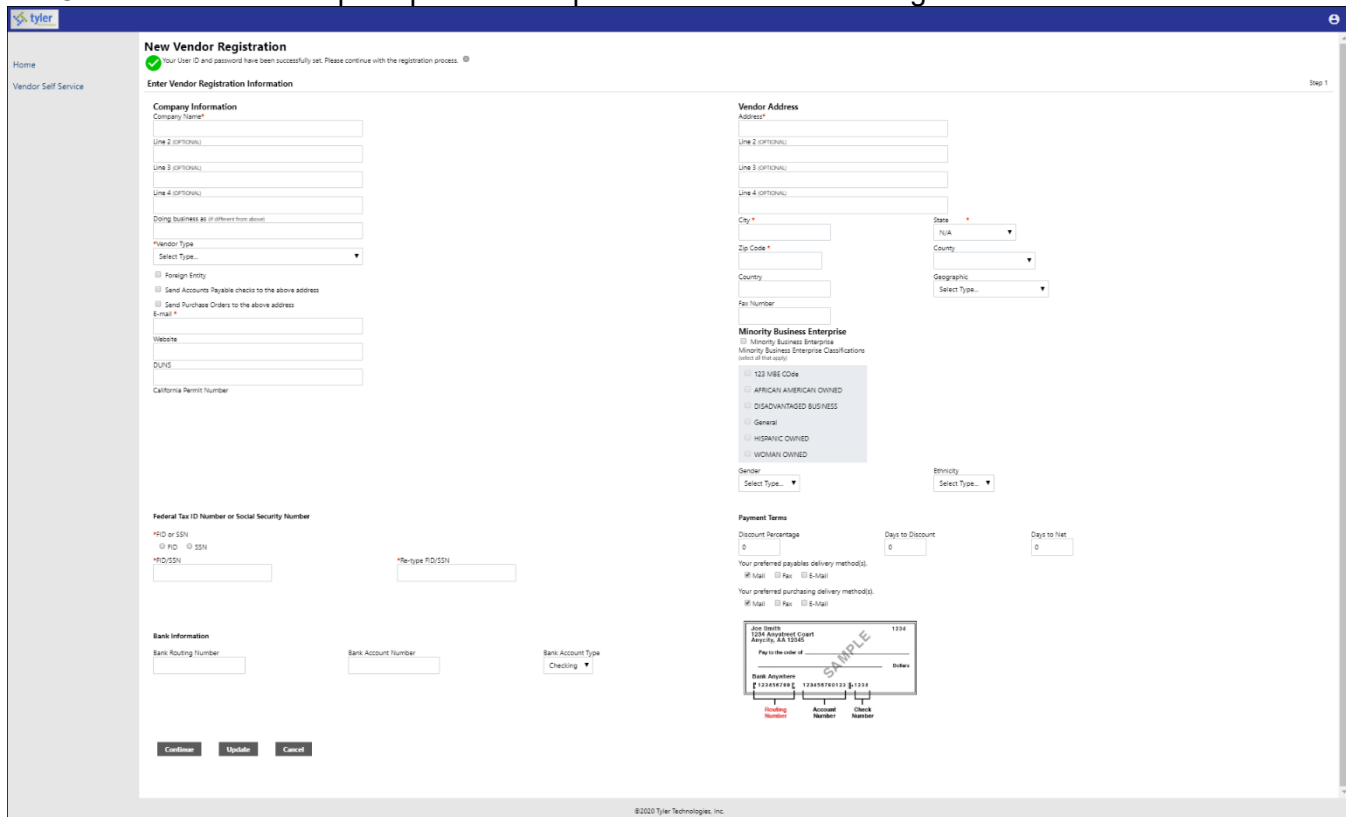
If the vendor has an existing record in the Enterprise ERP Vendors program, the Link to Existing option provides the Link to Existing Vendor screen, where you can enter the vendor number and the vendor's federal identifier or Social Security number to search for the existing vendor record.



When existing Enterprise ERP vendors complete the Vendor Number and Vendor FIS/SSN boxes and click Link to Existing, VSS verifies the entered information with the vendor record in Enterprise ERP. If all information matches, the vendor is automatically presented with the Vendor Information page. They do not have to complete the remaining steps of the registration process. However, in order to complete the process successfully, the vendor must know the Enterprise ERP vendor ID assigned by your organization, which is the vendor number in the Enterprise ERP Vendors program. The value entered in the Vendor FIS/SSN box must match the value from the Enterprise ERP vendor record exactly.

Creating a New Vendor Record

If the vendor does not have an existing record in the Vendors program in Enterprise ERP Accounts Payable, the Create New Vendor option provides Step 1 of the New Vendor Registration screen.



New Vendor Registration
 Your User ID and password have been successfully set. Please continue with the registration process.

Enter Vendor Registration Information

Company Information
 Company Name*
 Line 2 (OPTIONAL)
 Line 3 (OPTIONAL)
 Line 4 (OPTIONAL)
 Doing business as (if different from above)
 *Vendor Type
 Select Type...
 Foreign Entity
 Send Accounts Payable checks to the above address
 Send Purchase Orders to the above address
 Website
 DUNS
 California Permit Number

Federal Tax ID Number or Social Security Number
 *RID or SSN
 RID SSN
 *RID/SSN
 *Enterprise RID/SSN

Bank Information
 Bank Routing Number
 Bank Account Number
 Bank Account Type
 Checking

Vendor Address
 Address*
 Line 2 (OPTIONAL)
 Line 3 (OPTIONAL)
 Line 4 (OPTIONAL)
 City*
 State
 N/A
 Zip Code*
 Country
 Geographic
 Select Type...
 Fax Number

Minority Business Enterprise
 Minority Business Enterprise
 Minority Business Enterprise Classifications
 (select all that apply)
 123 VBE Code
 AFRICAN AMERICAN OWNED
 DISADVANTAGED BUSINESS
 General
 HISPANIC OWNED
 WOMAN OWNED
 Gender
 Select Type...
 Ethnicity
 Select Type...

Payment Terms
 Discount Percentage
 0
 Days to Discount
 0
 Days to Net
 0
 Your preferred payables delivery method(s).
 Mail Fax E-Mail
 Your preferred purchasing delivery method(s).
 Mail Fax E-Mail

Sample Check:
 Joe Smith
 1234 Anywhere Court
 Anycity, AA 12345
 Pay to the order of
 Bank Anywhere
 2222222222 1234567891011121314
 1234
 Routing Number Account Number Check Number

Buttons: **Continue** **Update** **Cancel**

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Vendors must complete the required fields to specify the information for the new vendor record.

Company Information

The Company Information group of the New Vendor Registration page defines basic information about the vendor.

Company Information

Company Name*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

*Vendor Type

Select Type... ▼

Foreign Entity

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

E-mail *

Website

DUNS

California Permit Number

Field	Description
Company Information	
Company Name	Contains the vendor's name or business name. The value entered here appears in the Alpha box in the Vendors program.
Line 2 Line 3 Line 4	Stores additional vendor name or business name information, such as an address. These fields are optional.
Doing Business As (If Different from Above)	Indicates the vendor's doing business as (DBA) name, if applicable.
Vendor Type	Sets the type code for the vendor. Vendor type codes are defined by your organization using the Accounts Payable Miscellaneous Codes program in Enterprise ERP. Your organization must define at least one vendor type code in order to allow vendors to successfully register in Vendor Self Service. If no vendor type codes exist, vendors cannot complete the registration process.
Foreign Entity	When selected, indicates that the vendor is a foreign entity.

Field	Description
Send Accounts Payable Checks to the Above Address	When selected, sends accounts payable (AP) checks to the address indicated on the previous lines in the Company Information group rather than the address in the Vendor Address group.
Send Purchase Orders to the Above Address	When selected, sends purchase orders (POs) to the address indicated on the previous lines in the Company Information group rather than the address in the Vendor Address group.
Email	Contains the vendor's primary email address. It is the address to which all notifications and alerts are sent, such as registration confirmation messages or password hints. Additional email addresses for vendor contacts are defined later in the registration process.
Website	Includes the URL for the vendor's website.
DUNS	Indicates the 9-digit Data Universal Numbering System (DUNS) number assigned to the vendor organization. The DUNS number is a unique 9-character identification number provided by Dun & Bradstreet (D&B). The DUNS number is used by the federal government to monitor business entities. A DUNS number is required for federal grants and proposals.
California Permit Number	Identifies the permit number for vendors who do business in California.

Vendor Address

The Vendor Address group of the New Vendor Registration page specifies the vendor's main address and selected contact information.

Vendor Address

Address*

 Line 2 (OPTIONAL)

 Line 3 (OPTIONAL)

 Line 4 (OPTIONAL)

 City* State*

 Zip Code* County

 Country Geographic

 Fax Number

Field	Description
Vendor Address	

Field	Description
Address Line 2 Line 3 Line 4	Define the vendor's main address.
City	Specifies the city portion of the vendor's address.
State	Establishes the state portion of the vendor's address. The vendor must enter a two-letter state postal abbreviation code in this box.
Zip Code	Contains the ZIP Code™ portion of the vendor's address.
County	Identifies the county portion of the vendor's address, if applicable. This information may be relevant if the vendor resides in a county that collects county-specific sales tax.
Country	Sets the country for addresses that are outside of the United States.
Geographic	Indicates the vendor's geographic code. The codes are defined in Enterprise ERP using the Accounts Payable Miscellaneous Codes program.
Fax Number	Displays the vendor's fax number, if applicable. This box can be hidden by a VSS administrator by clearing the Address Fax Number check box on the Field Settings tab of the Vendor Administration page.

Minority Business Enterprise

The New Vendor Registration page contains a Minority Business Entity (MBE) section that must be completed by vendors that are designated as minority business enterprises. A minority business enterprise is typically defined as a business that is at least 51% owned and operated by a minority. These businesses are typically certified by a city, state, or federal agency.

Minority Business Enterprise

Minority Business Enterprise

Minority Business Enterprise Classifications
(select all that apply)

123 MBE CODE

AFRICAN AMERICAN OWNED

DISADVANTAGED BUSINESS

General

HISPANIC OWNED

WOMAN OWNED

Gender:

Ethnicity:

Field	Description
Minority Business Enterprise	
Minority Business Enterprise	Indicates that the vendor is a minority business enterprise, when selected.
Minority Business Enterprise Classifications (Select All That Apply)	Define which MBE classifications the vendor possesses. The classifications displayed in the section are created and maintained by your organization using the Accounts Payable Miscellaneous Codes

Field	Description
	<p>program in Enterprise ERP. The vendor can select one or more of the check boxes, but the General check box is always selected and cannot be cleared.</p> <p>The MBE Classifications section displays the number of certifications of each type that the vendor possesses. If the VSS administrator has enabled certification management, vendors can click Manage for a classification to maintain certifications. See Appendix—Managing Minority Business Enterprise Certificates for more information.</p>
Gender Ethnicity	<p>Contain the vendor gender and ethnicity codes your organization has defined in Enterprise ERP using the Accounts Payable Miscellaneous Codes program. If no codes have been created, these lists cannot be used.</p> <p>The values selected from the lists determine the vendor’s gender and ethnicity for vendor statistic and tracking purposes.</p> <p>A VSS administrator can hide the lists from view by clearing the check boxes on the Field Settings page in Vendor Administration.</p>

Federal Tax ID Number or Social Security Number, Payment Terms, and Bank Information

The groups at the bottom of the New Vendor Registration page specify tax, payment, and banking information for the vendor. The FID or SSN must be a unique value that is not used by any other vendor profile, unless your organization has selected the Allow Duplicate FIDs/SSNs check box in the Accounts Payable program. The Bank Information section does not display unless your VSS administrator has enabled entry of bank information on this page.

Federal Tax ID Number or Social Security Number

*FID or SSN
 FID SSN

*FID/SSN

*Re-type FID/SSN

Payment Terms

Discount Percentage Days to Discount Days to Net

Your preferred payables delivery method(s).
 Mail Fax E-Mail

Your preferred purchasing delivery method(s).
 Mail Fax E-Mail

Bank Information

Bank Routing Number Bank Account Number Bank Account Type

Joe Smith 1234
 1234 Anystreet Court 1234
 Anycity, AA 12345

Pay to the order of _____ Dollars

Bank Anywhere
 123456789 123456789123 1234

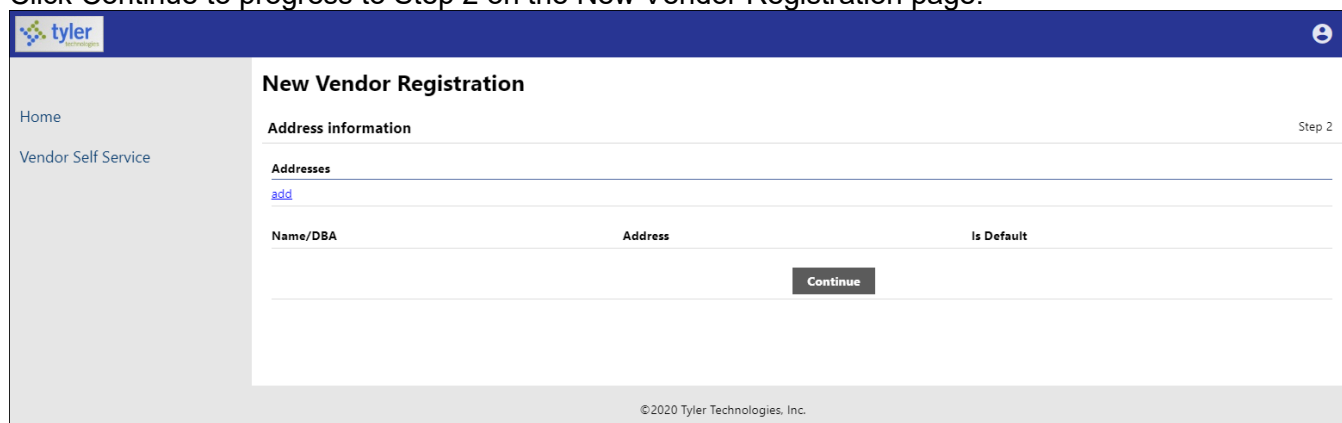
Routing Number
Account Number
Check Number

Continue
Update
Cancel

Field	Description
	<p>Federal Tax ID Number or Social Security Number <i>(The fields in this group are all required.)</i></p>

Field	Description
FID or SSN	Requires the vendor to select whether to enter a federal tax identification number or a Social Security number.
FID/SSN	Identifies the vendor's federal tax identification number or Social Security number. If SSN is selected, the Social Security number must be entered in the format nnn-nn-nnnn.
Re-type FID/SSN	Provides space to re-enter the vendor's FID or SSN to confirm the correct value.
Payment Terms	
Discount Percentage	Defines the discount percentage the vendor extends to your organization.
Days to Discount	Contains the number of days within which payment must be received by the vendor in order for your organization to claim the discount percentage.
Days to Net	Indicates the number of days that the vendor allows before requiring net payment.
Your Preferred Payables Delivery Method	Determine the vendor's preferred delivery method for payables and purchasing documents.
Your Preferred Purchasing Delivery Method	A VSS administrator can hide the check boxes from view by clearing the equivalent check boxes on the Field Settings page in Vendor Administration. The administrator can also restrict the delivery method to only one selection.
Bank Information <i>(This section does not display unless your VSS administrator has enabled entry of bank information on this page.)</i>	
Bank Routing Number	Determines the routing number of the bank account to which payments made to the vendor should be sent. The program automatically selects the correct bank code based on the entered routing number.
Bank Account Number	Contains the vendor's bank account number.
Bank Account Type	Indicates the type for the entered account: checking or savings.

Click Continue to progress to Step 2 on the New Vendor Registration page.



The screenshot shows the 'New Vendor Registration' page at Step 2, 'Address information'. The page has a dark blue header with the Tyler Technologies logo and a user icon. A sidebar on the left contains 'Home' and 'Vendor Self Service' links. The main content area has a title 'New Vendor Registration' and a sub-header 'Address information' with 'Step 2' in the top right. Below this is a table with the following structure:

Name/DBA	Address	Is Default

Below the table is a 'Continue' button. At the bottom of the page, there is a copyright notice: '©2020 Tyler Technologies, Inc.'

Click the Add link in the Addresses group to display the General Vendor Contacts screen for adding vendor remit address information.

New Vendor Registration

General Vendor Contacts

*Address Type
General

*Company Name
Andrew Konsta, LLC

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

*Address
Andrew Konsta, LLC

(line 2)
485 Riverview Drive

(line 3)

(line 4)

*City

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After completing the fields, click Save at the bottom of the page. VSS saves the entered information and returns to the Step 2 screen, summarizing the entered information.

New Vendor Registration

Address information Step 2

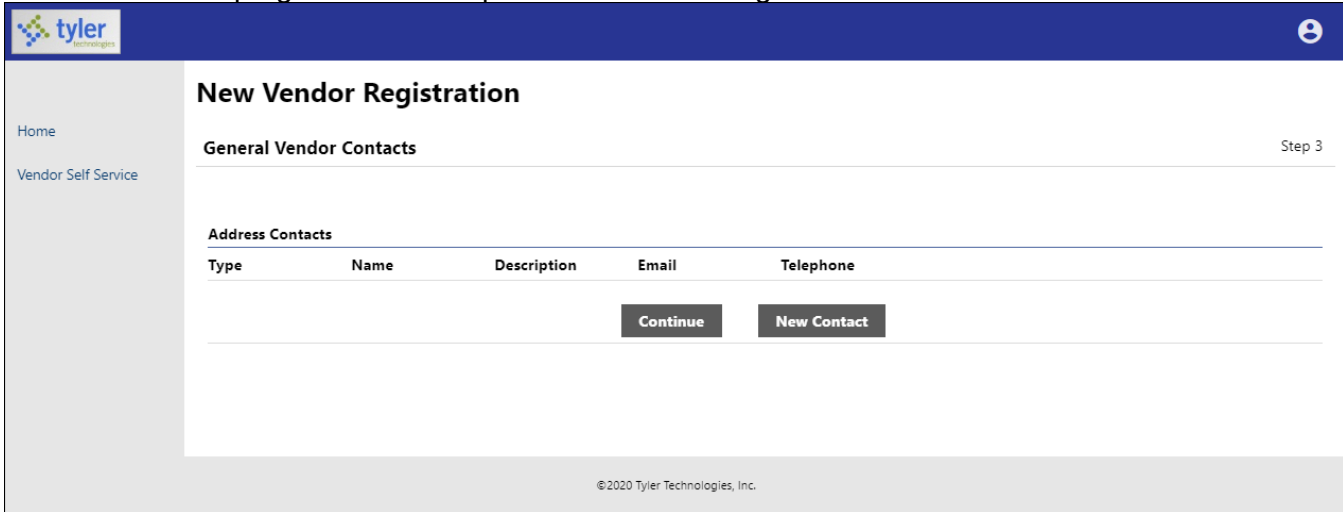
Addresses
[add](#)

Name/DBA	Address	Is Default
Andrew Konsta, LLC	Andrew Konsta, LLC 485 Riverview Drive Yarmouth ME 04096 Fax #:	Y change

Continue

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Click Continue to progress to the Step 3 screen for defining vendor contacts.



New Vendor Registration Step 3

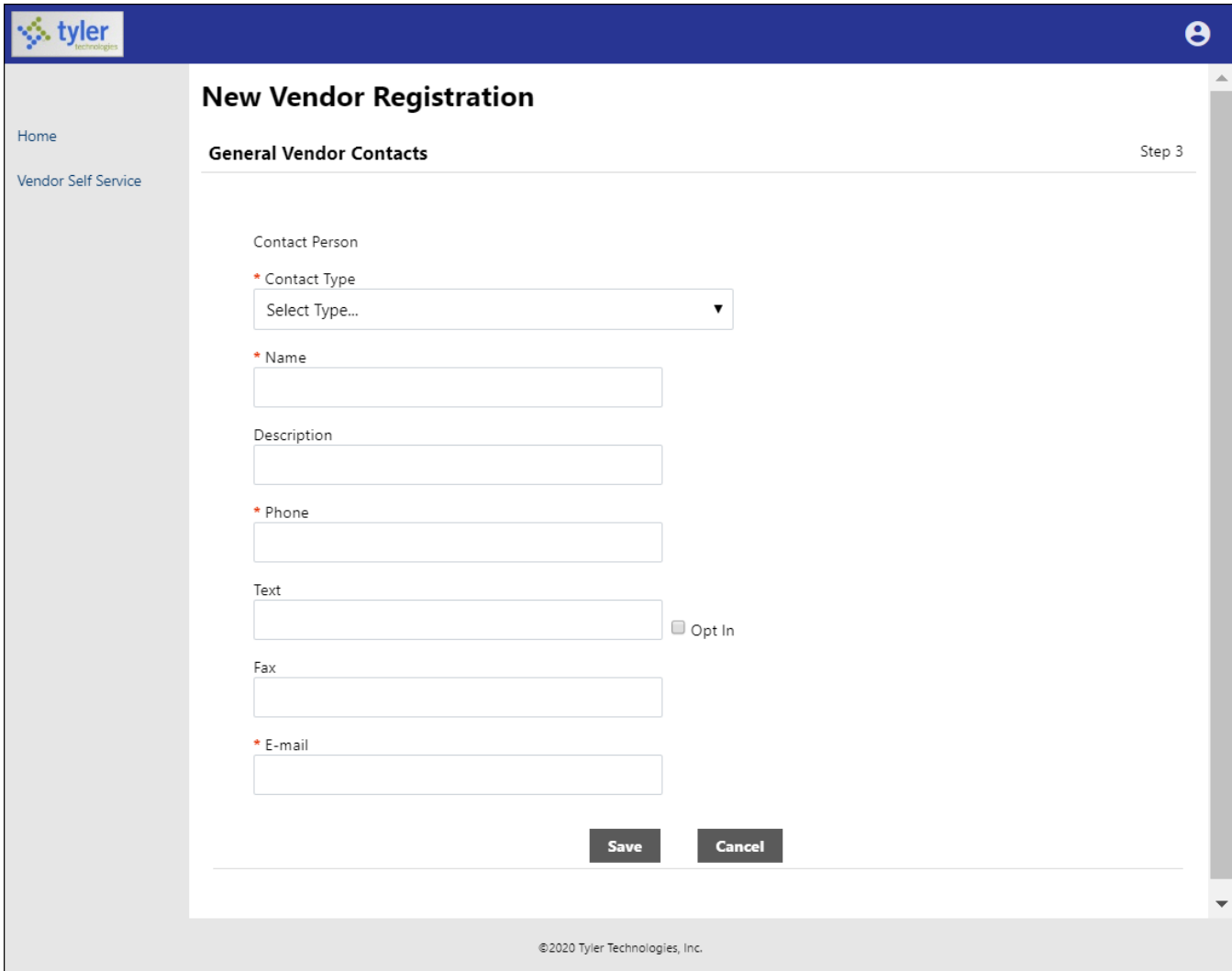
General Vendor Contacts

Address Contacts

Type	Name	Description	Email	Telephone
<input type="button" value="Continue"/> <input type="button" value="New Contact"/>				

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Click New Contact to add a new vendor contact.



New Vendor Registration Step 3

General Vendor Contacts

Contact Person

* Contact Type

* Name

Description

* Phone

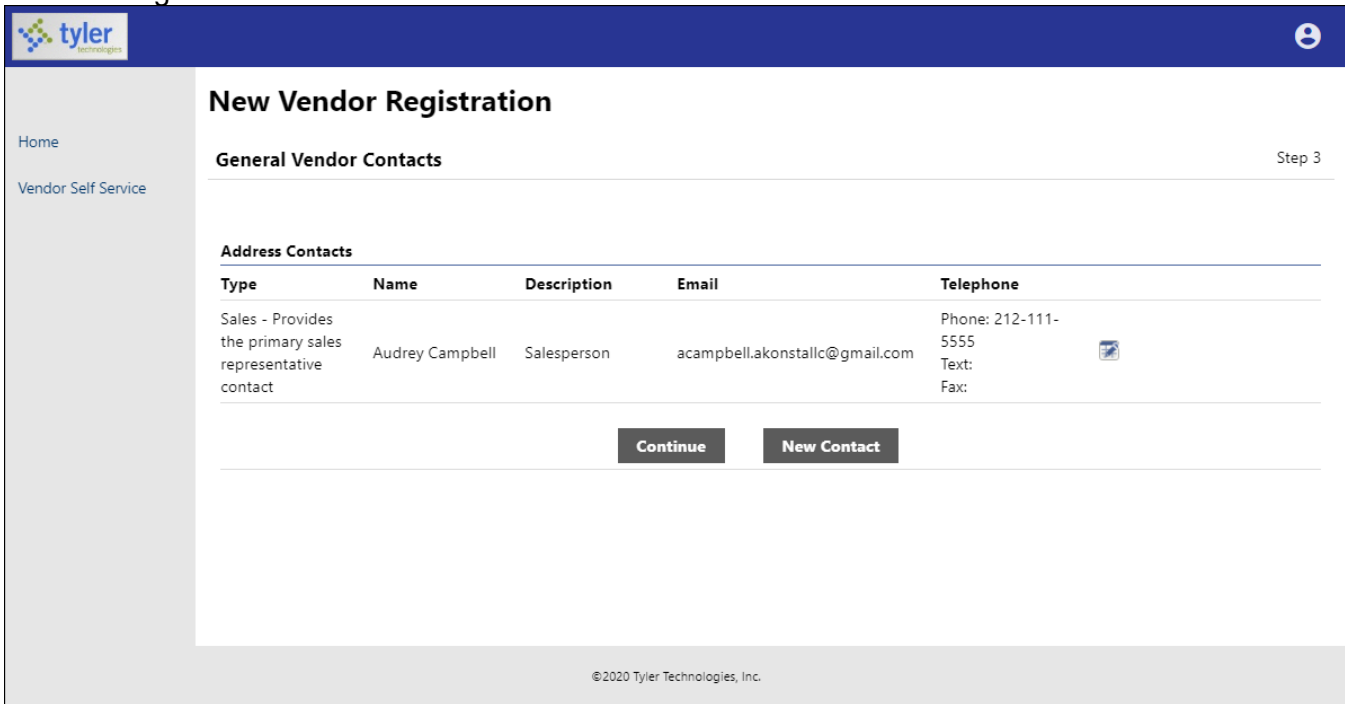
Text
 Opt In

Fax

* E-mail

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Complete the fields and click Save. VSS saves the entered information and returns to the Step 3 screen, summarizing the entered information.



Home
Vendor Self Service

New Vendor Registration

General Vendor Contacts Step 3

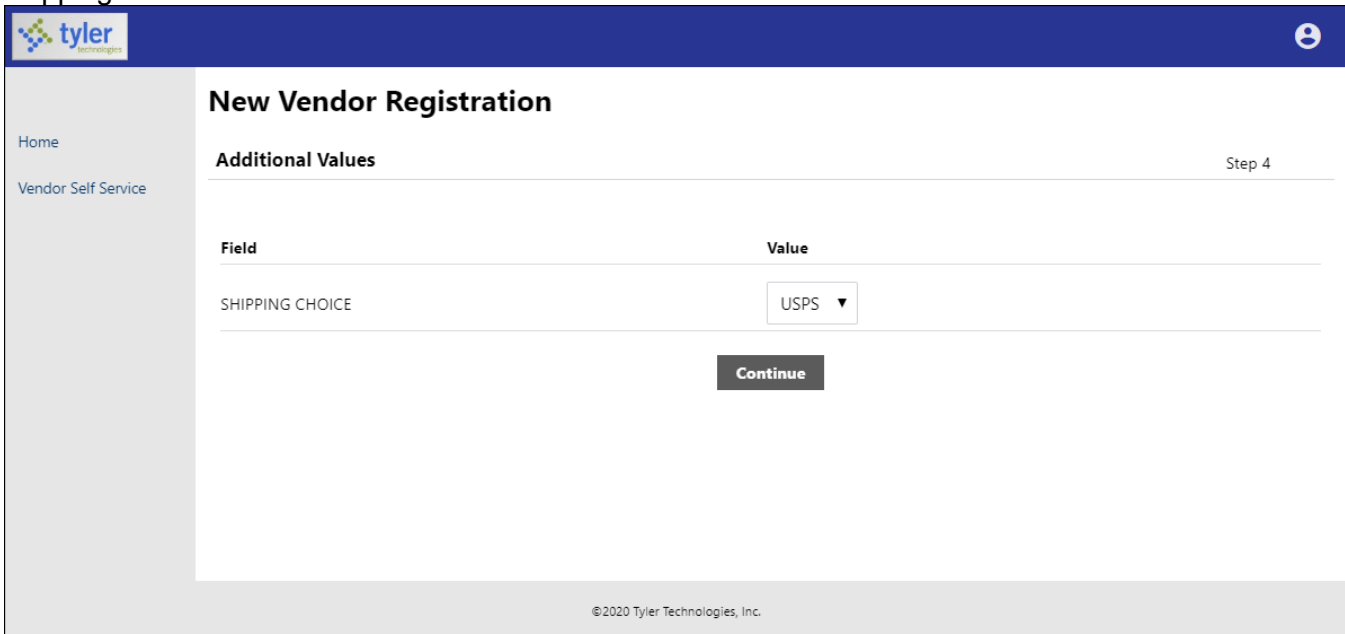
Address Contacts

Type	Name	Description	Email	Telephone
Sales - Provides the primary sales representative contact	Audrey Campbell	Salesperson	acampbell.akonstallc@gmail.com	Phone: 212-111-5555 Text: Fax:

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Click Continue to progress to the Step 4 screen.

In this example, the Step 4 screen provides additional values to specify for the vendor, such as a preferred shipping vendor.



Home
Vendor Self Service

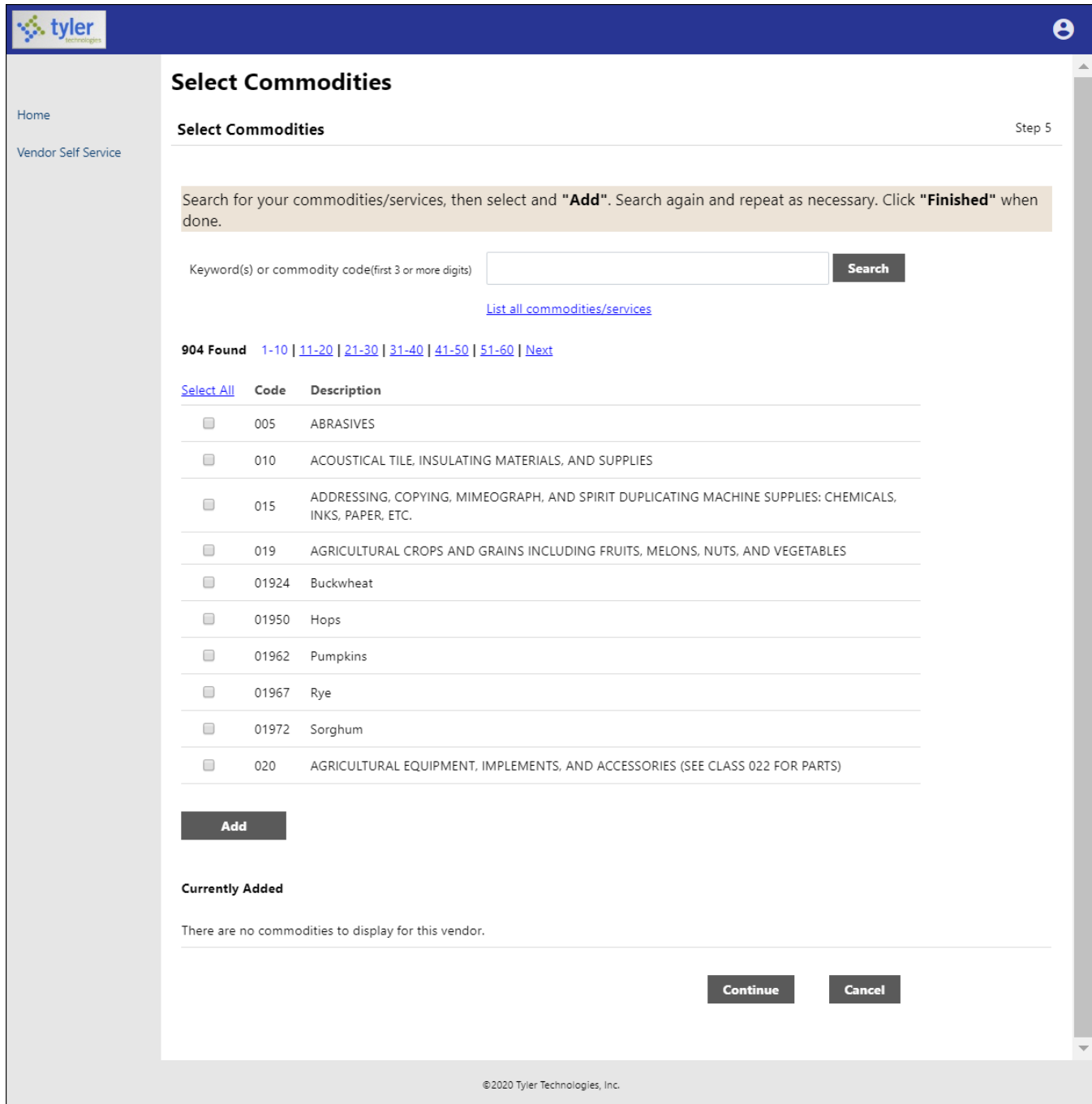
New Vendor Registration

Additional Values Step 4

Field	Value
SHIPPING CHOICE	USPS ▼

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Select the additional values as required and then click Continue to progress to the Step 5 screen. In this example, VSS provides the Select Commodities screen for choosing the commodity codes to associate with the vendor.



Select Commodities Step 5

Search for your commodities/services, then select and **"Add"**. Search again and repeat as necessary. Click **"Finished"** when done.

Keyword(s) or commodity code(first 3 or more digits)

[List all commodities/services](#)

904 Found | [1-10](#) | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

Select All	Code	Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/>	01924	Buckwheat
<input type="checkbox"/>	01950	Hops
<input type="checkbox"/>	01962	Pumpkins
<input type="checkbox"/>	01967	Rye
<input type="checkbox"/>	01972	Sorghum
<input type="checkbox"/>	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)

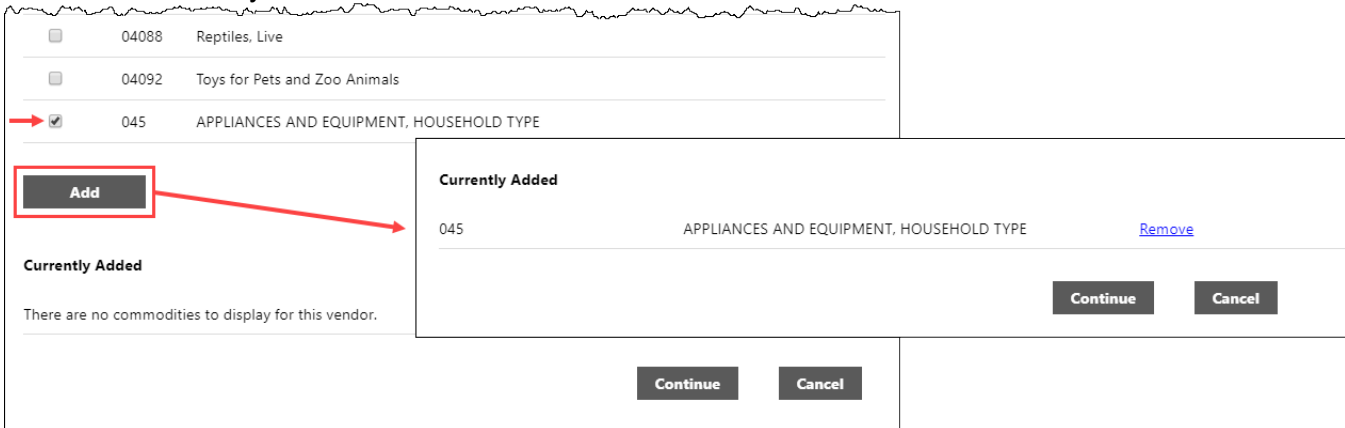
Currently Added

There are no commodities to display for this vendor.

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Enter keywords or commodity codes in the Search box to refine the list of provided codes.

Select the check box for each commodity code to associate with the vendor, and click Add to associate the selected commodity codes with the vendor.



The screenshot shows a list of commodity codes with checkboxes. The code '045' is selected. A red box highlights the 'Add' button, with a red arrow pointing to the 'Currently Added' section. The 'Currently Added' section shows '045' with a 'Remove' link. 'Continue' and 'Cancel' buttons are present at the bottom of the interface.

<input type="checkbox"/>	04088	Reptiles, Live
<input type="checkbox"/>	04092	Toys for Pets and Zoo Animals
<input checked="" type="checkbox"/>	045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE

Add

Currently Added

There are no commodities to display for this vendor.


Currently Added		
045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE	Remove

Continue **Cancel**

Continue **Cancel**

Use the Remove option to delete any currently associated commodity codes.

Click Continue to progress to the next step to review the entered information prior to submitting the vendor registration.


👤

New Vendor Registration Step 10

Review

Please check that the information below is correct. Make changes if necessary, then click on "Register."

General Information [change](#)

Name/DBA	Andrew Konsta, LLC
Entity	
Address	Andrew Konsta, LLC 485 Riverview Drive Yarmouth, ME 04096
Fax Number	
SSN	999-31-1999
Geographic	EAST - EAST COAST VENDOR
E-Mail	akonstallc@gmail.com

Commodities [change](#)

045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE
-----	--

Attachments

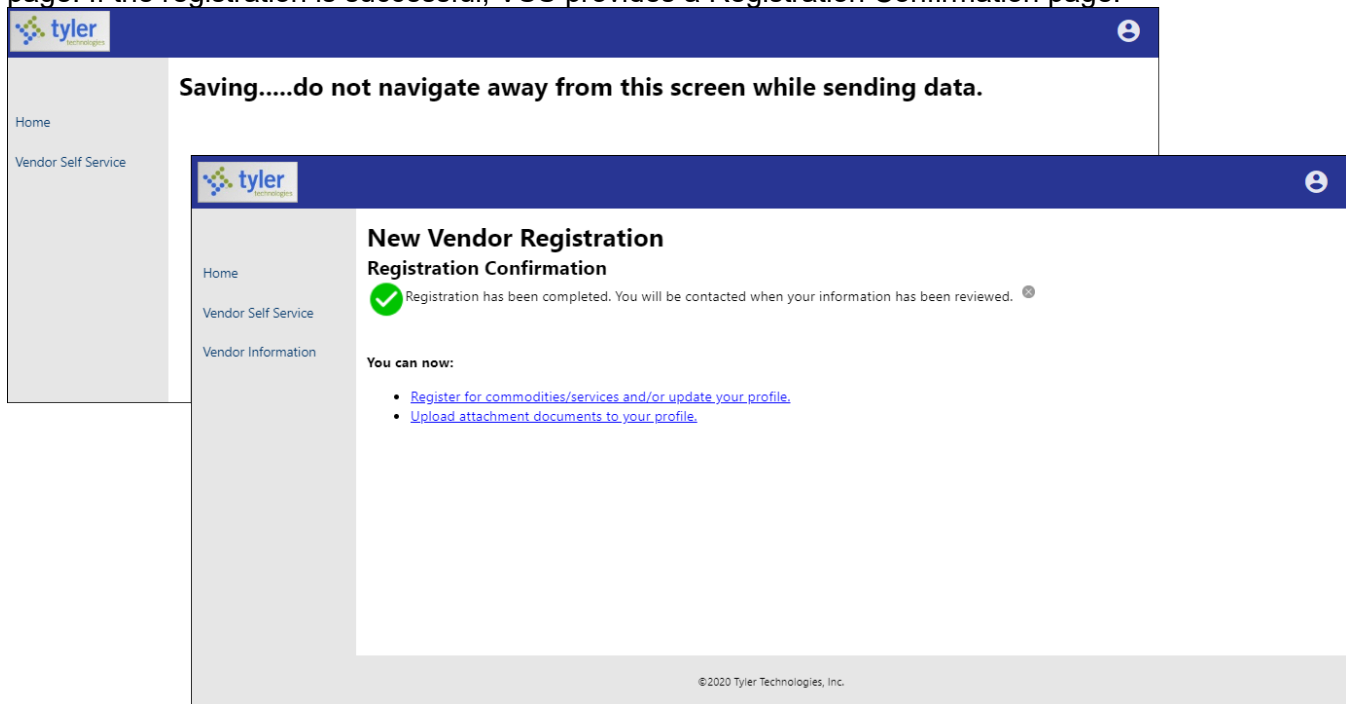
Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type	(0)	Attach
E-Verify	E-Verify	(0)	Attach
default	Vendor Attachment	(0)	Attach

Register
Cancel

(Only click Register once and refrain from using your browser's Back or Refresh button.)

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Click Register to complete the registration. You must click the Register option only once and remain on the page. If the registration is successful, VSS provides a Registration Confirmation page.



Saving.....do not navigate away from this screen while sending data.

Home
Vendor Self Service

tyler technologies

Home
Vendor Self Service
Vendor Information

New Vendor Registration Registration Confirmation

✔ Registration has been completed. You will be contacted when your information has been reviewed. ❌

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)

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Newly registered vendors only have access to the Home, Vendor Self Service, and Vendor Information tabs. Your organization's Vendor Self Service administrator must grant the vendor access to additional options.

Vendor Self Service

The Vendor Self Service home page provides the vendor's profile information and access to the options that your organization makes available, such as Invoices, Checks, Purchase Orders, Contracts, and Bids.

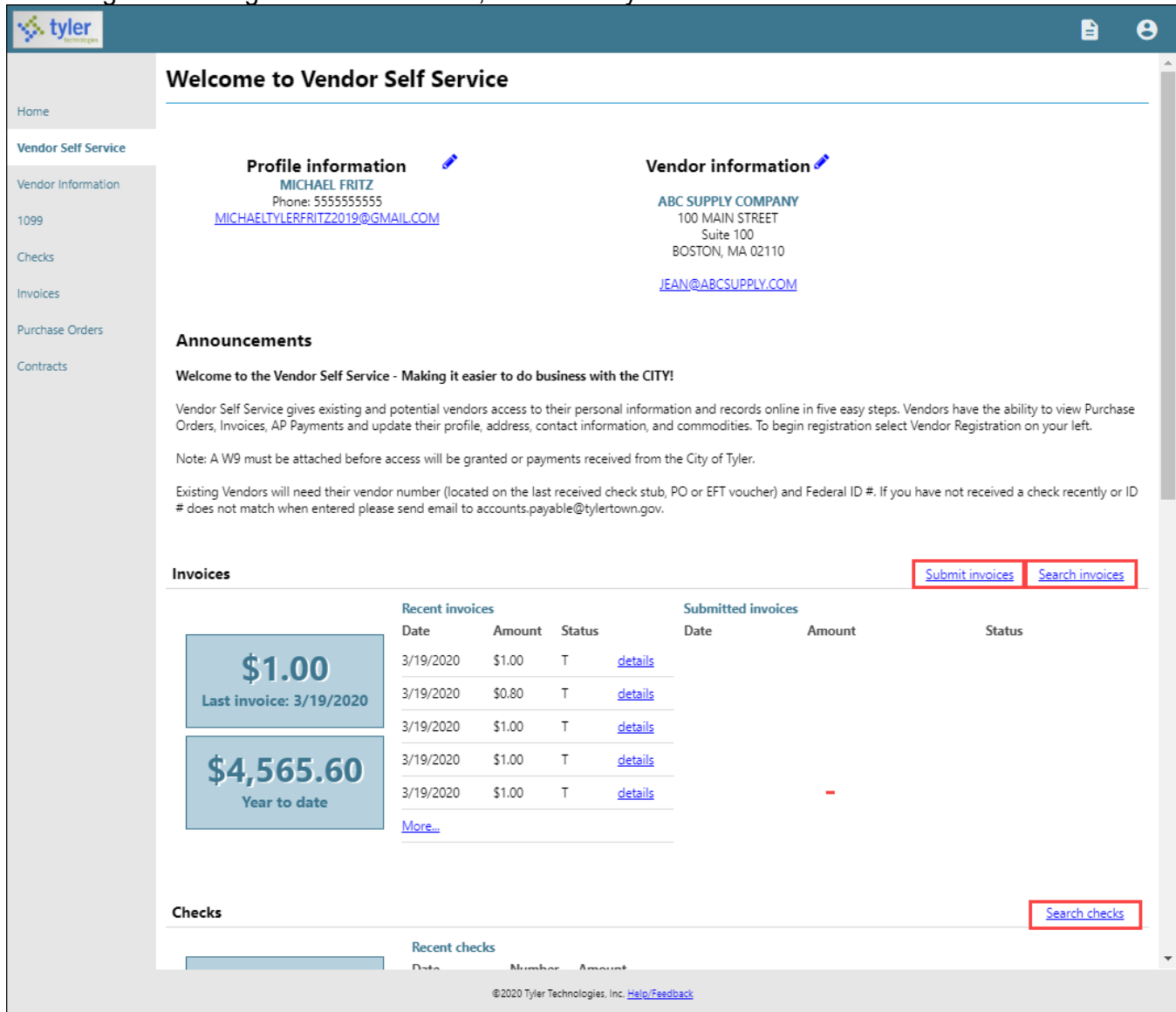
Clicking the login option in the header displays the following menu options:

- Home—Opens the default Self Service home screen.
- My Account—Opens the My Account page containing the vendor's account information.
- Log Out—Logs the vendor out of Vendor Self Service.

The Resources option in the header provides a menu of links or documents provided by your organization. These options are maintained in Vendor Administration.

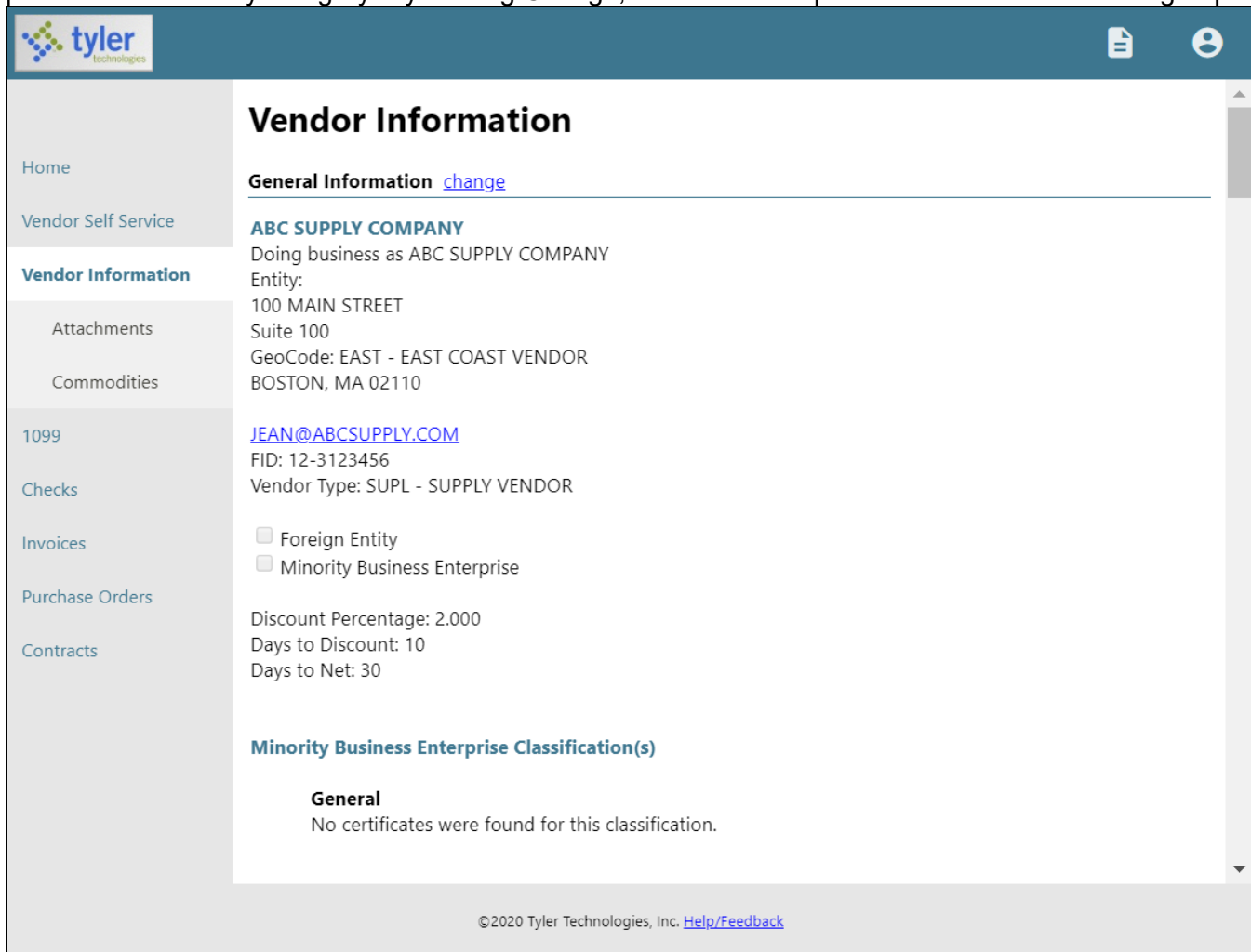


On the Vendor Self Service page, the headings for the individual information groups include options for searching and viewing related information, if enabled by site administrators.



Vendor Information

Clicking Vendor Information provides the Vendor Information page. The Vendor Information page groups profile information by category. By clicking Change, a vendor can update the information in that group.



Vendor Information

General Information [change](#)

ABC SUPPLY COMPANY
 Doing business as ABC SUPPLY COMPANY
 Entity:
 100 MAIN STREET
 Suite 100
 GeoCode: EAST - EAST COAST VENDOR
 BOSTON, MA 02110

JEAN@ABCSUPPLY.COM
 FID: 12-3123456
 Vendor Type: SUPL - SUPPLY VENDOR

Foreign Entity
 Minority Business Enterprise

Discount Percentage: 2.000
 Days to Discount: 10
 Days to Net: 30

Minority Business Enterprise Classification(s)

General
 No certificates were found for this classification.

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The General Information group contains the vendor’s address and contact information, type and foreign entity status, minority business enterprise status and certifications, and discount terms. If your VSS administrator has enabled viewing of banking information on vendor profiles, the General Information group also displays the vendor’s banking information.

The Address Information group displays the vendor's remittance address and contact information.

Address Information change		
Name/DBA	Address	Is Default
ABC SUPPLY COMPANY	PO BOX 348992 WILLIAMSBURG VA,23185	N
ABC SUPPLY COMPANY	123123 WILLOWBROOK AVENUE PORTLAND ME,02434	N
ABC SUPPLY COMPANY	497897 FRANKLIN AVE WACO TX,76710	N

The Contacts group lists the vendor's contact persons and information.

Contacts change				
Type	Name	Title	Email	Phone
GENERAL	KELLY PIPER	ACCT. REP	KPIPER@ABCSUPPLY.COM	617-234-1234
GENERAL	SAMUEL L. SMITH	SALES MAN	SSMITH@ABCSUPPLY.COM	617-234-1234
GENERAL	MICHAEL FRITZ		MICHAELTYLERFRITZ2019@GMAIL.COM	5555555555

The Additional Fields group identifies the vendor's shipping preferences. Clicking Change allows the vendor to update this information.

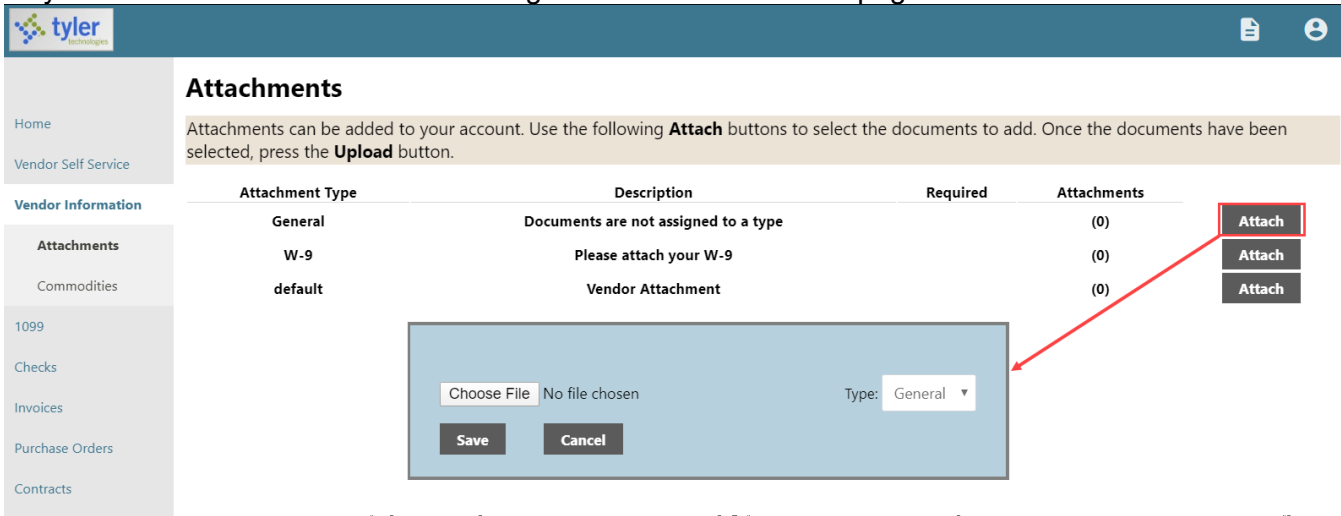
Additional Fields	
change	
SHIPPING CHOICE	USPS

The Commodities group contains a list of commodity codes associated with the vendor. Vendors remove commodities from the list by clicking the Remove link. The Add option allows vendor to add commodities to the list.

Commodities	
add	
Code	Description
206	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS Remove
28525	Current Collection Equipment and Accessories, Electrical Remove
28726	Circuit Cards Remove
28782	Transmitters, Emergency Alarm Type (To incl. Equipment Operation Status Reporting) Remove

Attachments

A vendor adds attachments to their profile by clicking Attachments on the menu. The Attachments option is only available when the vendor is viewing the Vendor Information page.



Attachments

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

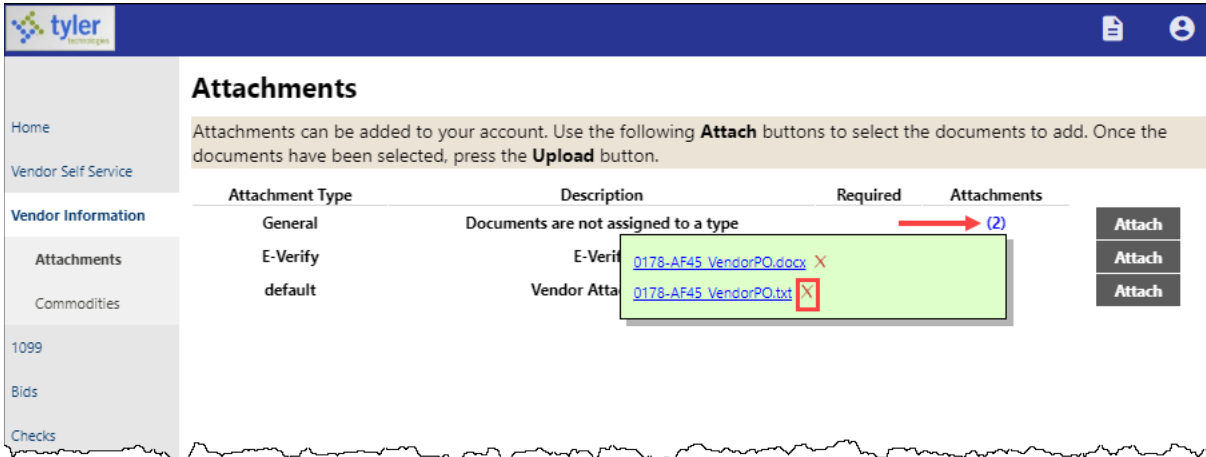
Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) Attach
W-9	Please attach your W-9		(0) Attach
default	Vendor Attachment		(0) Attach

Choose File No file chosen Type: General

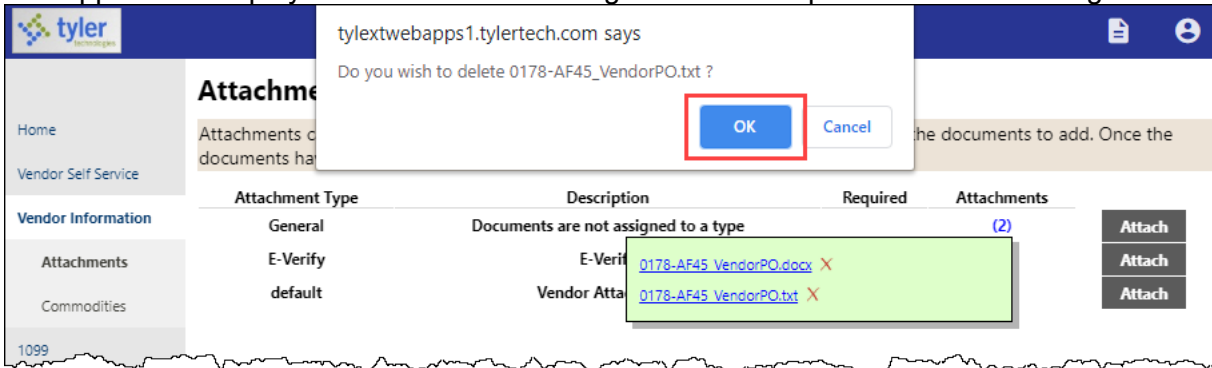
Attachments are added by clicking the Attach button on the Attachments page, which allows the vendor to navigate to a file or document to upload. The Attachments column indicates the number of documents attached for each attachment type. Vendors can attach an unlimited number of files.

Note: Only files with permitted extensions are allowed. Enterprise ERP Self Service administrators control which extensions are allowed on the File Upload Restrictions page of the MSS Hosting site.

To remove an attachment, click the number in the Attachments column and then select the Delete button for the attachment to remove.



The application displays a confirmation message. Click OK to proceed with removing the attachment.

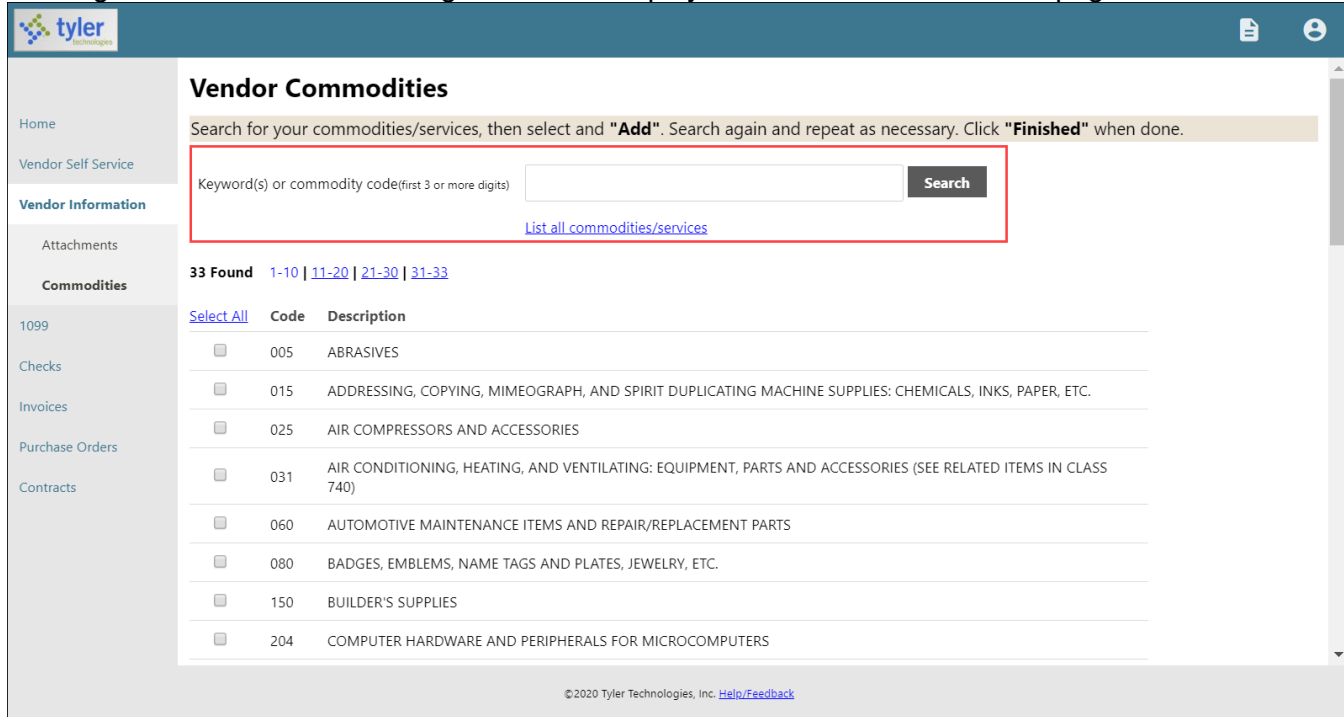


The uploaded files are also added to the vendor record in the Enterprise ERP Vendors program and they can be viewed using the Vendor Attachments screen in that program.

The vendor cannot maintain their attachments in VSS once they have been uploaded. An Enterprise ERP user from your organization must access the vendor record in the Vendors program and use the buttons on the Vendor Attachments screen to add, update, or delete the vendor's attached files.

Commodities

Clicking Commodities on the navigation menu displays the Vendor Commodities page.



Vendor Commodities

Search for your commodities/services, then select and **"Add"**. Search again and repeat as necessary. Click **"Finished"** when done.

Keyword(s) or commodity code(first 3 or more digits) **Search**

[List all commodities/services](#)

33 Found [1-10](#) | [11-20](#) | [21-30](#) | [31-33](#)

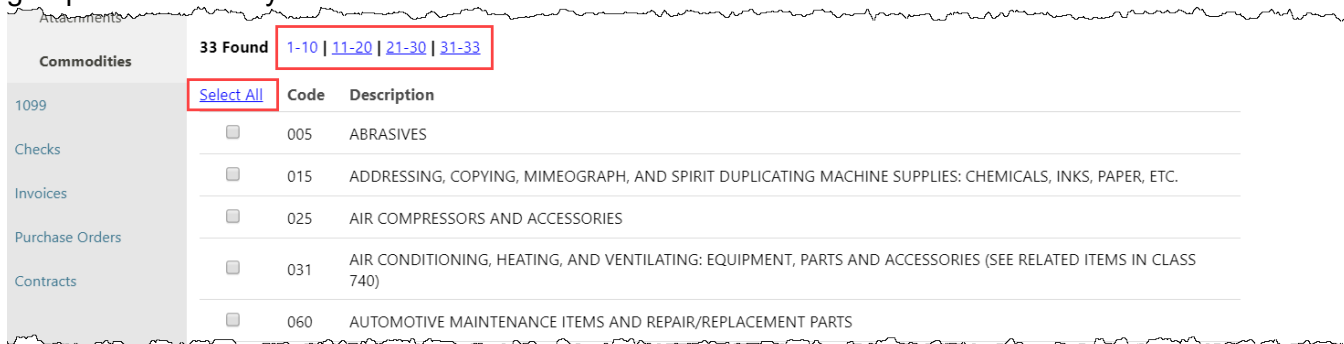
[Select All](#)

Code	Description
<input type="checkbox"/> 005	ABRASIVES
<input type="checkbox"/> 015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/> 025	AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/> 031	AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)
<input type="checkbox"/> 060	AUTOMOTIVE MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS
<input type="checkbox"/> 080	BADGES, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC.
<input type="checkbox"/> 150	BUILDER'S SUPPLIES
<input type="checkbox"/> 204	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS

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Vendors use the Search box to search for commodities by code or keyword. Alternatively, clicking List All Commodities/Services displays all commodity codes in your organization's Enterprise ERP database. VSS displays the number of codes found during a search and updates the commodity table.

Vendors can view commodities by group using the numbered group selections, or they can identify specific commodities by selecting individual check boxes. If a vendor selects an individual check box within a numbered group selection, VSS saves the value of each check box when the vendor navigates between the groups of commodity codes.



33 Found [1-10](#) | [11-20](#) | [21-30](#) | [31-33](#)

[Select All](#)

Code	Description
<input type="checkbox"/> 005	ABRASIVES
<input type="checkbox"/> 015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/> 025	AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/> 031	AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)
<input type="checkbox"/> 060	AUTOMOTIVE MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS

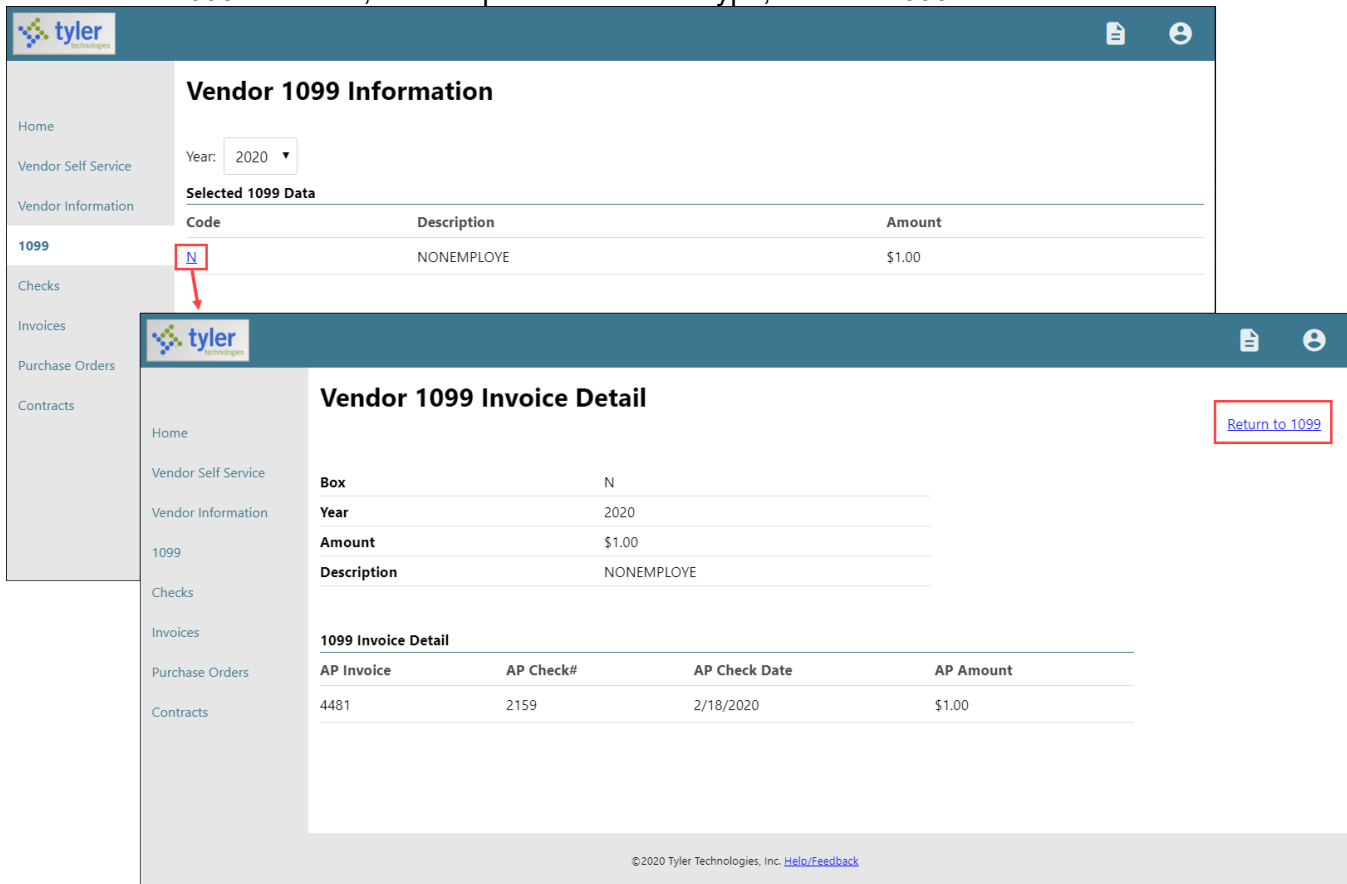
After identifying the applicable commodity codes, clicking Add causes VSS to add the selected commodity codes to the vendor's profile and updates the list of commodities. Clicking Remove removes the commodity from the group. The Currently Added group provides the full list of associated commodity codes.

Home	<input type="checkbox"/>	206	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS	
Vendor Self Service	<input type="checkbox"/>	208	COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)	
Vendor Information				
Attachments	Add			
Commodities	Currently Added			
1099	204		COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS	Remove
Checks	206		COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS	Remove
Invoices	208		COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)	Remove
Purchase Orders	615		OFFICE SUPPLIES, GENERAL	Remove
Contracts				

When vendors complete the commodity code update, they click Finish at the bottom of the page to save the changes and return to the Vendor Information page.

1099

The Vendor 1099 Information page displays a listing of the vendor's 1099 data for a selected year. The data includes the 1099 box code, a description of the code type, and the 1099 amount.



The screenshot shows two overlapping screenshots of the Tyler Technologies interface. The top screenshot is the 'Vendor 1099 Information' page for the year 2020. It features a table with the following data:

Code	Description	Amount
N	NONEMPLOYE	\$1.00

A red box highlights the 'N' code, with a red arrow pointing to the 'Vendor 1099 Invoice Detail' page shown below. This detail page includes a 'Return to 1099' link in the top right corner and displays the following summary information:

- Box: N
- Year: 2020
- Amount: \$1.00
- Description: NONEMPLOYE

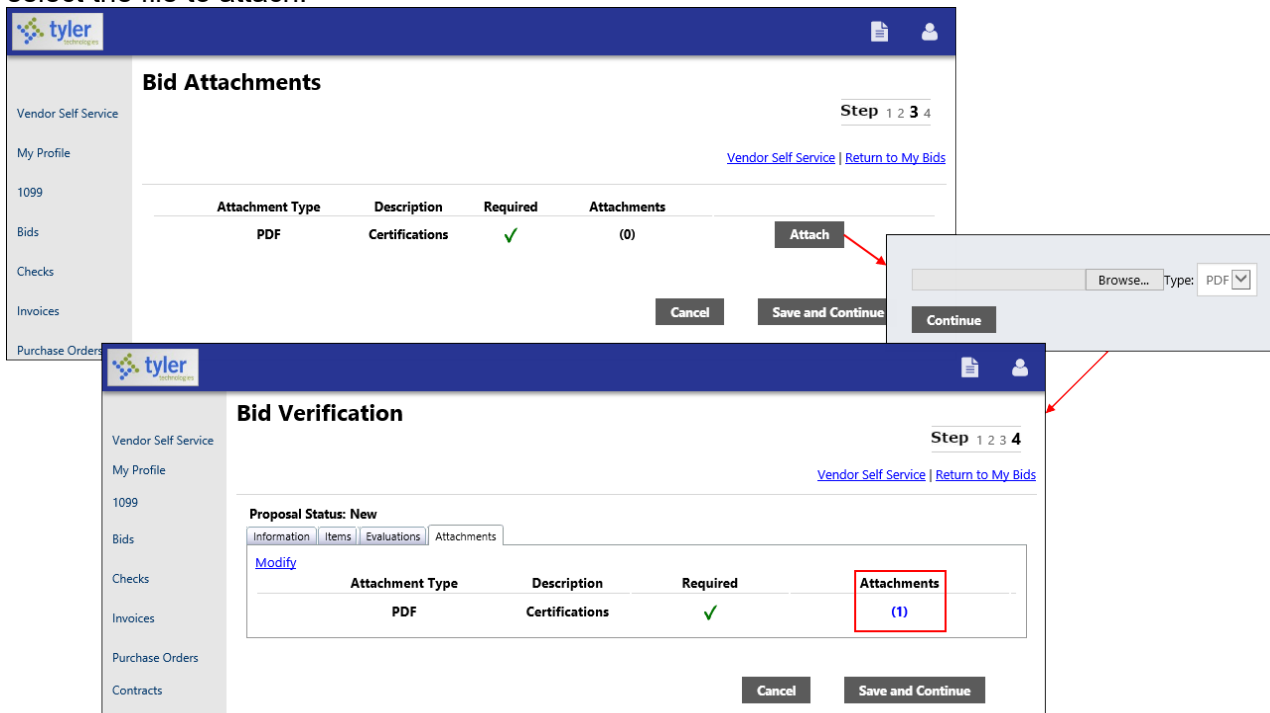
Below this summary is a table of 1099 invoice details:

AP Invoice	AP Check#	AP Check Date	AP Amount
4481	2159	2/18/2020	\$1.00

At the bottom of the interface, there is a copyright notice: ©2020 Tyler Technologies, Inc. [Help/Feedback](#)

Clicking a code type provides the Vendor 1099 Invoice Detail page. This page displays the general 1099 information, as well as a listing of 1099 invoice details, if they exist for the selected box code. Clicking Return to 1099 returns the vendor to the Vendor 1099 Information page.

Vendors add attachments to their bid quotes by selecting an attachment type and using the **Browse** button to select the file to attach.



Bid Attachments

Step 1 2 **3** 4

[Vendor Self Service](#) | [Return to My Bids](#)

Attachment Type	Description	Required	Attachments
PDF	Certifications	✓	(0)

Attach

Cancel Save and Continue

Browse... Type: PDF

Continue

Bid Verification

Step 1 2 3 **4**

[Vendor Self Service](#) | [Return to My Bids](#)

Proposal Status: New

Information Items Evaluations Attachments

[Modify](#)

Attachment Type	Description	Required	Attachments
PDF	Certifications	✓	(1)

Cancel Save and Continue

Acceptable attachment types are defined in the Enterprise ERP Bid Attachment Types program.

Checks

The Checks group provides a list of checks recently issued to the vendor by your organization.

Checks
[Search checks](#)

\$74.60

Last check: 1/22/2018


\$0.00

Year to date

Recent checks

Date	Number	Amount	
1/22/2018	#2155	\$74.60	details
11/19/2015	#2139	\$17,298.00	details
10/31/2015	#2125	\$17,298.00	details
10/13/2015	#2095	\$34,596.00	details
9/15/2015	#2111	\$17,298.00	details

Using the Search Checks option, vendors can find additional check details using the invoice number, date or amount ranges, and status search criteria.


📄
👤

- Home
- Vendor Self Service
- Vendor Information
- 1099
- Checks**
- Invoices
- Purchase Orders
- Contracts

Vendor Check Search

Date (mm/dd/yyyy)

Check date

or

Check date(s) from to

Amount

Check amount

or

Amount(s) more than but less than

Number

Check number

or

Check number(s) from to

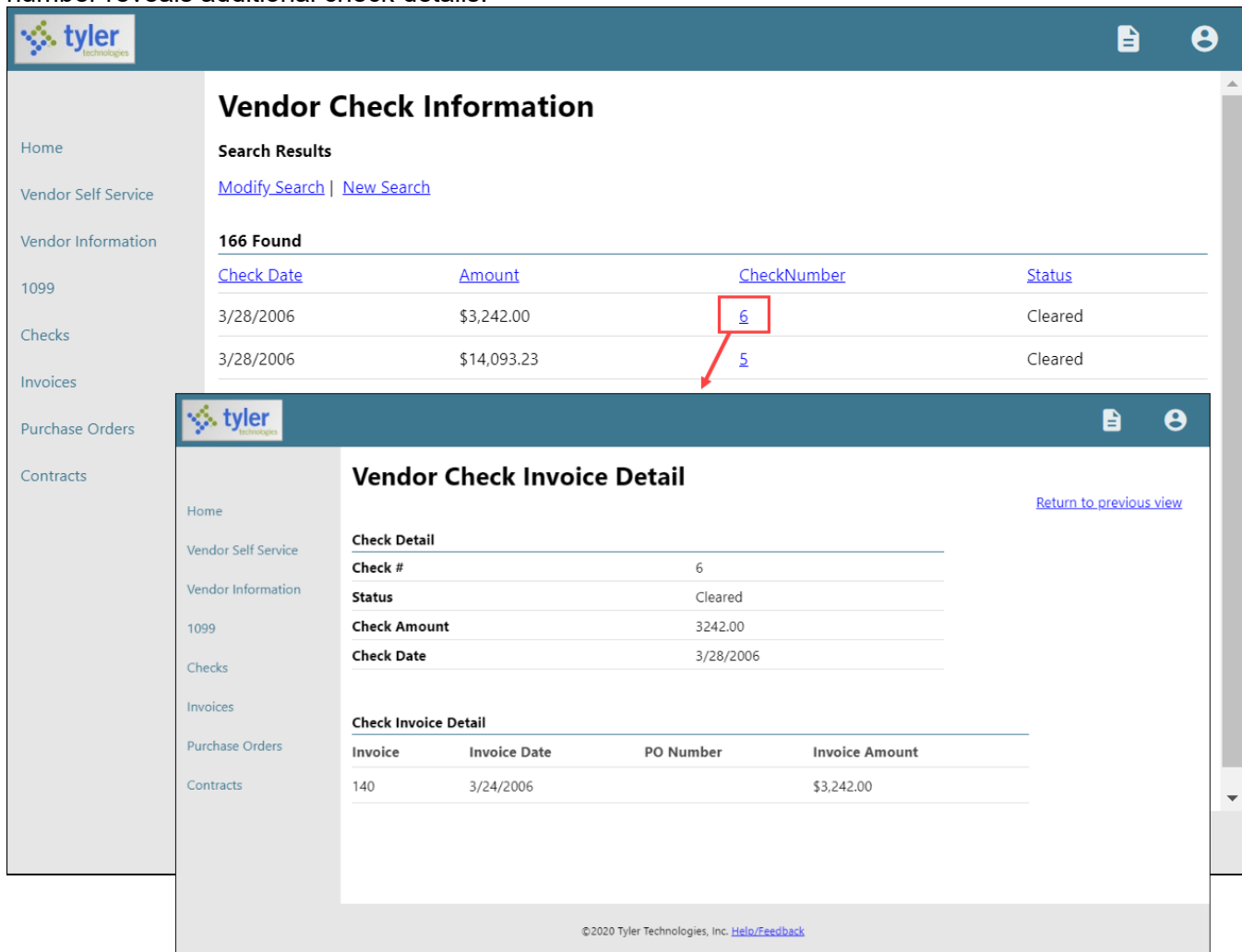
Status

Any Status ▼

Search
Clear

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Search Results for checks provides the check date, amount, check number, and status. Clicking a check number reveals additional check details.



Vendor Check Information

Search Results
[Modify Search](#) | [New Search](#)

166 Found

Check Date	Amount	CheckNumber	Status
3/28/2006	\$3,242.00	6	Cleared
3/28/2006	\$14,093.23	5	Cleared

Vendor Check Invoice Detail

[Return to previous view](#)

Check Detail

Check #	6
Status	Cleared
Check Amount	3242.00
Check Date	3/28/2006

Check Invoice Detail

Invoice	Invoice Date	PO Number	Invoice Amount
140	3/24/2006		\$3,242.00

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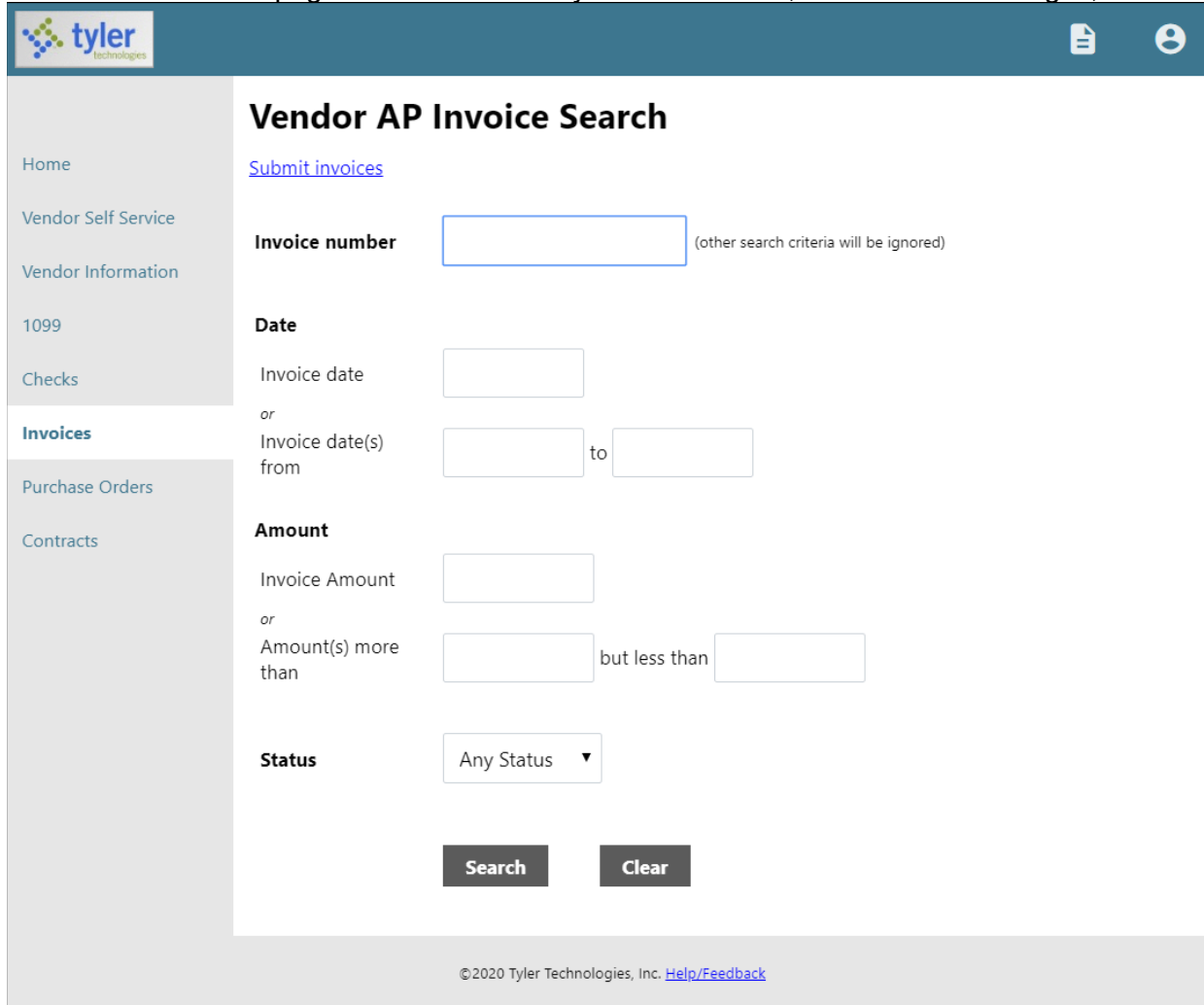
Use the Return to Previous View option to close the Vendor Check Invoice Detail screen and return to the Vendor Check Information screen.

Invoices

The Invoices group provides vendor details for recent and submitted invoices. Vendors are only able to view invoices that are associated with their vendor ID.

Invoices					Submit invoices	Search invoices
<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px; background-color: #e0f2f1;"> <p style="text-align: center; font-size: 24px; margin: 0;">\$1.00</p> <p style="text-align: center; margin: 0;">Last invoice: 3/19/2020</p> </div> <div style="border: 1px solid #ccc; padding: 10px; background-color: #e0f2f1;"> <p style="text-align: center; font-size: 24px; margin: 0;">\$4,565.60</p> <p style="text-align: center; margin: 0;">Year to date</p> </div>	Recent invoices			Submitted invoices		
	Date	Amount	Status	Date	Amount	Status
	3/19/2020	\$1.00	T			details
	3/19/2020	\$0.80	T			details
	3/19/2020	\$1.00	T			details
	3/19/2020	\$1.00	T			details
	3/19/2020	\$1.00	T			details
More...						

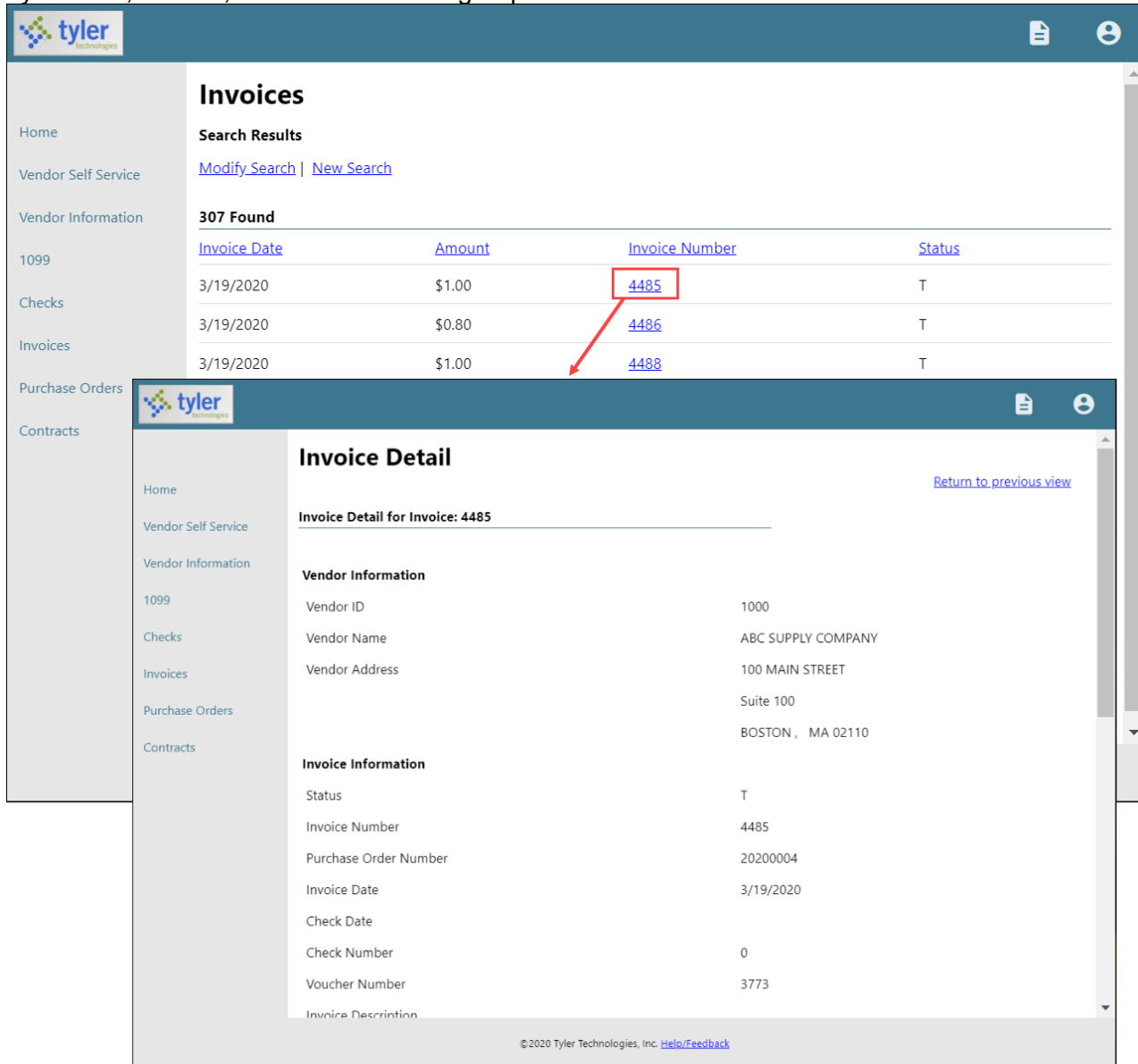
The Search Invoices page allows searches by invoice number, date or amount ranges, and status.



The screenshot shows the 'Vendor AP Invoice Search' interface. On the left is a navigation menu with items: Home, Vendor Self Service, Vendor Information, 1099, Checks, **Invoices**, Purchase Orders, and Contracts. The main content area has a title 'Vendor AP Invoice Search' and a link 'Submit invoices'. Below this are search criteria sections: 'Invoice number' with a text input box and a note '(other search criteria will be ignored)'; 'Date' with 'Invoice date' and a text input box, followed by 'or Invoice date(s) from' and two text input boxes separated by 'to'; 'Amount' with 'Invoice Amount' and a text input box, followed by 'or Amount(s) more than' and two text input boxes separated by 'but less than'; and 'Status' with a dropdown menu currently set to 'Any Status'. At the bottom are 'Search' and 'Clear' buttons. A footer contains the copyright notice '©2020 Tyler Technologies, Inc. [Help/Feedback](#)'.

The Search Results page provides the invoice date, amount, invoice number, and status. When the vendor clicks the invoice number, VSS provides the Invoice Detail page, which includes additional information sorted

by Vendor, Invoice, and Invoice Totals groups.



The screenshot displays the Tyler Technologies Vendor Self Service interface. The top navigation bar includes the Tyler Technologies logo and user profile icons. A left-hand navigation menu lists various options: Home, Vendor Self Service, Vendor Information, 1099, Checks, Invoices, Purchase Orders, and Contracts. The main content area is titled "Invoices" and shows search results for 307 invoices. A table lists the results with columns for Invoice Date, Amount, Invoice Number, and Status. The first row shows an invoice dated 3/19/2020 for \$1.00 with invoice number 4485. A red box highlights the number 4485, and a red arrow points from it to the "Invoice Detail" view below. The "Invoice Detail" view for invoice 4485 provides comprehensive information, including Vendor Information (Vendor ID: 1000, Vendor Name: ABC SUPPLY COMPANY, Vendor Address: 100 MAIN STREET, Suite 100, BOSTON, MA 02110) and Invoice Information (Status: T, Invoice Number: 4485, Purchase Order Number: 20200004, Invoice Date: 3/19/2020, Check Date, Check Number: 0, Voucher Number: 3773, Invoice Description). A "Return to previous view" link is located in the top right of the detail view. The footer of the detail view contains the copyright notice: © 2020 Tyler Technologies, Inc. [Help/Feedback](#).

Invoice Date	Amount	Invoice Number	Status
3/19/2020	\$1.00	4485	T
3/19/2020	\$0.80	4486	T
3/19/2020	\$1.00	4488	T

Vendor Information	
Vendor ID	1000
Vendor Name	ABC SUPPLY COMPANY
Vendor Address	100 MAIN STREET Suite 100 BOSTON, MA 02110

Invoice Information	
Status	T
Invoice Number	4485
Purchase Order Number	20200004
Invoice Date	3/19/2020
Check Date	
Check Number	0
Voucher Number	3773
Invoice Description	

With the applicable settings in Vendor Administration, Enterprise ERP Accounts Payable Settings, and Enterprise ERP Purchasing Settings enabled, the Submit Invoices option allows vendors to submit invoices to your organization directly from VSS.

Invoices [Submit invoices](#) [Search invoices](#)

	Recent invoices			Submitted invoices		
	Date	Amount	Status	Date	Amount	Status
\$1.00 Last invoice: 3/19/2020	3/19/2020	\$1.00	T details			
	3/19/2020	\$0.80	T details			
	3/19/2020	\$1.00	T details			
	3/19/2020	\$1.00	T details			
	3/19/2020	\$1.00	T details			
	More...					

Depending on settings configured for the vendor in Vendor Administration, the Submit Invoices option may require the vendor to indicate a valid purchase order or contract number when they submit an invoice.

Purchase Orders

Purchase Orders provides a list of recent purchase orders issued to the vendor from your organization.

Purchase orders [Search purchase orders](#)

\$10.00

Last purchase order: 3/19/2020


Recent purchase orders



Date	Number	Amount	
3/19/2020	#20200004	\$10.00	details
3/19/2020	#20200005	\$19.60	details
3/19/2020	#20200006	\$35.00	details
2/25/2020	#20200002	\$833.00	details
12/12/2018	#20190031	\$980.00	details

\$897.60

Year to date

The initial Search Purchase Orders page allows vendors to search by purchase order number, date, or a purchase order total range.



- Home
- Vendor Self Service
- Vendor Information
- 1099
- Checks
- Invoices
- Purchase Orders
- Contracts

Vendor Purchase Order Search

PO number (other search criteria will be ignored)

Contract number

Status Any Status ▾

Date

Date ordered

or


PO(s) ordered from to

PO total Equal to ▾ \$

Search
Clear

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Search results include the purchase order number, contract number (if applicable), status, date orders, and total. Clicking a PO number provides additional details for a specific purchase order.



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Purchase Order Search Results

Search Results
[Modify Search](#) | [New Search](#)

152 Found

PO Number	Contract Number	Status	Date Ordered	PO Total
20060010		Closed	1/22/2006	\$12,000.00
20060011		Closed	3/28/2006	\$4,500.00
20060014		Closed	3/28/2006	\$1,500.00


📄 👤

Purchase Order Detail

[Return to previous view](#)

Purchase Order Detail

PO #: 20060010 FY2006

Vendor
 ABC SUPPLY COMPANY
 100 MAIN STREET
 Suite 100
 BOSTON, MA 02110

Bill To 2033 SUGAR GROVE AVE BROOKLYN, NY 11230	Ship To 2033 SUGAR GROVE AVE BROOKLYN, NY 11230
--	--

Phone Numbers Tel# 617-234-1234 Fax# 617-234-2321	Reference Contract: Requisition: 0
--	---

Date Ordered	Vendor Number	Date Required	Shipping/Terms	Department/Location
1/22/2006	1000			FINANCE DEPARTMENT

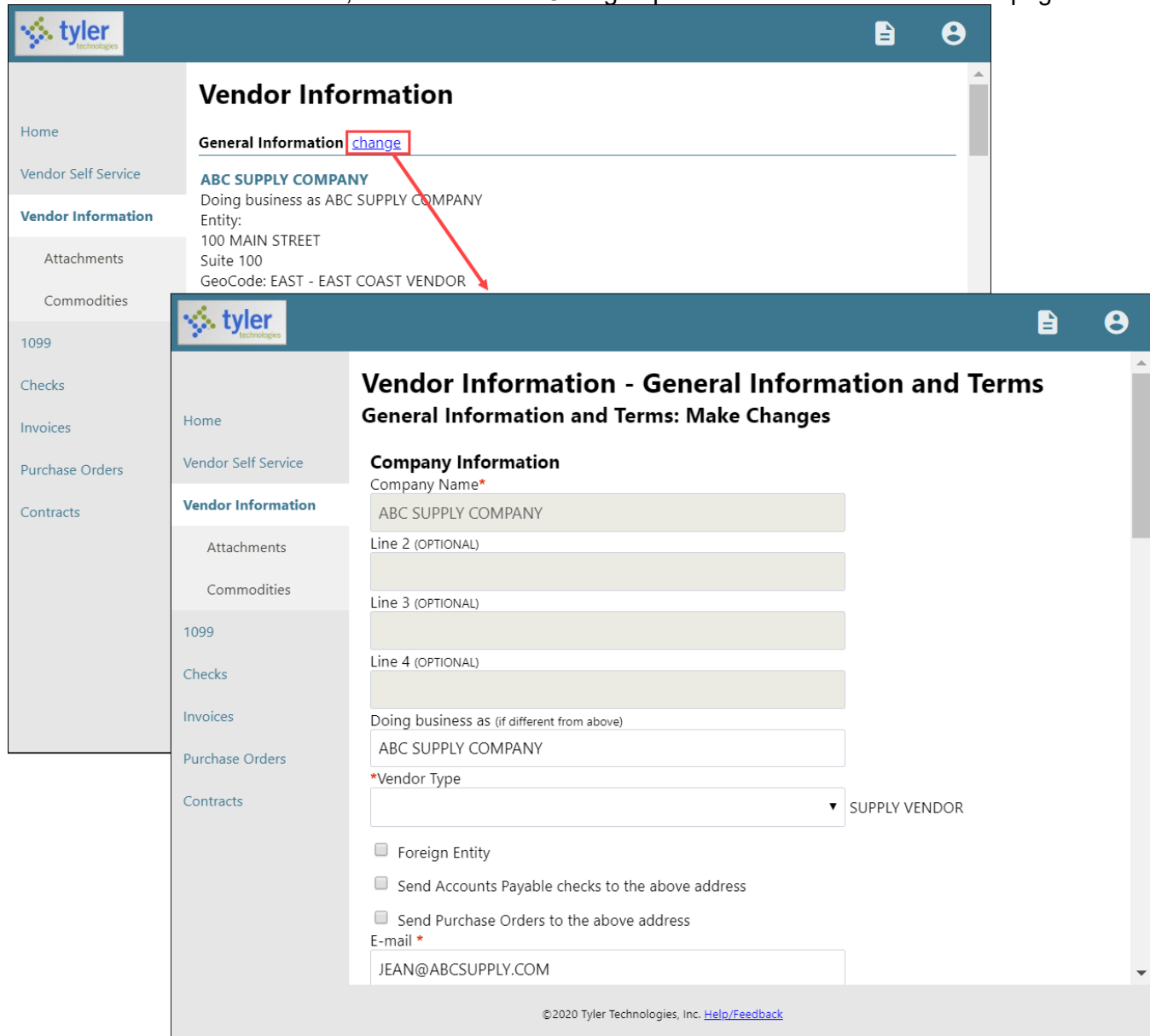
Line	Description	Unit	Qty	Unit Price	Net Price
1	CAST IRON POST STRFFET LIGHTS	FA	10.00	\$1,200.00	\$12,000.00

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Appendix A—Managing Minority Business Enterprise Certificates

If your organization’s Vendor Self Service administrator has cleared the Disable MBE Certification Management check box on the Vendor Administration page, vendors can manage their minority business enterprise (MBE) certifications in Vendor Self Service.

To maintain MBE certifications, vendors use the Change option on the Vendor Information page.



The top screenshot shows the 'Vendor Information' page. The 'General Information' section is highlighted with a red box, and a red arrow points to the 'change' link. The company information displayed is:

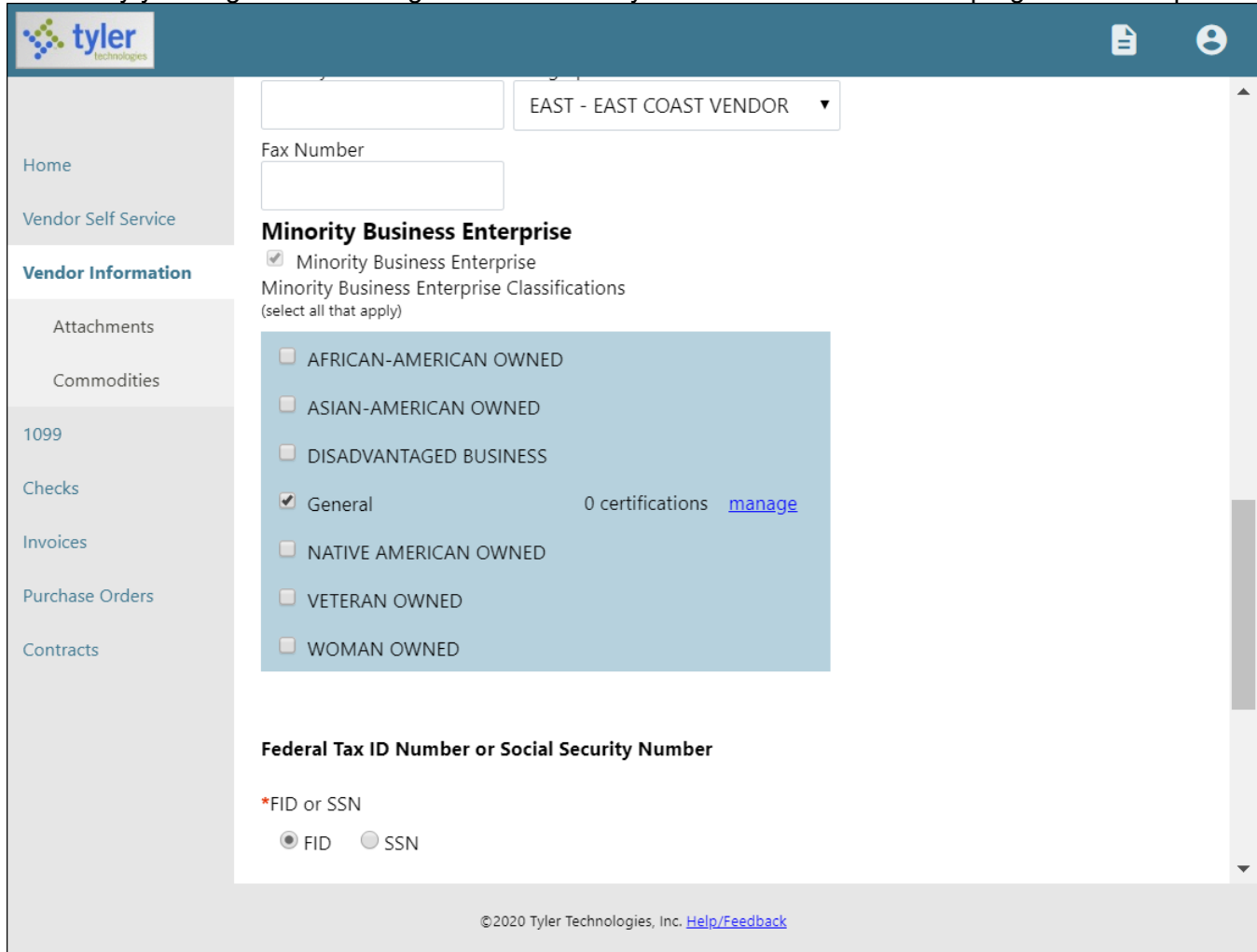
- ABC SUPPLY COMPANY**
- Doing business as ABC SUPPLY COMPANY
- Entity:
- 100 MAIN STREET
- Suite 100
- GeoCode: EAST - EAST COAST VENDOR

The bottom screenshot shows the 'Vendor Information - General Information and Terms' page. The form fields are:

- Company Name***: ABC SUPPLY COMPANY
- Line 2 (OPTIONAL)**: [Empty]
- Line 3 (OPTIONAL)**: [Empty]
- Line 4 (OPTIONAL)**: [Empty]
- Doing business as (if different from above)**: ABC SUPPLY COMPANY
- *Vendor Type**: SUPPLY VENDOR
- Foreign Entity
- Send Accounts Payable checks to the above address
- Send Purchase Orders to the above address
- E-mail ***: JEAN@ABCSUPPLY.COM

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The Minority Business Entity (MBE) section contains the check boxes that indicate if the vendor is a minority business enterprise, and if so, which classifications the vendor possesses. The available classifications are defined by your organization using the Accounts Payable Miscellaneous Codes program in Enterprise ERP.



Home

Vendor Self Service

Vendor Information

Attachments

Commodities

1099

Checks

Invoices

Purchase Orders

Contracts

EAST - EAST COAST VENDOR

Fax Number

Minority Business Enterprise

Minority Business Enterprise

Minority Business Enterprise Classifications
(select all that apply)

- AFRICAN-AMERICAN OWNED
- ASIAN-AMERICAN OWNED
- DISADVANTAGED BUSINESS
- General 0 certifications [manage](#)
- NATIVE AMERICAN OWNED
- VETERAN OWNED
- WOMAN OWNED

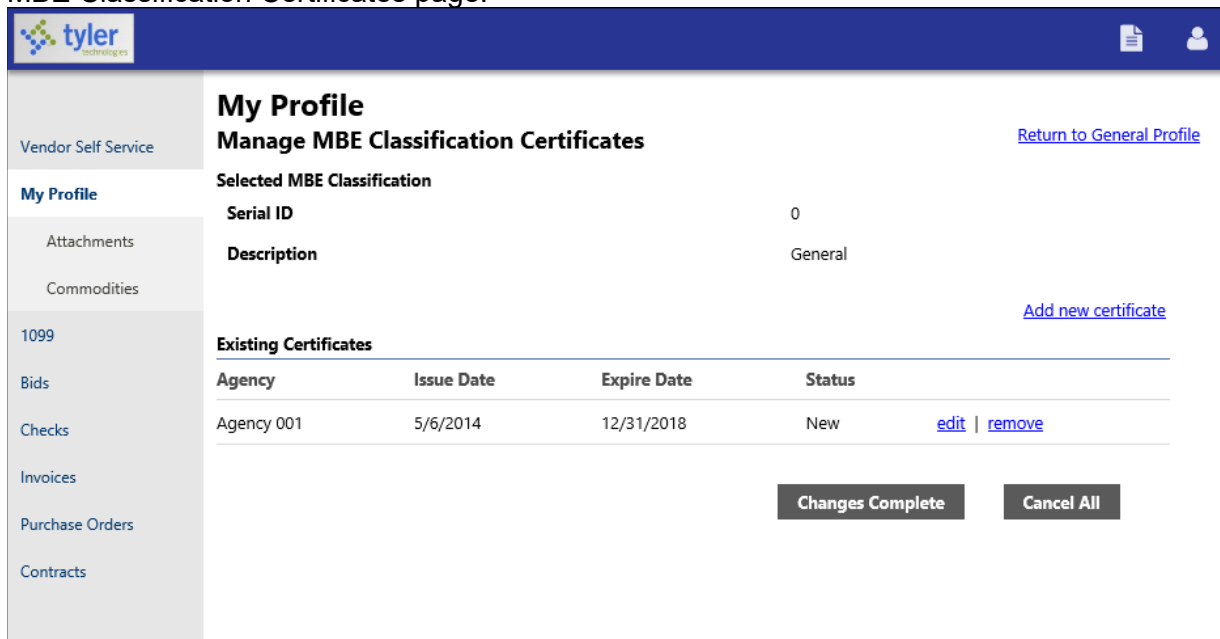
Federal Tax ID Number or Social Security Number

*FID or SSN

FID SSN

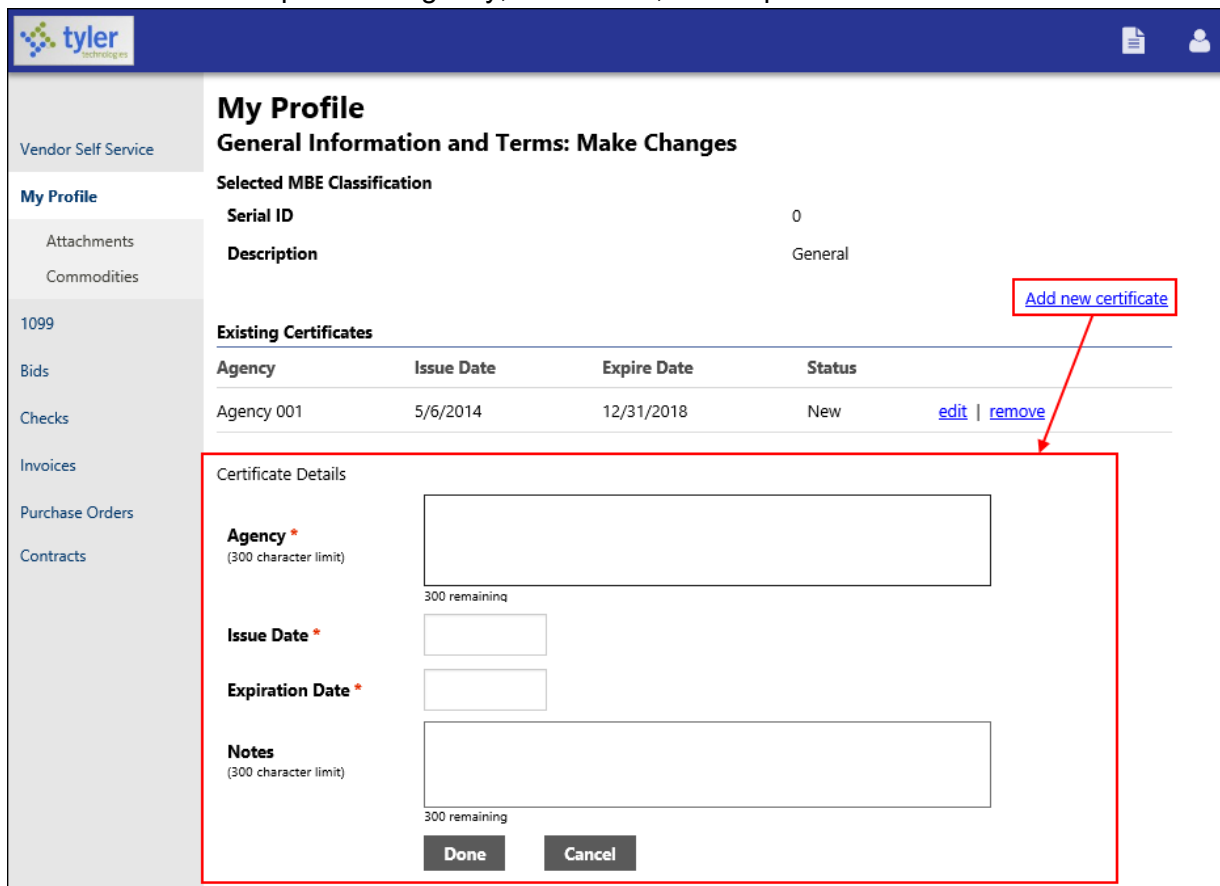
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The Manage option for each classification allows a vendor to maintain the classification using the Manage MBE Classification Certificates page.



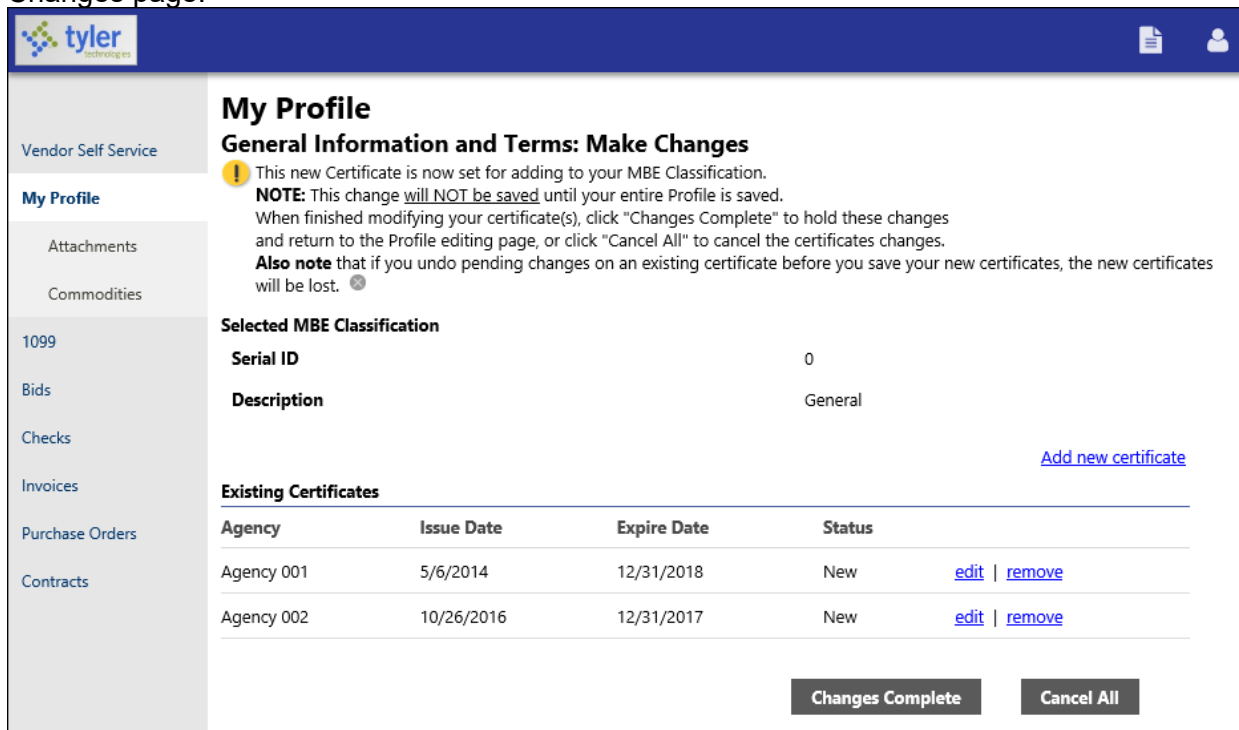
The screenshot shows the 'My Profile' section with the sub-section 'Manage MBE Classification Certificates'. The page includes a sidebar with navigation options like 'Vendor Self Service', 'My Profile', 'Attachments', 'Commodities', '1099', 'Bids', 'Checks', 'Invoices', 'Purchase Orders', and 'Contracts'. The main content area displays the 'Selected MBE Classification' with a Serial ID of 0 and a Description of 'General'. Below this is a table of 'Existing Certificates' with columns for Agency, Issue Date, Expire Date, and Status. One certificate is listed with Agency 'Agency 001', Issue Date '5/6/2014', Expire Date '12/31/2018', and Status 'New'. There are 'edit' and 'remove' links for this certificate. At the bottom right, there are buttons for 'Changes Complete' and 'Cancel All'. A link 'Add new certificate' is also visible.

Clicking Add New Certificate refreshes the page to include the Certificate Details section. For new certificates, the vendor must complete the Agency, Issue Date, and Expiration Date fields.



This screenshot shows the 'Certificate Details' form, which is highlighted with a red border. The form is titled 'Certificate Details' and contains several input fields: 'Agency *' (300 character limit), 'Issue Date *', 'Expiration Date *', and 'Notes' (300 character limit). Each field has a corresponding input box. Below the 'Notes' field are 'Done' and 'Cancel' buttons. A red arrow points from the 'Add new certificate' link in the previous screenshot to this form. The background shows the same navigation sidebar and 'Existing Certificates' table as the previous screenshot.

When the vendor has finished entering data in the boxes, clicking Done saves the entry and displays the Make Changes page.



My Profile
General Information and Terms: Make Changes

⚠ This new Certificate is now set for adding to your MBE Classification.
NOTE: This change will NOT be saved until your entire Profile is saved.
 When finished modifying your certificate(s), click "Changes Complete" to hold these changes and return to the Profile editing page, or click "Cancel All" to cancel the certificates changes.
Also note that if you undo pending changes on an existing certificate before you save your new certificates, the new certificates will be lost. 🗑

Selected MBE Classification

Serial ID 0

Description General

[Add new certificate](#)

Existing Certificates

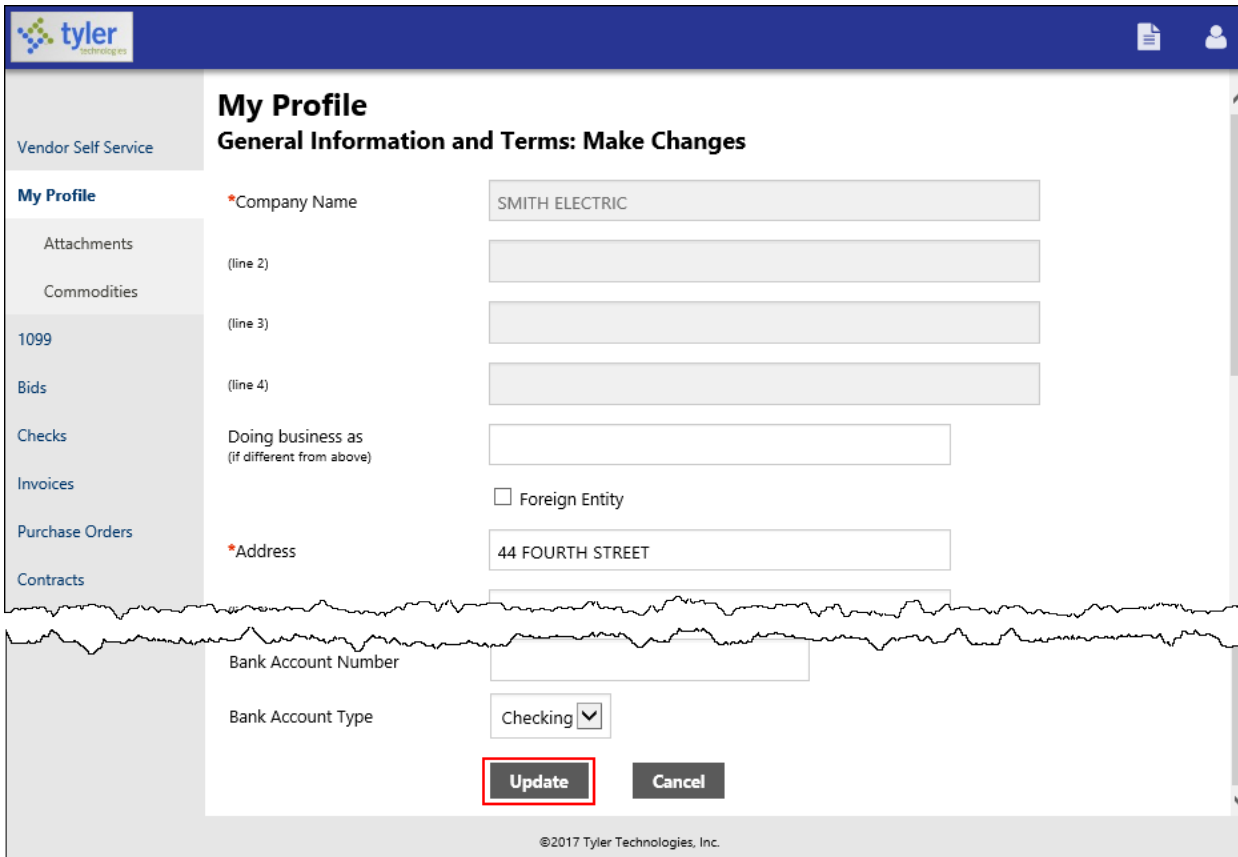
Agency	Issue Date	Expire Date	Status	
Agency 001	5/6/2014	12/31/2018	New	edit remove
Agency 002	10/26/2016	12/31/2017	New	edit remove

Changes Complete **Cancel All**

The Make Changes page includes a message indicating that the new certificate is ready to be added to the vendor’s profile, but that the information will not be saved until the vendor’s entire profile is saved.

After entering, editing, or removing certificates for a classification, the vendor clicks Changes Complete to save the certificate entries or Cancel All to discard all of the certificate information. Clicking Changes Complete returns the vendor to the Make Changes page, where the Minority Business Entity section displays the updated certification count.

On the Make Changes page, the vendor must click Update to permanently update their profile with the certificate information.



Vendor Self Service

My Profile

General Information and Terms: Make Changes

My Profile

Attachments

Commodities

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

*Company Name: SMITH ELECTRIC

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

Foreign Entity

*Address: 44 FOURTH STREET

Bank Account Number

Bank Account Type: Checking

Update **Cancel**

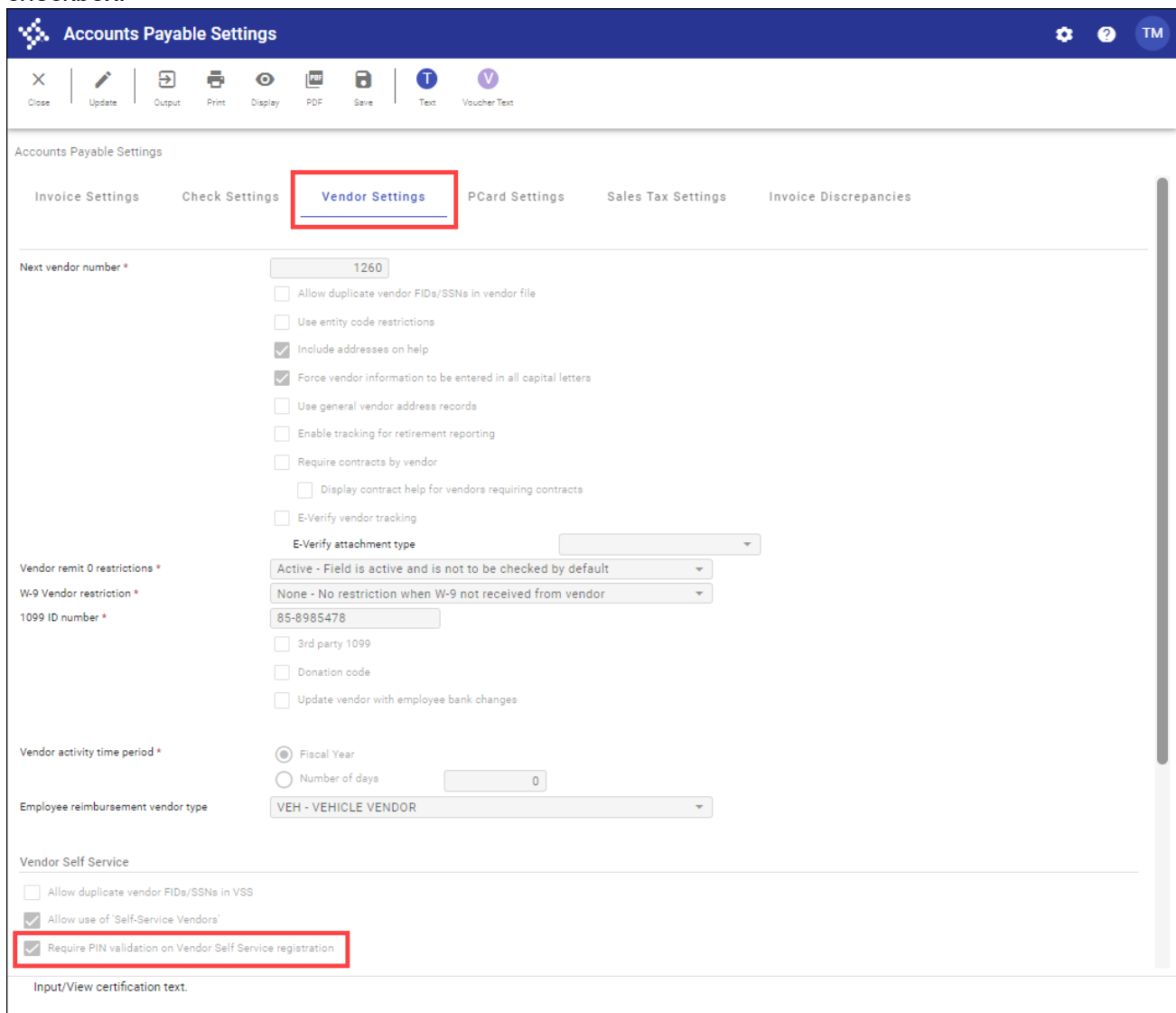
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Appendix B—Using Vendor PIN Authentication

Enterprise ERP provides an additional option to configure multifactor authentication when a new user attempts to link to an existing vendor in Vendor Self Service. When this setting is enabled in Accounts Payable Settings and a new user in VSS tries to establish a link to an existing vendor, the system sends an email with a unique PIN to the main vendor contact email address established in the Vendors program. The user cannot proceed with the registration in VSS until the vendor provides the PIN to them. The PIN can also be accessed from within the Vendors program in Enterprise ERP and supplied to the vendor as needed to validate the link.

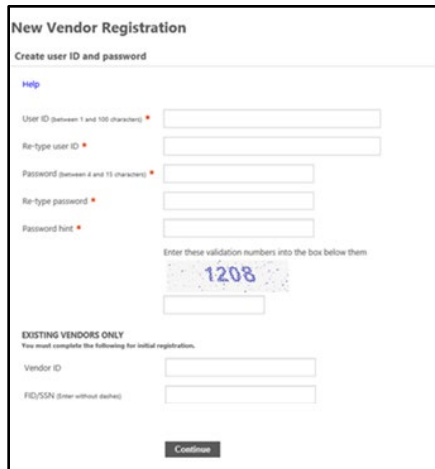
To enable vendor PIN functionality in Enterprise ERP:

1. In Enterprise ERP, open the Accounts Payable Settings program.
Enterprise ERP > Financials > Accounts Payable > Setup > Accounts Payable Settings
2. On the Vendor Settings tab, select the Require PIN Validation on Vendor Self Service Registration checkbox.



The screenshot shows the 'Accounts Payable Settings' interface with the 'Vendor Settings' tab selected. The 'Require PIN validation on Vendor Self Service registration' checkbox is checked and highlighted with a red box. Other settings include 'Next vendor number' (1260), 'Include addresses on help' (checked), 'Force vendor information to be entered in all capital letters' (checked), 'E-Verify attachment type' (Active - Field is active and is not to be checked by default), 'W-9 Vendor restriction' (None - No restriction when W-9 not received from vendor), '1099 ID number' (85-8985478), 'Vendor activity time period' (Fiscal Year), and 'Employee reimbursement vendor type' (VEH - VEHICLE VENDOR).

3. In Vendor Self Service, a new user attempts to link their user ID to an existing vendor.



New Vendor Registration

Create user ID and password

[Help](#)

User ID (between 1 and 100 characters) *

Re-type user ID *

Password (between 4 and 11 characters) *

Re-type password *

Password hint *

Enter these validation numbers into the box below them

1208

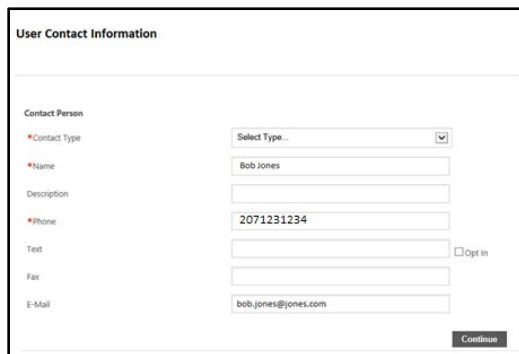
EXISTING VENDORS ONLY
You must complete the following for initial registration.

Vendor ID *

FID/SSN (Enter without dashes) *

[Continue](#)

4. When the user enters contact information, VSS creates a new contact record.



User Contact Information

Contact Person

*Contact Type

*Name

Description

*Phone

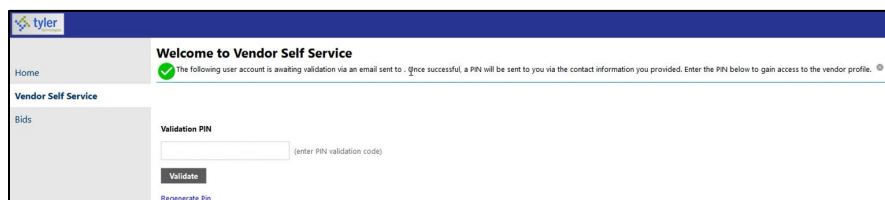
Text Opt In

Fax

E-Mail

[Continue](#)

5. When PIN functionality is enabled, the user cannot proceed with linking the vendor until they enter a validation PIN.



tyler

Welcome to Vendor Self Service

Home [Home](#) [Help](#) [Logout](#)

The following user account is awaiting validation via an email sent to ... (Once successful, a PIN will be sent to you via the contact information you provided. Enter the PIN below to gain access to the vendor profile. [Help](#))

Vendor Self Service

Bids [Bids](#) [My Profile](#) [My Vendors](#) [My Account](#) [My Alerts](#) [My Settings](#)

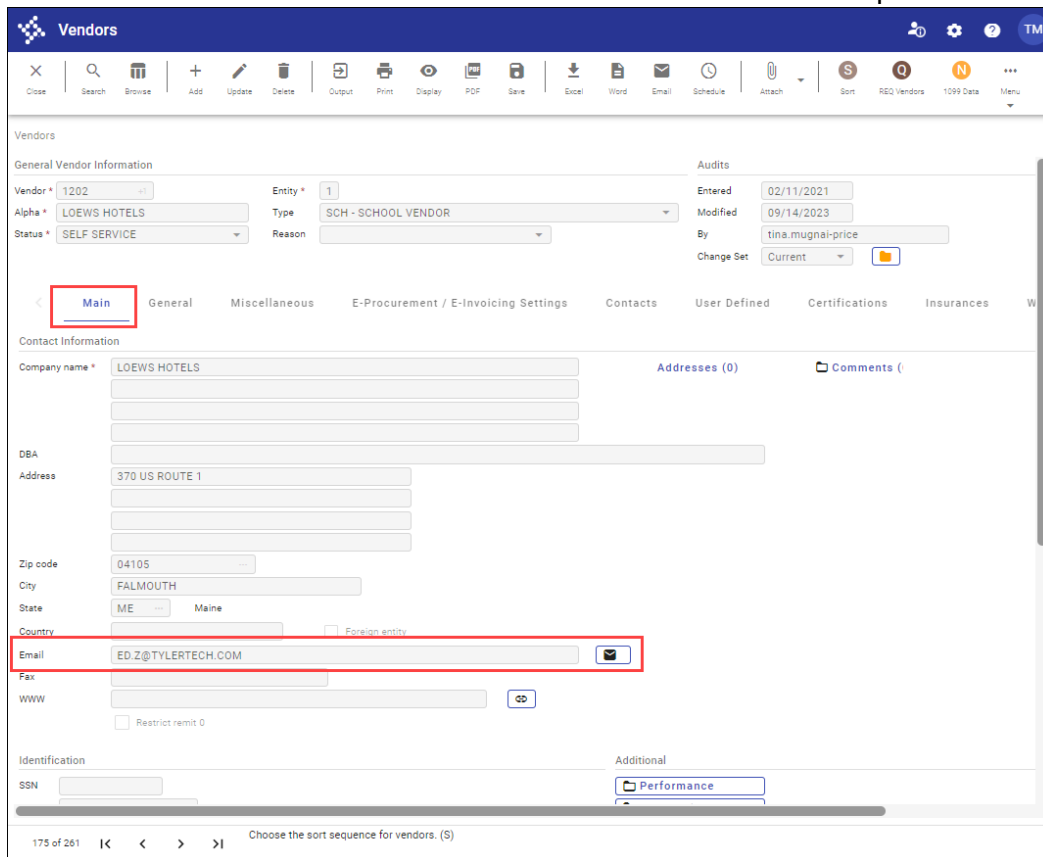
Validation PIN (enter PIN validation code)

[Validate](#)

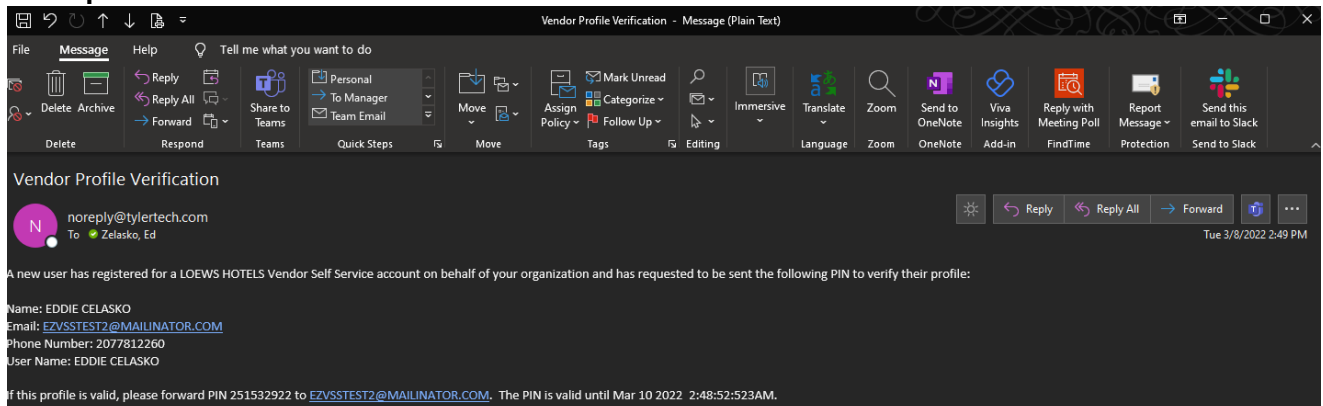
[Regenerate Pin](#)

Note: The user cannot see any linked vendor information until they successfully enter a valid PIN.

6. Meanwhile, the system generates a PIN for the vendor/user combination and sends it to the email address identified on the Main tab of the vendor record in the Enterprise ERP Vendors program.



Example Email



A new user has registered for a <Vendor Alpha Name> Vendor Self Service account on behalf of your organization and has requested to be sent the following PIN to verify their profile:

Name: <User First and Last Name>

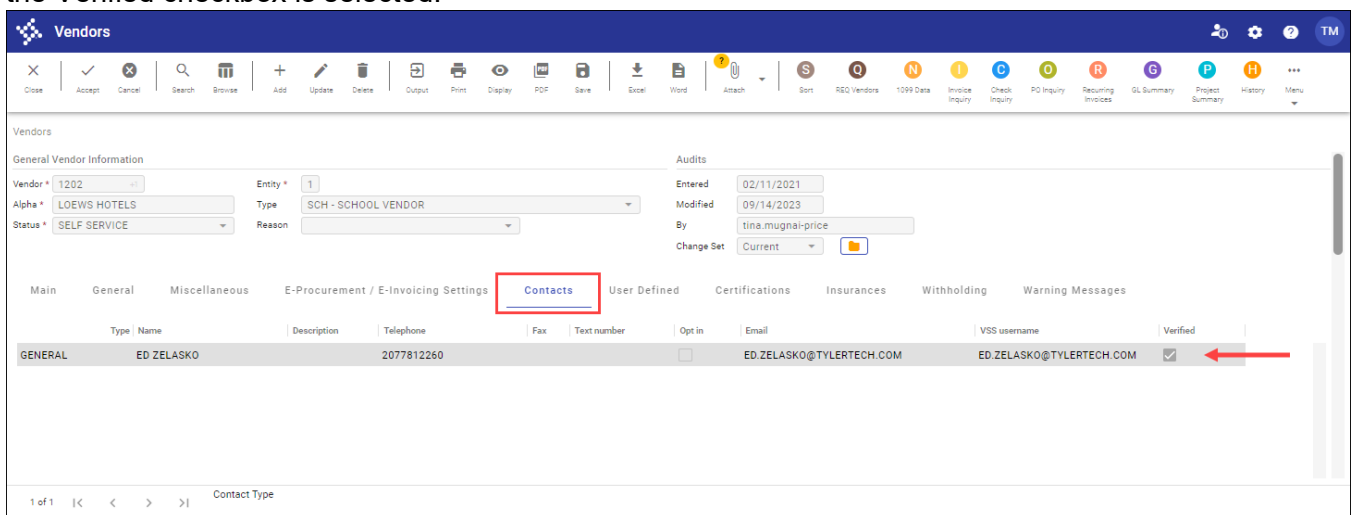
Email: <User Email>

Phone Number: <User Phone Number>

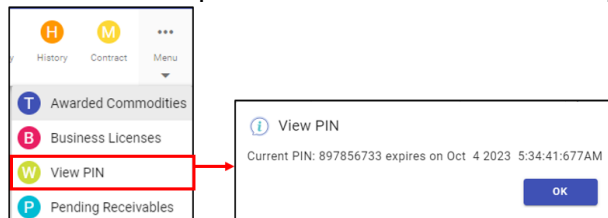
User Name: <Username>

If this profile is valid, please forward PIN ##### to <User Email>. The PIN is valid until <Date> <Time>.

7. The vendor contact who received this email can then forward the email with the PIN validation to the user who attempted to link to the vendor, or provide the PIN verbally to the user.
Important: Vendors must be sure to properly authenticate the user to whom they are providing the PIN. Once the user is linked to the vendor, the user can access and maintain all vendor information through VSS.
8. The generated PIN is valid for 36 hours. If the PIN expires, the user can click the Regenerate PIN option in Vendor Self Service to send a new unique PIN email to the vendor contact identified on the Main tab in Vendors.
9. Once the user enters the valid PIN in VSS, they are verified and linked to the vendor.
10. In Enterprise ERP Vendors, the linked contact is added to the vendor record on the Contacts tab and the Verified checkbox is selected.



11. If the user's PIN validation is pending, the View PIN option is available in the toolbar for the vendor record in Enterprise ERP Vendors. Click this option to view the PIN, or to regenerate an expired PIN.



12. Your organization can provide this PIN directly to the vendor as needed. For example, if the vendor's main email address is no longer valid.