



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

Cumberland County NC

Version 2021

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Vendor Self Service Overview

Vendor Self Service (VSS) provides vendors with web-based access to information stored in our organization's Enterprise ERP, *powered by Munis®* database.

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.

VSS allows vendors to search for and view bid request information.

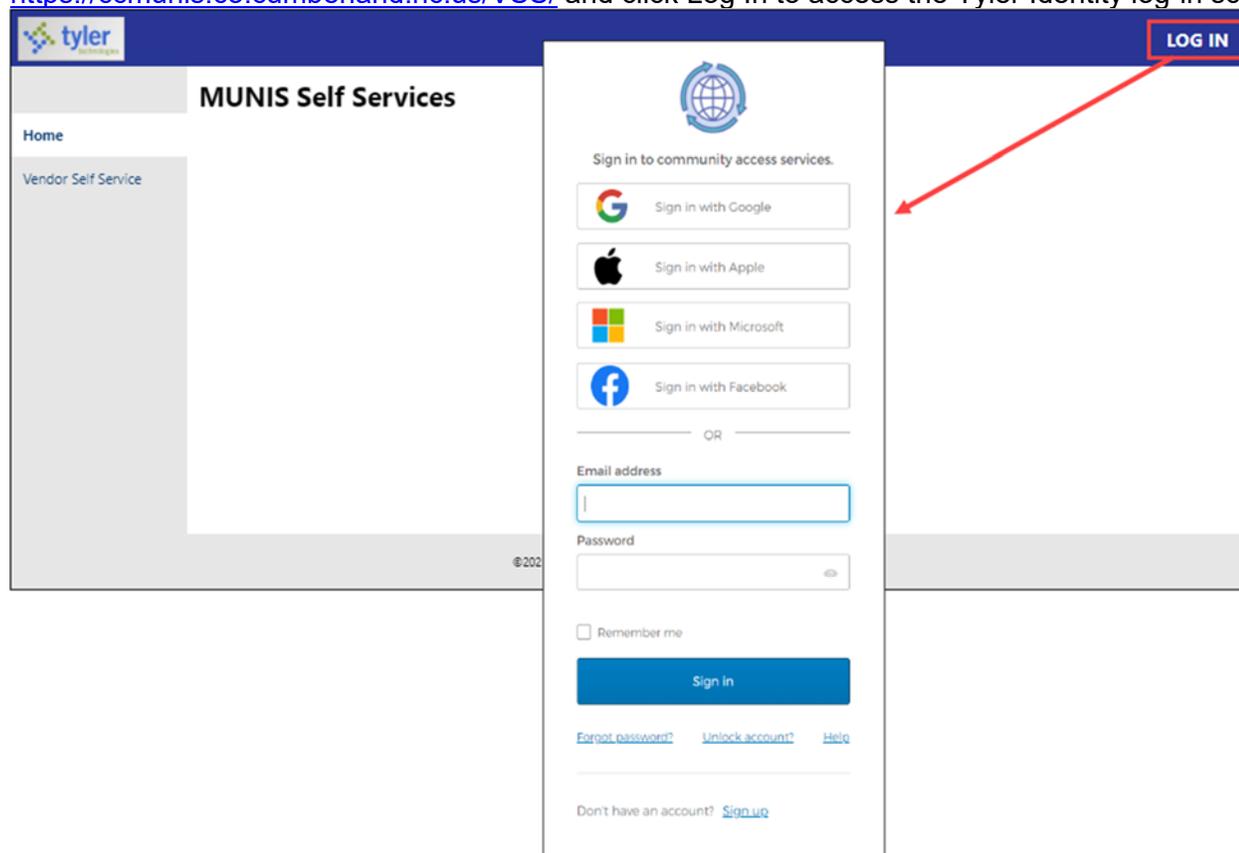
Vendor Self Service and Tyler Identity

Vendors who access our organization's VSS application **must** have an email address associated with a Tyler Identity account. Tyler Identity is used 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.

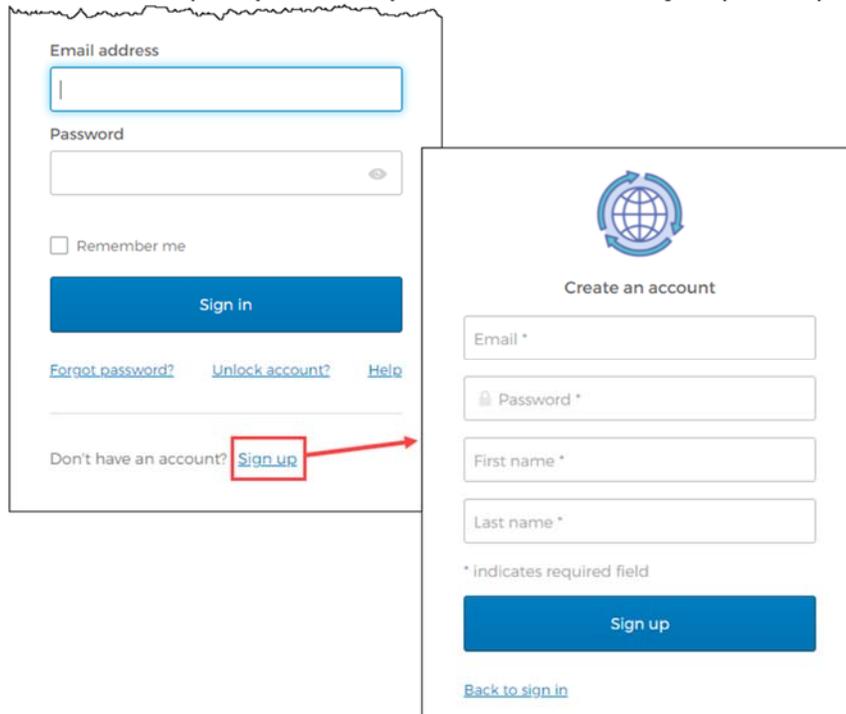
New Users

To associate an email account with Tyler Identity, open the VSS application <https://ccmunis.co.cumberland.nc.us/VSS/> and click Log In to access the Tyler Identity log-in screen.



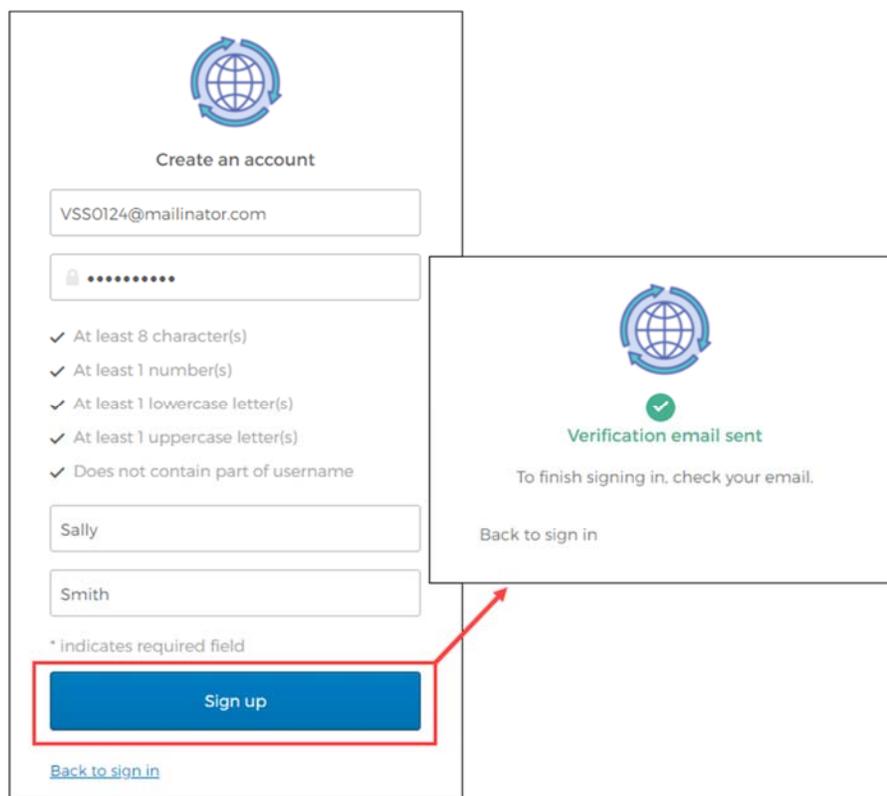
From this screen, vendors may use their established email and password credentials for an existing social account (such as Google®, Apple®, Microsoft®, or Facebook®) to log in, or click the Sign Up option to create unique Tyler Identity credentials.

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



The image shows two screenshots of the Tyler Identity interface. The left screenshot is the login page, which includes an 'Email address' field, a 'Password' field with an eye icon, a 'Remember me' checkbox, a blue 'Sign in' button, and links for 'Forgot password?', 'Unlock account?', and 'Help'. A red box highlights the 'Sign up' link, with an arrow pointing to the right screenshot. The right screenshot is the 'Create an account' page, which features a globe icon, the title 'Create an account', and required fields for 'Email *', 'Password *', 'First name *', and 'Last name *'. A blue 'Sign up' button and a 'Back to sign in' link are also present.

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.

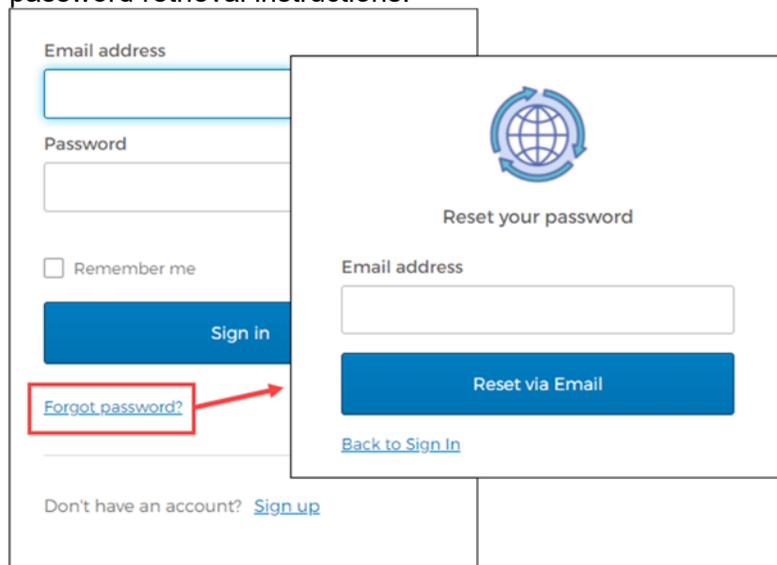
- If vendors create a Tyler Identity account using their previous credentials and the email addresses match, the existing VSS account information is automatically linked to the Tyler Identity account.
- If vendors do not use an existing email, or if they have multiple accounts that use the same email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

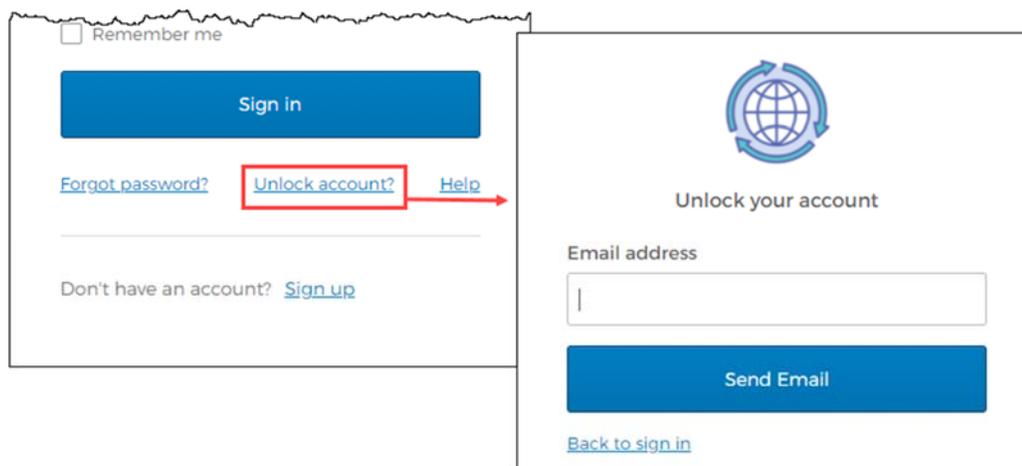
password retrieval instructions.



The image shows a sign-in form on the left and a 'Reset your password' modal window on the right. The sign-in form includes fields for 'Email address' and 'Password', a 'Remember me' checkbox, a 'Sign in' button, a 'Forgot password?' link (highlighted with a red box and arrow), and a 'Sign up' link. The modal window features a globe icon, the title 'Reset your password', an 'Email address' input field, a '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.



The image shows a sign-in form on the left and an 'Unlock your account' modal window on the right. The sign-in form includes a 'Remember me' checkbox, a 'Sign in' button, 'Forgot password?' and 'Unlock account?' links (the latter is highlighted with a red box and arrow), a 'Help' link, and a 'Sign up' link. The modal window features a globe icon, the title 'Unlock your account', an 'Email address' input field, a 'Send Email' button, and a 'Back to sign in' link.

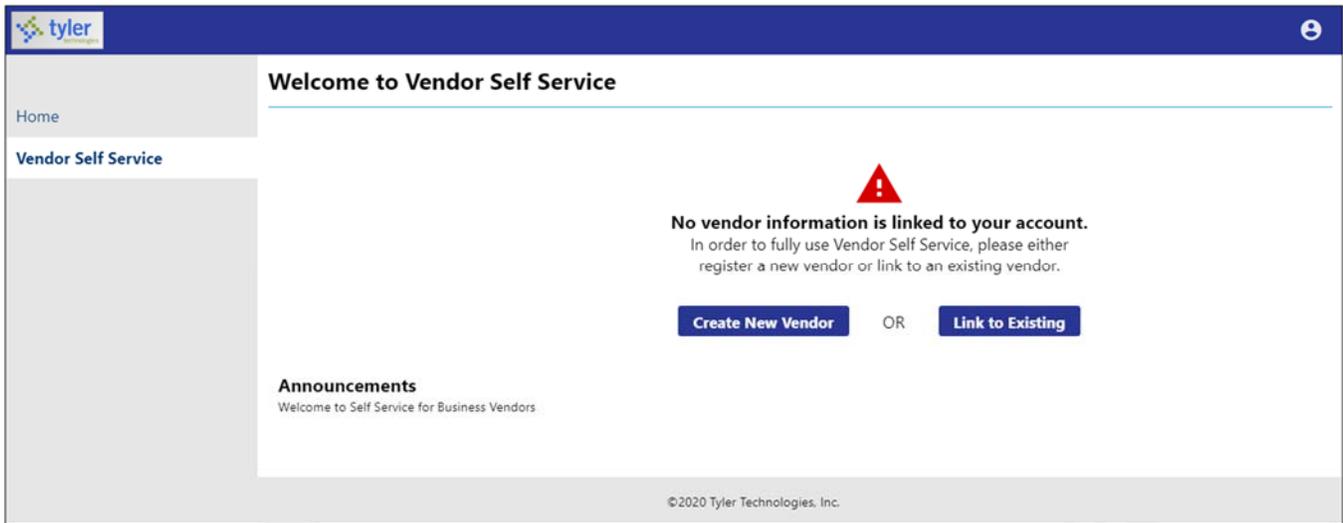
Vendor Registration

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

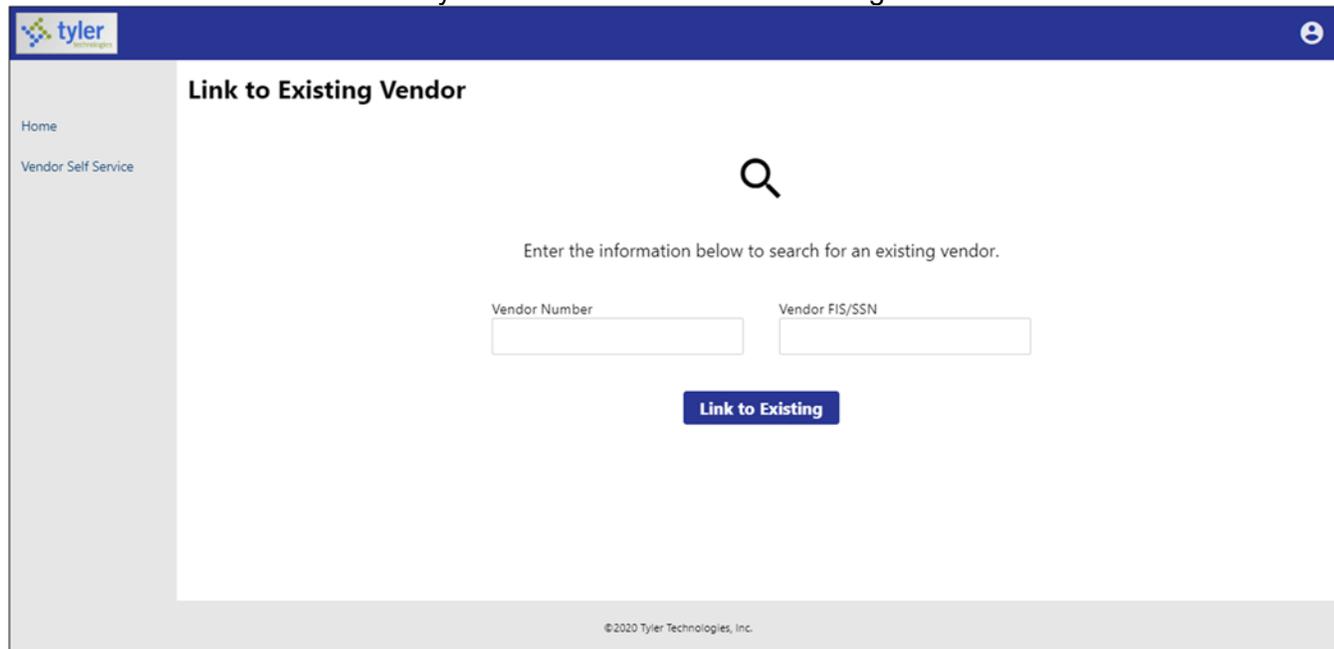
user from your organization with Enterprise ERP vendor maintenance permissions must change the status of the newly created record to Active in Enterprise ERP. The County's Vendor Self Service administrator must grant the vendor's user ID access to the appropriate pages in VSS before the vendor can fully 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.



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.

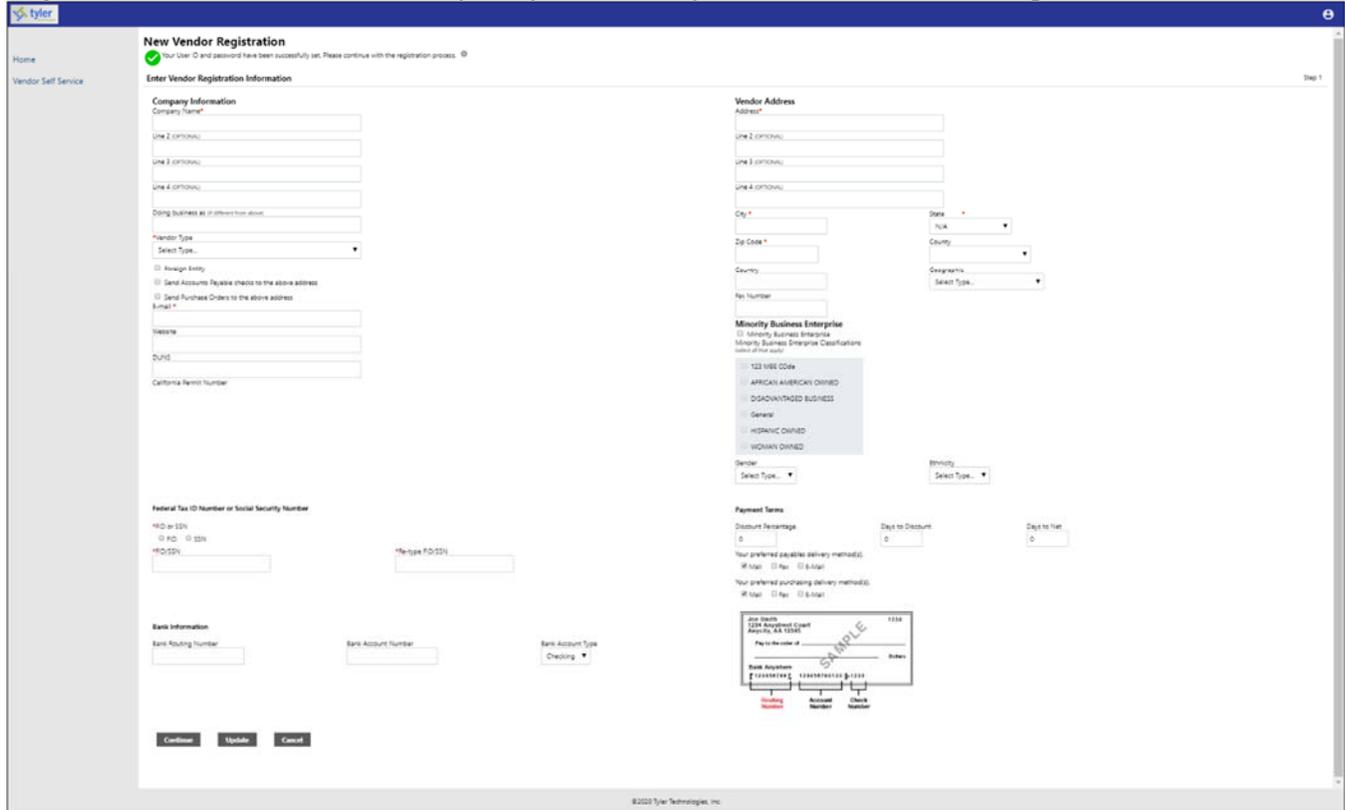


The screenshot shows a web interface for linking to an existing vendor record. At the top left is the Tyler Technologies logo. Below it is a navigation menu with 'Home' and 'Vendor Self Service'. The main heading is 'Link to Existing Vendor'. A magnifying glass icon is centered above the text 'Enter the information below to search for an existing vendor.' Below this text are two input fields: 'Vendor Number' and 'Vendor FIS/SSN'. A blue button labeled 'Link to Existing' is positioned below the input fields. At the bottom center, there is a small copyright notice: '© 2020 Tyler Technologies, Inc.'

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 the County, Vendor Self Service administration ch 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.



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.

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.

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

Select Type... ▼ Select Type... ▼

Field	Description
Minority Business Enterprise	

Field	Description
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 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. The MBE Classifications section displays the number of certifications of each type that the vendor possesses. If certification management has been enable, vendors can click Manage for a classification to maintain certifications. See Appendix—Managing Minority Business Enterprise Certificates for more information.
Gender Ethnicity	Contain the vendor gender and ethnicity codes your organization has defined in Enterprise ERP using the Accounts Payable Miscellaneous Codes program. The values selected from the lists determine the vendor's gender and ethnicity for vendor statistic and tracking purposes.

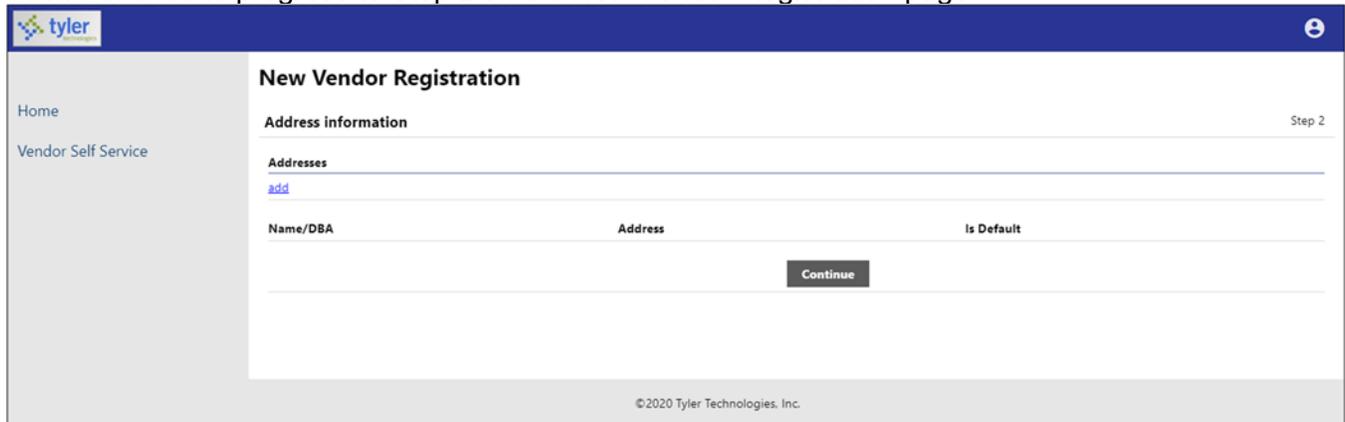
Federal Tax ID Number or Social Security Number, and Payment Terms

The groups at the bottom of the New Vendor Registration page specify tax, and payment 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.

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

Field	Description
Your Preferred Payables Delivery Method	Determine the vendor's preferred delivery method for payables and purchasing documents.

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



tyler

Home

Vendor Self Service

New Vendor Registration

Address information Step 2

Addresses

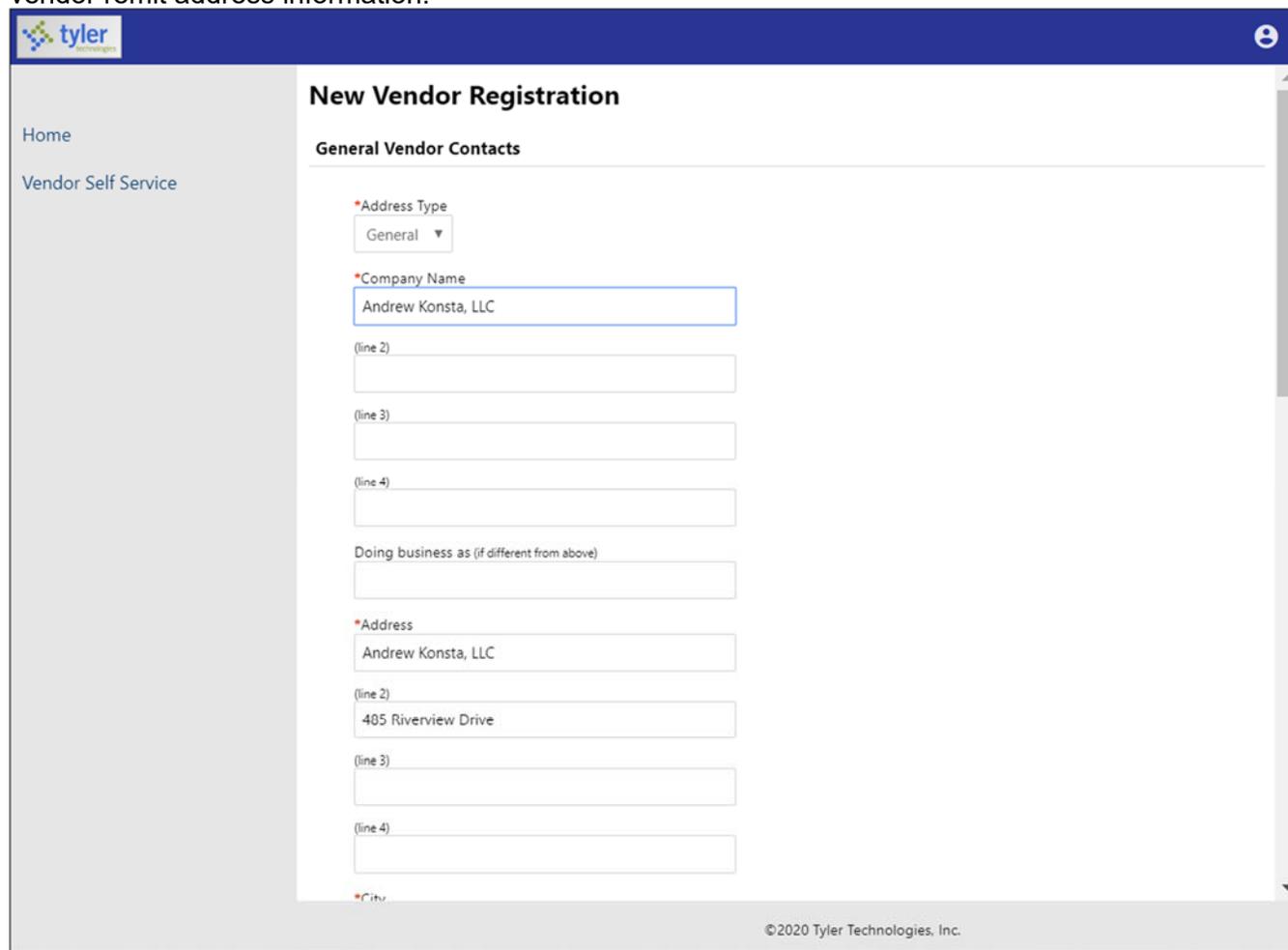
[add](#)

Name/DBA	Address	Is Default

Continue

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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

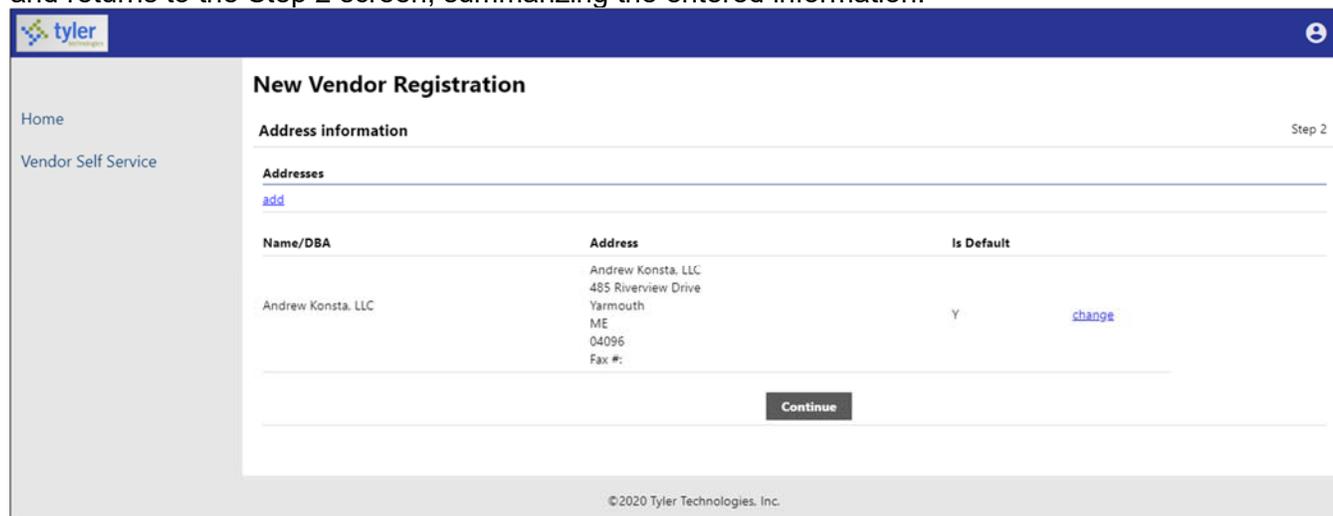
(line 3)

(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 Step 2

Address information

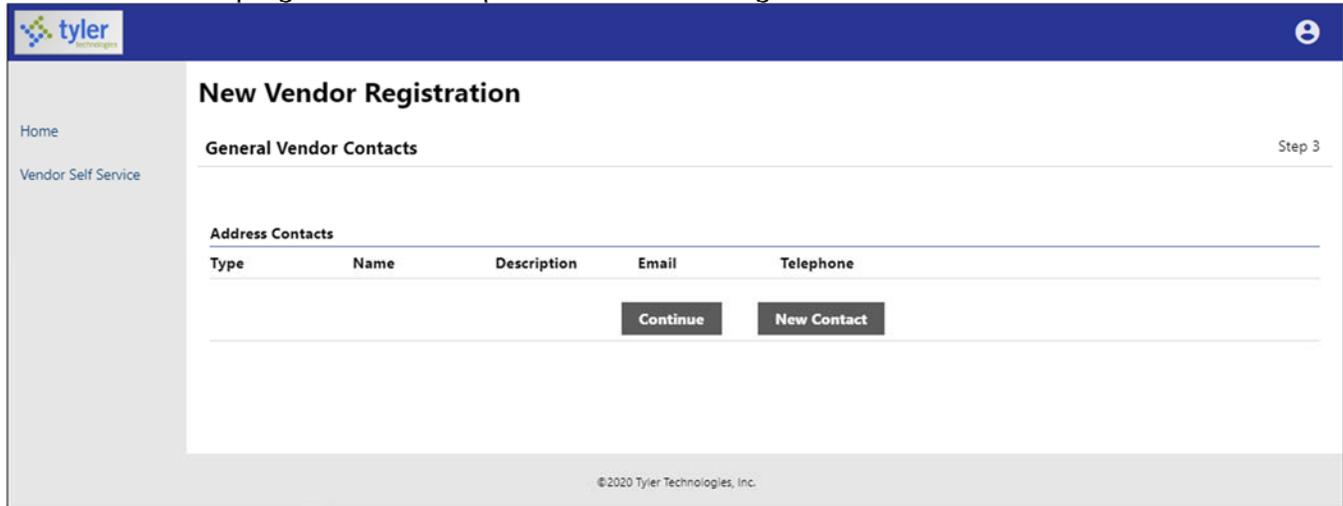
Addresses
[add](#)

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

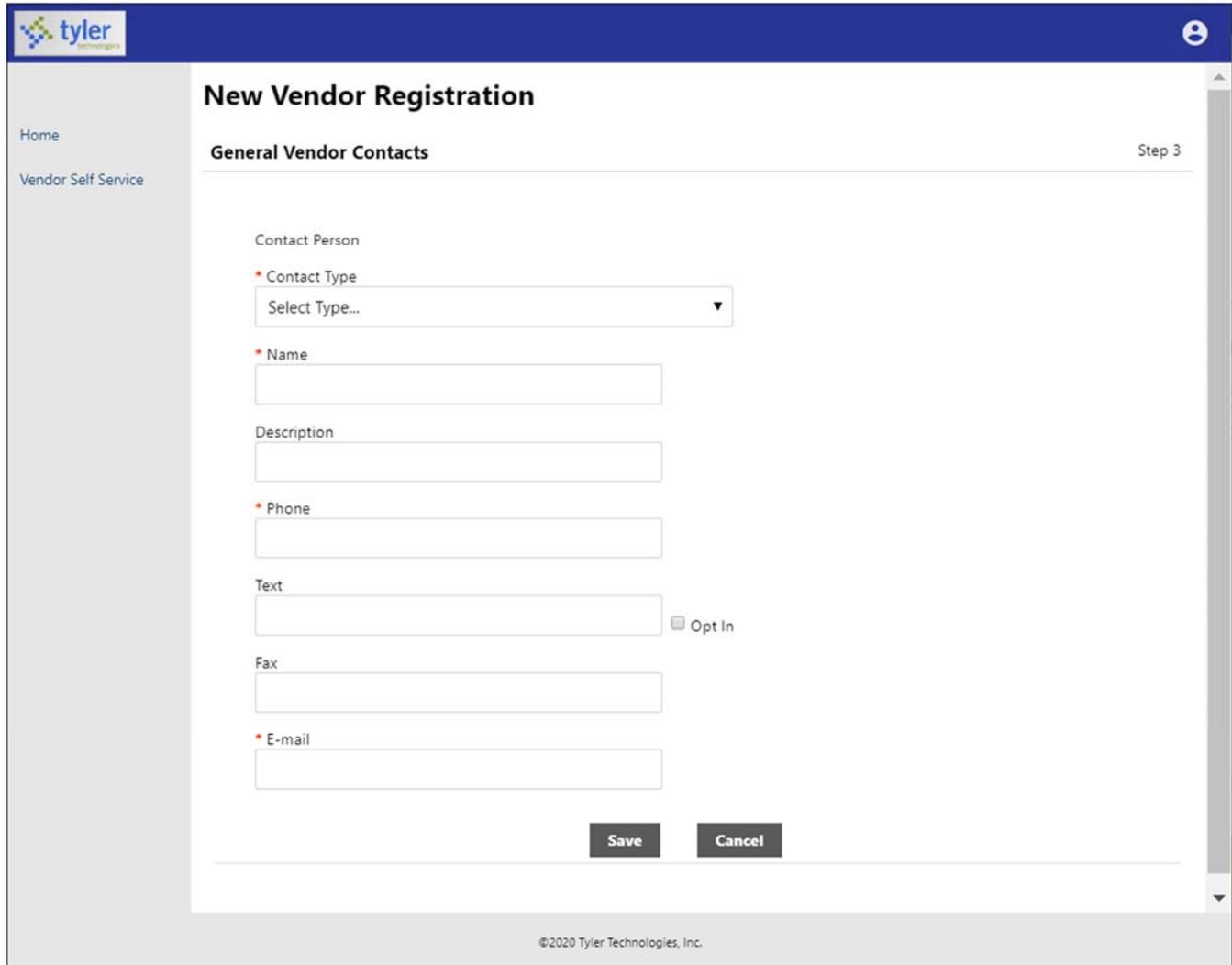
General Vendor Contacts

Address Contacts

Type	Name	Description	Email	Telephone

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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

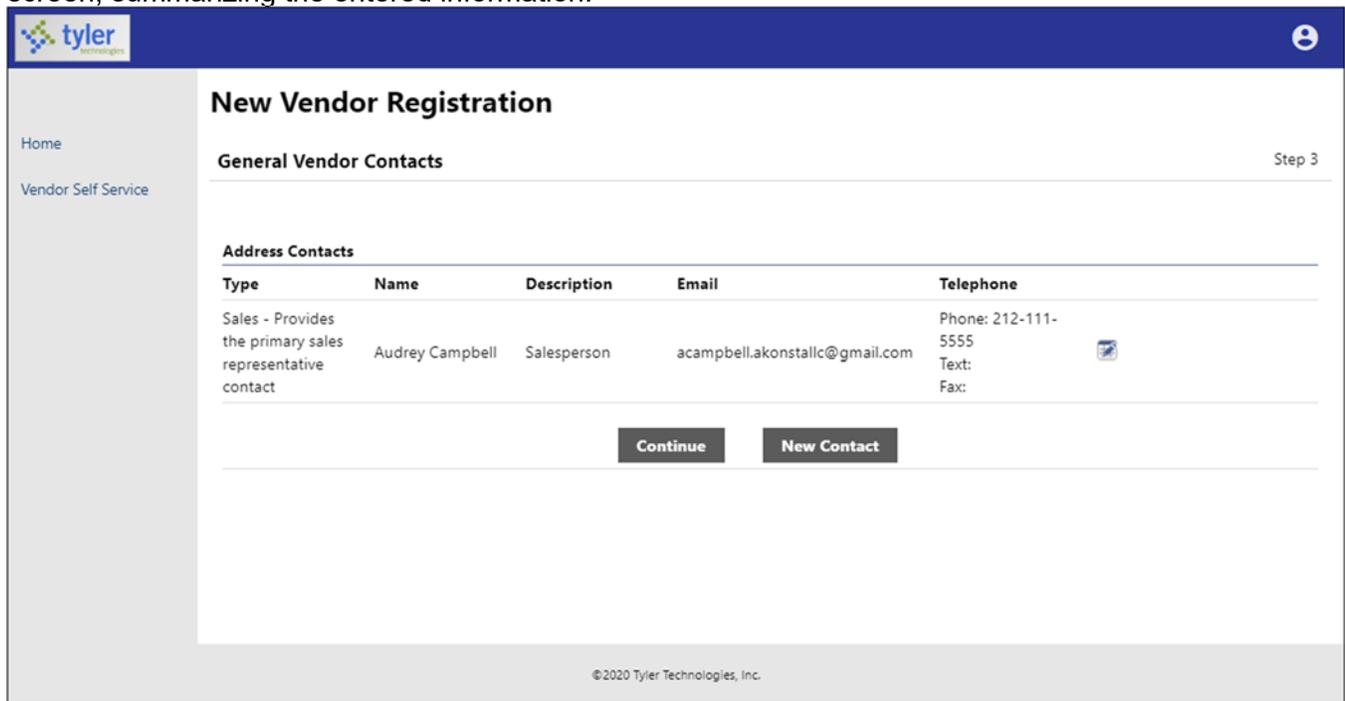
Text
 Opt In

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.



New Vendor Registration Step 3

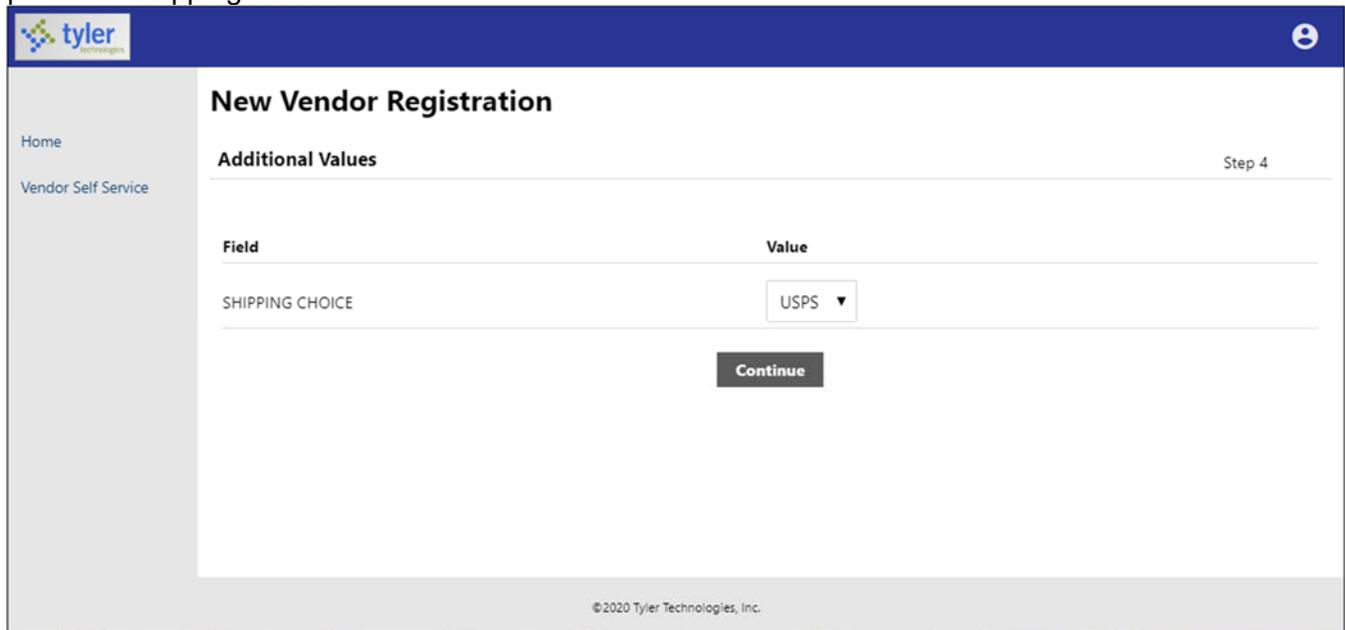
General Vendor Contacts

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.



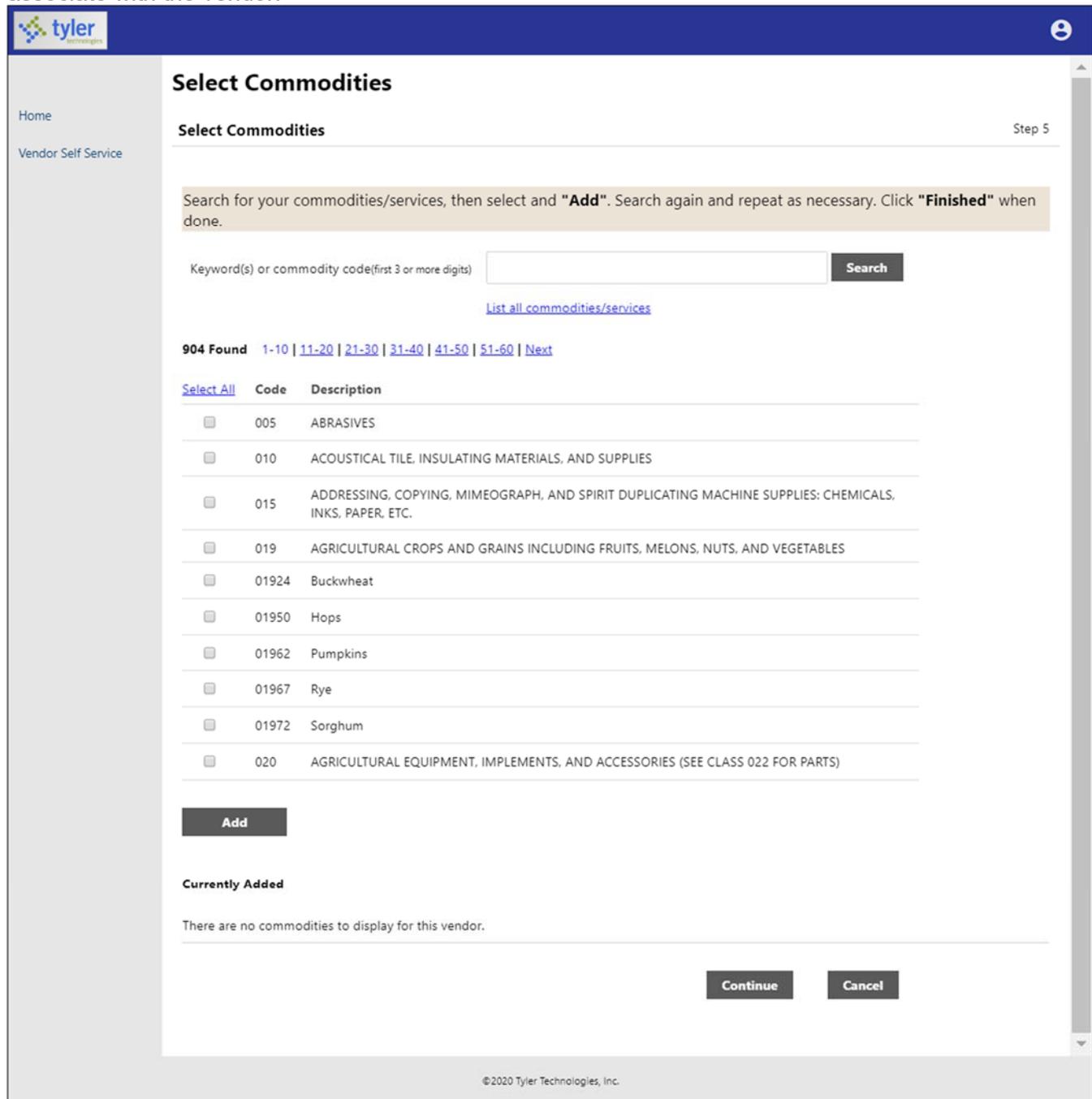
New Vendor Registration Step 4

Additional Values

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

Select 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)

[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)

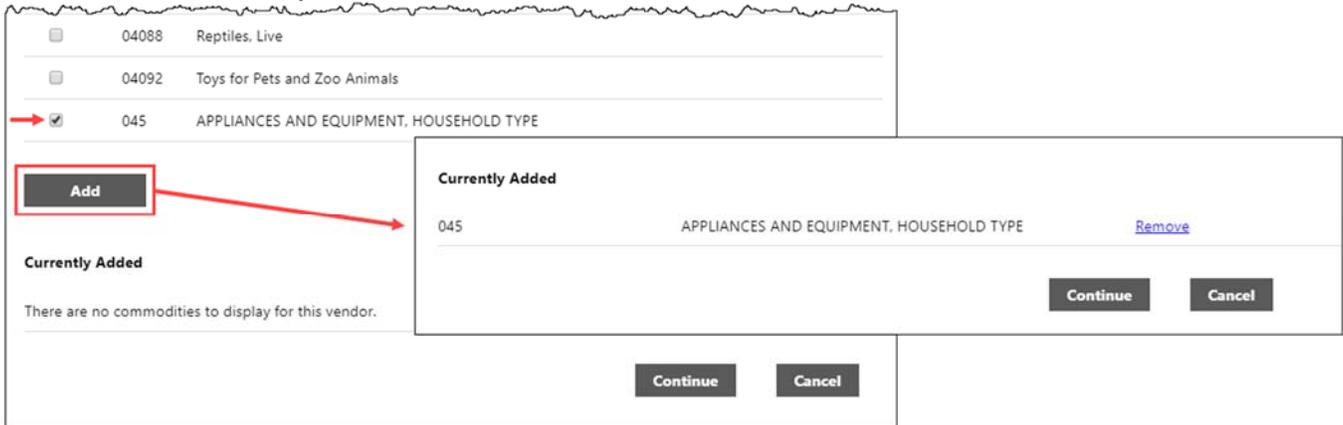
Currently Added

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.



<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

Review
Step 10

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

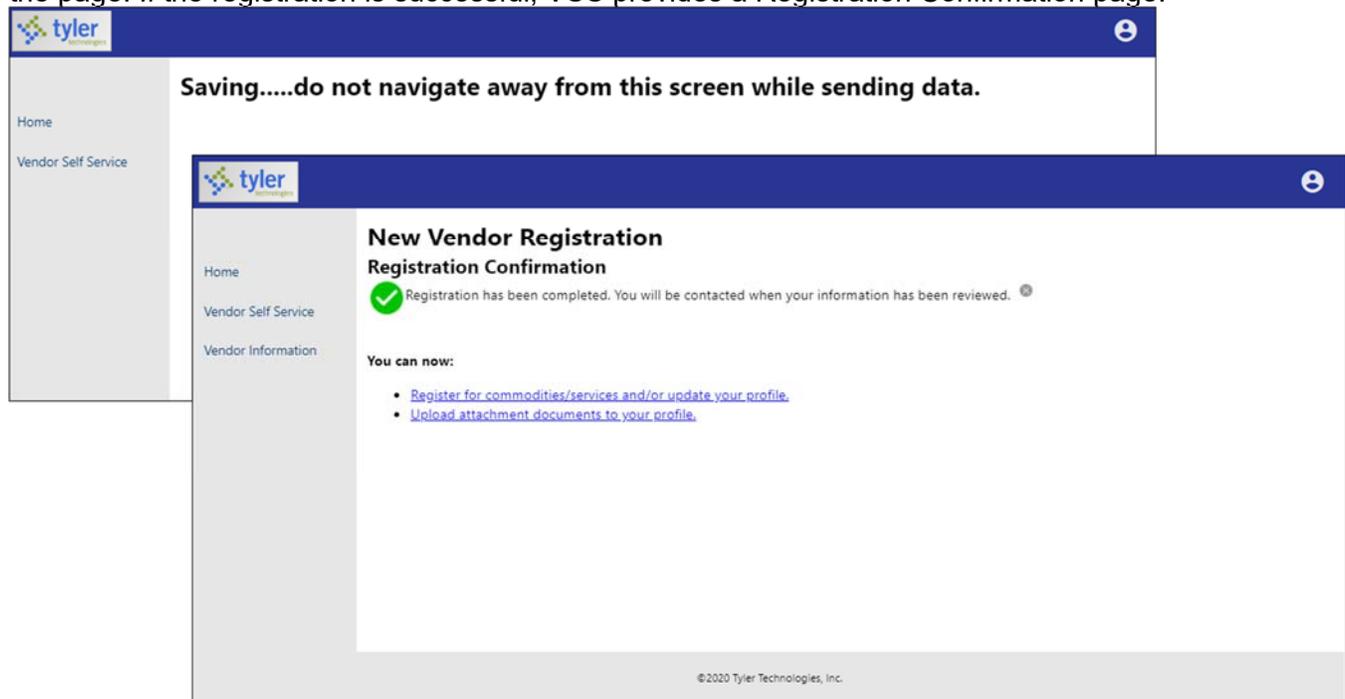
Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type	(0)	Attach
E-Verify	E-Verify	(0)	Attach
default	Vendor Attachment	(0)	Attach

Register
Cancel

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

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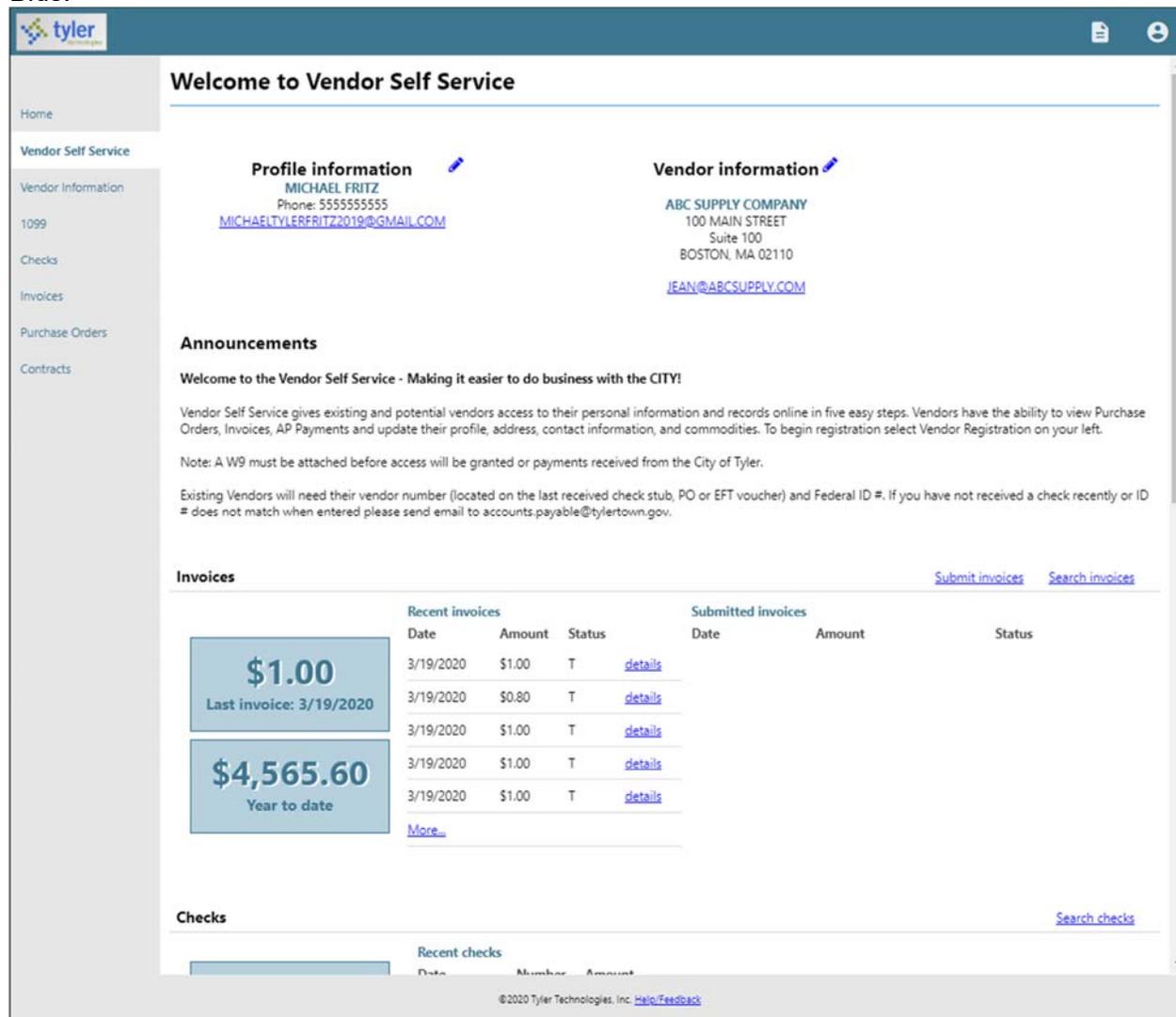
Click Register to complete the registration. You must click the Register option only once and remain on the page. If the registration is successful, VSS provides a Registration Confirmation page.



Newly registered vendors only have access to the Home, Vendor Self Service, and Vendor Information tabs. The County's Vendor Self Service administrator will review the information and after approved access will be granted to the vendor.

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.



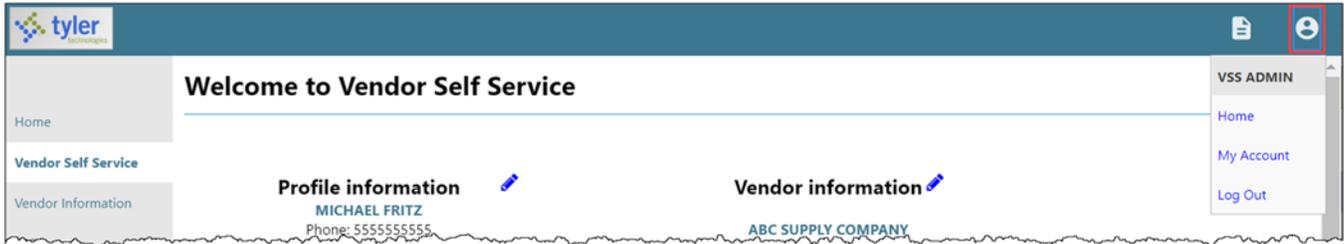
The screenshot shows the Vendor Self Service home page. The header includes the Tyler logo and navigation icons. A sidebar on the left lists menu options: Home, Vendor Self Service, Vendor Information, 1099, Checks, Invoices, Purchase Orders, and Contracts. The main content area is titled "Welcome to Vendor Self Service" and is divided into several sections:

- Profile information:** MICHAEL FRITZ, Phone: 5555555555, MICHAELTYLERFRITZ2019@GMAIL.COM
- Vendor information:** ABC SUPPLY COMPANY, 100 MAIN STREET, Suite 100, BOSTON, MA 02110, JEAN@ABCSUPPLY.COM
- Announcements:** Welcome to the Vendor Self Service - Making it easier to do business with the CITY! Vendor Self Service gives existing and potential vendors access to their personal information and records online in five easy steps. Vendors have the ability to view Purchase Orders, Invoices, AP Payments and update their profile, address, contact information, and commodities. To begin registration select Vendor Registration on your left. Note: A W9 must be attached before access will be granted or payments received from the City of Tyler. Existing Vendors will need their vendor number (located on the last received check stub, PO or EFT voucher) and Federal ID #. If you have not received a check recently or ID # does not match when entered please send email to accounts.payable@tylertown.gov.
- Invoices:** Includes a summary box showing a recent invoice of \$1.00 (dated 3/19/2020) and a year-to-date total of \$4,565.60. Below this is a table of recent invoices and a "Submitted invoices" table.

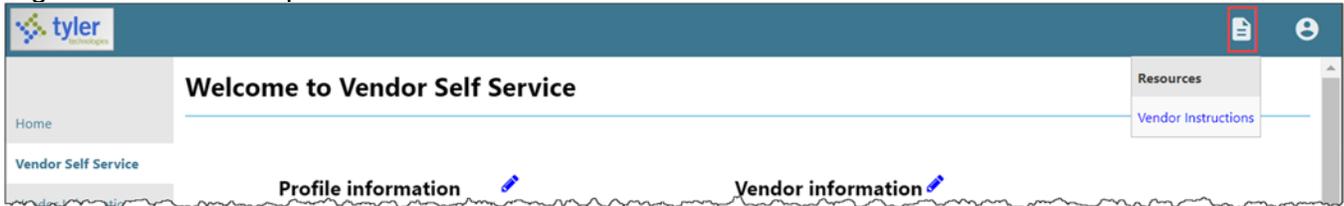
Recent invoices				Submitted invoices		
Date	Amount	Status		Date	Amount	Status
3/19/2020	\$1.00	T	details			
3/19/2020	\$0.80	T	details			
3/19/2020	\$1.00	T	details			
3/19/2020	\$1.00	T	details			
3/19/2020	\$1.00	T	details			
- Checks:** Includes a "Recent checks" table.

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

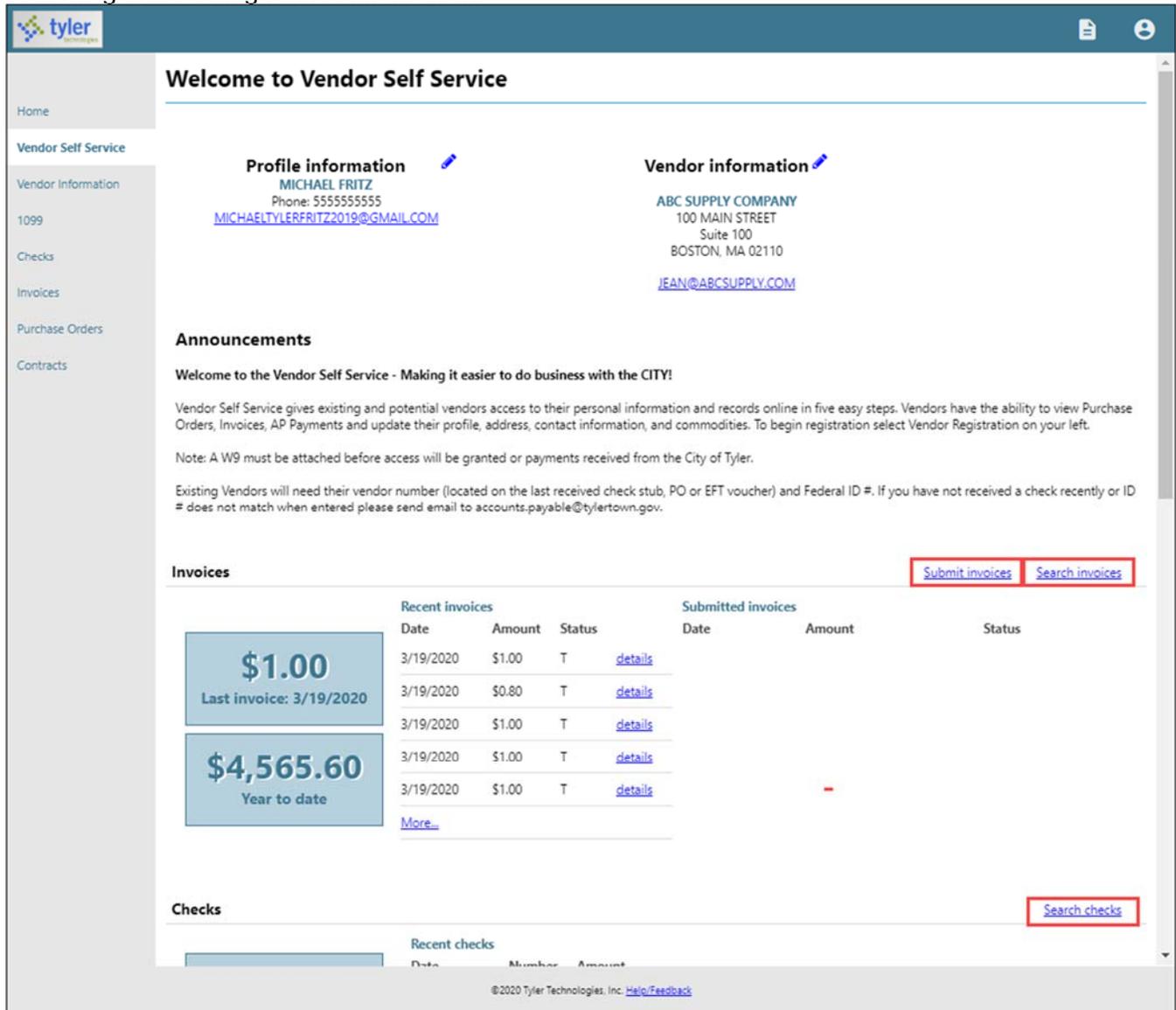
- Home—Opens the default Self Service home screen.
- My Account—Opens the My Account page containing the vendor's account information.
- Log Out—Logs the vendor out of Vendor Self Service.



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.



Welcome to Vendor Self Service

Profile information

MICHAEL FRITZ
 Phone: 5555555555
MICHAELTYLERFRITZ2019@GMAIL.COM

Vendor information

ABC SUPPLY COMPANY
 100 MAIN STREET
 Suite 100
 BOSTON, MA 02110
JEAN@ABCSUPPLY.COM

Announcements

Welcome to the Vendor Self Service - Making it easier to do business with the CITY!

Vendor Self Service gives existing and potential vendors access to their personal information and records online in five easy steps. Vendors have the ability to view Purchase Orders, Invoices, AP Payments and update their profile, address, contact information, and commodities. To begin registration select Vendor Registration on your left.

Note: A W9 must be attached before access will be granted or payments received from the City of Tyler.

Existing Vendors will need their vendor number (located on the last received check stub, PO or EFT voucher) and Federal ID #. If you have not received a check recently or ID # does not match when entered please send email to accounts.payable@tylertown.gov.

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

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		-	

Summary:
\$1.00 Last invoice: 3/19/2020
\$4,565.60 Year to date

Checks [Search checks](#)

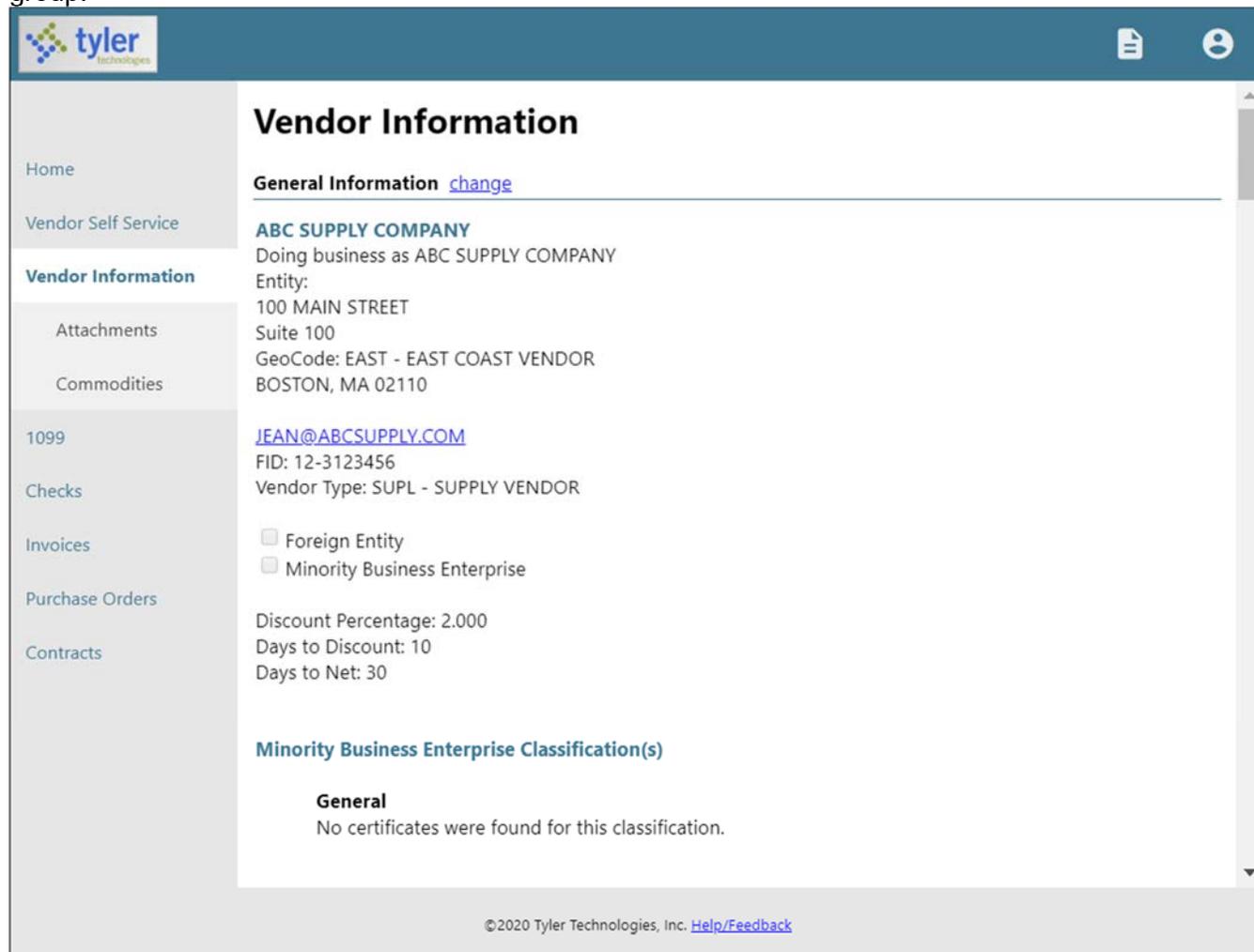
Recent checks

Date	Number	Amount

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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.

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.

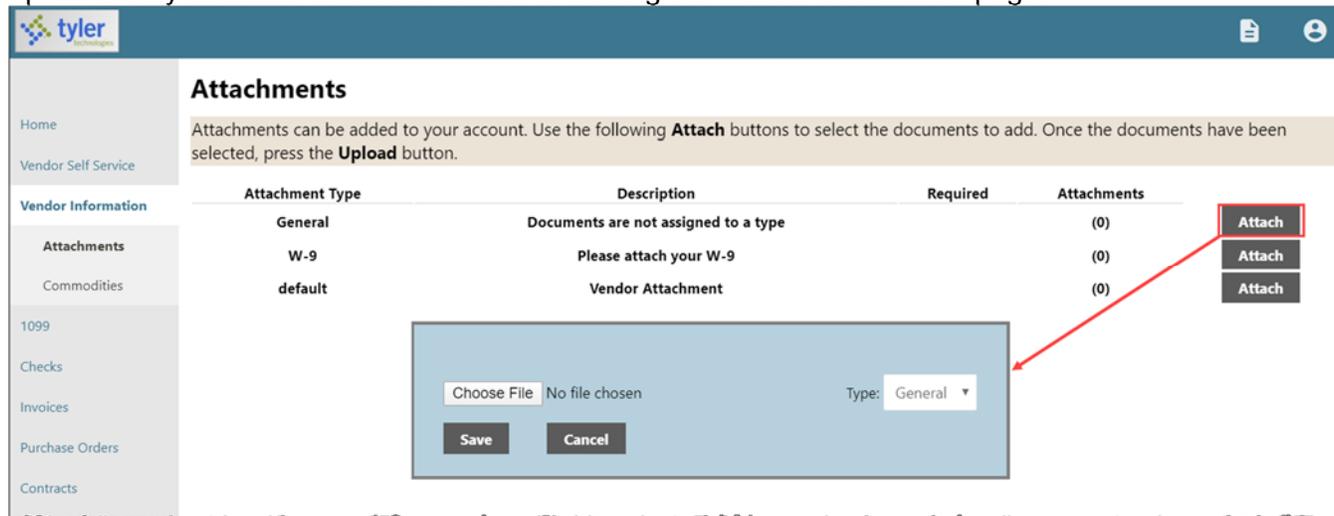
Additional Fields	
change	
SHIPPING CHOICE	USPS

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

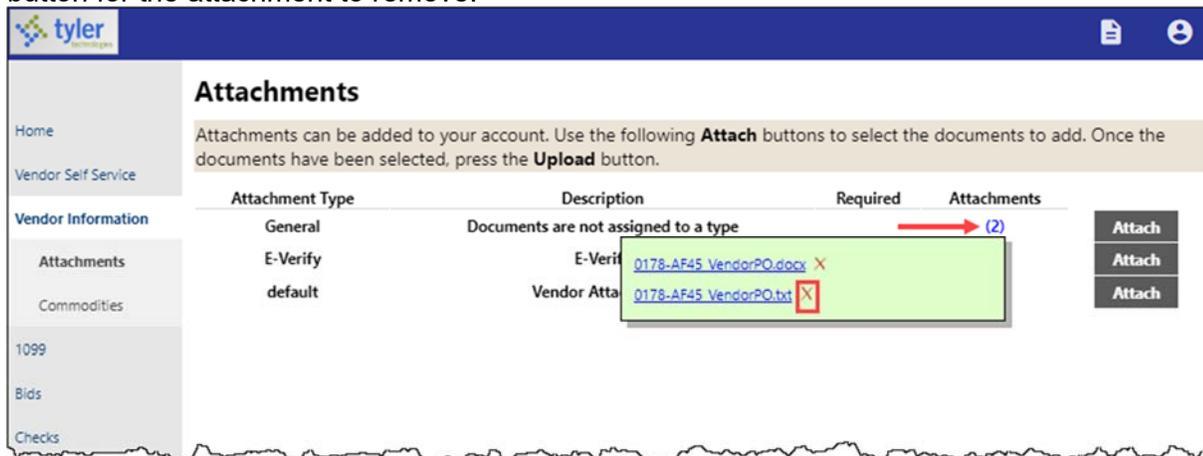
Modal Window:

Choose File: No file chosen Type: General ▾

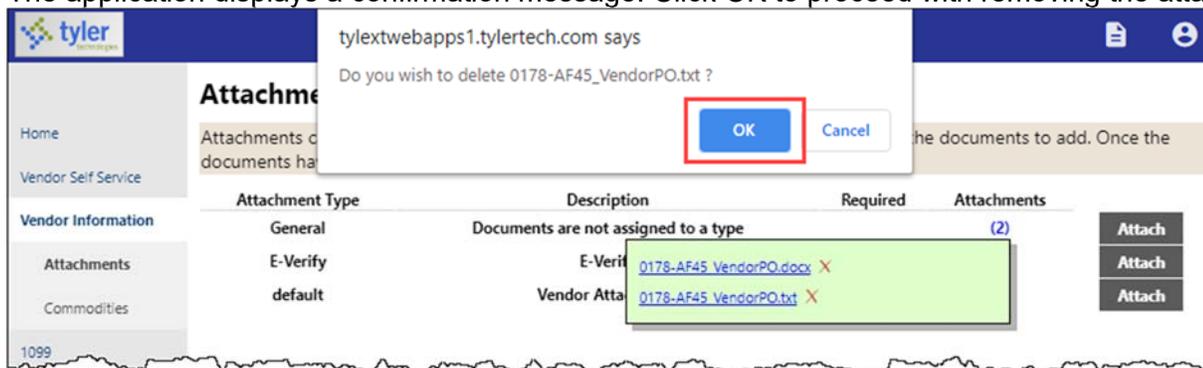
[Save](#) [Cancel](#)

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.

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.

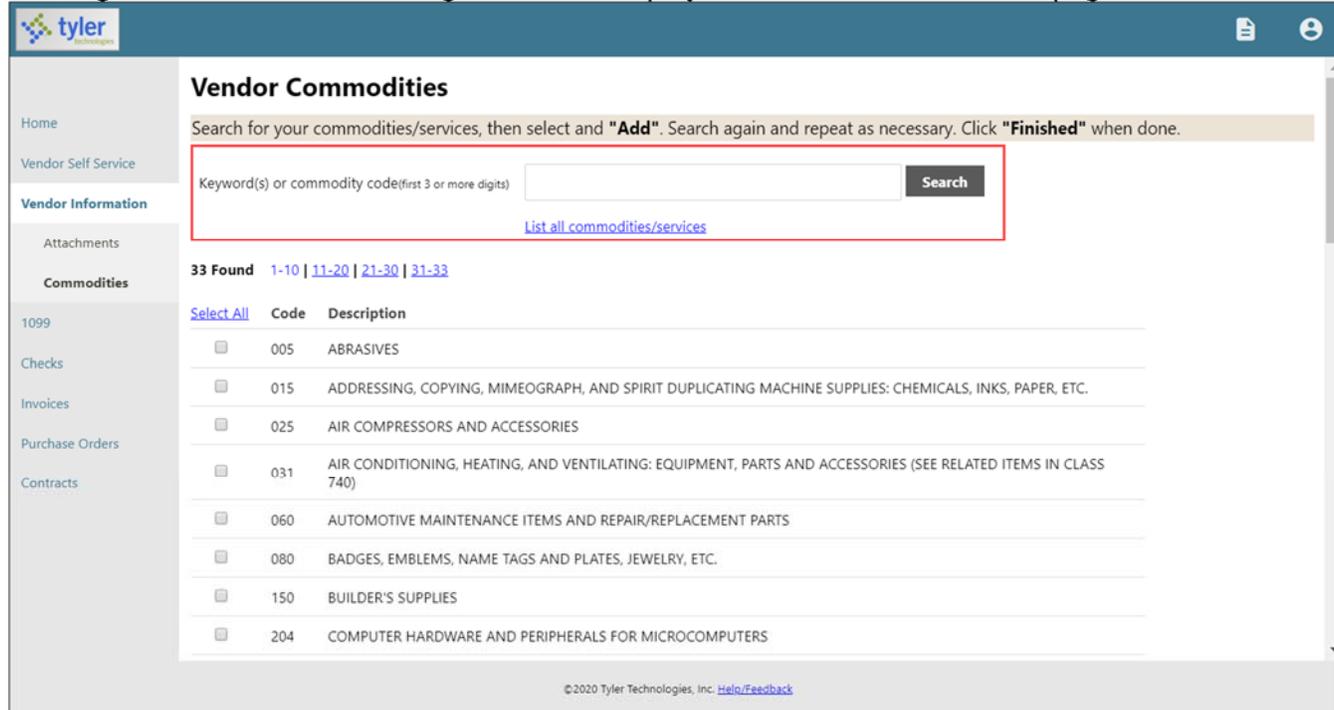


The uploaded files are also added to the vendor record in the Enterprise ERP Vendors program and they can be viewed using the Vendor Attachments screen in that program.

The vendor cannot maintain their attachments in VSS once they have been uploaded. The County's Vendor Self Service Administrator 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)

[List all commodities/services](#)

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

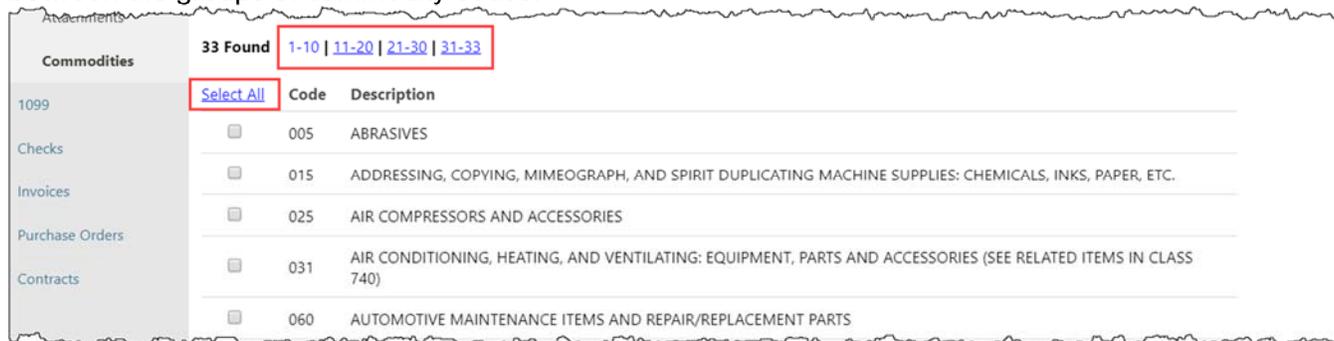
[Select All](#)

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

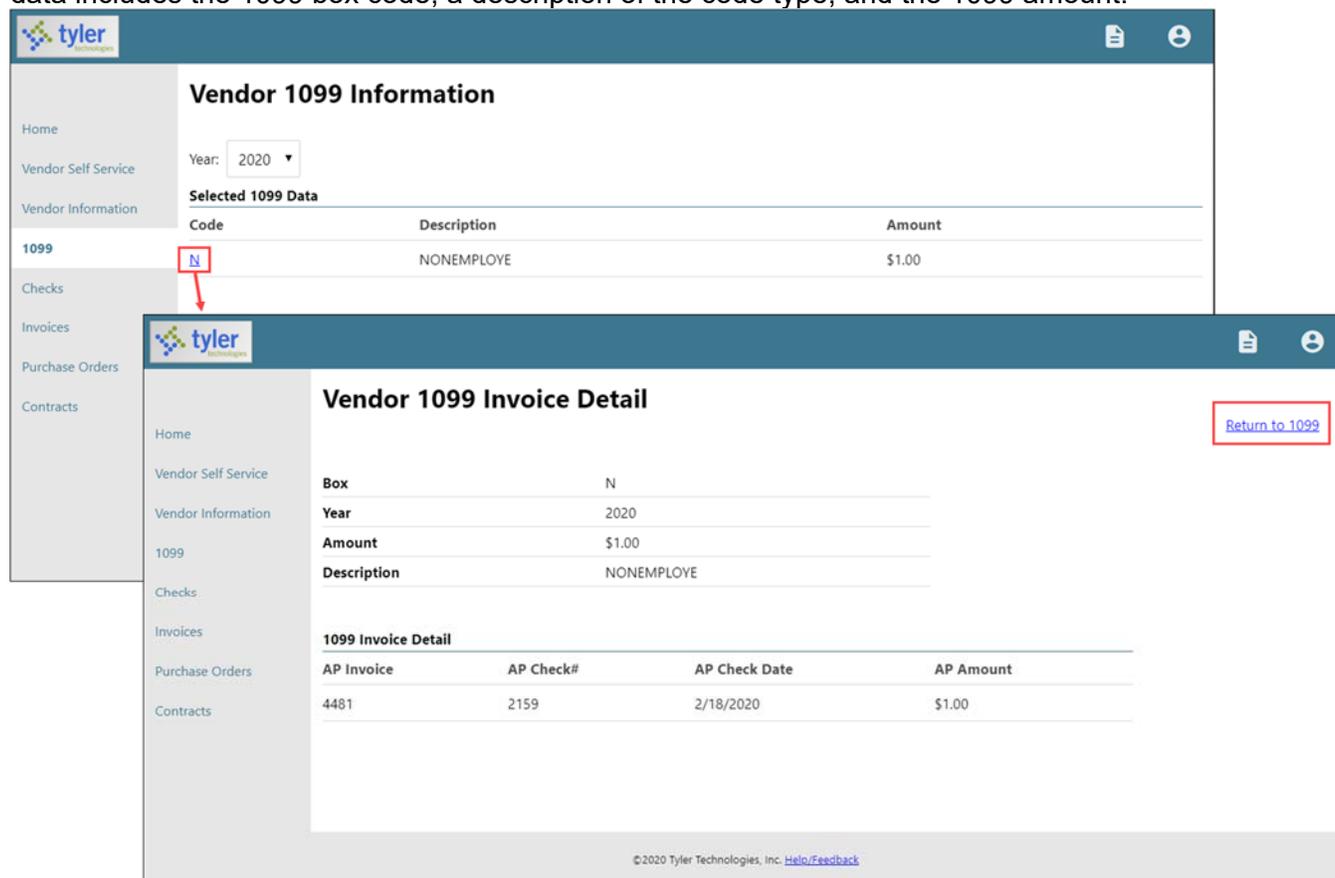
After identifying the applicable commodity codes, clicking Add causes VSS to add the selected commodity codes to the vendor’s profile and updates the list of commodities. Clicking Remove removes the commodity from the group. The Currently Added group provides the full list of associated commodity codes.

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				
1099	Currently Added			
Checks	204		COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS	Remove
Invoices	206		COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS	Remove
Purchase Orders	208		COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)	Remove
Contracts	615		OFFICE SUPPLIES, GENERAL	Remove

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

The bottom screenshot is the 'Vendor 1099 Invoice Detail' page for box code 'N'. It displays the following information:

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

Below this information is a table titled '1099 Invoice Detail' with the following data:

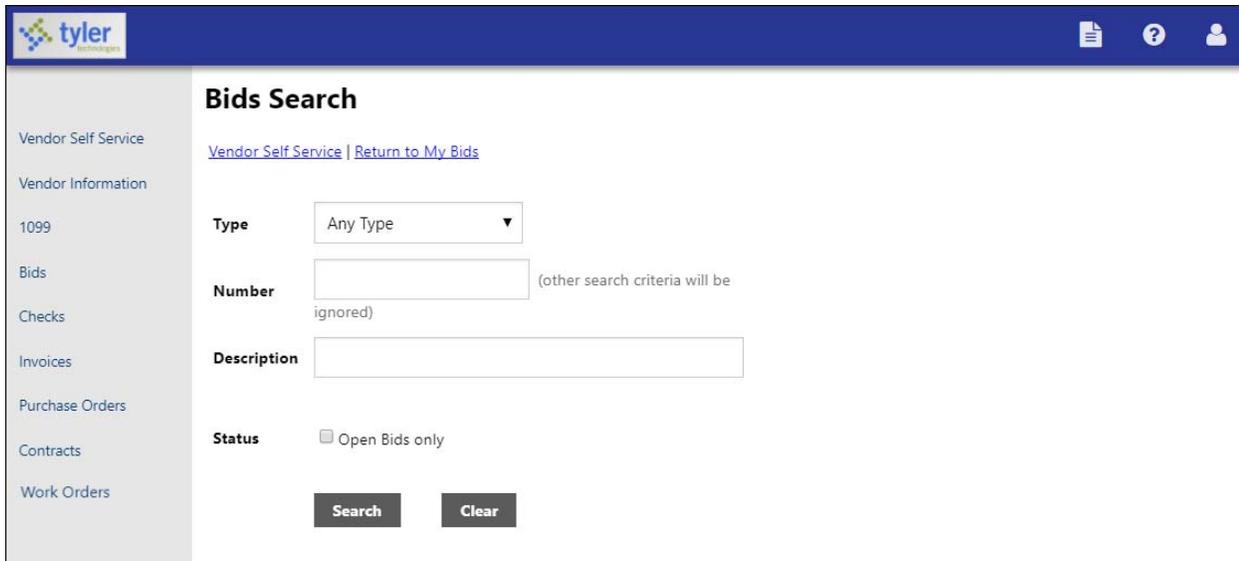
AP Invoice	AP Check#	AP Check Date	AP Amount
4481	2159	2/18/2020	\$1.00

A 'Return to 1099' link is visible in the top right corner of the detail page.

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.

Bids

Bids provides a list of bids available to the vendor from your organization. Bids opens to the Bid search page, which allows vendors to search for bids using the bid number, bid description, or bid status.



The screenshot shows the 'Bids Search' interface. On the left is a navigation menu with options: Vendor Self Service, Vendor Information, 1099, Bids, Checks, Invoices, Purchase Orders, Contracts, and Work Orders. The main content area is titled 'Bids Search' and includes the following fields and controls:

- Type:** A dropdown menu currently set to 'Any Type'.
- Number:** A text input field with a note '(other search criteria will be ignored)'.
- Description:** A larger text input field.
- Status:** A checkbox labeled 'Open Bids only'.
- Buttons:** 'Search' and 'Clear' buttons.

Search results include all bids that match the entered criteria.

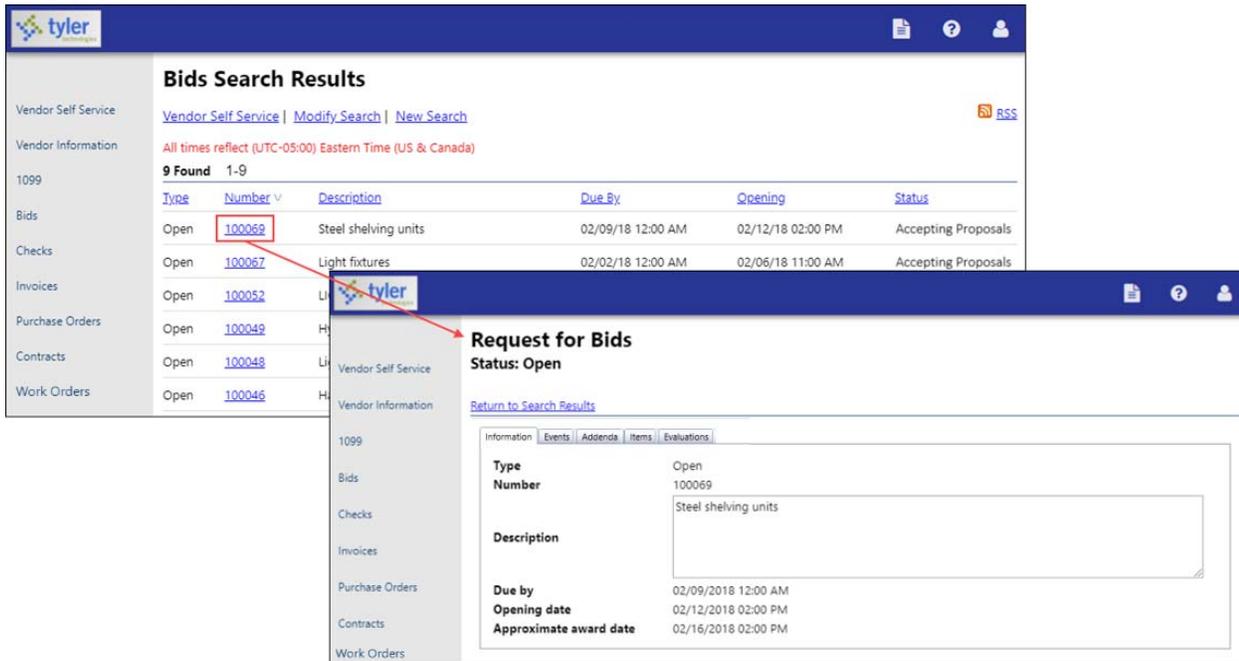


The screenshot shows the 'Bids Search Results' page. It features a navigation menu on the left and a main content area with the following elements:

- Page Header:** 'Bids Search Results' with links for 'Vendor Self Service', 'Modify Search', and 'New Search'. An RSS icon is also present.
- Disclaimer:** 'All times reflect (UTC-05:00) Eastern Time (US & Canada)'.
- Summary:** '9 Found 1-9'.
- Table:** A table with columns: Type, Number, Description, Due By, Opening, and Status. It lists five bid entries.
- Footer:** '©2018 Tyler Technologies, Inc.'

Type	Number	Description	Due By	Opening	Status
Open	100067	Light fixtures	02/02/18 12:00 AM	02/06/18 11:00 AM	Accepting Proposals
Open	100069	Steel shelving units	02/09/18 12:00 AM	02/12/18 02:00 PM	Accepting Proposals
Open	100052	LIGHTING FIXTURES	02/09/18 12:00 AM	02/13/18 11:00 AM	Accepting Proposals
Open	100042	Sandblasting supplies	02/16/18 12:00 AM	02/21/18 10:00 PM	Accepting Proposals
Open	100045	Office Equipment	02/23/18 12:00 AM	03/05/18 11:00 PM	Accepting Proposals

Clicking the Bid Number for a bid displays the Request for Bids page. The information provided varies according to the current status of the bid. Generally, the Information, Addenda, Items, and Evaluations tabs are available.



The screenshot shows the Tyler Vendor Self Service interface. On the left is a navigation menu with categories like Vendor Self Service, Vendor Information, 1099, Bids, Checks, Invoices, Purchase Orders, Contracts, and Work Orders. The main content area is titled "Bids Search Results" and includes links for "Vendor Self Service", "Modify Search", and "New Search". It notes that "All times reflect (UTC-05:00) Eastern Time (US & Canada)" and shows "9 Found" results. A table lists the search results with columns for Type, Number, Description, Due By, Opening, and Status. The bid number "100069" is highlighted with a red box, and a red arrow points from it to the "Request for Bids" page.

The "Request for Bids" page shows the following details:

- Status:** Open
- Return to Search Results** (link)
- Information** | Events | Addenda | Items | Evaluations (tabs)
- Type:** Open
- Number:** 100069
- Description:** Steel shelving units
- Due by:** 02/09/2018 12:00 AM
- Opening date:** 02/12/2018 02:00 PM
- Approximate award date:** 02/16/2018 02:00 PM

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.


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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

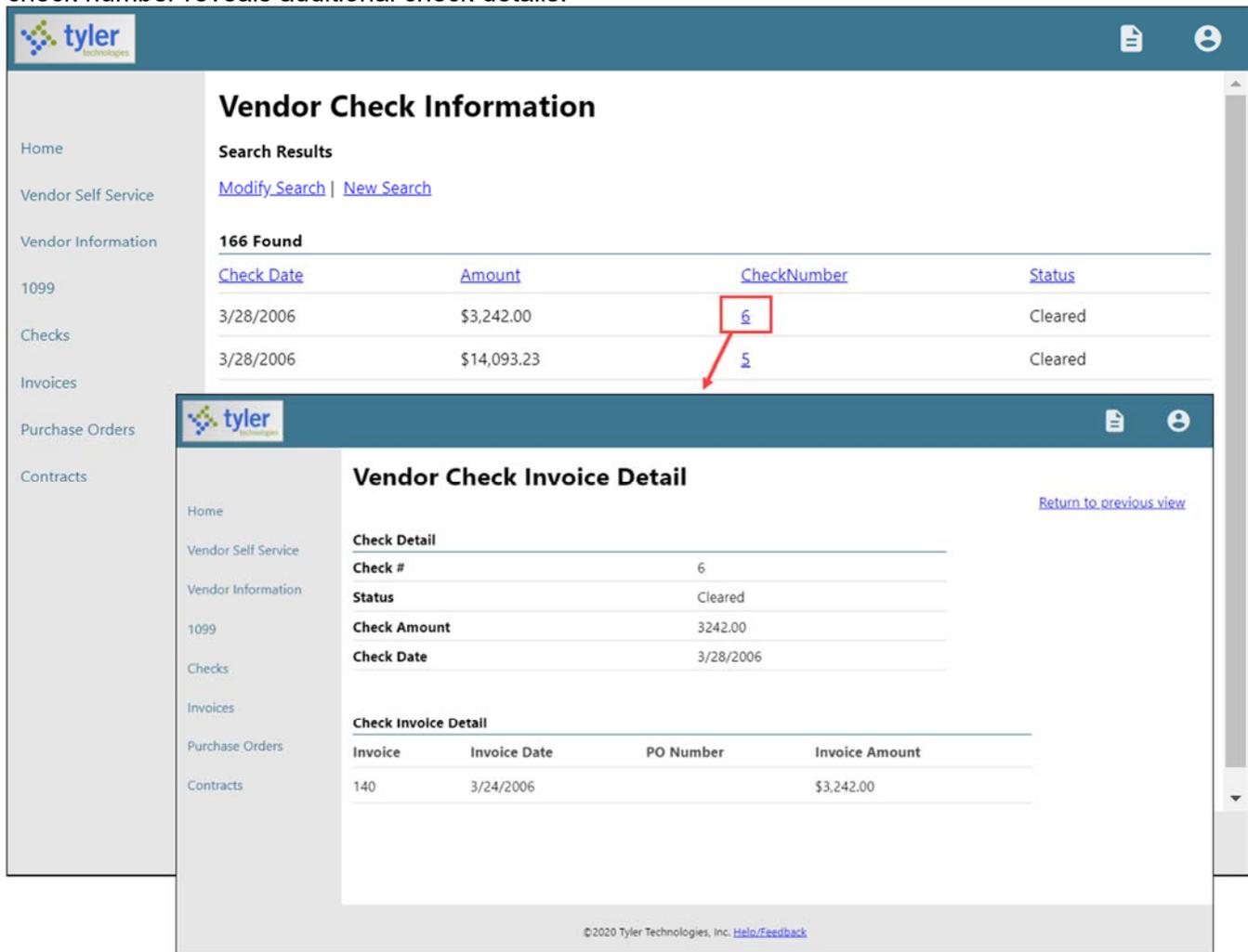
Check number(s) from to

Status

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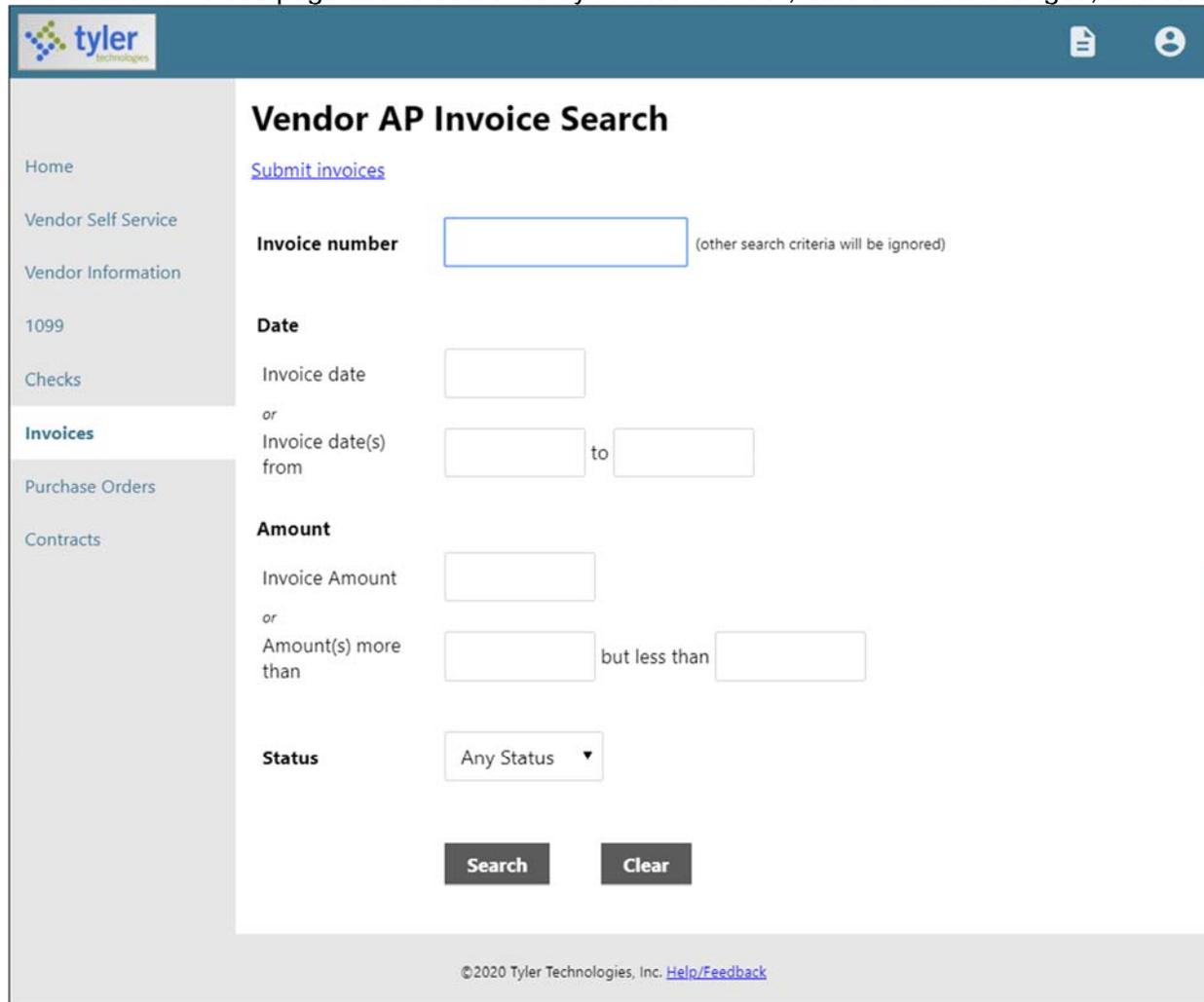
Use the Return to Previous View option to close the Vendor Check Invoice Detail screen and return to the Vendor Check Information screen.

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; background-color: #e0f2f1;"> <p style="font-size: 24px; font-weight: bold; margin: 0;">\$1.00</p> <p style="margin: 0;">Last invoice: 3/19/2020</p> </div> <div style="border: 1px solid #ccc; padding: 10px; background-color: #e0f2f1; margin-top: 10px;"> <p style="font-size: 24px; font-weight: bold; margin: 0;">\$4,565.60</p> <p style="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	
	3/19/2020	\$1.00	T		details	
	More...					

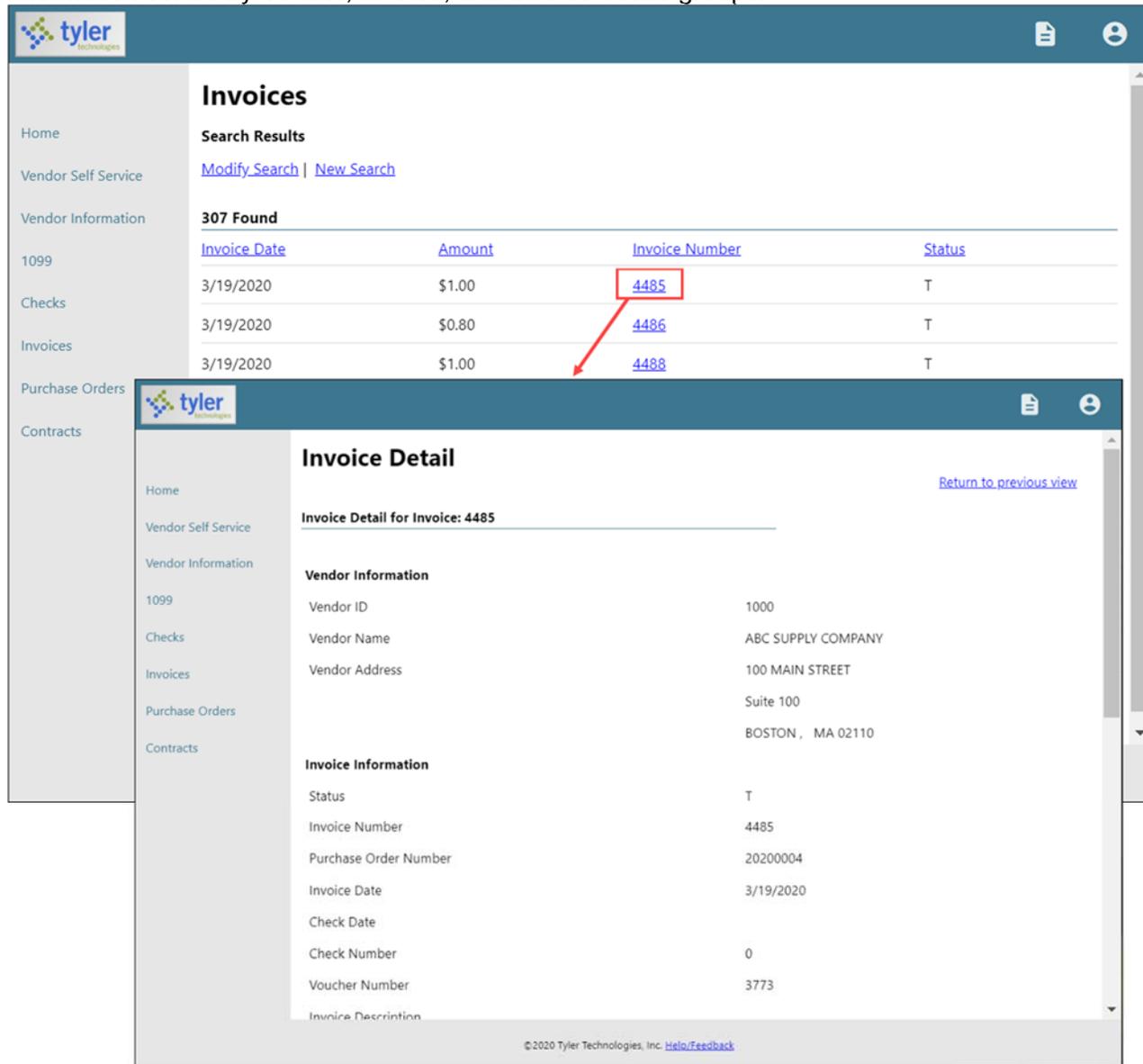
The Search Invoices page allows searches by invoice number, date or amount ranges, and status.



The screenshot shows the 'Vendor AP Invoice Search' interface. On the left is a navigation menu with links for Home, Vendor Self Service, Vendor Information, 1099, Checks, Invoices (highlighted), 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 field and a note '(other search criteria will be ignored)'; 'Date' with options for 'Invoice date' (text input), 'or Invoice date(s) from' (range input), and 'Amount' with options for 'Invoice Amount' (text input) and 'Amount(s) more than' (range input). A 'Status' dropdown menu is set to 'Any Status'. At the bottom are 'Search' and 'Clear' buttons. The 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 shows the Tyler Technologies interface. The top section displays the 'Invoices' search results for 307 found items. A table lists invoices with columns for Invoice Date, Amount, Invoice Number, and Status. The invoice number 4485 is highlighted with a red box, and a red arrow points to its corresponding 'Invoice Detail' view below.

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

The 'Invoice Detail' view for invoice 4485 shows the following information:

- 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: (blank), Check Number: 0, Voucher Number: 3773.

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

\$897.60

Year to date

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

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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Contracts

Contracts provides contracts the vendor currently holds with your organization.

Contracts
[Search contracts](#)

\$400.00
 Last started contract:

\$0.00
 Paid year to date

Recent contracts

Start Date	Number	Description	Revised Amount	
	20190001		\$600.00	details

The initial Contracts Search page allows vendors to search by a range of contract numbers or years.


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

Contracts Search

Contracts Search

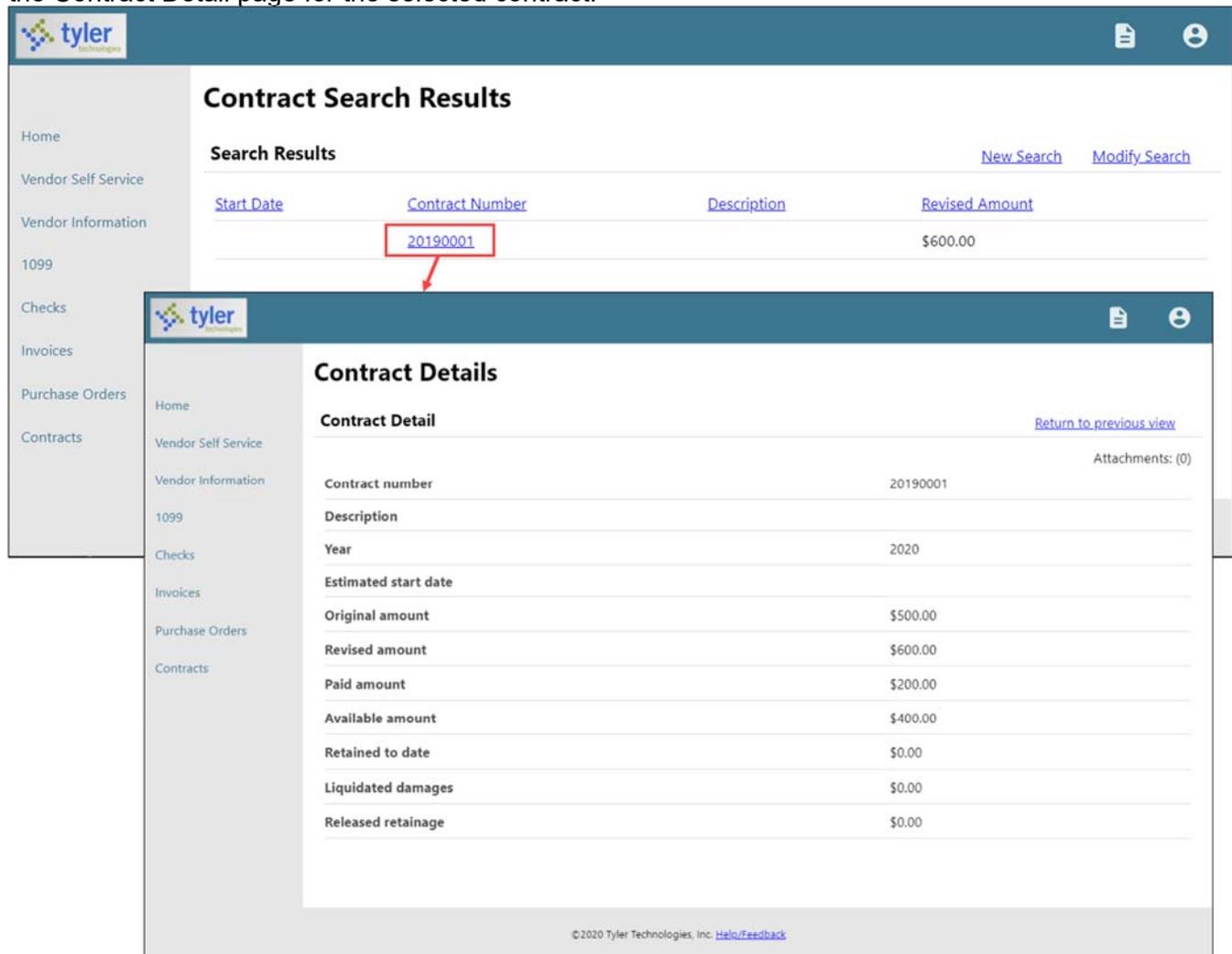
Contract Number

Contract Year

Search
Clear

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Search results include the contract start date, number, and amount. Clicking a contract number shows the Contract Detail page for the selected contract.



The screenshot displays two overlapping web pages from the Tyler Technologies Vendor Self Service interface. The top page, titled "Contract Search Results", shows a table with search results. The bottom page, titled "Contract Details", provides a comprehensive overview of a specific contract.

Contract Search Results

Start Date	Contract Number	Description	Revised Amount
	20190001		\$600.00

Contract Details

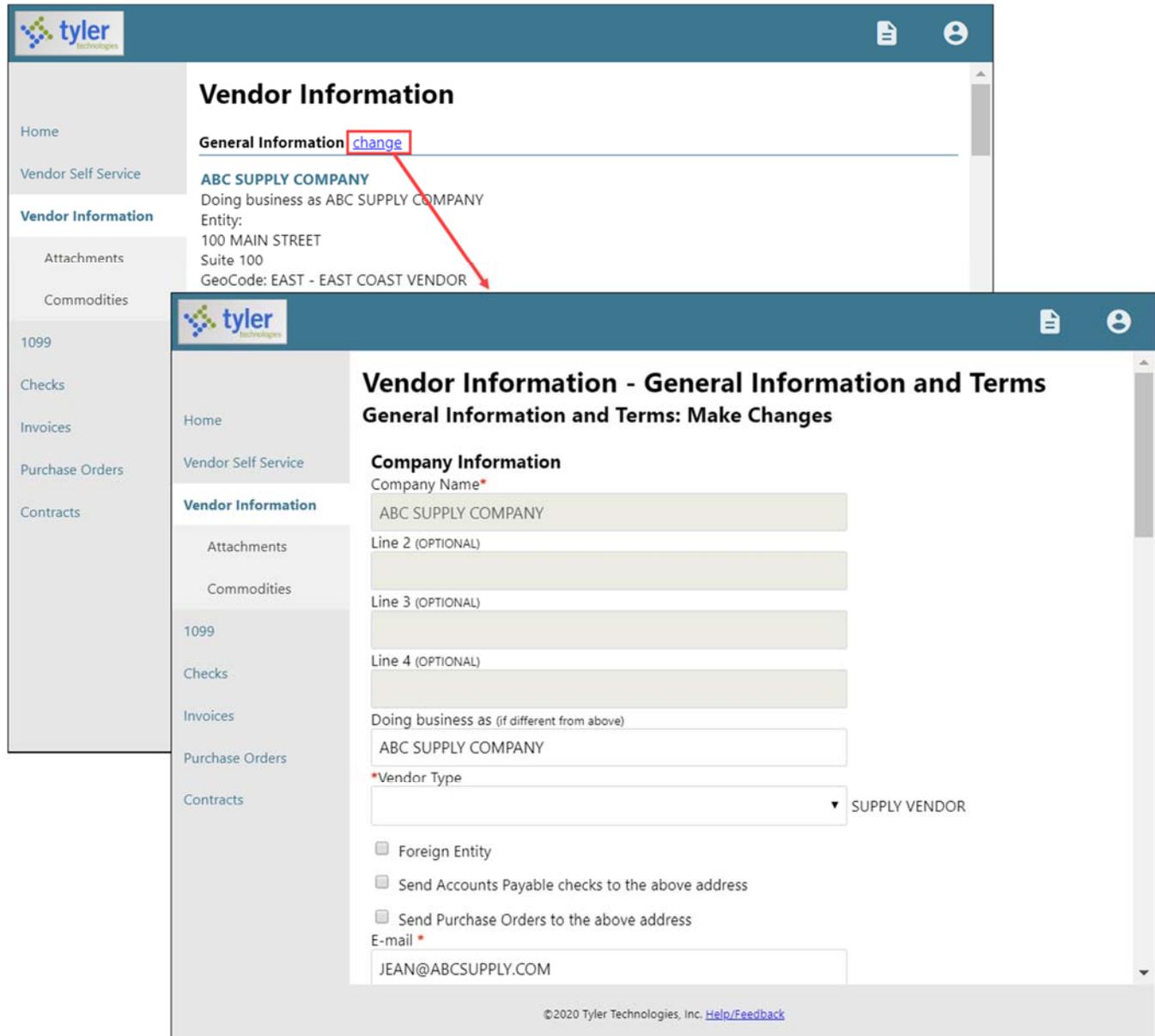
Contract number	20190001	Attachments: (0)
Description		
Year	2020	
Estimated start date		
Original amount	\$500.00	
Revised amount	\$600.00	
Paid amount	\$200.00	
Available amount	\$400.00	
Retained to date	\$0.00	
Liquidated damages	\$0.00	
Released retainage	\$0.00	

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Appendix—Managing Minority Business Enterprise Certificates

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 'change' link is highlighted in a red box, and a red arrow points to the 'General Information' section. The 'General Information' section displays the following details for 'ABC SUPPLY COMPANY':

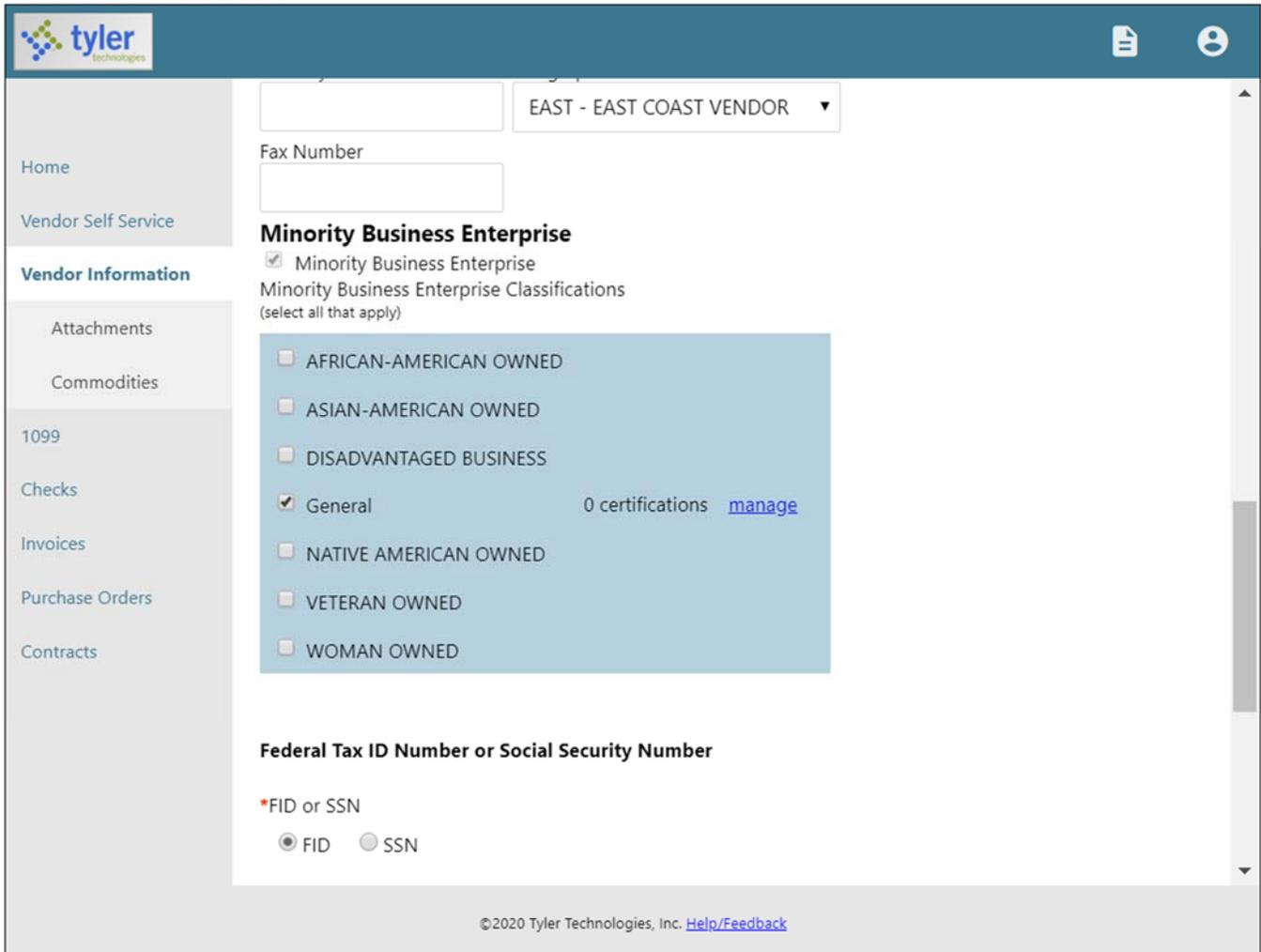
- Doing business as ABC SUPPLY COMPANY
- Entity: 100 MAIN STREET, Suite 100
- GeoCode: EAST - EAST COAST VENDOR

The bottom screenshot shows the 'Vendor Information - General Information and Terms' page. The 'Company Information' section includes the following fields and options:

- Company Name*: ABC SUPPLY COMPANY
- Line 2 (OPTIONAL):
- Line 3 (OPTIONAL):
- Line 4 (OPTIONAL):
- 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

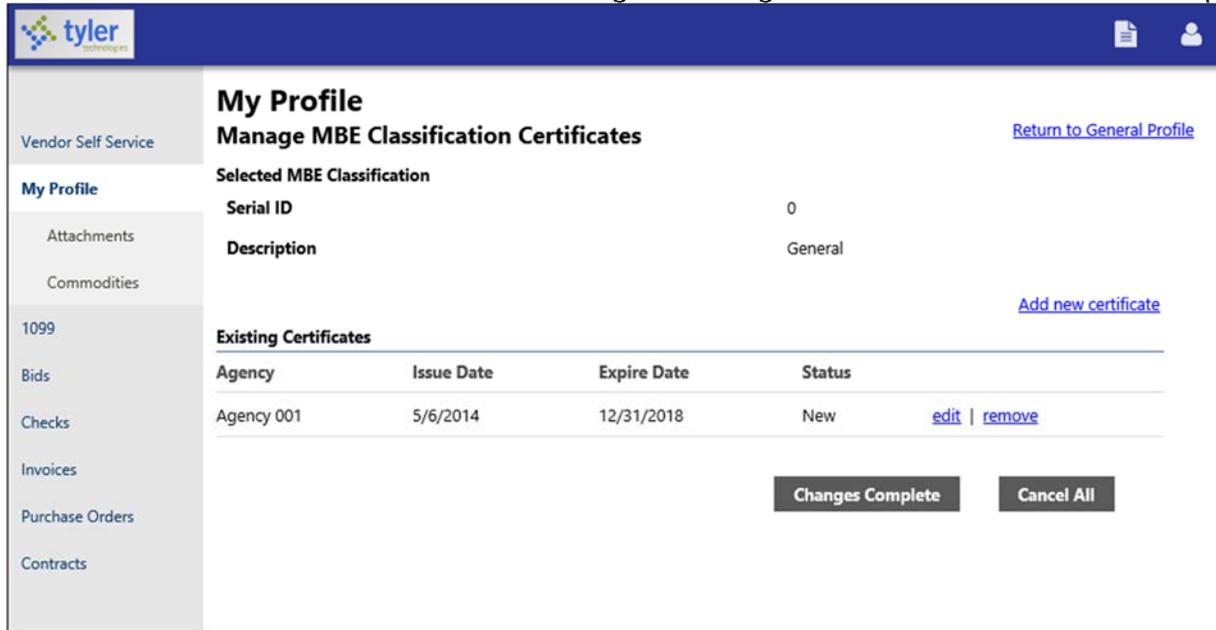
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The Minority Business Entity (MBE) section contains the check boxes that indicate if the vendor is a minority business enterprise, and if so, which classifications the vendor possesses. The classifications are listed in the screen.



The screenshot shows the Tyler Technologies Vendor Self Service interface. The top navigation bar includes the Tyler Technologies logo, a document icon, and a user profile icon. The left sidebar contains navigation links: Home, Vendor Self Service, Vendor Information, Attachments, Commodities, 1099, Checks, Invoices, Purchase Orders, and Contracts. The main content area displays a form for 'EAST - EAST COAST VENDOR'. It includes a 'Fax Number' field and a 'Minority Business Enterprise' section. The MBE section has a checked checkbox for 'Minority Business Enterprise' and a sub-section for 'Minority Business Enterprise Classifications (select all that apply)'. The classifications are: AFRICAN-AMERICAN OWNED, ASIAN-AMERICAN OWNED, DISADVANTAGED BUSINESS, General (checked), NATIVE AMERICAN OWNED, VETERAN OWNED, and WOMAN OWNED. The 'General' classification is highlighted in blue and includes the text '0 certifications' and a 'manage' link. Below the MBE section is a 'Federal Tax ID Number or Social Security Number' section with a required field indicator and radio buttons for 'FID' (selected) and 'SSN'. The footer contains the copyright notice '©2020 Tyler Technologies, Inc.' and a 'Help/Feedback' link.

The vendor can maintain the classification using the Manage MBE Classification Certificates page.



My Profile
Manage MBE Classification Certificates [Return to General Profile](#)

Selected MBE Classification

Serial ID: 0

Description: General

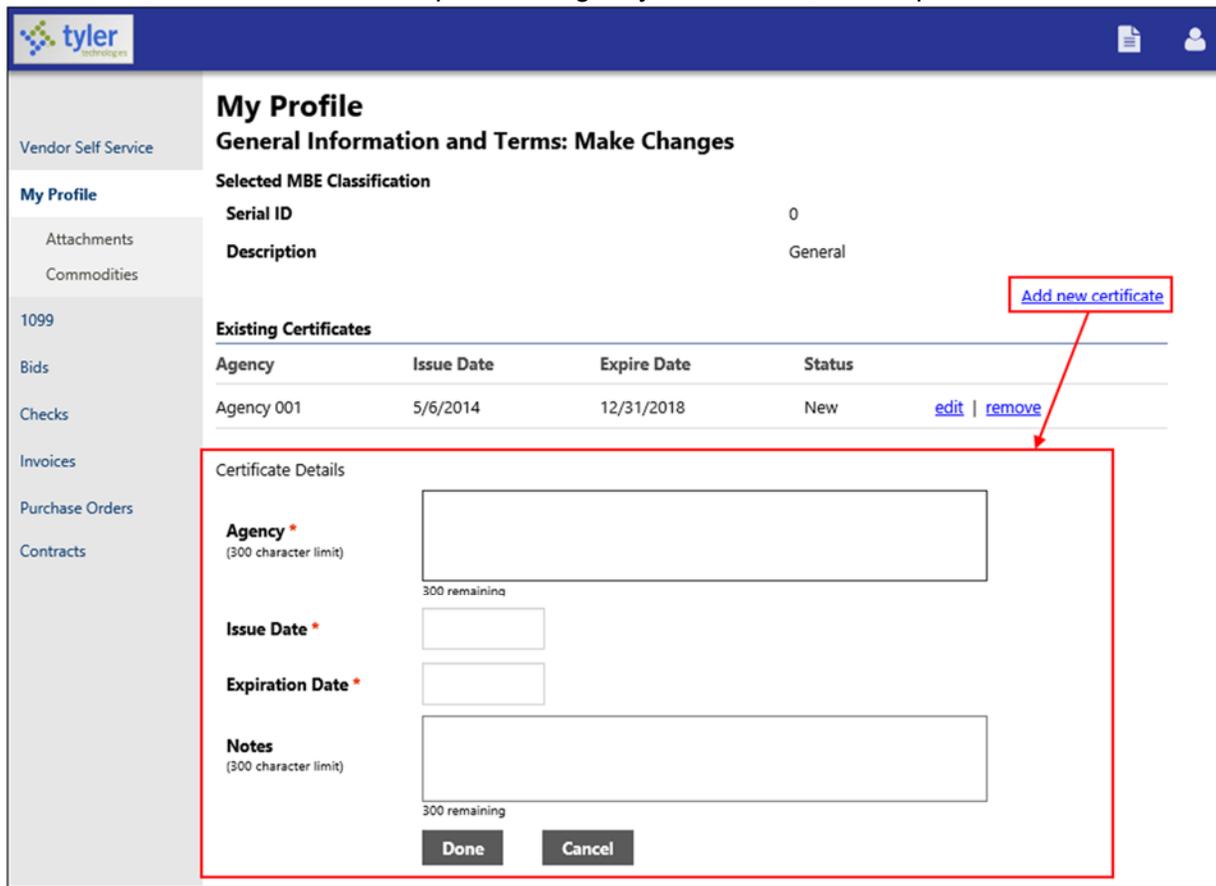
[Add new certificate](#)

Existing Certificates

Agency	Issue Date	Expire Date	Status
Agency 001	5/6/2014	12/31/2018	New edit remove

Changes Complete **Cancel All**

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.



My Profile
General Information and Terms: Make Changes

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

Certificate Details

Agency *
 (300 character limit)

300 remaining

Issue Date *

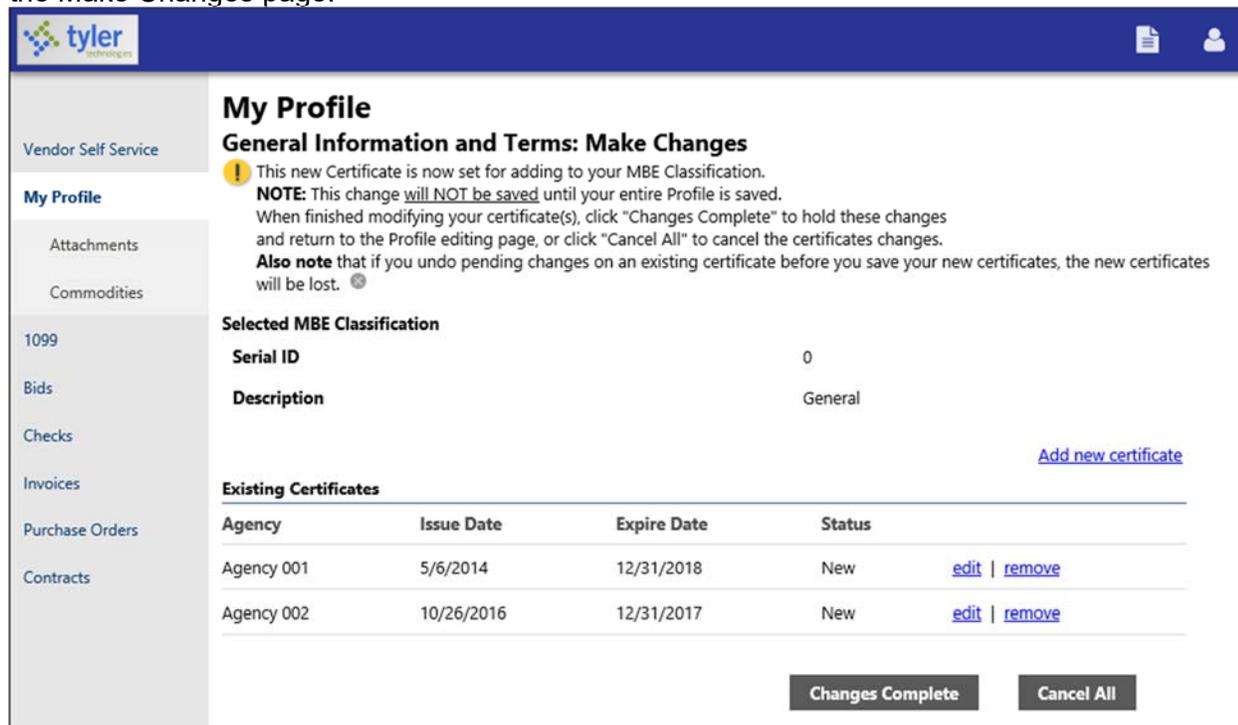
Expiration Date *

Notes
 (300 character limit)

300 remaining

Done **Cancel**

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

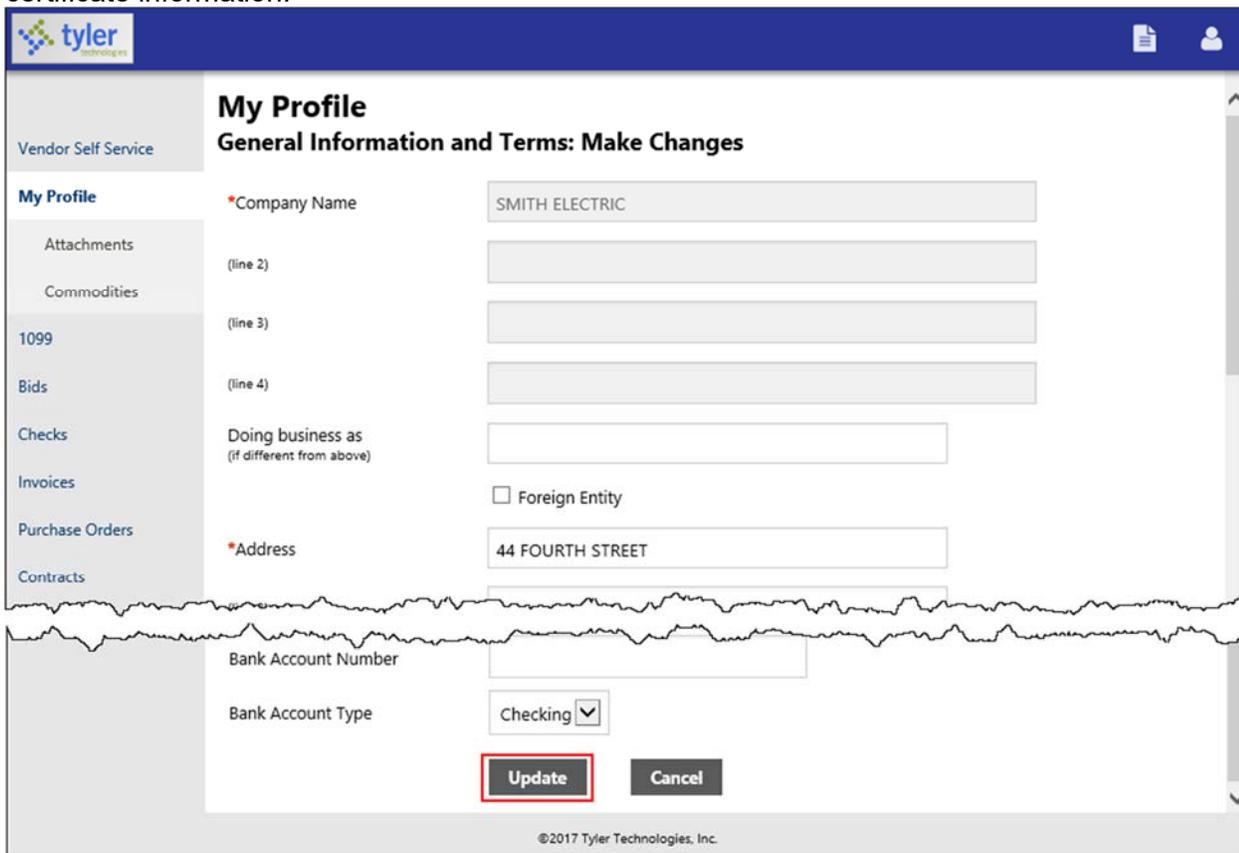
Agency	Issue Date	Expire Date	Status	
Agency 001	5/6/2014	12/31/2018	New	edit remove
Agency 002	10/26/2016	12/31/2017	New	edit remove

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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