



## MSS Vendor Self Service (VSS)

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*For more information, visit [vendor.selfservice@wilmingtonnc.gov](mailto:vendor.selfservice@wilmingtonnc.gov).*

Version, 2020.1

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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 Munis® database. The information is drawn from multiple Munis products, including Accounts Payable, Purchasing, Contract Management, Bid Management, and EAM.

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 Munis 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 Munis 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 MSS Administration Guide for Vendor Self Service (VSS) for details on modifying VSS permissions.

## Vendor Self Service Users

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

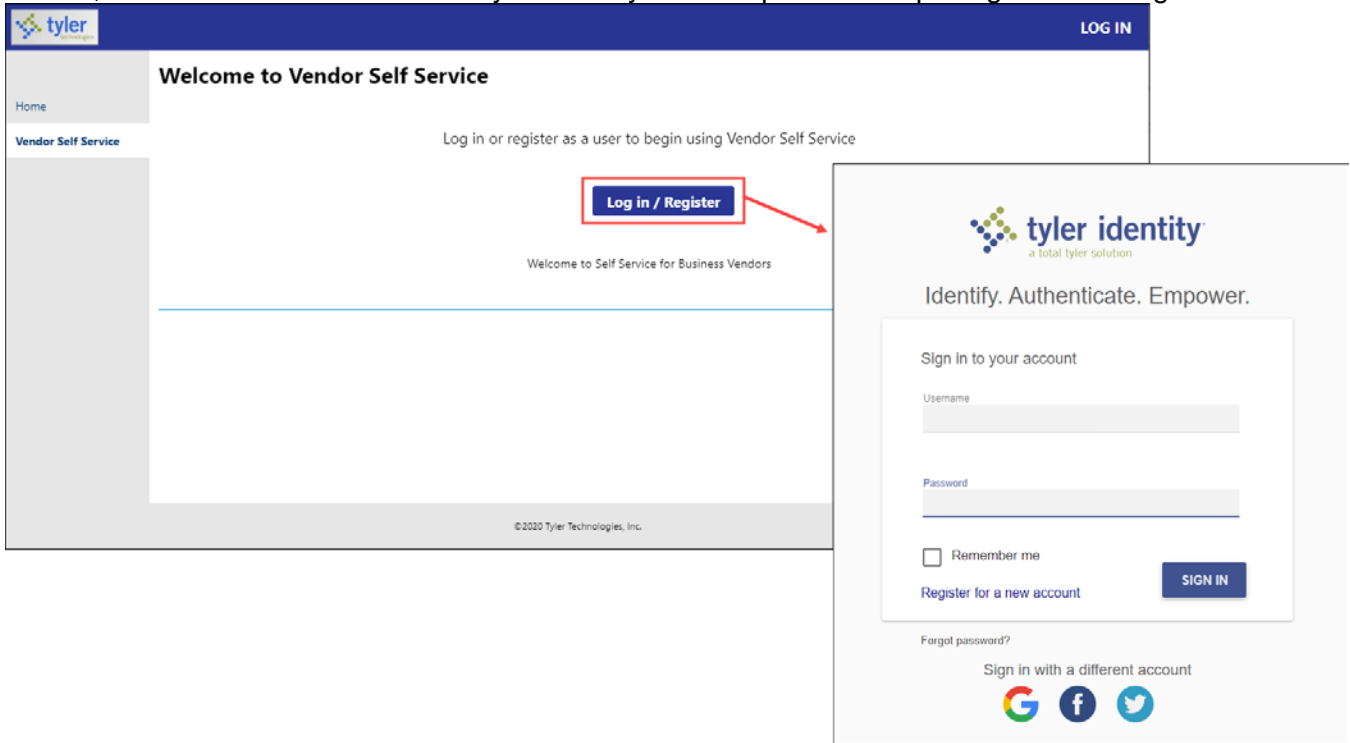
Potential vendors who do not exist in your Munis database can complete the registration process, but they are granted limited access to VSS. When completed by a potential vendor, the registration process creates a new record in the Vendors program in Munis. A user from your organization with Munis vendor maintenance permissions must change the status of the newly created record to Active in Munis. 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.

## Vendor Self Service and Tyler Identity

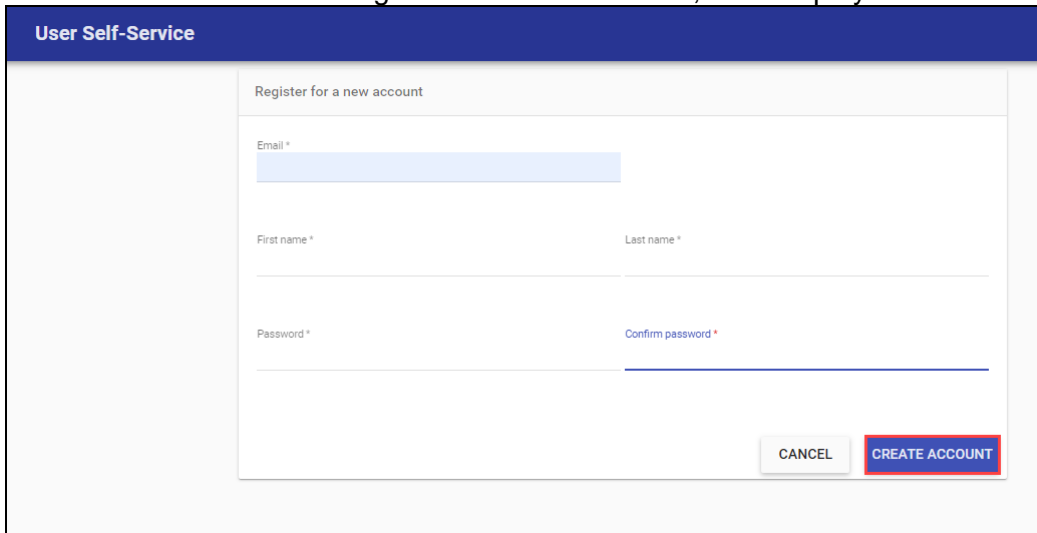
Log-in to VSS requires a Tyler Identity account. For existing users, your organization's administrator can use the Authentication Configuration page within your MSS Hosting site to create log-in accounts with default passwords for all users in our database who have active email addresses. In this case, the administrator can customize a message directing users how to log in to VSS using the Tyler Identity log-in screen. New users will create a Tyler Identity account as part of the registration process.

# Vendor Registration

Vendors must register to access Vendor Self Service, whether they have been previously entered into the Vendors program in Munis or not. Both prospective and existing Munis vendors register for VSS by clicking Log In/Register on the Vendor Self Service page. The program displays the Tyler Identity screen, and a vendor must create a Tyler Identity account prior to completing the VSS registration.



When the vendor selects Register for a New Account, VSS displays the User Self-Service screen.



Vendors must enter a valid email address, along with name and password information. The Create Account option returns the vendor to the Tyler Identity log-in screen. However, vendors cannot log in until they have received an email confirmation message and completed the confirmation process.

The top screenshot shows the 'User Self-Service' header with a 'SIGN IN' button. Below it is the 'Email Confirmation' section with a password input field labeled 'Enter your password \*' and a 'CONFIRM ACCOUNT' button highlighted in red. A 'CANCEL' button is also visible.

The bottom screenshot shows the 'User Self-Service' header with a 'SIGN IN' button. Below it is the 'Email Confirmation' section with the message: 'Your account has been confirmed. You may now sign in'.

Once logged in to the VSS application, vendors complete the User Self-Service screen to create a basic user profile.

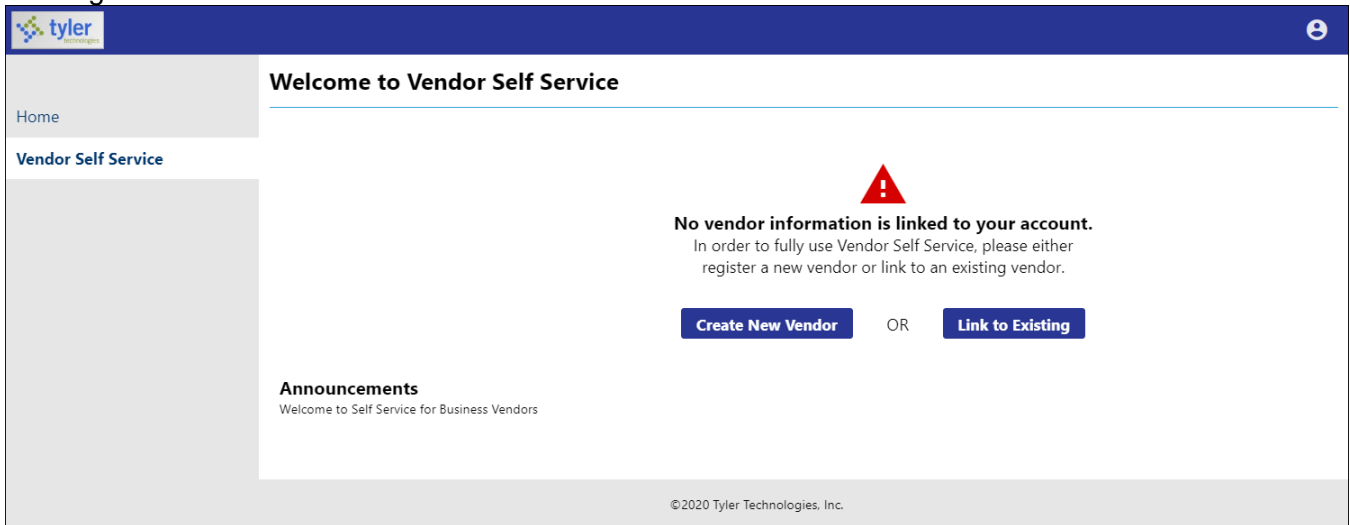
The screenshot shows the 'User Self-Service' header with a user icon 'A'. Below it is a list of profile fields:

- Name: Andrew Konsta
- Email: akonstallc@gmail.com
- Mobile Phone Number
- Voice Phone Number
- Password
- Manage linked accounts

Each field has a right-pointing chevron icon. At the bottom left, there is a copyright notice: '© 2020 Tyler Technologies, Inc. | All Rights Reserved | Version: 2018.1.0.0'.

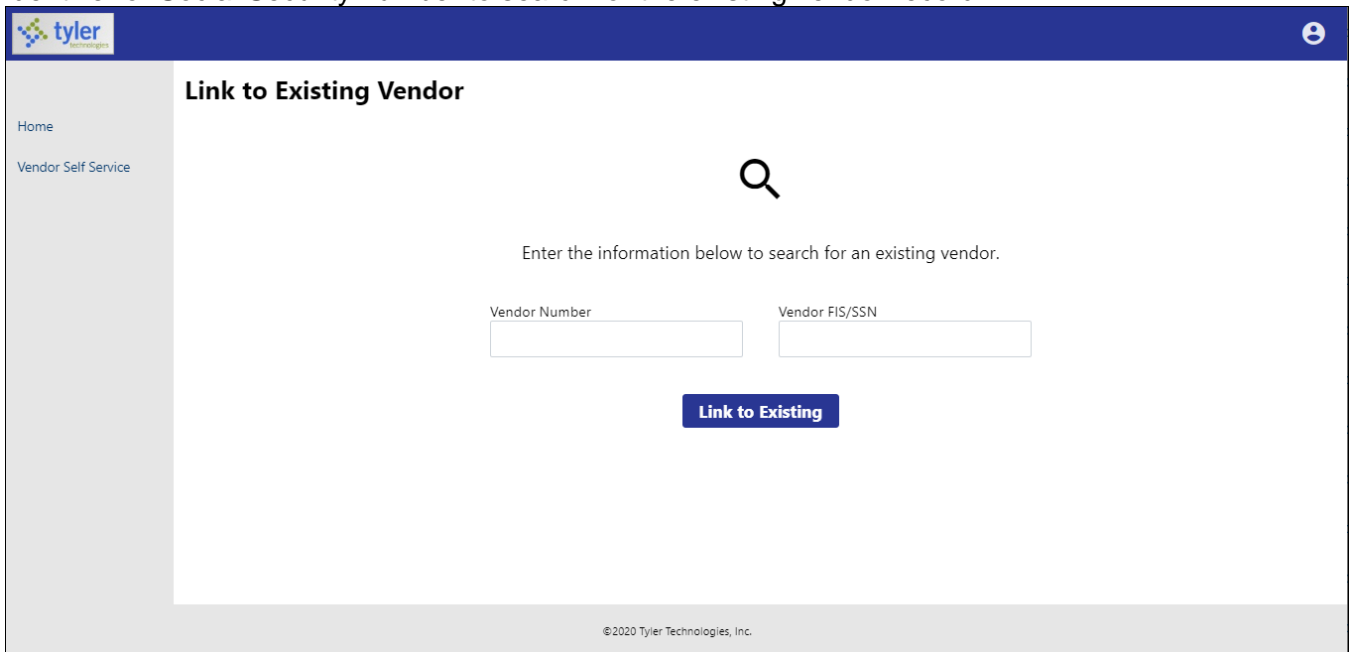
When the User Self-Service screen is completed, the vendor must sign out of VSS and log in again to complete the registration process.

Once the vendor successfully registers and logs in to VSS, the program provides the Welcome to Vendor Self Service page. This page includes options to create a new vendor record or link to an existing Munis vendor record.



## Linking to an Existing Munis Vendor Record

If the vendor has an existing record in the Munis 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 Munis 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 Munis. 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 Munis vendor ID assigned by your organization, which is the vendor number in the Munis Vendors program. The value entered in the Vendor FIS/SSN box must match the value from the Munis vendor record exactly.

## Creating a New Vendor Record

If the vendor does not have an existing record in the Vendors program in Munis 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** Step 1

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

**Vendor Address**  
 Address\*  
 Line 2 (OPTIONAL)  
 Line 3 (OPTIONAL)  
 Line 4 (OPTIONAL)  
 City\* State\*  
 Zip Code\*  
 Country  
 Geographic  
 Select Type...  
 Fed Number

**Federal Tax ID Number or Social Security Number**  
 \*FD or SSN  
 FD  SSN  
 \*FD/SSN \*FD/SSN

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

**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...

**Payment Terms**  
 Discount Percentage Days to Discount Days to Net  
 0 0 0  
 Your preferred payable delivery method(s):  
 Mail  Fed  E-Check  
 Your preferred purchasing delivery method(s):  
 Mail  Fed  E-Check

**Bank Information (SAMPLE)**  
 1234 1234  
 1234 Street Court  
 Anytown, CA 12345  
 The name of Bank Anytown  
 123456789012345678901234  
 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
<b>Company Information</b>	
Company Name	Contains the vendor's name or business name. The value entered here appears in the Alpha box in the Vendors program. Legal business name or Individual name as shown on Line #1 of W9.
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. As shown on Line #2 of the W9.
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 Munis. 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.
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.



Field	Description
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.
UEI (UNIQUE ENTITY IDENTIFIER)	Indicates the 13-digit Data Universal Numbering System (UEI) number assigned to the vendor organization. The UEI number is a unique 13-character identification number provided by SAM'S.GOV. The SAM'S 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
<b>Vendor Address</b>	
Address Line 2 Line 3 Line 4	Define the vendor's main address.
City	Specifies the city portion of the vendor's address.

Field	Description
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 Munis 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

Select Type... ▼ Select Type... ▼

Field	Description
<b>Minority Business Enterprise</b>	
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 Munis. 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 the VSS administrator has

Field	Description
	enabled certification management, vendors can click <b>Manage</b> for a classification to maintain certifications. See <a href="#">Appendix A—Managing Minority Business Enterprise Certificates</a> for more information.
Gender Ethnicity	Contain the vendor gender and ethnicity codes your organization has defined in Munis using the Accounts Payable Miscellaneous Codes program. If no codes have been created, these lists cannot be used. The values selected from the lists determine the vendor’s gender and ethnicity for vendor statistic and tracking purposes.  A VSS administrator can hide the lists from view by clearing the check boxes on the Field Settings page in Vendor Administration.

### 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 Anystreet Court 1234  
Anycity, AA 12345

Pay to the order of \_\_\_\_\_ Dollars

Bank Anywhere  
123456789 123456789123 | 1234

Routing Number
Account Number
Check Number

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

Field	Description
Re-type FID/SSN	Provides space to re-enter the vendor's FID or SSN to confirm the correct value.
<b>Payment Terms</b>	
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.
<b>BANK INFORMATION - THIS SECTION IS FOR THE ACH METHOD OF PAYMENT - YOU ARE REQUIRED TO UPLOAD AN ACH AGREEMENT FORM AND OFFICIAL BANK LETTER OR VOIDED CHECK.</b>	
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 Tyler Vendor Self Service interface. At the top left is the Tyler logo. A sidebar on the left contains 'Home' and 'Vendor Self Service' links. The main content area is titled 'New Vendor Registration' and 'Address information' (Step 2). Below this, there is a section for 'Addresses' with an 'add' link. A table is displayed with columns for 'Name/DBA', 'Address', and 'Is Default'. A 'Continue' button is located below the table. 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.

**tyler** technologies

Home  
Vendor Self Service

## 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.

**tyler** technologies

Home  
Vendor Self Service

## 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	<a href="#">change</a>

[Continue](#)

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

The screenshot shows the 'New Vendor Registration' interface at Step 3. The page title is 'New Vendor Registration' and the sub-header is 'General Vendor Contacts'. On the left, there is a navigation menu with 'Home' and 'Vendor Self Service'. The main content area features a table titled 'Address Contacts' with the following columns: Type, Name, Description, Email, and Telephone. Below the table, there are two buttons: 'Continue' and 'New Contact'. The footer contains the copyright notice '©2020 Tyler Technologies, Inc.'.

Click New Contact to add a new vendor contact.

The screenshot shows the 'New Vendor Registration' interface at Step 3, specifically the form for adding a new vendor contact. The page title is 'New Vendor Registration' and the sub-header is 'General Vendor Contacts'. On the left, there is a navigation menu with 'Home' and 'Vendor Self Service'. The main content area contains a form with the following fields: 'Contact Person' (with a dropdown menu for 'Contact Type' showing 'Select Type...'), 'Name', 'Description', 'Phone', 'Text' (with an 'Opt In' checkbox), 'Fax', and 'E-mail'. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The footer contains the copyright notice '©2020 Tyler Technologies, Inc.'.

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:

[Continue](#) [New Contact](#)

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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 ▼

[Continue](#)

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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.

The screenshot shows the 'Select Commodities' interface. At the top left is the Tyler Technologies logo. The page title is 'Select Commodities' and it is labeled as 'Step 5'. A navigation sidebar on the left includes 'Home' and 'Vendor Self Service'. A search instruction box states: 'Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.' Below this is a search input field with the placeholder text 'Keyword(s) or commodity code(first 3 or more digits)' and a 'Search' button. A link for 'List all commodities/services' is provided. The results show '904 Found' with pagination options: '1-10 | 11-20 | 21-30 | 31-40 | 41-50 | 51-60 | Next'. A table lists commodity codes and descriptions, each with a checkbox for selection. Below the table is an 'Add' button. A 'Currently Added' section indicates 'There are no commodities to display for this vendor.' At the bottom right are 'Continue' and 'Cancel' buttons. The footer contains the copyright notice '©2020 Tyler Technologies, Inc.'

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)

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 a modal window. The modal window has a 'Currently Added' section with the selected code and a 'Remove' link. At the bottom of the modal are 'Continue' and 'Cancel' buttons. Below the modal, in the main window, are also 'Continue' and 'Cancel' buttons.

<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.

⊙

Home

Vendor Self Service

## 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](#)

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

---

**Commodities** [change](#)

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

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**Attachments**

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type	(0)		<a href="#">Attach</a>
E-Verify	E-Verify	(0)		<a href="#">Attach</a>
default	Vendor Attachment	(0)		<a href="#">Attach</a>

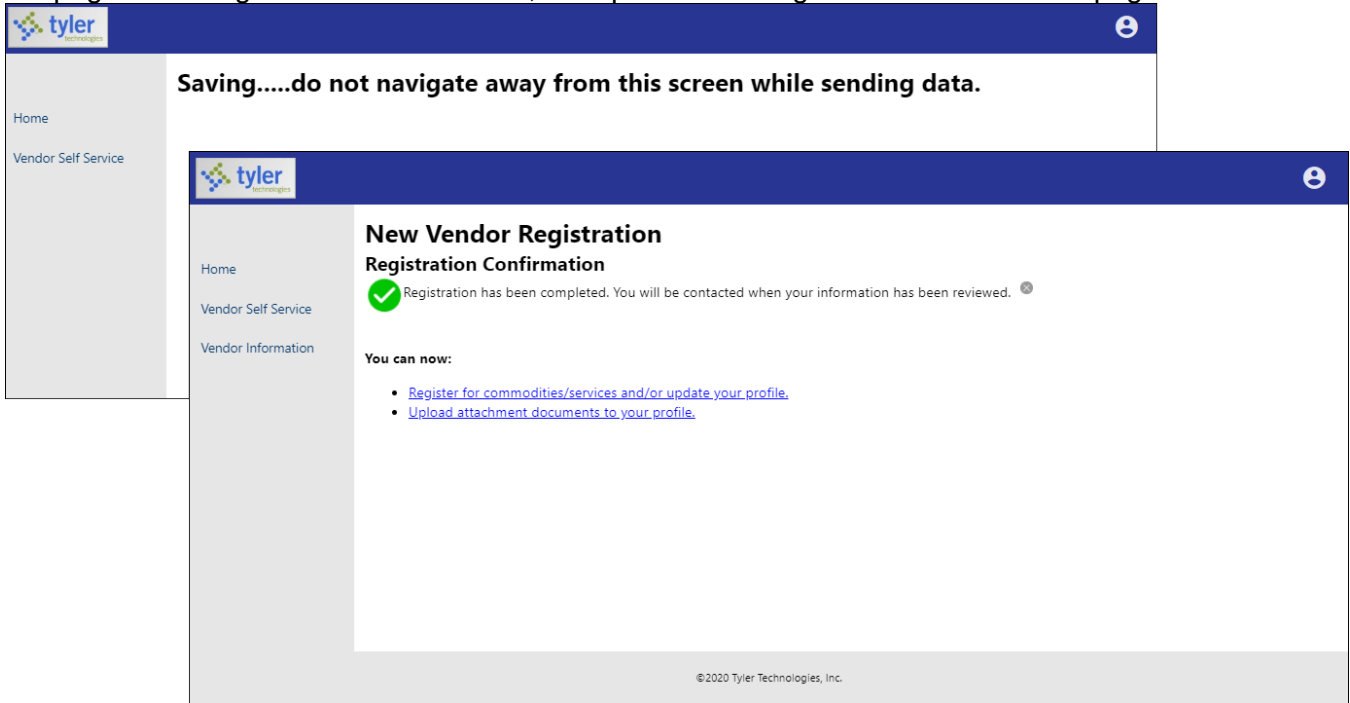
Register

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. 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.

**Welcome to Vendor Self Service**

**Profile information**  
 MICHAEL FRITZ  
 Phone: 5555555555  
[MICHAELTYLERFRITZ2019@GMAIL.COM](mailto:MICHAELTYLERFRITZ2019@GMAIL.COM)

**Vendor information**  
 ABC SUPPLY COMPANY  
 100 MAIN STREET  
 Suite 100  
 BOSTON, MA 02110  
[JEAN@ABCSUPPLY.COM](mailto: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](mailto: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	<a href="#">details</a>			
3/19/2020	\$0.80	T	<a href="#">details</a>			
3/19/2020	\$1.00	T	<a href="#">details</a>			
3/19/2020	\$1.00	T	<a href="#">details</a>			
3/19/2020	\$1.00	T	<a href="#">details</a>			

**Checks** [Search checks](#)

©2020 Tyler Technologies, Inc. [Help/Feedback](#)

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

- Home—Opens the default Munis 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.

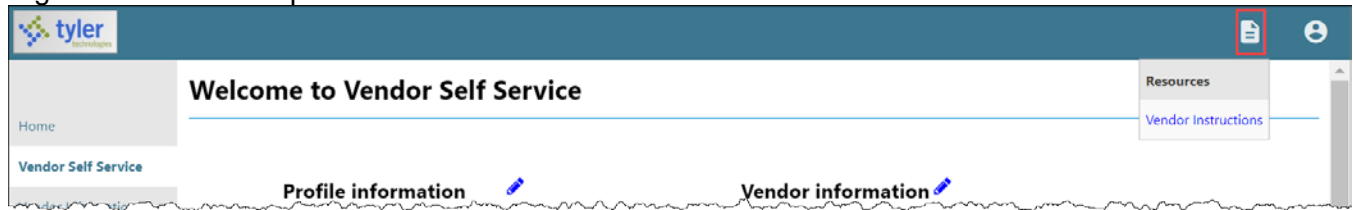
**Welcome to Vendor Self Service**

**Profile information**  
 MICHAEL FRITZ  
 Phone: 5555555555

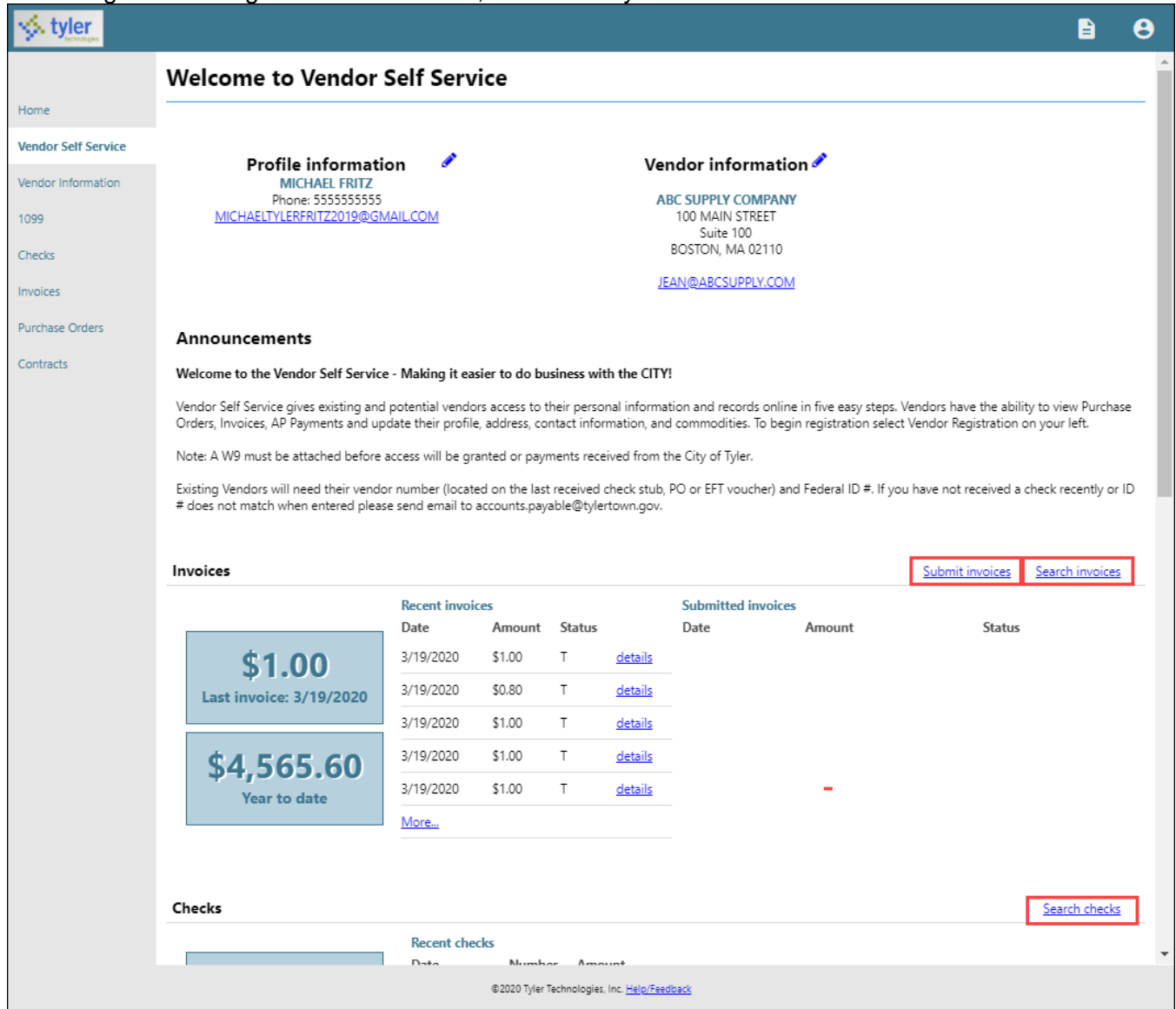
**Vendor information**  
 ABC SUPPLY COMPANY

**VSS ADMIN**  
[Home](#)  
[My Account](#)  
[Log Out](#)

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.

The screenshot shows the Tyler Technologies Vendor Information page. The header includes the Tyler Technologies logo and user icons. The left sidebar contains navigation links: Home, Vendor Self Service, Vendor Information (highlighted), Attachments, and Commodities. Below these are numbered links for 1099, Checks, Invoices, Purchase Orders, and Contracts. The main content area is titled 'Vendor Information' and has a 'General Information' link with a 'change' button. The vendor details for 'ABC SUPPLY COMPANY' are as follows:

- Doing business as ABC SUPPLY COMPANY
- Entity: 100 MAIN STREET, Suite 100
- GeoCode: EAST - EAST COAST VENDOR
- BOSTON, MA 02110
- Contact: [JEAN@ABCSUPPLY.COM](mailto: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

Under the 'Minority Business Enterprise Classification(s)' section, there is a 'General' category with the text: 'No certificates were found for this classification.'

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

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 <a href="#">change</a>		
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 <a href="#">change</a>				
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	
<a href="#">change</a>	
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	
<a href="#">add</a>	
Code	Description
206	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS <a href="#">Remove</a>
28525	Current Collection Equipment and Accessories, Electrical <a href="#">Remove</a>
28726	Circuit Cards <a href="#">Remove</a>
28782	Transmitters, Emergency Alarm Type (To incl. Equipment Operation Status Reporting) <a href="#">Remove</a>

## 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.

The screenshot shows the Tyler Attachments page. On the left is a navigation menu with options: Home, Vendor Self Service, Vendor Information, Attachments, Commodities, 1099, Checks, Invoices, Purchase Orders, and Contracts. The main content area is titled "Attachments" and includes a message: "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." Below this is a table with columns: Attachment Type, Description, Required, and Attachments. The table lists three attachment types: General, W-9, and default. Each row has an "Attach" button. A red box highlights the "Attach" button for the "General" type. Below the table, a modal window is open for uploading a file. It contains a "Choose File" button, the text "No file chosen", a "Type:" dropdown menu set to "General", and "Save" and "Cancel" buttons. A red arrow points from the highlighted "Attach" button to the modal window.

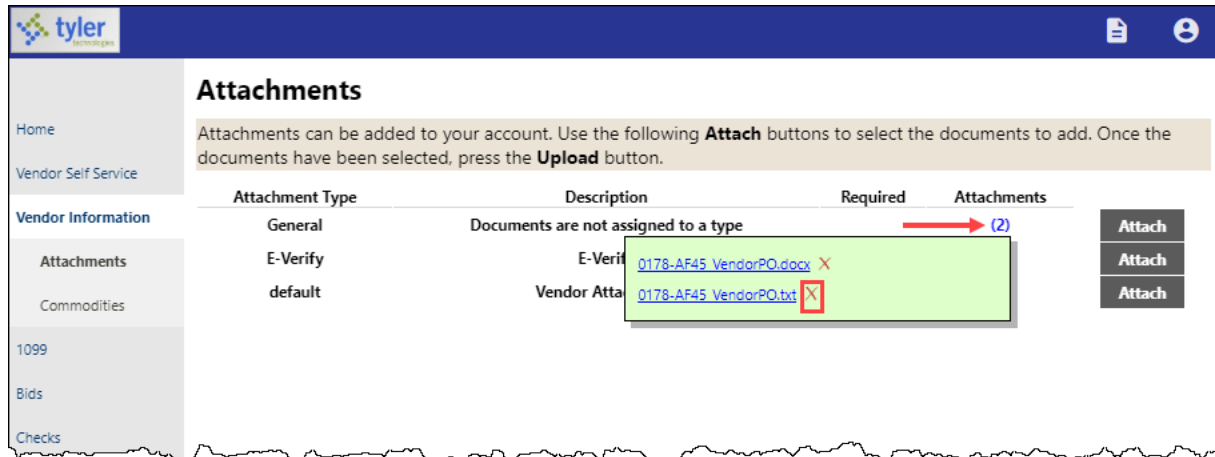
Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0)
W-9	Please attach your W-9		(0)
default	Vendor Attachment		(0)

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.

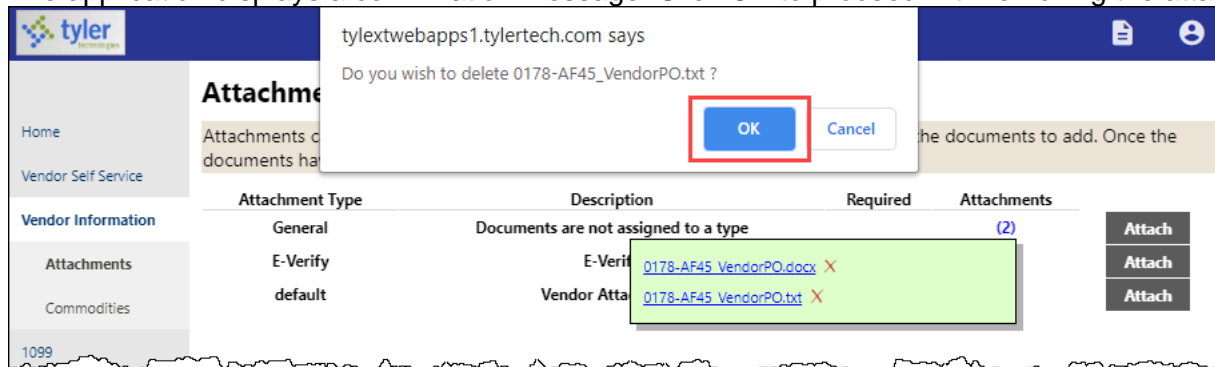
**Note:** Only files with permitted extensions are allowed. Munis Self Service administrators control which extensions are allowed on the File Upload Restrictions page of the MSS Hosting site.



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 Munis Vendors program and they can be viewed using the Vendor Attachments screen in that program.

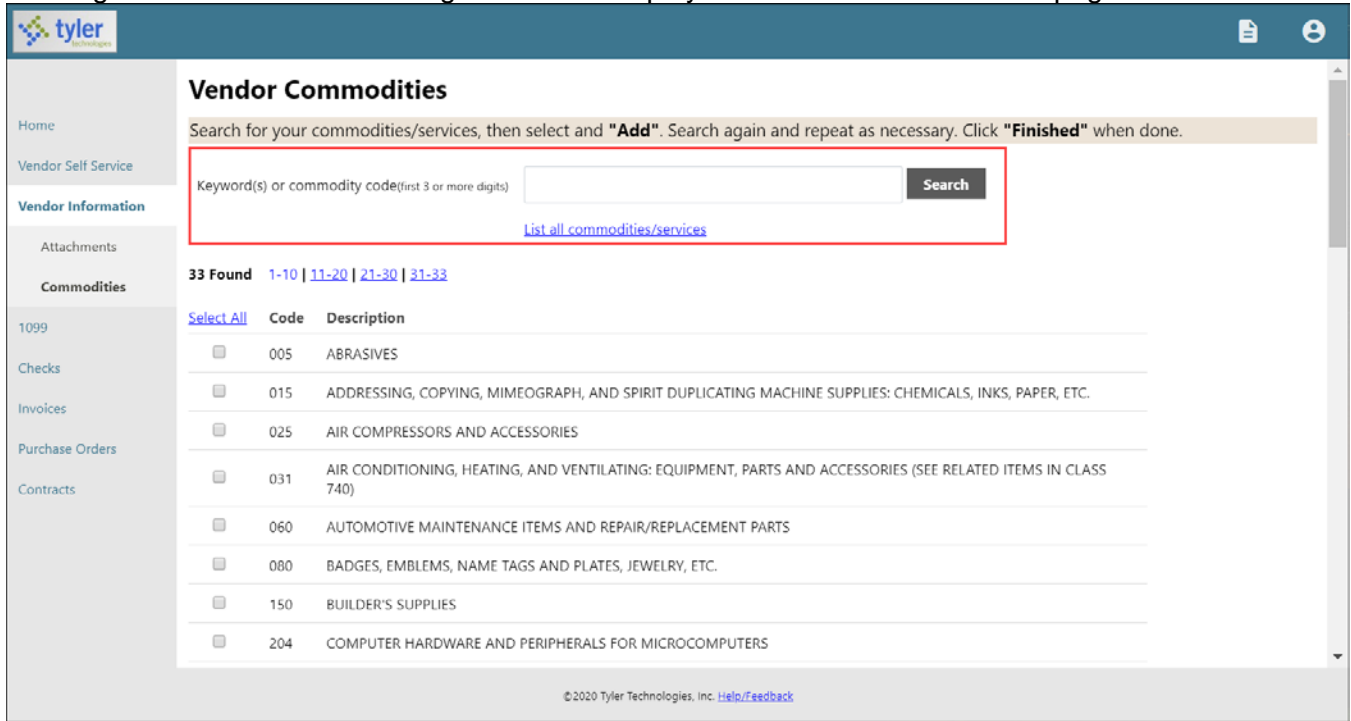
The vendor cannot maintain their attachments in VSS once they have been uploaded. A Munis user from your organization must access the vendor record in the Vendors program and use the buttons on the Vendor Attachments screen to add, update, or delete the vendor's attached files.

## **CERTIFICATE OF INSURANCE REQUIREMENT**

Before any work can commence with the City of Wilmington, a current Certificate of Insurance must be on file. A sample copy of the certificate is located under the Resources icon  the upper right side of the home page.

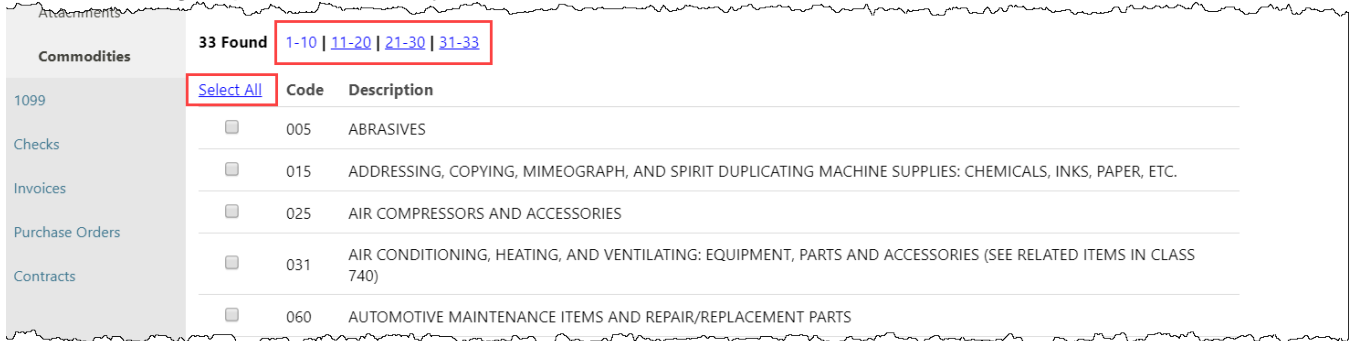
# Commodities

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



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 Munis 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.



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

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 image shows two screenshots from the Tyler Vendor Self Service application. The top screenshot is the 'Vendor 1099 Information' page. It features a sidebar with navigation options: Home, Vendor Self Service, Vendor Information, 1099, Checks, Invoices, Purchase Orders, and Contracts. The main content area shows a 'Year' dropdown set to 2020 and a table titled 'Selected 1099 Data'. The table has columns for Code, Description, and Amount. A red box highlights the 'N' code in the first row, with a red arrow pointing to the 'Vendor 1099 Invoice Detail' page below.

**Vendor 1099 Information**

Year: 2020

**Selected 1099 Data**

Code	Description	Amount
N	NONEMPLOYE	\$1.00

The bottom screenshot is the 'Vendor 1099 Invoice Detail' page. It has a similar sidebar. The main content area shows a 'Return to 1099' link in the top right. Below it, a summary table displays the following information:

<b>Box</b>	N
<b>Year</b>	2020
<b>Amount</b>	\$1.00
<b>Description</b>	NONEMPLOYE

Below this is a table titled '1099 Invoice Detail' with columns for AP Invoice, AP Check#, AP Check Date, and AP Amount.

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

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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.

**Note:** The Bids page may be named differently depending on your organization's VSS configuration. Your MSS Administrator can use the Vendor Administration settings in MSS to customize the name of the Bids page and the various Bid fields displayed in VSS.

The screenshot shows the 'Bids Search' page. On the left is a navigation menu with items: Vendor Self Service, Vendor Information, 1099, Bids, Checks, Invoices, Purchase Orders, Contracts, and Work Orders. The main content area has a header 'Bids Search' with links for 'Vendor Self Service' and 'Return to My Bids'. Below this are search filters: 'Type' (dropdown menu set to 'Any Type'), 'Number' (text input field with a note '(other search criteria will be ignored)'), 'Description' (text input field), and 'Status' (checkbox for 'Open Bids only'). At the bottom are 'Search' and 'Clear' buttons.

Search results include all bids that match the entered criteria.

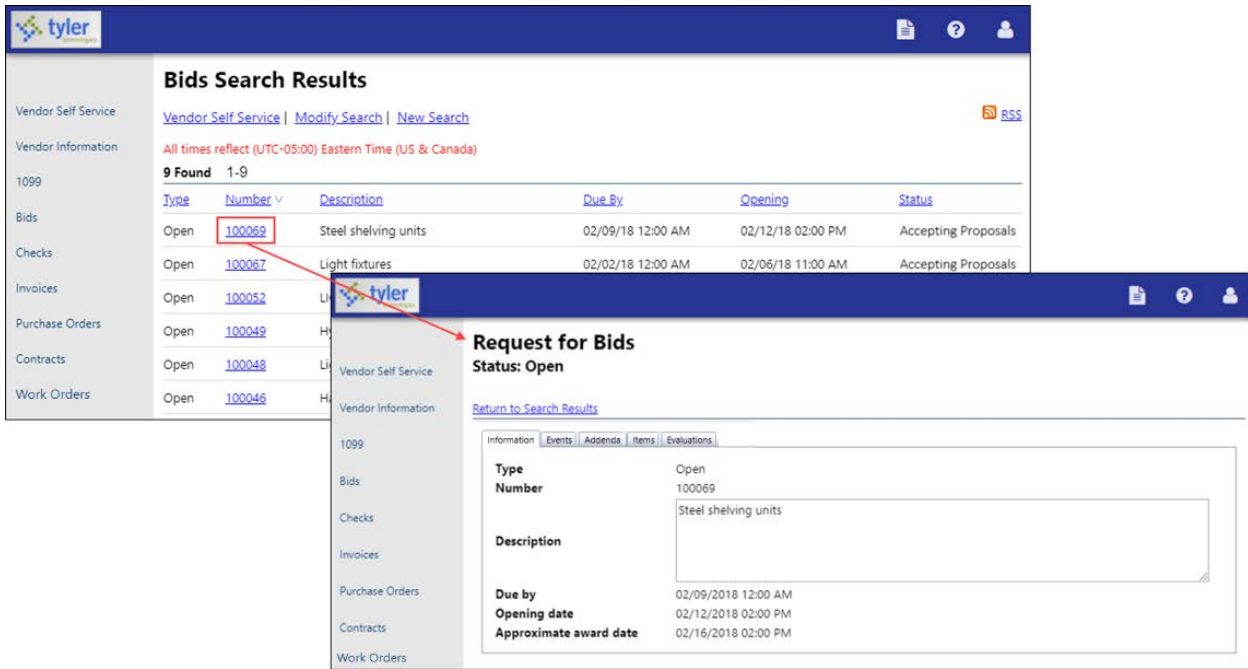
The screenshot shows the 'Bids Search Results' page. It includes the same navigation menu as the search page. The main content area has a header 'Bids Search Results' with links for 'Vendor Self Service', 'Modify Search', and 'New Search', and an RSS icon. A note states 'All times reflect (UTC-05:00) Eastern Time (US & Canada)'. Below this, it says '9 Found 1-9'. A table displays the search results with columns: Type, Number, Description, Due By, Opening, and Status.

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

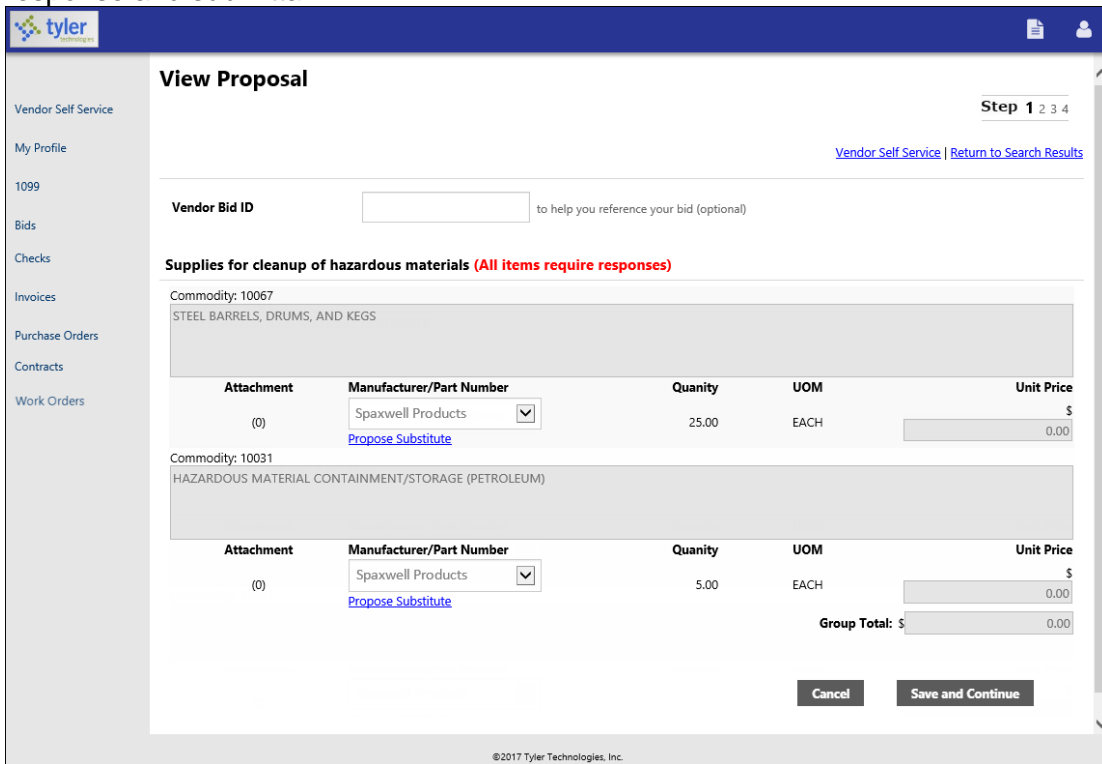
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The RSS link allows vendors to subscribe to an RSS feed that is updated when your organization enters or updates bid records.

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.



For open bids, the Create Proposal option allows the vendor to submit a proposal for the selected bid request. The Create Proposal procedure is a four-step process that guides the vendor through bid response and submittal.



Items listed on a bid display the manufacturer and/or part number if the bid invitation created in Munis Bid Central is configured to include this information.

If your organization uses bid bond validation through a third-party bond validation system, the vendor must provide a bond tracking number.

Vendor Self Service

Vendor Information

Bids

Checks

Invoices

Contracts

### Bond Validation

**Step** 1 2 3

[Vendor Self Service](#) | [Return to Search Results](#)

Bond Percent: 5.00% ( \$605.85 )

Tracking Number

Supply at later time

If your organization uses the Allow Substitute option in Munis Bid Central, the vendor can propose a substitute item and enter a note justifying the proposed substitute item.

Attachment	Manufacturer/Part Number	Quantity	UOM	Unit Price
(0)	<div style="border: 1px solid gray; padding: 2px;"> <span style="font-size: small;">Spaxwell Products</span> </div> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 2px;">Propose Substitute</div>	5.00	EACH	\$ 0.00
Group Total: \$				0.00

**Select primary bid and/or propose multiple(s)**  
Propose additional items for consideration. Designate the 'primary' response which will be used when calculating total bid proposal amount.

Primary	Manufacturer	Part Number	Acceptable	Unit Price
<b>Propose substitute</b> <small>If unable to propose pricing for above specifications, propose a substitute manufacturer and part number to be considered for awarding.</small>				
<input type="checkbox"/>	Enter manufacturer	Enter part number		\$ 0.00
Reason for substitute				
<input type="button" value="Close"/>				

The Save and Continue option saves the information entered and moves the vendor through the steps required to complete the proposal.

The information making up the proposal is organized onto tabs:

- Information—Displays general information about the requestor call for bids.
- Items—Displays the items listed in the request for bids.
- Evaluations—Provides questions to which your organization requires answers.
- Attachments—Stores documents the vendor has attached to their proposal.

**Note:** The Attachments tab displays only when an attachment has been added to the proposal.

### Request for Bids

Status: Open

[Return to Search Results](#)

Information | Items | Evaluations

#### Fluorescent lighting fixtures and tubes (All items require responses)

Description	Quantity	UOM	Attachment
Commodity: 28554 LIGHTING FIXTURES, INDOOR: ALL KINDS AND PARTS (INCLUDING LAMP HOLDERS AND RECYCLED TYPES)	10.00	EACH	(0)
Commodity: 28550 LAMPS: FLUORESCENT, INCANDESCENT, MERCURY VAPOR, QUARTZ, AND SODIUM VAPOR	10.00	EACH	(0)



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

The image displays two screenshots from the Tyler Management System interface. The top screenshot shows the 'Bid Attachments' screen, which includes a table with the following data:

Attachment Type	Description	Required	Attachments
PDF	Certifications	✓	(0)

An 'Attach' button is located to the right of the 'Attachments' column. A modal window is open over this button, showing a 'Browse...' button and a 'Type: PDF' dropdown menu. The bottom screenshot shows the 'Bid Verification' screen, which displays the same table as above, but with the 'Attachments' column showing '(1)'. A red box highlights the '(1)' in the 'Attachments' column. A 'Modify' link is visible above the table. Both screens have a sidebar with navigation options like 'Vendor Self Service', 'My Profile', '1099', 'Bids', 'Checks', 'Invoices', 'Purchase Orders', and 'Contracts'.

Acceptable attachment types are defined in the Munis 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	<a href="#">details</a>
11/19/2015	#2139	\$17,298.00	<a href="#">details</a>
10/31/2015	#2125	\$17,298.00	<a href="#">details</a>
10/13/2015	#2095	\$34,596.00	<a href="#">details</a>
9/15/2015	#2111	\$17,298.00	<a href="#">details</a>

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

1099HomeVendor Self ServiceVendor Information1099ChecksInvoicesPurchase OrdersContracts

## 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**

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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.

The screenshot displays the Tyler Technologies Vendor Self Service interface. The top navigation bar includes the Tyler logo and user profile icons. A left sidebar lists navigation options: Home, Vendor Self Service, Vendor Information, 1099, Checks, Invoices, Purchase Orders, and Contracts. The main content area is titled "Vendor Check Information" and shows search results for 166 checks. A table lists check details with columns for Check Date, Amount, CheckNumber, and Status. A red box highlights the check number "6" in the first row, with a red arrow pointing to the "Vendor Check Invoice Detail" screen below. This detail screen shows the check information and an associated invoice.

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

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

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](#)

Recent invoices				Submitted invoices		
Date	Amount	Status		Date	Amount	Status
<b>\$1.00</b> Last invoice: 3/19/2020				3/19/2020	\$1.00	T <a href="#">details</a>
<b>\$4,565.60</b> Year to date				3/19/2020	\$0.80	T <a href="#">details</a>
				3/19/2020	\$1.00	T <a href="#">details</a>
				3/19/2020	\$1.00	T <a href="#">details</a>
				3/19/2020	\$1.00	T <a href="#">details</a>
				3/19/2020	\$1.00	T <a href="#">details</a>
				<a href="#">More...</a>		

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

 [Submit invoices](#)

## Vendor AP Invoice Search

**Invoice number**  (other search criteria will be ignored)

**Date**

Invoice date

or

Invoice date(s) from  to

**Amount**

Invoice Amount

or

Amount(s) more than  but less than

**Status**

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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 two overlapping screenshots of the Tyler Technologies Vendor Self Service (VSS) interface. The top screenshot shows the 'Invoices' search results page, and the bottom screenshot shows the 'Invoice Detail' page for invoice 4485.

**Invoices Search Results**

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

307 Found

<a href="#">Invoice Date</a>	<a href="#">Amount</a>	<a href="#">Invoice Number</a>	<a href="#">Status</a>
3/19/2020	\$1.00	<a href="#">4485</a>	T
3/19/2020	\$0.80	<a href="#">4486</a>	T
3/19/2020	\$1.00	<a href="#">4488</a>	T

A red arrow points from the '4485' invoice number in the search results to the 'Invoice Detail' page below.

**Invoice Detail**

[Return to previous view](#)

Invoice Detail for Invoice: 4485

**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	

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

**Invoices**

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

---

\$1.00

Last invoice: 3/19/2020

\$4,565.60

Year to date

Recent invoices				Submitted invoices		
Date	Amount	Status		Date	Amount	Status
3/19/2020	\$1.00	T	<a href="#">details</a>			
3/19/2020	\$0.80	T	<a href="#">details</a>			
3/19/2020	\$1.00	T	<a href="#">details</a>			
3/19/2020	\$1.00	T	<a href="#">details</a>			
3/19/2020	\$1.00	T	<a href="#">details</a>			
<a href="#">More...</a>						

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	<a href="#">details</a>
3/19/2020	#20200005	\$19.60	<a href="#">details</a>
3/19/2020	#20200006	\$35.00	<a href="#">details</a>
2/25/2020	#20200002	\$833.00	<a href="#">details</a>
12/12/2018	#20190031	\$980.00	<a href="#">details</a>

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

## Vendor Purchase Order Search

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

**PO number**  (other search criteria will be ignored)

**Contract number**

**Status**

**Date**

Date ordered

or

PO(s) ordered from  to

**PO total**  \$

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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	<a href="#">details</a>

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

 [Home](#) [Vendor Self Service](#) [Vendor Information](#) [1099](#) [Checks](#) [Invoices](#) [Purchase Orders](#) [Contracts](#)

## Contracts Search

**Contracts Search**

Contract Number

Contract Year

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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 image shows two overlapping screenshots of the Tyler Technologies Vendor Self Service interface. The top screenshot displays the 'Contract Search Results' page, and the bottom screenshot displays the 'Contract Details' page for a specific contract.

**Contract Search Results**

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

<a href="#">Start Date</a>	<a href="#">Contract Number</a>	<a href="#">Description</a>	<a href="#">Revised Amount</a>
	20190001		\$600.00

**Contract Details**

Contract Detail [Return to previous view](#) Attachments: (0)

<b>Contract number</b>	20190001
<b>Description</b>	
<b>Year</b>	2020
<b>Estimated start date</b>	
<b>Original amount</b>	\$500.00
<b>Revised amount</b>	\$600.00
<b>Paid amount</b>	\$200.00
<b>Available amount</b>	\$400.00
<b>Retained to date</b>	\$0.00
<b>Liquidated damages</b>	\$0.00
<b>Released retainage</b>	\$0.00

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# Work Orders

If your organization uses Enterprise Asset Maintenance (EAM) and has the optional Asset Performance features enabled, you can assign work orders to vendors.

Special configuration changes are required to make the VSS–Vendor Self Service Work Orders page available to a vendor:

- After Asset Performance is enabled, an administrator must grant the vendor access to the VSS Work Orders page using MSS–User Administration. See the MSS Vendor Self Service Administration guide for more information.
- In the Munis Vendors program, the Miscellaneous tab of a vendor record includes two settings that control whether work orders can be assigned to the vendor:
  - Can Be Assigned Work Orders—When selected, establishes the vendor as a vendor who can be assigned to work orders.
  - Can Provide Work Order Supplies—When selected, establishes the vendor as a vendor who can supply items for work order activities.

When all of the necessary settings are enabled, the vendor can view their work orders on the VSS Work Orders page.

The initial Work Orders Search page allows the vendor to search by work order number, activity, description, or a range of creation dates.

Search results include the work order number, activity, description, department, status, priority, address, emergency, and created date. The Details option displays the Work Order Detail page for the selected work order.

# 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 image displays two screenshots of the Tyler Technologies Vendor Self Service interface. The top screenshot shows the 'Vendor Information' page. The left sidebar contains navigation options: Home, Vendor Self Service, Vendor Information, Attachments, Commodities, 1099, Checks, Invoices, Purchase Orders, and Contracts. The main content area is titled 'Vendor Information' and includes a 'General Information' section with a 'change' button highlighted in a red box. A red arrow points from this button to the 'General Information' section below. 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: Make Changes' page. The left sidebar is identical to the top screenshot. The main content area is titled 'Vendor Information - General Information and Terms: Make Changes' and includes the following sections:  
**Company Information**  
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 available classifications are defined by your organization using the Accounts Payable Miscellaneous Codes program in Munis.

The screenshot displays the Tyler Technologies Vendor Self Service interface. The top header features the Tyler Technologies logo on the left and document and user icons on the right. A left-hand navigation menu includes links for Home, Vendor Self Service, Vendor Information, Attachments, Commodities, 1099, Checks, Invoices, Purchase Orders, and Contracts. The main content area shows a dropdown menu set to "EAST - EAST COAST VENDOR" and a "Fax Number" input field. Below this is the "Minority Business Enterprise" section, which is checked and includes a list of classification options: AFRICAN-AMERICAN OWNED, ASIAN-AMERICAN OWNED, DISADVANTAGED BUSINESS, General (checked), NATIVE AMERICAN OWNED, VETERAN OWNED, and WOMAN OWNED. The "General" option is accompanied by "0 certifications" and a "manage" link. At the bottom of the form is the "Federal Tax ID Number or Social Security Number" section, with a radio button selection for "FID" (selected) or "SSN". The footer contains the copyright notice "©2020 Tyler Technologies, Inc. Help/Feedback".

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' page with the 'Manage MBE Classification Certificates' section. The left sidebar contains navigation options: 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'. There is a link to 'Return to General Profile' and an 'Add new certificate' link. Below this is a table of 'Existing Certificates' with columns for Agency, Issue Date, Expire Date, and Status. One certificate is listed for Agency 001, issued on 5/6/2014, and expiring on 12/31/2018, with a status of 'New'. There are 'edit' and 'remove' links for this certificate. At the bottom right, there are 'Changes Complete' and 'Cancel All' buttons.

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.

The screenshot shows the 'My Profile' page with the 'General Information and Terms: Make Changes' section. The left sidebar is the same as in the previous screenshot. The main content area displays the 'Selected MBE Classification' with a Serial ID of 0 and a Description of 'General'. There is a link to 'Add new certificate' and an 'Add new certificate' link. Below this is a table of 'Existing Certificates' with columns for Agency, Issue Date, Expire Date, and Status. One certificate is listed for Agency 001, issued on 5/6/2014, and expiring on 12/31/2018, with a status of 'New'. There are 'edit' and 'remove' links for this certificate. A red box highlights the 'Certificate Details' form, which includes fields for 'Agency \*' (300 character limit), 'Issue Date \*', 'Expiration Date \*', and 'Notes' (300 character limit). There are 'Done' and 'Cancel' buttons at the bottom of the form. A red arrow points from the 'Add new certificate' link to the 'Certificate Details' form.

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

The screenshot shows the 'My Profile' page in the Tyler Technologies Vendor Self Service system. The page title is 'My Profile' and the sub-section is 'General Information and Terms: Make Changes'. A yellow warning icon is present, indicating that the new certificate is not yet saved. The page includes a sidebar with navigation options: Vendor Self Service, My Profile, Attachments, and Commodities. 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. Two certificates are listed: Agency 001 (Issue Date: 5/6/2014, Expire Date: 12/31/2018, Status: New) and Agency 002 (Issue Date: 10/26/2016, Expire Date: 12/31/2017, Status: New). Each certificate has 'edit' and 'remove' links. At the bottom of the page, there are two buttons: 'Changes Complete' and 'Cancel All'.

**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 <a href="#">edit</a>   <a href="#">remove</a>
Agency 002	10/26/2016	12/31/2017	New <a href="#">edit</a>   <a href="#">remove</a>

**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.

The screenshot displays the 'My Profile' page in the Tyler Technologies Vendor Self Service system. The page title is 'My Profile' and the sub-section is 'General Information and Terms: Make Changes'. The left sidebar lists navigation options: Vendor Self Service, My Profile, Attachments, Commodities, 1099, Bids, Checks, Invoices, Purchase Orders, and Contracts. The main content area contains the following form fields:

- \*Company Name:** SMITH ELECTRIC
- (line 2):** [Empty text field]
- (line 3):** [Empty text field]
- (line 4):** [Empty text field]
- Doing business as (if different from above):** [Empty text field]
- Foreign Entity:**
- \*Address:** 44 FOURTH STREET
- Bank Account Number:** [Empty text field]
- Bank Account Type:** Checking (selected from a dropdown menu)

At the bottom of the form, there are two buttons: 'Update' (highlighted with a red box) and 'Cancel'. The footer of the page reads '©2017 Tyler Technologies, Inc.'.