

# **Vendor Self-Service Registration User Guide**

**October 2020**

# Vendor Self Service Overview

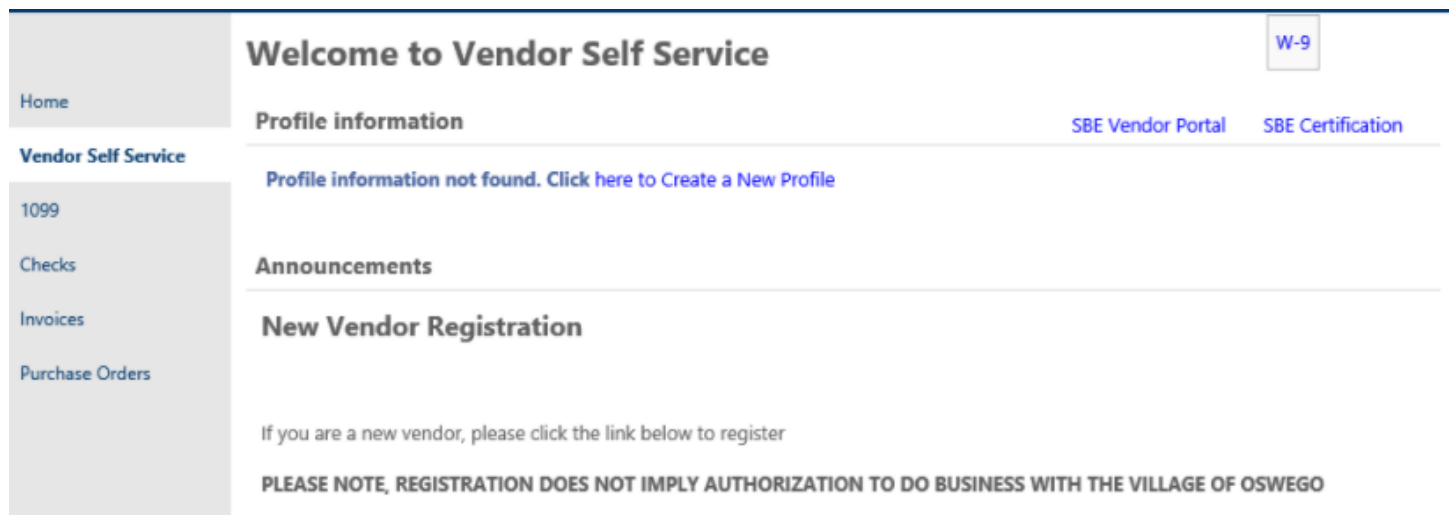
Vendor Self Service (VSS) provides vendors with web-based access to information stored in the City of Rockford's database. The information is drawn from multiple modules, including Accounts Payable, Purchasing, and Bid Management.

Using VSS, vendors can enter and maintain their contact and remittance information, discount and payment terms, and designated contact people.

A listing of the vendor's current and prior 1099 data, purchase orders, invoices, contracts, and checks will also be available in VSS at a later date. If applicable, bid information may also be available.

## Vendor Self Service Home Page

The Vendor Self Service home page contains a banner, navigation menu, and a series of summary information groups.



The screenshot displays the Vendor Self Service home page. On the left is a vertical navigation menu with links: Home, Vendor Self Service (highlighted), 1099, Checks, Invoices, and Purchase Orders. The main content area features a 'Welcome to Vendor Self Service' banner with a 'W-9' button. Below the banner is a 'Profile information' section with links to 'SBE Vendor Portal' and 'SBE Certification'. A message states 'Profile information not found. Click here to Create a New Profile'. The 'Announcements' section includes a 'New Vendor Registration' heading and a link to register for new vendors. A disclaimer at the bottom reads: 'PLEASE NOTE, REGISTRATION DOES NOT IMPLY AUTHORIZATION TO DO BUSINESS WITH THE VILLAGE OF OSWEGO'.

## New Vendor Registration

Vendors that have previously done business with the City will be mailed a letter that includes the Vendor EIN or FID number and vendor number in Munis. This information will be used to login as an existing vendor with the City.

### EXISTING VENDORS ONLY

You must complete the following for initial registration.

Vendor ID

FID/SSN (Enter without dashes)

Continue

**PLEASE NOTE, IF YOU DID NOT RECEIVE A LETTER FROM THE CITY, IT IS LIKELY THAT YOU HAVE NOT DONE BUSINESS WITH ROCKFORD FOR OVER THREE YEARS. IF THIS IS THE CASE, YOU WILL BE REQUIRED TO REGISTER AS A NEW VENDOR WITH THE CITY.**

**NOTE:** To register as a new vendor, click on the Registration link on the home page and create a User ID and Password.

Enter in the validation numbers as they appear in the box to confirm you are not a robot. Skip over the Existing Vendor Information and click continue.

[Home](#)  
[Vendor Self Service](#)  
[Registration](#)

## New Vendor Registration

### Create user ID and password

[Help](#)

User ID (between 1 and 100 characters) \*


Re-type user ID \*

Password (between 8 and 15 characters) \*

Re-type password \*

Password hint \*

Enter these validation numbers into the box below them



### EXISTING VENDORS ONLY

You must complete the following for initial registration.



Vendor ID

FID/SSN (Enter without dashes)

Continue

The **SECOND STEP** is to register your vendor address, geographic, and minority business enterprise (MBE) information if applicable.

## New Vendor Registration

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

### General information

Step 2

[Help](#)

\*Company Name

TYLER TECHNOLOGIES

(line 2)

(line 3)

(line 4)

Doing business as  
(if different from above)

☐ Foreign Entity

\*Address

1 TYLER WAY

(line 2)

(line 3)

\*City

YARMOUTH

\*State (abbreviation)

ME

\*Zip

04096

County



Country

Fax Number

Geographic

Select Type...

☒ Send remittances to the above name and address

\*E-Mail

info@tylertech.com

Web site

www.tylertech.com

\*Vendor Type

Supplies

### Minority Business Entity (MBE)

☐ Is Minority Business Enterprise

MBE Classifications  
(select all that apply)

☒ General

0 certifications

[manage](#)

Gender

Select Type... ▼

Ethnicity

Select Type... ▼

### Enter a Federal Tax ID Number or Social Security Number

\*  ▼

\*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

[Continue](#)

The **NEXT STEP** will be to review the address information provided during initial registration steps. Should you desire to update this information, click the blue change link on the right hand side of the address. If you choose to add additional addresses (i.e. Payable, Purchasing etc.) click add in the upper left hand corner. When adding an address you will be prompted to select a payables and purchasing delivery method. Once you have added all the desired addresses for your business, you may click continue.

## New Vendor Registration

### Address information

Step 3

[Help](#)

#### Addresses

[add](#)

Name/DBA	Address	Is Default	
TYLER TECHNOLOGIES	1 TYLER WAY YARMOUTH ME 04096 Fax #:	N	<a href="#">change</a>

[Continue](#)

**STEP 4** allows you to specify contact people and information specific to your business. To add a new contact, click on the New Contact button. You can select the type of contact (i.e. Accounts Payable, Purchasing, General, Sales or Maintenance). If desired, business contacts can opt in to receive text alerts from the City. Once the contact information is complete click Save.

## New Vendor Registration

### General Vendor Contacts

#### Contact Person

\*Contact Type

ACCOUNTS PAYABLE - Accounts Payable Contacts

\*Name

JILL SMITH

Description

AP Clerk

\*Phone

(217)800-6517

Text

☐ Opt In

Fax

E-Mail

[Save](#)

[Cancel](#)

You will be brought back to the main contact screen. Once you have added all necessary contacts for your business click Continue.

New Vendor Registration

Address information

Step 3

[Help](#)

Addresses

add

Name/DBA	Address	Is Default	
TYLER TECHNOLOGIES	1 TYLER WAY YARMOUTH ME 04096 Fax #:	N	<a href="#">change</a>

Continue

Step 5 requires vendors to register for commodities.

Select Commodities

Select Commodities

Step 5

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

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

Search

[List all commodities/services](#)

0 Found

1-0

There are no Commodities Available for Display.

Currently Added

There are no commodities to display for this vendor.

Continue

Cancel

The **FINAL STEP** requires that you review all registration information for accuracy. If changes need to be made, click on the blue change link next to the information header.

## New Vendor Registration

### Review

Step 7

[Help](#)

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

#### General Information [change](#)

Name/DBA	TYLER TECHNOLOGIES
Entity	
Address	1 TYLER WAY YARMOUTH, ME 04096
Fax Number	
SSN	999-99-9999
Geographic	
E-Mail	info@tylertech.com
Web Site	www.tylertech.com
Vendor Type	SUPP Supplies
Gender	
Ethnicity	

#### Accounts Contacts

[change](#)

Type	Name	Description	Email	Phone	Text	Fax
------	------	-------------	-------	-------	------	-----

#### Commodities

[change](#)

#### Attachments

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	<a href="#">Attach</a>
W-9 ATTACHMENT	W-9 ATTACHMENT	✓	(0)	<a href="#">Attach</a>

**!** Contracts with the Village of Oswego include the following general terms and conditions. Other terms and conditions may apply based on contract type.

1. The laws of the State of Illinois shall apply to this Contract.
2. Vendor shall comply with all Federal, State, and Village laws and ordinances applicable to this Contract, including but not limited to: the State Prevailing Wage Act and the Preference to Veterans Act. The provisions of the Village Municipal Code 1-19, 2009, as amended, are incorporated by reference as if set forth in full herein.

☐ I have read and accept the terms & conditions.

**NOTE:** A W-9 Attachment is required to complete registration as a vendor. Click Attach, upload document then Continue to upload your entity's proper forms.

Type: W-9 ATTACHMENT

Once this is completed, review the abbreviated City Terms and Conditions, then acknowledge that the terms and conditions are accepted.


Accounts Contacts  
[change](#)

Type	Name	Description	Email	Phone	Text	Fax

Commodities  
[change](#)

Attachments

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	<input type="button" value="Attach"/>
W-9 ATTACHMENT	W-9 ATTACHMENT	✓	(0)	<input type="button" value="Attach"/>

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☐ I have read and accept the terms & conditions.

Once all information is verified, scroll to the bottom of the page and click Register. Please only click register once and refrain from using your browser's Back or Refresh button.

The information will take a minute to save. Once the information has been properly stored you will receive the following prompt:

## New Vendor Registration

### Registration Confirmation



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

#### You can now:

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

If an email address was provided, you will also see an email registration notification.

# Attachments

A vendor adds attachments to their profile by clicking **Attachments** on the navigation menu. The Attachments option is only available when the vendor is viewing their My Profile page.

Attachments are added by clicking the **Attach** and then **Browse** button(s) on the Attachments page, selecting the file to attach, and then clicking the **Upload** button. This causes the page to display a list of files to attach. Vendors can attach an unlimited number of files using this method.

Clicking the **Remove** link next to a file removes it from the attachment list. When the vendor has finished selecting files, they must click **Upload** to upload the files.

**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)	<b>Attach</b>
W-9 ATTACHMENT	W-9 ATTACHMENT	✓	(0)	<b>Attach</b>

The uploaded files are added to the Attachments page.

The uploaded files are also added to the vendor record in the Munis Vendors program and they can be viewed on the Vendor Attachments screen of that program.

The vendor cannot maintain their attachments in VSS once they have been uploaded. Contact the City of Rockford Finance Staff at [APVendor@rockfordil.gov](mailto:APVendor@rockfordil.gov) to add, update, or delete vendor's attached files.

Clicking the vendor name in the banner displays the following menu options:

- Home – Returns the vendor to the Munis Self Service home page.
- My Account – Opens the My Account page containing the vendor's account information.
- Log Out – Logs the vendor out of Munis Self Service.

**Munis Self Service**

Resources ADMINISTRATOR

Welcome to Vendor Self Service

W-9

If the vendor clicks the **Resources** list in the banner, VSS displays a list of resource items. These items are hyperlinks or documents defined and uploaded by your organization's VSS administrator.

