



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

Version 2021

Revision History

Date	Comments
10/13/2023	Updated for View PIN option refinements.
9/15/2023	Updated to include vendor PIN appendix. No significant changes for versions 2021.8–2021.11.
10/13/2022	Updated for version 2021.7.
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Vendor Self Service Overview

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

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

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

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

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

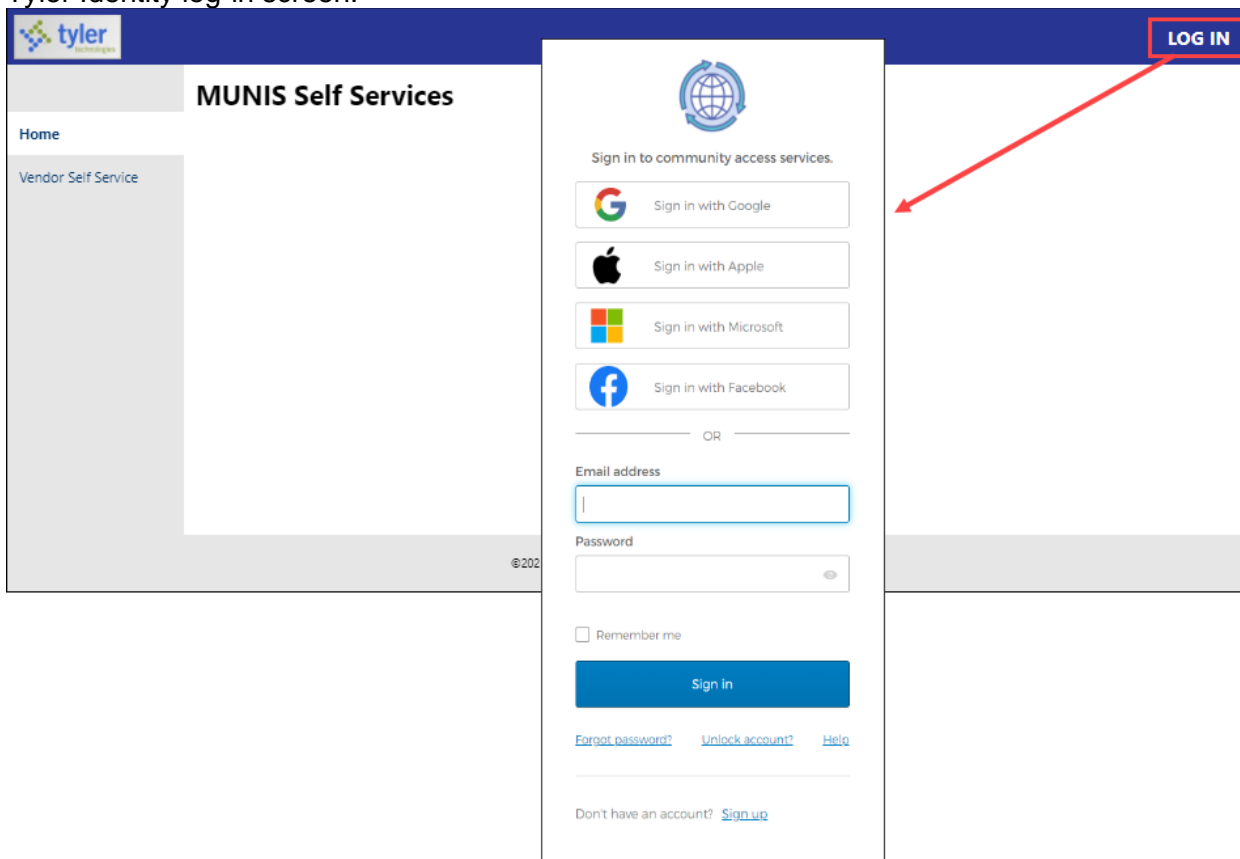
Vendor Self Service and Tyler Identity

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

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

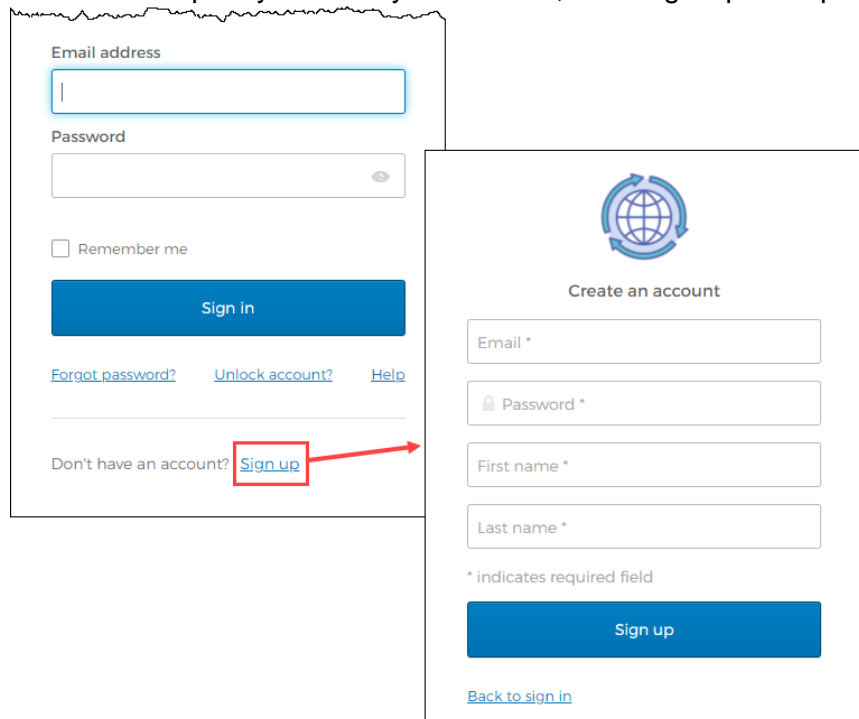
New Users

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

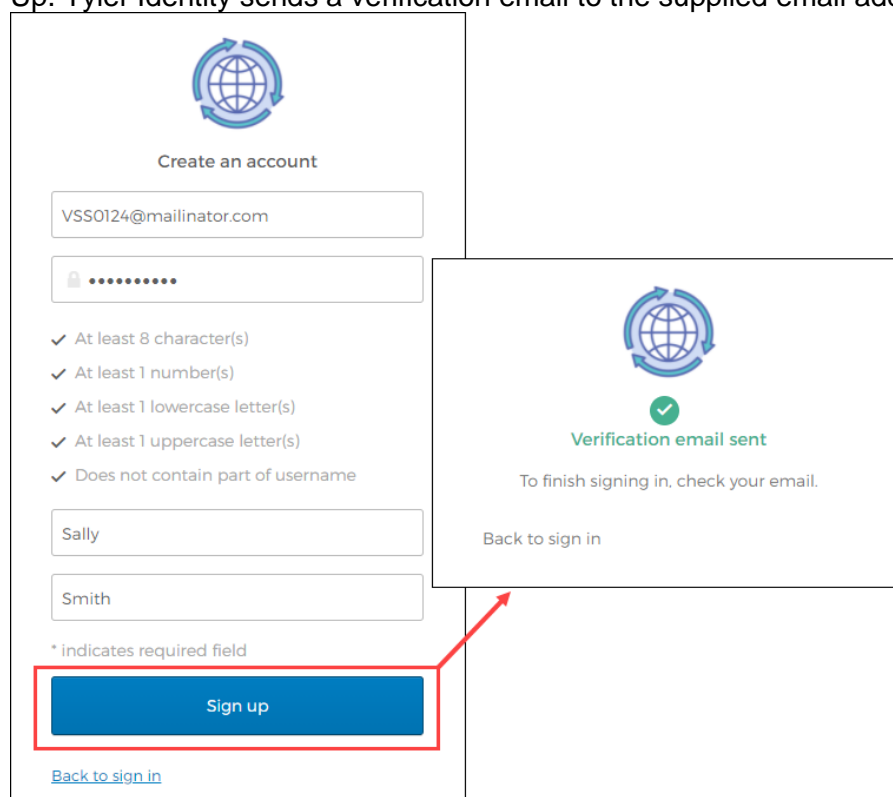
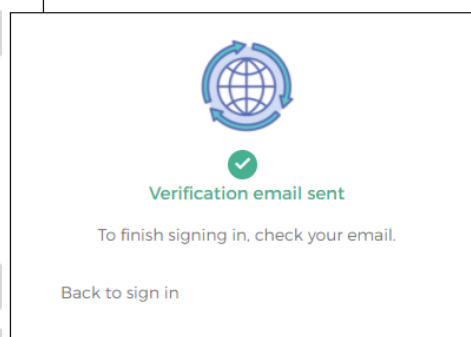


From this screen, vendors may use their established email and password credentials for an existing social account (such as Google®, Apple®, Microsoft®, or Facebook®) to log in, or click the Sign Up option to create unique Tyler Identity credentials.

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



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

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

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

Existing Users

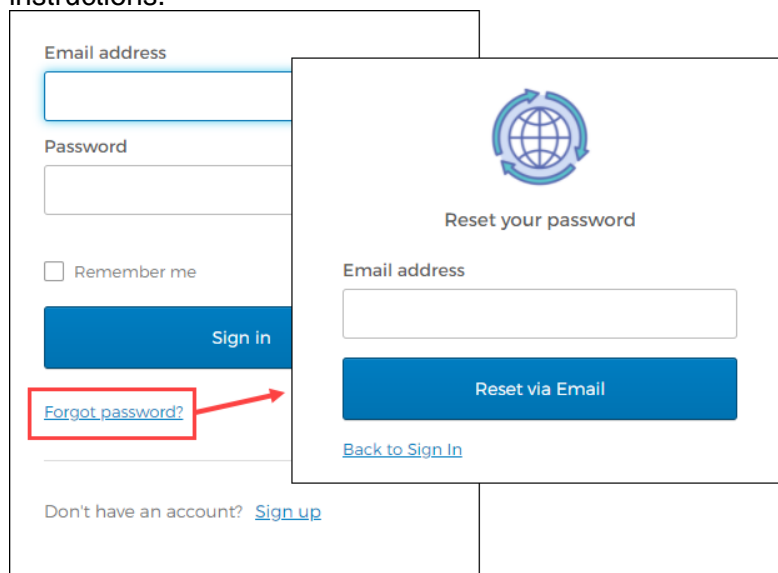
Users who have established a Tyler Identity account can log in using their Tyler Identity email and password credentials. Users who have not transitioned to using Tyler Identity must create a new account.

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

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

Password Resets

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



The image shows a sign-in interface with a modal for password reset. The sign-in form includes fields for 'Email address' and 'Password', a 'Remember me' checkbox, a 'Sign In' button, and a 'Forgot password?' link highlighted with a red box and an arrow. The password reset modal 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. At the bottom of the sign-in form, there is a link for 'Don't have an account? Sign up'.

Locked Accounts

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

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

☐ Remember me

Sign in


[Forgot password?](#)

[Unlock account?](#)

[Help](#)

Don't have an account?

[Sign up](#)



Unlock your account

Email address

Send Email

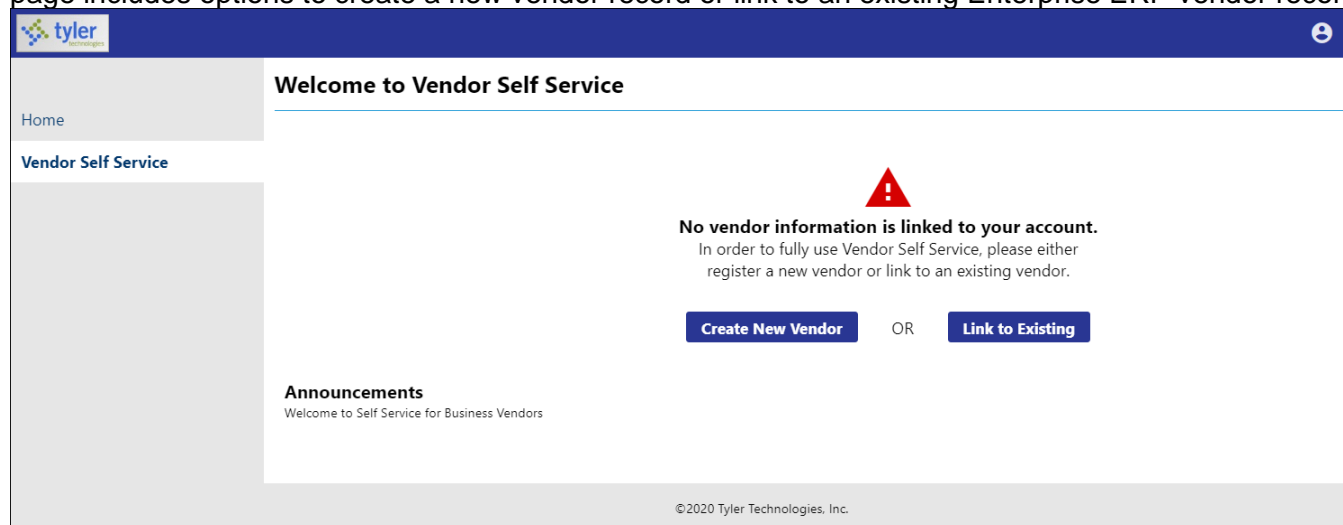
[Back to sign in](#)

Vendor Registration

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

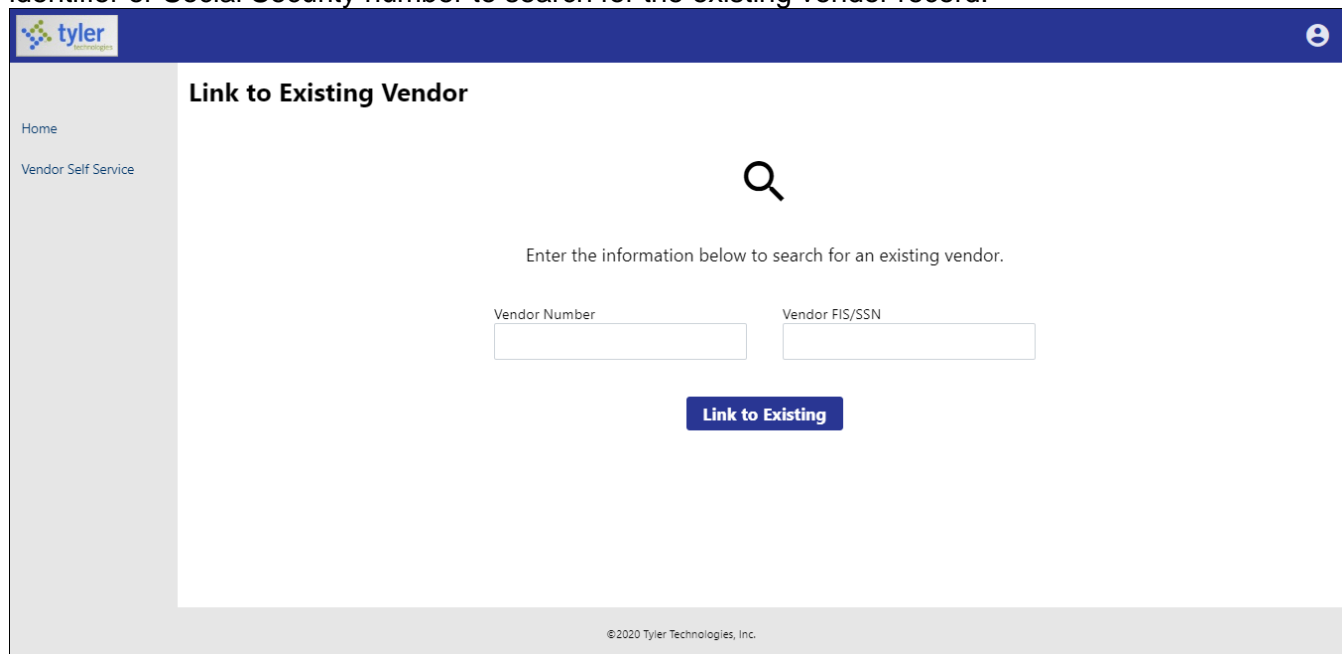
Potential vendors who do not exist in your organization's Enterprise ERP database can complete the registration process, but they are granted limited access to VSS. When completed by a potential vendor, the registration process creates a new record in the Vendors program in Enterprise ERP. A user from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

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



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 the 'Link to Existing Vendor' screen. 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'. In the center is a magnifying glass icon. Below the icon is the text 'Enter the information below to search for an existing vendor.' There are two input fields: 'Vendor Number' and 'Vendor FIS/SSN'. Below these fields is a blue button labeled 'Link to Existing'. At the bottom of the page is a 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 your organization, which is the vendor number in the Enterprise ERP Vendors program. The value entered in the Vendor FIS/SSN box must match the value from the Enterprise ERP vendor record exactly.

Creating a New Vendor Record

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

New Vendor Registration

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

[Home](#)

[Vendor Self Service](#)

Enter Vendor Registration Information

Company Information

Company Name*

 Line 2 (OPTIONAL)

 Line 3 (OPTIONAL)

 Line 4 (OPTIONAL)

 Doing business as if different from above

***Vendor Type**

☒ Foreign Entity
☐ Send Accounts Payable checks to the above address
☐ Send Purchase Orders to the above address
 E-mail *

 Website

 DUNS

 California Permit Number

Federal Tax ID Number or Social Security Number

#FD or SSN
☐ FID ☐ SSN
 #FD/SSN

*Res-type FD/SSN

Bank Information

Bank Routing Number <input type="text"/>	Bank Account Number <input type="text"/>	Bank Account Type Checking ▼
---	---	---------------------------------

Vendor Address

Address *

 Line 2 (OPTIONAL)

 Line 3 (OPTIONAL)

 Line 4 (OPTIONAL)

City * **State *** N/A ▼
Zip Code * **County** _____
Country: _____
Etnicity: Select Type... ▼
Fax Number

Minority Business Enterprise

☐ Minority Business Enterprises
 Minority Business Enterprise Classifications
(select all that apply)

- ☒ 112 MBE CODE
- AFRICAN AMERICAN OWNED
- DISADVANTAGED BUSINESS
- General
- HISPANIC OWNED
- WOMAN OWNED

Seller: Select Type... ▼ **Etnicity:** Select Type... ▼

Payment Terms

Discount Percentage Days to Discount Days to Net

0 % 0 0

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

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

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

☐ Foreign Entity
☐ Send Accounts Payable checks to the above address
☐ Send Purchase Orders to the above address
 E-mail *

 Website

 DUNS

 California Permit Number

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

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

Vendor Address

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

Vendor Address
 Address*

 Line 2 (OPTIONAL)

 Line 3 (OPTIONAL)

 Line 4 (OPTIONAL)

 City*

 State*

 Zip Code*

 County

 Country

 Geographic

 Fax Number

Field	Description
Vendor Address	

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

Minority Business Enterprise

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

Minority Business Enterprise
☐ Minority Business Enterprise
 Minority Business Enterprise Classifications
 (select all that apply)

☐ 123 MBE CODE
☐ AFRICAN AMERICAN OWNED
☐ DISADVANTAGED BUSINESS
☐ General
☐ HISPANIC OWNED
☐ WOMAN OWNED

Gender
 Select Type... ▼

Ethnicity
 Select Type... ▼

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

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

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

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

Federal Tax ID Number or Social Security Number

*FID or SSN
☐ FID ☐ SSN

*FID/SSN *Re-type FID/SSN

Payment Terms

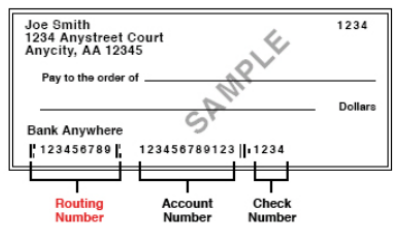
Discount Percentage Days to Discount Days to Net

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

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

Bank Information

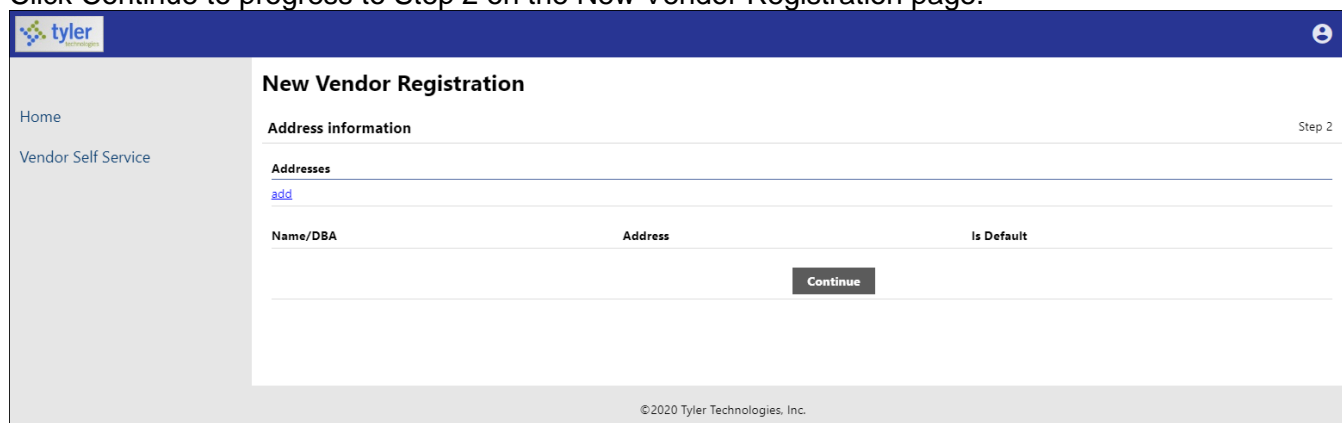
Bank Routing Number Bank Account Number Bank Account Type



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

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



New Vendor Registration

Address information Step 2

Addresses

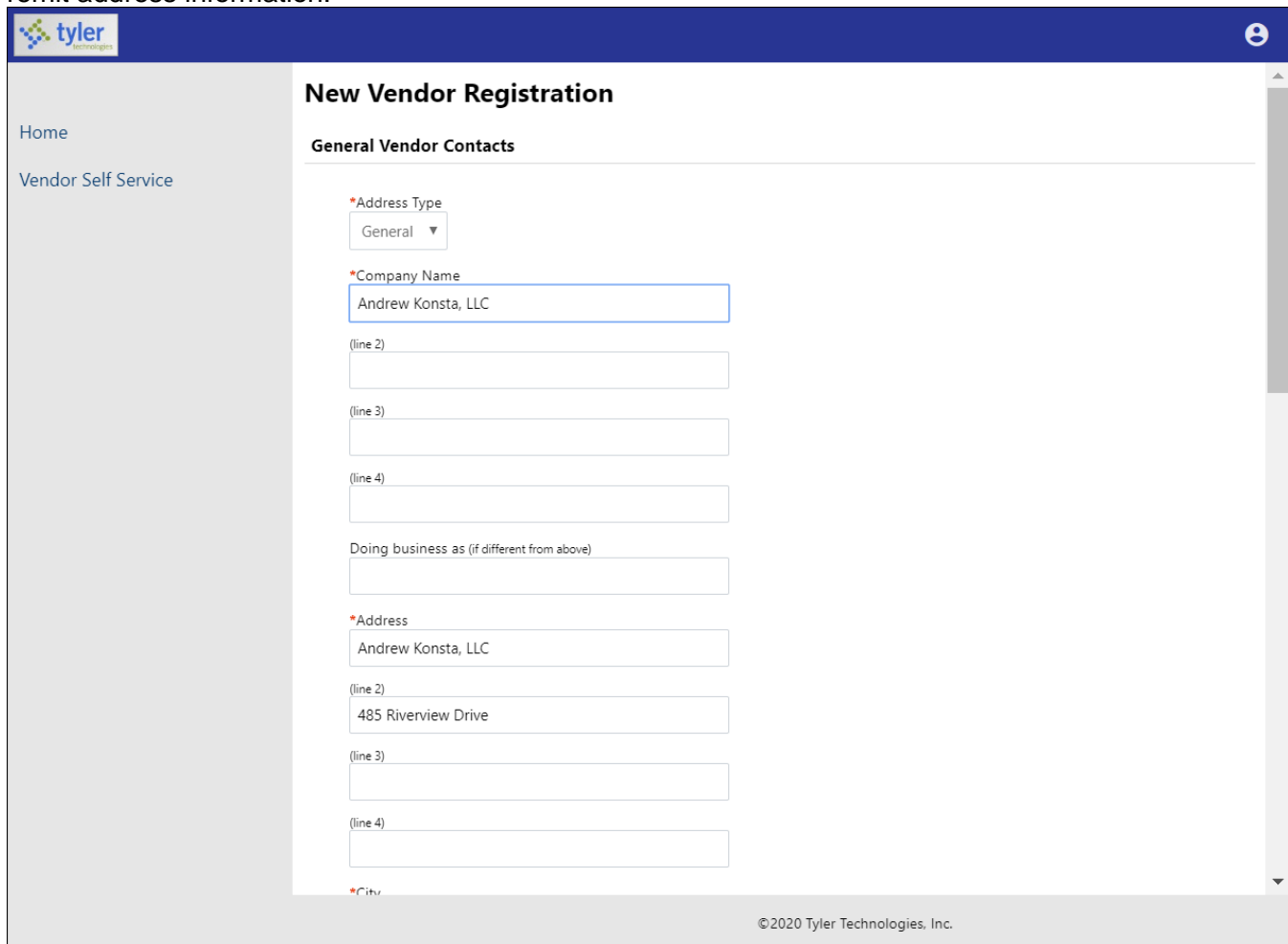
[add](#)

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

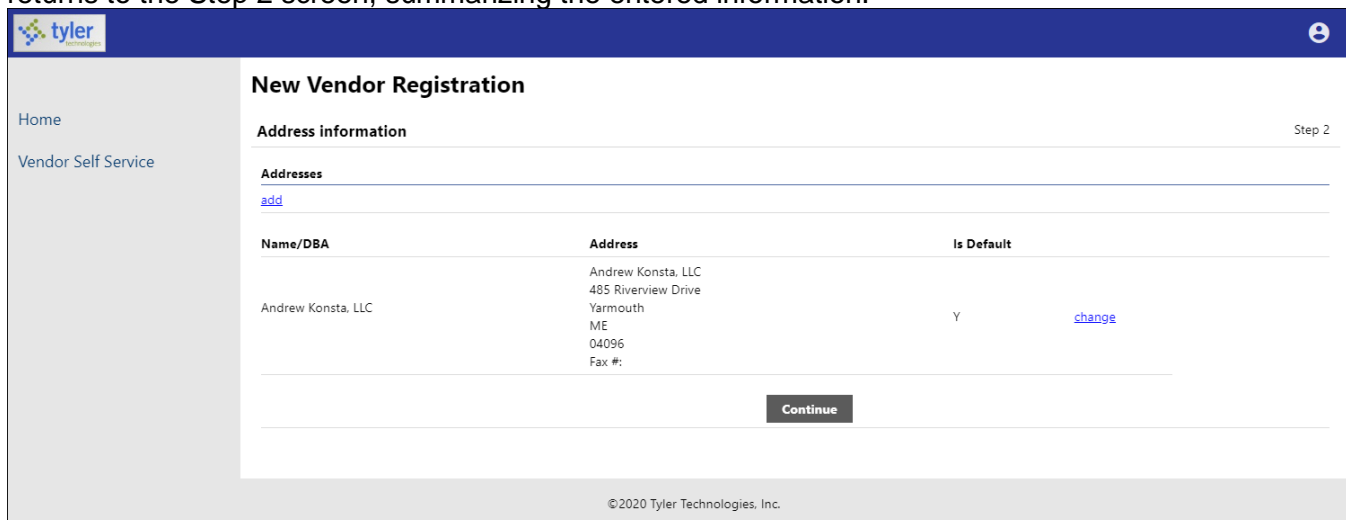
(line 2)
485 Riverview Drive

(line 3)

(line 4)

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



New Vendor Registration

Address information Step 2

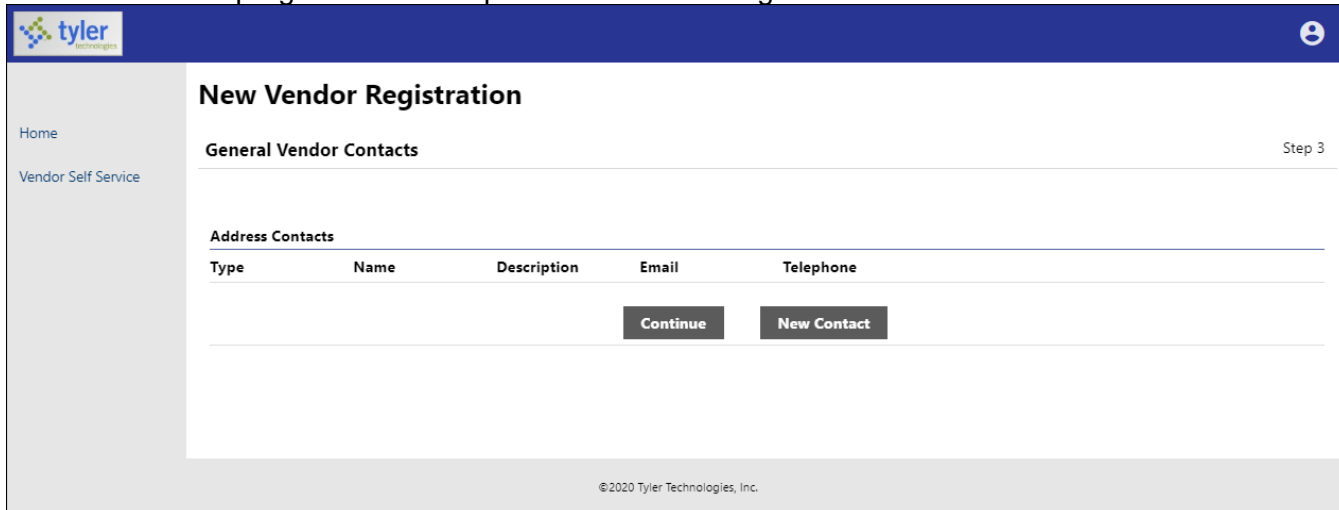
Addresses
[add](#)

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

[Continue](#)

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



New Vendor Registration

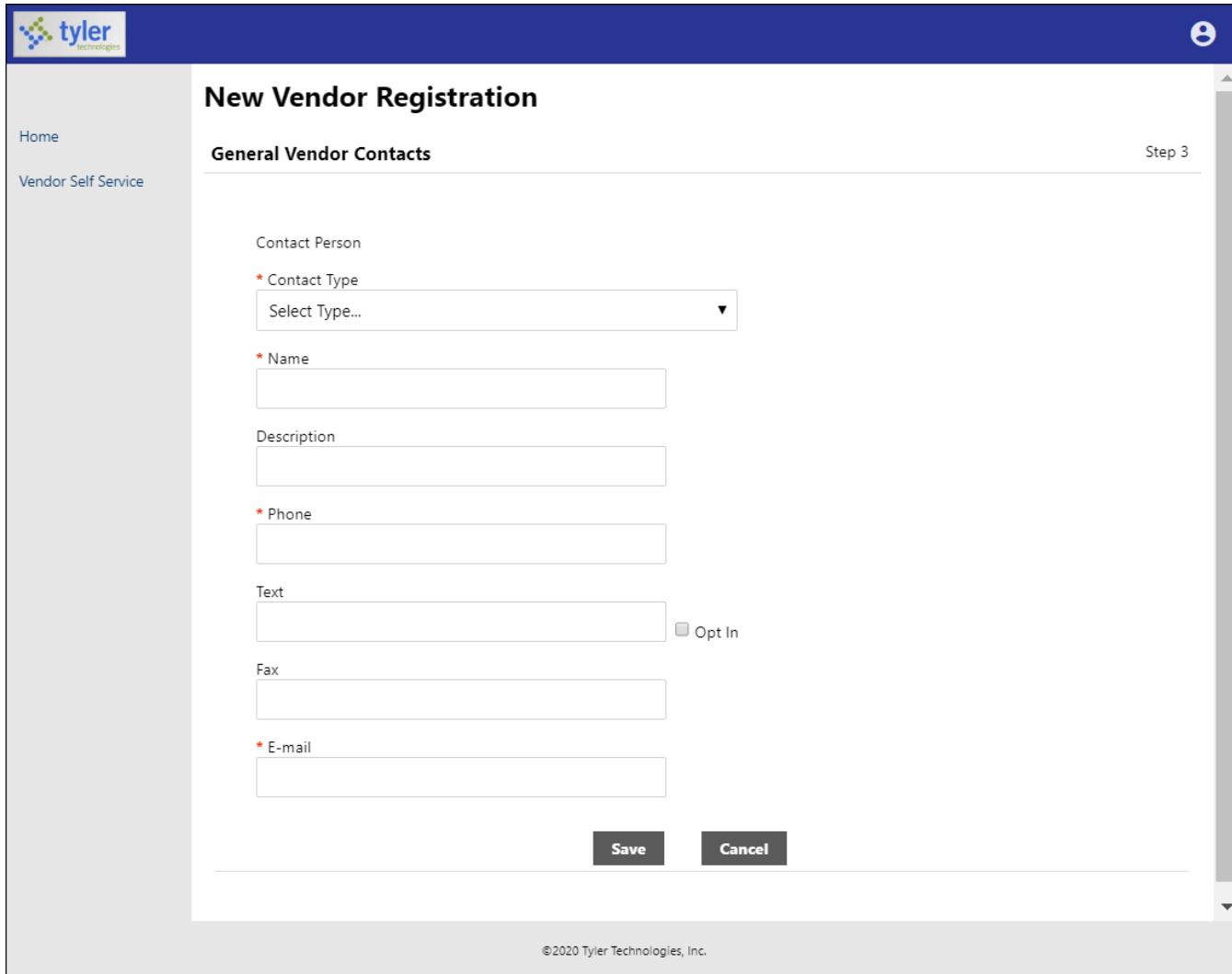
General Vendor Contacts Step 3

Address Contacts

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

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Click New Contact to add a new vendor contact.



New Vendor Registration

General Vendor Contacts Step 3

Contact Person

* Contact Type

* Name

Description

* Phone

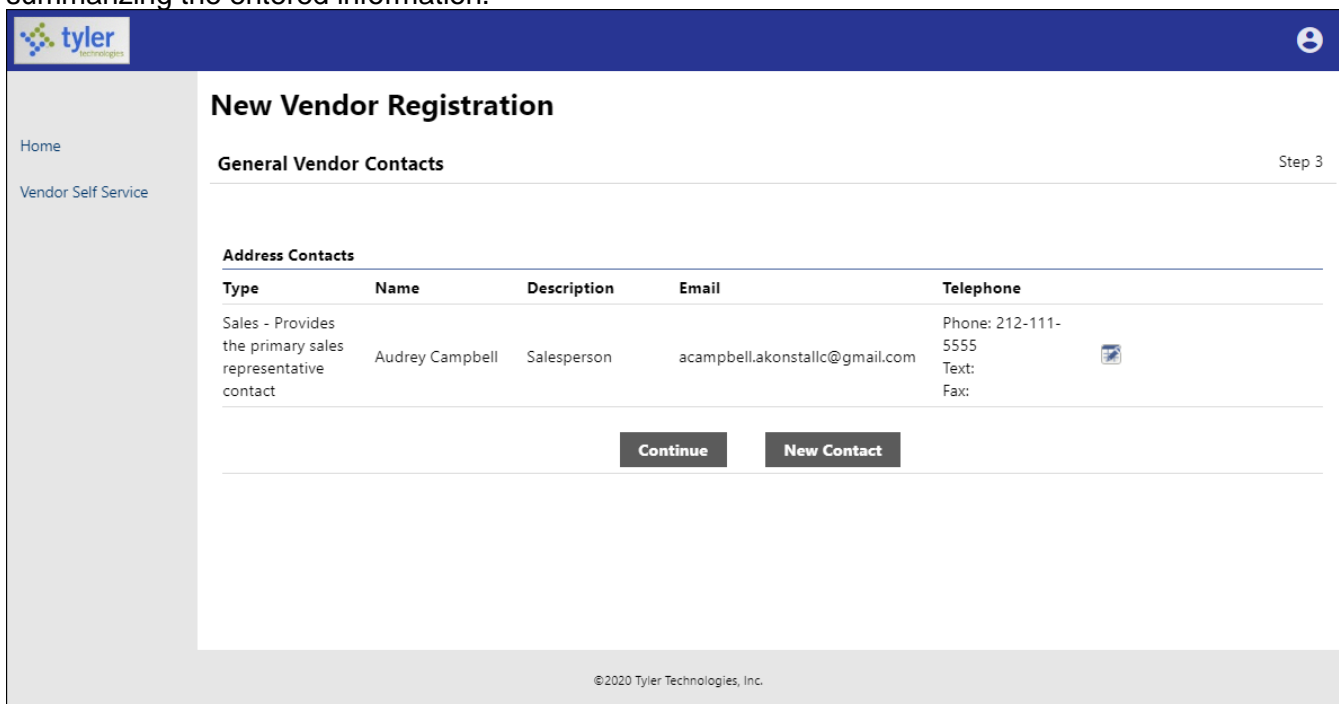
Text
 ☐ Opt In

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

General Vendor Contacts Step 3

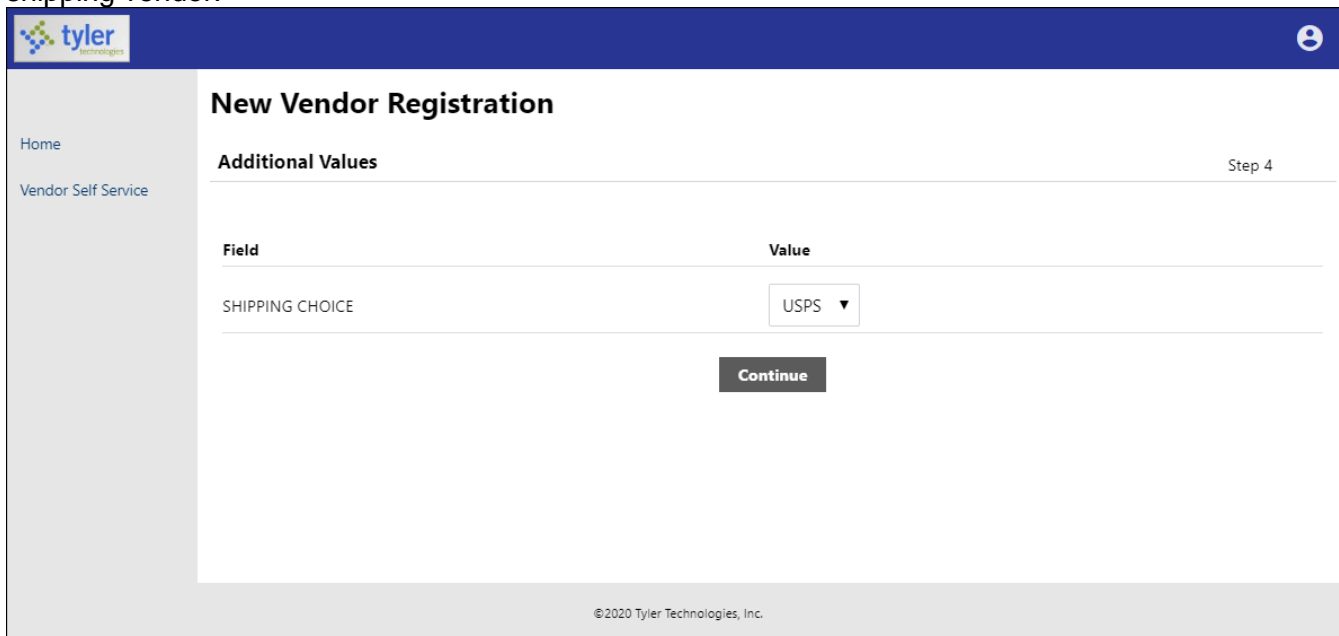
Address Contacts

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

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Click Continue to progress to the Step 4 screen.

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




New Vendor Registration

Additional Values Step 4

Field	Value
SHIPPING CHOICE	USPS ▼

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



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

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.

[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)

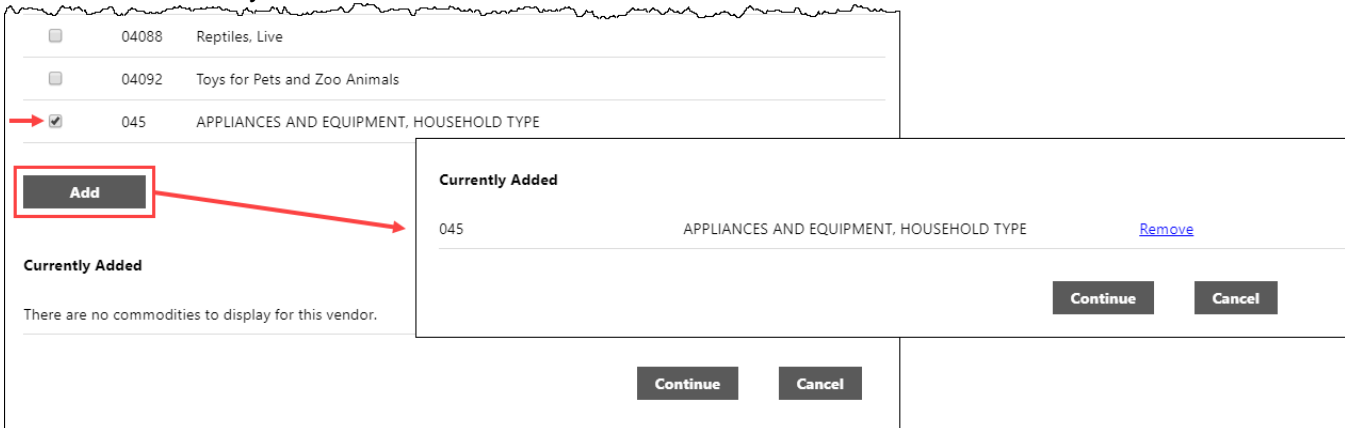
Currently Added

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.


Home
Vendor Self Service
Step 10

New Vendor Registration

Review

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

General Information [change](#)

Name/DBA Andrew Konsta, LLC

Entity

Address Andrew Konsta, LLC
485 Riverview Drive
Yarmouth, ME 04096

Fax Number

SSN 999-31-1999

Geographic EAST - EAST COAST VENDOR

E-Mail akonstallc@gmail.com

Commodities [change](#)

045 APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE

Attachments

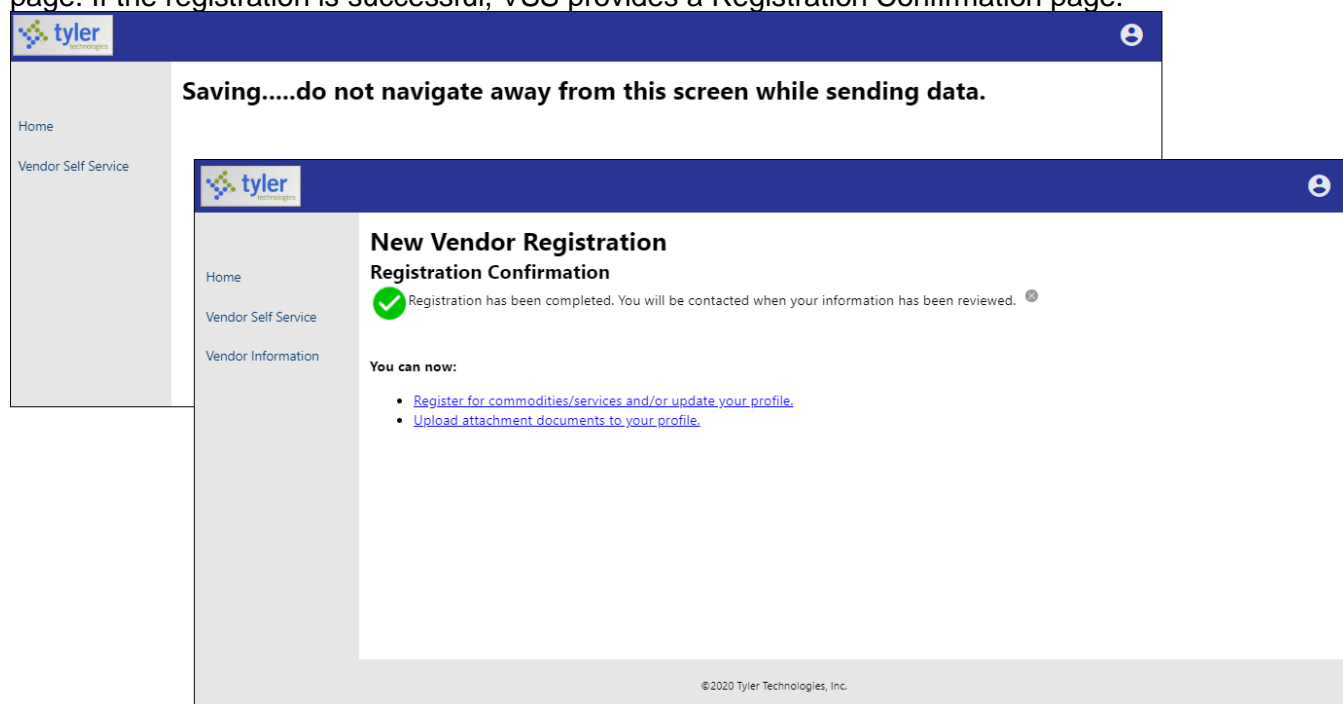
Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type	(0)	Attach
E-Verify	E-Verify	(0)	Attach
default	Vendor Attachment	(0)	Attach

[Register](#)
[Cancel](#)

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

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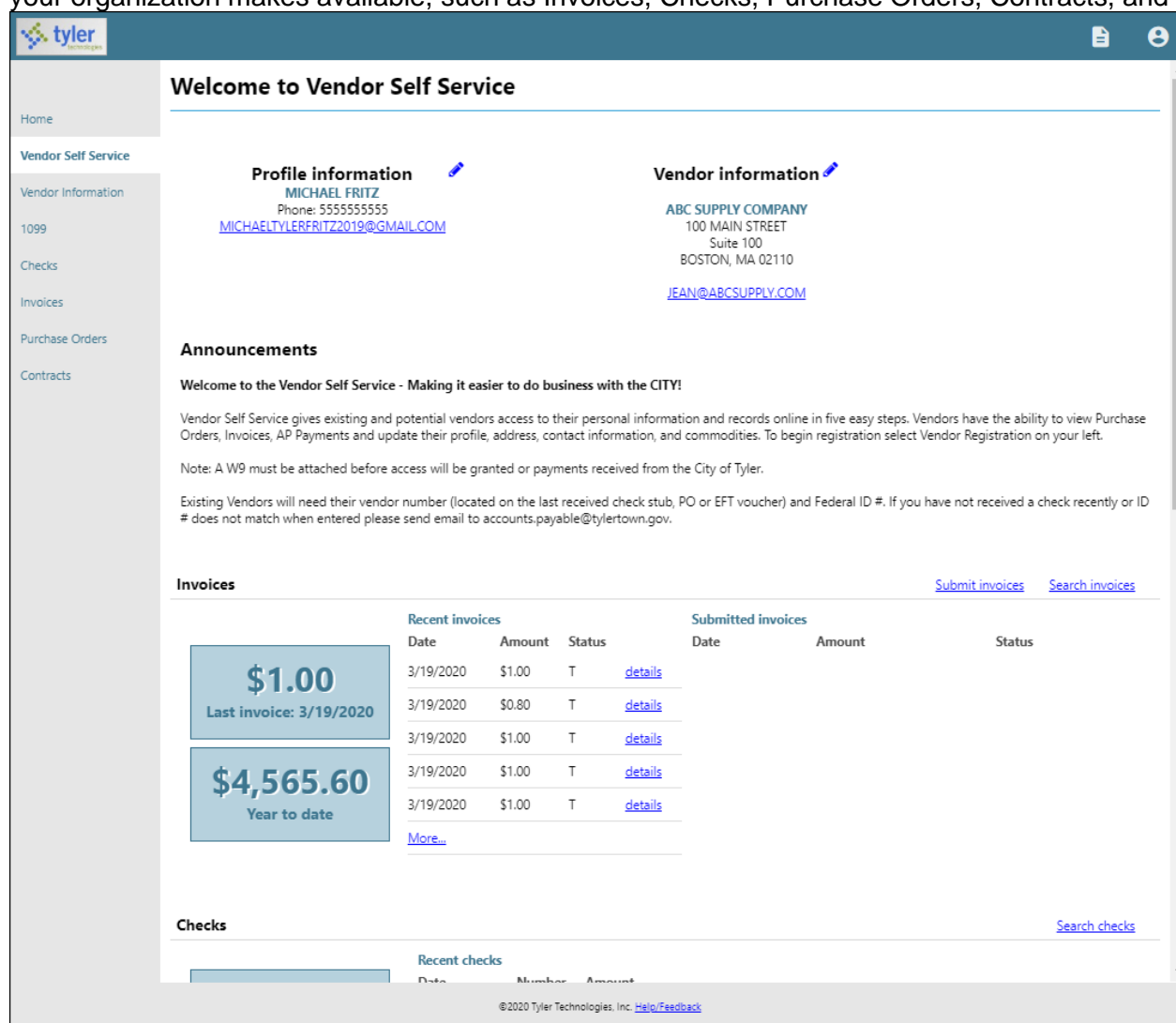
Click Register to complete the registration. You must click the Register option only once and remain on the page. If the registration is successful, VSS provides a Registration Confirmation page.



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

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

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](#)

\$1.00
Last invoice: 3/19/2020

\$4,565.60
Year to date

Date	Amount	Status	details
3/19/2020	\$1.00	T	details
3/19/2020	\$0.80	T	details
3/19/2020	\$1.00	T	details
3/19/2020	\$1.00	T	details
3/19/2020	\$1.00	T	details

[More...](#)

Date	Amount	Status
------	--------	--------

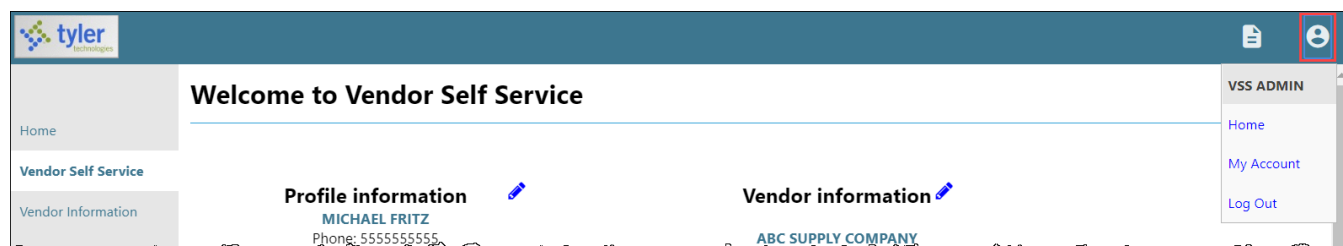
Checks [Search checks](#)

Date	Number	Amount
------	--------	--------

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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.




Welcome to Vendor Self Service

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

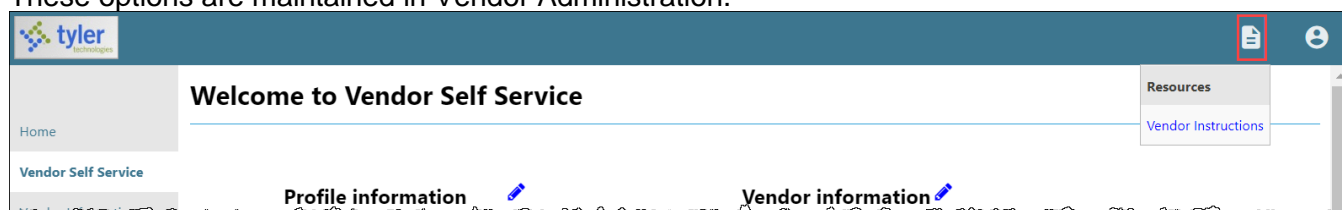
Profile information 
MICHAEL FRITZ
Phone: 5555555555

Vendor information 
ABC SUPPLY COMPANY

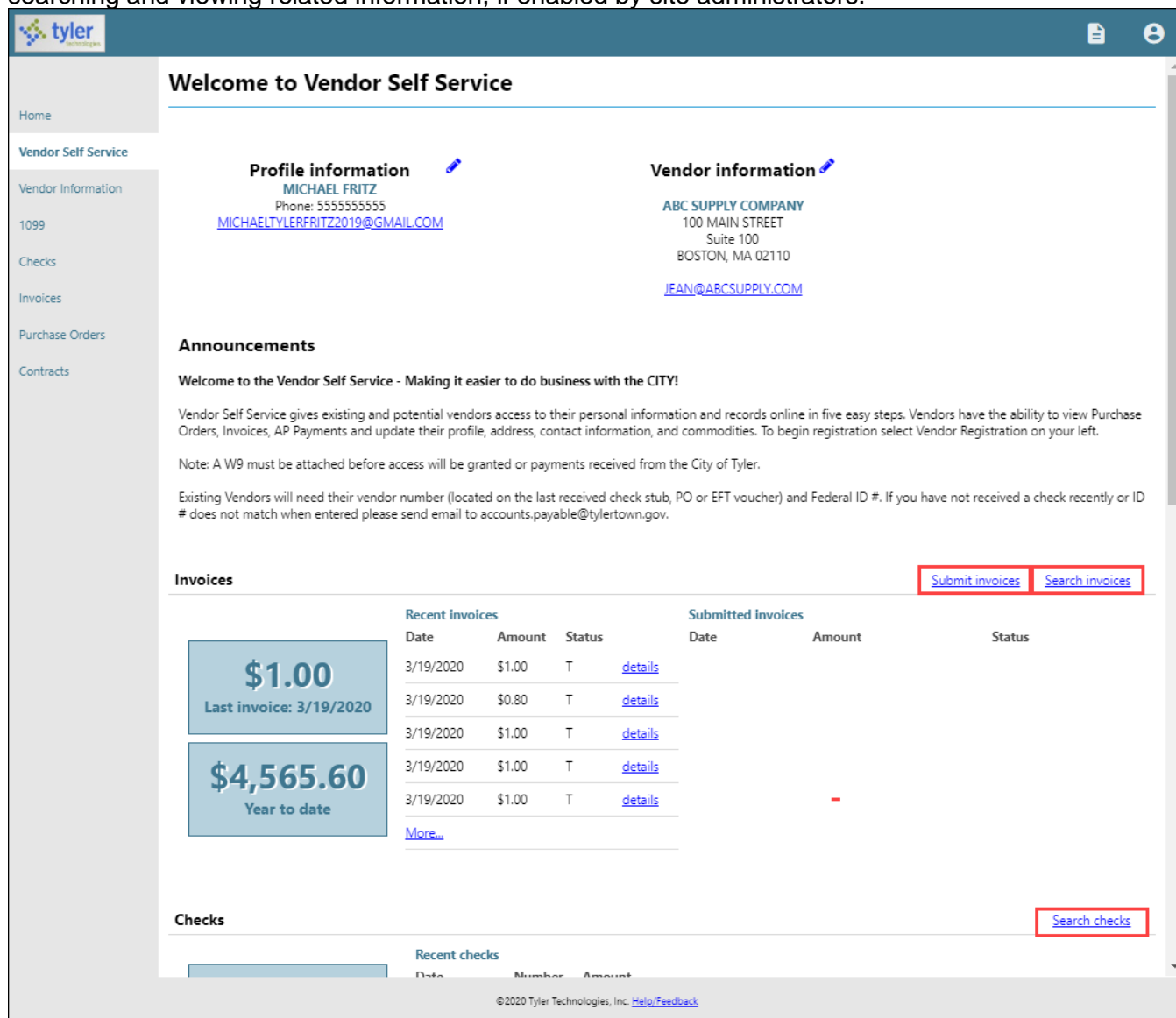


VSS ADMIN
[Home](#)
[My Account](#)
[Log Out](#)

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

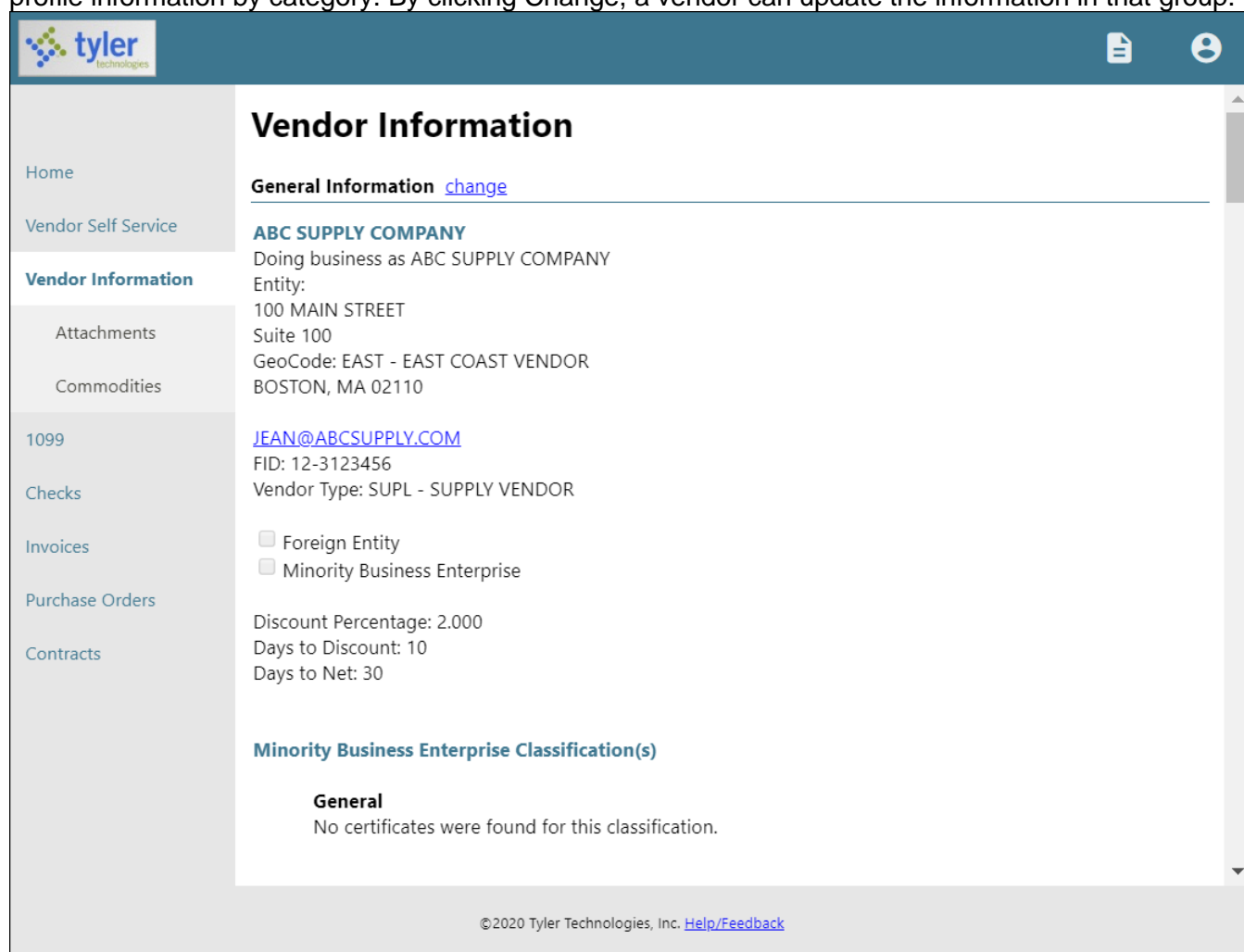


On the Vendor Self Service page, the headings for the individual information groups include options for searching and viewing related information, if enabled by site administrators.



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.



Vendor Information

General Information [change](#)

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

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

☐ Foreign Entity
☐ Minority Business Enterprise

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

Minority Business Enterprise Classification(s)

General
 No certificates were found for this classification.

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

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

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

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

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

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

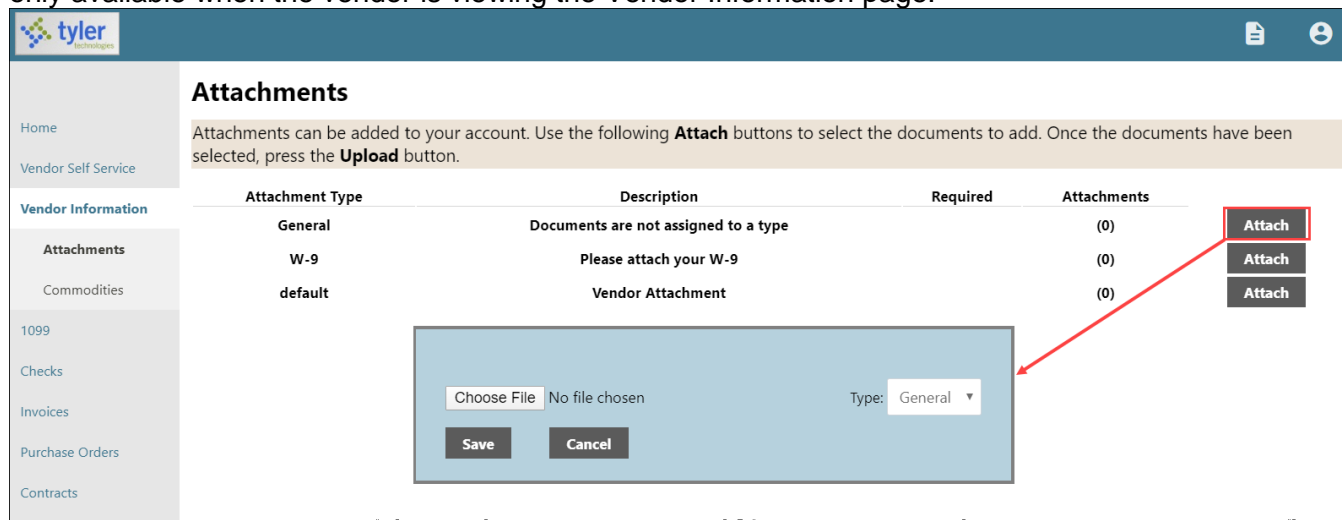
Additional Fields	
change	
SHIPPING CHOICE	USPS

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

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

Attachments

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

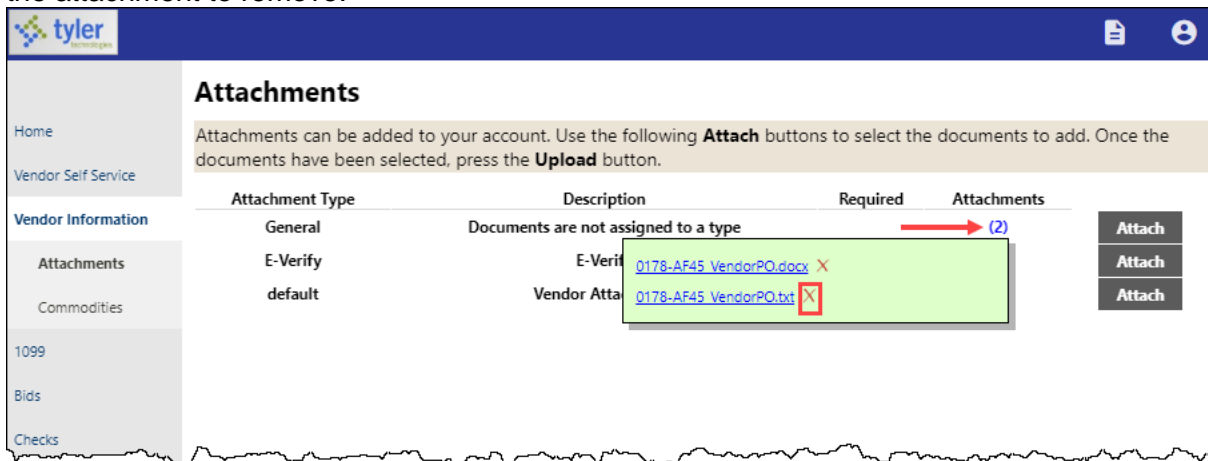


Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0)
W-9	Please attach your W-9		(0)
default	Vendor Attachment		(0)

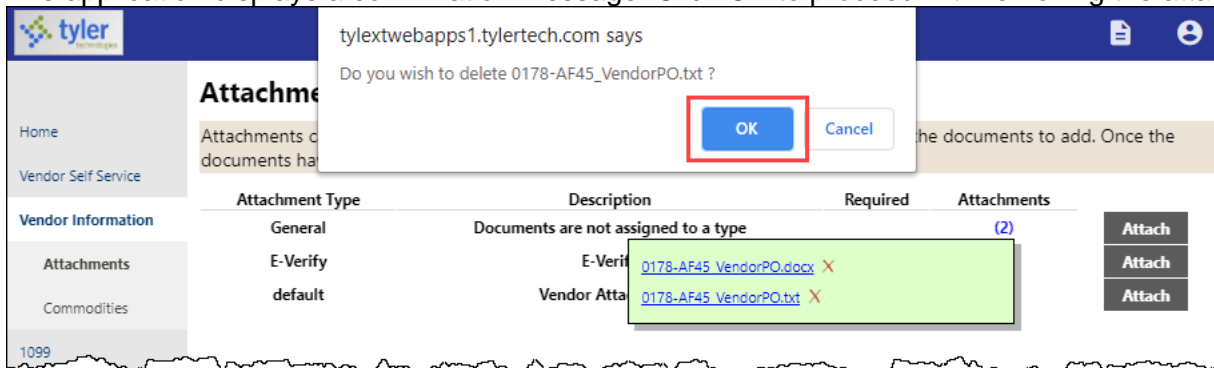
Attachments are added by clicking the Attach button on the Attachments page, which allows the vendor to navigate to a file or document to upload. The Attachments column indicates the number of documents attached for each attachment type. Vendors can attach an unlimited number of files.

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

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



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

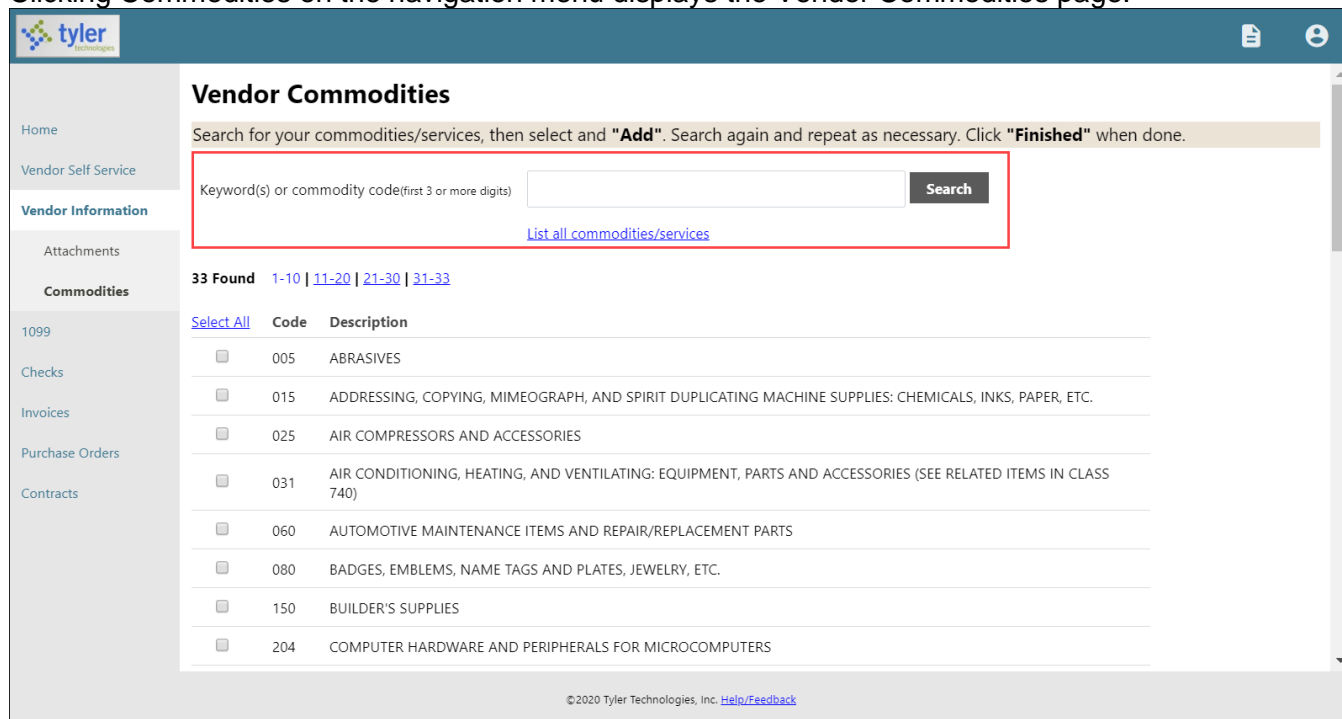


The uploaded files are also added to the vendor record in the Enterprise ERP Vendors program and they can be viewed using the Vendor Attachments screen in that program.

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

Commodities

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



Vendor Commodities

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

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

[List all commodities/services](#)

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

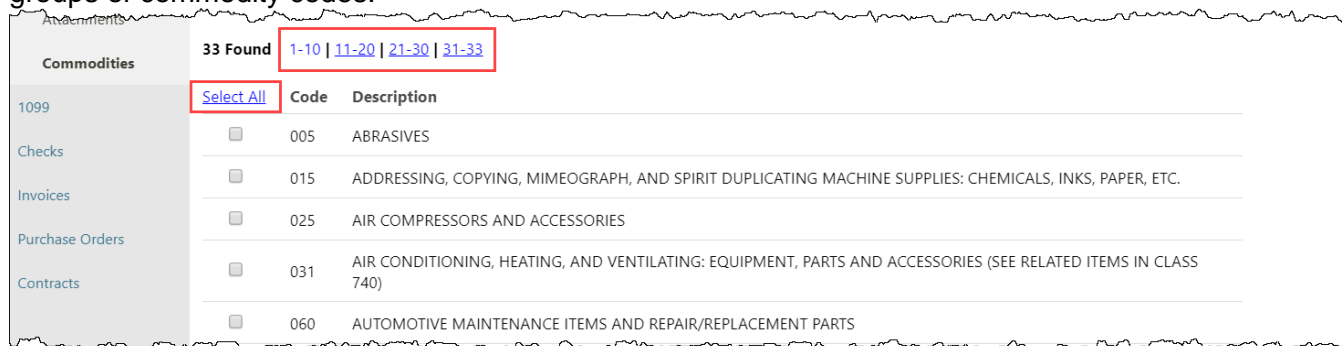
[Select All](#)

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

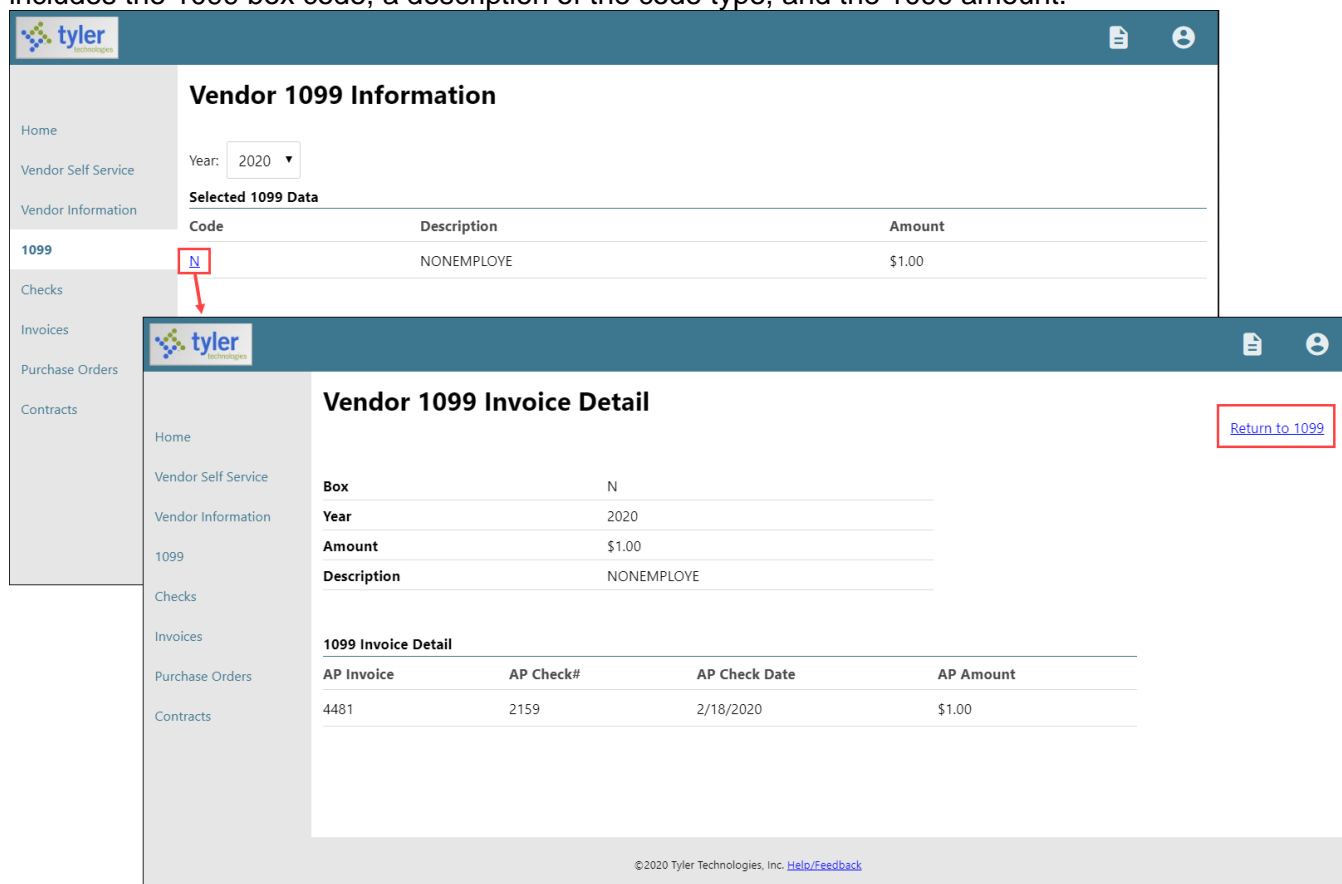
After identifying the applicable commodity codes, clicking Add causes VSS to add the selected commodity codes to the vendor's profile and updates the list of commodities. Clicking Remove removes the commodity from the group. The Currently Added group provides the full list of associated commodity codes.

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.



Vendor 1099 Information

Year: 2020

Selected 1099 Data

Code	Description	Amount
N	NONEMPLOYE	\$1.00

Vendor 1099 Invoice Detail

[Return to 1099](#)

Box	N		
Year	2020		
Amount	\$1.00		
Description	NONEMPLOYE		

1099 Invoice Detail

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

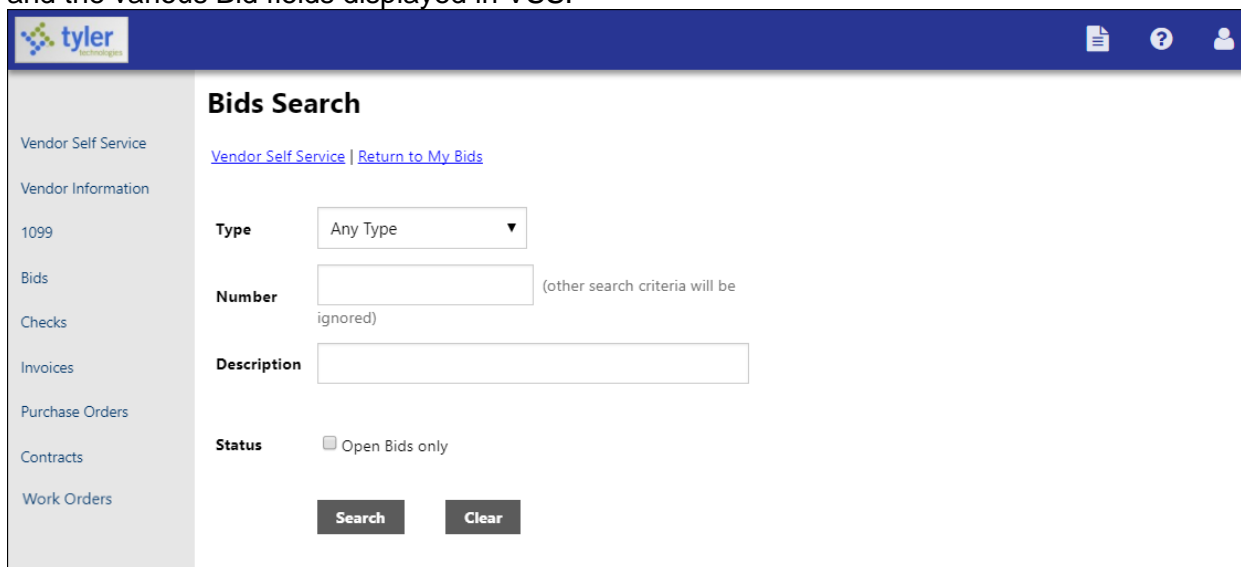
©2020 Tyler Technologies, Inc. [Help/Feedback](#)

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

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 sidebar with navigation links: 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 a link 'Vendor Self Service | Return to My Bids'. Below this are search filters: 'Type' (a dropdown menu set to 'Any Type'), 'Number' (a text input field with a note '(other search criteria will be ignored)'), 'Description' (a text input field), and 'Status' (a checkbox labeled 'Open Bids only'). At the bottom are 'Search' and 'Clear' buttons.

Search results include all bids that match the entered criteria.



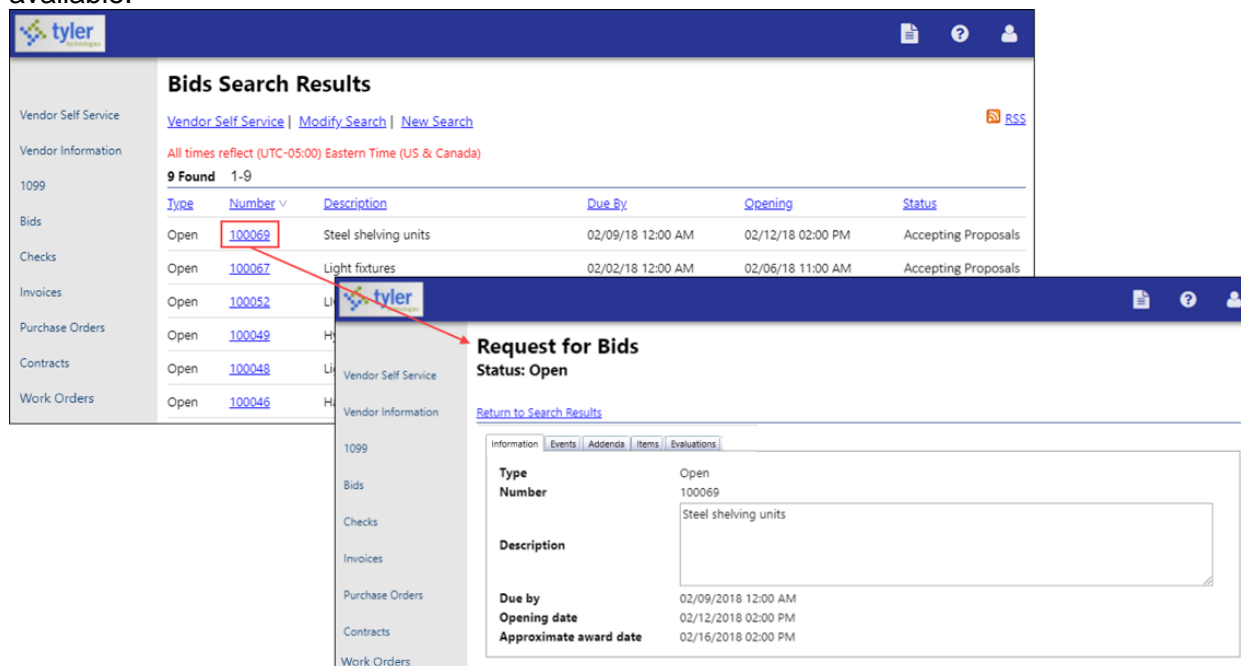
The screenshot shows the 'Bids Search Results' page. It includes a sidebar with the same navigation links as the search page. The main content area has a header 'Bids Search Results' with links 'Vendor Self Service | Modify Search | New Search' and an RSS icon. A note states 'All times reflect (UTC-05:00) 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	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

At the bottom of the page, there is a copyright notice: '©2018 Tyler Technologies, Inc.'

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

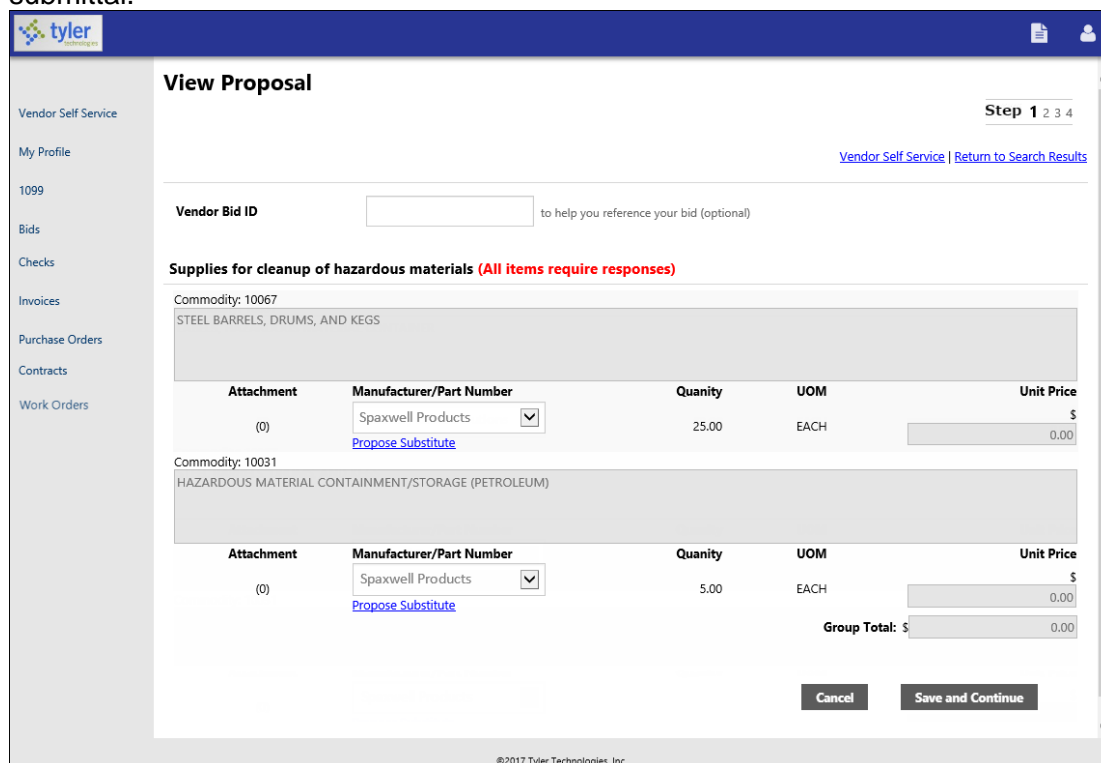
Clicking the Bid Number for a bid displays the Request for Bids page. The information provided varies according to the current status of the bid. Generally, the Information, Addenda, Items, and Evaluations tabs are available.



The screenshot shows the Tyler Technologies Vendor Self Service 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 area displays 'Bids Search Results' with a table of bids. A red box highlights the bid number '100069' in the 'Number' column. A red arrow points from this box to the 'Request for Bids' page. The 'Request for Bids' page shows the status 'Open' and includes tabs for Information, Events, Addenda, Items, and Evaluations. The 'Information' tab is active, displaying details for bid 100069: Type 'Open', Number '100069', Description 'Steel shelving units', Due by '02/09/2018 12:00 AM', Opening date '02/12/2018 02:00 PM', and Approximate award date '02/16/2018 02:00 PM'.

Type	Number	Description	Due By	Opening	Status
Open	100069	Steel shelving units	02/09/18 12:00 AM	02/12/18 02:00 PM	Accepting Proposals
Open	100067	Light fixtures	02/02/18 12:00 AM	02/06/18 11:00 AM	Accepting Proposals
Open	100052	Light fixtures			
Open	100049	Light fixtures			
Open	100048	Light fixtures			
Open	100046	Light fixtures			

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.



The screenshot shows the Tyler Technologies Vendor Self Service interface for the 'View Proposal' page. The page is titled 'View Proposal' and includes a progress indicator 'Step 1 2 3 4'. A 'Vendor Bid ID' field is present. Below this, the 'Supplies for cleanup of hazardous materials (All items require responses)' section is displayed. It lists two commodities: '10067 STEEL BARRELS, DRUMS, AND KEGS' and '10031 HAZARDOUS MATERIAL CONTAINMENT/STORAGE (PETROLEUM)'. Each commodity has a table with columns: Attachment, Manufacturer/Part Number, Quantity, UOM, and Unit Price. For commodity 10067, the quantity is 25.00 and the unit price is \$0.00. For commodity 10031, the quantity is 5.00 and the unit price is \$0.00. A 'Group Total' of \$0.00 is shown at the bottom. The page includes 'Cancel' and 'Save and Continue' buttons.

Attachment	Manufacturer/Part Number	Quantity	UOM	Unit Price
(0)	Spaxwell Products	25.00	EACH	\$0.00
(0)	Spaxwell Products	5.00	EACH	\$0.00

Items listed on a bid display the manufacturer and/or part number if the bid invitation created in Enterprise ERP 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 Enterprise ERP 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="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;">Spaxwell Products</div> <div style="margin-left: 5px;">▼</div> </div> <div style="border: 1px solid red; padding: 2px; 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
Propose substitute				
If unable to propose pricing for above specifications, propose a substitute manufacturer and part number to be considered for awarding.				
Primary	Manufacturer	Part Number		Unit Price
<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

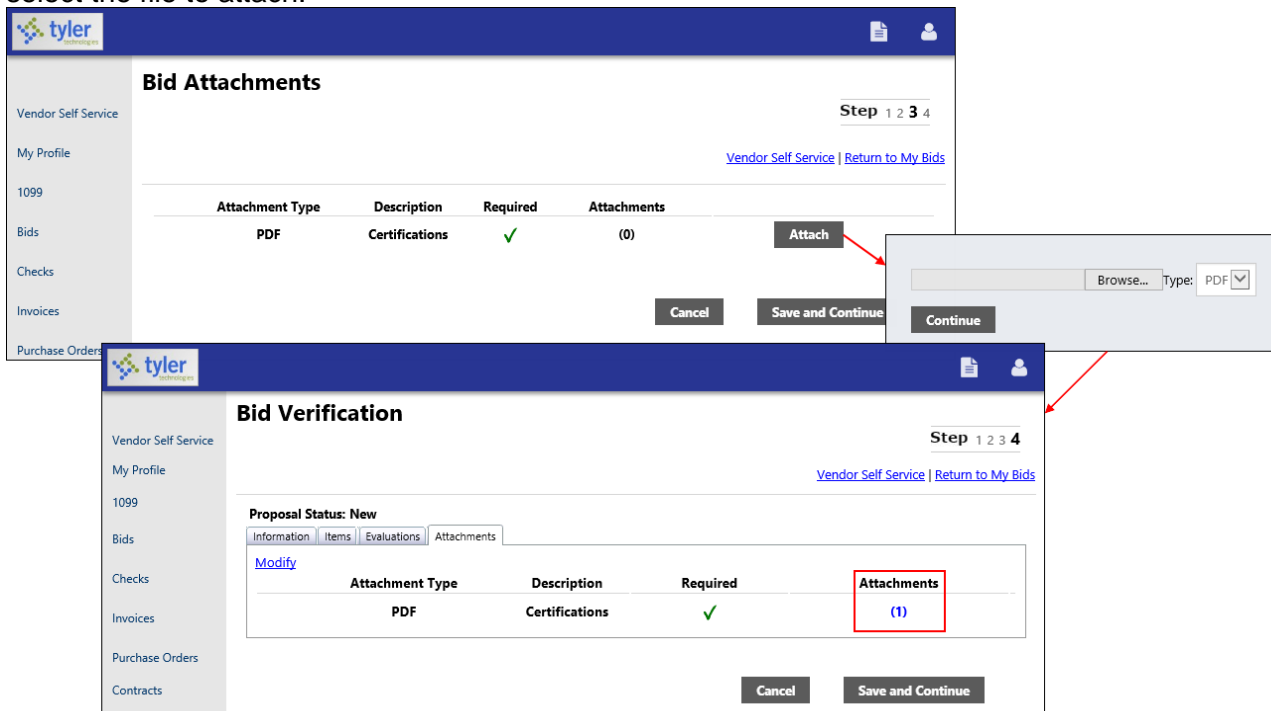
Items

Evaluations

Fluorescent lighting fixtures and tubes (All items require responses)

Description	Quantity	UOM	Attachment
Commodity: 28554 LIGHTING FIXTURES, INDOOR: ALL KINDS AND PARTS (INCLUDING LAMPHOLDERS 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.



Bid Attachments

Step 1 2 3 4

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

Attachment Type	Description	Required	Attachments
PDF	Certifications	✓	(0)

Attach

Cancel Save and Continue

Browse... Type: PDF

Continue

Bid Verification

Step 1 2 3 4

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

Proposal Status: New

Information Items Evaluations Attachments

[Modify](#)

Attachment Type	Description	Required	Attachments
PDF	Certifications	✓	(1)

Cancel Save and Continue

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

Checks

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

Checks
[Search checks](#)

\$74.60

Last check: 1/22/2018


\$0.00

Year to date

Recent checks

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

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



Home

Vendor Self Service

Vendor Information

1099

Checks

Invoices

Purchase Orders

Contracts

Vendor Check Search

Date (mm/dd/yyyy)
 Check date
 or
 Check date(s) from to

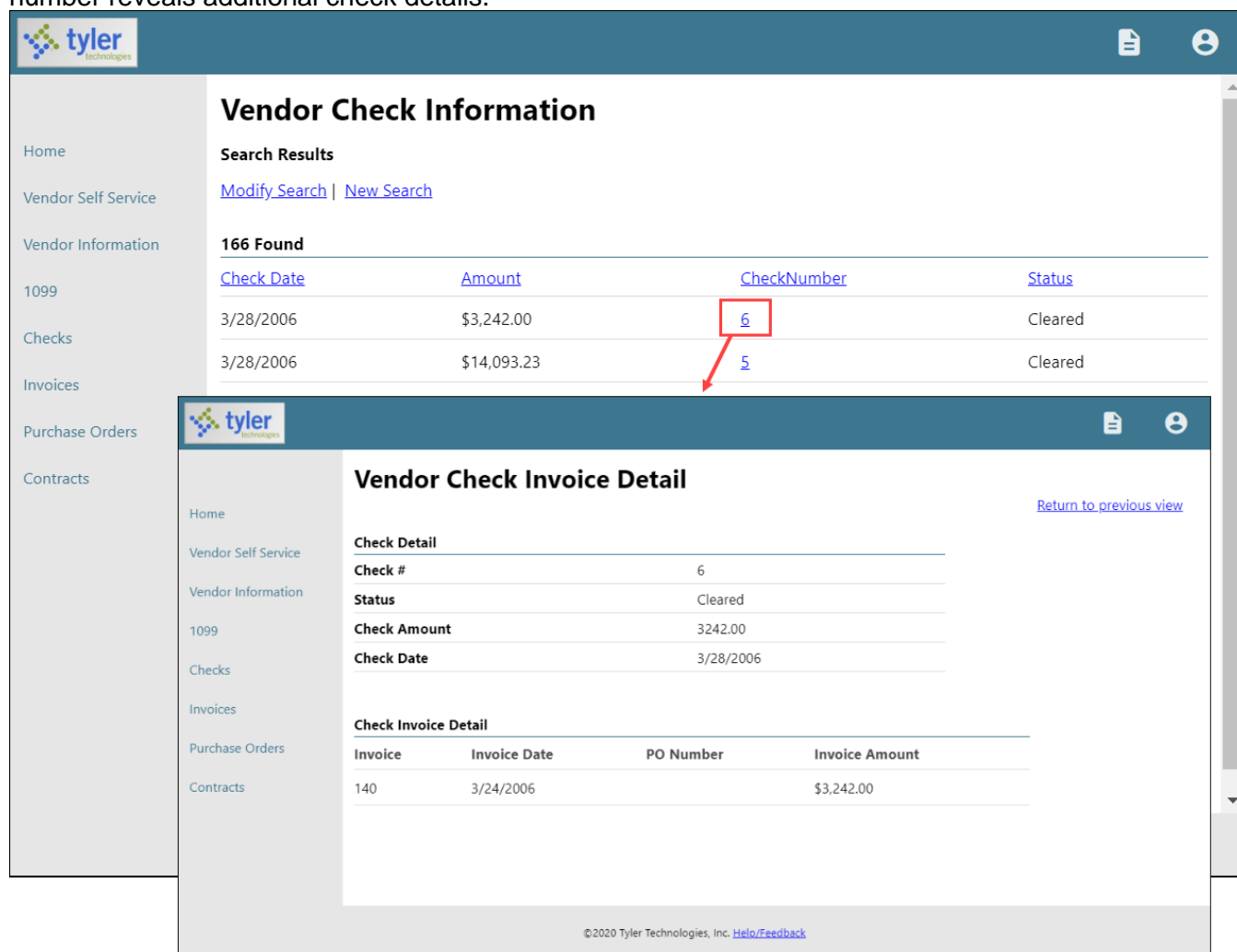
Amount
 Check amount
 or
 Amount(s) more than but less than

Number
 Check number
 or
 Check number(s) from to

Status

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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.

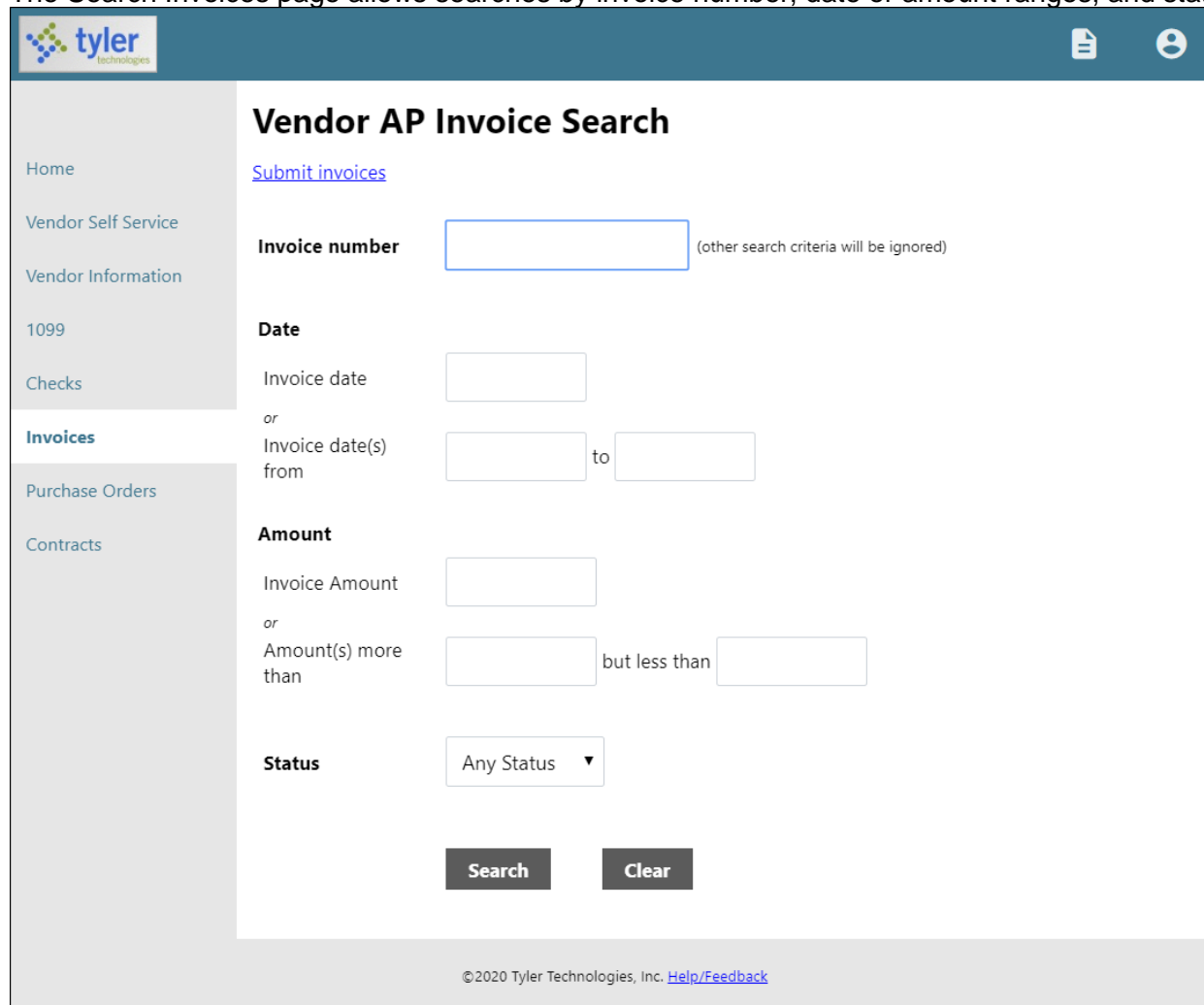
Invoices

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 that are associated with their vendor ID:

Invoices				Submit invoices	Search invoices	
<div><div>\$1.00</div><div>Last invoice: 3/19/2020</div></div> <div><div>\$4,565.60</div><div>Year to date</div></div>	Recent invoices			Submitted invoices		
	Date	Amount	Status	Date	Amount	Status
	3/19/2020	\$1.00	T	details		
	3/19/2020	\$0.80	T	details		
	3/19/2020	\$1.00	T	details		
	3/19/2020	\$1.00	T	details		
	3/19/2020	\$1.00	T	details		
	More...					

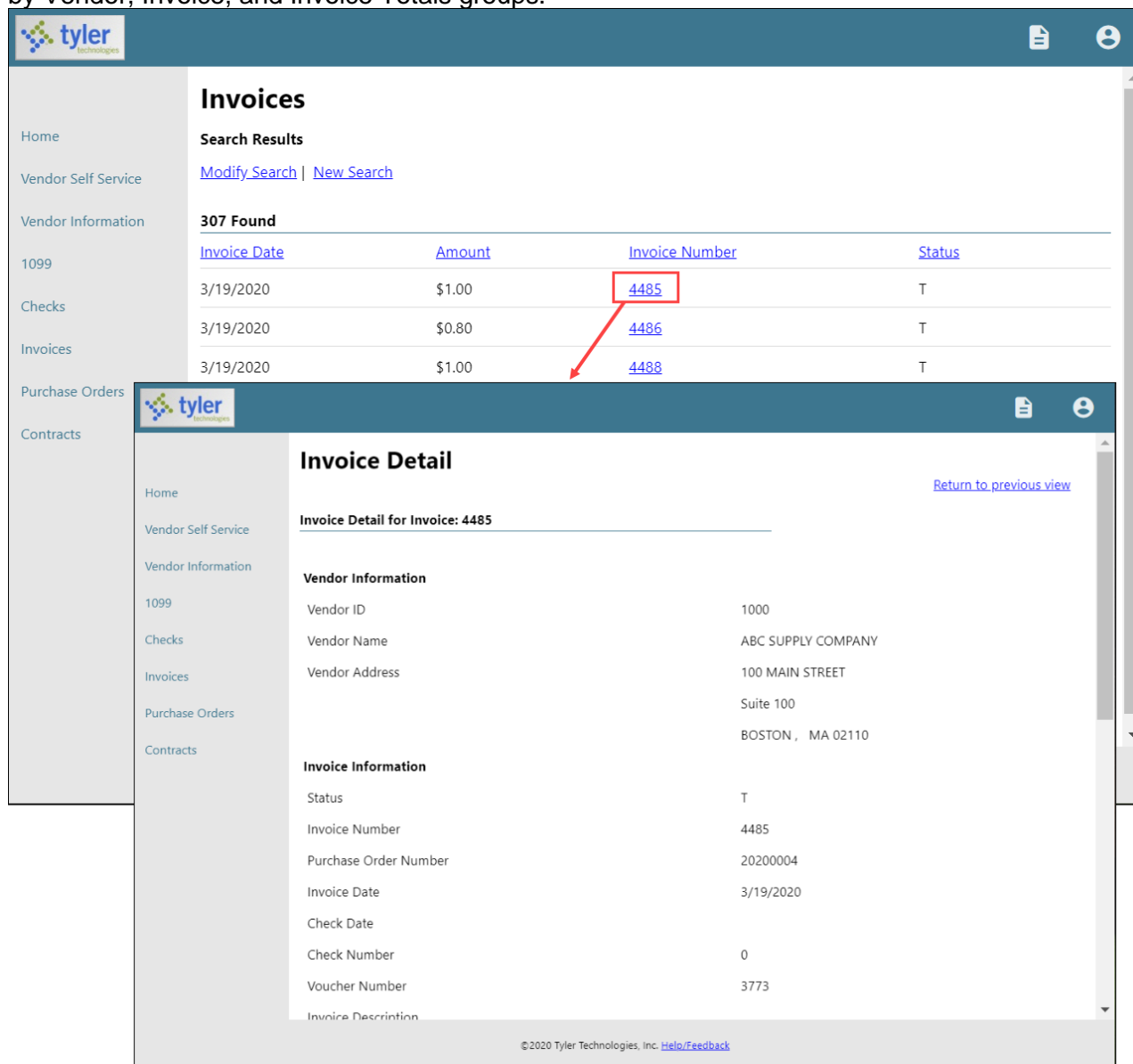
The Search Invoices page allows searches by invoice number, date or amount ranges, and status.



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

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

by Vendor, Invoice, and Invoice Totals groups.



The screenshot displays the Tyler Technologies Vendor Self Service interface. The left sidebar contains navigation links: Home, Vendor Self Service, Vendor Information, 1099, Checks, Invoices, Purchase Orders, and Contracts. The main content area is divided into two sections. The top section, titled 'Invoices', shows search results for 307 invoices. A table lists the first three invoices, with the 'Invoice Number' column highlighted by a red box around the value '4485'. A red arrow points from this box to the 'Invoice Detail' section below. The 'Invoice Detail' section is titled 'Invoice Detail for Invoice: 4485' and contains two main sections: 'Vendor Information' and 'Invoice Information'. The 'Vendor Information' section lists details for ABC SUPPLY COMPANY, including Vendor ID 1000, Vendor Name, and Vendor Address (100 MAIN STREET, Suite 100, BOSTON, MA 02110). The 'Invoice Information' section lists details for the invoice, including Status T, Invoice Number 4485, Purchase Order Number 20200004, Invoice Date 3/19/2020, Check Date, Check Number 0, and Voucher Number 3773. A 'Return to previous view' link is located in the top right corner of the 'Invoice Detail' section. The footer of the interface shows the copyright notice '© 2020 Tyler Technologies, Inc.' and a 'Help/Feedback' link.

Invoices

Search Results

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

307 Found

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

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

Invoices

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

\$1.00

Last invoice: 3/19/2020

\$4,565.60

Year to date

Recent invoices

Date	Amount	Status	
3/19/2020	\$1.00	T	details
3/19/2020	\$0.80	T	details
3/19/2020	\$1.00	T	details
3/19/2020	\$1.00	T	details
3/19/2020	\$1.00	T	details
More...			

Submitted invoices

Date	Amount	Status
------	--------	--------

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.



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

Any Status ▾

Date

Date ordered

or

PO(s) ordered from to

PO total

Equal to ▾ \$

Search

Clear

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

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

Purchase Order Search Results

Search Results

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

152 Found

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

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

Purchase Order Detail

[Return to previous view](#)

Purchase Order Detail

PO #: 20060010 FY2006

Vendor

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

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

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

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

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


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Contracts

Contracts provides contracts the vendor currently holds with your organization.

Contracts					Search contracts
<div> <div>\$400.00 Last started contract:</div> <div>\$0.00 Paid year to date</div> </div>					
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.




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

Contract Search Results

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

Start Date	Contract Number	Description	Revised Amount
	20190001		\$600.00



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

Contract Details

Contract Detail [Return to previous view](#)

Attachments: (0)

Contract number	20190001
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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Work Orders

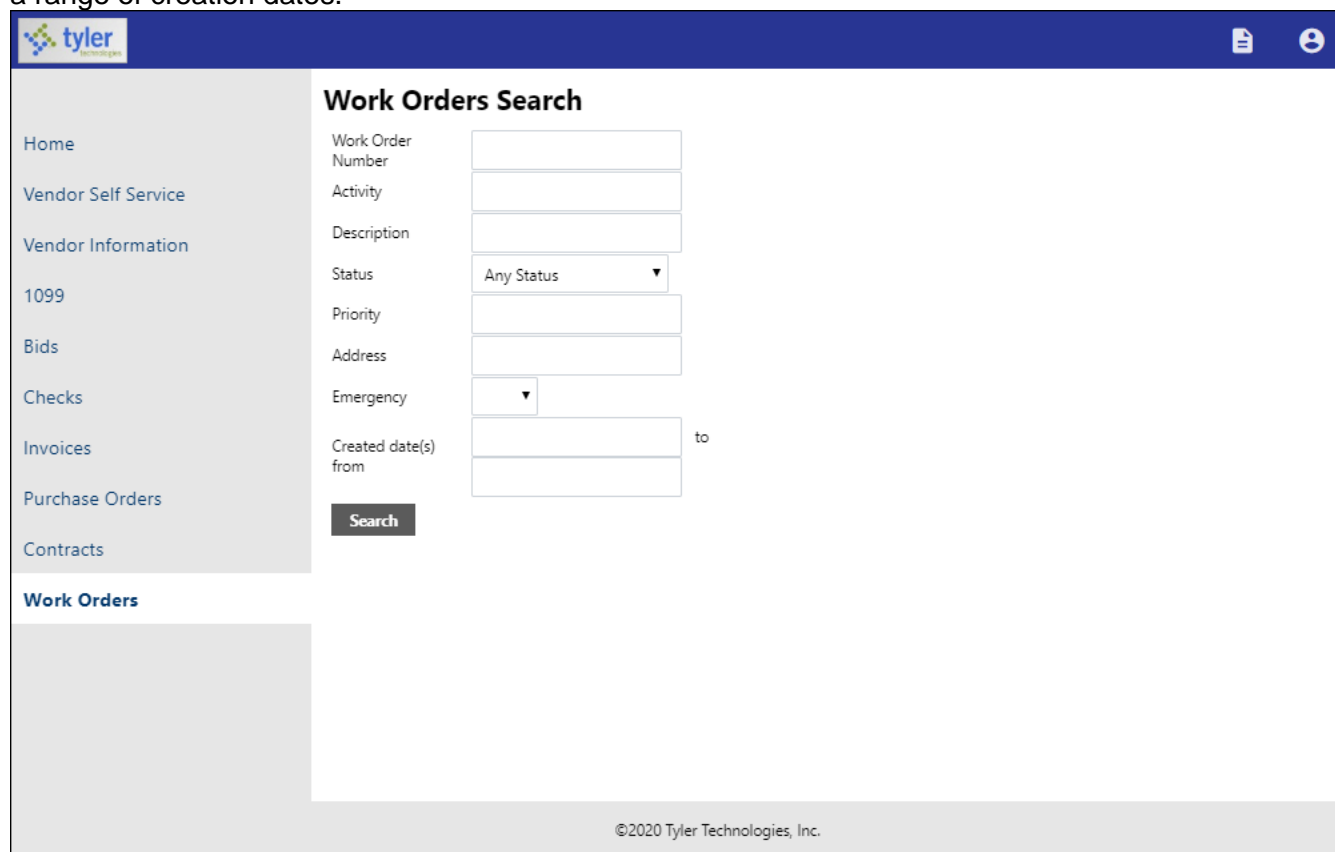
If your organization uses Enterprise Asset Maintenance (EAM) and has the optional Asset Performance features enabled, you can assign work orders to vendors.

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 Enterprise ERP 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.



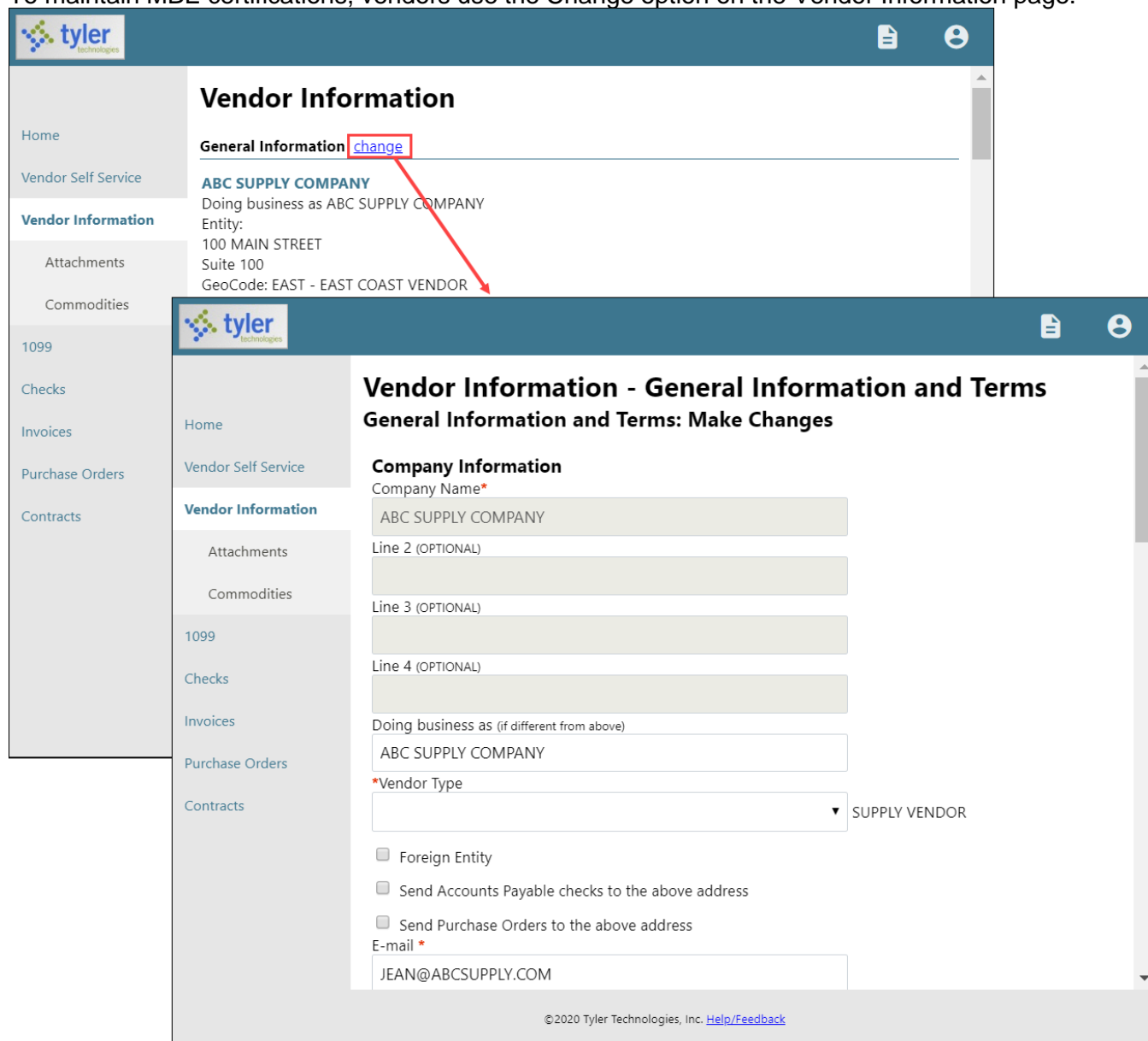
The screenshot shows the 'Work Orders Search' page. On the left is a navigation menu with links: Home, Vendor Self Service, Vendor Information, 1099, Bids, Checks, Invoices, Purchase Orders, Contracts, and Work Orders (which is highlighted). The main content area is titled 'Work Orders Search' and contains several search criteria: Work Order Number, Activity, Description, Status (a dropdown menu currently showing 'Any Status'), Priority, Address, Emergency (a dropdown menu), and Created date(s) from (a date picker) to (a date picker). A 'Search' button is located below these fields. At the bottom of the page, there is a copyright notice: '©2020 Tyler Technologies, Inc.'

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 screenshot displays the Tyler Technologies Vendor Self Service interface. The top navigation bar includes the Tyler Technologies logo and user icons. The left sidebar lists navigation options: Home, Vendor Self Service, Vendor Information, Attachments, and Commodities. The main content area is titled 'Vendor Information' and shows 'General Information' for 'ABC SUPPLY COMPANY'. A red box highlights the 'change' link next to 'General Information', with a red arrow pointing to the 'Vendor Information - General Information and Terms' form below. This form includes fields for Company Name, Line 2 (OPTIONAL), Line 3 (OPTIONAL), Line 4 (OPTIONAL), Doing business as (if different from above), *Vendor Type (dropdown menu), Foreign Entity checkbox, Send Accounts Payable checks checkbox, Send Purchase Orders checkbox, and E-mail field.

Vendor Information

General Information [change](#)

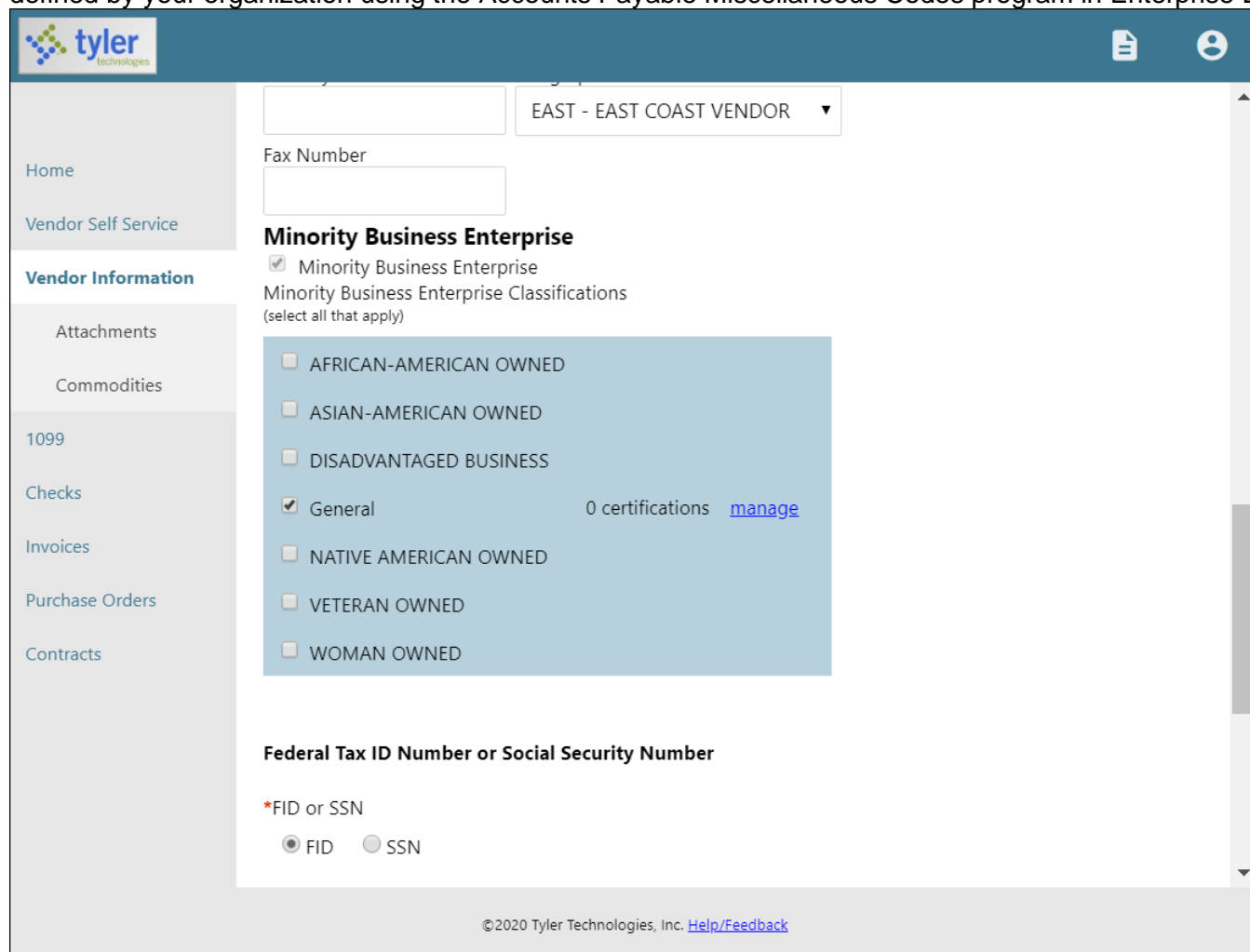
ABC SUPPLY COMPANY
 Doing business as ABC SUPPLY COMPANY
 Entity:
 100 MAIN STREET
 Suite 100
 GeoCode: EAST - EAST COAST VENDOR

Vendor Information - General Information and Terms
General Information and Terms: Make Changes

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

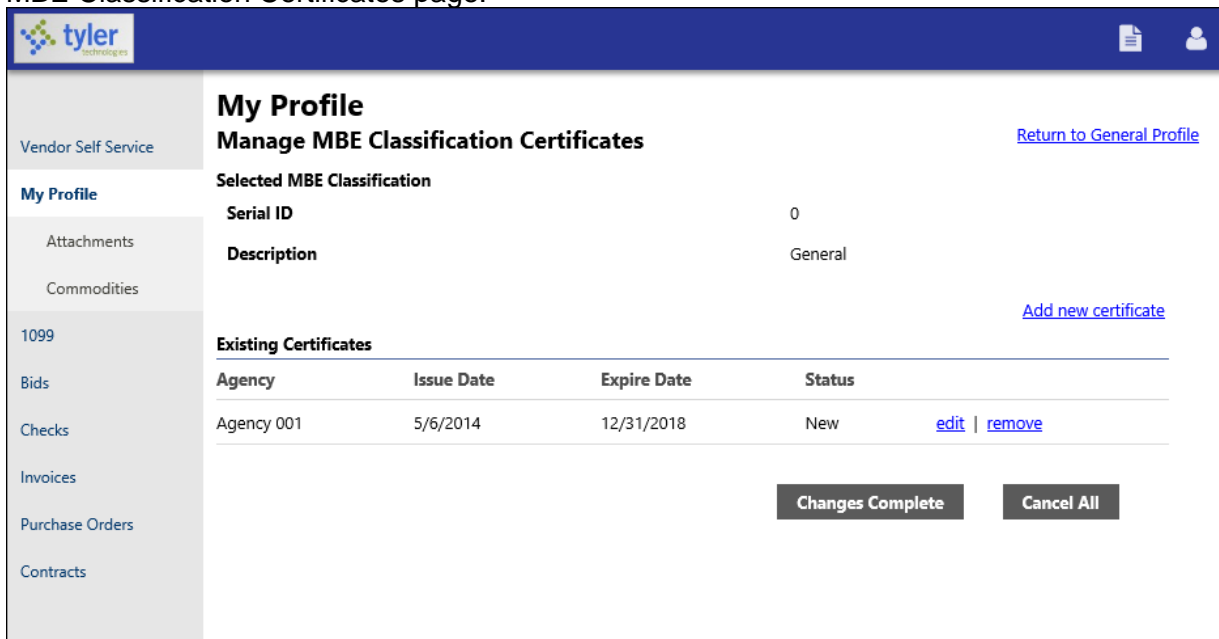
©2020 Tyler Technologies, Inc. [Help/Feedback](#)

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



The screenshot displays the Tyler Technologies Vendor Self Service interface. On the left is a navigation menu with links: Home, Vendor Self Service, Vendor Information, Attachments, Commodities, 1099, Checks, Invoices, Purchase Orders, and Contracts. The main content area is titled "Minority Business Enterprise" and includes a checkbox for "Minority Business Enterprise" which is checked. Below this is the section "Minority Business Enterprise Classifications (select all that apply)". A list of classifications is shown with checkboxes: AFRICAN-AMERICAN OWNED, ASIAN-AMERICAN OWNED, DISADVANTAGED BUSINESS, General (checked), NATIVE AMERICAN OWNED, VETERAN OWNED, and WOMAN OWNED. To the right of the "General" checkbox, it says "0 certifications" with a "manage" link. Above the classifications list, there is a dropdown menu set to "EAST - EAST COAST VENDOR" and a "Fax Number" input field. At the bottom of the main content area, there is a section for "Federal Tax ID Number or Social Security Number" with a radio button selection for "FID" (selected) or "SSN". The footer of the page contains the copyright notice "©2020 Tyler Technologies, Inc." and a "Help/Feedback" link.

The Manage option for each classification allows a vendor to 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

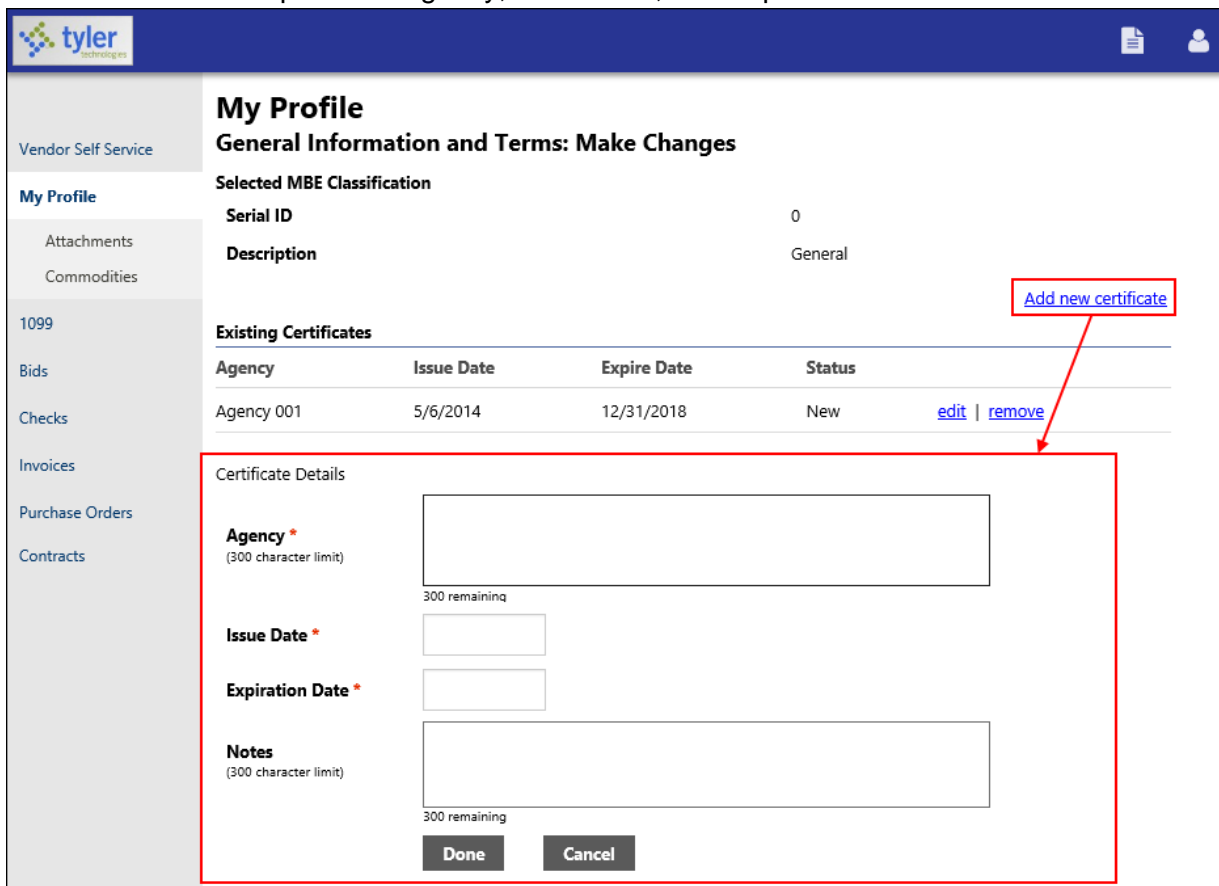
Description General

[Add new certificate](#)

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](#)

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 *

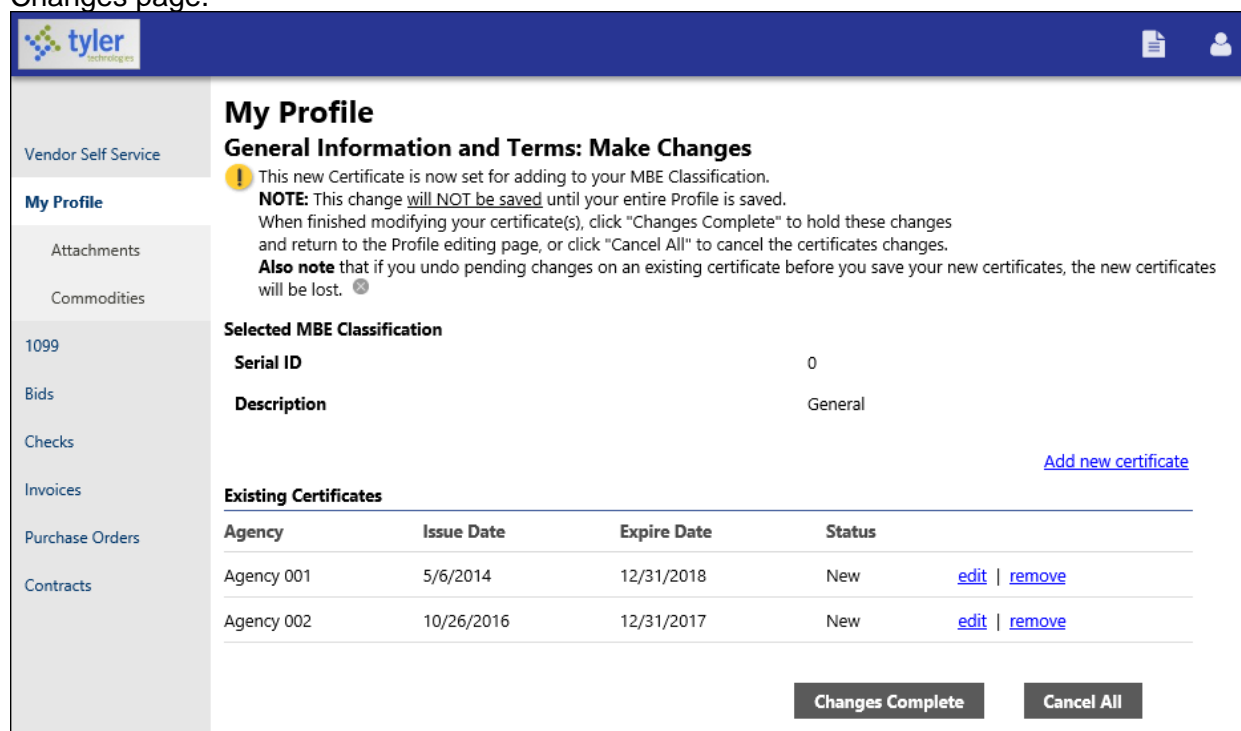
Expiration Date *

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	Description
0	General

[Add new certificate](#)

Existing Certificates

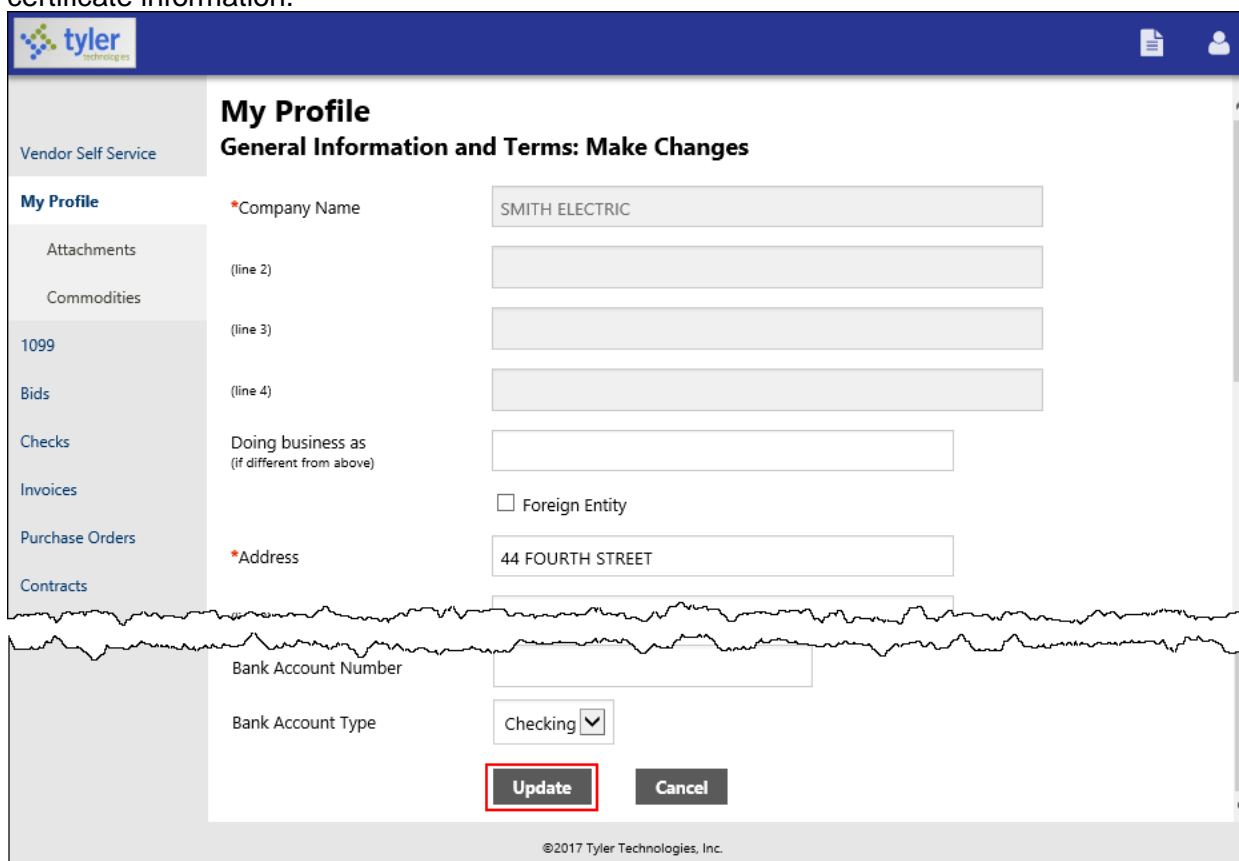
Agency	Issue Date	Expire Date	Status	
Agency 001	5/6/2014	12/31/2018	New	edit remove
Agency 002	10/26/2016	12/31/2017	New	edit remove

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.



My Profile
General Information and Terms: Make Changes

Vendor Self Service

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**

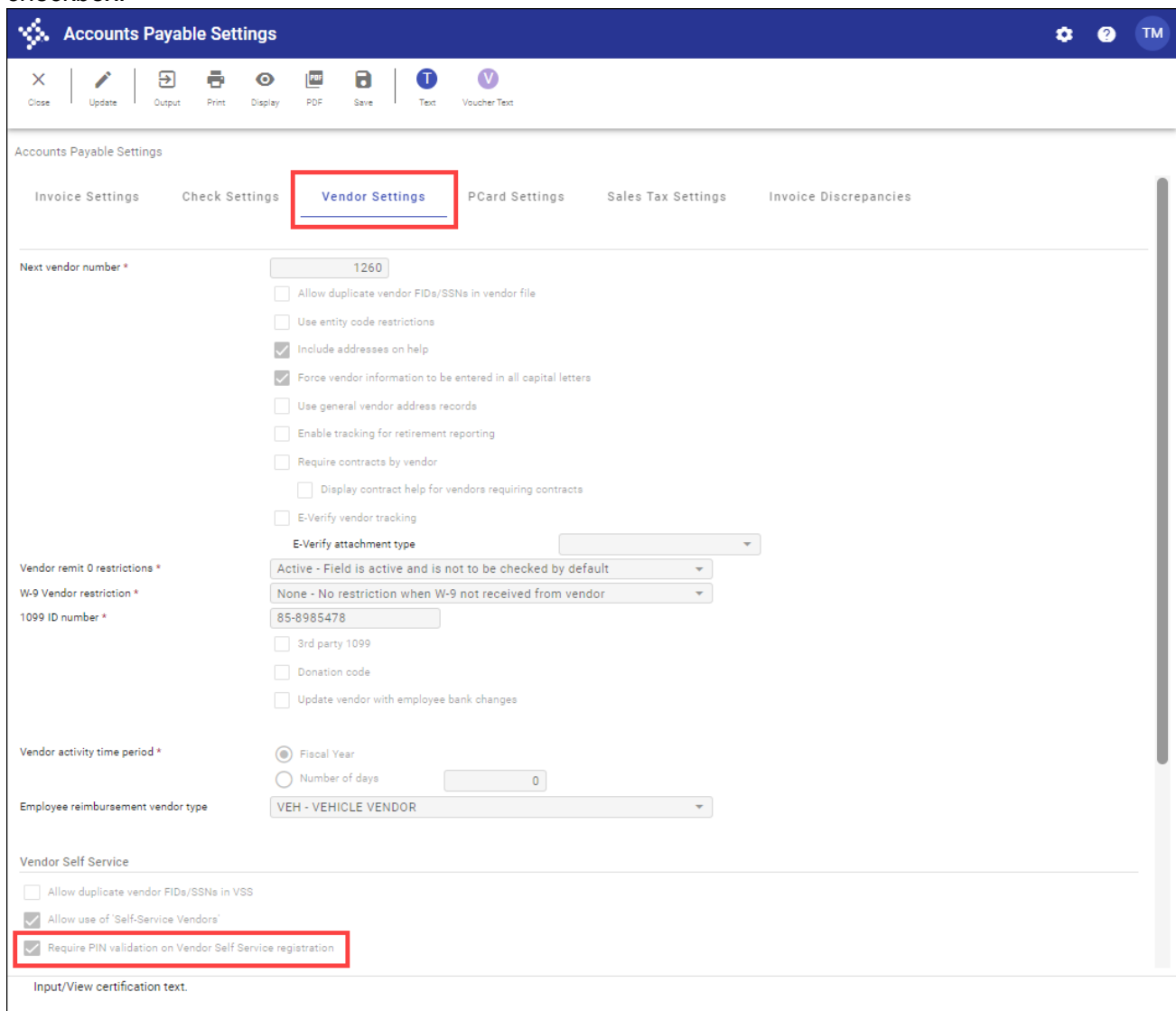
©2017 Tyler Technologies, Inc.

Appendix B—Using Vendor PIN Authentication

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

To enable vendor PIN functionality in Enterprise ERP:

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



The screenshot shows the 'Accounts Payable Settings' window with the 'Vendor Settings' tab selected. The 'Require PIN validation on Vendor Self Service registration' checkbox is checked and highlighted with a red box.

Accounts Payable Settings

Close | Update | Output | Print | Display | PDF | Save | Text | Voucher Text

Accounts Payable Settings

Invoice Settings | Check Settings | **Vendor Settings** | PCard Settings | Sales Tax Settings | Invoice Discrepancies

Next vendor number * 1260

☐ Allow duplicate vendor FIDs/SSNs in vendor file

☐ Use entity code restrictions

☒ Include addresses on help

☒ Force vendor information to be entered in all capital letters

☐ Use general vendor address records

☐ Enable tracking for retirement reporting

☐ Require contracts by vendor

☐ Display contract help for vendors requiring contracts

☐ E-Verify vendor tracking

E-Verify attachment type

Vendor remit 0 restrictions * Active - Field is active and is not to be checked by default

W-9 Vendor restriction * None - No restriction when W-9 not received from vendor

1099 ID number * 85-8985478

☐ 3rd party 1099

☐ Donation code

☐ Update vendor with employee bank changes

Vendor activity time period * ☒ Fiscal Year ☐ Number of days 0

Employee reimbursement vendor type VEH - VEHICLE VENDOR

Vendor Self Service

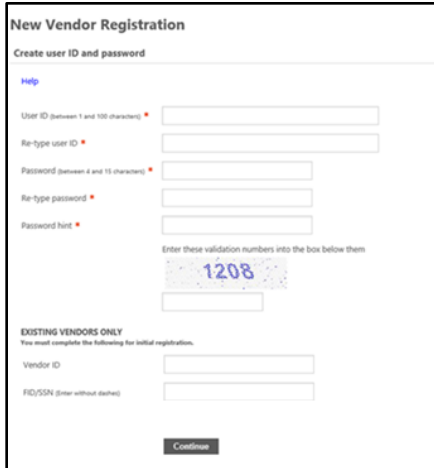
☐ Allow duplicate vendor FIDs/SSNs in VSS

☒ Allow use of 'Self-Service Vendors'

☒ Require PIN validation on Vendor Self Service registration

Input/View certification text.

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



New Vendor Registration

Create user ID and password

[Help](#)

User ID (between 1 and 100 characters) *

Re-type user ID *

Password (between 4 and 10 characters) *

Re-type password *

Password hint *

Enter these validation numbers into the box below them

1208

EXISTING VENDORS ONLY

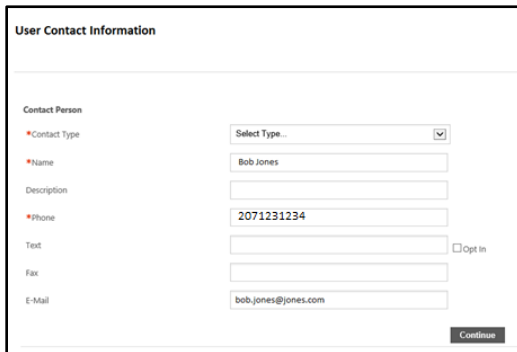
You must complete the following for initial registration.

Vendor ID

FID/SIN (Enter without dashes)

[Continue](#)

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



User Contact Information

Contact Person

*Contact Type

*Name

Description

*Phone

Text ☐ Opt In

Fax

E-Mail

[Continue](#)

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



tyler

Welcome to Vendor Self Service

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

[Home](#)

Vendor Self Service

[Bids](#)

Validation PIN

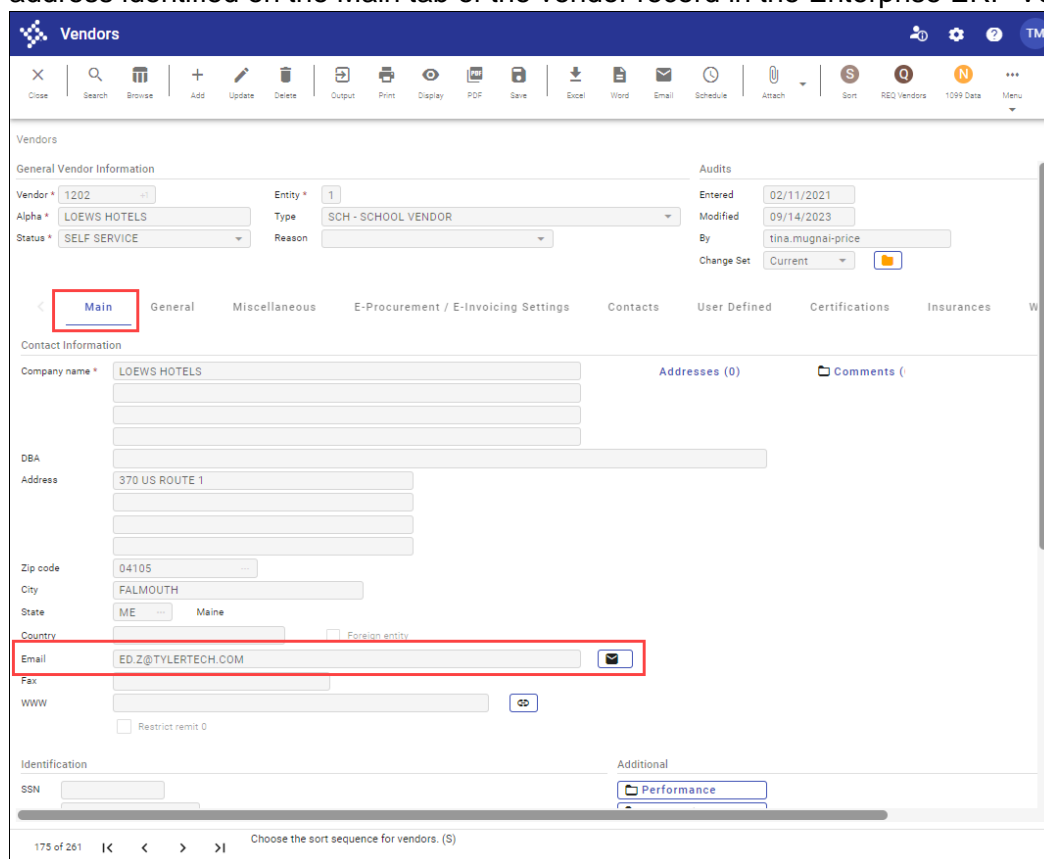
(enter PIN validation code)

[Validate](#)

[Regenerate PIN](#)

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

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



Vendors

General Vendor Information

Vendor * 1202 Entity * 1

Alpha * LOEWS HOTELS Type SCH - SCHOOL VENDOR

Status * SELF SERVICE Reason

Audits

Entered 02/11/2021

Modified 09/14/2023

By tina.mugnai-price

Change Set Current

Main General Miscellaneous E-Procurement / E-Invoicing Settings Contacts User Defined Certifications Insurances W

Contact Information

Company name * LOEWS HOTELS Addresses (0) Comments (0)

DBA

Address 370 US ROUTE 1

Zip code 04105

City FALMOUTH

State ME Maine

Country Foreign entity

Email ED.Z@TYLERTECH.COM

Fax

WWW

Restrict remit 0

Identification

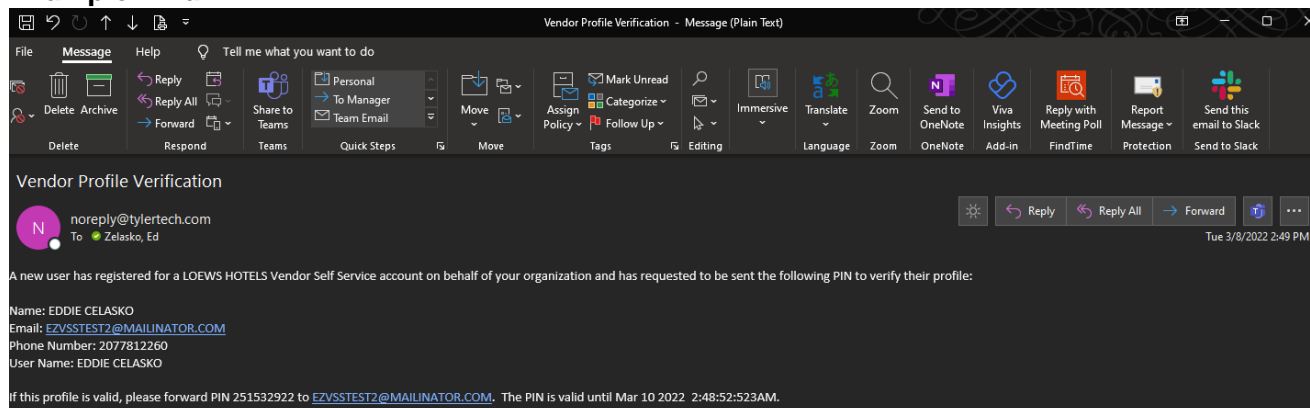
SSN

Additional

Performance

175 of 261 Choose the sort sequence for vendors. (S)

Example Email



Vendor Profile Verification - Message (Plain Text)

File Message Help Tell me what you want to do

Delete Archive Reply Reply All Forward Share to Teams Personal To Manager Team Email Move Assign Policy Categorize Follow Up Immersive Translate Zoom Send to OneNote Viva Insights Reply with Meeting Poll Report Message Protection Send this email to Slack

Vendor Profile Verification

noreply@tylertech.com To Zelasko, Ed

Tue 3/8/2022 2:49 PM

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

Name: EDDIE CELASKO

Email: EVSSTEST2@MAILINATOR.COM

Phone Number: 2077812260

User Name: EDDIE CELASKO

If this profile is valid, please forward PIN 251532922 to EVSSTEST2@MAILINATOR.COM. The PIN is valid until Mar 10 2022 2:48:52:523AM.

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

Name: <User First and Last Name>

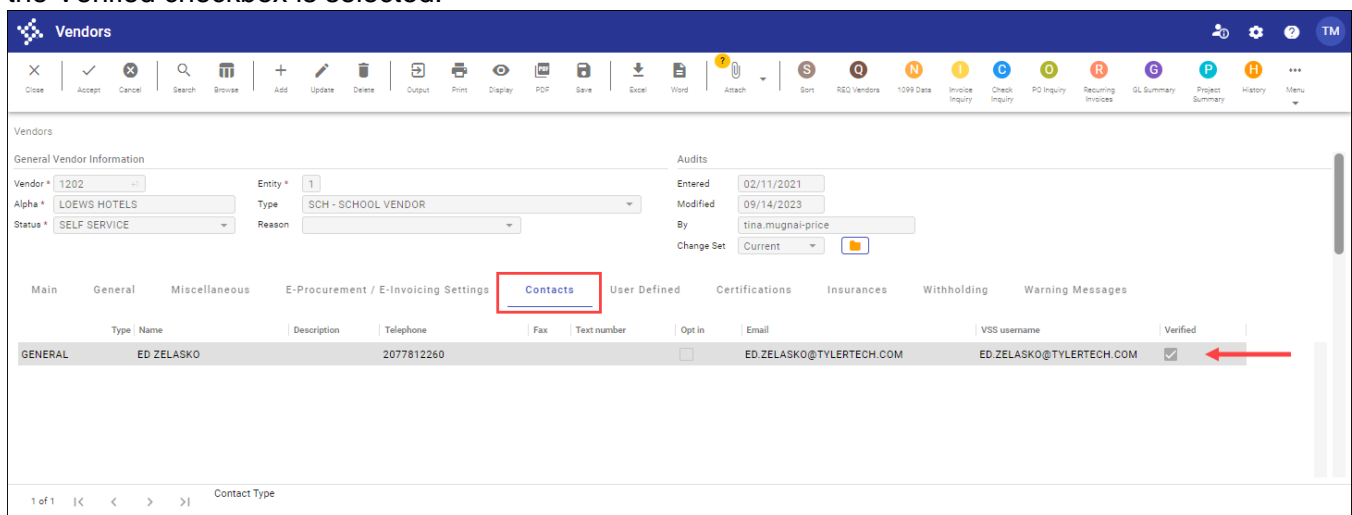
Email: <User Email>

Phone Number: <User Phone Number>

User Name: <Username>

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

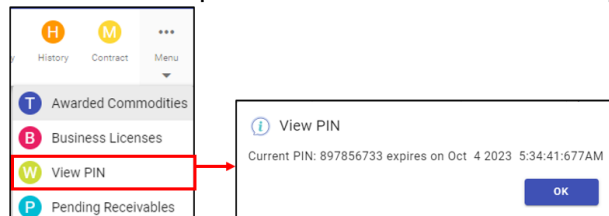
7. The vendor contact who received this email can then forward the email with the PIN validation to the user who attempted to link to the vendor, or provide the PIN verbally to the user.
Important: Vendors must be sure to properly authenticate the user to whom they are providing the PIN. Once the user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



The screenshot shows the 'Vendors' interface with the 'Contacts' tab selected. The vendor record for 'ED ZELASKO' is displayed. The 'Verified' checkbox is checked, and a red arrow points to it. The interface includes a toolbar with various icons and a table of contacts.

Type	Name	Description	Telephone	Fax	Text number	Opt in	Email	VSS username	Verified
GENERAL	ED ZELASKO		2077812260			<input type="checkbox"/>	ED.ZELASKO@TYLERTECH.COM	ED.ZELASKO@TYLERTECH.COM	<input checked="" type="checkbox"/>

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



The screenshot shows a 'View PIN' dialog box. The dialog box contains the text 'Current PIN: 897856733 expires on Oct 4 2023 5:34:41:677AM' and an 'OK' button. A red arrow points to the 'View PIN' option in the toolbar.

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