



Vendor Self Service (VSS)

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1 VENDOR SELF SERVICE OVERVIEW

Vendor Self-Service provides vendors with cloud-based access to information stored in the City's Tyler Enterprise ERP solution. The information includes accounts payable, purchasing, contracts, and bids.

You can enter and maintain your contact and remittance information, discount and payment terms, required documentation, and the commodity codes that represent the goods and services you can provide.

A listing of your current and prior 1099 data, bids, purchase orders, invoices, contracts, checks, and work orders is available in Vendor Self-Service.

You can search for and view formal solicitations (bids), and then use that information to submit a bid proposal or quote.

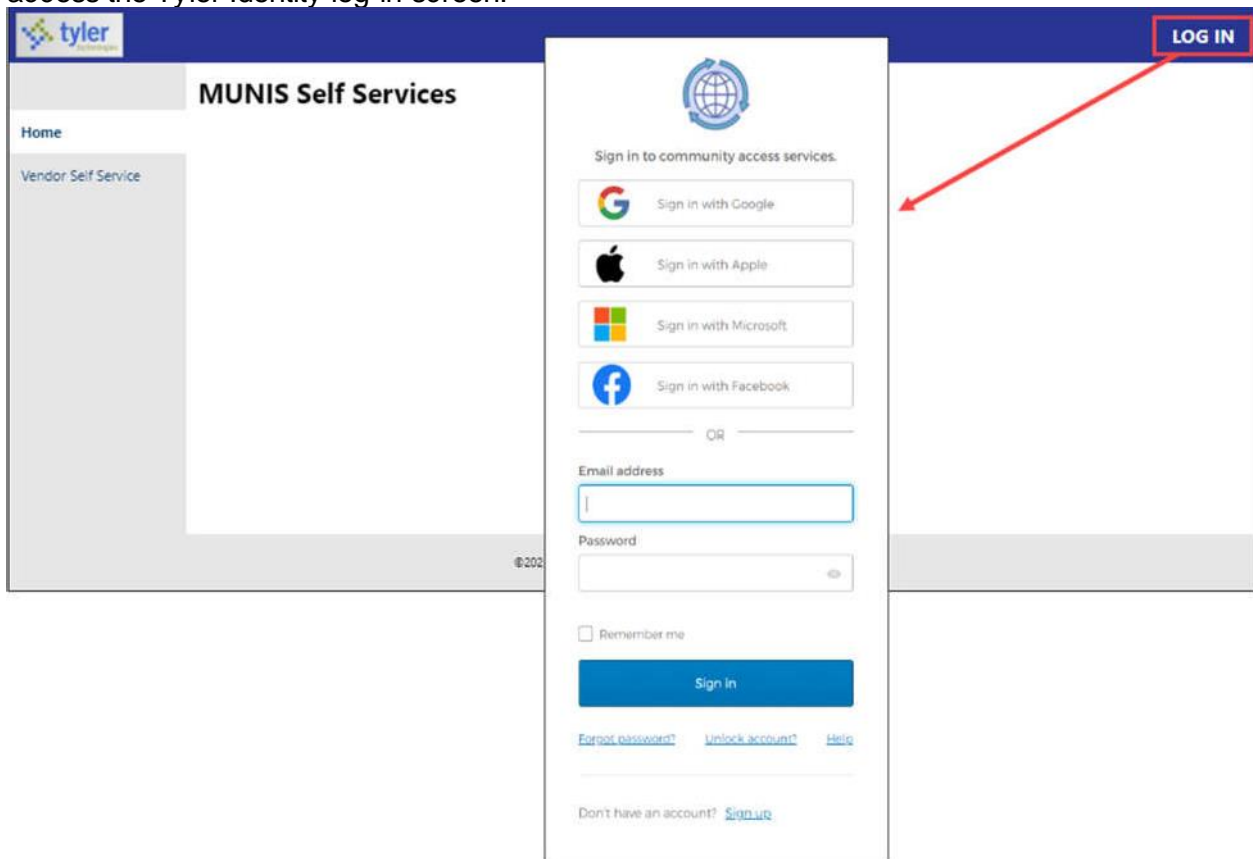
2 VENDOR SELF SERVICE AND TYLER IDENTITY

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.

2.1.1 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 issues related to authentication with Tyler Identity, visit <https://tylerportico.com/community-access-help.html>.

2.1.2 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.

2.1.3 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 overlay for password reset. The background sign-in form includes fields for 'Email address' and 'Password', a 'Remember me' checkbox, a blue 'Sign in' button, a red-bordered 'Forgot password?' link, and a 'Don't have an account? Sign up' link. The modal overlay, titled 'Reset your password', features a globe icon, an 'Email address' field, a blue 'Reset via Email' button, and a 'Back to Sign In' link. A red arrow points from the 'Forgot password?' link to the modal.

2.1.4 Locked Accounts

If a user's account is locked, clicking the Unlock Account? Link on the Sign-in screen provides the steps to unlock the account.

The diagram illustrates the process to unlock a locked account. It starts with a 'Sign in' screen on the left, which includes a 'Remember me' checkbox, a 'Sign in' button, and links for 'Forgot password?', 'Unlock account?', and 'Help'. The 'Unlock account?' link is highlighted with a red box, and a red arrow points from it to the 'Unlock your account' screen on the right. The 'Unlock your account' screen features a globe icon with circular arrows, the title 'Unlock your account', an 'Email address' input field, a 'Send Email' button, and a 'Back to sign in' link.

☐ 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](#)

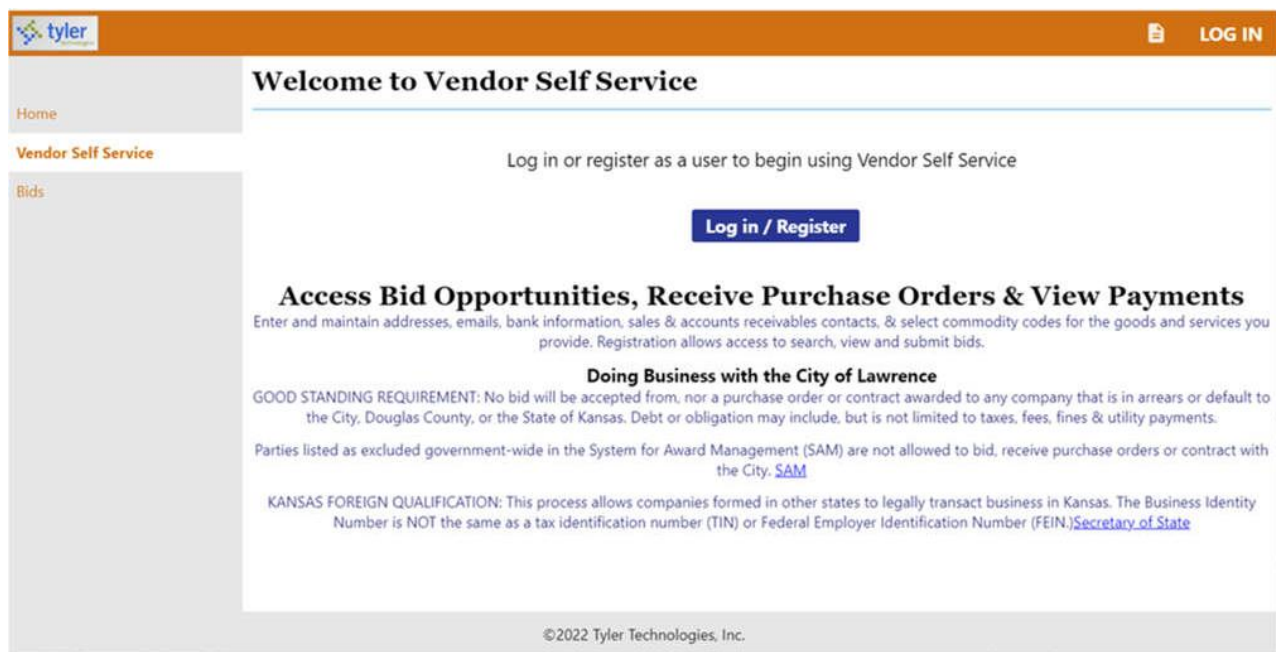
3 VENDOR REGISTRATION

Vendor Self Service requires EXISTING vendors to register using the VSS website to gain access to their information. You must have your *new* Tyler Enterprise ERP vendor ID number to successfully link your VSS registration with the City's Tyler Enterprise ERP record; you will enter the number in the Vendor ID box during registration.

Contact cityaccounting@lawrences.org or purchasing@lawrenceks.org for your new vendor number.

Potential vendors who have not done business with the City of Lawrence before can complete the registration process, but will only have limited access to VSS.

Once you have successfully logged 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 Tyler Enterprise ERP vendor record.




4 LINKING TO AN EXISTING TYLER ENTERPRISE ERP VENDOR RECORD

If you are an existing vendor with the City of Lawrence, the Link to Existing option provides the Link to Existing Vendor screen, where you can enter your vendor number and your Federal identifier or Social Security number to search for the existing vendor record.

When existing Tyler 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 Tyler Enterprise ERP.

If it does not already exist in VSS, you will be prompted to enter contact information.

Once you have entered your Vendor number and Vendor FIS/SSN and been matched to a vendor account, an email will be sent to the email on file with a Validation PIN that you will need to enter in VSS to complete the process.



The screenshot shows the 'Welcome to Vendor Self Service' page. On the left is a navigation menu with 'Home' and 'Vendor Self Service' (which is expanded to show 'Bids'). The main content area has a green checkmark icon and a message: '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. ©'. Below this is a 'Validation PIN' section with a text input field labeled '(enter PIN validation code)', a 'Validate' button, and a 'Regenerate Pin' link.

This generated PIN is valid for 36 hours. If the PIN expires, the user can click the 'Regenerate PIN' option in the self-service application to send a new, unique PIN email to the vendor contact identified in the system.

5 CREATING A NEW VENDOR RECORD

If you do not have an existing record with the City, the Create New Vendor option provides Step 1 of the New Vendor Registration screen.

New Vendor Registration

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

Enter Vendor Registration Information Step 1

Company Information

Company Name*

Line 2 (optional)

Line 3 (optional)

Line 4 (optional)

Doing business as (if different from above)

Vendor Type

Select Type...

☐ Foreign Entity

☐ Independent contractor

☐ Send Accounts Payable checks to the above address

☐ Send Purchase Orders to the above address

E-mail *

Website

DUNS

California Permit Number

Vendor Address

Address*

Line 2 (optional)

Line 3 (optional)

Line 4 (optional)

City *

State *

Zip Code *

County *

Country

Geographic

Select Type...

Tax Number

☐ Minority Business Enterprise
Classifications
(select all that apply)

- ☐ 501(c)(3)
- ☐ AFRICAN-AMERICAN OWNED
- ☐ ASIAN-AMERICAN OWNED
- ☐ DISABLED BUSINESS ENTERPRISE
- ☐ General
- ☐ HUB-ZONES
- ☐ NATIVE AMERICAN OWNED
- ☐ SMALL BUSINESS OWNER
- ☐ VETERAN OWNED
- ☐ WOMAN OWNED

*Sender

Select Type...

*Ethnicity

Select Type...

Payment Terms

Discount Percentage

Days to Discount

Days to Net

Your preferred payment delivery method(s):

☒ Mail ☐ E-Mail

Your preferred purchasing delivery method(s):

☒ Mail ☐ E-Mail

Federal Tax ID Number or Social Security Number

*TIN or SSN

☐ TIN ☐ SSN

*TIN/SSN

*Tax-type TIN/SSN

Bank Information

Bank Routing Number

Bank Account Number

Bank Account Type

Checking

Sample Check

Pay to the order of

Bank Account Number

Account Number

Check Number

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

5.1.1 Company Information

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

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	Enter your name or business name.
Line 2 Line 3 Line 4	Stores additional vendor name or business name information, such as an address. <i>These fields are optional.</i>
Doing Business As (If Different from Above)	Indicates your doing business as (DBA) name, if applicable.
Foreign Entity	When selected, indicates that the vendor is a foreign entity.
Send Accounts Payable Checks to the Above Address	When selected, sends accounts payable (AP) checks to the address indicated on the previous lines in the Company Information group rather than the address in the Vendor Address group.
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	Primary email address, which is the address to which all notifications and alerts are sent, such as registration confirmation messages or password hints. <i>Additional email addresses for vendor contacts are defined later in the registration process.</i>

Field	Description
Website	Include the URL for your website.
DUNS	Indicates the 9-digit Data Universal Numbering System (DUNS) number assigned to your company. <i>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 and is required for Federal grants and proposals.</i>

5.1.2 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	
Address Line 2 Line 3 Line 4	Define your MAIN address.
City	Specify the city
State	Enter a two-letter state postal abbreviation code
Zip Code	Enter your ZIP Code.
Country	Must use for addresses that are outside of the United States.

5.1.3 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

Classifications
(select all that apply)

- ☐ 30 Max
- ☐ AFRICAN-AMERICAN OWNED
- ☐ ASIAN-AMERICAN OWNED
- ☐ DISABLED BUSINESS ENTERPRISE
- ☐ General
- ☐ HUB-ZONES
- ☐ NATIVE AMERICAN OWNED
- ☐ SMALL BUSINESS OWNER
- ☐ VETERAN OWNED
- ☐ WOMAN OWNED

*Gender
Select Type...

*Ethnicity
Select Type...

Field	Description
Minority Business Enterprise	
Minority Business Enterprise	Indicate if you are a minority business enterprise, when selected.
Minority Business Enterprise Classifications (Select All That Apply)	Define which MBE classifications you possess. Select one or more of the check boxes, but the General check box is always selected and cannot be cleared. The MBE Classifications section displays the number of certifications of each type that the vendor possesses. Click Manage for a classification to maintain certifications. See Appendix A—Managing Minority Business Enterprise Certificates for more information.

5.1.4 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. The FID or SSN must be a unique value that is not used by any other vendor profile.

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
 0 0 0

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

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

Bank Information

Bank Routing Number Bank Account Number Bank Account Type
 Checking

Joe Smith
 1234 Anytown Court
 Anycity, AA 12345
 1234

Pay to the order of _____ Dollars

Bank Anywhere
 C 1234567890 1234567890123 1234

Routing Number Account Number Check Number

Continue Cancel

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

Field	Description
FID/SSN	Identifies your 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 you offer.
Days to Discount	Enter 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 & Your Preferred Purchasing Delivery Method	Determine the vendor's preferred delivery method for payables and purchasing documents.
Bank Information	
Bank Routing Number	Routing number of the bank to which payments should be sent. The program automatically selects the correct bank code based on the entered routing number.
Bank Account Number	Your bank account number.
Bank Account Type	Indicate checking or savings.

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

The screenshot displays the 'New Vendor Registration' page at Step 2, 'Address Information'. The interface includes a left sidebar with 'Home' and 'Vendor Self Service' links. The main content area has a header 'New Vendor Registration' and a sub-header 'Address Information' with a 'Step 2' indicator. Below the sub-header is a section titled 'Addresses' with an 'add' link. A table is present with columns 'Name/DBA', 'Address', and 'Is Default'. A 'Continue' button is located at the bottom of the table. The footer of the page reads '© 2020 Tyler Technologies, Inc.'.

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

tyler technologies

Home
Vendor Self Service

New Vendor Registration

General Vendor Contacts Step 3

Address Contacts

Type	Name	Description	Email	Telephone
<div>Continue</div> <div>New Contact</div>				

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Click New Contact to add a new vendor contact.

tyler technologies

Home
Vendor Self Service

New Vendor Registration

General Vendor Contacts Step 3

Contact Person

* Contact Type
Select Type...

* Name

Description

* Phone

Text
 ☐ Opt In

Fax

* E-mail

Save

Cancel

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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.

The screenshot shows the 'New Vendor Registration' interface at Step 3, titled 'General Vendor Contacts'. The left sidebar contains links for 'Home' and 'Vendor Self Service'. The main content area has a sub-header 'Address Contacts' and a table with the following data:

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

Below the table are two buttons: 'Continue' and 'New Contact'. The footer of the page reads '© 2020 Tyler Technologies, Inc.'.

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.

The screenshot shows the 'New Vendor Registration' interface at Step 4, titled 'Additional Values'. The left sidebar contains links for 'Home' and 'Vendor Self Service'. The main content area has a sub-header 'Additional Values' and a table with the following data:

Field	Value
SHIPPING CHOICE	USPS ▼

Below the table is a 'Continue' button. The footer of the page reads '© 2020 Tyler Technologies, Inc.'.

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

Select Commodities

Step 5

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

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

[List all commodities/services](#)

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

[Select All](#)

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

Add

Currently Added

There are no commodities to display for this vendor.

Continue **Cancel**

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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 be associate with your company, and click Add to associate the selected commodity codes.

The screenshot displays a web interface for adding commodity codes. On the left, a list of commodity codes is shown with checkboxes: 04088 (Reptiles, Live), 04092 (Toys for Pets and Zoo Animals), and 045 (APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE). The checkbox for 045 is checked, and a red arrow points to it. Below the list is a red-bordered 'Add' button. To the right of the 'Add' button is a 'Currently Added' section. This section contains a table with one row: 045, APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE, with a blue 'Remove' link to its right. Below the table are 'Continue' and 'Cancel' buttons. At the bottom of the main interface area are also 'Continue' and 'Cancel' buttons.

Commodity Code	Description
04088	Reptiles, Live
04092	Toys for Pets and Zoo Animals
045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE

Add

Currently Added

There are no commodities to display for this vendor.


Commodity Code	Description	Action
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 your vendor registration.



Home

Vendor Self Service

New Vendor Registration

Review

Step 10

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

General Information [change](#)

Name/DBA

Andrew Konsta, LLC

Entity

Address

Andrew Konsta, LLC
485 Riverview Drive
Yarmouth, ME 04096

Fax Number

SSN

999-31-1999

Geographic

EAST - EAST COAST VENDOR

E-Mail

akonstallc@gmail.com

Commodities [change](#)

045

APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE

Attachments

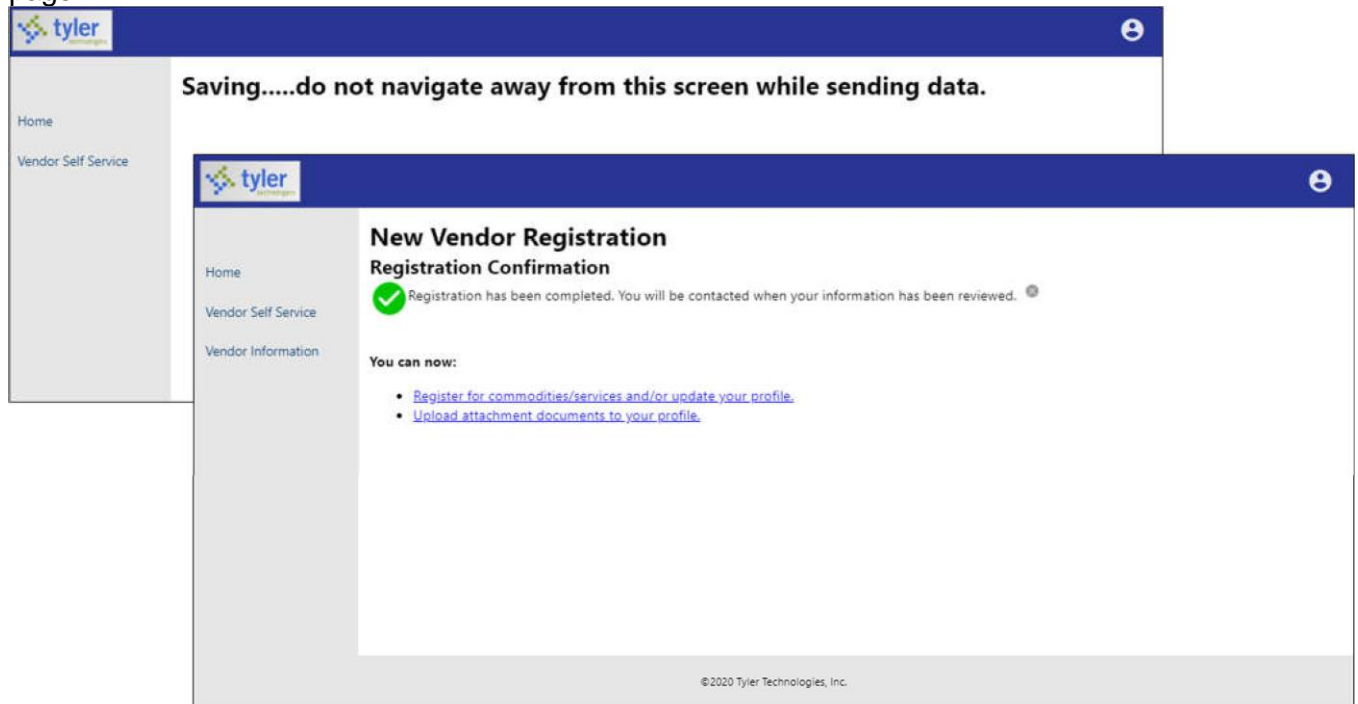
Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type	(0)	Attach
E-Verify	E-Verify	(0)	Attach
default	Vendor Attachment	(0)	Attach

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

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

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



Newly registered vendors will only have access to the Home, Vendor Self Service, and Vendor Information tabs.

6 VENDOR SELF SERVICE HOME PAGE

The Vendor Self Service home page provides the vendor's profile information and access to the options available.

Welcome to Vendor Self Service

Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

Profile information

LeTourneau Power Equipment [View profile](#)

123 Main Street
CARIBOU, ME 04736
US

Contacts

Announcements

Welcome to Self Service for Business Vendors

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

\$452.99
Last invoice: 2/13/2017

\$452.99
Year to date

Recent invoices

Date	Amount	Status	
2/13/2017	\$452.99	Held	details

Submitted invoices

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

Checks [Search checks](#)

Check information not found.

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Clicking the User Information option in the header displays the following menu options:

- My Account – Opens the My Account page containing your account information.
- Log Out – Logs you out of Vendor Self Service.

Welcome to Vendor Self Service

Vendor Self Service

My Profile

1099

Profile information

LeTourneau Power Equipment [View profile](#)

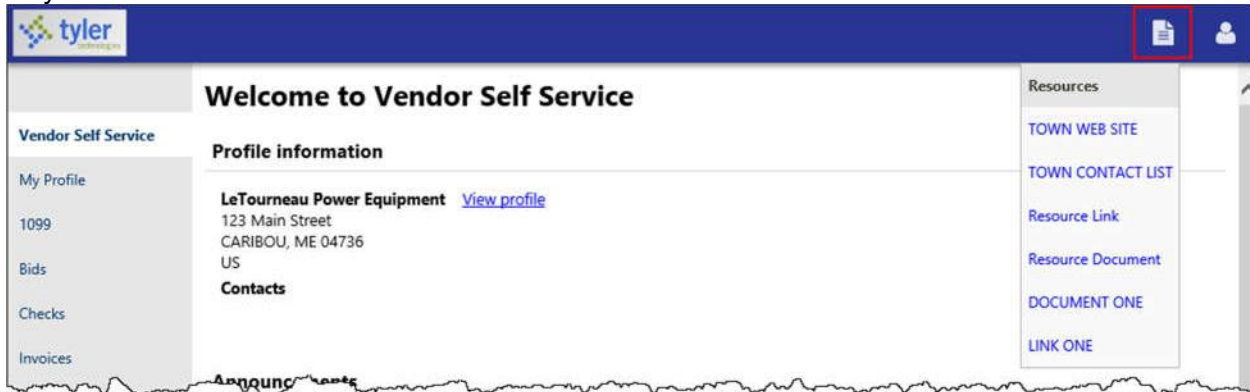
123 Main Street
CARIBOU, ME 04736

LETOURNEAU POWER EQUIPMENT

[My Account](#)

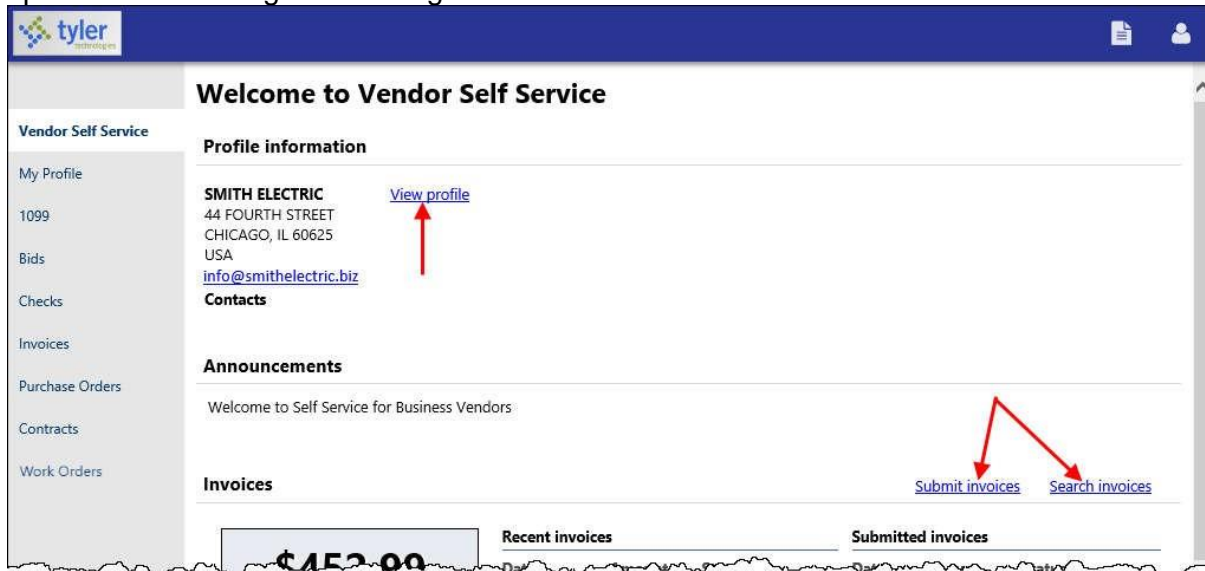
[Log Out](#)

The Resources option in the header provides a menu of links or documents provided by the City.



7 VENDOR NAVIGATION

On the Vendor pages, the headers for the individual information groups that display include options for searching and viewing related information.



Clicking View Profile in the Profile Information group or the My Profile option in the navigation menu displays the My Profile page. The My Profile page groups profile information by category. By clicking Change, you can update the information in that group.



The General Information group contains your address and contact information, type and foreign entity status, minority business enterprise status and certifications, discount terms and banking information.

General Information change	
Name/DBA	SMITH ELECTRIC
Entity	
Address	44 FOURTH STREET CHICAGO, IL 60625
Fax Number	
FID	55-7777777
E-Mail	dan.olson@tylertech.com
Web Site	info@smithelectric.biz
Vendor Type	EQUI - EQUIPMENT VENDOR
Geographic	
Foreign Entity	No
Is minority business enterprise?	No
MBE Classification(s)	
General	
No certificates were found for this classification.	
Discount Percentage	0.000%
Days to Discount	0
Days to Net	0
Bank Name	
Bank Account Number	
Bank Account Type	
Gender	
Ethnicity	

The Address Information group displays your remittance address and contact information, while the Address Contacts group lists your contact persons and information.

Address Information					
change					
Name/DBA	Address				Is Default
Address Contacts					
change					
Type	Name	Title	Email	Phone	Fax
ACCOUNTS PAYABLE	Susan Agouris	Accounting Office	info@mithelectric.biz	312-555-1212	

The Additional Fields group identifies your shipping preferences. Clicking Change allows you to update this information.

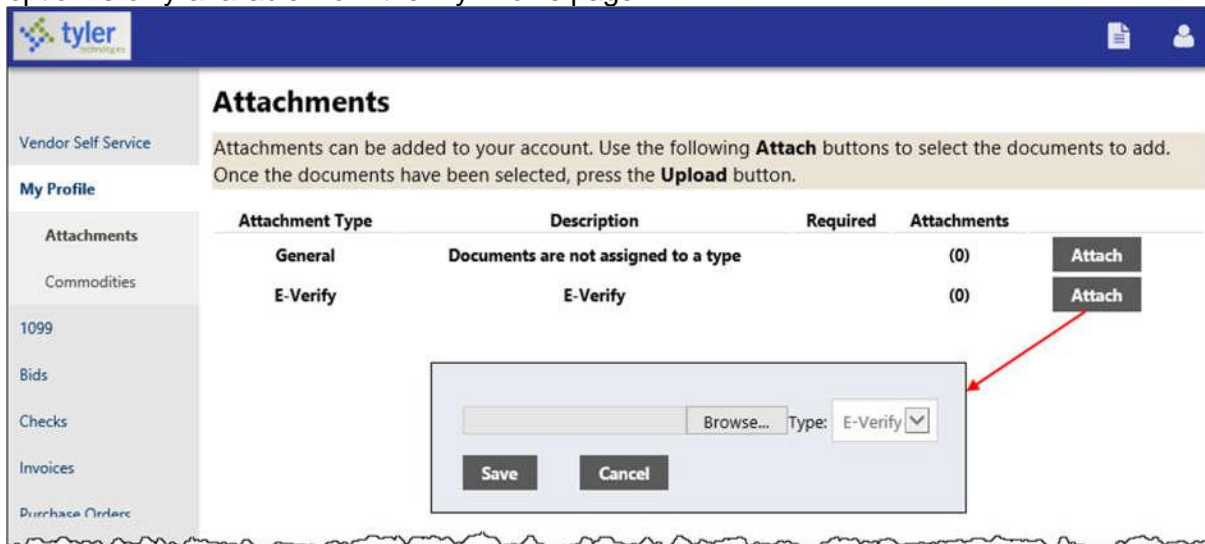
Additional Fields	
change	
SHIPPING CHOICE	USPS

The Current Vendor Commodities group contains a list of commodity codes associated with your company. You can remove commodities from the list by clicking the Remove link. The Add option allows you 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

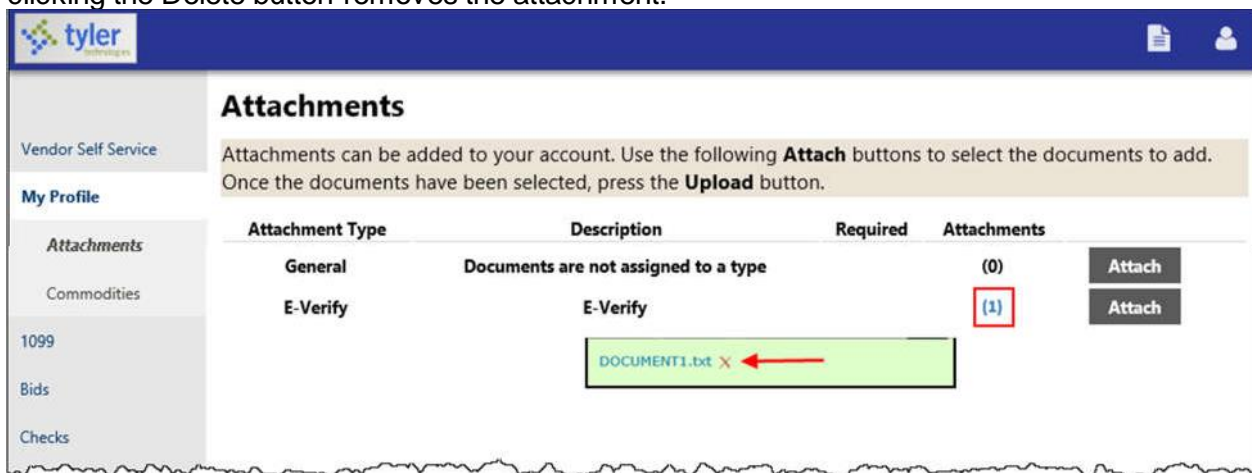
7.1.1 Attachments

You can add attachments to your profile by clicking Attachments on the menu. The Attachments option is only available from the My Profile page.



Add attachments by clicking the Attach button on the Attachments page, which allows you to navigate to a file or document to upload. The Attachments column indicates the number of documents attached for the attachment types. You can attach an unlimited number of files.

To remove an attachment, click the number of attachments indicator. On the attachments list, clicking the Delete button removes the attachment.



You cannot maintain your attachments in VSS once uploaded. Only City Accounting staff can add, update, or delete your attached files.

7.1.2 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](#)

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

You can view commodities by group using the numbered group selections, or identify specific commodities by selecting individual check boxes. If you select an individual check box within a numbered group selection, VSS saves the value of each check box when you navigate between the groups of commodity codes.

Commodities

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

After identifying the applicable commodity codes, clicking Add causes VSS to add the selected commodity codes to your profile and updates the Currently Added list. Clicking Remove removes the commodity from the group. When you complete the commodity code update, click Finished to save the changes and return to the My Profile page, where the Current Vendor Commodities group provides the full list of your associated commodity codes.

7.1.3 1099

The 1099 page displays a listing of your 1099 data for a selected year. The data includes the 1099 box code, a description of the code type, and the 1099 amount.

The screenshot shows two overlapping screenshots of the Tyler Technologies Vendor Self-Service interface. The top screenshot displays the 'Vendor 1099 Information' page. The bottom screenshot displays the 'Vendor 1099 Invoice Detail' page, which is reached by clicking on a box code 'F' in the top screenshot.

Vendor 1099 Information

Year: 2016

Selected 1099 Data

Code	Description	Amount
F	FED INC TA	\$3,555.00

Vendor 1099 Invoice Detail

Box: F

Year: 2016

Amount: \$3,555.00

Description: FED INC TA

1099 Invoice Detail

AP Invoice	AP Check#	AP Check Date	AP Amount
5926	653327	09/14/2016	\$450.00
5928	6533287	10/17/2016	\$945.00
5930	6533288	11/08/2016	\$1,080.00
5931	6533288	11/18/2016	\$1,230.00

[Return to 1099](#)

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.

7.1.4 Bids

Bids provides a list of bids for the City. Bids opens to the Bid search page, which allows you to search for bids using the bid number, bid description, or bid status.

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 links 'Vendor Self Service' and '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 the same sidebar as the search page. The main content area has a header 'Bids Search Results' with links 'Vendor Self Service', 'Modify Search', and 'New Search', and an RSS icon. Below the header, it says 'All times reflect (UTC-05:00) Eastern Time (US & Canada)' and '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, it says '©2018 Tyler Technologies, Inc.'

The RSS link allows you to subscribe to an RSS feed that is updated when the City 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 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. The bid number 100069 is highlighted in red, and a red arrow points from it to the 'Request for Bids' page. The 'Request for Bids' page shows the status as '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 you to submit a proposal for the selected bid request.

The Create Proposal procedure is a four-step process that guides you through bid response and submittal.

The screenshot shows the 'View Proposal' page in the Tyler Vendor Self-Service interface. The page is titled 'View Proposal' and includes a 'Step 1' indicator. The 'Vendor Bid ID' field is empty, with a note 'to help you reference your bid (optional)'. 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 Manufacturer/Part Number is 'Spaxwell Products' and the Unit Price is \$0.00. For commodity 10031, the Manufacturer/Part Number is 'Spaxwell Products' 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

Group Total: \$0.00

If the bid has the Allow Substitute option, you can propose a substitute item and enter a note justifying the proposed substitute item.

Attachment	Manufacturer/Part Number	Quantity	UOM	Unit Price
(0)	Spawell Products	5.00	EACH	\$ 0.00
Group Total: \$				0.00

[Propose Substitute](#)

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
<p>Propose substitute If unable to propose pricing for above specifications, propose a substitute manufacturer and part number to be considered for awarding.</p> <p> <input type="checkbox"/> <input type="text" value="Enter manufacturer"/> <input type="text" value="Enter part number"/> <input type="text" value="\$ 0.00"/> </p> <p>Reason for substitute</p> <div></div>				

[Close](#)

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

The proposal information 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
[Show Me](#)

Status: Open

[Return to Search Results](#)

[Information](#)
[Items](#)
[Evaluations](#)

Fluorescent lighting fixtures and tubes (All items require responses)

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

You can add attachments to your proposal or quote 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](#)

7.1.5 Checks

The Checks group provides a list of checks recently issued to your company by the City.

\$2,460.00
Last check: 11/17/2017

\$0.00
Year to date

Recent checks

Date	Number	Amount	
11/17/2017	#6533288	\$2,460.00	details
10/14/2017	#6533287	\$1,845.00	details

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

Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

Work Orders

Vendor Check Search

Date (mm/dd/yyyy)

Check date

or

Check date(s) from to

Amount

Check amount

or

Amount(s) more than but less than

Number

Check number

or

Check number(s) from to

Status Any Status ▼

Search
Clear

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Search Results for checks provides the check date, amount, check number, and status. Use the View option of an individual check to view additional details.

7.1.6 Invoices

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

The screenshot shows the 'Invoices' section of a vendor self-service portal. On the left, there are two summary boxes: the top one displays '\$452.99' with 'Last invoice: 2/13/2017' below it, and the bottom one displays '\$452.99' with 'Year to date' below it. On the right, there are two tables. The 'Recent invoices' table has columns for Date, Amount, and Status, with one row showing '2/13/2017', '\$452.99', and 'Held', followed by a 'details' link. The 'Submitted invoices' table has columns for Date, Amount, and Status, but it is currently empty. At the top right, there are two links: 'Submit invoices' and 'Search invoices', both enclosed in a red rectangular box.

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 sidebar menu with options: 'Vendor Self Service', 'My Profile', '1099', 'Bids', 'Checks', 'Invoices' (which is highlighted), 'Purchase Orders', 'Contracts', and 'Work Orders'. The main content area is titled 'Vendor AP Invoice Search'. It contains several search criteria sections: 'Invoice number' with a text input field and a note '(other search criteria will be ignored)'; 'Date' with 'Invoice date' and 'Invoice date(s) from' to 'to' input fields; 'Amount' with 'Invoice Amount' and 'Amount(s) more than' to 'but less than' input fields; and 'Status' with a dropdown menu currently set to 'Any Status'. At the bottom are 'Search' and 'Clear' buttons.

The Search Results page provides the invoice date, amount, invoice number, and status. When you clicks Details, VSS provides the Invoice Detail page, which includes additional information sorted by Vendor, Invoice, and Invoice Totals groups.

Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

Search Results

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

4 Found

Invoice Date	Amount	Invoice Number	Status	
3/9/2017	\$652.00	5998	In Review	View
3/9/2017	\$110.00	5999	Held	View
				View
				View

[Return to previous view](#)

Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

Work Orders

Invoice Detail

Invoice Detail for Invoice: 5998

[Return to previous view](#)

Vendor Information

Vendor ID: 1131

Vendor Name: SMITH ELECTRIC

Vendor Address: 44 FOURTH STREET
CHICAGO, IL 60625

Invoice Information

Status: Unpaid

Invoice Number: 5998

PO Number:

Invoice Date: 3/9/2017

Check Date:

Check Number: 0

Voucher Number: 226

Invoice Description: Service entry and mounting kit

Invoice Totals

Gross Amount: \$652.00

Non Taxable: \$652.00

Net Amount: \$652.00

7.1.7 Purchase Orders

Purchase Orders provides a list of recent purchase orders issued to you from the City. The initial Search Purchase Orders page allows you to search by purchase order number, date, or a purchase order total range.

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

Purchase Order Search Results

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

5 Found

PO Number	Contract Number	Status	Date Ordered	PO Total	
20100015		Open	3/9/2017	\$288.00	View

Purchase Order Detail
[Return to previous view](#)

Purchase Order Detail
 PO #: 20100015 FY2017

Vendor
 SMITH ELECTRIC
 44 FOURTH STREET
 CHICAGO, IL 60625

Bill To	Ship To
3202 EAST 42ND STREET FALMOUTH, ME 04105	3202 EAST 42ND STREET FALMOUTH, ME 04105

Phone Numbers		Reference	
Tel# 312-555-1212	Contract:	Requisition: 20100050	
Fax#			

Date Ordered	Vendor Number	Date Required	Shipping/Terms	Department/Location
3/9/2017	1131			CENTRAL OFFICE

Line	Description	Unit	Qty	Unit Price	Net Price
1	Fluorescent tubes, 48"	EACH	60.00	\$4.80	\$288.00
Open Amount					\$288.00
Purchase Order Total					\$288.00

7.1.8 Contracts

Contracts provides contracts you currently holds with the City. The initial Contracts Search page allows you to search by a range of contract numbers or years.

Search results include the contract start date, number, and amount. The Details option displays the Contract Detail page for the selected contract.

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

1 Found 1-1

Start Date	Number	Description	Revised Amount	details
	200800079	Wiring street lights	\$22,575.00	

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

Contract number	200800079			
Description	Wiring street lights, Brubaker Street			
Year	2017			
Estimated start date				
Original amount	\$22,575.00			
Revised amount	\$22,575.00			
Paid amount	\$0.00			
Available amount	\$22,575.00			
Retained to date	\$0.00			
Liquidated damages	\$0.00			
Released retainage	\$0.00			
Description	Contracted Quantity	Ordered Quantity	Unit of Measure	Unit Price
Street lamps	15.00	15.00	EACH	\$1,500.00
Conduit (1.5")	75.00	75.00	FEET	\$1.00

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 My Profile page.

The top screenshot shows the 'My Profile' page with the 'General Information' tab selected. A red box highlights the 'change' link next to the 'General Information' header. The bottom screenshot shows the 'General Information and Terms: Make Changes' form. It includes fields for Company Name (SMITH ELECTRIC), Address (44 FOURTH STREET, CHICAGO, IL 60625), and MBE Classifications. The 'Is minority business enterprise' checkbox is checked, and the 'General' classification is selected. The 'Foreign Entity' checkbox is unchecked.

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 your company possesses.

The 'Minority Business Entity (MBE)' section contains the following options:

- ☐ Is Minority Business Enterprise
- ☐ 123 MBE CODE
- ☐ AFRICAN AMERICAN OWNED
- ☐ DISADVANTAGED BUSINESS
- ☒ General (0 certifications [manage](#))
- ☐ HISPANIC OWNED
- ☐ WOMAN OWNED

Below these options are dropdown menus for 'Gender' and 'Ethnicity'.

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](#)

Existing Certificates

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

Changes Complete **Cancel All**

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

My Profile
General Information and Terms: Make Changes

Selected MBE Classification

Serial ID 0

Description General

[Add new certificate](#)

Existing Certificates

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

Certificate Details

Agency *
(300 character limit)

300 remaining

Issue Date *

Expiration Date *

Notes
(300 character limit)

300 remaining

Done **Cancel**

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

My Profile
General Information and Terms: Make Changes

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

Selected MBE Classification

Serial ID	0
Description	General

[Add new certificate](#)

Existing Certificates

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

Changes Complete **Cancel All**

The Make Changes page includes 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 My Profile–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

***Company Name** SMITH ELECTRIC

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

☐ Foreign Entity

***Address** 44 FOURTH STREET

Bank Account Number

Bank Account Type Checking ☒

Update **Cancel**

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