



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

---

*Version 2021*

## Revision History

Date	Comments
10/13/2022	Updated for version 2021.7
7/22/2022	Updated for version 2021.6

## TABLE OF CONTENTS

<b>Vendor Self Service Overview .....</b>	<b>4</b>
Vendor Self Service and Tyler Identity .....	5
New Users .....	5
Existing Users.....	7
Password Resets.....	7
Locked Accounts .....	7
<b>Vendor Registration .....</b>	<b>9</b>
Linking to an Existing Enterprise ERP Vendor Record .....	10
Creating a New Vendor Record.....	11
Company Information .....	12
Vendor Address .....	13
Minority Business Enterprise .....	14
Federal Tax ID Number or Social Security Number, Payment Terms, and Bank Information.....	15
<b>Vendor Self Service .....</b>	<b>24</b>
<b>Vendor Information .....</b>	<b>27</b>
Attachments .....	29
Commodities .....	31
<b>1099.....</b>	<b>33</b>
<b>Bids .....</b>	<b>34</b>
<b>Checks.....</b>	<b>39</b>
<b>Invoices .....</b>	<b>41</b>
<b>Purchase Orders.....</b>	<b>45</b>
<b>Contracts.....</b>	<b>47</b>
<b>Work Orders.....</b>	<b>49</b>
<b>Appendix—Managing Minority Business Enterprise Certificates.....</b>	<b>51</b>

# 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.

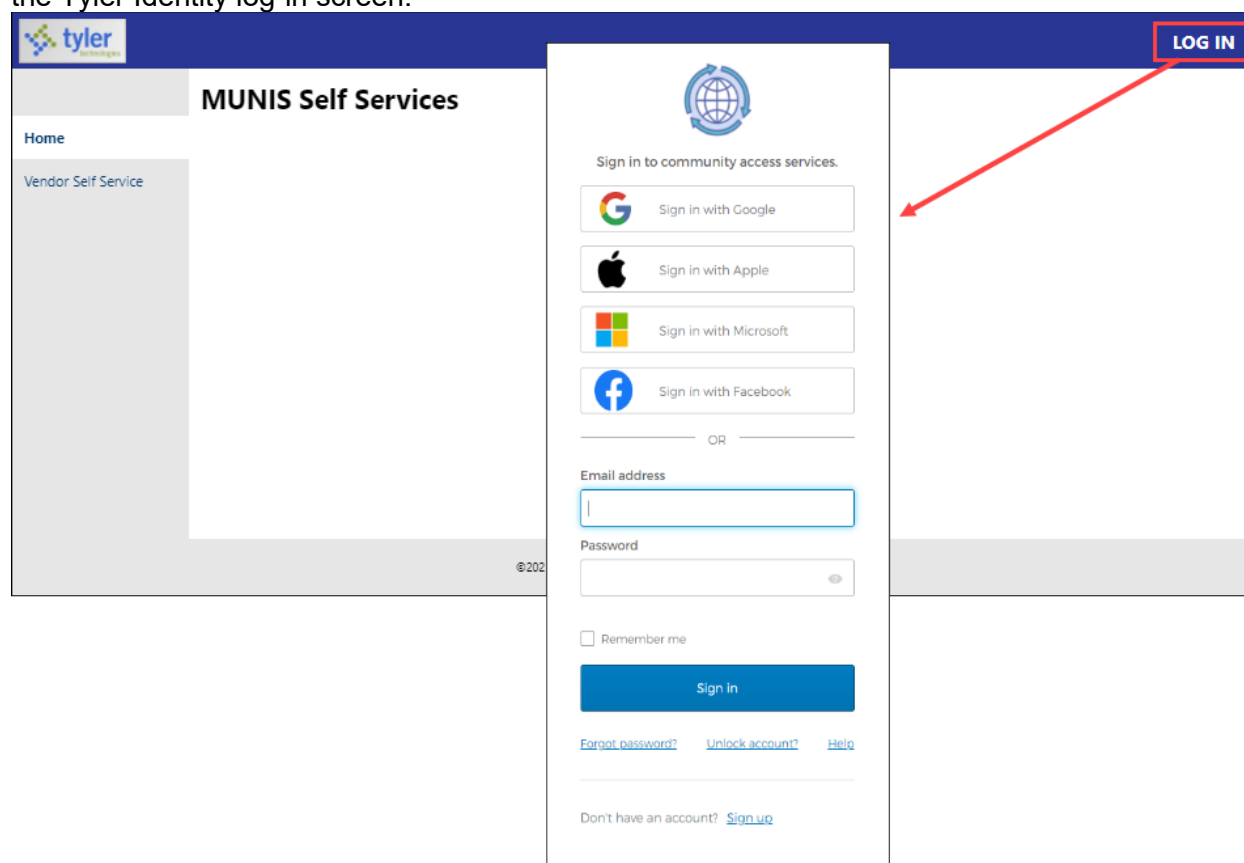
## Vendor Self Service and Tyler Identity

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.

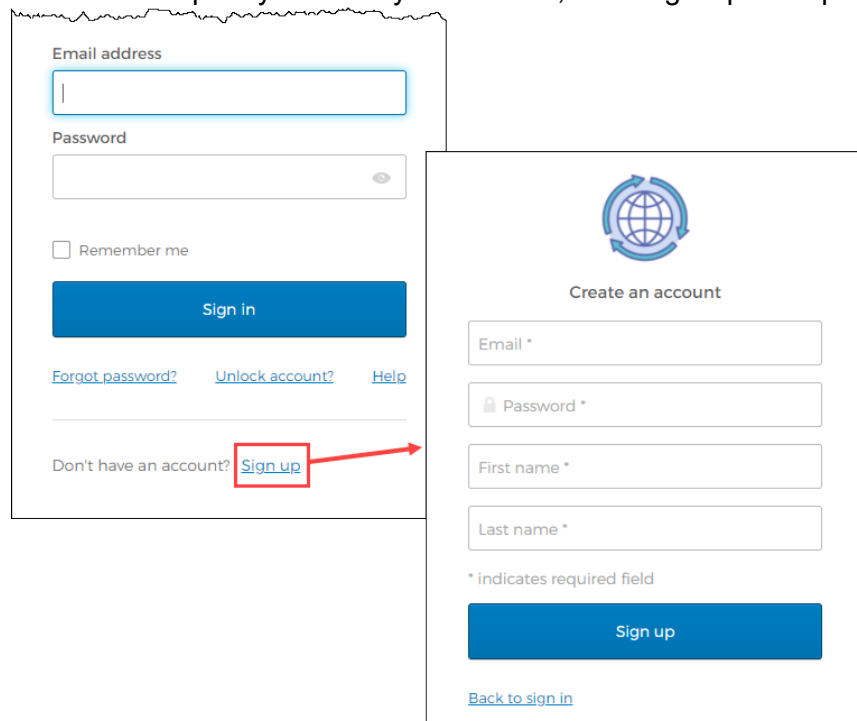
### New Users

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

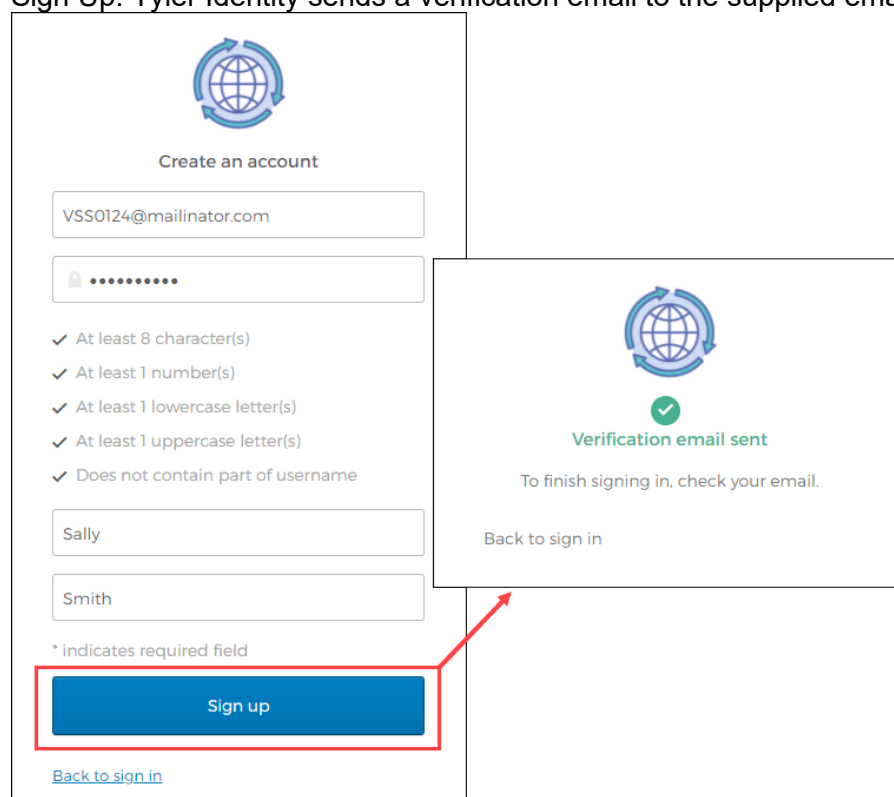


From this screen, vendors may use their established email and password credentials for an existing social account (such as Google®, Apple®, Microsoft®, or Facebook®) to log in, or click the Sign Up option to create unique Tyler Identity credentials.

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

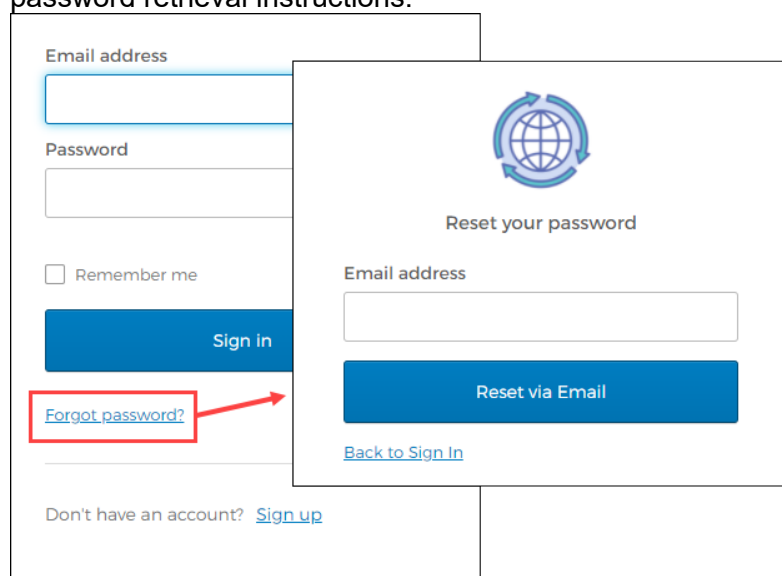
Users who have established a Tyler Identity account can log in using their Tyler Identity email and password credentials. Users who have not transitioned to using Tyler Identity must create a new account.

- 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 screenshot of the VSS Sign-in screen with a 'Forgot Password?' link highlighted by a red box and an arrow pointing to a 'Reset your password' overlay. The Sign-in screen includes fields for 'Email address' and 'Password', a 'Remember me' checkbox, a 'Sign in' button, and a 'Don't have an account? [Sign up](#)' link. The 'Reset your password' overlay features a globe icon with circular arrows, the title 'Reset your password', an 'Email address' field, a 'Reset via Email' button, and a '[Back to Sign In](#)' link.

## Locked Accounts

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


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

☐ Remember me

Sign in

[Forgot password?](#) [Unlock account?](#) [Help](#)

Don't have an account? [Sign up](#)



Unlock your account

Email address

Send Email

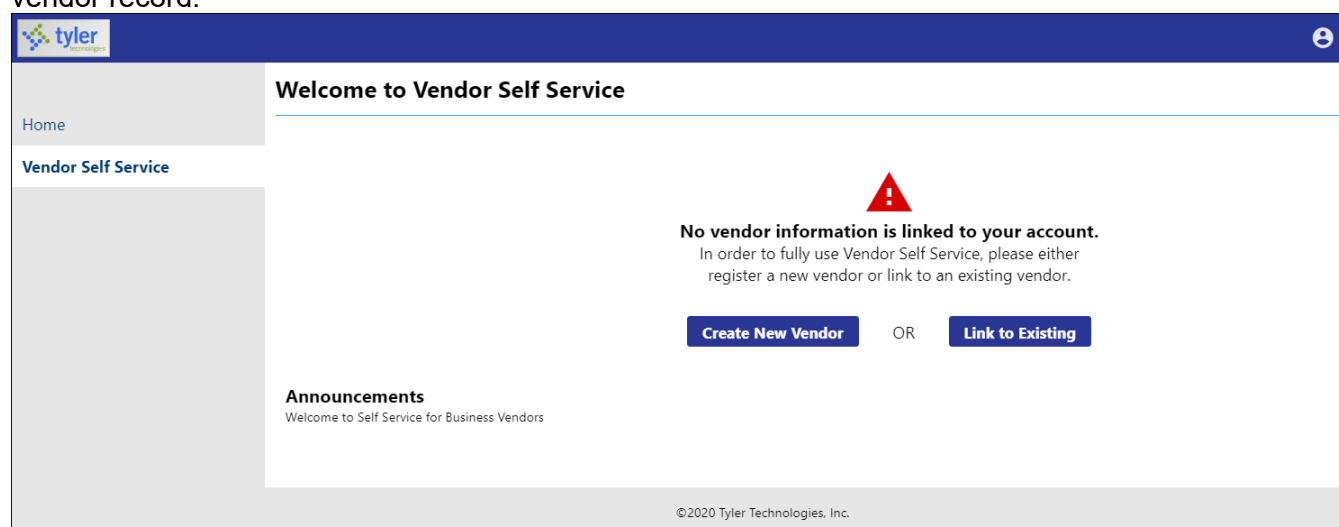
[Back to sign in](#)

# 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.

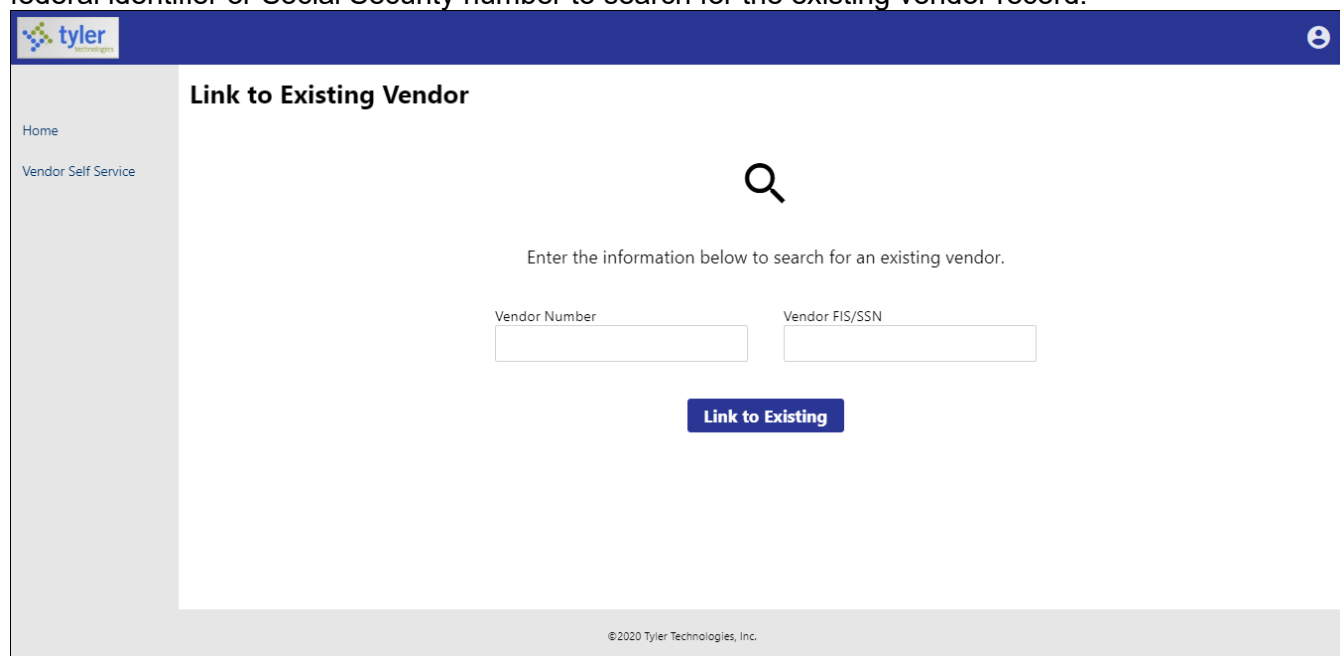
Potential vendors who do not exist in your organization's Enterprise ERP database can complete the registration process, but they are granted limited access to VSS. When completed by a potential vendor, the registration process creates a new record in the Vendors program in Enterprise ERP. A user from 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.



**Link to Existing Vendor**

Home  
Vendor Self Service

Enter the information below to search for an existing vendor.

Vendor Number

Vendor FIS/SSN

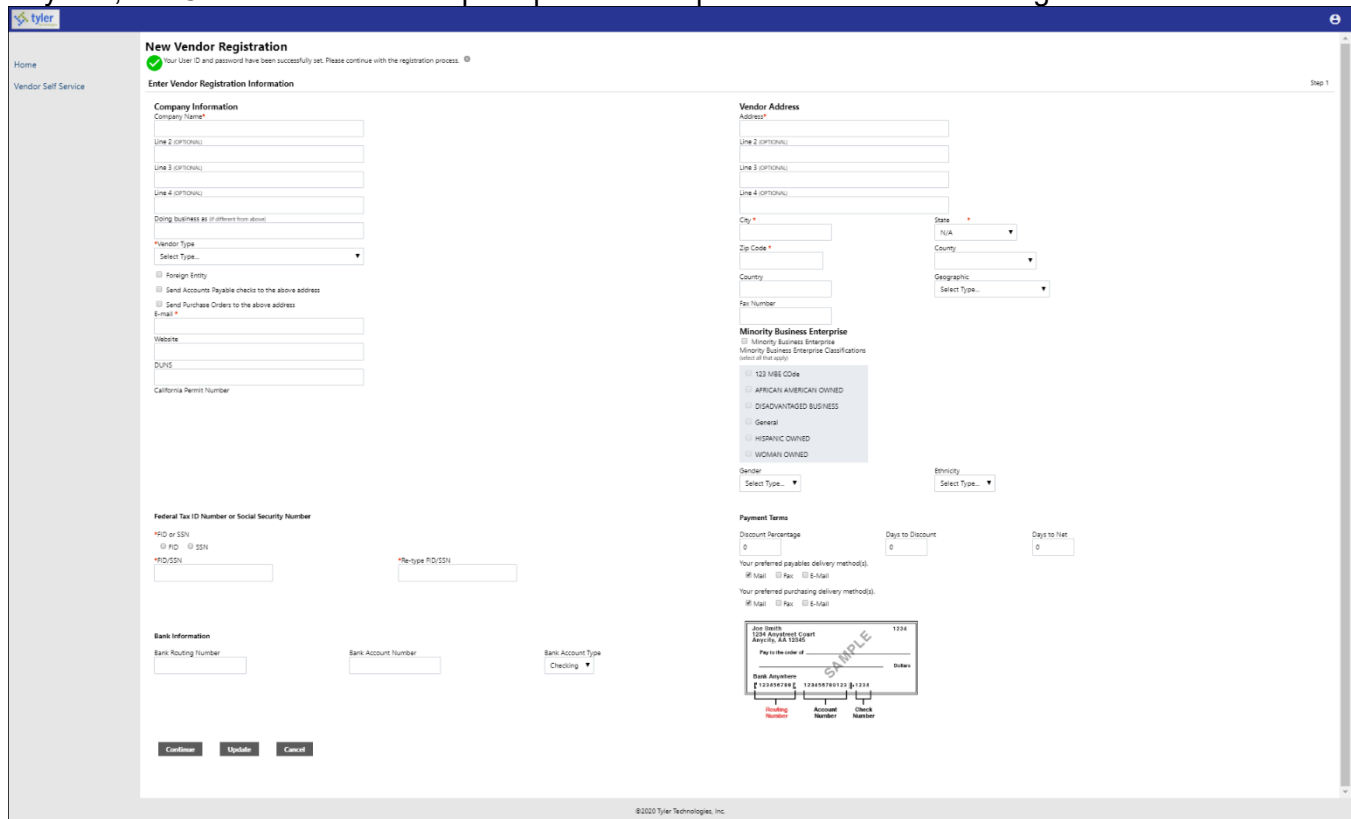
**Link to Existing**

© 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.



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

## Company Information

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

**Company Information**

Company Name\*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

\*Vendor Type  

Select Type... ▼

☐ Foreign Entity

☐ Send Accounts Payable checks to the above address

☐ Send Purchase Orders to the above address

E-mail \*

Website

DUNS

California Permit Number

Field	Description
<b>Company Information</b>	
Company Name	Contains the vendor's name or business name. The value entered here appears in the Alpha box in the Vendors program.
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
<b>Vendor Address</b>	

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... ▼

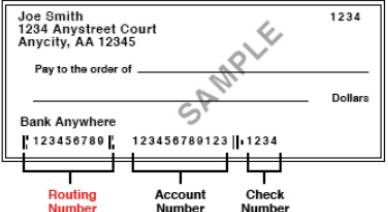
Field	Description
<b>Minority Business Enterprise</b>	
Minority Business Enterprise	Indicates that the vendor is a minority business enterprise, when selected.
Minority Business Enterprise Classifications (Select All That Apply)	Define which MBE classifications the vendor possesses. The classifications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

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 <b>Manage</b> for a classification to maintain certifications. See <a href="#">Appendix—Managing Minority Business Enterprise Certificates</a> 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

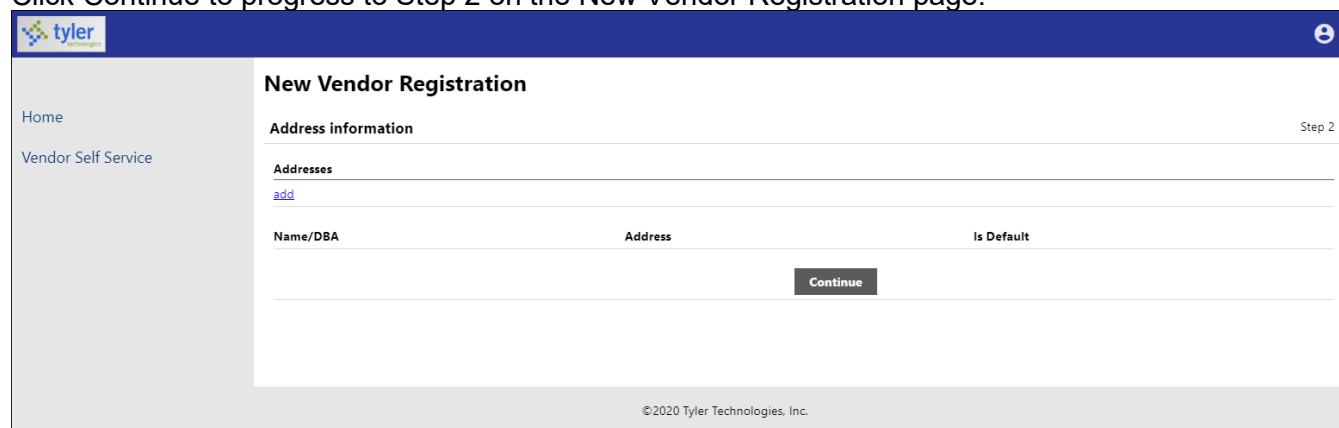
The groups at the bottom of the New Vendor Registration page specify tax, payment, and banking information for the vendor. The FID or SSN must be a unique value that is not used by any other vendor profile, unless your organization has selected the Allow Duplicate FIDs/SSNs check box in the Accounts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

The Bank Information section does not display unless your VSS administrator has enabled entry of bank information on this page.

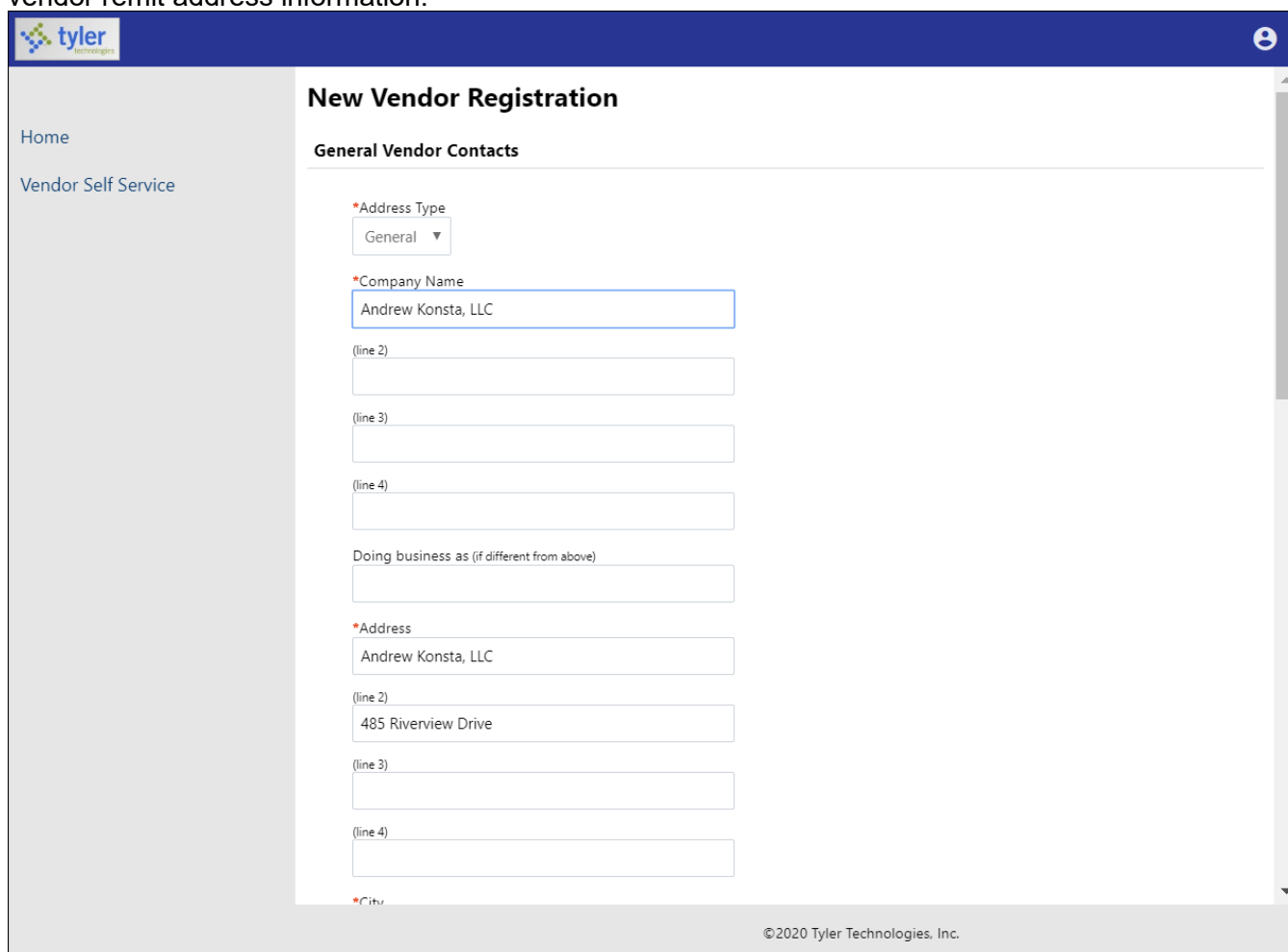
<b>Federal Tax ID Number or Social Security Number</b> *FID or SSN <input type="radio"/> FID <input type="radio"/> SSN *FID/SSN <input type="text"/> *Re-type FID/SSN <input type="text"/>		<b>Payment Terms</b> Discount Percentage <input type="text"/> Days to Discount <input type="text"/> Days to Net <input type="text"/> Your preferred payables delivery method(s). <input checked="" type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-Mail Your preferred purchasing delivery method(s). <input checked="" type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-Mail
<b>Bank Information</b> Bank Routing Number <input type="text"/> Bank Account Number <input type="text"/> Bank Account Type <input type="text" value="Checking"/>		
<div>Continue Update Cancel</div>		

Field	Description
<b>Federal Tax ID Number or Social Security Number</b> (The fields in this group are all required.)	
FID or SSN	Requires the vendor to select whether to enter a federal tax identification number or a Social Security number.
FID/SSN	Identifies the vendor's federal tax identification number or Social Security number. If SSN is selected, the Social Security number must be entered in the format nnn-nn-nnnn.
Re-type FID/SSN	Provides space to re-enter the vendor's FID or SSN to confirm the correct value.
<b>Payment Terms</b>	
Discount Percentage	Defines the discount percentage the vendor extends to your organization.
Days to Discount	Contains the number of days within which payment must be received by the vendor in order for your organization to claim the discount percentage.
Days to Net	Indicates the number of days that the vendor allows before requiring net payment.
Your Preferred Payables Delivery Method	Determine the vendor's preferred delivery method for payables and purchasing documents.
Your Preferred Purchasing Delivery Method	A VSS administrator can hide the check boxes from view by clearing the equivalent check boxes on the Field Settings page in Vendor Administration. The administrator can also restrict the delivery method to only one selection.
<b>Bank Information</b> (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.



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

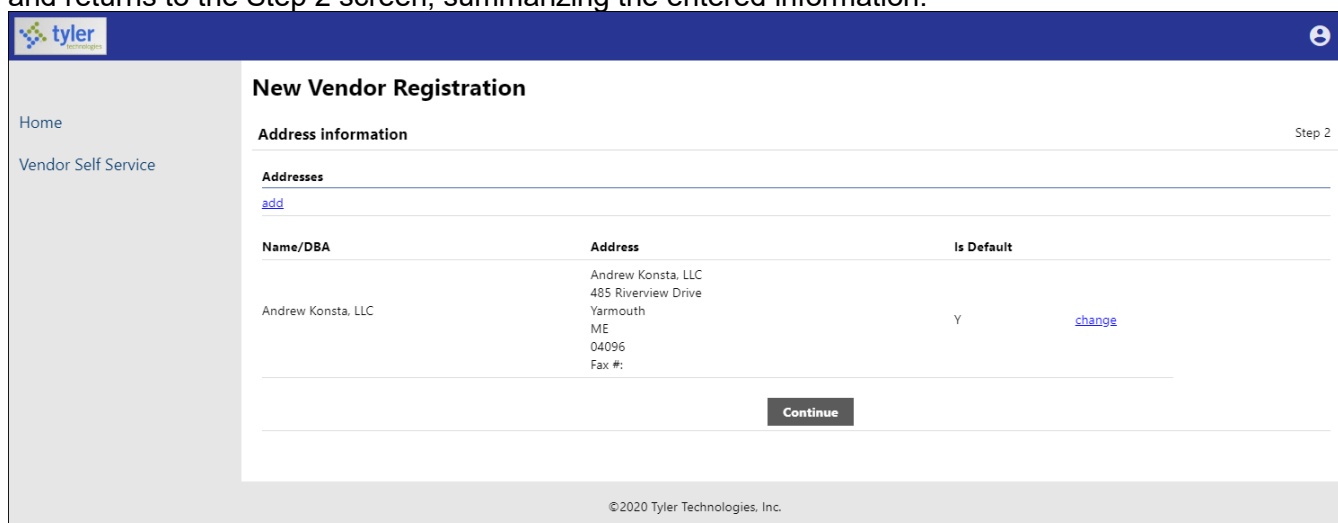
(line 2)  
485 Riverview Drive

(line 3)

(line 4)

©2020 Tyler Technologies, Inc.

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

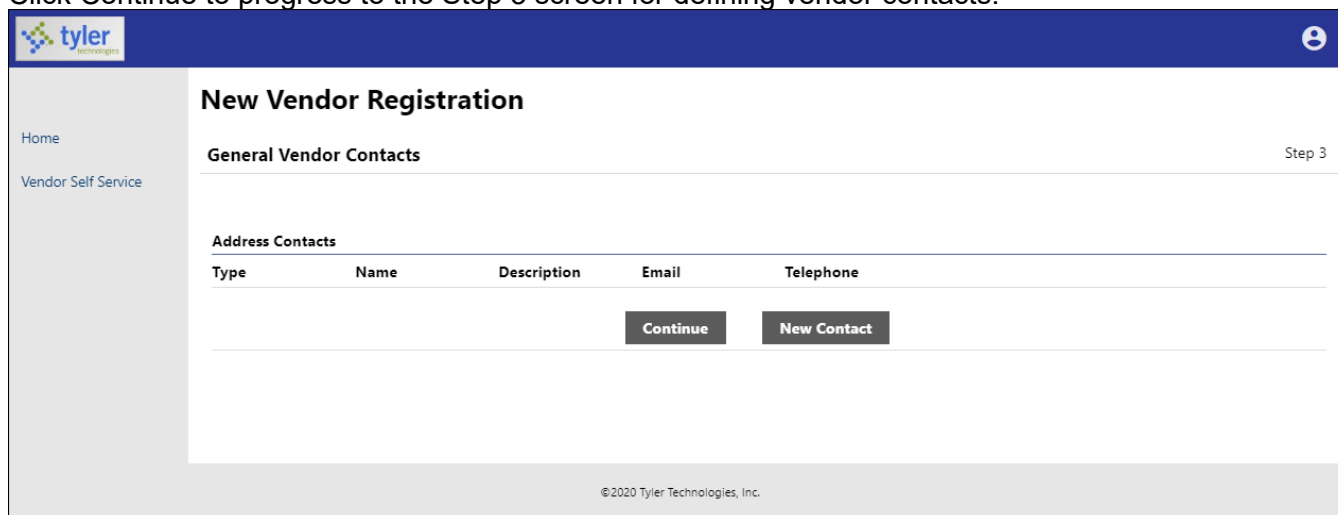
**Addresses**  
[add](#)

Name/DBA	Address	Is Default	
Andrew Konsta, LLC	Andrew Konsta, LLC 485 Riverview Drive Yarmouth ME 04096 Fax #:	Y	<a href="#">change</a>

[Continue](#)

©2020 Tyler Technologies, Inc.

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



**New Vendor Registration**

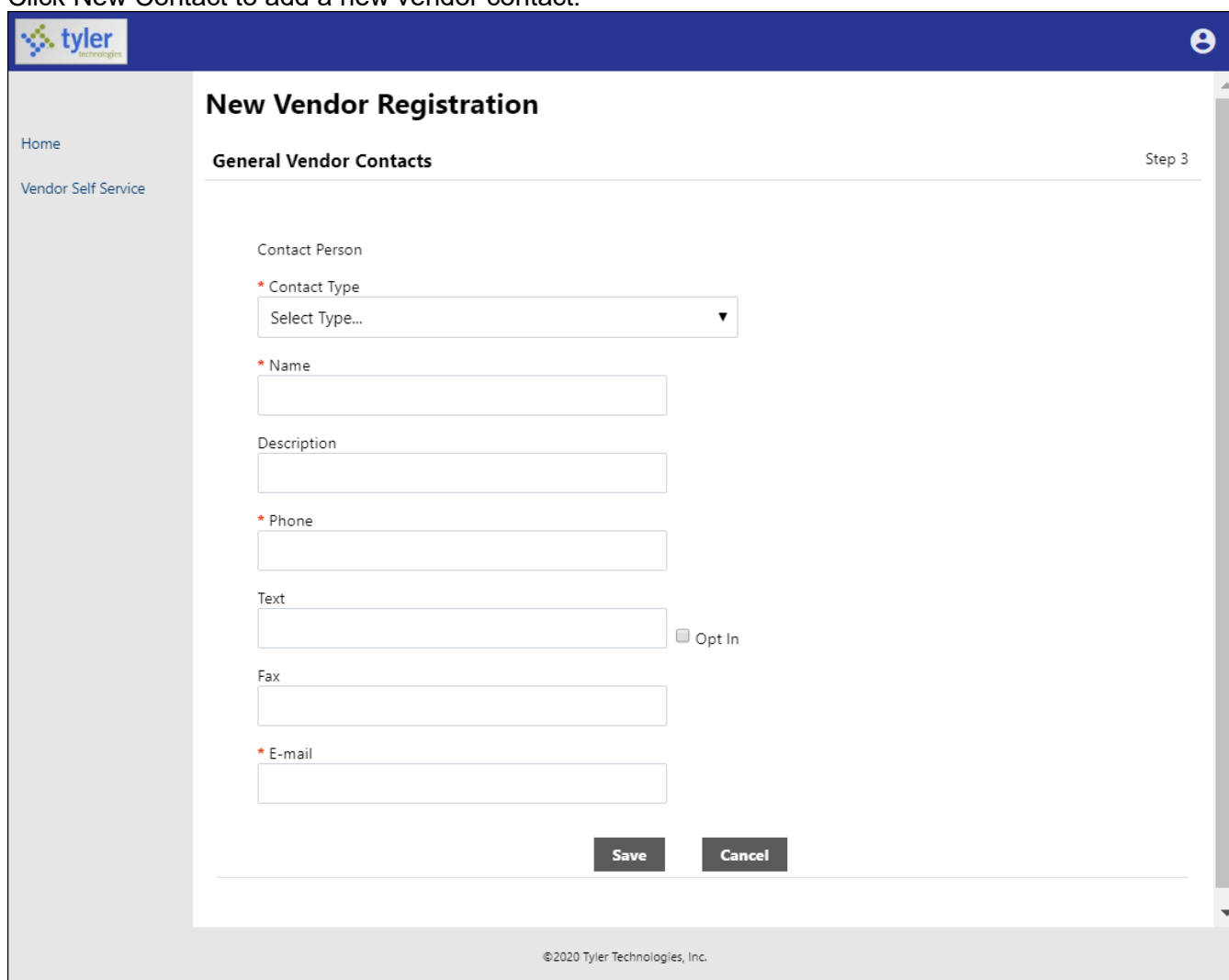
General Vendor Contacts Step 3

Address Contacts

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

© 2020 Tyler Technologies, Inc.

Click New Contact to add a new vendor contact.



**New Vendor Registration**

General Vendor Contacts Step 3

Contact Person

\* Contact Type  
Select Type...

\* Name

Description

\* Phone

Text  
 ☐ Opt In

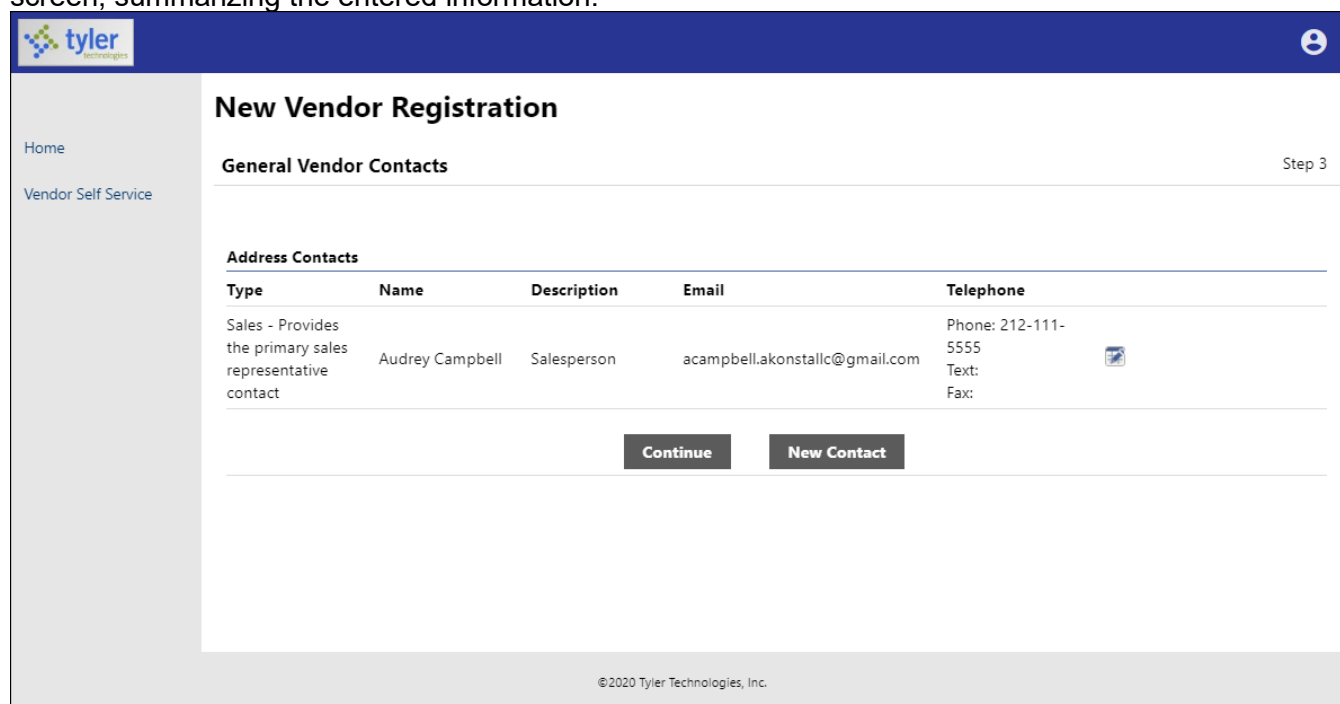
Fax


\* E-mail


Save Cancel

© 2020 Tyler Technologies, Inc.

Complete the fields and click Save. VSS saves the entered information and returns to the Step 3 screen, summarizing the entered information.







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

## New Vendor Registration

General Vendor Contacts Step 3

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

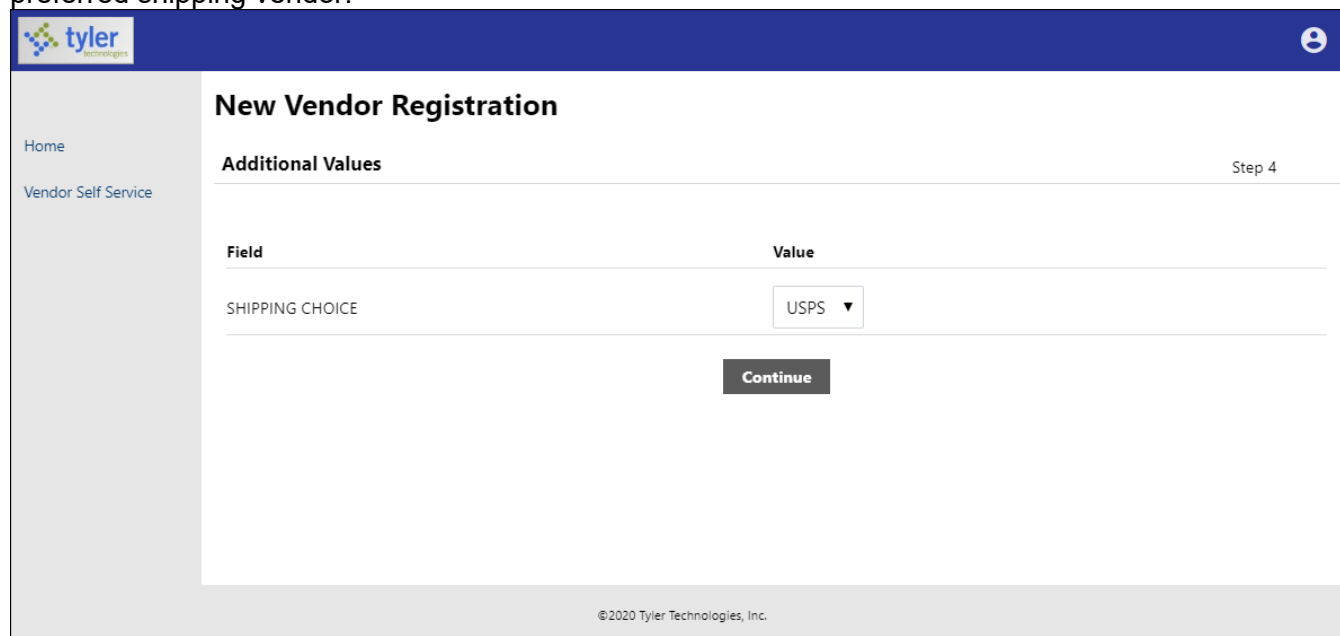
Continue


New Contact


©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.







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

## New Vendor Registration

Additional Values Step 4

Field	Value
SHIPPING CHOICE	USPS ▼

Continue

©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.

Home

Vendor Self Service

Select Commodities

Step 5

Select Commodities

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

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

Search

[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)

Add

Currently Added

There are no commodities to display for this vendor.

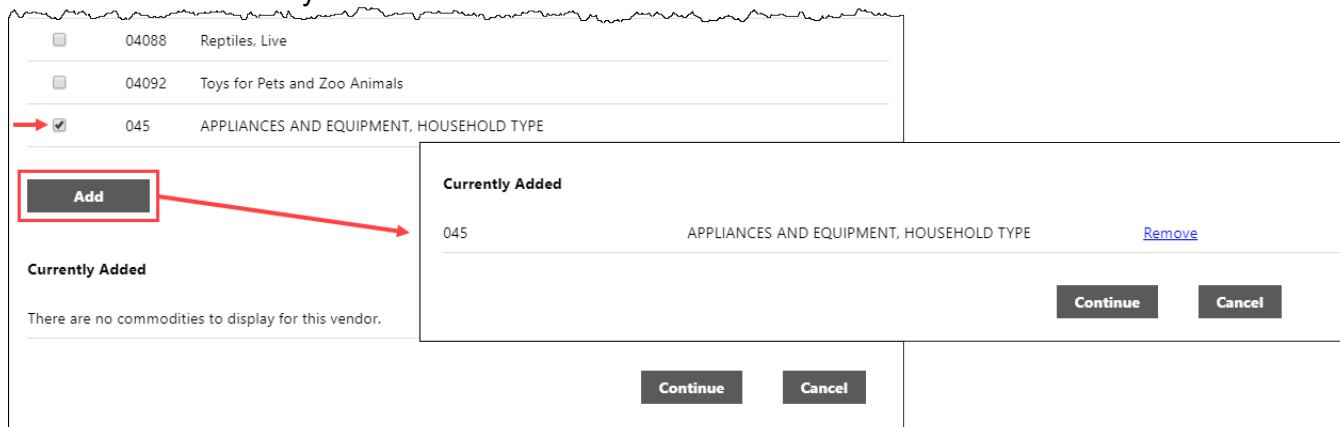
Continue

Cancel

©2020 Tyler Technologies, Inc.

Enter keywords or commodity codes in the Search box to refine the list of provided codes.

Select the check box for each commodity code to associate with the vendor, and click Add to associate the selected commodity codes with the vendor.



The screenshot shows a web interface for associating commodity codes with a vendor. On the left, there is a list of commodity codes with checkboxes:

<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

A red arrow points from the 'Add' button (highlighted with a red box) to the 'Currently Added' section on the right. The 'Currently Added' section shows the selected commodity code:

045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE	<a href="#">Remove</a>
-----	--	------------------------

Below the 'Currently Added' section, there are 'Continue' and 'Cancel' buttons. At the bottom of the main form, there are also 'Continue' and 'Cancel' buttons. The text 'There are no commodities to display for this vendor.' is visible below the 'Currently Added' section.

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.

tyler  
technologies

Home

Vendor Self Service

New Vendor Registration

Step 10

Review

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

General Information

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

045

APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE

Attachments

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

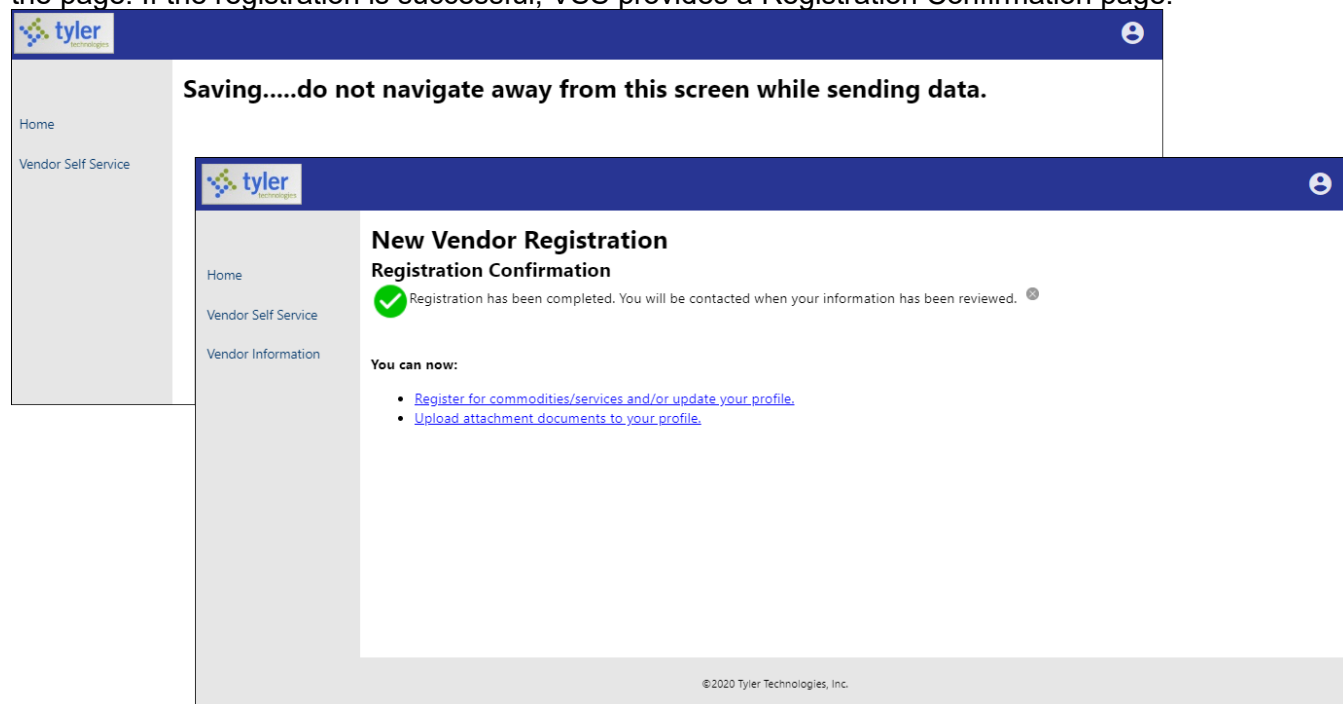
Register

Cancel

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

©2020 Tyler Technologies, Inc.

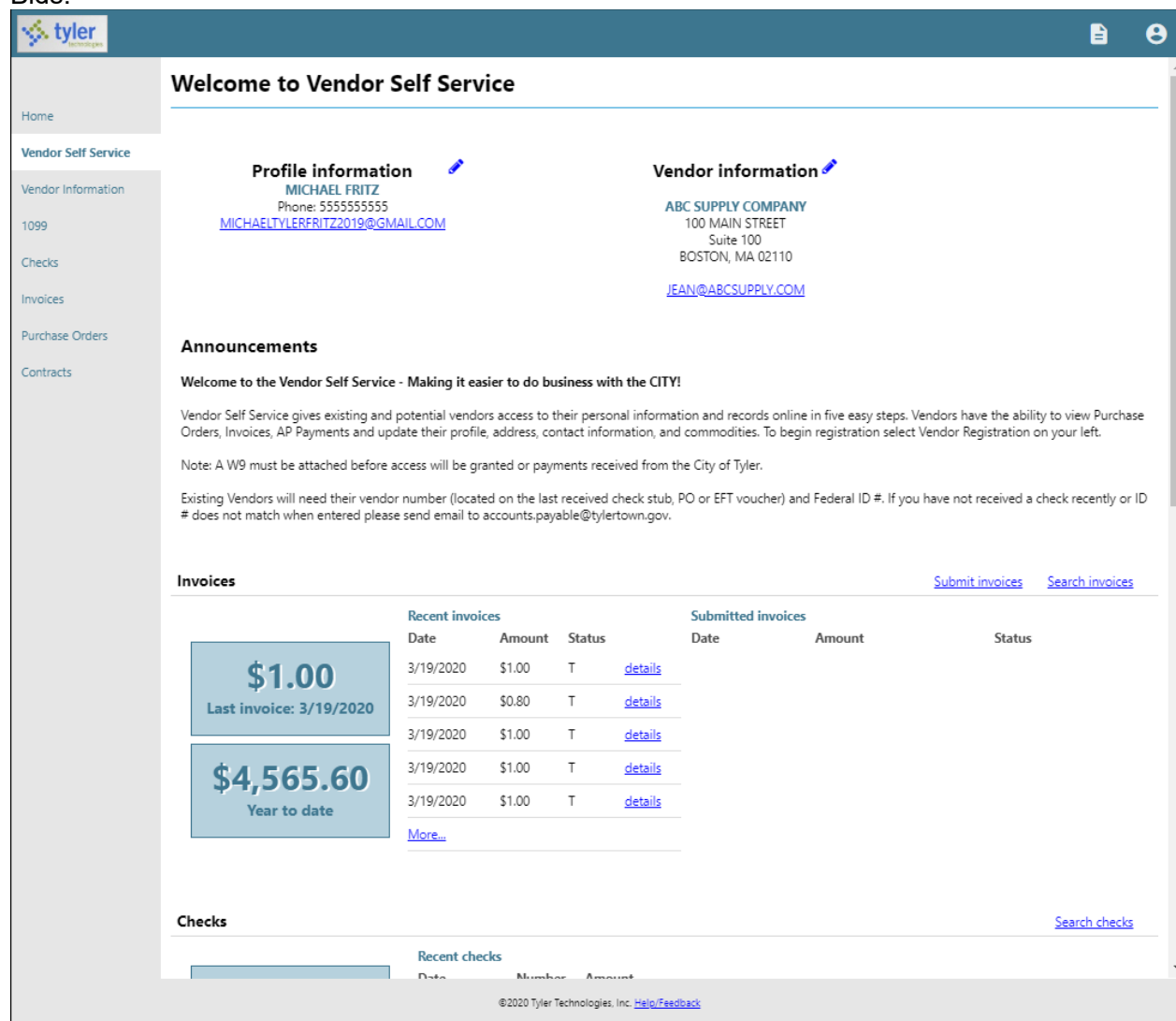
Click Register to complete the registration. You must click the Register option only once and remain on the page. If the registration is successful, VSS provides a Registration Confirmation page.



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.



The screenshot shows the Vendor Self Service home page. The header includes the Tyler Technologies logo and a user profile icon. The left sidebar contains navigation links: Home, Vendor Self Service, Vendor Information, 1099, Checks, Invoices, Purchase Orders, and Contracts. The main content area is titled "Welcome to Vendor Self Service" and is divided into two columns. The left column, "Profile information", shows the user's name (MICHAEL FRITZ), phone number (5555555555), and email address (MICHAELTYLERFRITZ2019@GMAIL.COM). The right column, "Vendor information", shows the company name (ABC SUPPLY COMPANY), address (100 MAIN STREET, Suite 100, BOSTON, MA 02110), and email address (JEAN@ABCSUPPLY.COM). Below these columns is an "Announcements" section with a welcome message and instructions for new and existing vendors. The "Invoices" section features a "Recent invoices" table and a "Submitted invoices" table. The "Recent invoices" table shows a list of invoices with columns for Date, Amount, Status, and a link to details. The "Submitted invoices" table shows a list of submitted invoices with columns for Date, Amount, and Status. The "Checks" section features a "Recent checks" table. The footer includes a copyright notice for Tyler Technologies, Inc. and a link to the Help/Feedback page.

**Welcome to Vendor Self Service**

**Profile information**

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

**Vendor information**

ABC SUPPLY COMPANY  
100 MAIN STREET  
Suite 100  
BOSTON, MA 02110  
[JEAN@ABCSUPPLY.COM](mailto:JEAN@ABCSUPPLY.COM)

**Announcements**

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

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

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

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

**Invoices**

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

**Recent invoices**

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

[More...](#)

**Submitted invoices**

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

**Checks**

[Search checks](#)

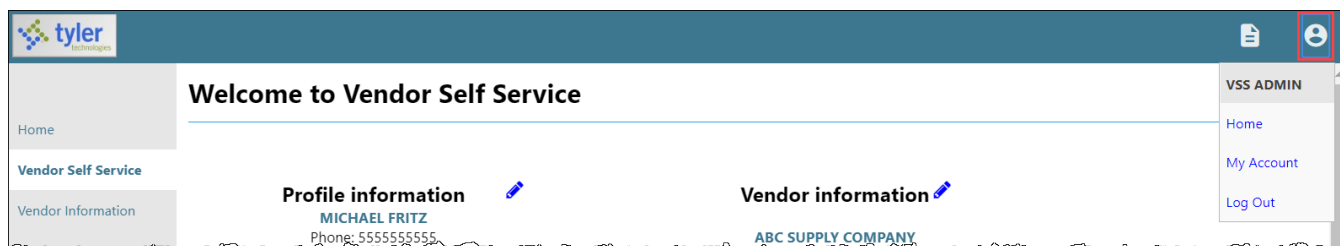
**Recent checks**

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

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

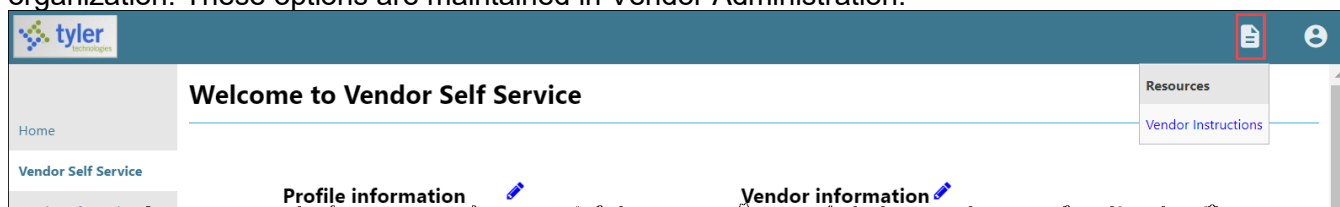
Clicking the login option in the header displays the following menu options:

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



The screenshot shows the top navigation bar with the Tyler Technologies logo on the left and a user profile icon on the right. Below the navigation bar, the main content area is titled "Welcome to Vendor Self Service". On the left side, there is a sidebar with links for "Home", "Vendor Self Service", and "Vendor Information". The main content area is divided into two sections: "Profile information" and "Vendor information". The "Profile information" section displays the name "MICHAEL FRITZ" and the phone number "Phone: 5555555555". The "Vendor information" section displays the company name "ABC SUPPLY COMPANY". On the right side, there is a dropdown menu labeled "VSS ADMIN" with options for "Home", "My Account", and "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.



This screenshot is similar to the one above, but the dropdown menu on the right is labeled "Resources" and contains a link for "Vendor Instructions". The rest of the interface, including the navigation bar, sidebar, and main content area, remains the same.

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.

tyler technologies

Home

Vendor Self Service

Vendor Information

1099

Checks

Invoices

Purchase Orders

Contracts

## Welcome to Vendor Self Service

**Profile information**

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

**Vendor information**

ABC SUPPLY COMPANY  
100 MAIN STREET  
Suite 100  
BOSTON, MA 02110  
[JEAN@ABCSUPPLY.COM](mailto:JEAN@ABCSUPPLY.COM)

### Announcements

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

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

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

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

### Invoices

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

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

\$1.00

Last invoice: 3/19/2020

\$4,565.60

Year to date

### Checks

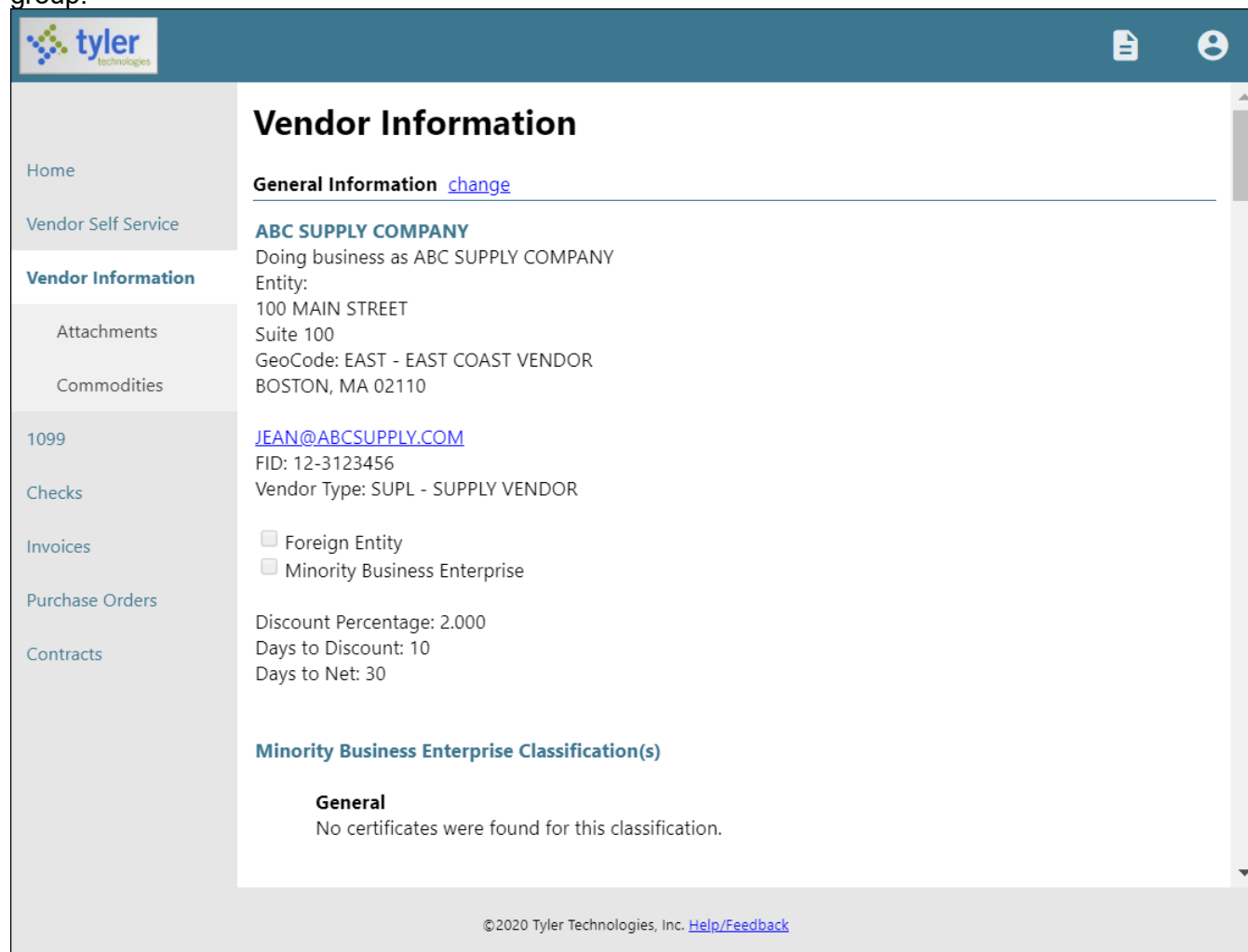
[Search checks](#)

Recent checks		
Date	Number	Amount

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

# 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](mailto:JEAN@ABCSUPPLY.COM)  
 FID: 12-3123456  
 Vendor Type: SUPL - SUPPLY VENDOR

☐ Foreign Entity  
☐ Minority Business Enterprise

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

**Minority Business Enterprise Classification(s)**

**General**  
 No certificates were found for this classification.

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

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

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

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

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

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

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

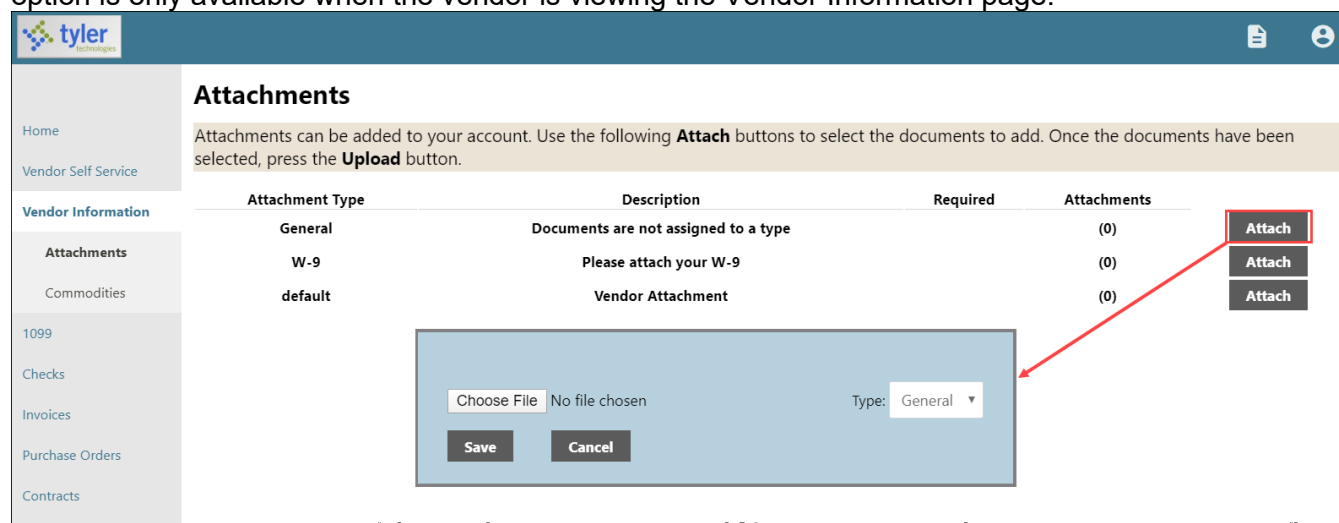
Additional Fields	
<a href="#">change</a>	
SHIPPING CHOICE	USPS

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

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

## Attachments

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



**Attachments**

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

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

Modal Window:

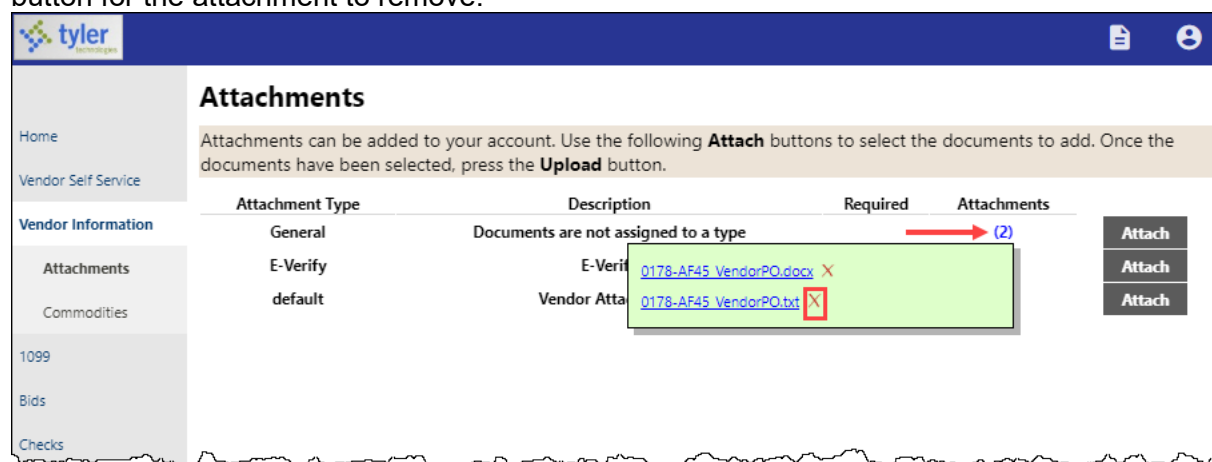
Choose File No file chosen Type: General

Save Cancel

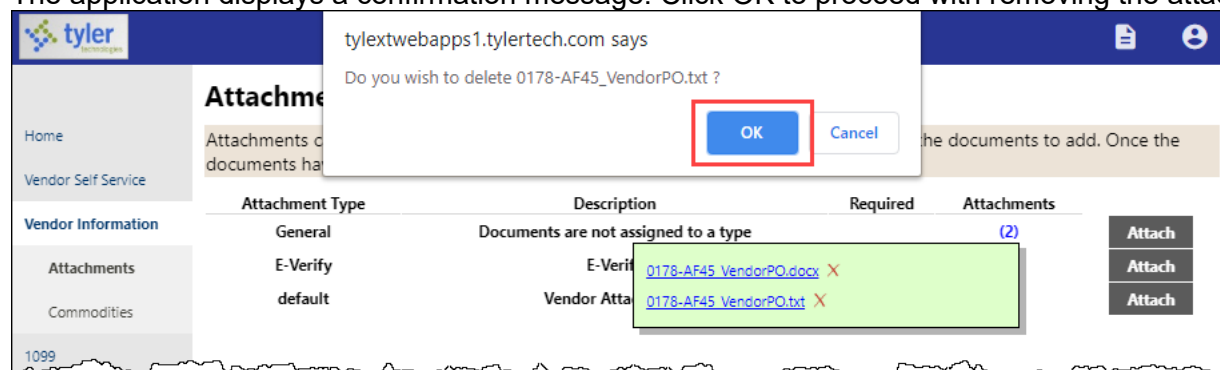
Attachments are added by clicking the Attach button on the Attachments page, which allows the vendor to navigate to a file or document to upload. The Attachments column indicates the number of documents attached for each attachment type. Vendors can attach an unlimited number of files.

**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.

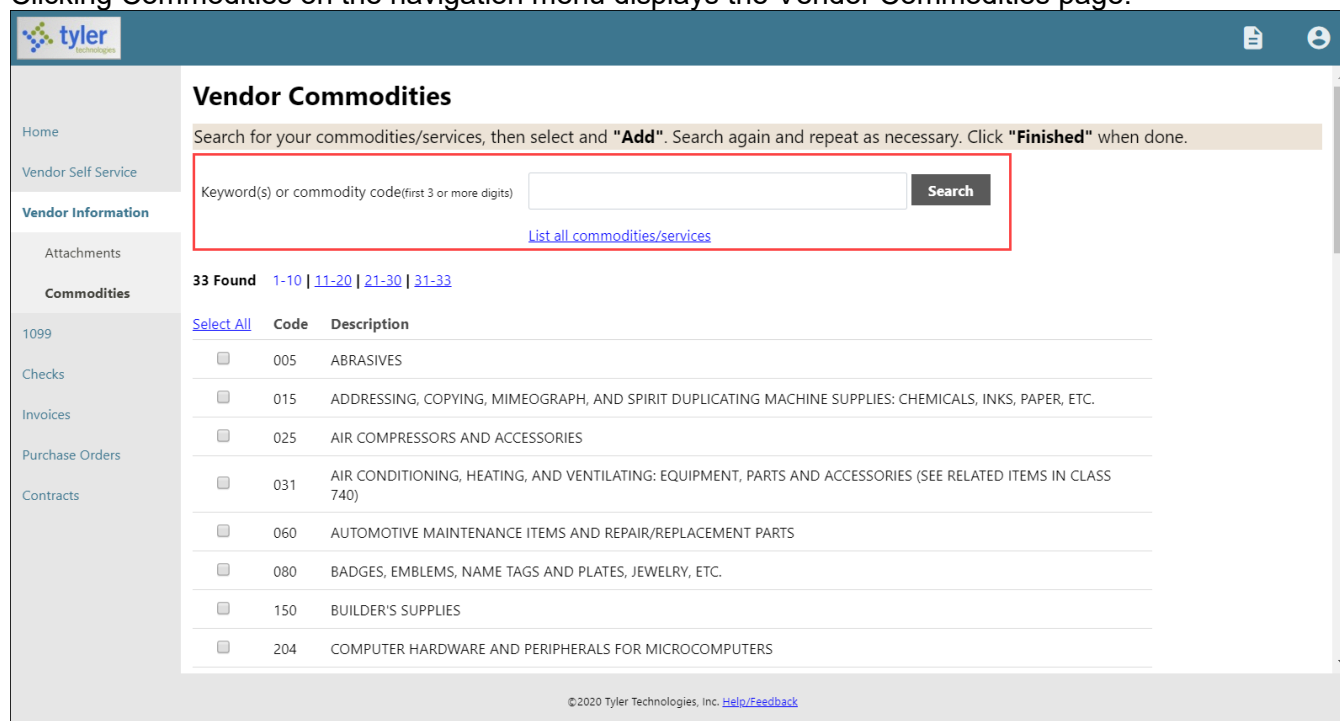


The uploaded files are also added to the vendor record in the Enterprise ERP Vendors program and they can be viewed using the Vendor Attachments screen in that program.

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)  **Search**

[List all commodities/services](#)

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

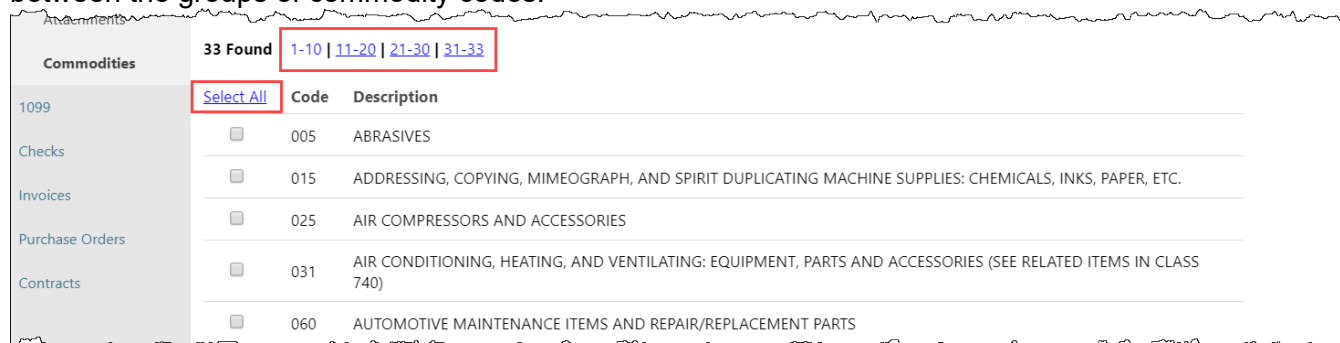
[Select All](#)

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

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

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.



**Commodities**

**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

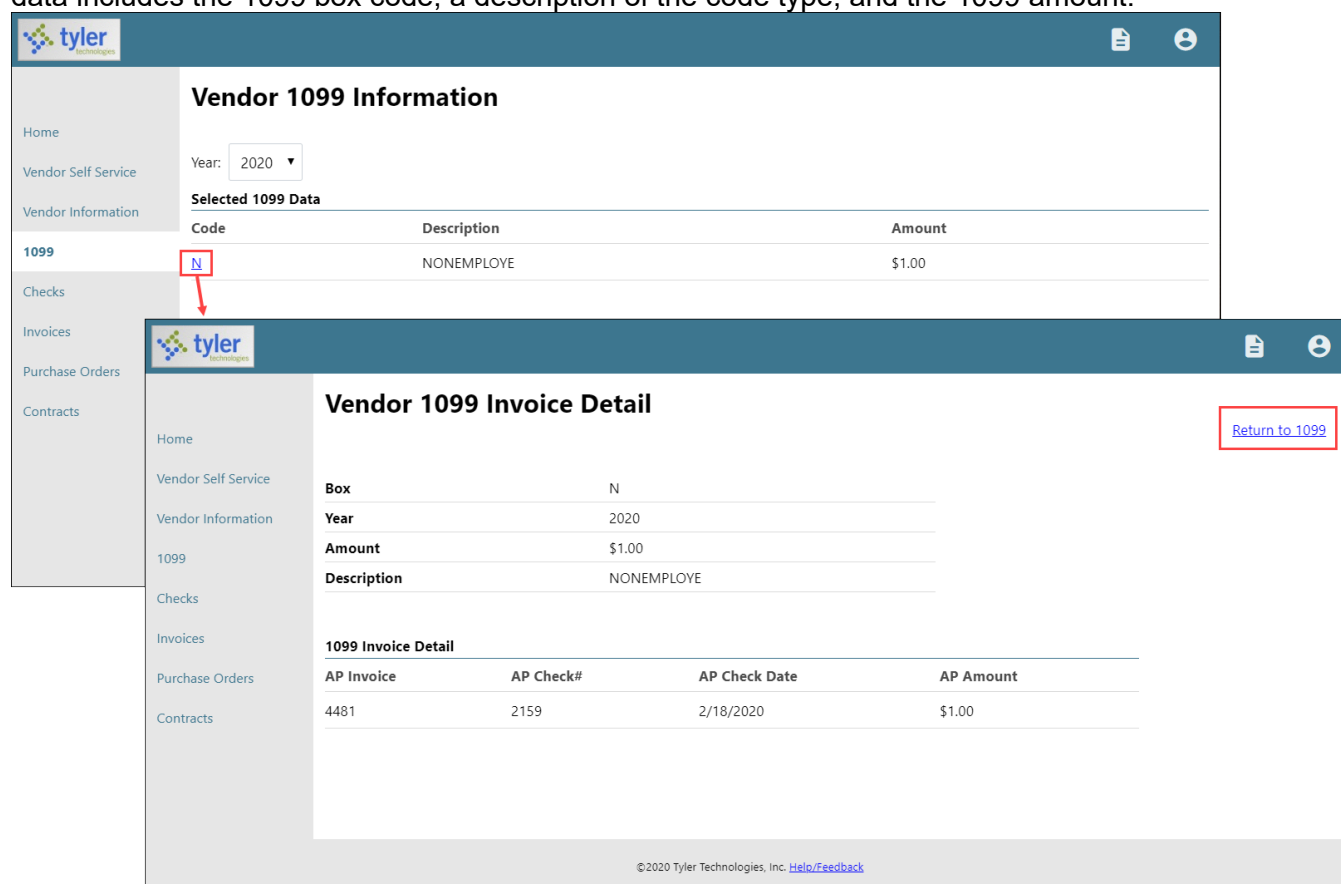
After identifying the applicable commodity codes, clicking Add causes VSS to add the selected commodity codes to the vendor's profile and updates the list of commodities. Clicking Remove removes the commodity from the group. The Currently Added group provides the full list of associated commodity codes.

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

When vendors complete the commodity code update, they click Finish at the bottom of the page to save the changes and return to the Vendor Information page.

# 1099

The Vendor 1099 Information page displays a listing of the vendor's 1099 data for a selected year. The data includes the 1099 box code, a description of the code type, and the 1099 amount.



**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.

Pages regarding **Bids** have been removed as the City of Huntsville does not use this feature. To see bid solicitations issued by:

- [City of Huntsville Procurement Services Division - https://www.bidnetdirect.com/alabama/cityofhuntsville](https://www.bidnetdirect.com/alabama/cityofhuntsville)
- [City of Huntsville Engineering Department - https://www.huntsvilleal.gov/business/bid-a-project/rfp/](https://www.huntsvilleal.gov/business/bid-a-project/rfp/)

# Checks

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


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

**\$74.60**  
Last check: 1/22/2018

**\$0.00**  
Year to date

Recent checks			
Date	Number	Amount	
1/22/2018	#2155	\$74.60	<a href="#">details</a>
11/19/2015	#2139	\$17,298.00	<a href="#">details</a>
10/31/2015	#2125	\$17,298.00	<a href="#">details</a>
10/13/2015	#2095	\$34,596.00	<a href="#">details</a>
9/15/2015	#2111	\$17,298.00	<a href="#">details</a>

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



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**  

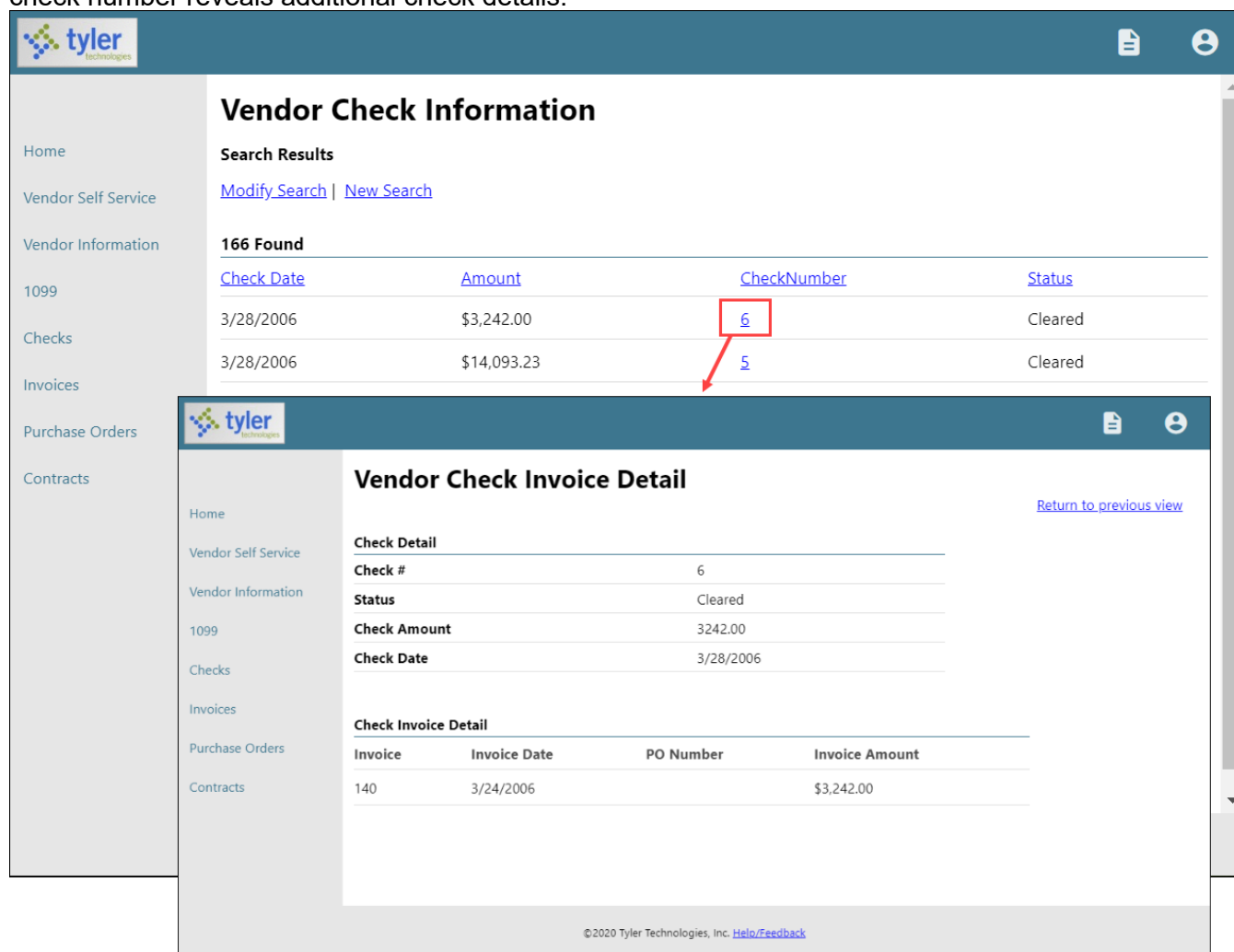
Any Status ▼

Search

Clear

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

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**

<a href="#">Check Date</a>	<a href="#">Amount</a>	<a href="#">CheckNumber</a>	<a href="#">Status</a>
3/28/2006	\$3,242.00	<b>6</b>	Cleared
3/28/2006	\$14,093.23	5	Cleared

**Vendor Check Invoice Detail**

[Return to previous view](#)

**Check Detail**

<b>Check #</b>	6
<b>Status</b>	Cleared
<b>Check Amount</b>	3242.00
<b>Check Date</b>	3/28/2006

**Check Invoice Detail**

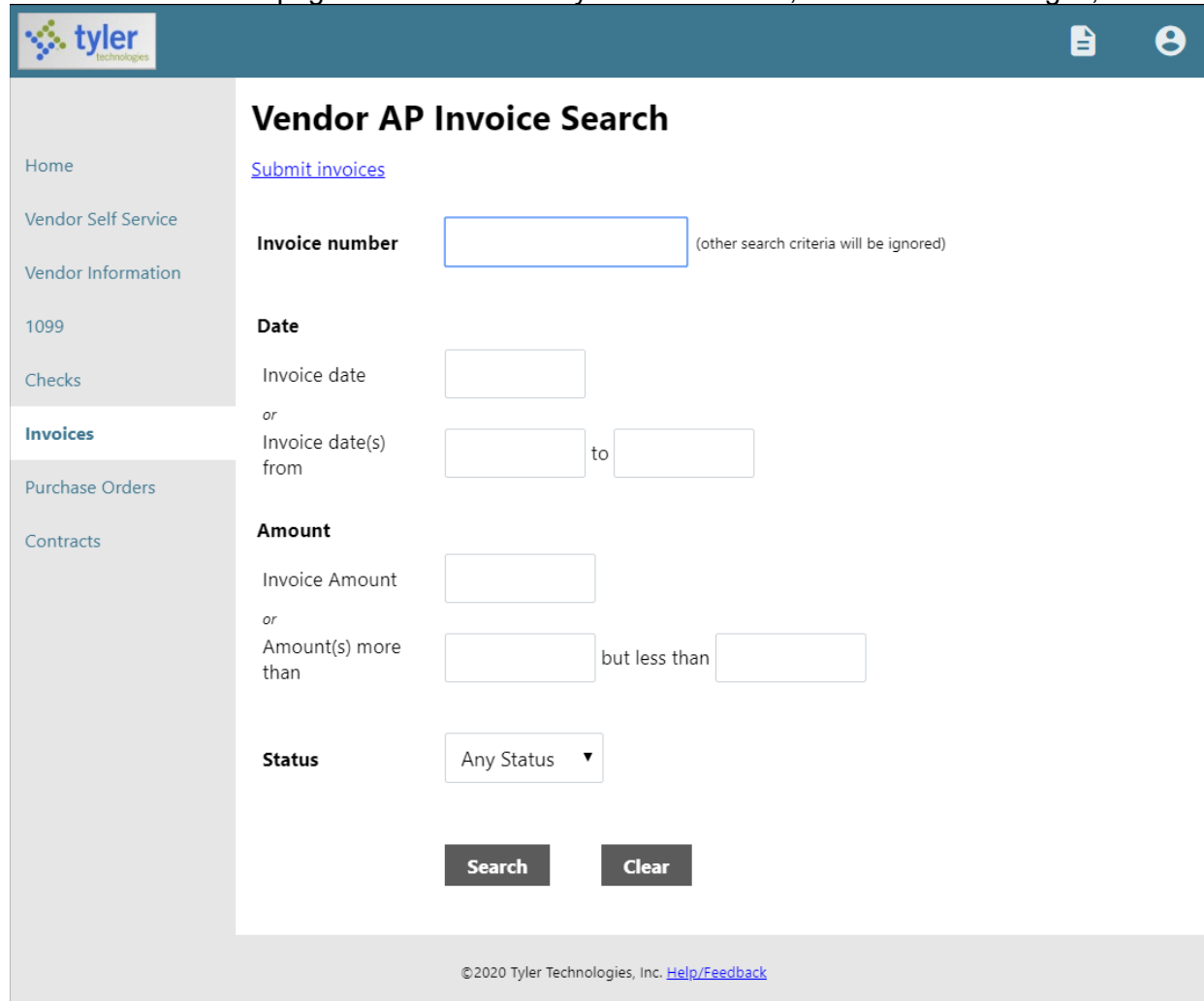
Invoice	Invoice Date	PO Number	Invoice Amount
140	3/24/2006		\$3,242.00

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

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



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



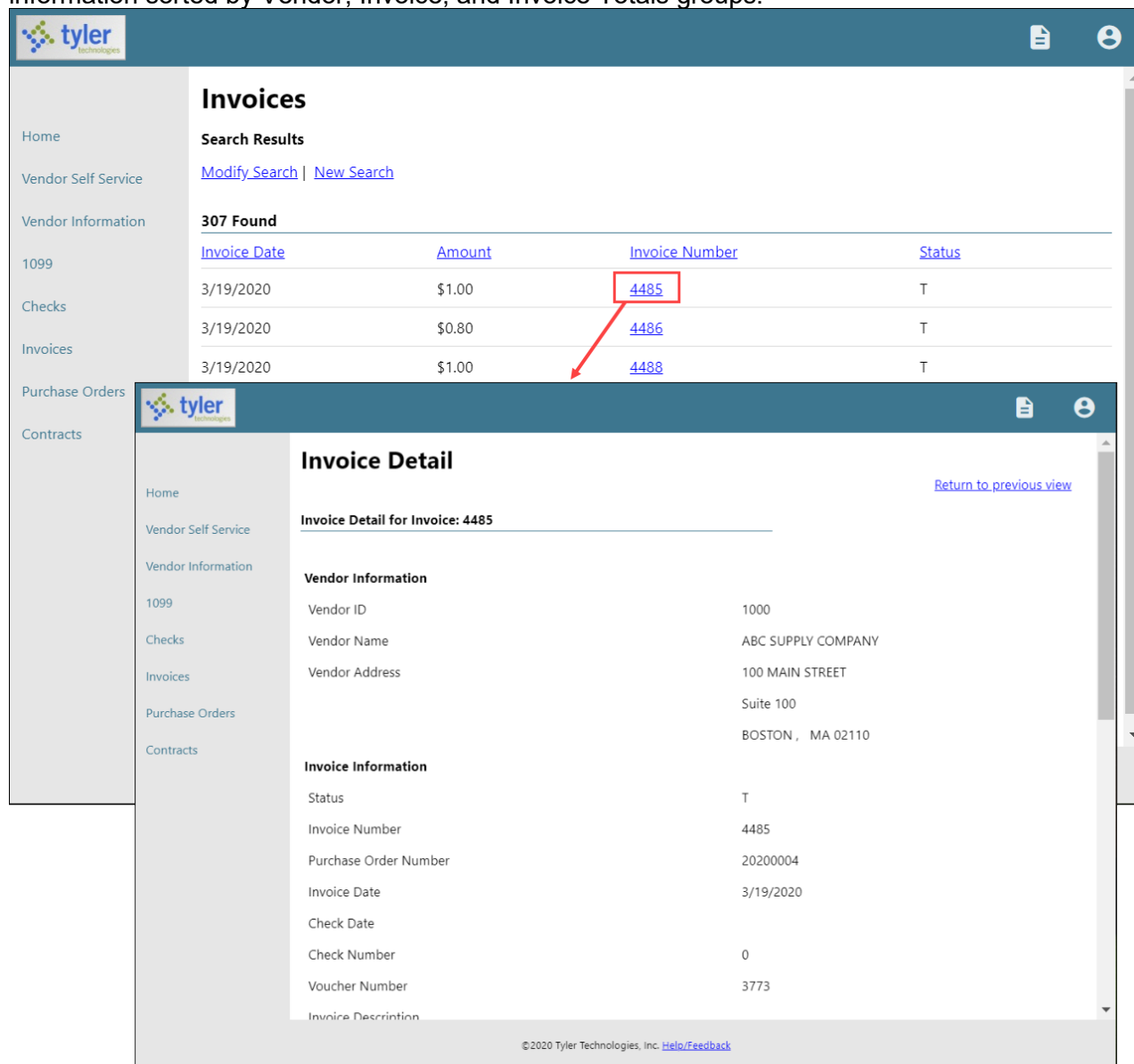
The screenshot shows the 'Vendor AP Invoice Search' page. On the left is a navigation menu with links: Home, Vendor Self Service, Vendor Information, 1099, Checks, **Invoices**, Purchase Orders, and Contracts. The main content area has a header with the Tyler Technologies logo and a user icon. Below the header is the title 'Vendor AP Invoice Search' and a link 'Submit invoices'. The search criteria are as follows:

- Invoice number**: A text input field with a note '(other search criteria will be ignored)'.
- Date**:
  - Invoice date: A text input field.
  - or
  - Invoice date(s) from: A text input field followed by 'to' and another text input field.
- Amount**:
  - Invoice Amount: A text input field.
  - or
  - Amount(s) more than: A text input field followed by 'but less than' and another text input field.
- Status**: A dropdown menu currently showing 'Any Status'.

At the bottom of the search criteria are two buttons: 'Search' and 'Clear'. The footer of the page contains the copyright notice '© 2020 Tyler Technologies, Inc.' and a link to 'Help/Feedback'.

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

information sorted by Vendor, Invoice, and Invoice Totals groups.



The screenshot 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. The second invoice, 4486, is selected, and its details are shown in the bottom section, titled 'Invoice Detail'. The 'Invoice Detail' section includes a 'Return to previous view' link and a table of invoice information.

**Invoices Search Results**

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

**Invoice Detail for Invoice: 4485**

[Return to previous view](#)

**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	

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

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	<a href="#">details</a>
3/19/2020	\$0.80	T	<a href="#">details</a>
3/19/2020	\$1.00	T	<a href="#">details</a>
3/19/2020	\$1.00	T	<a href="#">details</a>
3/19/2020	\$1.00	T	<a href="#">details</a>
<a href="#">More...</a>			

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

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

tyler technologies

Home

Vendor Self Service

Vendor Information

1099

Checks

Invoices

**Purchase Orders**

Contracts

Vendor Purchase Order Search

PO number

(other search criteria will be ignored)

Contract number

Status

Any Status ▾

Date

Date ordered

or

PO(s) ordered from

to

PO total

Equal to ▾

\$

Search

Clear

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

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**

<a href="#">PO Number</a>	<a href="#">Contract Number</a>	<a href="#">Status</a>	<a href="#">Date Ordered</a>	<a href="#">PO Total</a>
<a href="#">20060010</a>		Closed	1/22/2006	\$12,000.00
<a href="#">20060011</a>		Closed	3/28/2006	\$4,500.00
<a href="#">20060014</a>		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**

2033 SUGAR GROVE AVE  
BROOKLYN, NY 11230

**Ship To**

2033 SUGAR GROVE AVE  
BROOKLYN, NY 11230

**Phone Numbers**

Tel# 617-234-1234  
Fax# 617-234-2321

**Reference**

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

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

<b>Contracts</b>					<a href="#">Search contracts</a>
<b>\$400.00</b> Last started contract:		Recent contracts			
Start Date	Number	Description	Revised Amount		
	20190001		\$600.00	<a href="#">details</a>	
<b>\$0.00</b> Paid year to date					

tyler

technologies

Home

Vendor Self Service

Vendor Information

1099

Checks

Invoices

Purchase Orders

**Contracts**

## Contracts Search

### Contracts Search

Contract Number


Contract Year

Search

Clear

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

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](#)

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

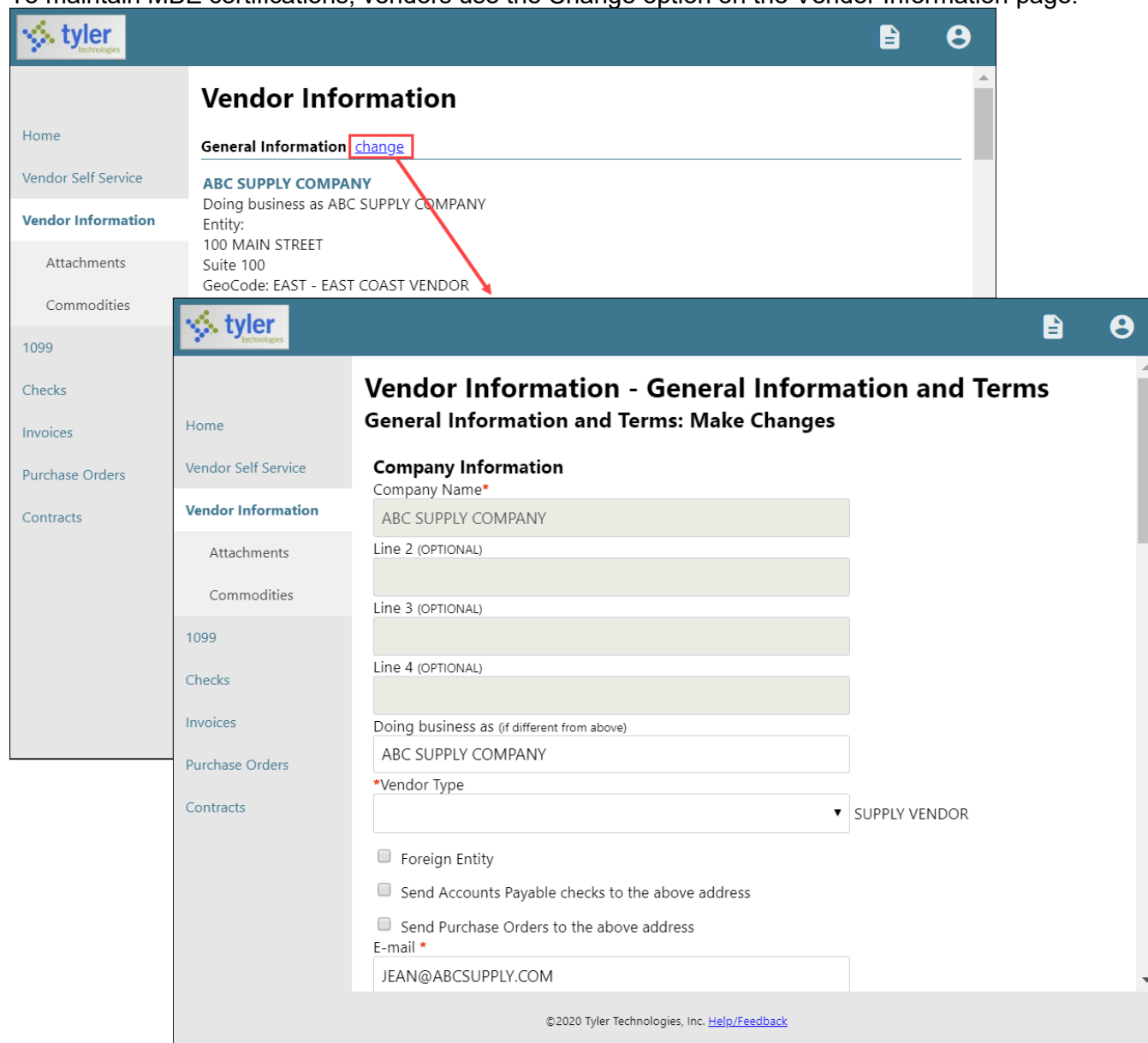
© 2020 Tyler Technologies, Inc. [Help/Feedback](#)

Pages regarding **Work Orders** have been removed as the City of Huntsville does not utilize this feature.

# Appendix—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.

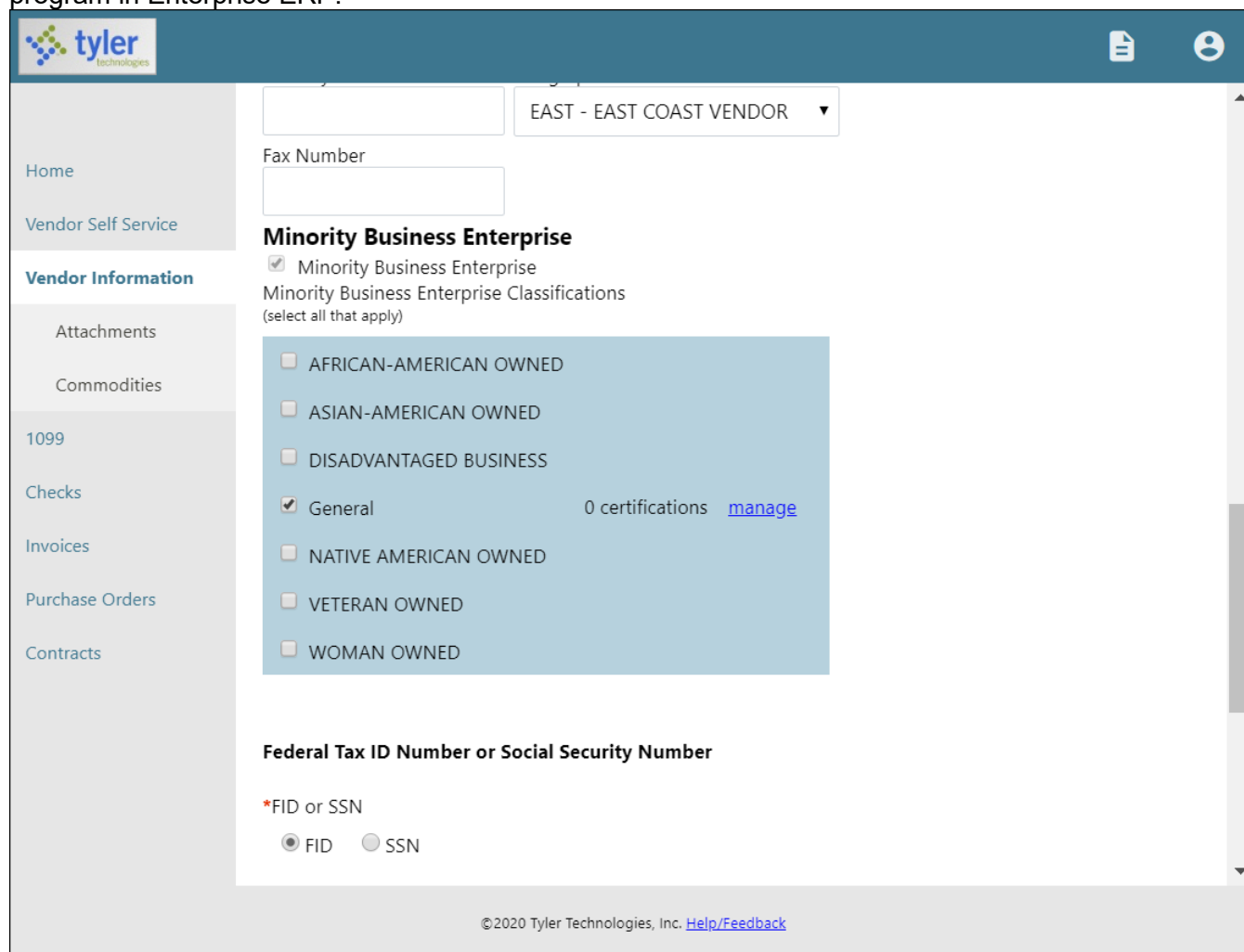


The screenshot displays the Tyler Technologies Vendor Self Service interface. The top navigation bar includes the Tyler Technologies logo and user icons. The left sidebar lists various menu items: Home, Vendor Self Service, Vendor Information, Attachments, Commodities, 1099, Checks, Invoices, Purchase Orders, and Contracts. The main content area is titled 'Vendor Information' and shows 'General Information' for 'ABC SUPPLY COMPANY'. A red box highlights a 'change' link next to the 'General Information' header, with a red arrow pointing to the 'Vendor Information - General Information and Terms' form below. This form is titled 'General Information and Terms: Make Changes' and contains the following fields:

- 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**: A dropdown menu currently set to 'SUPPLY VENDOR'.
- ☐ Foreign Entity
- ☐ Send Accounts Payable checks to the above address
- ☐ Send Purchase Orders to the above address
- E-mail \***: JEAN@ABCSUPPLY.COM

At the bottom of the form, there is a copyright notice: ©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 shows a form for 'EAST - EAST COAST VENDOR'. It includes a 'Fax Number' field and a 'Minority Business Enterprise' section. This section has a checked checkbox for 'Minority Business Enterprise' and a list of classifications: AFRICAN-AMERICAN OWNED, ASIAN-AMERICAN OWNED, DISADVANTAGED BUSINESS, General (checked), NATIVE AMERICAN OWNED, VETERAN OWNED, and WOMAN OWNED. The 'General' classification is noted as having '0 certifications' with a 'manage' link. Below this is a 'Federal Tax ID Number or Social Security Number' section with radio buttons for 'FID' (selected) and 'SSN'. The footer contains the copyright notice '©2020 Tyler Technologies, Inc.' and a 'Help/Feedback' link.

tyler technologies

Home

Vendor Self Service

Vendor Information

Attachments

Commodities

1099

Checks

Invoices

Purchase Orders

Contracts

Fax Number

EAST - EAST COAST VENDOR

**Minority Business Enterprise**

☒ Minority Business Enterprise

Minority Business Enterprise Classifications  
(select all that apply)

☐ AFRICAN-AMERICAN OWNED

☐ ASIAN-AMERICAN OWNED

☐ DISADVANTAGED BUSINESS

☒ General 0 certifications [manage](#)

☐ NATIVE AMERICAN OWNED

☐ VETERAN OWNED

☐ WOMAN OWNED

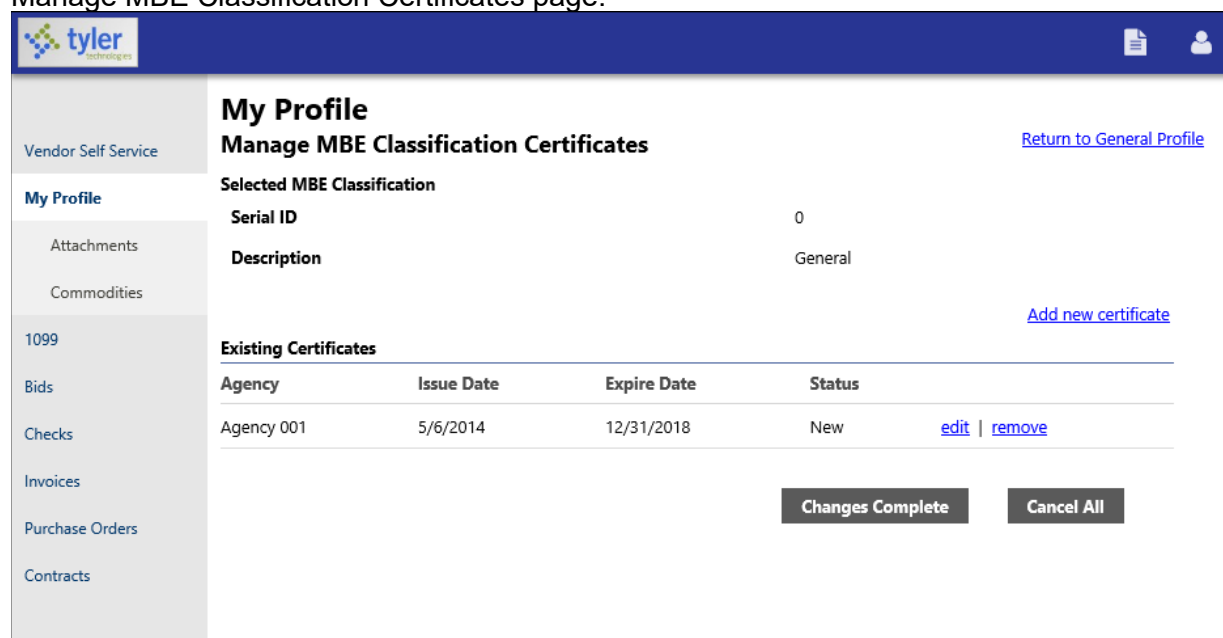
**Federal Tax ID Number or Social Security Number**

\*FID or SSN

☒ FID ☐ SSN

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

The Manage option for each classification allows a vendor to maintain the classification using the Manage MBE Classification Certificates page.



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

**Selected MBE Classification**

**Serial ID** 0

**Description** General

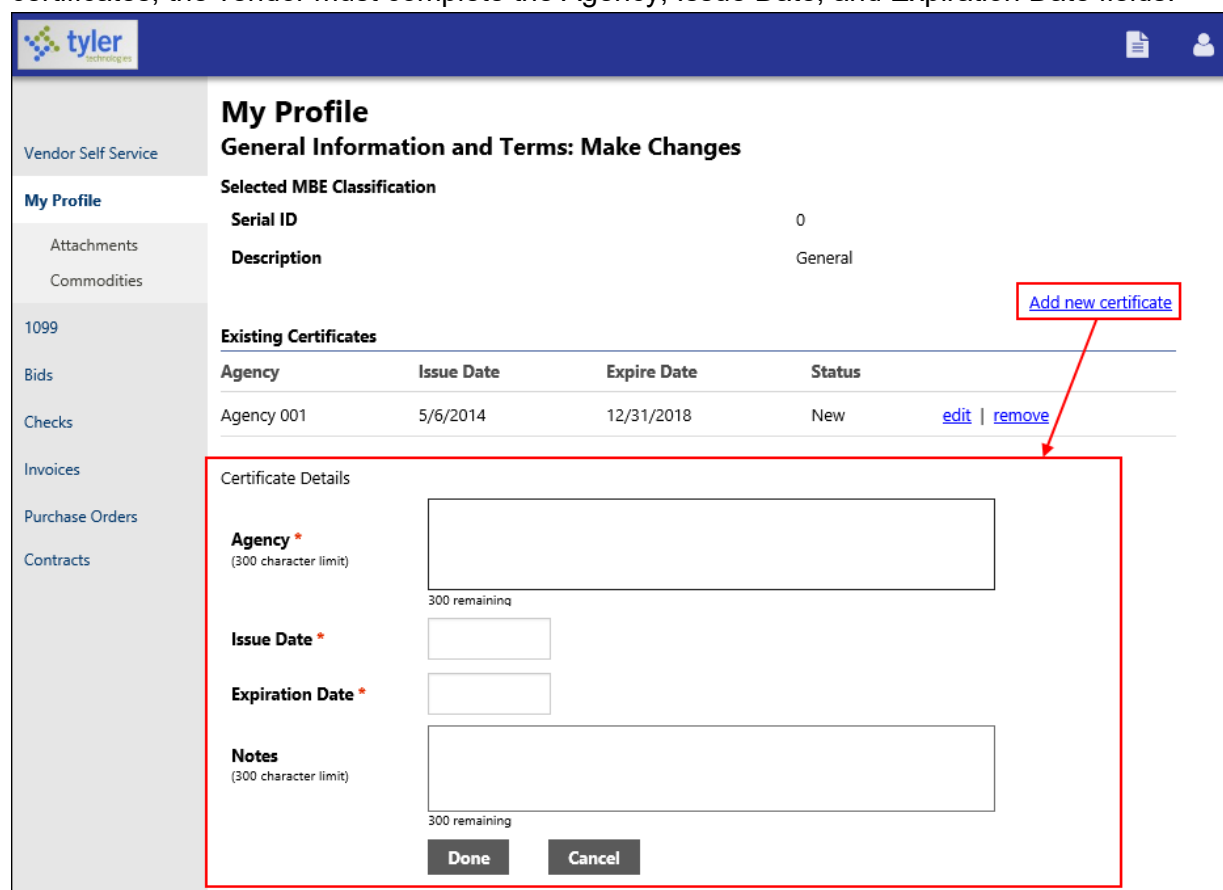
[Add new certificate](#)

**Existing Certificates**

Agency	Issue Date	Expire Date	Status
Agency 001	5/6/2014	12/31/2018	New <a href="#">edit</a>   <a href="#">remove</a>

**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 <a href="#">edit</a>   <a href="#">remove</a>

**Certificate Details**

**Agency \***  
(300 character limit)

300 remaining

**Issue Date \***

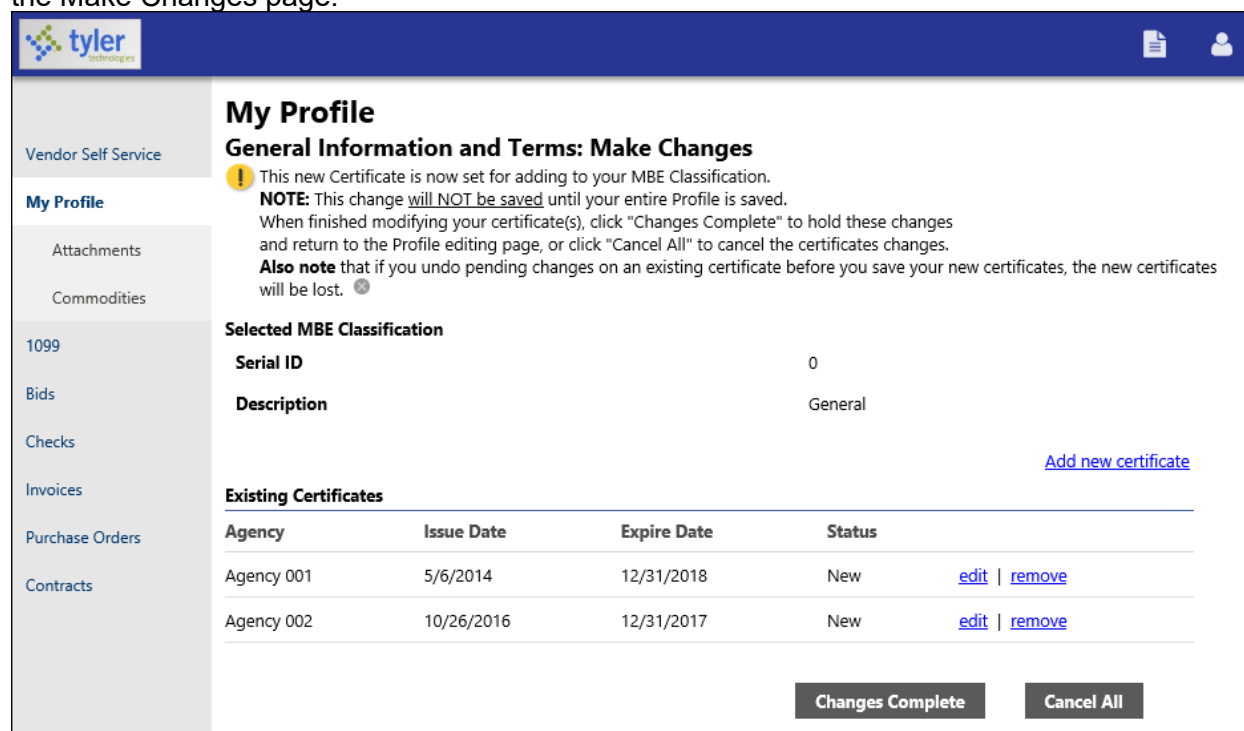
**Expiration Date \***

**Notes**  
(300 character limit)

300 remaining

**Done** **Cancel**

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



**My Profile**

**General Information and Terms: Make Changes**

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

**Selected MBE Classification**

**Serial ID** 0

**Description** General

[Add new certificate](#)

**Existing Certificates**

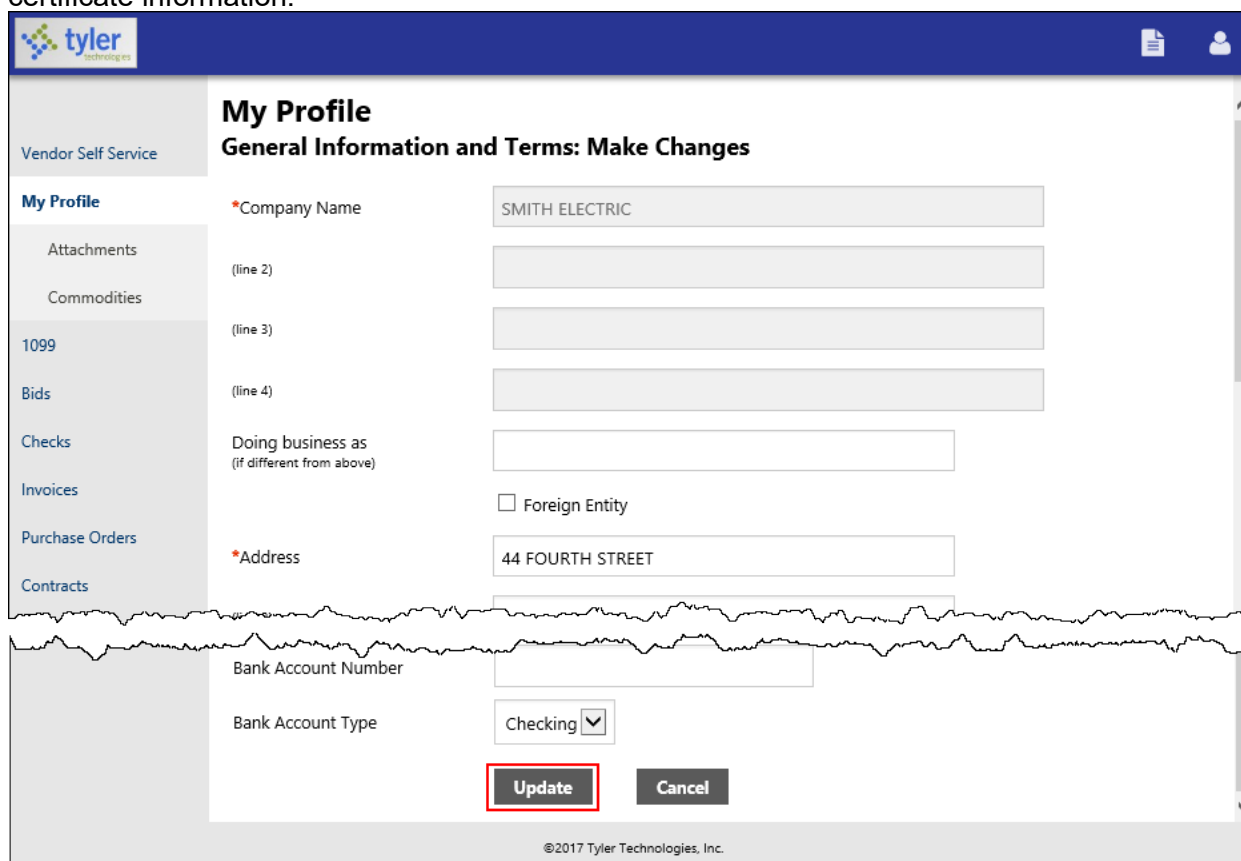
Agency	Issue Date	Expire Date	Status	
Agency 001	5/6/2014	12/31/2018	New	<a href="#">edit</a>   <a href="#">remove</a>
Agency 002	10/26/2016	12/31/2017	New	<a href="#">edit</a>   <a href="#">remove</a>

**Changes Complete** **Cancel All**

The Make Changes page includes a message indicating that the new certificate is ready to be added to the vendor's profile, but that the information will not be saved until the vendor's entire profile is saved.

After entering, editing, or removing certificates for a classification, the vendor clicks Changes Complete to save the certificate entries or Cancel All to discard all of the certificate information. Clicking Changes Complete returns the vendor to the Make Changes page, where the Minority Business Entity section displays the updated certification count.

On the Make Changes page, the vendor must click Update to permanently update their profile with the certificate information.



**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.