



# Enterprise ERP User Guide for Vendor Self Service (VSS)

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*Version 2024*

## Revision History

Date	Comments
4/2024	Version 2024.1 released.

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# Vendor Self Service Overview

Vendor Self Service (VSS) provides vendors with web-based access to information stored in your organization's Enterprise ERP 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.

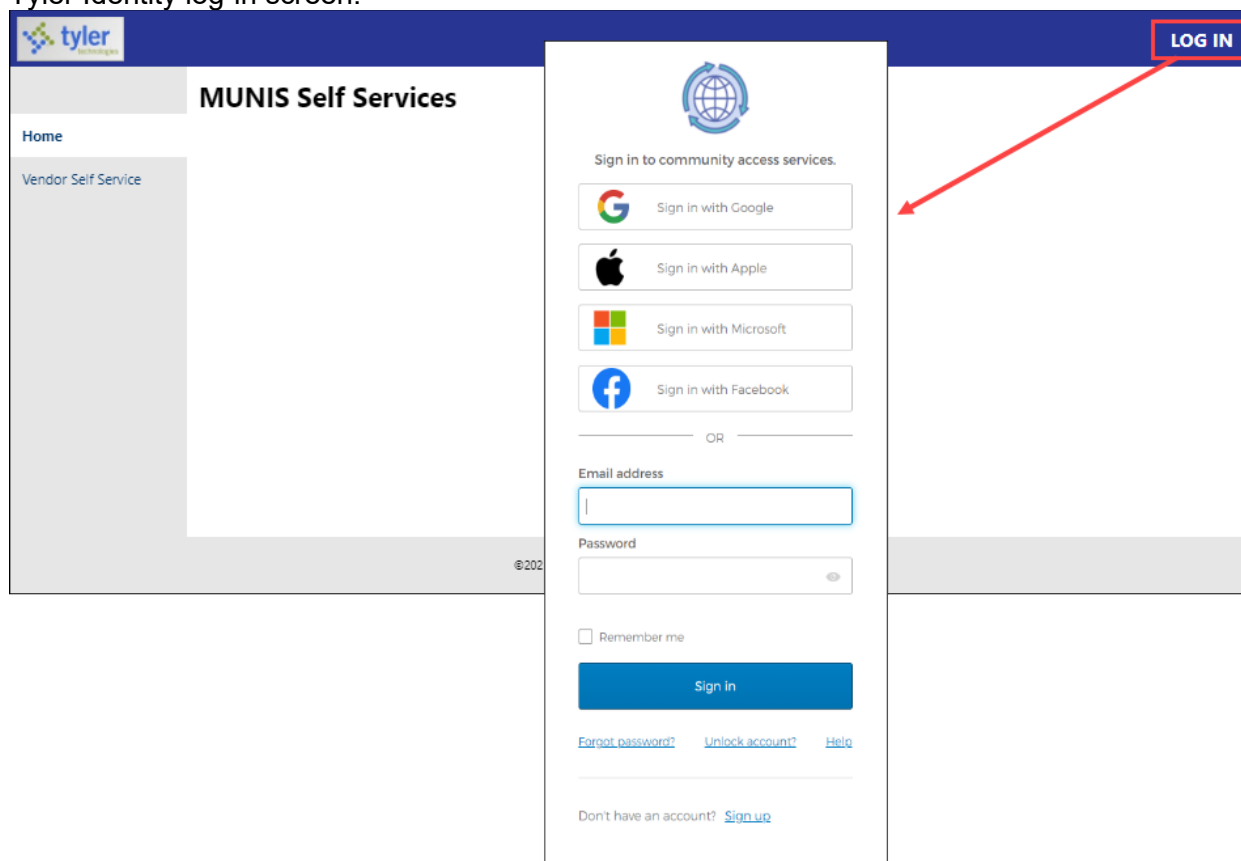
## Vendor Self Service and Tyler Identity

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.

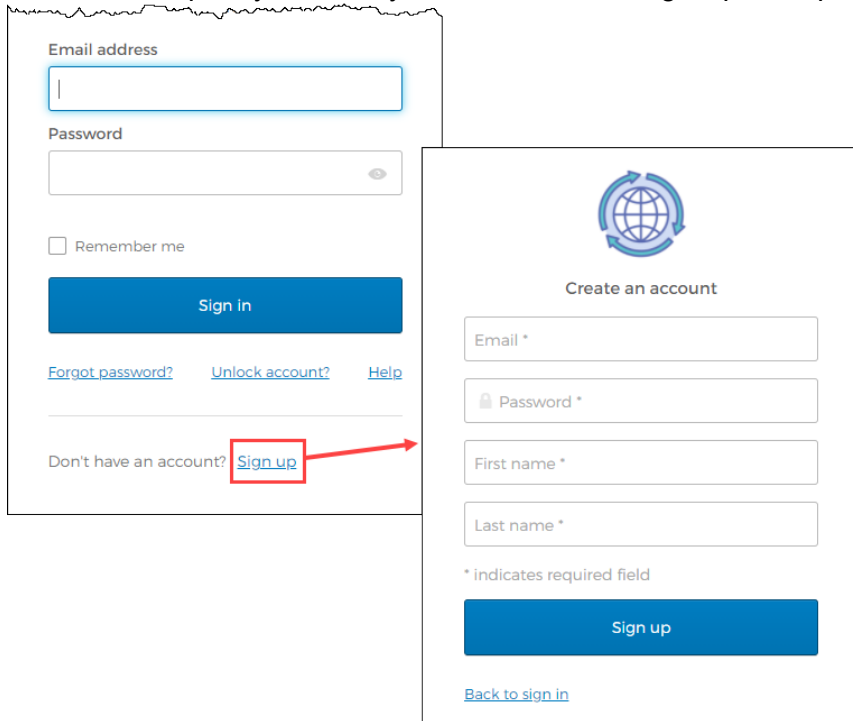
### New Users

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.



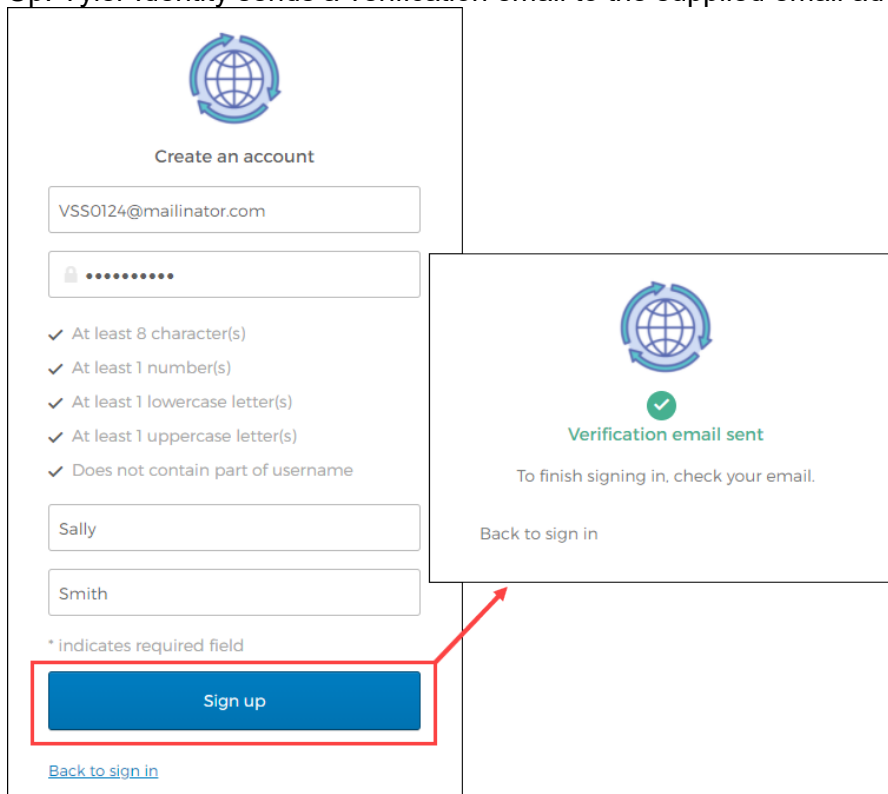
The left panel shows the login interface with the following elements:

- Email address input field
- Password input field with an eye icon for visibility
- Remember me
- Sign in button
- Links: [Forgot password?](#), [Unlock account?](#), [Help](#)
- Text: Don't have an account? [Sign up](#) (highlighted in red)

The right panel shows the 'Create an account' form with the following elements:

- Tyler Identity logo
- Section title: Create an account
- Form fields: Email \*, Password \*, First name \*, Last name \*
- Text: \* indicates required field
- Sign up button
- Link: [Back to sign in](#)

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.



The left panel shows the 'Create an account' form with the following elements:

- Tyler Identity logo
- Section title: Create an account
- Form fields: Email (VSS0124@mailinator.com), Password (masked with dots), First name (Sally), Last name (Smith)
- Text: \* indicates required field
- Sign up button (highlighted in red)
- Link: [Back to sign in](#)
- Password requirements (all checked):
  - At least 8 character(s)
  - At least 1 number(s)
  - At least 1 lowercase letter(s)
  - At least 1 uppercase letter(s)
  - Does not contain part of username

The right panel shows the confirmation message:

- Tyler Identity logo
- Green checkmark icon
- Section title: Verification email sent
- Text: To finish signing in, check your email.
- Link: [Back to sign in](#)

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

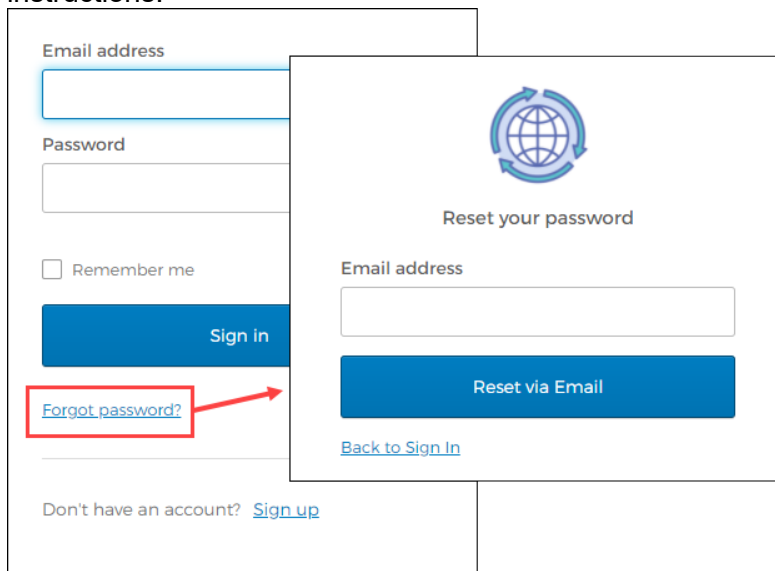
Users who have established a Tyler Identity account can log in using their Tyler Identity email and password credentials. Users who have not transitioned to using Tyler Identity must create a new account.

- 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.

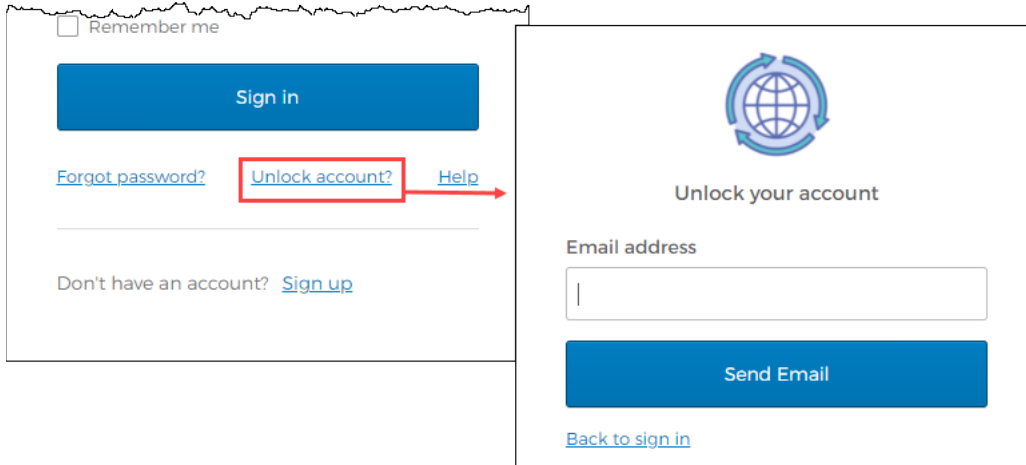


The image shows two overlapping screenshots of the user interface. The background screenshot is the Sign-in screen, featuring an 'Email address' input field, a 'Password' input field, a 'Remember me' checkbox, a blue 'Sign in' button, and a 'Forgot password?' link highlighted with a red box and a red arrow. Below the sign-in fields is a link for 'Don't have an account? Sign up'. The foreground screenshot is the 'Reset your password' screen, which includes a globe icon with circular arrows, the title 'Reset your password', an 'Email address' input field, a blue '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.



The image shows a two-part user interface. The left part is a sign-in page with a "Remember me" checkbox, a blue "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 to the right. The right part is the "Unlock your account" page, featuring a globe icon with circular arrows, the title "Unlock your account", an "Email address" input field, a blue "Send Email" button, and a "Back to sign in" link.

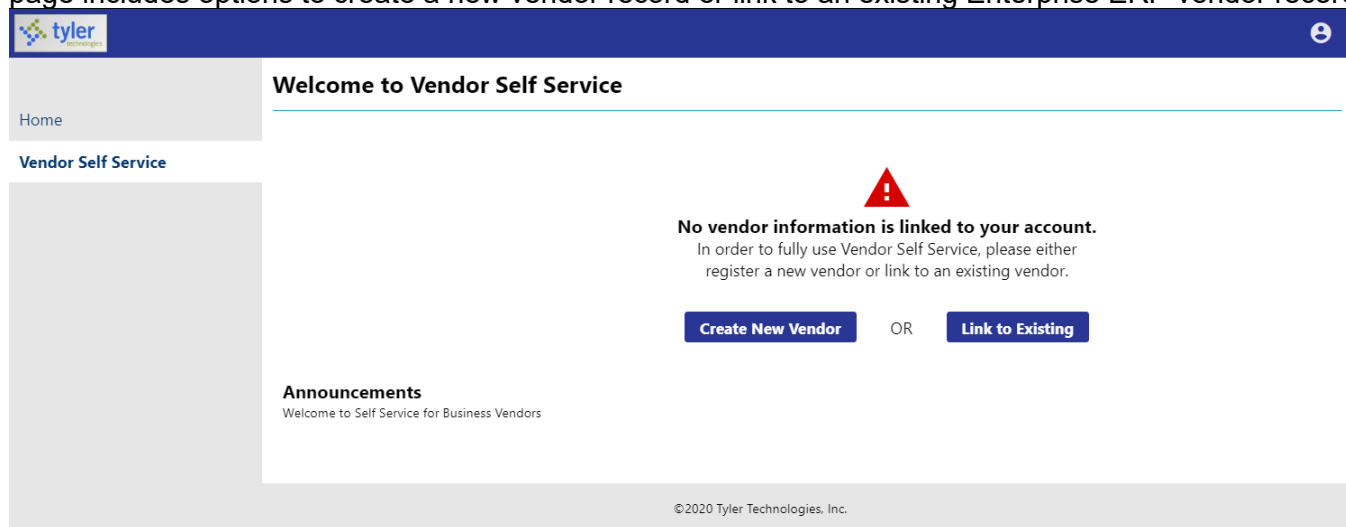


# Vendor Registration

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.

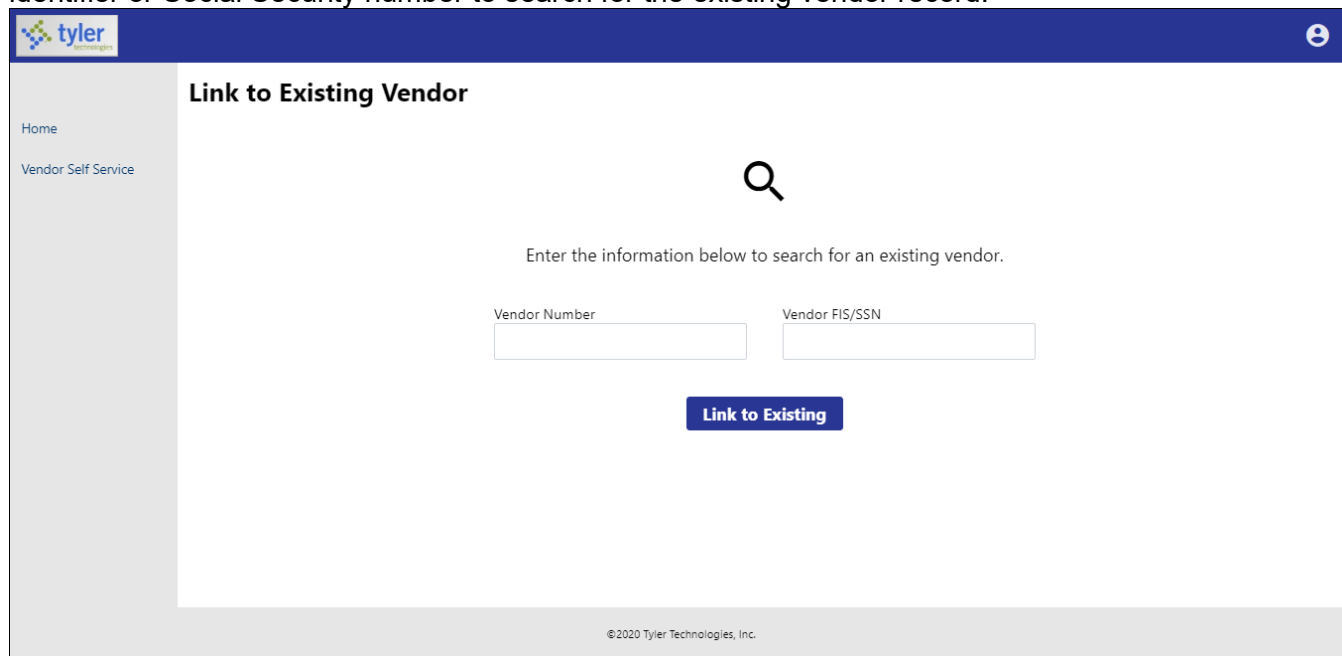
Once the vendor successfully logs in to VSS, the program provides the Vendor Self Service Home page. This page includes options to create a new vendor record or link to an existing Enterprise ERP vendor record.



The screenshot shows the Vendor Self Service Home page. At the top left is the Tyler Technologies logo. The main heading is "Welcome to Vendor Self Service". Below this, there is a navigation menu with "Home" and "Vendor Self Service". The central content area features a red warning triangle icon above the text: "No vendor information is linked to your account. In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor." Below this text are two buttons: "Create New Vendor" and "Link to Existing", separated by the word "OR". At the bottom left, there is an "Announcements" section with the text "Welcome to Self Service for Business Vendors". The footer contains the copyright notice "©2020 Tyler Technologies, Inc."

## Linking to an Existing Enterprise ERP Vendor Record

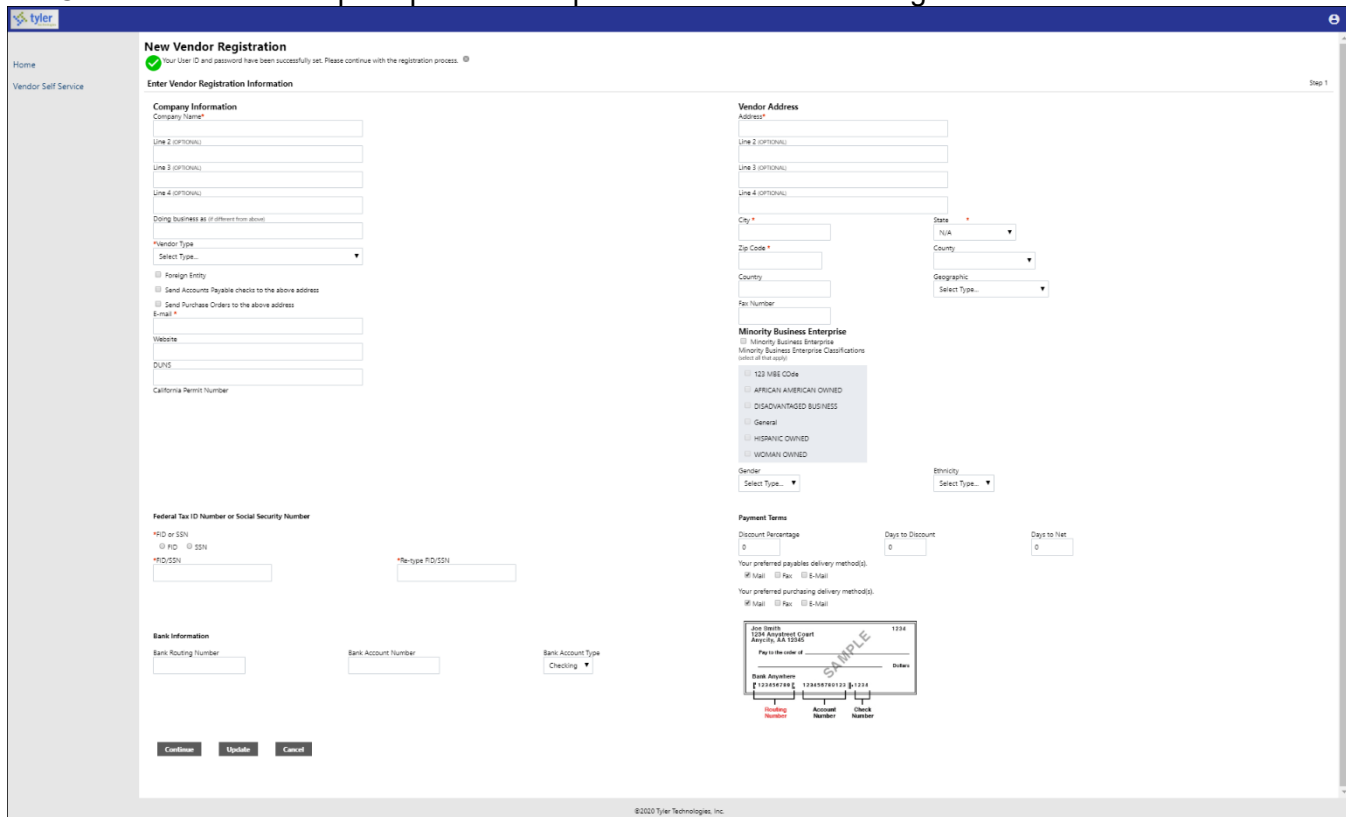
If the vendor has an existing record in the Enterprise ERP Vendors program, the Link to Existing option provides the Link to Existing Vendor screen, where you can enter the vendor number and the vendor's federal identifier or Social Security number to search for the existing vendor record.



When existing Enterprise ERP vendors complete the Vendor Number and Vendor FIS/SSN boxes and click Link to Existing, VSS verifies the entered information with the vendor record in Enterprise ERP. If all information matches, the vendor is automatically presented with the Vendor Information page. They do not have to complete the remaining steps of the registration process. However, in order to complete the process successfully, the vendor must know the Enterprise ERP vendor ID assigned by your organization, which is the vendor number in the Enterprise ERP Vendors program. The value entered in the Vendor FIS/SSN box must match the value from the Enterprise ERP vendor record exactly.

## Creating a New Vendor Record

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



**New Vendor Registration**  
 Step 1

**Enter Vendor Registration Information**

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

**Vendor Address**  
 Address\*  
 Line 2 (OPTIONAL)  
 Line 3 (OPTIONAL)  
 Line 4 (OPTIONAL)  
 City\*  
 State  
 N/A  
 Country  
 Geographic  
 Select Type...  
 Fax Number

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

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

**Minority Business Enterprise**  
 Minority Business Enterprise  
 Minority Business Enterprise Classifications  
 (select all that apply)  
 123 VBE Code  
 AFRICAN AMERICAN OWNED  
 DISADVANTAGED BUSINESS  
 General  
 HISPANIC OWNED  
 WOMAN OWNED  
 Gender  
 Select Type...  
 Ethnicity  
 Select Type...

**Payment Terms**  
 Discount Percentage  
 0  
 Days to Discount  
 0  
 Days to Net  
 0  
 Your preferred payables delivery method(s).  
 Mail  Fax  E-Mail  
 Your preferred purchasing delivery method(s).  
 Mail  Fax  E-Mail

**SAMPLE**

Joe Smith  
 1234 Anywhere Court  
 Anycity, AK 12345  
 12345  
 Pay to the order of  
 Bank Anywhere  
 2222222222 1234567891011121314  
 Routing Number Account Number Check Number

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

## Company Information

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

**Company Information**

Company Name\*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

\*Vendor Type

Select Type... ▼

Foreign Entity

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

E-mail \*

Website

DUNS

California Permit Number

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

Ethnicity:

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.

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

\*FID or SSN  
 FID  SSN

\*FID/SSN

\*Re-type FID/SSN

**Payment Terms**

Discount Percentage  Days to Discount  Days to Net

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

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

**Bank Information**

Bank Routing Number  Bank Account Number  Bank Account Type

Joe Smith 1234  
 1234 Anystreet Court  
 Anycity, AA 12345 1234

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

Bank Anywhere  
 123456789 123456789123 1234

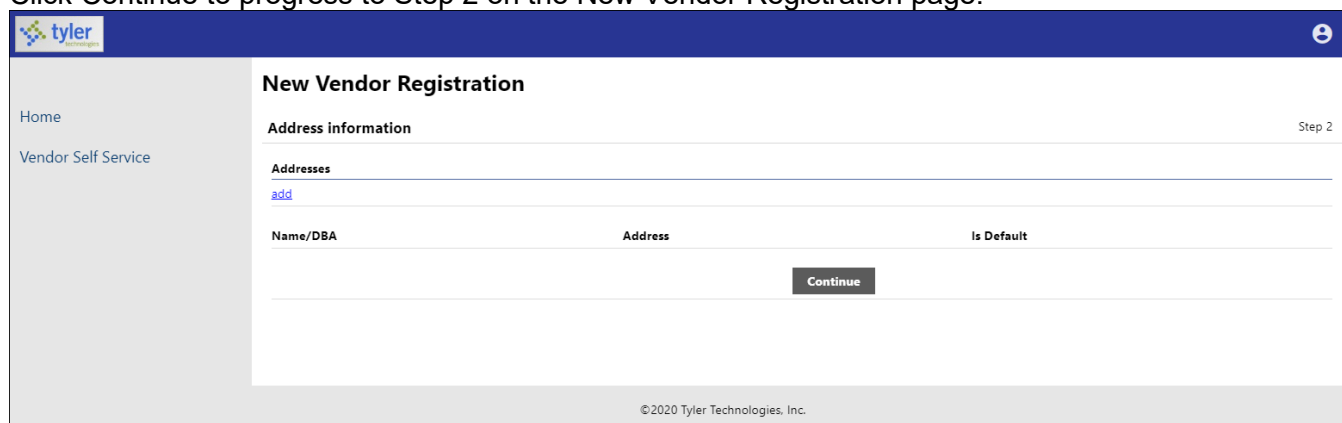
Routing Number
Account Number
Check Number

Continue
Update
Cancel

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

Field	Description
FID or SSN	Requires the vendor to select whether to enter a federal tax identification number or a Social Security number.
FID/SSN	Identifies the vendor's federal tax identification number or Social Security number. If SSN is selected, the Social Security number must be entered in the format nnn-nn-nnnn.
Re-type FID/SSN	Provides space to re-enter the vendor's FID or SSN to confirm the correct value.
<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> <i>(This section does not display unless your VSS administrator has enabled entry of bank information on this page.)</i>	
Bank Routing Number	Determines the routing number of the bank account to which payments made to the vendor should be sent. The program automatically selects the correct bank code based on the entered routing number.
Bank Account Number	Contains the vendor's bank account number.
Bank Account Type	Indicates the type for the entered account: checking or savings.

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



The screenshot shows the 'New Vendor Registration' page at Step 2, 'Address information'. The page has a dark blue header with the Tyler Technologies logo and a user icon. A sidebar on the left contains 'Home' and 'Vendor Self Service' links. The main content area is titled 'New Vendor Registration' and 'Address information'. Below the title, there is a section for 'Addresses' with an 'add' link. A table is displayed with columns for 'Name/DBA', 'Address', and 'Is Default'. A 'Continue' button is located at the bottom of the form area. 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 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)

\*City

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

**New Vendor Registration**

**Address information** Step 2

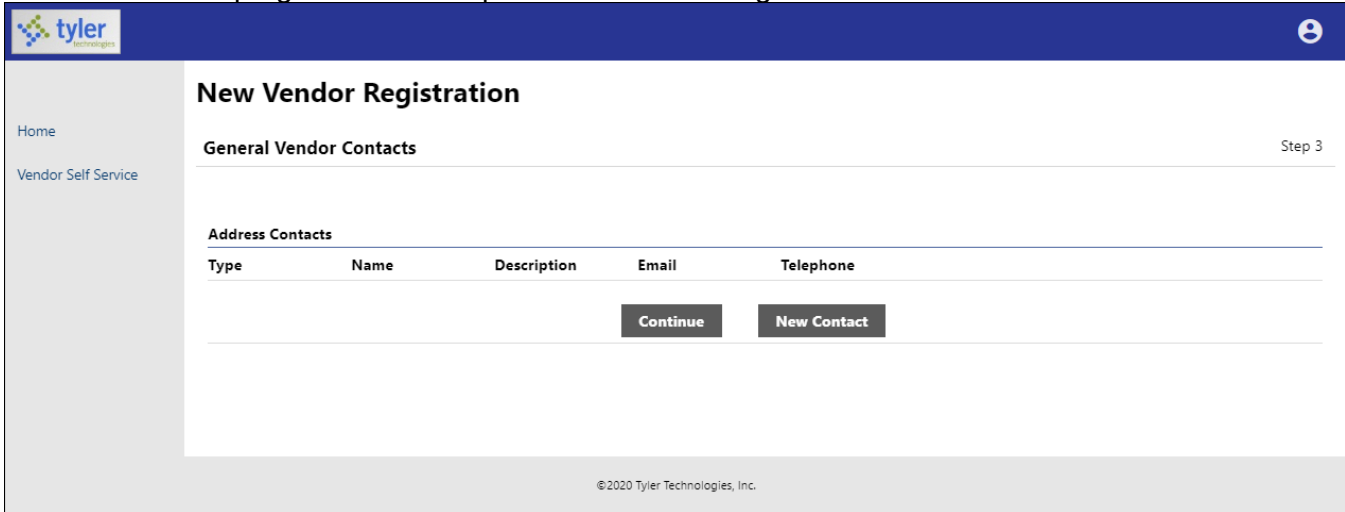
**Addresses**  
[add](#)

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

**Continue**

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



**New Vendor Registration** Step 3

**General Vendor Contacts**

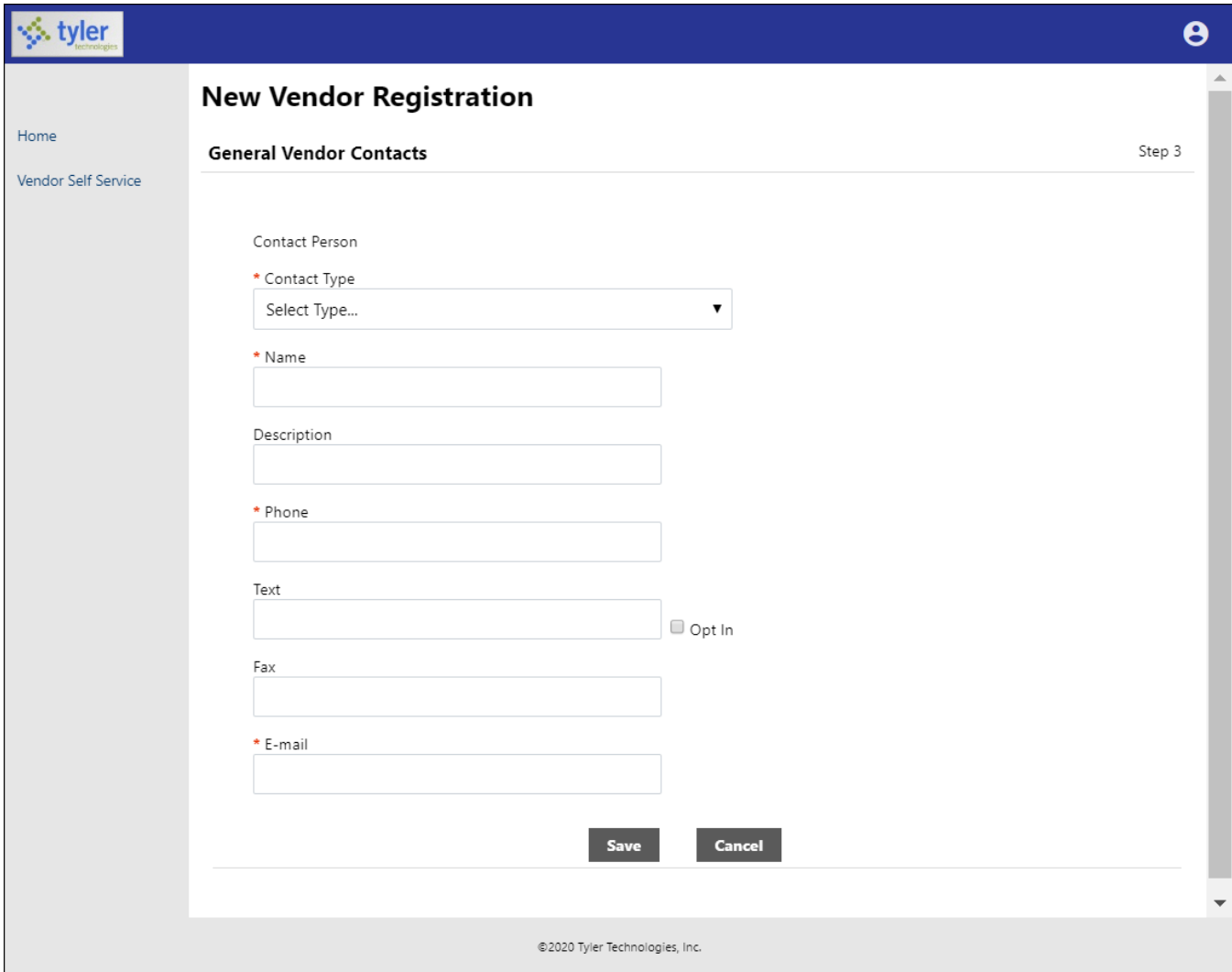
---

**Address Contacts**

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

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Click New Contact to add a new vendor contact.



**New Vendor Registration** Step 3

**General Vendor Contacts**

---

Contact Person

\* Contact Type

\* Name

Description

\* Phone

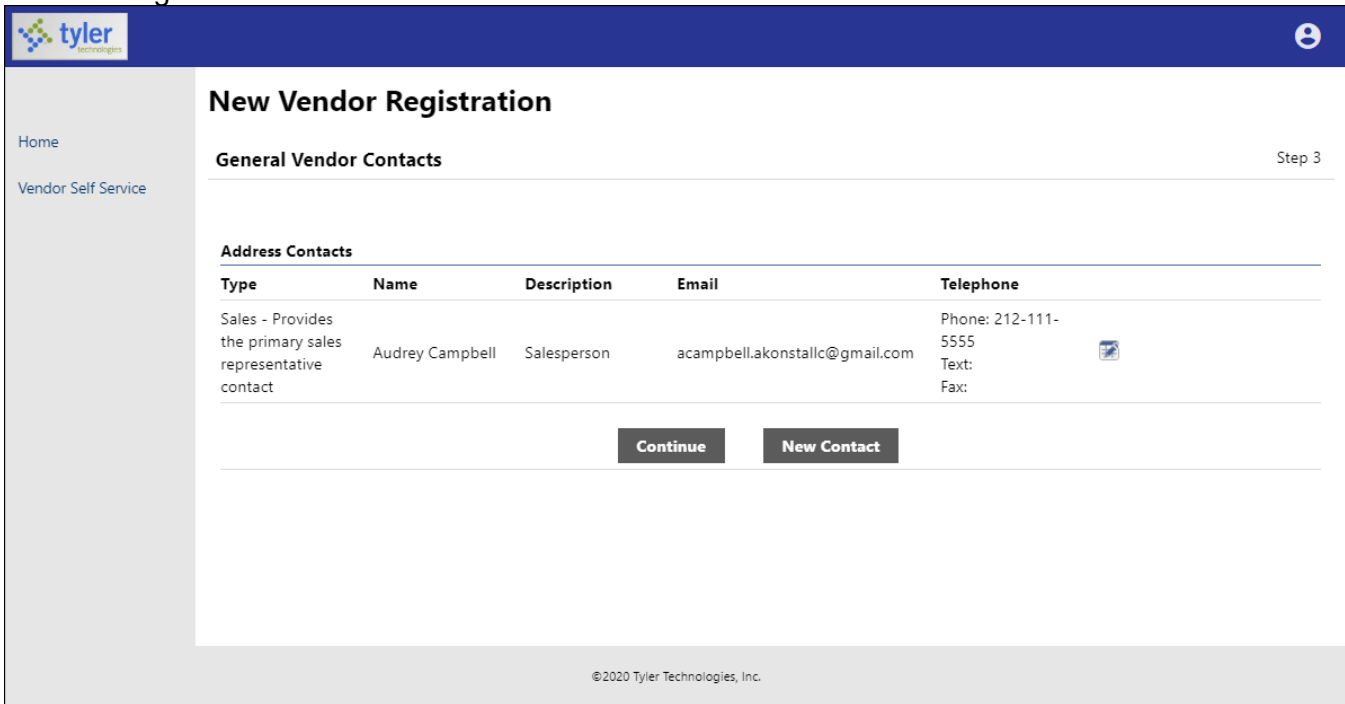
Text  
  Opt In

Fax

\* E-mail

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



Home  
Vendor Self Service

## New Vendor Registration

General Vendor Contacts Step 3

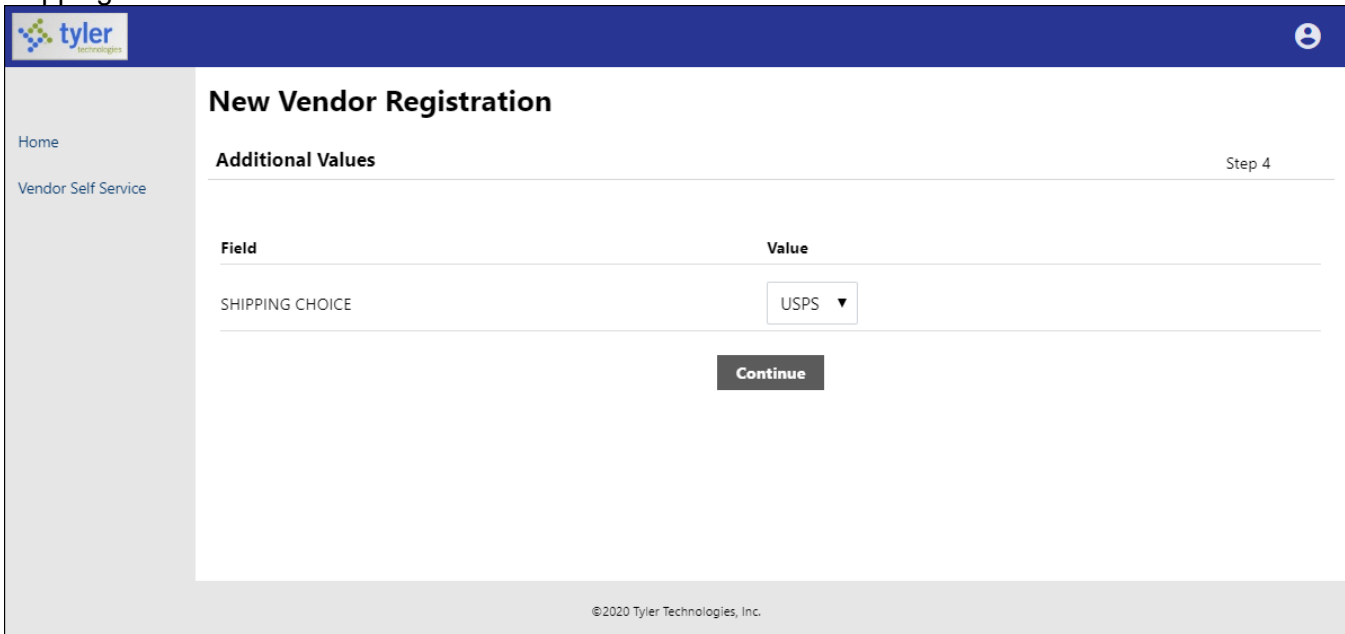
**Address Contacts**

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

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Click Continue to progress to the Step 4 screen.

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



Home  
Vendor Self Service

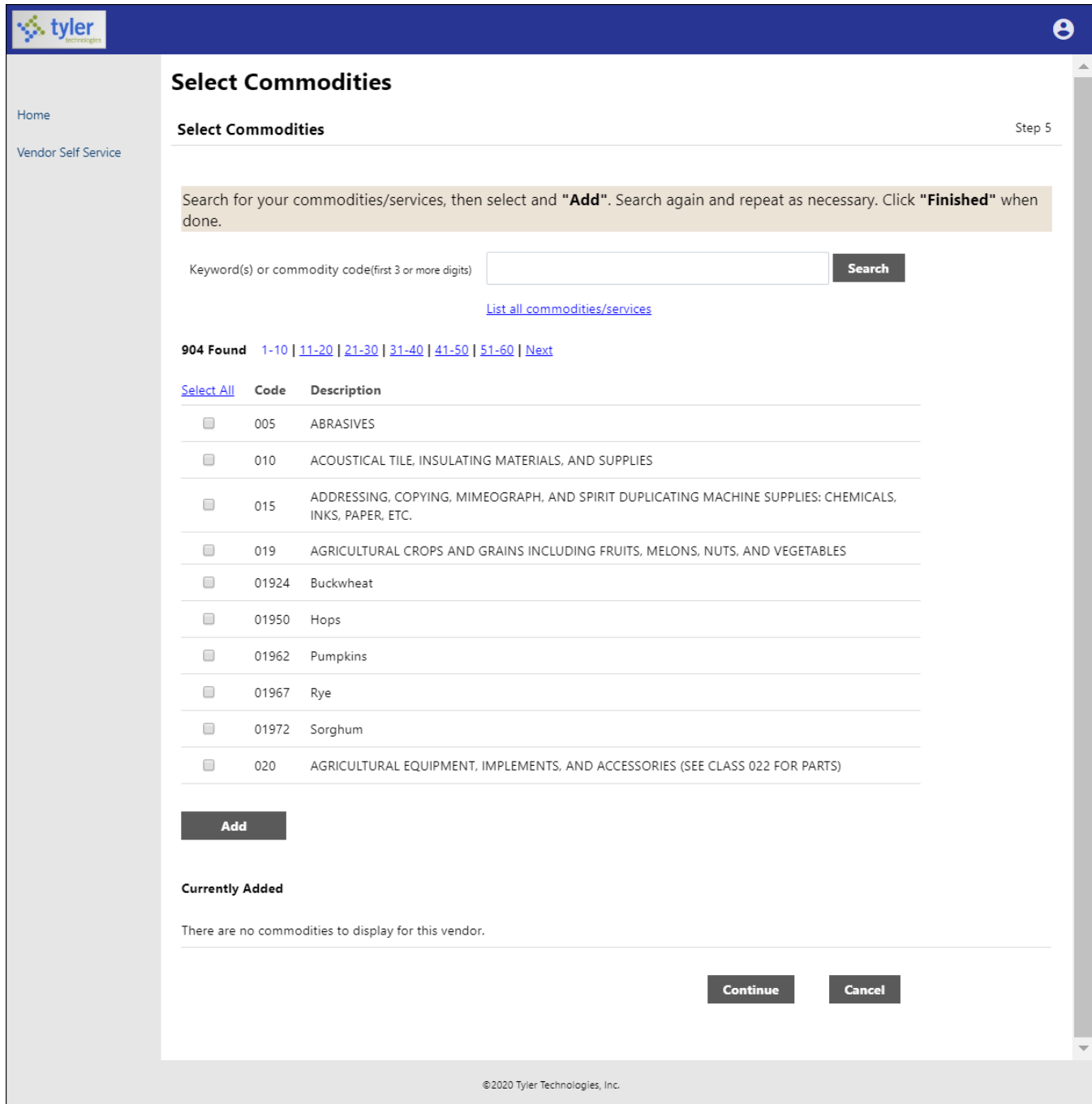
## New Vendor Registration

Additional Values Step 4

Field	Value
SHIPPING CHOICE	USPS ▼

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



**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](#)

<a href="#">Select All</a>	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**

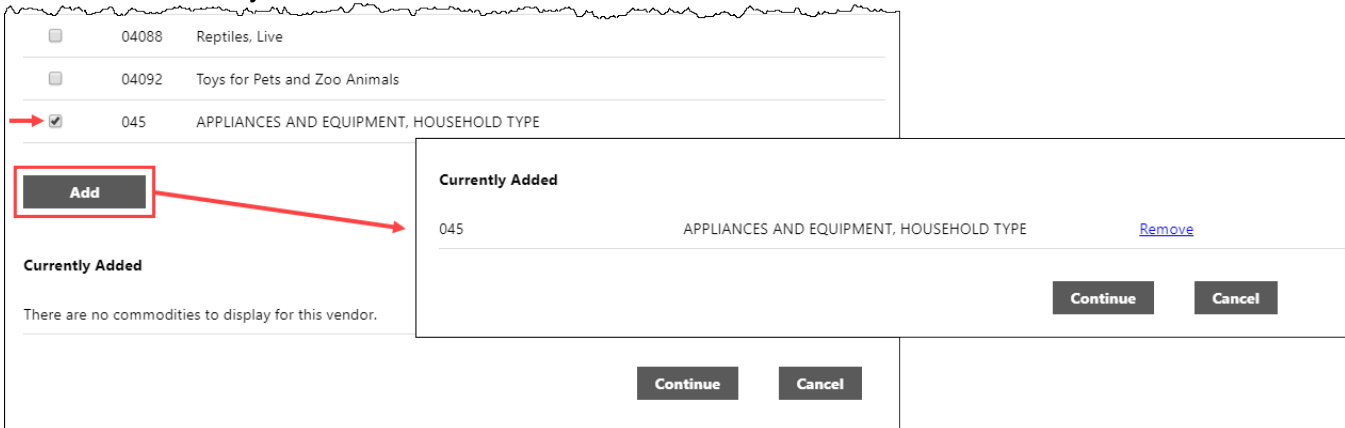
There are no commodities to display for this vendor.

**Continue** **Cancel**

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

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



The screenshot shows a list of commodity codes with checkboxes. The code '045' is selected. A red box highlights the 'Add' button, with a red arrow pointing to the 'Currently Added' section. The 'Currently Added' section shows '045' with a 'Remove' link. 'Continue' and 'Cancel' buttons are visible at the bottom of the interface.

<input type="checkbox"/>	04088	Reptiles, Live
<input type="checkbox"/>	04092	Toys for Pets and Zoo Animals
<input checked="" type="checkbox"/>	045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE

**Add**

**Currently Added**

There are no commodities to display for this vendor.

**Currently Added**


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

**Continue** **Cancel**

**Continue** **Cancel**

Use the Remove option to delete any currently associated commodity codes.

Click Continue to progress to the next step to review the entered information prior to submitting the vendor registration.


ⓘ

**New Vendor Registration** Step 10

**Review**

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

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

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

---

**Commodities** [change](#)

045      APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE

**Attachments**

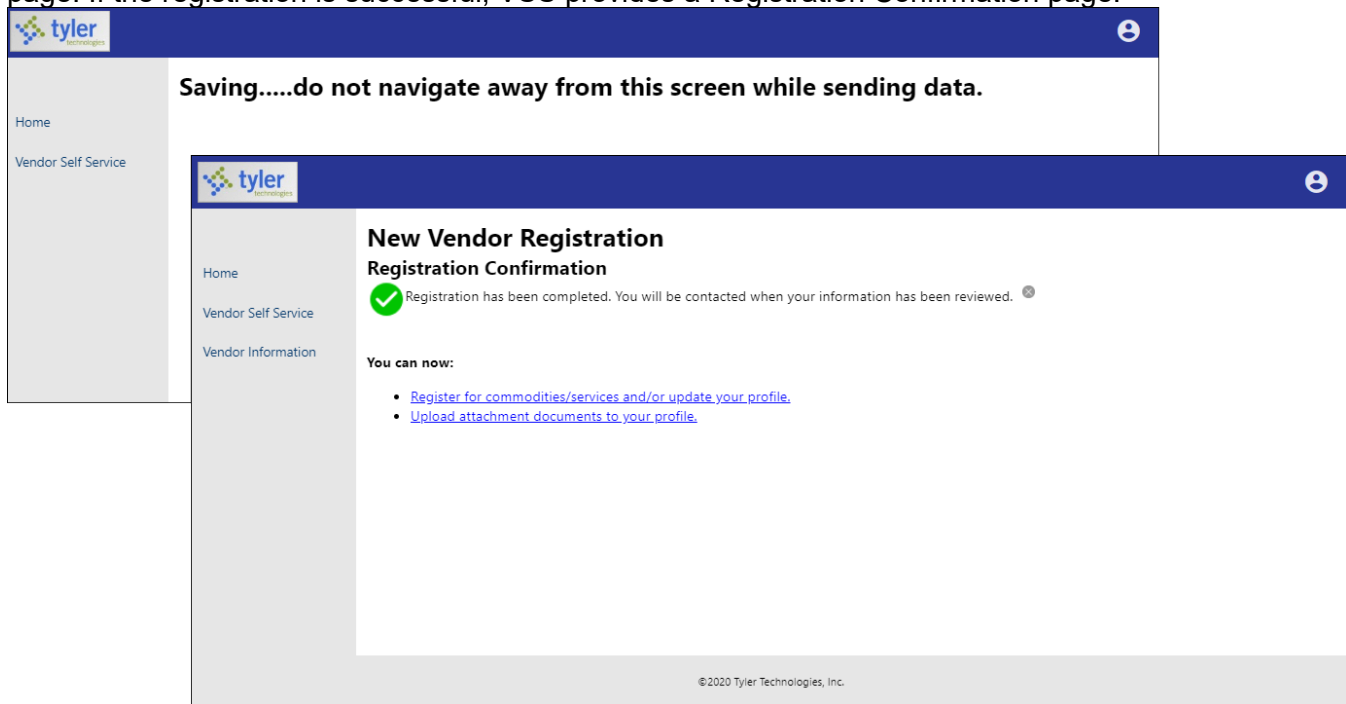
Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type	(0)	<a href="#">Attach</a>
E-Verify	E-Verify	(0)	<a href="#">Attach</a>
default	Vendor Attachment	(0)	<a href="#">Attach</a>

Register
Cancel

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

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



**Saving.....do not navigate away from this screen while sending data.**

Home  
Vendor Self Service

tyler technologies

Home  
Vendor Self Service  
Vendor Information

### New Vendor Registration

#### Registration Confirmation

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

**You can now:**

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

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Newly registered vendors only have access to the Home, Vendor Self Service, and Vendor Information tabs. Your organization's Vendor Self Service administrator must grant the vendor access to additional options.

# Vendor Self Service

The Vendor Self Service home page provides the vendor's profile information and access to the options that your organization makes available, such as Invoices, Checks, Purchase Orders, Contracts, and Bids.

**Welcome to Vendor Self Service**

**Profile information**

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

**Vendor information**

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

**Announcements**

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

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

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

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

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

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

[More...](#)

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

**Recent checks**

Date	Number	Amount

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

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

**Welcome to Vendor Self Service**

**Profile information**

MICHAEL FRITZ  
Phone: 5555555555

**Vendor information**

ABC SUPPLY COMPANY

VSS ADMIN

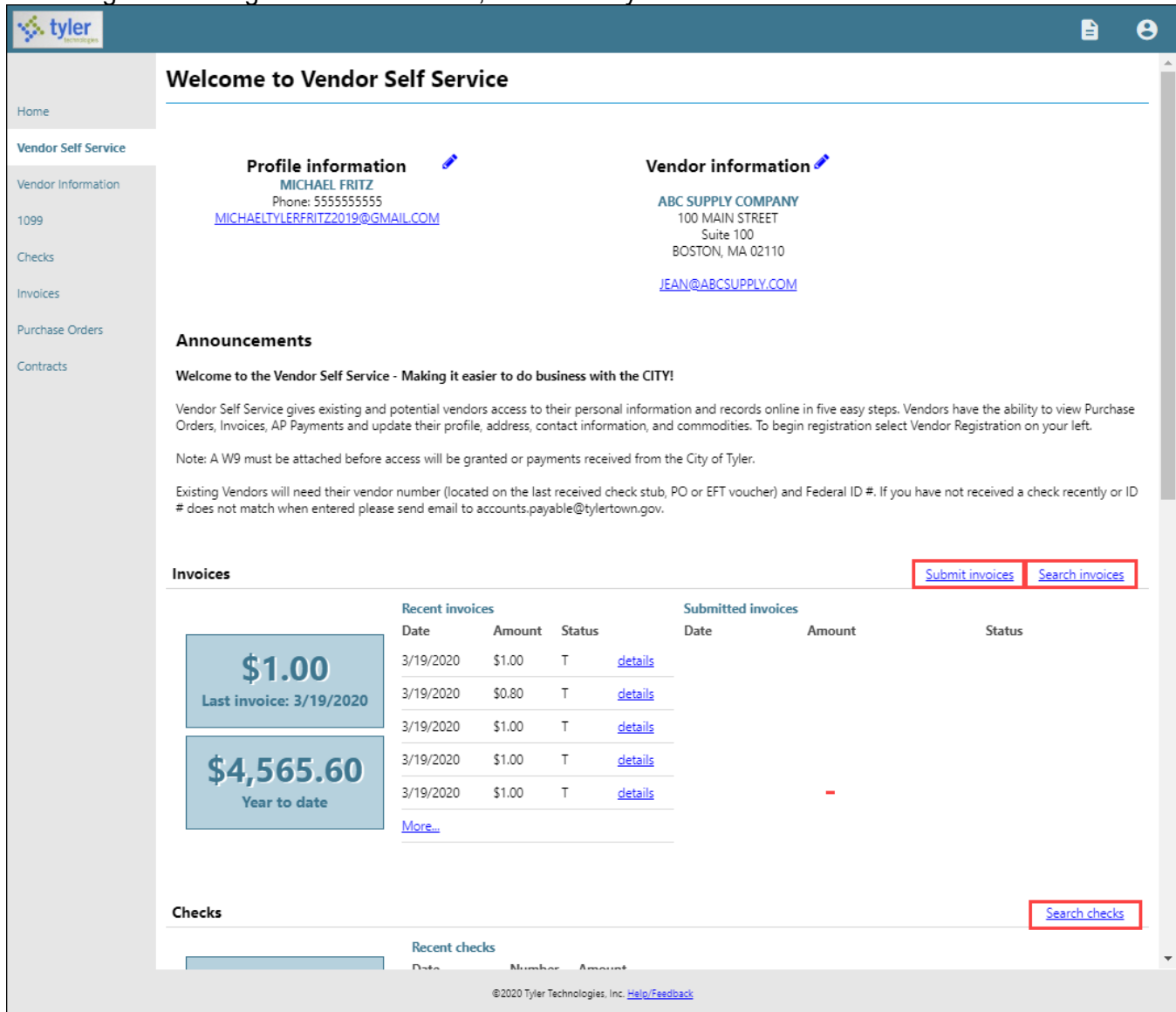
- Home
- My Account
- Log Out



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

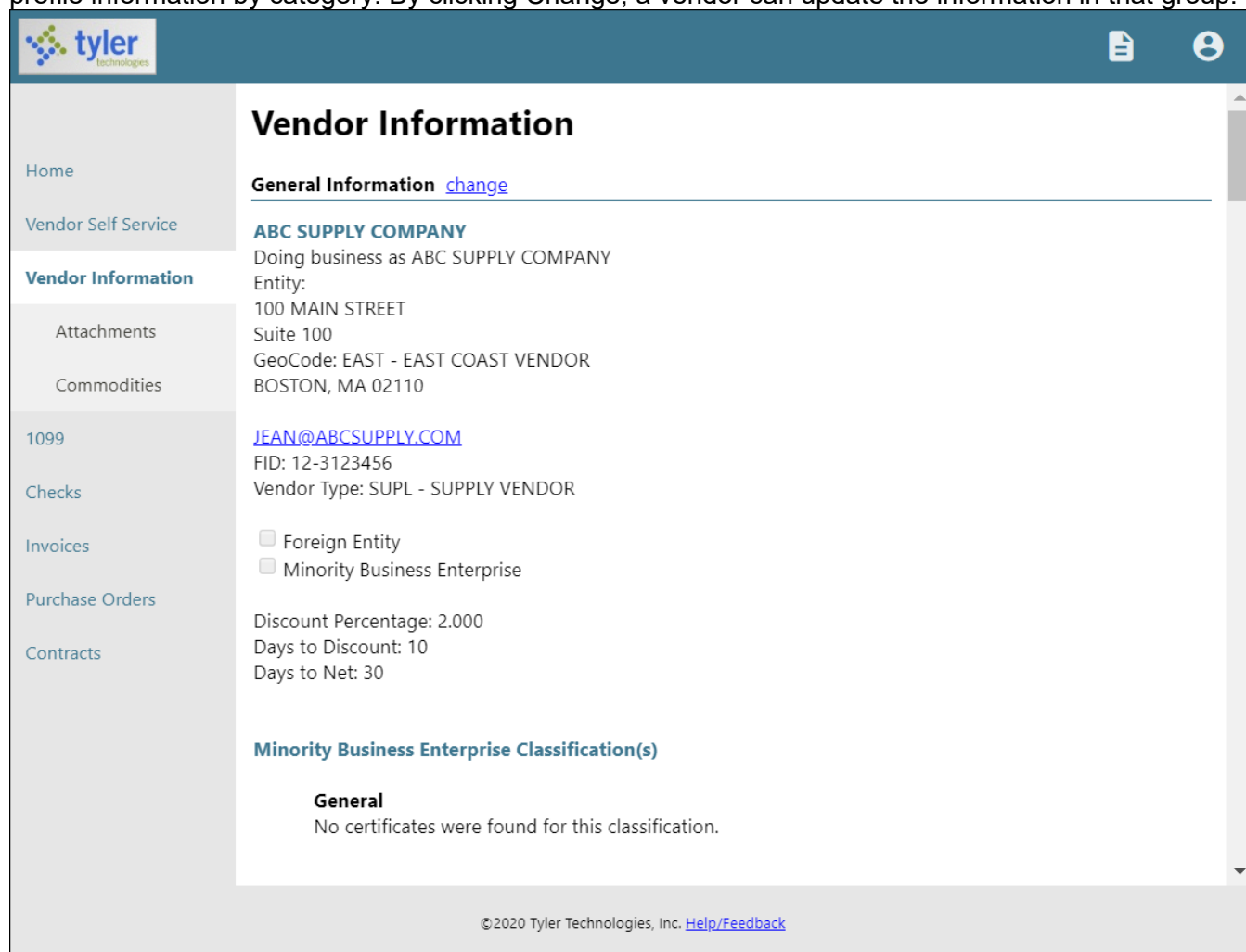


On the Vendor Self Service page, the headings for the individual information groups include options for searching and viewing related information, if enabled by site administrators.



# Vendor Information

Clicking Vendor Information provides the Vendor Information page. The Vendor Information page groups profile information by category. By clicking Change, a vendor can update the information in that group.



**Vendor Information**

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

---

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

[JEAN@ABCSUPPLY.COM](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.

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

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

Address Information <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.

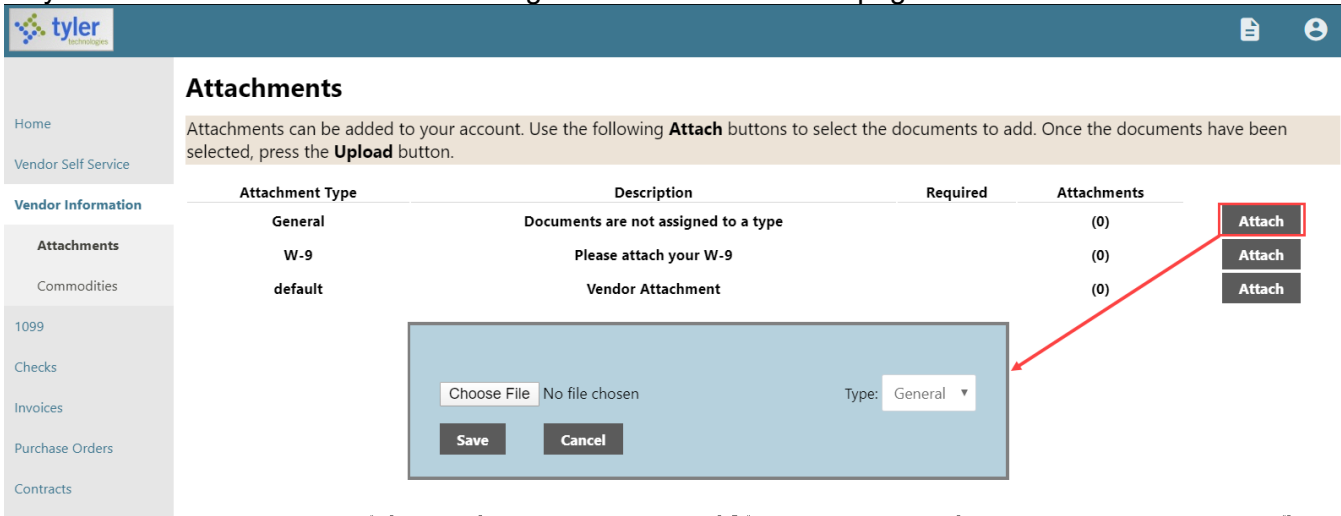
Additional Fields	
<a href="#">change</a>	
SHIPPING CHOICE	USPS

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)

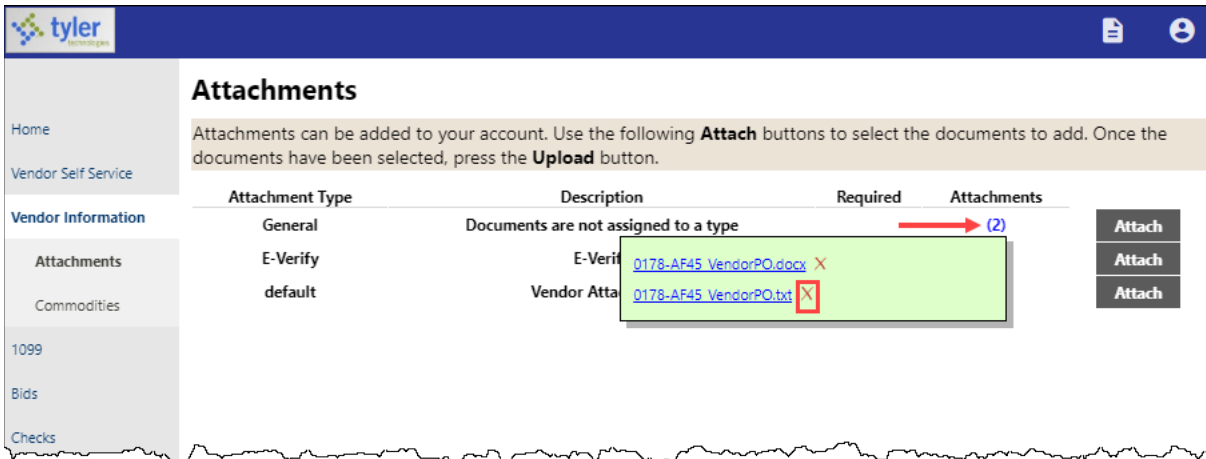
Choose File No file chosen Type: General

Save Cancel

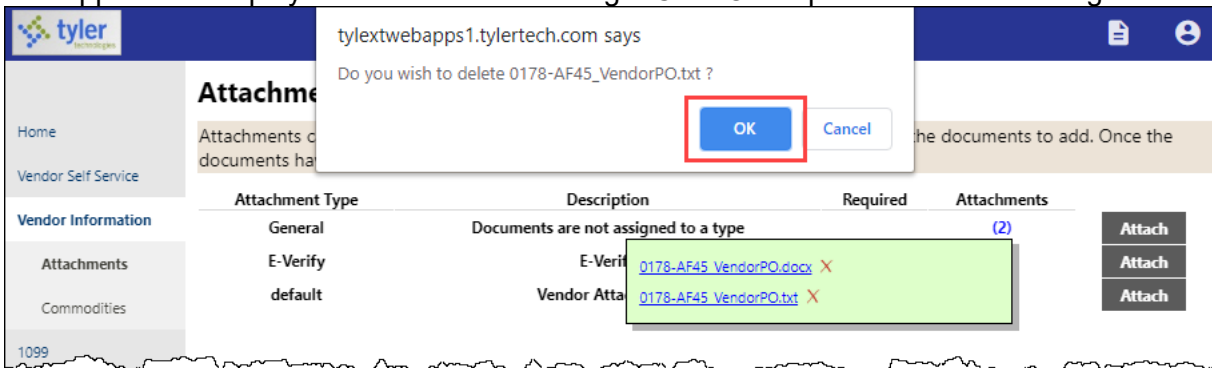
Attachments are added by clicking the Attach button on the Attachments page, which allows the vendor to navigate to a file or document to upload. The Attachments column indicates the number of documents attached for each attachment type. Vendors can attach an unlimited number of files.

**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.

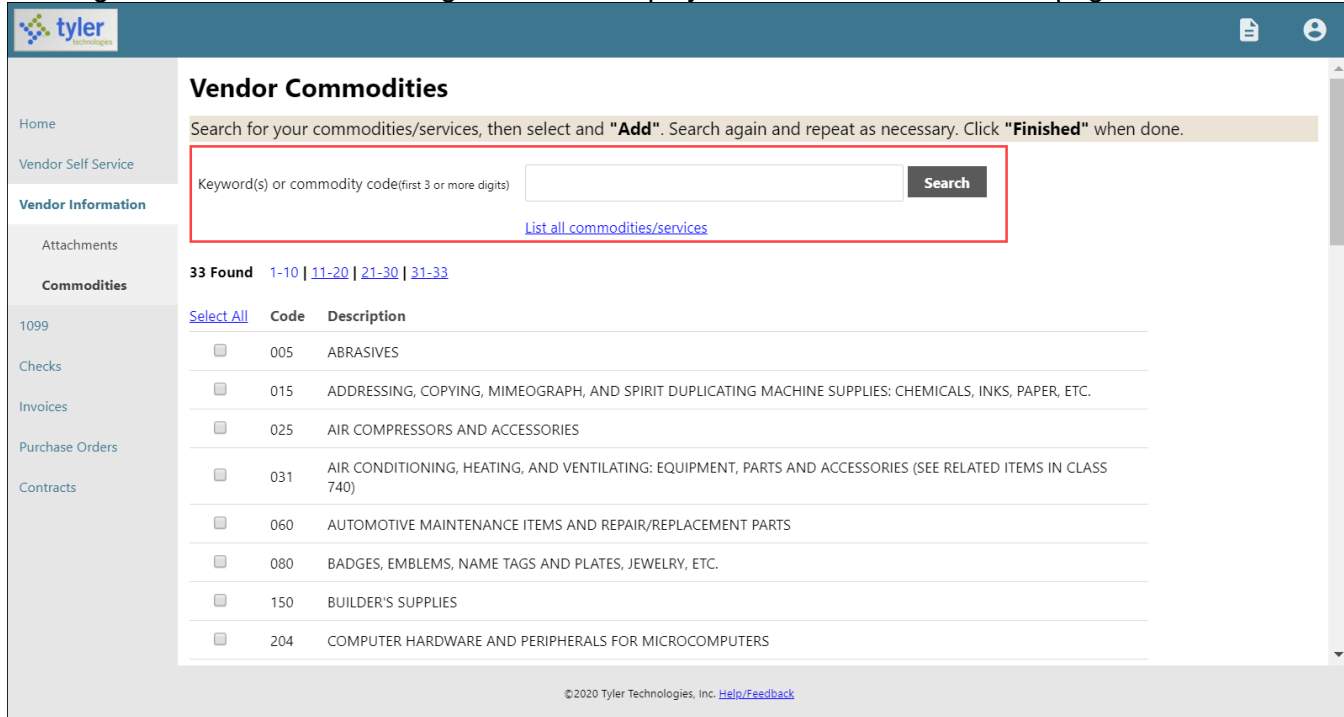


The uploaded files are also added to the vendor record in the Enterprise ERP Vendors program and they can be viewed using the Vendor Attachments screen in that program.

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)

[List all commodities/services](#)

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

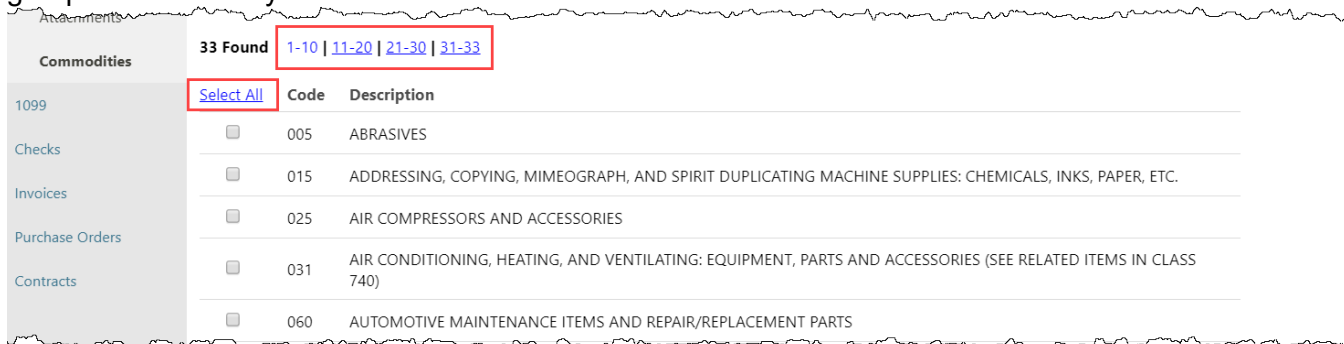
[Select All](#)

Code	Description
<input type="checkbox"/> 005	ABRASIVES
<input type="checkbox"/> 015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/> 025	AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/> 031	AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)
<input type="checkbox"/> 060	AUTOMOTIVE MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS
<input type="checkbox"/> 080	BADGES, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC.
<input type="checkbox"/> 150	BUILDER'S SUPPLIES
<input type="checkbox"/> 204	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS

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

Vendors can view commodities by group using the numbered group selections, or they can identify specific commodities by selecting individual check boxes. If a vendor selects an individual check box within a numbered group selection, VSS saves the value of each check box when the vendor navigates between the groups of commodity codes.



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

[Select All](#)

Code	Description
<input type="checkbox"/> 005	ABRASIVES
<input type="checkbox"/> 015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/> 025	AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/> 031	AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)
<input type="checkbox"/> 060	AUTOMOTIVE MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS

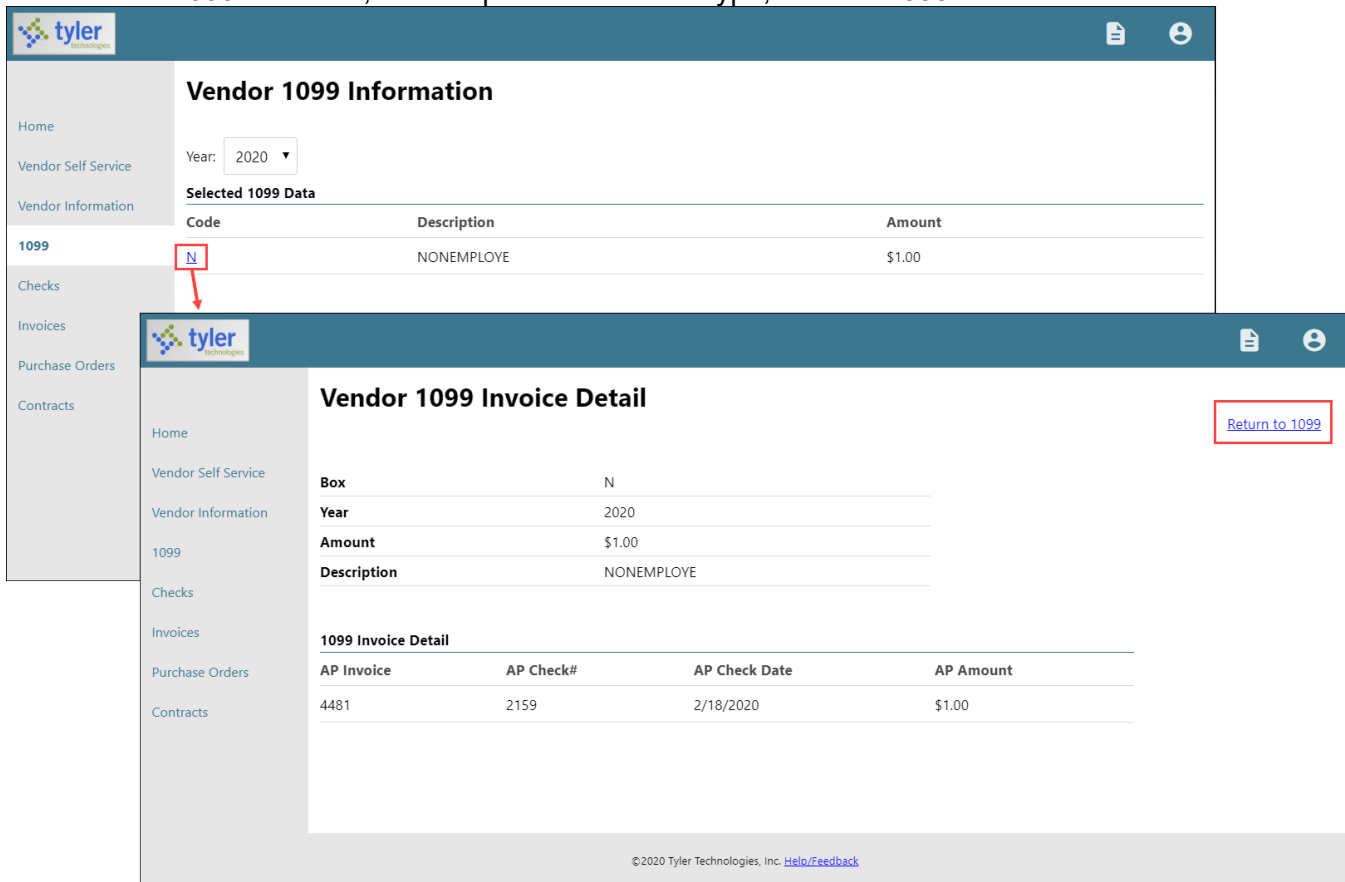
After identifying the applicable commodity codes, clicking Add causes VSS to add the selected commodity codes to the vendor’s profile and updates the list of commodities. Clicking Remove removes the commodity from the group. The Currently Added group provides the full list of associated commodity codes.

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

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

# 1099

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



**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

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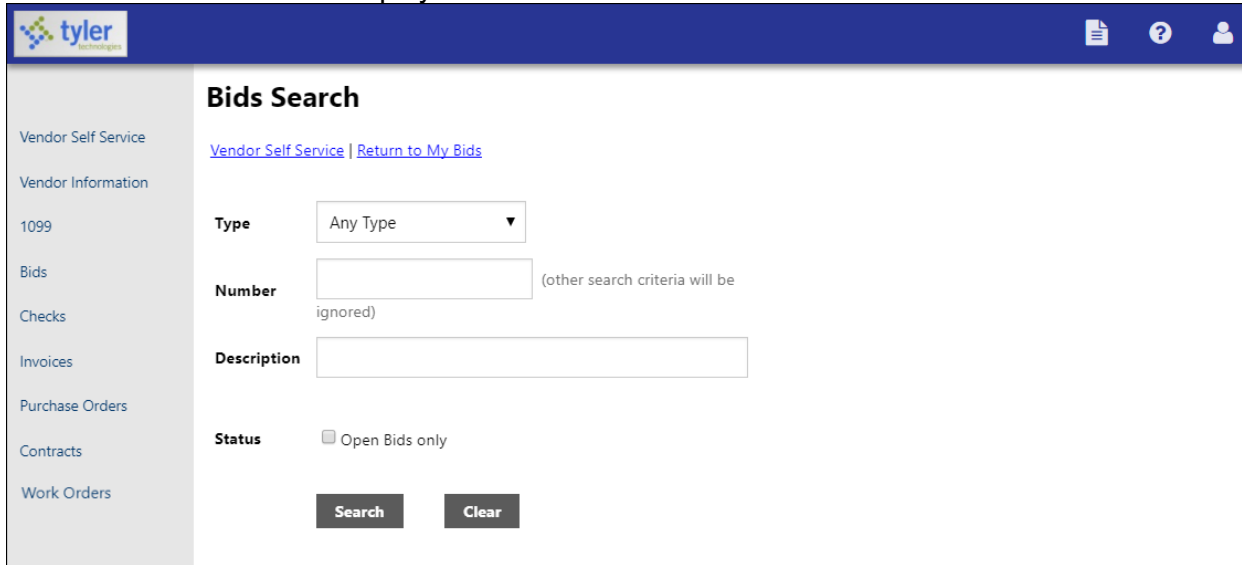
Clicking a code type provides the Vendor 1099 Invoice Detail page. This page displays the general 1099 information, as well as a listing of 1099 invoice details, if they exist for the selected box code. Clicking Return to 1099 returns the vendor to the Vendor 1099 Information page.



# Bids


Bids provides a list of bids available to the vendor from your organization. Bids opens to the Bid search page, which allows vendors to search for bids using the bid number, bid description, or bid status.

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



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

Search results include all bids that match the entered criteria.



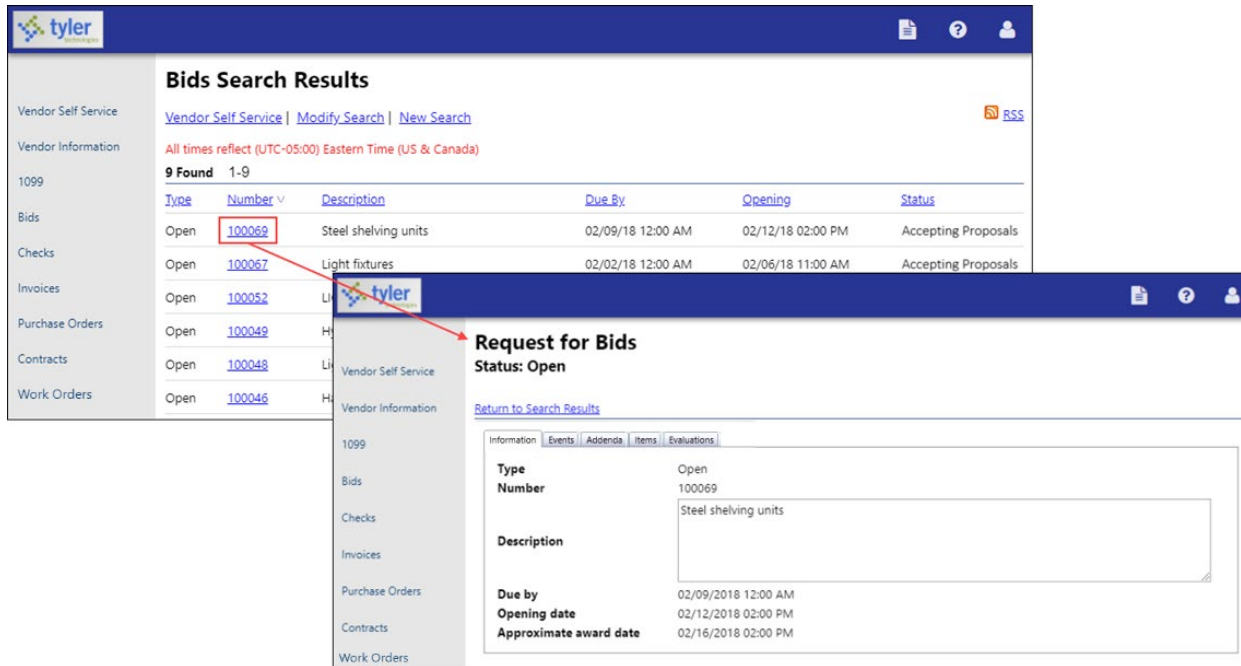
The screenshot shows the 'Bids Search Results' page. It includes a navigation menu on the left and a main content area with the title 'Bids Search Results'. Below the title are links for 'Vendor Self Service', 'Modify Search', and 'New Search', along with an 'RSS' link. A note states 'All times reflect (UTC-05:00) Eastern Time (US & Canada)'. It indicates '9 Found' and '1-9'. A table lists the search results with columns for Type, Number, Description, Due By, Opening, and Status.

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

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

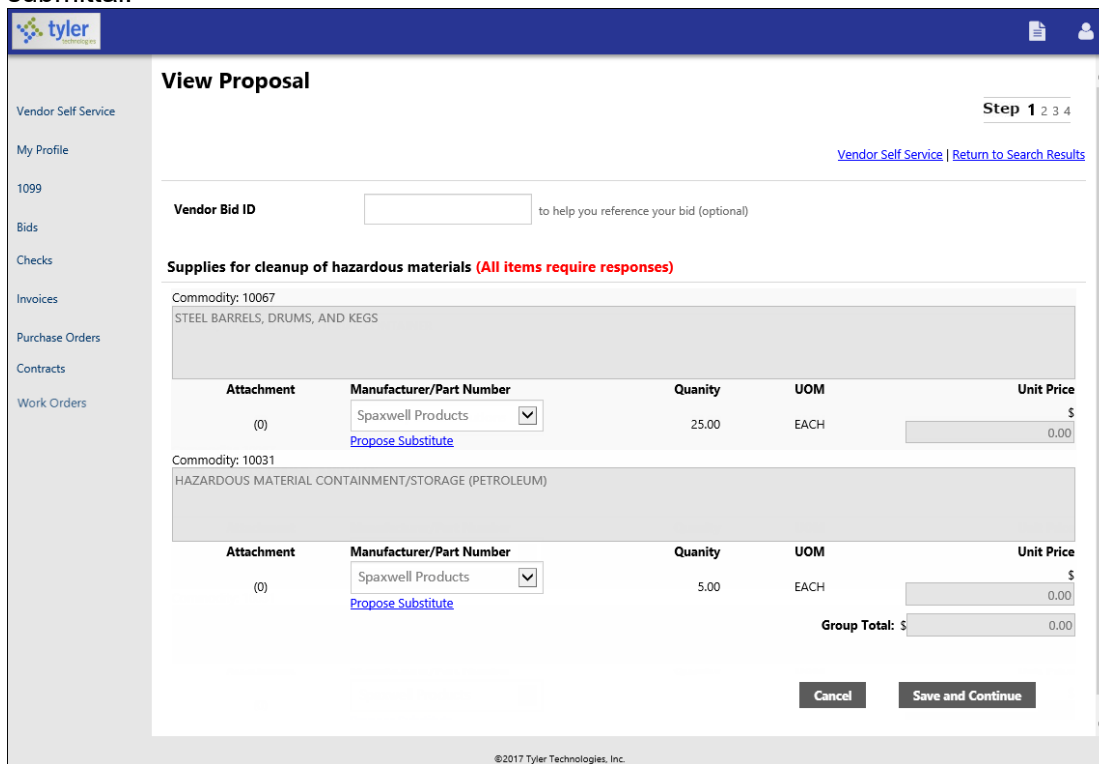
Clicking the Bid Number for a bid displays the Request for Bids page. The information provided varies according to the current status of the bid. Generally, the Information, Addenda, Items, and Evaluations tabs are available.



The screenshot shows the Tyler Vendor Self Service interface. On the left is a navigation menu with options like Vendor Self Service, Vendor Information, 1099, Bids, Checks, Invoices, Purchase Orders, Contracts, and Work Orders. The main content area is titled "Bids Search Results" and includes a table of search results. A red box highlights the bid number "100069" in the table, with a red arrow pointing to the "Request for Bids" detail page. The detail page shows the bid status as "Open" and includes tabs for Information, Events, Addenda, Items, and Evaluations. The "Information" tab is active, displaying details for bid number 100069, including the description "Steel shelving units", due by date "02/09/2018 12:00 AM", opening date "02/12/2018 02:00 PM", and approximate award date "02/16/2018 02:00 PM".

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

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



The screenshot shows the "View Proposal" page in the Tyler Vendor Self Service interface. The page is titled "View Proposal" and includes a progress indicator "Step 1 2 3 4". A "Vendor Bid ID" field is present with a placeholder text "to help you reference your bid (optional)". Below this, there are two commodity sections. The first commodity is "10067 STEEL BARRELS, DRUMS, AND KEGS" and the second is "10031 HAZARDOUS MATERIAL CONTAINMENT/STORAGE (PETROLEUM)". Each commodity section contains a table with columns for Attachment, Manufacturer/Part Number, Quantity, UOM, and Unit Price. The tables show a quantity of 25.00 for the first commodity and 5.00 for the second, both with a unit price of 0.00. A "Group Total" is shown as \$ 0.00. At the bottom of the page, there are "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

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

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

Vendor Self Service

Vendor Information

Bids

Checks

Invoices

Contracts

### Bond Validation

**Step** 1 2 3

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

Bond Percent: 5.00% ( \$605.85 )

Tracking Number

Supply at later time

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

Attachment	Manufacturer/Part Number	Quantity	UOM	Unit Price
(0)	Spaxwell Products <input style="width: 100%; border: 1px solid red;" type="button" value="Propose Substitute"/>	5.00	EACH	\$ 0.00
Group Total: \$				0.00

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

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

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

The information making up the proposal is organized onto tabs:


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

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

## Request for Bids

Status: Open

[Return to Search Results](#)

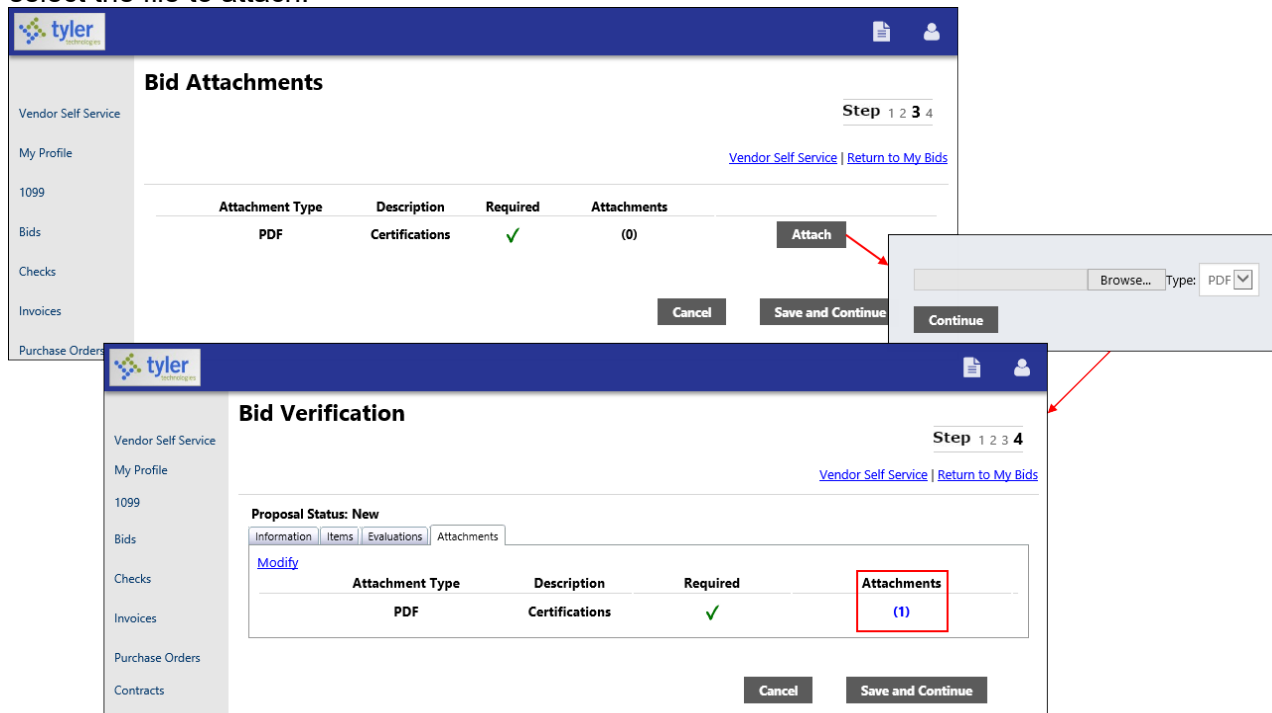
 Show Me

Information
Items
Evaluations

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

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

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



**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 Continue

Browse... Type: PDF

**Bid Verification**

Step 1 2 3 **4**

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

Proposal Status: New

Information Items Evaluations Attachments

[Modify](#)

Attachment Type	Description	Required	Attachments
PDF	Certifications	✓	(1)

Cancel Save and Continue

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

# Checks

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

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

\$74.60

Last check: 1/22/2018


\$0.00

Year to date

**Recent checks**

Date	Number	Amount	
1/22/2018	#2155	\$74.60	<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

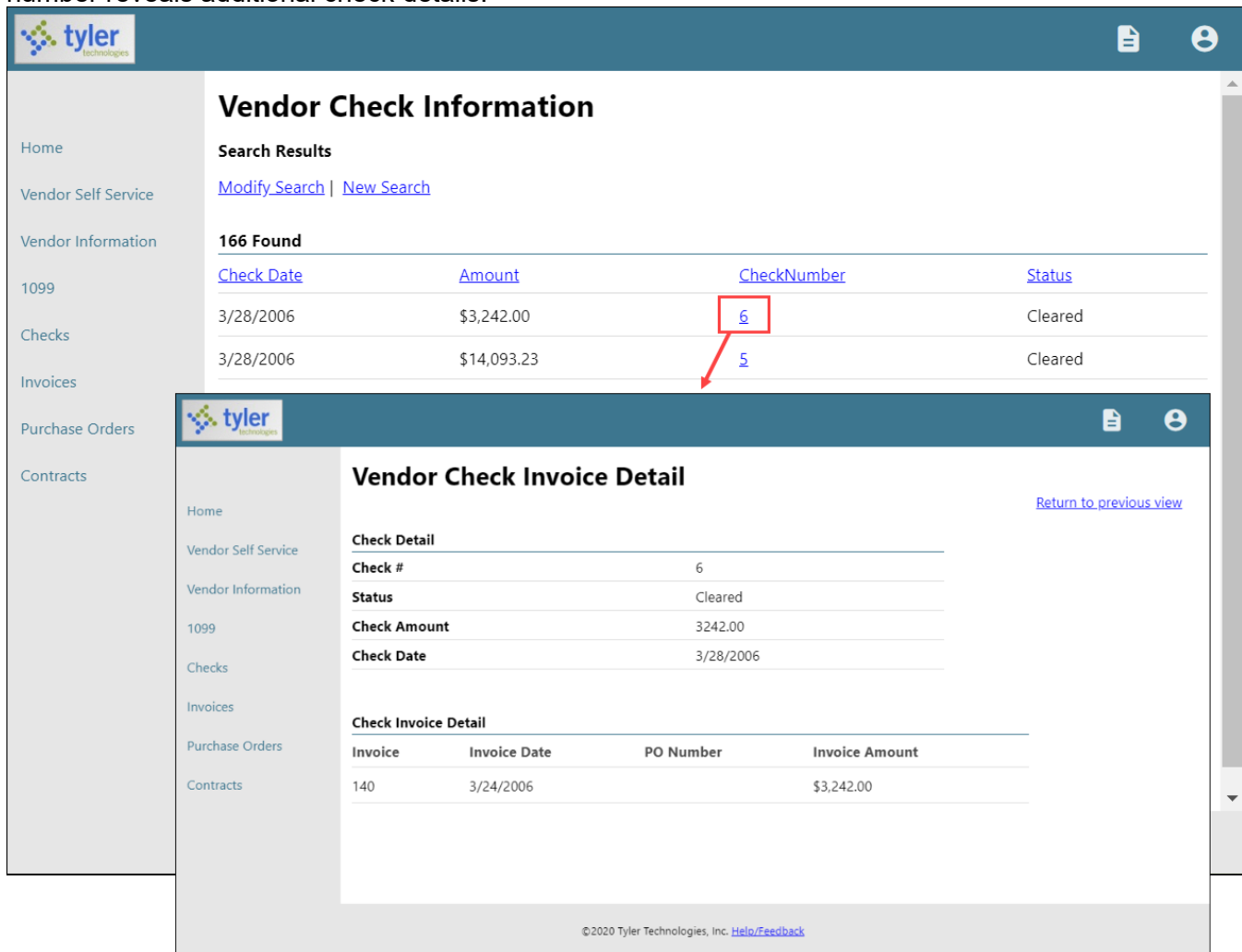
**Status**

Any Status ▼

Search
Clear

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Search Results for checks provides the check date, amount, check number, and status. Clicking a check number reveals additional check details.



**Vendor Check Information**

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

**166 Found**

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

**Vendor Check Invoice Detail**

[Return to previous view](#)

**Check Detail**

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

**Check Invoice Detail**

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

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

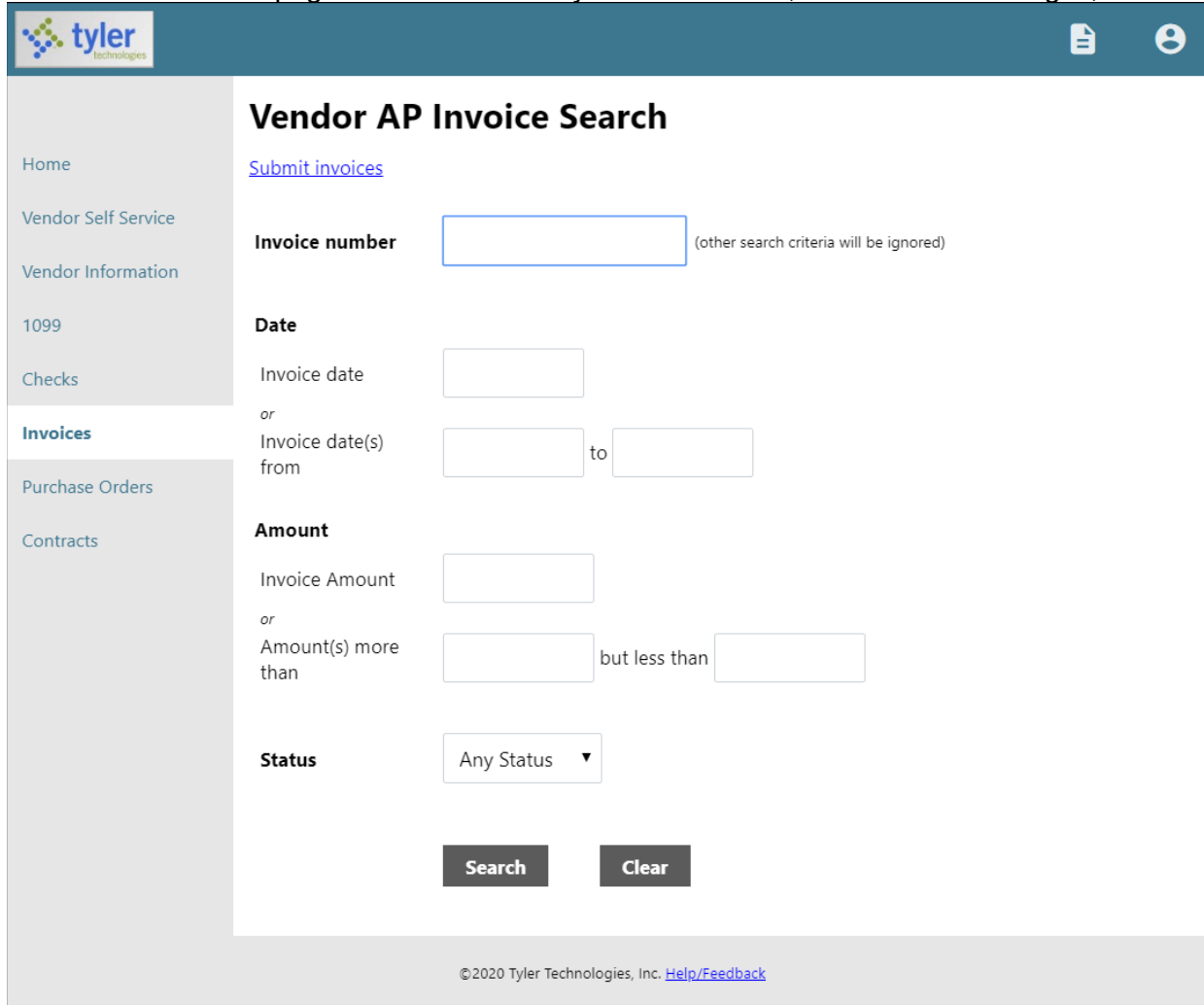
# Invoices

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

Invoices					<a href="#">Submit invoices</a>	<a href="#">Search invoices</a>
<div style="border: 1px solid #ccc; padding: 10px; background-color: #e0f2f1;"> <p style="text-align: center; font-size: 24px; font-weight: bold;">\$1.00</p> <p style="text-align: center;">Last invoice: 3/19/2020</p> </div> <div style="border: 1px solid #ccc; padding: 10px; background-color: #e0f2f1; margin-top: 10px;"> <p style="text-align: center; font-size: 24px; font-weight: bold;">\$4,565.60</p> <p style="text-align: center;">Year to date</p> </div>	Recent invoices			Submitted invoices		
	Date	Amount	Status	Date	Amount	Status
	3/19/2020	\$1.00	T			
	3/19/2020	\$0.80	T			
	3/19/2020	\$1.00	T			
	3/19/2020	\$1.00	T			
	3/19/2020	\$1.00	T			
	3/19/2020	\$1.00	T			
	<a href="#">More...</a>					



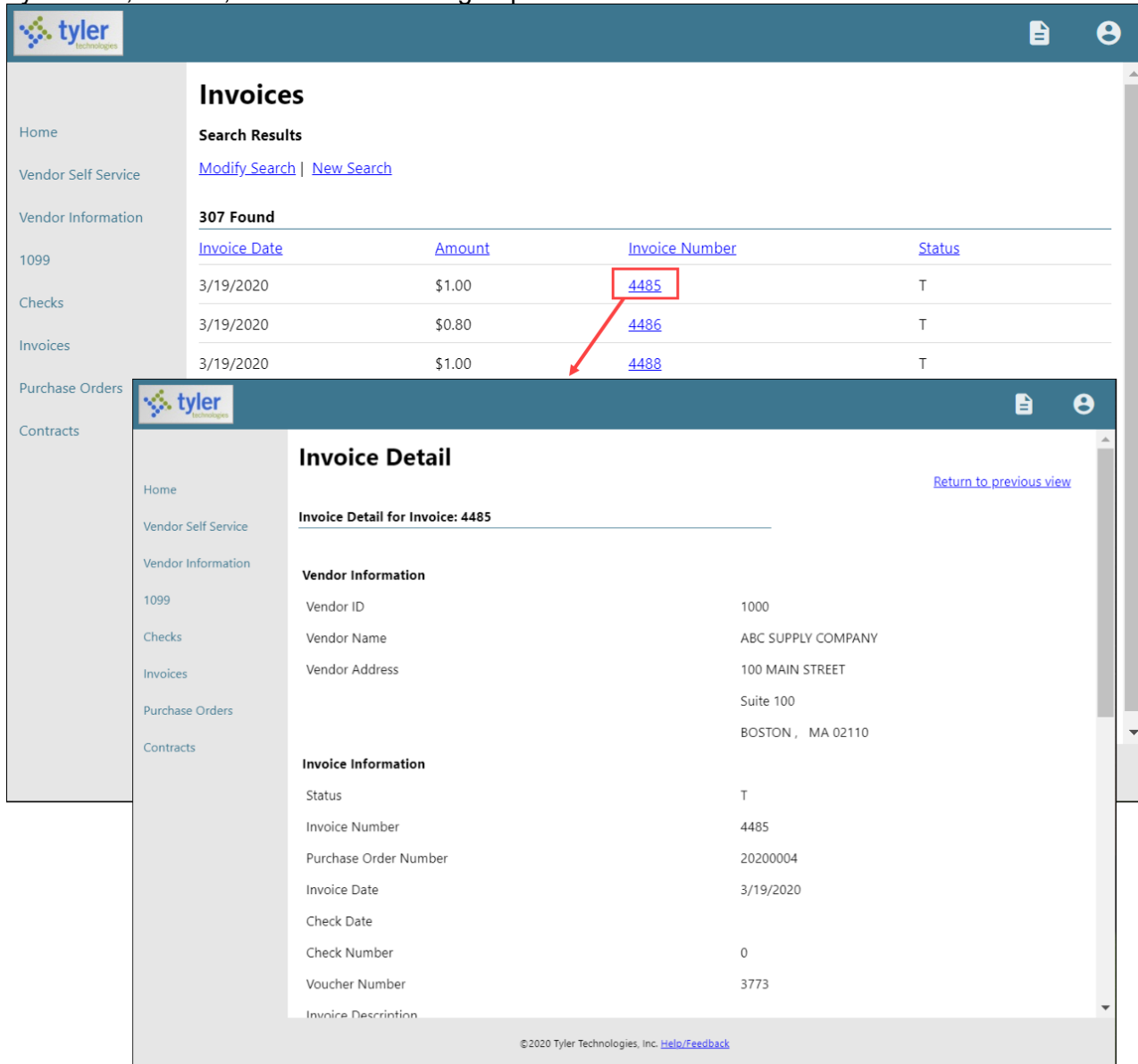
The Search Invoices page allows searches by invoice number, date or amount ranges, and status.



The screenshot shows the 'Vendor AP Invoice Search' interface. It features a dark blue header with the Tyler Technologies logo and user icons. A left sidebar contains navigation links: Home, Vendor Self Service, Vendor Information, 1099, Checks, **Invoices**, Purchase Orders, and Contracts. The main content area is titled 'Vendor AP Invoice Search' and includes a link for 'Submit invoices'. The search criteria are organized into sections: 'Invoice number' with a text input field and a note '(other search criteria will be ignored)'; 'Date' with options for 'Invoice date' (text input), 'or Invoice date(s) from' (range input), and 'Amount' with options for 'Invoice Amount' (text input) and 'Amount(s) more than' (range input). A 'Status' dropdown menu is set to 'Any Status'. At the bottom are 'Search' and 'Clear' buttons. A footer contains the copyright notice '©2020 Tyler Technologies, Inc. [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 top section shows a search for invoices, resulting in 307 found items. A table lists the search results with columns for Invoice Date, Amount, Invoice Number, and Status. The invoice number 4485 is highlighted with a red box, and a red arrow points to its corresponding Invoice Detail view.

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

The Invoice Detail view for invoice 4485 provides the following information:

**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:

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

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

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

Depending on settings configured for the vendor in Vendor Administration, the Submit Invoices option may require the vendor to indicate a valid purchase order or contract number when they submit an invoice.

# Purchase Orders

Purchase Orders provides a list of recent purchase orders issued to the vendor from your organization.

**Purchase orders** [Search purchase orders](#)

\$10.00

Last purchase order: 3/19/2020

**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>

\$897.60

Year to date

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

☰

- 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

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Enterprise ERP  
User Guide for Vendor Self Service Version 2024

Page 44

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.



📄 👤

### Purchase Order Search Results

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

**152 Found**

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


📄 👤

### 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

<b>Bill To</b> 2033 SUGAR GROVE AVE BROOKLYN, NY 11230	<b>Ship To</b> 2033 SUGAR GROVE AVE BROOKLYN, NY 11230
--	--

<b>Phone Numbers</b> Tel# 617-234-1234 Fax# 617-234-2321	<b>Reference</b> 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 STRFFET LIGHTS	FA	10.00	\$1,200.00	\$12,000.00

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# Contracts

Contracts provides contracts the vendor currently holds with your organization.

**Contracts**
[Search contracts](#)

## \$400.00

Last started contract:


## \$0.00

Paid year to date

**Recent contracts**

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

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


📄
👤

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

## Contracts Search

**Contracts Search**

---

**Contract Number**

**Contract Year**

Search
Clear

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Search results include the contract start date, number, and amount. Clicking a contract number shows the Contract Detail page for the selected contract.

The screenshot displays two overlapping web pages from the Tyler Technologies Vendor Self Service portal. The top page, titled "Contract Search Results", shows a table with columns for Start Date, Contract Number, Description, and Revised Amount. A red box highlights the contract number "20190001" in the table, with a red arrow pointing to the bottom page. The bottom page, titled "Contract Details", shows a detailed view of the contract for number 20190001, including fields for Description, Year, Estimated start date, and various financial amounts.

**Contract Search Results**

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

**Contract Details**

<b>Contract number</b>	20190001	Attachments: (0)
<b>Description</b>		
<b>Year</b>	2020	
<b>Estimated start date</b>		
<b>Original amount</b>	\$500.00	
<b>Revised amount</b>	\$600.00	
<b>Paid amount</b>	\$200.00	
<b>Available amount</b>	\$400.00	
<b>Retained to date</b>	\$0.00	
<b>Liquidated damages</b>	\$0.00	
<b>Released retainage</b>	\$0.00	

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# Work Orders

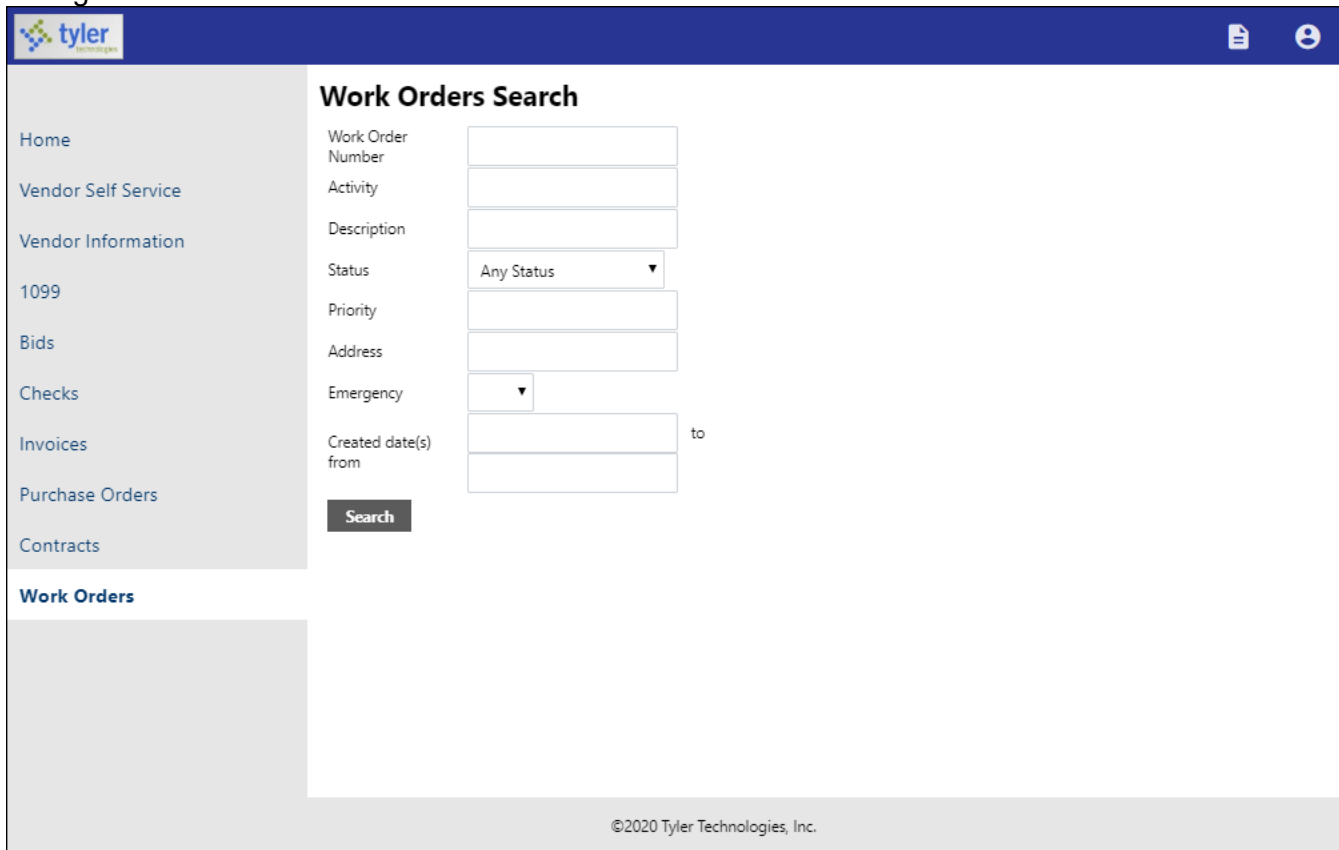
If your organization uses Enterprise Asset Maintenance (EAM) and has the optional Asset Performance features enabled, you can assign work orders to vendors.

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

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

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

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



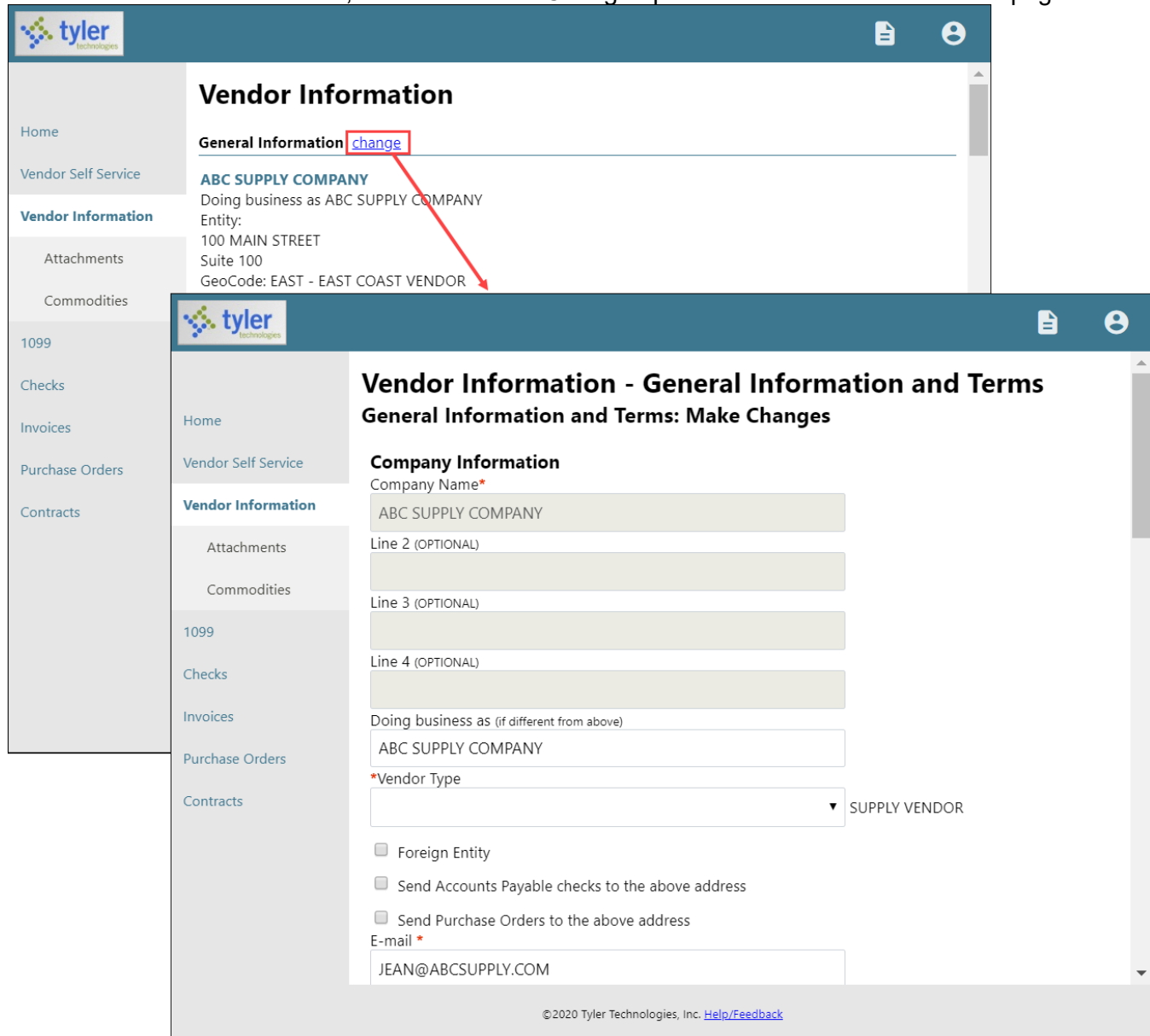


Search results include the work order number, activity, description, department, status, priority, address, emergency, and created date. The Details option displays the Work Order Detail page for the selected work order.

# Appendix A—Managing Minority Business Enterprise Certificates

If your organization’s Vendor Self Service administrator has cleared the Disable MBE Certification Management check box on the Vendor Administration page, vendors can manage their minority business enterprise (MBE) certifications in Vendor Self Service.

To maintain MBE certifications, vendors use the Change option on the Vendor Information page.



The image displays two screenshots of the Tyler Vendor Information system interface.

**Top Screenshot: Vendor Information**

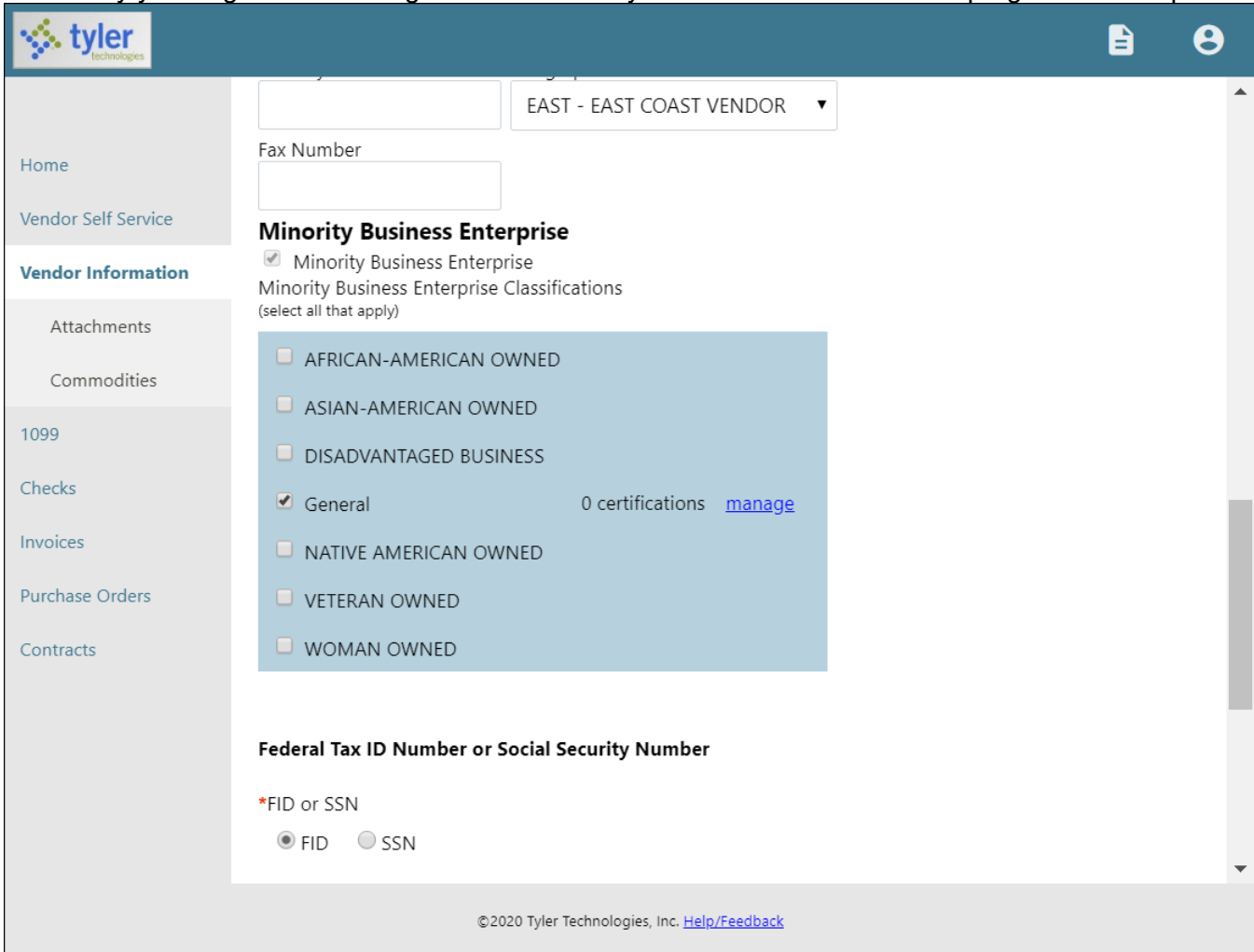
- Header:** Tyler Technologies logo, document icon, and user profile icon.
- Page Title:** Vendor Information
- Navigation:** Home, Vendor Self Service, Vendor Information, Attachments, Commodities.
- Content:**
  - General Information** (highlighted with a red box and a red arrow pointing to the 'change' link):
    - Company Name: ABC SUPPLY COMPANY
    - Doing business as: ABC SUPPLY COMPANY
    - Entity: 100 MAIN STREET, Suite 100
    - GeoCode: EAST - EAST COAST VENDOR

**Bottom Screenshot: Vendor Information - General Information and Terms**

- Header:** Tyler Technologies logo, document icon, and user profile icon.
- Page Title:** Vendor Information - General Information and Terms
- Section:** General Information and Terms: Make Changes
- Navigation:** Home, Vendor Self Service, Vendor Information, Attachments, Commodities, 1099, Checks, Invoices, Purchase Orders, Contracts.
- Form 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: SUPPLY VENDOR
  - Foreign Entity
  - Send Accounts Payable checks to the above address
  - Send Purchase Orders to the above address
  - E-mail \*: JEAN@ABCSUPPLY.COM

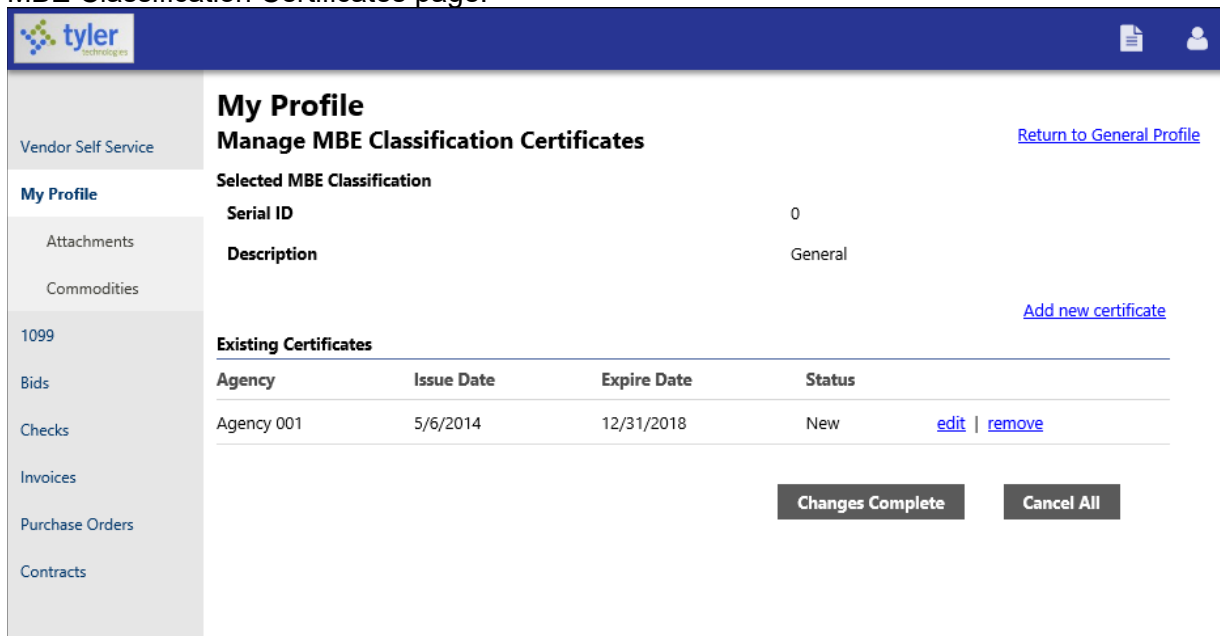
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The Minority Business Entity (MBE) section contains the check boxes that indicate if the vendor is a minority business enterprise, and if so, which classifications the vendor possesses. The available classifications are defined by your organization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



The screenshot shows the 'Minority Business Enterprise' section of the Vendor Self Service interface. On the left is a navigation menu with items: Home, Vendor Self Service, Vendor Information (highlighted), Attachments, Commodities, 1099, Checks, Invoices, Purchase Orders, and Contracts. The main content area includes a dropdown menu set to 'EAST - EAST COAST VENDOR', a 'Fax Number' input field, and a section titled 'Minority Business Enterprise' with a checked checkbox for 'Minority Business Enterprise'. Below this is a list of 'Minority Business Enterprise Classifications' with checkboxes: AFRICAN-AMERICAN OWNED, ASIAN-AMERICAN OWNED, DISADVANTAGED BUSINESS, General (checked), NATIVE AMERICAN OWNED, VETERAN OWNED, and WOMAN OWNED. The 'General' classification is accompanied by '0 certifications' and a 'manage' link. At the bottom, there is a section for 'Federal Tax ID Number or Social Security Number' with radio buttons for 'FID' (selected) and 'SSN'. A copyright notice '©2020 Tyler Technologies, Inc. Help/Feedback' is at the very bottom.

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



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

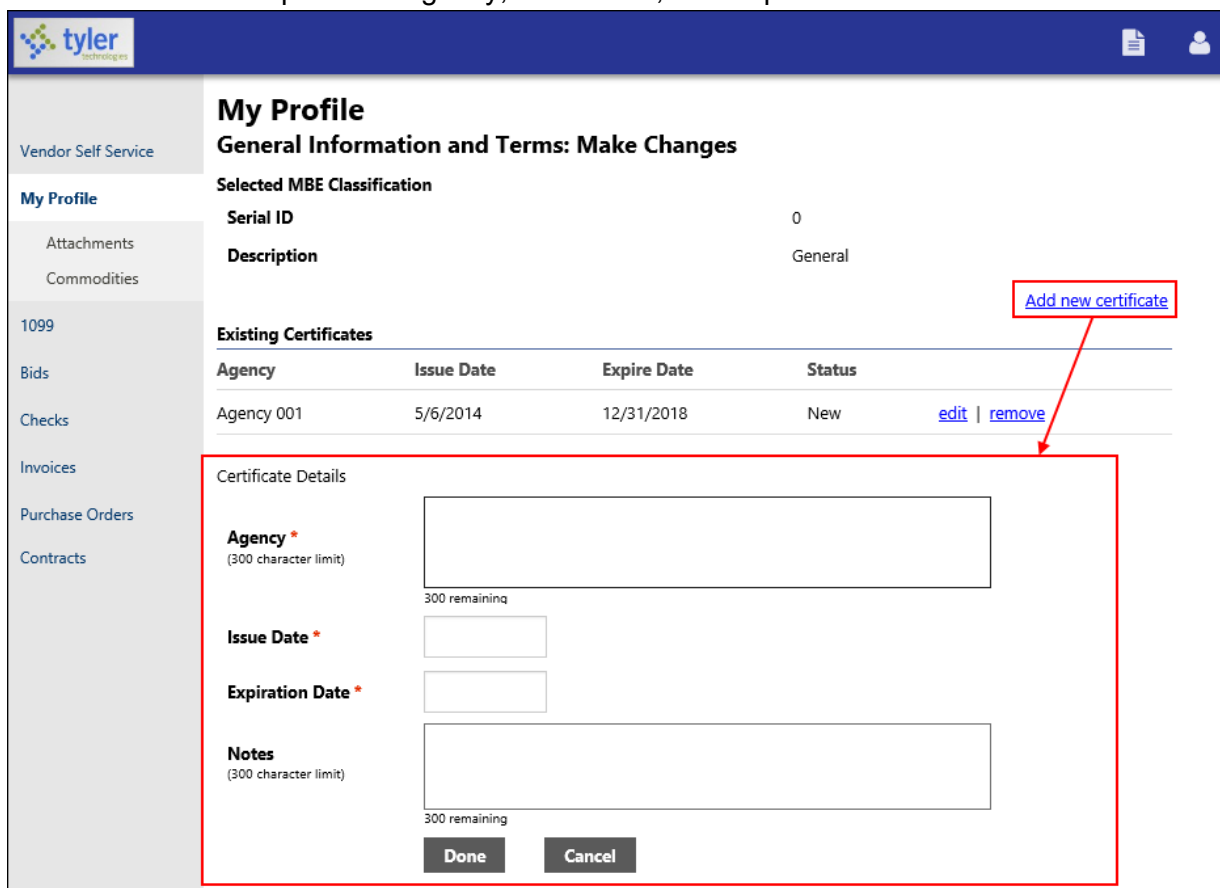
Selected MBE Classification  
 Serial ID: 0  
 Description: General

[Add new certificate](#)

Agency	Issue Date	Expire Date	Status
Agency 001	5/6/2014	12/31/2018	New <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](#)

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

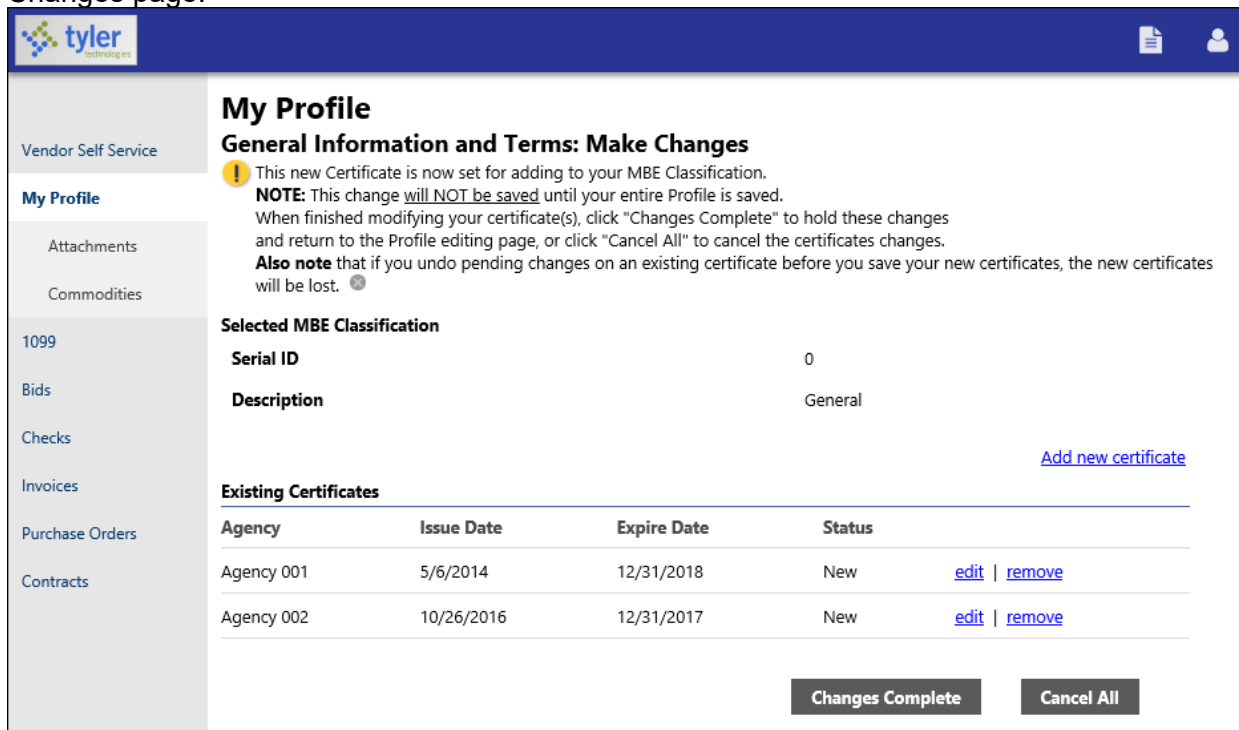
**Issue Date \***

**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**

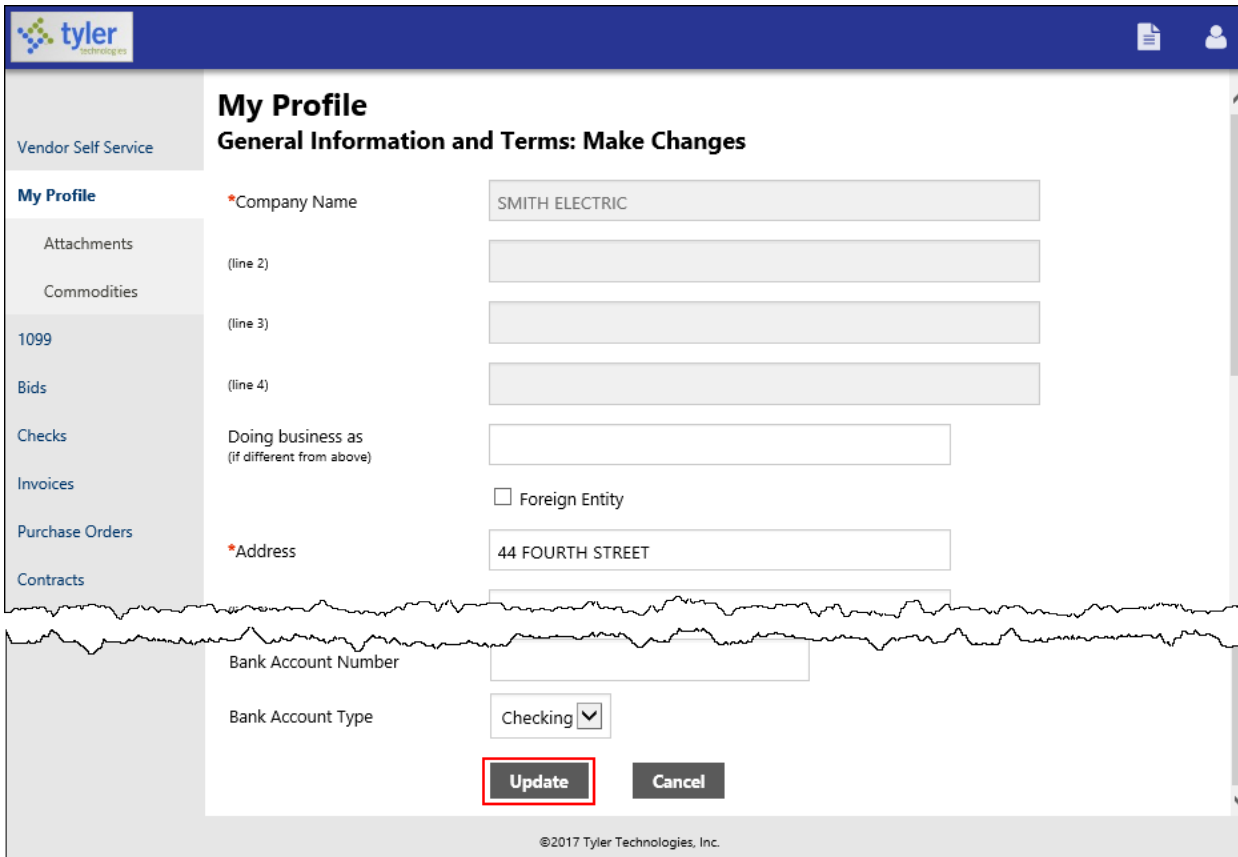
Agency	Issue Date	Expire Date	Status	
Agency 001	5/6/2014	12/31/2018	New	<a href="#">edit</a>   <a href="#">remove</a>
Agency 002	10/26/2016	12/31/2017	New	<a href="#">edit</a>   <a href="#">remove</a>

**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**

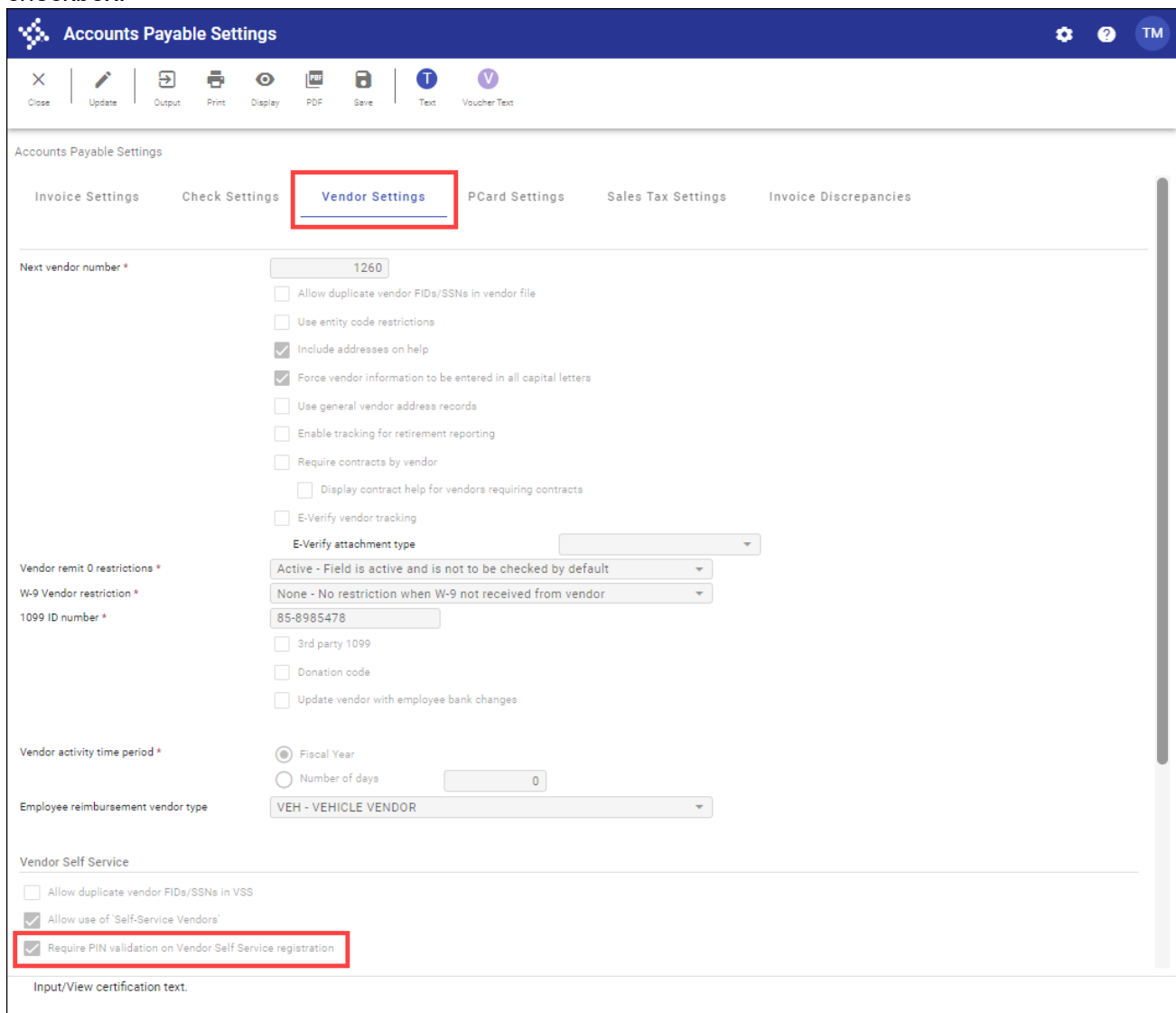
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# Appendix B—Using Vendor PIN Authentication

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

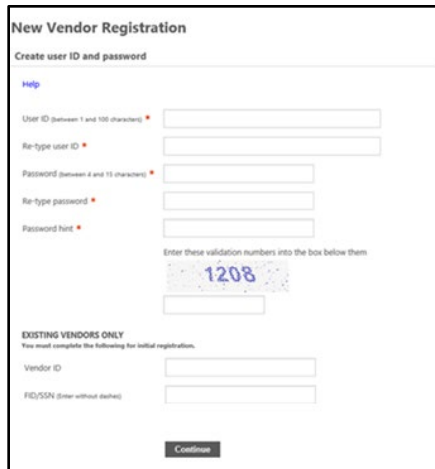
To enable vendor PIN functionality in Enterprise ERP:

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

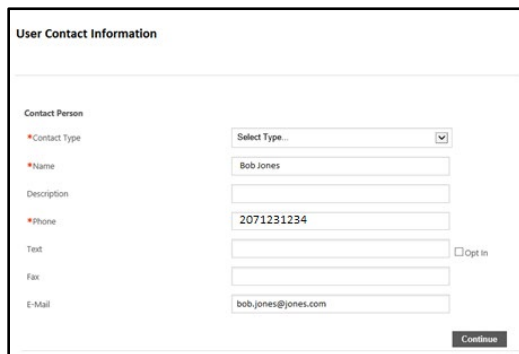


The screenshot shows the 'Accounts Payable Settings' interface with the 'Vendor Settings' tab selected. The 'Require PIN validation on Vendor Self Service registration' checkbox is highlighted with a red box. Other visible settings include 'Next vendor number' (1260), 'Include addresses on help' (checked), 'Force vendor information to be entered in all capital letters' (checked), 'E-Verify attachment type' (Active - Field is active and is not to be checked by default), 'W-9 Vendor restriction' (None - No restriction when W-9 not received from vendor), '1099 ID number' (85-8985478), 'Vendor activity time period' (Fiscal Year), and 'Employee reimbursement vendor type' (VEH - VEHICLE VENDOR).

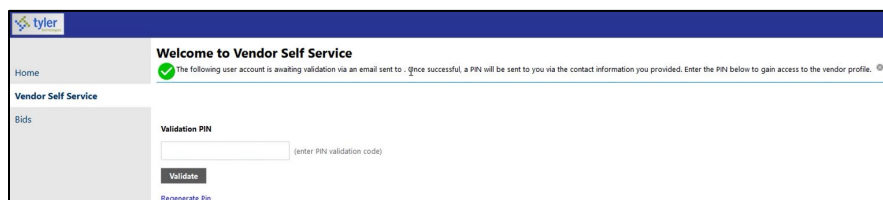
3. In Vendor Self Service, a new user attempts to link their user ID to an existing vendor.



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



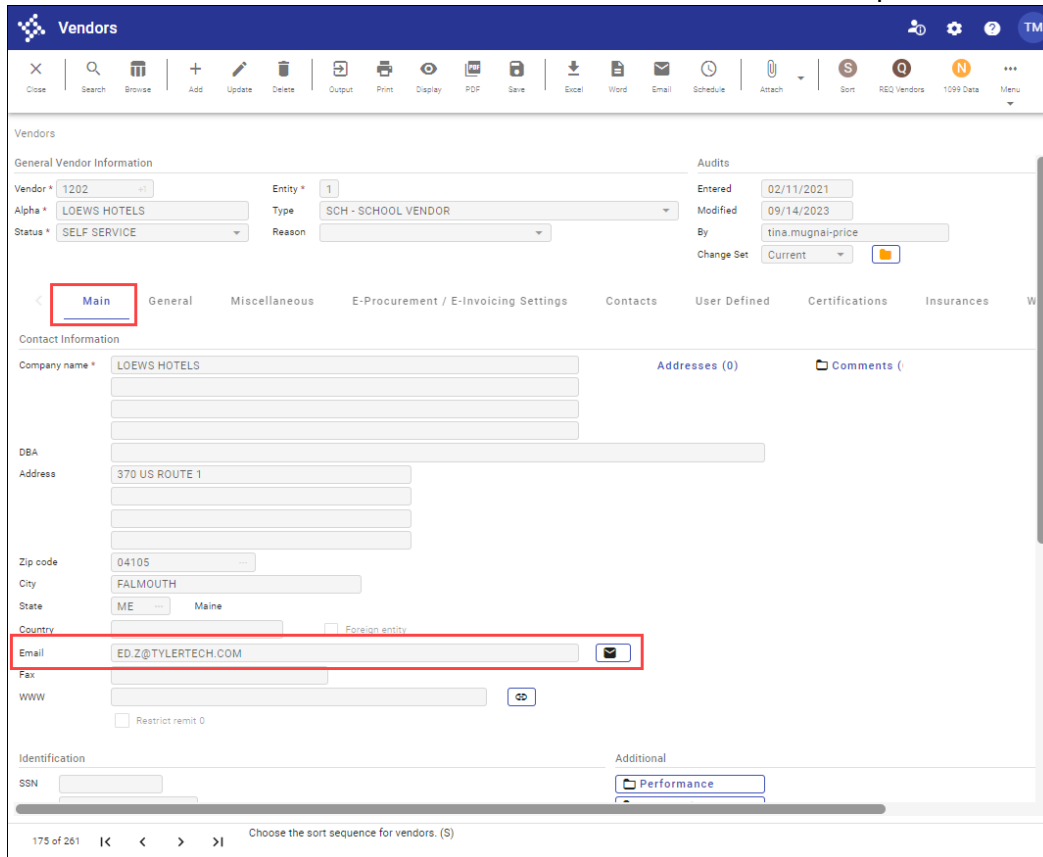
5. When PIN functionality is enabled, the user cannot proceed with linking the vendor until they enter a validation PIN.



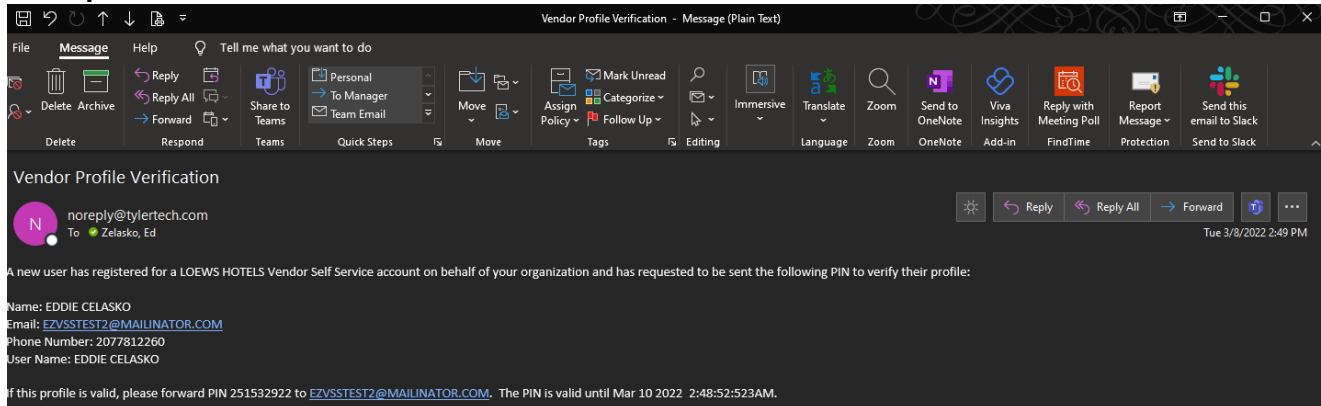
**Note:** The user cannot see any linked vendor information until they successfully enter a valid PIN.



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



### Example Email



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

*Name: <User First and Last Name>*

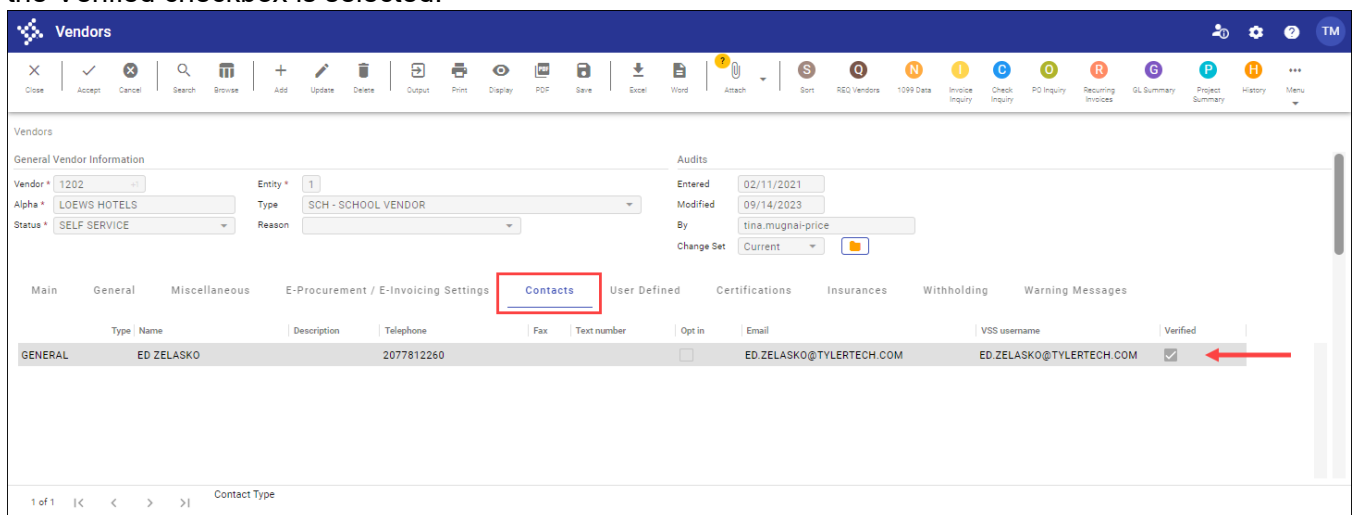
*Email: <User Email>*

*Phone Number: <User Phone Number>*

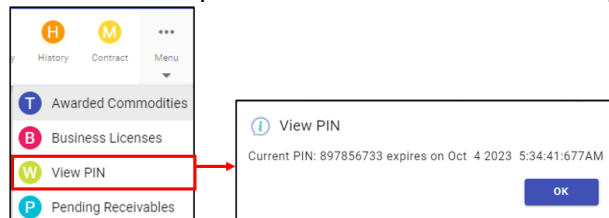
*User Name: <Username>*

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

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



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



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