



Vendor Self Service (VSS)

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1 VENDOR SELF SERVICE OVERVIEW

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

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

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

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

2 VENDOR SELF SERVICE AND TYLER IDENTITY

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

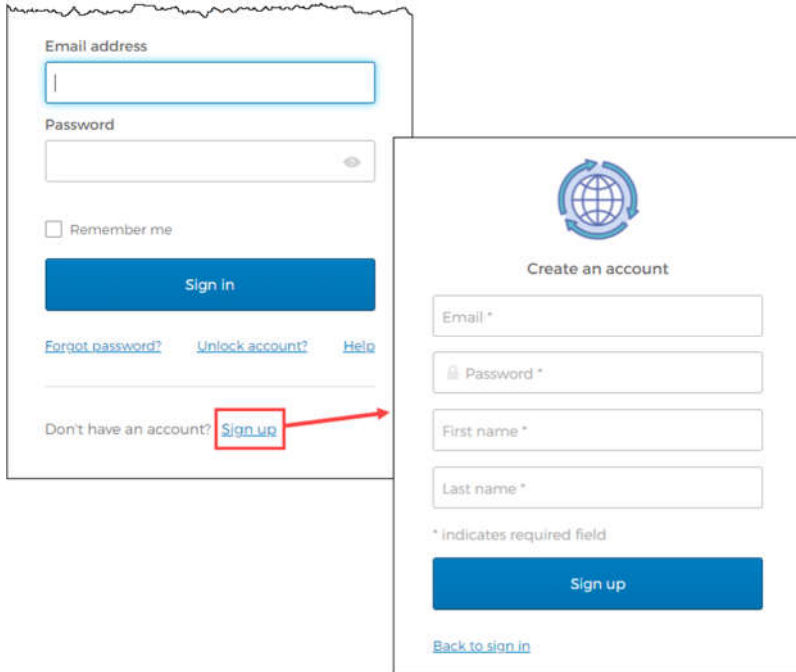
Note: The credentials associated with the Tyler Identity account are intended to be used for all Tyler applications that utilize Tyler Identity. If a user has both a Vendor Self Service and Citizen Self Service account, the Tyler Identity login must be the same in order to associate both the vendor and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

2.1.1 New Users

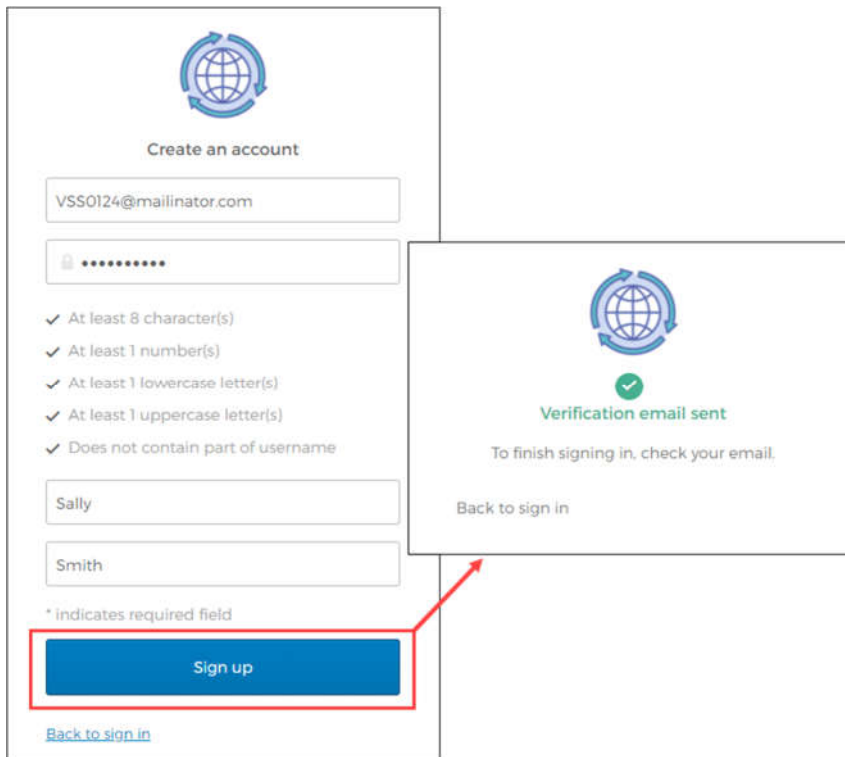
To associate an email account with Tyler Identity, open the VSS application and click Log In to access the Tyler Identity log-in screen.

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

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



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



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

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

2.1.2 Existing Users

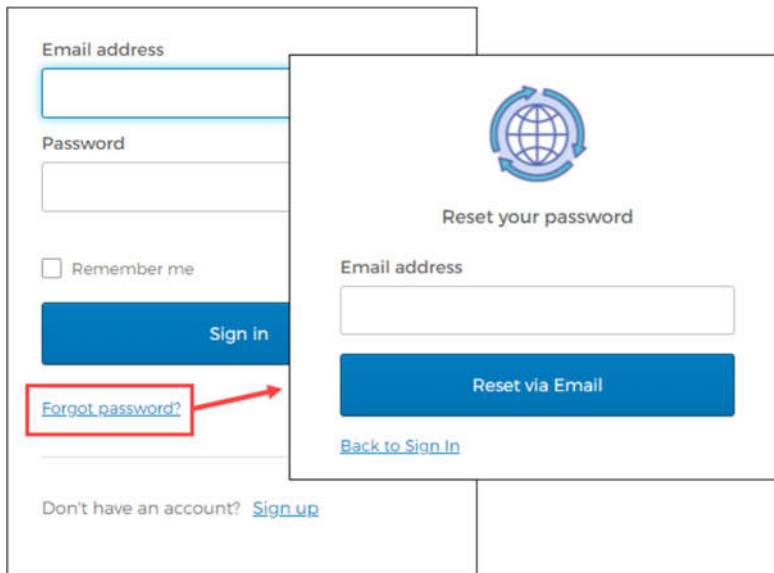
Users who have established a Tyler Identity account can log in using their Tyler Identity email and password credentials. Users who have not transitioned to using Tyler Identity must create a new account.

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

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

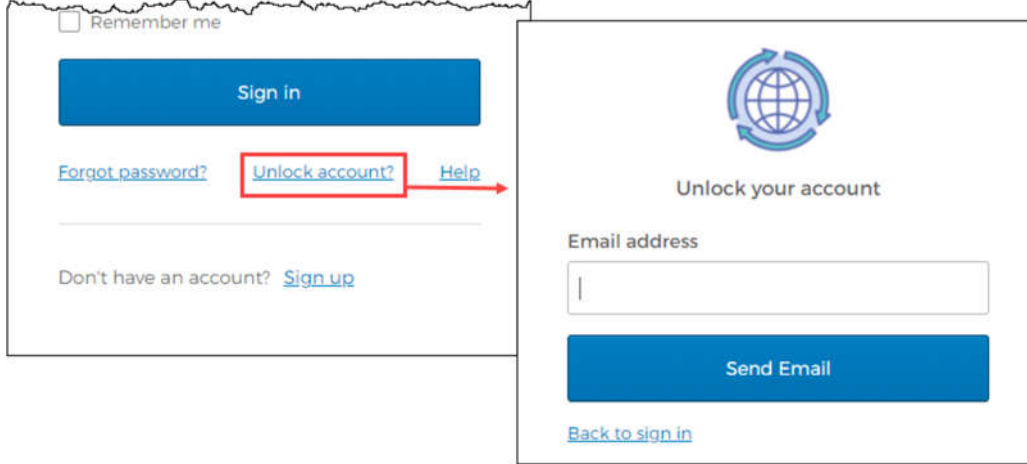
2.1.3 Password Resets

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



2.1.4 Locked Accounts

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



3 VENDOR REGISTRATION

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

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

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

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

The screenshot shows the Vendor Self Service website interface. At the top left is the Tyler logo. A navigation menu on the left lists 'Home', 'Vendor Self Service', and 'Bids'. The main header reads 'Welcome to Vendor Self Service'. Below this, a prompt says 'Log in or register as a user to begin using Vendor Self Service' with a prominent 'Log in / Register' button. The next section is titled 'Access Bid Opportunities, Receive Purchase Orders & View Payments' and explains that users can enter and maintain addresses, emails, bank information, sales & accounts receivables contacts, and select commodity codes. It notes that registration allows access to search, view, and submit bids. Below this is a section titled 'Doing Business with the City of Lawrence' which includes a 'GOOD STANDING REQUIREMENT' stating that no bid will be accepted from companies in arrears or default to the City, Douglas County, or the State of Kansas. It also mentions that parties listed as excluded government-wide in the System for Award Management (SAM) are not allowed to bid. The final section is 'KANSAS FOREIGN QUALIFICATION', stating that the process allows companies from other states to legally transact business in Kansas, and that the Business Identity Number is not the same as a tax identification number (TIN) or Federal Employer Identification Number (FEIN). The footer contains the copyright notice '©2022 Tyler Technologies, Inc.'

4 LINKING TO AN EXISTING TYLER ENTERPRISE ERP VENDOR RECORD

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

The screenshot shows the 'Link to Existing Vendor' interface. At the top left is the Tyler logo. A navigation sidebar on the left contains 'Home' and 'Vendor Self Service'. The main content area is titled 'Link to Existing Vendor' and features a magnifying glass icon. Below the icon, the text reads 'Enter the information below to search for an existing vendor.' There are two input fields: 'Vendor Number' and 'Vendor FIS/SSN'. A blue button labeled 'Link to Existing' is centered below the fields. The footer contains the text '© 2020 Tyler Technologies, Inc.'

When existing Tyler Enterprise ERP vendors complete the Vendor Number and Vendor FIS/SSN boxes and click Link to Existing, VSS verifies the entered information with the vendor record in Tyler Enterprise ERP. If all information matches, then you will be automatically presented with the Vendor Information page. You do not have to complete the remaining steps of the registration process. However, in order to complete the process successfully, you must know your new Tyler Enterprise ERP vendor ID assigned by the City. The value entered in the Vendor FIS/SSN box must match the value from the Tyler Enterprise ERP vendor record exactly.

5 CREATING A NEW VENDOR RECORD

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

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

5.1.1 Company Information

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

Company Information

Company Name*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

*Vendor Type

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

Field	Description
Website	Include the URL for your website.
DUNS	Indicates the 9-digit Data Universal Numbering System (DUNS) number assigned to your company. <i>The DUNS number is a unique 9-character identification number provided by Dun & Bradstreet (D&B). The DUNS number is used by the Federal government to monitor business entities and is required for Federal grants and proposals.</i>

5.1.2 Vendor Address

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

Vendor Address

Address*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City* State*

Zip Code* County

Country Geographic

Fax Number

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

5.1.3 Minority Business Enterprise

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

a minority. These businesses are typically certified by a city, state, or federal agency.

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

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

The groups at the bottom of the New Vendor Registration page specify tax, payment, and banking information. The FID or SSN must be a unique value that is not used by any other vendor profile.

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

Field	Description
FID/SSN	Identifies your federal tax identification number or Social Security number. If SSN is selected, the Social Security number must be entered in the format nnn-nn-nnnn.
Re-type FID/SSN	Provides space to re-enter the vendor's FID or SSN to confirm the correct value.
Payment Terms	
Discount Percentage	Defines the discount percentage you offer.
Days to Discount	Enter the number of days within which payment must be received by the vendor in order for your organization to claim the discount percentage.
Days to Net	Indicates the number of days that the vendor allows before requiring net payment.
Your Preferred Payables Delivery Method & Your Preferred Purchasing Delivery Method	Determine the vendor's preferred delivery method for payables and purchasing documents.
Bank Information	
Bank Routing Number	Routing number of the bank to which payments should be sent. The program automatically selects the correct bank code based on the entered routing number.
Bank Account Number	Your bank account number.
Bank Account Type	Indicate checking or savings.

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

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

New Vendor Registration

General Vendor Contacts

*Address Type
General

*Company Name
Andrew Konsta, LLC

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

*Address
Andrew Konsta, LLC

(line 2)
485 Riverview Drive

(line 3)

(line 4)

*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 change

[Continue](#)

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

The screenshot shows the 'New Vendor Registration' interface at Step 3. The page title is 'New Vendor Registration' and the sub-header is 'General Vendor Contacts'. On the left, there is a navigation menu with 'Home' and 'Vendor Self Service'. The main content area features a table titled 'Address Contacts' with the following columns: Type, Name, Description, Email, and Telephone. Below the table, there are two buttons: 'Continue' and 'New Contact'. The footer contains the copyright notice '© 2020 Tyler Technologies, Inc.'.

Click New Contact to add a new vendor contact.

The screenshot shows the 'New Vendor Registration' interface at Step 3, specifically the form for adding a new vendor contact. The page title is 'New Vendor Registration' and the sub-header is 'General Vendor Contacts'. On the left, there is a navigation menu with 'Home' and 'Vendor Self Service'. The main content area contains a form with the following fields: 'Contact Person' (with a red asterisk), 'Contact Type' (a dropdown menu with 'Select Type...' and a downward arrow), 'Name' (a text input field with a red asterisk), 'Description' (a text input field), 'Phone' (a text input field with a red asterisk), 'Text' (a text input field with an 'Opt In' checkbox), 'Fax' (a text input field), and 'E-mail' (a text input field with a red asterisk). At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The footer contains the copyright notice '© 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.

The screenshot shows the 'New Vendor Registration' interface at Step 3, titled 'General Vendor Contacts'. On the left is a navigation menu with 'Home' and 'Vendor Self Service'. The main content area features a table of 'Address Contacts' with the following data:

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

Below the table are two buttons: 'Continue' and 'New Contact'. The footer contains the copyright notice: © 2020 Tyler Technologies, Inc.

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

The screenshot shows the 'New Vendor Registration' interface at Step 4, titled 'Additional Values'. The navigation menu remains on the left. The main content area has a table with the following structure:

Field	Value
SHIPPING CHOICE	USPS ▼

Below the table is a 'Continue' button. The footer contains the copyright notice: © 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.

The screenshot shows the 'Select Commodities' interface. At the top, there is a search instruction: 'Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.' Below this is a search input field with the placeholder text 'Keyword(s) or commodity code(first 3 or more digits)' and a 'Search' button. A link 'List all commodities/services' is provided below the search bar. The results section shows '904 Found' with pagination options: '1-10 | 11-20 | 21-30 | 31-40 | 41-50 | 51-60 | Next'. A table lists the commodities with checkboxes in the 'Code' column and descriptions in the 'Description' column. Below the table is an 'Add' button. At the bottom, there is a 'Currently Added' section with the text 'There are no commodities to display for this vendor.' and 'Continue' and 'Cancel' buttons.

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)

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

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

The screenshot 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 a modal window. The modal window has a 'Currently Added' section with the code '045' and a 'Remove' link. At the bottom of the modal are 'Continue' and 'Cancel' buttons. Below the modal, the main interface shows 'Continue' and 'Cancel' buttons and the text 'There are no commodities to display for this vendor.'

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

Add

Currently Added

There are no commodities to display for this vendor.

Currently Added


045 APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE [Remove](#)

Continue **Cancel**

Continue **Cancel**

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

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


👤

Home
Vendor Self Service

New Vendor Registration

Review
Step 10

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

General Information [change](#)

Name/DBA Andrew Konsta, LLC

Entity

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

Fax Number

SSN 999-31-1999

Geographic EAST - EAST COAST VENDOR

E-Mail akonstallc@gmail.com

Commodities [change](#)

045 APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE

Attachments

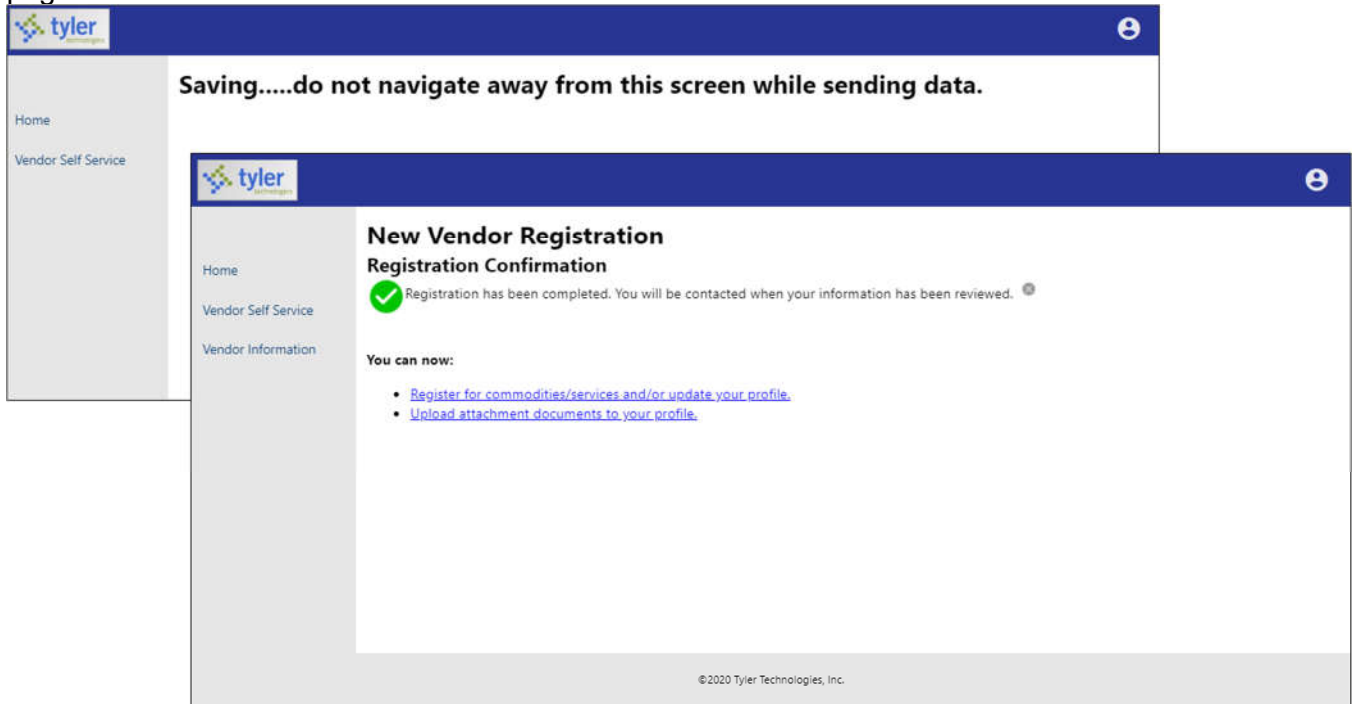
Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) Attach
E-Verify	E-Verify		(0) Attach
default	Vendor Attachment		(0) Attach

Register
Cancel

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

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



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

6 VENDOR SELF SERVICE HOME PAGE

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

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". On the left is a navigation menu with options: My Profile, 1099, Bids, Checks, Invoices, Purchase Orders, and Contracts. The main content area is divided into sections: Profile information, Announcements, and Invoices. The Profile information section shows the vendor name "LeTourneau Power Equipment" with a "View profile" link and address: "123 Main Street, CARIBOU, ME 04736, US". The Announcements section has a message: "Welcome to Self Service for Business Vendors". The Invoices section features two large boxes: one for the "Last invoice: 2/13/2017" with a value of "\$452.99" and another for "Year to date" with a value of "\$452.99". Below these are two tables: "Recent invoices" and "Submitted invoices". The "Recent invoices" table has one entry: Date: 2/13/2017, Amount: \$452.99, Status: Held, with a "details" link. The "Submitted invoices" table is empty. There are links for "Submit invoices" and "Search invoices" above the tables. At the bottom of the Invoices section is a "Checks" section with a "Search checks" link and the message "Check information not found." The footer contains the copyright notice "©2017 Tyler Technologies, Inc."

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

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

This screenshot is similar to the previous one but shows the user information menu open. The menu is located in the top right corner, next to the user icon, and is highlighted with a red box. The menu options are "My Account" and "Log Out". The main content area is partially obscured by the menu. The vendor name "LETOURNEAU POWER EQUIPMENT" is visible at the top of the main content area.

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

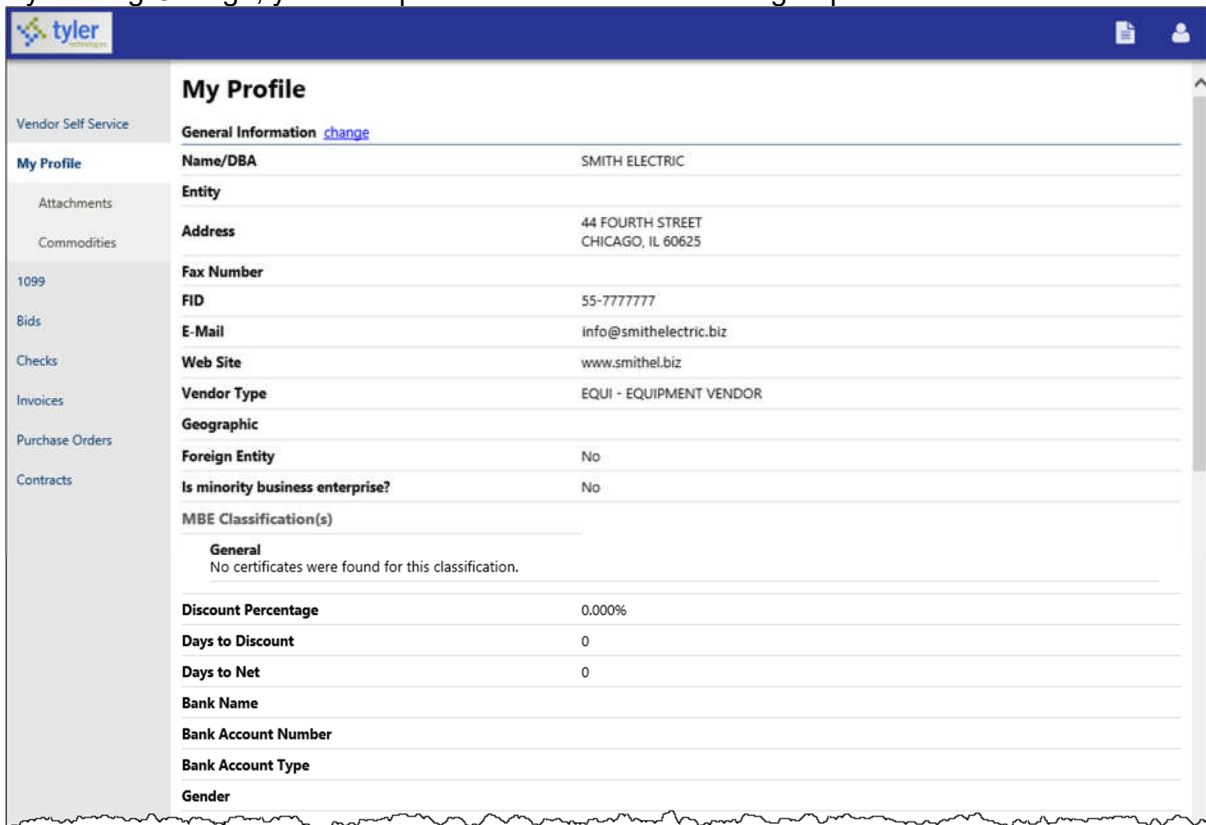


7 VENDOR NAVIGATION

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



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



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

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

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

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

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

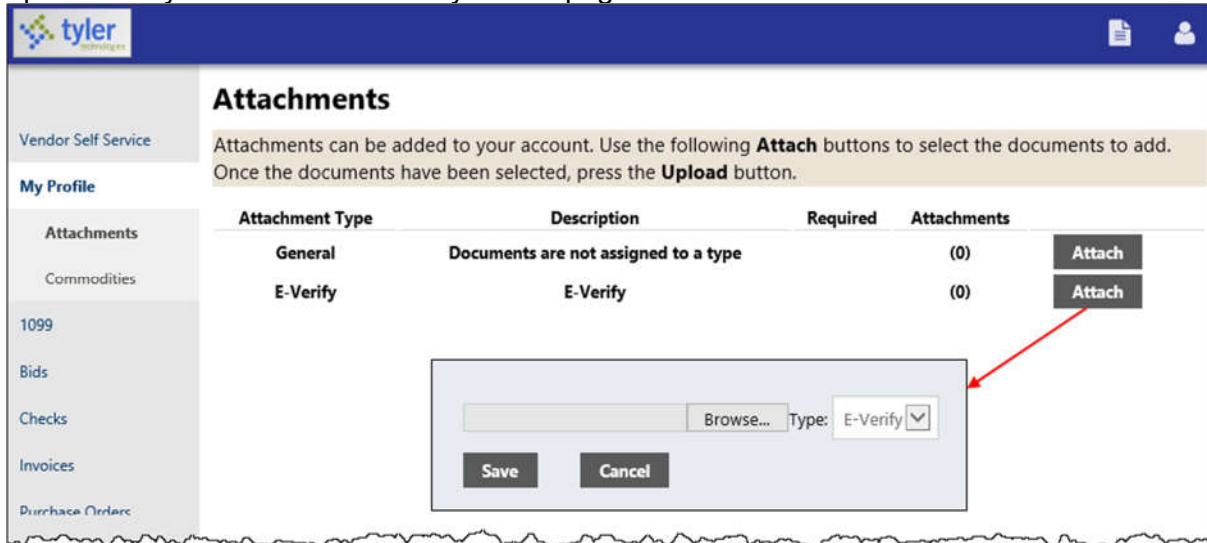
Additional Fields	
change	
SHIPPING CHOICE	USPS

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

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

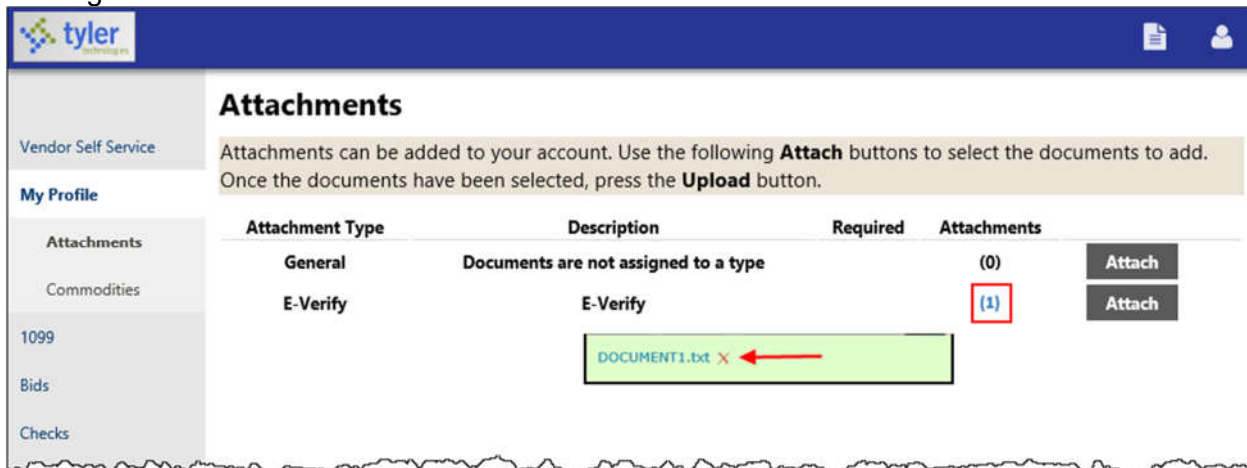
7.1.1 Attachments

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



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

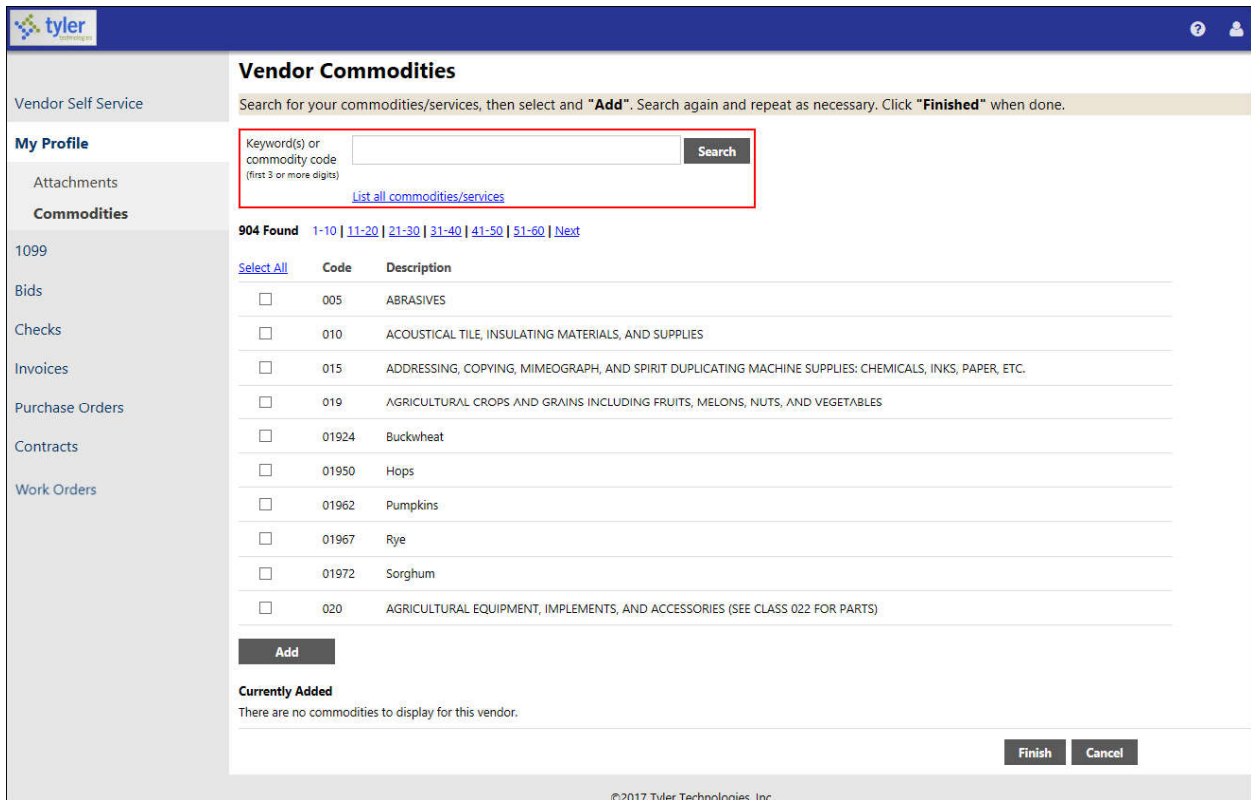
To remove an attachment, click the number of attachments indicator. On the attachments list, clicking the Delete button removes the attachment.



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

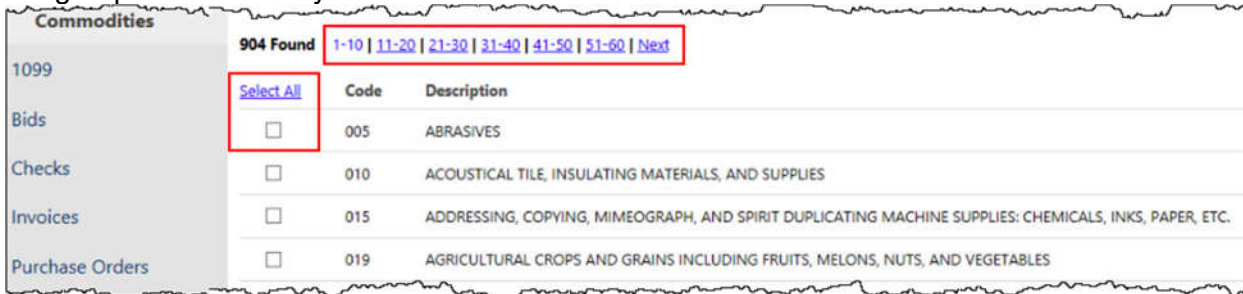
7.1.2 Commodities

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



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

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



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

7.1.3 1099

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

The screenshot shows two overlapping screenshots of the Tyler Vendor Self-Service application. The top screenshot displays the 'Vendor 1099 Information' page. It features a sidebar with navigation options: Vendor Self Service, My Profile, 1099, Bids, Checks, Invoices, Purchase Orders, Contracts, and Work Orders. The main content area shows a 'Year' dropdown menu set to '2016' and a table titled 'Selected 1099 Data'. The table has three columns: Code, Description, and Amount. A single row is visible with Code 'F', Description 'FED INC TA', and Amount '\$3,555.00'. The 'F' in the Code column is highlighted with a red box.

The bottom screenshot displays the 'Vendor 1099 Invoice Detail' page. It has the same sidebar. The main content area shows a 'Return to 1099' button in the top right corner, highlighted with a red box. Below the button, there are fields for 'Box' (F), 'Year' (2016), 'Amount' (\$3,555.00), and 'Description' (FED INC TA). Below these fields is a section titled '1099 Invoice Detail' which contains a table with four columns: AP Invoice, AP Check#, AP Check Date, and AP Amount. The table lists four rows of invoice data:

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

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

7.1.4 Bids

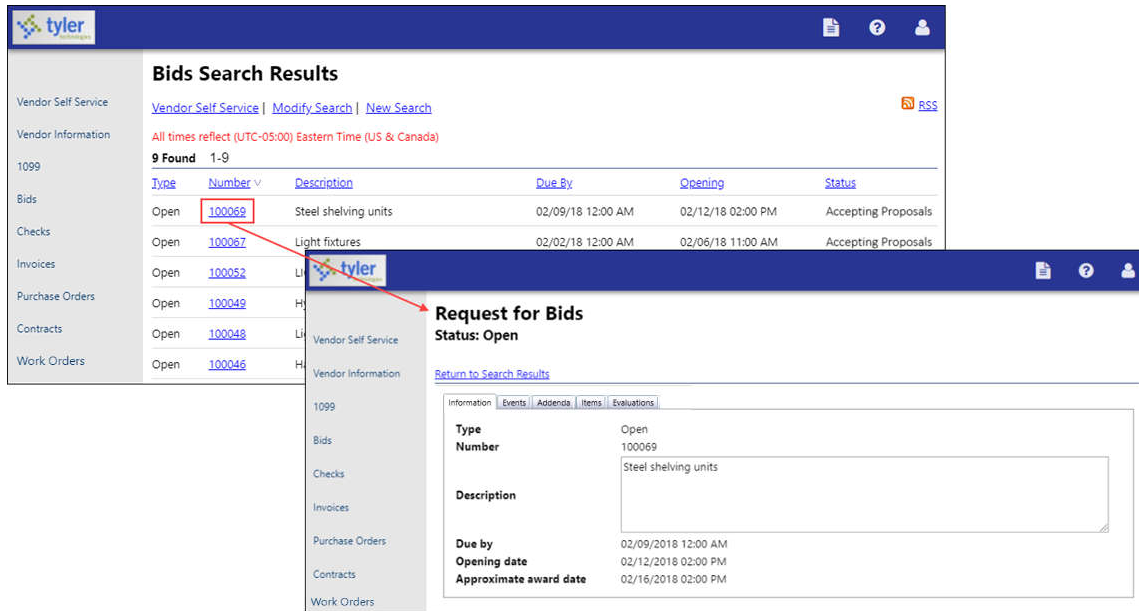
Bids provides a list of bids for the City. Bids opens to the Bid search page, which allows you to search for bids using the bid number, bid description, or bid status.

Search results include all bids that match the entered criteria.

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

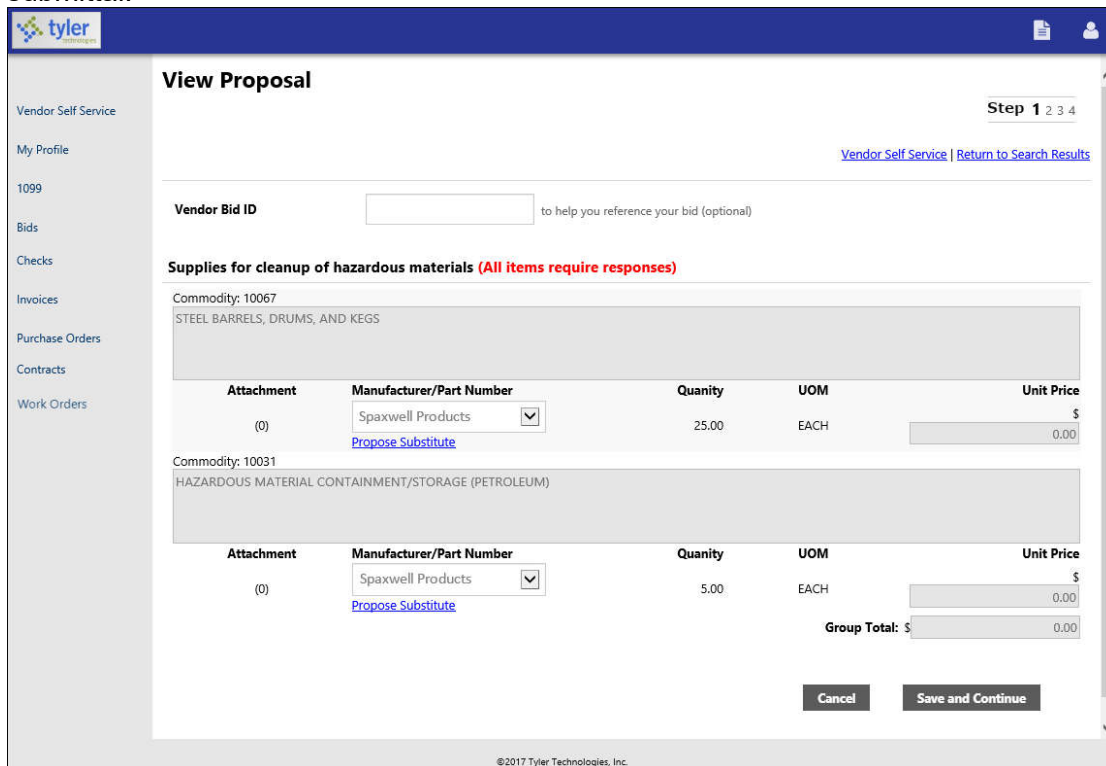
The RSS link allows you to subscribe to an RSS feed that is updated when the City enters or updates bid records.

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



For open bids, the Create Proposal option allows you to submit a proposal for the selected bid request.

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



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

Attachment	Manufacturer/Part Number	Quantity	UOM	Unit Price
(0)	Spaxwell Products 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
Propose substitute If unable to propose pricing for above specifications, propose a substitute manufacturer and part number to be considered for awarding.				
<input type="checkbox"/>	Enter manufacturer	Enter part number		\$ 0.00

Reason for substitute

[Close](#)

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

The proposal information is organized onto tabs:

- Information—Displays general information about the requestor call for bids.
 - Items—Displays the items listed in the request for bids.
 - Evaluations—Provides questions to which your organization requires answers.
 - Attachments—Stores documents the vendor has attached to their proposal.
- Note:** The Attachments tab displays only when an attachment has been added to the proposal

Request for Bids Show Me

Status: Open

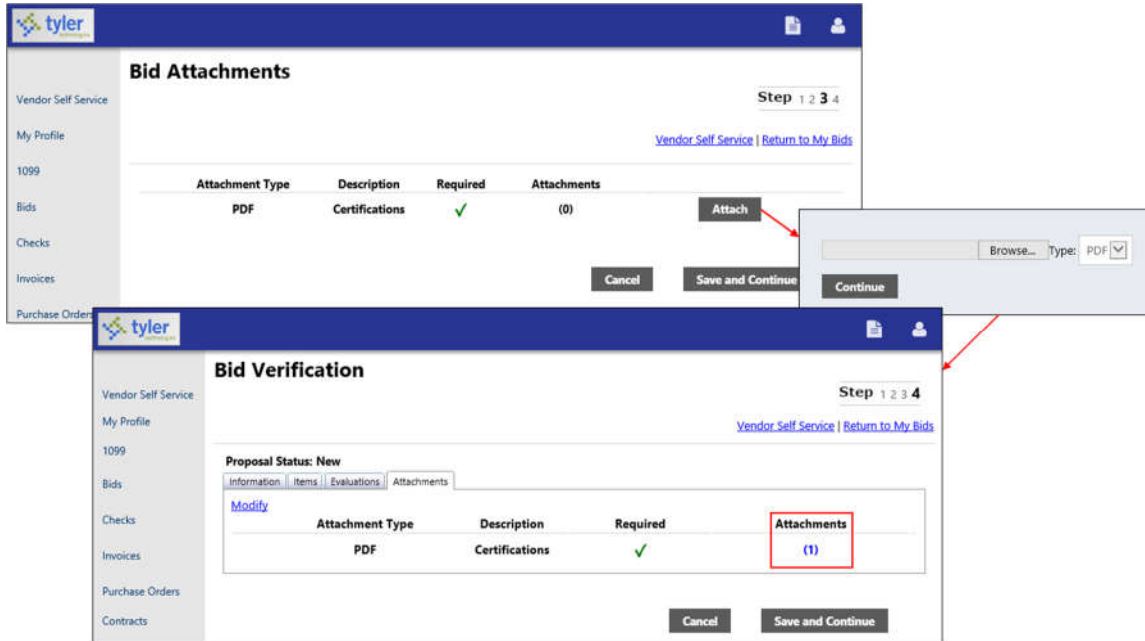
[Return to Search Results](#)

Information Items Evaluations

Fluorescent lighting fixtures and tubes (All items require responses)

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

You can add attachments to your proposal or quote by selecting an attachment type and using the Browse button to select the file to attach.



7.1.5 Checks

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

\$2,460.00

Last check: 11/17/2017

Recent checks

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

\$0.00

Year to date

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

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

7.1.6 Invoices

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

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

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

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

The screenshot displays two pages from the Tyler Self-Service portal. The top page is the 'Invoices' search results page, and the bottom page is the 'Invoice Detail' page for invoice 5998.

Invoices Search Results Page:

- Vendor Self Service
- My Profile
- 1099
- Bids
- Checks
- Invoices**
- Search Results
- [Modify Search](#) | [New Search](#)
- 4 Found

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

Invoice Detail Page (Invoice: 5998):

- Vendor Self Service
- My Profile
- 1099
- Bids
- Checks
- Invoices**
- Purchase Orders
- Contracts
- Work Orders
- Invoice Detail for Invoice: 5998**
- [Return to previous view](#)

Vendor Information:

- Vendor ID: 1131
- Vendor Name: SMITH ELECTRIC
- Vendor Address: 44 FOURTH STREET, CHICAGO, IL 60625

Invoice Information:

- Status: Unpaid
- Invoice Number: 5998
- PO Number:
- Invoice Date: 3/9/2017
- Check Date:
- Check Number: 0
- Voucher Number: 226
- Invoice Description: Service entry and mounting kit

Invoice Totals:

- Gross Amount: \$652.00
- Non Taxable: \$652.00
- Net Amount: \$652.00**

7.1.8 Contracts

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

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

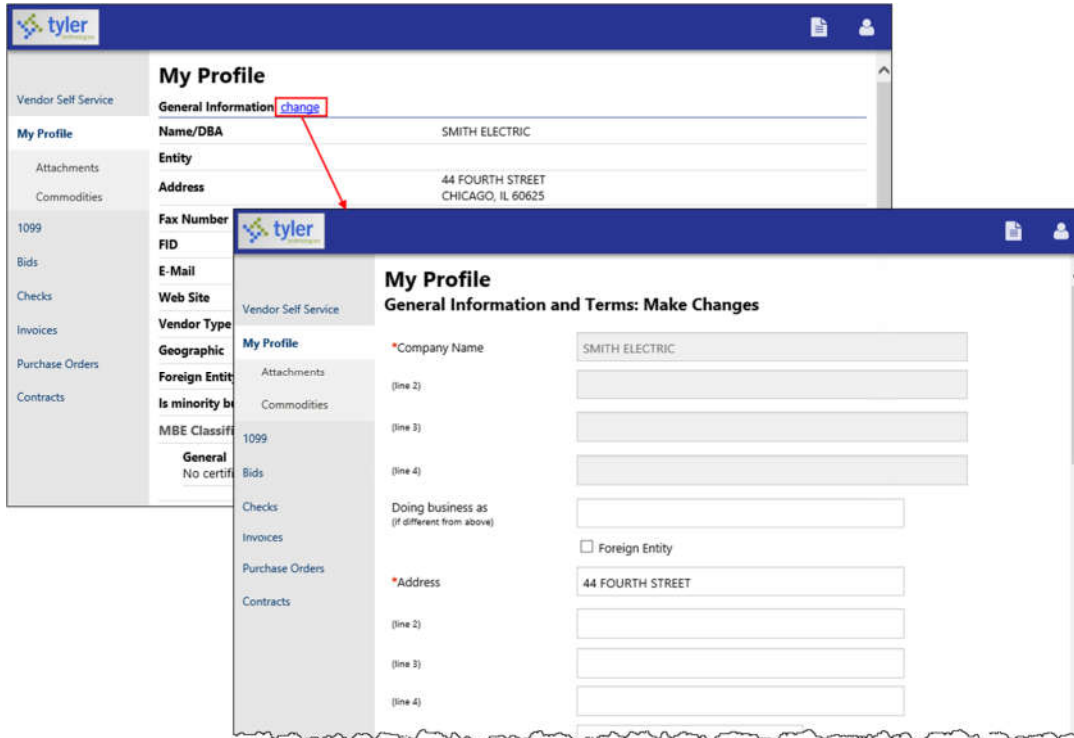
Start Date	Number	Description	Revised Amount
	200800079	Wiring street lights	\$22,575.00

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

Appendix A—Managing Minority Business Enterprise Certificates

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

To maintain MBE certifications, vendors use the Change option on the My Profile page.



The Minority Business Entity (MBE) section contains the check boxes that indicate if the vendor is a minority business enterprise, and if so, which classifications your company possesses.

Minority Business Entity (MBE)

Is Minority Business Enterprise

MBE Classifications
(select all that apply)

- 123 MBE CODE
- AFRICAN AMERICAN OWNED
- DISADVANTAGED BUSINESS
- General 0 certifications [manage](#)
- HISPANIC OWNED
- WOMAN OWNED

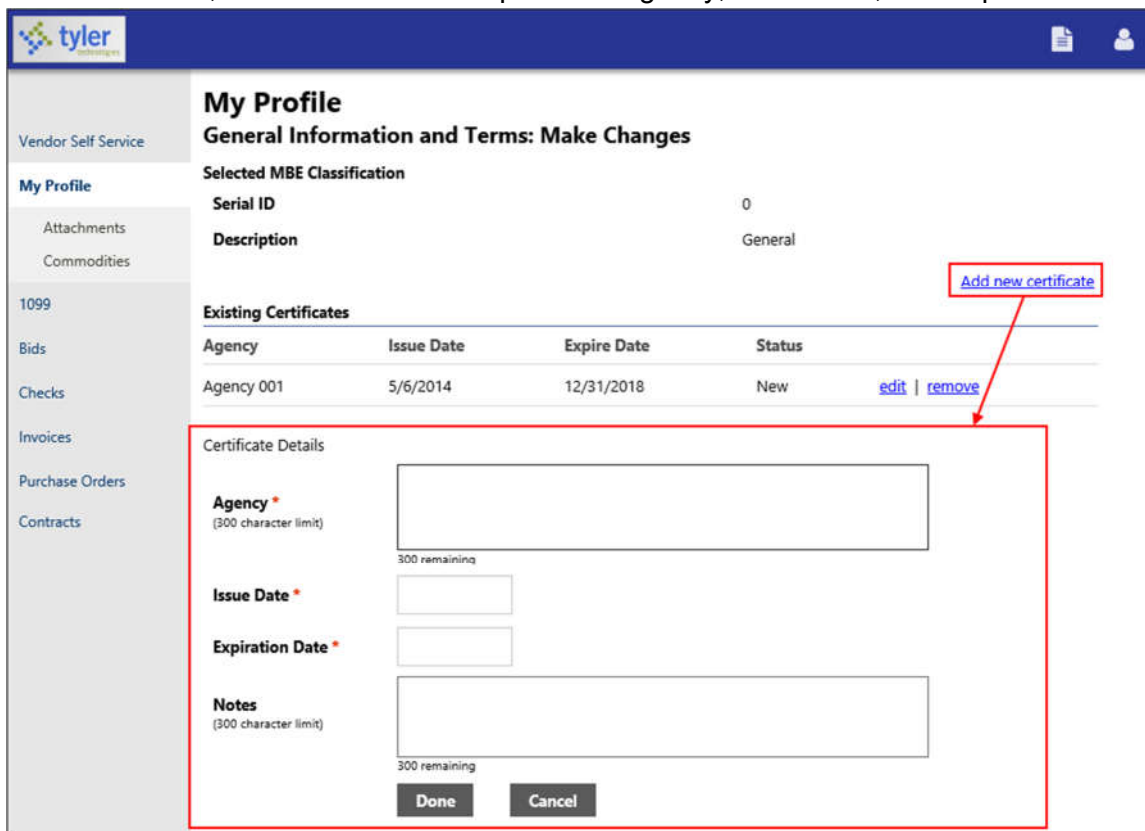
Gender Select Type...

Ethnicity Select Type...

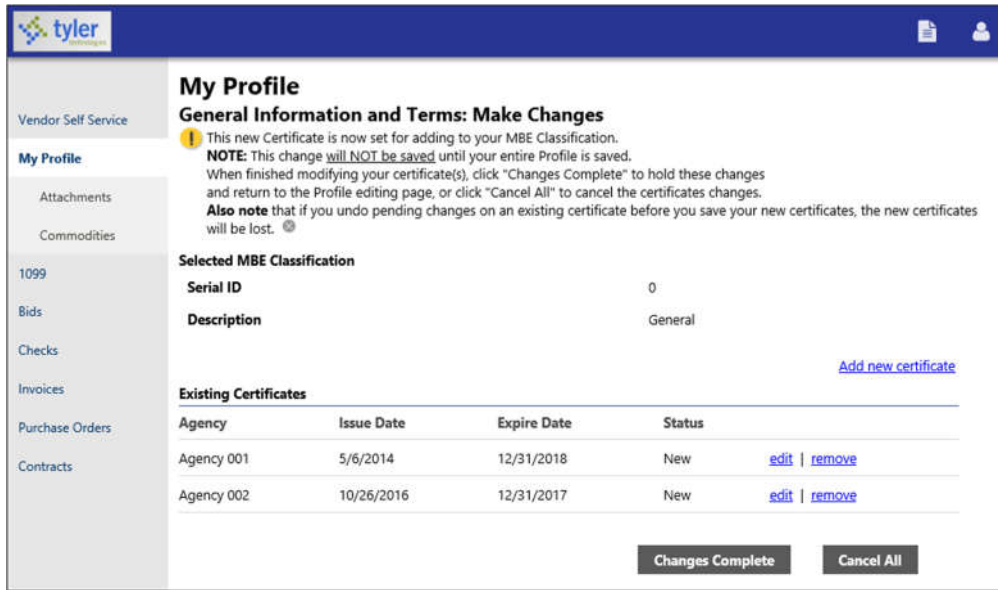
The Manage option for each classification allows a vendor to maintain the classification using the Manage MBE Classification Certificates page.



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.



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



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

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

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

