



Vendor Self Service (VSS)



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

Version 2021

Table of Contents:

About vendor self-service.....	3
Registering to use Enterprise ERP (VSS).....	4
Existing Users.....	6
Password Resets and locked accounts.....	6
Vendor Registration.....	7
Linking to an Existing vendor record.....	8
Creating a new vendor record.....	8
Vendor Self Service.....	15

Columbus City Schools Vendor Registration

Thank you for your interest in becoming a vendor with Columbus City Schools (CCS). You can register via CCS Vendor Self Service (VSS). The information below will guide you through the registration process.

General Vendor Information and CCS General Terms and Conditions can be found on the vendor page at:

<https://www.ccssoh.us/vendors>.

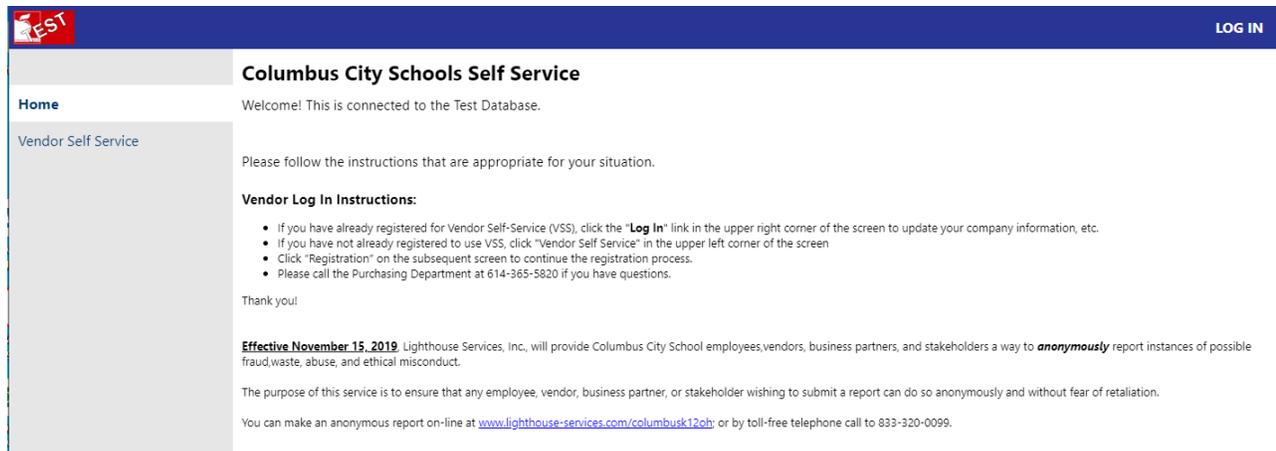
VSS gives vendors web-based access to all their information including purchase orders, invoices, payment checks, and 1099's. Vendors can also update their addresses and contact information on this site.

Entering the System:

If you are not already at the following web site, insert the following link into your web browser to enter the system:

<https://columbusvendors.munisselfservice.com/>

The screen below will appear:



The screenshot shows the 'Columbus City Schools Self Service' web application. At the top left is a 'TEST' button, and at the top right is a 'LOG IN' link. The main content area is titled 'Columbus City Schools Self Service' and includes a welcome message: 'Welcome! This is connected to the Test Database.' Below this, it says 'Please follow the instructions that are appropriate for your situation.' A section titled 'Vendor Log In Instructions:' contains three bullet points: 'If you have already registered for Vendor Self-Service (VSS), click the "Log In" link in the upper right corner of the screen to update your company information, etc.', 'If you have not already registered to use VSS, click "Vendor Self Service" in the upper left corner of the screen', and 'Click "Registration" on the subsequent screen to continue the registration process.' A fourth bullet point states: 'Please call the Purchasing Department at 614-365-5820 if you have questions.' Below the instructions is a 'Thank you!' message. At the bottom, there is a notice: 'Effective November 15, 2019, Lighthouse Services, Inc., will provide Columbus City School employees, vendors, business partners, and stakeholders a way to **anonymously** report instances of possible fraud, waste, abuse, and ethical misconduct.' The purpose of this service is to ensure that any employee, vendor, business partner, or stakeholder wishing to submit a report can do so anonymously and without fear of retaliation. A link is provided for making an anonymous report on-line: www.lighthouse-services.com/columbusk12oh, or by toll-free telephone call to 833-320-0099.

Registration: You will need to register to use **Enterprise ERP (VSS)** even if you are already a Columbus City Schools' vendor. New vendors, as well as existing vendors, must register to access the Vendor Self Service.

Click on the "LOG IN" in the upper right corner.

The screenshot displays the Tyler MUNIS Self Services login interface. At the top left is the Tyler logo. The main header is blue with the text "MUNIS Self Services". On the right side of the header, there is a "LOG IN" button highlighted with a red box. A red arrow points from this button to the social media login options. The login panel includes the following elements:

- Logo: A globe icon with a blue circle around it.
- Text: "Sign in to community access services."
- Buttons: "Sign in with Google", "Sign in with Apple", "Sign in with Microsoft", and "Sign in with Facebook".
- Separator: "OR" in the center.
- Form fields: "Email address" and "Password".
- Checkbox: "Remember me".
- Button: "Sign in".
- Links: "Forgot password?", "Unlock account?", and "Help".
- Text: "Don't have an account? Sign up".

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.

Email address

Password

Remember me

Sign in

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

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

Create an account

Email *

Password *

First name *

Last name *

* indicates required field

Sign up

[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.

Create an account

VSS0124@mailinator.com

.....

- ✓ 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

Sally

Smith

* indicates required field

Sign up

[Back to sign in](#)

Verification email sent

To finish signing in, check your email.

[Back to sign in](#)

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

Existing Users

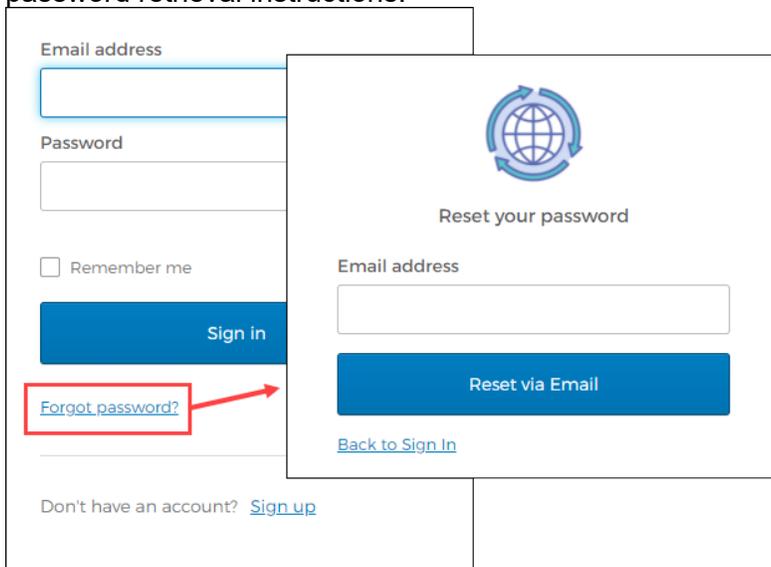
Users who have established a Tyler Identity account can log in using their Tyler Identity email and password credentials. Users who have not transitioned to using Tyler Identity must create a new account.

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

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

Password Resets

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



The image shows a sign-in form on the left and a modal window for password reset on the right. The sign-in form includes fields for 'Email address' and 'Password', a 'Remember me' checkbox, a 'Sign in' button, and a 'Forgot password?' link. The 'Forgot password?' link is highlighted with a red box and a red arrow pointing to the modal window. The modal window features a globe icon with circular arrows, the text 'Reset your password', an 'Email address' input field, a 'Reset via Email' button, and a 'Back to Sign In' link. At the bottom of the sign-in form, there is a link for 'Don't have an account? Sign up'.

Locked Accounts

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

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

Remember me

Sign in

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

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

Unlock your account

Email address

Send Email

[Back to sign in](#)

Vendor Registration

Once the vendor successfully logs into 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.

tyler technologies

Home

Vendor Self Service

Welcome to Vendor Self Service

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.

Create New Vendor OR Link to Existing

Announcements
Welcome to Self Service for Business Vendors

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Linking to an Existing Enterprise ERP Vendor Record

Vendor must know the vendor number and Vendor FID/SSN associated with the vendor account.

The screenshot shows a web interface for linking to an existing vendor. At the top left is the Tyler Technologies logo. A navigation menu on the left includes 'Home' and 'Vendor Self Service'. The main heading is 'Link to Existing Vendor'. Below the heading is a magnifying glass icon and the instruction: 'Enter the information below to search for an existing vendor.' There are two input fields: 'Vendor Number' and 'Vendor FID/SSN'. A blue button labeled 'Link to Existing' is positioned below the fields. At the bottom center, the copyright notice reads '© 2020 Tyler Technologies, Inc.'

Creating a New Vendor Record

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

The screenshot displays the 'New Vendor Registration' form. A green checkmark and message at the top state: 'Your User ID and password have been successfully set. Please continue with the registration process.' The form is divided into several sections: 'Enter Vendor Registration Information' (Company Name, Vendor Type, etc.), 'Vendor Address' (Address, City, State, Zip Code, etc.), 'Minority Business Enterprise' (checkboxes for various categories), 'Payment Terms' (Discount Percentage, Days to Discount, etc.), 'Federal Tax ID Number or Social Security Number' (FID or SSN, FID/SSN, Re-type FID/SSN), and 'Bank Information' (Bank Routing Number, Bank Account Number, Bank Account Type). A 'SAMPLE' watermark is visible over a portion of the form. At the bottom, there are 'Continue', 'Update', and 'Cancel' buttons. The copyright notice '© 2020 Tyler Technologies, Inc.' is at the bottom center.

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*
<input type="text"/>
Line 2 (OPTIONAL)
<input type="text"/>
Line 3 (OPTIONAL)
<input type="text"/>
Line 4 (OPTIONAL)
<input type="text"/>
Doing business as (if different from above)
<input type="text"/>
*Vendor Type
Select Type... ▼
<input type="checkbox"/> Foreign Entity
<input type="checkbox"/> Send Accounts Payable checks to the above address
<input type="checkbox"/> Send Purchase Orders to the above address
E-mail *
<input type="text"/>
Website
<input type="text"/>
DUNS
<input type="text"/>
California Permit Number
<input type="text"/>

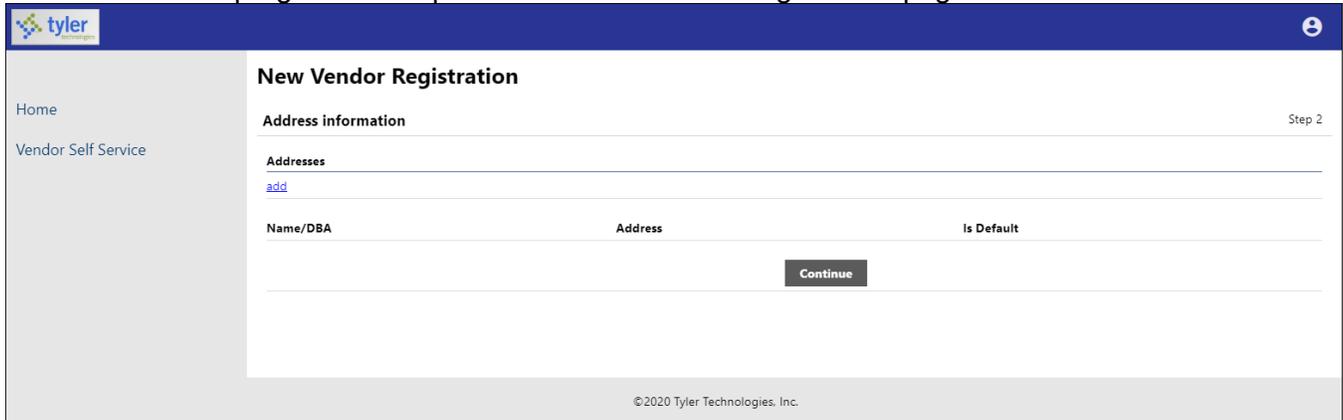
Vendor Address

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

Vendor Address
Address*
<input type="text"/>
Line 2 (OPTIONAL)
<input type="text"/>
Line 3 (OPTIONAL)
<input type="text"/>
Line 4 (OPTIONAL)
<input type="text"/>
City *
<input type="text"/>
State *
N/A ▼
Zip Code *
<input type="text"/>
County
<input type="text"/>
Country
<input type="text"/>
Geographic
Select Type... ▼
Fax Number
<input type="text"/>

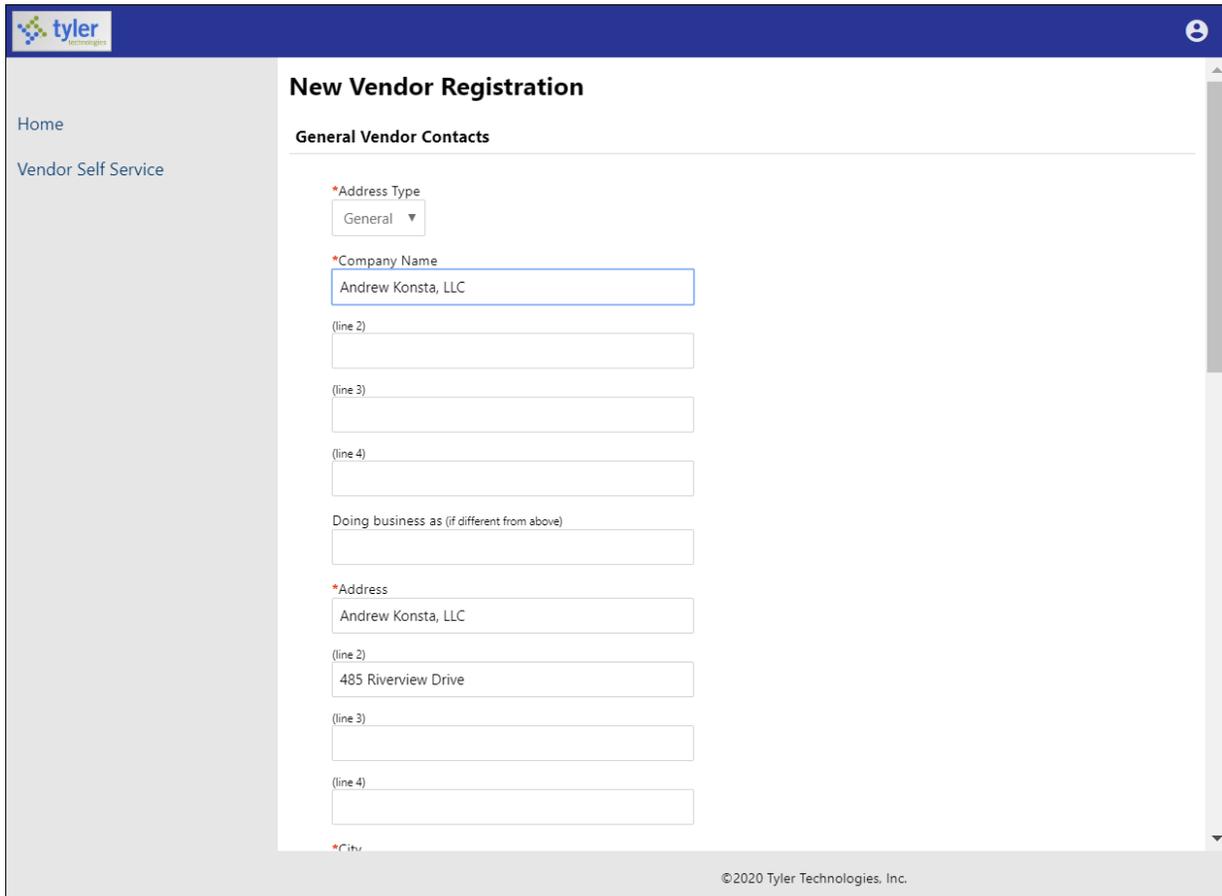
Minority Business Enterprise-DO NOT USE-SEE LEDE INFORMATION ON VENDOR PAGE AT CCSOH.US

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



The screenshot shows the 'New Vendor Registration' page at Step 2. The page has a dark blue header with the 'tyler' logo on the left and a user profile icon on the right. A left sidebar contains 'Home' and 'Vendor Self Service' links. The main content area is titled 'New Vendor Registration' and 'Address information' (Step 2). Under 'Addresses', there is a blue 'add' link. Below this is a table with columns 'Name/DBA', 'Address', and 'Is Default'. A 'Continue' button is positioned below the table. The footer contains the copyright notice '©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.



The screenshot shows the 'General Vendor Contacts' screen. The header and sidebar are identical to the previous screenshot. The main content area is titled 'General Vendor Contacts'. It contains several form fields: a dropdown for 'Address Type' (set to 'General'), a text field for 'Company Name' (filled with 'Andrew Konsta, LLC'), three additional lines for company name, a text field for 'Doing business as (if different from above)', a text field for 'Address' (filled with 'Andrew Konsta, LLC'), three additional lines for address, and a partially visible 'City' field. The footer contains the copyright notice '©2020 Tyler Technologies, Inc.'.

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

tyler ☰

Home
Vendor Self Service

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.

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Home
Vendor Self Service

New Vendor Registration

General Vendor Contacts Step 3

Address Contacts

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

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Click New Contact to add a new vendor contact.

tyler ☰

Home
Vendor Self Service

New Vendor Registration

General Vendor Contacts Step 3

Contact Person

* Contact Type
Select Type... ▾

* Name

Description

* Phone

Text
 Opt In

Fax

* E-mail

Save **Cancel**

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

Home
Vendor Self Service

New Vendor Registration

Step 3

General Vendor Contacts

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:

[Continue](#) [New Contact](#)

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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

Step 4

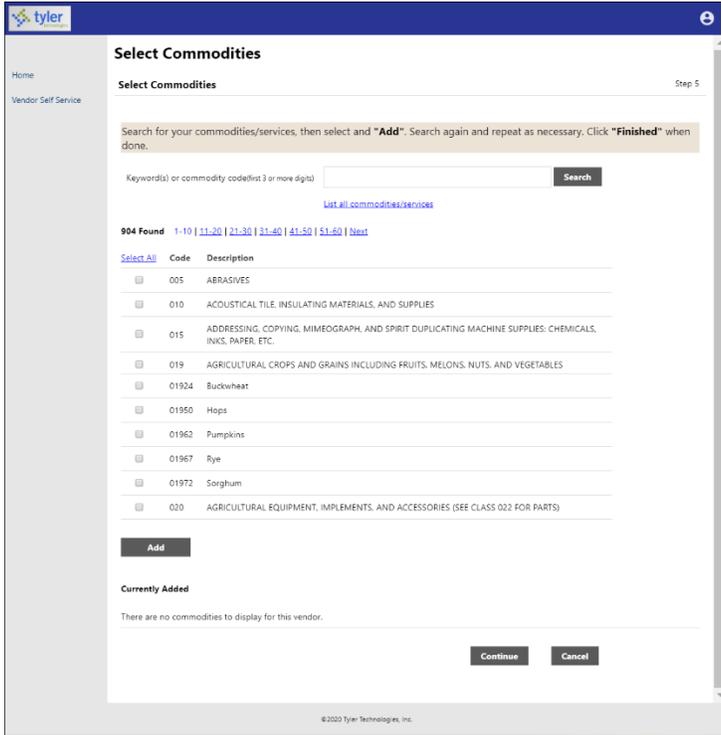
Additional Values

Field	Value
SHIPPING CHOICE	USPS ▼

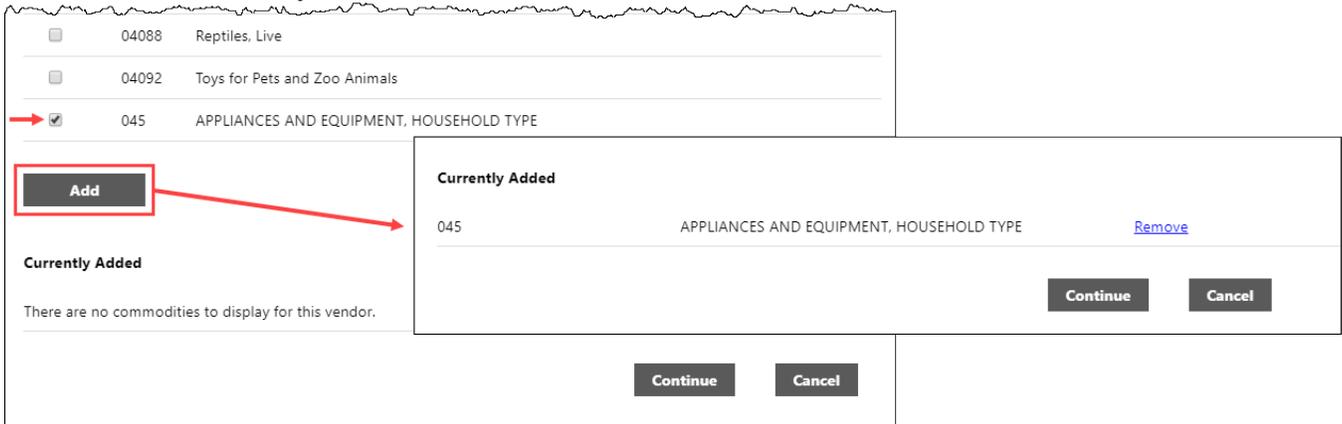
[Continue](#)

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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.



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.



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

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: Andrew Konsta, LLC
Address: 485 Riverview Drive, Yarmouth, ME 04096
Fax Number:
SSN: 999-31-1999
Geographic: EAST - EAST COAST VENDOR
E-Mail: akonstalic@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.

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

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 1099's, checks, invoices and purchase orders.

The screenshot shows the Vendor Self Service interface. The header includes the Tyler Technologies logo and a user profile icon. The main content area is titled "Welcome to Vendor Self Service" and is divided into several sections:

- Profile information:** MICHAEL FRITZ, Phone: 5555555555, MICHAELTYLERFRITZ2019@GMAIL.COM
- Vendor information:** ABC SUPPLY COMPANY, 100 MAIN STREET, Suite 100, BOSTON, MA 02110, JEAN@ABCSUPPLY.COM
- Announcements:** Welcome to the Vendor Self Service - Making it easier to do business with the CITY! Vendor Self Service gives existing and potential vendors access to their personal information and records online in five easy steps. Vendors have the ability to view Purchase Orders, Invoices, AP Payments and update their profile, address, contact information, and commodities. To begin registration select Vendor Registration on your left. Note: A W9 must be attached before access will be granted or payments received from the City of Tyler. Existing Vendors will need their vendor number (located on the last received check stub, PO or EFT voucher) and Federal ID #. If you have not received a check recently or ID # does not match when entered please send email to accounts.payable@tylertown.gov.
- Invoices:** Includes a summary box showing a last invoice of \$1.00 on 3/19/2020 and a year-to-date total of \$4,565.60. Below this is a table of recent invoices:

Recent invoices				Submitted invoices		
Date	Amount	Status	Details	Date	Amount	Status
3/19/2020	\$1.00	T	details			
3/19/2020	\$0.80	T	details			
3/19/2020	\$1.00	T	details			
3/19/2020	\$1.00	T	details			
3/19/2020	\$1.00	T	details			

Additional sections include "Checks" and "Purchase Orders". The footer contains the copyright notice: ©2020 Tyler Technologies, Inc. [Help/Feedback](#)

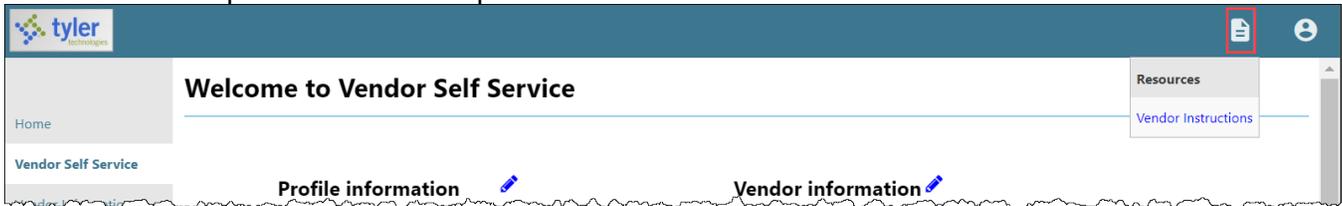
Clicking the login option in the header displays the following menu options:

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

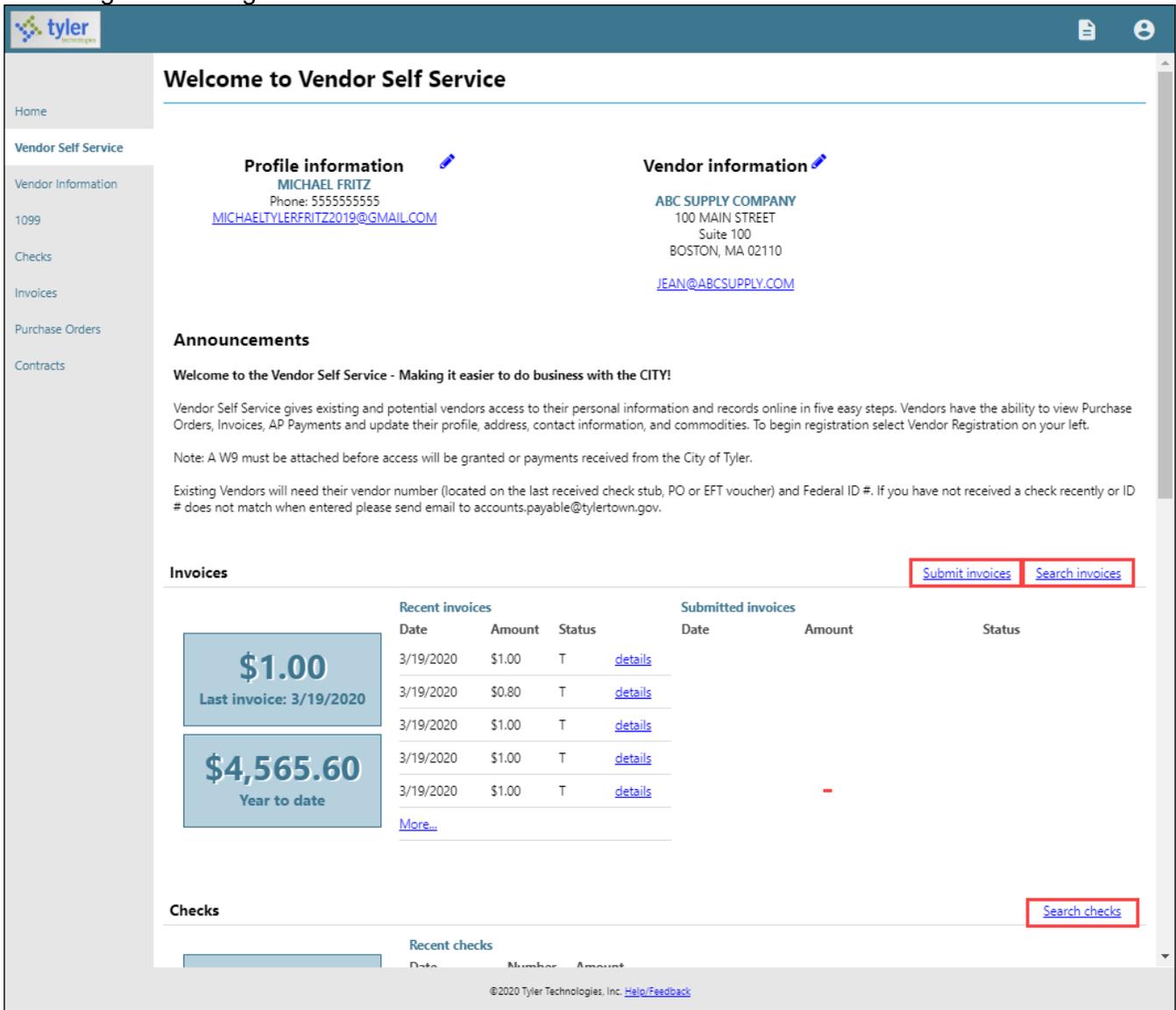
This screenshot shows the same Vendor Self Service interface as above, but with the user profile icon in the top right corner highlighted by a red box. A dropdown menu is open, displaying the following options:

- VSS ADMIN
- Home
- My Account
- Log Out

The Resources option in the header provides a Vendor Self Service manual.



On the Vendor Self Service page, the headings for the individual information groups include options for searching and viewing related information.



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.

The General Information group contains the vendor’s address and contact information, type and foreign entity status, and minority business enterprise status.

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

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

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

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

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

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

Commodities

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

The screenshot shows the 'Vendor Commodities' page. At the top, there is a search bar with the placeholder text 'Keyword(s) or commodity code (max 3 or more digit)' and a 'Search' button. Below the search bar is a link that says 'List all commodities/services'. The main content area displays a table with 33 items found, showing columns for 'Code' and 'Description'. The table lists various commodity codes such as 005, 015, 025, 031, 060, 080, 150, and 204, each with a corresponding description. A 'Select All' link is visible at the top left of the table. The page footer includes the copyright information: '© 2020 Tyler Technologies, Inc. [help/feedback](#)'.

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

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

between the groups of commodity codes.

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

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

Code	Description	Action
206	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS	<input type="checkbox"/>
208	COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)	<input type="checkbox"/>

Currently Added

204	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS	Remove
206	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS	Remove
208	COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)	Remove
615	OFFICE SUPPLIES, GENERAL	Remove

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