

Columbus City Schools Vendor Registration

Thank you for your interest in becoming a vendor with Columbus City Schools. You can register via CCS Vendor Self Service. 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.ccsosoh.us/vendors>.

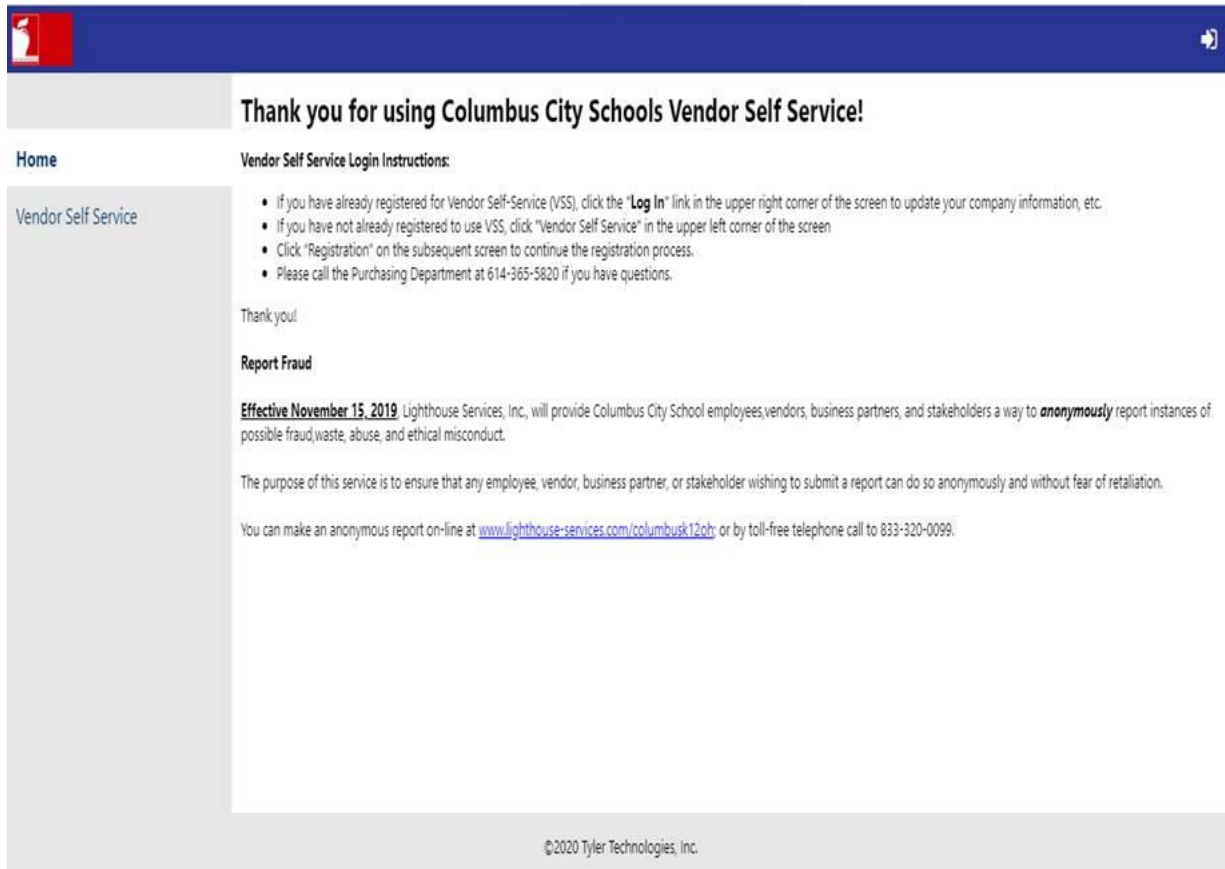
Vendor Self Service (VSS) gives vendors web-based access to all their information including purchase orders, invoices, payment checks, and bidding opportunities. Vendors can also update their addresses and contact information on this site.

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 login page for Columbus City Schools Vendor Self Service. The page has a dark blue header with a logo on the left and a navigation icon on the right. Below the header, the main content area is white with a grey sidebar on the left. The sidebar contains links for "Home" and "Vendor Self Service". The main content area features a large heading "Thank you for using Columbus City Schools Vendor Self Service!". Below this heading, there are sections for "Vendor Self Service Login Instructions" (with a bulleted list of steps), "Thank you!", "Report Fraud", and information about a new reporting service effective November 15, 2019. The footer of the page contains the copyright notice "©2020 Tyler Technologies, Inc."

Thank you for using Columbus City Schools Vendor Self Service!

Vendor Self Service Login Instructions:

- 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
- Click **"Registration"** on the subsequent screen to continue the registration process.
- Please call the Purchasing Department at 614-365-5820 if you have questions.

Thank you!

Report Fraud

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.

You can make an anonymous report on-line at www.lighthouse-services.com/columbusk12oh or by toll-free telephone call to 833-320-0099.

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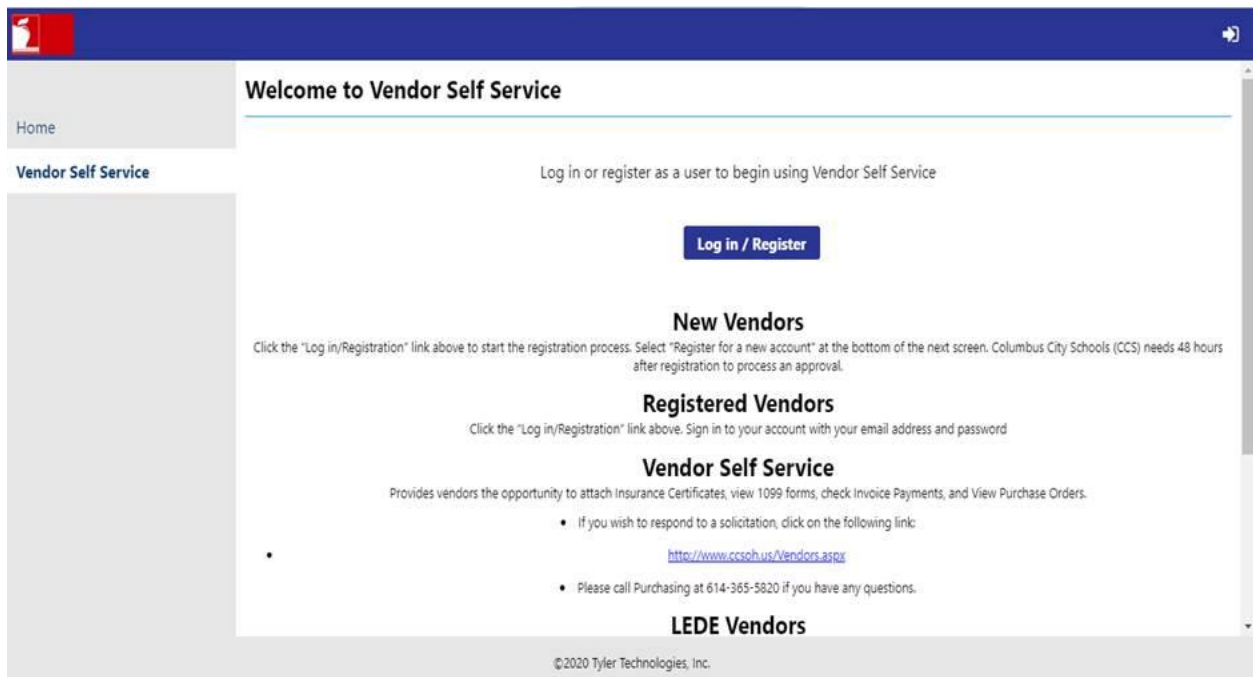
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Registration: You will need to register to use MUNIS (VSS) even if you are already a Columbus City Schools' vendor. New vendors, as well as existing vendors, must register to access the Vendor Self Service.

Click **“Vendor Self Service”** on the left hand side of the screen.

Click on the blue box **“Log in/Register”** located at the top middle of the screen.

The screen below will appear:



New vendors, as well as existing vendors, must register to access the Vendor Self Service
The Registration displays the Tyler Identity screen, you must create a Tyler Identity account prior to completing a VSS registration.

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Register for a new account

The screenshot shows the Tyler Identity Vendor Self Service interface. The top navigation bar includes the Tyler logo and a 'Registration' link highlighted with a red box. The main content area displays a 'Welcome to Vendor Self Service' message and a sign-in form. The sign-in form includes fields for 'Username' and 'Password', a 'Remember me' checkbox, and a 'SIGN IN' button. Below the sign-in form, there is a 'Forgot password?' link and social media icons for Google, Facebook, and Twitter.

Register for a new account:

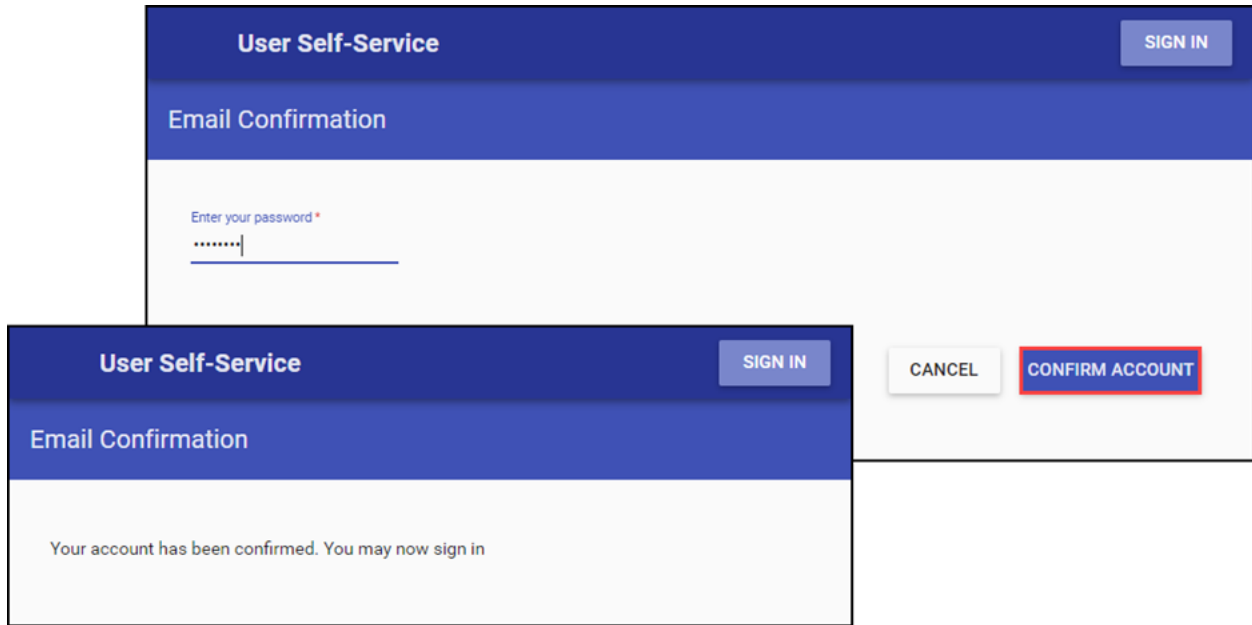
The first time you enter the system, you will need to complete the “**Register for a new account**” even if you are an existing vendor. Registration only needs to be completed one time.

When you select Register for a New Account, VSS displays the User Self-Service screen.

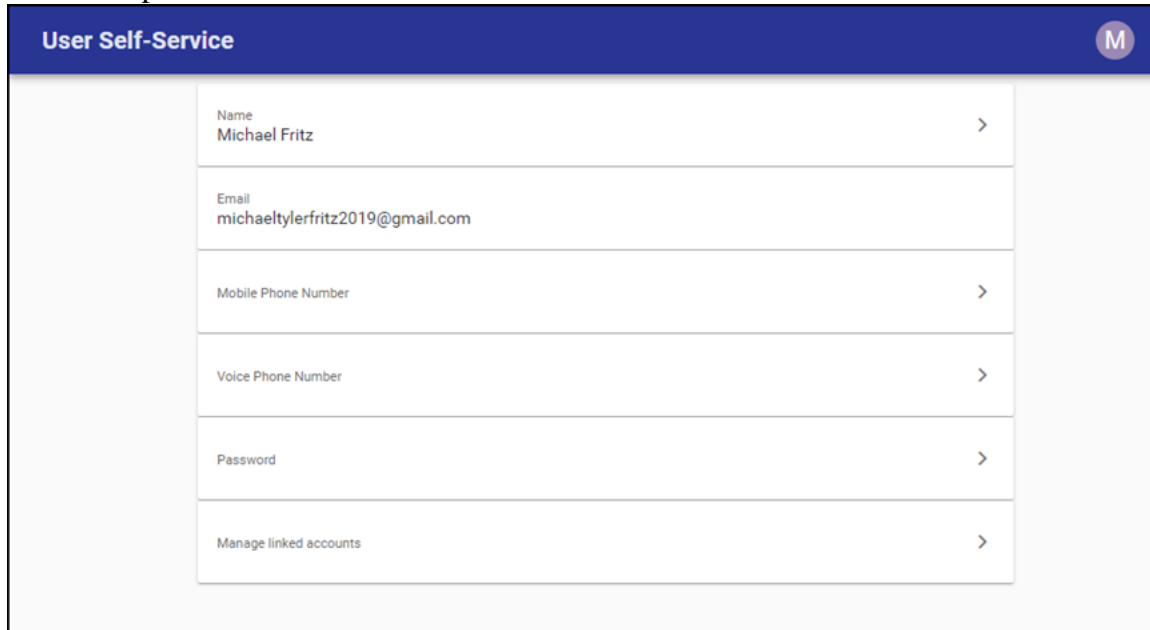
The screenshot shows the 'User Self-Service' registration form. The form is titled 'Register for a new account' and includes the following fields: 'Email *', 'First name *', 'Last name *', 'Password *', and 'Confirm password *'. The 'CREATE ACCOUNT' button is highlighted with a red box.

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You must enter a valid email address, along with name and password information. The Create Account option returns you to the Tyler Identity log-in screen. However, you cannot log in until you have received an email confirmation message and completed the confirmation process.



Once logged in to the VSS application, vendors complete the User Self-Service screen to create a basic user profile.



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When the User Self-Service screen is completed, the vendor must sign out of VSS and log in again to complete the registration process.

On the New Vendor Registration page:

- New vendors enter the validation number provided and click Continue
- Existing vendors enter the validation code, along with their vendor ID and the FID or SSN number associated with their vendor record.

Vendors who already exist in your organization's Munis database must complete the fields in the Existing Vendors Only section. You must provide the vendor with the Munis vendor ID assigned by your organization, which is the vendor number in the Munis Vendors program. The value entered in the FID/SSN box must match the value from the Munis vendor record exactly.

When existing Munis vendors complete the Vendor ID and FID/SSN boxes and click Continue, VSS verifies the entered information with the vendor record in Munis. If all information matches, the vendor is automatically presented with the My Profile page. They do not have to complete the remaining steps of the registration process.

tyler technologies

New Vendor Registration

Home

Vendor Self Service

Registration

Create user ID and password Step 1

Enter these validation numbers into the box below them

5392

EXISTING VENDORS ONLY
You must complete the following for initial registration.

Vendor ID

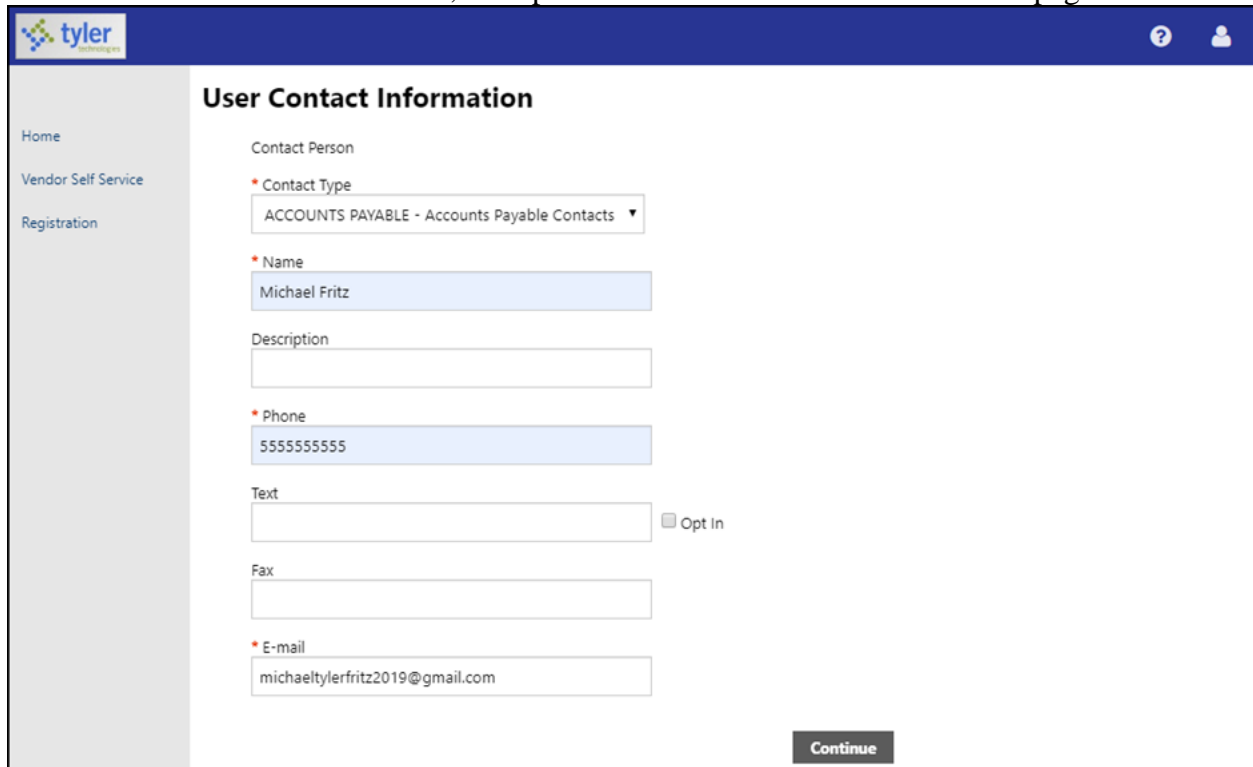
FID/SSN (Enter without dashes)

Continue

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When new vendors click Continue, VSS provides the User Contact Information page.



The screenshot shows the 'User Contact Information' page in the Tyler Vendor Self Service system. The page has a dark blue header with the Tyler logo and a user profile icon. A left sidebar contains navigation links for 'Home', 'Vendor Self Service', and 'Registration'. The main content area is titled 'User Contact Information' and contains several form fields: 'Contact Person' (with a dropdown menu set to 'ACCOUNTS PAYABLE - Accounts Payable Contacts'), 'Name' (filled with 'Michael Fritz'), 'Description' (empty), 'Phone' (filled with '5555555555'), 'Text' (empty) with an 'Opt In' checkbox, 'Fax' (empty), and 'E-mail' (filled with 'michaeltylerfritz2019@gmail.com'). A 'Continue' button is located at the bottom right of the form area.

When the vendor completes all necessary information the registration is successful, VSS provides the Welcome to Vendor Self Service page.

During registration, vendors must provide these items:

- W-9
- E-mail Address
- Insurance Certificate (Check our website for vendors that are exempt.)
- Federal ID or Social Security Number
- Contact Information
- Commodities that you Sell
- The email you provide during registration should be monitored daily for purchase orders and bid announcements.
- Insurance Certificates and W-9s can be attached to VSS if you have them stored as an electronic file. If not, the documents can be emailed to Purchasingdepartment@columbus.k12.oh.us or faxed to 614-365-6763.
- The website will provide a message confirming registration. However, the Purchasing Department will need 24 hours to “activate” a vendor. Vendors will remain “inactive” until all the items requested are provided.

Purchasing Department
889 East 17th Avenue
Columbus, OH 43211
614 365-5820
614 365-6763 (fax)

Purchasingdepartment@columbus.k12.oh.us

