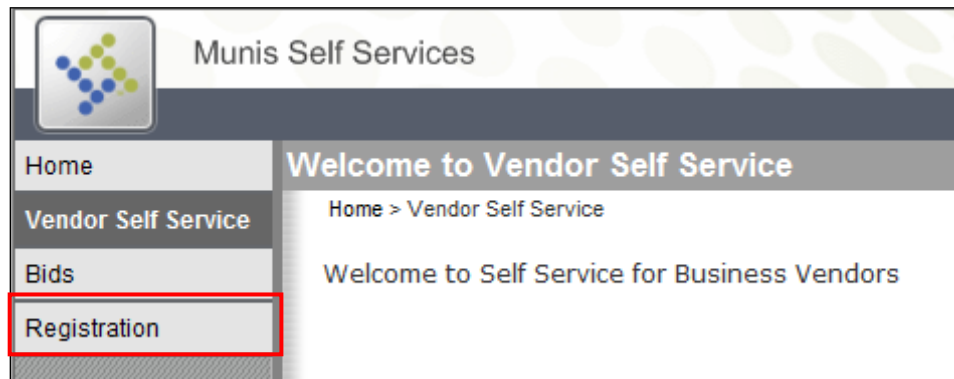


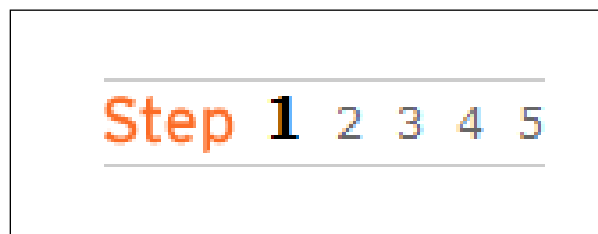
## Vendor Registration

New vendors and those existing in the Vendor Maintenance program in Munis are able to register for access to Vendor Self Service.

Vendors can register by clicking Registration on the VSS homepage.



Registration is a five step process. The program displays the number of steps in the process on the right hand side of the screen. The current step is shown in bold type.



## STEP 1:

- **User ID:** The vendor must enter a unique ID that is used to log into VSS.
- **Password:** The vendor must enter a password twice and include a password hint.
- **CAPTCHA:** The vendor must enter the numbers shown in the box. This is a verification process called CAPTCHA (Completely Automated Public Turing Test to Tell Computers and Humans Apart), which is used to protect the database from attack.
- **Existing Vendors Only:** Existing vendors must also enter their vendor ID and their federal identification number or Social Security number. You must provide the vendor with the vendor ID.

The screenshot shows the 'Munis Self Services' web application. The page title is 'New Vendor Registration' and the breadcrumb trail is 'Home > Vendor Self Service > Registration'. The current step is 'Step 1 of 5: Create user ID and password', with a progress indicator showing steps 1 through 5. The form includes the following fields:

- \*User ID (between 1 and 20 characters)
- \*Re-type user ID
- \*Password (between 0 and 15 characters)
- \*Re-type password
- \*Password hint

Below these fields is a CAPTCHA image showing the numbers '0599'. The instruction reads: 'Please type these numbers into the box below them'. There is a text input field for the CAPTCHA.

For existing vendors, there are additional fields:

- EXISTING VENDORS ONLY**  
You must complete the following for initial registration.
- Vendor ID
- FID/SSN (Enter without dashes)

A 'Continue' button is located at the bottom of the form. The browser's address bar shows 'Internet | Protected Mode: Off' and the zoom level is set to 100%.

**STEP 2:** The vendor must provide general information, including an address, e-mail address, Web site, and a federal identification number or Social Security number. If the vendor selects the Send Remittances to the Above Name and Address check box, the program uses the information that is entered on this screen as the mailing address for the vendor in step 3. Step 2 also allows the vendor to indicate their discount terms and their vendor type.

Munis Self Services VENDOR44 | Home | My Account | Log Out

Home Resources

Vendor Self Service

My Profile

Bids

### New Vendor Registration

Registration

Your User ID and password have been successfully set. Please continue with the registration process.

**Step 2 of 5: General information** Step 1 **2** 3 4 5

\*Name   
(line 2)

Doing business as (if different from above)

Foreign Entity

\*Address   
(line 2)   
(line 3)

\*City

\*State(abbreviation)

\*Zip

Send remittances to the above name and address

Please enter a Federal Tax ID Number or a Social Security Number.

FID  SSN

\*FID/SSN

\*Re-type FID/SSN

\*E-Mail

Web site

\*Vendor Type

**Terms**

Discount Percentage

Days to Discount

Days to Net

**STEP 3:** The vendor must provide the name, address, and other information where remittance information is sent. If the Send Remittances to the Above Name and Address check box on the Step 2 screen is selected, the program automatically completes this screen, but you can change the information.

The screenshot shows a web browser window with the following elements:

- Page Header:** "Munis Self Services" on the left and "Scholastic Art Supply | Home | My Account | Log Out" on the right.
- Navigation Menu:** A vertical sidebar on the left with links for "Home", "Vendor Self Service", "My Profile", and "Bids".
- Page Title:** "New Vendor Registration" with a "Resources" link on the right.
- Registration Section:** "Registration" with a progress indicator "Step 3 of 5: Remittance information" and a step sequence "Step 1 2 3 4 5" where "3" is highlighted.
- Form Fields:**
  - \*Name: Scholastic Art Supply
  - \*Address: 440 Main Drive
  - (line 2): [Empty]
  - (line 3): [Empty]
  - \*City: Newport
  - \*State: RI - Rhode Island (dropdown menu)
  - \*Zip: 55555
  - Fax: [Empty]
  - \*E-Mail: scholasticart@biz.com
- Action:** A blue "Continue" button at the bottom.

**STEP 4:** The vendor must provide contact information and indicate the preferred methods of communication.



- Home
- Vendor Self Service
- My Profile
- Bids

## New Vendor Registration

Resources

Registration

### Step 4 of 5: Contacts and communication preferences

Step 1 2 3 **4** 5

Please provide the details of at least one contact individual, and specify your preferred methods for receiving communications.

#### Contact person 1

\*Name

\*Phone

Fax

E-Mail

#### Contact person 2

Name

Phone

Fax

E-Mail

#### Your preferred method(s) for receiving purchasing advice.

Mail

Fax

E-Mail

**STEP 5:** The vendor can verify the information. If any of the information is incorrect, the vendor can click the Change hyperlink to change the information for that section.

Munis Self Services Scholastic Art Supply | Home | My Account | Log Out

Home New Vendor Registration Resources

Vendor Self Service Registration

My Profile **Step 5 of 5: Review** Step 1 2 3 4 5

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

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

Name/DBA	Scholastic Art Supply
Address	440 Main Drive Newport, RI 05555
SSN	000-11-2222
E-Mail	scholasticart@biz.com
Web Site	
Vendor Type	SCH School Supply Vendor

**Terms** [change](#)

Discount Percentage	0%
Days to Discount	1
Days to Net	1

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

Name	Scholastic Art Supply
Address	440 Main Drive Newport, RI 05555
Fax	
E-Mail	scholasticart@biz.com
Correspondence Preferences (pay advice)	None selected

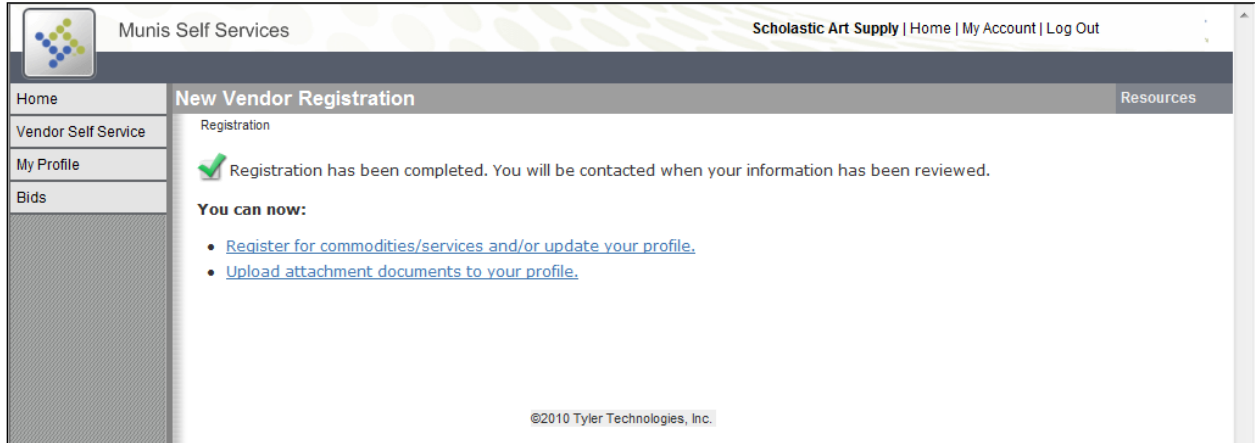
**Contacts and Communication Preferences** [change](#)

Contact Person 1	Eric Nightengale Phone: (111)555-1212
Contact Person 2	
Correspondence Preferences (purchasing)	Mail

If the information is correct, the vendor can click Register to complete the process.




The program automatically logs the vendor into Vendor Self Service once registration is complete. The program displays a confirmation page which contains a link to the vendor's profile, as well as a link to the Attachments screen. The vendor can also access their profile and upload attachments by clicking My Profile on the Navigation Menu. The My Profile and Bids options are the only options available on the Navigation Menu until an administrator grants the vendor permission to view the other screens using the Munis Self Service Administration module.



The screenshot displays the 'Munis Self Services' web interface. At the top, the header includes the site logo, the text 'Munis Self Services', and the user's session information: 'Scholastic Art Supply | Home | My Account | Log Out'. A navigation menu on the left lists 'Home', 'Vendor Self Service', 'My Profile', and 'Bids'. The main content area is titled 'New Vendor Registration' and features a sub-section 'Registration'. A green checkmark icon is followed by the text: 'Registration has been completed. You will be contacted when your information has been reviewed.' Below this, a section titled 'You can now:' contains two bullet points with blue underlined links: 'Register for commodities/services and/or update your profile.' and 'Upload attachment documents to your profile.' At the bottom center of the page, the copyright notice '@2010 Tyler Technologies, Inc.' is visible.

The My Profile screen contains the general information the vendor entered during the registration process. The vendor can update the information by clicking Change next to the heading. The vendor can register for commodities by clicking Add at the bottom of the screen next to Current Vendor Commodities. If the vendor is an existing vendor, they may already be registered for some commodities.


Munis Self Services
Scholastic Art Supply | Home | My Account | Log Out

Home

Vendor Self Service

**My Profile**

Attachments

Bids

**My Profile**
Resources

Home > Vendor Self Service > My Profile

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

Name/DBA	Scholastic Art Supply
Address	440 Main Drive Newport, RI 05555
SSN	000-12-3456
E-Mail	scolasticart@biz.com
Web Site	
Vendor Type	School Supply Vendor
Foreign Entity	No

**Terms** [change](#)

Discount Percentage	0.000%
Days to Discount	1
Days to Net	1

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

Name	Scholastic Art Supply
Address	440 Main Drive Newport, RI 05555
Fax	
E-Mail	scolasticart@biz.com
Correspondence Preferences (pay advice)	Mail

**Contacts and Communication Preferences** [change](#)

Contact Person 1	Eric Nightengale Phone: 1115551212
Contact Person 2	
Correspondence Preferences (purchasing)	Mail

**Current Vendor Commodities** [add](#)

There are no Commodities to Display for this Vendor.

The program displays the available commodities on the Vendor Commodities screen ten at a time, although the vendor can click List All Commodities/Services to view all of the commodities at once. The vendor can also search for commodities by entering keywords or the first three digits of the commodity code. Once the vendor finds the correct commodities, he or she can select the associated check box and then click Add. The added commodities are listed at the bottom of the page. The vendor can click Remove to remove a commodity, if necessary. Once the vendor selects all of the necessary commodities, he or she can click Finished. The commodities are now a part of the vendor's profile under Current Vendor Commodities.

Munis Self Services Scholastic Art Supply | Home | My Account | Log Out

**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](#)

12 Found 1-10 | [11-12](#)

Select All	Code	Description
<input type="checkbox"/>	100	Office Supplies
<input type="checkbox"/>	10100	PAPER PRODUCTS
<input type="checkbox"/>	1010012	POST IT NOTEPADS - SMALL
<input type="checkbox"/>	1010013	POST IT NOTEPADS - LARGE
<input type="checkbox"/>	250	Art Supplies
<input type="checkbox"/>	270	School Sports Supplies
<input type="checkbox"/>	400	Computer Technology
<input type="checkbox"/>	525	Art Supplies
<input type="checkbox"/>	62000	OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.
<input type="checkbox"/>	68000	POLICE EQUIPMENT AND SUPPLIES

Currently Added

There are no Commodities to Display for this Vendor.

When a vendor is viewing their profile, the Attachments option is available on the Navigation Menu. The Attachments screen allows the vendor to attach documents, such as pricing sheets, to their profile.



- Home
- Vendor Self Service
- My Profile
- Attachments
- Bids

## Attachments Resources

Home > Vendor Self Service > My Profile > Attachments

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

