



**MUNIS:**

**Vendor Self Service  
Guide**

## Overview

Welcome to the City of Bloomington Vendor Self Service (VSS). VSS gives you web-based access to your personal information and records. Purchase orders, invoices and accounts payable checks information are all available online. You also have the ability to update your profile, including address, contact information, and commodities information.

### FOR PROSPECTIVE VENDORS:

If you are a prospective vendor, you must complete the registration process thru VSS. We must receive your W-9 prior to reviewing and validating your registration. We prefer documents (W-9s, Certificates, etc.) are attached using VSS, but you may submit them by email, fax, or USPS. Upon review and validation of the information you have provided, the Procurement Office will set your record status to Active in VSS.

Before you can successfully use this feature:

- Access Vendor Self Service by going to <https://mss.cityblm.org/MSS/>
- Turn your CAPS LOCK on. Enter everything in CAPS
- Have your completed and signed W-9 Form ready to submit

### FOR EXISTING VENDORS:

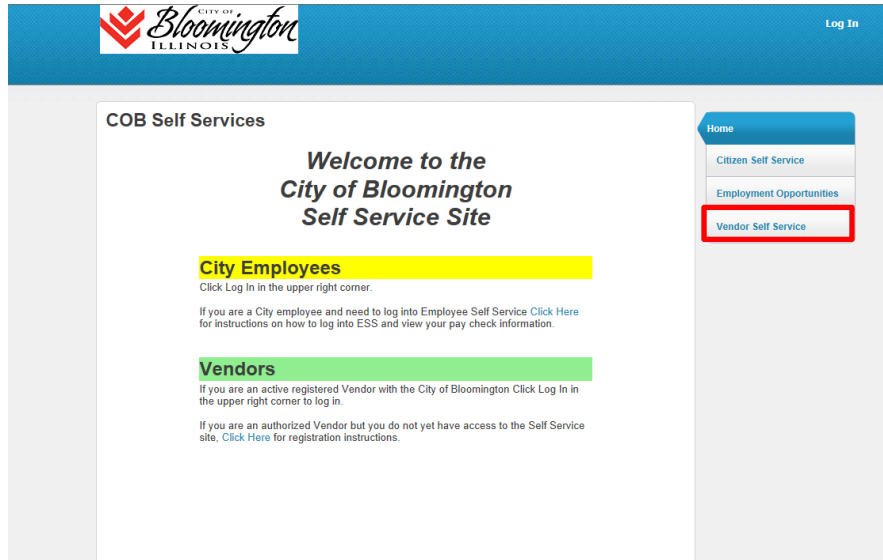
If you are an existing vendor, you can register and gain access to the information stated in the overview. You must have your VSS vendor number in order to register to access your profile. You must obtain this number from the City of Bloomington's Procurement Office. **Your Vendor ID is [REDACTED]**. Please save this for your records.

Before you can successfully use this feature:

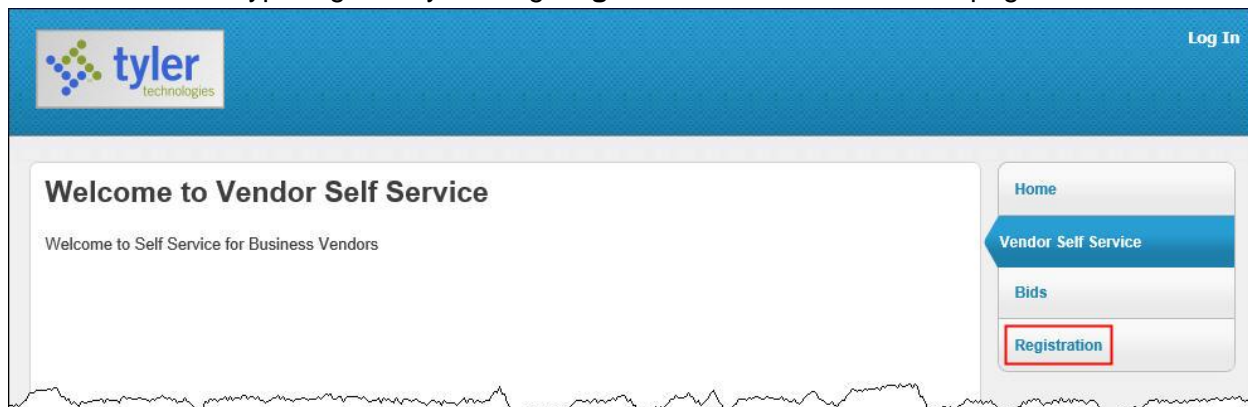
- Access Vendor Self Service by going to <https://mss.cityblm.org/MSS/>
- Your Vendor Number, Obtain from the Procurement Office
- Turn your CAPS LOCK on. Enter everything in CAPS
- Have your completed and signed W-9 Form ready to submit

## Vendor Registration

Prospective vendors who do not exist in our database, as well as existing vendors, must register to gain access to Vendor Self Service. The link to VSS <https://mss.cityblm.org/MSS/>



Vendors of either type register by clicking **Registration** on the VSS home page.



Registration is a five step process. Vendor Self Service displays the number of steps in the process, with the current step displayed in bold type. Vendor Self Service does not save any information entered in the fields on any page until the registration is complete. If you leave the registration process before completing all of the steps, all of the information entered is discarded and you must start again.

**tyler technologies** Log In

## New Vendor Registration

**Step 1 of 5: Create user ID and password**

[Help](#)

User ID (between 1 and 100 characters) \*


Re-type user ID \*

Password (between 2 and 15 characters) \*

Re-type password \*

Password hint \*

Please type these numbers into the box below them



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

Vendor ID

FID/SSN (Enter without dashes)

Home  
Vendor Self Service  
Bids  
**Registration**

**Step 1:** The registration process requires you to complete the following boxes.

Field	Description
User ID	This box contains your VSS login name. ID must be unique and cannot be greater than 20 characters in length.
Password	You must enter and then retype a login password in the boxes. <ul style="list-style-type: none"> <li>* Password must be at least 8 characters long.</li> <li>* Password can be a maximum of 15 characters.</li> <li>* Password must contain at least 1 numeric character.</li> <li>* Password must contain at least 1 non-alphanumeric character.</li> <li>* Password must consist of a mix of upper and lower characters.</li> </ul>
Password Hint	Enter a hint used to assist you in remembering your password. The hint cannot be the same as your password. VSS will send this hint to you in an email message if you click <b>Forgot Password</b> on the login page.
CAPTCHA	This box is used as part of a verification process. (Completely Automated Public Turing Test to Tell Computers and Humans Apart), which is used to protect the VSS database from attack. <b>You must enter the numbers shown in the box.</b>

ONLY vendors who already exist in our database must complete the boxes in the Existing Vendors Only section. Existing vendors must also enter your vendor ID and your federal identification number or Social Security number. The Procurement Office has provided or will provide you with your vendor ID.

Select continue when completed with Step 1

## New Vendor 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

[Help](#)

\*Name   
 (line 2)   
 Doing business as (if different from above)   
 Foreign Entity

\*Address   
 (line 2)   
 (line 3)   
 \*City   
 \*State (abbreviation)   
 \*Zip   
 Geographic   
 Send remittances to the above name and address

\*E-Mail   
 Web site   
 \*Vendor Type

- [Home](#)
- [Vendor Self Service](#)
- [Bids](#)
- [Registration](#)

**Step 2:** You must enter the following information in the fields.

Field	Description
Name	Enter your name or business name. Sole Proprietor's shall enter They last name, first name
Doing Business As	Enter your Doing Business As (DBA) name, if applicable.
Foreign Entity	When selected, this check box indicates that you are a foreign entity.
Address	Enter your main address. You must use a two-letter state postal abbreviation code in the State box.
City	
State	
ZIP	
Geographic	Choose the selection that best fits your geographic location.
Send Remittances to the Above Name and Address	You may enter additional addresses different from the main address listed. i.e. remittance addresses
Email	Enter your primary email address. All notifications and alerts are sent to this email, such as registration confirmation messages or password hints. Additional email addresses for contact persons are defined later in the registration process.
Web Site	Enter your company's website URL.

Field	Description
Vendor Type	Select the correct type code from the drop down selection. If no type codes is selected you cannot complete the registration process.

**Minority Business Entity (MBE)**

Is Minority Business Enterprise

MBE Classifications  
(select all that apply)

AFRICAN AMERICAN OWNED

DISADVANTAGED BUSINESS

General 0 certifications [manage](#)

HISPANIC OWNED

WOMAN OWNED

Gender

Ethnicity

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

FID  SSN

\*FID/SSN

\*Re-type FID/SSN

Field	Description
<b>Minority Business Entity (MBE)</b>	
Is Minority Business Enterprise	Selecting this check box indicates that you are a minority business enterprise.
MBE Classifications	You can select one or more of the check boxes, but the General check box is always selected and cannot be cleared.  The classification management process is covered in Appendix A, "Managing Minority Business Enterprise Certificates."
Gender	The values selected from the lists determine the vendor's gender and ethnicity for vendor statistic and tracking purposes.
Ethnicity	
<b>Enter a Federal Tax ID Number or Social Security Number</b>	
	You are required to enter your FID (federal tax identification) or SSN (Social Security number). Vendor Self Service automatically completes these fields for existing vendors who entered vendor ID and FID/SSN numbers during step one.

**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

Field	Description
<b>Payment Terms</b>	
Discount Percentage	This box defines the discount percentage you extend to the City.
Days to Discount	This box contains the number of days within which payment must be received in order for the City to claim the discount percentage.
Days to Net	This box defines the number of days that you allow before requiring net payment.
Your Preferred Payables Delivery Method	These check boxes determine your preferred delivery method for payables and purchasing documents.
Your Preferred Purchasing Delivery Method	

Select Continue when completed with Step 2.

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**New Vendor Registration**

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

[Help](#)

[Addresses](#)

[add](#)

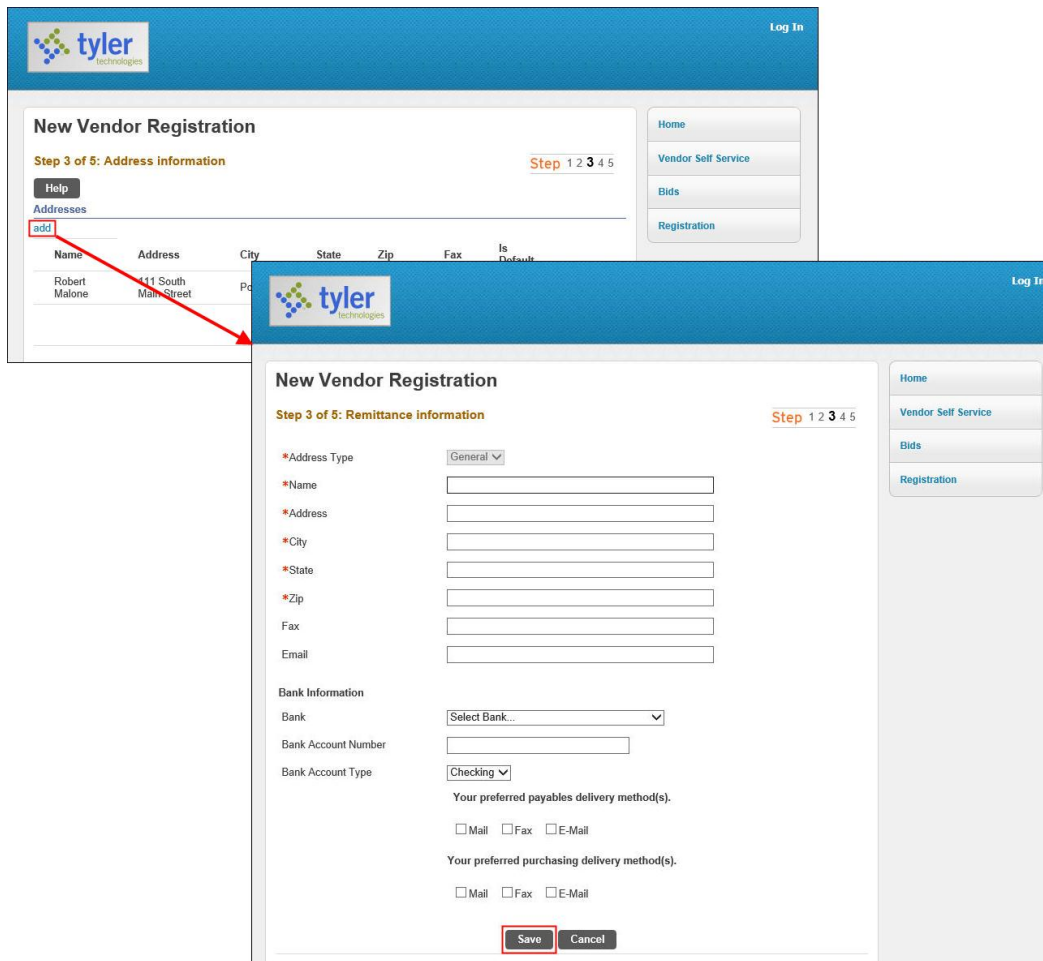
Name	Address	City	State	Zip	Fax	Is Default	
Robert Malone	111 South Main Street	Portland	ME	04101		N	<a href="#">change</a>

[Continue](#)

Home  
Vendor Self Service  
Bids  
Registration

**Step 3:** Requires you to enter address information. If you selected the **Send Remittances to the Above Name and Address** check box during step two, Vendor Self Service automatically enters the first address record. If the check box was not selected, the Addresses table is blank.

You must click **Add** to create a new address record, which displays the Remittance Information page.



You must complete the following fields.

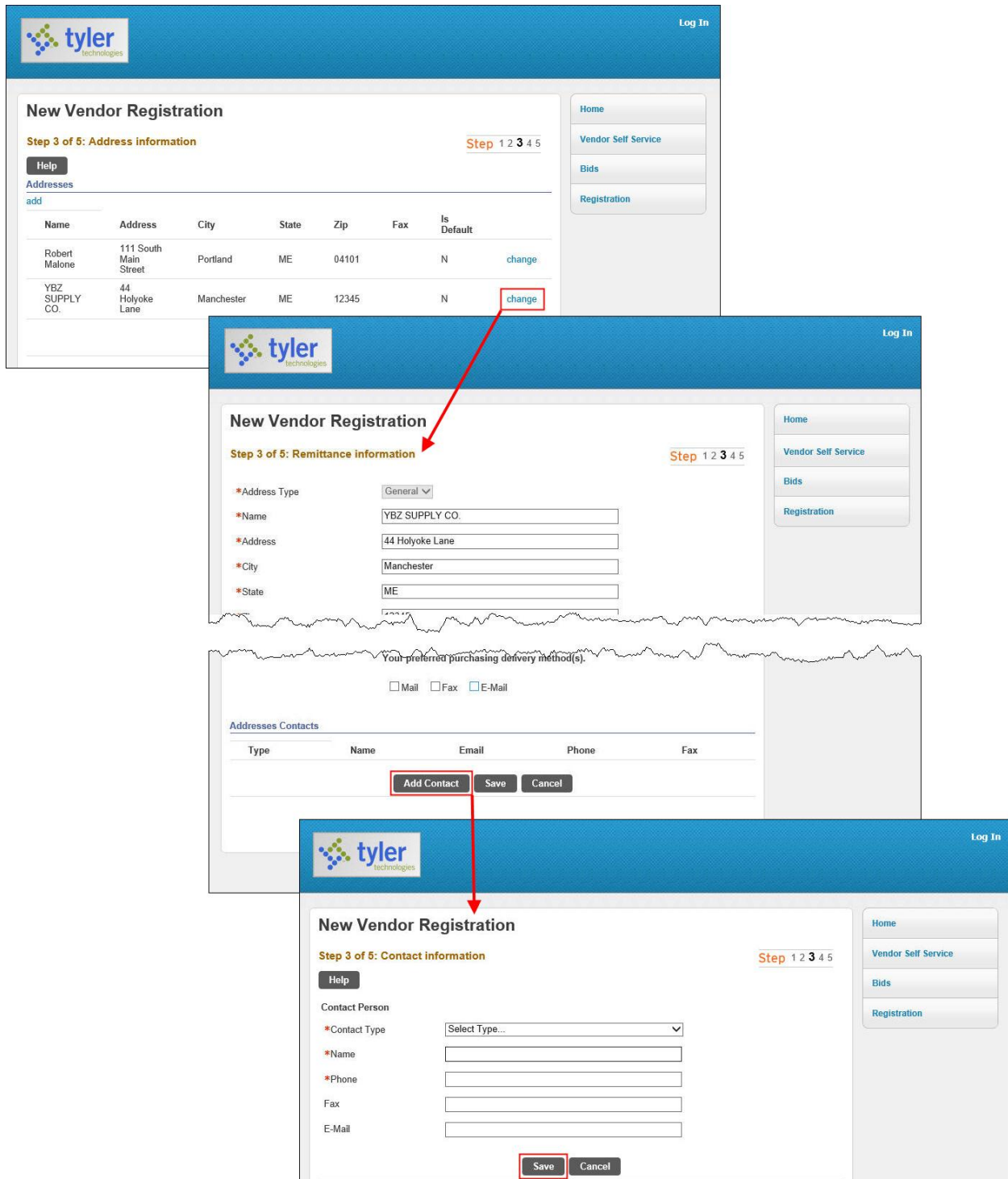
Field	Description
Address Type	This list determines the type code of the entered address.
Name	This box defines the name that appears on items sent to this remit address.
Address	These boxes define the remit mailing address.
City	
State	
ZIP	
Fax	This box contains the fax number for this remit address.
Email	This box defines the email address used for the remit address.

Clicking **Save** after entry of an address record returns the Address Information page, where the new address record has been added to the table.



Add individual contacts for an address record by clicking **Change**, which opens the Remittance Information page.

Clicking the **Add Contact** button on the Remittance Information page opens the Contact Information page, where you can create contact records for the address.



The following information must be completed on the Contact Information screen in order to create a contact.

Field	Description
<b>Contact Person</b>	
Contact Type	Select the contact type from the drop down
Name	Enter the name of the contact person.
Phone	Enter the contact's phone and fax numbers, as well as the contact's email address.
Fax	
Email	

Clicking **Save** after completing the contact information returns you to the address record, with the new contact record listed in the table.

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### New Vendor Registration

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

\*Address Type:

\*Name:

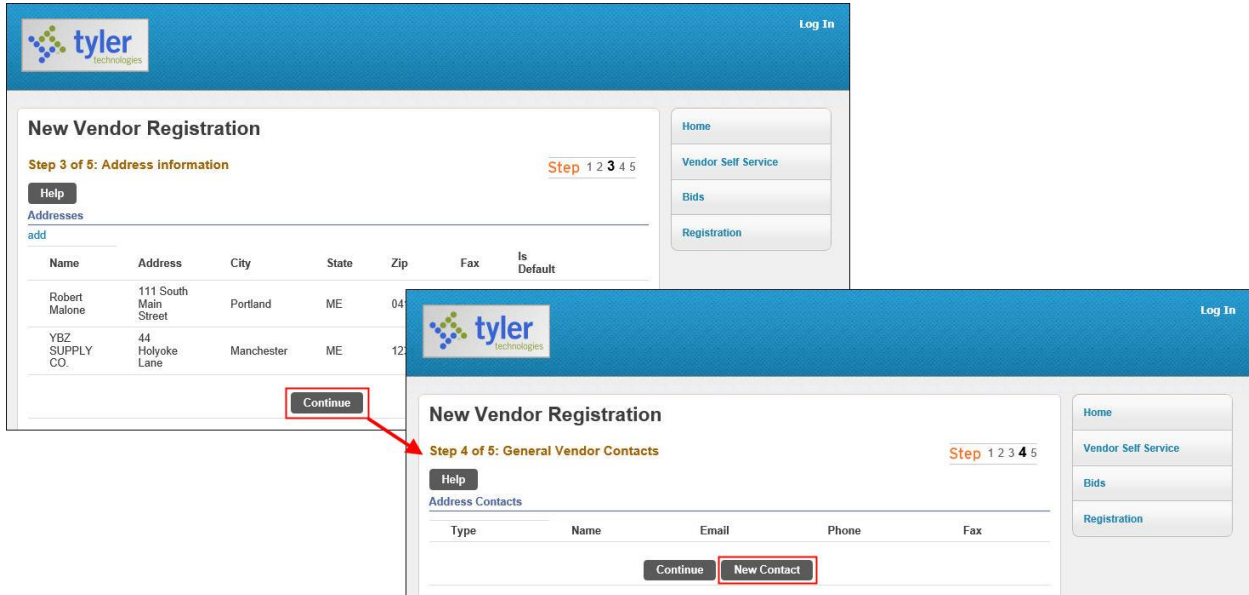
\*Address:

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

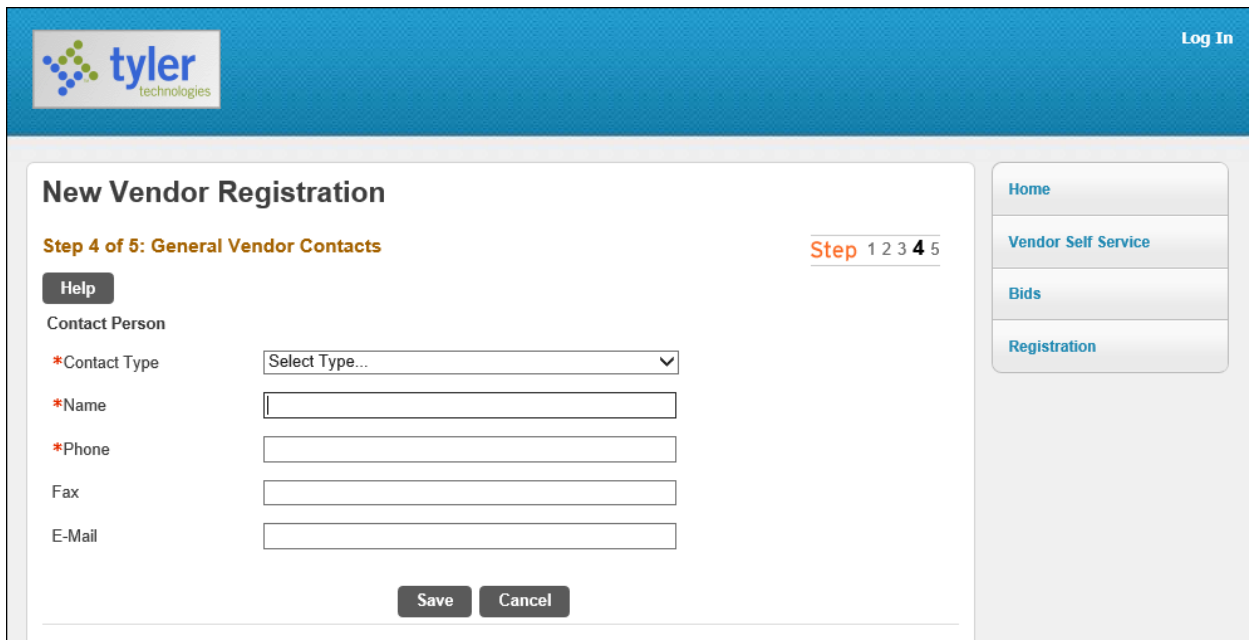
Type	Name	Email	Phone	Fax	
PURCHASING - Purchasing Contacts	Robert Malone		555-1212		<a href="#">change</a>

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You must click **Save** on the Remittance Information page to return to the Address Information page, and then click **Continue** to advance to the fourth step in the registration process.



**Step 4: Click New Contact to enter a contact person for the general record. Doing so opens the General Vendor Contacts page.**



This page contains fields that are identical in function to those from step three, but they apply to the vendor record as a whole and not a single remit address. Clicking **Save** after entering the contact information returns you to the General Vendor Contacts page with the new contact record displayed in the table.

**tyler** technologies Log In

### New Vendor Registration

**Step 4 of 5: General Vendor Contacts** Step 1 2 3 **4** 5

[Help](#)

[Address Contacts](#)

Type	Name	Email	Phone	Fax
GENERAL - General Contacts	YBZ SUPPLY CO		207-555-1213	<a href="#">change</a>

[Home](#)  
[Vendor Self Service](#)  
[Bids](#)  
[Registration](#)

You must click **Continue** to advance to step five of the VSS registration process.

**Step 5:** Requires you to verify the information you entered in previous steps. You can update incorrect information by clicking the **Change** link for the appropriate section. When the link is clicked, Vendor Self Service returns to the page for that step

**tyler** technologies Log In

### New Vendor Registration

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

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

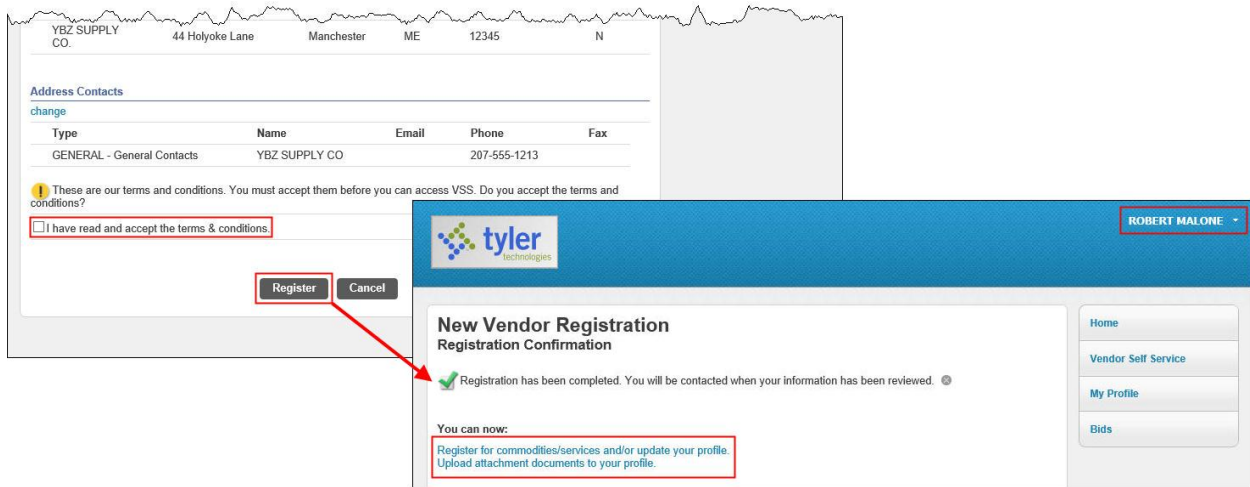
[Help](#)

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

Name/DBA	Robert Malone
Entity	
Address	111 South Main Street Portland, ME 04101
SSN	898-34-0192
Geographic	EAST - EAST COAST VENDOR
E-Mail	rmalone@emailaddress.com
Web Site	

[Home](#)  
[Vendor Self Service](#)  
[Bids](#)  
[Registration](#)

When all of the entered information is correct, you click **Register** to complete the process.

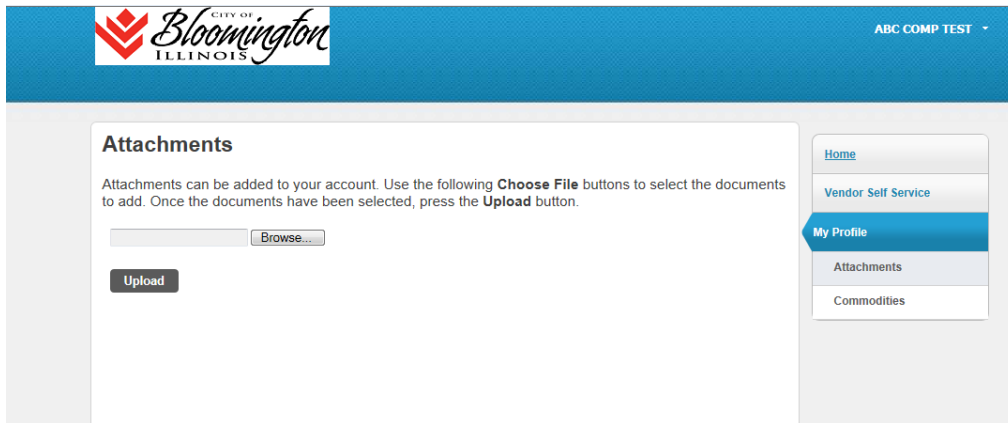


Vendor Self Service displays a registration confirmation page that provides you with links to register commodities or update your VSS profile, and to upload attachments to your profile. Alternatively, you can click the **My Profile** option on the navigation menu to open your profile page.

**Next you need to select the “Upload attachment documents to your profile”.** You must attach a completed and signed W-9 or immediately email it to [procurement@cityblm.org](mailto:procurement@cityblm.org) or fax it to 309-434-2874.

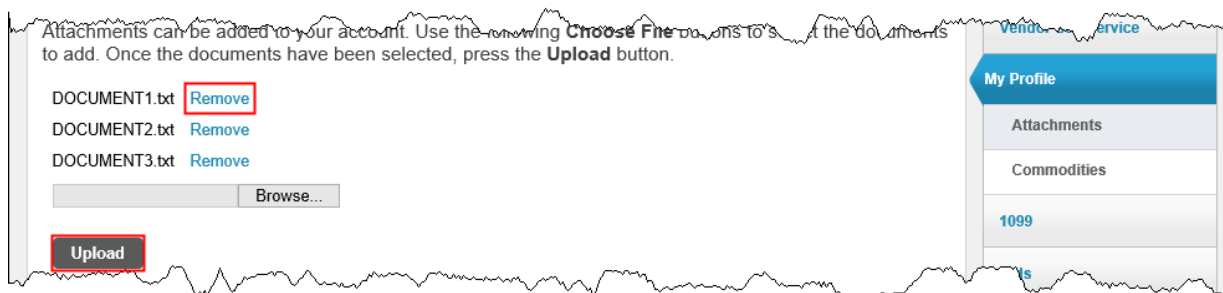
## Attachments

You must attach a completed and signed W-9 or immediately email it to [procurement@cityblm.org](mailto:procurement@cityblm.org) or fax it to 309-434-2874.

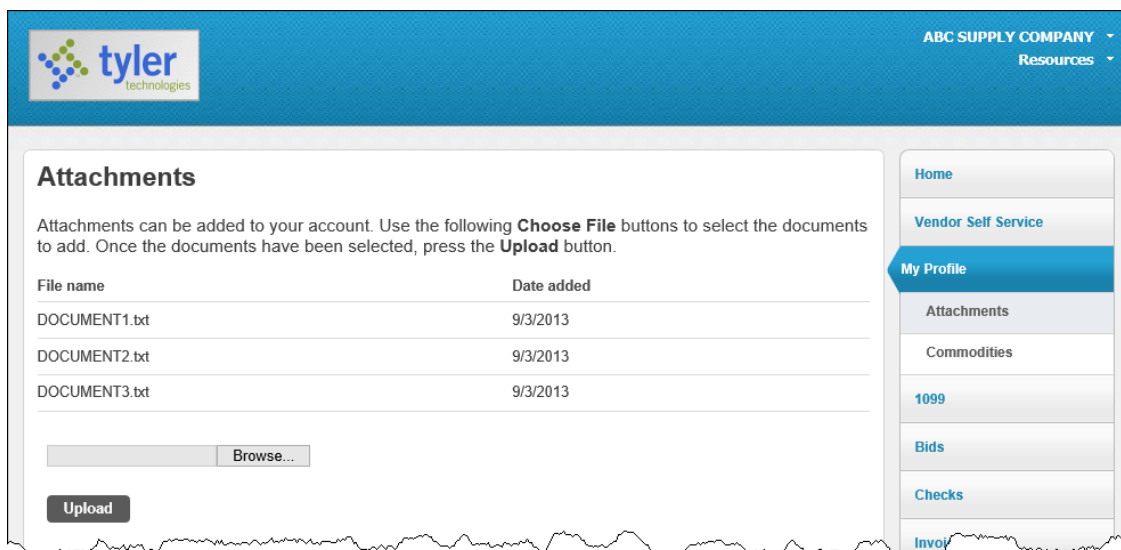


Attachments are added by clicking the **Browse** buttons next to the box on the Attachments page, selecting the file to attach, and then clicking the **Upload** button. This causes the page to display a list of files to attach. You can attach an unlimited number of files using this method.

Clicking the **Remove** link next to a file removes it from the attachment list. When you have finished selecting files, you must click **Upload** to upload the files.



The uploaded files are added to the Attachments page.



Newly registered vendors only have access to the Home, Vendor Self Service, My Profile, and Bids options on the navigation menu. Once the City's Vendor Self Service administrator reviews and approves your registration, you will be given access to additional menu options.

## Vendor Self Service Home Page

The Vendor Self Service home page contains a banner, navigation menu, and a series of summary information groups.

The screenshot shows the Vendor Self Service home page for ABC Supply Company. The page features a blue header with the Tyler Technologies logo on the left and the company name 'ABC SUPPLY COMPANY' with a 'Resources' dropdown on the right. The main content area is titled 'Welcome to Vendor Self Service' and includes a 'Profile information' section with a 'View profile' button. The profile information lists the company name, address (100 MAIN STREET, BOSTON, MA 02201), and contact details for Kelly Smith and Samuel L. Smith. Below this is an 'Announcements' section with a welcome message for business vendors. The 'Invoices' section features a 'Search invoices' button and a table of recent invoices. A large callout box displays a total of \$1,140.00 for the last invoice on 2/23/2012. On the right side, a vertical navigation menu includes links for Home, Vendor Self Service (highlighted), My Profile, 1099, Bids, Checks, Invoices, and Purchase Orders.

Recent invoices			
Date	Amount	Status	
2/23/2012	\$1,140.00	Paid	<a href="#">details</a>
2/23/2012	\$1,000.00	Paid	<a href="#">details</a>

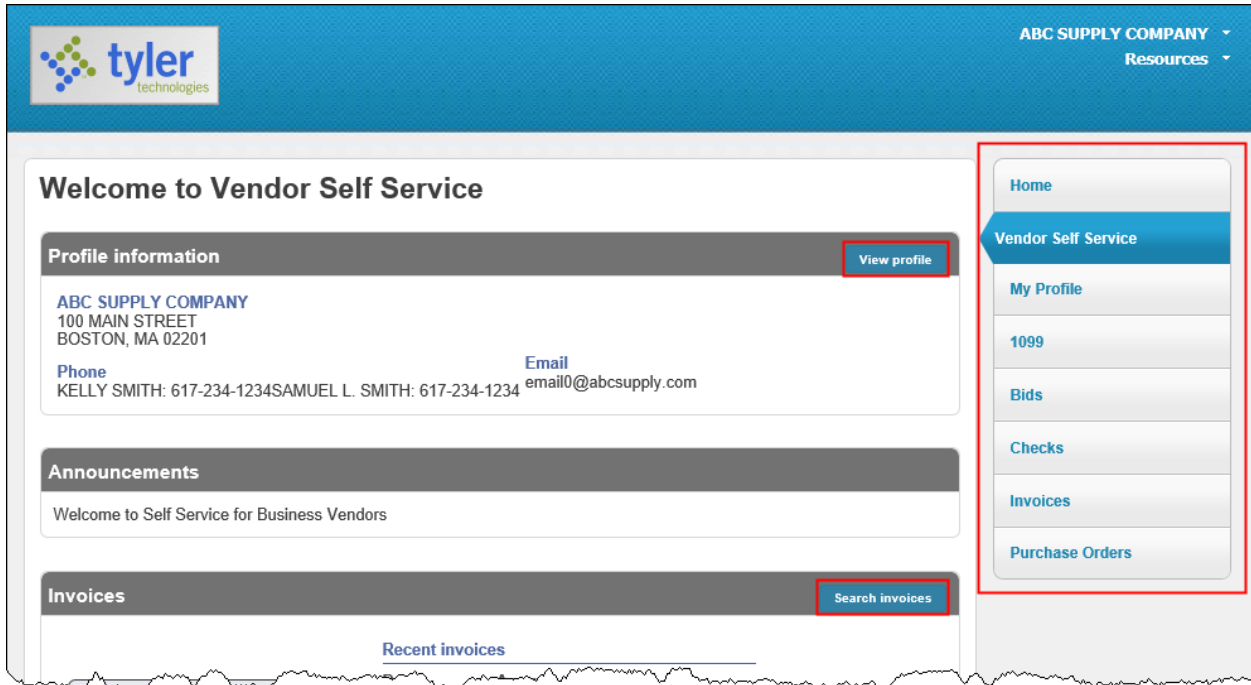
Clicking your name in the banner displays the following menu options:

- Home – Returns you to the Munis Self Service home page.
- My Account – Opens the My Account page containing your account information.
- Log Out – Logs you out of Munis Self Service.

This screenshot shows the same Vendor Self Service home page as above, but with the dropdown menu for 'ABC SUPPLY COMPANY' open. The menu options are 'Home', 'My Account', and 'Log Out'. A red box highlights the dropdown menu, and a red arrow points to the company name in the header. The rest of the page content remains the same.

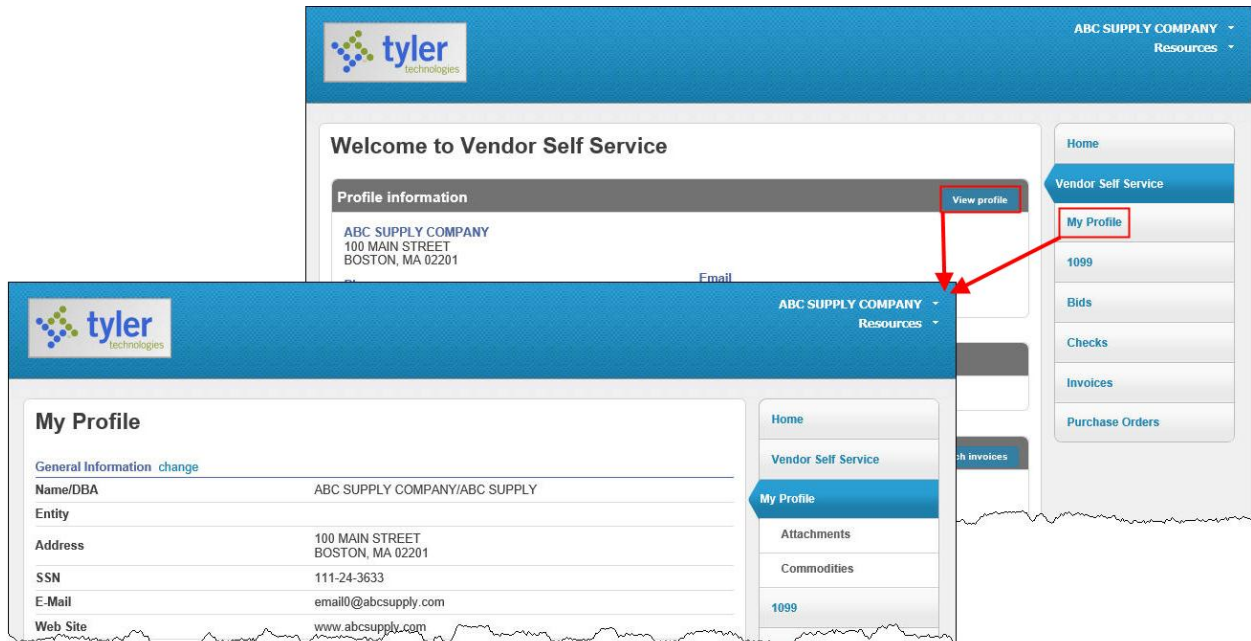
## Vendor Navigation

Vendors use the navigation menu or the buttons in the group ribbons to navigate between pages in Vendor Self Service.



## My Profile

Clicking **View Profile** in the Profile Information group or the **My Profile** option in the navigation menu opens the My Profile page. The page displays your profile information that is divided into groups. Clicking the **Change** link in any group allows you to update the data in that group.





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

General Information [change](#)
Vendor Self Service

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**Name/DBA** ABC SUPPLY COMPANY/ABC SUPPLY

**Entity**

**Address** 100 MAIN STREET  
BOSTON, MA 02201

**SSN** 111-24-3633

**E-Mail** email0@abcsupply.com

**Web Site** www.abcsupply.com

**Vendor Type** -

**Geographic** EAST - EAST COAST VENDOR

**Foreign Entity** No

**Is minority business enterprise?** Yes

**MBE Classification(s)**

AFRICAN AMERICAN OWNED				
Serial	Agency	Issue Date	Expire Date	Status
11	AGENCY	1/1/2001	2/2/2020	Valid

DISADVANTAGED BUSINESS				
Serial	Agency	Issue Date	Expire Date	Status
7	AGENCY 00	4/4/2013	4/30/2017	New

General				
Serial	Agency	Issue Date	Expire Date	Status
10	AGENCY	7/19/2013	7/19/2020	Valid

HISPANIC OWNED				
Serial	Agency	Issue Date	Expire Date	Status
12	AGENCY	1/1/2001	2/2/2020	Valid

**WOMAN OWNED**  
No certificates were found for this classification.

**Discount Percentage** 5.000%

**Days to Discount** 5

**Days to Net** 10

**Bank Name**

**Bank Account Number**

**Bank Account Type**

**Gender**

**Ethnicity**

**My Profile**

Attachments

Commodities

1099

Bids

Checks

Invoices

Purchase Orders

The Address Information group displays your remittance address and contact information.

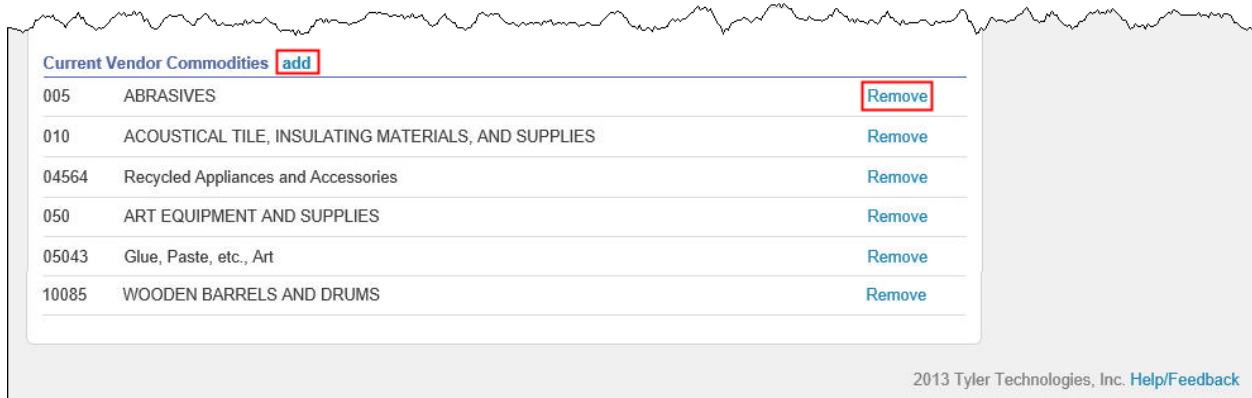
Address Information						
<a href="#">change</a>						
Name	Address	City	State	Zip	Fax	Is Default
DEF SUPPLY COMPANY	PO BOX 348992	WILLIAMSBURG	VA	02201		N
ABC SUPPLY COMPANY	123123 WILLOWBROOK AVENUE	PORTLAND	ME	02434		N
ABC SUPPLY COMPANY	497897 FRANKLIN AVE	WACO	TX	76710		N

The Address Contacts group lists your contact persons and information. This is sorted by contact type.



Type	Name	Email	Phone	Fax
GENERAL	KELLY SMITH	ksmith@abcsupply.com	617-234-1234	617-234-2321
GENERAL	SAMUEL L. SMITH	ssmith@abcsupply.com	617-234-1234	617-234-2321

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

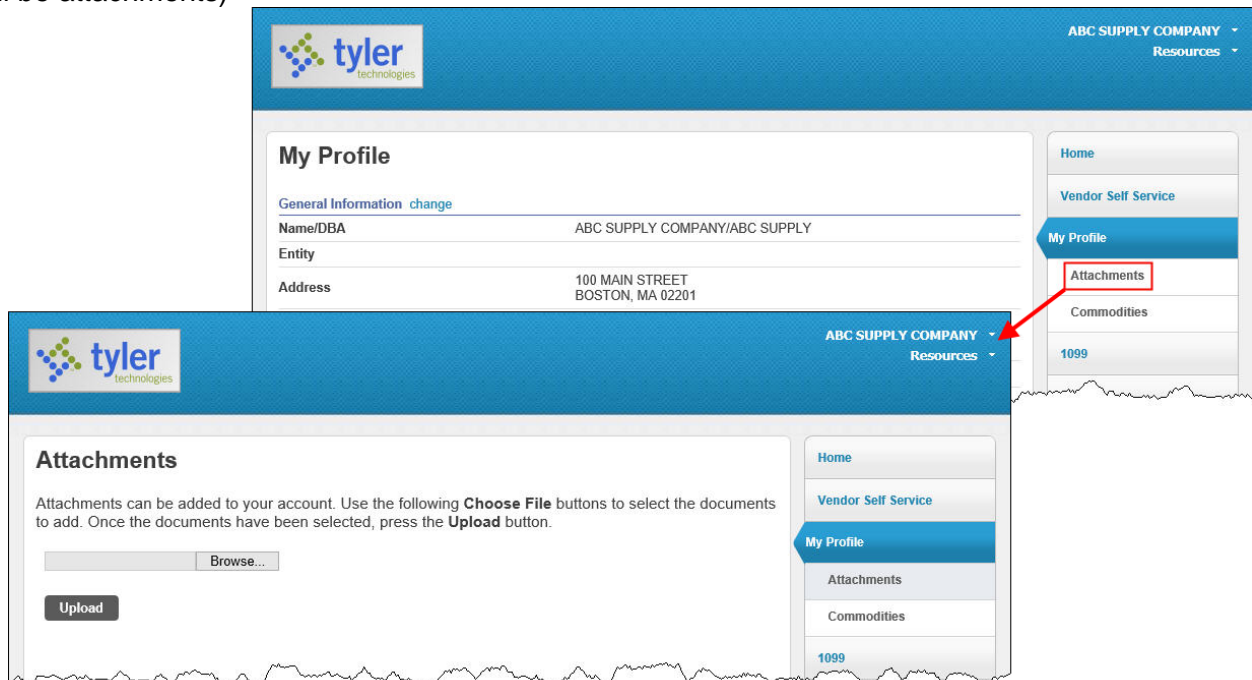


Commodity Code	Description	Action
005	ABRASIVES	<a href="#">Remove</a>
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	<a href="#">Remove</a>
04564	Recycled Appliances and Accessories	<a href="#">Remove</a>
050	ART EQUIPMENT AND SUPPLIES	<a href="#">Remove</a>
05043	Glue, Paste, etc., Art	<a href="#">Remove</a>
10085	WOODEN BARRELS AND DRUMS	<a href="#">Remove</a>

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## Attachments

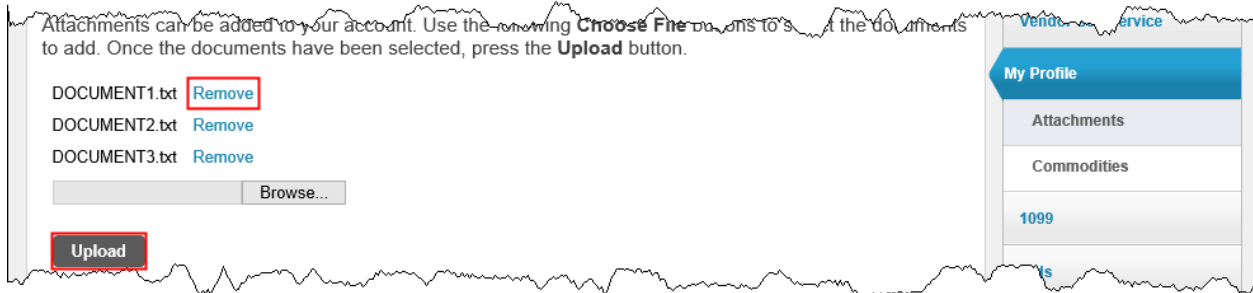
You can add attachments to your profile by clicking **Attachments** on the navigation menu. The Attachments option is only available when you are viewing your My Profile page. (W-9s, Certificates, etc shall be attachments)



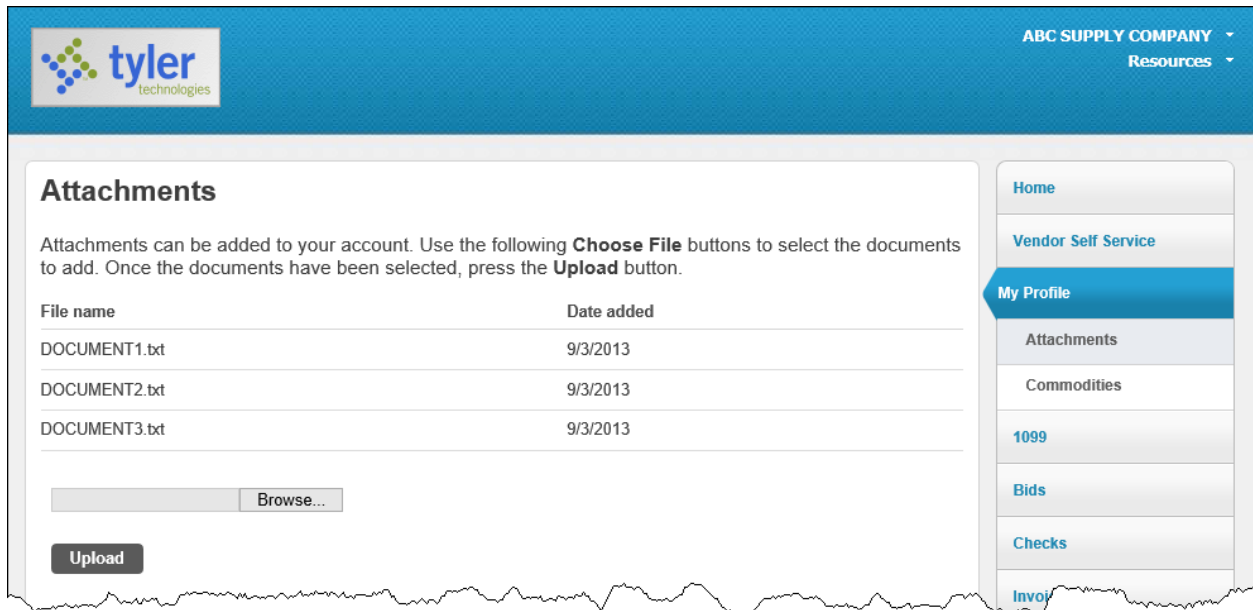
The screenshot shows the Tyler Technologies 'My Profile' page. The top navigation bar includes the Tyler Technologies logo and the user's name 'ABC SUPPLY COMPANY' with a 'Resources' dropdown. The main content area is titled 'My Profile' and contains a 'General Information' section with fields for Name/DBA, Entity, and Address. A navigation menu on the right side includes 'Home', 'Vendor Self Service', 'My Profile', 'Attachments', 'Commodities', and '1099'. The 'Attachments' option is highlighted with a red box and a red arrow pointing to it. Below the navigation menu, the 'Attachments' page is shown, featuring a 'Browse...' button and an 'Upload' button.

Attachments are added by clicking the **Browse** buttons next to the box on the Attachments page, selecting the file to attach, and then clicking the **Upload** button. This causes the page to display a list of files to attach. You can attach an unlimited number of files using this method.

Clicking the **Remove** link next to a file removes it from the attachment list. When you have finished selecting files, you must click **Upload** to upload the files.

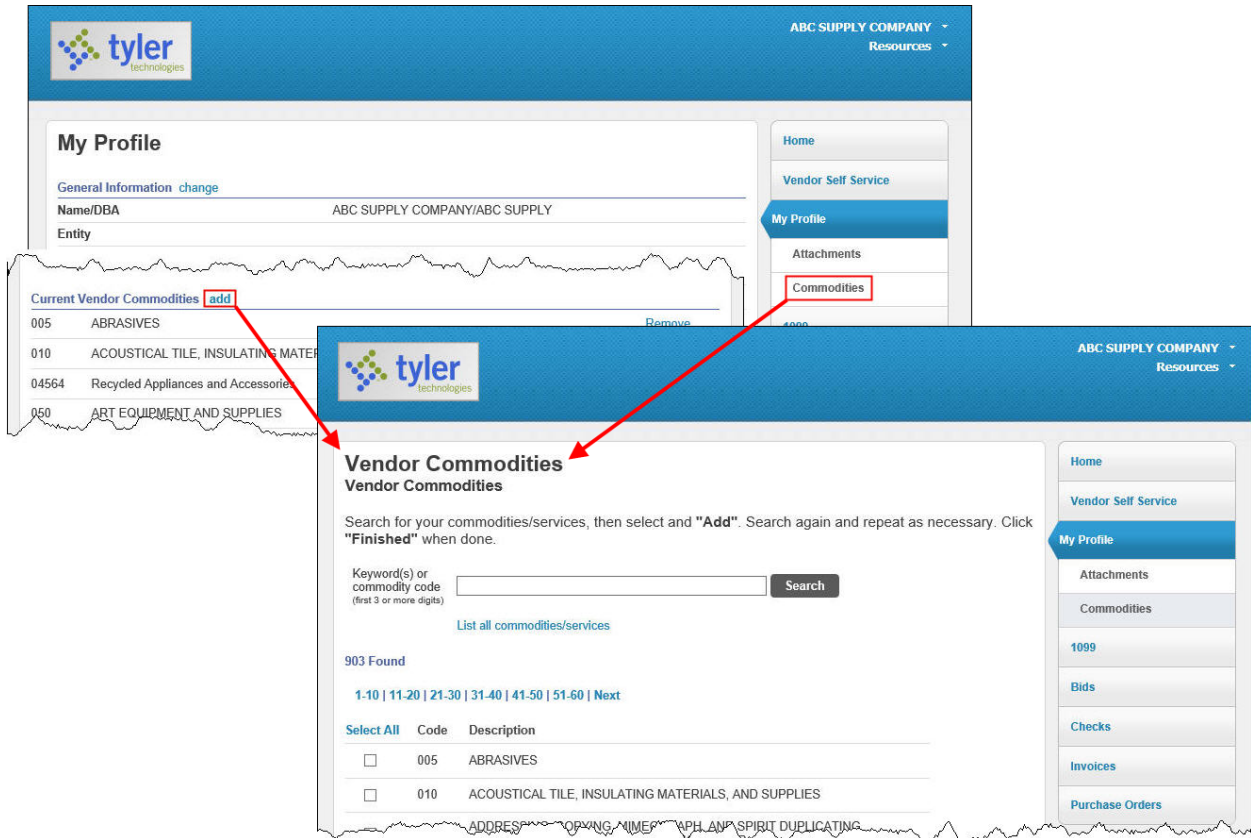


The uploaded files are added to the Attachments page.

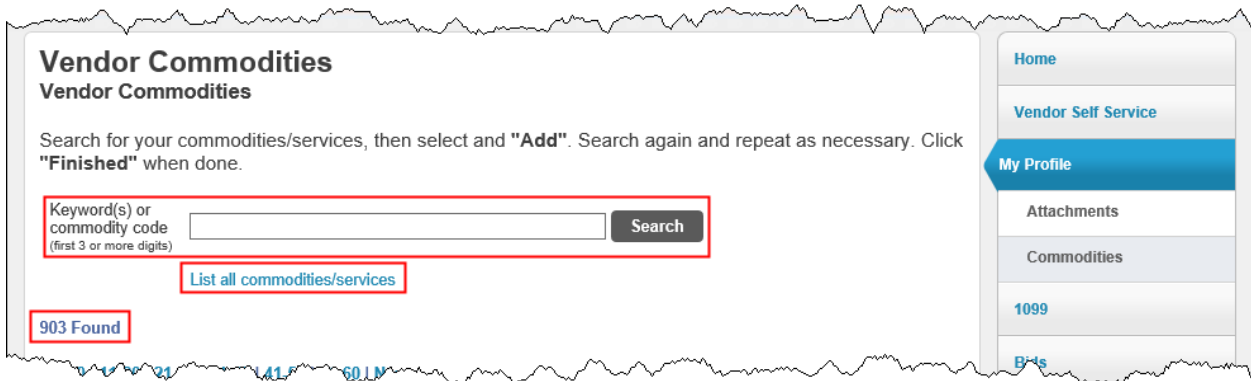


## Commodities (NOT REQUIRED)

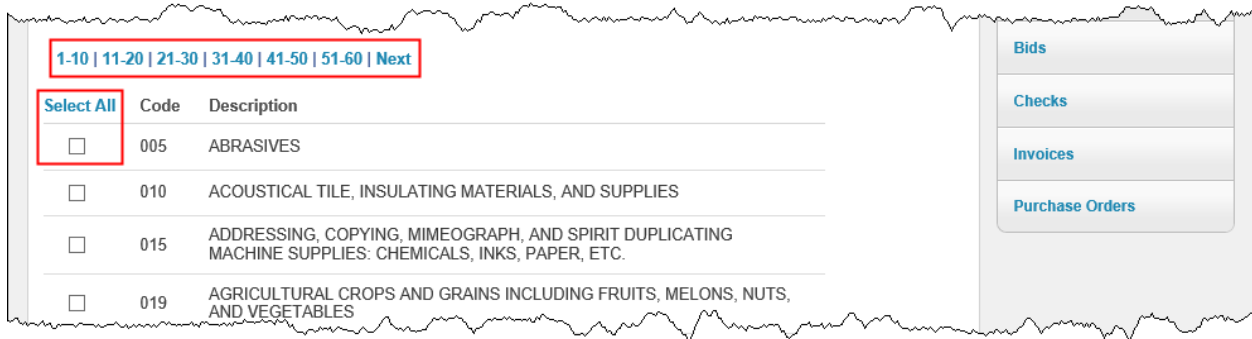
Clicking **Commodities** on the navigation menu or **Add** in the Current Vendor Commodities group opens the Vendor Commodities page.



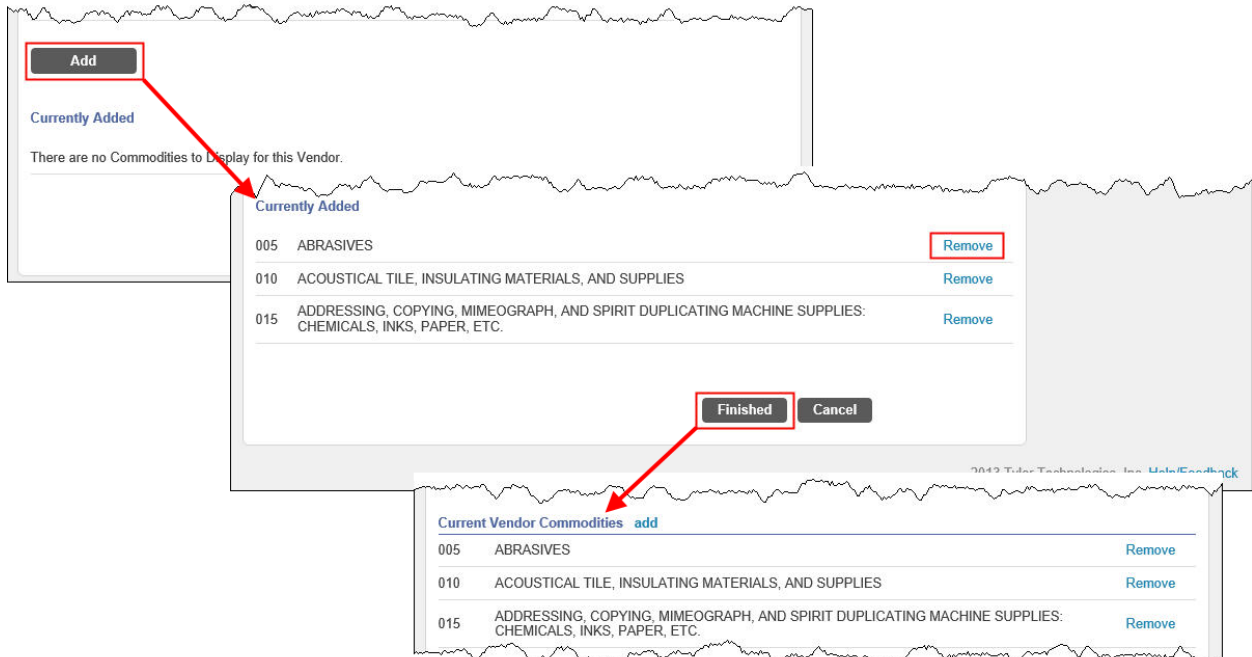
You can use the **Search** box to search for commodities by code or keyword. Alternatively, clicking the **List All Commodities/Services** link displays all commodity codes in the City's database.



The numbered links above the commodities table allows you to view additional groups of codes. Selecting the check box for a code indicates that it should be added to your profile. Clicking **Select All** selects all of the check boxes currently displayed on the page.



When you click **Add**, VSS adds all of the selected commodity codes to your profile and updates the Currently Added table. Clicking the **Remove** link removes the commodity from the table. After you have finished adding commodity codes to your profile, you must click the **Finished** button. This completes the commodity addition process and returns you to the My Profile page, where you can view a full listing of your associated commodity codes on the Current Vendor Commodities table.



# 1099

The 1099 page displays a listing of your 1099 data for a selected year.

You use the **Year** list to select the fiscal year for which to view 1099 data. The data includes the 1099 box code, a description of the code type, and the 1099 amount.

**Vendor 1099 Information**

Year: 2010

**Selected 1099 Data**

Code	Description	Amount
F	FED INC TA	\$1,000.00
M	MED&HEALTH	\$1,000.00
N	NONEMPLOYE	\$1,000.00
P	PRIZES & A	\$1,000.00
R	RENTS	\$1,000.00
S	SALES FROM	\$1,000.00
Y	ROYALTIES	\$1,000.00

Clicking a code type opens 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 you to the Vendor 1099 Information page.

**Vendor 1099 Information**

Year: 2010

**Selected 1099 Data**

Code	Description	Amount
F	FED INC TA	\$1,000.00
M	MED&HEALTH	\$1,000.00
N	NONEMPLOYE	\$1,000.00
P	PRIZES & A	\$1,000.00
R	RENTS	\$1,000.00
S	SALES FROM	\$1,000.00
Y	ROYALTIES	\$1,000.00

**Vendor 1099 Invoice Detail**

Return to 1099

Box: F  
Year: 2010  
Amount: \$1,000.00  
Description: FED INC TA

**1099 Invoice Detail**

There are no 1099 Invoices to display.

## Checks

The Vendor Check Search page is accessed by clicking **Checks** on the navigation menu.

**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**

The page provides fields that are used to search for checks issued to you by the City. Completing the fields and clicking **Search** opens the Vendor Check Information page, which lists the checks that meet your search criteria.

**Vendor Check Information**

Search Results

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

49 Found

Check Date	Amount	Check Number	Status	
3/28/2006	\$3,242.00	6	Cleared	<a href="#">View</a>
3/28/2006	\$14,093.23	5	Cleared	<a href="#">View</a>
7/9/2006	\$40,949.02	15	Cleared	<a href="#">View</a>
7/15/2006	\$2,303,425.64	21	Cleared	<a href="#">View</a>
7/15/2006	\$1,378,830.58	23	Cleared	<a href="#">View</a>
7/15/2006	\$1,000,000.00	22	Cleared	<a href="#">View</a>
10/16/2006	\$1,000.00	43	Cleared	<a href="#">View</a>
2/14/2007	\$95.00	50	Cleared	<a href="#">View</a>
2/19/2007	\$855.00	3568	Cleared	<a href="#">View</a>
3/5/2007	\$2,375.00	3570	Cleared	<a href="#">View</a>

1 2 3 4 5

Clicking **Modify Search** or **New Search** returns you to the Vendor Check Search page. The listing of checks can be sorted by clicking a column title. The page numbers display additional checks in the list when you click a number on the navigation bar. To view details about the check on the Vendor Check Invoice Detail page, you must click **View** on a check line.

The image shows two overlapping screenshots of the Tyler Technologies web application. The top screenshot displays the 'Vendor Check Information' search results page. It features a table with columns for 'Check Date', 'Amount', 'Check Number', and 'Status'. A 'View' button is visible next to a check entry. The bottom screenshot shows the 'Vendor Check Invoice Detail' page, which provides a breakdown of the selected check and its associated invoice. A red arrow points from the 'View' button in the search results to the 'Vendor Check Invoice Detail' page.

**Vendor Check Information**

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

49 Found

Check Date	Amount	Check Number	Status
3/28/2006	\$3,242.00	6	Cleared
3/28/2006	\$14,603.33	6	Cleared
7/9/2006	\$40		
7/15/2006	\$2,3		
7/15/2006	\$1,3		
7/15/2006	\$1,0		
10/16/2006	\$1,0		
2/14/2007	\$95		
2/19/2007	\$85		
3/5/2007	\$2,3		

1 2 3 4 5

**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

## Invoices

Clicking **Invoices** on the navigation menu opens the Vendor AP Invoice Search page. This page provides you with the ability to search for invoices.

The image shows the 'Vendor AP Invoice Search' page in the Tyler Technologies web application. The page features a search form with the following fields:

- Invoice number:** A text input field with a note: "(other search criteria will be ignored)".
- Date:** Includes "Invoice date" and "Invoice date(s) from" to "to" date range fields.
- Amount:** Includes "Invoice Amount" and "Amount(s) more than" to "but less than" range fields.
- Status:** A dropdown menu currently set to "Any Status".

At the bottom of the search form are "Search" and "Clear" buttons. On the right side of the page is a navigation menu with the following items: Home, Vendor Self Service, My Profile, 1099, Bids, Checks, **Invoices** (highlighted), and Purchase Orders.



Complete the boxes on the page, and then click **Search** to find invoices that match the search criteria. VSS displays the search results on the Invoices page.

Amount  
Invoice Amount   
or  
Amount(s) more than  but less than   
Status:

**Search** **Clear**

**tyler technologies** ABC SUPPLY COMPANY Resources

### Invoices

Search Results  
Modify Search | New Search

94 Found

Invoice Date	Amount	Invoice Number	Status	
11/7/2007	\$5,000.00	10	Paid- 11/07/2007	<a href="#">View</a>
3/20/2007	\$950.00	1000	Paid- 03/20/2007	<a href="#">View</a>
1/30/2008	\$1,500.00	111	Paid- 01/30/2008	<a href="#">View</a>
11/7/2007	\$10,000.00	11189	Paid- 11/07/2007	<a href="#">View</a>
1/30/2008	\$1,425.00	122288	Paid- 01/30/2008	<a href="#">View</a>
11/8/2007	\$147.25	1313	Paid- 11/08/2007	<a href="#">View</a>
3/28/2006	\$11,400.00	138	Paid- 03/28/2006	<a href="#">View</a>
3/28/2006	\$1,420.23	139	Paid- 03/28/2006	<a href="#">View</a>
3/28/2006	\$3,242.00	140	Paid- 03/28/2006	<a href="#">View</a>
3/28/2006	\$323.00	142	Paid- 03/28/2006	<a href="#">View</a>

1 2 3 4 5 6 7 8 9 10

- Home
- Vendor Self Service
- My Profile
- 1099
- Bids
- Checks
- Invoices
- Purchase Orders

The Modify Search and New Search links returns you to the Vendor AP Invoice Search page. Clicking a column title sorts the list of invoices by that column's values. You can view additional invoices by clicking the page numbers. When clicked, the **View** link opens the Invoice Detail page, which is an inquiry-only display of invoice data.

**tyler technologies** ABC SUPPLY COMPANY Resources

### Invoices

Search Results  
Modify Search | New Search

94 Found

Invoice Date	Amount	Invoice Number	Status	
11/7/2007	\$5,000.00	10	Paid- 11/07/2007	<a href="#">View</a>
3/20/2007	\$950.00	1000	Paid- 03/20/2007	<a href="#">View</a>
1/30/2008	\$1,500.00	111	Paid- 01/30/2008	<a href="#">View</a>
11/7/2007	\$10,000.00	11189	Paid- 11/07/2007	<a href="#">View</a>
1/30/2008	\$1,425.00	122288	Paid- 01/30/2008	<a href="#">View</a>
11/8/2007	\$147.25	1313	Paid- 11/08/2007	<a href="#">View</a>
3/28/2006	\$11,400.00	138	Paid- 03/28/2006	<a href="#">View</a>
3/28/2006	\$1,420.23	139	Paid- 03/28/2006	<a href="#">View</a>
3/28/2006	\$3,242.00	140	Paid- 03/28/2006	<a href="#">View</a>
3/28/2006	\$323.00	142	Paid- 03/28/2006	<a href="#">View</a>

1 2 3 4 5 6 7 8

- Home
- Vendor Self Service
- My Profile
- 1099
- Bids
- Checks
- Invoices
- Purchase Orders

**tyler technologies** ABC SUPPLY COMPANY Resources

### Invoice Detail

Return to previous view

Invoice Detail for Invoice: 10

**Vendor Information**

Vendor ID: 1000  
Vendor Name: DEF SUPPLY COMPANY  
Vendor Address: PO BOX 348992  
WILLIAMSBURG, VA 02201

**Invoice Information**

Status: Paid  
Invoice Number: 10  
PO Number:  
Invoice Date: 6/30/2007  
Check Date: 11/7/2007  
Check Number: 6533265  
Voucher Number: 438  
Invoice Description: SUPPLIES FOR GRANT

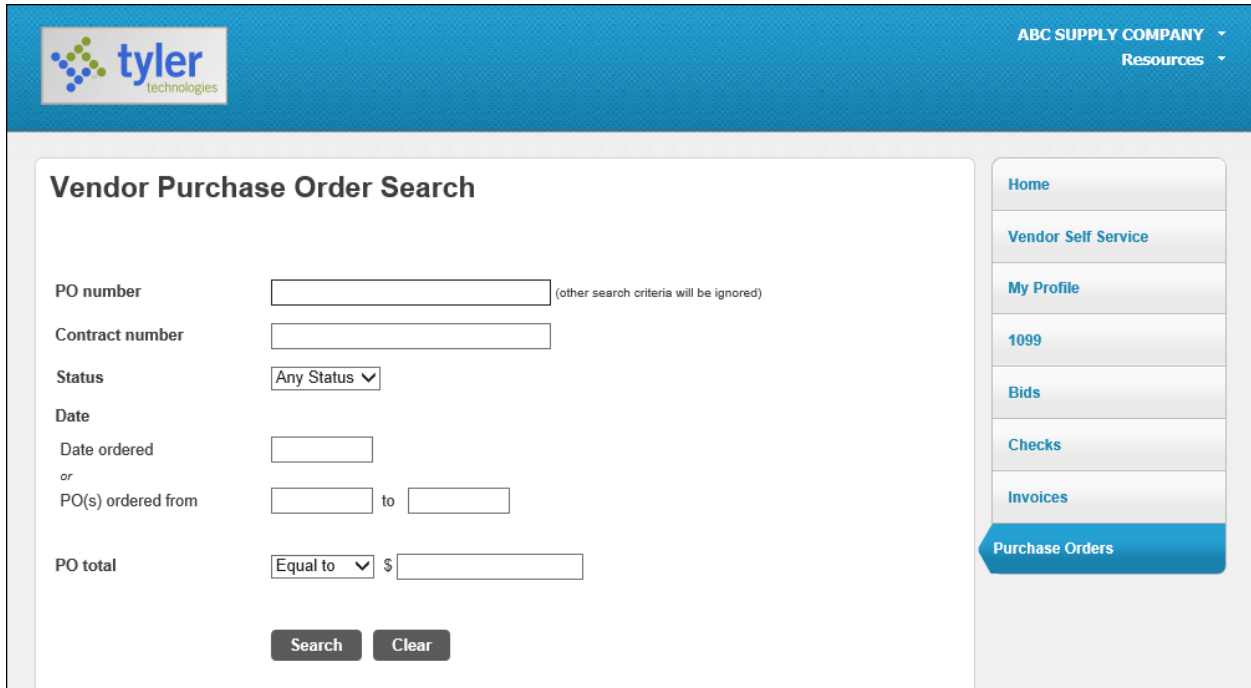
**Invoice Totals**

Gross Amount: \$5,000.00  
Non Taxable: \$0.00  
County Tax: \$0.00  
State Tax: \$0.00  
Net Amount: \$5,000.00

- Home
- Vendor Self Service
- My Profile
- 1099
- Bids
- Checks
- Invoices
- Purchase Orders

## Purchase Orders

When you click on the **Purchase Orders** option on the navigation menu, VSS opens the Vendor Purchase Order Search page.



**Vendor Purchase Order Search**

PO number  (other search criteria will be ignored)

Contract number

Status

Date

Date ordered

or

PO(s) ordered from  to

PO total  \$

Home

Vendor Self Service

My Profile

1099

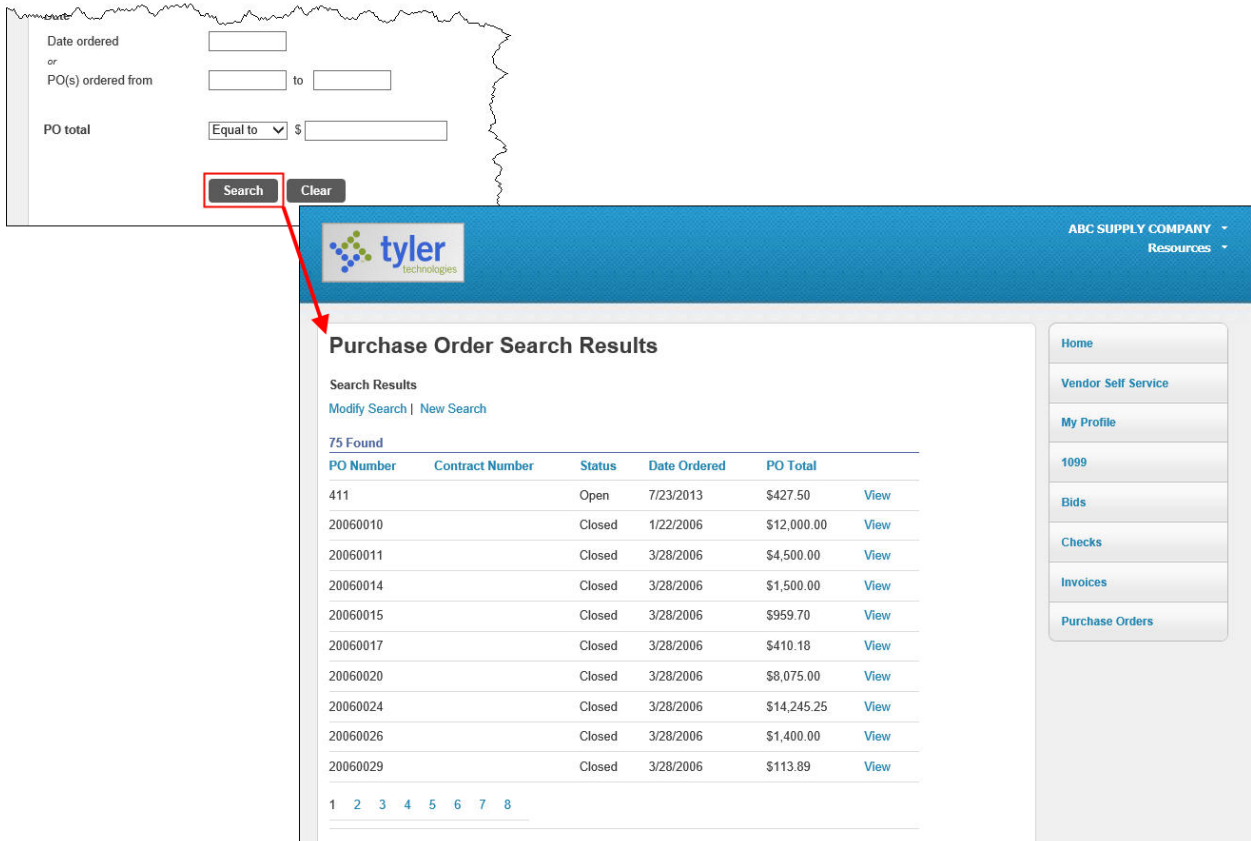
Bids

Checks

Invoices

**Purchase Orders**

Completing the fields on the page, and then clicking **Search** causes VSS to display the search results on the Purchase Order Search Results page.



**Purchase Order Search Results**

Search Results

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

75 Found

PO Number	Contract Number	Status	Date Ordered	PO Total	
411		Open	7/23/2013	\$427.50	<a href="#">View</a>
20060010		Closed	1/22/2006	\$12,000.00	<a href="#">View</a>
20060011		Closed	3/28/2006	\$4,500.00	<a href="#">View</a>
20060014		Closed	3/28/2006	\$1,500.00	<a href="#">View</a>
20060015		Closed	3/28/2006	\$959.70	<a href="#">View</a>
20060017		Closed	3/28/2006	\$410.18	<a href="#">View</a>
20060020		Closed	3/28/2006	\$8,075.00	<a href="#">View</a>
20060024		Closed	3/28/2006	\$14,245.25	<a href="#">View</a>
20060026		Closed	3/28/2006	\$1,400.00	<a href="#">View</a>
20060029		Closed	3/28/2006	\$113.89	<a href="#">View</a>

1 2 3 4 5 6 7 8

Home

Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

**Purchase Orders**

The Modify Search and New Search links returns you to the Vendor Purchase Order Search page. Clicking a column title sorts the list of purchase orders by that column's values. You can view additional purchase orders by clicking the page numbers. When clicked, the **View** link opens the Purchase Order Detail page, which is an inquiry-only display of purchase order information.

The image shows two screenshots from the Tyler Technologies system. The top screenshot is the 'Purchase Order Search Results' page, and the bottom screenshot is the 'Purchase Order Detail' page. A red arrow points from the 'View' link in the search results table to the 'Purchase Order Detail' page.

**Purchase Order Search Results**

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

75 Found

PO Number	Contract Number	Status	Date Ordered	PO Total	View
411		Open	7/23/2013	\$427.50	<a href="#">View</a>
20060010		Closed	1/22/2006	\$12,000.00	<a href="#">View</a>
20060011		Closed	3/28/2006	\$4,500.00	<a href="#">View</a>

**Purchase Order Detail**

Return to previous view

Purchase Order Detail

PO #: 411 FY2009

Vendor

ABC SUPPLY COMPANY  
 100 MAIN STREET  
 BOSTON, MA 02201

<b>Bill To</b>	<b>Ship To</b>
2033 SUGAR GROVE AVE	2033 SUGAR GROVE AVE
FALMOUTH, ME 04105	FALMOUTH, ME 04105

<b>Phone Numbers</b>	<b>Reference</b>
Tel# 617-234-1234	Contract:
Fax# 617-234-2321	Requisition: 0

Date Ordered	Vendor Number	Date Required	Shipping/Terms	Department/Location
7/23/2013	1000			FINANCE DEPARTMENT

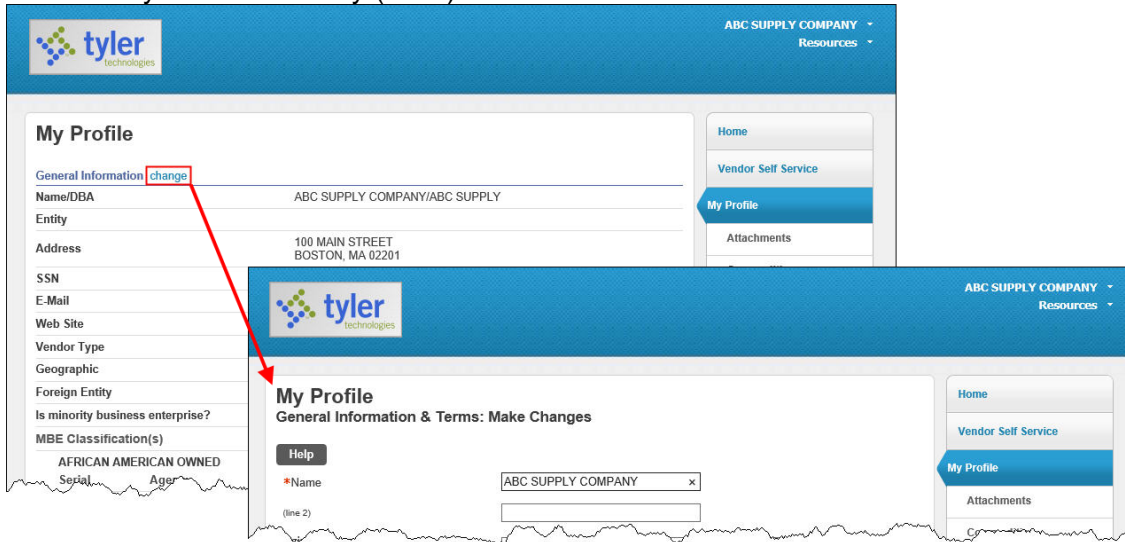
Line	Description	Unit	Qty	Unit Price	Net Price
1	ITEMS	EACH	900.00	\$0.50	\$427.50

\*Amount reflects \$22.50 discount

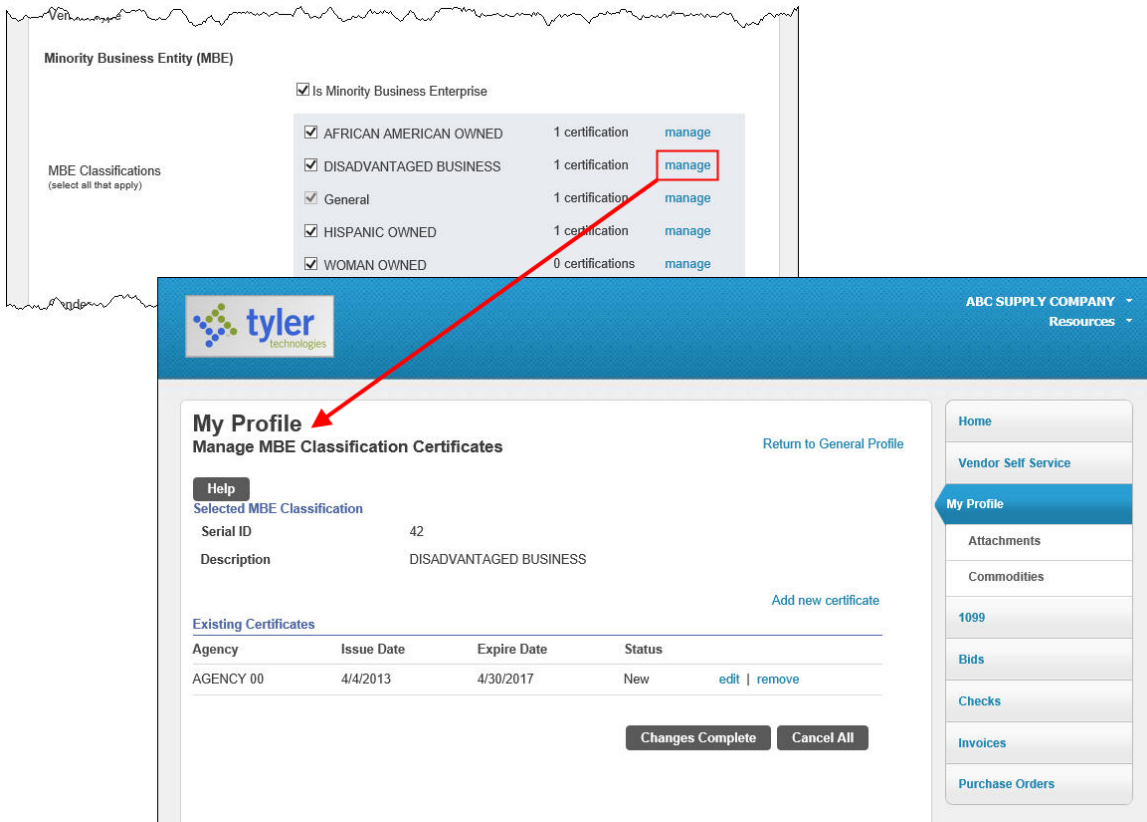
Open Amount	\$427.50
Purchase Order Total	\$427.50

## Appendix A: Managing Minority Business Enterprise Certificates (This is also where you will record your Woman Owned and Disadvantaged Businesses)

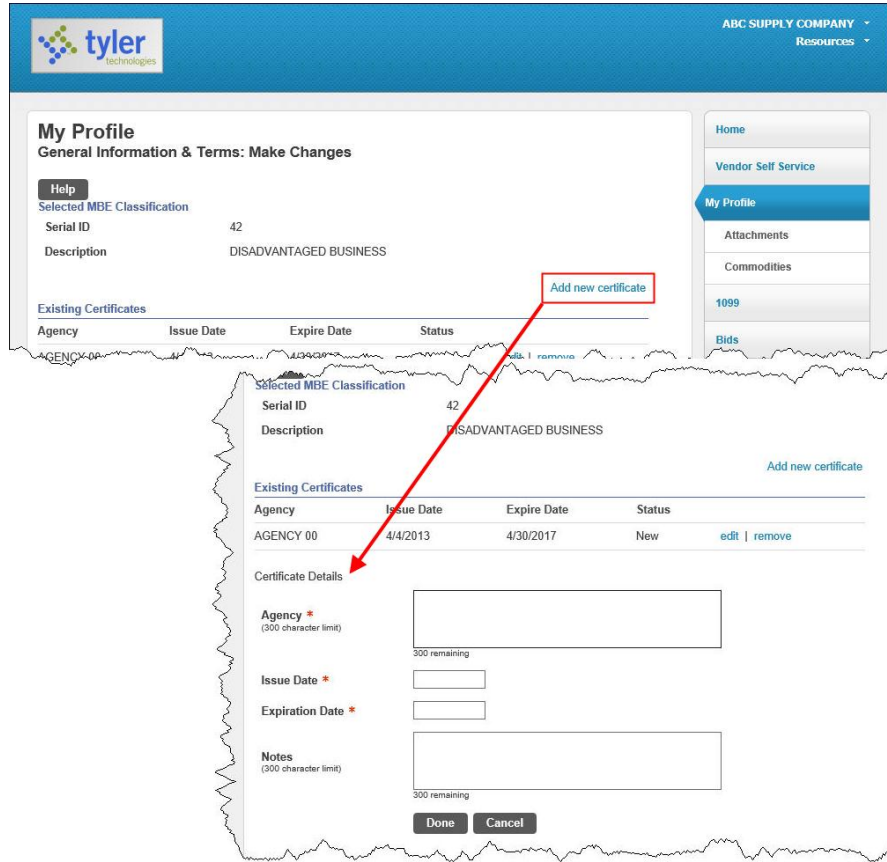
In order to maintain your MBE certifications, you must access your My Profile page, and then click **Change** in the General Information section. Clicking **Change** opens the Make Changes page, which contains the Minority Business Entity (MBE) section.



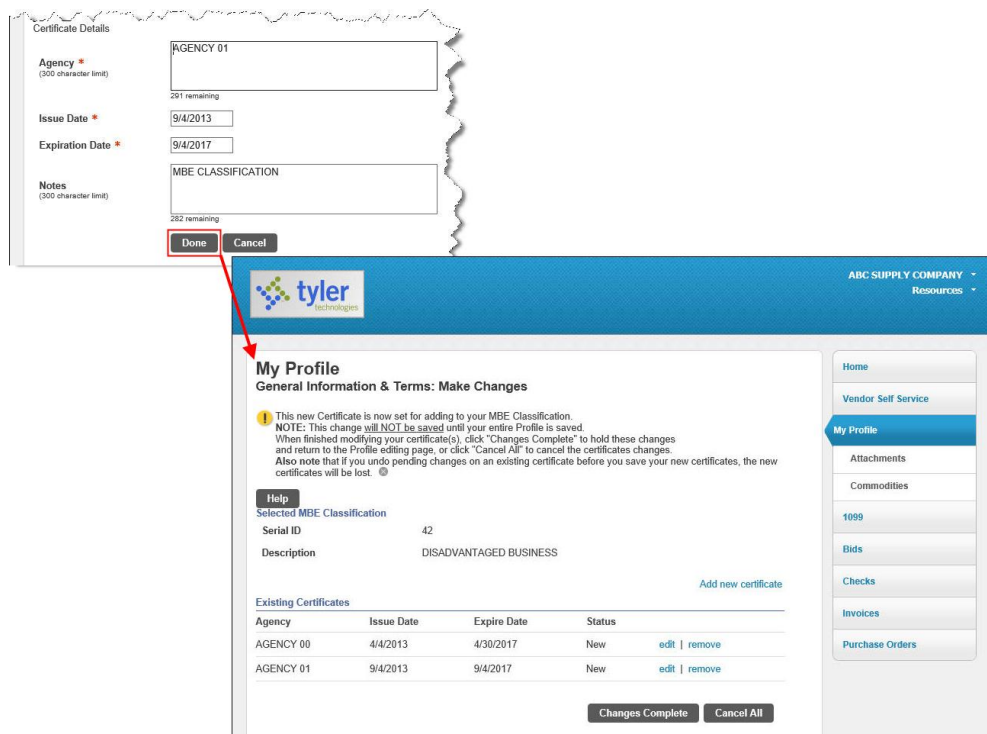
The Minority Business Entity (MBE) section contains the check boxes that determine whether you are a minority business enterprise or not and which classifications you possess. You must click the **Manage** link for a classification in order to open the classification on the Manage MBE Classification Certificates page. This page displays any existing certificates and allows entry of new certificates.



Clicking the **Add New Certificate** link updates the page to include the Certificate Details section. You must complete the **Agency**, **Issue Date**, and **Expiration Date** boxes for the certificate. Completing the **Notes** box is optional.

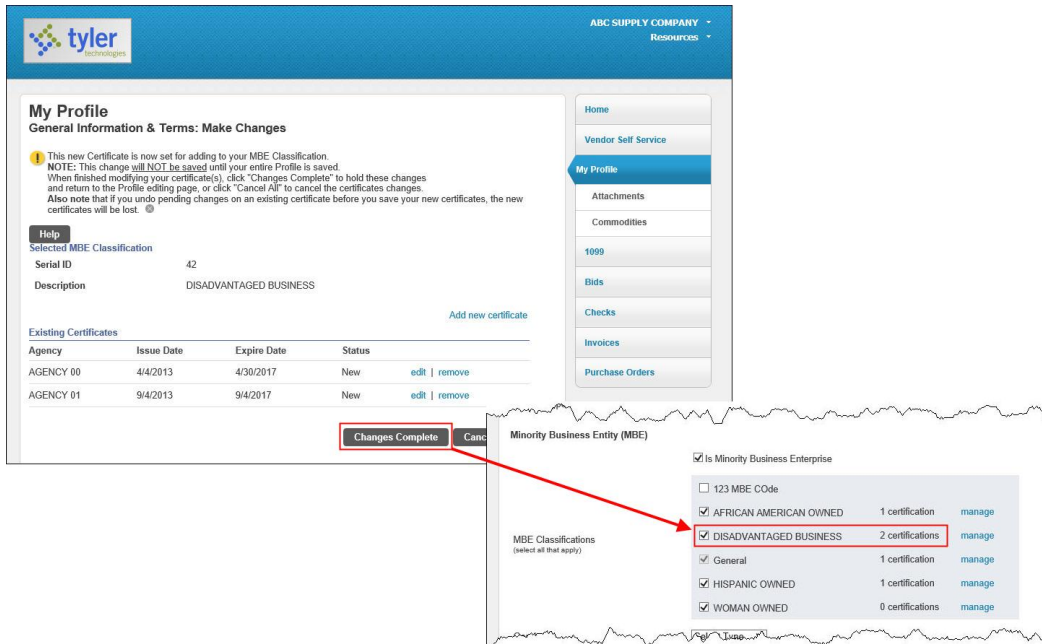


When finished entering data in the boxes, clicking **Done** saves the entry and displays the Make Changes page.



The Make Changes page includes a warning message that indicates the new certificate is ready to be added to your profile and that certificate information is not saved until your entire profile is saved.

You can continue to add certificates for this classification by clicking **Add New Certificate**. To modify or delete a certificate, you use the **Edit** or **Remove** links. After entering all of the certificates for this classification, you must click **Changes Complete** to save the certificate entries or **Cancel All** to discard all of the certificate information. Clicking **Changes Complete** returns you to the My Profile – Make Changes page, where the Minority Business Entity section displays the updated certification count.



You can continue entering certificate information for each applicable classification, and then click **Update** to permanently update your profile. Changes are not permanently retained until **Update** is clicked. After clicking **Update**, you are returned to the My Profile page, where the MBE certification information has been updated.

