

Vendor Self Service Registration Instructions

Vendor Self Service (VSS) is an enhanced service to all existing vendors of the Government of the Virgin Islands (GVI). VSS is a web application which provides vendors access to relevant Accounts Payable and Purchasing information in the GVI's financial management system. The following are instructions for registering on VSS.

1. Access the following link for Vendor Self Service:

<https://usvi.munisselfservice.com/Vendors/default.aspx>

2. Read the Welcome Screen > Select

Registration

Welcome to Vendor Self Service

Welcome to the Government of the Virgin Islands' Self Service for Business Vendors!

Vendor Self Service will provide you with information on 1099 Data, purchase orders, invoices and checks

If you currently have a user name and password select "Log In" in the upper right corner. When your name appears at the top in the blue bar you have successfully logged into the site.

Usernames must NOT contain any spaces and the only special character allowed is the @ symbol.

Password information-

Passwords expire every 6 months

All passwords must meet the following criteria:

Must be at least 6 characters

Must contain 1 upper-case and 1 lower case letter

Must contain 1 numeric value

Forgot your password?

Select "Login" in the top right corner, then select "Forgot your password?" A link to reset your password will be sent to your email address.

For any questions or concerns please contact:

dohelpdesk@vi.gov

Department of Finance MIS Help Desk

Home

Vendor Self Service

Bids

Registration

3. Create User ID and password

- Create your **USER ID** > **PASSWORD** > enter your **PASSWORD HINT** > and **VALIDATION NUMBERS**
 - User Id criteria -
 - Must not contain any spaces
 - Only special character allowed is the @ symbol
 - Password criteria -
 - Must be between 6-15 characters
 - Must contain at least 1 upper-case and 1 lower-case letter
 - Must contain at least 1 numeric characters

Vendor Self Service Registration Instructions

New Vendor Registration

Create user ID and password

Step 1

[Help](#)

User ID (between 1 and 100 characters) *

Re-type user ID *

Password (between 6 and 15 characters) *

Re-type password *

Password hint *

Enter these validation numbers into the box below them



EXISTING VENDORS ONLY

You must complete the following for initial registration.

Vendor ID

FID/SSN (Enter without dashes)

[Continue](#)

EXISTING VENDORS ONLY

Once you have received payments from the Government of the Virgin Islands, you are an existing vendor. Enter your Vendor ID number in the Vendor ID field in the **EXISTING VENDORS ONLY** section. To obtain existing Vendor ID numbers please review your most recent GVI issued check or purchase order. Your vendor number appears on both documents. Enter the corresponding Vendor ID number and FID or SSN in the related fields. Select [Continue](#).

Vendor Self Service Registration Instructions

4. User Contact Information

- Complete your company's contact information. Fields with a red asterisk (*) must be completed.

Options for Contact Type include:

General – General Contacts

Accounts Payable – Accounts Payable Contacts

Purchasing – Purchasing Contacts

- Select **Continue** when finished.

User Contact Information

Contact Person

* Contact Type

GENERAL - General Contacts

* Name

GENERAL CONTACT NAME

Description

* Phone

340-774-0000

Text

Opt In

Fax

340-774-0001

* E-mail

TYLER@TYLERTECH.COM

Continue

5. The profile screen displays for existing vendors. The **Vendor information** section near the top of the screen displays data on file relating to the vendor's W-9. It is recommended to view the data by selecting the [View vendor](#) option to the right of the vendor name.

Vendor Self Service Registration Instructions

Profile information

GENERAL CONTACT NAME

Phone: 340-774-0000

TYLER@TYLERTECH.COM

Vendor information

TYLER TECHNOLOGIES, INC. [View vendor](#)

P.O. BOX 203556

DALLAS, TX 75320-3556

- Next, select the resulting **change** option to review and/or revise existing information **and include any required missing information.**



Vendor Self Service Registration Instructions

- If changes are made to the company address, attach a new W-9 form via the **Attachments** option that will appear on the left. Also please upload a current copy of your Business Licence.

Vendor Self Service

Vendor Information - General Information and Terms

General Information and Terms: Make Changes

 Your profile is missing required information. Please update where required. 

Vendor Information

- Attachments**
- Commodities
- 1099
- Bids

General information

* Company Name
TYLER TECHNOLOGIES INC

(line 2)

(line 3)

- Complete any required missing profile information.

Vendor Information - General Information and Terms

General Information and Terms: Make Changes

 Your profile is missing required information. Please update where required. 

Email address is required.

General information

* Company Name

MY COMPANY NAME

(line 2)

(line 3)

(line 4)

Vendor Self Service Registration Instructions

Doing business as (if different from above)

Foreign Entity

*Address

123 MAIN STREET

(line 2)

(line 3)

(line 4)

*E-Mail

Web site

Vendor Type

DUNS

Vendor Self Service Registration Instructions

Enter a Federal Tax ID Number or Social Security Number

*FID

22-3333333

Payment Terms

Discount Percentage

0

Days to Discount

0

Days to Net

30

Your preferred payables delivery method(s).

Mail Fax E-Mail

Your preferred purchasing delivery method(s).

Mail Fax E-Mail

Select the *Update* button when completed.

Vendor Self Service Registration Instructions

9. You will be returned to the Vendor Information screen. Scroll down the page to access contacts for Accounts Payable and Purchasing.

You may add an Accounts Payable and/or Purchase Order Address

- Select **add** to add your company's Remittance Address (Accounts Payable) information.
- Select **change** to update your company's Remittance Address information
- Select **Update** when information is completed
- Select **add** to add your company's Purchase Order address information.
- Select **change** to update your company's Purchase Order address information
- Select **Update** when information is completed
- Select **Back** when complete

Accounts Payable Addresses

[add](#)

Name/DBA	Address	Is Default	
OFFICE ESSENTIALS	1000 W. 10TH ST SUITE 1000, APT 10000 Fax #:	N	change

Purchase Order Addresses

[add](#)

Name/DBA	Address	Is Default	
OFFICE ESSENTIALS INC	1000 W. 10TH ST SUITE 1000, APT 10000 Fax #:	N	change

[Back](#)

Vendor Self Service Registration Instructions

10. Vendor Contacts (Include at least one General Contact)

- Select **New Contact or change** to add or change a vendor contact person – complete entries.
- Select **edit**  to update or edit your contact information
- Select **Continue** when complete

Vendor Information

Contacts Information: Make Changes

Address Contacts

Type	Name	Description	Email	Telephone
GENERAL	GENERAL CONTACT NAME		TYLER@TYLERTECH.COM	Phone: 340-774-0000 Text: Fax: 340-774-0001

Add New Contact **Continue**

Vendor Information

Contacts Information: Make Changes

Contact Person

* Contact Type

Select Type...

GENERAL - GENERAL CONTACTS

ACCOUNTS PAYABLE - ACCOUNTS PAYABLE CONTACTS

PURCHASING - PURCHASING CONTACTS

Description

* Phone

Text

Opt In

Fax

* E-mail

Save

Cancel

Vendor Information**Contacts Information: Make Changes****Address Contacts**

Type	Name	Description	Email	Telephone
GENERAL	GENERAL CONTACT NAME		TYLER@TYLERTECH.COM	Phone: 340-774-0000 Text: Fax: 340-774-0001
ACCOUNTS PAYABLE	Rebekah Trask		Accounts.Receivable@tylertech.com	Phone: 207-781-2260 Text: Fax:

11. Commodities – This step is not required.

- Select **Continue** to move to next screen

12. Review

- Review all information for accuracy
- Select **change** to make updates in the various sections
- Add any necessary attachments, e.g., W-9 or Business License by selecting the **Attach** button in the **Attachment** category
W-9 forms may be obtained from the IRS website - <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

13. Once registration is completed and approved, vendors will have access to checks, invoices and purchase orders for business conducted with the Government of the Virgin Islands.

14. Questions can be submitted via email to dofhelpdesk@vi.gov