

Vendor Self Service

User Guide

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 interface. At the top is a blue banner with the Tyler Technologies logo on the left and 'ABC SUPPLY COMPANY' with a dropdown arrow and 'Resources' with a dropdown arrow on the right. Below the banner is a navigation menu on the right with links: Home, Vendor Self Service (highlighted), My Profile, 1099, Bids, Checks, Invoices, and Purchase Orders. The main content area is titled 'Welcome to Vendor Self Service'. It contains three sections: 'Profile information' with a 'View profile' button, 'Announcements' with a welcome message, and 'Invoices' with a 'Search invoices' button. The 'Invoices' section features a large box showing '\$1,140.00' and 'Last invoice: 2/23/2012', and a table of recent invoices.

Recent invoices			
Date	Amount	Status	
2/23/2012	\$1,140.00	Paid	details
2/23/2012	\$1,000.00	Paid	details

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

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



ABC SUPPLY COMPANY ▾
Resources ▾

ABC SUPPLY COMPANY ▾
Home
My Account
Log Out

Welcome to Vendor Self Service

Profile information

[View profile](#)

ABC SUPPLY COMPANY
100 MAIN STREET
BOSTON, MA 02201

[Phone](#)

[Email](#)

[email0@abc.com](#)

[Home](#)

[Vendor Self Service](#)

[My Profile](#)

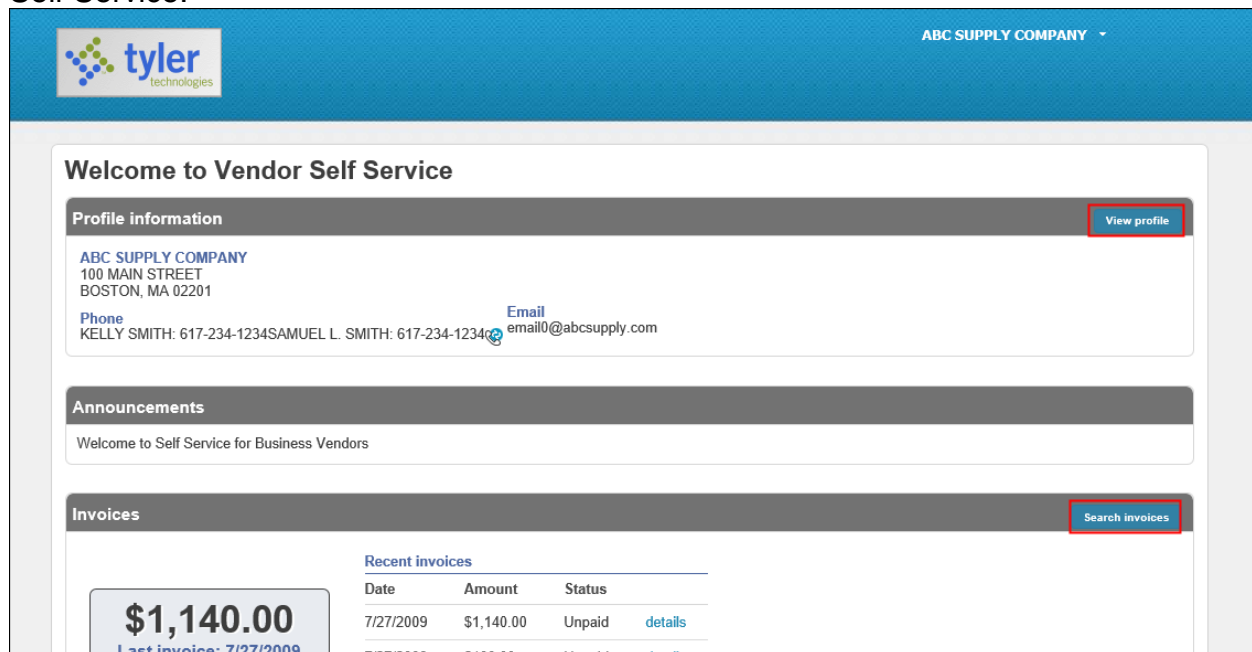
1099

If the vendor clicks the **Resources** list in the banner, VSS displays a list of resource items. These items are hyperlinks or documents defined and uploaded by your organization's VSS administrator.



Vendor Navigation

Vendors use the buttons in the group banners 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 vendor profile information that is divided into groups. Clicking the **Change** link in any group allows the vendor to update the data in that group.

The screenshot displays the Tyler Technologies Vendor Self Service interface. The top navigation bar includes the Tyler Technologies logo and the user name 'ANDREW KONSTANOPOLIS' with a 'Resources' dropdown. The main content area is titled 'Welcome to Vendor Self Service' and contains a 'Profile information' section. This section includes the user's name, address, email, and contact information. A 'View profile' link is located in the top right corner of this section. Below the 'Profile information' section is a 'My Profile' section. This section contains a table of vendor information, including Name/DBA, Entity, Address, Fax Number, SSN, E-Mail, and Web Site. A 'change' link is located next to the 'General Information' group. A red arrow points from the 'View profile' link in the 'Profile information' section to the 'My Profile' section.

Profile information

ANDREW KONSTANOPOLIS
13 HELENIC WAY
ROME, NJ 01010
akonsta@phoros.net
Contacts
Andrew Konstanopolis: 555-642-0111 @ andrew@phoros.com

My Profile

General Information [change](#)

Name/DBA	ANDREW KONSTANOPOLIS/PHOROS COLLECTION SERVICES
Entity	
Address	13 HELENIC WAY ROME, NJ 01010
Fax Number	
SSN	001-01-0001
E-Mail	akonsta@phoros.net
Web Site	

Navigation Menu:

- Home
- Vendor Self Service
- My Profile**
- Attachments
- Commodities
- 1099

The General Information group contains the vendor's address and contact information, type and foreign entity status, minority business enterprise status and certifications, and discount terms. If your VSS administrator has enabled viewing of banking information on vendor profiles, the General Information group also displays the vendor's banking

information.

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

[Vendor Self Service](#)

My Profile

Attachments

Commodities

1099

Bids

Checks

Invoices

Purchase Orders

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

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

Address Information						
change						
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 the vendor's contact persons and information. The group is sorted by contact type.

Address Contacts				
change				
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

Attachments

A vendor adds attachments to their profile by clicking **Attachments** on the navigation menu. The Attachments option is only available when the vendor is viewing their My Profile page.

The screenshot shows the 'My Profile' page of the Tyler Technologies system. The user is logged in as ANDREW KONSTANOPOLIS. The navigation menu on the right includes 'Home', 'Vendor Self Service', 'My Profile', 'Attachments', and 'Commodities'. The 'Attachments' link is highlighted with a red box. A red arrow points from this link to the 'Attachments' page shown in the second screenshot.

My Profile

General Information [change](#)

Name/DBA	ANDREW KONSTANOPOLIS/PHOROS COLLECTION SERVICES
Entity	
Address	13 HELENIC WAY ROME, NJ 01010
Fax Number	
SSN	001-01-0001
E-Mail	
Web Site	

Attachments are added by clicking the **Attach** buttons on the Attachments page, which displays a dialog box. Select the file to attach. This causes the page to display a list of files to attach. Vendors can attach an unlimited number of files using this method.

The screenshot shows the 'Attachments' page. It contains a table with attachment types and their counts. Two 'Attach' buttons are visible. A red arrow points from one of these buttons to a file selection dialog box that is open. The dialog box shows the file path 'C:\Users\todd.bolduc\Doc', a 'Browse...' button, and a 'Type' dropdown set to 'General'. There are 'Save' and 'Cancel' buttons at the bottom of the dialog.

Attachments

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

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0)
E-Verify	E-Verify		(0)

File selection dialog box:

C:\Users\todd.bolduc\Doc Browse... Type: General

Save Cancel

Clicking the **Remove** link next to a file removes it from the attachment list. When the vendor has finished selecting files, they must click **Save** to upload the files. The uploaded files are added to the Attachments page.

The uploaded files are also added to the vendor record in the Munis Vendors program and they can be viewed on the Vendor Attachments screen of that program.

Vendors - Munis > Vendor Attachments					
<div> <div>HOME</div> <div> <div>Accept Cancel Search</div> <div> <div>Browse</div> <div>Advanced+</div> <div>Query Builder</div> </div> </div> <div> <div>Add Update</div> <div> <div>Delete</div> <div>Global+</div> <div>Duplicate</div> </div> </div> <div> <div>Print</div> <div> <div>Text file</div> <div>PDF</div> <div>Preview</div> </div> </div> <div> <div>Excel</div> <div> <div>Word</div> <div>Email</div> <div>Schedule</div> </div> </div> <div> <div>Attach</div> <div> <div>Notes</div> <div>Notify</div> <div>Alerts+</div> </div> </div> <div> <div>Audit</div> <div>Maplink+</div> </div> <div>Return</div> </div>					
Description	File	Public	Date Added	Time Added	
Annual Support Agreement	Annual Support Agreement.doc	<input type="checkbox"/>	01/19/2006	16:26:22	
Attachment for Vendor 1000	ASSETS.xlsx	<input checked="" type="checkbox"/>	04/03/2013	10:33:40	
Attachment for Vendor 1000	File01.txt	<input checked="" type="checkbox"/>	04/03/2013	10:33:40	
Attachment for Vendor 1000	importfilenet.txt	<input checked="" type="checkbox"/>	04/03/2013	10:33:40	
Attachment for vendor 1000	DOCUMENT1.txt	<input checked="" type="checkbox"/>			
Attachment for vendor 1000	DOCUMENT2.txt	<input checked="" type="checkbox"/>			
Attachment for vendor 1000	DOCUMENT3.txt	<input checked="" type="checkbox"/>			
Business License	business license.pdf	<input type="checkbox"/>	01/19/2006	16:26:53	
Quote	ABC Book Supply Inc.doc	<input type="checkbox"/>	01/19/2006	16:27:05	

The vendor cannot maintain their attachments in VSS once they have been uploaded. A Munis user from your organization must access the vendor record in the Vendors program and use the buttons on the Vendor Attachments screen to add, update, or delete the vendor's attached files.

1099

The 1099 page displays a listing of the vendor's 1099 data for a selected year.

Vendors 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

Navigation: Home, Vendor Self Service, My Profile, **1099**, Bids, Checks, Invoices, Purchase Orders

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 the vendor 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

Navigation: Home, Vendor Self Service, My Profile, **1099**, Bids, Checks, Invoices, Purchase Orders

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.

The screenshot shows the 'Vendor Check Search' page within the Tyler Technologies interface. The top header is blue with the Tyler Technologies logo on the left and 'ABC SUPPLY COMPANY' with a dropdown arrow and 'Resources' with a dropdown arrow on the right. The main content area is white and titled 'Vendor Check Search'. It contains several search criteria sections: 'Date (mm/dd/yyyy)' with a single date field or a range from 'to'; 'Amount' with a single amount field or a range 'more than' to 'but less than'; 'Number' with a single check number field or a range 'from' to; and 'Status' with a dropdown menu currently set to 'Any Status'. At the bottom of the search criteria are 'Search' and 'Clear' buttons. On the right side, there is a vertical navigation menu with buttons for 'Home', 'Vendor Self Service', 'My Profile', '1099', 'Bids', 'Checks' (which is highlighted in blue), 'Invoices', and 'Purchase Orders'.

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

Check number(s) from to

Status

Search **Clear**

tyler technologies ABC SUPPLY COMPANY Resources

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	View
3/28/2006	\$14,093.23	5	Cleared	View
7/9/2006	\$40,949.02	15	Cleared	View
7/15/2006	\$2,303,425.64	21	Cleared	View
7/15/2006	\$1,378,830.58	23	Cleared	View
7/15/2006	\$1,000,000.00	22	Cleared	View
10/16/2006	\$1,000.00	43	Cleared	View
2/14/2007	\$95.00	50	Cleared	View
2/19/2007	\$855.00	3568	Cleared	View
3/5/2007	\$2,375.00	3570	Cleared	View

1 2 3 4 5

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

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

tyler technologies ABC SUPPLY COMPANY Resources

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

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

Invoices

Clicking **Invoices** on the navigation menu opens the Vendor AP Invoice Search page. This page provides vendors with the ability to search for invoices in your organization's Munis database. Vendors are only able to view invoices that are associated with their vendor ID.

Vendor AP Invoice Search

Invoice number (other search criteria will be ignored)

Date
Invoice date
or
Invoice date(s) from to

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

Status

Search **Clear**

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

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

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	View
3/20/2007	\$950.00	1000	Paid- 03/20/2007	View
1/30/2008	\$1,500.00	111	Paid- 01/30/2008	View
11/7/2007	\$10,000.00	11189	Paid- 11/07/2007	View
1/30/2008	\$1,425.00	122288	Paid- 01/30/2008	View
11/8/2007	\$147.25	1313	Paid- 11/08/2007	View
3/28/2006	\$11,400.00	138	Paid- 03/28/2006	View
3/28/2006	\$1,420.23	139	Paid- 03/28/2006	View
3/28/2006	\$3,242.00	140	Paid- 03/28/2006	View
3/28/2006	\$323.00	142	Paid- 03/28/2006	View

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 return a vendor to the Vendor AP Invoice Search page. Clicking a column title sorts the list of invoices by that column's values. Vendors 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.

The screenshot displays the Tyler Technologies Vendor AP Invoice Search interface. The top navigation bar includes the Tyler Technologies logo and the company name 'ABC SUPPLY COMPANY' with a 'Resources' dropdown. The main content area is titled 'Invoices' and shows 'Search Results' with links for 'Modify Search' and 'New Search'. A table lists 94 found invoices with columns for Invoice Date, Amount, Invoice Number, and Status. A red box highlights the 'View' link next to the first invoice (Invoice Number 10). A red arrow points from this link to the 'Invoice Detail' page shown in the foreground. The 'Invoice Detail' page has a header with the Tyler Technologies logo and a 'Return to previous view' link. It contains sections for Vendor Information, Invoice Information, and Invoice Totals.

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

Purchase Orders

When a vendor clicks 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 \$

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	View
20060010		Closed	1/22/2006	\$12,000.00	View
20060011		Closed	3/28/2006	\$4,500.00	View
20060014		Closed	3/28/2006	\$1,500.00	View
20060015		Closed	3/28/2006	\$959.70	View
20060017		Closed	3/28/2006	\$410.18	View
20060020		Closed	3/28/2006	\$8,075.00	View
20060024		Closed	3/28/2006	\$14,245.25	View
20060026		Closed	3/28/2006	\$1,400.00	View
20060029		Closed	3/28/2006	\$113.89	View

1 2 3 4 5 6 7 8

The Modify Search and New Search links return a vendor to the Vendor Purchase Order Search page. Clicking a column title sorts the list of purchase orders by that column's values. Vendors 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 of the Tyler Technologies Vendor Purchase Order 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 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	
411		Open	7/23/2013	\$427.50	View
20060010		Closed	1/22/2006	\$12,000.00	View
20060011		Closed	3/28/2006	\$4,500.00	View

Purchase Order Detail

Return to previous view

Purchase Order Detail
PO #: 411 FY2009

Vendor
ABC SUPPLY COMPANY
100 MAIN STREET
BOSTON, MA 02201

Bill To
2033 SUGAR GROVE AVE
FALMOUTH, ME 04105

Ship To
2033 SUGAR GROVE AVE
FALMOUTH, ME 04105

Phone Numbers
Tel# 617-234-1234
Fax# 617-234-2321

Reference
Contract:
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