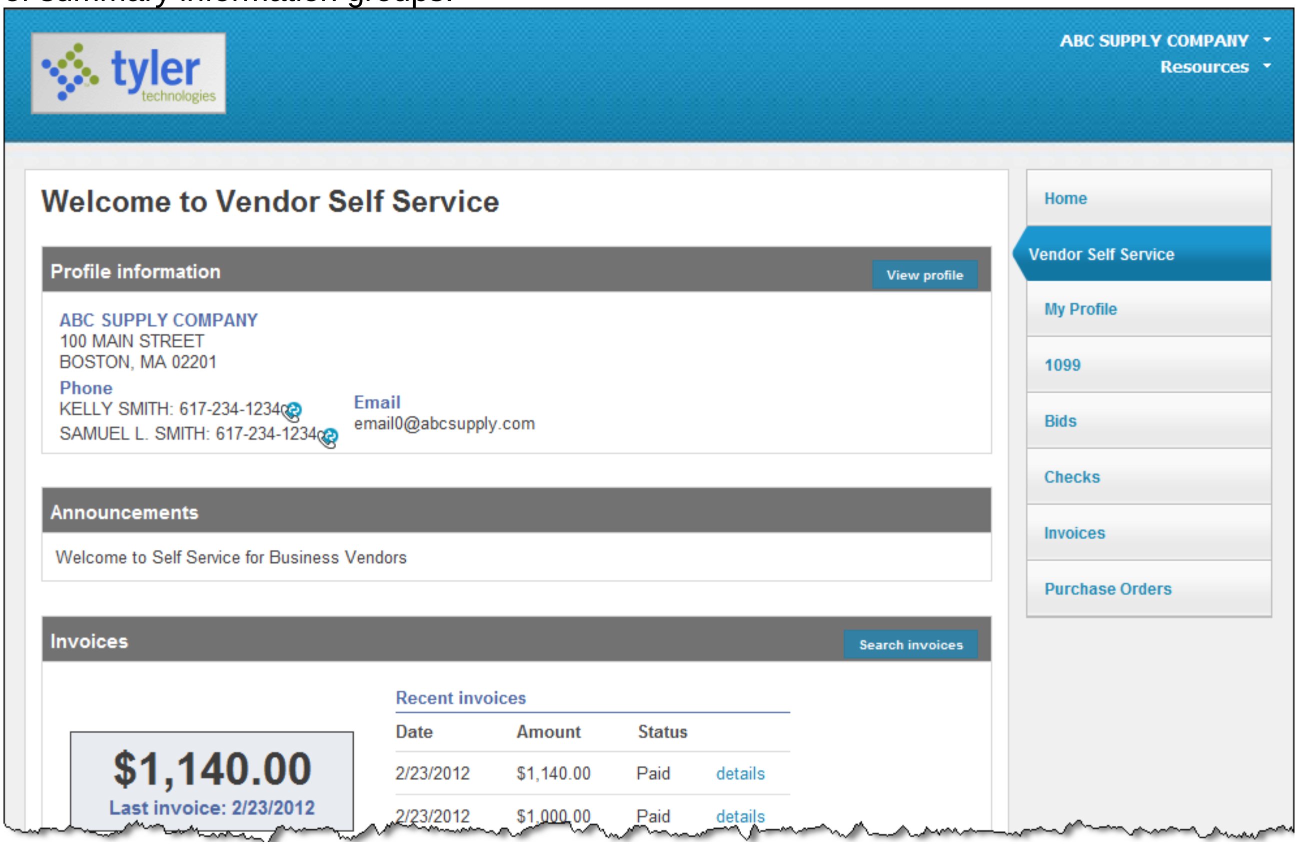
Vendor Self Service

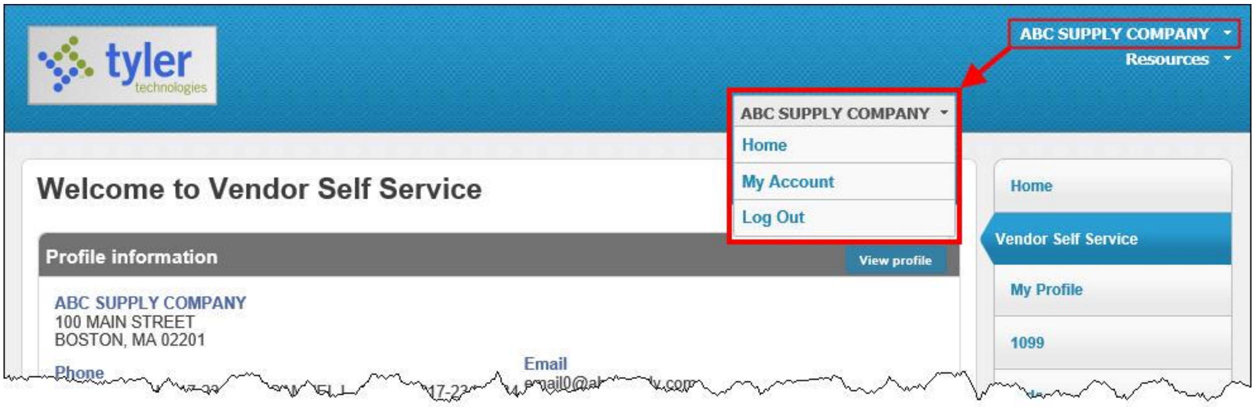
User Guide

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



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

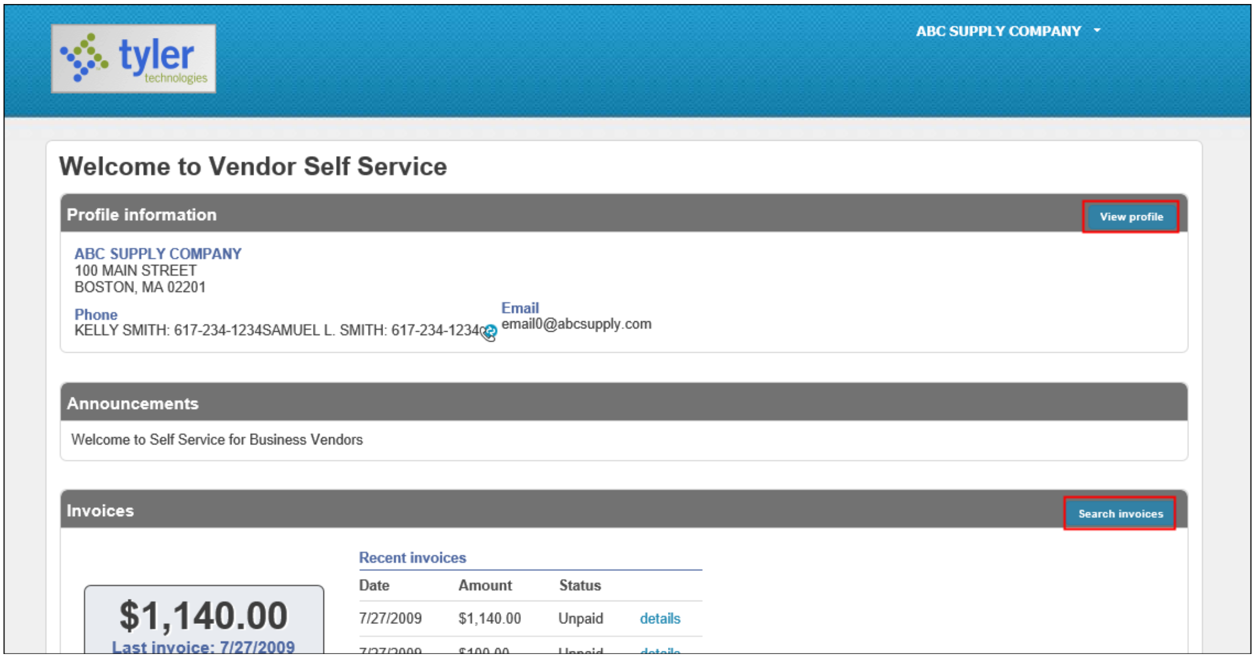
- Home – Returns the vendor to the Munis Self Service home page.
- My Account – Opens the My Account page containing the vendor's account information.
- Log Out – Logs the vendor out of Munis Self Service.


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
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.

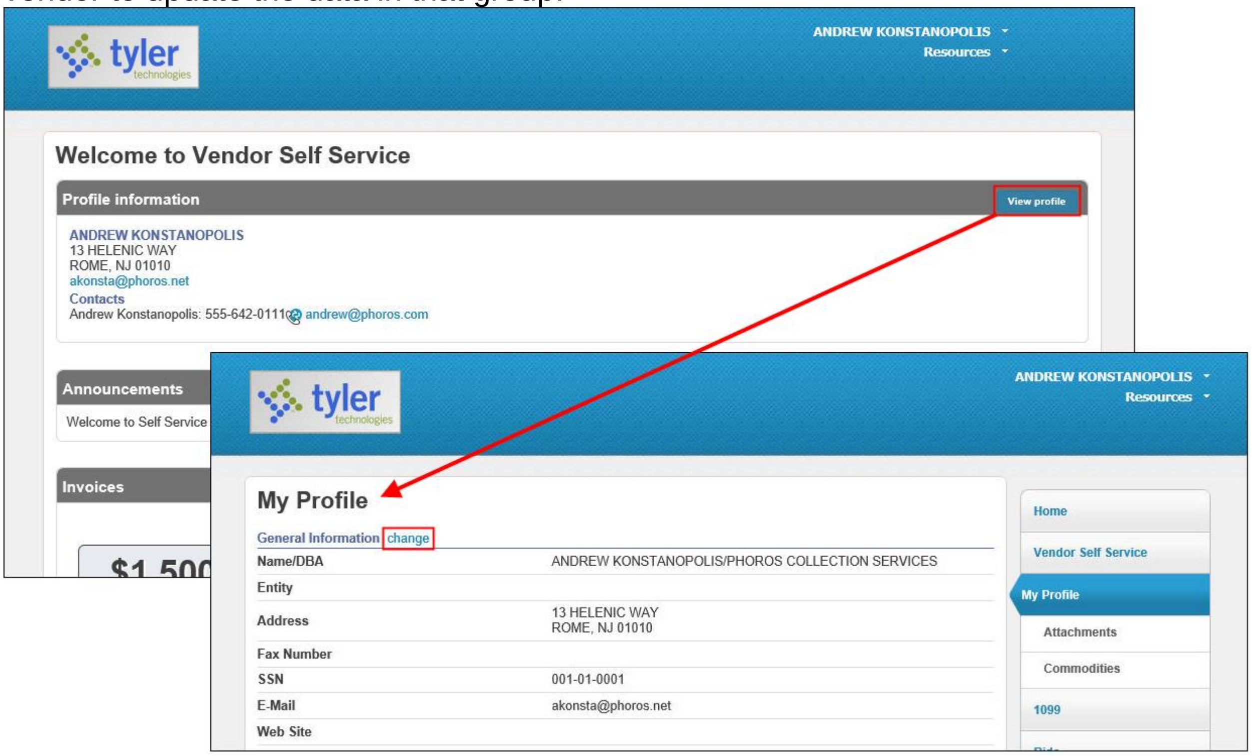
Vendor Navigation

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 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.

Vendor Self Service

- My Profile
  - Attachments
  - Commodities
- 1099
- Bids
- Checks
- Invoices
- Purchase Orders

General Information change

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.

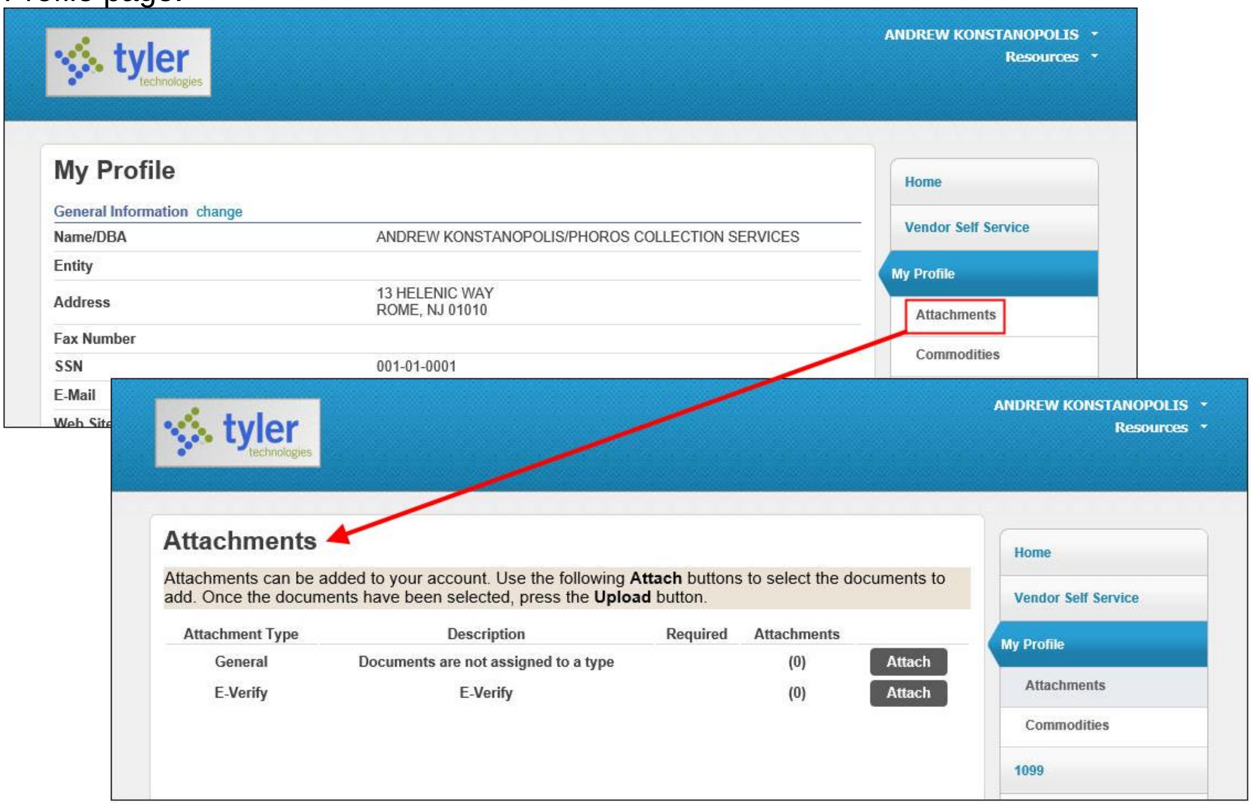
Address Contacts

change

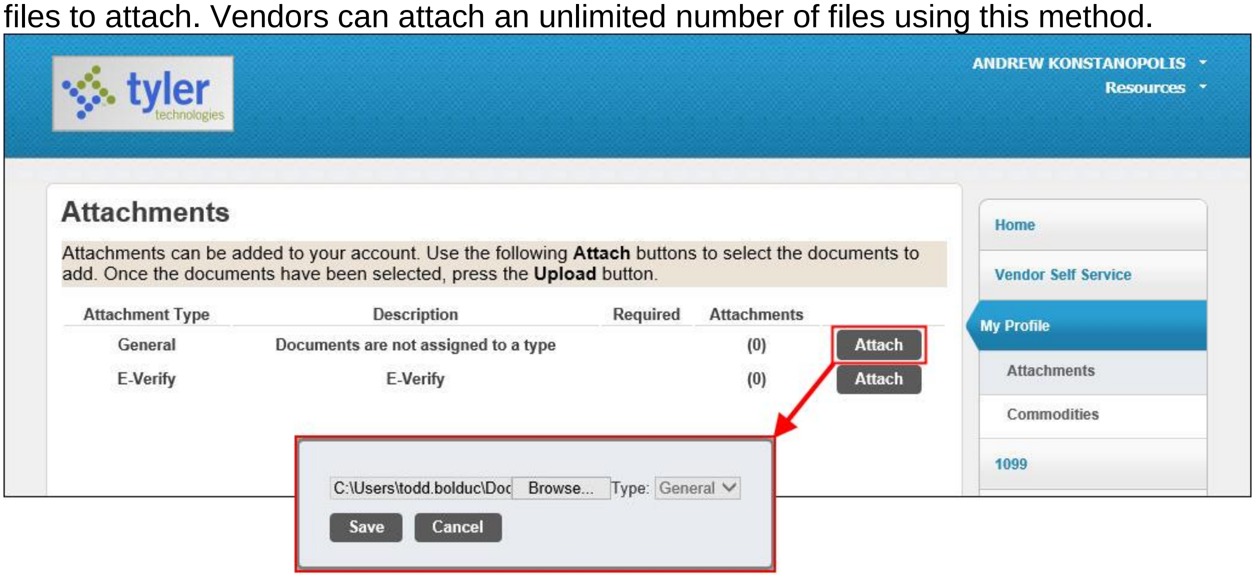
Type	Name	Email	Phone	Fax
GENERAL	KELLY SMITH	ksmith@abcsupply.com	617-234-1234	617-234-2321
GENERAL	SAMUEL L. SMITH	ssmith@abcsupply.com	617-234-1234	617-234-2321

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.

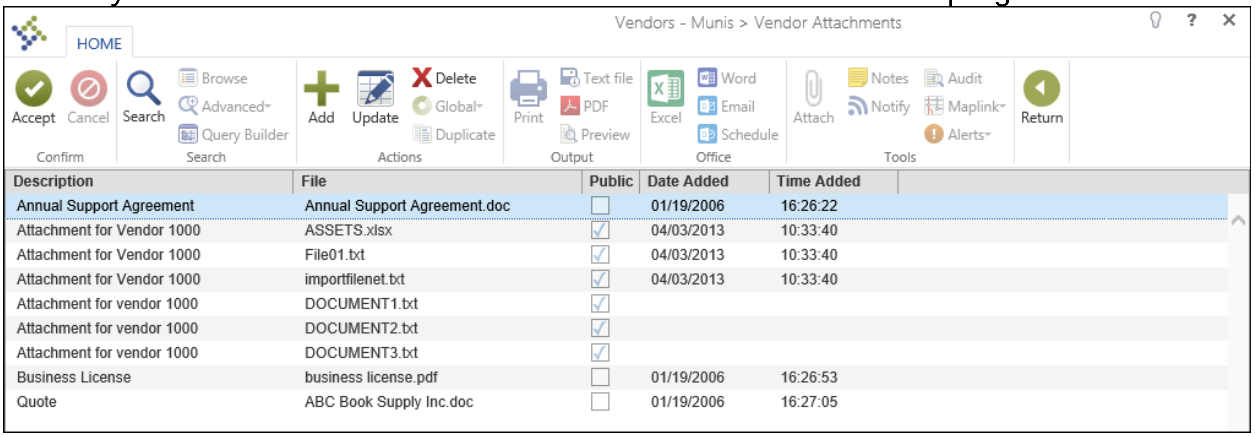


Attachments are added by clicking the **Attach** buttons on the Attachments page, which displays a dialog box. Select the file to attach. This causes the page to display a list of files to attach. Vendors can attach an unlimited number of files using this method.



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.

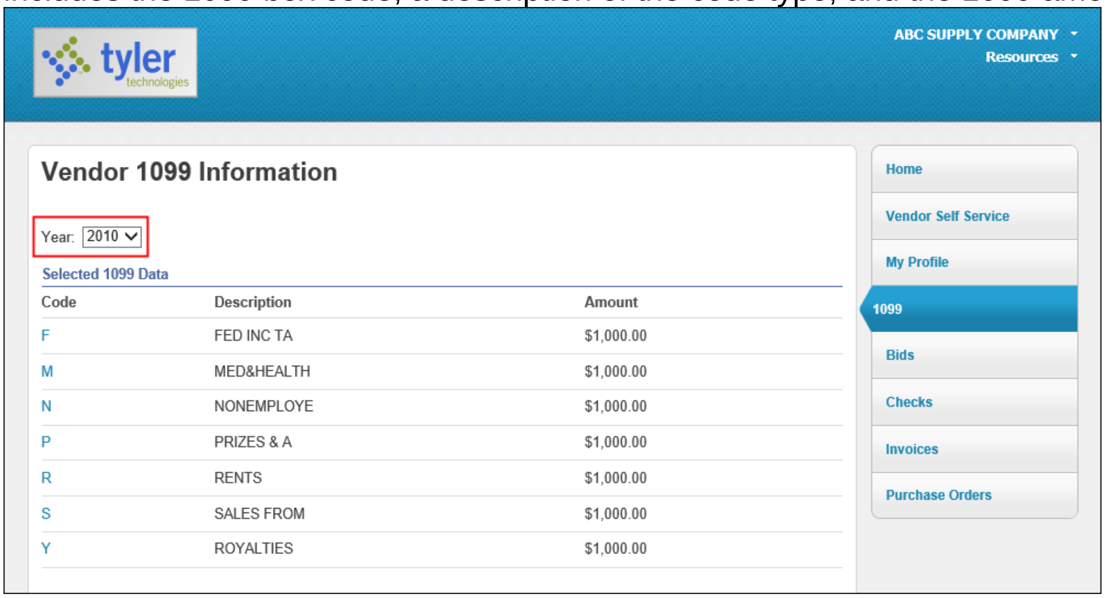


The vendor cannot maintain their attachments in VSS once they have been uploaded. A Munis user from your organization must access the vendor record in the Vendors program and use the buttons on the Vendor Attachments screen to add, update, or delete the vendor's attached files.

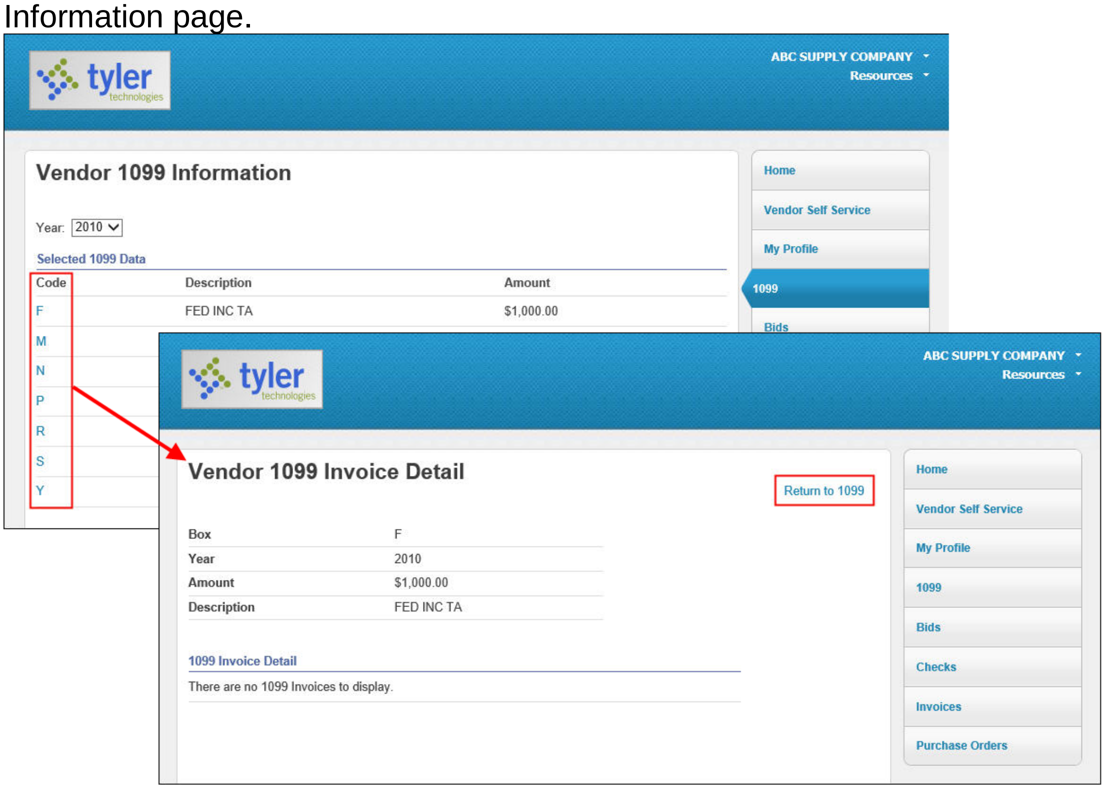
1099

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.

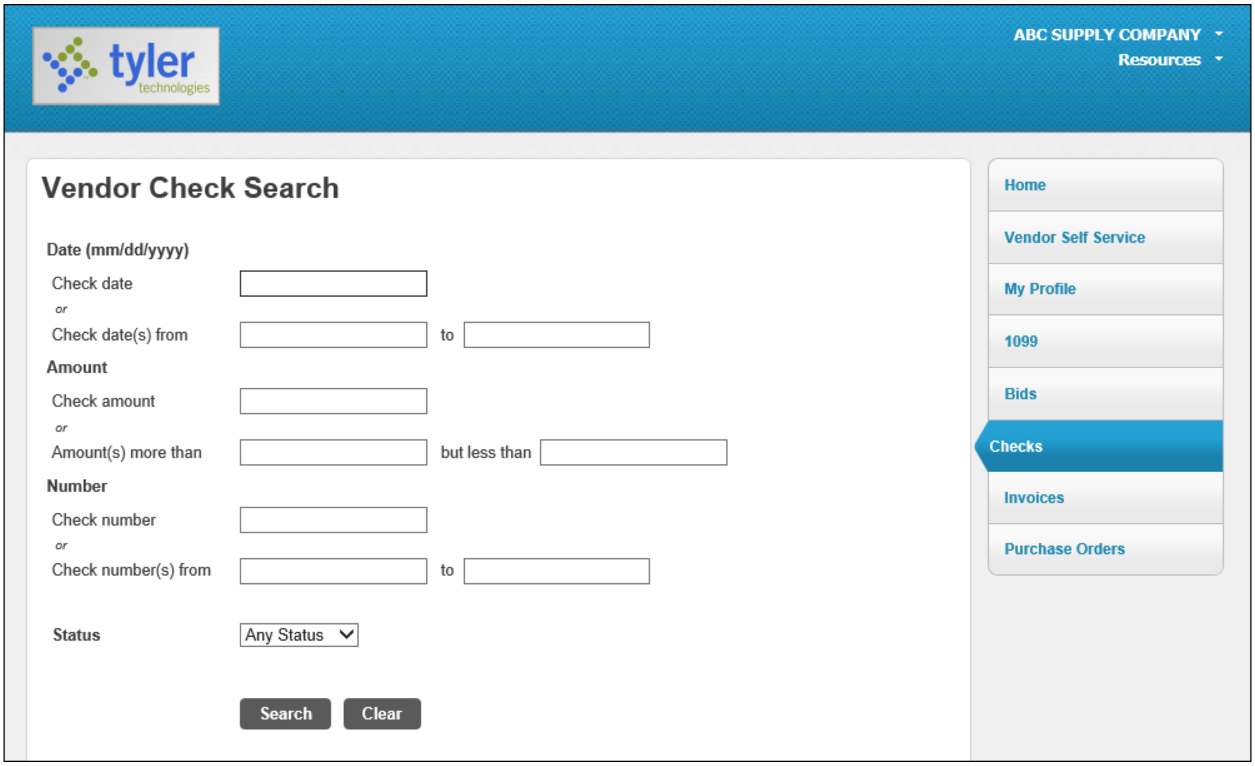


Clicking a code type opens the Vendor 1099 Invoice Detail page. This page displays the general 1099 information, as well as a listing of 1099 invoice details, if they exist for the selected box code. Clicking **Return to 1099** returns the vendor to the Vendor 1099 Information page.

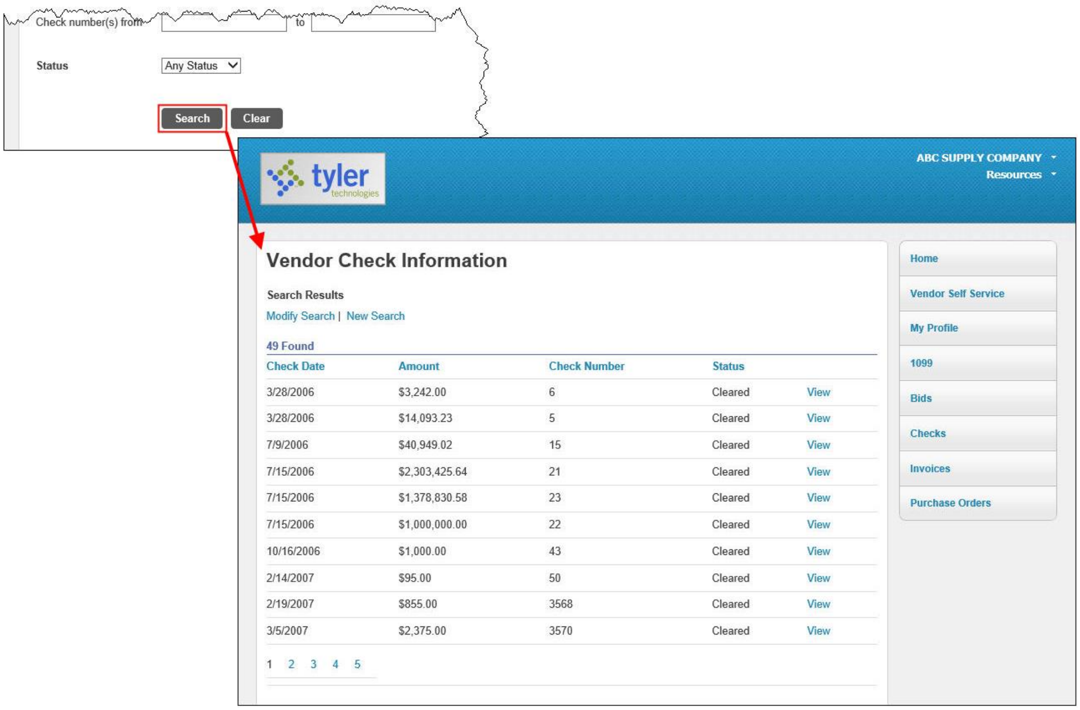


Checks

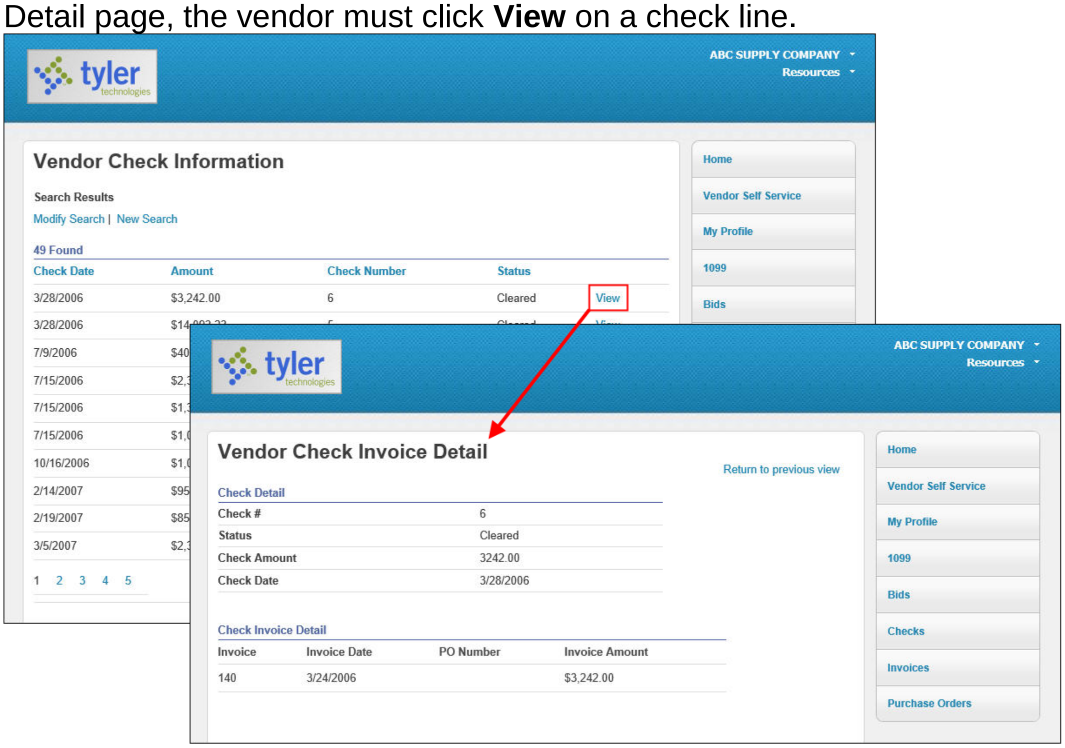
The Vendor Check Search page is accessed by clicking **Checks** on the navigation menu.



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.

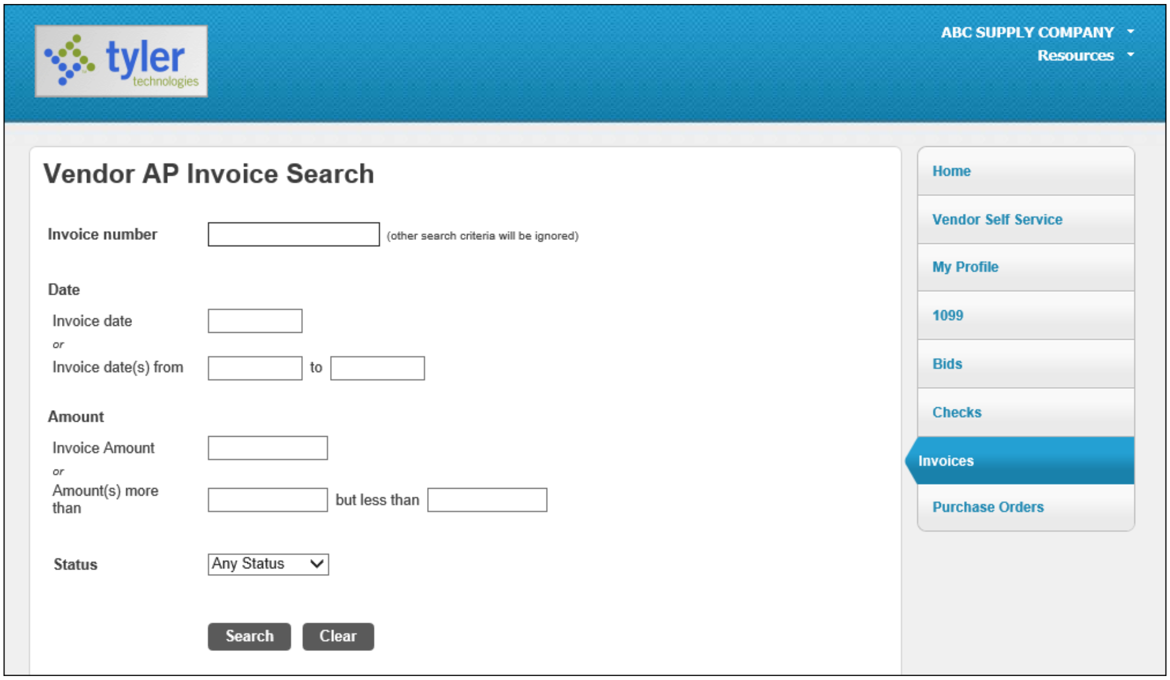


Clicking **Modify Search** or **New Search** returns the vendor to the Vendor Check Search page. The listing of checks can be sorted by clicking a column title. The page refreshes to display additional checks in the list when the vendor clicks a page number at the bottom of the screen. To view details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

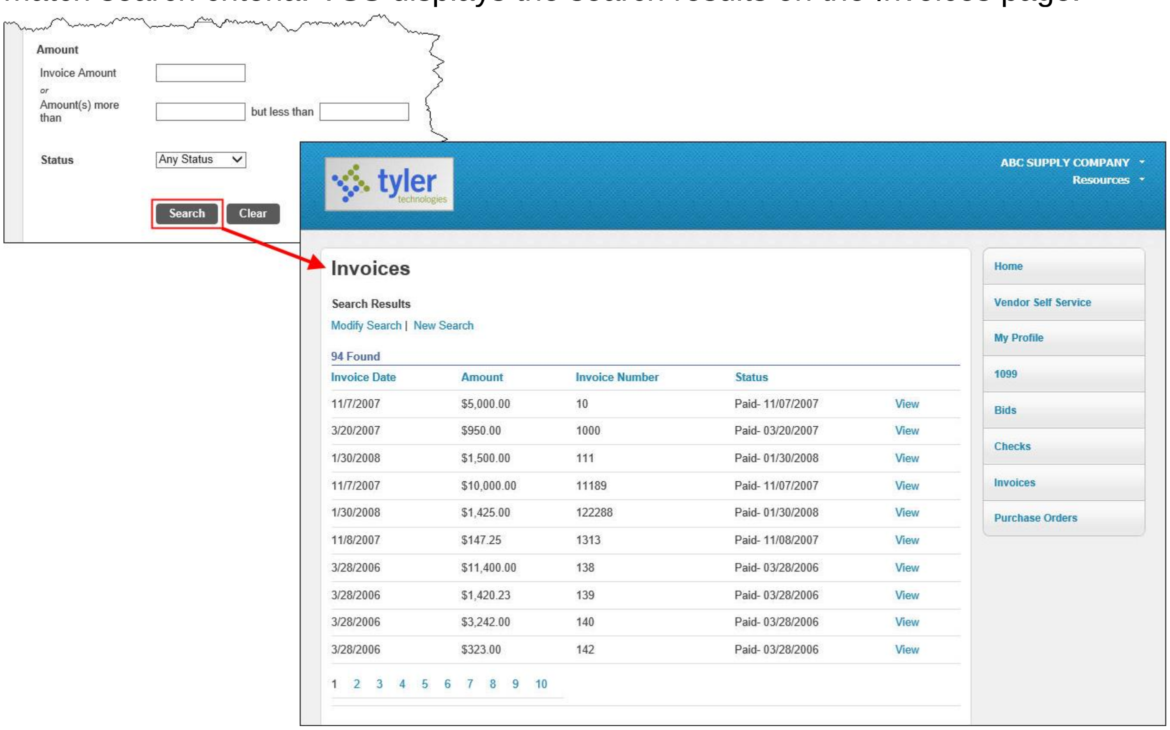


Invoices

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.



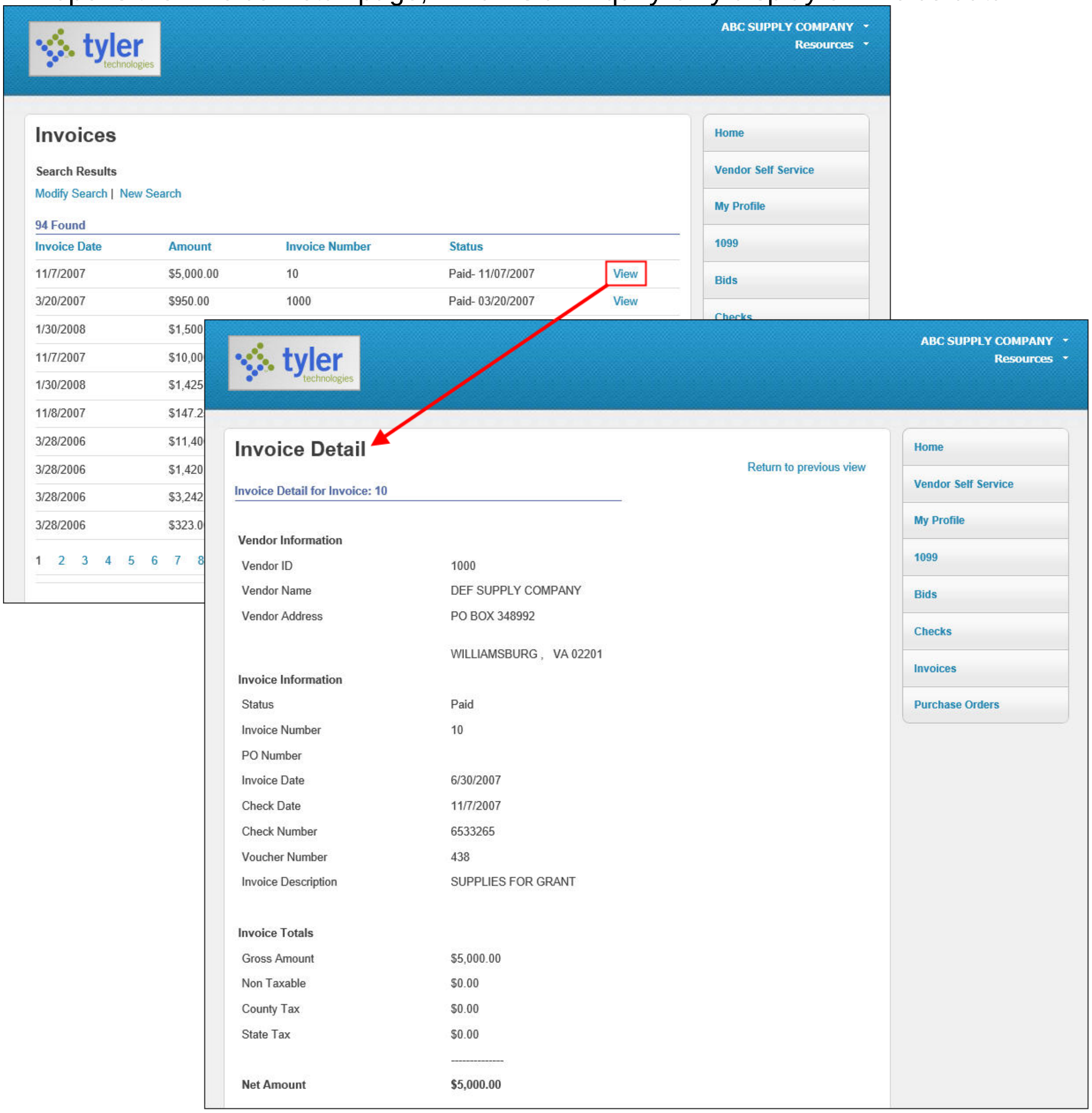
Vendors complete the boxes on the page, and then click **Search** to find invoices that match search criteria. VSS displays the search results on the Invoices page.



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

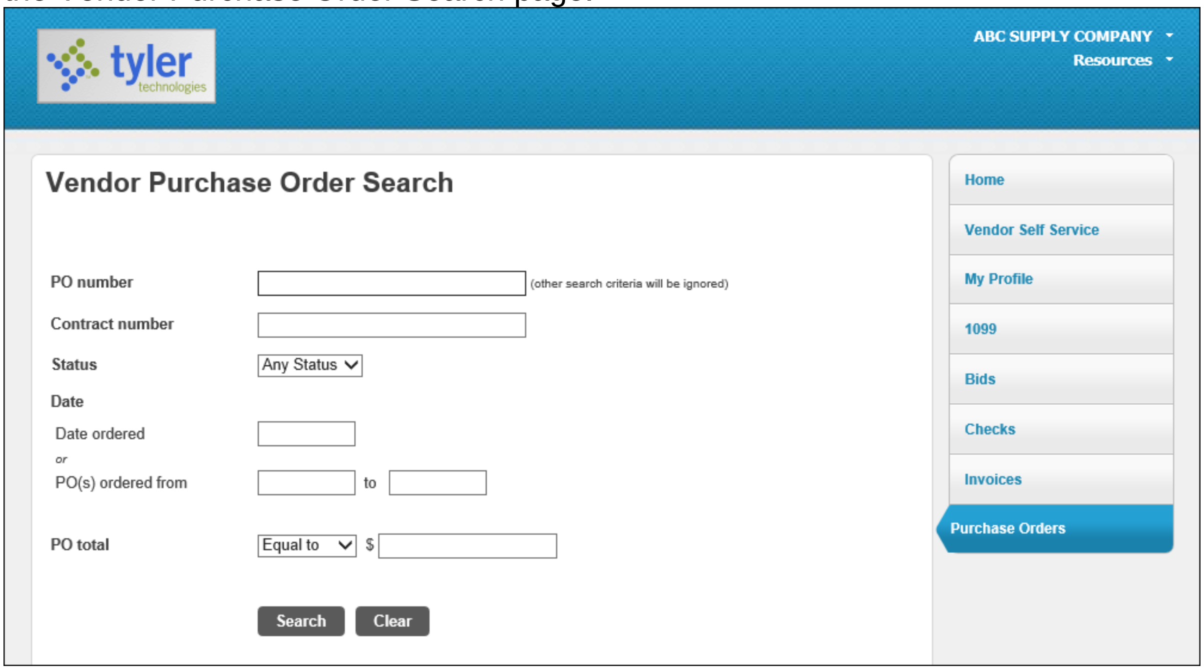
1 2 3 4 5 6 7 8 9 10

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.

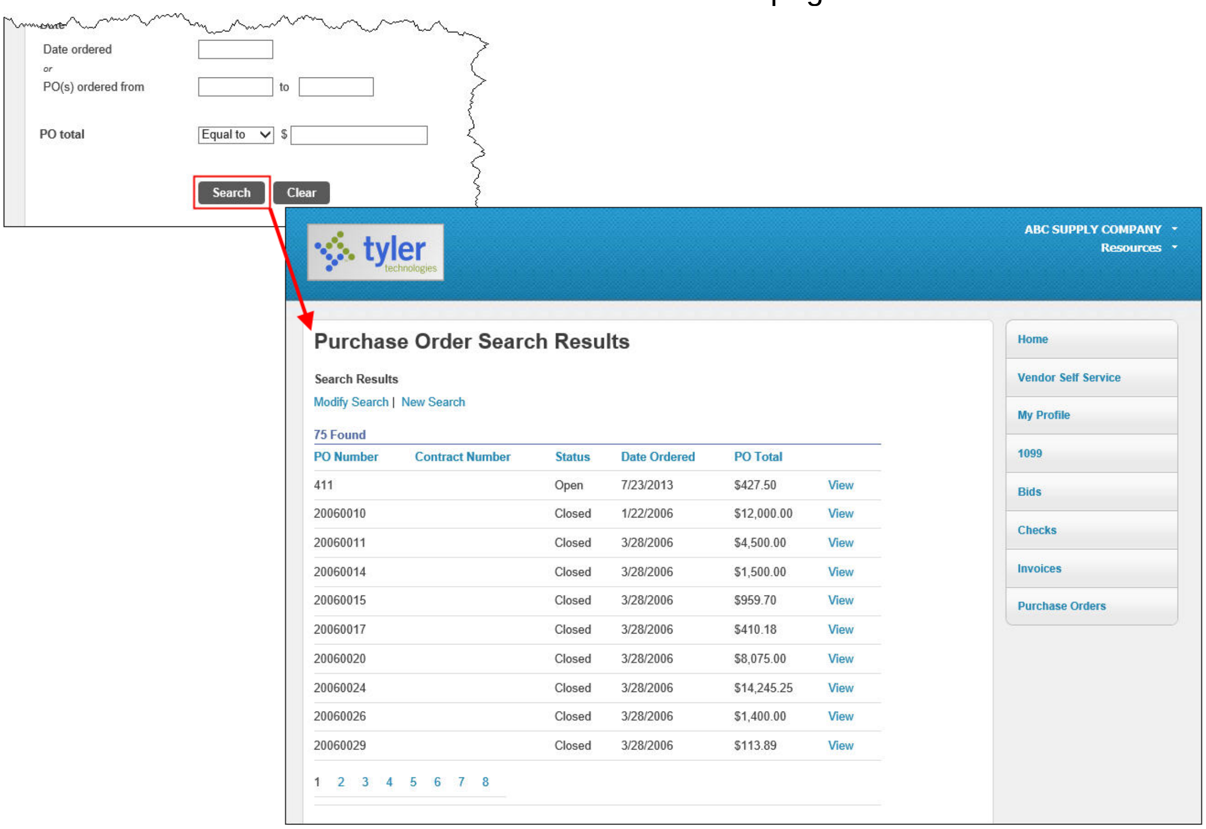


Purchase Orders

When a vendor clicks the **Purchase Orders** option on the navigation menu, VSS opens the Vendor Purchase Order Search page.



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



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.