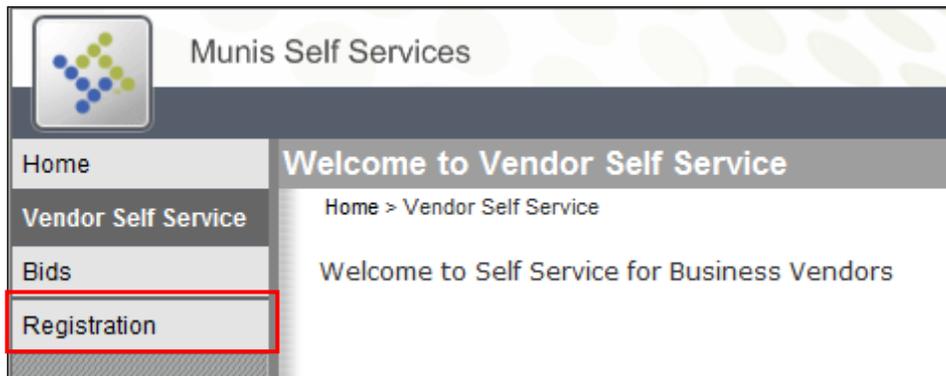


Vendor Registration

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. The Douglas County School System can provide the vendor with the vendor ID, if necessary.

The screenshot shows the 'Munis Self Services' web application. The page title is 'New Vendor Registration' and the current step is 'Step 1 of 5: Create user ID and password'. The breadcrumb trail is 'Home > Vendor Self Service > Registration'. A progress indicator shows 'Step 1' selected, followed by '2', '3', '4', and '5'. The form contains 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 an empty input box for the CAPTCHA.

Under the heading 'EXISTING VENDORS ONLY', there is a note: 'You must complete the following for initial registration.' This section includes:

- 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. **NOTE THAT ALL INFORMATION HERE SHOULD BE ENTERED IN CAPITAL LETTERS.** 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](#)
[Vendor Self Service](#)
[My Profile](#)
[Bids](#)

New Vendor Registration

Resources

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:

- Header: "Munis Self Services" on the left and "Scholastic Art Supply | Home | My Account | Log Out" on the right.
- Navigation: A vertical menu on the left with "Home", "Vendor Self Service", "My Profile", and "Bids". A "Resources" link is in the top right.
- Form Title: "New Vendor Registration" with a sub-header "Registration".
- Progress: "Step 3 of 5: Remittance information" and a step indicator "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
- Buttons: A "Continue" button at the bottom.

STEP 4: The vendor must provide contact information and indicate the preferred methods of communication. **The Douglas County School System sends all purchase orders to vendors via email. It is imperative that vendors enter a correct email address in their profile.**



- 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

[Continue](#)

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 Vendor Self Service My Profile Bids

New Vendor Registration Resources

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."

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

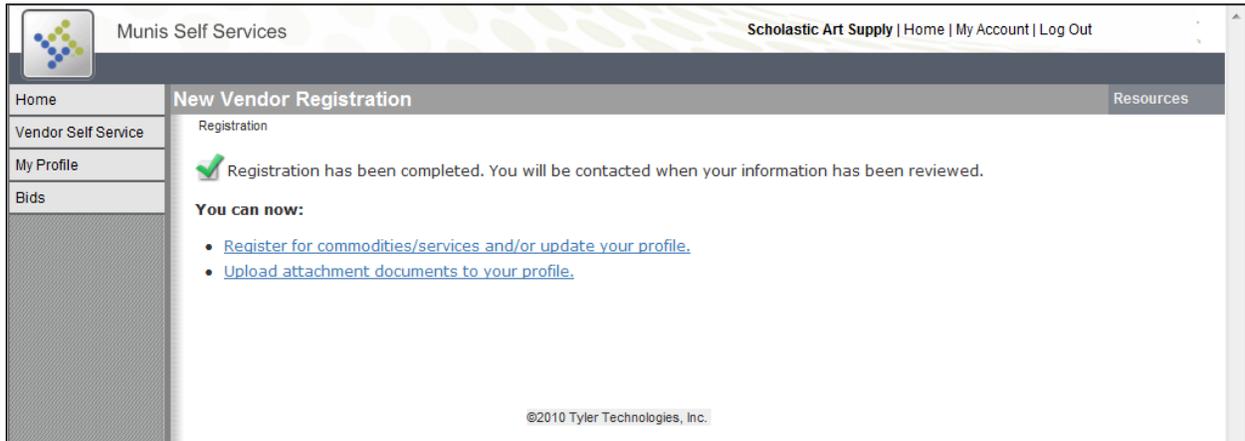
Contacts and Communication Preferences [change](#)

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 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	scholasticart@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	scholasticart@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 W-9's, E-Verify Forms, Insurance Certificates and pricing sheets, to their profile.

Munis Self Services

Scholastic Art Supply | Home | My Account | Log Out

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.

Browse...

Browse...

Browse...

Upload

- Please note that all vendors must register their Commodity Codes and attach their W-9 and E-Verify documents before they will be granted access to VSS.