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.
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.
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.

![Vendor Registration Form](image)

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.
Step 4 of 5: Contacts and communication preferences

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.

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.
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.

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.
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.