

# **Existing Vendor Self-Service User Guide**

**February 1, 2016**



## Vendor Self Service Overview

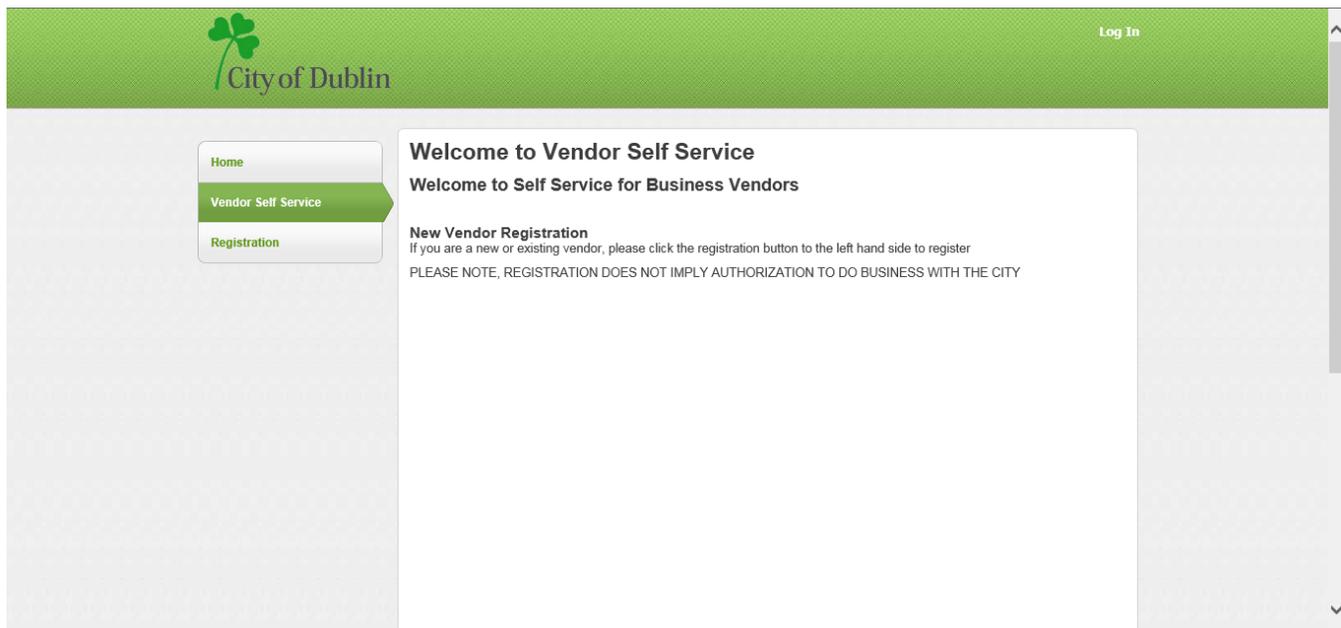
Vendor Self Service (VSS) provides vendors with web-based access to information stored in the City of Dublin's database. The information is drawn from multiple modules, including Accounts Payable, Purchasing, and Bid Management.

Using VSS, vendors can enter and maintain their contact and remittance information, discount and payment terms, designated contact persons, and a list of commodity codes that represent the goods and services the vendor can provide.

A listing of the vendor's current and prior 1099 data, purchase orders, invoices, contracts, and checks is also available in VSS.

## Vendor Registration

Prospective vendors, as well as existing vendors, must register to gain access to Vendor Self Service. Vendors of either type register by clicking **Registration** on the VSS home page.



The screenshot shows the City of Dublin Vendor Self Service home page. At the top, there is a green header with the City of Dublin logo (a shamrock) and the text "City of Dublin" on the left, and a "Log In" link on the right. Below the header is a navigation menu with three items: "Home", "Vendor Self Service" (which is highlighted with a green arrow), and "Registration". The main content area is titled "Welcome to Vendor Self Service" and "Welcome to Self Service for Business Vendors". It features a "New Vendor Registration" section with the text: "If you are a new or existing vendor, please click the registration button to the left hand side to register" and "PLEASE NOTE, REGISTRATION DOES NOT IMPLY AUTHORIZATION TO DO BUSINESS WITH THE CITY".

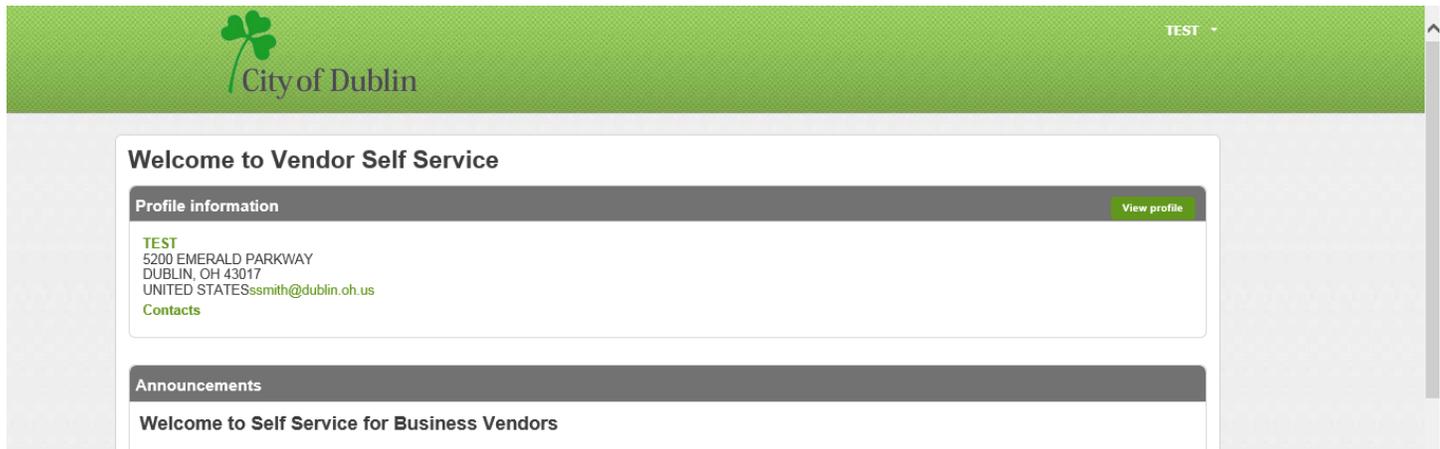
Registration is a five-step process. Vendor Self Service displays the number of steps in the process, with the current step displayed in bold type. Vendor Self Service does not save any information entered in the fields on any page until the registration is complete. If a vendor leaves the registration process before completing all of the steps, all of the information entered is discarded and they must start again. The first step in the process defines the vendor’s user ID and password information.

In order to complete the first step, the vendor must complete the boxes on the screen using the following table as a reference.

Field	Description
User ID	This box contains the vendor’s VSS login name. Each user ID must be unique and cannot be greater than 20 characters in length.
Password	This box contains the vendor’s login password. The vendor must enter and then retype a login password in the boxes. VSS requires entry of a minimum of two characters for the password and a maximum of 15 characters. VSS does not enforce any password formatting rules, such as a requirement of numerals or uppercase text.
Password Hint	This box contains a hint used to assist the vendor in remembering their password. The hint cannot be the same as the vendor’s password. VSS sends this hint to the vendor in an email message when they click <b>Forgot Password</b> on the login page.
CAPTCHA	This box contains the CAPTCHA code (Completely Automated Public Turing Test to Tell Computers and Humans Apart), which is used to protect the VSS database from attack. The vendor must enter the numbers shown in the box.

## Vendor Self Service Home Page

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.

## Vendor Navigation

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, discount terms, and the vendor’s banking information. The Address Information group displays the vendor’s remittance address and contact information. The Address Contacts group lists the vendor’s contact persons and information. The group is sorted by contact type. The Current Vendor Commodities group contains a list of commodity codes associated with the vendor. Vendors remove commodities from the list by clicking the **Remove** link. The Add link allows vendor to add commodities to the list.

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

## My Profile

### General Information [change](#)

Name/DBA	TEST/TEST
Entity	
Address	5200 EMERALD PARKWAY DUBLIN, OH 43017 , UNITED STATES
Fax Number	
FID	12-3456789
E-Mail	ssmith@dublin.oh.us
Web Site	
Vendor Type	SUPL - SUPPLY VENDOR
Geographic	
Foreign Entity	No
Is minority business enterprise?	No
Discount Percentage	0.000%
Days to Discount	0
Days to Net	0
Bank Name	
Bank Account Number	

Gender	
Ethnicity	

### Address Information

[change](#)

Name	DBA	Address	City	State	Zip	Fax	Is Default
TEST	TEST	5200 EMERALD PARKWAY	DUBLIN	OH	43017		Y
TEST	TEST	5200 EMERALD PARKWAY	DUBLIN	OH	43017		N

### Address Information

[change](#)

### Address Contacts

[change](#)

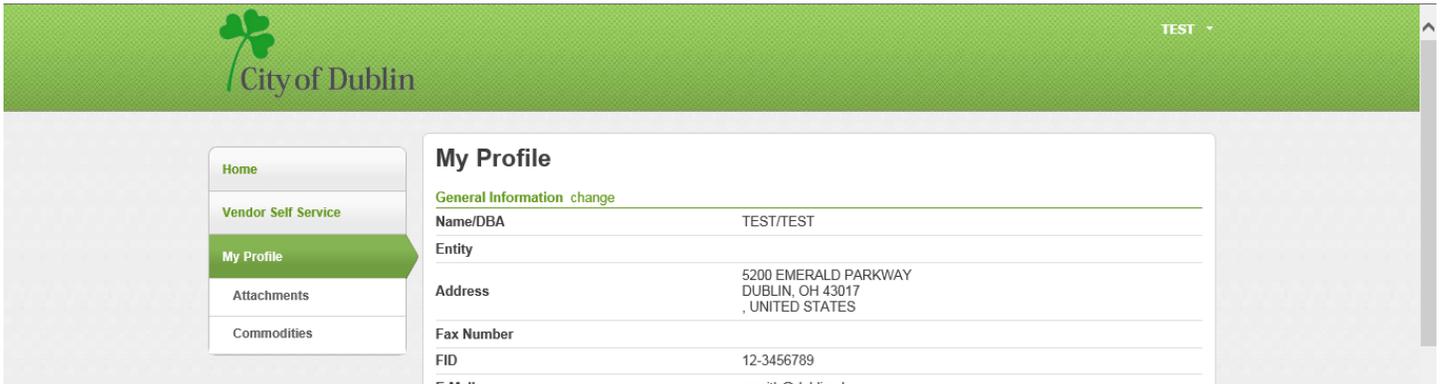
Type	Name	Title	Email	Phone	Fax

### Current Vendor Commodities [add](#)

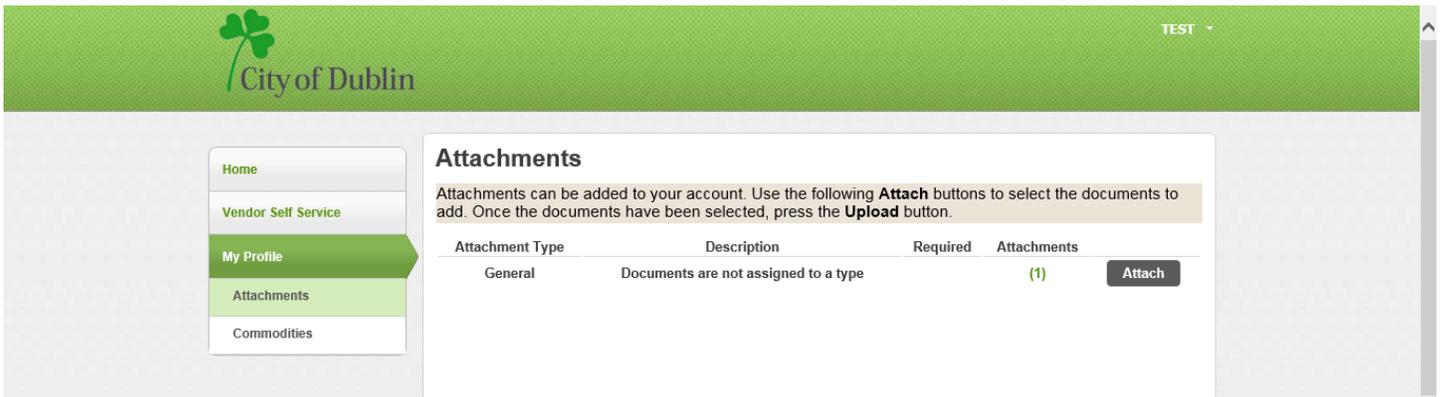
There are no Commodities to Display for this Vendor.

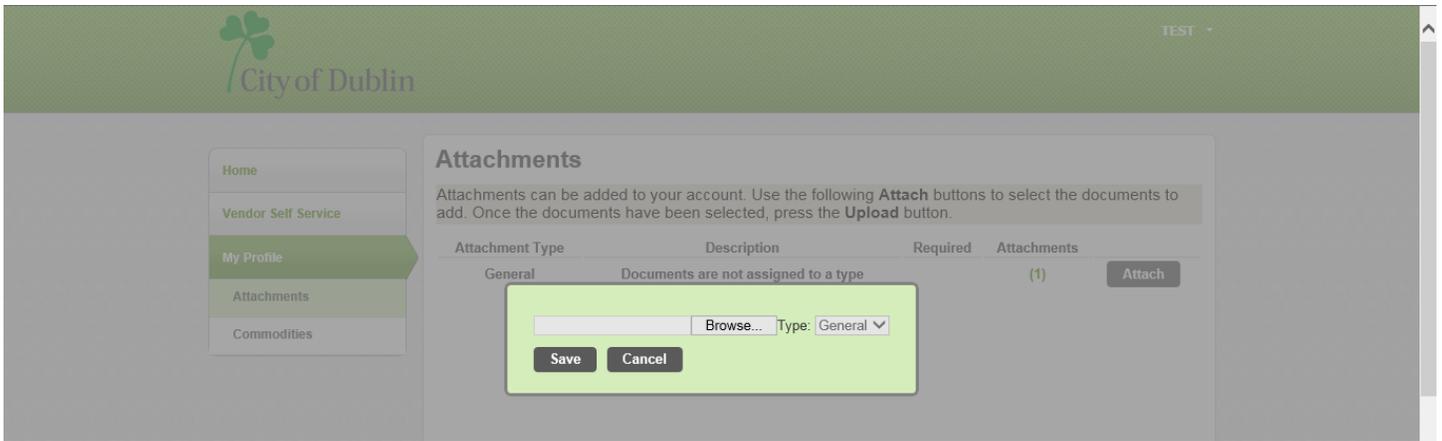
# Attachments

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.

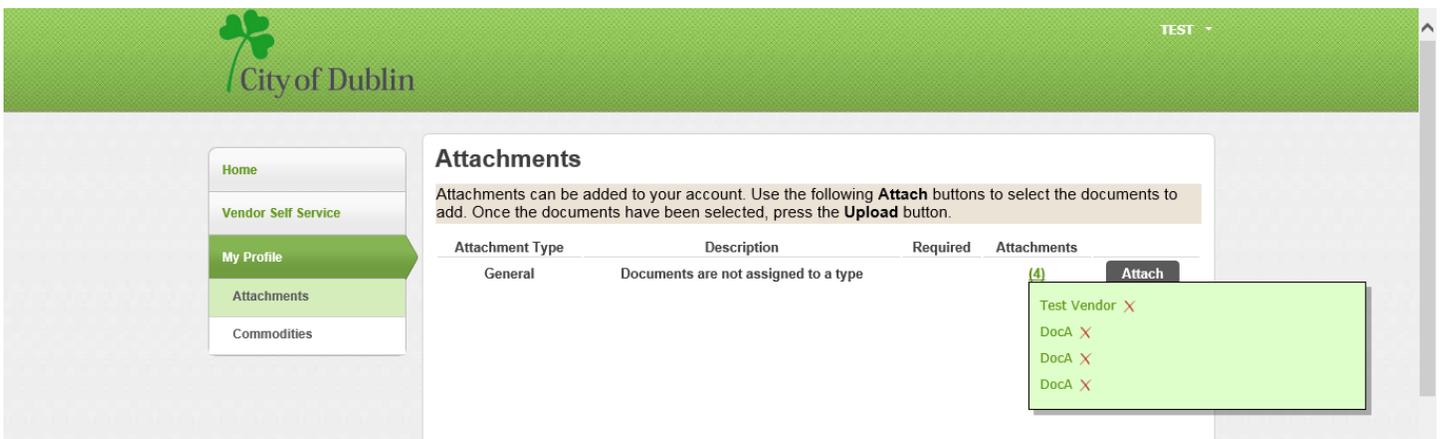


Attachments are added by clicking the **Attach** button and then the **Browse** button, selecting the file to attach, and then clicking the **Upload** button. This causes the page to display a list of files to attach. Vendors can attach an unlimited number of files using this method.





Files may be viewed by hovering your mouse over the number of attachments.



The vendor cannot maintain their attachments in VSS once they have been uploaded. Contact the City of Dublin at [vendor@dublin.oh.us](mailto:vendor@dublin.oh.us) to add, update, or delete the vendor's attached files.

# Commodities

Commodities are not being used by the City of Dublin at this time. While you may view this screen, there are no commodities available for selection.

City of Dublin

TEST

Home

Vendor Self Service

My Profile

Attachments

Commodities

### Vendor Commodities

#### 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](#)

**0 Found**

**1-0**

There are no Commodities Available for Display.