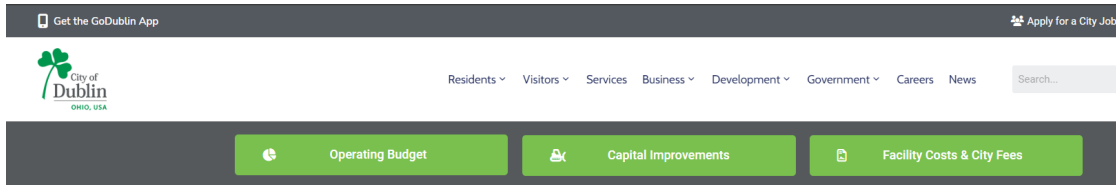
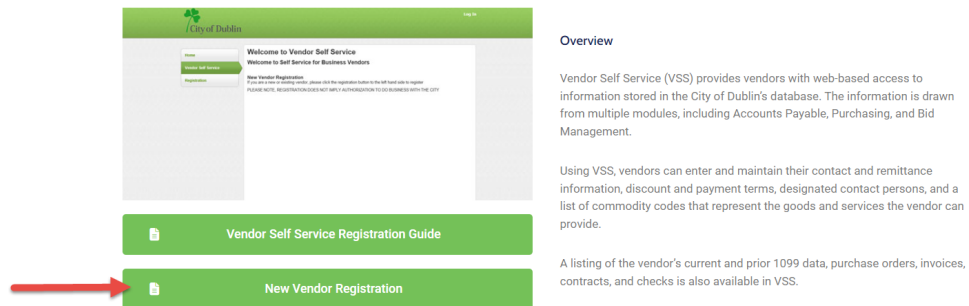


Sign-in as an Existing Vendor

1. Click link to enter Vendor Self Service (<https://selfservice.dublin.oh.us/vss/>)



Vendor Self Service



The screenshot shows the 'Vendor Self Service' registration page. It features a green header with the City of Dublin logo and a 'LOG IN' link. The main content area is white and contains a 'Welcome to Vendor Self Service' message, a 'New Vendor Registration' button, and a 'Vendor Self Service Registration Guide' button. A red arrow points to the 'New Vendor Registration' button.

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.

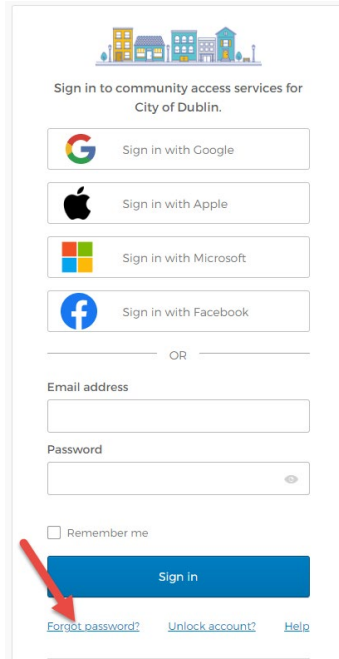
A listing of the vendor's current and prior 1099 data, purchase orders, invoices, contracts, and checks is also available in VSS.

2. Click Login

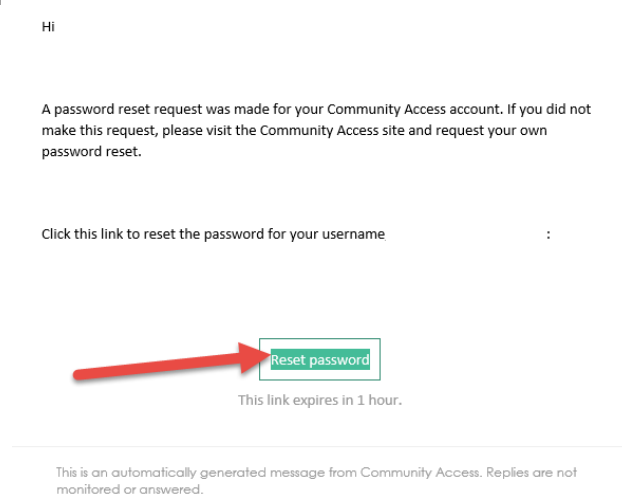


VENDOR SELF-SERVICE GUIDE

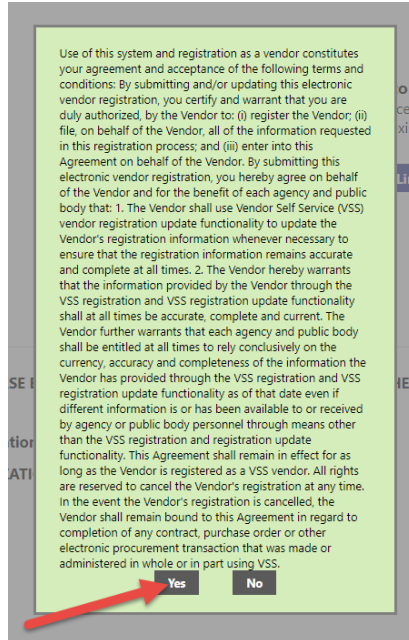
1. If you are currently a vendor with the City enter your email address and click "Forgot Password?"



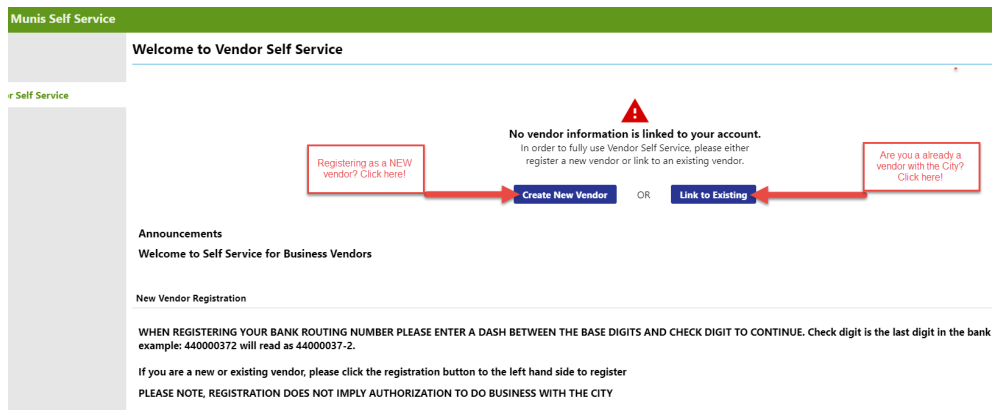
2. Check email for password reset instructions.



3. Follow link to reset password and login.
4. Accept the Terms and Conditions.



5. Click Link to Existing.



VENDOR SELF-SERVICE GUIDE

6. Fill out Vendor Number (if unknown contact vendor@dublin.oh.us) and Vendor Tax ID.

Link to Existing Vendor

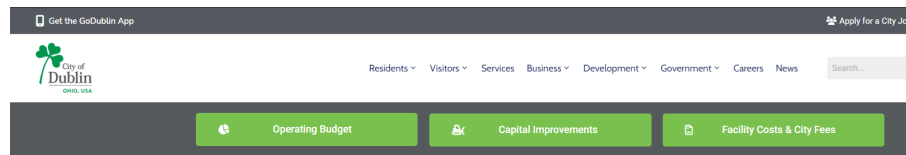


The screenshot shows a search interface for existing vendors. At the top center is a magnifying glass icon. Below it is the text "Enter the information below to search for an existing vendor." There are two input fields: "Vendor Number" and "Vendor FID/SSN". A red-bordered box on the left contains the text "Request from vendor@dublin.oh.us if unknown." with a red arrow pointing to the "Vendor Number" field. Another red arrow points to the "Vendor FID/SSN" field. At the bottom center is a blue button labeled "Link to Existing" with a red arrow pointing to it.

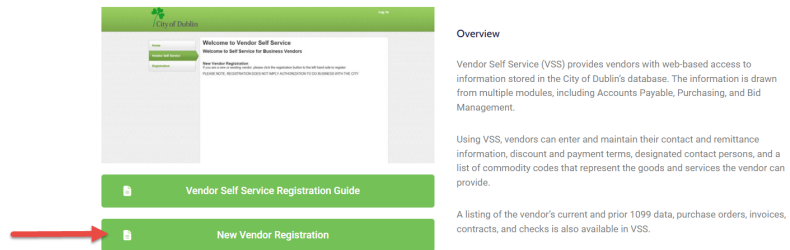
7. Enter contact information as appropriate.
8. **Access to Vendor Self Service is now complete.**

Sign-in as a New Vendor

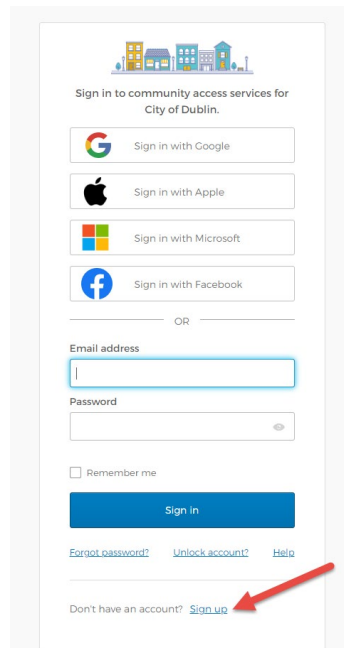
1. Click link to enter Vendor Self Service (<https://selfservice.dublin.oh.us/vss/>)



Vendor Self Service

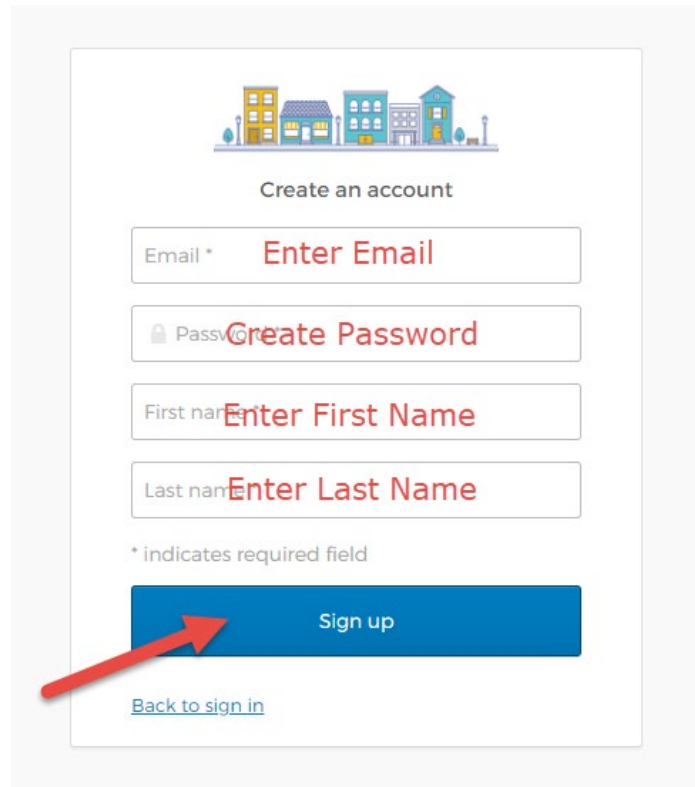


2. Click Sign up.



VENDOR SELF-SERVICE GUIDE

3. Create a Vendor Self Service account.

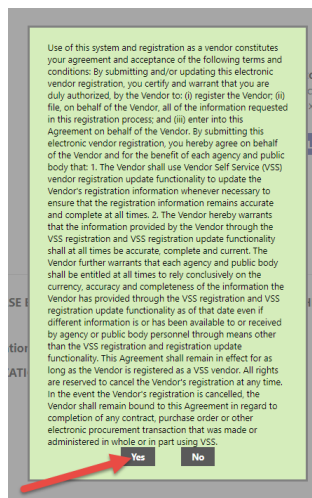


The screenshot shows a 'Create an account' form with the following fields and annotations:

- Email ***: Annotated with 'Enter Email' in red.
- Password**: Annotated with 'Create Password' in red.
- First name**: Annotated with 'Enter First Name' in red.
- Last name**: Annotated with 'Enter Last Name' in red.

A red arrow points to the blue 'Sign up' button. Below the button is a link for 'Back to sign in'. A note states '* indicates required field'.

4. Accept the Terms and Conditions.

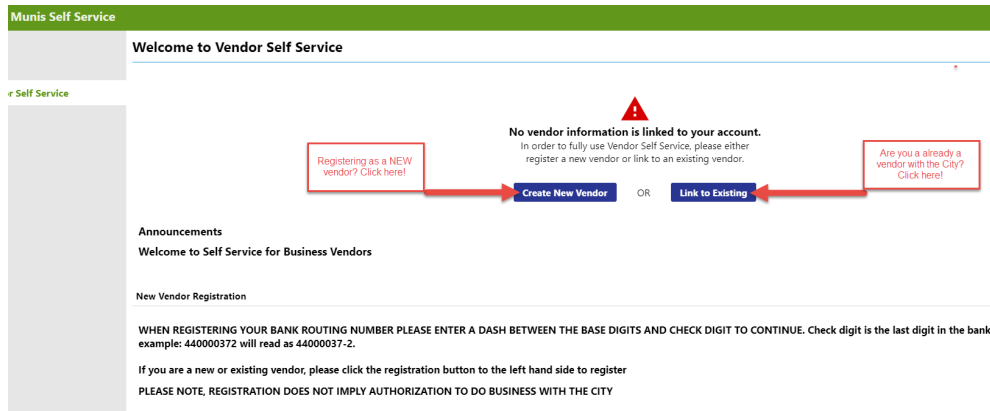


The screenshot shows a Terms and Conditions agreement screen with the following text:

Use of this system and registration as a vendor constitutes your agreement and acceptance of the following terms and conditions: By submitting and/or updating this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to (i) register the Vendor; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that: 1. The Vendor shall use Vendor Self Service (VSS) vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure that the registration information remains accurate and complete at all times. 2. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration and VSS registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the VSS registration and VSS registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the VSS registration and registration update functionality. This Agreement shall remain in effect for as long as the Vendor is registered as a VSS vendor. All rights are reserved to cancel the Vendor's registration at any time. In the event the Vendor's registration is cancelled, the Vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electronic procurement transaction that was made or administered in whole or in part using VSS.

At the bottom of the screen are two buttons: 'Yes' and 'No'. A red arrow points to the 'Yes' button.

- Register as a new vendor by clicking **Create New Vendor** **or** connect to an existing City vendor account by clicking **Link to Existing**.



Munis Self Service

Welcome to Vendor Self Service

No vendor information is linked to your account.
In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor.

Registering as a NEW vendor? Click here! → **Create New Vendor** OR **Link to Existing** ← Are you already a vendor with the City? Click here!

Announcements
Welcome to Self Service for Business Vendors

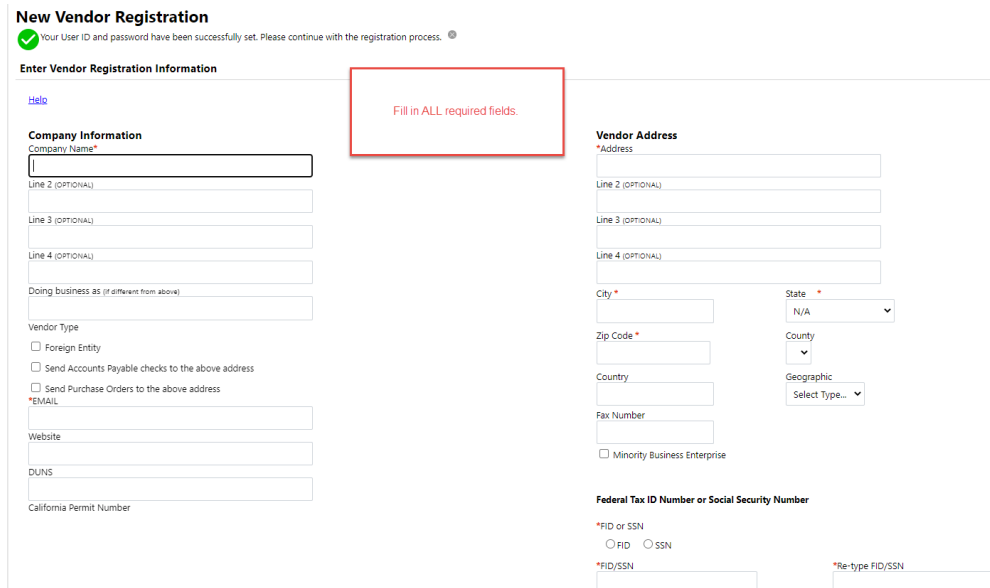
New Vendor Registration

WHEN REGISTERING YOUR BANK ROUTING NUMBER PLEASE ENTER A DASH BETWEEN THE BASE DIGITS AND CHECK DIGIT TO CONTINUE. Check digit is the last digit in the bank example: 440000372 will read as 44000037-2.

If you are a new or existing vendor, please click the registration button to the left hand side to register

PLEASE NOTE, REGISTRATION DOES NOT IMPLY AUTHORIZATION TO DO BUSINESS WITH THE CITY

- Click **Create New Vendor**.
- Fill in all required fields and click **Continue**.



New Vendor Registration

✔ Your User ID and password have been successfully set. Please continue with the registration process.

Enter Vendor Registration Information

Fill in ALL required fields.

Company Information

Company Name *

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

Vendor Type

Foreign Entity

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

*EMAIL

Website

DUNS

California Permit Number

Vendor Address

*Address

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City *

State *

N/A

Zip Code *

Country

Geographic

Select Type...

Fax Number

Minority Business Enterprise

Federal Tax ID Number or Social Security Number

*FID or SSN

FID SSN


*Re-type FID/SSN

8. If you have additional addresses enter them here, if not skip. Click Continue.


New Vendor Registration Step 2

Address Information

[Help](#)

Addresses 


Name/DBA Address Is Default



9. Fill in all required fields with contact information and click Continue.

User Contact Information

Contact Person

* Contact Type
Select Type... 

* Name


Description

* Phone

Text
 Opt in

* E-mail

Fill in ALL required fields.




10. After contact(s) have been added click Continue.



New Vendor Registration

General Vendor Contacts

[Help](#)

Address Contacts

Type	Name	Description	Email	Telephone
GENERAL - General Contacts				

11. The City does not currently use commodity codes. Click continue.

Select Commodities

Select 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(s) (e.g. 123456)

[View all commodities/services](#)

0 Found 1-0

There are no Commodities Available for Display.

Currently Added

There are no commodities to display for this vendor.

12. Review information for accuracy and attach vendor W-9. Click Register.

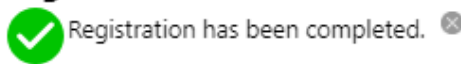
Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) <input type="button" value="Attach"/>
default	Vendor Attachment	Attach Vendor W-9	(0) <input type="button" value="Attach"/>

I have read and accept the terms & conditions.

13. Vendor Registration is finished. **Access to Vendor Self Service is now complete.**

New Vendor Registration Registration Confirmation



You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)