



# City of Dublin Vendor Self Service (VSS) 2019.1

Contents

1 VENDOR SELF SERVICE OVERVIEW..... 3

2 VENDOR REGISTRATION..... 4

3 VENDOR INFORMATION ..... 12

4 VENDOR SELF SERVICE HOME PAGE ..... 13

5 VENDOR NAVIGATION ..... 15

5.1.1 Attachments ..... 18

5.1.2 Commodities..... 19

5.1.3 1099 ..... 20

5.1.4 Checks ..... 21

5.1.5 Invoices ..... 22

5.1.6 Purchase Orders ..... 24

## 1 VENDOR SELF SERVICE OVERVIEW

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

Using VSS, vendors can enter and maintain their contact and remittance information, discount and payment terms, designated contact persons, and the 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, and checks is available in VSS.

## 2 VENDOR REGISTRATION

Prospective vendors who do not exist in the Munis database, as well as existing vendors who have already been entered in the Vendors program in Munis but who have not previously accessed VSS, must register to access to Vendor Self Service.

Vendors of either type register by clicking Registration on the VSS home page. The Registration displays the Tyler Identity screen, and a vendor must create a Tyler Identity account prior to completing a VSS registration.

The screenshot shows the Vendor Self Service home page on the left and the Tyler Identity login screen on the right. The home page has a navigation menu with 'Home', 'Vendor Self Service', and 'Registration' (highlighted with a red box). The Tyler Identity screen has the heading 'Identify. Authenticate. Empower.' and a sign-in form with fields for 'Username' and 'Password', a 'Remember me' checkbox, and a 'SIGN IN' button. Below the sign-in form are links for 'Forgot password?' and 'Sign in with a different account' with social media icons for Google, Facebook, and Twitter.

When the vendor selects Register for a New Account, VSS displays the User Self-Service screen.

The screenshot shows the User Self-Service registration form. It has a title bar 'User Self-Service' and a heading 'Register for a new account'. The form contains fields for 'Email \*', 'First name \*', 'Last name \*', 'Password \*', and 'Confirm password \*'. At the bottom right are 'CANCEL' and 'CREATE ACCOUNT' buttons, with the 'CREATE ACCOUNT' button highlighted with a red box.

Vendors must enter a valid email address, along with name and password information. The Create Account option returns the vendor to the Tyler Identity log-in screen. However, vendors

cannot log in until they have received an email confirmation message and completed the confirmation process.

The first screenshot shows the 'Email Confirmation' screen with a 'SIGN IN' button in the top right corner. Below the header, there is a text input field labeled 'Enter your password \*' with a masked password '\*\*\*\*\*' and a cursor.

The second screenshot shows the same 'Email Confirmation' screen, but with a 'CONFIRM ACCOUNT' button highlighted in a red box next to a 'CANCEL' button. The 'SIGN IN' button is still present in the top right corner.

Once logged in to the VSS application, vendors complete the User Self-Service screen to create a basic user profile.

The screenshot shows the 'User Self-Service' screen with a user profile form. The form has a blue header with the text 'User Self-Service' and a circular profile icon with the letter 'M' in the top right corner. The form contains the following fields:

- Name: Michael Fritz
- Email: michaeltylerfritz2019@gmail.com
- Mobile Phone Number
- Voice Phone Number
- Password
- Manage linked accounts

Each field has a right-pointing arrow icon, indicating that the user can click to edit or view more details for each item.

When the User Self-Service screen is completed, the vendor must sign out of VSS and log in again to complete the registration process.

On the New Vendor Registration page:

- New vendors enter the validation number provided and click Continue
- Existing vendors enter the validation code, along with their vendor ID and the FID or SSN number associated with their vendor record.

Vendors who already exist in City of Dublin's Munis database must complete the fields in the Existing Vendors Only section. You must provide the vendor with the Munis vendor ID assigned by your organization, which is the vendor number in the Munis Vendors program. The value entered in the FID/SSN box must match the value from the Munis vendor record exactly.

When existing Munis vendors complete the Vendor ID and FID/SSN boxes and click Continue, VSS verifies the entered information with the vendor record in Munis. If all information matches, the vendor is automatically presented with the My Profile page. They do not have to complete the remaining steps of the registration process.

The screenshot shows the 'New Vendor Registration' page. The header is blue with the Tyler Technologies logo on the left and a user icon on the right. A left sidebar contains links for 'Home', 'Vendor Self Service', and 'Registration'. The main content area is titled 'New Vendor Registration' and 'Create user ID and password', with 'Step 1' indicated in the top right. Below the title, a message says 'Enter these validation numbers into the box below them' above a box containing the number '5392'. Below this is an empty input field. The section 'EXISTING VENDORS ONLY' follows, with the instruction 'You must complete the following for initial registration.' Below this are two input fields: 'Vendor ID' and 'FID/SSN (Enter without dashes)'. A 'Continue' button is at the bottom of the form. The footer of the page contains the copyright notice '©2019 Tyler Technologies, Inc.'

When new vendors click Continue, VSS provides the User Contact Information page.

Field	Description
<b>Contact Person</b>	
Contact Type	Determines the contact type code. Contact type codes are defined in Munis using the Contact Types program.
Name	Contains the name of the contact person.
Description	Contains information about the person listed as the contact.
Phone	Define the contact's phone, text and fax numbers, as well as the contact's email address. The text, fax and email information are optional. An Opt In check box allows the contact to elect whether to receive texts at the number in the Text field. A VSS administrator can hide the fax number from view by clearing the Contact Fax Number check box on the Field Settings tab of the Vendor Administration page.
Fax	
Text	
Email	

When a new vendor clicks Continue, the next New Vendor Registration page gathers the specific vendor details.

**New Vendor Registration**

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

**Enter Vendor Registration Information** Step 2

**General information**

\* Company Name  
Michael Fritz LLC  
(line 2)

**Bank Information**

Joe Smith  
1234 Anystreet Court  
Anycity, AA 12345

Pay to the order of \_\_\_\_\_ Dollars

Bank Anywhere  
123456789 123456789123 1234

Routing Number Account Number Check Number

Bank Routing Number  
123456789 <No routing number found.>

Bank Account Number  
123456789123

Bank Account Type  
Checking

**Continue**

Field	Description
Company Name	Contains the vendor's name or business name. The value entered here appears in the Alpha box in the Vendors program.
Doing Business As	Indicates the vendor's doing business as (DBA) name, if applicable.
Foreign Entity	When selected, indicates that the vendor is a foreign entity.
Address City State ZIP	Define the vendor's main address. The vendor must enter a two-letter state postal abbreviation code in the State box.
Fax Number	Displays the vendor's fax number, if applicable. This box can be hidden by a VSS administrator by clearing the Address Fax Number check box on the Field Settings tab of the Vendor Administration page.



Field	Description
Send Remittances to the Above Name and Address	If the vendor selects this check box, Vendor Self Service enters the values from the main address as the default values in the boxes in step three of the registration process.
Email	Contains the vendor's primary email address. It is the address to which all notifications and alerts are sent, such as registration confirmation messages or password hints. Additional email addresses for contact persons are defined later in the registration process.
Web Site	Includes the vendor's website URL. Optional.
Vendor Type	Determines the vendor's type. Vendor type codes are not used by the City, so any choice in this section is permissible and will not impact the vendor.
Gender Ethnicity	Contain the vendor gender and ethnicity codes your organization has defined in Munis using the Accounts Payable Miscellaneous Codes program. If no codes have been created, these lists cannot be used. The values selected from the lists determine the vendor's gender and ethnicity for vendor statistic and tracking purposes.  A VSS administrator can hide the lists from view by clearing the check boxes on the Field Settings page in Vendor Administration.
<b>Enter a Federal Tax ID Number or Social Security Number</b>	
	Requires the vendor to select whether to enter a federal tax identification number or a Social Security number, and then enter the value of the selected type.  The FID or SSN must be a unique value that is not used by any other vendor profile. Vendor Self Service automatically completes these fields for existing vendors who entered vendor ID and FID/SSN numbers on the first page of the registration process.

The Payment Terms and Bank Information sections define the vendor's business terms and financial transaction information.

**Payment Terms**

Discount Percentage

Days to Discount

Days to Net

Your preferred payables delivery method(s).

☒ Mail ☐ Fax ☐ E-Mail

Your preferred purchasing delivery method(s).

☒ Mail ☐ Fax ☐ E-Mail

**Bank Information**

Joe Smith  
1234 Anystreet Court  
Anycity, AA 12345 1234

Pay to the order of \_\_\_\_\_ Dollars

Bank Anywhere  
123456789 123456789123 1234

Routing  
Number
Account  
Number
Check  
Number

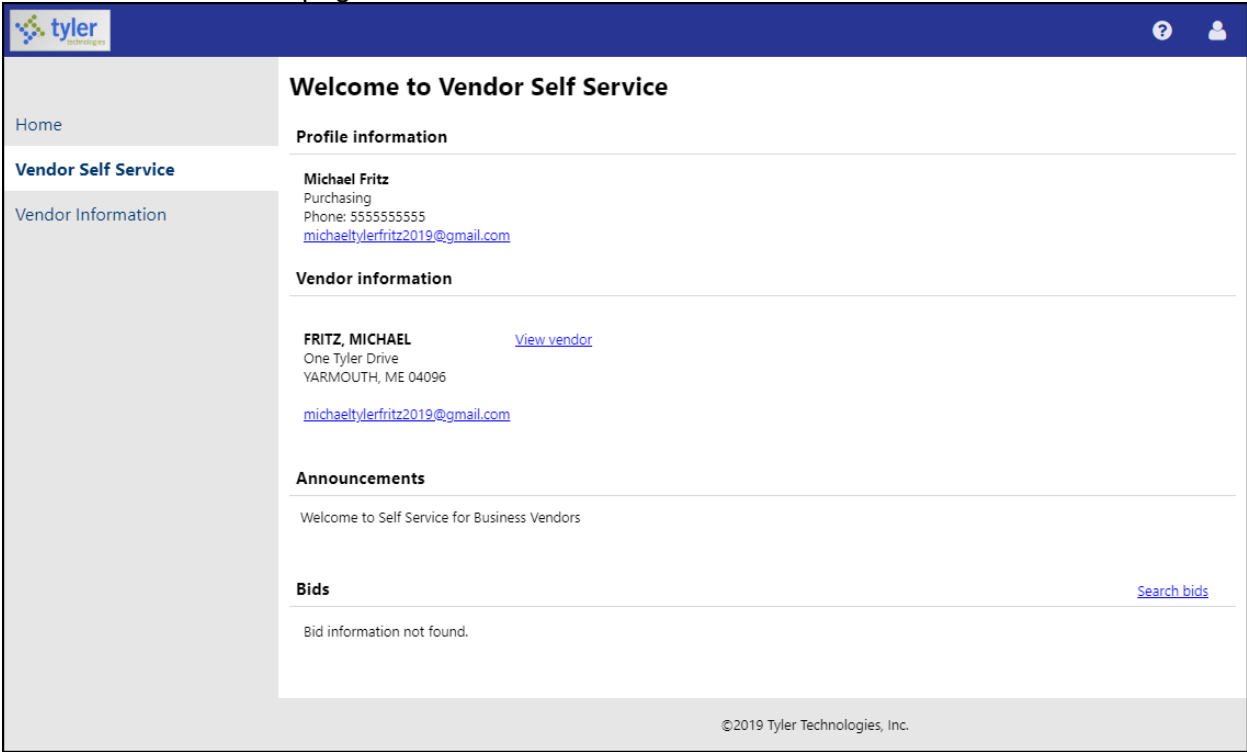
Bank Routing Number

Bank Account Number

Bank Account Type

Field	Description
<b>Payment Terms</b>	
Discount Percentage	Defines the discount percentage the vendor extends to your organization.
Days to Discount	Contains the number of days within which payment must be received by the vendor in order for your organization to claim the discount percentage.
Days to Net	Indicates the number of days that the vendor allows before requiring net payment.
Your Preferred Payables Delivery Method	Determine the vendor's preferred delivery method for payables and purchasing documents.
Your Preferred Purchasing Delivery Method	The administrator can also restrict the delivery method to only one selection.
<b>Bank Information</b>	
Bank Routing Number	Determines routing number of the bank account to which payments made to the vendor should be sent. The program automatically selects the correct bank code based on the entered routing number.
Bank Account Number	Contains the vendor's bank account number.
Bank Account Type	Indicates the type for the entered account: checking or savings.

When the vendor clicks Continue and the registration is successful, VSS provides the Welcome to Vendor Self Service page.



### 3 VENDOR INFORMATION

Vendor Information summarizes the vendor's general, address, contacts, and commodity information.

**Vendor Information**

**General Information** [change](#)

**Fritz, Michael**  
 Entity:  
 One Tyler Drive  
 YARMOUTH, ME 04096  
[michaelylerfritz2019@gmail.com](mailto:michaelylerfritz2019@gmail.com)  
 FID: 66-1111111  
 Vendor Type: 111 - generic

☐ Foreign Entity  
☐ Minority business enterprise

Discount Percentage: 0.000  
 Days to Discount: 0  
 Days to Net: 0

**Bank Information**  
 ASSOCIATED BANK  
 Account number: 123456789123  
 Account type: Checking

**Address Information** [change](#)

Name/DBA	Address	Is Default

**Contacts** [change](#)

Type	Name	Title	Email	Phone	Fax
ACCOUNTS PAYABLE	Michael Fritz		michaelylerfritz2019@gmail.com	5555555555	

**Additional Fields** [change](#)

**SHIPPING CHOICE**

**SHIPPING CHOICE**

**Commodities**

[add](#)

Code	Description

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Vendors use the Change button for each category to add or update the information.

The Additional Fields group allows vendors to add additional fields to their profiles. The City of Dublin does not have additional fields.

The City of Dublin does not utilize Commodities, so no options exist to add in this section.

On the menu, clicking Attachments allows vendors to upload documents.

## 4 VENDOR SELF SERVICE HOME PAGE

The Vendor Self Service home page provides the vendor's profile information and access to the options that the City of Dublin makes available.

**Welcome to Vendor Self Service**

**Vendor Self Service**

My Profile  
1099  
Bids  
Checks  
Invoices  
Purchase Orders  
Contracts

**Profile information**

**LeTourneau Power Equipment** [View profile](#)  
123 Main Street  
CARIBOU, ME 04736  
US

**Contacts**

**Announcements**

Welcome to Self Service for Business Vendors

**Invoices** [Submit invoices](#) [Search invoices](#)

**\$452.99**  
Last invoice: 2/13/2017

**\$452.99**  
Year to date

**Recent invoices**

Date	Amount	Status	
2/13/2017	\$452.99	Held	<a href="#">details</a>

**Submitted invoices**

Date	Amount	Status
------	--------	--------

**Checks** [Search checks](#)

Check information not found.

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Clicking the login option in the header displays the following menu options:

- My Account – Opens the My Account page containing the vendor's account information.
- Log Out – Logs the vendor out of Vendor Self Service.

**Welcome to Vendor Self Service**

**Vendor Self Service**

My Profile  
1099

**Profile information**

**LeTourneau Power Equipment** [View profile](#)  
123 Main Street  
CARIBOU, ME 04736

**LETOURNEAU POWER EQUIPMENT**

[My Account](#)

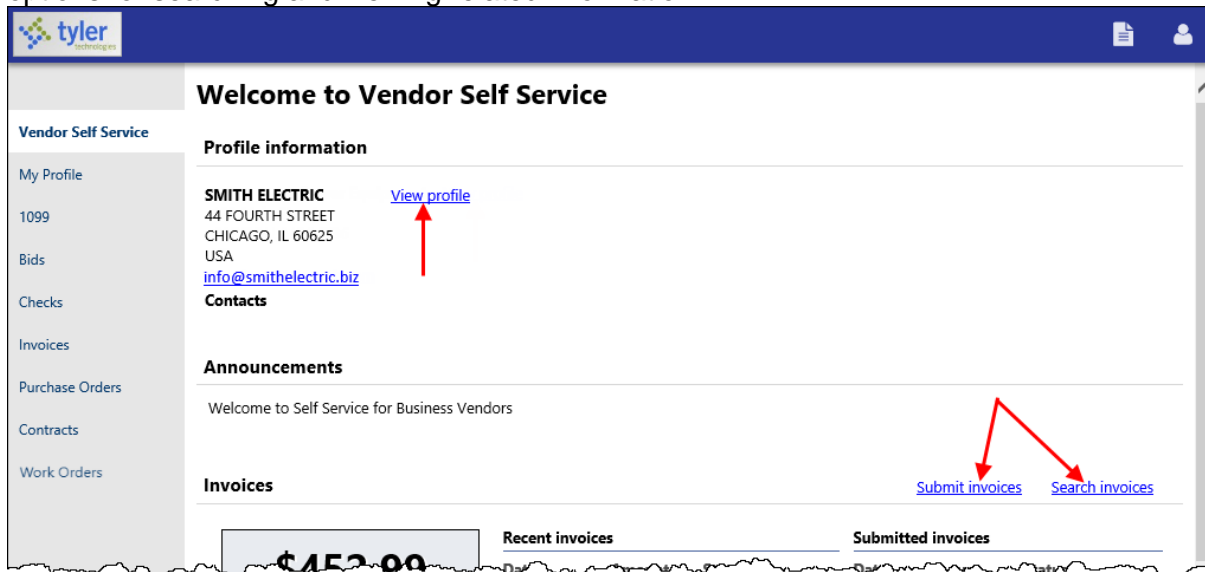
[Log Out](#)

The Resources option in the header provides a menu of links or documents provided by the City of Dublin.



## 5 VENDOR NAVIGATION

On the Vendor pages, the headers for the individual information groups that display include options for searching and viewing related information.



Clicking View Profile in the Profile Information group or the My Profile option in the navigation menu displays the My Profile page. The My Profile page groups profile information by category. By clicking Change, a vendor can update the information in that group.

My Profile	
<b>General Information</b> <a href="#">change</a>	
Name/DBA	SMITH ELECTRIC
Entity	
Address	44 FOURTH STREET CHICAGO, IL 60625
Fax Number	
FID	55-7777777
E-Mail	info@smithelectric.biz
Web Site	www.smithel.biz
Vendor Type	EQUI - EQUIPMENT VENDOR
Geographic	
Foreign Entity	No
Is minority business enterprise?	No
MBE Classification(s)	
General No certificates were found for this classification.	
Discount Percentage	0.000%
Days to Discount	0
Days to Net	0
Bank Name	
Bank Account Number	
Bank Account Type	
Gender	

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.

<b>General Information</b> <a href="#">change</a>	
<b>Name/DBA</b>	SMITH ELECTRIC
<b>Entity</b>	
<b>Address</b>	44 FOURTH STREET CHICAGO, IL 60625
<b>Fax Number</b>	
<b>FID</b>	55-7777777
<b>E-Mail</b>	dan.olson@tylertech.com
<b>Web Site</b>	info@smithelectric.biz
<b>Vendor Type</b>	EQUI - EQUIPMENT VENDOR
<b>Geographic</b>	
<b>Foreign Entity</b>	No
<b>Is minority business enterprise?</b>	No
<b>MBE Classification(s)</b>	
<b>General</b>	No certificates were found for this classification.
<b>Discount Percentage</b>	0.000%
<b>Days to Discount</b>	0
<b>Days to Net</b>	0
<b>Bank Name</b>	
<b>Bank Account Number</b>	
<b>Bank Account Type</b>	
<b>Gender</b>	
<b>Ethnicity</b>	

The Address Information group displays the vendor's remittance address and contact information, while the Address Contacts group lists the vendor's contact persons and information.

<b>Address Information</b> <a href="#">change</a>					
<b>Name/DBA</b>	<b>Address</b>				<b>Is Default</b>
<b>Address Contacts</b> <a href="#">change</a>					
<b>Type</b>	<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Phone</b>	<b>Fax</b>
ACCOUNTS PAYABLE	Susan Agouris	Accounting Office	info@mithelectric.biz	312-555-1212	



The Additional Fields group identifies the vendor's shipping preferences. Clicking Change allows the vendor to update this information.

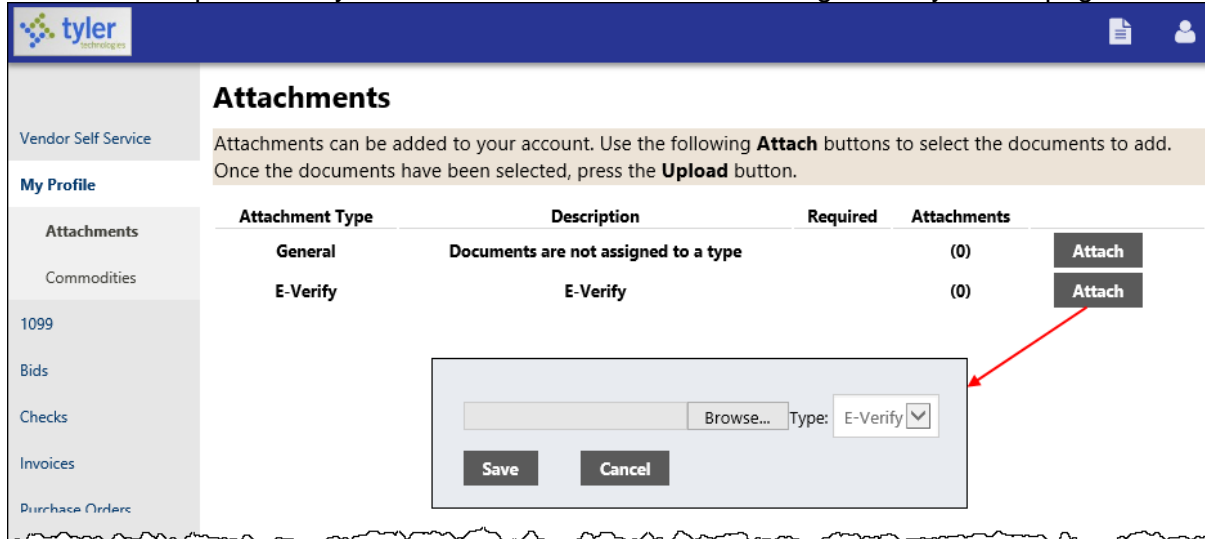
<b>Additional Fields</b>	
<a href="#">change</a>	
<b>SHIPPING CHOICE</b>	USPS

The Current Vendor Commodities group contains a list of commodity codes associated with the vendor. The City of Dublin does not use Commodities, so this list will be empty.

Commodities		
<a href="#">add</a>		
Code	Description	
206	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS	<a href="#">Remove</a>
28525	Current Collection Equipment and Accessories, Electrical	<a href="#">Remove</a>
28726	Circuit Cards	<a href="#">Remove</a>
28782	Transmitters, Emergency Alarm Type (To incl. Equipment Operation Status Reporting)	<a href="#">Remove</a>

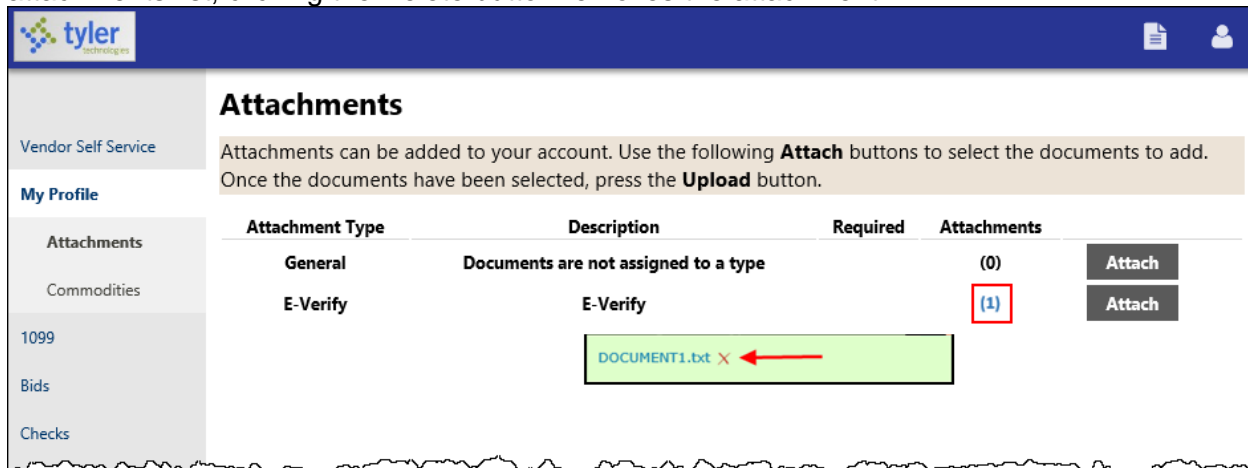
### 5.1.1 Attachments

A vendor adds attachments to their profile by clicking Attachments on the menu. The Attachments option is only available when the vendor is viewing their My Profile page.



Attachments are added by clicking the Attach button on the Attachments page, which allows the vendor to navigate to a file or document to upload. The Attachments column indicates the number of documents attached for the attachment types. Vendors can attach an unlimited number of files.

To remove an attachment, the vendor clicks the number of attachments indicator. On the attachments list, clicking the Delete button removes the attachment.



The uploaded files are also added to the vendor record in the Munis Vendors program and they can be viewed using the Vendor Attachments screen in that program.

The vendor cannot maintain their attachments in VSS once they have been uploaded.

### 5.1.2 Commodities

Clicking Commodities on the navigation menu displays the Vendor Commodities page. The City of Dublin does not use 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](#)

**904 Found** [1-10](#) | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

Select All	Code	Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/>	01924	Buckwheat
<input type="checkbox"/>	01950	Hops
<input type="checkbox"/>	01962	Pumpkins
<input type="checkbox"/>	01967	Rye
<input type="checkbox"/>	01972	Sorghum
<input type="checkbox"/>	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)

**Currently Added**  
There are no commodities to display for this vendor.

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## 5.1.3 1099

The 1099 page displays a listing of the vendor's 1099 data for a selected year. The data includes the 1099 box code, a description of the code type, and the 1099 amount.

The screenshot displays two overlapping screenshots of the Tyler Technologies Vendor Self Service interface. The top screenshot shows the 'Vendor 1099 Information' page. The bottom screenshot shows the 'Vendor 1099 Invoice Detail' page, which is reached by clicking on the box code 'F' in the top screenshot.

**Vendor 1099 Information**

Year: 2016

**Selected 1099 Data**

Code	Description	Amount
F	FED INC TA	\$3,555.00

**Vendor 1099 Invoice Detail**

[Return to 1099](#)

**Box** F

**Year** 2016

**Amount** \$3,555.00

**Description** FED INC TA

**1099 Invoice Detail**

AP Invoice	AP Check#	AP Check Date	AP Amount
5926	653327	09/14/2016	\$450.00
5928	6533287	10/17/2016	\$945.00
5930	6533288	11/08/2016	\$1,080.00
5931	6533288	11/18/2016	\$1,230.00

Clicking a code type provides 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.

### 5.1.4 Checks

The Checks group provides a list of checks recently issued to the vendor by your organization.

**\$2,460.00**  
 Last check: 11/17/2017

**\$0.00**  
 Year to date

Date	Number	Amount	
11/17/2017	#6533288	\$2,460.00	<a href="#">details</a>
10/14/2017	#6533287	\$1,845.00	<a href="#">details</a>

Using the Search Checks option, vendors can find additional check details using the invoice number, date or amount ranges, and status search criteria.

Vendor Self Service  
 My Profile  
 1099  
 Bids  
**Checks**  
 Invoices  
 Purchase Orders  
 Contracts  
 Work Orders

### Vendor Check Search

**Date (mm/dd/yyyy)**

Check date

or

Check date(s) from  to

**Amount**

Check amount

or

Amount(s) more than  but less than

**Number**

Check number

or

Check number(s) from  to

**Status**

Any Status

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Search Results for checks provides the check date, amount, check number, and status. Use the View option of an individual check to view additional details.

### 5.1.5 Invoices

The Invoices group provides vendor details for recent and submitted invoices. Vendors are only able to view invoices that are associated with their vendor ID.

Invoices

[Submit invoices](#)
[Search invoices](#)

\$452.99

Last invoice: 2/13/2017

\$452.99

Year to date

Recent invoices

Date	Amount	Status	
2/13/2017	\$452.99	Held	<a href="#">details</a>

Submitted invoices

Date	Amount	Status
------	--------	--------

The Search Invoices page allows searches by invoice number, date or amount ranges, and status.

Vendor AP Invoice Search

Invoice number

(other search criteria will be ignored)

Date

Invoice date

or

Invoice date(s) from

to

Amount

Invoice Amount

or

Amount(s) more than

but less than

Status

Any Status

Search

Clear

The Search Results page provides the invoice date, amount, invoice number, and status. When the vendor clicks Details, VSS provides the Invoice Detail page, which includes additional

information sorted by Vendor, Invoice, and Invoice Totals groups.

**Invoices**

Search Results  
[Modify Search](#) | [New Search](#)

4 Found

Invoice Date	Amount	Invoice Number	Status	
3/9/2017	\$652.00	5998	In Review	<a href="#">View</a>
3/9/2017	\$110.00	5999	Held	<a href="#">View</a>

[Return to previous view](#)

**Invoice Detail**

Invoice Detail for Invoice: 5998

**Vendor Information**

Vendor ID: 1131  
 Vendor Name: SMITH ELECTRIC  
 Vendor Address: 44 FOURTH STREET  
 CHICAGO, IL 60625

**Invoice Information**

Status: Unpaid  
 Invoice Number: 5998  
 PO Number:  
 Invoice Date: 3/9/2017  
 Check Date:  
 Check Number: 0  
 Voucher Number: 226  
 Invoice Description: Service entry and mounting kit

**Invoice Totals**

Gross Amount: \$652.00  
 Non Taxable: \$652.00  
**Net Amount: \$652.00**

With the applicable settings in Vendor Administration, Munis Accounts Payable Settings, and Munis Purchasing Settings enabled, the Submit Invoices option allows vendors to submit invoices to your organization directly from VSS.

**Invoices**

[Submit invoices](#) [Search invoices](#)

**Recent invoices**

**\$652.00**  
 Last invoice: 3/9/2017

**\$1,045.69**  
 Year to date

Date	Amount	Status	
3/9/2017	\$652.00	Held	<a href="#">details</a>
3/9/2017	\$110.00	Held	<a href="#">details</a>
3/9/2017	\$87.59	Held	<a href="#">details</a>
3/9/2017	\$196.10	Held	<a href="#">details</a>

Depending on settings configured for the vendor in Vendor Administration, the Submit Invoices option may require the vendor to indicate a valid purchase order or contract number when they submit an invoice.

### 5.1.6 Purchase Orders

Purchase Orders provides a list of recent purchase orders issued to the vendor from your organization.

The initial Search Purchase Orders page allows vendors to search by purchase order number, date, or a purchase order total range.

The screenshot shows the 'Vendor Purchase Order Search' interface. On the left is a navigation sidebar with the Tyler Technologies logo at the top. The sidebar contains links for 'Vendor Self Service', 'My Profile', '1099', 'Bids', 'Checks', 'Invoices', 'Purchase Orders' (which is highlighted), 'Contracts', and 'Work Orders'. The main content area is titled 'Vendor Purchase Order Search' and contains several search criteria:

- PO number**: A text input field with a note '(other search criteria will be ignored)'.
- Contract number**: A text input field.
- Status**: A dropdown menu currently showing 'Any Status'.
- Date**: A section with two options:
  - Date ordered**: A text input field.
  - or**: A small text label.
  - PO(s) ordered from**: Two text input fields separated by the word 'to'.
- PO total**: A dropdown menu set to 'Equal to' followed by a text input field for a dollar amount.

At the bottom of the search criteria are two buttons: 'Search' and 'Clear'.



Search results include the purchase order number, contract number (if applicable), status, date orders, and total. The View option provides additional details for a specific purchase order.

The screenshot displays the Tyler Technologies Vendor Self Service interface. The top navigation bar includes the Tyler Technologies logo and user icons. The left sidebar lists navigation options: Vendor Self Service, My Profile, 1099, Bids, Checks, Invoices, Purchase Orders, Contracts, and Work Orders. The main content area is divided into two sections.

### Purchase Order Search Results

**Search Results**  
[Modify Search](#) | [New Search](#)

**5 Found**

PO Number	Contract Number	Status	Date Ordered	PO Total	
20100015		Open	3/9/2017	\$288.00	<a href="#">View</a>

A red arrow points from the 'View' link in the search results to the 'Purchase Order Detail' section below.

### Purchase Order Detail

[Return to previous view](#)

**Purchase Order Detail**  
**PO #: 20100015 FY2017**

**Vendor**  
 SMITH ELECTRIC  
 44 FOURTH STREET  
 CHICAGO, IL 60625

Bill To	Ship To
3202 EAST 42ND STREET FALMOUTH, ME 04105	3202 EAST 42ND STREET FALMOUTH, ME 04105

Phone Numbers	Reference
Tel# 312-555-1212 Fax#	Contract: Requisition: 20100050

Date Ordered	Vendor Number	Date Required	Shipping/Terms	Department/Location
3/9/2017	1131			CENTRAL OFFICE

Line	Description	Unit	Qty	Unit Price	Net Price
1	Fluorescent tubes, 48"	EACH	60.00	\$4.80	\$288.00
<b>Open Amount</b>					<b>\$288.00</b>
<b>Purchase Order Total</b>					<b>\$288.00</b>