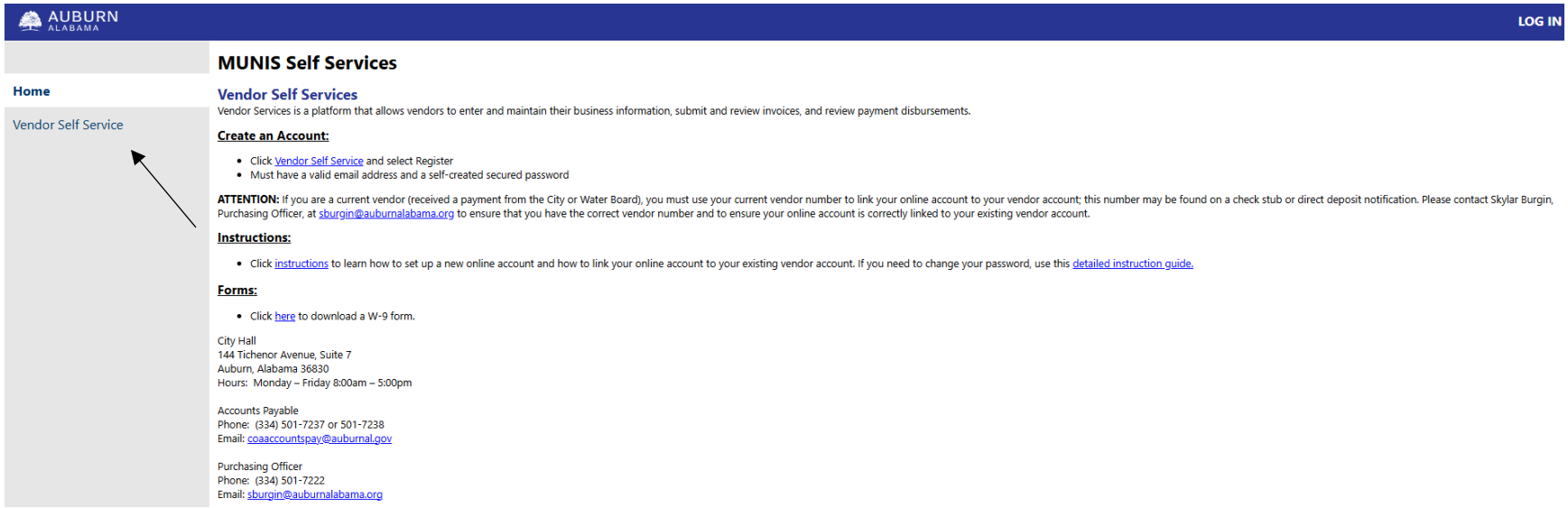
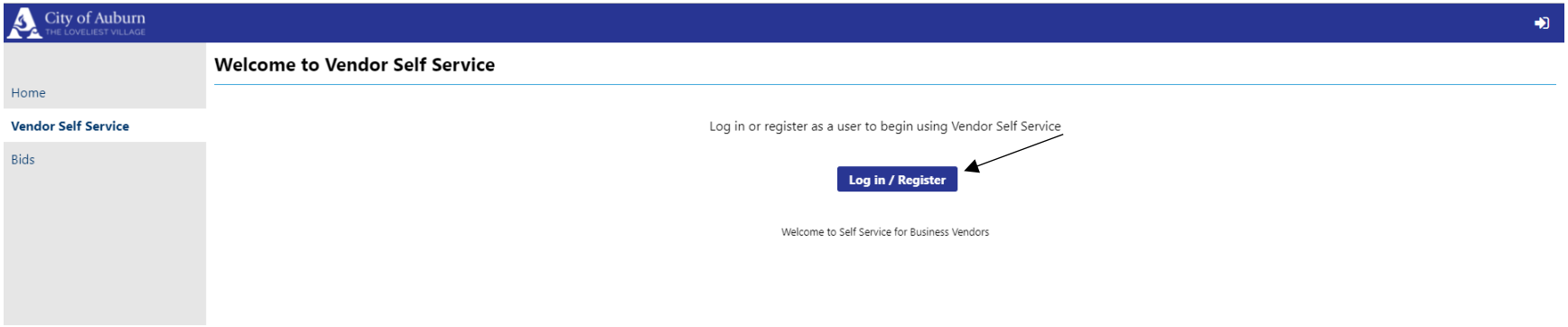
Vendor Self-Services Registration | City of Auburn, AL

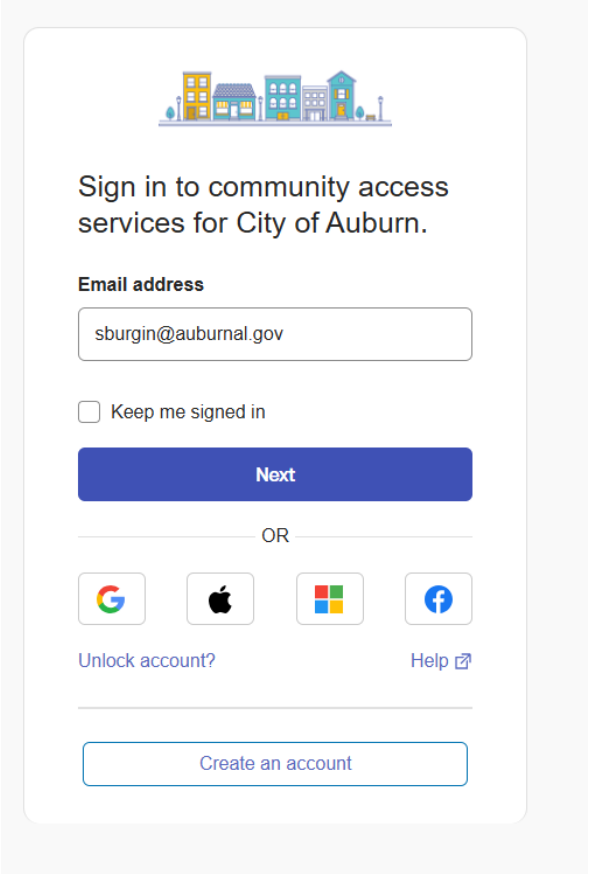
1. Visit the link here - [Vendor Self Service Landing Page](https://selfservice.auburnalabama.org/vss) (https://selfservice.auburnalabama.org/vss)
    - Click Vendor Self Service



2. Click the Log In / Register button

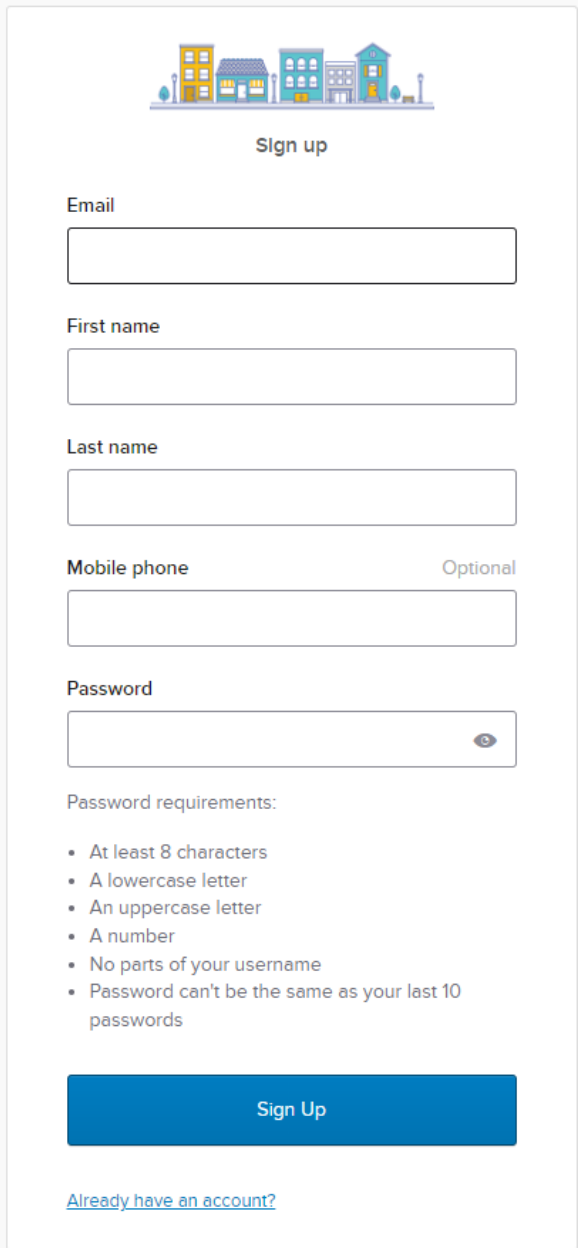


3. Sign in to your account or register for a new account
    - If you have previously registered for a Tyler Identity account you should be able to log in with your current account information, enter your credentials and click Sign In. **Proceed to step FIVE.**
        i. If you have a business license, or water bill with the City of Auburn that you have registered to pay online you will have a Tyler Identity account.
    - Click Register for a new account if you do not have a Tyler Identity account. **Proceed to step FOUR.**

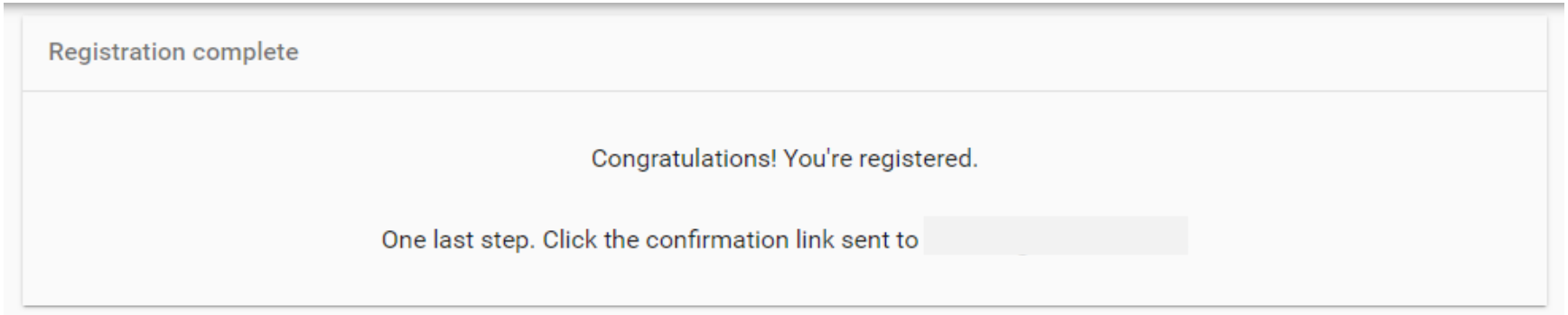


4. To register for a new account the following information is required: Email (please use an email address you have regular access to), First Name and Last Name (name of the registrant, not necessarily the business name), Password
    - Multiple accounts can be created per business, we do not require all businesses to maintain only one account.

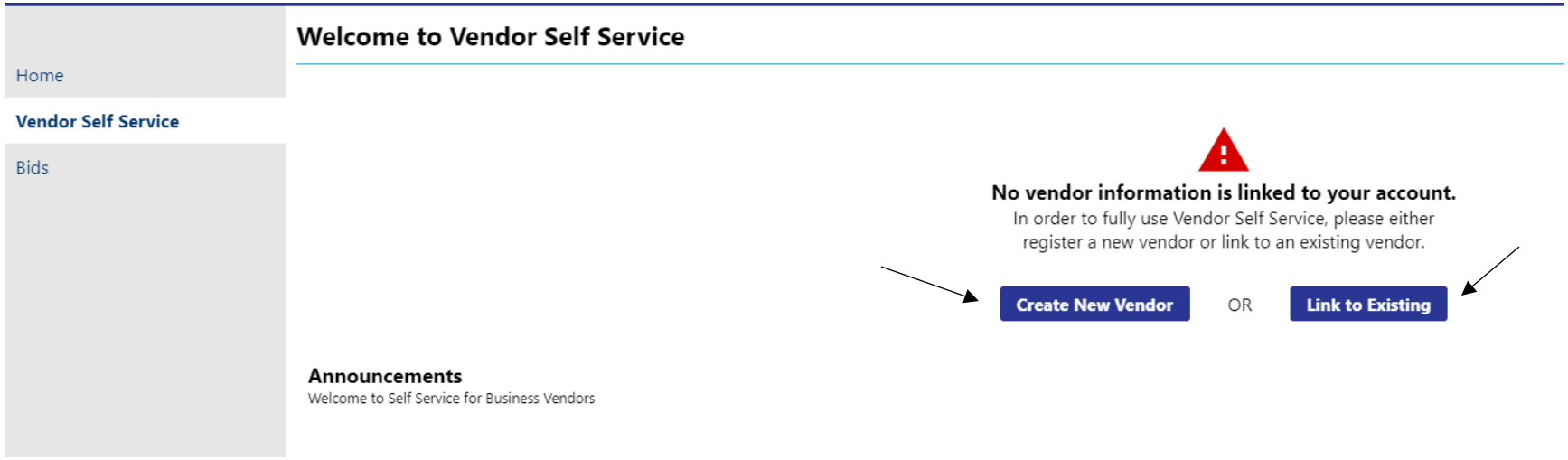
   Once your information has been entered click Sign Up



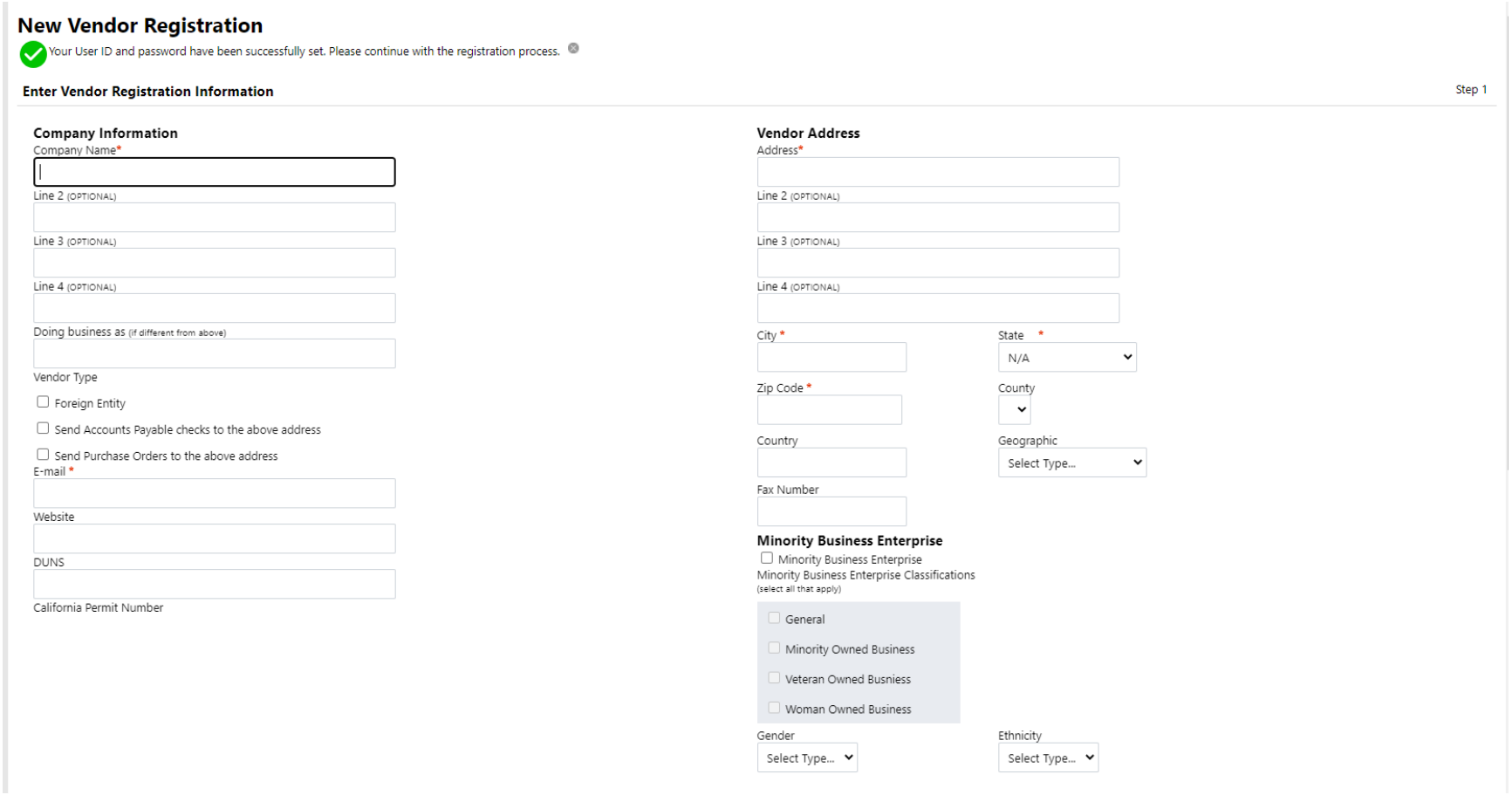
5. Registration Complete



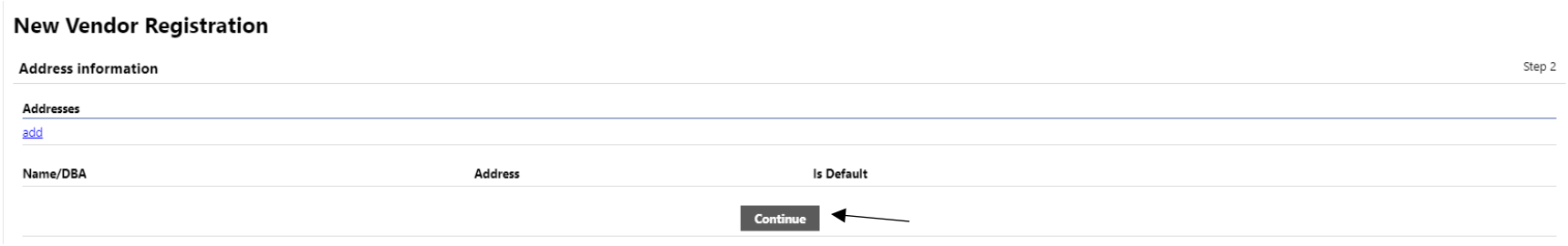
6. Create your vendor account.
    - If you are a new vendor wishing to do business with the City of Auburn please click Create New Vendor**. Proceed to step SEVEN.**
        i. Generally, this applies to vendors who have not received a purchase order from the City of Auburn. If you are unsure if you are considered a new vendor, please contact Skylar Burgin at sburgin@auburnal.gov or 334.501.7222
    - If you have received a purchase order or payment from the City of Auburn you will need to click Link to Existing to access your vendor account. **Proceed to step FOURTEEN.**



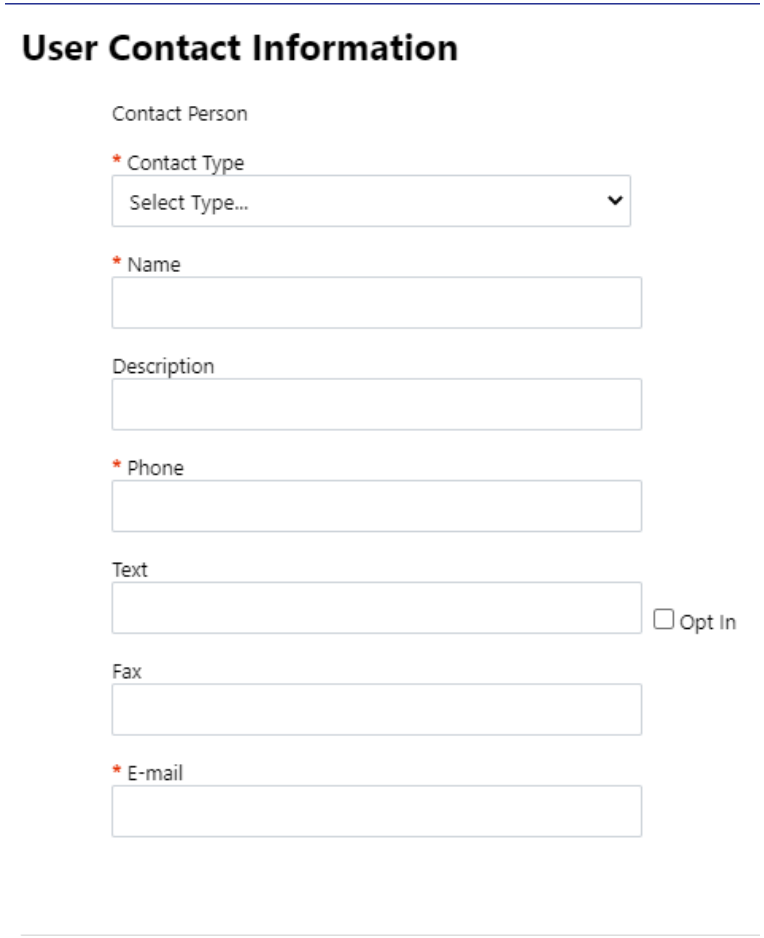
7. Complete your New Vendor Registration
    - Items with a red asterisk are required for our records



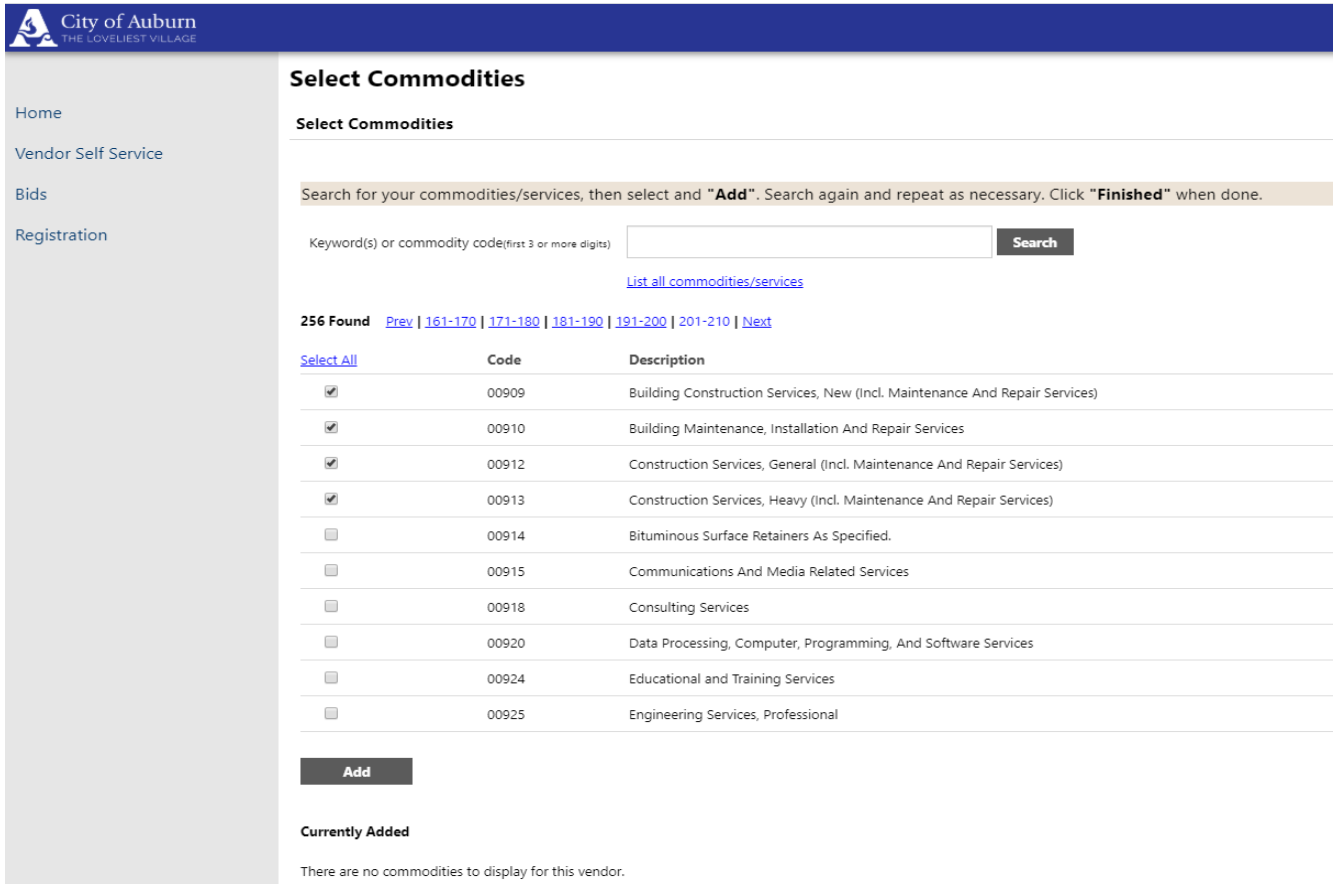
8. New Vendor Registration – Address Information
    - For businesses with multiple addresses for mailing checks and payments please include those in step 2 of the registration portal. If everything looks correct, please click continue.



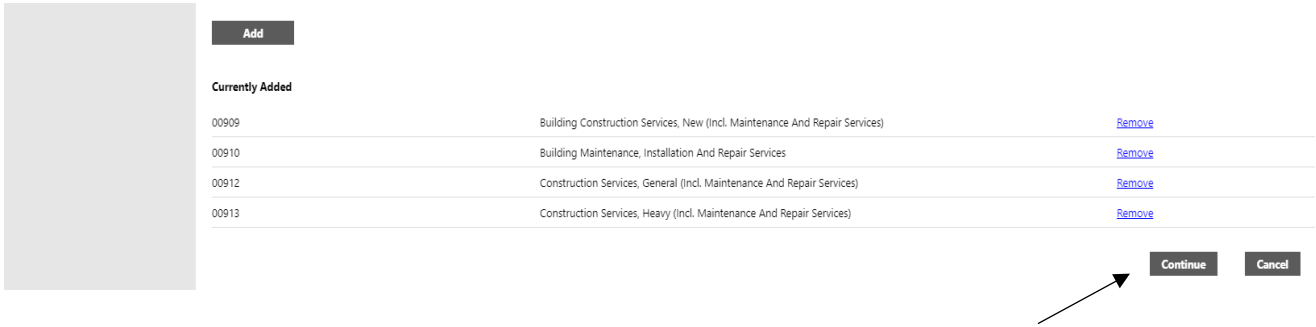
9. User contact information
    - This is the information for the registrant and not necessarily the business. As a reminder, businesses may have more than one registrant so you are not required to use one log on per company.



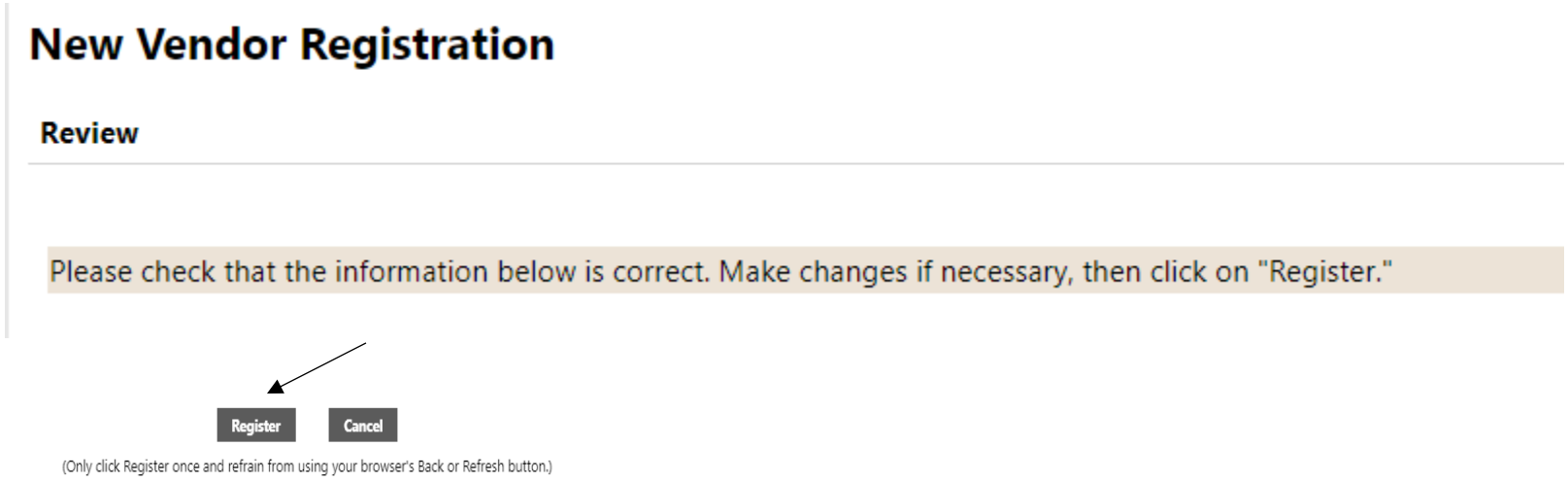
10. Select NIGP Commodity Codes
    - Select the NIGP Commodity Code(s) that best correlate to your normal business activities. You may select more than one. **This information is required for vendors to receive notifications of upcoming items for bid or proposal within the City.**



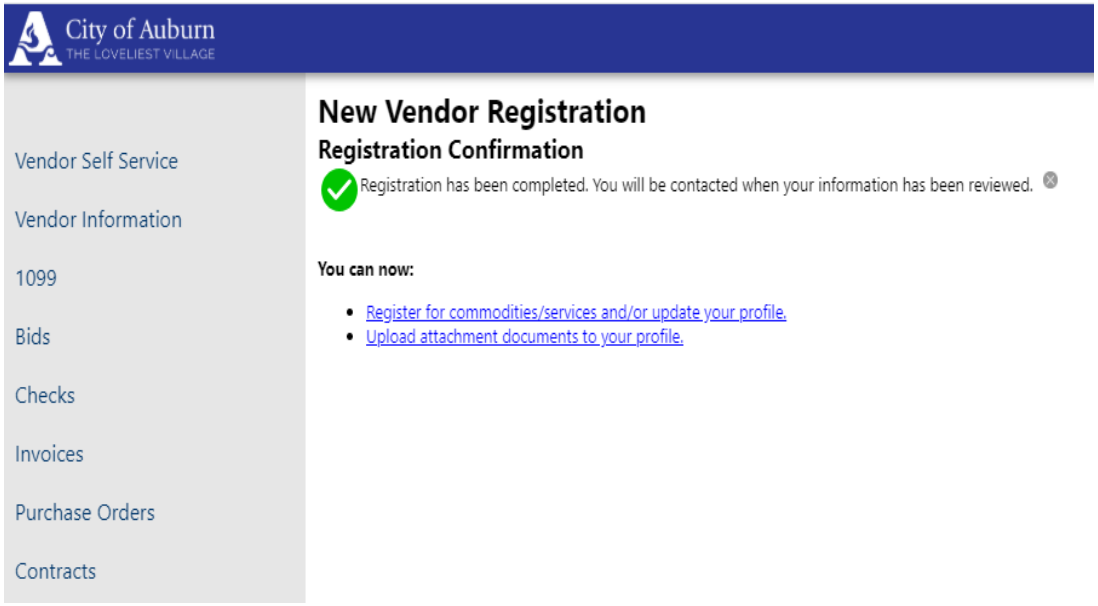
11. Selected NIGP Commodity Code(s) will be displayed for verification, if you have selected all applicable codes for your business please click continue.

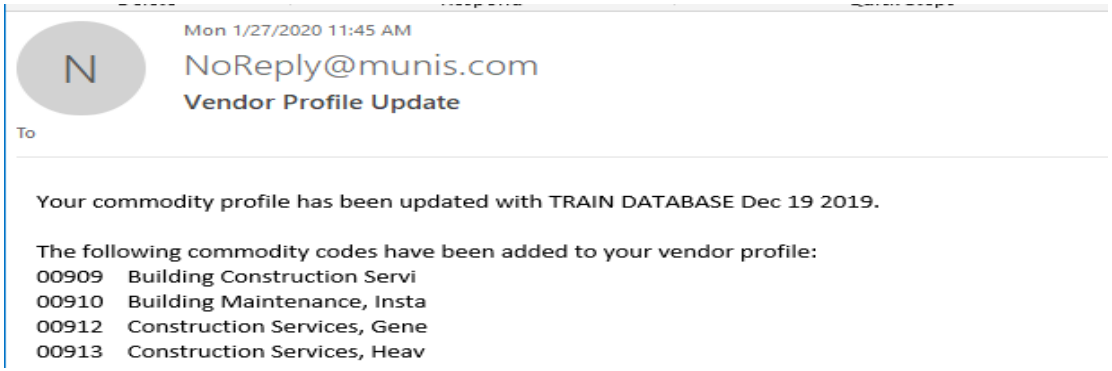


12. Company and User information that has been entered in to the system is now available for review. Please verify all information for accuracy. Once information has been verified, please click Register



13. Confirmation of Account and Vendor Profile Emails
    - You will receive the following confirmation of account screen – please ensure all required documents are uploaded.
        i. We require a W-9 and a voided check or bank letter.
    - You will also subsequently receive Vendor Profile emails from NoReply@munis.com – please ensure this address is on your safe senders list as you may receive various software generated emails concerning your vendor profile.



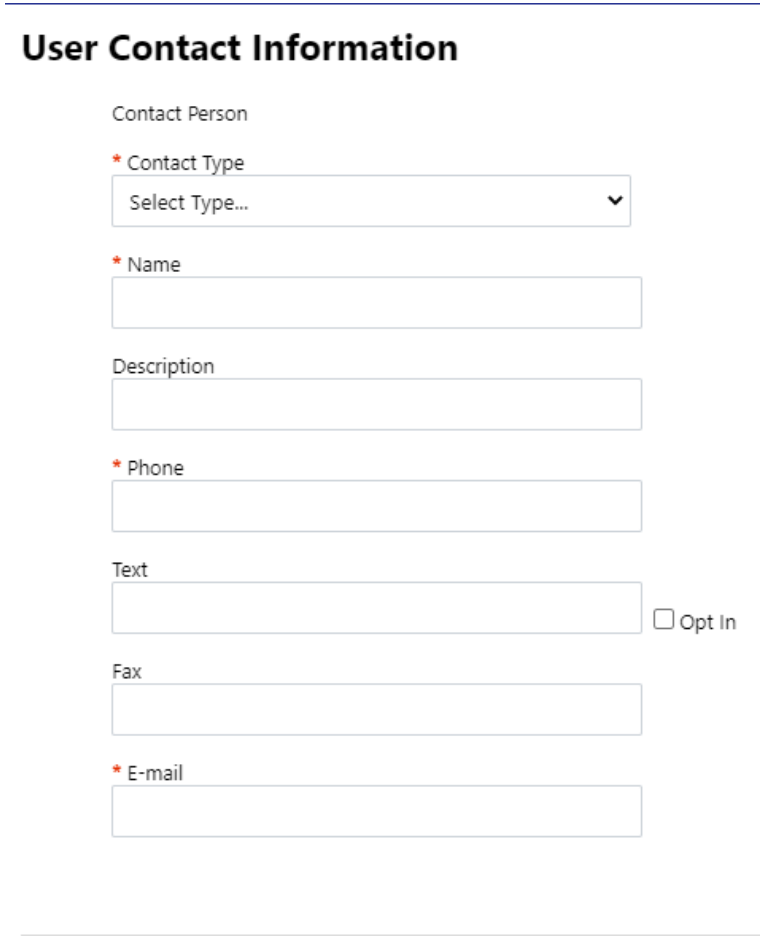


14. Link to Existing Vendor
    - You will need to enter your Vendor Number which can be found on the letter mailed to you introducing Vendor Self Service, on a City or Water Board Purchase Order, and/or located on a City or Water Board payment remittance (Vendor Check)
    - Click Link to Existing once the required information has been entered

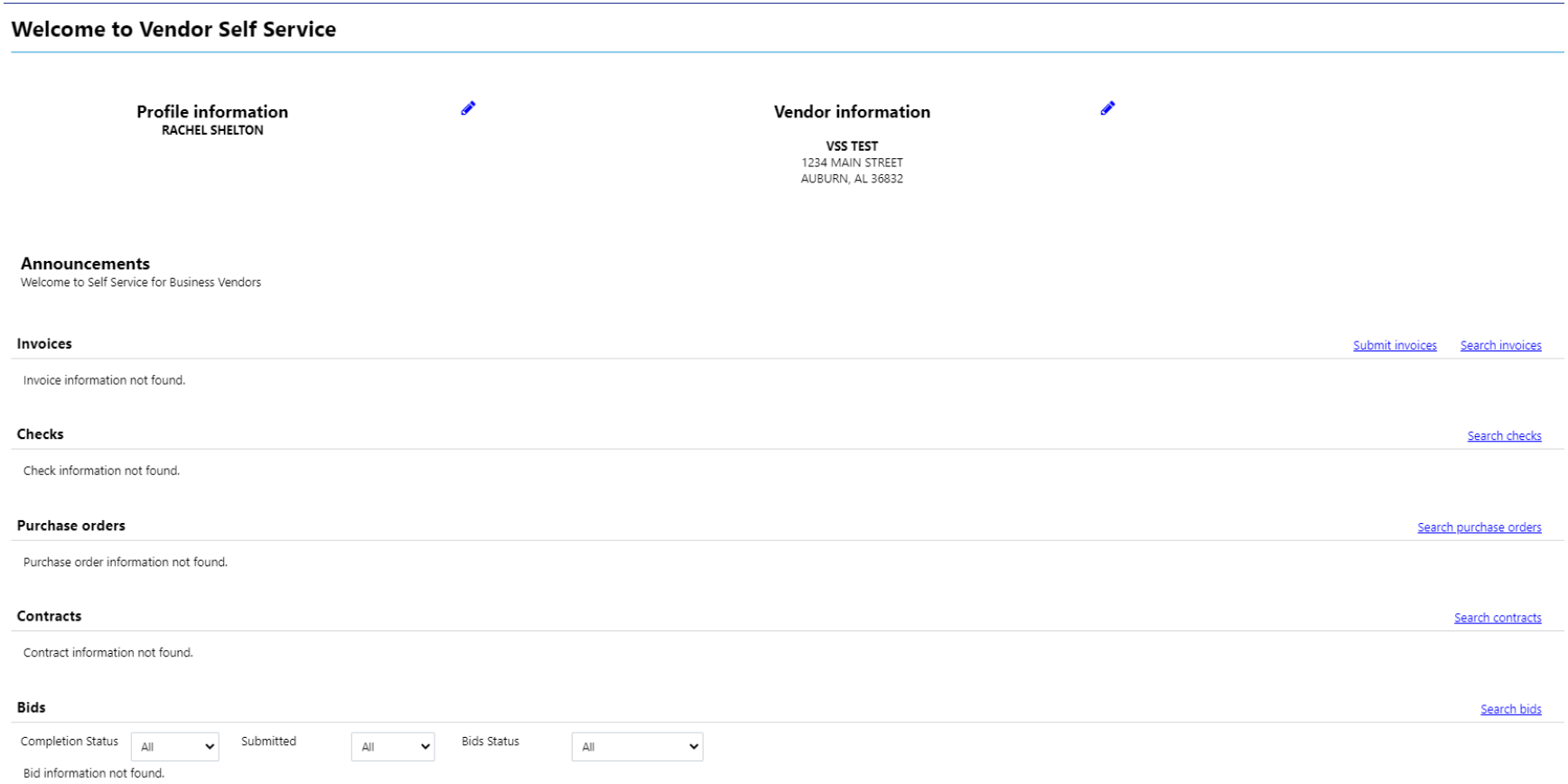


Please Note: Once you click Link to Existing, you will be prompted for a PIN verification. This will be sent to the email we have on file and may take up to 10 minutes. This will need to be forwarded to you if you do not have access to this email address. If you have any trouble with this, please call 334-501-7222 or email sburgin@auburnal.gov.

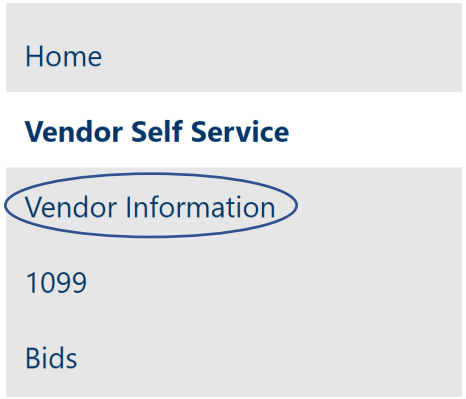
15. User contact information
    - This is the information for the registrant and not necessarily the business. As a reminder, businesses may have more than one registrant so you are not required to use one log on per company.



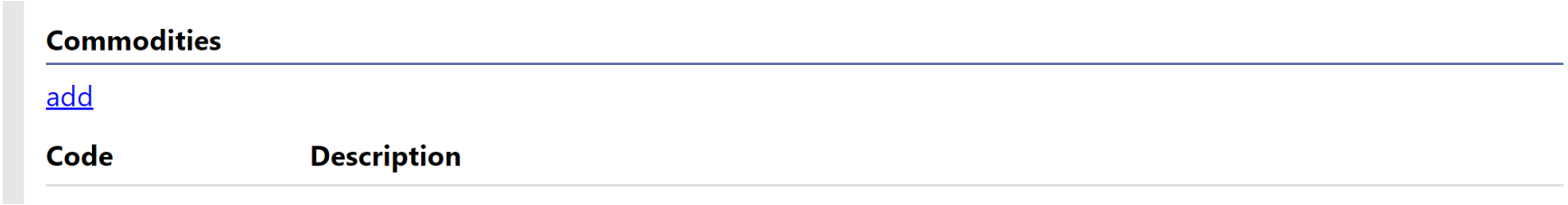
16. Welcome to Vendor Self Service
    - Your profile should be up to date, please verify information presented for accuracy.



17. Select the NIGP Commodity Code(s) that best correlate to your normal business activities. You may select more than one. **This information is required for vendors to receive notifications of upcoming items for bid or proposal within the City.**
    - Click Vendor Information on the left hand side of the screen to update the NIGP Commodity Codes.



    - Click add and select the commodity codes that apply.



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) Search

List all commodities/services

1910 Found 1-10 | 11-20 | 21-30 | 31-40 | 41-50 | 51-60 | Next

Select All	Code	Description
☐	00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
☐	01005	Acoustical Tile, All Types, Including Recycled Types
☐	01008	Acoustical Tile Accessories: Channels, Grids, Mounting Hardware, Rods, Runners, Suspension Brackets, Tees, Wall Angles, and Wires
☐	01009	Acoustical Tile Insulation
☐	01011	Adhesives and Cements, Acoustical Tile
☐	01014	Adhesives and Cements, Insulation
☐	01041	Insulation: Cork, Blocks, Boards, Sheets, etc.

18. To upload required documents, such as a W-9 form (and voided check/bank letter if signing up for direct deposit), please use the menu section below:

