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

City of Auburn
THE LOVELIEST VILLAGE

Home
Vendor Self Service

MUNIS Self Services

Vendor Self Services

Vendor Services is a platform that allows vendors to enter and maintain their business information, submit and review invoices, and review payment disburs

Create an Account:

- Click Vendor Self Service and select Register
- Must have a valid email address and a self-created secured password

ATTENTION: If you are a current vendor (received a payment from the City or Water Board), you must use your current vendor number to link your online a
Purchasing Officer, at rshelton@auburnalabama.org to ensure that you have the correct vendor number and to ensure your online account is correctly linke

Instructions:

- Click instructions to learn how to set up a new online account and how to link your online account to your existing vendor account.

Forms:

- Click vendor forms to download various vendor forms (i.e. new vendor form, 1099)

City Hall
144 Tichenor Avenue, Suite 7
Auburn, Alabama 36830
Hours: Monday – Friday 8:00am – 5:00pm

Accounts Payable
Phone: (334) 501-7237 or 501-7238
Email: coaaccountspay@auburnalabama.org

Purchasing Officer
Phone: (334) 501-7222
Email:rshelton@auburnalabama.org

2. Click the Log In / Register button

City of Auburn
THE LOVELIEST VILLAGE

Home

Vendor Self Service

Bids

Welcome to Vendor Self Service

Log in or register as a user to begin using Vendor Self Service

Log in / Register

Welcome to Self Service for Business Vendors

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 Register

Register for a new account

Email *
_____
Please enter your email

First name *   Last name *

Password *   Confirm password *
_____
Please enter your password

CANCEL   REGISTER

5. Registration Complete

Registration complete

Congratulations! You're registered.

One last step. Click the confirmation link sent to

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 Rachel Shelton at rshelton@auburnalabama.org 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 xxx.**

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

New Vendor Registration

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

Enter Vendor Registration Information   Step 1

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

E-mail *

Website

DUNS

California Permit Number

Vendor Address

Address*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City *

State *
N/A

Zip Code *

County

Country

Geographic
Select Type...

Fax Number

Minority Business Enterprise

☐ Minority Business Enterprise

Minority Business Enterprise Classifications
(select all that apply)

☐ General

☐ Minority Owned Business

☐ Veteran Owned Busniess

☐ Woman Owned Business

Gender
Select Type...

Ethnicity
Select Type...

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.

New Vendor Registration

Address information			Step 2

Addresses
add

Name/DBA	Address	Is Default	

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.

User Contact Information

Contact Person

* Contact Type

Select Type...

* Name

Description

* Phone

Text

☐ Opt In

Fax

* E-mail

10. Select Commodities
   - Select the NGIP code(s) that best correlate to your normal business activities. You may select more than one. This step is not required however it is strongly suggested so that your business may receive notification of upcoming items for bid or proposal within the City.

City of Auburn
THE LOVELIEST VILLAGE

Home

Vendor Self Service

Bids

Registration

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(first 3 or more digits)   [   ]   [Search]

List all commodities/services

256 Found   Prev | 161-170 | 171-180 | 181-190 | 191-200 | 201-210 | Next

| Select All	Code	Description
☑	00909	Building Construction Services, New (Incl. Maintenance And Repair Services)
☑	00910	Building Maintenance, Installation And Repair Services
☑	00912	Construction Services, General (Incl. Maintenance And Repair Services)
☑	00913	Construction Services, Heavy (Incl. Maintenance And Repair Services)
☐	00914	Bituminous Surface Retainers As Specified.
☐	00915	Communications And Media Related Services
☐	00918	Consulting Services
☐	00920	Data Processing, Computer, Programming, And Software Services
☐	00924	Educational and Training Services
☐	00925	Engineering Services, Professional

[Add]

Currently Added

There are no commodities to display for this vendor.

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

Add

Currently Added

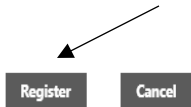|		
00909	Building Construction Services, New (Incl. Maintenance And Repair Services)	Remove
00910	Building Maintenance, Installation And Repair Services	Remove
00912	Construction Services, General (Incl. Maintenance And Repair Services)	Remove
00913	Construction Services, Heavy (Incl. Maintenance And Repair Services)	Remove

Continue   **Cancel**

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
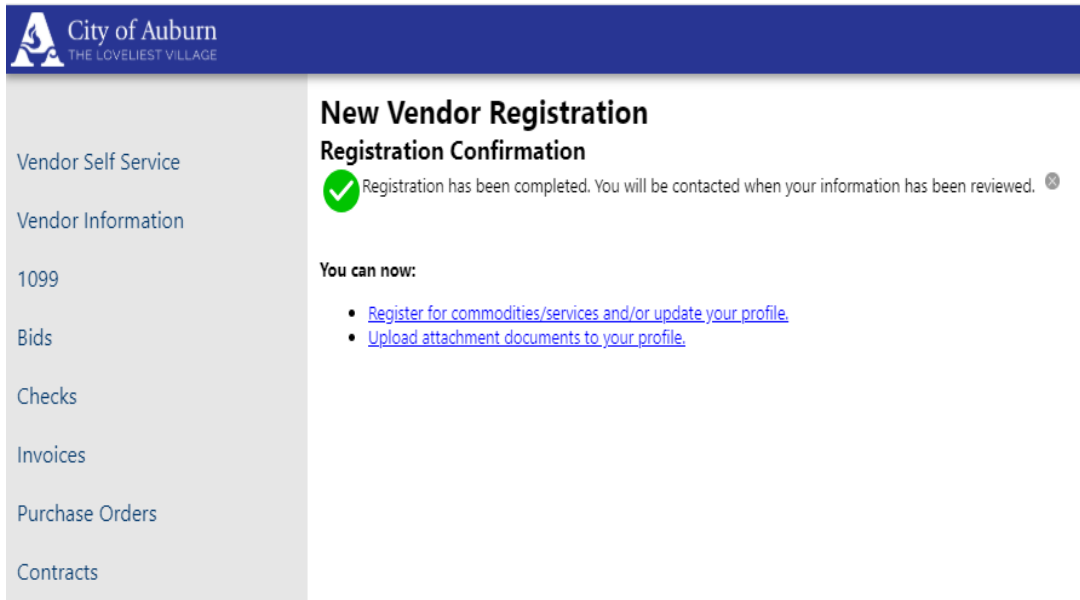
New Vendor Registration

Review

Please check that the information below is correct. Make changes if necessary, then click on "Register."
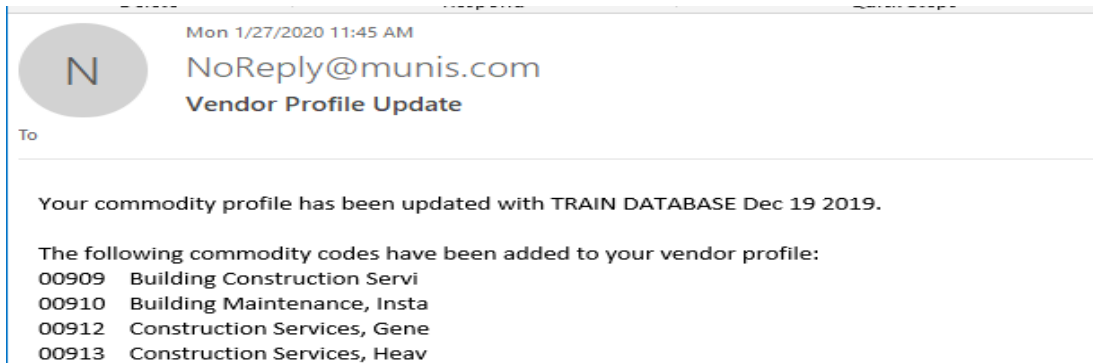
Register   Cancel

(Only click Register once and refrain from using your browser's Back or Refresh button.)

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 of Auburn payment remittance (Vendor Check)
    - Click Link to Existing once the required information has been entered

Link to Existing Vendor

Enter the information below to search for an existing vendor.

Vendor Number

Vendor FID/SSN

Link to Existing

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.

User Contact Information

Contact Person

* Contact Type

| Select Type... | ⌄ |

* Name

Description

* Phone

Text

☐ Opt In

Fax

* E-mail

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

Welcome to Vendor Self Service

Profile information   ✏️
RACHEL SHELTON

Vendor information   ✏️

VSS TEST
1234 MAIN STREET
AUBURN, AL 36832

Announcements
Welcome to Self Service for Business Vendors

Invoices   Submit invoices   Search invoices

Invoice information not found.

Checks   Search checks

Check information not found.

Purchase orders   Search purchase orders

Purchase order information not found.

Contracts   Search contracts

Contract information not found.

Bids   Search bids

Completion Status [All ▾]   Submitted [All ▾]   Bids Status [All ▾]

Bid information not found.