



Munis Self Service

Wyoming County Vendor Self Service

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1 VENDOR SELF SERVICE OVERVIEW

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

Using VSS, vendors can enter and maintain their contact and remittance information, and payment terms, and designated contact persons.

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



2 VENDOR REGISTRATION

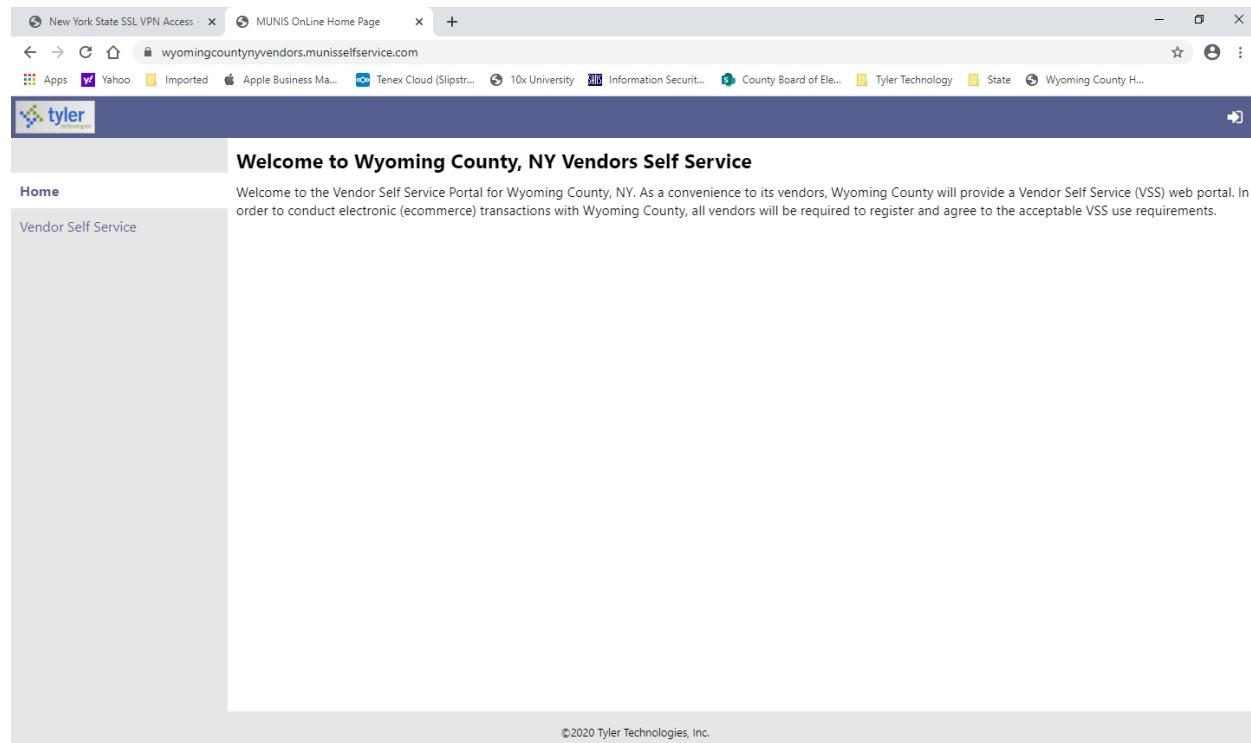
Prospective vendors who do not exist in the Munis database, as well as existing vendors who have already been entered in the Vendors program in Munis, must register to gain access to Vendor Self Service. All vendor information needs to be submitted in ALL CAPS.

Vendors can register by clicking the “**Register on Vendor Self Service**” button on the Wyoming County website VSS home page. <https://www.wyomingco.net/589/Vendor-Self-Service>

Registration is a multistep 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 each 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, password information, and user contact information.

Click “Vendor Self Service” to access vendor self service.



The screenshot shows a web browser window with the following details:

- Address Bar:** wyomingcountynyvendors.munissselfservice.com
- Toolbar:** Includes standard browser controls (Back, Forward, Home, Stop, Refresh) and a search bar.
- Tab Bar:** Shows various open tabs including "New York State SSL VPN Access", "MUNIS OnLine Home Page", and "MUNIS OnLine Home Page".
- Header:** "Welcome to Wyoming County, NY Vendors Self Service".
- Content:** A single-step registration form for vendors. It includes fields for User ID, Password, and Contact Information. The "Vendor Self Service" button is visible at the bottom.
- Footer:** ©2020 Tyler Technologies, Inc.



Click “Log in / Register” on the next screen to continue.

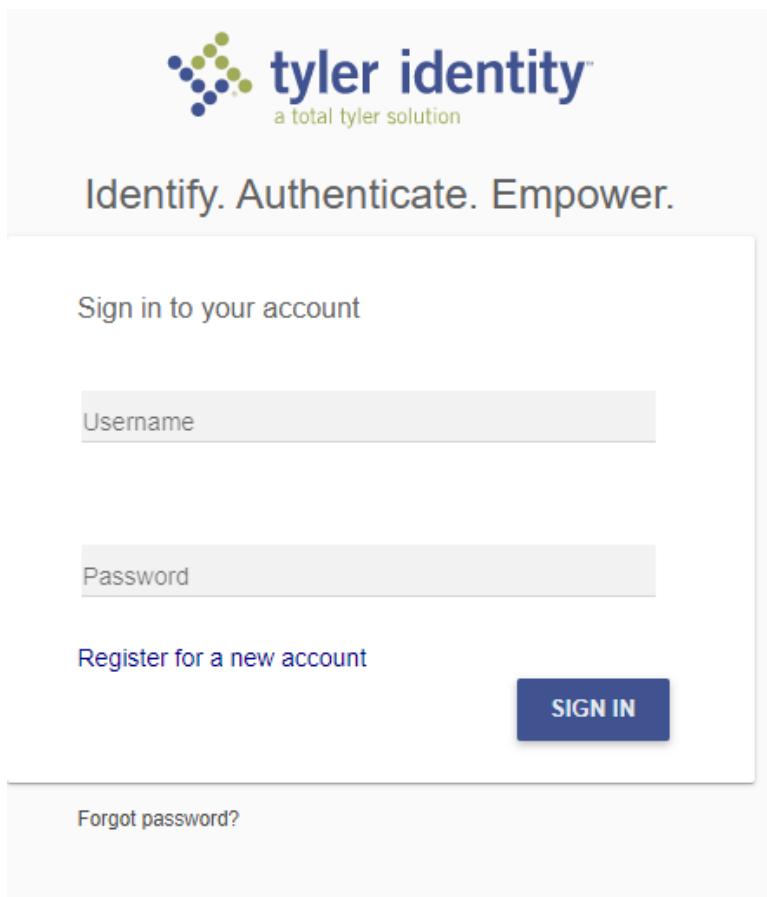
Log in or register as a user to begin using Vendor Self Service

Log in / Register

Welcome to Self Service for Business Vendors

If you are registering for the first time click on the “Register for a new account” as shown below.

If you are a returning vendor enter your username and password that you created at registration.



The image shows the Tyler Identity login page. At the top, there is a logo with the text "tyler identity" and "a total tyler solution". Below the logo, the tagline "Identify. Authenticate. Empower." is displayed. A large rectangular input box is centered on the page, containing the text "Sign in to your account". Inside this box, there are two input fields: "Username" and "Password". Below these fields is a link "Register for a new account". To the right of the "Password" field is a blue "SIGN IN" button. At the bottom of the input box, there is a link "Forgot password?".



Fill in the “Register for a new account” form and click the “REGISTER” button to start.

Register for a new account

Email *
WYOMINGCONY@GMAIL.COM

First name *
JOHN

Last name *
SMITH

Password *

Confirm password *

CANCEL **REGISTER**

You will receive a confirmation Email at the address you entered above.

Registration complete

Congratulations! You're registered.

One last step. Click the confirmation link sent to WYOMINGCONY@GMAIL.COM.



Click on Email link to confirm email address.

[Tyler Identity] Account Created Inbox x

noreply@tylertech.com

to WYOMINGCONY ▾

8:40 AM (3 minutes ago)

You created an account with Tyler Identity.

Username: WYOMINGCONY@GMAIL.COM

Please click here to confirm your email address:

<https://ywwlnmssweb01.munissselfservice.com/5383prod/tyleridcore/userprovisioning/#/email/emailconfirm/B4iQJkd0SHY8IQfoNW16g>

Thanks!

Tyler Identity Administrator

Enter password created above and click “CONFIRM EMAIL”.



User Self-Service

Email Confirmation

Enter your password *

.....

CANCEL CONFIRM EMAIL

After Email confirmation go to Wyoming County Vendor Self Service web site at <https://wyomingcountynyvendors.munissselfservice.com> and Click “Vendor Self Service” and Log In with your new ID and Password.

Answer Yes to the following statement to continue.



By acknowledging this message you certify you are an authorized acting agent for the vendor information you access and have read and agreed to the terms and conditions stipulated in the Acceptable Use Agreement, presented at the time of vendor registration.

Yes

No

To continue setting up Vendor Self Service, Click “Create New Vendor”



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.

Create New Vendor

OR

Link to Existing

Enter Vendor Registration Information and Click “Continue” at the bottom of the screen.



MSS VENDOR SELF SERVICE USER GUIDE 2020.1

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*
ABC Company

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

Vendor Type

Foreign Entity

Independent contractor

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

E-mail*
WYOMINGCONY@GMAIL.COM

Website

DUNS

Vendor Address

Address*
123 Main Street

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Disregard Foreign Entity checkbox

Vendor Address

City*
Warsaw

State*
New York

Zip Code*
14569

Country
USA

County

Geographic
Select Ty...

Leave County field blank

Leave Geographic field blank or N/A

Continued next page

Federal Tax ID

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DUNS

California Permit Number

Federal Tax ID Number or Social Security Number

*FID or SSN
 FID SSN

*FID/SSN
123-45-6789

*Re-type FID/SSN
123-45-6789

Payment Terms

Discount Percentage
0

Days to Discount
0

Days to Net
0

Your preferred payables delivery method(s).
 Mail Fax E-Mail

Your preferred purchasing delivery method(s).
 Mail Fax E-Mail

Bank Information

Bank Routing Number
022304030

Bank Account Number
123456789

Bank Account Type
Checking

Five Star Bank

Joe Smith
1234 Anystreet Court
Anycity, AA 12345

1234
Pay to the order of

Enter 60 as this is the standard terms for Wyoming County. Please contact the Wyoming County Treasurer at 585-786-8812 to negotiate other terms.

Continue **Update** **Cancel**

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The Payment Terms and Bank Information sections define the vendor's business terms and financial transaction information. Wyoming County's standard terms are Net 60 days, please contact the Wyoming County Treasurer at 585-786-8812 to negotiate other terms.

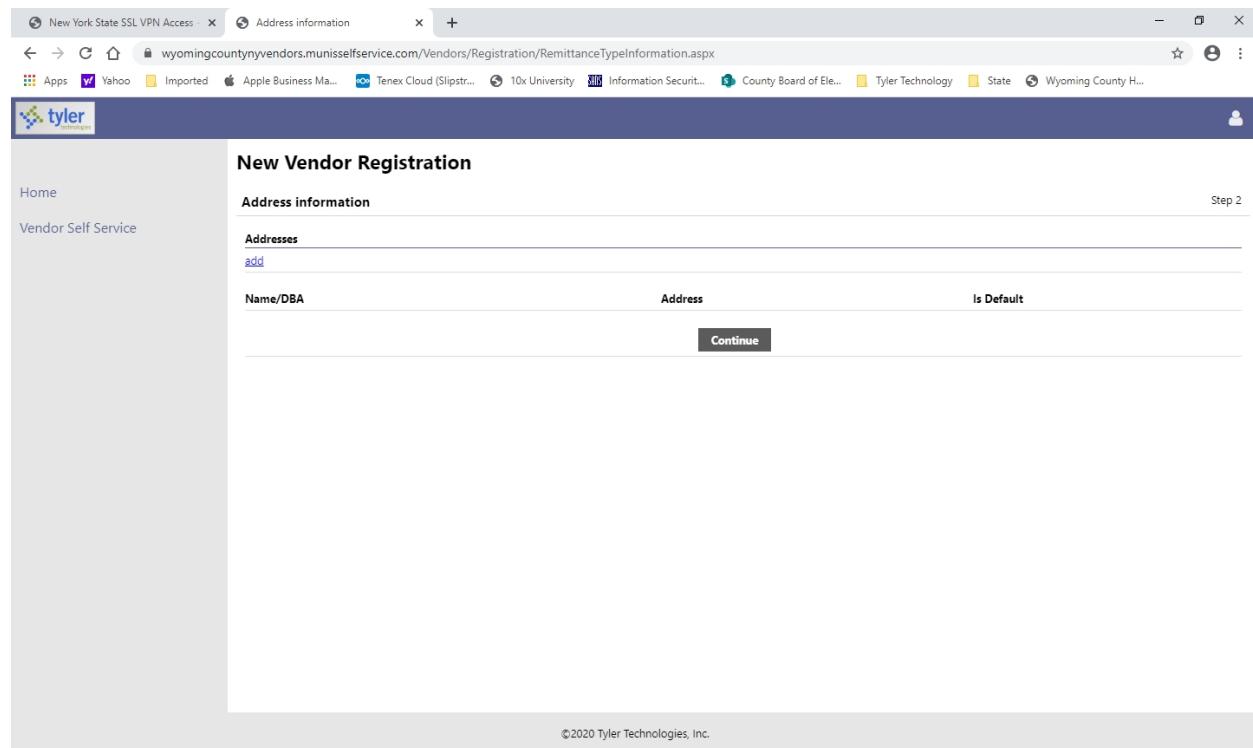


Field*ALL CAPS	Description
Company Name	<p>Contains the vendor's name or business name. The value entered here appears in the Alpha box in the Vendors program. If a social security number is being used on the W-9, this should be your first and last name. If using a FID on the W-9, please enter the business name in this field.</p>
Doing Business As	Indicates the vendor's doing business as (DBA) name, if applicable.
Foreign Entity	Disregard this checkbox.
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. Please see the Wyoming County USPS Standards on the Wyoming County Website.
County	Leave this field blank.
Geographic	This field should be left blank or select N/A
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	<p>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.</p> <p>Additional email addresses for contact persons are defined later in the registration process.</p>
Web Site	Includes the vendor's website URL.
Vendor Type	Vendor Types: LOCAL GOV, STATE GOV, OTHER, REIMBURSEMENT (COUNTY INTERNAL USE ONLY), and KINSHIP (COUNTY INTERNAL USE ONLY)
Enter a Federal Tax ID Number or Social Security Number	
	<p>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.</p> <p>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 during</p>



step one.	
Payment Terms	
Days to Net	Indicates the number of days that the vendor allows before requiring net payment. Wyoming County's standard terms are Net 60 days
Your Preferred Payables Delivery Method	Determine the vendor's preferred delivery method for payables and purchasing documents.
Your Preferred Purchasing Delivery Method	
Bank Information	
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.

If your company has multiple address enter them on the next screen with the “add” in blue.
When finished click “Continue”



New Vendor Registration

Address information

Step 2

Addresses

[add](#)

Name/DBA	Address	Is Default

Continue

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Vendor Information - Addresses**Address Information: Make Changes*****Address Type*****Company Name**

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

***Address**

(line 2)

(line 3)

(line 4)

City**State*****Zip**

County

Country

Fax

E-Mail

DUNS



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

Your preferred payables delivery method(s).

Mail Fax E-Mail

Your preferred purchasing delivery method(s).

Mail Fax E-Mail

Field*ALL CAPS	Description
Address Type	Determines the type code of the entered address.
Company Name	Defines the name that appears on items sent to this remit address. The name can vary from the vendor name, if necessary.
Address City State ZIP	Provide the remit mailing address.
Email	Defines the email address used for the remit address.
Bank Information	
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	Identifies the bank and routing number to which payments made to the vendor should be sent.
Bank Account Number	Contains the vendor's bank account number.
Bank Account Type	Indicates the type for the entered account: checking or savings.

On the next screen enter Vendor Contacts. When finished Click "Continue"



New Vendor Registration

General Vendor Contacts

Step 3

Address Contacts

Type	Name	Description	Email	Telephone
------	------	-------------	-------	-----------

Continue

New Contact

Enter information and Click “Save”



New Vendor Registration

General Vendor Contacts

Contact Person

* Contact Type

GENERAL - General Contacts

Most users will choose "GENERAL," but if your position works in AP or Purchasing, please choose the related option.

* Name

John Smith

Description

Sales

* Phone

(585)786-0000

Text

Leave Text field blank

Fax

* E-mail

WYOMINGCONY@GMAIL.COM

Save

Cancel

Field*ALL CAPS	Description
Contact Person	
Contact Type	Determines the contact type code. GENERAL, ACCOUNTS PAYABLE, PURCHASING
Name	Contains the name of the contact person.
Description	Enter additional information (such as Title/Position) about the contact person
Phone	Define the contact's phone.
Text	Text messaging (SMS) is not currently available. Leave this field blank.
Email	Define the contact's email address.



Click “Continue” to continue.

Select Commodities

Select Commodities

Step 4

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 m

Wyoming County does not currently use commodity codes. Please leave this area blank.

0 Found 1-0

There are no Commodities Available for Display.

Currently Added

There are no commodities to display for this vendor.

Continue

Cancel

Review the information entered and Check Mark “I have read and accept the terms & conditions”. Then click “Register” at the bottom of the screen.

New York State SSL VPN Access Review

wyomingcountnyvendors.munisselfservice.com/Vendors/Registration/Review.aspx

Apps Yahoo Imported Apple Business Ma... Tenex Cloud (Slipstr... 10x University Information Securi... County Board of Ele... Tyler Technology State Wyoming County H...

tyler Technologies

New Vendor Registration

Review Step 6

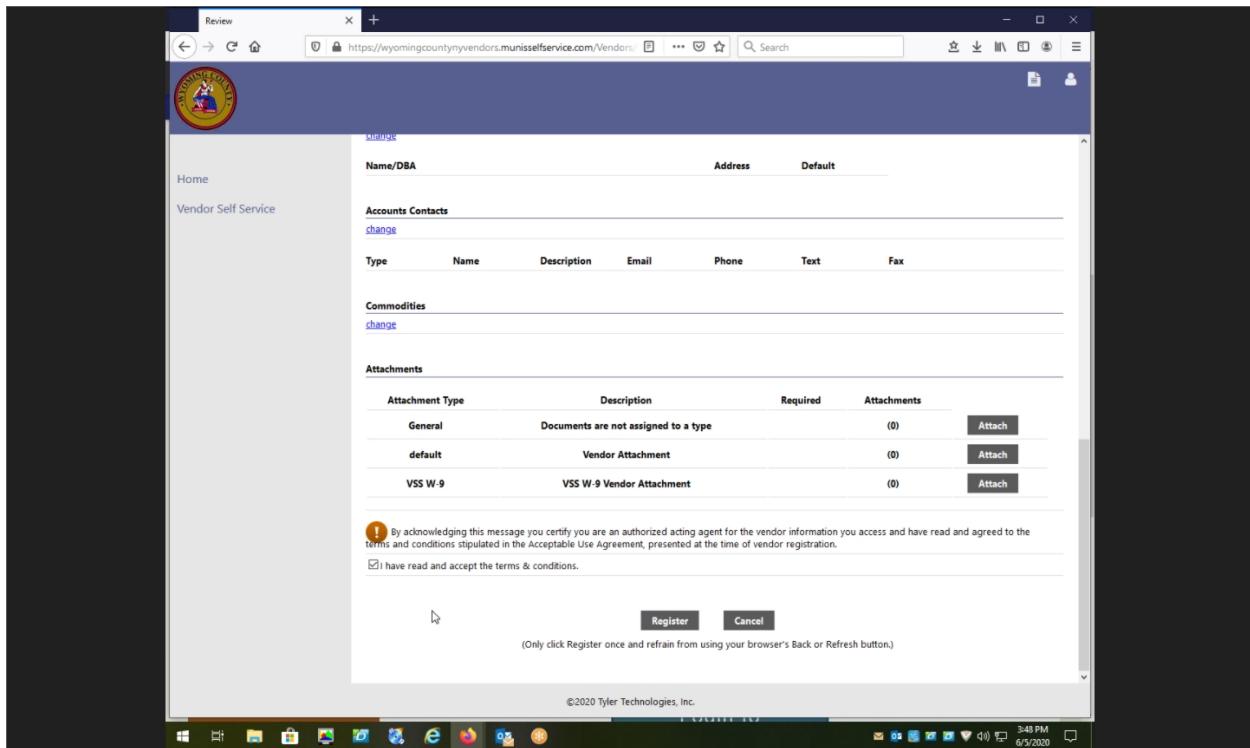
Please check that the information below is correct. Make changes if necessary, then click on “Register.”

General Information [change](#)

Name/DBA	ABC Company
Entity	
Address	123 Main Street Warsaw, NY 14569 USA
Fax Number	
SSN	123-45-6789
Geographic	
E-Mail	WYOMINGCONV@GMAIL.COM
Web Site	
Foreign Entity	No
DUNS	
Independent Contractor	Yes
Bank	Five Star Bank-022304030
Bank Account Number	123456789
Bank Account Type	Checking

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! By acknowledging this message you certify you are an authorized acting agent for the vendor information you access and have read and agreed to the terms and conditions stipulated in the Acceptable Use Agreement, presented at the time of vendor registration.

I have read and accept the terms & conditions.

Register

Cancel

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

On the Review page, the vendor reviews and confirms the information they entered in previous steps. As a vendor, you will also upload a current W-9 at this point. **A W-9 is required for all vendors unless proof of exempt status is provided.** If changes are required for any detail group, the vendor uses the Change option for that group to make the appropriate changes.

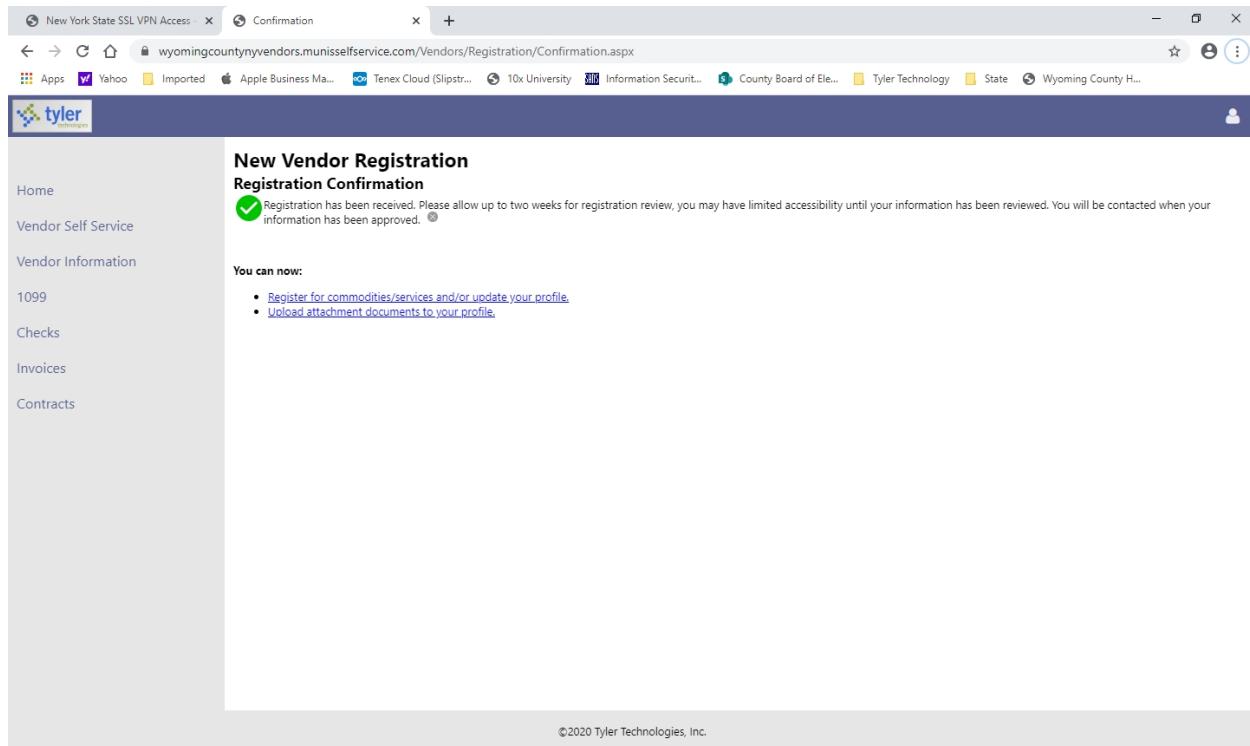
To upload a W-9 click on the Attach button next to VSS W-9 and click on browse, find your W-9 that has been filled out and signed and upload it to the VSS portal.

When all the entered information is correct, the vendor must select the Terms and Conditions check box, acknowledging agreement with Wyoming County's Acceptable Use Policy and Terms and Conditions, and then click **Register** to complete the process.

Vendor Self Service displays a registration confirmation page that provides the vendor to update their VSS profile, and to upload attachments to their profile. Commodity codes will not be used



The Vendor Registration is being sent to Wyoming County for Review.



New Vendor Registration Confirmation

Registration has been received. Please allow up to two weeks for registration review, you may have limited accessibility until your information has been reviewed. You will be contacted when your information has been approved.

You can now:

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

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3 VENDOR SELF SERVICE HOME PAGE

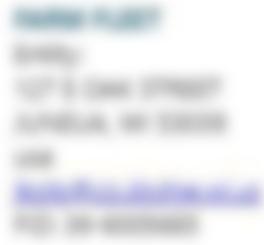
During pending registration with Wyoming County. If you log in as an existing vendor, you will see the following statement and the following icon  next to all fields.

Vendor Information

General Information [change](#)



[There are pending changes to the General Information. Click To View.](#)



After approved registration with Wyoming County.

The Vendor Self Service home page contains a header and a series of summary information groups.



Welcome to Vendor Self Service

Profile information

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

Announcements

Welcome to Self Service for Business Vendors

Invoices

Recent invoices

Date	Amount	Status
2/13/2017	\$452.99	Held details

Submitted invoices

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

Checks

Check information not found.

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

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 your organization.

Welcome to Vendor Self Service

Profile information

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

Resources

[TOWN WEB SITE](#)

[TOWN CONTACT LIST](#)

[Resource Link](#)

[Resource Document](#)

[DOCUMENT ONE](#)

[LINK ONE](#)



4 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.



The General Information group contains the vendor's address and contact information, type and foreign entity status, minority business enterprise status and certifications, general information, and discount terms.



General Information change	
Name/DBA	SMITH ELECTRIC
Entity	
Address	44 FOURTH STREET CHICAGO, IL 60625
Fax Number	
FID	55-7777777
E-Mail	dan.olson@tylertech.com
Web Site	info@smithelectric.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	
Ethnicity	

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.

Address Information					
change					
Name/DBA	Address	Is Default			
Address Contacts					
change					
Type	Name	Title	Email	Phone	Fax
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.

Additional Fields	
change	
SHIPPING CHOICE	USPS

4.1 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.

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type	(0)	Attach
E-Verify	E-Verify	(0)	Attach

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.



Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type	(0)	Attach
E-Verify	E-Verify	(1)	Attach

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.

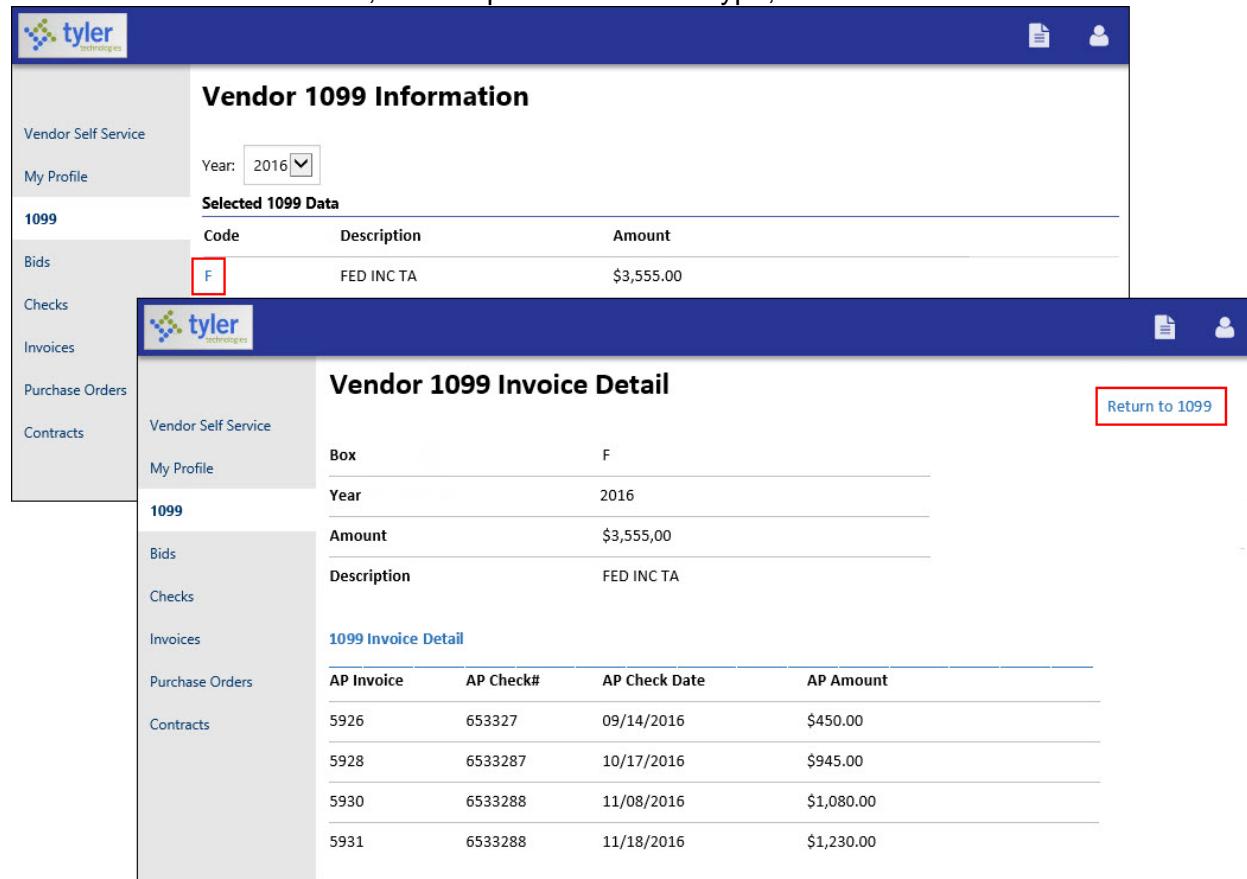
4.2 Commodities

Commodities will not be used through VSS.



4.3 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.



Vendor 1099 Information

Year: 2016

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

Vendor 1099 Invoice Detail

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.

4.4 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

\$452.99

Last invoice: 2/13/2017

\$452.99

Year to date

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

Recent invoices

Date	Amount	Status
2/13/2017	\$452.99	Held

Submitted invoices

Date	Amount	Status

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

tyler
technology
≡
👤

Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

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

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.

27 | Page



Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

Search Results

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

4 Found

Invoice Date	Amount	Invoice Number	Status
3/9/2017	\$652.00	5998	In Review
3/9/2017	\$110.00	5999	Held
			View

[View](#)

[View](#)

[View](#)

[View](#)



Invoice Detail

Invoice Detail for Invoice: 5998 [Return to previous view](#)

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

