



# **Munis Self Service**

## **Wyoming County Vendor Self Service**

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## 1 VENDOR SELF SERVICE OVERVIEW

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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

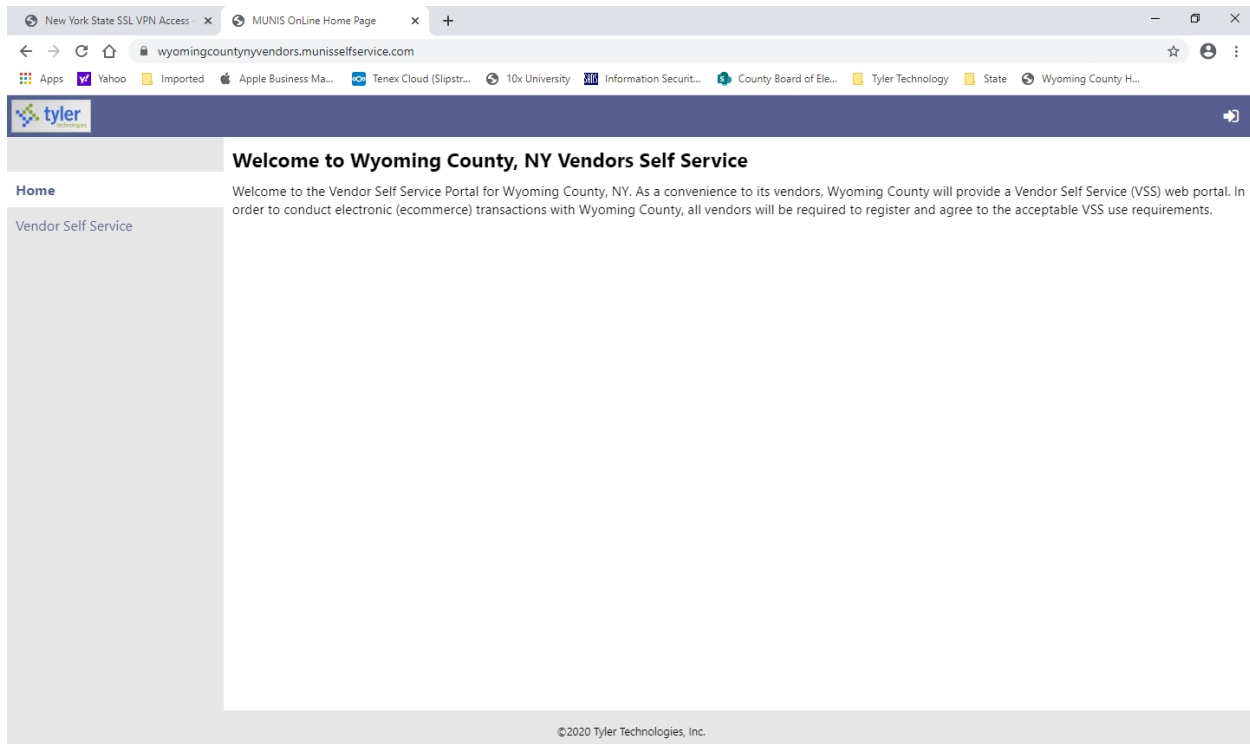
Prospective vendors who do not exist in the Munis database, as well as existing vendors who have already been entered in the Vendors program in Munis, must register to gain access to Vendor Self Service. All vendor information needs to be submitted in ALL CAPS.

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.



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

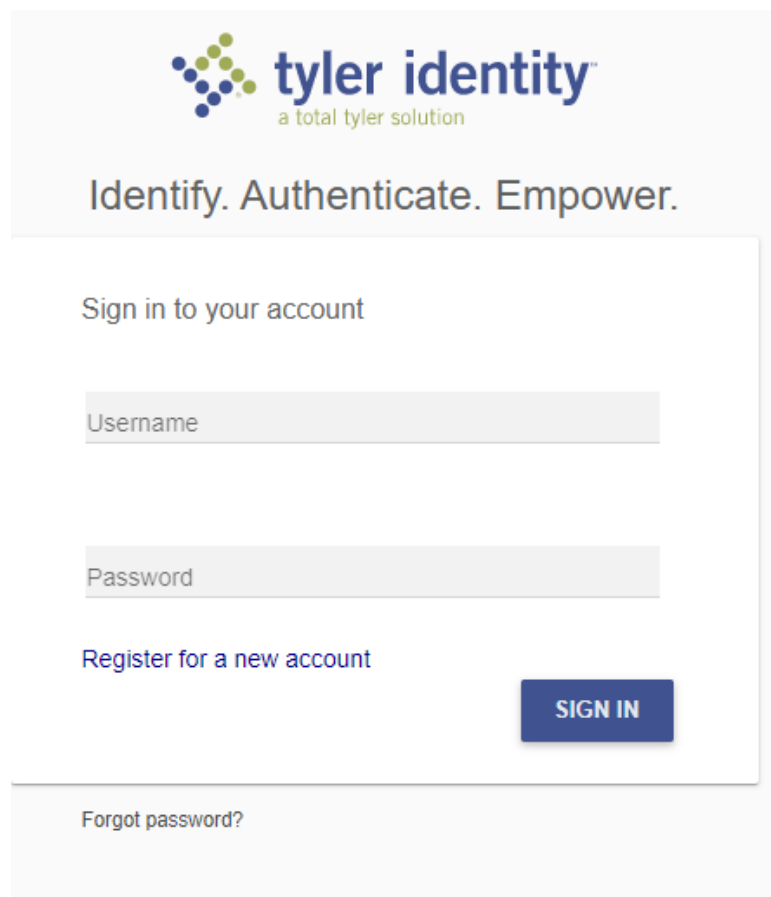
Log in or register as a user to begin using Vendor Self Service

**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 a web interface for Tyler Identity. At the top, there is a logo with a cluster of green and blue dots to the left of the text "tyler identity" in blue, with "a total tyler solution" in smaller green text below it. Below the logo is the tagline "Identify. Authenticate. Empower." in a dark grey font. Underneath this is a white box with a light grey border. Inside this box, the text "Sign in to your account" is at the top. Below it are two input fields: "Username" and "Password", both with light grey borders. Below the "Password" field is a link that says "Register for a new account" in blue text. To the right of this link is a blue button with the text "SIGN IN" in white. Below the white box, outside its border, is a link that says "Forgot password?" in grey text.



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](mailto:WYOMINGCONY@GMAIL.COM)


Please click here to confirm your email address:

<https://www.mssweb01.munisselfservice.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 \*

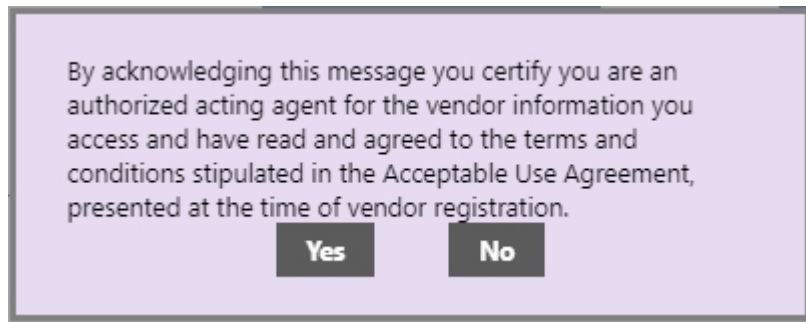
\*\*\*\*\*|

CANCEL CONFIRM EMAIL

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

Answer Yes to the following statement to continue.





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.





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)

City\*  
Warsaw

State\*  
New York

Zip Code\*  
14569

Country  
USA

Fax Number

☐ Minority Business Enterprise

Federal Tax ID

Disregard Foreign Entity checkbox

Leave County field blank

Leave Geographic field blank or N/A

Continued next page

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

**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

Pay to the order of

**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

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

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	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.
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	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.
Vendor Type	Vendor Types: LOCAL GOV, STATE GOV, OTHER, REIMBURSEMENT (COUNTY INTERNAL USE ONLY), and KINSHIP (COUNTY INTERNAL USE ONLY)
<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 during



	step one.
<b>Payment Terms</b>	
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 Your Preferred Purchasing Delivery Method	Determine the vendor's preferred delivery method for payables and purchasing documents.
<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.

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

The screenshot shows a web browser window with the URL [wyomingcountynyvendors.munisselfservice.com/Vendors/Registration/RemittanceTypeInfoInformation.aspx](http://wyomingcountynyvendors.munisselfservice.com/Vendors/Registration/RemittanceTypeInfoInformation.aspx). The page title is "New Vendor Registration". On the left is a navigation menu with "Home" and "Vendor Self Service". The main content area is titled "Address information" and "Step 2". It includes a section for "Addresses" with a blue "add" link. Below this is a table with columns "Name/DBA", "Address", and "Is Default". A "Continue" button is located at the bottom of the table.

Name/DBA	Address	Is Default
Continue		

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**Vendor Information - Addresses****Address Information: Make Changes**

\*Address Type  
General ▾

\*Company Name  
ABC Company

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

\*Address  
123 Main Street

(line 2)

(line 3)

(line 4)

\*City  
Warsaw

\*State  
NY

\*Zip  
14569

County  
▾

Country  
USA

Fax

E-Mail  
WYOMINGCONY@GMAIL.COM

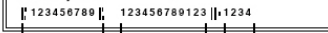
DUNS



**Bank Information**

Joe @Smith 1234 Anystreet Court Anycity, AA 12345 1234

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

Bank Anywhere  


## New Vendor Registration

General Vendor Contacts

Step 3

Address Contacts

Type	Name	Description	Email	Telephone
				<input type="button" value="Continue"/> <input type="button" value="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
<b>Contact Person</b>	
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 more)

0 Found

1-0

There are no Commodities Available for Display.

**Currently Added**

There are no commodities to display for this vendor.

Continue

Cancel

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

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

←

→

↺

↻

🏠

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

☆

👤

⋮

Apps

Yahoo

Imported

Apple Business Ma...

Tenex Cloud (Slipstr...

10x University

Information Securit...

County Board of Ele...

Tyler Technology

State

Wyoming County H...

tyler

tyler technologies

Home

Vendor Self Service

### 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	WYOMINGCONY@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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Review

https://wyomingcountynyvendors.munisselfservice.com/Vendors

Home

Vendor Self Service

**Accounts Contacts**

[change](#)

Type	Name	Description	Email	Phone	Text	Fax
------	------	-------------	-------	-------	------	-----

**Commodities**

[change](#)

**Attachments**

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

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.)

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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.

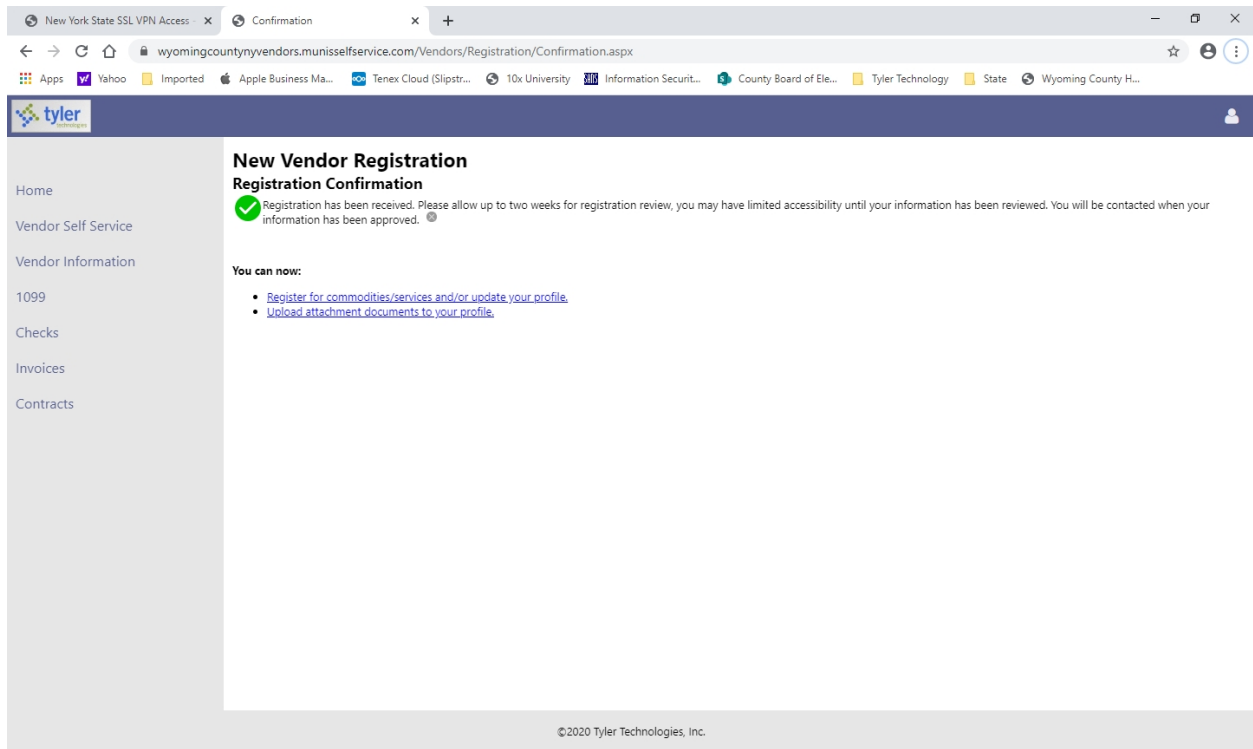
To upload a W-9 click on the Attach button next to VSS W-9 and click on browse, find your W-9 that has been filled out and signed and upload it to the VSS portal.

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.



The screenshot shows a web browser window with the URL `wyomingcountynyvendors.munisselfservice.com/Vendors/Registration/Confirmation.aspx`. The page title is "New Vendor Registration" and the sub-header is "Registration Confirmation". A green checkmark icon indicates successful registration. The main text states: "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." Below this, a section titled "You can now:" lists two actions: "Register for commodities/services and/or update your profile" and "Upload attachment documents to your profile". A left sidebar contains navigation links: Home, Vendor Self Service, Vendor Information, 1099, Checks, Invoices, and Contracts. The footer of the page reads "©2020 Tyler Technologies, Inc.".

**New Vendor Registration**  
**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

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**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](#)



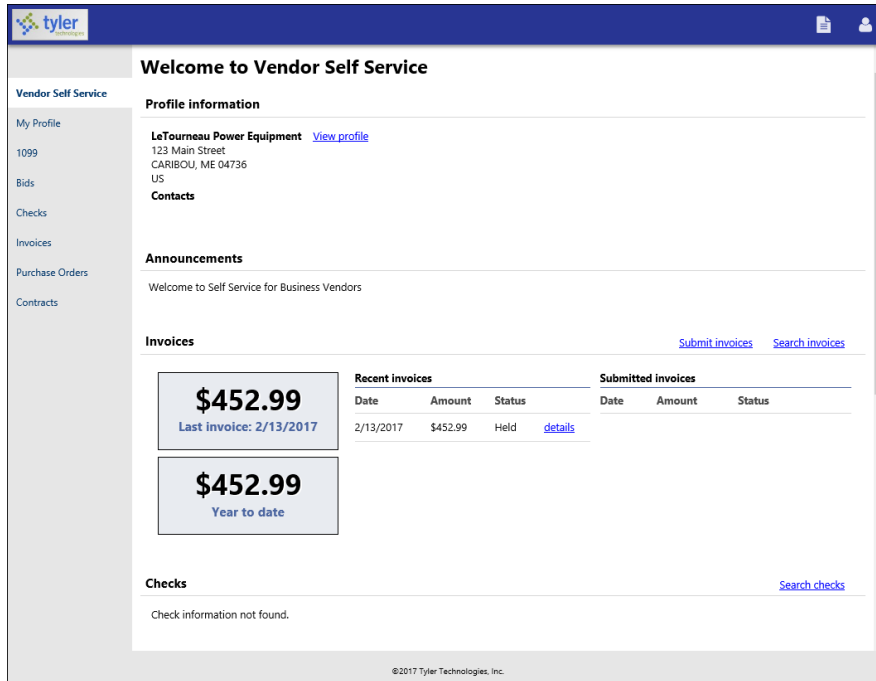
[There are pending changes to the General Information. Click To View.](#)



**After approved registration with Wyoming County.**

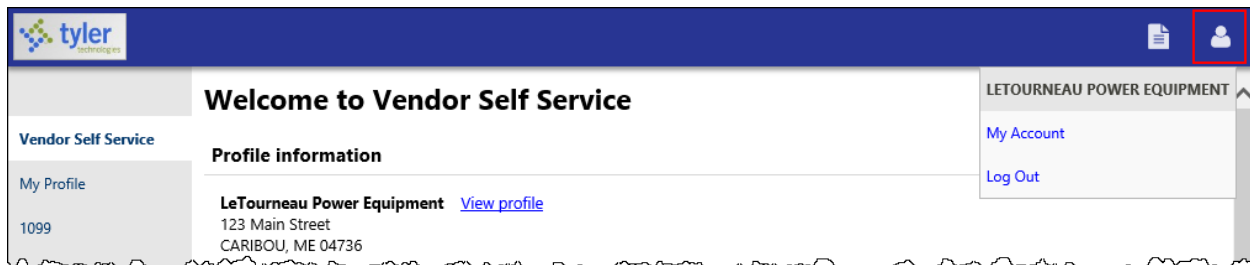
The Vendor Self Service home page contains a header and a series of summary information groups.



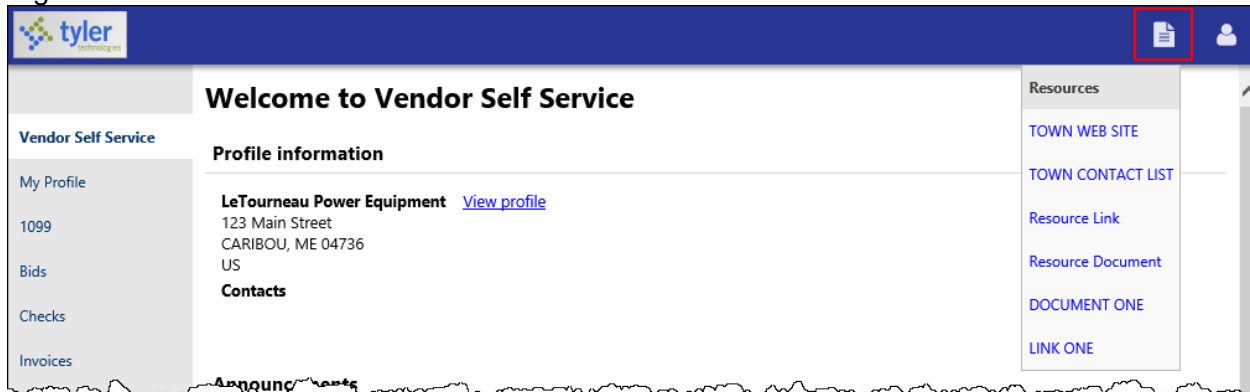


Clicking the login option in the header displays the following menu options:

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

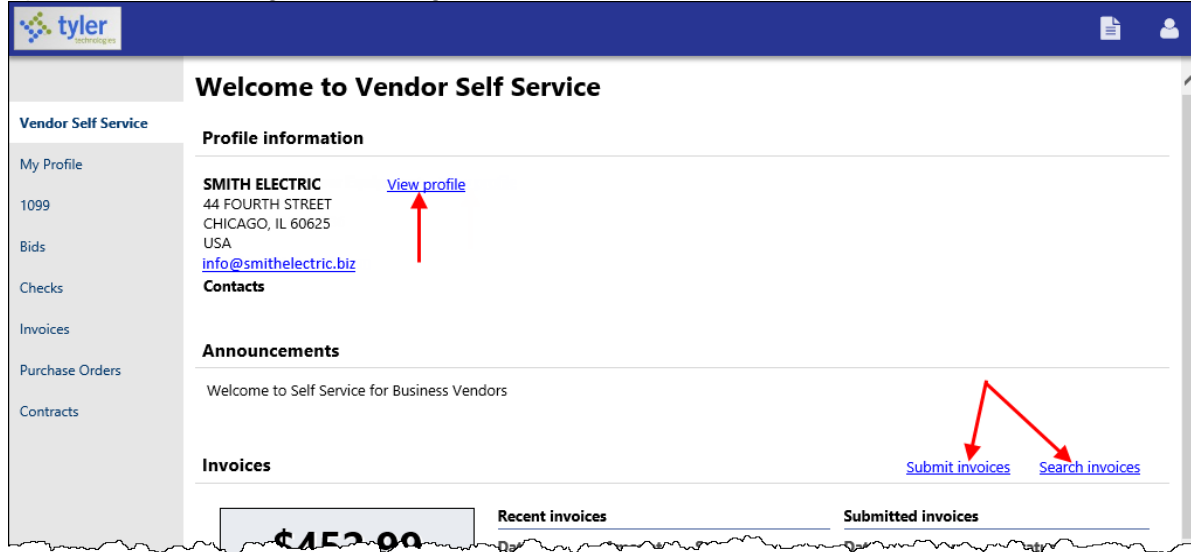


The Resources option in the header provides a menu of links or documents provided by your organization.




## 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.





---

Vendor Self Service

**My Profile**

Attachments

Commodities

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

### My Profile

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

---

**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, general information ,and discount terms.



<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

## 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.

The screenshot shows the 'Attachments' page in the Tyler Technologies Vendor Self Service system. The page has a sidebar with navigation links: Vendor Self Service, My Profile, Attachments, Commodities, 1099, Bids, Checks, Invoices, and Purchase Orders. The main content area is titled 'Attachments' and includes a text box explaining that attachments can be added to the account using 'Attach' buttons. Below this is a table with the following columns: Attachment Type, Description, Required, and Attachments.

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

A modal window is open for the 'E-Verify' attachment type. It contains a 'Browse...' button, a 'Type:' dropdown menu set to 'E-Verify', and 'Save' and 'Cancel' buttons. A red arrow points from the 'Attach' button in the table to the modal window.

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.





**Attachments**

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type	(0)	(0)	<a href="#">Attach</a>
E-Verify	E-Verify	(1)	(1)	<a href="#">Attach</a>

DOCUMENT1.txt X

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.

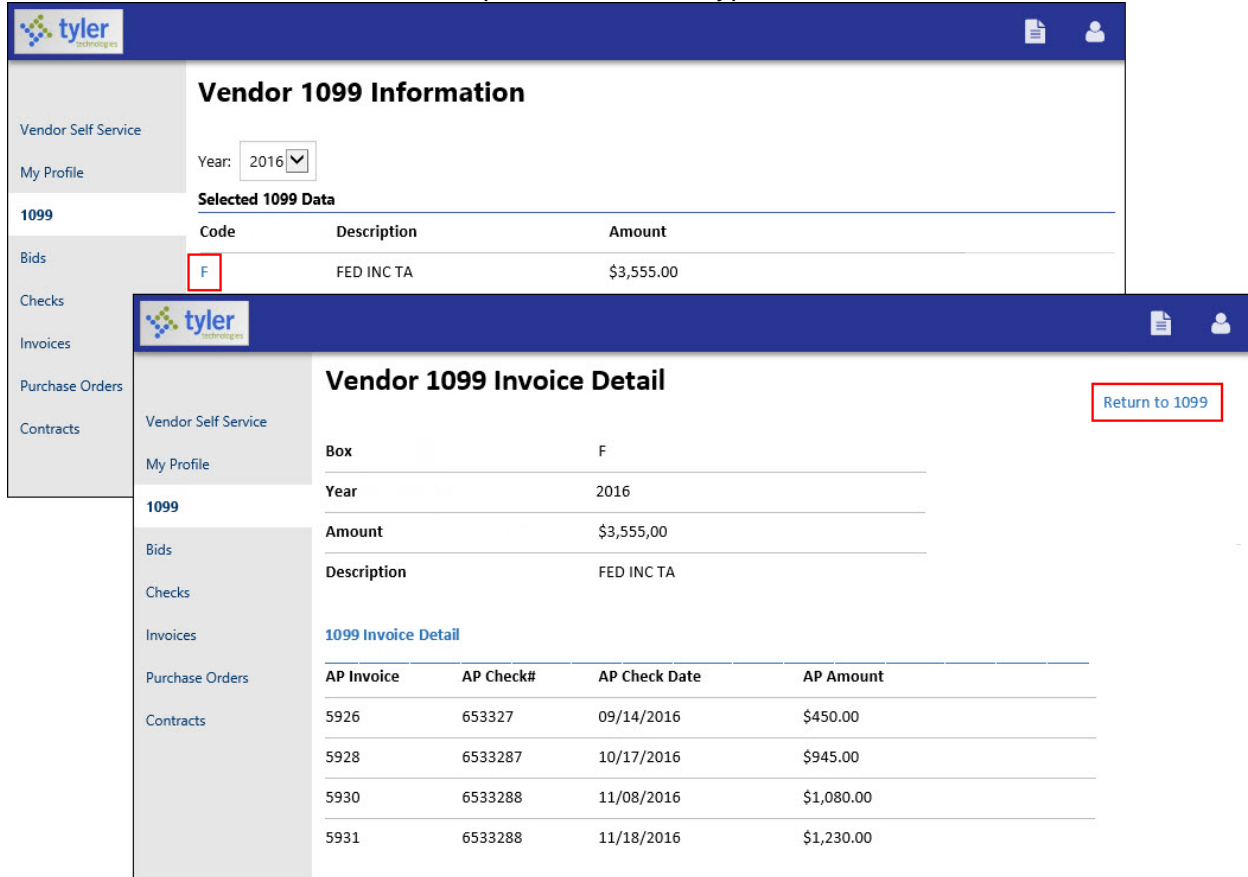
## 4.2 Commodities

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

**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.

### 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

[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.

tyler

Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

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.





Vendor Self Service

My Profile

1099

Bids

Checks

## Invoices


**Search Results**

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

**4 Found**

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3/9/2017	\$652.00	5998	In Review	<a href="#">View</a>
3/9/2017	\$110.00	5999	Held	<a href="#">View</a>
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Vendor Self Service

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1099

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## Invoice Detail

**Invoice Detail for Invoice: 5998**

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**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**

