

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

City of Auburn
THE LOVELIEST VILLAGE

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 disbursements.

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 account to your vendor account; this number may be found on a check stub or direct deposit notification. Please contact Amy Saylor, Financial Analyst, at asaylor@auburnalabama.org to ensure that you have the correct vendor number and to ensure your online account is correctly linked to your existing vendor account.

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. If you need to change your password, use this [detailed instruction guide](#).

Forms:

- Click [here](#) to download a W-9 form.

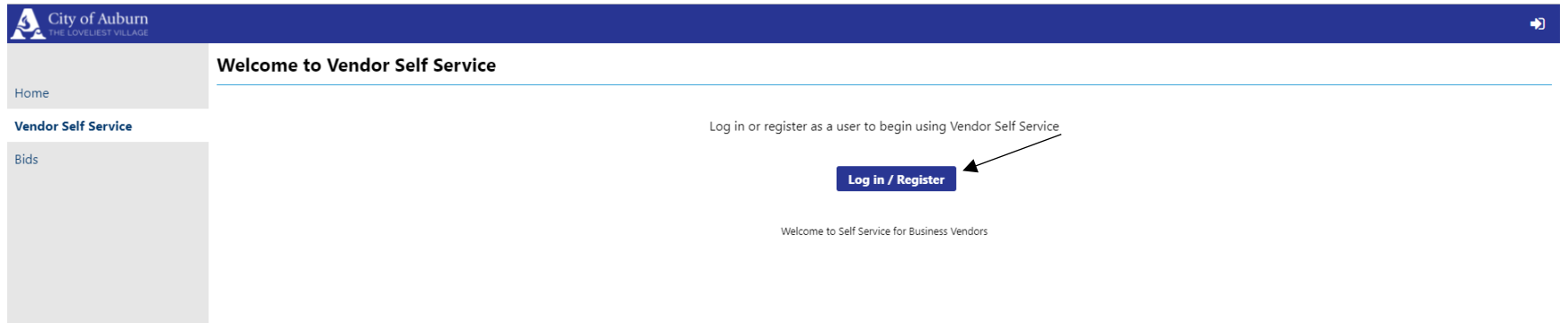
City Hall
144 Tichenor Avenue, Suite 7
Auburn, Alabama 36830
Hours: Monday – Friday 8:00am – 5:00pm

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

Financial Analyst
Phone: (334) 501-7317
Email: asaylor@auburnalabama.org

Vendor Self-Services Registration | City of Auburn, AL

2. Click the Log In / Register button



Vendor Self-Services Registration | City of Auburn, AL

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.**



Sign In to community access services for City of Auburn.



[Sign in with Google](#)



[Sign in with Apple](#)



[Sign in with Microsoft](#)



[Sign in with Facebook](#)

OR

Email address

Keep me signed in

[Next](#)

[Unlock account?](#)


[Help](#)

Don't have an account? [Sign up](#)

Vendor Self-Services Registration | City of Auburn, AL

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



Sign up

Email

First name

Last name

Mobile phone Optional

Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 10 passwords

Sign Up

[Already have an account?](#)

5. Registration Complete

Registration complete

Congratulations! You're registered.

One last step. Click the confirmation link sent to [redacted]



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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 Dawson Newman at dnewman@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 FOURTEEN.**

The screenshot shows the 'Welcome to Vendor Self Service' page. On the left is a navigation menu with 'Home', 'Vendor Self Service', and 'Bids'. The main content area features a red warning triangle icon with an exclamation mark, followed by the text: '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.' Below this text are two blue buttons: 'Create New Vendor' and 'Link to Existing', separated by the word 'OR'. Arrows point from the text to each button. At the bottom left, there is an 'Announcements' section with the text 'Welcome to Self Service for Business Vendors'.

- 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*

Zip Code* County

Country Geographic

Fax Number

Minority Business Enterprise

Minority Business Enterprise

Minority Business Enterprise Classifications
(select all that apply)

General

Minority Owned Business

Veteran Owned Business

Woman Owned Business

Gender

Ethnicity

Vendor Self-Services Registration | City of Auburn, AL

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

* Name

Description

* Phone

Text

Opt In


Fax

* E-mail

Vendor Self-Services Registration | City of Auburn, AL

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.**



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)

[List all commodities/services](#)

256 Found [Prev](#) | [161-170](#) | [171-180](#) | [181-190](#) | [191-200](#) | [201-210](#) | [Next](#)

[Select All](#)

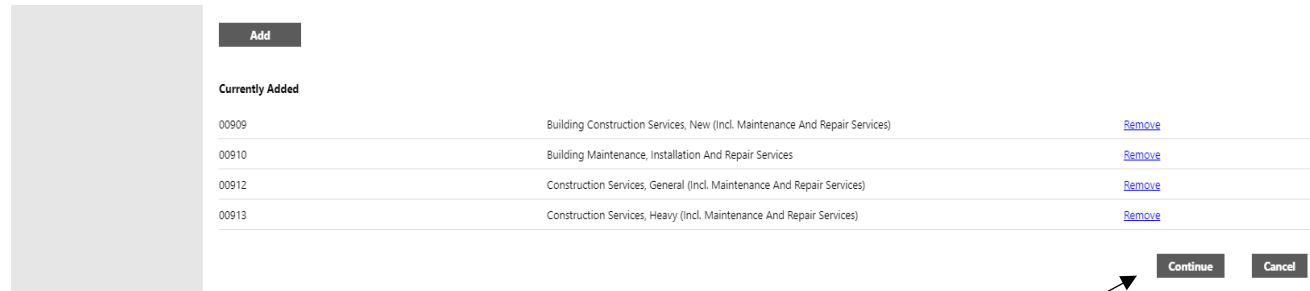
	Code	Description
<input checked="" type="checkbox"/>	00909	Building Construction Services, New (Incl. Maintenance And Repair Services)
<input checked="" type="checkbox"/>	00910	Building Maintenance, Installation And Repair Services
<input checked="" type="checkbox"/>	00912	Construction Services, General (Incl. Maintenance And Repair Services)
<input checked="" type="checkbox"/>	00913	Construction Services, Heavy (Incl. Maintenance And Repair Services)
<input type="checkbox"/>	00914	Bituminous Surface Retainers As Specified.
<input type="checkbox"/>	00915	Communications And Media Related Services
<input type="checkbox"/>	00918	Consulting Services
<input type="checkbox"/>	00920	Data Processing, Computer, Programming, And Software Services
<input type="checkbox"/>	00924	Educational and Training Services
<input type="checkbox"/>	00925	Engineering Services, Professional

Currently Added

There are no commodities to display for this vendor.

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



The screenshot shows a user interface for adding NIGP Commodity Codes. On the left, there is a large grey rectangular area. To its right, there is a table with the following structure:

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

Below the table, there are two buttons: "Continue" and "Cancel". An arrow points to the "Continue" button.

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."

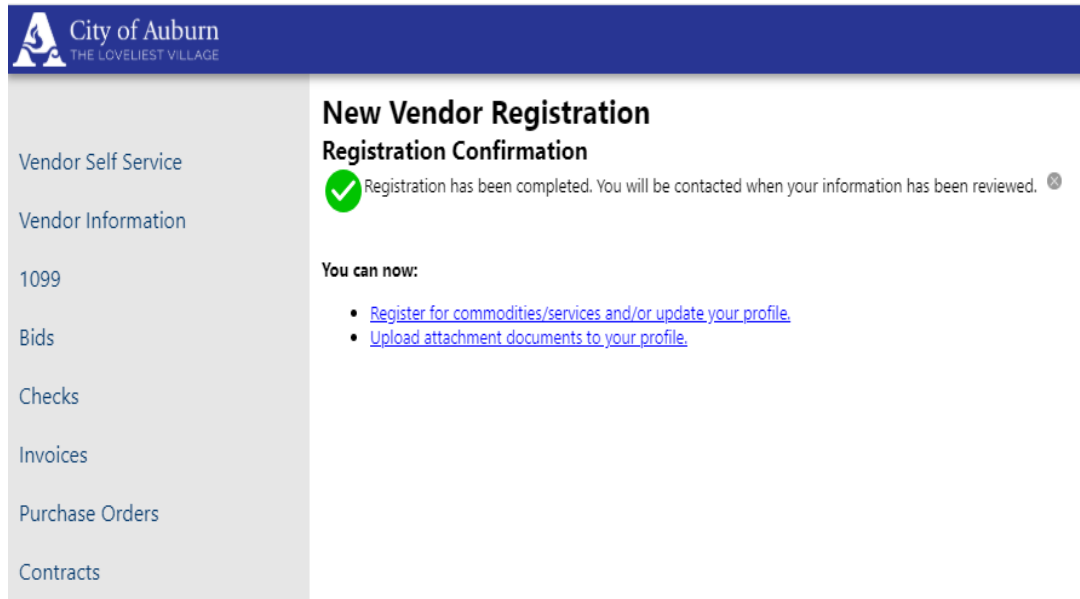


(Only click Register once and refrain from using your browser's Back or Refresh button.)

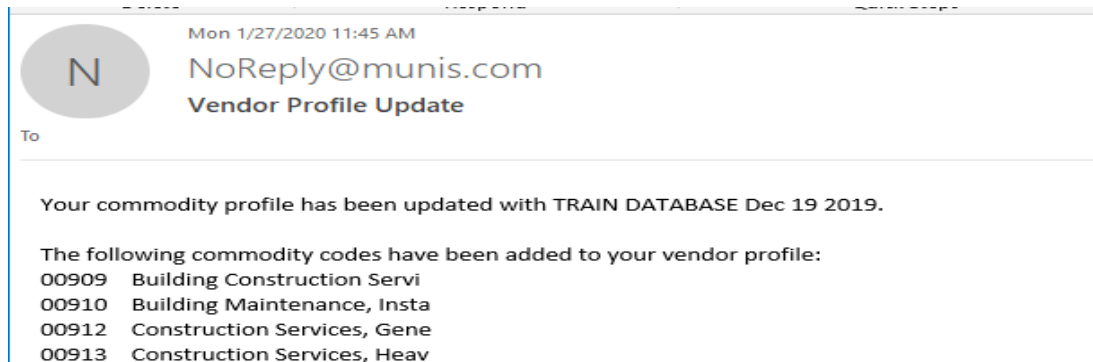
Vendor Self-Services Registration | City of Auburn, AL

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.



The screenshot shows the City of Auburn Vendor Self-Service portal. The header includes the City of Auburn logo and the tagline 'THE LOVELIEST VILLAGE'. The main content area is titled 'New Vendor Registration Registration Confirmation' and features a green checkmark icon followed by the text: 'Registration has been completed. You will be contacted when your information has been reviewed.' 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 sidebar on the left contains navigation links for 'Vendor Self Service', 'Vendor Information', '1099', 'Bids', 'Checks', 'Invoices', 'Purchase Orders', and 'Contracts'.




The screenshot shows an email notification from NoReply@munis.com. The email is dated 'Mon 1/27/2020 11:45 AM' and has the subject 'Vendor Profile Update'. The body of the email states: 'Your commodity profile has been updated with TRAIN DATABASE Dec 19 2019.' It then lists the following commodity codes added to the vendor profile: 00909 Building Construction Servi, 00910 Building Maintenance, Insta, 00912 Construction Services, Gene, and 00913 Construction Services, Heav.

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

Link to Existing Vendor



Enter the information below to search for an existing vendor.

Vendor Number	Vendor FID/SSN
<input type="text"/>	<input type="text"/>

 [Link to Existing](#)

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 dnewman@auburnalabama.org

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

* Name

Description

* Phone

Text

Opt In

Fax

* E-mail

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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

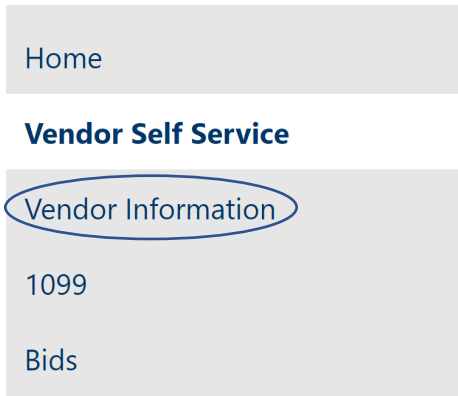
[Search bids](#)

Completion Status Submitted Bids Status

Bid information not found.

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.

Commodities	
add	
Code	Description

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**

<input type="checkbox"/>	00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
<input type="checkbox"/>	01005	Acoustical Tile, All Types, Including Recycled Types
<input type="checkbox"/>	01008	Acoustical Tile Accessories: Channels, Grids, Mounting Hardware, Rods, Runners, Suspension Brackets, Tees, Wall Angles, and Wires
<input type="checkbox"/>	01009	Acoustical Tile Insulation
<input type="checkbox"/>	01011	Adhesives and Cements, Acoustical Tile
<input type="checkbox"/>	01014	Adhesives and Cements, Insulation
<input type="checkbox"/>	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:


City of Auburn
THE LOVELIEST VILLAGE

Home

Vendor Self Service

Vendor Information

Attachments

Commodities

1099

Bids

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)	Attach
COI	CERTIFICATE OF INSURANCE		(0)	Attach
default	Vendor Attachment		(0)	Attach
EVERIFY	E-VERIFY FORM		(0)	Attach
W9	W9 FORM	✓	(0)	Attach