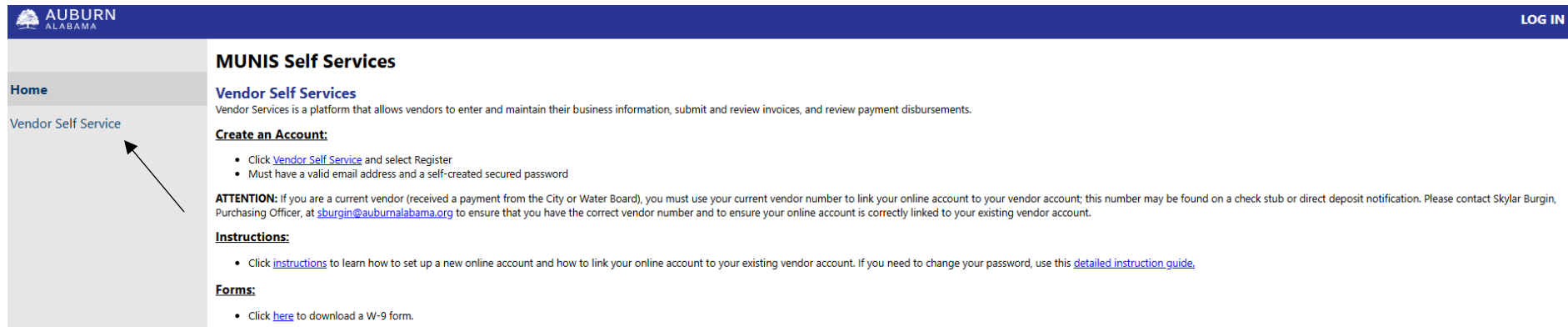
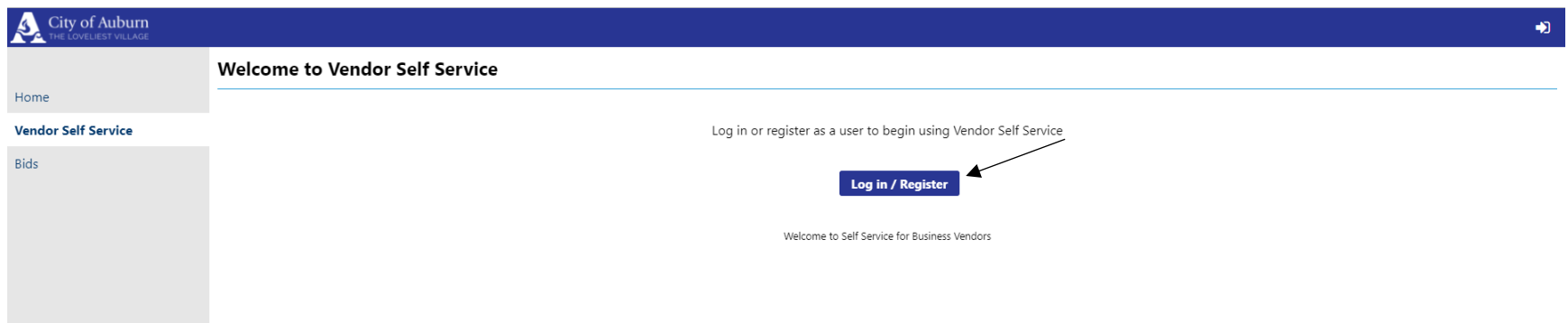


Vendor Self-Services Registration | City of Auburn, AL

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



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.

Email address

☐ Keep me signed in

Next

OR



[Unlock account?](#) [Help](#)

Create an account

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

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.**

The screenshot displays the 'Welcome to Vendor Self Service' page. On the left is a sidebar with links for 'Home', 'Vendor Self Service', and 'Bids'. The main content area features a red warning triangle icon above 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'.

Vendor Self-Services Registration | City of Auburn, AL

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

Select 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
☒	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

Currently Added

There are no commodities to display for this vendor.

Vendor Self-Services Registration | City of Auburn, AL

11. Selected NIGP Commodity 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."

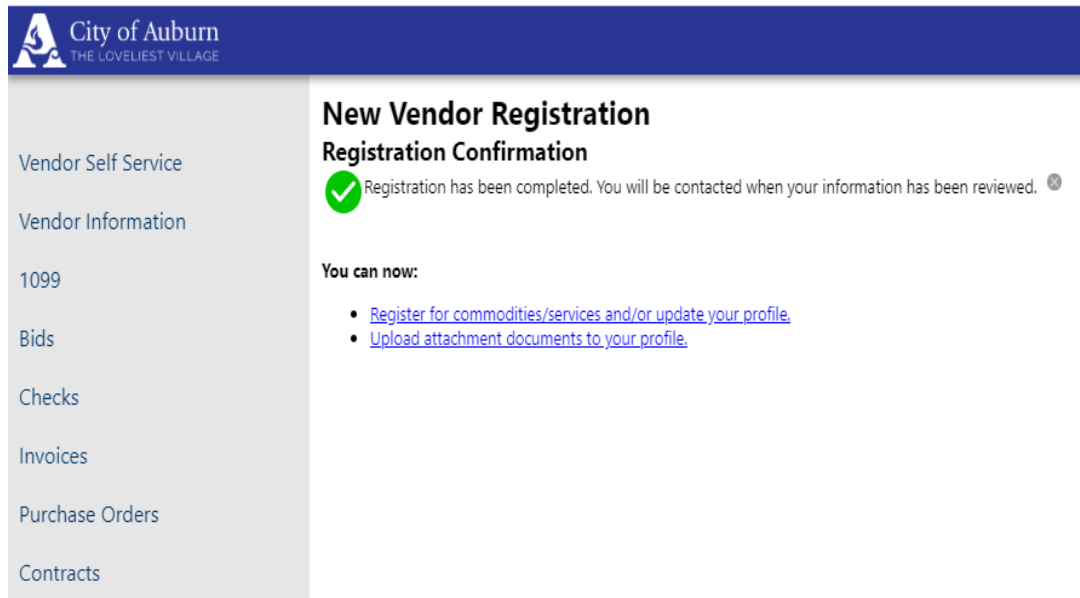


(Only click Register once and refrain from using your browser's Back or Refresh button.)

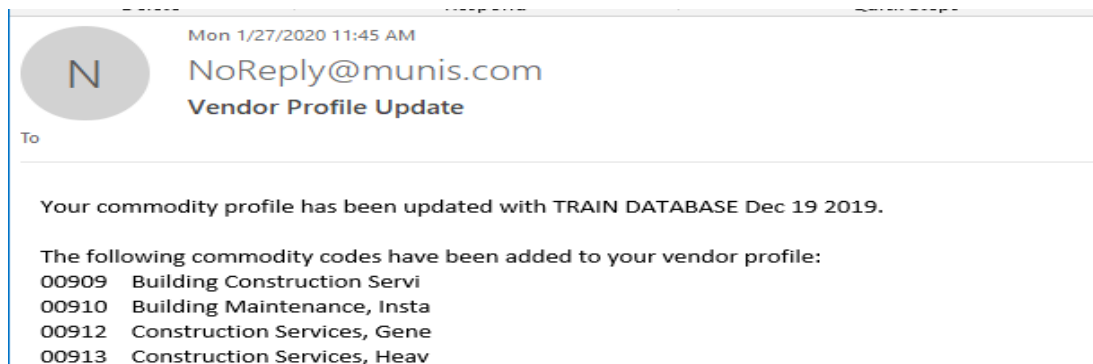
Vendor Self-Services Registration | City of Auburn, AL

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 left sidebar contains a menu with the following items: Vendor Self Service, Vendor Information, 1099, Bids, Checks, Invoices, Purchase Orders, and Contracts. The main content area is titled 'New Vendor Registration' and 'Registration Confirmation'. It features a green checkmark icon and a message: 'Registration has been completed. You will be contacted when your information has been reviewed.' Below this, it says 'You can now:' followed by two bullet points: 'Register for commodities/services and/or update your profile.' and 'Upload attachment documents to your profile.'



The screenshot shows an email from NoReply@munis.com. The email header includes the date 'Mon 1/27/2020 11:45 AM' and the subject 'Vendor Profile Update'. The email body contains the following text: 'Your commodity profile has been updated with TRAIN DATABASE Dec 19 2019.' and 'The following commodity codes have been added to your vendor profile:'. Below this, there is a list of commodity codes and their descriptions: 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

 [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 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.

User Contact Information

Contact Person

* Contact Type

Select Type...



* Name

Description

* Phone

Text

☐ Opt In

Fax

* E-mail

Vendor Self-Services Registration | City of Auburn, AL

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

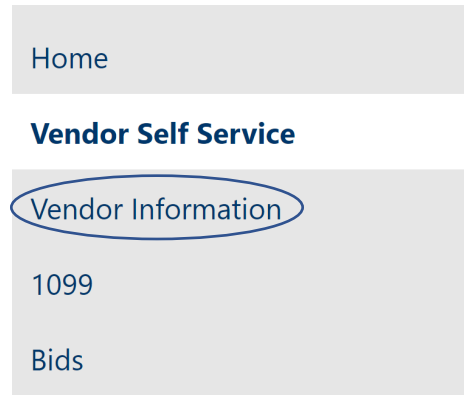
[Search bids](#)

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

☐

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:



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