

# **IPS VENDOR SELF SERVICE (VSS)**

## FOR NEW & EXISTING VENDORS

## Contents

1	VENDOR SELF SERVICE OVERVIEW .....	3
2	VENDOR REGISTRATION .....	4
3	VENDOR INFORMATION .....	14
4	VENDOR SELF SERVICE HOME PAGE .....	15
5	VENDOR NAVIGATION .....	16
5.1.1	Attachments .....	19
5.1.2	Commodities .....	20
5.1.3	1099 .....	22
5.1.5	Checks .....	24
5.1.6	Invoices .....	25
5.1.7	Purchase Orders .....	27
5.1.8	Contracts .....	29
	APPENDIX A—MANAGING MINORITY BUSINESS ENTERPRISE CERTIFICATES .....	30

# 1 VENDOR SELF SERVICE OVERVIEW

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Vendor Self Service (VSS) provides vendors with web-based access to information stored in IPS's Munis® database.

Using VSS, vendors can enter and maintain their contact and remittance information, designated contact persons, and the commodity codes that represent the goods and services the vendor can provide.

A listing starting from 7-1-2020, of your 1099 data, purchase orders, invoices, contracts and checks is available in VSS to vendors for inquiry purposes only.

## Vendor Self Service Users

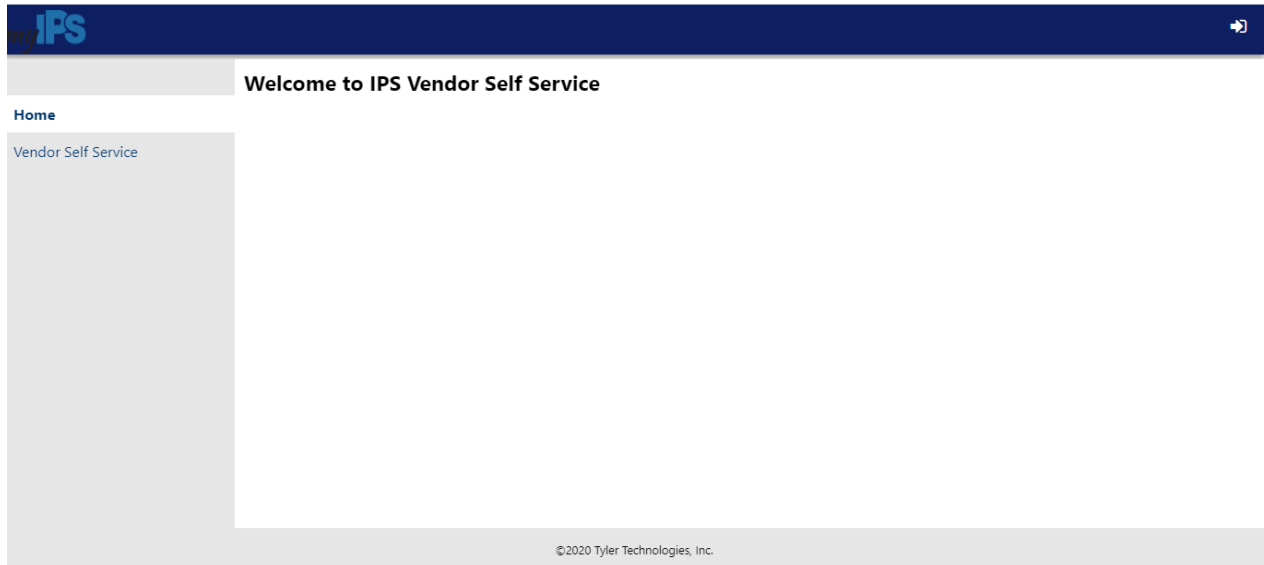
IPS requires vendors who exist in IPS's Munis database as well as new vendors to register using the VSS portal to gain access to their information.

To successfully link your company's VSS registration with IPS's Munis database records, VSS requires your IPS Vendor ID# and your company's Federal ID#. You will need to enter these numbers in the Vendor ID box and FID# box during registration.

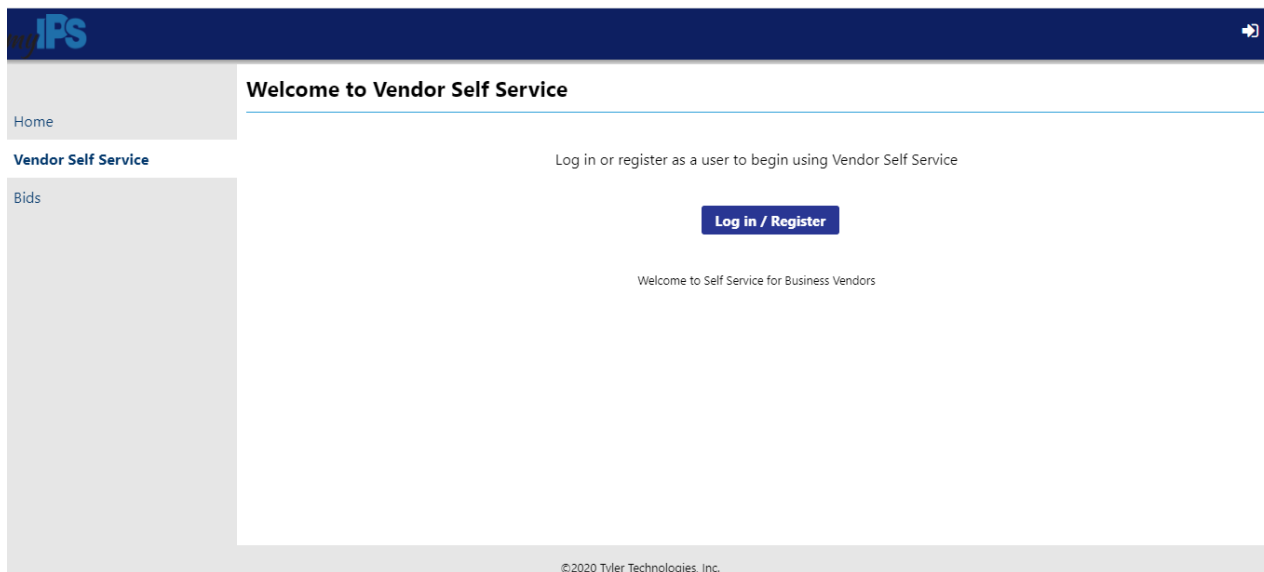
## 2 VENDOR REGISTRATION

**New Vendors** who do not exist in Munis database, as well as an **Existing Vendor** who have already been entered in the Vendor program in Munis but who have not previously accessed VSS, must register to access Vendor Self Service.

To begin registration, click on **Vendor Self Service** on the [VSS home page](#).





Vendors of either type, click on **Log in / Register**.





The sign in to community access services for Indianapolis Public Schools response will pop up.  
**For New Vendors:** You will scroll to the very bottom of that page and click on Create an Account.  
**For Existing Vendors:** You will log in with your VSS email address.

Sign in to community access services for  
Indianapolis Public Schools.

 Sign in with Google

 Sign in with Apple

 Sign in with Microsoft

 Sign in with Facebook

OR

Email address


dickersonm@myips.org

☐ Keep me signed in

Next

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

Create an account



Create an account

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

[Already have an account?](#)

Sign up

**For New Vendors:** You must enter a valid email address, along with name and phone number and create a password. After you click on **Sign up**, you will receive the following message “Registration Complete Congratulations! You’re registered.”

**NOTE:** *Email address entered on this screen will receive EFT advice and PO notifications. If you wish to have EFT/PO notifications sent to a different email, you will make that change under Vendor information. Your login email will not change.*

User Self-Service

Registration complete

Congratulations! You're registered.

One last step. Click the confirmation link sent to [ipsvendor1@gmail.com](mailto:ipsvendor1@gmail.com).

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**One last step:** Click the confirmation link sent to your email address entered in VSS User Self Service. You cannot log in to VSS until you have received an email confirmation message and completed the confirmation process.

User Self-Service

SIGN IN

Email Confirmation

Enter your password \*

.....

User Self-Service

SIGN IN

Email Confirmation



Your account has been confirmed. You may now sign in

CANCEL

CONFIRM ACCOUNT

If you have any questions, please email [Purchasing@myips.org](mailto:Purchasing@myips.org).

Once the email confirmation process is completed, return to VSS log in screen by clicking on link to VSS, there you can log into VSS to complete the registration process.



[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

Sign in to community access services for  
Indianapolis Public Schools.

[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](#)

[Create an account](#)

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**For Existing Vendors** (Vendors already setup in IPS vendor database): Click on **Link to Existing**. See page 11

**For New Vendors:** Click on **Create New Vendor**.

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 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 buttons: 'Create New Vendor' and 'Link to Existing', separated by the word 'OR'. At the bottom of the main area is an 'Announcements' section with the text 'Welcome to Self Service for Business Vendors'. The footer contains the copyright notice '© 2020 Tyler Technologies, Inc.'.

**For New Vendors:**

Click **Continue**, VSS provides the User Contact Information page

The screenshot shows the 'User Contact Information' page. The left navigation menu includes 'Home', 'Vendor Self Service', and 'Registration'. The main form area contains the following fields: 'Contact Person' (a dropdown menu currently showing 'ACCOUNTS PAYABLE - Accounts Payable Contacts'), 'Name' (a text field with 'Michael Fritz'), 'Description' (an empty text field), 'Phone' (a text field with '5555555555'), 'Text' (a text field with an 'Opt In' checkbox to its right), 'Fax' (an empty text field), and 'E-mail' (a text field with 'michaelttylerfritz2019@gmail.com'). A 'Continue' button is located at the bottom right of the form.

After you entered contact information, click **Continue**, the next New Vendor Registration page gathers the specific vendor details. Banking information is no longer added. You will be required to upload either a voided check or a bank letter providing your banking information in the Attachments section.

**NOTE:** Contact email address is only for information purposes.

### For New Vendors:

**tyler** technologies

Home  
Vendor Self Service  
Registration

## New Vendor Registration

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

### Enter Vendor Registration Information

Step 2

#### General information

\* Company Name  
Michael Fritz LLC

(line 2)

#### 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  
123456789 <No routing number found.>

Bank Account Number  
123456789123

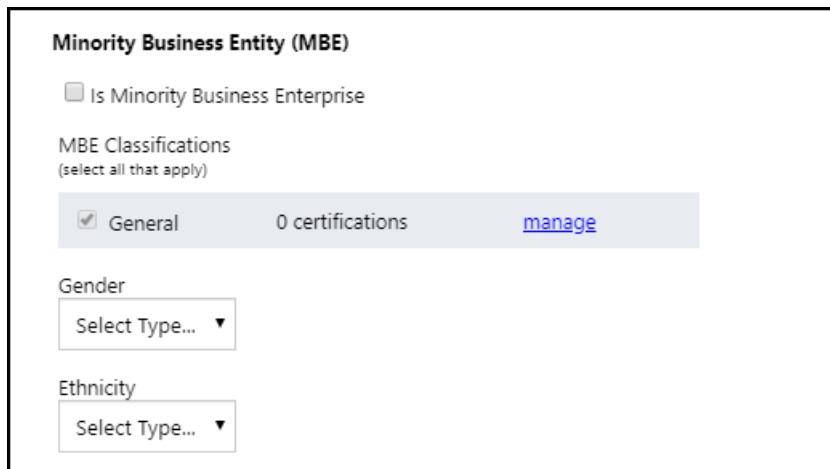
Bank Account Type  
Checking

Continue

The New Vendor Registration page contains a Minority Business Entity (XBE) section that must be completed by minority business enterprise vendors. A minority business enterprise is typically defined as a business that is at least 51% owned and operated by an ethnic or gender minority.

### For New Vendors:

These businesses are typically certified by a city, state, or federal agency.



The screenshot shows the 'Minority Business Entity (MBE)' section. It includes a checkbox labeled 'Is Minority Business Enterprise'. Below this is the 'MBE Classifications' section with the instruction '(select all that apply)'. There is a single entry 'General' which is checked, showing '0 certifications' and a 'manage' link. At the bottom, there are two dropdown menus: 'Gender' and 'Ethnicity', both currently showing 'Select Type...'.

When you click **Continue** and the registration is successful, VSS provides the Welcome to Vendor Self Service page. **See Page 15**

### For Existing Vendors:

On Link to Existing Vendor page, enter your IPS vendor ID# and the FID# or SSN number associated with your IPS vendor record. Click on **Link to Existing** button.

The value entered in the FID/SSN box must match the value in your IPS Munis vendor record exactly.

This should also be used if you would like to add an employee to view your VSS profile. Please keep in mind that this access is unrestricted. They can view all information.

**Link to Existing Vendor**

Enter the information below to search for an existing vendor.

Vendor Number

Vendor FIS/SSN

[Link to Existing](#)

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When you click **Link to Existing** button , VSS provides the User Contact Information page. Enter your information for each of the required fields. The description, text, and fax are optional fields. Click **Continue**.

**NOTE:** Contact email address is only for information purposes.

**User Contact Information**

Contact Person

\* Contact Type  
ACCOUNTS PAYABLE - Accounts Payable Contacts ▼

\* Name  
Michael Fritz

Description

\* Phone  
5555555555


Text  
 ☐ Opt In

Fax

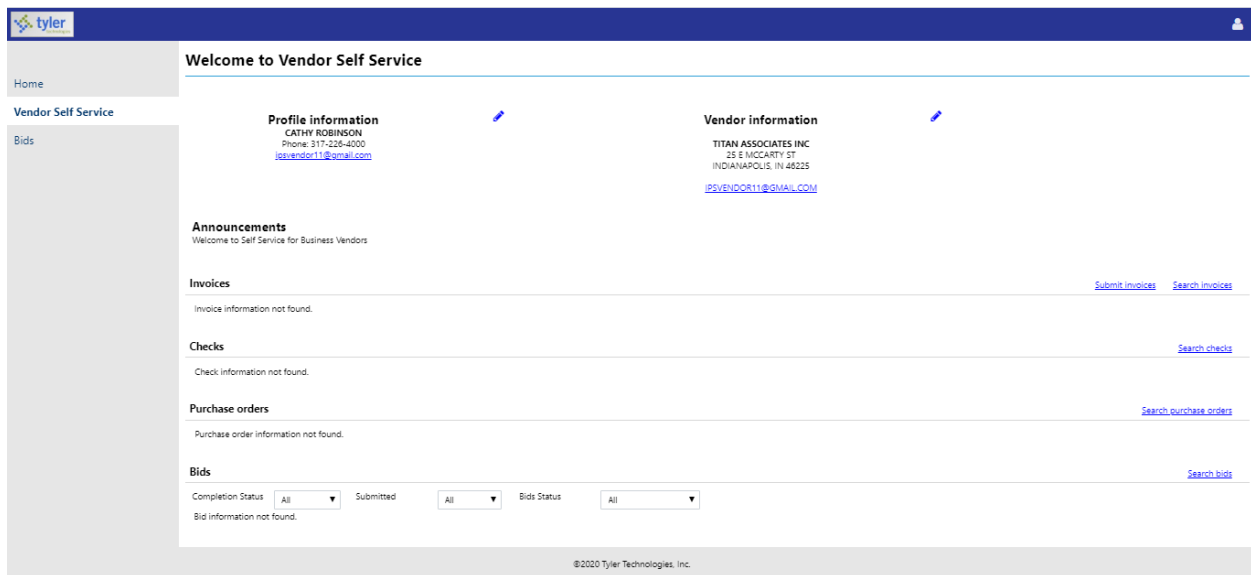
\* E-mail  
michaelylerfritz2019@gmail.com

[Continue](#)

## For Existing Vendors & New Vendor:

VSS provides the Welcome to Vendor Self Service page. You now have access to your Vendor Profile, Vendor Information, 1099, Checks, Invoices, Purchase Orders, and Contracts options on the  menu.

**NOTE: New vendors only** have access to the Home, Vendor Self Service, and Vendor Information options on the menu.



**tyler**

Home

Vendor Self Service

Bids

### Welcome to Vendor Self Service

#### Profile Information

CATHY ROBINSON  
Phone: 317-226-4000  
[jpsvendort11@gmail.com](mailto:jpsvendort11@gmail.com)

#### Vendor Information

TITAN ASSOCIATES INC  
25 E MCCARTY ST  
INDIANAPOLIS, IN 46225  
[jpsvendort11@gmail.com](mailto:jpsvendort11@gmail.com)

#### Announcements

Welcome to Self Service for Business Vendors

#### Invoices

Invoice information not found.

[Submit Invoices](#) [Search Invoices](#)

#### Checks

Check information not found.

[Search checks](#)

#### Purchase orders

Purchase order information not found.

[Search purchase orders](#)

#### Bids

Completion Status:  Submitted:  Bids Status:

Bid information not found.

[Search Bids](#)

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To view a summary of Vendor information, click on **Vendor Information** on menu or click on the **Pencil icon** to view Vendor Information.

### 3 VENDOR INFORMATION PAGE

A summary of your company's information shows general information, vendor address, **bank** information, contacts, and commodity information. IPS requires all vendor information fields are maintained and up to date. *This is where you can update your EFT/PO email.*

You can use the Change button for each category to add or update the information.

In the Commodities group, clicking **Add** allows you to identify the commodity groups for which your company provide items or services.

On the menu, clicking **Attachments** allows you to upload documents.

**\*\*A signed copy of your company's W9 is required to be attached at time of registration to avoid delay in approving vendor registration.**

**\*\*If you have entered banking information, A copy of a voided check or your bank letter must be attached to avoid delay in approving vendor registration.**

**\*\*A copy of your company's Certificate of Insurance (COI) must be attached, IF required.**

**See page 19 for instructions on attaching documents.**

## 4 VENDOR SELF SERVICE HOME PAGE

The Vendor Self Service home page provides your vendor profile information and access to your company's 1099, checks, invoices, purchase orders, and contracts.

**Welcome to Vendor Self Service**

**Vendor Self Service**

My Profile  
1099  
Bids  
Checks  
Invoices  
Purchase Orders  
Contracts

**Profile information**

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

**Contacts**

**Announcements**

Welcome to Self Service for Business Vendors

**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
------	--------	--------

**Checks** [Search checks](#)

Check information not found.

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

- **My Account** – Opens the My Account page containing your vendor account information.
- **Log Out** – Logs the user out of Vendor Self Service.
- **Resources**- An old version of this document is also downloadable.

**Welcome to Vendor Self Service**

**Vendor Self Service**

My Profile  
1099

**Profile information**

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

**LETOURNEAU POWER EQUIPMENT**

[My Account](#)  
[Log Out](#)

## 5 VENDOR NAVIGATION

On the Vendor pages, the headers for the individual information groups that display include options for searching and viewing related information.

**Welcome to Vendor Self Service**

**Vendor Self Service**

**My Profile**

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

Work Orders

**Profile information**

**SMITH ELECTRIC** [View profile](#)

44 FOURTH STREET  
CHICAGO, IL 60625  
USA  
[info@smithelectric.biz](mailto:info@smithelectric.biz)

**Contacts**

**Announcements**

Welcome to Self Service for Business Vendors

**Invoices**

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

**Recent invoices** **Submitted invoices**

**\$152.00**

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**, you can update the information in that group.

**My Profile**

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

**Name/DBA** SMITH ELECTRIC

**Entity**

**Address** 44 FOURTH STREET  
CHICAGO, IL 60625

**Fax Number**

**FID** 55-777777

**E-Mail** [info@smithelectric.biz](mailto:info@smithelectric.biz)

**Web Site** [www.smithel.biz](http://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 your vendor address and contact information, type and foreign entity status, minority business enterprise status and certifications.

<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 your vendor remittance address and contact information, while the Address Contacts group lists your contact people 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 Current Vendor Commodities group contains a list of commodity codes associated with your vendor account. You can remove commodities from the list by clicking the **Remove** link. The **Add** option allows you to add commodities to the list.

Commodities		
<a href="#">add</a>		
Code	Description	
206	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS	<a href="#">Remove</a>
28525	Current Collection Equipment and Accessories, Electrical	<a href="#">Remove</a>
28726	Circuit Cards	<a href="#">Remove</a>
28782	Transmitters, Emergency Alarm Type (To incl. Equipment Operation Status Reporting)	<a href="#">Remove</a>

### 5.1.1 Attachments

You can add attachments to your company's profile by clicking **Attachments** on the menu. The Attachments option is only available when viewing My Profile page.

The screenshot shows the Tyler Attachments page. On the left is a sidebar with 'My Profile' selected, containing links for 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 data:

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

A modal window is open for adding an attachment. 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 'E-Verify' row of the table to the modal window.

Attachments are added by clicking the Attach button on the Attachments page, which allows you to navigate to a file or document to upload. The Attachments column indicates the number of documents attached for the attachment types. You can attach an unlimited number of files.

\*\*It does appear that there is a current glitch with the upload process, you will want to click on the left continue button once you have selected your item for upload.

The screenshot shows the attachment upload modal window. It displays the file name 'IPS AP Check File Copy - 654904\_82532\_N.pdf' with a 'Remove' link and a 'Type' dropdown menu set to 'General'. Below this is a 'Choose File' button and the text 'No file chosen'. At the bottom, there are two 'Continue' buttons. The left 'Continue' button is circled in red.

To remove an attachment, click on the number in the Attachment's indicator box. On the Attachments list, clicking the **Delete** button removes the attachment.

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Vendor Self Service

My Profile

Attachments

Commodities

1099

Bids

Checks

## 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) <div>Attach</div>
E-Verify	E-Verify		(1) <div>Attach</div>

DOCUMENT1.txt X

The uploaded files are also added to the vendor record in the IPS Vendor's program.

You cannot maintain your attachments in VSS once they have been uploaded.

## 5.1.2 Commodities

Clicking **Commodities** on the navigation menu displays the Vendor Commodities page.

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Vendor Self Service

My Profile

Attachments

Commodities

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

Work Orders

## 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](#)

904 Found 1-10 | 11-20 | 21-30 | 31-40 | 41-50 | 51-60 | Next

Select All	Code	Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/>	01924	Buckwheat
<input type="checkbox"/>	01950	Hops
<input type="checkbox"/>	01962	Pumpkins
<input type="checkbox"/>	01967	Rye
<input type="checkbox"/>	01972	Sorghum
<input type="checkbox"/>	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)

Add

**Currently Added**  
There are no commodities to display for this vendor.

Finish

Cancel

Use the Search box to search for commodities by code or keyword. Alternatively, clicking List All Commodities/Services displays all commodity codes in the IPS Munis database. VSS displays the number of codes found during a search and updates the commodity table.

You can view commodities by group using the numbered group selections, or you can identify specific commodities by selecting individual check boxes. If you select an individual check box within a numbered group selection, VSS saves the value of each check box when you navigate between the groups of commodity codes.

<b>Commodities</b>		904 Found	1-10   11-20   21-30   31-40   41-50   51-60   Next	
1099	Select All	Code	Description	
Bids	<input type="checkbox"/>	005	ABRASIVES	
Checks	<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	
Invoices	<input type="checkbox"/>	015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.	
Purchase Orders	<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES	

After identifying the applicable commodity codes, clicking Add causes VSS to add the selected commodity codes to your vendor profile and updates the Currently Added list. Clicking **Remove** removes the commodity from the group. When you complete the commodity code update, click Finished to save the changes and return to the My Profile page, where the Current Vendor Commodities group provides the full list of your company's associated commodity codes.

### 5.1.3 1099

The 1099 page displays a listing of your company's 1099 data for a selected year. The data includes the 1099 box code, a description of the code type, and the 1099 amount.

The screenshot shows two overlapping screenshots of the Tyler Technologies Vendor Self Service portal. The top screenshot displays the 'Vendor 1099 Information' page. The bottom screenshot displays the 'Vendor 1099 Invoice Detail' page, which is reached by clicking on the 'F' box code in the top page's table.

**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 you to the Vendor 1099 Information page.

#### 5.1.4 Bids

VSS is not meant to manage our potential vendors. Our current bids are managed by [Indigo Bonfire](#). This is where all bids and formal solicitations are released.

## 5.1.4 Checks

The Checks group provides a list of checks recently issued to your company by IPS.

**\$2,460.00**  
Last check: 11/17/2017



**\$0.00**  
Year to date

**Recent checks**

Date	Number	Amount	
11/17/2017	#6533288	\$2,460.00	<a href="#">details</a>
10/14/2017	#6533287	\$1,845.00	<a href="#">details</a>

Using the **Search Checks** option, you can find additional check details using the invoice number, date or amount ranges, and status search criteria.

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Vendor Self Service

My Profile

1099

Bids

**Checks**

Invoices

Purchase Orders

Contracts

Work Orders

**Vendor Check Search**

**Date (mm/dd/yyyy)**

Check date

or

Check date(s) from  to

**Amount**

Check amount

or

but less

Amount(s) more than  than

**Number**

Check number

or

Check number(s) from  to

**Status**

Any Status

Search

Clear

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Search Results for checks provides the check date, amount, check number, and status. Use the View option of an individual check to view additional details.

## 5.1.5 Invoices

The Invoices group provides vendor details for recent and submitted invoices.

**Invoices**


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



**\$452.99**  
Last invoice: 2/13/2017

**\$452.99**  
Year to date

Recent invoices			Submitted invoices		
Date	Amount	Status	Date	Amount	Status
2/13/2017	\$452.99	Held <a href="#">details</a>			

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



Vendor Self Service

My Profile

1099

Bids

Checks

**Invoices**

Purchase Orders

Contracts

Work Orders

**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 you click **Details**, VSS provides the Invoice Detail page, which includes additional information sorted by Vendor, Invoice, and Invoice Totals groups.

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Vendor Self Service

My Profile

1099

Bids

Checks

## Invoices

**Search Results**

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

**4 Found**

<a href="#">Invoice Date</a>	<a href="#">Amount</a>	<a href="#">Invoice Number</a>	<a href="#">Status</a>	
3/9/2017	\$652.00	5998	In Review	<a href="#">View</a>
3/9/2017	\$110.00	5999	Held	<a href="#">View</a>
				<a href="#">View</a>
				<a href="#">View</a>

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Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

Work Orders

## Invoice Detail

[Return to previous view](#)

**Invoice Detail for Invoice: 5998**

**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**

The **Submit Invoices** option allows you to submit invoices to IPS directly from VSS. Our vendors are required to indicate a valid purchase order or contract number when submitting an invoice.

Invoices

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

\$652.00

Last invoice: 3/9/2017

\$1,045.69

Year to date

**Recent invoices**

Date	Amount	Status	
3/9/2017	\$652.00	Held	<a href="#">details</a>
3/9/2017	\$110.00	Held	<a href="#">details</a>
3/9/2017	\$87.59	Held	<a href="#">details</a>
3/9/2017	\$196.10	Held	<a href="#">details</a>

**Submitted invoices**

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

## 5.1.6 Purchase Orders

Purchase Orders provides a list of recent purchase orders issued to your company from IPS.

The initial Search **Purchase Orders** page allows you to search by purchase order number, date, or a purchase order total range.

The screenshot shows the 'Vendor Purchase Order Search' interface. On the left is a navigation menu with links: Vendor Self Service, My Profile, 1099, Bids, Checks, Invoices, **Purchase Orders** (highlighted), Contracts, and Work Orders. The main content area has a title 'Vendor Purchase Order Search' and several search fields: 'PO number' with a text input and a note '(other search criteria will be ignored)'; 'Contract number' with a text input; 'Status' with a dropdown menu showing 'Any Status'; 'Date' with a 'Date ordered' text input; an 'or' separator; 'PO(s) ordered from' with two text inputs and a 'to' label; and 'PO total' with a dropdown menu showing 'Equal to' and a text input preceded by a dollar sign. At the bottom are 'Search' and 'Clear' buttons.

**Vendor Purchase Order Search**

**PO number**  (other search criteria will be ignored)

**Contract number**

**Status** Any Status

**Date**

Date ordered

or

PO(s) ordered from  to

**PO total** Equal to  \$

Search results include the purchase order number, contract number (if applicable), status, date orders, and total. The View option provides additional details for a specific purchase order.

- Vendor Self Service
- My Profile
- 1099
- Bids
- Checks

## Purchase Order Search Results

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

**5 Found**

<a href="#">PO Number</a>	<a href="#">Contract Number</a>	<a href="#">Status</a>	<a href="#">Date Ordered</a>	<a href="#">PO Total</a>	<a href="#">View</a>
20100015		Open	3/9/2017	\$288.00	

- Vendor Self Service
- My Profile
- 1099
- Bids
- Checks
- Invoices
- Purchase Orders
- Contracts
- Work Orders

## Purchase Order Detail

[Return to previous view](#)

**Purchase Order Detail**  
**PO #: 20100015 FY2017**

**Vendor**  
SMITH ELECTRIC  
44 FOURTH STREET  
CHICAGO, IL 60625

<b>Bill To</b>	<b>Ship To</b>
3202 EAST 42ND STREET FALMOUTH, ME 04105	3202 EAST 42ND STREET FALMOUTH, ME 04105

<b>Phone Numbers</b>	<b>Reference</b>
Tel# 312-555-1212 Fax#	Contract: Requisition: 20100050

Date Ordered	Vendor Number	Date Required	Shipping/Terms	Department/Location
3/9/2017	1131			CENTRAL OFFICE

Line	Description	Unit	Qty	Unit Price	Net Price
1	Fluorescent tubes, 48"	EACH	60.00	\$4.80	\$288.00
<b>Open Amount</b>					<b>\$288.00</b>
<b>Purchase Order Total</b>					<b>\$288.00</b>

## 5.1.7 Contracts

Contracts provides contracts your company currently hold with IPS. The initial **Contracts Search** page allows you to search by a range of contract numbers or years.

The screenshot shows the 'Contracts Search' page. On the left is a sidebar with navigation links: Vendor Self Service, My Profile, 1099, Bids, Checks, Invoices, Purchase Orders, and Contracts (which is highlighted). The main content area has a header 'Contracts Search' and a sub-header 'Contracts Search'. Below this are two input fields: 'Contract Number' and 'Contract Year'. At the bottom of the main area are two buttons: 'Search' and 'Clear'.

Search results include the contract start date, number, and amount. The Details option displays the Contract Detail page for the selected contract.

Vendor Self Service

My Profile

1099

Bids

## Search Results

[New Search](#)

[Modify Search](#)

1 Found 1-1

<a href="#">Start Date</a>	<a href="#">Number</a>	<a href="#">Description</a>	<a href="#">Revised Amount</a>	<a href="#">details</a>
	200800079	Wiring street lights	\$22,575.00	

Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

Work Orders

## Contract Detail

[Return to previous view](#)

Attachments: (0)

Contract number	200800079
Description	Wiring street lights, Brubaker Street
Year	2017
Estimated start date	
Original amount	\$22,575.00
Revised amount	\$22,575.00
Paid amount	\$0.00
Available amount	\$22,575.00
Retained to date	\$0.00
Liquidated damages	\$0.00
Released retainage	\$0.00

Description	Contracted Quantity	Ordered Quantity	Unit of Measure	Unit Price
Street lamps	15.00	15.00	EACH	\$1,500.00
Conduit (1.5")	75.00	75.00	FEET	\$1.00

# Appendix A—Managing Minority Business Enterprise Certificates

To maintain XBE certifications, you can use the **Change** option on the My Profile page.

The image shows two overlapping screenshots of the Tyler Technologies 'My Profile' page. The top screenshot shows a summary view with a 'change' link highlighted in a red box next to the 'General Information' section. The bottom screenshot shows the 'My Profile' page with the 'General Information and Terms: Make Changes' section active. The 'change' link from the top screenshot points to the 'General Information' section in the bottom screenshot.

**My Profile**

Vendor Self Service

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

**Name/DBA** SMITH ELECTRIC

**Entity**

**Address** 44 FOURTH STREET  
CHICAGO, IL 60625

**Fax Number**

**FID**

**E-Mail**

**Web Site**

**Vendor Type**

**Geographic**

**Foreign Entity**

**Is minority business enterprise**

**MBE Classification**

**General**  
No certification

**My Profile**

Vendor Self Service

**General Information and Terms: Make Changes**

**\*Company Name** SMITH ELECTRIC

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

☐ Foreign Entity

**\*Address** 44 FOURTH STREET

(line 2)

(line 3)

(line 4)

The Minority Business Entity (XBE) section contains the check boxes that indicate whether you are a Minority Business Enterprise, and if so, which classifications your company possesses.

Minority Business Entity (MBE)

☐ Is Minority Business Enterprise

MBE Classifications

(select all that apply)

☐ 123 MBE Code  
☐ AFRICAN AMERICAN OWNED  
☐ DISADVANTAGED BUSINESS  
☒ General 0 certifications [manage](#)  
☐ HISPANIC OWNED  
☐ WOMAN OWNED

Gender 

Select Type...▼

Ethnicity 

Select Type...▼

The **Manage** option for each classification allows you to maintain the classification using the Manage MBE Classification Certificates page.

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Vendor Self Service

My Profile

Attachments

Commodities

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

My Profile

Manage MBE Classification Certificates

Selected MBE Classification

Serial ID 0

Description General

Existing Certificates

Agency	Issue Date	Expire Date	Status
Agency 001	5/6/2014	12/31/2018	New <a href="#">edit</a>   <a href="#">remove</a>

[Return to General Profile](#)

[Add new certificate](#)

Changes Complete

Cancel All

Clicking **Add New Certificate** refreshes the page to include the Certificate Details section. For new certificates, you must complete the Agency, Issue Date, and Expiration Date fields.

The screenshot shows the 'My Profile' page in the Tyler Technologies system. The left sidebar contains navigation links: Vendor Self Service, My Profile (selected), Attachments, Commodities, 1099, Bids, Checks, Invoices, Purchase Orders, and Contracts. The main content area is titled 'My Profile' and 'General Information and Terms: Make Changes'. It displays 'Selected MBE Classification' as 0, 'Serial ID' as 0, and 'Description' as General. Below this is a table of 'Existing Certificates' with one entry for 'Agency 001' issued on 5/6/2014 and expiring on 12/31/2018, with a status of 'New'. To the right of the table is a red-bordered button labeled 'Add new certificate'. Below the table is a red-bordered 'Certificate Details' form. The form contains fields for 'Agency \*' (300 character limit), 'Issue Date \*', 'Expiration Date \*', and 'Notes' (300 character limit). At the bottom of the form are 'Done' and 'Cancel' buttons. A red arrow points from the 'Add new certificate' button to the 'Certificate Details' form.

**My Profile**  
**General Information and Terms: Make Changes**

**Selected MBE Classification**  
Serial ID: 0  
Description: General

**Existing Certificates**

Agency	Issue Date	Expire Date	Status
Agency 001	5/6/2014	12/31/2018	New <a href="#">edit</a>   <a href="#">remove</a>

**Add new certificate**

**Certificate Details**

**Agency \***  
(300 character limit)  
300 remaining

**Issue Date \***

**Expiration Date \***

**Notes**  
(300 character limit)  
300 remaining

**Done** **Cancel**

When you have finished entering data in the boxes, clicking **Done** saves the entry and displays the Make Changes page.

**My Profile**

**General Information and Terms: Make Changes**

**!** This new Certificate is now set for adding to your MBE Classification.  
**NOTE:** This change will NOT be saved until your entire Profile is saved.  
When finished modifying your certificate(s), click "Changes Complete" to hold these changes and return to the Profile editing page, or click "Cancel All" to cancel the certificates changes.  
**Also note** that if you undo pending changes on an existing certificate before you save your new certificates, the new certificates will be lost. ❌

**Selected MBE Classification**

<b>Serial ID</b>	0
<b>Description</b>	General

[Add new certificate](#)

**Existing Certificates**

Agency	Issue Date	Expire Date	Status
Agency 001	5/6/2014	12/31/2018	New <a href="#">edit</a>   <a href="#">remove</a>
Agency 002	10/26/2016	12/31/2017	New <a href="#">edit</a>   <a href="#">remove</a>

**Changes Complete** **Cancel All**

The Make Changes page includes message indicating that the new certificate is ready to be added to your vendor profile, but that the information will not be saved until your entire vendor profile is saved.

After entering, editing, or removing certificates for a classification, you can click **Changes Complete** to save the certificate entries or **Cancel All** to discard all the certificate information. Clicking **Changes Complete** returns you to the Make Changes page, where the Minority Business Entity section displays the updated certification count.

On the My Profile–Make Changes page, you must click **Update** to permanently update your profile with the certificate information.

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Vendor Self Service

## My Profile

### General Information and Terms: Make Changes

**My Profile**

Attachments

Commodities

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

\*Company Name

SMITH ELECTRIC

(line 2)

(line 3)

(line 4)

Doing business as  
(if different from above)

☐ Foreign Entity

\*Address

44 FOURTH STREET

Bank Account Number

Bank Account Type

Checking

**Update** **Cancel**

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