



IPS VENDOR SELF SERVICE (VSS)

FOR NON-PUBLIC EMPLOYEES ONLY

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1 Vendor Self Service Overview & Getting Started

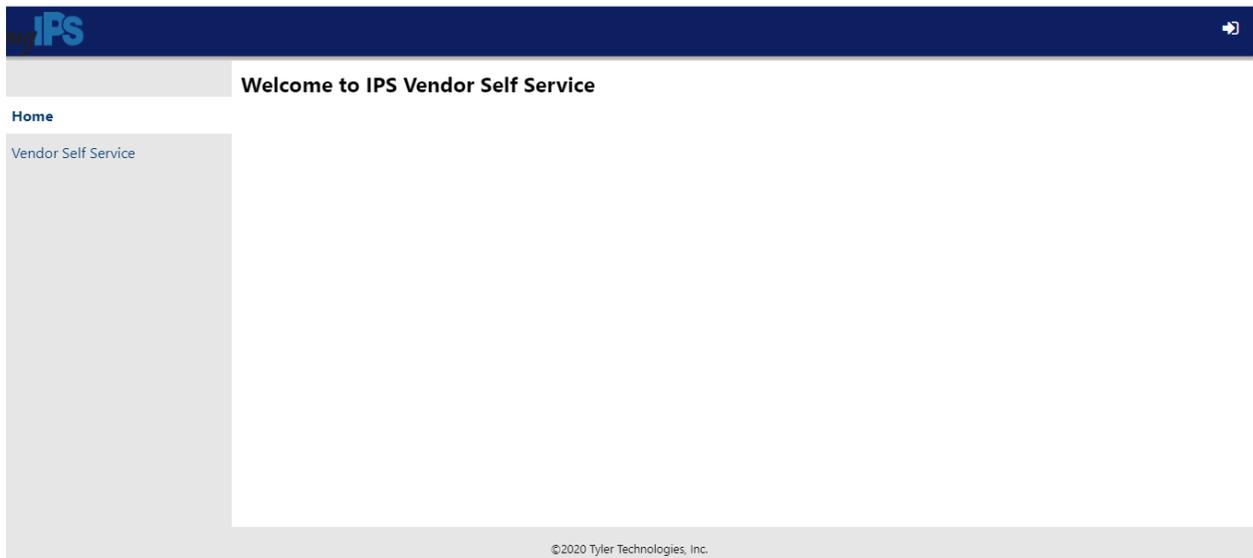
Vendor Self Service (VSS) provides IPS Non-Public Employees a secure web-based platform to provide banking information to the district for purposes of expense reimbursement for travel or related expenses.

The first time you utilize VSS you will need to FIRST register. Upon completion of the registration, you will be able to access VSS and make updates to your banking information. VSS is separate and distinct from the IPS Employee Payroll process and account information is not shared across platforms.

Getting Started

To begin registration (or to access VSS anytime thereafter), click here- <https://myipsinvendors.munisselfservice.com>.

Next, click on “**Vendor Self Service**” (left side menu) on the VSS home page.



Click on **Log in / Register**.

my IPS

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

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The IPS 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

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

[Sign up](#)

[Already have an account?](#)

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.

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



Verify with your email

 mlpete17@gmail.com

We sent an email to **m***7@gmail.com**. Enter the verification code in the text box.

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

If you have any questions, please email 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.

For Existing Vendors (Vendors already set up in IPS vendor database): Click on **Link to Existing**.

For New vendors: click on **Create New Vendor**.

Welcome to Vendor Self Service



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](#)

Announcements
Welcome to Self Service for Business Vendors

PLEASE NOTE: PAY APPS SHOULD NOT BE SUBMITTED VIA THE VSS APP. THEY SHOULD BE GOING TO THE JS HELD INTERNAL STORAGE BOX. IF YOU HAVE QUESTIONS, PLEASE VISIT <https://jsheld.app.box.com/f/eb506f0fdc004e0ba174d200308c4f81> TO SUBMIT YOUR PAY APP!

To access Vendor Self Service (VSS) for the first time, you will need to create a new account. Instructions for creating a new account can be found by clicking the Resources Menu (folded paper icon) in top right corner on the blue bar.

Indianapolis Public School's (IPS) Vendor Self Service (VSS) program allows you, as a vendor, to manage your own account information, browse purchase orders, invoices, contracts, contacts and 1099 data. We encourage vendors who have recently been awarded a purchase or new contract with the district to create an account to utilize VSS.

For additional support for:
Newly Awarded Vendor Registration - Contact Purchasing@myips.org

You will begin to provide your New Vendor information. Please note, your **Company name is YOUR OWN name. Your Doing Business as is Non-Pub (and then your school name). The Vendor address is YOUR address.**

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

Independent contractor

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

*EMAIL

Vendor Address

*Address

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City*

State*

Zip Code*

Country

Geographic

Fax Number

Minority Business Enterprise

The SSN should be your Social Security Number. You will no longer be able to put your banking information in the VSS system. You can upload a voided check/bank letter that proves the account number is accurate. **Do not use a deposit slip, as the routing number is NOT accurate for ACH transactions!!** You will find those instructions later in this document.

California Permit Number

Federal Tax ID Number or Social Security Number

*FID or SSN
 FID SSN

*FID/SSN *Re-type FID/SSN

Bank Information

General
 MINORITY BUSINESS ENTERPRISE
 VETERAN BUSINESS ENTERPRISE
 WOMEN BUSINESS ENTERPRISE

Gender Ethnicity

Payment Terms

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

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

Joe Smith 1234 1234
 1234 Anystreet Court
 Anycity, AA 12345

Pay to the order of _____ Dollars

Bank Anywhere

123456789 123456789123 1234

Routing
Account
Check

New Vendor Registration

Step 2

Address Information

Addresses [add](#)

Name/DBA	Address	Is Default

[Continue](#)

The Contact information will be General, and you will provide your contact details. Please use your school email address. You should also provide in the Description box the information shown below "NON-PUB TEACHER-REIMBURSEMENT."

User Contact Information

Contact Person

* Contact Type
 GENERAL - General Contacts

* Name
 MACY GREY

Description
 NON-PUB TEACHER-REIMBURSEMENT

* Phone
 4632715503

Text
 Opt In

Fax

* E-mail
 GREYM@SHEPHERDCOMMUNITYACADEMY.ORG

Continue

There will be a summary of this information and the ability to add more contacts. This is not necessary. You will continue.

New Vendor Registration

General Vendor Contacts

Step 2

Address Contacts

Type	Name	Description	Email	Telephone
GENERAL - General Contacts	MACY GREY	NON-PUB TEACHER-REIMBURSEMENT	GREYM@SHEPHERDCOMMUNITYACADEMY.ORG	Phone: 4632715503 Text: Fax:

Continue

New Contact

You will **NOT** need to select any Commodity information.

Select Commodities

Select Commodities

Step 3

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](#)

36 Found [1-10](#) | [11-20](#) | [21-30](#) | [31-36](#)

[Select All](#)

	Code	Description
<input type="checkbox"/>	2265	CUSTODIAL CAN LINERS
<input type="checkbox"/>	2872	CUSTODIAL CHEMICALS
<input type="checkbox"/>	2877	CUSTODIAL PAPER/SUPPLIES
<input type="checkbox"/>	3243	FIRST AID MATERIAL
<input type="checkbox"/>	3567	FLOOR CARE
<input type="checkbox"/>	4236	ICE MELT
<input type="checkbox"/>	4367	OFFICE/CLASSROOM SUPPLIES

Once these sections are complete, you will have the ability to review or CHANGE anything. Please do so here.

New Vendor Registration

Review

Step 5

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

General Information [change](#)

Name/DBA	Macy grey NON-PUB SHEPHERD COMMUNITY ACADEMY
Entity	
Address	1234 MY HOME ADDRESS INDIANAPOLIS, IN 46203
Fax Number	
SSN	456-78-4564
Geographic	
E-Mail	GREYM@SHEPHERDCOMMUNITYACADEMY.ORG
Web Site	
Gender	
Ethnicity	
Foreign Entity	No
DUNS	

Once you have completed your review, your registration is complete!!

You can Upload documents next. The only necessary document is the banking verification.

New Vendor Registration

Registration Confirmation



Registration has been completed. You will be contacted when your information has been reviewed. ✕

You can now:

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

You are going to select the General attachment.

Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) Attach
default	Vendor Attachment		(0) Attach



*Read the terms and conditions and select Yes or No.

Invoicing Standards - In order to receive payment, all Invoices submitted through VSS portal must include a Purchase Order number provided by the IPS Purchasing Department. Invoices must be uploaded when submitting Invoices. **DO NOT ATTACH AN INVOICE TO A CONTRACT - IT MUST BE ATTACHED TO A PO!! If you do not have a PO, please contact Purchasing@myips.org

Vendors are responsible for updating their company information, including contacts, remittance addresses, W9, COI through the IPS Vendor Self Service.

Electronic Funds Transfer (EFT) - I hereby request and authorize Indianapolis Public Schools to deposit payments by electronic funds transfer into the account provided in IPS Vendor Self Service and if necessary, debit entries and adjustments for any amounts deposited electronically in error. I recognize that if I fail to provide complete and accurate information in IPS Vendor Self Service my payments may be erroneously transferred electronically. This authorization will remain in effect until written notice to change or terminate is given. The vendor is responsible for notification of any change in financial institution information.

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.)

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

IPS AP Check File Copy - 654904_82532_N.pdf [Remove](#)Type: General ▾

No file chosen Type: General ▾