

City of Hartford

VENDOR SELF SERVICE OVERVIEW

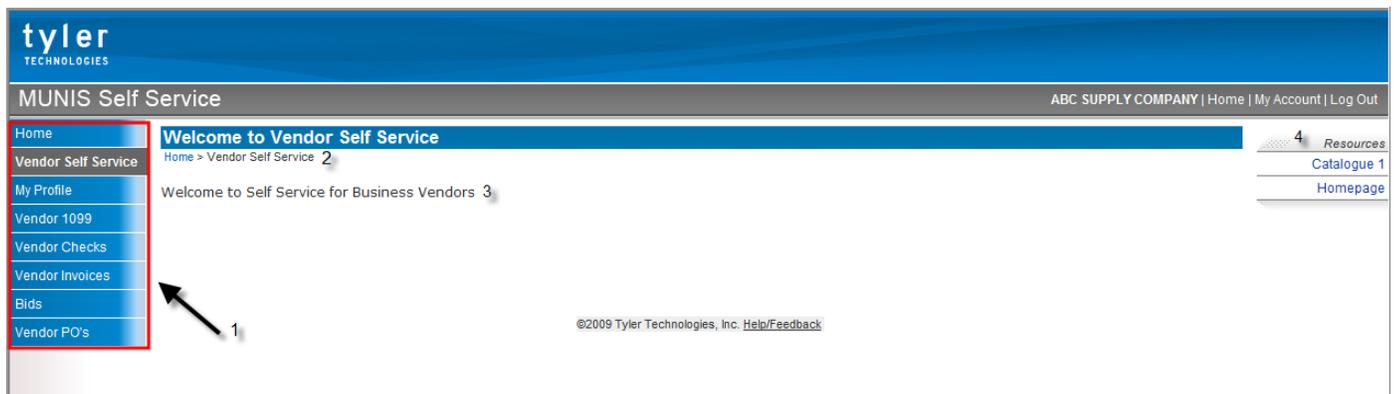
The City of Hartford is pleased to introduce Vendor Self Service (VSS), which gives you Web-based access to your personal information and records. Purchase orders, invoices, and accounts payable checks are all available online. As a vendor you will also have the ability to update your profiles, including address, contact information, and W-9 forms.

The website is <https://selfservice.hartford.gov/MSS/>

The Vendor Self Service Main Page

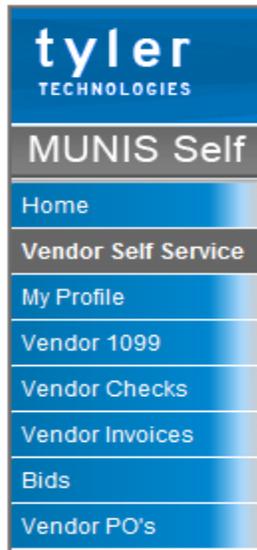
VSS Main Page Breakdown

1. Module-Specific Screens
2. Location
3. Home Page Message
4. Resources



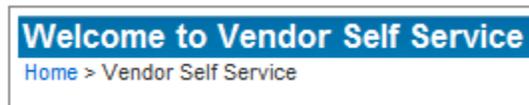
Module-Specific Screens

All VSS screens are listed in the navigation bar on the left of the screen. The screens available in the navigation bar vary depending on the access granted by an administrator. If the user is a guest and not logged in, the only options are Vendor Registration and Bids.



Location

This is a textual guide to where a user is in the module. Starting with Home, the next entry is the Module the user is using, followed by pages and sub-screens.



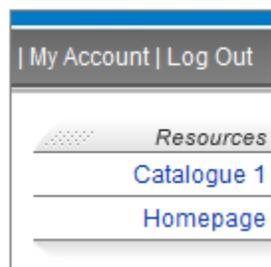
Home Page Message

The Home Page Message is established by an administrator. All users logged into VSS view the same message.



Resources

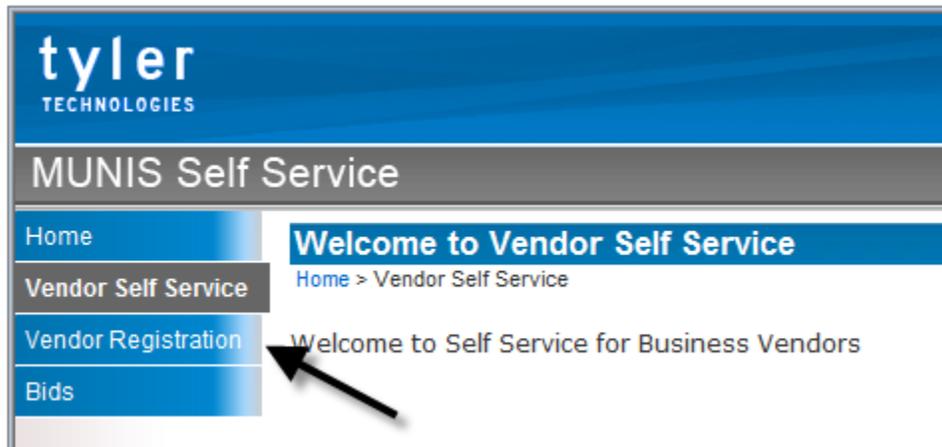
Two types of resource links are available: documents uploaded to the Web server and links to other Web pages. These links display for all users of VSS and are maintained by the administrator. The documents or Web sites can be accessed by clicking on the links.



Vendor Registration

Existing City of Hartford vendors are able to register for access to Vendor Self Service.

To register click the Vendor Registration on the VSS homepage.



Registration is a five step process. The program displays the number of steps in the process on the right hand side of the screen. The current step is shown in bold type.



STEP 1:

- **User ID:** You must enter a unique ID that is used to log into VSS.
- **Password:** You must enter a password twice and include a password hint.
- **CAPTCHA:** You must enter the numbers shown in the box. This is a verification process called CAPTCHA (Completely Automated Public Turing Test to Tell Computers and Humans Apart), which is used to protect the database from attack.
- **Current Vendors: You** must also enter your vendor ID and your federal identification number or Social Security number. You must provide the vendor with the vendor ID.

The screenshot shows the 'MUNIS Self Service' interface. The top navigation bar includes 'GUEST | Home | Log In'. A left sidebar contains links for 'Home', 'Vendor Self Service', 'Vendor Registration', and 'Bids'. The main content area is titled 'New Vendor Registration' and shows the breadcrumb 'Home > Vendor Self Service > Vendor Registration'. The current step is 'Step 1 of 5: Create user ID and password', with a progress indicator showing 'Step 1' selected and steps 2, 3, 4, and 5 as unselected. On the right, there are links for 'Resources', 'Catalogue 1', and 'Homepage'. The registration form includes the following fields:

- *User ID (between 1 and 20 characters)
- *Re-type user ID
- *Password (between 0 and 15 characters)
- *Re-type password
- *Password hint
- A CAPTCHA image showing the number '0664' with the instruction: 'Please type these numbers into the box below them'.
- EXISTING VENDORS ONLY** section with the instruction: 'You must complete the following for initial registration.'
 - Vendor ID
 - FID/SSN (Enter without dashes)

A 'Continue' button is located at the bottom of the form.

STEP 2: You must provide general information, including an address, e-mail address, Web site, vendor type, and a federal identification number or Social Security number. You can also indicate payment terms, such as discount percentage and days to net.

MUNIS Self Service SCO

Home
Vendor Self Service
My Profile
Bids

New Vendor Registration

Home > Vendor Self Service > Vendor Registration

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

Step 2 of 5: General Information & Terms

*Name
(line 2)
Doing business as (if different from above)

*Address
(line 2)
(line 3)

*City

*State(abbreviation)

*Zip

Send remittances to the above name and address

Please enter a Federal Tax ID Number or a Social Security Number.

FID SSN

*FID/SSN

*Re-type FID/SSN

*E-Mail

Web site

*Vendor Type

Terms

Discount Percentage

Days to Discount

Days to Net

STEP 3: You must provide the name, address, and other information where remittance information is sent. If the Send Remittances to the Above Name and Address check box on the Step 2 screen is selected, the program automatically completes this screen, but you can change the information.

MUNIS Self Service ABC SUPPLY COMPANY - EXPANDED VENDOR NAME FUNCTION | Home

Home
Vendor Self Service
My Profile
Bids

New Vendor Registration
Home > Vendor Self Service > Vendor Registration

Step 3 of 5: Remittance information Step 1 2 **3** 4 5

*Name: ABC SUPPLY COMPANY

*Address: 100 MAIN STREET
(line 2):
(line 3):

*City: BOSTON

*State: MA - Massachussetts

*Zip: 02201

Fax:

*E-Mail: sarah.hibbard@tylertech.com

Continue

STEP 4: You must provide contact information and indicate the preferred methods of communication.

MUNIS Self Service ABC SUPPLY COMPANY - EXPANDED VENDOR NAME FUNCTION | Home

Home
Vendor Self Service
My Profile
Bids

New Vendor Registration
Home > Vendor Self Service > Vendor Registration

Step 4 of 5: Contacts and communication preferences Step 1 2 3 **4** 5

Please provide the details of at least one contact individual, and specify your preferred methods for receiving communications.

Contact person 1

*Name: KELLY SMITH

*Phone: 207-555-5555

Fax: 207-555-5555

E-Mail: ksmith@abcsupply.com

Contact person 2

Name: SAMUEL L. SMITH

Phone: 207-555-5555

Fax: 207-555-5555

E-Mail: ssmith@abcsupply.com

Your preferred method(s) for receiving purchasing advice.

Mail
 Fax
 E-Mail

Continue

STEP 5: You can verify the information. If any of the information is incorrect, you can click the Change hyperlink to change the information for that section.

MUNIS Self Service Sarah

Home | Vendor Self Service | My Profile | Bids

New Vendor Registration

Home > Vendor Self Service > Vendor Registration

Step 5 of 5: Review

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

General Information [change](#)

Name/DBA	Sarah Cote
Address	370 US RTE 1 Falmouth, ME 04049
SSN	111-11-1111
E-Mail	sarah.cote@tylertech.com
Web Site	
Vendor Type	0090 New Vendor Type Code

Terms [change](#)

Discount Percentage	0%
Days to Discount	1
Days to Net	1

Remittance Information [change](#)

Name	Sarah Cote
Address	370 US RTE 1 Falmouth, ME 04049
Fax	
E-Mail	sarah.cote@tylertech.com
Correspondence Preferences (pay advice)	None selected

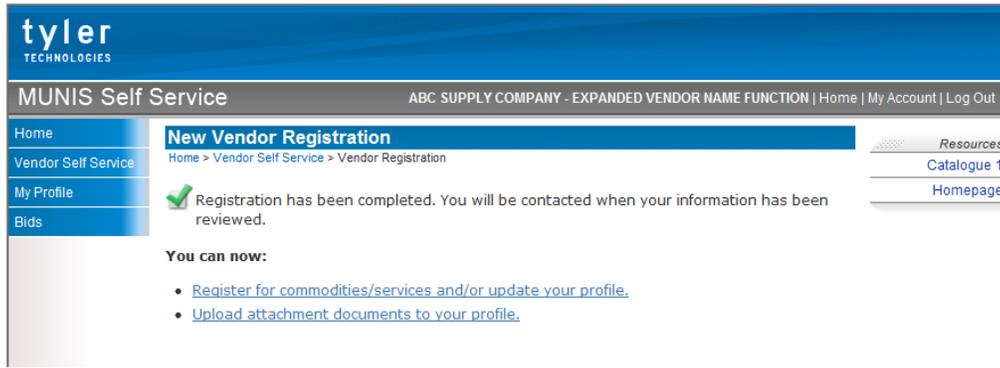
Contacts and Communication Preferences [change](#)

Contact Person 1	Sarah Cote Phone: 207-555-5555 E-Mail: sarah.cote@tylertech.com
Contact Person 2	
Correspondence Preferences (purchasing)	Mail, Email

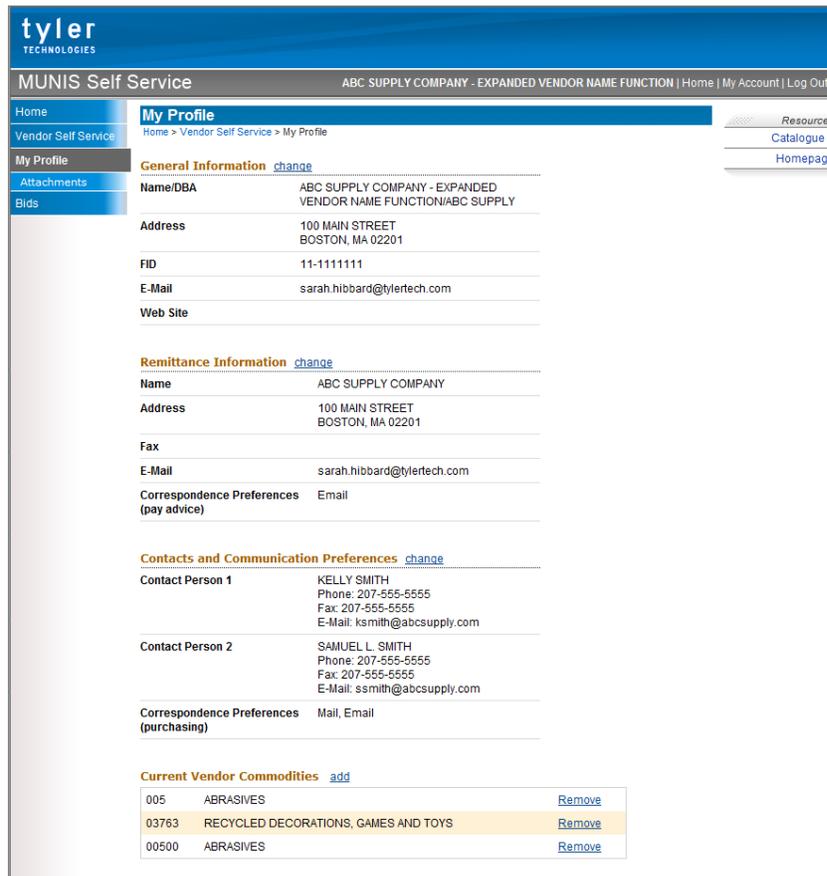
If the information is correct, you can click Register to complete the process.



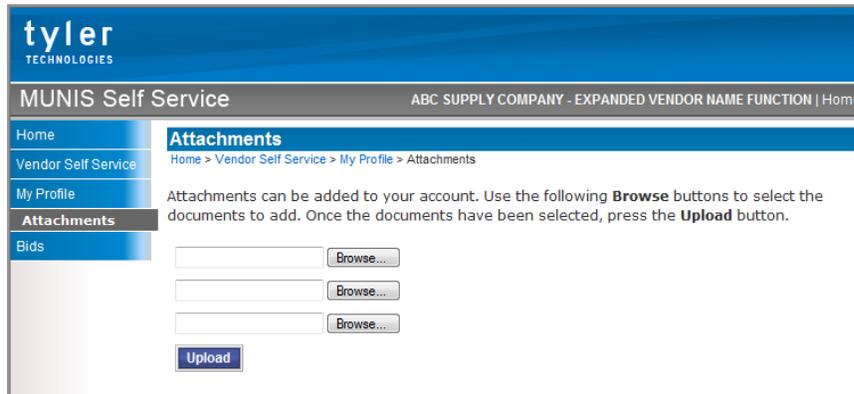
The VSS program automatically logs you into Vendor Self Service once registration is complete. The program displays a confirmation page which contains a link to your profile, as well as a link to the Attachments screen. You can also access your profile and upload attachments by clicking My Profile on the Navigation Menu. The My Profile is the only option available on the Navigation Menu until an administrator grants you permission to view the other screens using the MUNIS Self Service Administration module.



The My Profile screen contains the general information you entered during the registration process. You can update the information by clicking Change next to the heading.



When you are viewing your profile, the Attachments option is available on the Navigation Menu. The Attachments screen allows you to attach documents, such as the annual W-9 form or pricing sheets, to your profile.



Active Vendor Navigation

As a registered City of Hartford vendor you can access the module-specific screens in Vendor Self Service.

Your 1099 Information page lists the current 1099 information for you. The information displays by code for each year. You can select a year from the Year list to view a previous year's 1099s, or you can click the code letter for detail on a specific 1099.

MUNIS Self Service ABC SUPPLY

Home
Vendor Self Service
My Profile
Vendor 1099
Vendor Checks
Vendor Invoices
Bids
Vendor PO's

Vendor 1099 Information
Home > Vendor Self Service > Vendor 1099

Year: 2009

Selected 1099 Data

Code	Description	Amount
M	MED&HEALTH	\$8,000.00

MUNIS Self Service

Home
Vendor Self Service
My Profile
Vendor 1099
Vendor Checks
Vendor Invoices
Bids
Vendor PO's

Vendor 1099 Invoice Detail
Home > Vendor Self Service > Vendor 1099 Detail

Box	M
Year	2009
Amount	\$8,000.00
Description	MED&HEALTH

1099 Invoice Detail

There are no 1099 Invoices to display.

Vendor Checks

The vendor Check Search page allows you to search for accounts payable checks that have been issued to you.

MUNIS Self Service ABC SUPPLY COMPANY

Vendor Check Search
Home > Vendor Self Service > Vendor Checks

Search for your accounts payable checks using one or more of the categories below.

Date (mm/dd/yyyy)
 Check date
 Or
 Check date(s) from to (optional)

Amount
 Check amount
 Or
 Amount(s) more than but less than (optional)

Number
 Check number
 Or
 Check number(s) from to (optional)

Status

Once you click Search, the program displays the results. You can click View to view details for a check.

MUNIS Self Service ABC SUPPLY COM

Vendor Check Information
Home > Vendor Self Service > Vendor Checks > Search Results

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

55 Found

Check Date	Amount	Check Number	Status	
3/28/2006	\$3,242.00	6	Cleared	View
3/28/2006	\$14,093.23	5	Cleared	View
7/9/2006	\$40,949.02	15	Cleared	View
7/15/2006	\$2,303,425.64	21	Cleared	View
7/15/2006	\$1,000,000.00	22	Cleared	View
7/15/2006	\$1,378,830.58	23	Cleared	View
10/16/2006	\$1,000.00	43	Cleared	View
2/14/2007	\$95.00	50	Cleared	View
2/19/2007	\$855.00	3568	Cleared	View
3/5/2007	\$2,375.00	3570	Cleared	View

1 2 3 4 5 6

- Home
- Vendor Self Service
- My Profile
- Vendor 1099
- Vendor Checks
- Vendor Invoices
- Bids
- Vendor PO's

Vendor Check Invoice Detail

Home > Vendor Self Service > Vendor Checks > Check Detail

Check #	6
Status	Cleared
Check Amount	3242.00
Check Date	3/28/2006

Check Invoice Detail

Invoice	Invoice Date	PO Number	Invoice Amount
140	3/24/2006		\$3,242.00

Vendor Invoices

The vendor AP Invoice Search page allows you to search for invoices by date, amount, number or status.

MUNIS Self Service
ABC SUPPLY C

- Home
- Vendor Self Service
- My Profile
- Vendor 1099
- Vendor Checks
- Vendor Invoices
- Bids
- Vendor PO's

Vendor AP Invoice Search

Home > Vendor Self Service > Vendor Invoices

Search for your Invoice(s) using one or more of the categories below.

Date (mm/dd/yyyy)

Invoice date

Or

Invoice date(s) from to (optional)

Amount

Invoice Amount

Or

Amount(s) more than but less than (optional)

Invoice Number

Status

Once you click Search, the program displays the results. You can click View to view details for an invoice.

- Home
- Vendor Self Service
- My Profile
- Vendor 1099
- Vendor Checks
- Vendor Invoices
- Bids
- Vendor PO's

Invoices

Home > Vendor Self Service > Vendor Invoices > Search Results

Search Results

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

108 Found

Invoice Date	Amount	Invoice Number	Status	
11/7/2007	\$5,000.00	10	Paid- 11/07/2007	View
3/20/2007	\$950.00	1000	Paid- 03/20/2007	View
1/30/2008	\$1,500.00	111	Paid- 01/30/2008	View
11/7/2007	\$10,000.00	11189	Paid- 11/07/2007	View
1/30/2008	\$1,425.00	122288	Paid- 01/30/2008	View

Home	Invoice Detail	
Vendor Self Service	Home > Vendor Self Service > Vendor Invoices > Invoice Detail	
My Profile	Invoice Detail for Invoice: 10	Return to Search Results
Vendor 1099		
Vendor Checks		
Vendor Invoices		
Bids		
Vendor PO's		
	Vendor Information	
	Vendor ID	1000
	Vendor Name	ABC SUPPLY COMPANY
	Vendor Address	100 MAIN STREET BOSTON , MA 02201
	Invoice Information	
	Status	Paid
	Invoice Number	10
	PO Number	
	Invoice Date	6/30/2007
	Check Date	11/7/2007
	Check Number	6533265
	Voucher Number	438
	Invoice Description	SUPPLIES FOR GRANT
	Invoice Totals	
	Gross Amount	\$5,000.00
	Non Taxable	\$0.00
	County Tax	\$0.00
	State Tax	\$0.00
	Net Amount	\$5,000.00

Vendor POs

The vendor Purchase Order Search page allows you to search for existing purchase orders by entering a purchase order or contract number, or a status, date or amount.

MUNIS Self Service ABC SUPPLY CO

Vendor Purchase Order Search
Home > Vendor Self Service > Vendor PO's

Search for your purchase order information using one or more of the categories below.

PO number

Contract number

Status

Date (mm/dd/yyyy)
Date ordered

Or
PO(s) ordered from to (optional)

PO total \$

The program displays a list of the purchase orders that meet the specified search criteria.

MUNIS Self Service ABC SUPPLY

Purchase Order Search Results
Home > Vendor Self Service > Vendor PO's > Search Results

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

90 Found

PO Number	Contract Number	Status	Date Ordered	PO Total	
1111	0	Open	9/4/2009	\$19,000.00	View
20060010	0	Closed	1/22/2006	\$12,000.00	View
20060011	0	Closed	3/28/2006	\$4,500.00	View
20060014	0	Closed	3/28/2006	\$1,500.00	View
20060015	0	Closed	3/28/2006	\$959.70	View
20060017	0	Closed	3/28/2006	\$410.18	View
20060020	0	Closed	3/28/2006	\$8,075.00	View
20060024	0	Closed	3/28/2006	\$14,245.25	View
20060026	0	Closed	3/28/2006	\$1,400.00	View
20060029	0	Closed	3/28/2006	\$113.89	View

1 2 3 4 5 6 7 8 9

You can click View to view detail for a purchase order.

MUNIS Self Service ABC SUPPLY CO

Home | **Purchase Order Detail** | Home > Vendor Self Service > Vendor PO's > Purchase Order Detail

Purchase Order
PO #: 1111 FY2010

Vendor
 ABC SUPPLY COMPANY - EXPANDED VENDOR NAM
 100 MAIN STREET
 BOSTON, MA 02201

Bill To	Ship To
2033 SUGAR GROVE AVE FALMOUTH, ME 04105	2033 SUGAR GROVE AVE FALMOUTH, ME 04105

Phone Numbers	Reference
Tel# 207-555-5555 Fax# 207-555-5555	Contract: Requisition: 0

Date Ordered	Vendor Number	Date Required	Shipping/Terms	Department/Location
9/4/2009	1000			FINANCE DEPARTMENT

Line	Description	Unit	Qty	Unit Price	Net Price
1	TEST PO REC	EA	1.00	\$20,000.00	\$19,000.00
*Amount reflects \$1,000.00 discount					

Open Amount	\$19,000.00
Purchase Order Total	\$19,000.00

Questions or personal training can be addressed by calling Mark Bibbins at 860-757-9671 or Amy Stuart at 860-757-9677.