



Vendor Self Service

(Revised 3/20/2024)

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Vendor Registration Instructions

Disclaimer – Updates to this manual will be done only if there are major changes to the processes.

Registration Guidelines:

IMPORTANT: Enter all information in ALL CAPS. Failure to do so will result in a delay in the registration process. ALL CAPS WILL ENSURE CONSISTENCY IN OUR DATABASE.

VSS LINK: Vendors will need to use the new website for Vendor Self Service as of 4/20/2020. The website is: <https://glendaleazvendors.munisselfservice.com/Vendors/default.aspx>

Preferred Browser: Please use Google Chrome when going to the above link.

NOTE: Vendor Self Service has a time out of five minutes if there is no activity.

Help – If you experience any difficulties with any of the processes documented in this manual contact: vendor@glendaleaz.com or call the **Procurement Division at 623-930-2863.**

I. Vendor Self-Service - Register as a New Vendor

After clicking the Vendor Self Service link above, the menu below will appear.


The screenshot shows the 'Welcome to Vendor Self Service' page. On the left, there is a navigation menu with three items: 'Home', 'Vendor Self Service', and 'Bids'. Orange arrows point to each of these items. In the top right corner of the page, there is a 'Log in / Register' button, with an orange arrow pointing to it. The main content area contains a 'Log in / Register' button, a welcome message, a note about password security, and a 'CHANGES ARE COMING' announcement. The footer includes the URL 'https://glendaleazvendors.munisselfservice.com/default.aspx' and the copyright notice '©2022 Tyler Technologies, Inc.'.

1. On the above left menu:

Home – this starts this process from the very beginning.

Vendor Registration – the menu above and where this process begins.

Bids – Clicking here will allow you to search for Glendale Bids (this will be covered in Section III).

Log in Icon -  on the upper right-hand corner or clicking on the **Log in / Register** will take you to the following screen:



Sign in to community access services.



Sign in with Google



Sign in with Apple



Sign in with Microsoft



Sign in with Facebook

OR

Email address

 Please enter a username

Password

Remember me

Sign in

[Forgot password?](#)

[Unlock account?](#)

[Help](#)

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

Click Sign up to create a new account



Create an account

Your email@sample.com|

❗ This value is not a valid email address

••••••••

- ✓ At least 8 character(s)
- ✓ At least 1 number(s)
- ✓ At least 1 lowercase letter(s)
- ✓ At least 1 uppercase letter(s)
- ✓ Does not contain part of username

First name *

Last name *

* indicates required field

Sign up

[Back to sign in](#)

Enter your email address

Create a password that meets the requirements

Enter your First Name

Enter your Last Name

Click Sign Up



Verification email sent

To finish signing in, check your email.

[Back to sign in](#)


Once you click sign up you will see this message. You **MUST** check your email before proceeding to login. (Check Junk/Spam folder as well if you do not see the email in your inbox)

1. When you receive this email, you **MUST** click “**ACTIVATE ACCOUNT**” before you will be able to access your account.


Welcome to your Community Access account



Community Access Identity <noreply@identity.tylerportico.com>

To 

Retention Policy [Inbox-730 days \(2 years\)](#)

 If there are problems with how this message is displayed, [click here to view it in a web browser.](#)



Hi Your Name

Welcome to your Community Access account!

Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.

Community Access provides access to all of your citizen applications and connects you to other public applications within Tyler Technology's ecosystem.

[Learn more about Community Access.](#)

To verify your email address and activate your account, please click the following link:

[Activate account](#)

This link expires in 7 days.

Click Activate account. This will route you back to the sign in page.

This is an automatically generated message from Community Access. Replies are not

Glendale, AZ - TT Vendor Self Service

Home

Welcome!

Vendor Self Service



Click Vendor Self Service to access your account

Welcome to Vendor Self Service

Home

Vendor Self Service

Bids

Log in or register as a user to begin using Vendor Self Service

Log in / Register



Click Log in/ Register

Welcome to the City of Glendale Vendor Registration system. This system allows bidders, suppliers, and independent contractors to manage their information to conduct business and provide goods or services to City of Glendale. To register, suppliers must submit their W-9 form, name, address, e-mail, and phone number.

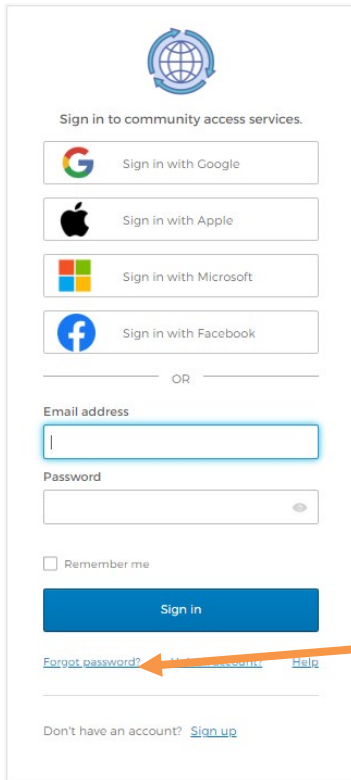
NOTE: Do not reset your password immediately after registering. Contact the city department you are working with for registration status.

Thank you.

CHANGES ARE COMING:

Changes to your Vendor Self Service access are coming. Additional information available soon. Thank you. Glendale Procurement

If you are prompted to change your password or if you forget your password, please follow these steps:



Sign in to community access services.

Sign in with Google

Sign in with Apple

Sign in with Microsoft

Sign in with Facebook

OR

Email address

Password

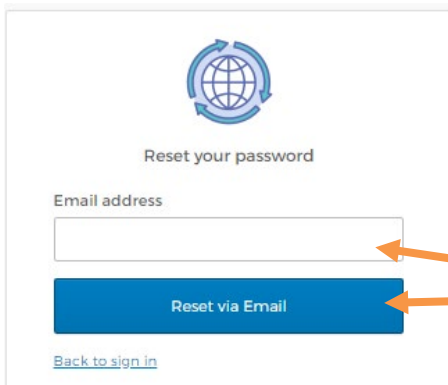
Remember me

Sign in

[Forgot password?](#) [New account?](#) [Help](#)

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

Click Forgot Password



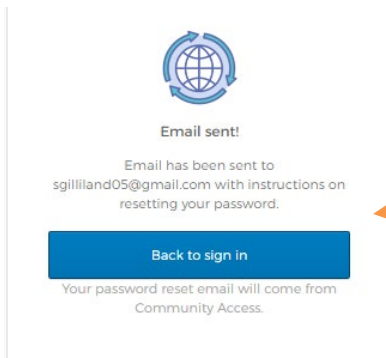
Reset your password

Email address

Reset via Email

[Back to sign in](#)

Enter the email address that you used to register and click "Reset via Email"




Email sent!

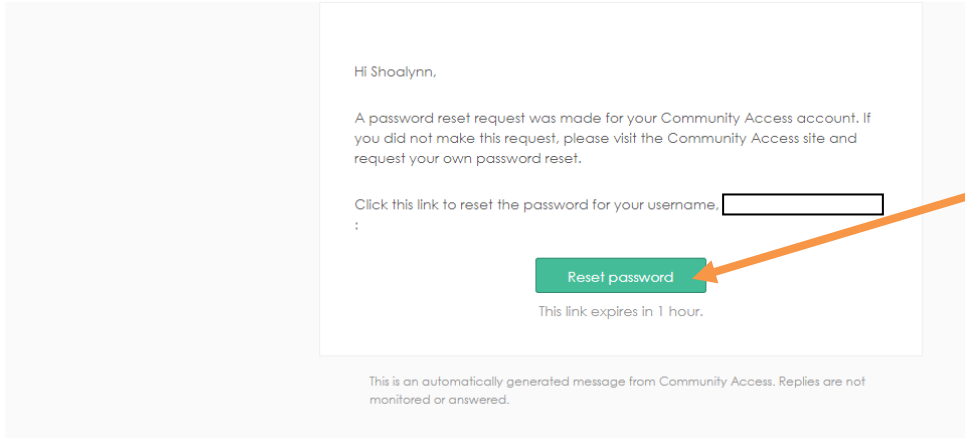
Email has been sent to sgilliland05@gmail.com with instructions on resetting your password.

Back to sign in

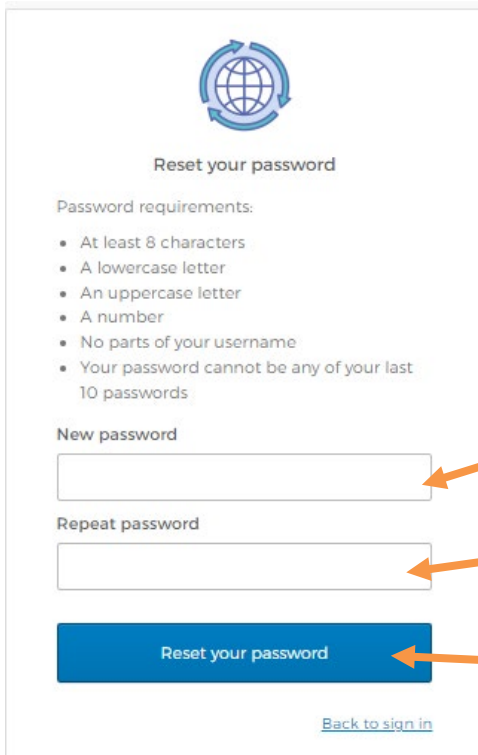
Your password reset email will come from Community Access.

You will see this screen. Check your email.

 **Community Access Identity** <noreply@identity.tylerpartico.com>
to me ▾



You will receive an email where you can reset your password via clicking on the reset password link.



Enter your new password

Repeat password

Click Reset your Password

To Create a New Vendor:

If you are new to the City you will need to add your Vendor Information to your profile.

Enter any additional addresses here by clicking on add. If there are no additional addresses please click continue.

The screenshot shows the 'New Vendor Registration' page at Step 2, 'Address information'. The page has a dark red header with the 'Glendale ARIZONA' logo on the left and a user icon on the right. A left sidebar contains links for 'Home', 'Vendor Self Service', and 'Bids'. The main content area is titled 'New Vendor Registration' and 'Address information' (Step 2). Below the title is a 'Help' link. A section titled 'Addresses' contains an 'add' link. A table with columns 'Name/DBA', 'Address', and 'Is Default' is present, with a 'Continue' button below it. The footer contains the copyright notice '©2022 Tyler Technologies, Inc.'.

The screenshot shows the 'User Contact Information' page. The header and sidebar are identical to the previous page. The main content area is titled 'User Contact Information' and contains a 'Contact Person' section. This section includes a dropdown menu for 'Contact Type' (with a red asterisk), a text field for 'Name' (with a red asterisk), a text field for 'Description', a text field for 'Phone' (with a red asterisk), a text field for 'Text' (with a 'Copy In' checkbox), a text field for 'Fax', and a text field for 'E-mail' (with a red asterisk). A 'Continue' button is located at the bottom right of the form. Two callout boxes with arrows provide instructions: one points to the 'Contact Type' dropdown and the 'Name' field with the text 'You must complete any field that has a * next to it.', and the other points to the 'Continue' button with the text 'Once complete click Continue'. The footer contains the copyright notice '©2022 Tyler Technologies, Inc.'.

Review for accuracy

Glendale ARIZONA

Home
Vendor Self Service
Bids

New Vendor Registration

General Vendor Contacts Step 2

[Help](#)

Address Contacts

Type	Name	Description	Email	Telephone
GENERAL - General Contacts	TESTING		TEXT@TEST.COM	Phone: 5555555555 Text: Fax:

[Continue](#) [New Contact](#)

If you need to make changes, click here

If everything is accurate and you do not have any additional contacts to add, click continue

Click here to add additional contacts

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Glendale ARIZONA

Home
Vendor Self Service
Bids

New Vendor Registration

Additional Values Step 3

[Help](#)

Field	Value
Business License	<input type="text"/>
State Sales Tax License	<input type="text"/>

[CONTINUE](#)

Enter your Business License Number and your States Sales Tax License number. Click Continue

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Here is where you will enter your Commodities.

The screenshot shows the 'Select Commodities' page. At the top left is the 'Orendale' logo. A navigation menu on the left includes 'Home', 'Vendor Self Service', and 'Bids'. The main content area is titled 'Select Commodities' and includes a search bar with a 'Search' button. An orange arrow points from a callout box to the 'Search' button. Below the search bar is a table of results with columns for 'Code' and 'Description'. A 'Select All' link is present. Below the table is an 'Add' button. At the bottom right, there are 'Continue' and 'Cancel' buttons. An orange arrow points from a second callout box to the 'Continue' button.

Select Commodities

Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.

Keywords) or commodity code(s) or more digits

[list all commodities/services](#)

3652 Found 1-10 | 11-20 | 21-30 | 31-40 | 41-50 | 51-60 | Next

Select All	Code	Description
<input type="checkbox"/>	00505	ABRASIVE EQUIP AND TOOLS
<input type="checkbox"/>	00514	ABR COAT CLOTH/FIBER/SANDRAP
<input type="checkbox"/>	00521	ABRASIVES SANDBLASTING METAL
<input type="checkbox"/>	00528	ABRASIVE SANDS OTHER THAN MTL
<input type="checkbox"/>	00542	ABRASIVE/SOLID WHEEL/STONES
<input type="checkbox"/>	00556	ABRASIVES TUMBLING (WHEEL)
<input type="checkbox"/>	00563	GRIND/POLISH COMP CARBORUNDUM
<input type="checkbox"/>	00570	PLUMICE STONE
<input type="checkbox"/>	00575	RECYCLED ABRASIVES PRD/SLIP
<input type="checkbox"/>	00584	STEEL WOOL/ALUM WOOL/COF WOOL

Currently Added

There are no commodities to display for this vendor.

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Search for your commodities/services, the select "Add". Repeat as necessary.

Click Continue when done

Review Information for Accuracy and make any necessary corrections by clicking on “Change” next to the section that needs to be updated.

Click 'I have read and accept the terms and conditions' box

If everything is correct click Register

II. Vendor Self-Service - Register as an Existing Vendor

To Link to Existing Vendor

Glendale ARIZONA

Home

Vendor Self Service

Bids

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 the City of Glendale Vendor Registration system. This system allows bidders, suppliers, and independent contractors to manage their information to conduct business and provide goods or services to City of Glendale. To register, suppliers must submit their W-9 form, name, address, e-mail, and phone number.

NOTE: Do not reset your password immediately after registering. Contact the city department you are working with for registration status.

Thank you.

CHANGES ARE COMING:
Changes to your Vendor Self Service access are coming. Additional information available soon. Thank you, Glendale Procurement

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Glendale ARIZONA

Home

Vendor Self Service

Bids

Link to Existing Vendor

Enter the information below to search for an existing vendor.

Vendor Number Vendor FID/SSN

Link to Existing

Enter your City of Glendale Vendor Number.

Please ensure that you use the same FID/SSN that you used when you originally registered as a vendor

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User Contact Information

Contact Person

* Contact Type

* Name

Description

* Phone

Text

Opt In

Fax

* E-mail

You must complete any field that has a * next to it.

Continue

Once complete click Continue

END OF DOCUMENT