

# Vendor Self-Service Existing Vendor Registration

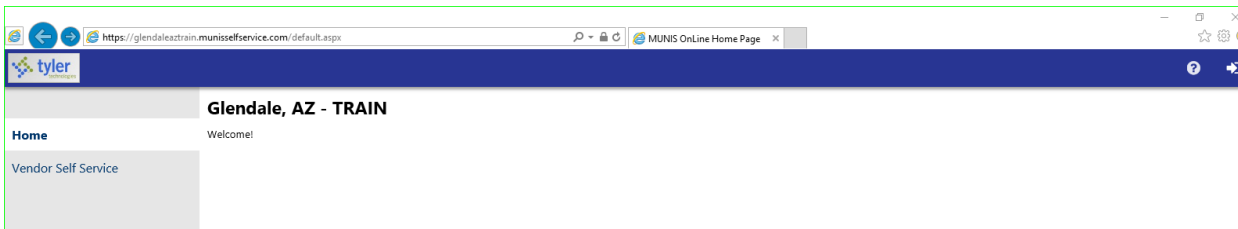
## Registration Guidelines:

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

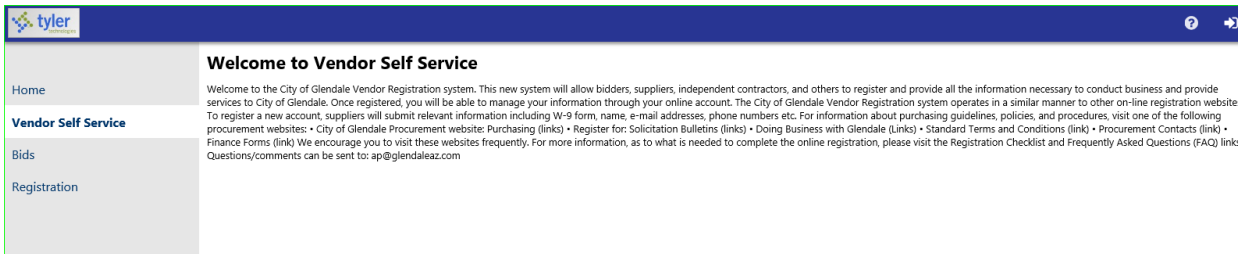
If you experience any difficulties with Vendor Self Service or have any questions please email us at: [ap@glendaleaz.com](mailto:ap@glendaleaz.com) or call the Accounts Payable Department at 623-930-2480 Option 2.

The website address is:

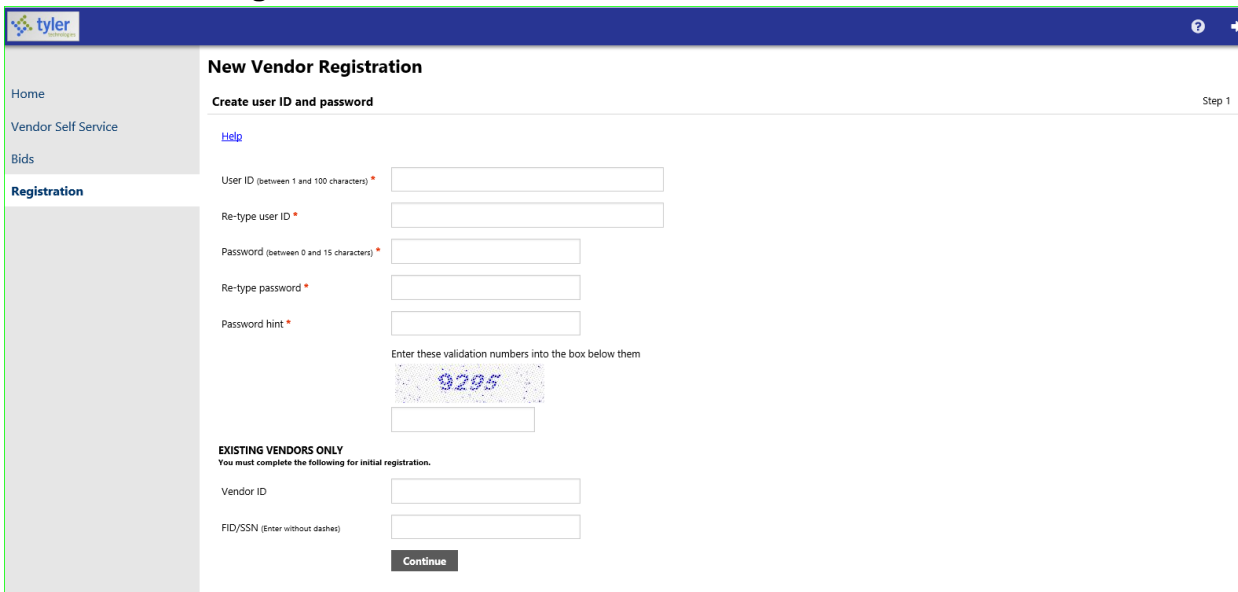
<https://glendaleaz.munisselfservice.com>



1. Click on **Vendor Self Service** on the left side menu.



2. Click on **Registration**.



All fields with an “\*” are required an entry. This manual displays the fields in **Bold**.

3. Enter a **User ID**. This is what will be used to login to Vendor Self Service.
4. **Re-Type** the **User ID**.
5. Enter a **Password**. This will also be used to login to Vendor Self Service and will need to be shared by anyone who will be accessing VSS.
6. **Re-type** the **Password**.
7. Enter a **Password hint**. In the event the password is forgotten, the password hint will be emailed to the email address entered later in the registration process.
8. Type the numbers that appear in the box.

The screenshot shows the 'New Vendor Registration' page. The main heading is 'New Vendor Registration' with a sub-heading 'Create user ID and password'. The form includes the following fields:

- User ID (between 1 and 100 characters): COMPANY1
- Re-type user ID: COMPANY1
- Password (between 0 and 15 characters): [Redacted]
- Re-type password: [Redacted]
- Password hint: CITY

Below the password fields, there is a CAPTCHA image showing the number 9295. The instruction says: 'Enter these validation numbers into the box below them'. The input field contains the number 9295.

Under the 'EXISTING VENDORS ONLY' section, it states: 'You must complete the following for initial registration.' There are two fields: 'Vendor ID' and 'FID/SSN (Enter without dashes)'. A 'Continue' button is located at the bottom of the form.

In the **EXISTING VENDOR ONLY** section:

1. Enter your **Vendor ID** (included in the July 2, 2018 letter)
2. Enter your **Federal Tax Identification (FID)** or **Social Security Number (SSN)** in the **FID/SSN** field (Note: Enter without dashes)
3. Click **Continue** to advance.

**User Contact Information**

Contact Person

\* Contact Type  
GENERAL - General Contacts

\* Name  
ELENA GAITAN

Description  
ACCOUNTING MANAGER

\* Phone  
6239302112

Text  Opt In

Fax  
6238475328

\* E-mail  
EGAITAN@GLENDALEAZ.COM

Continue

4. Select **Contact Type** from drop down menu.
5. **Name** of contact person
6. Description (optional field)
7. **Phone** (no spaces or dashes needed)
8. Text & Fax number (optional fields)
9. Enter an **E-mail**.
10. Click **Continue** to advance.

**New Vendor Registration**

Enter Vendor Registration Information Step 2

[Help](#)

**General information**

\* Company Name  
BEST COMPANY

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)  
BEST

Foreign Entity

\*Address  
123 MAIN STREET

(line 2)

(line 3)

11. Enter the **Company Name**.
12. Doing business as (if different from above) (optional field).
13. Enter the **Address**.

## VENDOR SELF SERVICE INSTRUCTIONS – EXISTING VENDORS

The screenshot shows a web browser window with the Tyler logo in the top left. The page has a navigation menu on the left with links for Home, Vendor Self Service, Bids, and Registration. The main content area is a registration form with the following fields and values:

- \*City: GLENDALE
- \*State (abbreviation): AZ
- \*Zip: 85301
- County: [Dropdown menu]
- Country: [Text input field]
- Fax Number: 6238475328
- Geographic: Select Type... [Dropdown menu]
- Send remittances to the above name and address
- \*E-Mail: egaitan@glendaleaz.com
- Web site: [Text input field]
- DUNS: [Text input field]

14. Enter the **City**.
15. Enter the **State** (abbrv.).
16. Enter the **Zip Code**.
17. County, Country, Fax number, Geographic & Send remittances to the above name and address (optional fields).
18. Enter **E-Mail**.
19. Website and DUNS (optional fields).

The screenshot shows the registration form with the following sections and fields:

- Independent contractor
- Minority Business Entity (MBE)**
  - Is Minority Business Enterprise
  - MBE Classifications (Select all that apply):
    - General 0 certifications [manage](#)
    - MINORITY VENDOR
    - NON-MINORITY VENDOR
    - WOMEN OWNED BUSINESS
- Enter a Federal Tax ID Number or Social Security Number**
  - \*FID or SSN: FID [Dropdown menu]
  - \*FID/SSN: 123456789
  - \*Re-type FID/SSN: 123456789

20. Check box if Independent contractor & Minority Business Entity (optional fields)
21. **FID or SSN**, select a taxpayer type using the drop down menu **FID** = Federal Tax ID Number (business, partnership, LLC, etc.) or **SSN** = Social Security Number (individual taxpayer)
22. Enter the **FID/SSN** taxpayer number.
23. **Retype FID/SSN**.

**Payment Terms**

Discount Percentage  
2.5

Days to Discount  
10

Days to Net  
30

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

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

24. **Payment Terms** section, fill in these fields if a discount term is offered for prompt payment.
- Example: terms of 2.5% 10, Net 30 [Enter “2.5” in the Discount Percentage box, enter “10” in the Days to Discount box, enter “30” in the Days to Net box]
25. If No discount term is offered, enter “0” in the Discount Percentage and leave all other boxes blank.
26. Your preferred payables/purchasing delivery method(s) fields is used to designate the delivery method for these items. Payables is for invoices, EFT, payment notices. Purchasing is for purchase orders.

**Bank Information**

Joe Smith 1234 1234  
 1234 Anystreet Court  
 Anycity, AA 12345

Pay to the order of \_\_\_\_\_ Dollars

Bank Anywhere  
 123456789 123456789123 1234

Routing Number
Account Number
Check Number

Bank Routing Number  
 WELLS FARGO BANK NA (ARIZONA)

Bank Account Number

Bank Account Type

27. **Bank Information** section, fill in these fields if EFT (Electronic Funds Transfer) is the desired method of receiving payments from the city.
- Example: 12210278 was entered as the routing number, the system populated the bank name associated with that routing number entered.
28. Enter the Bank Account Type using the drop-down menu.
29. Click  to advance.

## VENDOR SELF SERVICE INSTRUCTIONS – EXISTING VENDORS

**New Vendor Registration** Step 2

[Home](#)  
[Vendor Self Service](#)  
[Bids](#)  
[Registration](#)

**Address information**

[Help](#)

**Addresses**

[add](#)

Name/DBA	Address	Is Default
BEST COMPANY BEST	123 N MAIN STREET GLENDALE AZ 85301 Fax #:6238475328	Y <a href="#">change</a>

30. If no additional addresses are needed, click  to advance to Step 3. To add additional addresses, click the add link and fill in the applicable fields.

**New Vendor Registration** Step 3

**General Vendor Contacts**

[Help](#)

**Address Contacts**

Type	Name	Description	Email	Telephone
GENERAL - General Contacts	ELENA GAITAN	ACCOUNTING MANAGER	EGAITAN@GLENDALEAZ.COM	Phone: 6239302112 Text: Fax: 6238475328

31. If no additional contacts are needed, click  to advance to Step 4. To add additional contacts, click the New Contact button and fill in the applicable fields.

**New Vendor Registration** Step 4

**Additional Values**

[Help](#)

Field	Value
Business License	1234567897
State Sales Tax License	07112345

32. Enter the Business License number (optional field).

33. Enter the State Sales Tax License number (optional field).

34. Click  to advance to Step 5.

35. Step 5 is a review of all the entries made during the registration process up to this point.

**New Vendor Registration**

Review

Step 5

[Help](#)

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

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

<b>Name/DBA</b>	BEST COMPANY BEST
<b>Entity</b>	
<b>Address</b>	123 N MAIN STREET GLENDALE, AZ 85301
<b>Fax Number</b>	6238475328
<b>FID</b>	12-3456780
<b>Geographic</b>	
<b>E-Mail</b>	EGAITAN@GLENDALEAZ.COM
<b>Web Site</b>	
<b>Foreign Entity</b>	No
<b>DUNS</b>	
<b>Independent Contractor</b>	No
<b>Bank</b>	WELLS FARGO BANK NA (ARIZONA)-122105278
<b>Bank Account Number</b>	00012345678
<b>Bank Account Type</b>	Checking

**Terms**

[change](#)

<b>Discount Percentage</b>	2.5
<b>Days to Discount</b>	10
<b>Days to Net</b>	30

**Address Information**

[change](#)

Name/DBA	Address	Default
BEST COMPANY BEST	123 N MAIN STREET GLENDALE, AZ 85301 Fax:6238475328	Y
BEST COMPANY BEST	123 N MAIN STREET GLENDALE, AZ 85301 Fax:6238475328	N

**Additional Fields**

[change](#)

<b>Business License</b>	1234567897
<b>State Sales Tax License</b>	07112345

## VENDOR SELF SERVICE INSTRUCTIONS – EXISTING VENDORS

**Accounts Contacts**  
[change](#)

Type	Name	Description	Email	Phone	Text	Fax
GENERAL - General Contacts	ELENA GAITAN	ACCOUNTING MANAGER	EGAITAN@GLENDALEAZ.COM	6239302112		6238475328

**Commodities**  
[change](#)

**Attachments**

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	<a href="#">Attach</a>
W-9	W-9 Form	✓	(0)	<a href="#">Attach</a>

**! TERMS AND CONDITIONS** The City of Glendale requires that all vendors complete Vendor Registration and a successful TIN match prior to doing business or payment issuance. We utilize the IRS TIN Matching program to verify that the TIN and name provided by a taxpayer matches IRS records.

I have read and accept the terms & conditions.

[Register](#)    [Cancel](#)

36. **Attachments** section requires a **W-9** form be attached.

37. Click on the W-9 Attach button.

**New Vendor Registration** Step 5

Review [help](#)

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

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

Name/DBA	BEST COMPANY BEST
Entity	
Address	
Fax Number	
FID	
Geographic	
E-Mail	EGAITAN@GLENDALEAZ.COM
Web Site	
Foreign Entity	No
DUNS	
Independent Contractor	No
Bank	WELLS FARGO BANK NA (ARIZONA)- 122105278
Bank Account Number	00012345678
Bank Account Type	Checking

Attachments:  Browse... Type: W-9 v

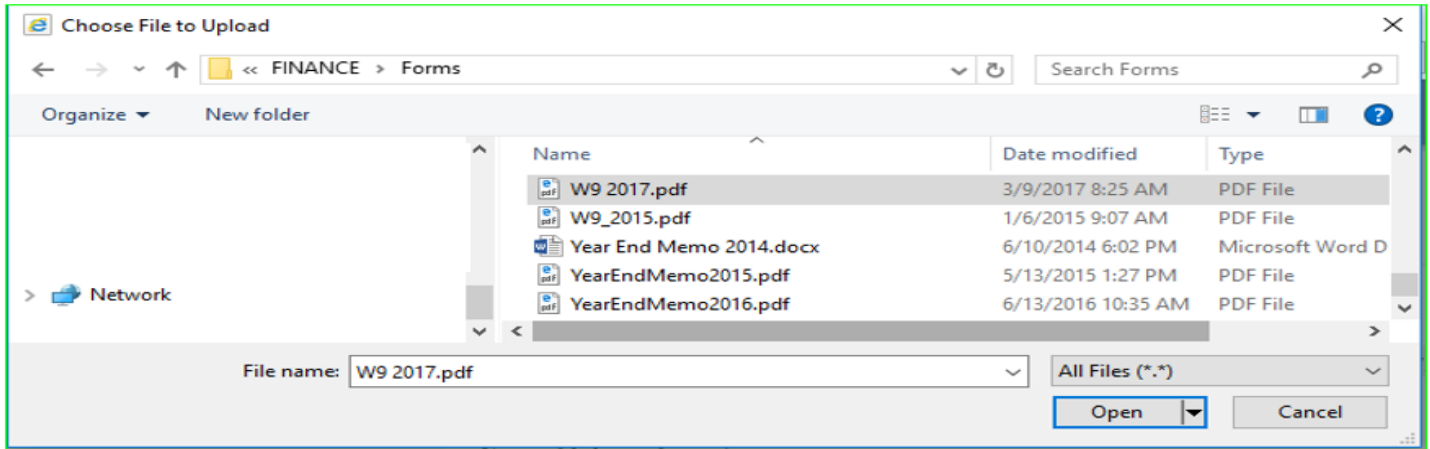
[Continue](#)

The W-9 form can be found here: [Form W-9 - IRS.gov](https://www.irs.gov/forms-w9). Complete page 1 and save the form to a local drive on your computer to proceed with the next step to upload it.

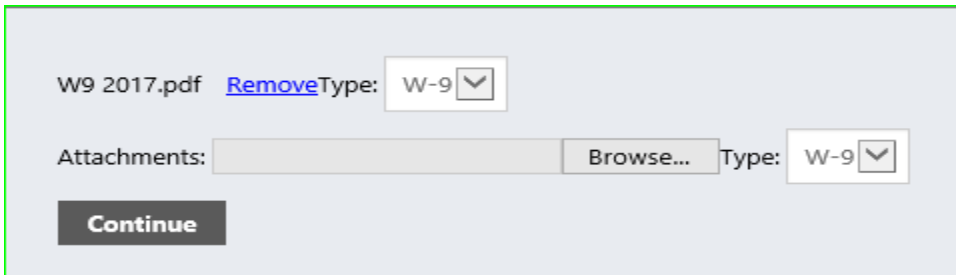
38. Browse to the location of the W-9 form previously saved (in this example W9 2017.pdf was used)



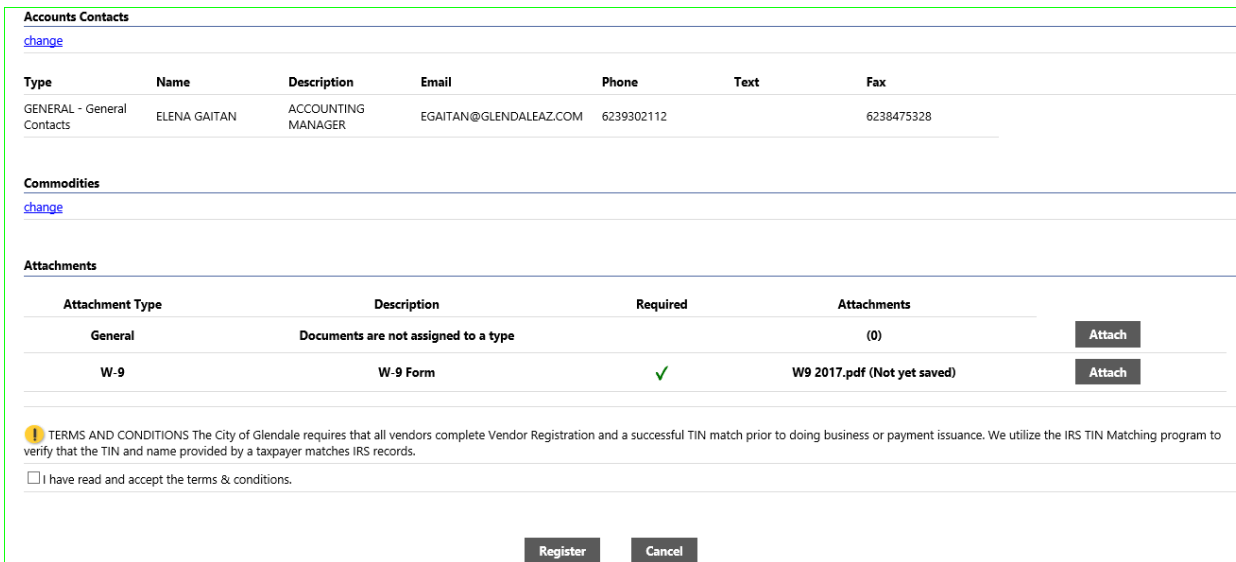
## VENDOR SELF SERVICE INSTRUCTIONS – EXISTING VENDORS



39. Once selected click  to advance.



40. Click  to return to the Review screen





41. The W-9 row now displays the document name below the Attachments column.

42. Read the **TERMS AND CONDITIONS**, then check the box  I have read and accept the terms & conditions. indicating the terms have been read.

**Saving.....do not navigate away from this screen while sending data.**

- 43. The above message will appear on the screen while the information submitted is being sent to the system.
- 44. Once the Save is complete the screen will display the following:

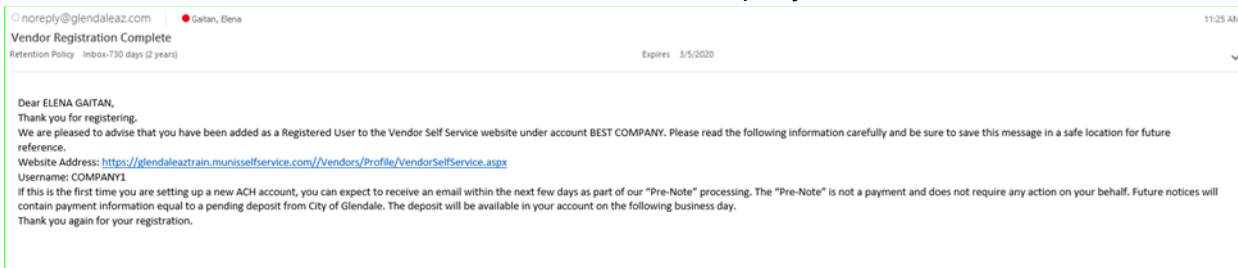
**New Vendor Registration  
Registration Confirmation**

 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.](#)

- 45. The message above will appear when registration is complete.
- 46. You will receive an automated email with the company’s User ID and the link to Vendor Self Service.



- 47. The City of Glendale Accounts Payable (AP staff) department will review your registration information within 10 business days. AP staff will contact you only if there are questions regarding registration.
- 48. From the New Vendor Registration screen, click on the “Register for commodities/services and/or update your profile” link and advance to next page for further instructions.

[Register for commodities/services and/or update your profile.](#)

- 49. Scroll all the way to the bottom of the page to the “Commodities” section and click  to add Commodity codes.

*By choosing commodity codes of interest, when solicitations for these products are issued, an announcement will be sent to the email/fax/mail contact provided earlier in the vendor registration process.*

**Vendor Information**

General Information [change](#)

**BEST COMPANY**

Doing business as BEST  
 Entity:  
 123 N MAIN STREET  
 GLENDALE, AZ 85301

[EGAITAN@GLENDALEAZ.COM](mailto:EGAITAN@GLENDALEAZ.COM)

Fax: 6238475328  
 FID: 12-3456780

- Foreign Entity
- Minority business enterprise
- Independent contractor

Discount Percentage: 2.500  
 Days to Discount: 10  
 Days to Net: 30

**Bank Information**

WELLS FARGO BANK NA (ARIZONA)  
 Account number: 00012345678  
 Account type: Checking

**MBE Classification(s)**

**General**  
 No certificates were found for this classification.

Address Information [change](#)

Name/DBA	Address	Is Default
BEST COMPANY	123 N MAIN STREET GLENDALE AZ	Y

**Commodities**

[add](#)

Code Description

50. Search for Commodity/Service codes by using the Search field or by cycling through the list.

**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)

[List all commodities/services](#)

126 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"/>	021	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<input type="checkbox"/>	022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
<input type="checkbox"/>	025	AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/>	031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE CLASS 740 ALSO)
<input type="checkbox"/>	035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
<input type="checkbox"/>	037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.
<input type="checkbox"/>	045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE

51. Check the box next to the Commodity code that applies to your company.

**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)

[List all commodities/services](#)

2 Found 1-2

Select All	Code	Description
<input checked="" type="checkbox"/>	280	ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC)
<input type="checkbox"/>	287	ELECTRONIC EQUIPMENT, COMPONENTS, PARTS, AND ACCESSORIES (SEE CLASS 730 FOR TESTING OR ANALYZING TYPE)

52. Click the  button to assign the commodity code. Repeat this process for all applicable commodity/service codes.

## VENDOR SELF SERVICE INSTRUCTIONS – EXISTING VENDORS

### Currently Added

280

ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC)

[Remove](#)

Finish

Cancel

53. Added Commodities will be listed in the Currently Added Section.

54. Click **Finish** when all applicable commodity/service codes have been added.

55. You will receive an automated email advising of the Vendor Profile Update.

NoReply@munis.com | Gaitan, Elena

### Vendor Profile Update

Retention Policy | Inbox-730 days (2 years)

Expires 3/5/2020

Your commodity profile has been updated with Glendale, AZ - v.2017.8 | 3/5 | TRAIN.

The following commodity codes have been added to your vendor profile:

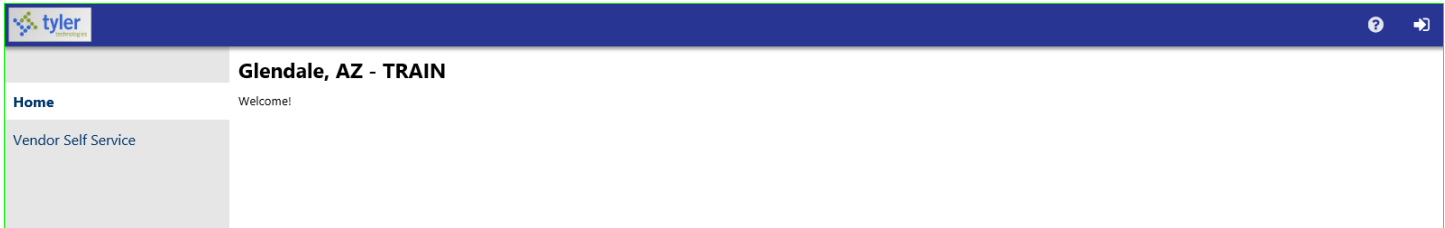
280 ELECTRICAL CABLES AND WIRES (N


## VENDOR SELF SERVICE INSTRUCTIONS – EXISTING VENDORS

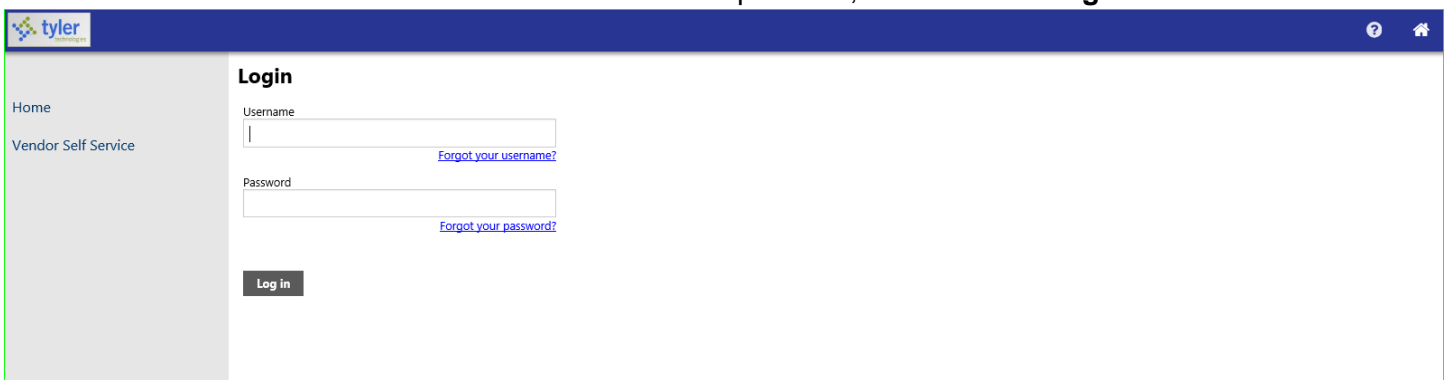
### Login to Vendor Self Service (VSS) once registration is completed.

The website address (same as for registration):

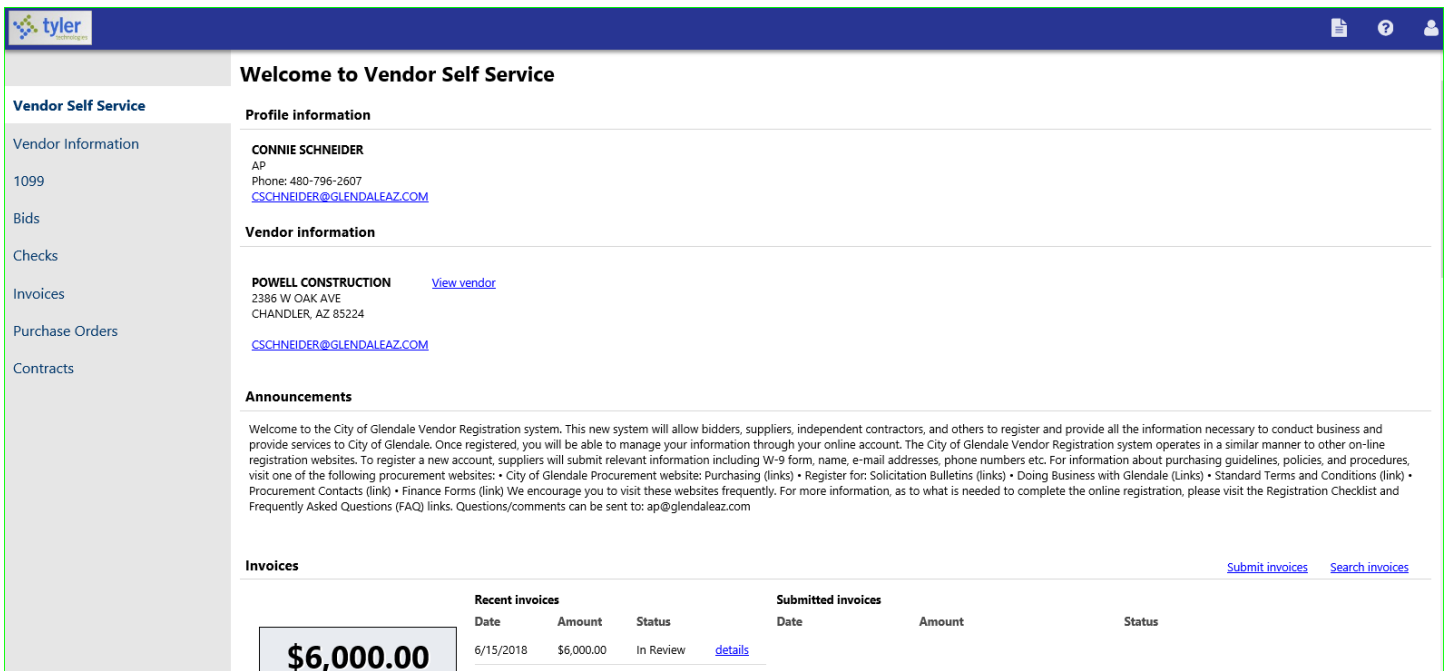
<https://glendaleaz.munisselfservice.com>



1. Click on the login  icon in the upper right-hand corner.
2. Enter the **Username** and **Password** in the fields provided, then click the **Log in** button.



3. The system will open up the vendor record.



4. Use the left side menu to navigate through the areas of access.
5. The Vendor Information tab provide vendor information and access to make changes.

# VENDOR SELF SERVICE INSTRUCTIONS – EXISTING VENDORS

**Vendor Information**

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

⚠️ There are pending changes to the General Information. [Click To View.](#)

**POWELL CONSTRUCTION**  
Entity:  
2386 W OAK AVE  
CHANDLER, AZ 85224

[CSCHNEIDER@GLENDALEAZ.COM](mailto:CSCHNEIDER@GLENDALEAZ.COM)  
SSN: 789-45-6123

Foreign Entity  
 Minority business enterprise  
 Independent contractor

Discount Percentage: 0.000  
Days to Discount: 0  
Days to Net: 0


**Bank Information**  
No bank information was found for this vendor.

**MBE Classification(s)**

**General**  
No certificates were found for this classification.

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

Name/DBA	Address	Is Default
POWELL CONSTRUCTION	78956 W PARK AVE GLENDALE AZ	Y

- Each section of the screen has change/add/remove links that can be used to update the record's information. Make sure once you have made a change or add that the Update or Add button is clicked to save your change.
- To log off VSS, click the  icon in the upper right-hand corner of the screen.
- A box will appear with My Account and Log Out.

**POWELL CONSTRUCTION**

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

- Click Log Out to exit the system.
- The following screen will display confirming the log off action was successful.

**You have successfully logged off**

⚠️ Thank you for using Self Service! 📧

As a security measure, be sure to close any browser windows opened during your session.

Appendix



**Resources** icon that provide City of Glendale links and additional information.



**Help** icon that opens up Tyler University which provides system instructions.