

Vendor Self-Service New Registration

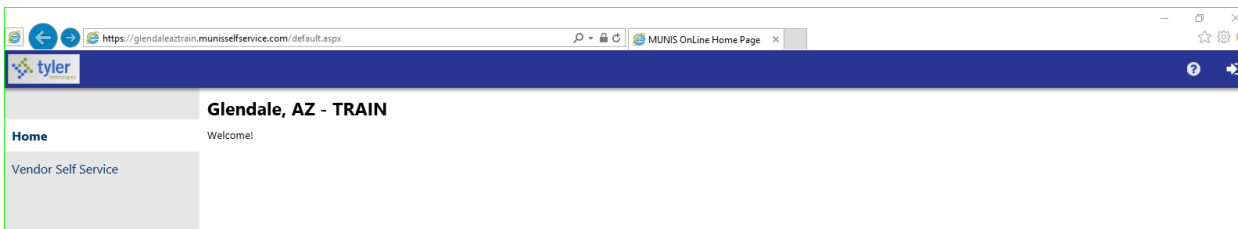
Registration Guidelines:

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.

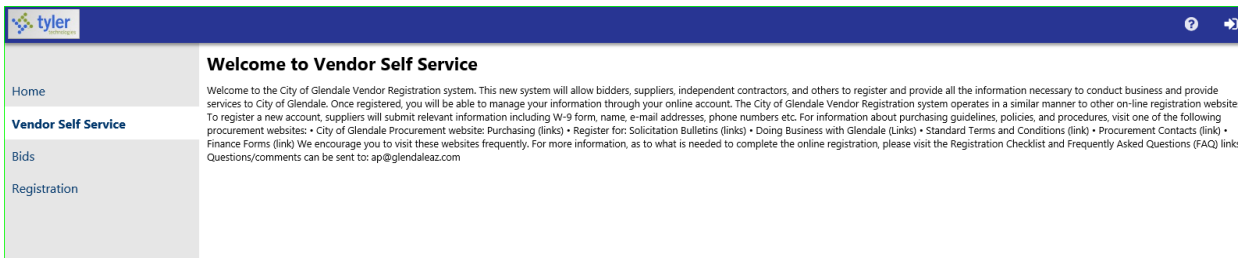
If you experience any difficulties with Vendor Self Service or have any questions please email us at: ap@glendaleaz.com or call the Accounts Payable Department at 623-930-2480 Option 2.

The website address is:

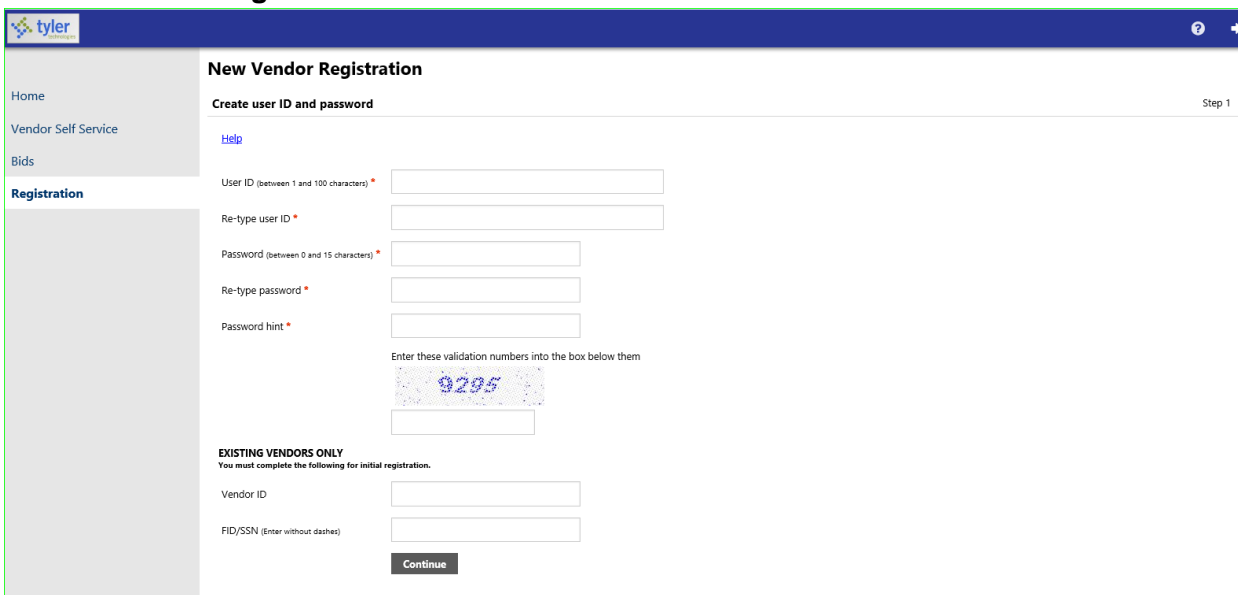
<https://glendaleaz.munisselfservice.com>



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.

tyler

Home

Vendor Self Service

Bids

Registration

New Vendor Registration

Create user ID and password Step 1

[Help](#)

User ID (between 1 and 100 characters) *


Re-type user ID *

Password (between 0 and 15 characters) *

Re-type password *

Password hint *

Enter these validation numbers into the box below them



EXISTING VENDORS ONLY
You must complete the following for initial registration.

Vendor ID

FID/SSN (Enter without dashes)

9. 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

10. Select **Contact Type** from drop down menu.
11. **Name** of contact person
12. Description (optional field)
13. **Phone** (no spaces or dashes needed)
14. Text & Fax number (optional fields)
15. Enter an **E-mail**.
16. 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)

17. Enter the **Company Name**.
18. Doing business as (if different from above) (optional field).
19. Enter the **Address**.

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 contains 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]

20. Enter the **City**.
21. Enter the **State** (abbrv.).
22. Enter the **Zip Code**.
23. County, Country, Fax number, Geographic & Send remittances to the above name and address (optional fields).
24. Enter **E-Mail**.
25. Website and DUNS (optional fields).

The screenshot shows the continuation of the registration form. The left navigation menu is visible with 'Registration' selected. The main content area includes the following sections:

- 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

26. Check box if Independent contractor & Minority Business Entity (optional fields)
27. **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)
28. Enter the **FID/SSN** taxpayer number.
29. **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

30. **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]
31. If No discount term is offered, enter “0” in the Discount Percentage and leave all other boxes blank.
32. 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

33. **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.
34. Enter the Bank Account Type using the drop-down menu.
35. Click to advance.

New Vendor Registration Step 2

[Help](#)

Addresses

[add](#)

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

Continue

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

New Vendor Registration Step 3

[Help](#)

Address Contacts

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

Continue **New Contact**

37. If no additional contacts are needed, click **Continue** 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

[Help](#)

Field	Value
Business License	1234567897
State Sales Tax License	07112345

Continue

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

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

40. Click **Continue** to advance to Step 5.

41. 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](#)

Name/DBA	BEST COMPANY BEST
Entity	
Address	123 N MAIN STREET GLENDALE, AZ 85301
Fax Number	6238475328
FID	12-3456780
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

Terms

[change](#)

Discount Percentage	2.5
Days to Discount	10
Days to Net	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](#)

Business License	1234567897
State Sales Tax License	07112345

VENDOR SELF SERVICE INSTRUCTIONS – NEW 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)	Attach
W-9	W-9 Form	✓	(0)	Attach

! 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](#)

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

43. Click on the W-9 Attach button.

Home
New Vendor Registration
Step 5

Vendor Self Service

Bids

Registration

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

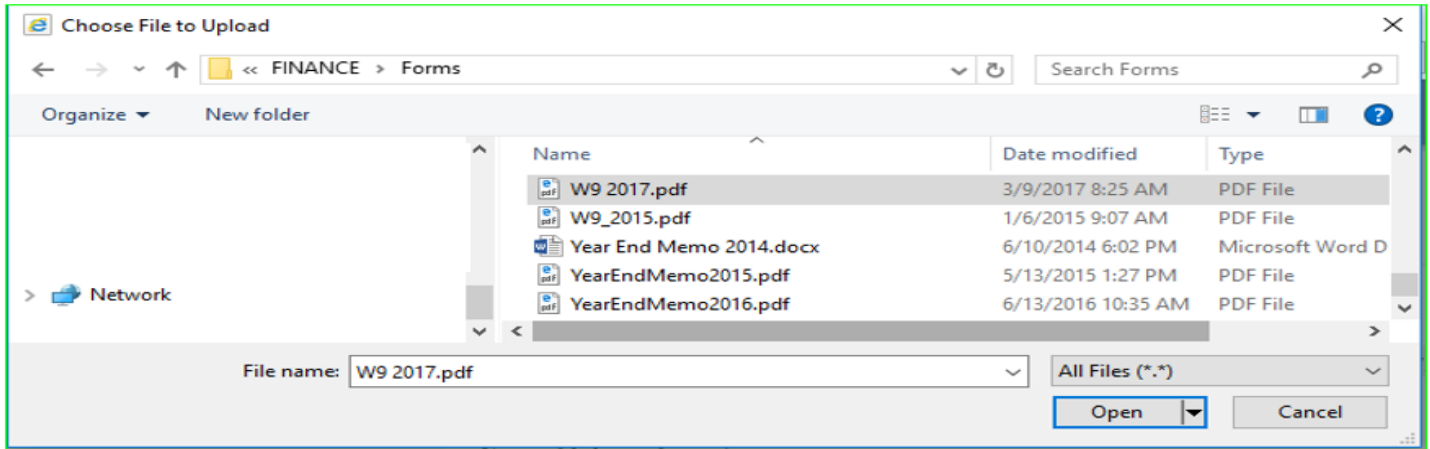
Attachments: [Browse...](#) Type: W-9

[Continue](#)

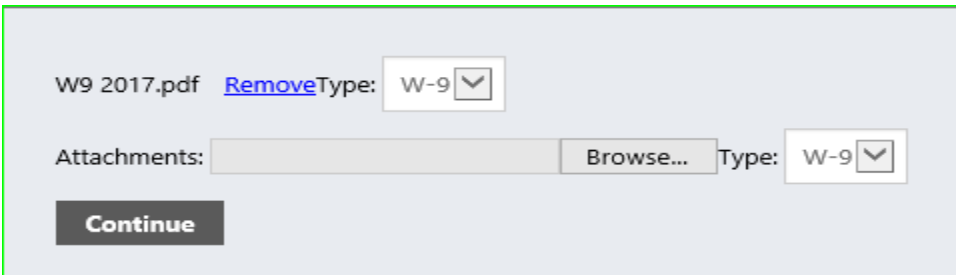
The W-9 form can be found here: [Form W-9 - IRS.gov](https://www.irs.gov/forms-pubs/get-form-941). Complete page 1 and save the form to a local drive on your computer to proceed with the next step to upload it.

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

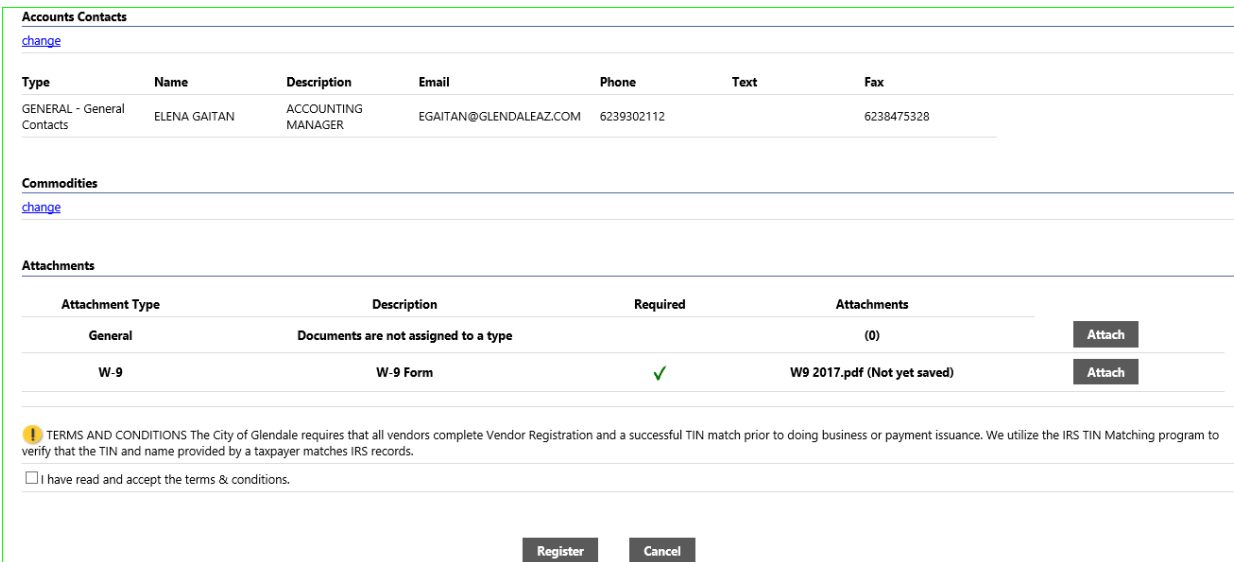
VENDOR SELF SERVICE INSTRUCTIONS – NEW VENDORS



45. Once selected click Open to advance.



46. Click Continue to return to the Review screen





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

48. 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.

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

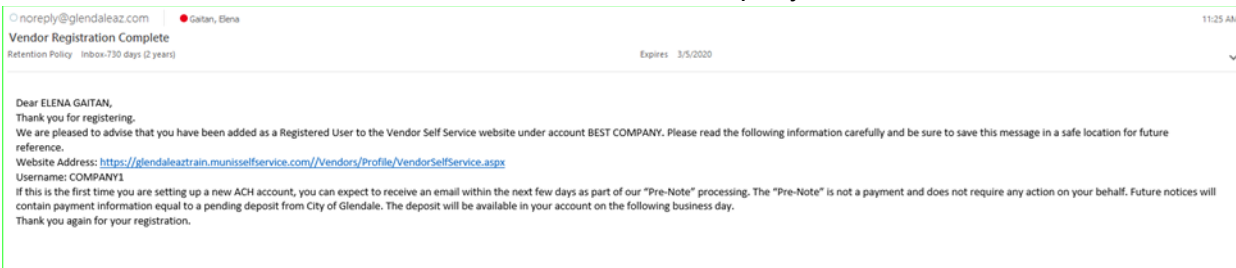
**New Vendor Registration
Registration Confirmation**

 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.](#)

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



- 53. 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.
- 54. 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.](#)

- 55. 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
 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
------	-------------

56. 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

57. 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)

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

VENDOR SELF SERVICE INSTRUCTIONS – NEW VENDORS

Currently Added

280 ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC) [Remove](#)

Finish **Cancel**

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

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

61. 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

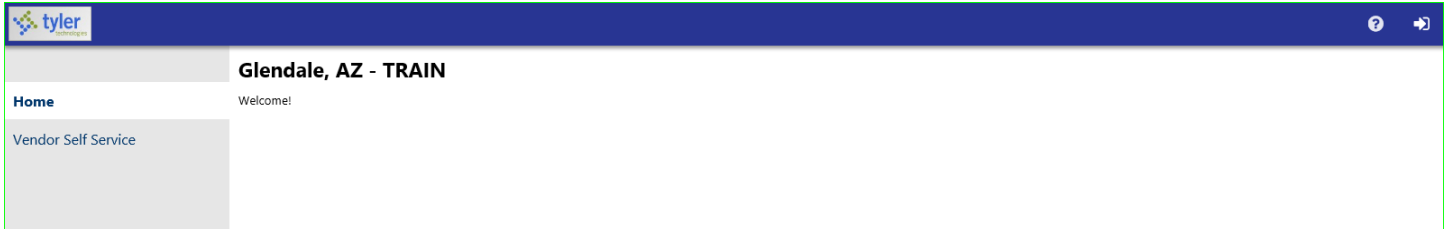
Your commodity profile has been updated with Glendale, AZ - v.2017.8 | 3/5 | TRAIN.


The following commodity codes have been added to your vendor profile:
280 ELECTRICAL CABLES AND WIRES (N

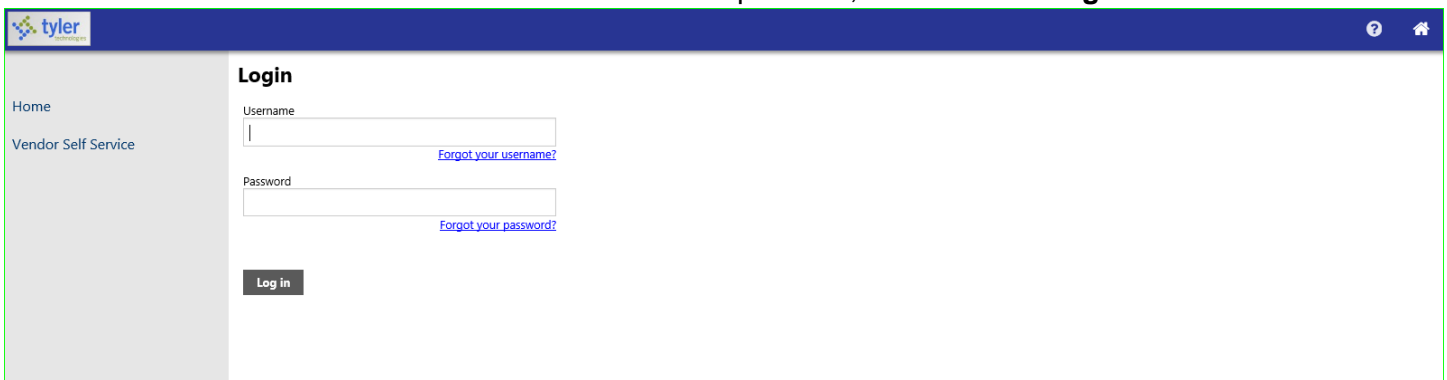
Login to Vendor Self Service (VSS) once registration is completed.

The website address (same as for registration):

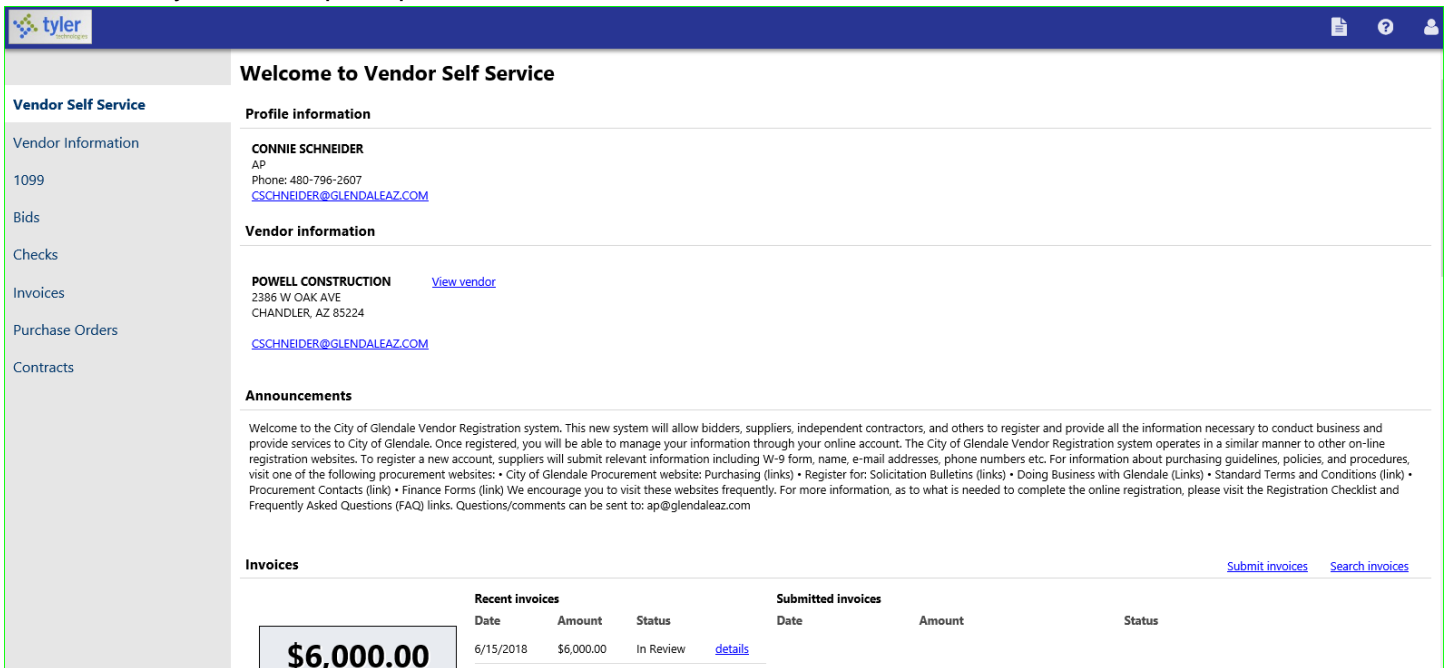
<https://glendaleaz.munisselfservice.com>



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 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
 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.