



Greenville County Vendor Self Service User Guide Munis 11.3

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Vendor Self Service

Vendor Self Service (VSS) is Greenville County's web-based access to information from the Procurement department. Using VSS, vendors can enter and maintain contact and remittance information, discount and payment terms, designated contact persons, and a list of commodity codes that represent the goods and services the vendor can provide.

Current and prior 1099 information, purchase orders, invoices, contracts, and checks are also available through VSS.

Vendors may also search for and view bid request information, and then use that information to submit a proposal, bid offer or quote. The submission process creates bid records that can be examined and evaluated by the County staff.

Vendor Self Service Users

If not already registered, Vendor Self Service requires vendors to register using the VSS website to gain access to their information. If required, the County will provide the vendor with the vendor ID number assigned by the County. The vendor enters the number in the Vendor ID box during registration. Vendors needing their Vendor ID can call Procurement Services at 864-467-7200 to obtain.

Any new or potential vendors can complete the registration process, but are granted limited access to VSS. When completed by a potential vendor, the registration process creates a new record for Greenville County; the County will then review and grant the appropriate access for the Vendor. –

Vendor Registration

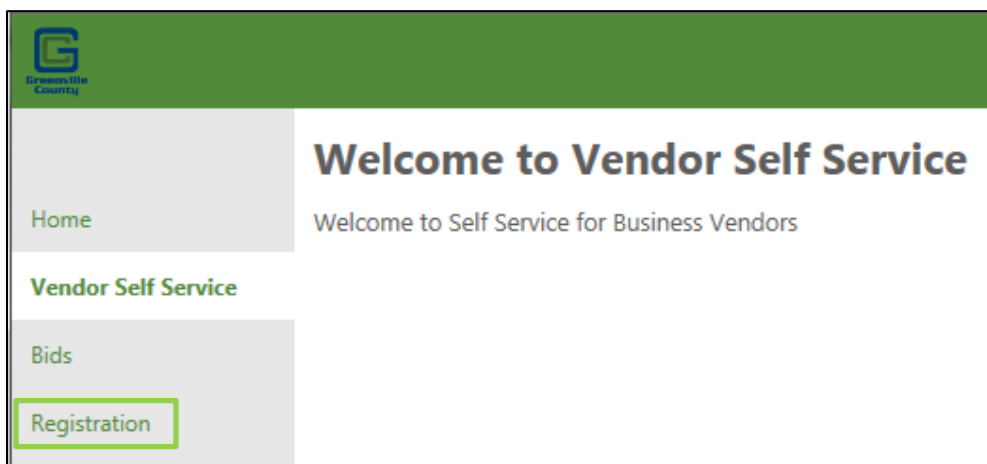
Prospective vendors as well as existing vendors on file must register to gain access to Vendor Self Service.

Vendors of either type register by clicking **Registration** on the VSS home page. The home page can be found at <https://selfservice.greenvillecounty.org/MSS/Vendors/default.aspx>.

Any information entered will not be saved until registration is complete. If a vendor leaves the registration process before completing each of the steps, all of the information entered is discarded and they must start again.

Existing Vendors

1. Click on **Registration** in the Vendor Self Service menu.



User ID and Password

2. The **New Vendor Registration** screen opens. In the first section, User ID and password information need to be entered. All required fields are marked with a red asterisk.
 - a. The **User ID** defines the vendor's VSS login name. Each user ID must be unique and cannot be greater than 20 characters in length.
 - b. The **Password** field indicates the vendor's login password. The vendor must enter and then retype a login password in the boxes. VSS requires entry of a minimum of two characters for the password and a maximum of 15 characters.
 - c. The **Password Hint** contains a hint used to assist the vendor in remembering their password. The hint cannot be the same as the password. A hint is sent in an email message when **Forgot Password** is clicked on the login page.

- d. **CAPTCHA** displays a CAPTCHA code which is used to ensure the vendor is a real person. The vendor must enter the numbers shown in the box.

Greenville County logo | Munis Self Service

New Vendor Registration

Create user ID and password

Home
Vendor Self Service
Bids
Registration

User ID (between 1 and 100 characters) * testvendor

Re-type user ID * testvendor

Password (between 4 and 15 characters) *

Re-type password *

Password hint * pets name

Enter these validation numbers into the box below them

9650

9650 x

3. If a vendor is already on file with Greenville County, then the second section will need to be completed under **Existing Vendors Only**.
- a. The County will provide the assigned vendor ID. **Vendors must call Procurement Services at 864-467-7200 for their Vendor ID. The FID/SSN entered in the FID/SSN field must match what is on file exactly. The County will not give out the FID/SSN on file. Registering representatives need to know this information from your company.**

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

Vendor ID 5591

FID/SSN (Enter without dashes) 12-399999999

Continue

4. Once completed, click **Continue**.

User Contact Information

5. The **User Contact Information** screen appears. All fields marked with a red asterisk are required.
 - a. The **Contact Type** field indicates the type of contact for this vendor; a General contact, Accounts Payable contact, or Purchasing contact.
 - b. The **Name** field is the name of the particular contact.
 - c. The **Description** field is optional but indicates more descriptive information about the contact, such as position title.
 - d. The **Phone** field is the primary phone number for the contact.
 - e. The **Text** field is an option field for a phone number to receive text messages. The **Opt In** check box must be checked to opt in for messages.
 - f. The **Email** field is the primary email for this contact.

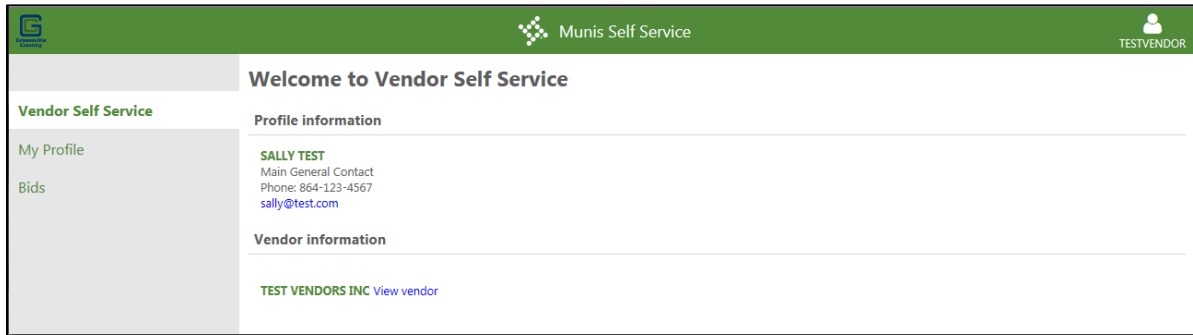
The screenshot shows the 'User Contact Information' form within the 'Munis Self Service' interface. The form is titled 'User Contact Information' and is part of the 'Vendor Self Service' section. The form includes the following fields:

- Contact Person**
- * Contact Type**: A dropdown menu with 'GENERAL - General Contacts' selected.
- * Name**: A text input field containing 'SALLY TEST'.
- Description**: A text input field containing 'Main General Contact'.
- * Phone**: A text input field containing '864-123-4567'.
- Text**: A text input field with an adjacent 'Opt In' checkbox.
- Fax**: A text input field.
- * E-mail**: A text input field containing 'sally@test.com'.

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

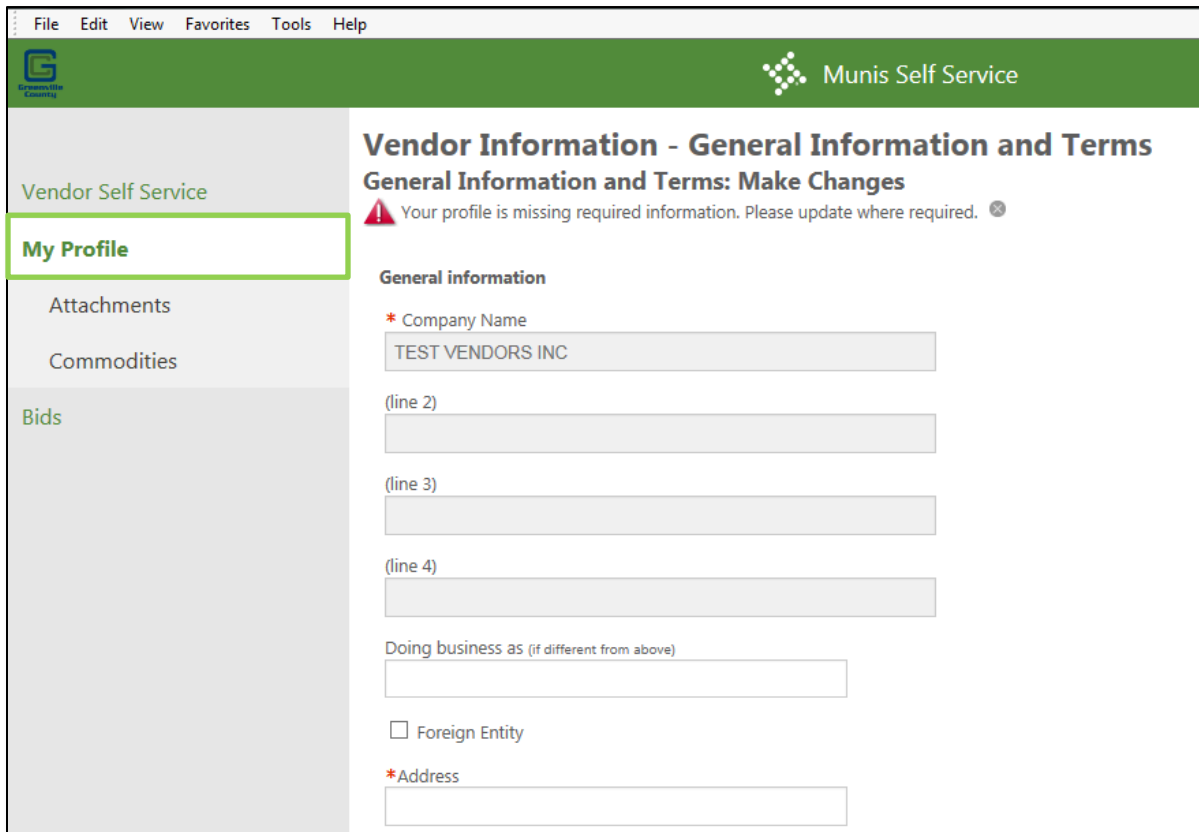
6. When finished, click **Continue**.

7. At this point, registration is complete for existing vendors and the **Profile and Vendor Information** appears. From here, information for contacts and address should be reviewed. These can also be updated at any point in time if information changes in the future.



My Profile

8. Clicking on **My Profile** on the left opens a detailed view of Vendor Information. Any information that is missing or needs to be updated can be done so from here. If required information is missing, a warning message will notify you. Once fields are updated or completed, click **Update** at the bottom of the screen, or **Cancel** if no changes are needed.



The fields available on this screen are:

- a. The **Company Name** field contains the vendor's name or business name.

- b. The **Doing Business As** field Indicates the vendor’s doing business as (DBA) name, if applicable.
 - c. The **Foreign Entity** field, when selected, indicates that the vendor is a foreign entity.
 - d. **Address, City, State,** and **ZIP** define the vendor’s main address. A two-letter state postal abbreviation must be entered in the State box.
 - e. **Fax Number** displays the vendor’s fax number, if applicable.
 - f. **Geographic** indicates the vendor’s geographic code
 - g. **Send Remittances to the Above Name and Address** if selected, VSS enters the values from the main address as the default address in the boxes in step three of the registration process.
 - h. The **Email** field contains the vendor’s primary email address. This address is where all notifications and alerts are sent, such as registration confirmation messages or password hints. Additional email addresses for contact persons are defined later in the registration process.
 - i. The **Web Site** field is where the vendor’s website URL can be put.
 - j. **Vendor Type** determines the vendor’s type.
9. There is also a **Minority Business Entity (MBE)** section that can be updated if needed.
- a. The **Is Minority Business Enterprise** checkbox indicates that the vendor is a minority business enterprise.
 - b. **MBE Classification** defines which MBE classifications the vendor possesses.
 - c. **Gender** and **Ethnicity** determine the vendor’s gender and ethnicity for vendor statistic and tracking purposes.

Minority Business Entity (MBE)

Is Minority Business Enterprise

MBE Classifications
(select all that apply)

DISABLED BUSINESS ENTERPRISE

DISABLED VETERAN BUSINESS ENT

DISADVANTAGED BUSINESS ENTER.

General 0 certifications [manage](#)

MINORITY BUSINESS ENTERPRISE

VETERAN BUSINESS ENTERPRISE

WOMEN-OWNED BUSINESS ENTER.

Gender

Ethnicity

10. Lastly, there is a **Payment Terms** section to be reviewed.
- a. The **Discount Percentage** field defines the discount percentage the vendor will provide the County.
 - b. The **Days to Discount** field indicates the number of days in which payment must be received by the vendor in order for the County to claim the discount percentage.
 - c. The **Days to Net** field indicates the number of days that the vendor allows before requiring net payment.

- d. The **Your Preferred Payables Delivery Method** and the **Your Preferred Purchasing Delivery Method** checkboxes determine the vendor's preferred delivery method for payables and purchasing documents.

Payment Terms

Discount Percentage

Days to Discount

Days to Net

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

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

Attachments

11. If attachments need to be added, such as W9s or 1099s, they can be attached in the **Attachments** screen on the left under **My Profile**.

Munis Self Service

TESTVENDOR

Vendor Self Service

Attachments

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

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

Attach

My Profile

Attachments

Commodities

Bids

12. Click **Attach** and then **Browse** to choose the correct attachment. Click **Save** when finished to upload the attachment.

test3.jpg [Remove](#)Type:

Attachments: Type:

Commodities

- To review or add **Commodities** to your profile, click on **Commodities** on the left. The **Vendor Commodities** screen appears.

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) **Search**

[List all commodities/services](#)

261 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.

- From here, vendors can either **Search** for specific commodities using the search bar or browse through the list. Select the checkbox next to the commodity and click **Add** to add them. Multiple can be selected and added at a time. To remove a commodity, click **Remove** next to it under **Currently Added**.

Currently Added

020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)	Remove
022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS	Remove

Finish **Cancel**

- When finished adding or reviewing, click **Finish**.

New Vendors

User ID and Password

1. For new vendors, the first step in the process is to enter a user ID and password information. All required fields are marked with a red asterisk.
 - a. The **User ID** defines the vendor's VSS login name. Each user ID must be unique and cannot be greater than 20 characters in length.
 - b. The **Password** field indicates the vendor's login password. The vendor must enter and then retype a login password in the boxes. VSS requires entry of a minimum of two characters for the password and a maximum of 15 characters.
 - c. The **Password Hint** contains a hint used to assist the vendor in remembering their password. The hint cannot be the same as the password. A hint is sent in an email message when **Forgot Password** is clicked on the login page.
 - d. **CAPTCHA** displays a CAPTCHA code which is used to ensure the vendor is a real person. The vendor must enter the numbers shown in the box.
- a. When vendors on file complete the Vendor ID and FID/SSN boxes and click **Continue**, VSS verifies the information. If the information matches, the vendor is automatically presented with the My Profile page and do not have to complete the remaining steps of the registration process.
2. Once completed, click **Continue**.

New Vendor Registration Step 1

Create user ID and password

User ID (between 1 and 100 characters) * Chase.Commodities

Re-type user ID * Chase.Commodities

Password (between 4 and 15 characters) * *****

Re-type password * *****

Password hint * pet name

Enter these validation numbers into the box below them

1208

1208

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

Vendor ID

FID/SSN (Enter without dashes)

Continue

Vendor User Contact Information

3. From here, the **User Contact Information** page appears and a Contact Person can be added. All required fields are marked with a red asterisk.
 - a. The **Contact Type** field indicates the type of contact for this vendor; a General contact, Accounts Payable contact, or Purchasing contact.
 - b. The **Name** field is the name of the particular contact.
 - c. The **Description** field is optional but indicates more descriptive information about the contact, such as position title.
 - d. The **Phone** field is the primary phone number for the contact.
 - e. The **Text** field is an option field for a phone number to receive text messages. The **Opt In** check box must be checked to opt in for messages.
 - f. The **Email** field is the primary email for this contact.

The screenshot shows the 'User Contact Information' form in the Munis Self Service system. The form is titled 'User Contact Information' and is part of the 'Registration' section. The form fields are as follows:

- Contact Person**
 - * Contact Type: PURCHASING - Purchasing Contacts (dropdown menu)
 - * Name: SYLVIA TEST
 - Description: Purchasing Contact
 - * Phone: 864-123-4567
 - Text: (empty field) Opt In
 - Fax: 864-123-4568
 - * E-mail: test@email.com

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

Vendor General Business Information

4. After all fields have been filled in, click **Continue** to go to the **Vendor Information** section.

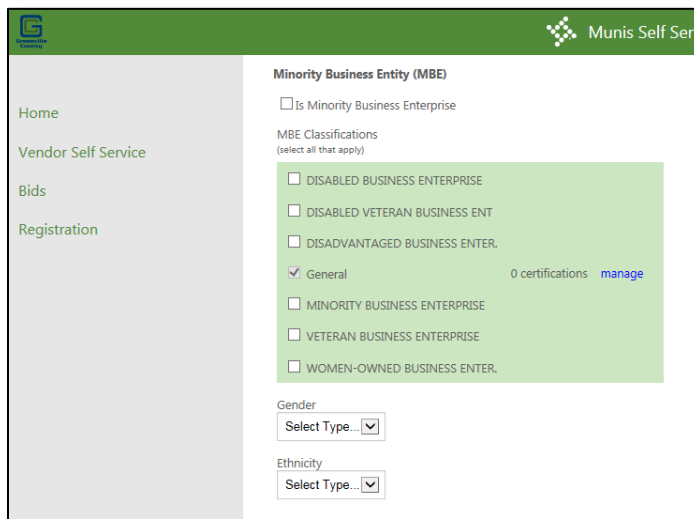
The screenshot shows the 'New Vendor Registration' form in the Munis Self Service system. The form is titled 'New Vendor Registration' and is part of the 'Registration' section. The form fields are as follows:

- General information**
 - * Company Name: CHASE COMMODITIES
 - (line 2)
 - (line 3)
 - (line 4)

A success message is displayed at the top: 'Your User ID and password have been successfully set. Please continue with the registration process.' A 'Continue' button is located at the bottom right of the form.

5. This section requires the vendor to provide their general business and contact information, and all required fields are marked with an asterisk. These are the available fields:
 - a. The **Company Name** field contains the vendor’s name or business name.
 - b. The **Doing Business As** field Indicates the vendor’s doing business as (DBA) name, if applicable.
 - c. The **Foreign Entity** field, when selected, indicates that the vendor is a foreign entity.
 - d. **Address, City, State,** and **ZIP** define the vendor’s main address. A two-letter state postal abbreviation must be entered in the State box.
 - e. **Fax Number** displays the vendor’s fax number, if applicable.
 - f. **Geographic** indicates the vendor’s geographic code
 - g. **Send Remittances to the Above Name and Address** if selected, VSS enters the values from the main address as the default address in the boxes in step three of the registration process.
 - h. The **Email** field contains the vendor’s primary email address. This address is where all notifications and alerts are sent, such as registration confirmation messages or password hints. Additional email addresses for contact persons are defined later in the registration process.
 - i. The **Web Site** field is where the vendor’s website URL can be put.
 - j. **Vendor Type** determines the vendor’s type.
6. The **New Vendor Registration** page contains a Minority Business Entity (MBE) section that must be completed by minority business enterprise vendors. A minority business enterprise is typically defined as a business that is at least 51% owned and operated by an ethnic minority. These businesses are typically certified by a city, state, or federal agency. More detail for this section is in Appendix A.
 - a. The **Is Minority Business Enterprise** checkbox indicates that the vendor is a minority business enterprise.
 - b. **MBE Classification** defines which MBE classifications the vendor possesses.
 - c. **Gender** and **Ethnicity** determine the vendor’s gender and ethnicity for vendor statistic and tracking purposes.
 - d. **Enter a Federal Tax ID Number or Social Security Number** requires the vendor to select whether to enter a federal tax identification number or a Social Security number, and then enter the value of the selected type. Vendor Self Service automatically completes these fields for existing vendors who entered vendor ID and FID/SSN numbers during step one.

*** The FID or SSN must be a unique value that is not used by any other vendor.**



7. The **Payment Terms Information** sections define the vendor’s business terms and financial transaction information.
 - a. The **Discount Percentage** field defines the discount percentage the vendor will provide the County.
 - b. The **Days to Discount** field indicates the number of days in which payment must be received by the vendor in order for the County to claim the discount percentage.
 - c. The **Days to Net** field indicates the number of days that the vendor allows before requiring net payment.
 - d. The **Your Preferred Payables Delivery Method** and the **Your Preferred Purchasing Delivery Method** checkboxes determine the vendor’s preferred delivery method for payables and purchasing documents.

Payment Terms

Discount Percentage

Days to Discount

Days to Net

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

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

Continue

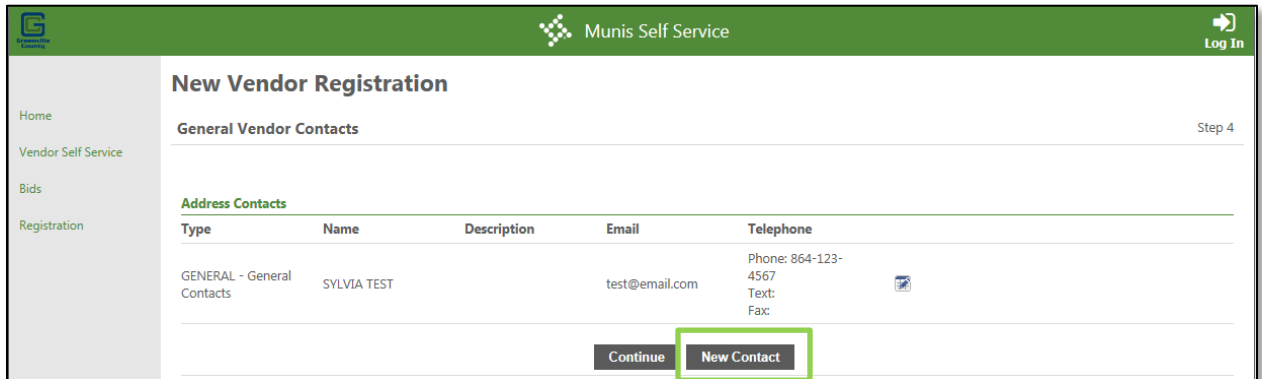
Address Information

8. Click **Continue** to go to the Address section. This section requires the vendor to enter address information. If the vendor selected the Send Remittances to the Above Name and Address check box during step two, Vendor Self Service automatically enters the first address record. If the check box was not selected, the Addresses table is blank.

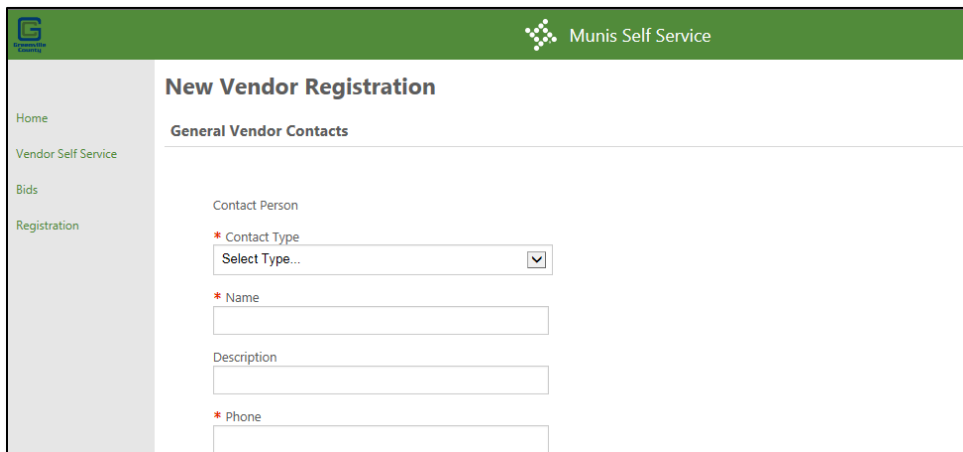
9. Click **Add** to create a new address record, which displays the Remittance Information page.
 - a. **Address Type** determines the type code of the entered address.
 - b. The **Company Name** field defines the name that appears on items sent to this remit address. The name can vary from the vendor name, if necessary.
 - c. The **Address, City, State,** and **ZIP** fields define the vendor's remit address.
 - d. The **Fax** field contains the fax number for this remit address.
10. Once all fields have been completed, click **Save** to be taken back to the Address section.

General Vendor Contacts

11. From here, click **Continue** to go to the General Vendor Contacts section. The first contact entered will appear here. To add a new one, click **New Contact**.



12. The **General Vendor Contacts** page has the same fields as the previous **User Contact Information** page. Fill in the fields as necessary and click **Save** when finished.



13. All new contacts will appear on the **General Vendor Contacts** page. Click **Continue** when finished.

Commodity Selection

- The **Commodity Selection** appears. Vendors can either **Search** for specific commodities using the search bar or browse through the list. Select the checkbox next to the commodity and click **Add** to add them. Multiple can be selected and added at a time. To remove a commodity, click **Remove** next to it under **Currently Added**.

Munis Self Service

Select Commodities

Step 6

Select 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](#)

261 Found

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

Select All	Code	Description
<input type="checkbox"/>	005	ABRASIVES

Currently Added

037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.	<input type="button" value="Remove"/>
040	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, LIVE, (INCLUDING ACCESSORY ITEMS)	<input type="button" value="Remove"/>

New Vendor Registration Review

- When finished, click **Continue** to be taken to the **Review** page. All information entered will display on this page and should be reviewed before Registering.

Munis Self Service

New Vendor Registration

Step 8

Review

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

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

Name/DBA CHASE COMMODITIES

Entity

Address 123 STREET
GREENVILLE, SC 29601

- If any attachments need to be attached, they can be submitted using the **Attachments** section at the bottom of the **Review** page by clicking **Attach**.

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

17. When finished and all information is correct, click **Register** to complete the process.

Register
Cancel

(Only click Register once and refrain from using your browser's Back or Refresh button.)

18. It may take a moment to save, but once completed a New Vendor Registration Confirmation will appear.

Vendor Self Service

My Profile

Bids

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.