



CITY OF NAPLES VENDOR REGISTRATION TUTORIAL VENDOR SELF SERVICE (VSS)

PURCHASING DIVISION

Start Vendor Registration Process:

Please start by going to the City of Naples website located at <http://www.naplesgov.com/> and scroll over Departments box and click Purchasing hyperlink

The screenshot shows the City of Naples website navigation menu. The 'Departments' tab is selected, and the 'Purchasing' link is highlighted with a red arrow. The menu includes the following sections:

- Departments**
 - Building
 - City Attorney
 - City Clerk
 - City Dock & Waterfront
 - City Manager
 - Code Enforcement
 - Community Redevelopment Agency
 - Community Services
 - Commission on Ethics and Governmental Integrity
 - Finance
 - Fire-Rescue
 - Human Resources
- Departments**
 - Natural Resources
 - Parks & Recreation
 - Planning
 - Police
 - Purchasing** (highlighted with a red arrow)
 - Solid Waste
 - Streets & Stormwater
 - Technology Services
 - Utilities
- Business Center**
 - Business Tax Receipts
 - Doing Business
- Boards and Committees**
 - City Council & Mayor
 - Staff Directory
 - Forms & Applications
 - Documents
 - Email Subscriptions
 - Media Center
 - City Calendar

At the bottom of the page, there are several quick links: Naples Centennial, Latest News, Calendar, Public Meetings / Agendas, Job Opportunities, Contact the City, Pay My Bill, and Subscribe.



PURCHASING DIVISION

Vendor Registration:

The Vendor Registration process accepts both new Vendors and those existing in the Vendor Registration program. To begin the process, click on the **Vendor Registration** link on the City of Naples Purchasing Division homepage. After you click the Vendor Registration Link, you are sent to the Munis Self Service page.

Naples Florida

Government Departments Community How Do I?

PURCHASING

- AGREEMENTS & CONTRACTS
- ARTICLE IX CODE OF ETHICS
- FLORIDA STATUTE CHAPTER 287
- FREQUENTLY ASKED QUESTIONS
- GOVDEALS SURPLUS EQUIPMENT
- HOW TO DO BUSINESS WITH THE CITY OF NAPLES
- NIGP COMMODITY CODES
- OPEN BIDS >
- PROCUREMENT PROCEDURES DATE OF ISSUE 10/01/2014
- PUBLIC NOTICES >
- VENDOR ELECTRONIC FUNDS TRANSFER (EFT)
- VENDOR REGISTRATION** ←
- VENDOR REGISTRATION TUTORIAL

Purchasing

The Purchasing Division is responsible for obtaining products and services that offer the best value to the citizens of Naples.

The Division educates and implements all purchasing policies while directly managing formal bid solicitations, proposals, and the surplus of goods. In addition to the procurement of goods and services, Purchasing protects the City's interests through the development and enforcement of written agreements.

Our Mission

Purchasing's mission is to provide transparent processes; to strategically plan the procurement of goods and services; to maximize the use of technology to reach out to prospective vendors; and, to reduce the City's environmental footprint by utilizing less paper.

Feedback Welcomed: Please contact the Purchasing Division at purchasing@naplesgov.com



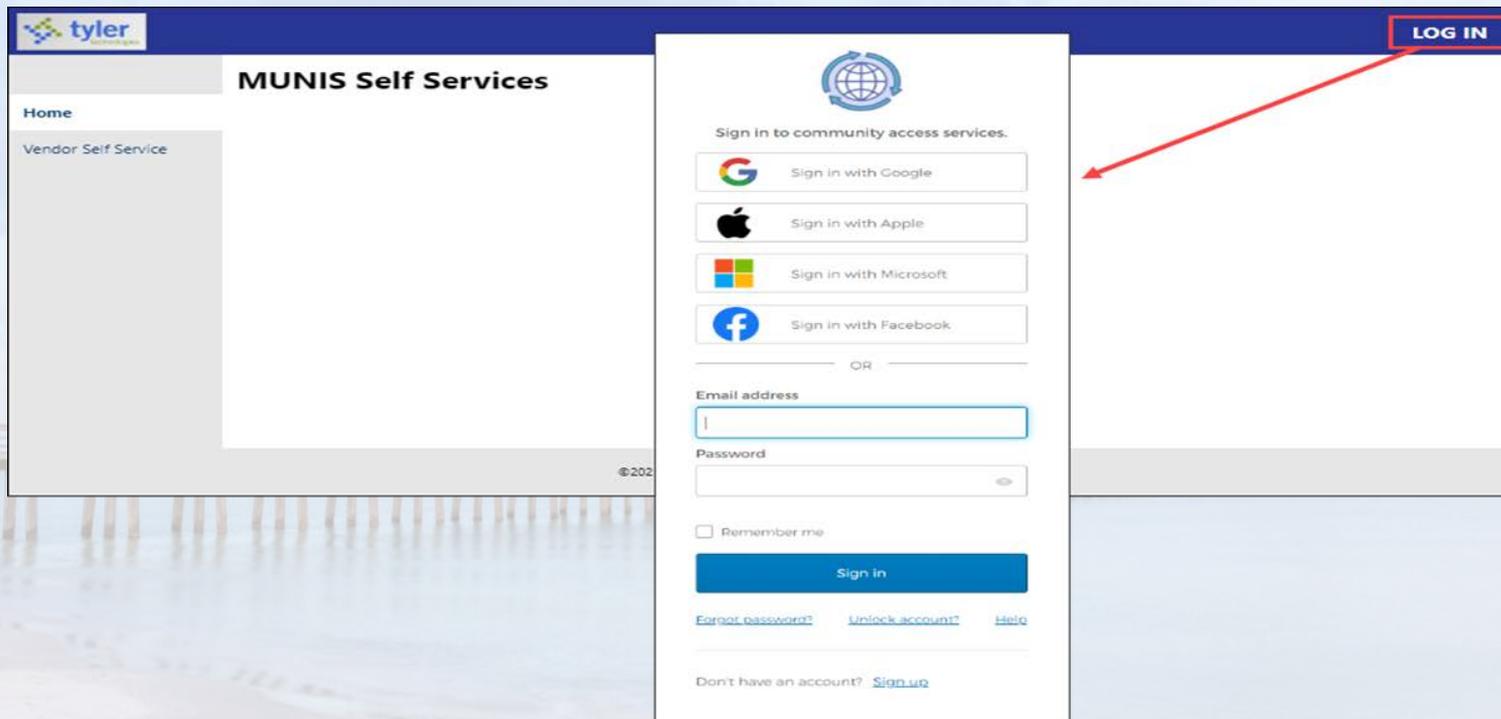


PURCHASING DIVISION

Vendor Self Service

New Users

To associate an email account with Tyler Identity, open the VSS application and click Log In to access the Tyler Identity log-in screen.



From this screen, vendors may use their established email and password credentials for an existing social account (such as Google®, Apple®, Microsoft®, or Facebook®) to log in, or click the Sign-Up option to create unique Tyler Identity credentials.



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To create unique Tyler Identity credentials, click Sign Up to display the Create an Account screen.

Email address

Password

Remember me

Sign in

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

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

Create an account

Email *

Password *

First name *

Last name *

* Indicates required field

Sign up

[Back to sign in](#)

Enter a valid email address, create a password, complete the first and last name information, and click Sign Up. Tyler Identity sends a verification email to the supplied email address.



PURCHASING DIVISION

Enter a valid email address, create a password, complete the first and last name information, and click Sign Up. Tyler Identity sends a verification email to the supplied email address.

The image shows a 'Create an account' form with the following fields and elements:

- Email:** VSS0124@mailinator.com
- Password:** A masked password field with 8 dots.
- Strength indicators:**
 - ✓ 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:** Sally
- Last Name:** Smith
- Footer:** * Indicates required field
- Buttons:** A blue 'Sign up' button and a blue 'Back to sign in' link.

An overlay window titled 'Verification email sent' is shown, containing:

- A green checkmark icon.
- The text 'Verification email sent'.
- The text 'To finish signing in, check your email.'
- A 'Back to sign in' link.

A red arrow points from the 'Sign up' button to the 'Back to sign in' link in the overlay.



Click the link in the verification email to complete the account verification process and return to VSS. Users cannot log in to VSS until they verify the account.

Existing Users

Users who have established a Tyler Identity account can log in using their Tyler Identity email and password credentials. Users who have not transitioned to using Tyler Identity must create a new account.

Important! Tyler Identity allows users to log in using social provider accounts such as Apple, Facebook, Google, and Microsoft. The email address associated with the social provider account is used as the Tyler Identity email when completing these account verifications.



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Password Resets

If a user forgets their assigned password, clicking the Forgot Password? link on the Sign-in screen provides the steps to reset the password. The Help link on the Sign-In screen also provides detailed password retrieval instructions.

The image shows a user interface for password management. On the left is a sign-in form with fields for 'Email address' and 'Password', a 'Remember me' checkbox, a 'Sign in' button, and a 'Forgot password?' link. A red box highlights the 'Forgot password?' link, with a red arrow pointing to a modal window on the right. The modal window is titled 'Reset your password' and features a globe icon with circular arrows. It contains an 'Email address' input field, a 'Reset via Email' button, and a 'Back to Sign In' link. At the bottom of the sign-in form, there is a link that says 'Don't have an account? [Sign up](#)'.



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Locked Accounts

If a user's account is locked, for example, if too many unsuccessful password attempts have been made, clicking the [Unlock Account?](#) link on the Sign-in screen provides the steps to unlock the account.

Enter the email address associated with the account to begin the process to unlock the account.

Remember me

[Sign in](#)

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

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

Unlock your account

Email address

[Send Email](#)

[Back to sign in](#)



PURCHASING DIVISION

Vendor Registration



Welcome to Vendor Self Service

Home

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 Self Service for Business Vendors



Linking to an Existing Enterprise ERP Vendor Record

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Home

Vendor Self Service

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 Self Service for Business Vendors

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⊞

Home

Vendor Self Service

Link to Existing Vendor

🔍

Enter the information below to search for an existing vendor.

Vendor Number

Vendor FIS/SSN

Link to Existing

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Company Information

Company Information

Company Name*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

*Vendor Type

- Foreign Entity
- Send Accounts Payable checks to the above address
- Send Purchase Orders to the above address

E-mail *

Website

DUNS

California Permit Number



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Vendor Address

Vendor Address

Address*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City *

State *

Zip Code *

County

Country

Geographic

Fax Number



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Minority Business Enterprise

Minority Business Enterprise

Minority Business Enterprise

Minority Business Enterprise Classifications
(select all that apply)

- 123 MBE COde
- AFRICAN AMERICAN OWNED
- DISADVANTAGED BUSINESS
- General
- HISPANIC OWNED
- WOMAN OWNED

Gender

Select Type... ▼

Ethnicity

Select Type... ▼



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Federal Tax ID Number or Social Security Number, Payment Terms, and Bank Information

Federal Tax ID Number or Social Security Number

*FID or SSN

FID SSN

*FID/SSN

*Re-type FID/SSN

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

Bank Information

Bank Routing Number

Bank Account Number

Bank Account Type

Checking ▼

Joe Smith
1234 Anystreet Court
Anycity, AA 12345 1234

Pay to the order of _____ Dollars

Bank Anywhere
⑆ 123456789 ⑆ 123456789123 ⑆ 1234

Routing Number Account Number Check Number

SAMPLE

Continue

Update

Cancel



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Click Continue to progress to Step 2 on the New Vendor Registration page.

The screenshot shows a web application interface for 'New Vendor Registration' by Tyler Technologies. The page is titled 'New Vendor Registration' and is identified as 'Step 2' in the top right corner. The main heading is 'Address information'. Below this, there is a section for 'Addresses' with a blue 'add' link. A table is displayed with three columns: 'Name/DBA', 'Address', and 'Is Default'. The table is currently empty. A dark grey 'Continue' button is positioned at the bottom center of the form area. On the left side, there is a navigation menu with 'Home' and 'Vendor Self Service' links. The Tyler Technologies logo is in the top left, and a user profile icon is in the top right. The footer contains the copyright notice '©2020 Tyler Technologies, Inc.'.

Name/DBA	Address	Is Default
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Click the Add link in the Addresses group to display the General Vendor Contacts screen for adding vendor remit address information.

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Home
Vendor Self Service

New Vendor Registration

General Vendor Contacts

*Address Type
General ▾

*Company Name
Andrew Konsta, LLC
(line 2)
(line 3)
(line 4)

Doing business as (if different from above)

*Address
Andrew Konsta, LLC
(line 2)
485 Riverview Drive
(line 3)
(line 4)

*City

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After completing the fields, click Save at the bottom of the page. VSS saves the entered information and returns to the Step 2 screen, summarizing the entered information.

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Home
Vendor Self Service

New Vendor Registration

Address information Step 2

Addresses

[add](#)

Name/DBA	Address	Is Default	
Andrew Konsta, LLC	Andrew Konsta, LLC 485 Riverview Drive Yarmouth ME 04096 Fax #:	Y	change

[Continue](#)

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Click Continue to progress to the Step 3 screen for defining vendor contacts.

The screenshot shows a web application interface for 'New Vendor Registration' by Tyler Technologies. The interface includes a dark blue header with the Tyler logo and a user profile icon. A left sidebar contains navigation links for 'Home' and 'Vendor Self Service'. The main content area is titled 'New Vendor Registration' and 'General Vendor Contacts', with 'Step 3' indicated in the top right. Below this, there is a section for 'Address Contacts' which contains a table with columns for 'Type', 'Name', 'Description', 'Email', and 'Telephone'. At the bottom of the table area, there are two buttons: 'Continue' and 'New Contact'. A copyright notice '© 2020 Tyler Technologies, Inc.' is located at the bottom center of the page.

Type	Name	Description	Email	Telephone
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Click New Contact to add a new vendor contact.

The screenshot shows a web application interface for 'New Vendor Registration' by Tyler Technologies. The page is titled 'New Vendor Registration' and is on 'Step 3' of the process, specifically 'General Vendor Contacts'. The form includes several input fields: 'Contact Person' (with a sub-label 'Contact Type' and a dropdown menu showing 'Select Type...'), 'Name', 'Description', 'Phone', 'Text' (with an 'Opt In' checkbox), 'Fax', and 'E-mail'. The 'E-mail' field is marked with a red asterisk. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the page contains the copyright notice '©2020 Tyler Technologies, Inc.'.



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Complete the fields and click Save. VSS saves the entered information and returns to the Step 3 screen, summarizing the entered information.

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Home
Vendor Self Service

New Vendor Registration

General Vendor Contacts Step 3

Address Contacts

Type	Name	Description	Email	Telephone
Sales - Provides the primary sales representative contact	Audrey Campbell	Salesperson	acampbell.akonstallc@gmail.com	Phone: 212-111-5555 Text: Fax:

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Click Continue to progress to the Step 4 screen.

In this example, the Step 4 screen provides additional values to specify for the vendor, such as a preferred shipping vendor.

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Vendor Self Service

New Vendor Registration

Additional Values Step 4

Field	Value
SHIPPING CHOICE	USPS ▼

[Continue](#)

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Select the additional values as required and then click Continue to progress to the Step 5 screen. In this example, VSS provides the Select Commodities screen for choosing the commodity codes to associate with the vendor.

The screenshot shows the 'Select Commodities' screen in the Tyler system. The interface includes a search bar, a list of commodity codes with descriptions, and an 'Add' button. The 'Currently Added' section is empty.

Select Commodities Step 5

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](#)

904 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"/>	019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/>	01924	Buckwheat
<input type="checkbox"/>	01950	Hops
<input type="checkbox"/>	01962	Pumpkins
<input type="checkbox"/>	01967	Rye
<input type="checkbox"/>	01972	Sorghum
<input type="checkbox"/>	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)

Currently Added

There are no commodities to display for this vendor.

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Enter keywords or commodity codes in the Search box to refine the list of provided codes.

Select the check box for each commodity code to associate with the vendor and click Add to associate the selected commodity codes with the vendor.

The screenshot displays a web interface for selecting commodity codes. On the left, a list of codes is shown with checkboxes: 04088 (Reptiles, Live), 04092 (Toys for Pets and Zoo Animals), and 045 (APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE). The checkbox for 045 is checked and highlighted with a red arrow. Below the list is an 'Add' button, also highlighted with a red box. A red arrow points from the 'Add' button to a 'Currently Added' dialog box. This dialog box contains the text '045 APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE' and a blue 'Remove' link. At the bottom of the dialog are 'Continue' and 'Cancel' buttons. Below the dialog, the main interface shows a 'Currently Added' section with the text 'There are no commodities to display for this vendor.' and 'Continue' and 'Cancel' buttons.

Use the Remove option to delete any currently associated commodity codes.



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Click Continue to progress to the next step to review the entered information prior to submitting the vendor registration.

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Home Vendor Self Service Step 10

New Vendor Registration

Review

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

General Information [change](#)

Name/DBA Andrew Konsta, LLC

Entity

Address Andrew Konsta, LLC
485 Riverview Drive
Yarmouth, ME 04096

Fax Number

SSN 999-31-1999

Geographic EAST - EAST COAST VENDOR

E-Mail akonstalc@gmail.com

Commodities [change](#)

045 APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE

Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type	(0)	Attach
E-Verify	E-Verify	(0)	Attach
default	Vendor Attachment	(0)	Attach

[Register](#) [Cancel](#)

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

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Click Register to complete the registration. You must click the Register option only once and remain on the page.

If the registration is successful, VSS provides a Registration Confirmation page.

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

Home
Vendor Self Service

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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.](#)

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