CITY OF NAPLES VENDOR REGISTRATION TUTORIAL
VENDOR SELF SERVICE (VSS)
Start Vendor Registration Process:
Please start by going to the City of Naples website located at [http://www.naplesgov.com/](http://www.naplesgov.com/) and scroll over Departments box and click Purchasing hyperlink
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.
MUNIS Self Service:
At the Munis Self Service page click the **Vendor Self Service Link** below to continue the registration process.
Vendor Self Service:
At the Welcome to Vendor Self Service page click the Registration link below to continue the registration process. Before moving on to the next step, be sure to read and follow the instruction as shown on this page.
STEP 1: Create user ID and Password
For new vendors complete all sections with red asterisks
User ID: Create your unique ID that will be used to log into the VSS site.
Password: Enter a password twice and include a password hint.
Be sure to type in the validation number in the box specified before clicking continue
For Existing Vendors Only: These fields are for vendors that already exist in MUNIS. You will need your City of Naples vendor number & FID/SSN to log in through this area. (Click continue when done)
Note: Existing Vendors must complete all blocks in Step 1
STEP 2: General Information
Provide information as requested, including address, email, and web site.
Note 1: All lines with (*) are required.
Note 2: You must select either Send Remittances to the Above Name and Address check box, or complete Address information in Step 3.
Note 3: Vendor type is a basic alphabetical listing of commodities and services. Further in your registration process you will be given the opportunity to select commodities pertinent to your business type.
Note 4: To ensure you received bid information it's advisable you set up a group e-mail.
STEP 2 General Information Continued:
The Minority Business Entity (MBE) section contains the check boxes that determine whether a business is considered a minority business enterprise or not, and if so, which classifications the vendor possesses. Click the Manage link for a classification in order to open the classification on the Manage MBE Classification Certificates page.
STEP 2 General Information Continued:
You must enter either a **federal tax identification** number or a **Social Security number** and then enter the value of the selected type.

Note 2: City of Naples preferred method is to e-mail payables and purchase orders electronically.
STEP 3: Remittance Information
If you selected the **Send Remittances to the Above Name and Address** check box during step two, Vendor Self Service automatically entered the first address record. If the check box was not selected, the Addresses table is blank and remit address must be entered. **Note**: Please click Add to create a new address record, which displays the Remittance Information page.
STEP 3: Remittance Information Continued
If the check box was not selected and the Addresses table is blank, please enter remit address information as shown below. Click the Add Contact button on the Remittance Information page opens the Contact Information page, where the vendor can create contact records for the address.
STEP 3 Remittance Information Continued:
Provide contact information and click save
STEP 3 Remittance Information Continued:
Complete remit address page with contact information. Note: City of Naples preferred method is to e-mail purchasing payables electronically. Click Save on the Remittance Information page to return to the Address Information page, and then click Continue to advance to the fourth step in the registration process.
STEP 4: General Vendor Contacts
Click New Contact to enter a contact person for the general vendor record. Doing so opens the General Vendor Contacts page.
STEP 4: General Vendor Contacts Continued:
This page contains fields that are identical in function to those from step three, but they apply to the vendor record as a whole and not a single remit address. Click *[Save]* after entering the contact information returns the vendor to the General Vendor Contacts page with the new contact record displayed in the table. The vendor must click *Continue* to advance to step five of the VSS registration process.
STEP 5: Review
The fifth step in the vendor registration process requires you to verify the information you previously entered. You may click the **change link** for the appropriate group to correct any errors.
STEP 5 Review Continued:
When all of the entered information is correct, please select the check box to accept the City’s terms and conditions, and then click **Register** to complete the process.
STEP 6: *Registration Confirmation*
Vendor Self Service displays a registration confirmation page that provides the vendor with links to register commodities or update their VSS profile, and to upload attachments to their profile.

**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.
STEP 6: Registration Confirmation Continued
You will receive an e-mail with the subject “Vendor Registration Complete” stating that you have been added as a Registered User. Also included in the bottom of your e-mail is your username.

Dear VSS VENDOR,
We are pleased to advise that you have been added as a Registered User to the Vendor Self Serve website. Please read the following information carefully and be sure to save this message in a safe location for future reference.
Website Address: https://mss.naplesgov.com/MSS/Vendors/Profile/VendorSelfService.aspx
Username: VSSVENDOR
**STEP 6: Registration Confirmation Continued**

Newly registered vendors only have access to the Home, Vendor Self Service, and My Profile, on the navigation menu.

Clicking the vendor name in the banner displays the following menu options:

**Home** – Returns the vendor to the Munis Self Service home page.

**My Account** – Opens the My Account page containing vendor’s account information.

**Log Out** – Logs the vendor out of Munis Self Service.
STEP 7: Profile Information
Clicking View Profile in the Profile Information group or the My Profile option in the navigation menu opens the My Profile page. The page displays vendor profile information that is divided into groups. Clicking the Change link in any group allows the vendor to update the data in that group.
STEP 8: **Vendor Commodities**

Use the Search box to search for commodities by code or keyword. Alternatively, clicking the **List All Commodities/Services** link displays all commodity codes in the Munis database. VSS displays the number of codes found during a search and updates the commodity table.
STEP 8 Vendor Commodities Continued:
The **numbered links** above the commodities table allow you to view additional groups of codes. Selecting the check box for a code indicates that it should be added to your profile. Clicking **Select All** selects all of the check boxes currently displayed on the page. VSS saves the value of each check box when you navigate between groups of commodity codes.
**STEP 8 Vendor Commodities Continued:**
When you click **Add**, the system adds all of the selected commodity codes to your profile and updates the Currently Added table.

<table>
<thead>
<tr>
<th>Select All</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>00505</td>
<td>Abrasive Equipment and Tools</td>
</tr>
<tr>
<td></td>
<td>00514</td>
<td>Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.</td>
</tr>
<tr>
<td></td>
<td>00521</td>
<td>Abrasives, Sandblasting, Metal</td>
</tr>
<tr>
<td></td>
<td>00528</td>
<td>Abrasives, Sandblasting (Other than Metal)</td>
</tr>
<tr>
<td></td>
<td>00542</td>
<td>Abrasives, Solid: Wheels, Stones, etc.</td>
</tr>
<tr>
<td></td>
<td>00556</td>
<td>Abrasives, Tumbling (Wheel)</td>
</tr>
<tr>
<td></td>
<td>00563</td>
<td>Grinding and Polishing Compounds: Carborundum, Diamond, etc. (For Valve Grinding Compounds See Class 075)</td>
</tr>
<tr>
<td></td>
<td>00570</td>
<td>Pumice Stone</td>
</tr>
<tr>
<td></td>
<td>00575</td>
<td>Recycled Abrasives Products and Supplies</td>
</tr>
<tr>
<td></td>
<td>00584</td>
<td>Steel Wool, Aluminum Wool, Copper Wool, and Lead Wool</td>
</tr>
</tbody>
</table>
STEP 8 Vendor Commodities Continued:
After you have finished adding commodity codes to your profile, you must click the Finished link, this completes the commodity addition process and returns you to the My Profile page, where you can view a full listing of your associated commodity codes on the Current Vendor Commodities table.
STEP 8 Vendor Commodities Continued:
Full listing of your associated commodity codes on the Current Vendor Commodities table. Clicking the **Remove** link removes the commodity from the table. Click the **add** link if you wish to add additional commodity codes.
STEP 9: Attachments
You can add attachments to your profile by clicking Attachments on the navigation menu. The Attachments option is only available when on your My Profile page.

Note: Please add current W-9 (December 2014 Version)
**STEP 9: Attachments Continued:**
Attachments are added by clicking the Attach buttons on the Attachments page, which displays a dialog box. Click browse, this causes the page to display a list of files to attach.

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Description</th>
<th>Required</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Documents are not assigned to a type</td>
<td></td>
<td>(0)</td>
</tr>
</tbody>
</table>

[Image of Attachments page with Attach button highlighted]
When finished selecting files, you must click Save to upload the files. The uploaded files are added to the Attachments page.