



# Vendor Self Service Registration

For new/existing vendors

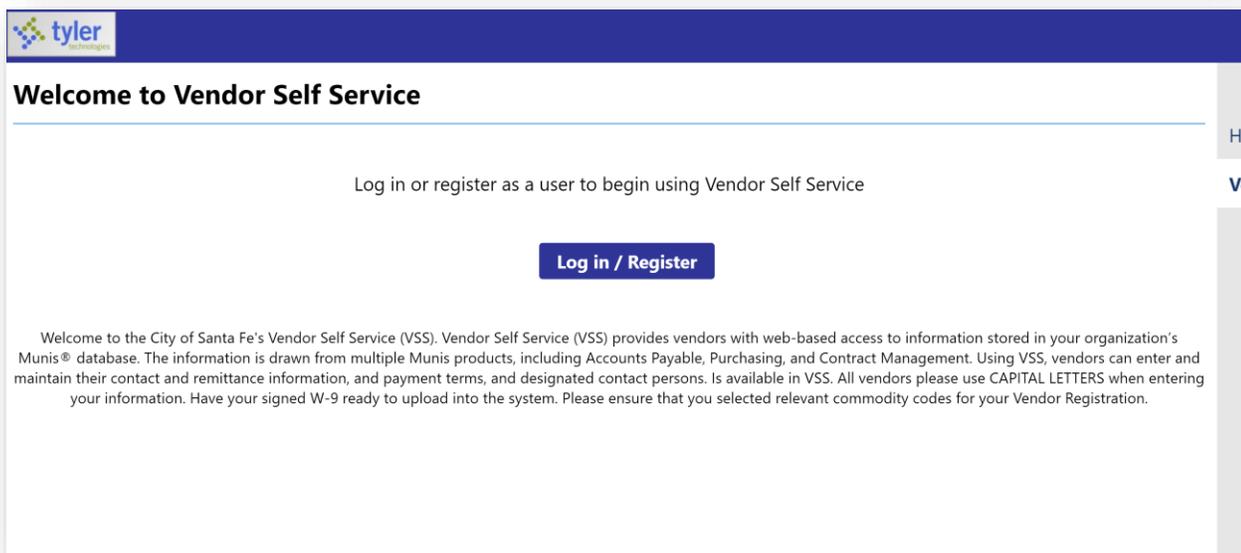
To access the Vendor Self Service Portal, click the link below and then click on “Vendor Self-Service” from the right-side menu:

<https://cityofsantafenmvendors.munisselfservice.com>

## Vendor Self Service Home Page:

Step 1

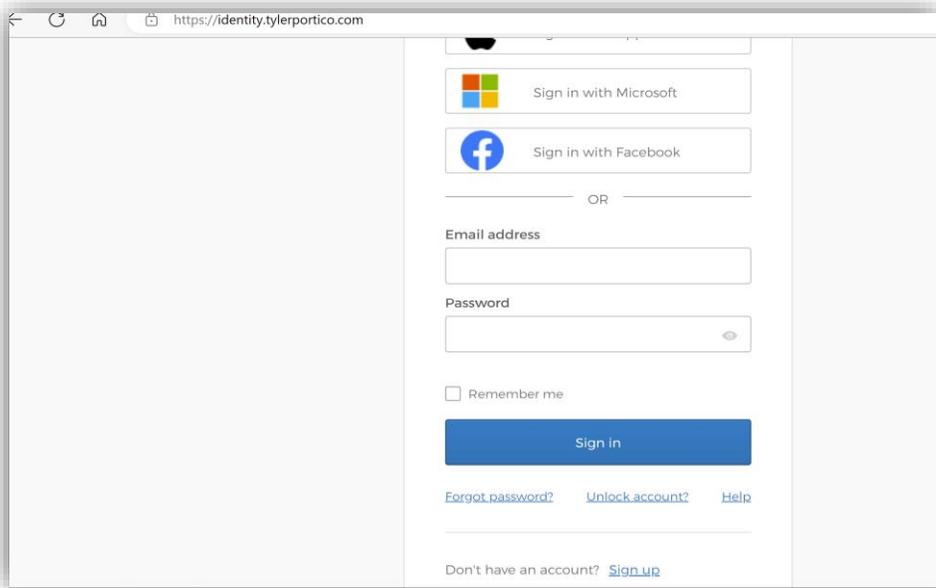
Vendor Self Service Home Page: Click on the Log in/Register



Step 2

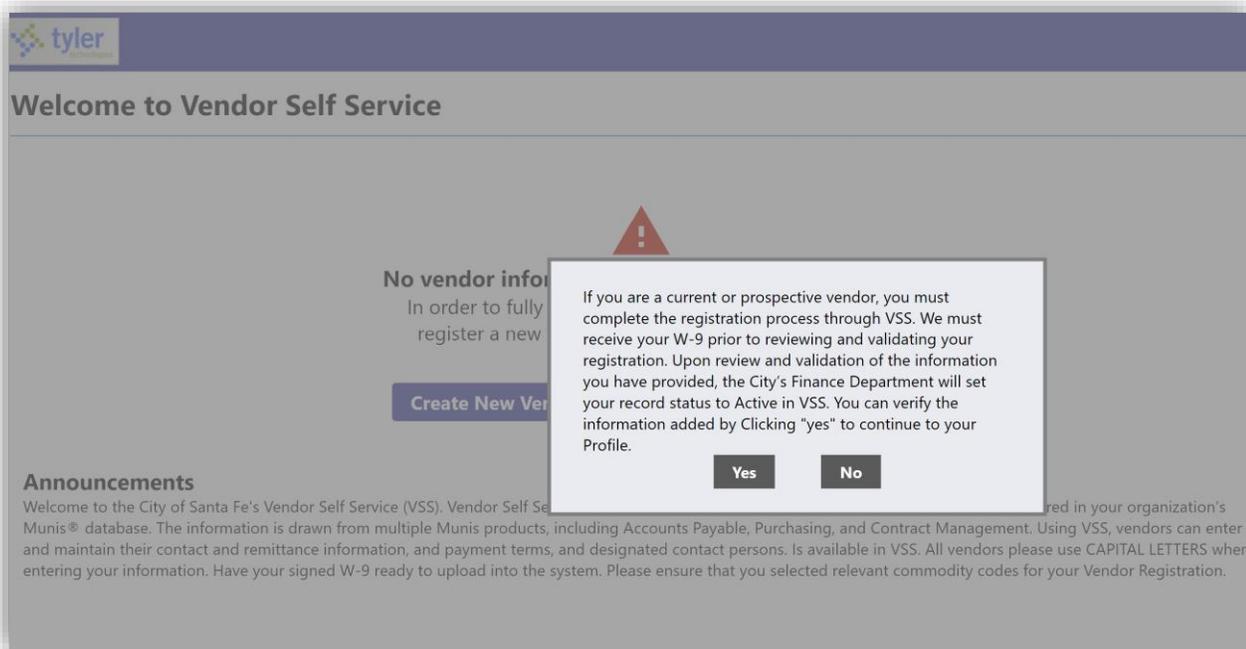
Login/Sign Up Page: Enter the email address and password you would like to register with, it is important to remember what email is used to register. Click Sign In.

Last Updated: 1/30/2023



### Step 3

Vendor Account Creation: Read the below prompt and select YES to continue.



### Step 4

Vendor Account Creation:

#### Existing Vendors:

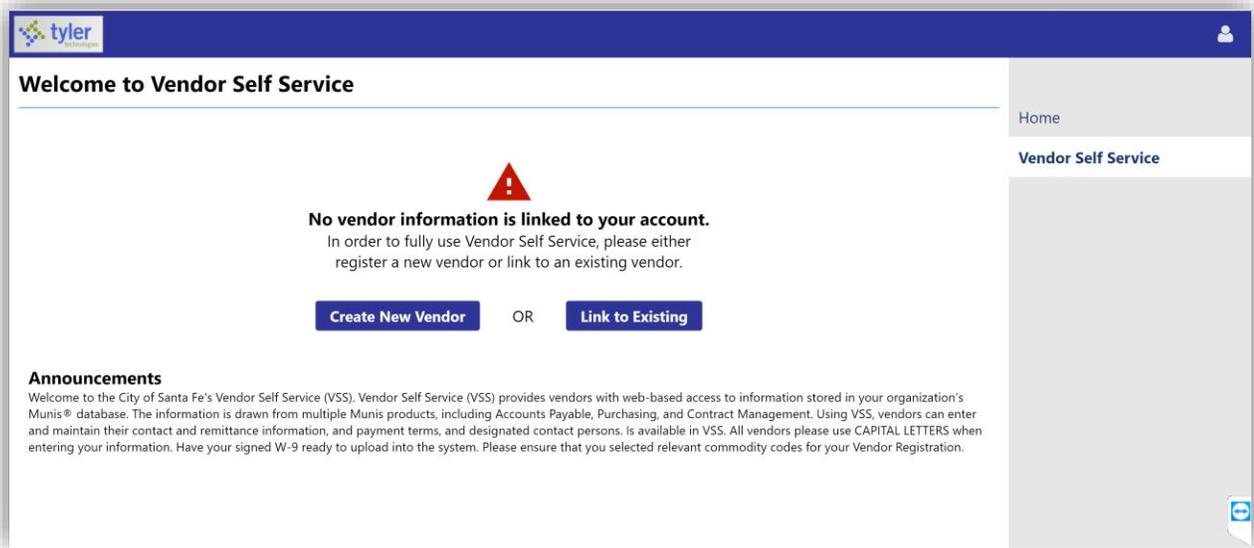
Current vendors ensure you have your City issued vendor number available. If you are unable to locate your vendor number, contact the City Department that you normally do business with and request your vendor number.

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Select Link to Existing to proceed. Go to Step 10

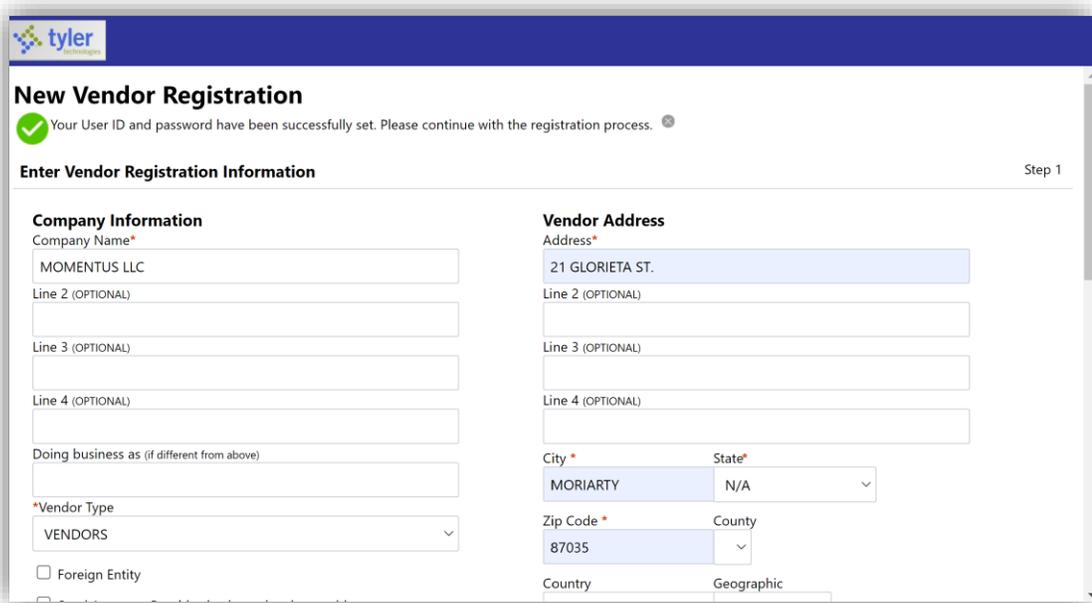
New Vendors:

Select Create New Vendor to proceed. Go to Step 5.



Step 5

Create New Vendor: Add all Vendor Registration contact information.



Below are descriptions of field names for reference.

Field	Description
Company Name	Contains the vendor's name or business name.

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Field	Description
	The value entered here appears in the Alpha box in the Vendors program.
Doing Business As	Indicates the vendor's doing business as (DBA) name, if applicable.
Foreign Entity	When selected, indicates that the vendor is a foreign entity.
Address City State ZIP	Define the vendor's main address. The vendor must enter a two-letter state postal abbreviation code in the State box.
Fax Number	Displays the vendor's fax number, if applicable. This box can be hidden by a VSS administrator by clearing the Address Fax Number check box on the Field Settings tab of the Vendor Administration page.
Geographic	Indicates the vendor's geographic code.  The codes available for selection are defined in Munis using the Accounts Payable Miscellaneous Codes program.
Send Remittances to the Above Name and Address	If the vendor selects this check box, Vendor Self Service enters the values from the main address as the default values in the boxes in step three of the registration process.
Email	Contains the vendor's primary email address. It is the address to which 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.
Web Site	Includes the vendor's website URL.
Vendor Type	Determines the vendor's type. Vendor type codes are defined by your organization using the Accounts Payable Miscellaneous Codes program in Munis.  Your organization must define at least one vendor type code in order to allow vendors to successfully register in Vendor Self Service. If no vendor type codes exist, vendors cannot complete the registration process.

## Step 6

User Contact Information: Enter all User contact information. If the City needs to contact the vendor, it is important to have accurate information documented.

## User Contact Information

Contact Person

\* Contact Type

ACCOUNTS PAYABLE - Accounts Payable Contacts ▾

\* Name

JOHN ABRAHAM

Description

\* Phone

506-589-9087

Text

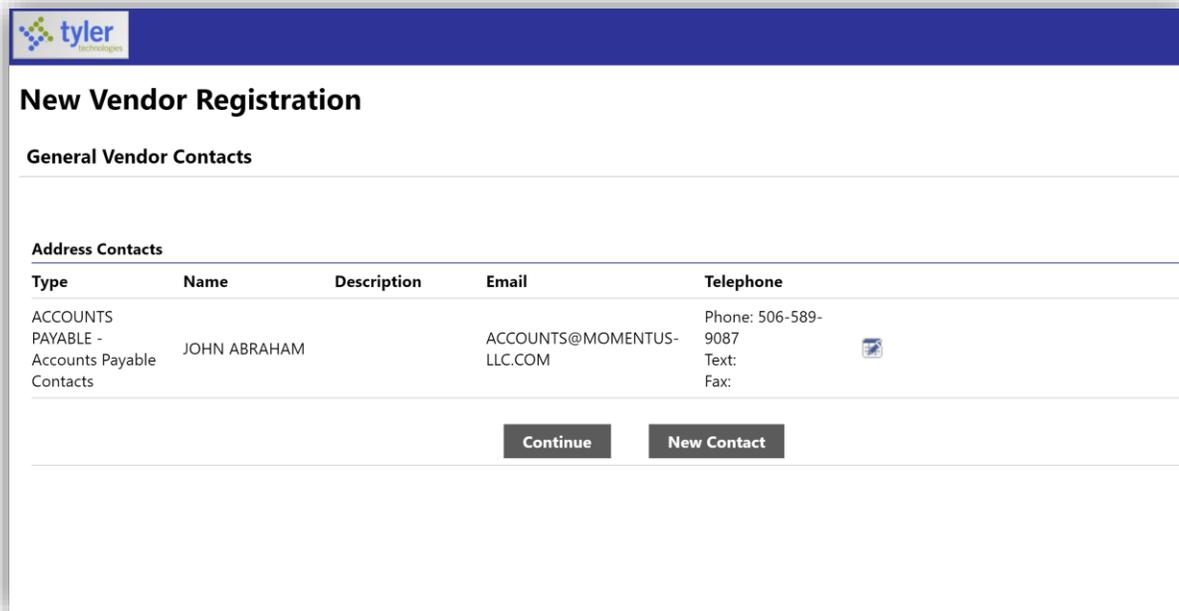
Opt In

Fax

\* E-mail

## Step 7

New Vendor Registration Page: Verify information is accurate. If another contact information is necessary, click on New Contact Button. Once all contact information has been entered click on Continue button.



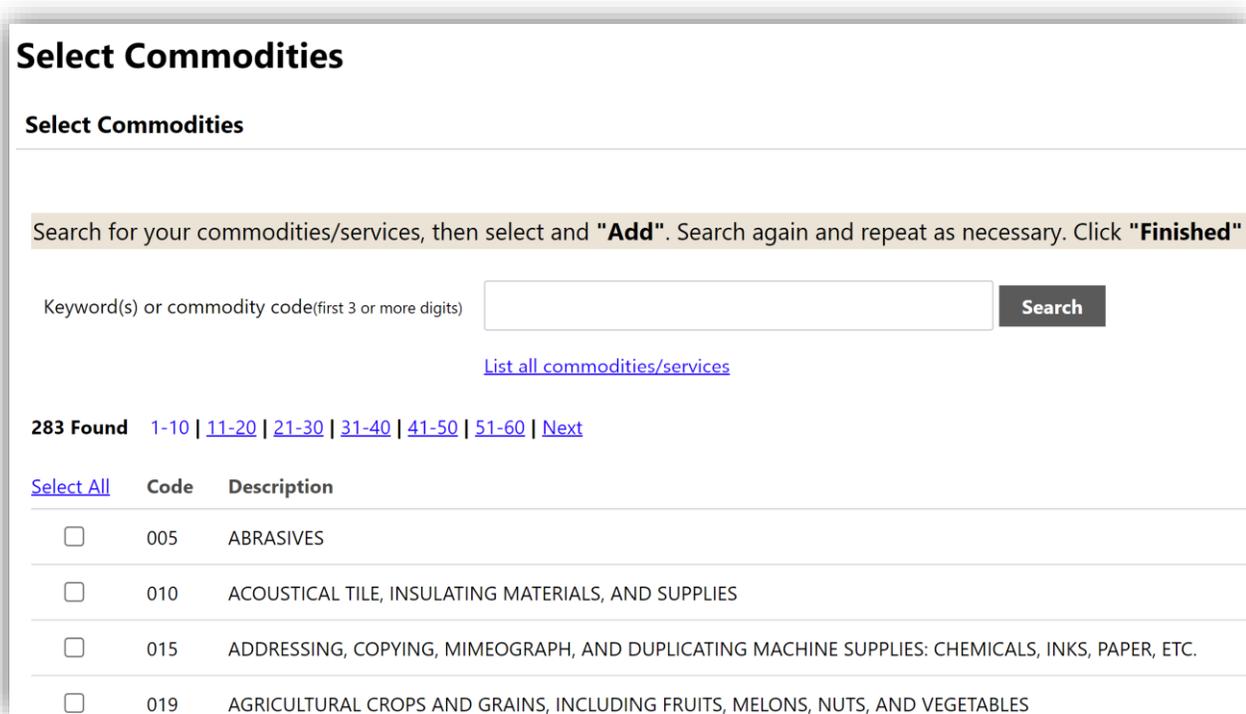
The screenshot shows the 'New Vendor Registration' page with the Tyler Technologies logo. The page is titled 'New Vendor Registration' and has a section for 'General Vendor Contacts'. Below this is a section for 'Address Contacts' which contains a table with the following data:

Type	Name	Description	Email	Telephone
ACCOUNTS PAYABLE - Accounts Payable Contacts	JOHN ABRAHAM		ACCOUNTS@MOMENTUS-LLC.COM	Phone: 506-589-9087 Text: Fax:

At the bottom of the table, there are two buttons: 'Continue' and 'New Contact'.

## Step 8

Commodity Selection: Select the commodities/service that are associated or most relevant to your business.



The screenshot shows the 'Select Commodities' page. It has a search bar with the placeholder text 'Keyword(s) or commodity code(first 3 or more digits)' and a 'Search' button. Below the search bar is a link that says 'List all commodities/services'. The search results show '283 Found' and a list of commodity codes with descriptions:

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 DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES

Step 9

New Vendor Registration Review Page: Please Review all your information for accuracy select change at the top for any necessary changes. If complete, select Register listed the Bottom of the page.

### New Vendor Registration

Step 6

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

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

Name/DBA	Moment
Entity	
Address	2484 FLOWER FRISCO, TX 75033
Fax Number	
FID	26-2613735
Geographic	
E-Mail	CONTRACTS@MOMENTUS-LLC.COM
Web Site	
Vendor Type	01 VENDORS
Foreign Entity	No
Bank	
Bank Account Number	

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**Terms** [change](#)

Discount Percentage	0
Days to Discount	0
Days to Net	0

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

Name/DBA	Address	Default
MOMENT LLC	21 GABRIETTA ST MCRIARY, NM 75033 Fax	Y

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**Additional Fields** [change](#)

CRS NUMBER

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

Type	Name	Description	Email	Phone	Text	Fax
ACCOUNTS PAYABLE - Accounts Payable Contracts	JOHN SMITH		CONTRACTS@MOMENTUS-LLC.COM	469-889-9070		

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**Commodities** [change](#)

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**Attachments**

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type	(0)	(0)	<a href="#">Attach</a>
default	Vendor Attachment	(0)	(0)	<a href="#">Attach</a>

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**!** If you are a current or prospective vendor, you must complete the registration process through VSS. We must receive your W-9 prior to reviewing and validating your registration. Upon review and validation of the information you have provided, the City's Finance Department will set your record status to Active in VSS. You can verify the information added by clicking "yes" to continue to your profile.

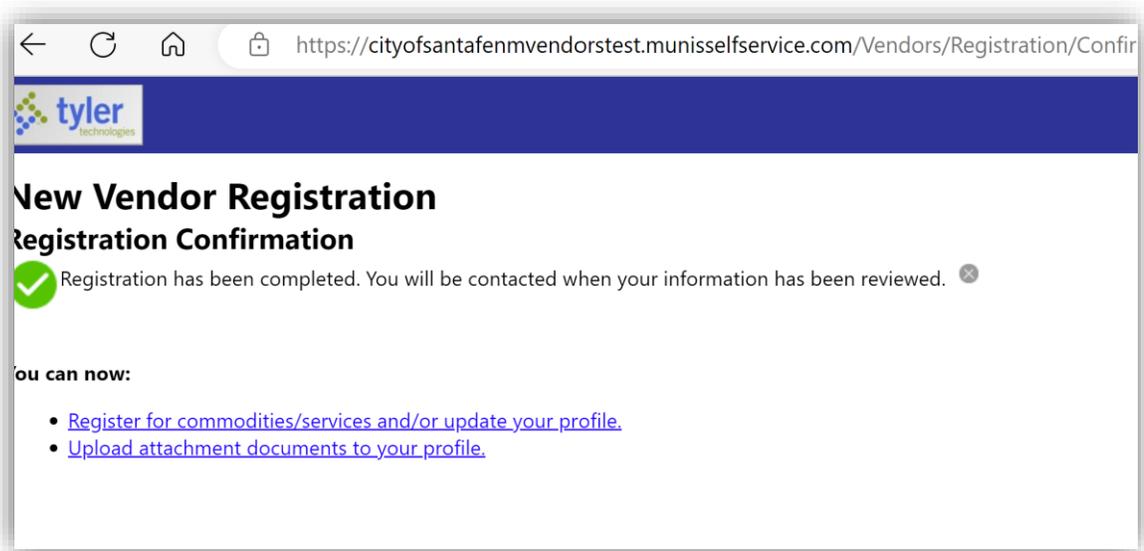
I have read and accept the terms & conditions.

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

## Step 9

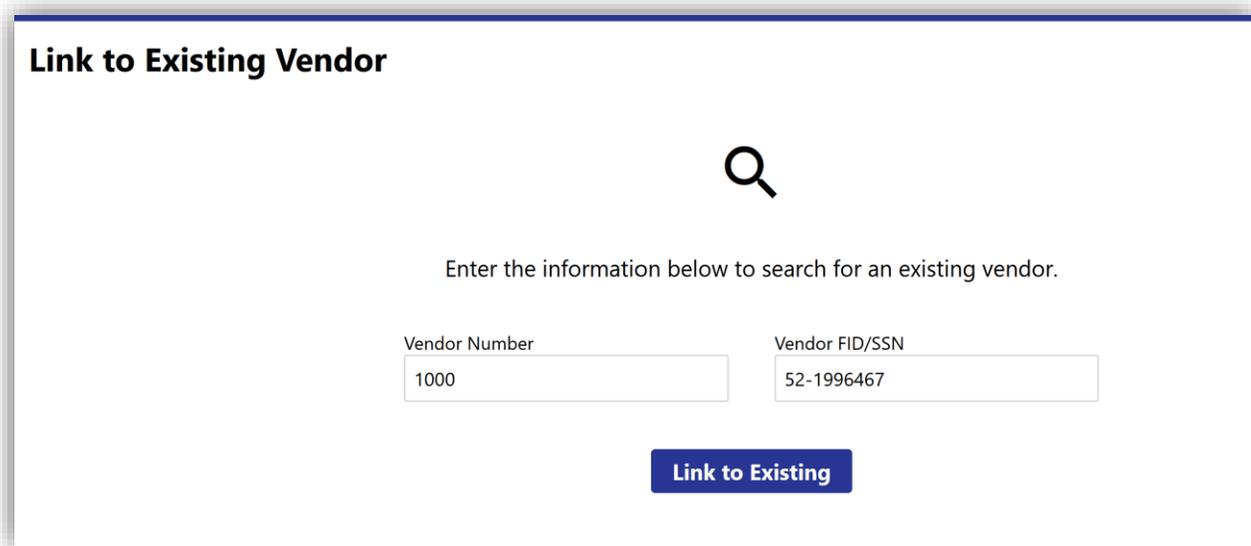
New Vendor Registration Confirmation: New Vendor Registration is complete.

NOTE: Use the Upload Attachments link to upload W9 forms to the vendor account as part of the vendor approval process. Vendor registration will not be approved until a W9 is uploaded.



## Step 10

Linking to existing Vendor Profile: Add the required information to access your existing vendor account. Select Link to Existing to proceed.

A screenshot of a web form titled "Link to Existing Vendor". At the top center is a magnifying glass icon. Below it, the text reads: "Enter the information below to search for an existing vendor." There are two input fields: "Vendor Number" with the value "1000" and "Vendor FID/SSN" with the value "52-1996467". At the bottom center is a blue button labeled "Link to Existing".

## Step 11

Update any contact information necessary.

Last Updated: 1/30/2023

## User Contact Information

▪ Vendor Contact Type is required

Contact Person

\* Contact Type

GENERAL - General Contacts



Vendor Contact Type is required

\* Name

ANDREW SMITH

Description

\* Phone

438-908-9089

Text

Opt In

Fax

### Step 12

Vendor Profile: Existing vendors will have access to vendor information after completing the above steps.

Note: All updates made to vendor accounts will go through an approval process before the account is updated.

The screenshot shows a web browser window with the URL <https://cityofsantafenmvendorstest.munisselfservice.com/Vendors/Default.aspx>. The page features the Tyler Technologies logo and a blue header. The main content area is titled "Welcome to Vendor Self Service" and is divided into two columns. The left column, "Profile information", shows the name "ANDREW SMITH", phone number "438-908-9089", and email "[SANDY@CIBERPATHWAY.COM](mailto:SANDY@CIBERPATHWAY.COM)". The right column, "Vendor information", shows the name "AMERICANS FOR THE ARTS" and address "1000 VERMONT AVENUE NW, 6TH FLOOR, WASHINGTON, DC 20005". Both columns have a blue pencil icon for editing. At the bottom, there is an "Announcements" section with a welcome message.

For assistance, please email [venreg@santafenm.gov](mailto:venreg@santafenm.gov)

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