



Vendor Self Service Registration

For new/existing vendors

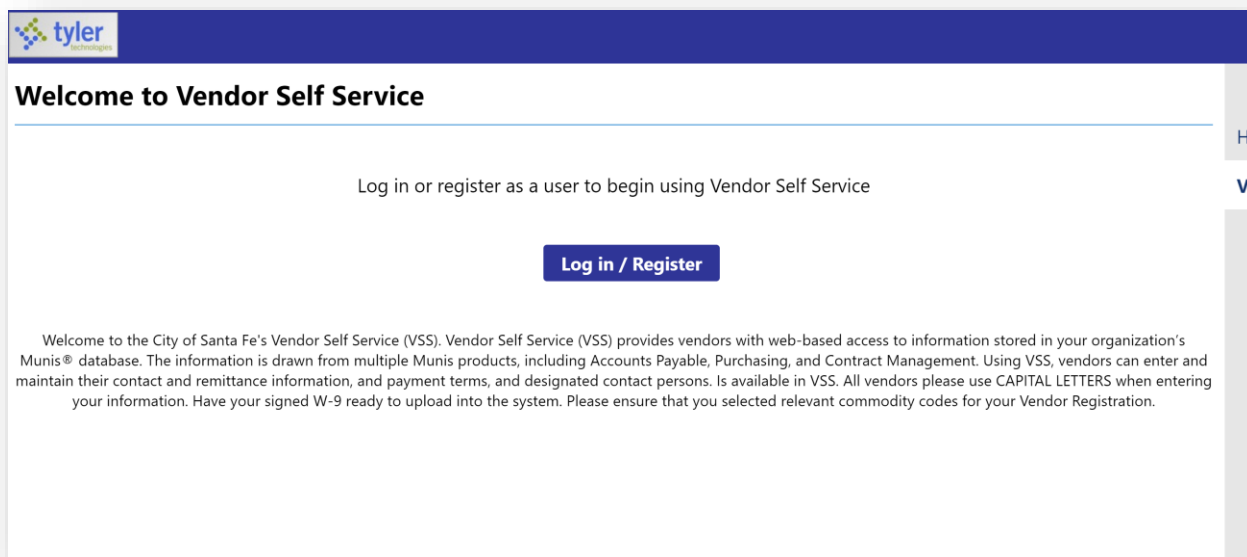
To access the Vendor Self Service Portal, click the link below and then click on “Vendor Self-Service” from the right-side menu:

<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.

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The screenshot shows a web browser window with the URL <https://identity.tylerportico.com>. The page features two social login buttons: "Sign in with Microsoft" and "Sign in with Facebook". Below these is an "OR" separator. The main login section includes an "Email address" field, a "Password" field with a toggle for visibility, a "Remember me" checkbox, and a blue "Sign in" button. At the bottom, there are links for "Forgot password?", "Unlock account?", "Help", and "Don't have an account? Sign up".

Step 3

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

The screenshot shows the "Welcome to Vendor Self Service" page. A modal dialog box is displayed in the center with a red warning triangle icon. The dialog text reads: "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." Below the text are "Yes" and "No" buttons. In the background, the page has a "Create New Vendor" button and an "Announcements" section with text about the City of Santa Fe's Vendor Self Service (VSS).

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](#).

The screenshot shows the 'Welcome to Vendor Self Service' page. At the top, there's a blue header with the Tyler logo and a user icon. Below the header, the main content area has a large red warning triangle icon with an exclamation mark. The text reads: '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.' Below this text are two buttons: 'Create New Vendor' and 'Link to Existing', separated by the word 'OR'. To the right of the main content is a sidebar with a 'Home' link and a 'Vendor Self Service' link. At the bottom of the main content area, there is an 'Announcements' section with a paragraph of text about the City of Santa Fe's Vendor Self Service (VSS) and its purpose.

Step 5

Create New Vendor: Add all Vendor Registration contact information.

The screenshot shows the 'New Vendor Registration' form. At the top, there's a blue header with the Tyler logo. Below the header, the main content area has a green checkmark icon and a message: 'Your User ID and password have been successfully set. Please continue with the registration process.' Below this message is the title 'New Vendor Registration' and a sub-header 'Enter Vendor Registration Information'. The form is divided into two main sections: 'Company Information' and 'Vendor Address'. The 'Company Information' section includes fields for 'Company Name' (filled with 'MOMENTUS LLC'), 'Line 2 (OPTIONAL)', 'Line 3 (OPTIONAL)', 'Line 4 (OPTIONAL)', 'Doing business as (if different from above)', and '*Vendor Type' (a dropdown menu with 'VENDORS' selected). There is also a checkbox for 'Foreign Entity'. The 'Vendor Address' section includes fields for 'Address' (filled with '21 GLORIETA ST.'), 'Line 2 (OPTIONAL)', 'Line 3 (OPTIONAL)', 'Line 4 (OPTIONAL)', 'City' (filled with 'MORIARTY'), 'State' (a dropdown menu with 'N/A' selected), 'Zip Code' (filled with '87035'), and 'County' (a dropdown menu). There are also fields for 'Country' and 'Geographic'.

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.



New Vendor Registration

General Vendor Contacts

Address Contacts

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

ContinueNew Contact

Step 8

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

Select Commodities

Select Commodities

Search for your commodities/services, then select and **"Add"**. Search again and repeat as necessary. Click **"Finished"**.

[List all commodities/services](#)

283 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 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

Review

Step 6

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
FARMCO, 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

Terms

change

Discount Percentage

0

Days to Discount

0

Days to Net

0

Address Information

change

Name/DBA

Address

Default

MOMENT LLC

21 GABRIETTA ST
MCKINNEY, NM
75033
Fax

Y

Additional Fields

change

CPS NUMBER

Accounts Contacts

change

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

Commodities

change

Attachments

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

!

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

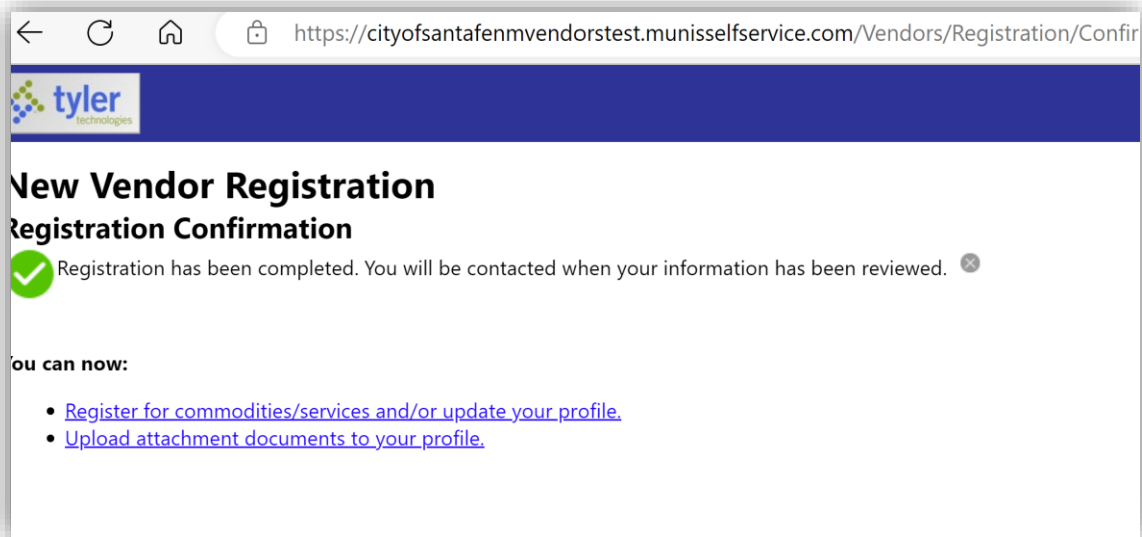
Cancel

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Step 9

New Vendor Registration Confirmation: New Vendor Registration is complete.

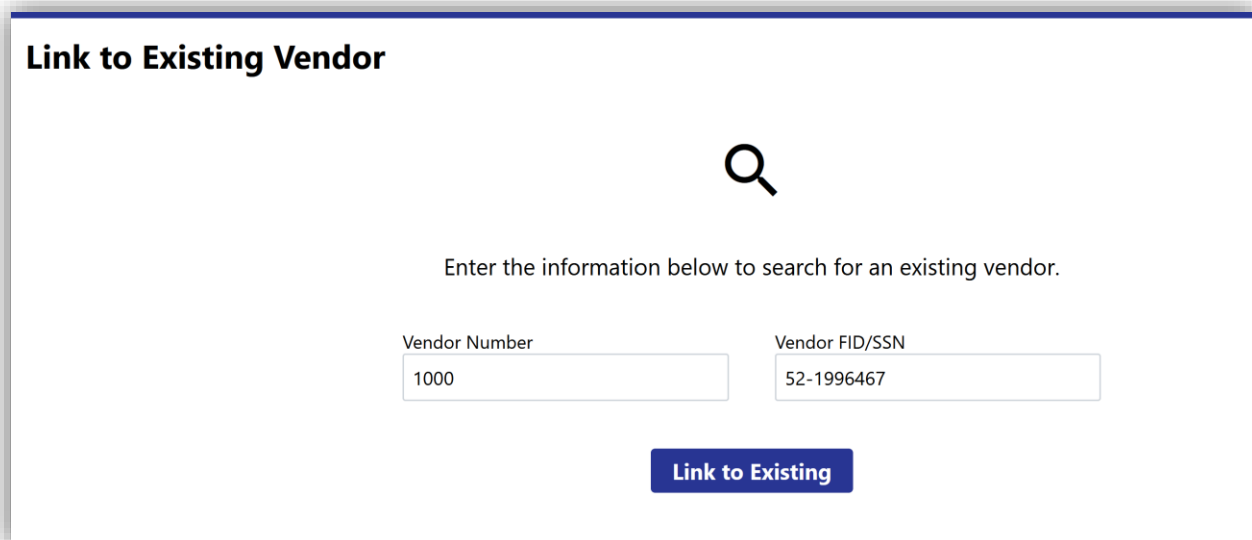
NOTE: Use the Upload Attachments link to upload W9 forms to the vendor account as part of the vendor approval process. Vendor registration will not be approved until a W9 is uploaded.



The screenshot shows a web browser window with the URL <https://cityofsantafenmvendorstest.munisselfservice.com/Vendors/Registration/Confirm>. The page features the Tyler Technologies logo in the top left corner. The main heading is "New Vendor Registration Registration Confirmation". Below the heading, a green checkmark icon is followed by the text: "Registration has been completed. You will be contacted when your information has been reviewed." Below this, the text "You can now:" is followed by two bullet points: "Register for commodities/services and/or update your profile." and "Upload attachment documents to your profile." Both links are underlined and blue.

Step 10

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



The screenshot shows a web page titled "Link to Existing Vendor". In the center, there is a large magnifying glass icon. Below the icon, 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". Below these fields is a blue button labeled "Link to Existing".

Step 11

Update any contact information necessary.

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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 in the top left corner. The main heading is "Welcome to Vendor Self Service". Below this, there are two columns of information. The left column, titled "Profile information", shows the name "ANDREW SMITH", the phone number "438-908-9089", and the email address "SANDY@CIBERPATHWAY.COM". The right column, titled "Vendor information", shows the company name "AMERICANS FOR THE ARTS" and the address "1000 VERMONT AVENUE NW, 6TH FLOOR, WASHINGTON, DC 20005". At the bottom, there is an "Announcements" section with the text: "Welcome to the City of Santa Fe's Vendor Self Service (VSS). Vendor Self Service (VSS) provides vendors with web-based access to inform".

← → ↻ 🔒 <https://cityofsantafenmvendorstest.munisselfservice.com/Vendors/Default.aspx>

tyler technologies

Welcome to Vendor Self Service

Profile information	Vendor information
ANDREW SMITH Phone: 438-908-9089 SANDY@CIBERPATHWAY.COM	AMERICANS FOR THE ARTS 1000 VERMONT AVENUE NW 6TH FLOOR WASHINGTON, DC 20005

Announcements

Welcome to the City of Santa Fe's Vendor Self Service (VSS). Vendor Self Service (VSS) provides vendors with web-based access to inform

For assistance, please email venreg@santafenm.gov

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