NORTHSIDE INDEPENDENT SCHOOL DISTRICT

VENDOR SELF SERVICE (VSS) INSTRUCTIONS

Northside ISD's Vendor Self Service (VSS) will be utilized for creating new vendors and updating existing vendor records.

VSS Features:

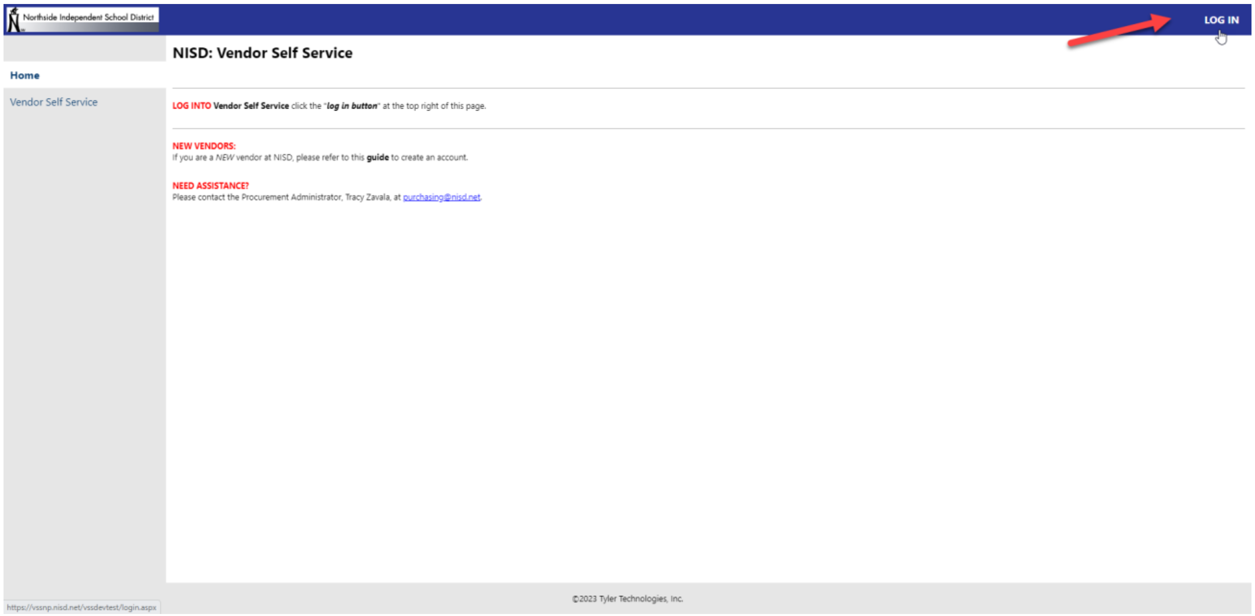
- Create a secure user-id and password
- Receive a unique vendor number
- Update contact information (new address, email address, bank information, etc.)
- View account activity (ie. purchase orders, invoices, checks, etc.)

Vendors must submit a current W-9 before they will be added. These documents can be uploaded directly into the VSS system.

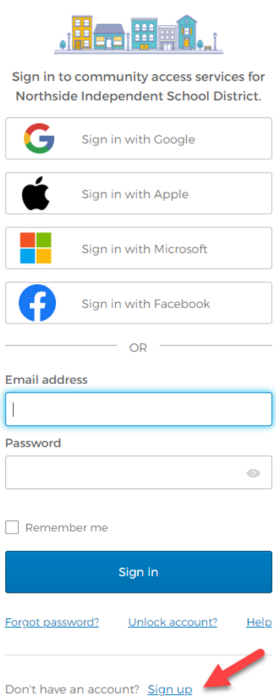
If you have any questions or need further assistance, please contact the Procurement Administrator at purchasing@nisd.net.

Vendor Self Service (VSS) Registration is a multi-step process. The system does not save any information entered in the fields on any page until the registration is complete. If a vendor leaves the registration process before completing all of the steps, all of the information entered is discarded and they must start again.

STEP 1: Click on Log In at the top right corner of the screen.



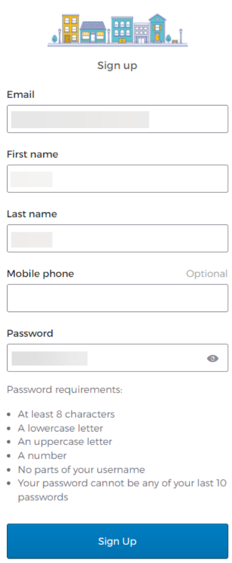
Step 2: For new users, click on **Sign Up** at the bottom of the screen.



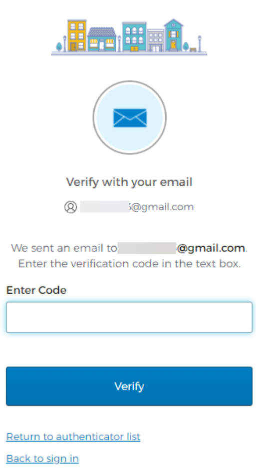
STEP 3: Please complete all required fields.

- **Email:** Please enter your email address that will be used to log into VSS. This will be what you would consider your User ID.
- **First & Last Name:** Please enter your first and last name.
- **Password:** Please enter a password.

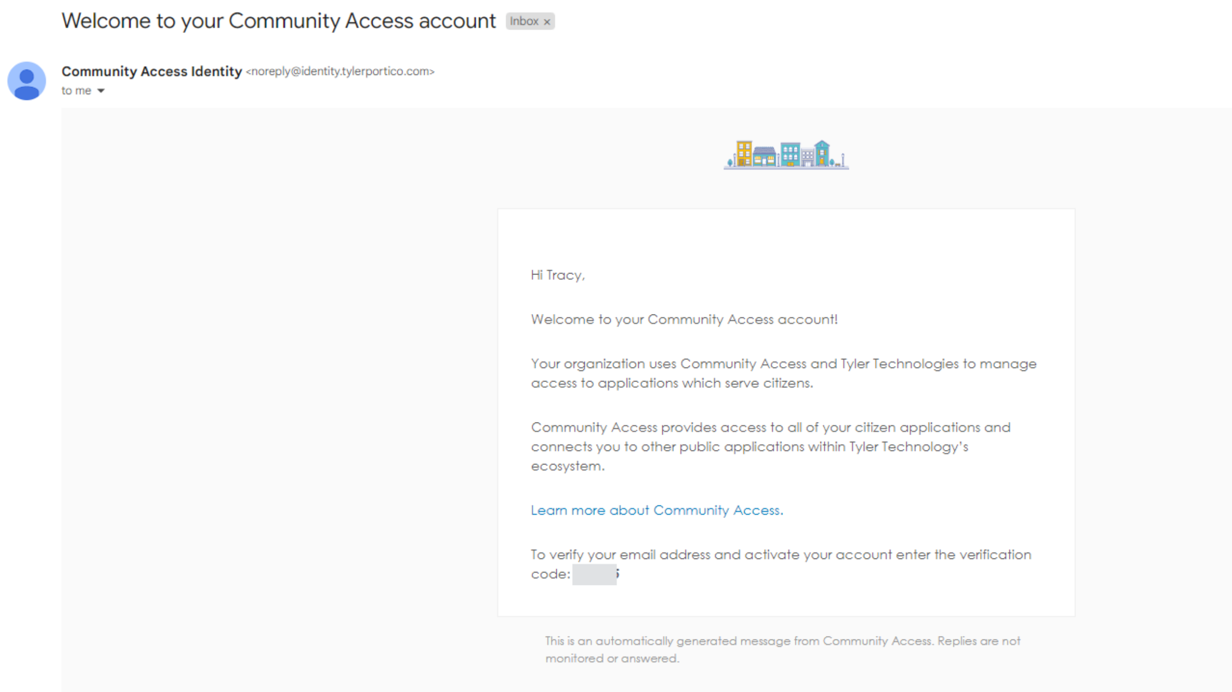
Once the required information has been entered, select **Sign Up**.



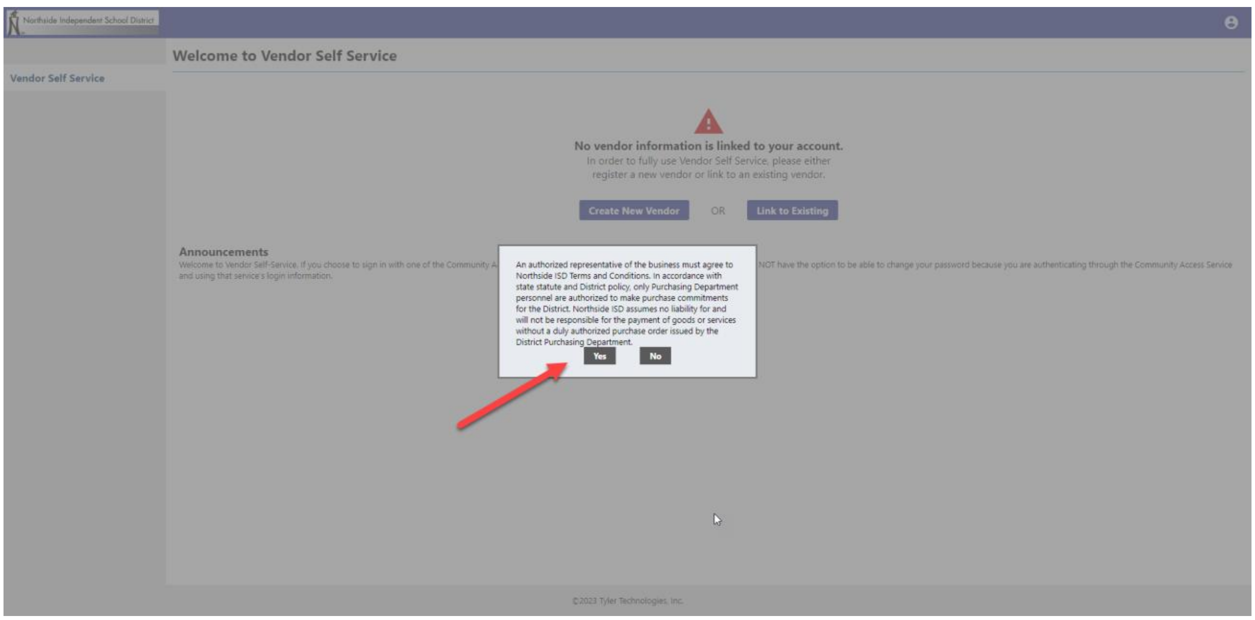
Once you enter the information, you will see this screen.



You will receive an email from Community Access with a verification code to activate your account.

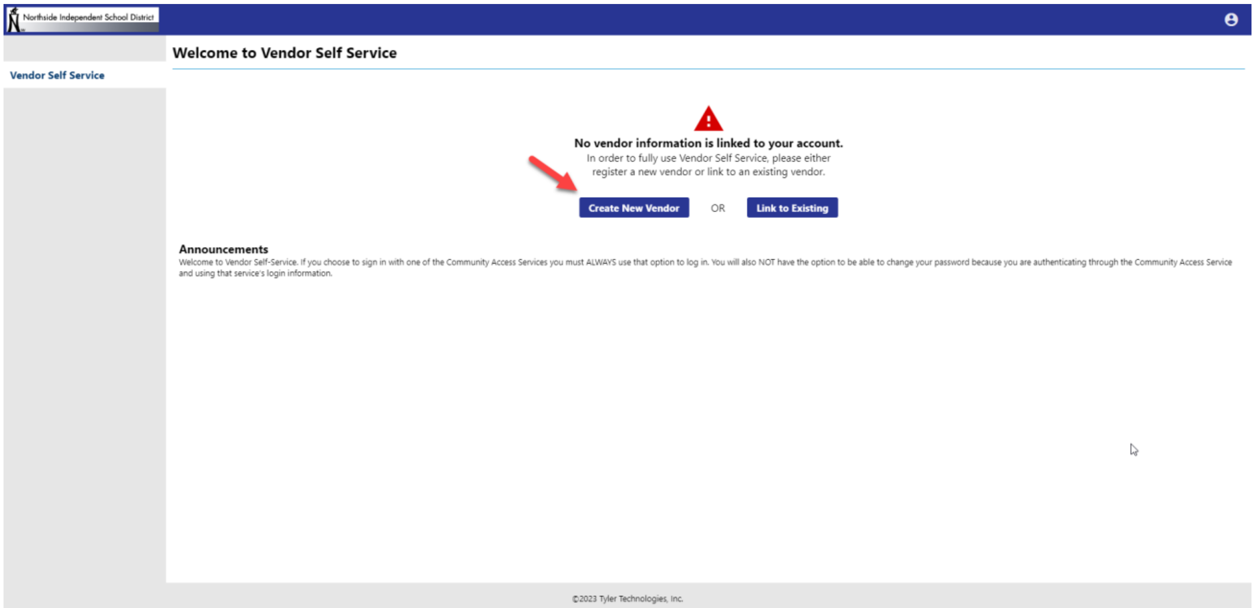


Once you activate your account, you will be redirected to Vendor Self Service. You will receive a message and will need to click on **Yes** to continue.



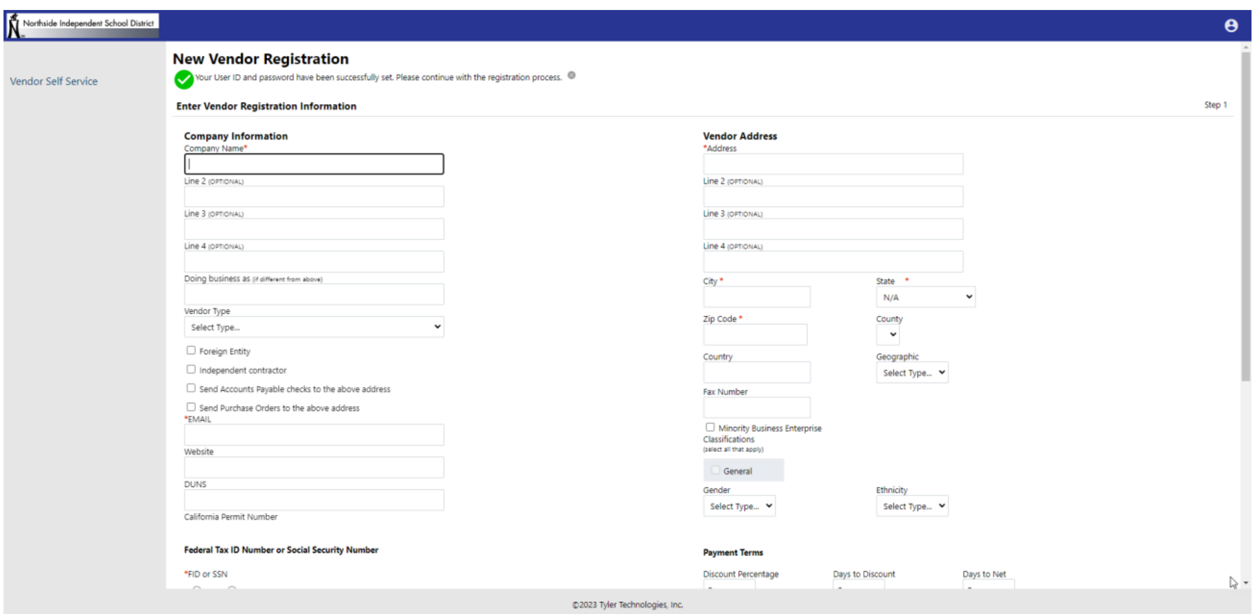
STEP 4: Once you click Yes, you will need to choose **Create New Vendor** or **Link to Existing**.

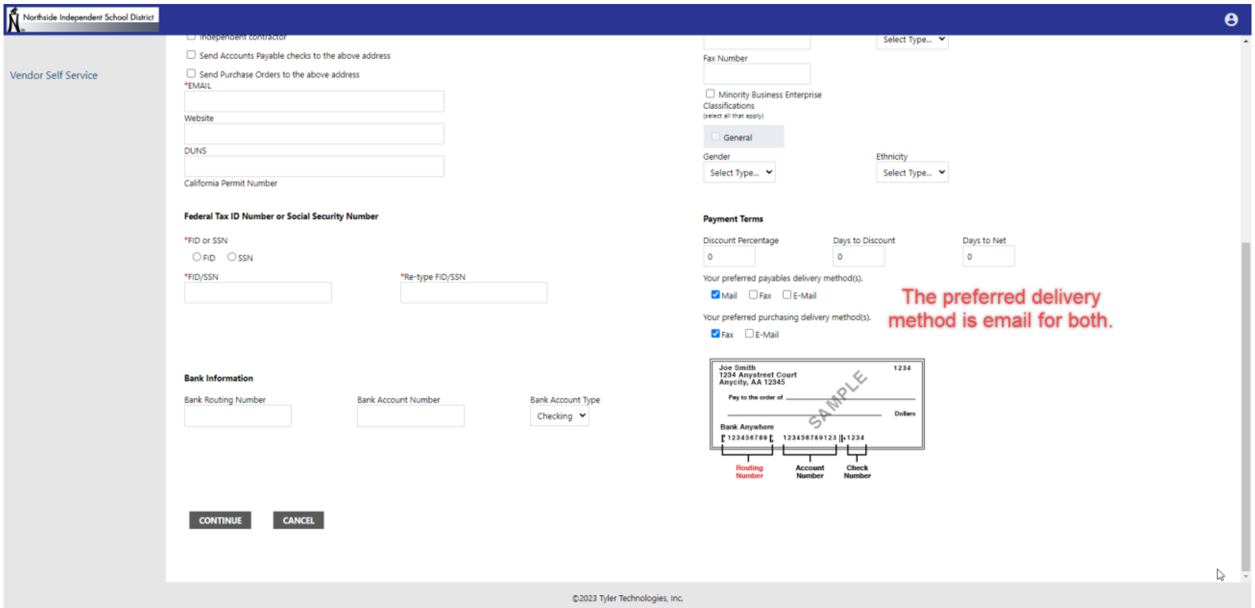
If you need to create a new vendor file, click on **Create New Vendor**. If you are an existing vendor, please follow steps on page 14.



STEP 5: Complete all required fields to include banking information for payments.

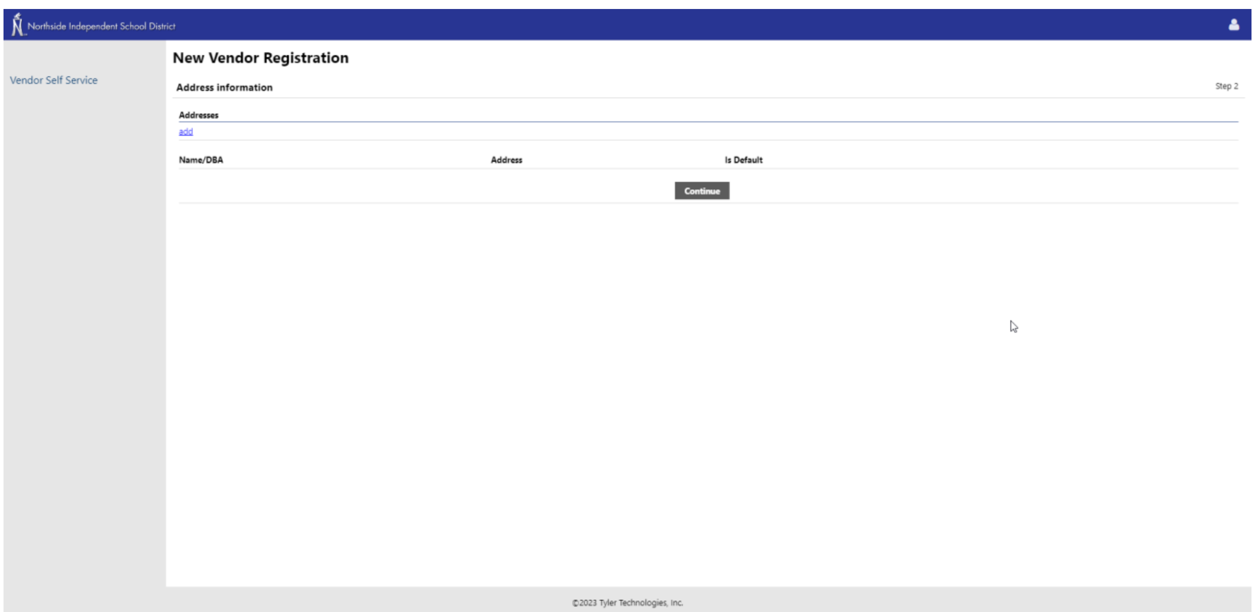
Note: Fields marked with a red asterisk (*) are required.



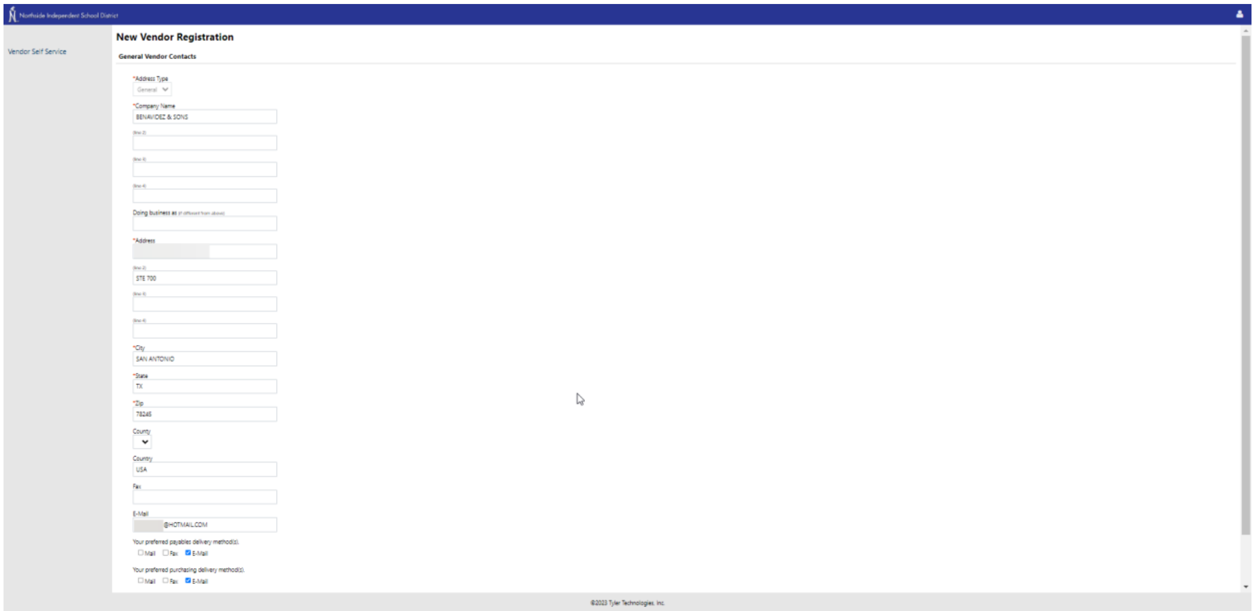


Once all information has been entered, click on **Continue.**

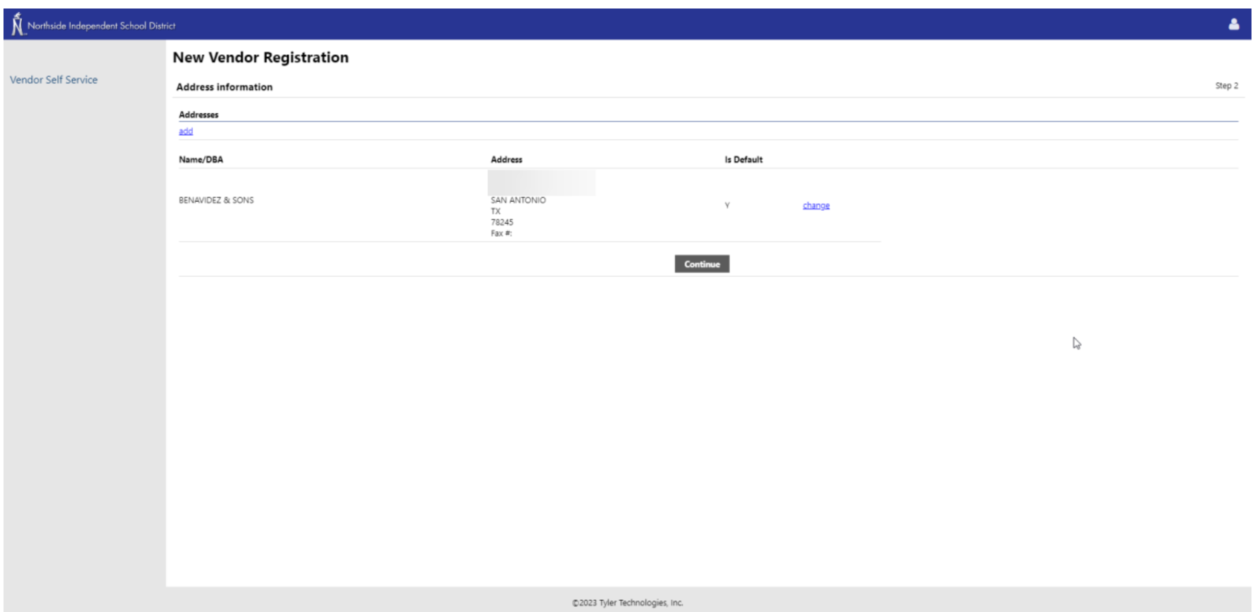
If you need to include additional address information, click **Add**. If not, click **Continue.**



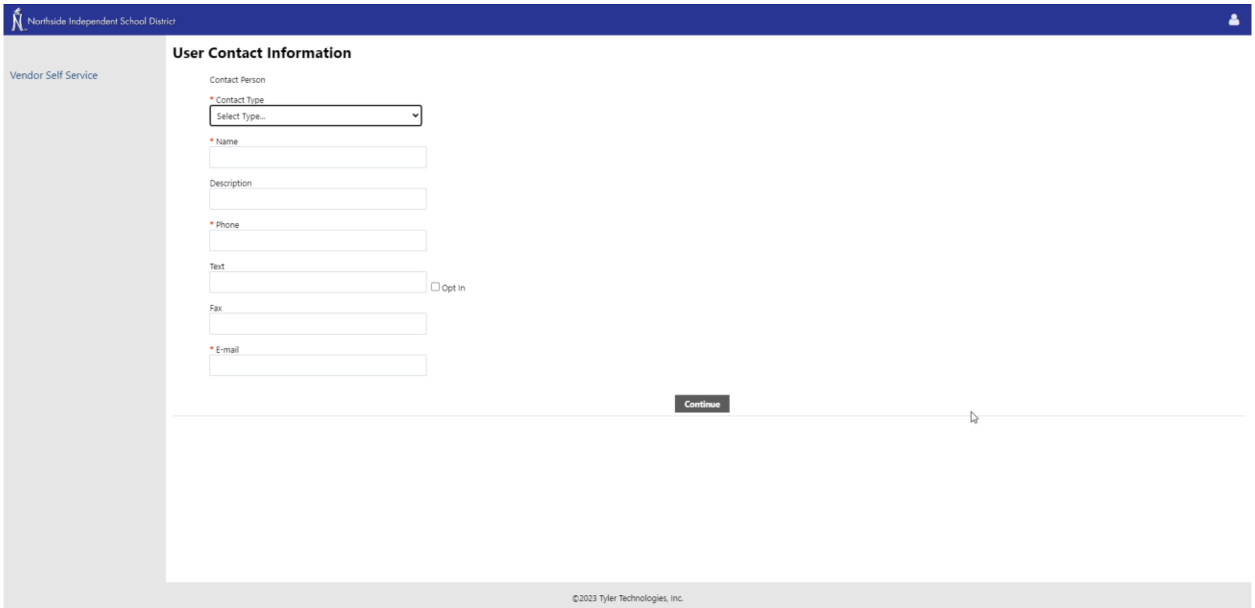
If you clicked on **Add**, enter all the required fields.



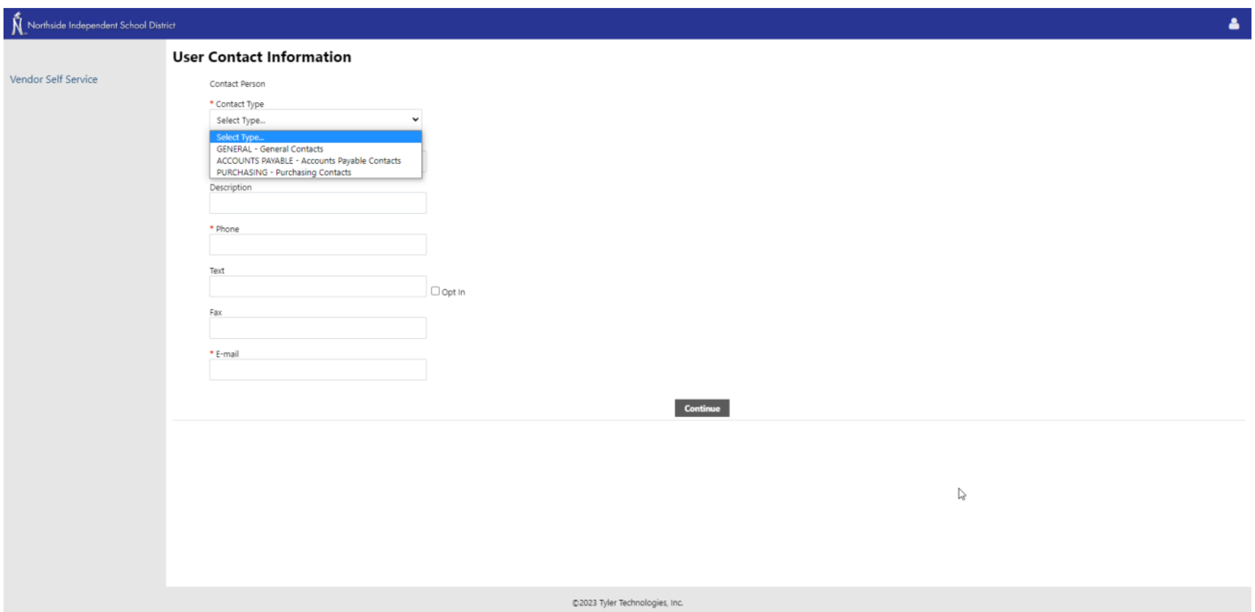
Once you have completed this section, click on **Continue.**



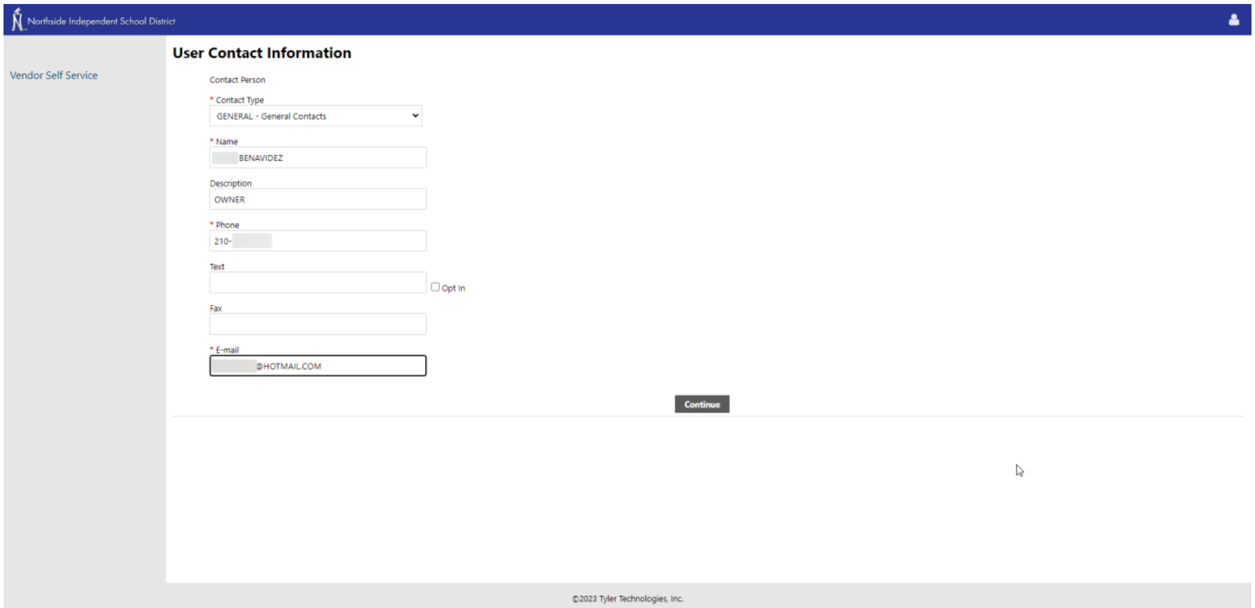
STEP 6: Enter all required field for User Contact Information.



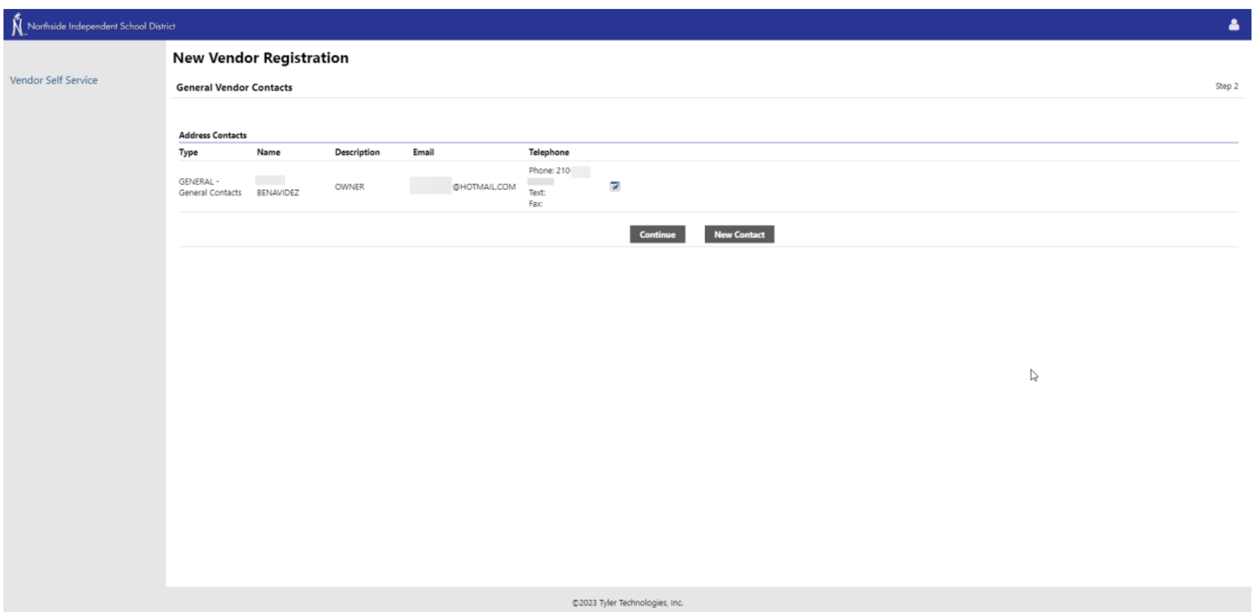
For Contact Type, select the appropriate one for the contact.



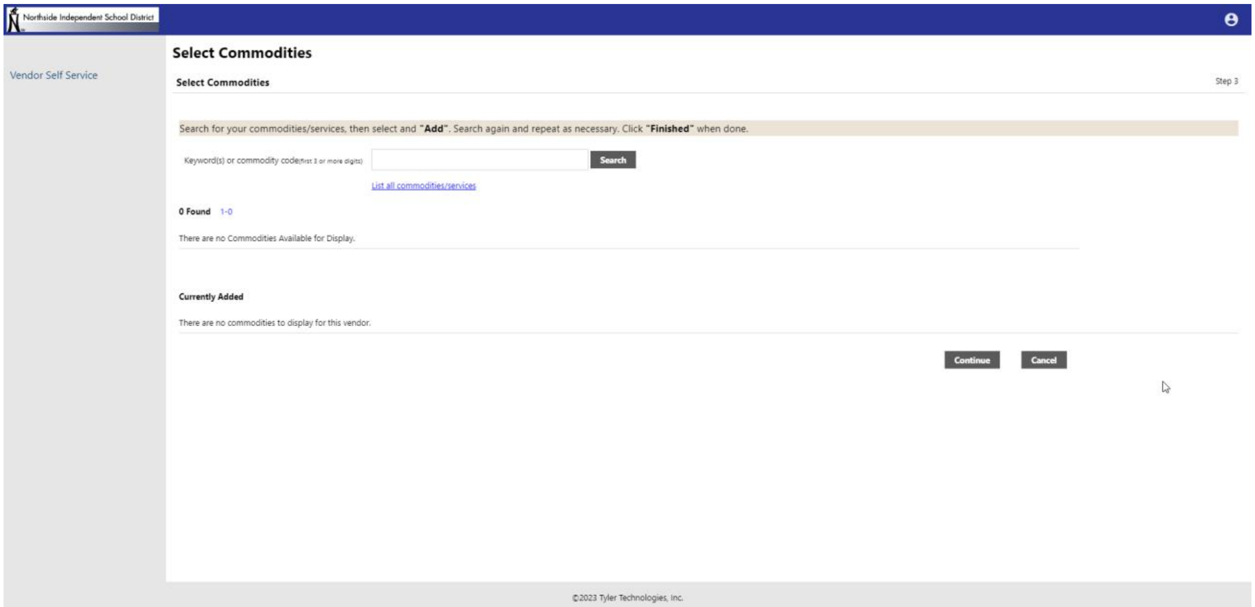
For General Contacts, this is for customer service, order status, etc. Click **Continue** after all required field are entered.



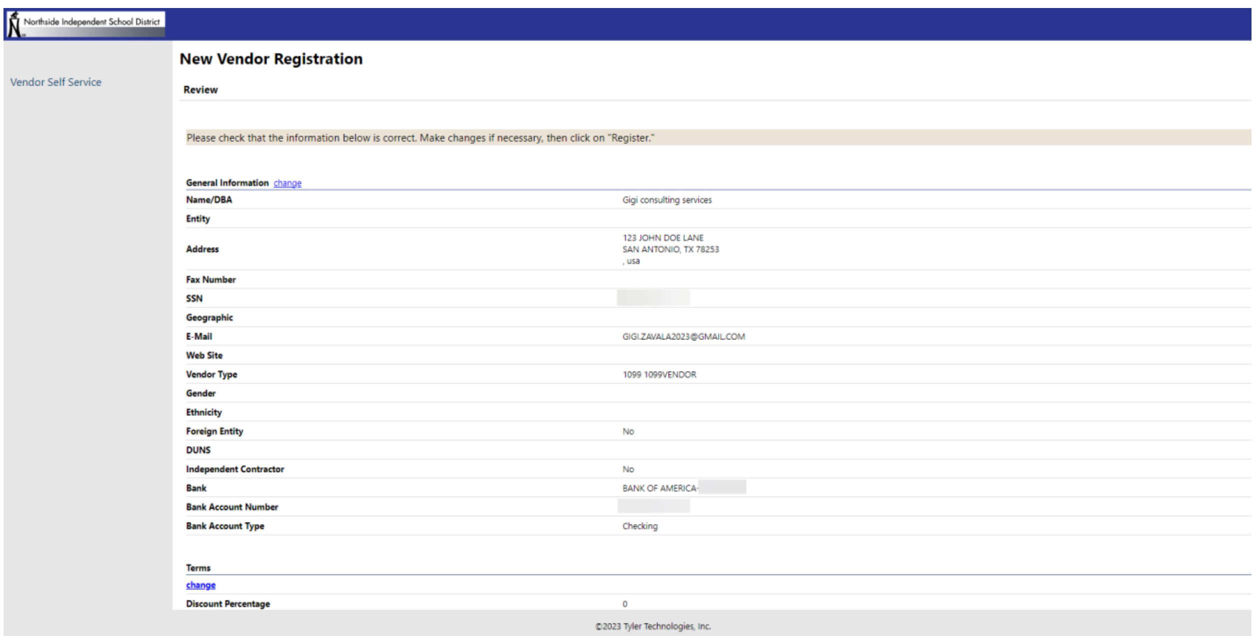
You can add additional contacts if needed by clicking on **New Contact**. If no additional contacts are needed, click on **Continue.**

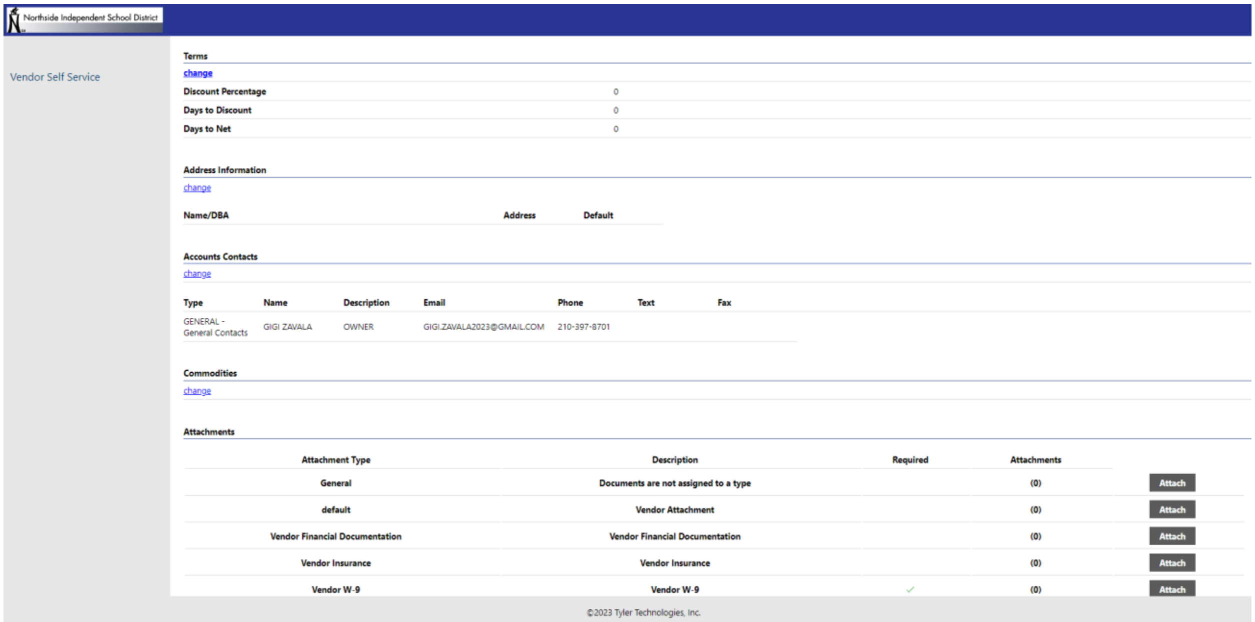


STEP 7: The next screen is to select commodities. Please disregard this section. Click **Continue.**

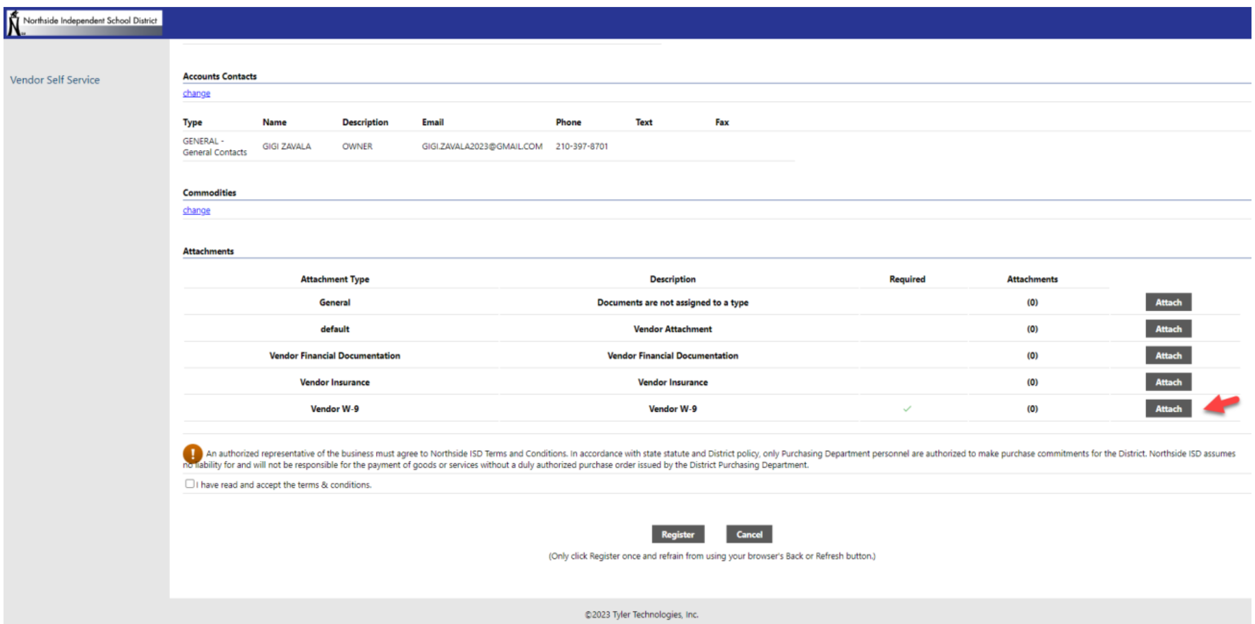


STEP 8: You will need to upload your completed/signed W9.



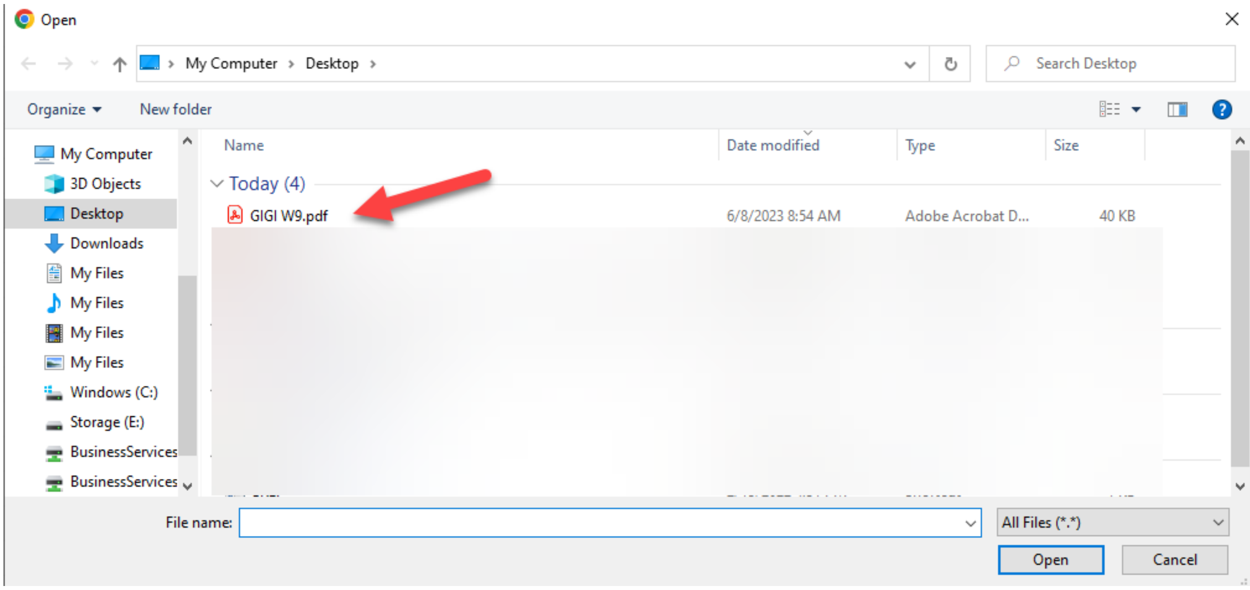


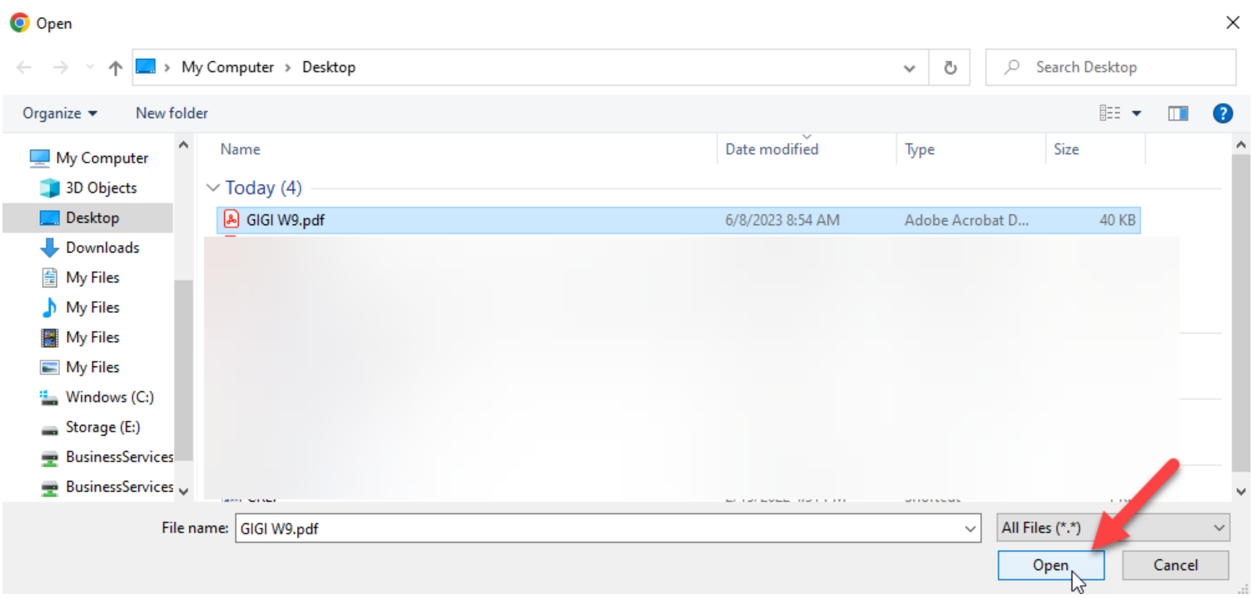
Click on Attach to attach your W9.



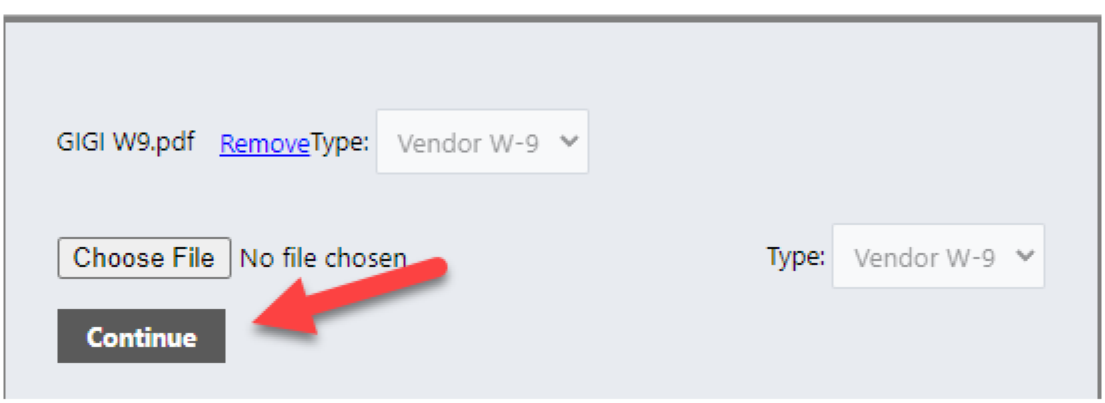
Click on Choose File

Find your document on your computer, click on the file, and click Open.

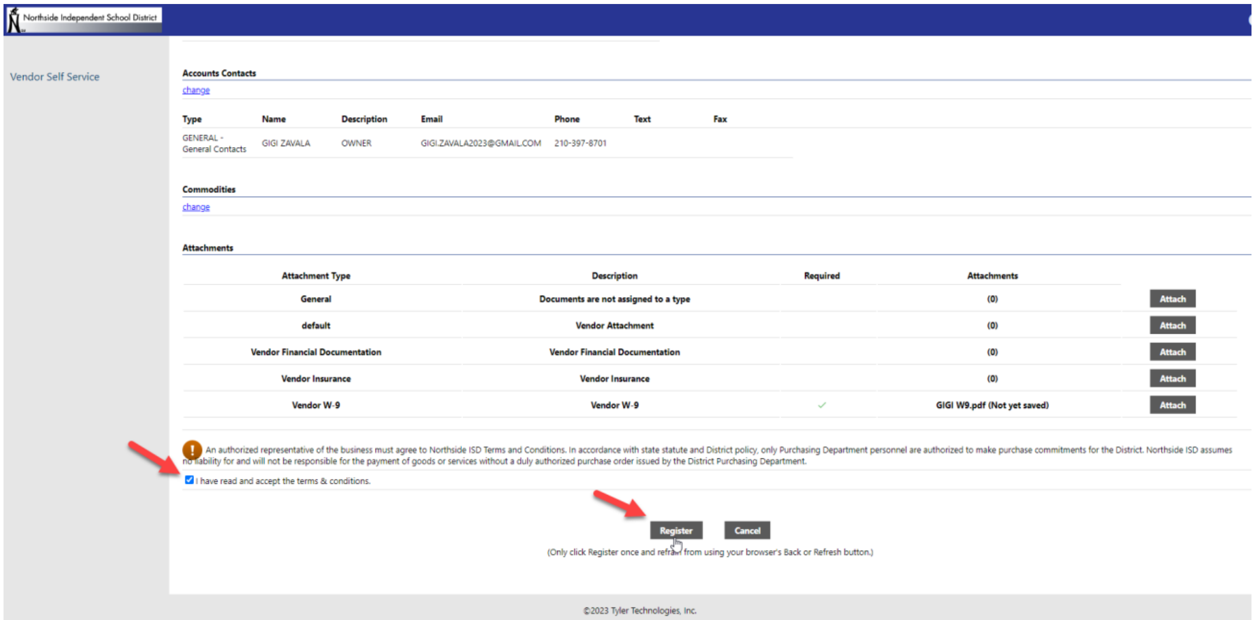




Once the file has been uploaded, you will click on Continue

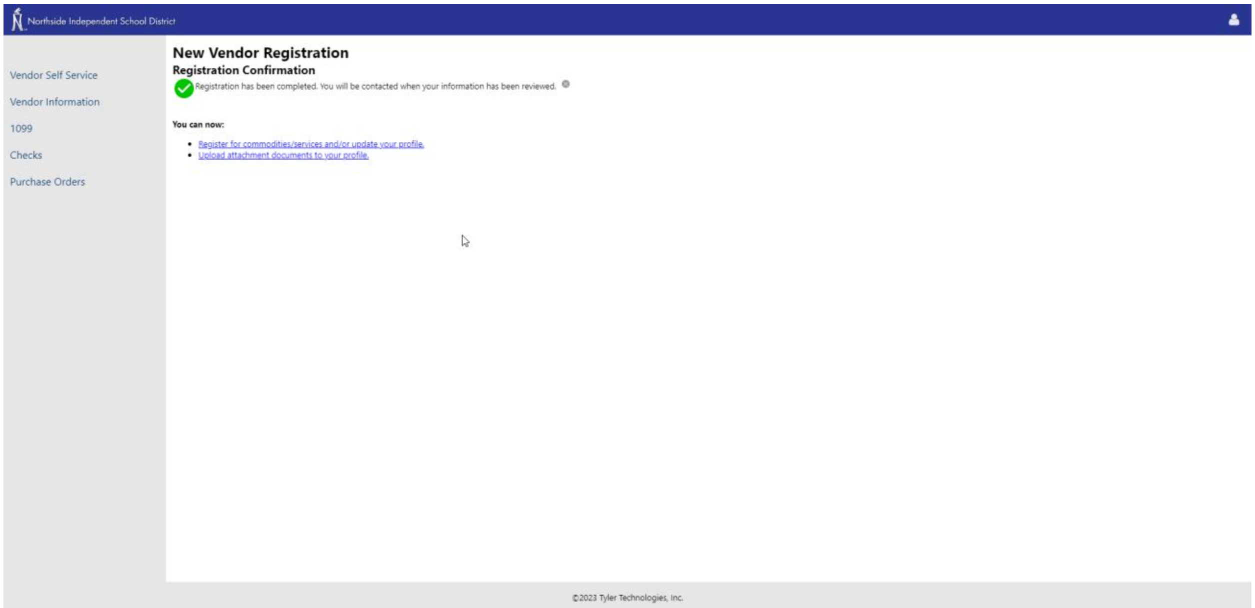


STEP 9: Review all entered information and make any necessary changes. Attach your completed/signed W9. If everything is correct, click on "I have read and accept the terms & conditions" and then click on **Register.**



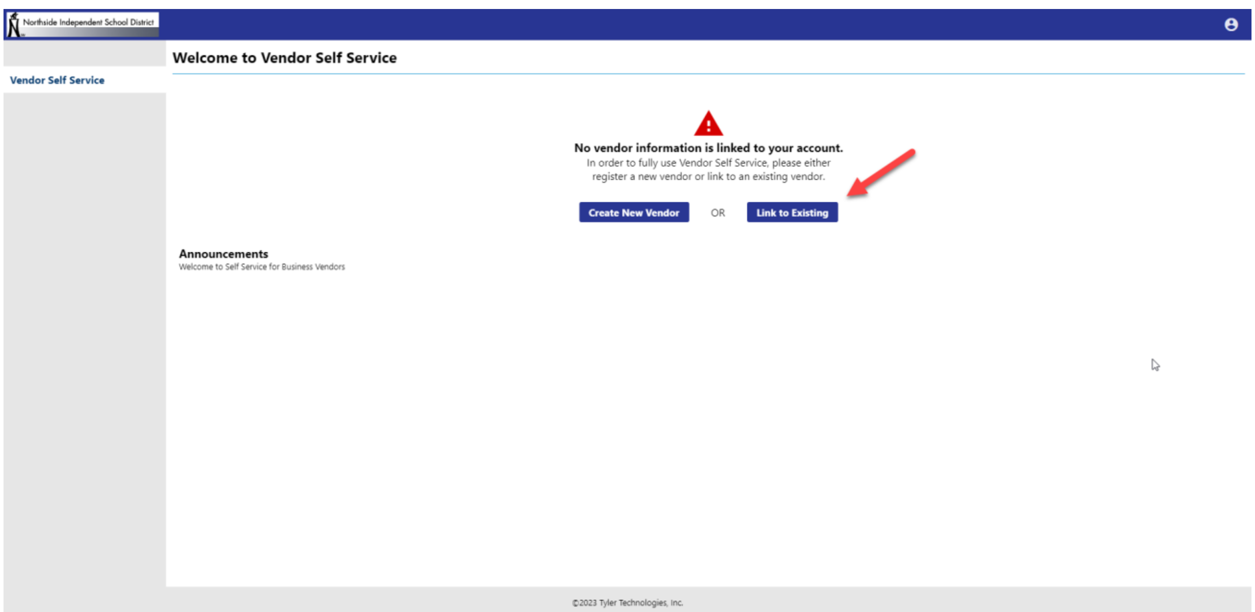
Do not navigate away from this screen.

Registration Confirmation. Note, this is not an approval; the information will be reviewed by the Procurement Administration and all information will be verified.

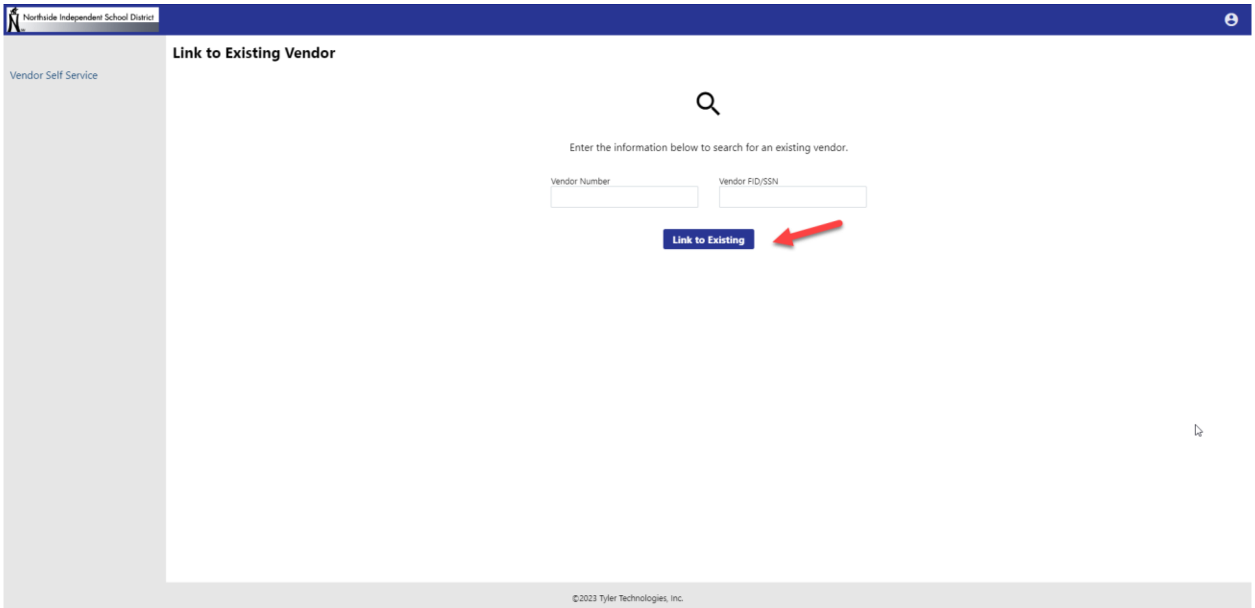


If you are an existing vendor, please follow the following steps.

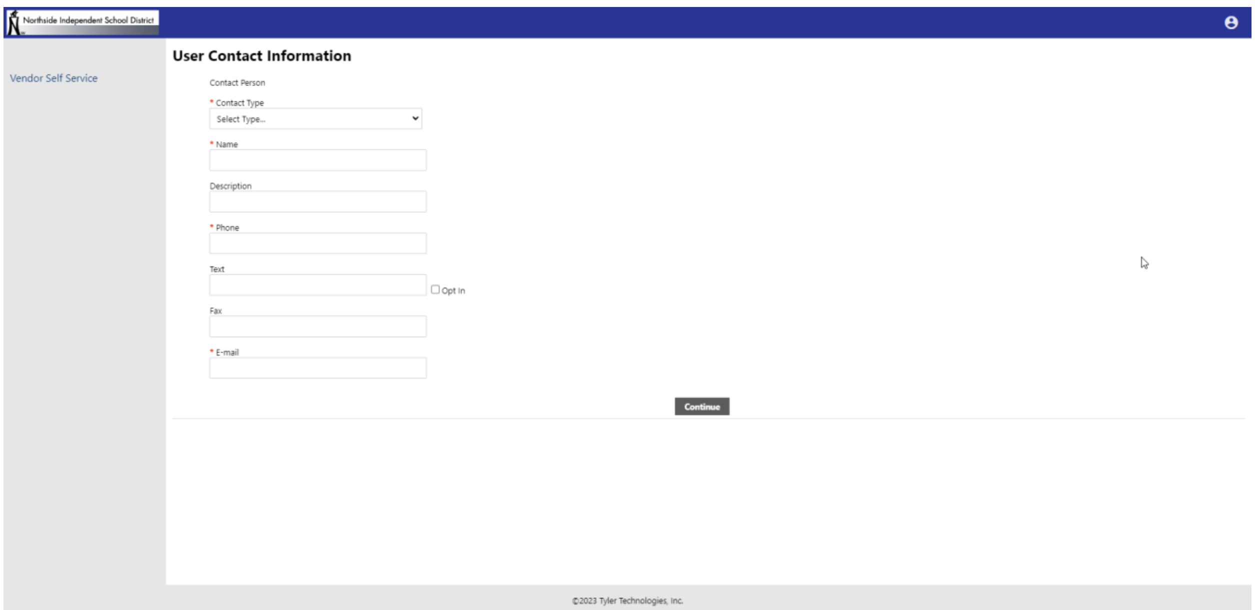
Step 1: Click on **Link to Existing**



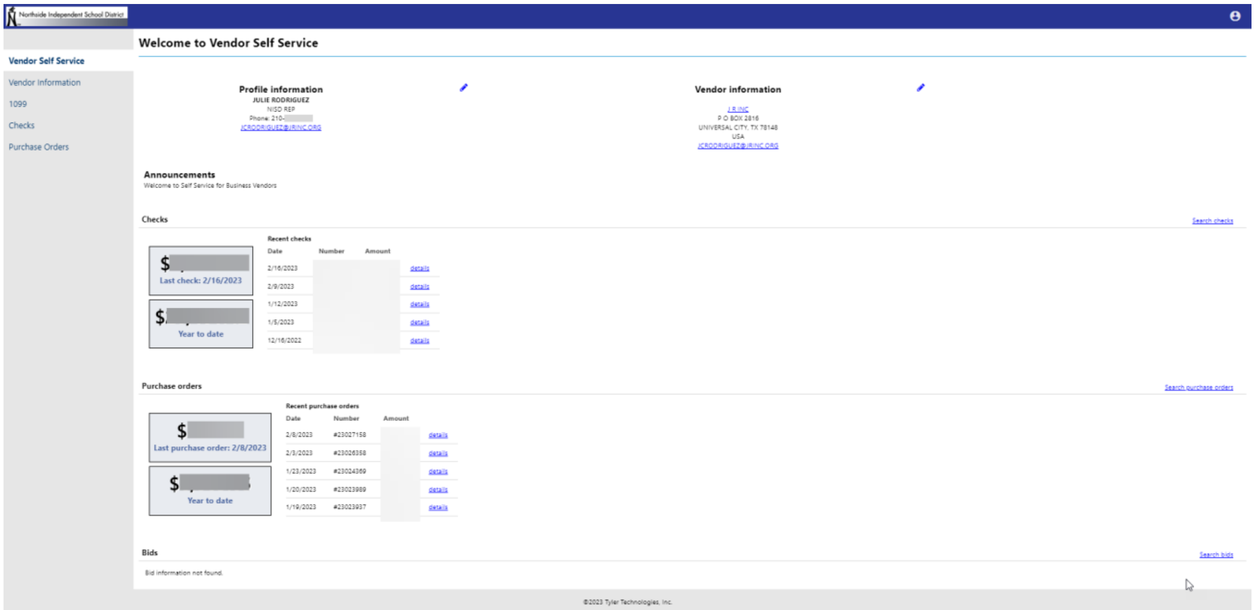
Step 2: Enter your NISD vendor number and your vendor FID/SSN. Click on Link to Existing.



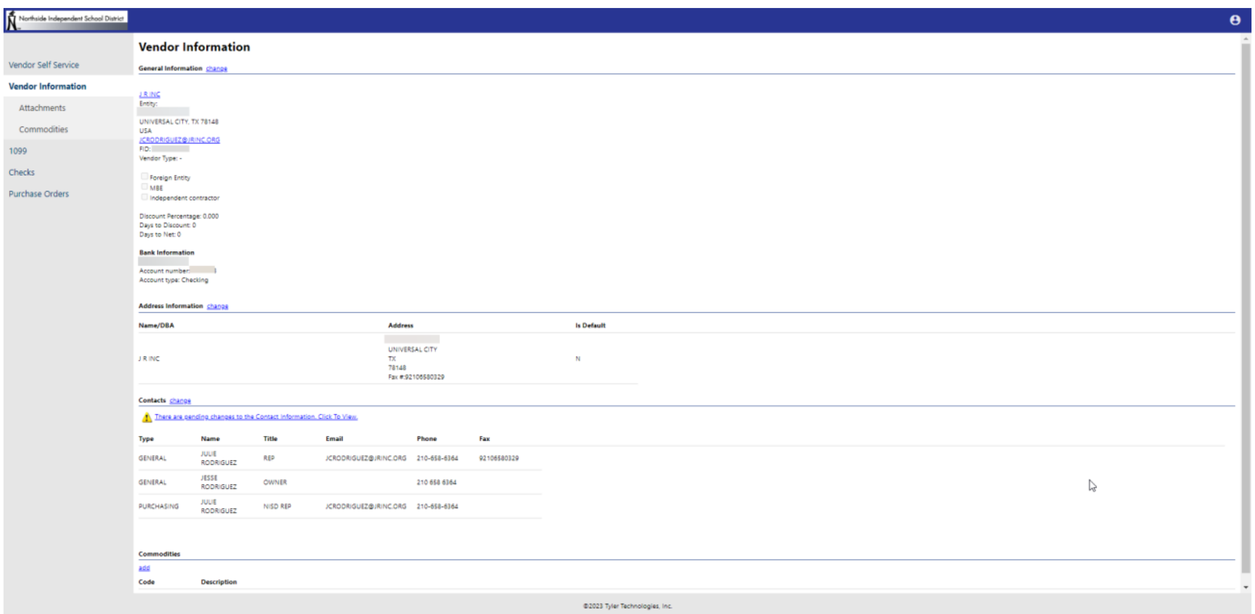
Step 3: Enter User Contact Information. Click on Continue.



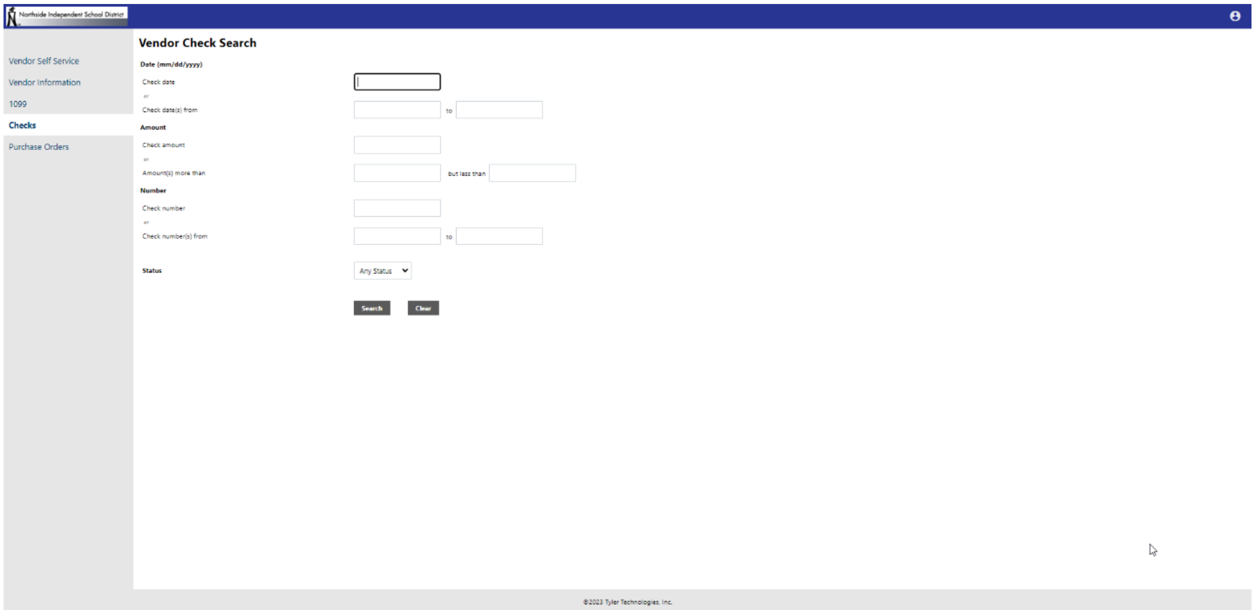
Vendors will see a summary of payments and purchase orders.



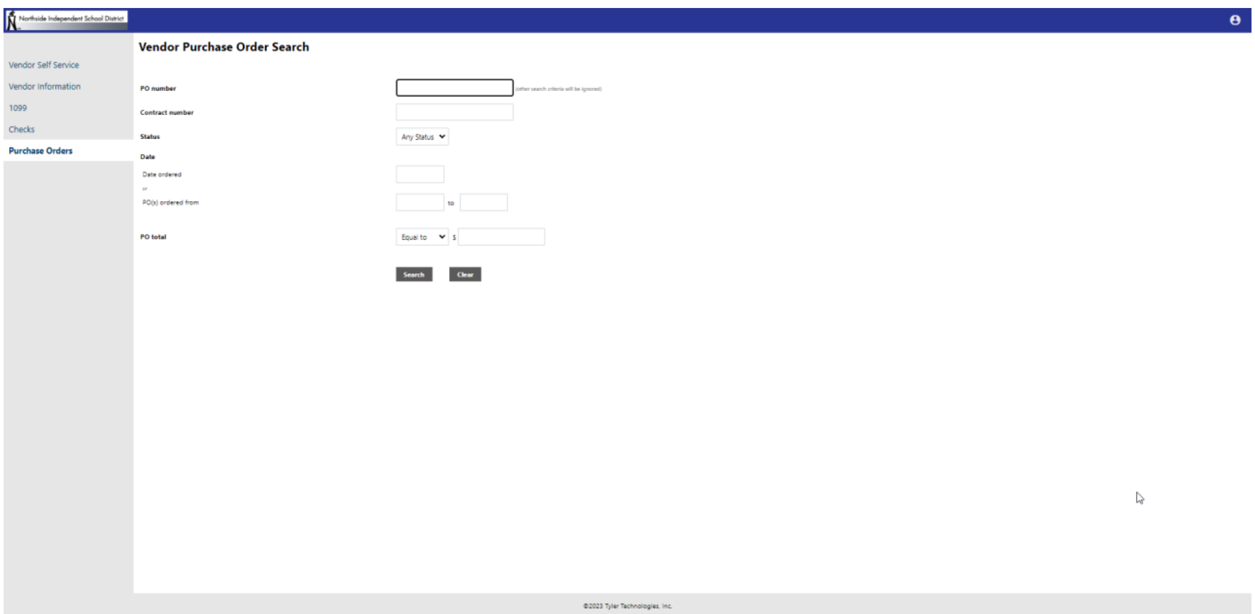
Vendors will be able to update vendor information.

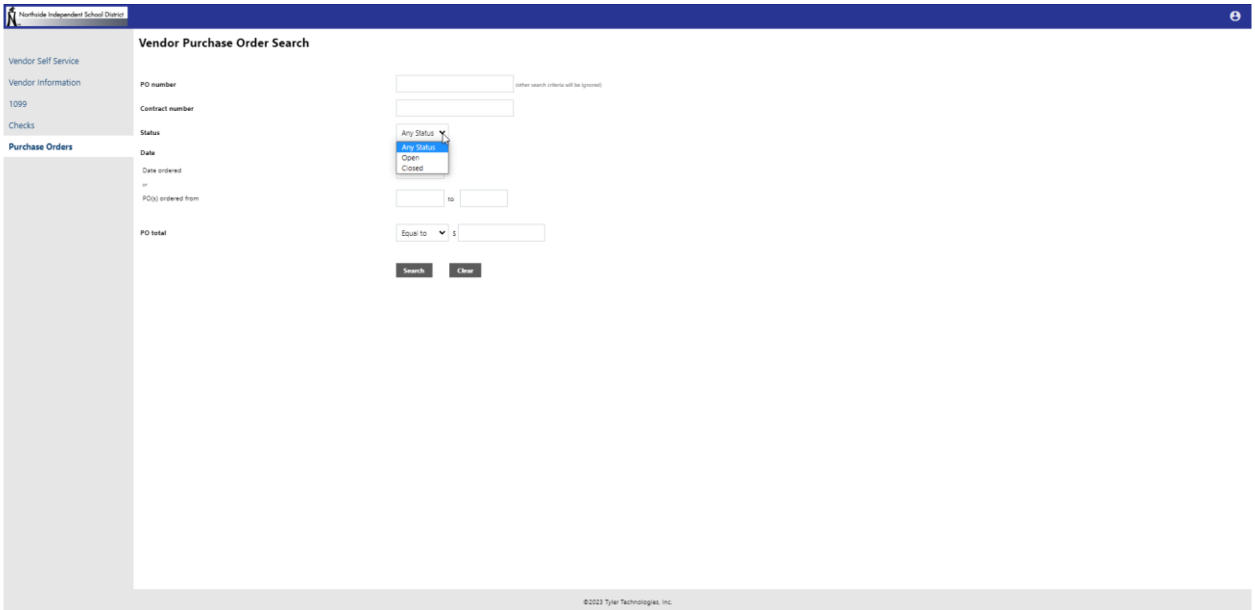


Vendors can search for payments.



Vendors can search for purchase orders issued to them.





Northside Independent School District
Vendor Purchase Order Search
Vendor Self Service
Vendor Information
1099
Checks
Purchase Orders
PO number
Contract number
Status
Date
Date ordered
PO(s) ordered from
to
PO total
Any Status
Open
Closed
Equal to
Search
Clear
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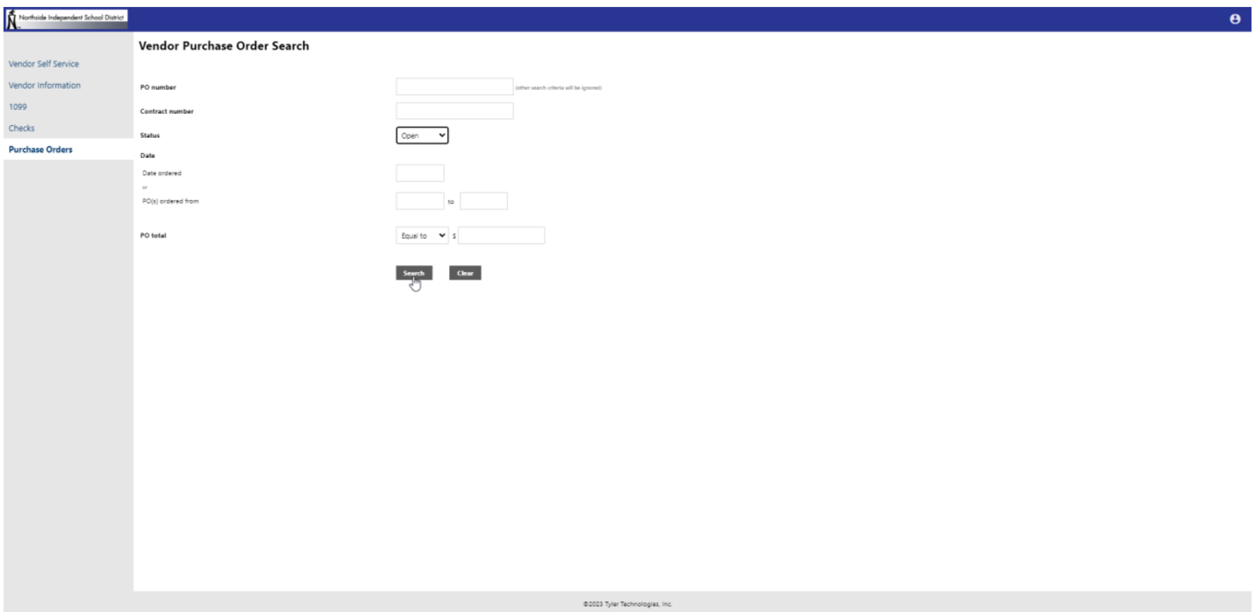

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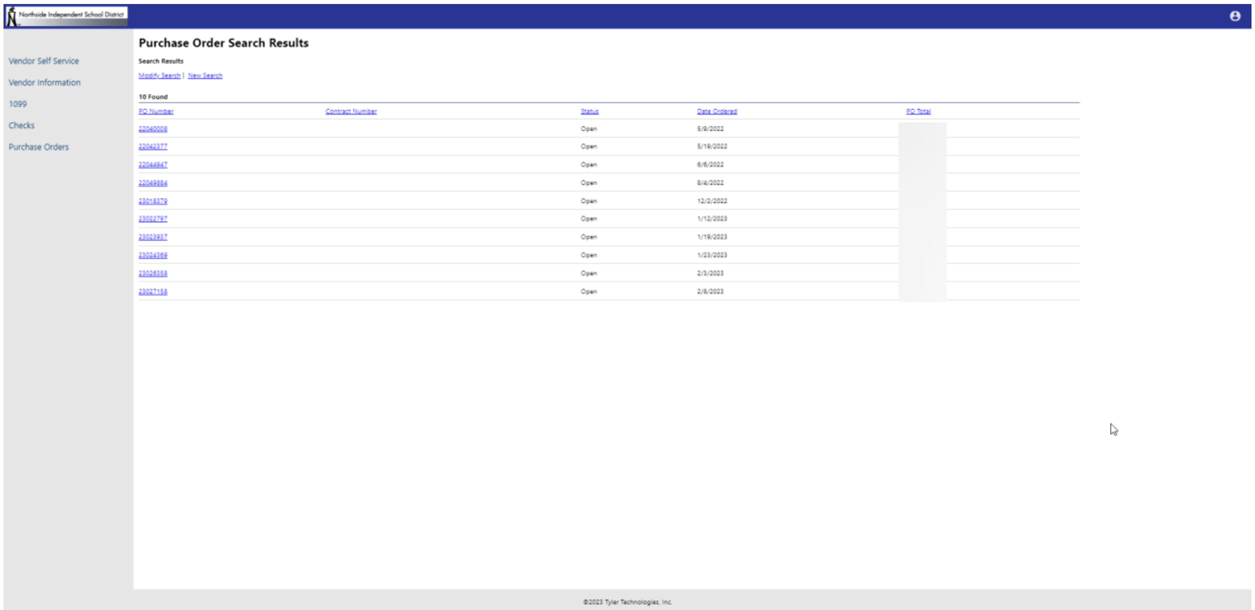
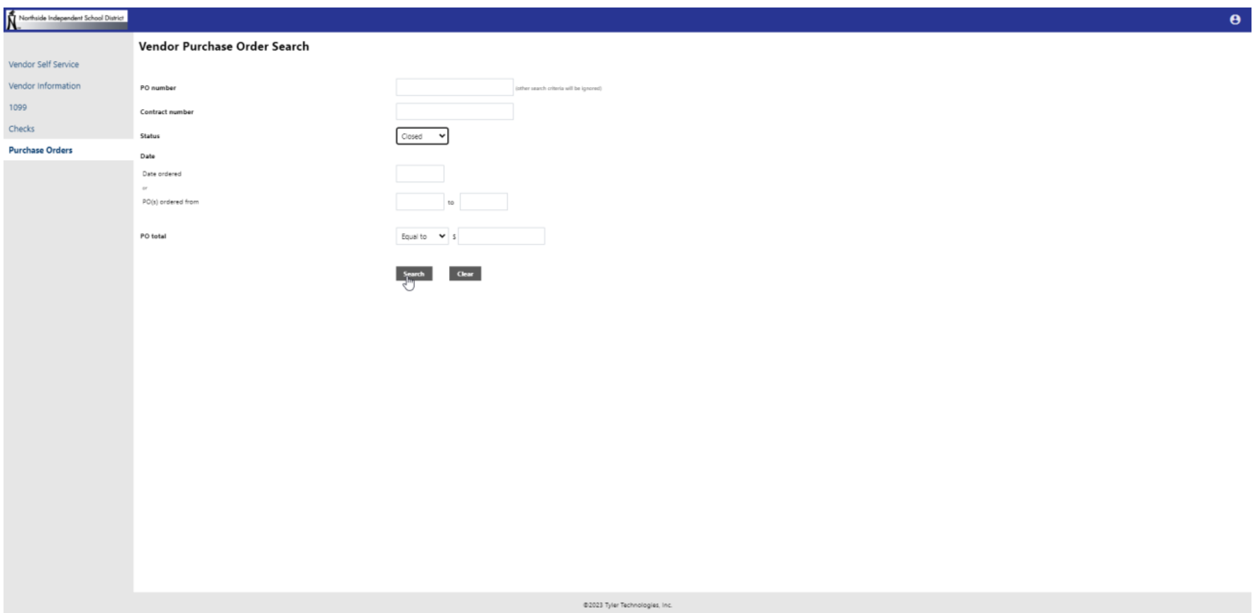
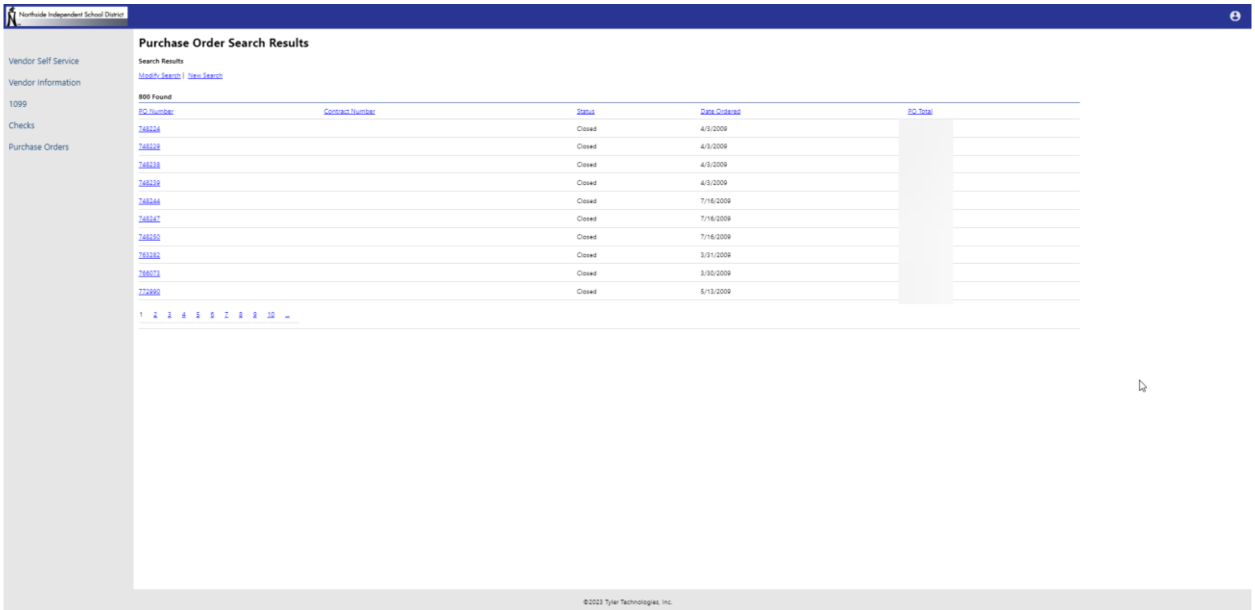


Search for closed/paid purchase orders.




Northside Independent School District

Vendor Self Service

Vendor Information

1099

Checks

Purchase Orders

Purchase Order Search Results

Search Results

Modify Search | New Search

800 Found

PO Number	Contract Number	Status	Date Ordered	PO Total
748224		Closed	4/3/2009	
748229		Closed	4/3/2009	
748238		Closed	4/3/2009	
748239		Closed	4/3/2009	
748244		Closed	7/16/2009	
748247		Closed	7/16/2009	
748250		Closed	7/16/2009	
763282		Closed	3/31/2009	
766073		Closed	3/30/2009	
772990		Closed	5/13/2009	

1 2 3 4 5 6 7 8 9 10 ...