



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:

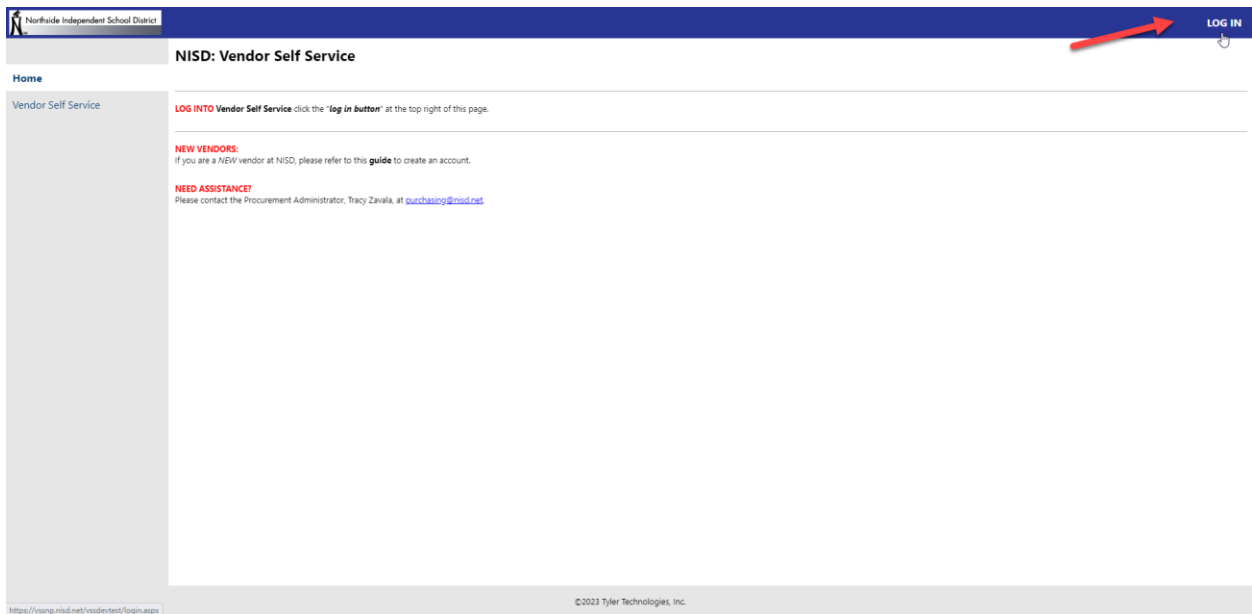
- Create a secure user-id and password
- Receive a unique vendor number
- Update contact information (new address, email address, bank information, etc.)
- View account activity (ie. purchase orders, invoices, checks, etc.)

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

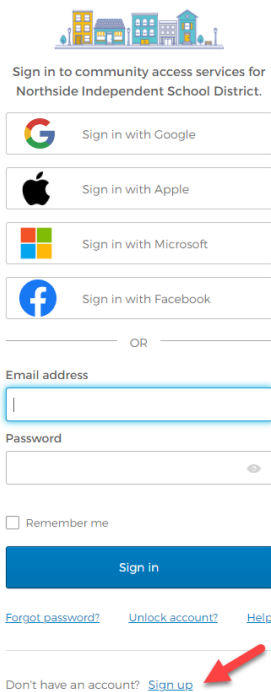
If you have any questions or need further assistance, please contact the Procurement Administrator at purchasing@nisd.net.

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.



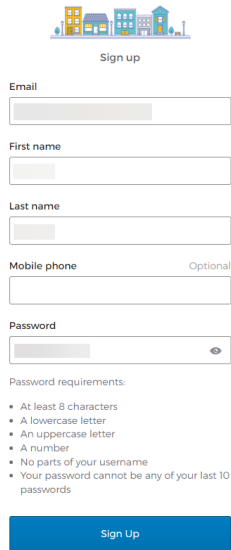
Step 2: For new users, click on **Sign Up** at the bottom of the screen.



STEP 3: Please complete all required fields.

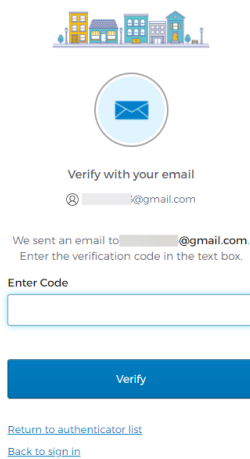
- **Email:** Please enter your email address that will be used to log into VSS. This will be what you would consider your User ID.
- **First & Last Name:** Please enter your first and last name.
- **Password:** Please enter a password.

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



The image shows a 'Sign up' form with a header icon of buildings. The form includes the following fields: 'Email', 'First name', 'Last name', 'Mobile phone' (with 'Optional' text to its right), and 'Password' (with an eye icon for visibility). Below the fields are 'Password requirements' listed as: 'At least 8 characters', 'A lowercase letter', 'An uppercase letter', 'A number', 'No parts of your username', and 'Your password cannot be any of your last 10 passwords'. A blue 'Sign Up' button is at the bottom.

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



The image shows a 'Verify with your email' screen with a header icon of buildings. It features a circular email icon, the text 'Verify with your email', and a masked email address 'i@gmail.com'. Below this, it says 'We sent an email to i@gmail.com. Enter the verification code in the text box.' There is an 'Enter Code' label above a text input field. A blue 'Verify' button is at the bottom. At the very bottom, there are two links: 'Return to authenticator list' and 'Back to sign in'.

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

Welcome to your Community Access account Inbox x



Community Access Identity <noreply@identity.tylerportico.com>
to me ▾



Hi Tracy,

Welcome to your Community Access account!

Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.

Community Access provides access to all of your citizen applications and connects you to other public applications within Tyler Technology's ecosystem.

[Learn more about Community Access.](#)

To verify your email address and activate your account enter the verification code:

This is an automatically generated message from Community Access. Replies are not monitored or answered.

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.

The screenshot shows the Vendor Self Service interface for Northside Independent School District. The main heading is "Welcome to Vendor Self Service". Below this, there is a message: "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." There are two buttons: "Create New Vendor" and "Link to Existing".

A modal dialog box is open in the center, containing the following text: "An authorized representative of the business must agree to Northside ISD Terms and Conditions. In accordance with state statute and District policy, only Purchasing Department personnel are authorized to make purchase commitments for the District. Northside ISD assumes no liability for and will not be responsible for the payment of goods or services without a duly authorized purchase order issued by the District Purchasing Department." Below the text are two buttons: "Yes" and "No". A red arrow points to the "Yes" button.

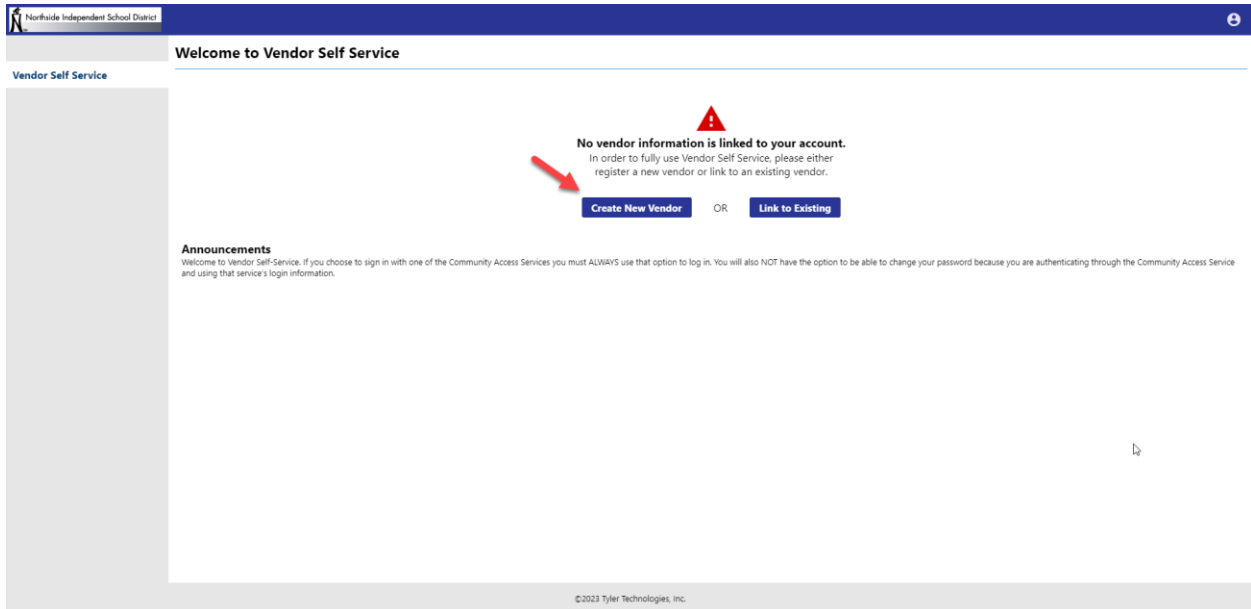
On the left side of the interface, there is an "Announcements" section with the text: "Welcome to Vendor Self Service. If you choose to sign in with one of the Community A and using that service's login information."

At the bottom right of the interface, there is a small note: "NGT have the option to be able to change your password because you are authenticating through the Community Access Service".

At the bottom center, there is a copyright notice: "©2023 Tyler Technologies, Inc."

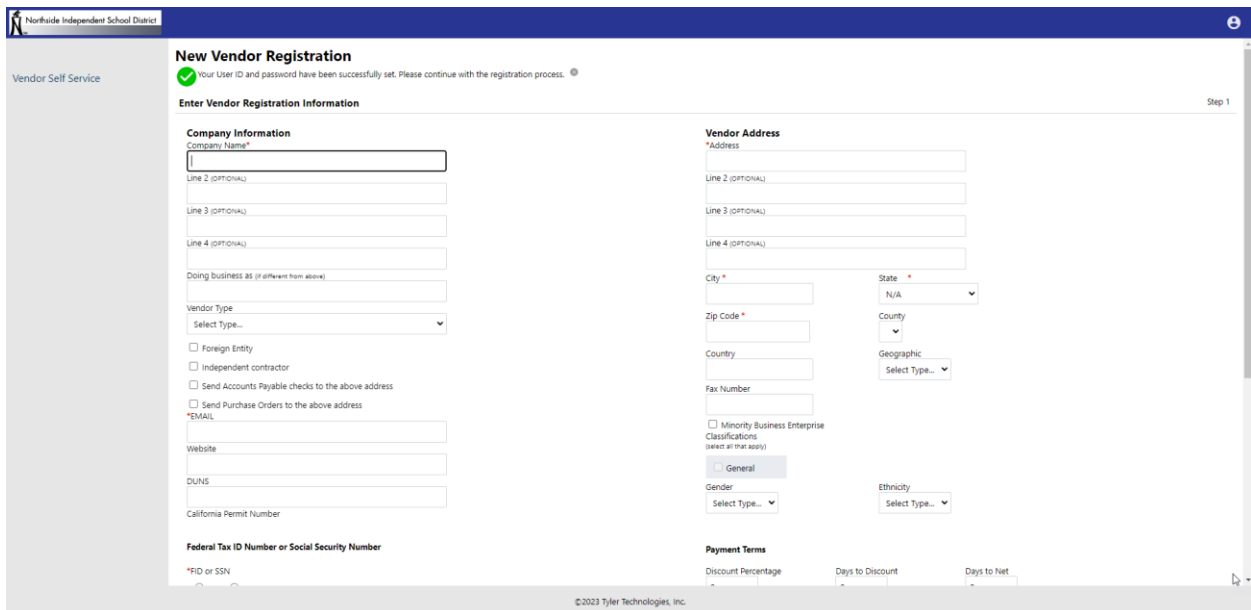
STEP 4: Once you click Yes, you will need to choose **Create New Vendor** or **Link to Existing**.

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.



Northside Independent School District

Vendor Self Service

Independent contractor

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

*EMAIL

Website

DUNS

California Permit Number

Federal Tax ID Number or Social Security Number

*FID or SSN

FID SSN

*FID/SSN

*File type FID/SSN

Bank Information

Bank Routing Number

Bank Account Number

Bank Account Type

Checking

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):

Fax E-Mail

The preferred delivery method is email for both.

Joe Smith
1234 Anywhere Court
Anytown, AA 12345

Pay to the order of _____ Dollars

Bank Anywhere
1234567890 1234567890123 1234

Routing Number Account Number Check Number

CONTINUE CANCEL

©2023 Tyler Technologies, Inc.

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

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

Northside Independent School District

Vendor Self Service

New Vendor Registration

Address information Step 2

Addresses

[add](#)

Name/DBA Address Is Default

Continue

©2023 Tyler Technologies, Inc.

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

The screenshot shows the 'New Vendor Registration' form, Step 1: General Vendor Contacts. The form is titled 'New Vendor Registration' and is part of the 'Vendor Self Service' portal. It contains several sections for data entry:

- Address Type:** A dropdown menu set to 'General'.
- Company Name:** A text field containing 'BENAVIDEZ & SONS'.
- Address:** A text field with a blurred address.
- City:** A dropdown menu set to 'SAN ANTONIO'.
- State:** A dropdown menu set to 'TX'.
- Zip:** A dropdown menu set to '78245'.
- Country:** A dropdown menu set to 'USA'.
- Phone:** A text field.
- E-Mail:** A text field containing '@HOTMAIL.COM'.

At the bottom of the form, there are two sections for preferred delivery methods:

- Your preferred payable delivery method:** Radio buttons for 'Mail' (unchecked) and 'E-Mail' (checked).
- Your preferred purchasing delivery method:** Radio buttons for 'Mail' (unchecked) and 'E-Mail' (checked).

The footer of the page reads '©2023 Tyler Technologies, Inc.'.

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

The screenshot shows the 'New Vendor Registration' form, Step 2: Address information. The form is titled 'New Vendor Registration' and is part of the 'Vendor Self Service' portal. It displays a table of addresses:

Name/DBA	Address	Is Default	
BENAVIDEZ & SONS	SAN ANTONIO TX 78245 Fax #:	Y	change

Below the table, there is a 'Continue' button. The footer of the page reads '©2023 Tyler Technologies, Inc.'.

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

Northside Independent School District

Vendor Self Service

User Contact Information

Contact Person

* Contact Type
Select Type...

* Name

Description

* Phone

Text Opt in

Fax

* E-mail

Continue

© 2023 Tyler Technologies, Inc.

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

Northside Independent School District

Vendor Self Service

User Contact Information

Contact Person

* Contact Type
Select Type...
GENERAL - General Contacts
ACCOUNTS PAYABLE - Accounts Payable Contacts
PURCHASING - Purchasing Contacts

Description

* Phone

Text Opt in

Fax

* E-mail

Continue

© 2023 Tyler Technologies, Inc.

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

The screenshot shows the 'User Contact Information' form within the 'Vendor Self Service' portal. The form includes the following fields and options:

- Contact Person**
- * Contact Type:** A dropdown menu with 'GENERAL - General Contacts' selected.
- * Name:** A text input field containing 'BENAVIDEZ'.
- Description:** A text input field containing 'OWNER'.
- * Phone:** A text input field containing '210-'.
- Text:** A text input field with an adjacent checkbox labeled 'Opt in'.
- Fax:** A text input field.
- * E-mail:** A text input field containing '@HOTMAIL.COM'.

A 'Continue' button is located at the bottom right of the form area. The footer of the page reads '© 2023 Tyler Technologies, Inc.'

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

The screenshot shows the 'New Vendor Registration' page, specifically 'Step 2: General Vendor Contacts'. It features a table titled 'Address Contacts' with the following columns: Type, Name, Description, Email, and Telephone. The table contains one entry:

Type	Name	Description	Email	Telephone
GENERAL - General Contacts	BENAVIDEZ	OWNER	@HOTMAIL.COM	Phone: 210- Text: Fax:

Below the table, there are two buttons: 'Continue' and 'New Contact'. The footer of the page reads '© 2023 Tyler Technologies, Inc.'

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

Vendor Self Service

Select Commodities

Select Commodities Step 3

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

Keyword(s) or commodity code(s) (1 or more signs)

[List all commodities/services](#)

0 Found 1-0

There are no Commodities Available for Display.

Currently Added

There are no commodities to display for this vendor.

©2023 Tyler Technologies, Inc.

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

Vendor Self Service

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	Gigi consulting services
Entity	
Address	123 JOHN DOE LANE SAN ANTONIO, TX 78253 , USA
Fax Number	
SSN	
Geographic	
E-Mail	GIGI.ZAVALA2023@GMAIL.COM
Web Site	
Vendor Type	1099 1099VENDOR
Gender	
Ethnicity	
Foreign Entity	No
DUNS	
Independent Contractor	No
Bank	BANK OF AMERICA-
Bank Account Number	
Bank Account Type	Checking

Terms [change](#)

Discount Percentage	0
---------------------	---

©2023 Tyler Technologies, Inc.

Northside Independent School District

Vendor Self Service

Terms
[change](#)
 Discount Percentage 0
 Days to Discount 0
 Days to Net 0

Address Information
[change](#)

Name/DBA	Address	Default
----------	---------	---------

Accounts Contacts
[change](#)

Type	Name	Description	Email	Phone	Text	Fax
GENERAL - General Contacts	GIGI ZAVALA	OWNER	GIGI.ZAVALA2023@GMAIL.COM	210-397-8701		

Commodities
[change](#)

Attachments

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	Attach
default	Vendor Attachment		(0)	Attach
Vendor Financial Documentation	Vendor Financial Documentation		(0)	Attach
Vendor Insurance	Vendor Insurance		(0)	Attach
Vendor W-9	Vendor W-9	✓	(0)	Attach

© 2023 Tyler Technologies, Inc.

Click on Attach to attach your W9.

Northside Independent School District

Vendor Self Service

Accounts Contacts
[change](#)

Type	Name	Description	Email	Phone	Text	Fax
GENERAL - General Contacts	GIGI ZAVALA	OWNER	GIGI.ZAVALA2023@GMAIL.COM	210-397-8701		

Commodities
[change](#)

Attachments

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	Attach
default	Vendor Attachment		(0)	Attach
Vendor Financial Documentation	Vendor Financial Documentation		(0)	Attach
Vendor Insurance	Vendor Insurance		(0)	Attach
Vendor W-9	Vendor W-9	✓	(0)	Attach

! An authorized representative of the business must agree to Northside ISD Terms and Conditions. In accordance with state statute and District policy, only Purchasing Department personnel are authorized to make purchase commitments for the District. Northside ISD assumes no liability for and will not be responsible for the payment of goods or services without a duly authorized purchase order issued by the District Purchasing Department.

I have read and accept the terms & conditions.

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

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

© 2023 Tyler Technologies, Inc.

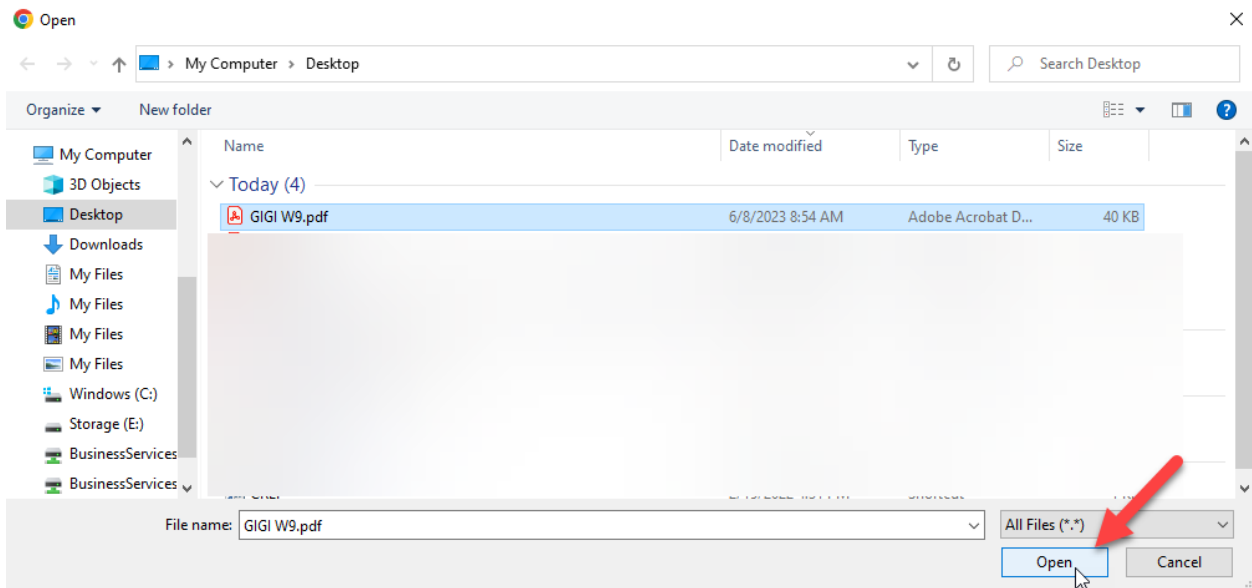
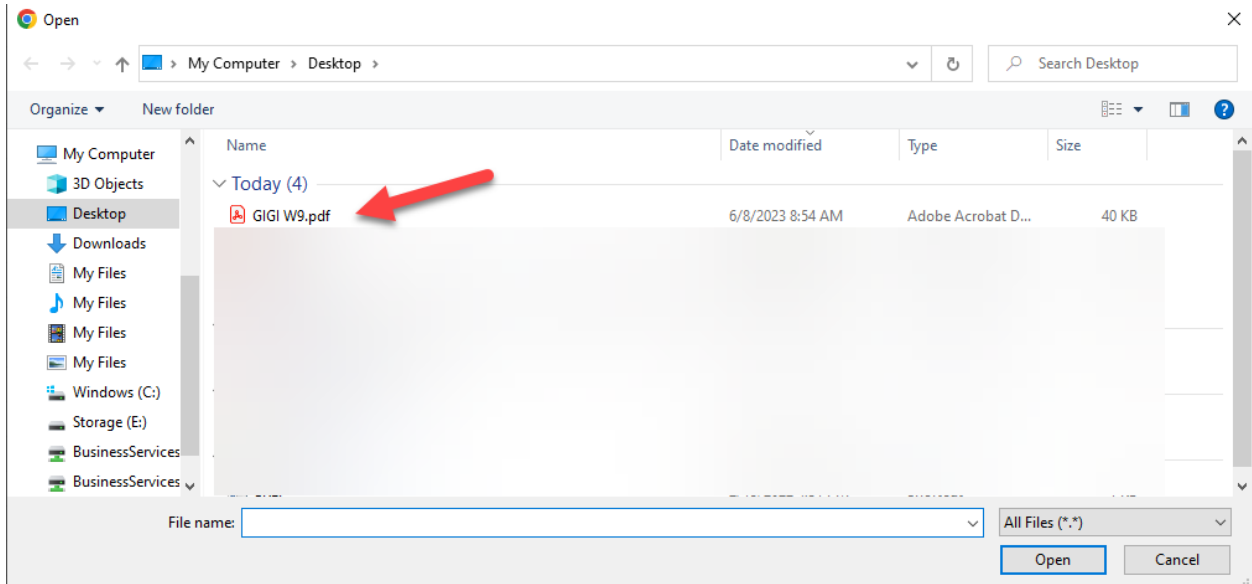
Click on Choose File

[Choose File](#) No file chosen

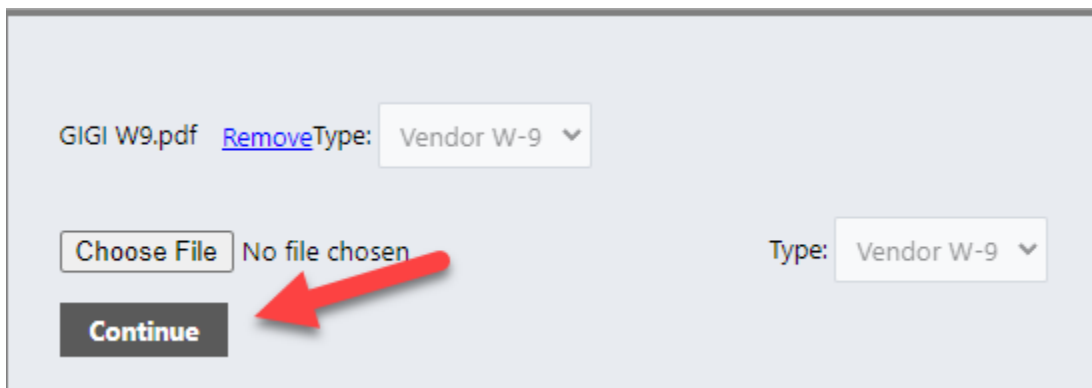
Type: Vendor W-9 ▾

[Continue](#)

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**.

Vendor Self Service

Accounts Contacts
[change](#)

Type	Name	Description	Email	Phone	Text	Fax
GENERAL - General Contacts	GIGI ZAWALA	OWNER	GIGI.ZAWALA2023@GMAIL.COM	210-397-8701		

Commodities
[change](#)

Attachments

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	Attach
default	Vendor Attachment		(0)	Attach
Vendor Financial Documentation	Vendor Financial Documentation		(0)	Attach
Vendor Insurance	Vendor Insurance		(0)	Attach
Vendor W-9	Vendor W-9	✓	GIGI W9.pdf (Not yet saved)	Attach

! An authorized representative of the business must agree to Northside ISD Terms and Conditions. In accordance with state statute and District policy, only Purchasing Department personnel are authorized to make purchase commitments for the District. Northside ISD assumes no liability for and will not be responsible for the payment of goods or services without a duly authorized purchase order issued by the District Purchasing Department.

I have read and accept the terms & conditions.

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

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

©2023 Tyler Technologies, Inc.

Do not navigate away from this screen.

Vendor Self Service

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

©2023 Tyler Technologies, Inc.

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

The screenshot shows the 'New Vendor Registration' page with a 'Registration Confirmation' status. 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, under 'You can now:', there are two links: 'Register for commodities/services and/or update your profile' and 'Upload attachment documents to your profile'. The page includes a sidebar with navigation options like 'Vendor Self Service', 'Vendor Information', '1099', 'Checks', and 'Purchase Orders'. The footer contains the copyright notice '©2023 Tyler Technologies, Inc.'.

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

Step 1: Click on Link to Existing

The screenshot displays the 'Welcome to Vendor Self Service' dashboard. A central warning message, marked with a red triangle icon, states: '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 message are two buttons: 'Create New Vendor' and 'Link to Existing', with 'OR' between them. A red arrow points to the 'Link to Existing' button. An 'Announcements' section on the left shows a welcome message for business vendors. The footer includes the copyright notice '©2023 Tyler Technologies, Inc.'.

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

The screenshot shows the 'Link to Existing Vendor' page. At the top left is the 'Vendor Self Service' sidebar. The main content area has a search icon and the text 'Enter the information below to search for an existing vendor.' Below this are two input fields: 'Vendor Number' and 'Vendor FID/SSN'. A blue button labeled 'Link to Existing' is positioned below the fields, with a red arrow pointing to it. The footer contains the copyright notice '©2023 Tyler Technologies, Inc.'

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

The screenshot shows the 'User Contact Information' page. The sidebar on the left is labeled 'Vendor Self Service'. The main form area is titled 'User Contact Information' and includes the following fields: 'Contact Person' (with a dropdown menu), 'Name' (required), 'Description', 'Phone' (required), 'Text' (with an 'Opt in' checkbox), 'Fax', and 'E-mail' (required). A 'Continue' button is located at the bottom right of the form. The footer contains the copyright notice '©2023 Tyler Technologies, Inc.'

Vendors will see a summary of payments and purchase orders.

Welcome to Vendor Self Service

Vendor Information

Profile Information

1099
Checks
Purchase Orders

Announcements
Welcome to Self Service for Business Vendors

Checks

Recent checks

Date	Number	Amount
2/16/2023		\$5K13
2/9/2023		\$5K13
1/12/2023		\$5K13
1/5/2023		\$5K13
12/16/2022		\$5K13

Purchase orders

Recent purchase orders

Date	Number	Amount
2/8/2023	#23027158	\$5K13
2/3/2023	#23026358	\$5K13
1/23/2023	#23024389	\$5K13
1/20/2023	#23023989	\$5K13
1/19/2023	#23023937	\$5K13

Bids

Bid information not found.

©2023 Tyler Technologies, Inc.

Vendors will be able to update vendor information.

Vendor Information

General Information

1099
Checks
Purchase Orders

Attachments

Commodities

Bank Information

Address Information

Contact

Commodities

©2023 Tyler Technologies, Inc.

Vendors can search for payments.

Northside Independent School District

Vendor Self Service
Vendor Information
1099
Checks
Purchase Orders

Vendor Check Search

Date (mm/dd/yyyy)

Check date
=

Check date(s) from to

Amount

Check amount

Amount(s) more than but less than

Number

Check number

Check number(s) from to

Status

Any Status

©2023 Tyler Technologies, Inc.

Vendors can search for purchase orders issued to them.

Northside Independent School District

Vendor Self Service
Vendor Information
1099
Checks
Purchase Orders

Vendor Purchase Order Search

PO number (other search criteria will be ignored)

Contract number

Status

Date

Date ordered

PO(s) ordered from to

PO total

Equal to \$

©2023 Tyler Technologies, Inc.

- Vendor Self Service
- Vendor Information
- 1099
- Checks
- Purchase Orders**

Vendor Purchase Order Search

PO number (other search criteria will be ignored)

Contract number

Status

Date

Date entered

or to

PO(s) entered from

PO total Equal to \$

- Vendor Self Service
- Vendor Information
- 1099
- Checks
- Purchase Orders**

Vendor Purchase Order Search

PO number (other search criteria will be ignored)

Contract number

Status

Date

Date entered

or to

PO(s) entered from

PO total Equal to \$

Northside Independent School District

Purchase Order Search Results

Vendor Self Service
Vendor Information
1099
Checks
Purchase Orders

Search Results
[View All Search](#) | [New Search](#)

10 Found

PO Number	Contract Number	Status	Date Closed	PO Total
22240008		Open	5/9/2022	
22240177		Open	5/18/2022	
22240467		Open	6/6/2022	
22240588		Open	6/4/2022	
22240873		Open	12/2/2022	
22240971		Open	1/12/2023	
22240987		Open	1/19/2023	
22240989		Open	1/23/2023	
22240988		Open	2/3/2023	
22242168		Open	2/6/2023	

©2023 Tyler Technologies, Inc.

Search for closed/paid purchase orders.

Northside Independent School District

Vendor Purchase Order Search

Vendor Self Service
Vendor Information
1099
Checks
Purchase Orders

PO number (other search criteria will be ignored)

Contract number

Status

Date

Date entered

or PO(s) entered from to

PO total \$

©2023 Tyler Technologies, Inc.

- Vendor Self Service
- Vendor Information
- 1099
- Checks
- Purchase Orders

Purchase Order Search Results

Search Results
[Modify Search](#) | [Clear Search](#)

809 Found

PO Number	Contract Number	Status	Date Closed	PO Total
768224		Closed	4/3/2009	
768228		Closed	4/3/2009	
768238		Closed	4/3/2009	
768239		Closed	4/3/2009	
768248		Closed	7/16/2009	
768247		Closed	7/16/2009	
768250		Closed	7/16/2009	
768262		Closed	3/31/2009	
768273		Closed	3/30/2009	
772890		Closed	5/13/2009	

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