

Vendor Self Service Overview

Contents

REGISTERING	1
REGISTERED VENDORS	1
NEW VENDORS	3
NEW VENDOR REGISTRATION	8
NEW VENDOR REGISTRATION - ADDRESS	9
NEW VENDOR REGISTRATION – CONTACTS	9
NEW VENDOR REGISTRATION – COMMODITIES/SERVICES	10
NEW VENDOR REGISTRATION – REVIEW INFORMATION	10

REGISTERING

The City of Concord is registering vendors utilizing a Vendor Self Service (VSS) program which allows you, as a vendor, to manage your own account information, browse purchase orders, invoices, and 1099 data. All new vendors conducting business with the City should register as a vendor through VSS.

Access the portal here: <https://selfservice.concordnh.gov/vss/Vendors>

REGISTERED VENDORS

If you are a vendor whose company has already registered with the City, you will still need to create a NEW Vendor Self Service (VSS) User account. That account can then be linked to your vendor record on file.

Your Vendor Number can be found on a City-issued check or PO.



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.

[Create New Vendor](#)

OR

[Link to Existing](#)

If you are an existing vendor and complete the Vendor Number and Vendor FID/SSN boxes and click Link to Existing, VSS verifies the entered information with the vendor record. If all information matches, the vendor is automatically presented with the Vendor Information page and does not need to complete all of the additional registration steps.



Enter the information below to search for an existing vendor.

Vendor Number

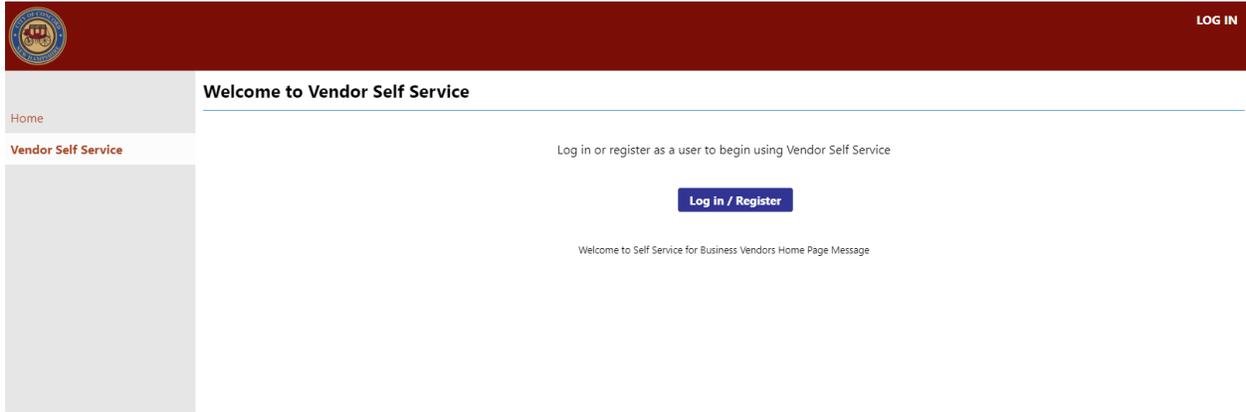
Vendor FID/SSN

[Link to Existing](#)

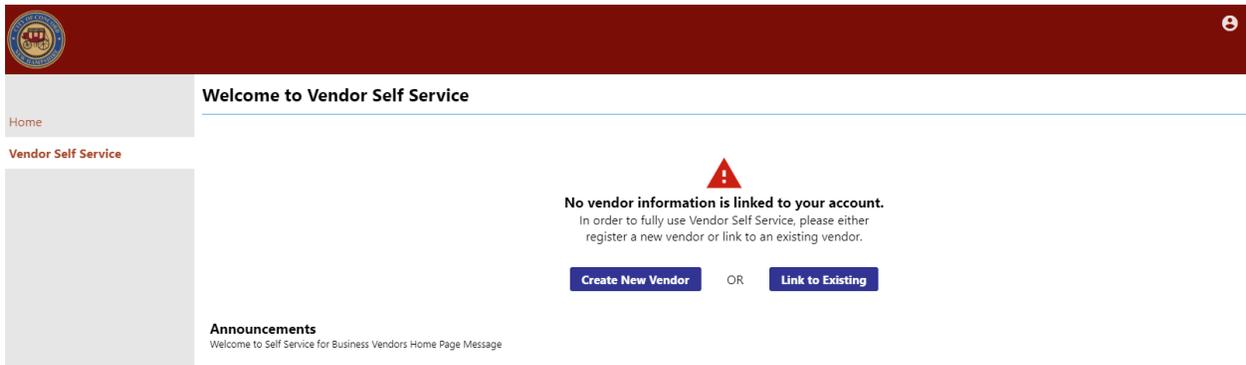
NEW VENDORS

A W-9 is required for registration. You may access this form through the [IRS website](#).

Begin by creating a new Vendor Self Service (VSS) user account.



This screenshot shows the Vendor Self Service (VSS) home page. At the top left is the University of North Carolina logo. The top right corner features a "LOG IN" link. A navigation menu on the left includes "Home" and "Vendor Self Service". The main content area is titled "Welcome to Vendor Self Service" and contains the text "Log in or register as a user to begin using Vendor Self Service". Below this text is a blue button labeled "Log in / Register". At the bottom of the main content area, there is a small message: "Welcome to Self Service for Business Vendors Home Page Message".



This screenshot shows the Vendor Self Service (VSS) home page with a warning message. The layout is identical to the previous screenshot, but the main content area features a red warning triangle icon above the text: "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 blue buttons: "Create New Vendor" and "Link to Existing", separated by the word "OR". At the bottom left of the main content area, there is an "Announcements" section with the text "Welcome to Self Service for Business Vendors Home Page Message".



Sign in to community access services.

 [Sign in with Google](#)

 [Sign in with Apple](#)

 [Sign in with Microsoft](#)

 [Sign in with Facebook](#)

OR

Email address

 This field cannot be left blank

Keep me signed in

[Next](#)

[Unlock account?](#)

From this screen, vendors may use their established email and password credentials for an existing social account (such as Google®, Apple®, Microsoft®, or Facebook®) to log in, or click the Sign-up option to create unique Tyler Identity credentials.

Email address

Password

Remember me

Sign in

[Forgot password?](#) [Unlock account?](#) [Help](#)

Don't have an account? [Sign up](#)

Create an account

Email *

Password *

First name *

Last name *

* indicates required field

Sign up

[Back to sign in](#)

Enter a valid email address, create a password, complete the first and last name information, and click Sign Up. Tyler Identity sends a verification email to the supplied email address.



Create an account

VSS0124@mailinator.com

••••••••

- ✓ At least 8 character(s)
- ✓ At least 1 number(s)
- ✓ At least 1 lowercase letter(s)
- ✓ At least 1 uppercase letter(s)
- ✓ Does not contain part of username

Sally

Smith

* indicates required field

Sign up

[Back to sign in](#)





Verification email sent

To finish signing in, check your email.

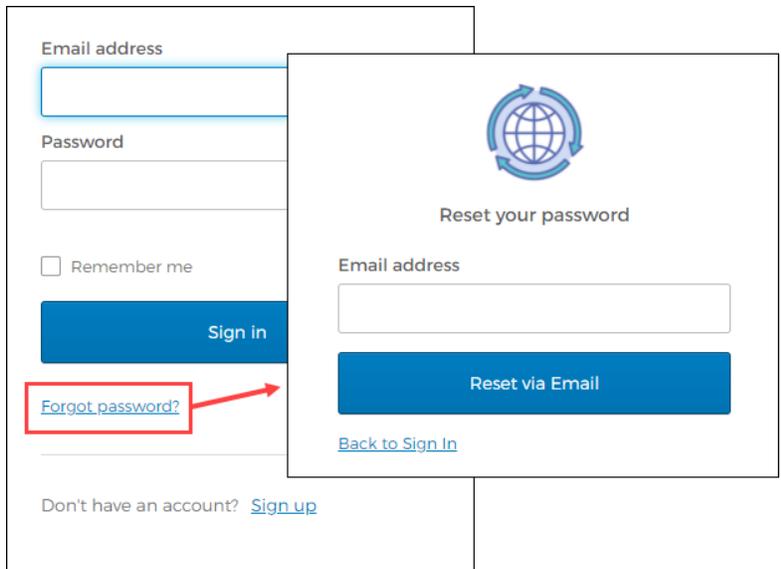
[Back to sign in](#)

Click the link in the verification email to complete the account verification process and return to VSS. Users cannot log in to VSS until they verify the account.

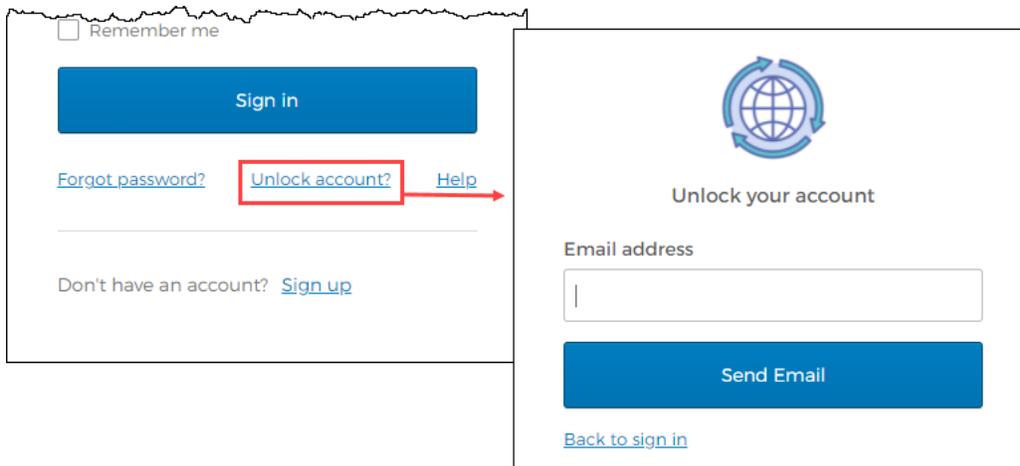
For more information on using Tyler Identity, visit
<https://tylerportico.com/community-access-help.html>.

Important! Tyler Identity allows users to log in using social provider accounts such as Apple, Facebook, Google, and Microsoft. The email address associated with the social provider account is used as the Tyler Identity email when completing these account verifications.

If a user forgets their assigned password, clicking the “Forgot Password?” link on the Sign-in screen provides the steps to reset the password. The Help link on the Sign-In screen also provides detailed password retrieval instructions.



If a user's account is locked, for example, if too many unsuccessful password attempts have been made, clicking the “Unlock Account?” link on the Sign-in screen provides the steps to unlock the account. Enter the email address associated with the account to begin the process to unlock the account.



NEW VENDOR REGISTRATION

New Vendor Registration

 Your User ID and password have been successfully set. Please continue with the registration process. 

Enter Vendor Registration Information

Step 1

Company Information

Company Name*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

Vendor Type

Foreign Entity

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

*EMAIL

Website

DUNS

California Permit Number

Vendor Address

*Address

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City*

State*
N/A

Zip Code*

County

Country

Geographic
Select Type...

Fax Number

Minority Business Enterprise

Minority Business Enterprise

Minority Business Enterprise Classifications
(select all that apply)

General

Gender
Select Type...

Ethnicity
Select Type...

Federal Tax ID Number or Social Security Number

*FID or SSN

FID SSN

*FID/SSN

*Re-type FID/SSN

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).

Mail Fax E-Mail

CONTINUE

CANCEL

In the next step, an address can be added.

NEW VENDOR REGISTRATION - ADDRESS

New Vendor Registration

Address information

Step 3

Addresses

[add](#)

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

Continue

NEW VENDOR REGISTRATION – CONTACTS

In the next step, vendor contacts can be added by selecting GENERAL, ACCOUNTS PAYABLE or PURCHASING contacts from the dropdown menu.

User Contact Information

Contact Person

* Contact Type

GENERAL - General Contacts

* Name

TOM

Description

MANAGER

* Phone

6031234567

Text

Opt In

Fax

* E-mail

TOM@1234.COM

Continue

NEW VENDOR REGISTRATION – COMMODITIES/SERVICES

The next step, step 6 regarding commodity codes and services, can be skipped.

NEW VENDOR REGISTRATION – REVIEW INFORMATION

Click Continue to progress to the next step to review the entered information prior to submitting the vendor registration.

You'll then be able to review all of the information before clicking "Register."

After registering, you update your profile and upload additional attachments.