Overview
Welcome to the City of Bloomington Vendor Self Service (VSS). VSS gives you web-based access to your personal information and records. Purchase orders, invoices and accounts payable checks information are all available online. You also have the ability to update your profile, including address, contact information, and commodities information.

FOR PROSPECTIVE VENDORS:
If you are a prospective vendor, you must complete the registration process thru VSS. We must receive your W-9 prior to reviewing and validating your registration. We prefer documents (W-9s, Certificates, etc.) are attached using VSS, but you may submit them by email, fax, or USPS. Upon review and validation of the information you have provided, the Procurement Office will set your record status to Active in VSS.

Before you can successfully use this feature:
- Access Vendor Self Service by going to https://mss.cityblm.org/MSS/
- Turn your CAPS LOCK on. Enter everything in CAPS
- Have your completed and signed W-9 Form ready to submit

FOR EXISTING VENDORS:
If you are an existing vendor, you can register and gain access to the information stated in the overview. You must have your VSS vendor number in order to register to access your profile. You must obtain this number from the City of Bloomington’s Procurement Office. Your Vendor ID is _______. Please save this for your records.

Before you can successfully use this feature:
- Access Vendor Self Service by going to https://mss.cityblm.org/MSS/
- Your Vendor Number, Obtain from the Procurement Office
- Turn your CAPS LOCK on. Enter everything in CAPS
- Have your completed and signed W-9 Form ready to submit
Vendor Registration

Prospective vendors who do not exist in our database, as well as existing vendors, must register to gain access to Vendor Self Service. The link to VSS https://mss.cityblm.org/MSS/

Vendors of either type register by clicking **Registration** on the VSS home page.

Registration is a five step process. Vendor Self Service displays the number of steps in the process, with the current step displayed in bold type. **Vendor Self Service does not save any information entered in the fields on any page until the registration is complete.** If you leave the registration process before completing all of the steps, all of the information entered is discarded and you must start again.
Step 1: The registration process requires you to complete the following boxes.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>This box contains your VSS login name. ID must be unique and cannot be greater than 20 characters in length.</td>
</tr>
</tbody>
</table>
| Password               | You must enter and then retype a login password in the boxes.  
  * Password must be at least 8 characters long.  
  * Password can be a maximum of 15 characters.  
  * Password must contain at least 1 numeric character.  
  * Password must contain at least 1 non-alphanumeric character.  
  * Password must consist of a mix of upper and lower characters. |
| Password Hint          | Enter a hint used to assist you in remembering your password. The hint cannot be the same as your password. VSS will send this hint to you in an email message if you click Forgotten Password on the login page. |
| CAPTCHA                | This box is used as part of a verification process. (Completely Automated Public Turing Test to Tell Computers and Humans Apart), which is used to protect the VSS database from attack. You must enter the numbers shown in the box. |

ONLY vendors who already exist in our database must complete the boxes in the Existing Vendors Only section. Existing vendors must also enter your vendor ID and your federal identification number or Social Security number. The Procurement Office has provided or will provide you with your vendor ID.

Select continue when completed with Step 1
**Step 2: You must enter the following information in the fields.**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Enter your name or business name. Sole Proprietor's shall enter Their last name, first name</td>
</tr>
<tr>
<td>Doing Business As</td>
<td>Enter your Doing Business As (DBA) name, if applicable.</td>
</tr>
<tr>
<td>Foreign Entity</td>
<td>When selected, this check box indicates that you are a foreign entity.</td>
</tr>
<tr>
<td>Address</td>
<td>Enter your main address. You must use a two-letter state postal abbreviation code in the State box.</td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>ZIP</td>
<td></td>
</tr>
<tr>
<td>Geographic</td>
<td>Choose the selection that best fits your geographic location.</td>
</tr>
<tr>
<td>Send Remittances to the</td>
<td>You may enter additional addresses different from the main address listed. i.e. remittance addresses</td>
</tr>
<tr>
<td>Above Name and Address</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>Enter your primary email address. All notifications and alerts are sent to this email, such as registration confirmation messages or password hints. Additional email addresses for contact persons are defined later in the registration process.</td>
</tr>
<tr>
<td>Web Site</td>
<td>Enter your company’s website URL.</td>
</tr>
</tbody>
</table>

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5
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor Type</strong></td>
<td>Select the correct type code from the drop down selection. If no type codes is selected you cannot complete the registration process.</td>
</tr>
</tbody>
</table>

**Minority Business Entity (MBE)**

- **Is Minority Business Enterprise**
- **MBE Classifications** (select all that apply):
  - **AFRICAN AMERICAN OWNED**
  - **DISADVANTAGED BUSINESS**
  - **HISPANIC OWNED**
  - **WOMAN OWNED**
- **Gender**: Select Type...
- **Ethnicity**: Select Type...

**Enter a Federal Tax ID Number or Social Security Number**

- **FID**
- **SSN**

**Field** | **Description**
---|---
**Minority Business Entity (MBE)** | Selecting this check box indicates that you are a minority business enterprise.
**Is Minority Business Enterprise** | You can select one or more of the check boxes, but the General check box is always selected and cannot be cleared.
**MBE Classifications** | The classification management process is covered in Appendix A, “Managing Minority Business Enterprise Certificates.”
**Gender** | The values selected from the lists determine the vendor’s gender and ethnicity for vendor statistic and tracking purposes.
**Ethnicity** | You are required to enter your FID (federal tax identification) or SSN (Social Security number).
**Enter a Federal Tax ID Number or Social Security Number** | Vendor Self Service automatically completes these fields for existing vendors who entered vendor ID and FID/SSN numbers during step one.
### Field Description

<table>
<thead>
<tr>
<th>Payment Terms</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount Percentage</td>
<td>This box defines the discount percentage you extend to the City.</td>
</tr>
<tr>
<td>Days to Discount</td>
<td>This box contains the number of days within which payment must be received in order for the City to claim the discount percentage.</td>
</tr>
<tr>
<td>Days to Net</td>
<td>This box defines the number of days that you allow before requiring net payment.</td>
</tr>
<tr>
<td>Your Preferred Payables Delivery Method</td>
<td>These check boxes determine your preferred delivery method for payables and purchasing documents.</td>
</tr>
<tr>
<td>Your Preferred Purchasing Delivery Method</td>
<td></td>
</tr>
</tbody>
</table>

Select Continue when completed with Step 2.

---

**Step 3:** Requires you to enter address information. If you selected the **Send Remittances to the Above Name and Address** check box during step two, Vendor Self Service automatically enters the first address record. If the check box was not selected, the Addresses table is blank.
You must click **Add** to create a new address record, which displays the Remittance Information page.

![Image of the Remittance Information page](image)

You must complete the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Type</td>
<td>This list determines the type code of the entered address.</td>
</tr>
<tr>
<td>Name</td>
<td>This box defines the name that appears on items sent to this remit address.</td>
</tr>
<tr>
<td>Address</td>
<td>These boxes define the remit mailing address.</td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>ZIP</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td>This box contains the fax number for this remit address.</td>
</tr>
<tr>
<td>Email</td>
<td>This box defines the email address used for the remit address.</td>
</tr>
</tbody>
</table>

Clicking **Save** after entry of an address record returns the **Address Information page**, where the new address record has been added to the table.
Add individual contacts for an address record by clicking Change, which opens the Remittance Information page.

Clicking the Add Contact button on the Remittance Information page opens the Contact Information page, where you can create contact records for the address.
The following information must be completed on the Contact Information screen in order to create a contact.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
<td></td>
</tr>
<tr>
<td>Contact Type</td>
<td>Select the contact type from the drop down</td>
</tr>
<tr>
<td>Name</td>
<td>Enter the name of the contact person.</td>
</tr>
<tr>
<td>Phone</td>
<td>Enter the contact’s phone and fax numbers, as well as the contact’s email address.</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

Clicking **Save** after completing the contact information returns you to the address record, with the new contact record listed in the table.
You must click **Save** on the Remittance Information page to return to the Address Information page, and then click **Continue** to advance to the fourth step in the registration process.

**Step 4:** Click **New Contact** to enter a contact person for the general record. Doing so opens the **General Vendor Contacts** page.

This page contains fields that are identical in function to those from step three, but they apply to the vendor record as a whole and not a single remit address. Clicking **Save** after entering the contact information returns you to the General Vendor Contacts page with the new contact record displayed in the table.
You must click **Continue** to advance to step five of the VSS registration process.

**Step 5:** Requires you to verify the information you entered in previous steps. You can update incorrect information by clicking the **Change** link for the appropriate section. When the link is clicked, Vendor Self Service returns to the page for that step.

When all of the entered information is correct, you click **Register** to complete the process.
Vendor Self Service displays a registration confirmation page that provides you with links to register commodities or update your VSS profile, and to upload attachments to your profile. Alternatively, you can click the My Profile option on the navigation menu to open your profile page.

Next you need to select the “Upload attachment documents to your profile”. **You must attach a completed and signed W-9** or immediately email it to procurement@cityblm.org or fax it to 309-434-2874.
Attachments
You must attach a completed and signed W-9 or immediately email it to procurement@cityblm.org or fax it to 309-434-2874.

Attachments are added by clicking the **Browse** buttons next to the box on the Attachments page, selecting the file to attach, and then clicking the **Upload** button. This causes the page to display a list of files to attach. You can attach an unlimited number of files using this method.

Clicking the **Remove** link next to a file removes it from the attachment list. When you have finished selecting files, you must click **Upload** to upload the files.

The uploaded files are added to the Attachments page.
Newly registered vendors only have access to the Home, Vendor Self Service, My Profile, and Bids options on the navigation menu. Once the City’s Vendor Self Service administrator reviews and approves your registration, you will be given access to additional menu options.

**Vendor Self Service Home Page**

The Vendor Self Service home page contains a banner, navigation menu, and a series of summary information groups.

Clicking your name in the banner displays the following menu options:

- **Home** – Returns you to the Munis Self Service home page.
- **My Account** – Opens the My Account page containing your account information.
- **Log Out** – Logs you out of Munis Self Service.
Vendor Navigation

Vendors use the navigation menu or the buttons in the group ribbons to navigate between pages in Vendor Self Service.

My Profile

Clicking View Profile in the Profile Information group or the My Profile option in the navigation menu opens the My Profile page. The page displays your profile information that is divided into groups. Clicking the Change link in any group allows you to update the data in that group.
The General Information group contains your address and contact information, type and foreign entity status, minority business enterprise status and certifications, and discount terms.

The Address Information group displays your remittance address and contact information.
The Address Contacts group lists your contact persons and information. This is sorted by contact type.

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL</td>
<td>KELLY SMITH</td>
<td>ksmith@abc supply</td>
<td>617-234-1234</td>
<td>617-234-2321</td>
</tr>
<tr>
<td>GENERAL</td>
<td>SAMUEL L. SMITH</td>
<td>ssmith@abc supply</td>
<td>617-234-1234</td>
<td>617-234-2321</td>
</tr>
</tbody>
</table>

The Current Vendor Commodities group contains a list of commodity codes associated with you. You can remove commodities from the list by clicking the **Remove** link. The Add link allows you to add commodities to the list.

**Current Vendor Commodities**

- 005 ABRASIVES
- 010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
- 04564 Recycled Appliances and Accessories
- 050 ART EQUIPMENT AND SUPPLIES
- 05043 Glue, Paste, etc., Art
- 10085 WOODEN BARRELS AND DRUMS

**Attachments**

You can add attachments to your profile by clicking **Attachments** on the navigation menu. The Attachments option is only available when you are viewing your My Profile page. (W-9s, Certificates, etc shall be attachments)
Attachments are added by clicking the **Browse** buttons next to the box on the Attachments page, selecting the file to attach, and then clicking the **Upload** button. This causes the page to display a list of files to attach. You can attach an unlimited number of files using this method.

Clicking the **Remove** link next to a file removes it from the attachment list. When you have finished selecting files, you must click **Upload** to upload the files.

The uploaded files are added to the Attachments page.
Commodities (NOT REQUIRED)
Clicking **Commodities** on the navigation menu or **Add** in the Current Vendor Commodities group opens the Vendor Commodities page.

You can use the **Search** box to search for commodities by code or keyword. Alternatively, clicking the **List All Commodities/Services** link displays all commodity codes in the City’s database.
The numbered links above the commodities table allow you to view additional groups of codes. Selecting the check box for a code indicates that it should be added to your profile. Clicking **Select All** selects all of the check boxes currently displayed on the page.

When you click **Add**, VSS adds all of the selected commodity codes to your profile and updates the Currently Added table. Clicking the **Remove** link removes the commodity from the table. After you have finished adding commodity codes to your profile, you must click the **Finished** button. This completes the commodity addition process and returns you to the My Profile page, where you can view a full listing of your associated commodity codes on the Current Vendor Commodities table.
1099
The 1099 page displays a listing of your 1099 data for a selected year.

You use the **Year** list to select the fiscal year for which to view 1099 data. The data includes the 1099 box code, a description of the code type, and the 1099 amount.

Clicking a code type opens the Vendor 1099 Invoice Detail page. This page displays the general 1099 information, as well as a listing of 1099 invoice details, if they exist for the selected box code. Clicking **Return to 1099** returns you to the Vendor 1099 Information page.
Checks
The Vendor Check Search page is accessed by clicking **Checks** on the navigation menu.

The page provides fields that are used to search for checks issued to you by the City. Completing the fields and clicking **Search** opens the Vendor Check Information page, which lists the checks that meet your search criteria.
Clicking **Modify Search** or **New Search** returns you to the Vendor Check Search page. The listing of checks can be sorted by clicking a column title. The page numbers display additional checks in the list when you click a number on the navigation bar. To view details about the check on the Vendor Check Invoice Detail page, you must click **View** on a check line.

**Invoices**

Clicking **Invoices** on the navigation menu opens the Vendor AP Invoice Search page. This page provides you with the ability to search for invoices.
Complete the boxes on the page, and then click **Search** to find invoices that match the search criteria. VSS displays the search results on the Invoices page.

The Modify Search and New Search links returns you to the Vendor AP Invoice Search page. Clicking a column title sorts the list of invoices by that column’s values. You can view additional invoices by clicking the page numbers. When clicked, the **View** link opens the Invoice Detail page, which is an inquiry-only display of invoice data.
Purchase Orders
When you click on the Purchase Orders option on the navigation menu, VSS opens the Vendor Purchase Order Search page.

Completing the fields on the page, and then clicking Search causes VSS to display the search results on the Purchase Order Search Results page.
The Modify Search and New Search links returns you to the Vendor Purchase Order Search page. Clicking a column title sorts the list of purchase orders by that column’s values. You can view additional purchase orders by clicking the page numbers. When clicked, the View link opens the Purchase Order Detail page, which is an inquiry-only display of purchase order information.
Appendix A: Managing Minority Business Enterprise Certificates (This is also where you will record your Woman Owned and Disadvantaged Businesses)

In order to maintain your MBE certifications, you must access your My Profile page, and then click *Change* in the General Information section. Clicking *Change* opens the Make Changes page, which contains the Minority Business Entity (MBE) section.

The Minority Business Entity (MBE) section contains the check boxes that determine whether you are a minority business enterprise or not and which classifications you possess. You must click the *Manage* link for a classification in order to open the classification on the Manage MBE Classification Certificates page. This page displays any existing certificates and allows entry of new certificates.
Clicking the **Add New Certificate** link updates the page to include the Certificate Details section. You must complete the **Agency, Issue Date, and Expiration Date** boxes for the certificate. Completing the **Notes** box is optional.

When finished entering data in the boxes, clicking **Done** saves the entry and displays the Make Changes page.
The Make Changes page includes a warning message that indicates the new certificate is ready to be added to your profile and that certificate information is not saved until your entire profile is saved.

You can continue to add certificates for this classification by clicking Add New Certificate. To modify or delete a certificate, you use the Edit or Remove links. After entering all of the certificates for this classification, you must click Changes Complete to save the certificate entries or Cancel All to discard all of the certificate information. Clicking Changes Complete returns you to the My Profile – Make Changes page, where the Minority Business Entity section displays the updated certification count.

You can continue entering certificate information for each applicable classification, and then click Update to permanently update your profile. Changes are not permanently retained until Update is clicked. After clicking Update, you are returned to the My Profile page, where the MBE certification information has been updated.