

New Vendor Registration

This documentation covers the **New Vendor Registration** process for St. Louis County vendors at <https://stlouiscountymovendors.munisselfservice.com>

Before you begin the registration process

Please have your Federal Tax ID number or Social; Security Number to complete the registration process.

Important Note: Leaving a web page idle for too long before completing registration will force your session to time out. To avoid your session from timing out, do not allow more than 10 minutes of idle time between each web page.

1. Click LOG IN in the upper right to create your login. Your login is created through a separate service called Community Access Services. If you do business with more than one client that uses Munis, the idea is that you can create one login to use for all the different Vendor Self Services. Each location has a different URL for their VSS, but the login is common.

Munis Self Service LOG IN

St. Louis County VSS Test

Home
Vendor Self Service

Welcome to Vendor Self Service!

If you are you already a registered vendor with St. Louis County:

- Before you begin you will need your St. Louis County vendor number and your Federal Tax ID (FID) or Social Security Number (SSN). Your vendor number appears on an existing Purchase Order or on an AP check stub.
- Follow the [instructions](#) on how to register through our portal and link your existing account.
- If you are unable to link your account in VSS [after following the instructions](#), email vendors@stlouiscountymo.gov or call 314-615-4627. Please provide your vendor number, a description of the issue, and a contact name and phone number.

If you are you a new vendor:

- Follow the [instructions](#) on how to register in our Vendor Self Service site in order to submit a bid and view purchase orders, payments, and tax documents.
- If you are unable to register as a vendor [after following the instructions](#), email vendors@stlouiscountymo.gov or call 314-615-4627. Please provide a description of the issue, a contact name and a phone number.

If you have already completed the processes above select Login.

2. After clicking on LOG IN in the upper right you'll be on the Community Access Services login page. If you are creating a New login for Community Access Services, click **Sign up** at the bottom of the screen.
3. Enter an email address, password, first name, and last name for this account and click **Sign up**. Your username is your email address.



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

Password

Remember me

Sign in

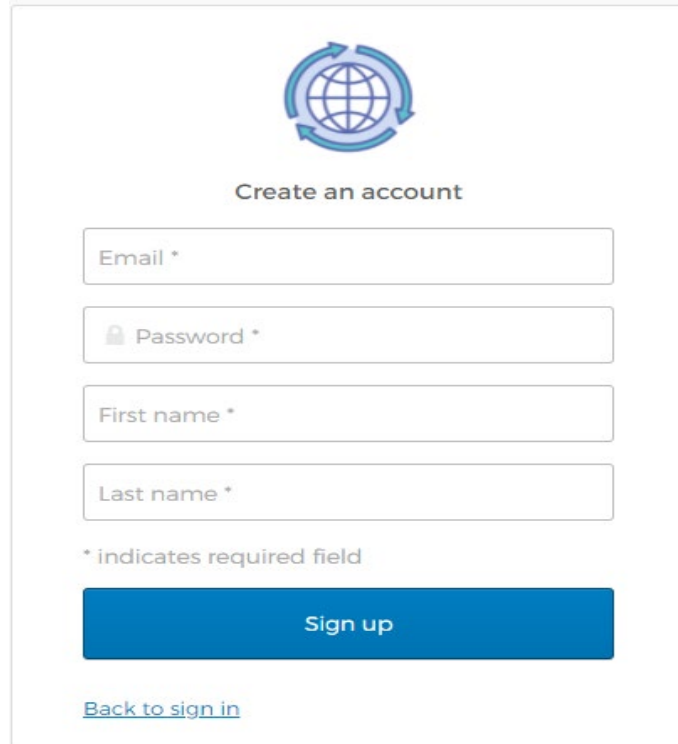
[Forgot password?](#)


[Unlock account?](#)

[Help](#)

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






Create an account

Email *

Password *

First name *

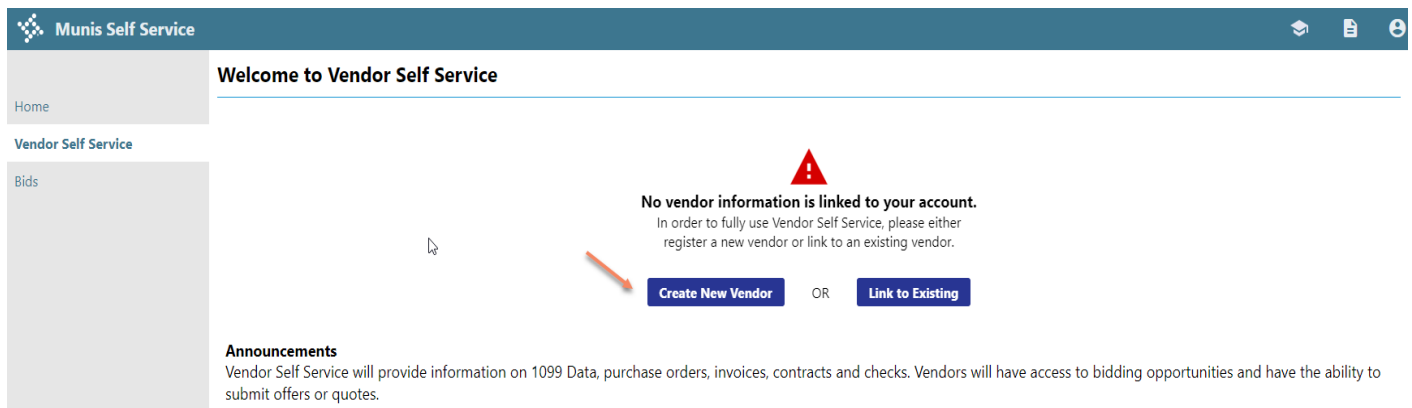
Last name *

* indicates required field

Sign up

[Back to sign in](#)

4. You will then receive a Community Access email to verify your email address and activate your account. The token in the link expires very quickly, but your account will still be created even if you click on the email after it expires. If the VSS site is ever logged into using a different device or browser, you will get an email from Community Access Identity telling you that this has happened so you can report suspicious activity if you were not actually the person logging in.
5. After you receive acknowledgement that your account has been created on the Community Access Services site, close that site and go back to <https://stlouiscountymovendors.munisselfservice.com> Click on LOG IN in the upper right corner again, and log in using your newly created username and password. This time you will move to the VSS welcome page after logging in. Click on **Create New Vendor** to start entering your information.




Munis Self Service

Welcome to Vendor Self Service

Home

Vendor Self Service

Bids


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](#)

Announcements
 Vendor Self Service will provide information on 1099 Data, purchase orders, invoices, contracts and checks. Vendors will have access to bidding opportunities and have the ability to submit offers or quotes.

➤ **New vendor Registration**

Complete your company's New Vendor Registration. Fields with a red asterisk (*) are required fields. **Continue** to proceed to the next screen.

- **The required email address is used for EFT and Purchase Order delivery notices.**
- Vendor Type – select either *Bidding Vendor* or *Regular Vendors*
- Complete Minority Business Enterprise (MBE) section

➤ Add Accounts Payable and Purchase Order Addresses

- Select **add** to add your company's Remittance Address (Accounts Payable) information.
- Select **Save** when information is completed
- Select **add** to add your company's Purchase Order address information.
- Select **Save** when information is completed
- Select **Continue** when complete

Home

Vendor Self Service

Bids

New Vendor Registration

Step 2

Address information

[Help](#)

Accounts Payable Addresses

[add](#)

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

Purchase Order Addresses

[add](#)

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

Continue

New Vendor Registration

Home

Vendor Self Service

Bids

General Vendor Contacts

*Address Type

Accounts Payable ▾

*Company Name

VSSTEST1

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

*Address

444 MAIN ST.

(line 2)

(line 3)

(line 4)

*City

ST. LOUIS

*State

MO

*Zip

➤ **General Vendor Contacts (Include at least one General Contact)**

[Home](#)[Vendor Self Service](#)[Bids](#)

User Contact Information

Contact Person

* Contact Type

Select Type...

* Name

Description

* Phone

Text

 Opt In

Fax

* E-mail

[Continue](#)

General Vendor Contacts

[Help](#)

Address Contacts

Type	Name	Description	Email	Telephone
GENERAL - GENERAL CONTACTS	GENERALCONTACT NAME		sremaklus@stlouisco.com	Phone: 314-615-4630 Text: Fax:

[Continue](#)[New Contact](#)

➤ Add Commodities

1. **Select corresponding commodity codes to ensure bids will automatically be forwarded for matching commodities.**
 - Enter a keyword to search for and return a list of commodities.
 - Add as many commodity codes as you wish by checking the box to the left of one or more codes and clicking **Add**. The chosen code(s) will appear in the lower "Currently Added" list. You can search for multiple keywords and continue adding commodities.
 - You may also remove commodities from the lower list by clicking Remove next to the commodity to delete.

- Click Continue when finished.

Munis Self Service Step 5

Select Commodities

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

Keyword(s) or commodity code(first 3 or more digits) **Search**

[List all commodities/services](#)

8458 Found [1-10](#) | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

Select All	Code	Description
<input type="checkbox"/>	41558	REFRIGERATORS AND COOLING EQUIPMENT, LABORATORY, SPECIALIZED: EXPLOSION-PROOF, ULTRA-LOW TEMPERATURE, ETC.
<input type="checkbox"/>	41565	SERVICE FIXTURES: COCKS, CONNECTORS, SINK TRAPS, VALVES, ETC.
<input type="checkbox"/>	41578	SINKS, LABORATORY TYPE
<input type="checkbox"/>	41585	STOOLS, LABORATORY
<input type="checkbox"/>	41591	TABLES, LABORATORY TYPE
<input type="checkbox"/>	42003	ARTS AND CRAFTS FURNITURE (TABLES, ETC.)
<input type="checkbox"/>	42004	AUDITORIUM, STADIUM, TEAM SEATING FURNITURE AND PORTABLE BLEACHERS
<input type="checkbox"/>	42008	CAFETERIA FURNITURE, CHAIRS AND TABLES (INCL. STACKING TYPES)
<input type="checkbox"/>	42009	CAFETERIA FURNITURE, BOOTHS
<input type="checkbox"/>	42011	CASEWORK AND CABINETS, CUSTOM, ALL TYPES

Add

Currently Added

There are no commodities to display for this vendor.

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➤ New Vendor Registration Review

- Review all information for accuracy.
- Select **Change** to make updates in the various sections.
- Add any necessary attachments, e.g., W-9, by selecting the **Attach** button in the **Attachments** category.
- W-9 forms may be obtained from the **Resources** option in the upper right corner of the screen or the IRS website - <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Select the terms and conditions statement.
- Select **Register** when complete and to finalize your registration.

Munis Self Service 🏠 📄 🔄

Home
Vendor Self Service
Bids

New Vendor Registration

Step 7

[help](#)

Please check that the information below is correct. Make changes if necessary, then click on "Register."

General Information [change](#)

Name/DBA	VSStest1
Entity	
Address	444 MAIN ST. ST. LOUIS, MO 63333
Fax Number	
FID	60-1234567
Geographic	
E-Mail	MOPOKDZIXWTQUDYLAJ@SDVGEFT.COM
Web Site	
Foreign Entity	No
DUNS	

Address Information

Accounts Payable

[change](#)

Name/DBA	Address	Default
VSSTEST1	444 MAIN ST. ST. LOUIS, MO 63333 Fax:	Y

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Home
Vendor Self Service
Bids

Purchasing

[change](#)

Name/DBA	Address	Default

Accounts Contacts

[change](#)

Type	Name	Description	Email	Phone	Text	Fax
GENERAL - GENERAL CONTACTS	JOHN DOE		mopokdzixwtqudyaj@sdvgeft.com	314-555-5555		
GENERAL - GENERAL CONTACTS	JOHN DOE		mopokdzixwtqudyaj@sdvgeft.com	314-555-5555		

Commodities

[change](#)

Attachments

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

! St. Louis County is not liable for any errors or omissions in data entered by User(s).

I have read and accept the terms & conditions.

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

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javascript:_doPostBack('ct1005ct1005PrimaryPlaceholder\$ContentPlaceholderMain\$Step1LinkButton', '');

New vendors will receive an eNotification when registration is completed. Vendors will also be contacted


once information has been verified. Details are included in the initial registration confirmation notice provided.

The screenshot displays the 'Munis Self Service' web interface. On the left is a vertical navigation menu with the following items: Home, Vendor Self Service, Vendor Information, 1099, Bids, Checks, Invoices, Purchase Orders, and Contracts. The main content area features a header for 'New Vendor Registration Registration Confirmation' with a green checkmark icon. Below the header is a paragraph of text: 'Registration has been completed. You will be contacted when your information has been confirmed. Confirmation of your registration can take up to 5 business days. Vendors are required to have a W9 on file. This document is located under the Resources in the upper right hand corner of your screen after you have logged on. If you wish to receive future bidding opportunities with St. Louis County you will need to add commodity codes to your vendor profile. Once you have logged in, click on vendor self-service and then click on view profile in the upper right corner. Scroll to the bottom of the screen and click on Add next to Current Vendor Commodities. This will take you to the location where you can add the commodity codes to your profile.' Below this text is a section titled 'You can now:' followed by two bullet points: 'Register for commodities/services and/or update your profile' and 'Upload attachment documents to your profile'. At the bottom of the page, there is a copyright notice: '©2021 Tyler Technologies, Inc.'


The Vendor Self Service page displays linked or created vendor records. The home page features profile and vendor information side-by-side, followed by custom announcements, invoice details, and bid information

 ? 

Welcome to Vendor Self Service

Profile information 

CONTACT1
Phone: 5555555555
Contact@tyler.com

Vendor information 

VENDOR1
123 MAIN STREET
LYMAN, ME 04002
VENDOR1@TYLER.COM

Announcements
Welcome to Online for Business
This is where the client would put custom text.

Invoices [Submit invoices](#) [Search invoices](#)

Invoice information not found.

Bids [Search bids](#)

Completion Status Submitted Bids Status

Bid information not found.

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➤ For Questions - Email vendors@stlouiscountymo.gov

Home

Vendor Self Service

Vendor Information

Bids

Invoices

Welcome to Vendor Self Service

Profile information

CONTACT1
Phone: 5555555555
Contact@tyler.com

Vendor information

VENDOR1
123 MAIN STREET
LYMAN, ME 04002
VENDOR1@TYLER.COM

Announcements

Welcome to Online for Business

This is where the client would put custom text.

Invoices

[Submit invoices](#) [Search invoices](#)

Invoice information not found.

Bids

[Search bids](#)

Completion Status Submitted Bids Status

Bid information not found.