VENDOR SELF SERVICE (VSS) INSTRUCTIONS

To receive payment, vendors must be registered in Katy ISD's Vendor Self Service (VSS). The Purchasing Department will also use VSS to develop potential bidders on those contracts required by statute to be competitively awarded.

VSS Features:

- create a secure user-id and password
- receive a unique vendor number
- list all commodities you provide
- update contact information
- view account activity (i.e., purchase orders, invoices, checks, etc.)

Vendors must submit a current W-9, debarment form, and HB 89 and SB 252 Certification Addendum before they will be added. These documents can be scanned directly into the VSS system.

If you have any questions or need further assistance, please contact Purchasing at 281-396-6260.

ACCESS VENDOR SELF SERVICE (VSS)

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 the steps, all of the information entered is discarded and they must start again.
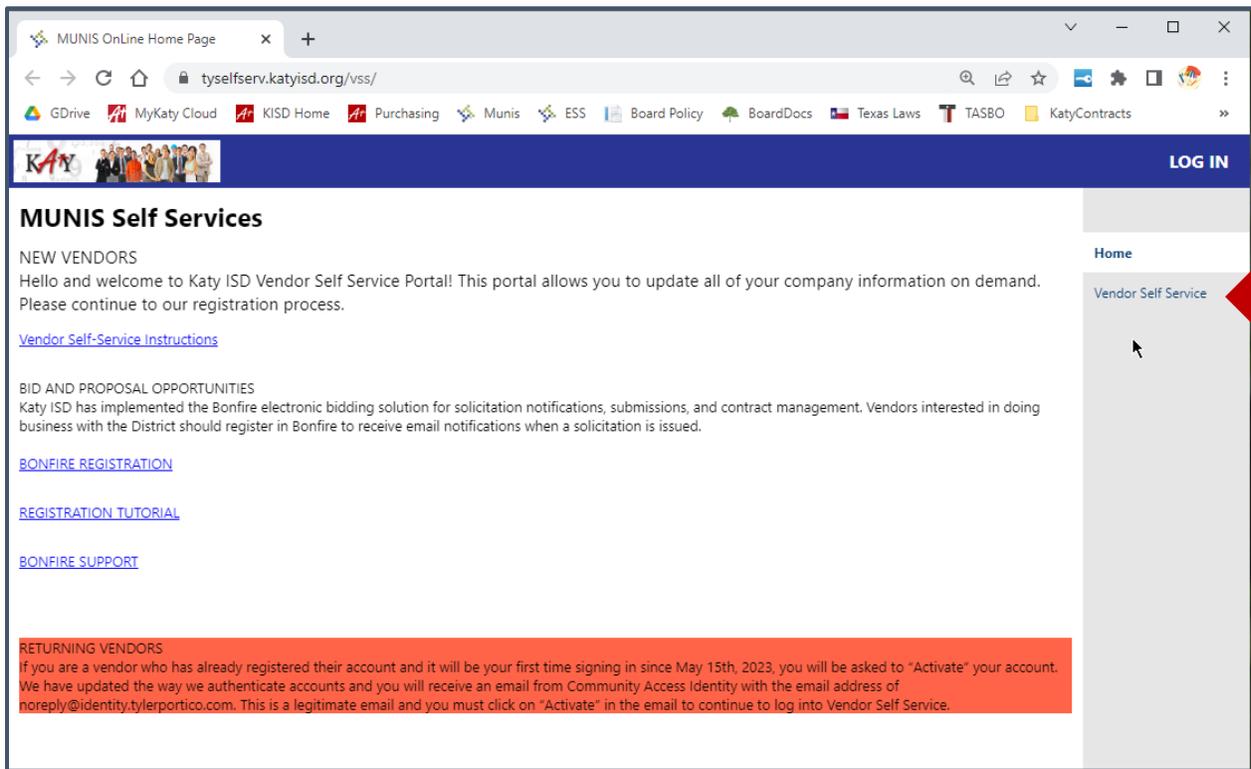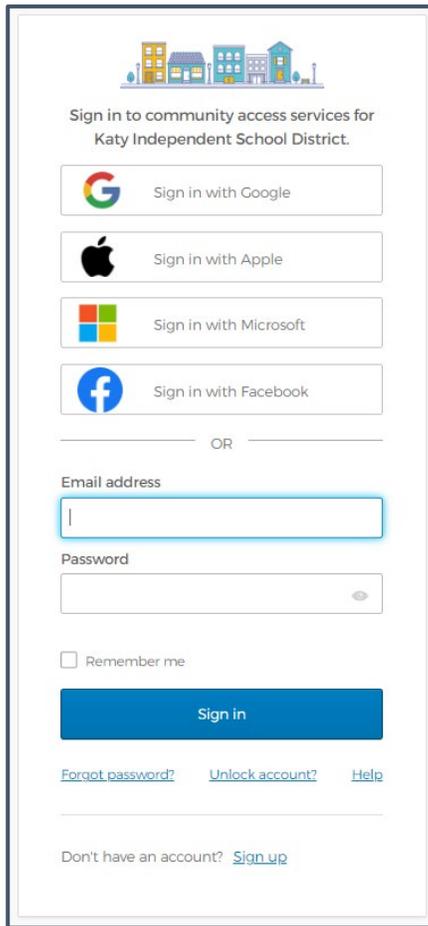

Click **Vendor Self Service**
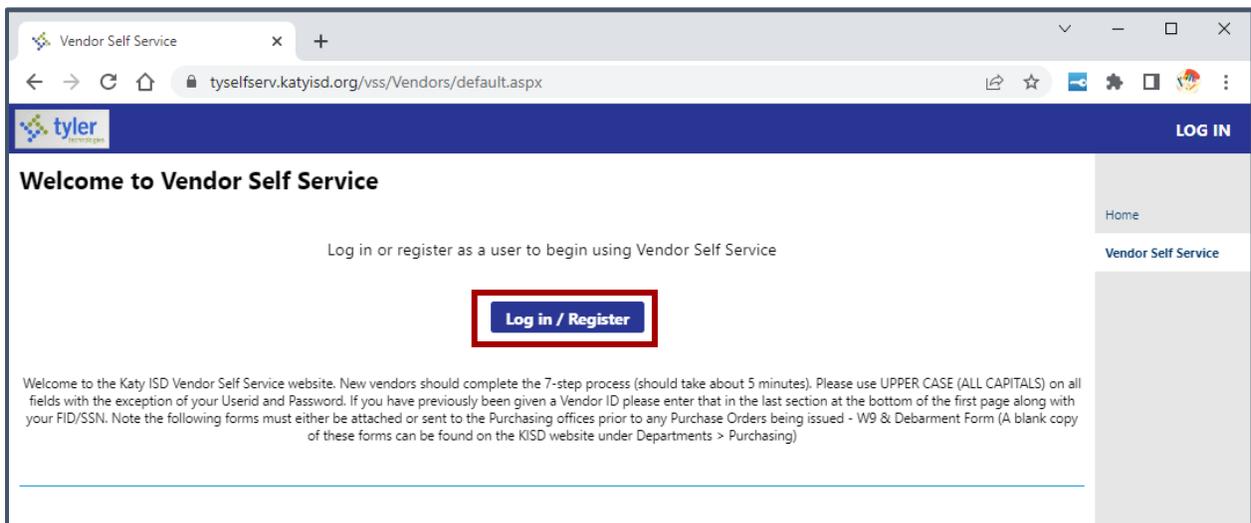
- Click **Log in/Register**

CREATE AN ACCOUNT

1. Click on any of the social account providers to login in using Tyler Technologies, Inc.'s universal authentication (login) system.

NOTE: If you have not previously setup an account with Tyler Technologies' system, you'll be prompted to create an account and sign-up.

2. Vendors that have previously registered in VSS should enter the email address and password used for their initial registration/account setup.

NOTE: You will be required to "Activate" your account on your first time signing in after May 15, 2023.

3. Vendors that have never registered in VSS should click the **Sign Up** button at the bottom of the screen to create a username and password for their profile.

- Enter an email address, password, first name and last name for the individual who will manage the account.
  NOTE: *Fields marked with an asterisk (*) are required.*
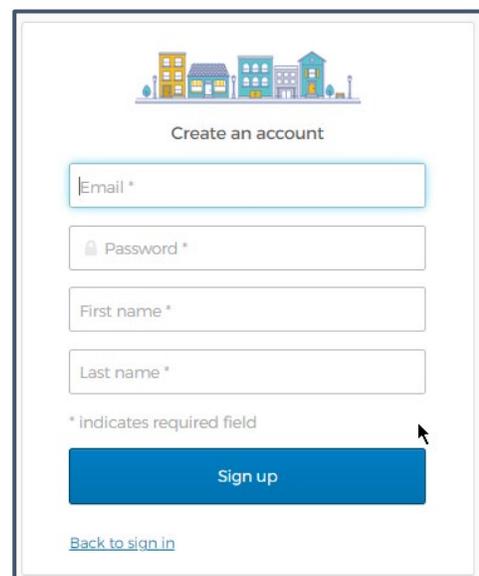
New vendors should complete the 7-step process. If you have previously been given a Vendor ID please enter that in the last section at the bottom of the first page along with your FID/SSN.

NOTE: The following forms must either be attached or sent to the Purchasing office prior to any Purchase Orders being issued - W9 & Debarment Form (A blank copy of these forms can be found on the KISD website under Departments > Purchasing)

Please use ALL CAPITALS on all fields.
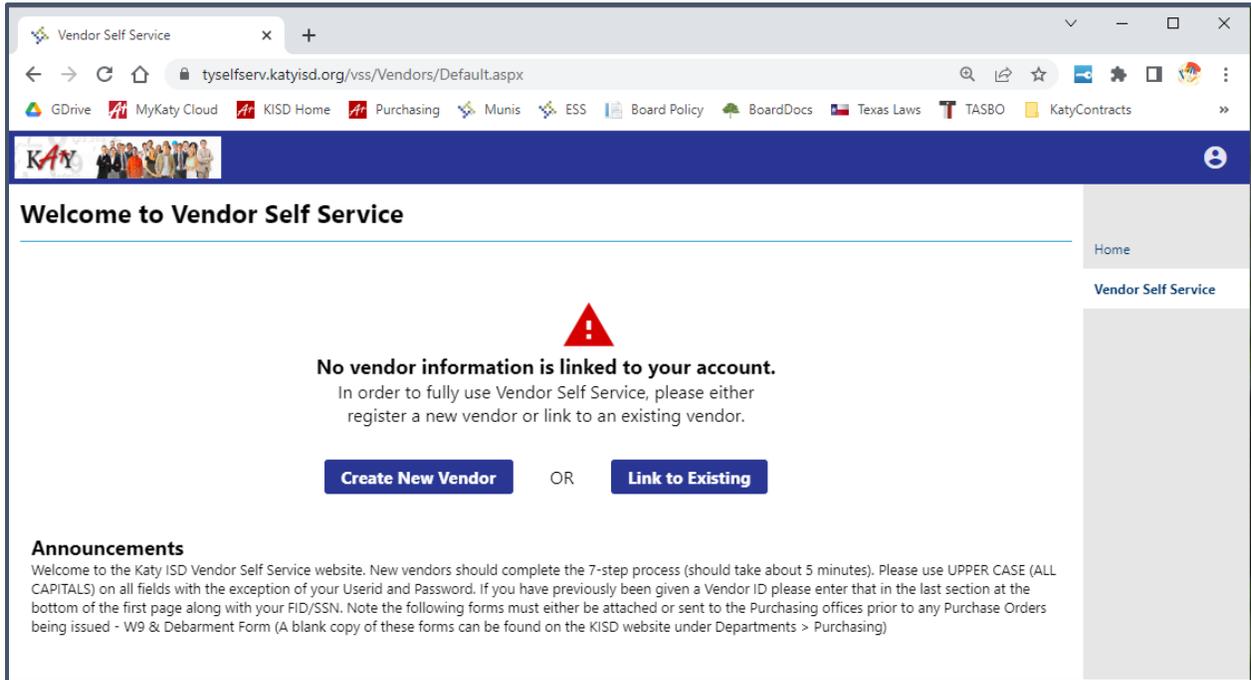
STEP 1: ENTER YOUR COMPANY INFORMATION

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

Once the required information has been entered, select Continue.

You will now be prompted to provide your general business and contact information.

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

STEP 2: ENTER ADDRESS AND CONTACT INFORMATION.

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

Select **Add** to add an additional company addresses and/or remittances.

Once the required information has been entered, select Continue.

At least one contact person must be added to the account. Use the dropdown to select a contact type and enter the person's information.

Once the required information has been entered, select Continue.
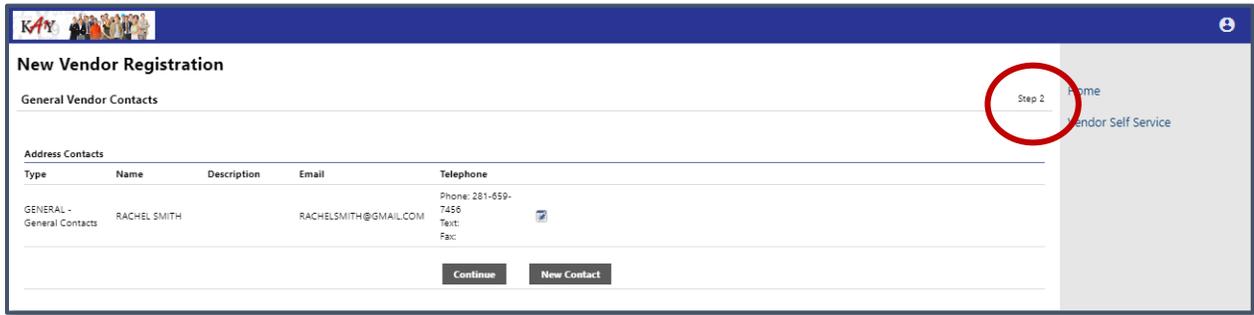
Select **New Contact** to enter a new individual contact record, or select **Continue** to proceed to Step 3.

STEP 3: SELECT COMMODITIES.

This is a great opportunity for the vendor community to identify the commodities it provides and affords Katy ISD the opportunity to invite more vendors to bid on commodity specific bid applications.

Select the applicable commodities and select **Add**, or select Continue to proceed.
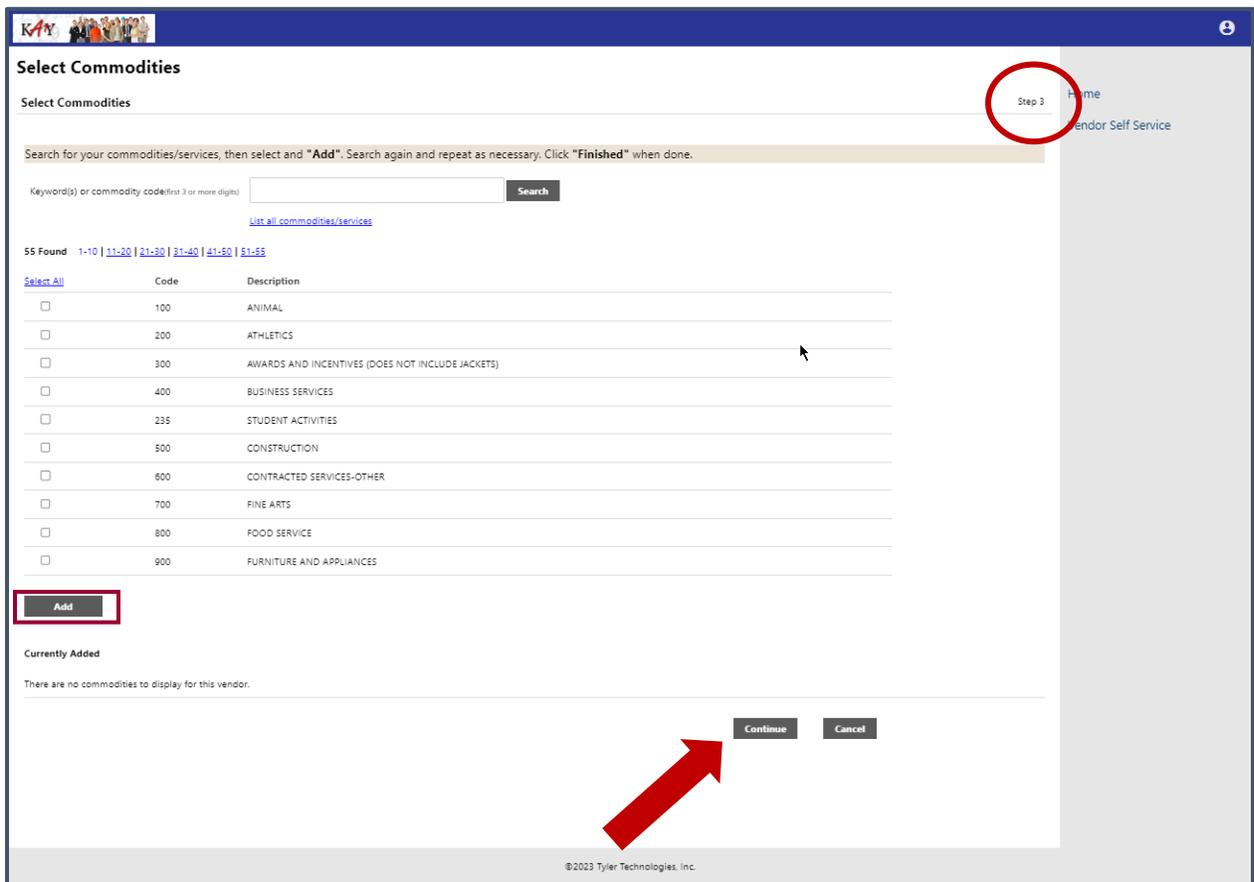
REVIEW

Please review the information that has been entered. Select **Change** to correct any errors or missing information.

ATTACH

When all the entered information is correct, scroll to the Attachments section and select **Attach** to upload a current IRS Form W-9, Katy ISD Debarment Form, and HB 89 and SB 252 Certification Addendum.

Your registration may be rejected or delayed without supplying all required documentation. You will receive the following warning message if you attempt to register without supplying the required documentation.

Select **Register** to complete the registration process.

The following screen will appear to confirm a successful Registration.

Thereafter, vendors may log in to Vendor Self Service and edit their profiles by visiting https://tyselfserv.katyisd.org/vss/ and **click Log In in the top right corner.**