



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:

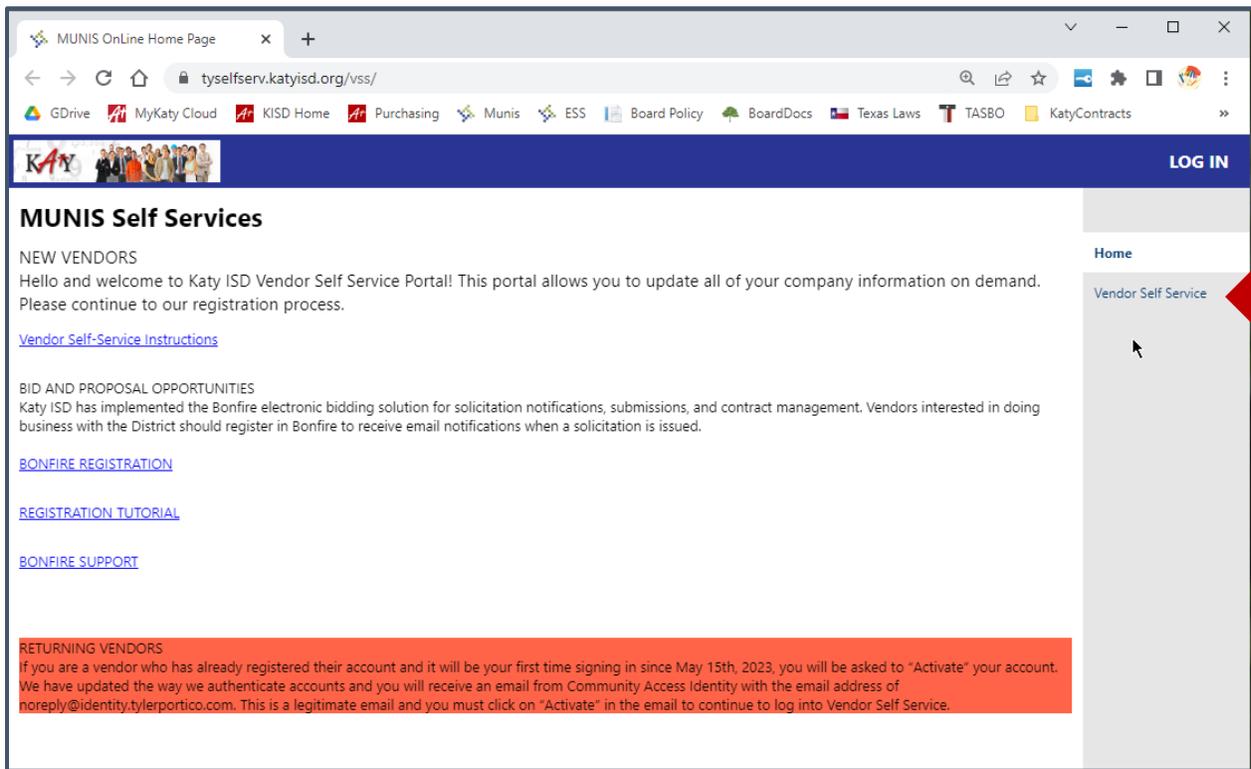
- create a secure user-id and password
- receive a unique vendor number
- list all commodities you provide
- update contact information
- view account activity (i.e., purchase orders, invoices, checks, etc.)

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.

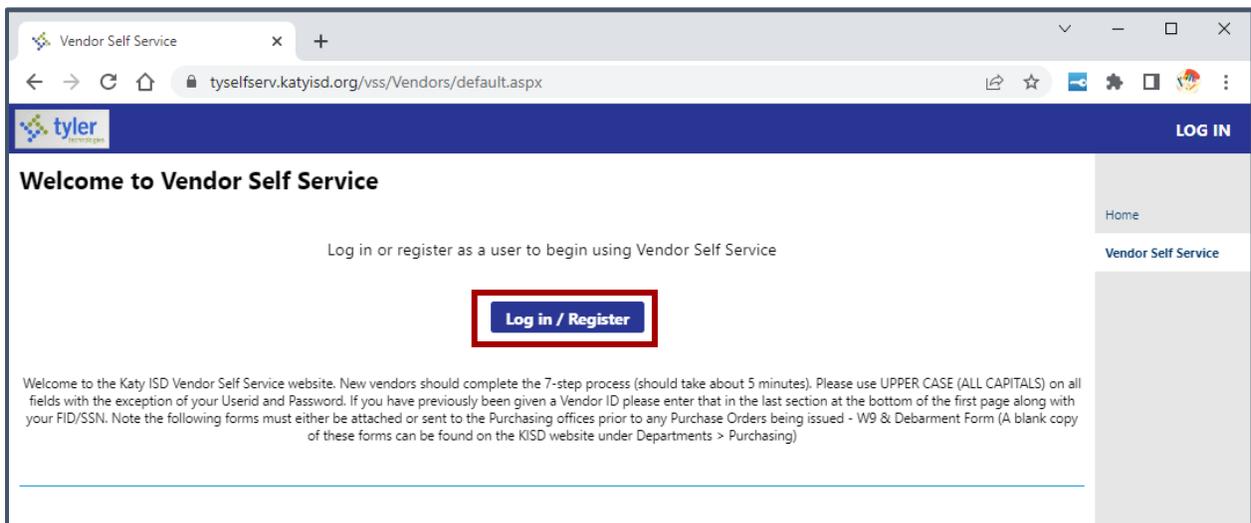
If you have any questions or need further assistance, please contact Purchasing at 281-396-6260.

[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.

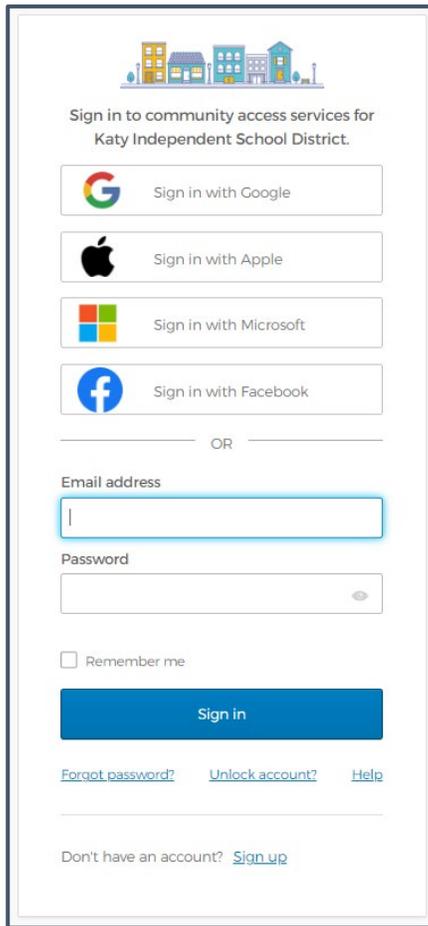


Click **Vendor Self Service**



- Click **Log in/Register**

CREATE AN ACCOUNT



Sign in to community access services for Katy Independent School District.

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](#)

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

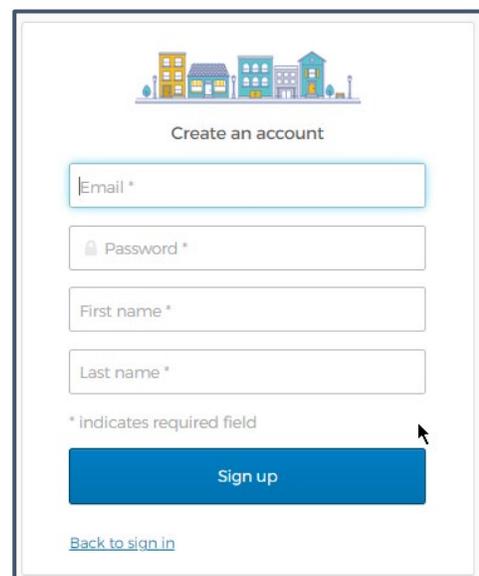
NOTE: If you have not previously setup an account with Tyler Technologies' system, you'll be prompted to create an account and sign-up.

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.



Create an account

Email *

Password *

First name *

Last name *

* indicates required field

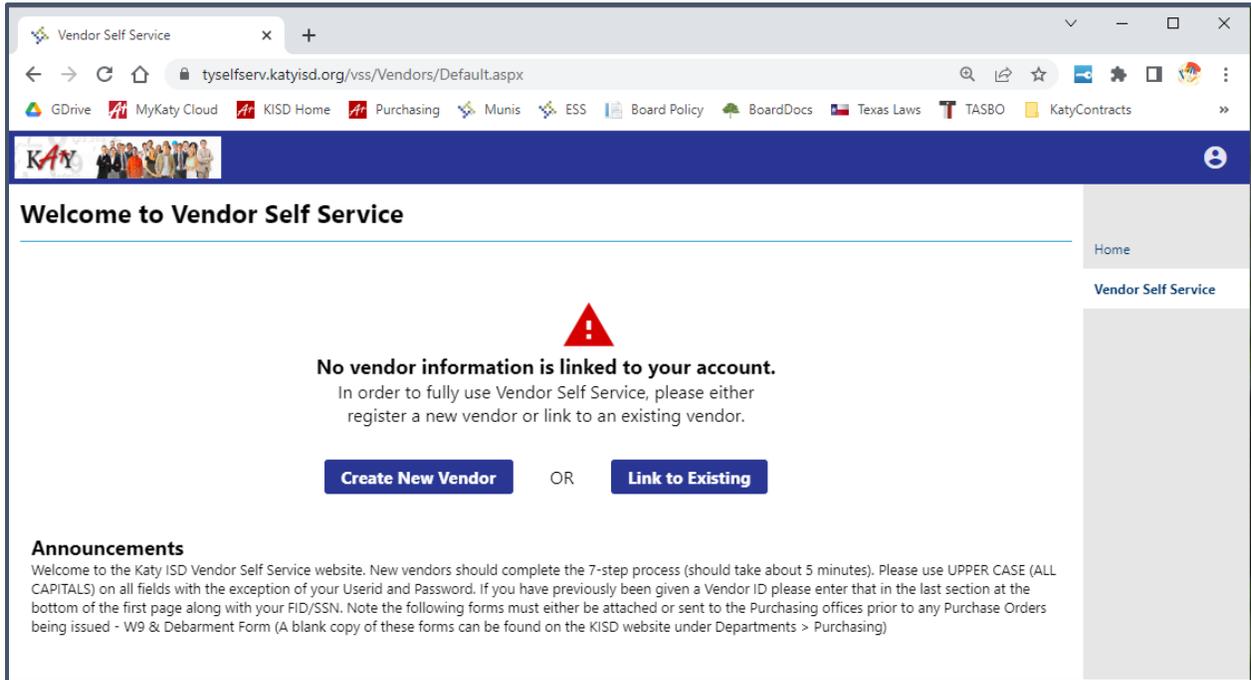
Sign up

[Back to sign in](#)

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.

tyler

New Vendor Registration

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

Enter Vendor Registration Information

Company Information

Company Name*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

*Vendor Type
Select 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 *

Zip Code * Country

Country Geographic
Select Type...

Fax Number

Minority Business Enterprise

Minority Business Enterprise

Minority Business Enterprise Classifications
(select all that apply)

General

HUB CERTIFICATION

Gender Ethnicity
Select Type... Select Type...

Federal Tax ID Number or Social Security Number

*FID or SSN
 FID SSN

*FID/SSN *Re-type FID/SSN

Payment Terms

Your preferred payables delivery method(s).
 Mail Fax E-Mail

Your preferred purchasing delivery method(s).
 Mail Fax E-Mail

Step 1

Home
Vendor Self Service

CONTINUE **CANCEL**

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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.

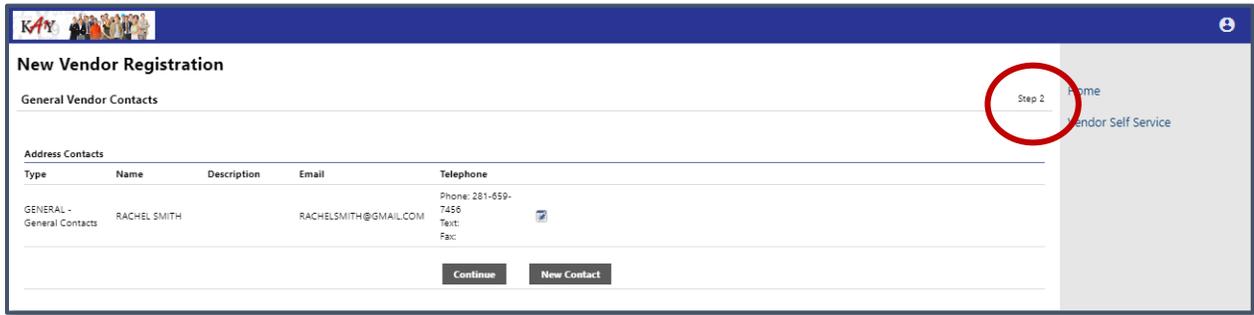
Once the required information has been entered, select Continue.

The screenshot shows the 'New Vendor Registration' page for Tyler. The page title is 'New Vendor Registration' and the current step is 'Step 2', which is circled in red. The page is divided into two main sections: 'Address information' and 'Vendor Self Service'. The 'Address information' section contains a table with the following columns: 'Name/DBA', 'Address', and 'Is Default'. Below the table is a 'Continue' button. The 'Vendor Self Service' section is on the right and contains a 'Home' link and a 'Vendor Self Service' link.

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.

The screenshot shows the 'User Contact Information' page. The page title is 'User Contact Information'. The form includes several fields: 'Contact Person', 'Contact Type' (a dropdown menu), 'Name', 'Description', 'Phone', 'Text', 'Fax', and 'E-mail'. A red arrow points to the 'Contact Type' dropdown menu, which is open and shows the following options: 'Select Type...', 'GENERAL - General Contacts', 'ACCOUNTS PAYABLE - Accounts Payable Contacts', and 'PURCHASING - Purchasing Contacts'. A 'Continue' button is visible at the bottom of the form.

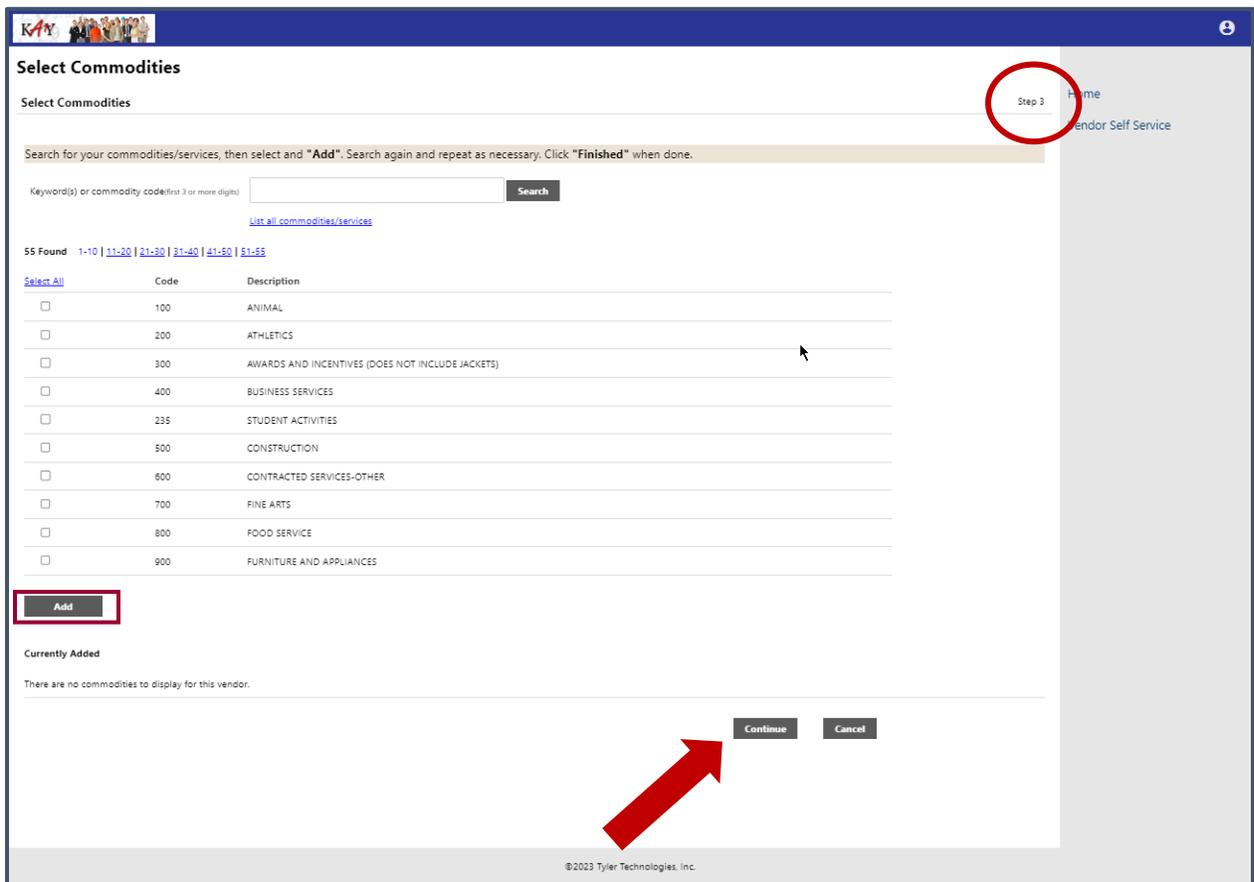


Select **New Contact** to enter a new individual contact record, or select **Continue** to proceed to Step 3.

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.

New Vendor Registration

Review Step 11

Home
Vendor Self Service

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

General Information [change](#)

Name/DBA: testing vendor

Entity:

Address: 5631 HOUSTON AVE
HOUSTON, TX 77002

Fax Number:

FID: 66-9875611

Geographic:

E-Mail: NINA_SHEPHARD@HOTMAIL.COM

Web Site:

Vendor Type: OTHER OTHER

Gender:

Ethnicity:

Foreign Entity: No

Address Information [change](#)

Name/DBA: Address: Default:

Accounts Contacts [change](#)

Type	Name	Description	Email	Phone	Text	Fax
GENERAL - General Contacts	RACHEL SMITH		RACHELSMITH@GMAIL.COM	281-659-7456		

Commodities [change](#)

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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.

The screenshot shows a registration form with several sections: Foreign Entity, Address Information, Accounts Contacts, Commodities, and Attachments. The Attachments section is highlighted with a red border and contains a table with the following data:

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	Attach
default	Vendor Attachment		(0)	Attach
W9	Vendor W-9 Forms	✓	(0)	Attach

Below the table are buttons for **Register** and **Cancel**, and a note: "(Only click Register once and refrain from using your browser's Back or Refresh button.)". The footer of the page reads "©2023 Tyler Technologies, Inc."

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.

Required documentation has not been provided. Your registration may be rejected or delayed without supplying all required documentation. Press cancel to review and upload required documentation or submit anyway?

Submit **Cancel**

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

The screenshot shows a registration form with the following sections:

- Foreign Entity:** No
- Address Information:** Includes a [change](#) link.
- Name/DBA:** Fields for Name, Address, and Default.
- Accounts Contacts:** Includes a [change](#) link and a table with columns: Type, Name, Description, Email, Phone, Text, Fax. One entry is visible: GENERAL - General Contacts, RACHEL SMITH, RACHELSMITH@GMAIL.COM, 281-659-7456.
- Commodities:** Includes a [change](#) link and a table with columns: Code, Description. Entries include: 400 BUSINESS SERVICES, 235 STUDENT ACTIVITIES, 110 GENERAL MERCHANDISE, GROCERIES, FOOD, 140 MAINTENANCE SERVICES, 701 FINE ARTS SERVICES.
- Attachments:** Table with columns: Attachment Type, Description, Required, Attachments, and an Attach button. Rows include: General (Documents are not assigned to a type, Required: no, Attachments: 0), default (Vendor Attachment, Required: no, Attachments: 0), and W9 (Vendor W-9 Forms, Required: yes, Attachments: 0).
- Buttons:** Register and Cancel buttons are at the bottom. A red arrow points to the Register button.
- Footer:** ©2023 Tyler Technologies, Inc.

The following screen will appear to confirm a successful Registration.

The screenshot shows the "New Vendor Registration Registration Confirmation" screen with the following content:

- Header:** KAT logo, Munis Self Service, and TESTING REGISTRATION.
- Section:** New Vendor Registration Registration Confirmation.
- Status:** A green checkmark icon and the text: "Registration has been completed. You will be contacted when your information has been reviewed."
- Instructions:** "You can now:" followed by a list:
 - Register for commodities/services and/or update your profile.
 - Upload attachment documents to your profile.
- Navigation:** Vendor Self Service and My Profile links on the right side.

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.

