

Welcome to the City of Durham Vendor Self Service (VSS) – Making it easier to do business with the CITY!

Vendor Self Service (VSS) gives existing and potential vendors access to their personal information and records online. You will have the ability to add or update contact information, view check, purchase order and invoice history, provide or update banking information, add commodities, etc. **To become an active vendor a copy of your W9 must be attached.**

Note: Payments can be received by paper check, ACH, or Epayables.

- **Paper checks mailing could take up to 7 business days or more.**
- **ACH/EFT- monies are available next business day after City approves payment. Provide banking info on Vendor Self Service or email to Vendors@durhamnc.gov**
- **Epayables monies are available the same day via Bank of America after the City approves payment. This process uses a Bank of America issued credit card number. See document section for more details and sign up. You must send an email to vendors@durhamnc.gov requesting setup.**

Select the Resource tab to download the Instruction Guide

New Vendors - To register

- Select Vendor Self Service
- Select Registration
- Enter (create) User ID and Password
- Enter Validation Code
- Select Submit
- Check email for a Validation Pin (Keep secure)
- Enter Validation Pin to complete registration

Existing Vendors – To Log In

- Select Log In
- Enter User ID and Password
- Enter Validation Code
- Enter City of Durham Vendor #
- Enter your FID or SS# (has to be the same as the existing # on your City vendor file)

Note: If you are an existing City of Durham vendor your vendor number can be found on your last check, PO or ACH Advice. If you are unable to locate or have received please send an email request to Vendors @durhamnc.gov. Your email request must include your name, title, and contact info. A City of Durham administrator will contact you.

For security you must be able to provide additional information (when prompted) that is currently on your existing vendor file (FID or SS).

Vendor Registration Five Easy Steps.....

Select Vendor Registration on the VSS homepage. Use ALL CAPS (ex: CITY OF DURHAM). All fields with a red asterisk (*) is a required field and cannot be skipped.

STEP 1:

New Vendors - To register

- Select Vendor Self Service
- Select Registration
- Enter (create) User ID and Password
- Enter Validation Code
- Select Submit
- Check email for a Validation Pin (Keep secure)
- Enter Validation Pin to complete registration

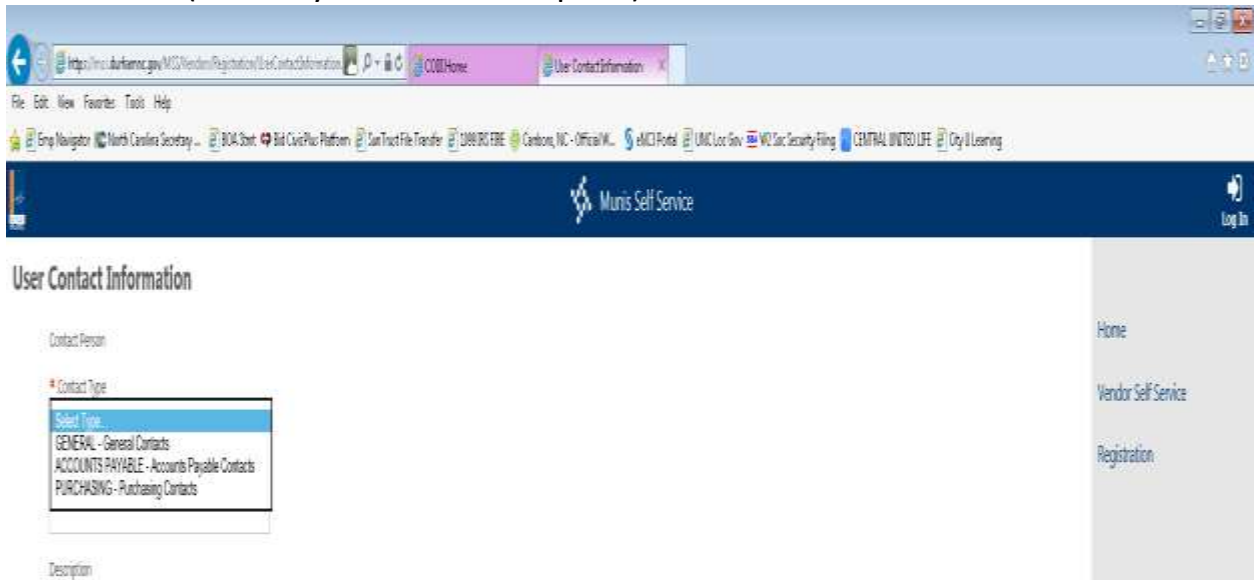
Existing Vendors – To Log In

- Select Log In
- Enter User ID and Password
- Enter Validation Code
- Enter City of Durham Vendor #
- Enter your FID or SS# (has to be the same as the existing # on your City vendor file)

If you do not have your vendor number please send an email request to Vendors@durhamnc.gov to request your vendor #. Your email request must include your name, title, and contact info. A City of Durham staff will contact you.

STEP 2:

- Provide General Contact information (address, email, web site and FID or SSN number), AP and/or contact (s). Complete all fields required including checking the MBE status (Minority Business Enterprise).



Enter Payment Terms, Delivery method, and Banking info

Payment Terms

Discount Percentage

10

Days to Discount

0

Days to Net

30

Your preferred payables delivery method(s).

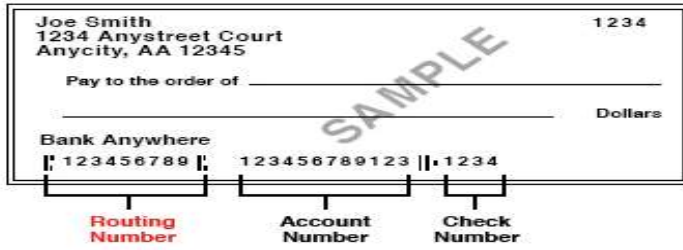
Mail Fax E-Mail

Your preferred purchasing delivery method(s).

Mail Fax E-Mail

Add banking info

Bank Information



Bank Routing Number

Bank Account Number

Bank Account Type
Checking

To add additional addresses and contact info for remits select add.

Address information

[Addresses](#)

[add](#)

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

STEP 3: Select Commodities → Select Add → Select Continue.

Select Commodities

Select Commodities

[Help](#)

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

Keywords(s) or commodity code(s) or item name:

[List all commodities/services](#)

8332 Found

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

Select All	Code	Description
<input checked="" type="checkbox"/>	00521	ABRASIVES, SANDBLASTERS, METAL
<input type="checkbox"/>	00528	ABRASIVES, SANDBLASTING (OTHER THAN METAL)
<input type="checkbox"/>	00542	ABRASIVES, SOLID: WHEELS, STONES, ETC.
<input type="checkbox"/>	01538	PAPER, CHEMICALS, AND SUPPLIES (FOR BLUELINE MACHINES)
<input type="checkbox"/>	99899	REIMBURSEMENT
<input type="checkbox"/>	02890	TREE AND ROOT CUTTERS AND STUMP GRINDERS, TRACTOR MOUNTED
<input type="checkbox"/>	01525	CHEMICALS, INKS, AND SUPPLIES (FOR MICROGRAPH MACHINES)
<input type="checkbox"/>	01539	PAPER, CHEMICALS, AND SUPPLIES (FOR COATED OR TREATED PAPER TYPE COPYING MACHINES) (SEE 305-39 FOR DIAZO PROCESS COPY MACHINES)
<input type="checkbox"/>	02864	MOWER, ARTICULATED BOOM: FLAIL, ROTARY, OR SCISSOR HEAD
<input type="checkbox"/>	01555	PAPER AND SUPPLIES (FOR DUAL SPECTRUM PROCESS COPYING MACHINES) (SEE 305-39 FOR DIAZO PROCESS COPY MACHINES)

STEP 4: Verify and Attach documents (W9, etc.)

Verify all information (if an update is needed select change under the category needed).

[General Information change](#)

Select Attach to attach a signed W9 and any additional required documents as a PDF file (W9, ACH, EPayables docs) → Select Browse to locate the document on your computer → Select Continue

Attachments: Type:

Note: If you are unable to attach please email form (s) to vendors@durhamnc.gov or fax to 919-560-4325.

Select Register


Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		00 Attach


Register Cancel

STEP 5: (New Registration Only) Validate PIN and Register

You will receive a Validation PIN in your email. Enter in VSS when prompted. If you do not receive select Regenerate PIN. It'd very important to make sure the email address is correct and accessible by you to complete registration.



Welcome to Vendor Self Service

 The following user account is awaiting validation via an email sent

Validation PIN

(enter PIN validation code)

Validate Regenerate PIN

Select Register

Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		00 Attach

Register Cancel



Do not move from this page... Wait for the Registration Confirmation.



Munis Self Service

Saving.....do not navigate away from this screen while sending data.

New Vendor Registration Registration Confirmation

 Registration has been completed. You will be contacted when your information has been reviewed. 

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)

Registration will begin... You and all listed contacts will receive several email confirmations.

- Vendor Profile Update (commodities if selected)
- Vendor Registration Complete (Username)



Your commodity profile has been updated with MUNIS PRODUCTION v.11.3 - City of Durham.

The following commodity codes have been added to your vendor profile:
00521 ABRASIVES, SANDBLASTING, METAL

This email sent from Munis environment: v.11.3 - City of Durham, database name: munprod



Dear DURHAM TEST,

We are pleased to advise that you have been added as a Registered User to the Vendor Self Serve website under account DURHAM TEST. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Website Address: <https://mss.durhamnc.gov/MSS/Vendors/Profile/VendorSelfService.aspx>

Username: DURHAMTEST

Registration is complete.

Forgot Your Password after Registering

Select Forgot password and follow instructions (you will receive a hint)→ Exit out and log in using the new password. You will be prompted again to change your password to something of your choice. A message will display that your password was successfully changed.

Any issues please contact us at vendors@durhamnc.gov

Login

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

