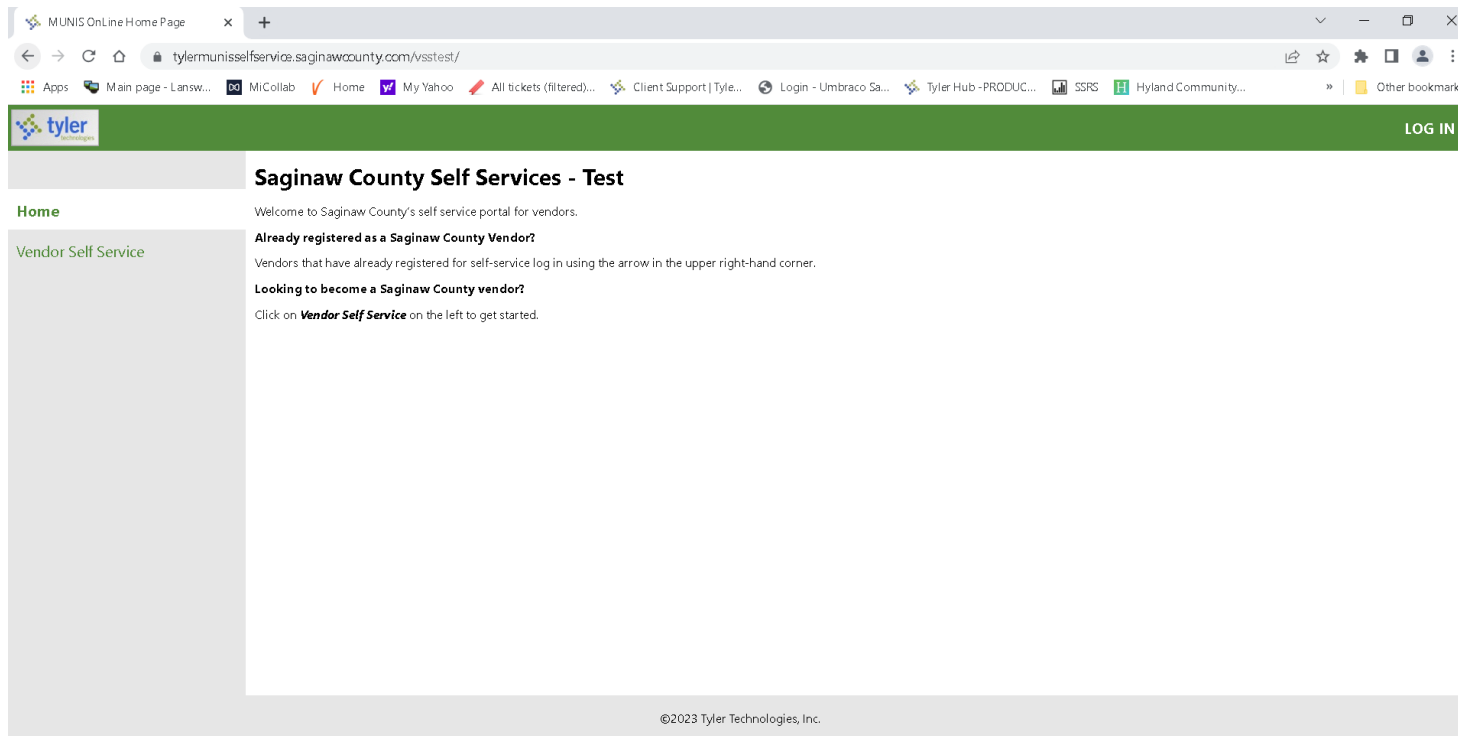


Saginaw County, MI Vendor Self Service Instructions



11/3/2021

To register as a vendor with Saginaw County visit:
<https://tylermunisselfservice.saginawcounty.com/vss/>



- Choose Vendor Self Service

Vendor Self Service

tylertmunisselfservice.saginawcounty.com/vsctest/Vendors/default.aspx

Apps Main page - Lansw... MiCollab Home My Yahoo All tickets (filtered)... Client Support | Tyle... Login - Umbraco Sa... Tyler Hub - PRODUC... SSRS Hyland Community... Other bookmarks

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LOG IN

Welcome to Vendor Self Service


Home

Vendor Self Service

Bids

Log in or register as a user to begin using Vendor Self Service

Log in / Register



Welcome to Saginaw County Vendor Self Service (VSS).

Vendors looking to do business with Saginaw County or already existing vendors looking to create an online account please find registration instructions [here](#).

Using VSS, vendors can enter and maintain their remittance information and designated contact persons.


A listing of current 1099 data, as well as copies of purchase orders, invoices, contracts, and checks are also available in VSS.

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- Login in / Register
- Password must:
 - be between 8 and 30 characters
 - contain an uppercase character
 - contain a lowercase character
 - contain a special character


Tyler Portico Citizen - Sign In x +


identity.tylerportico.com




Sign in to community access services for
Saginaw County [Test].

 Sign in with Google

 Sign in with Apple

 Sign in with Microsoft

 Sign in with Facebook

OR

Email address

Venderemail@yahoo.com

Password

☐ Remember me

Sign in


[Forgot password?](#) [Unlock account?](#) [Help](#)

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

- Register/Sign up for a new account

Tyler Portico Citizen - Sign In x +

← → ↻ identity.tylerportico.com/signin/register



Create an account

Email *

Password *

First name *

Last name *

* indicates required field

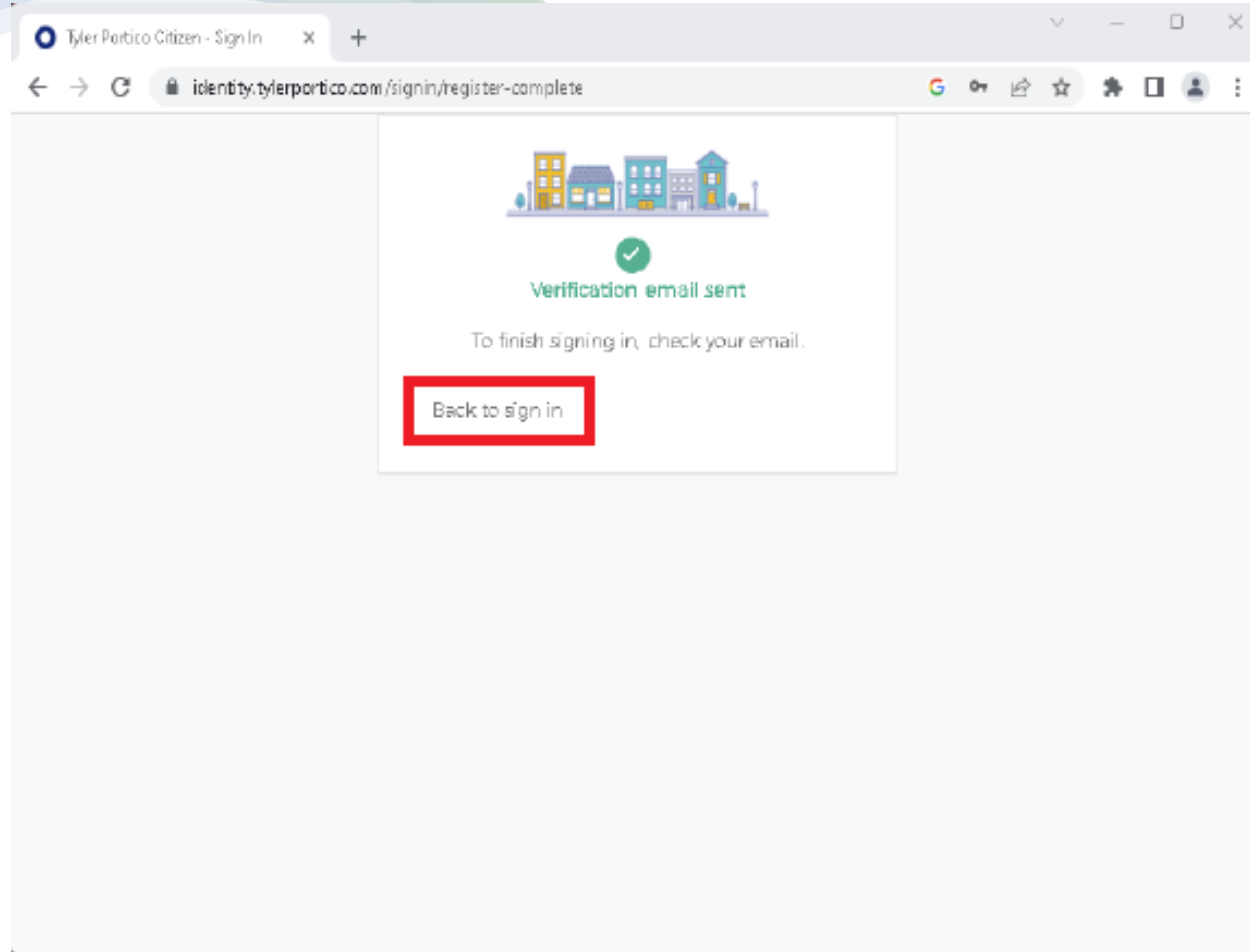
Sign up

[Back to sign in](#)

Enter

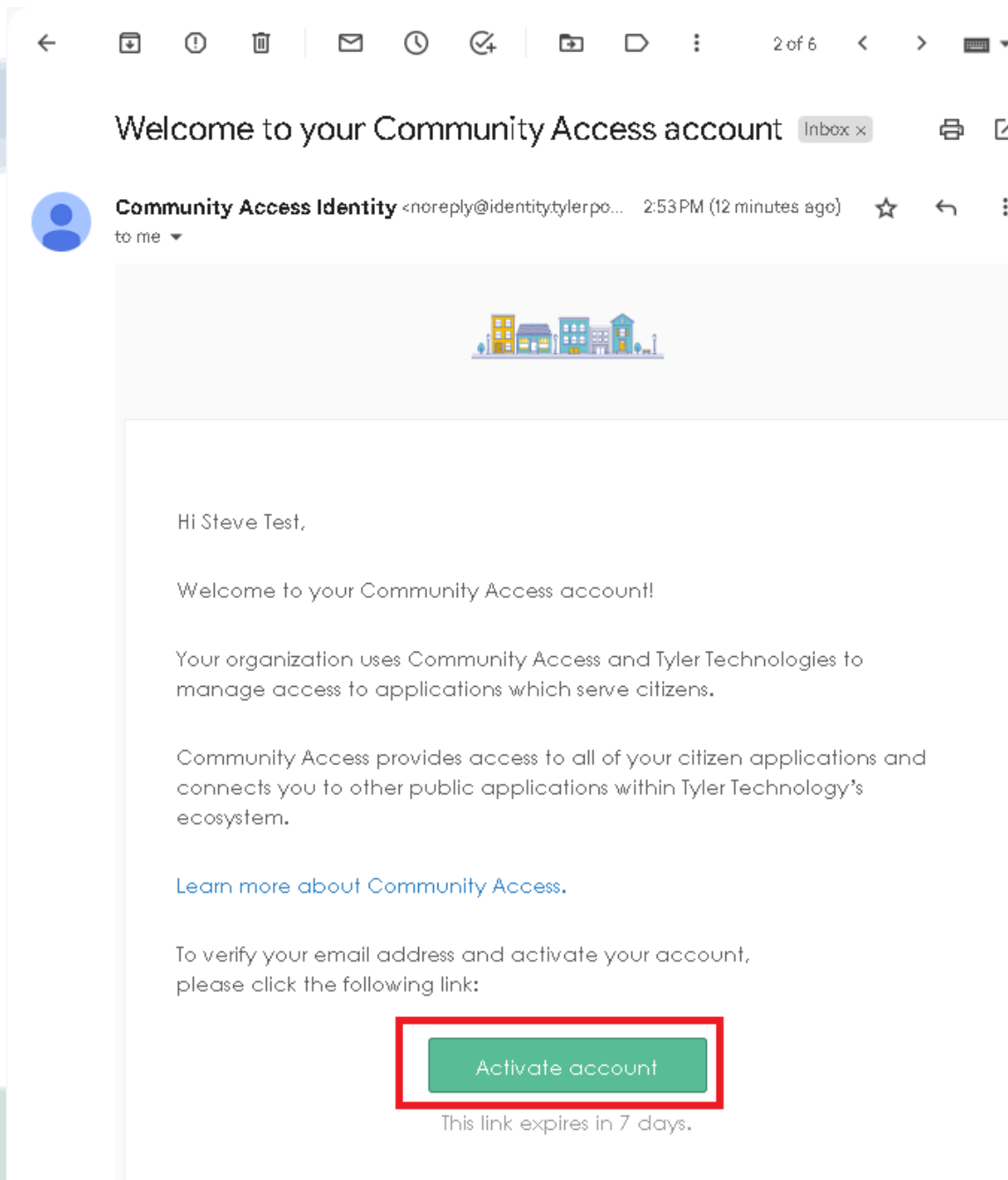
- Email
- Password
- First Name
- Last Name

Sign up



Verify your email has been received.

Go back to sign in.



From the email sent from -
Community Access Identity

Select Activate account option.

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



Welcome to Saginaw

Vendors looking to do registration instruction

Using VSS, vendors can

A listing of current 1099 data, as well as copies of purchase orders, invoices, contracts, and checks are also available in VSS.

Vendors are responsible for updating company information, including contact and remittance addresses.

By registering for VSS you certify you are an authorized agent for the vendor information available to you on this website and agree to upload a valid W-9 or W-9 for foreign companies.

Yes


No

Read and certify your compnay.


Tyler Portico Citizen - Sign In


identity.tylerportico.com


Apps Main page - Lansw... MiCollab Home My Yahoo All tickets (filtered)... Client Support | Tyle... Login - Umbraco Sa... Tyler Hub - PRODUC... SSRS Hyland Community... Other bookmark




Sign in to community access services for
Saginaw County [Test].

 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](#)

Enter


- Email address
- Password

Sign in

Vendor Self Service

tylermunisselfservice.saginawcounty.com/vsctest/Vendors/default.aspx

AppsMain page - Lansw...MiCollabHomeMy YahooAll tickets (filtered)...Client Support | Tyle...Login - Umbraco Sa...Tyler Hub - PRODUC...SSRSHyland Community...Other bookmarks




Home

Vendor Self Service

Bids

Welcome to Vendor Self Service




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Create New Vendor

Vendor Self Service

tylermunisselfservice.saginawcounty.com/vs/test/Vendors/default.aspx

Apps Main page - Lansw... MiCollab Home My Yahoo All tickets (filtered)... Client Support | Tyle... Login - Umbraco Sa... Tyler Hub - PRODUC... SSRS Hyland Community... Other bookmarks


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Home

Vendor Self Service

Bids


Welcome to Vendor Self Service



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



Welcome to Saginaw County Vendor Self Service (VSS).

Vendors looking to do business with Saginaw County or already existing vendors looking to create an online account please find registration instructions [here](#).

Using VSS, vendors can enter and maintain their remittance information and designated contact persons.

A listing of current 1099 data, as well as copies of purchase orders, invoices, contracts, and checks are also available in VSS.

- Create a New Vendor if you do not already have a vendor number for Saginaw County.
- Link to Existing if you know your vendor number.
- If you are unsure please contact us at financialservices@saginawcounty.com.

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Home

Vendor Self Service

Bids

Line 2 (OPTIONAL)
COUNTY OF SAGINAW

Line 3 (OPTIONAL)
COUNTY OF SAGINAW

Line 4 (OPTIONAL)
COUNTY OF SAGINAW

Doing business as (if different from above)
COUNTY OF SAGINAW

Vendor Type
☐ Foreign Entity
☐ Send Accounts Payable checks to the above address.
☐ Send Purchase Orders to the above address.

E-mail *
MGOIST@SAGINAWCOUNTY.COM

Website
COUNTY OF SAGINAW

DUNS

California Permit Number

City *
SAGINAW

State *
Michigan

Zip Code *
48602

County
▼

Country
US

Fax Number

Geographic
Select Type...
MI - IN MICHIGAN
OS - OUT OF STATE
OU - OUT OF US
SA - SAGINAW COUNTY

☐ Minority Business Enterprise
Classifications
(select all that apply)
☐ General
☐ MINORITY OWNED
☐ MINORITY WOMEN OWNED

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- Complete applicable Vendor Information and Continue
- Skip the drop down for “County”
- It is not necessary to complete the Minority Business information

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Home

Vendor Self Service

Bids

Federal Tax ID Number or Social Security Number
*FID or SSN
☐ FID ☒ SSN
*FID/SSN 987665542 *Re-type FID/SSN 987665542

Payment Terms
Your preferred payables delivery method(s).
☒ Mail ☒ E-Mail
Your preferred purchasing delivery method(s).
☒ Mail ☒ E-Mail

Bank Information
Bank Routing Number 272484603 Bank Account Number 123456789 Bank Account Type Checking
SAGINAW COUNTY
EMPLOYEES CU

Joe Smith
1234 Anystreet Court
Anycity, AA 12345 1234
Pay to the order of _____ Dollars
Bank Anywhere
123456789 123456789123 1234
Routing Number Account Number Check Number

CONTINUE CANCEL

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The screenshot displays the 'New Vendor Registration' page in the Tyler Technologies Vendor Self Service portal. The page is identified as 'Step 2' of the process. A sidebar on the left provides navigation options: 'Home', 'Vendor Self Service', and 'Bids'. The main content area is titled 'Address information' and contains a section for 'Addresses' with an 'add' link. Below this is a table with columns 'Name/DBA', 'Address', and 'Is Default'. A 'Continue' button is positioned at the bottom of the table. The browser's address bar shows the URL 'tylermunisselfservice.saginawcounty.com/vsstrain/Vendors/Registration/RemittanceTypeInfoInformation.aspx'. The Windows taskbar at the bottom shows the date and time as 7:48 AM on 9/29/2021.

- Add additional addresses as needed

Steps Recorder - Recording Now

Pause Record Stop Record Add Comment

Apps Admin Console MUNIS PNC County of Saginaw Login | Dell US Customer Login Odyssey Saginaw County, MI...

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User Contact Information

Contact Person

* Contact Type
GENERAL - General Contacts

* Name
MICHELLE GOIST

Description

* Phone
9897905521

Text
☐ Opt In

* E-mail
MGOIST@SAGINAWCOUNTY.COM

Continue

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7:48 AM 9/29/2021

- Continue

Browser tabs: [Tyler Identity] Account Created, Contact Information

Address bar: tylermunisselfservice.saginawcounty.com/vsstrain/Vendors/Registration/ContactInformation.aspx

Steps Recorder: Recording Now, Pause Record, Stop Record, Add Comment

Navigation: Home, Vendor Self Service, Bids

New Vendor Registration



General Vendor Contacts Step 2

Address Contacts

Type	Name	Description	Email	Telephone
GENERAL - General Contacts	MICHELLE GOIST		MGOIST@SAGINAWCOUNTY.COM	Phone: 9897905521 Text:

Buttons: Continue, New Contact

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- Choose  to update or make changes as needed.
- Continue 

Steps Recorder - Recording Now
Pause Record Stop Record Add Comment

Tyler Identity Account Created x Commodities x +

tylerrunselfservice.saginawcounty.com/vsstrain/Vendors/Registration/RegistrationCommodities.aspx

Apps Admin Console MUNIS PNC County of Saginaw Login | Dell US Customer Login Odyssey Saginaw County, MI... Other bookmarks Reading list

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Select Commodities

Select Commodities Step 3

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](#)

0 Found 1-0

There are no Commodities Available for Display.

Currently Added

There are no commodities to display for this vendor.

Continue Cancel

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Windows taskbar: 7:48 AM 9/29/2021

Saginaw County does not use Commodity Codes. On this screen click continue.

Steps Recorder - Recording Now
Pause Record Stop Record Add Comment

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New Vendor Registration

Review Step 5

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

General Information [change](#)

Name/DBA	County of saginaw County of Saginaw County of Saginaw County of Saginaw COUNTY OF SAGINAW
Entity	
Address	111 S. MICHIGAN SAGINAW, MI 48602 , US
Fax Number	
SSN	987-66-5542
Geographic	SA - SAGINAW COUNTY
E-Mail	MGOIST@SAGINAWCOUNTY.COM

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Commodities

[change](#)

Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type	(0)	Attach
Attach W-9	Vendor's IRS Form W-9 (or W-8 if foreign)	(0)	Attach
default	Vendor Attachment	(0)	Attach

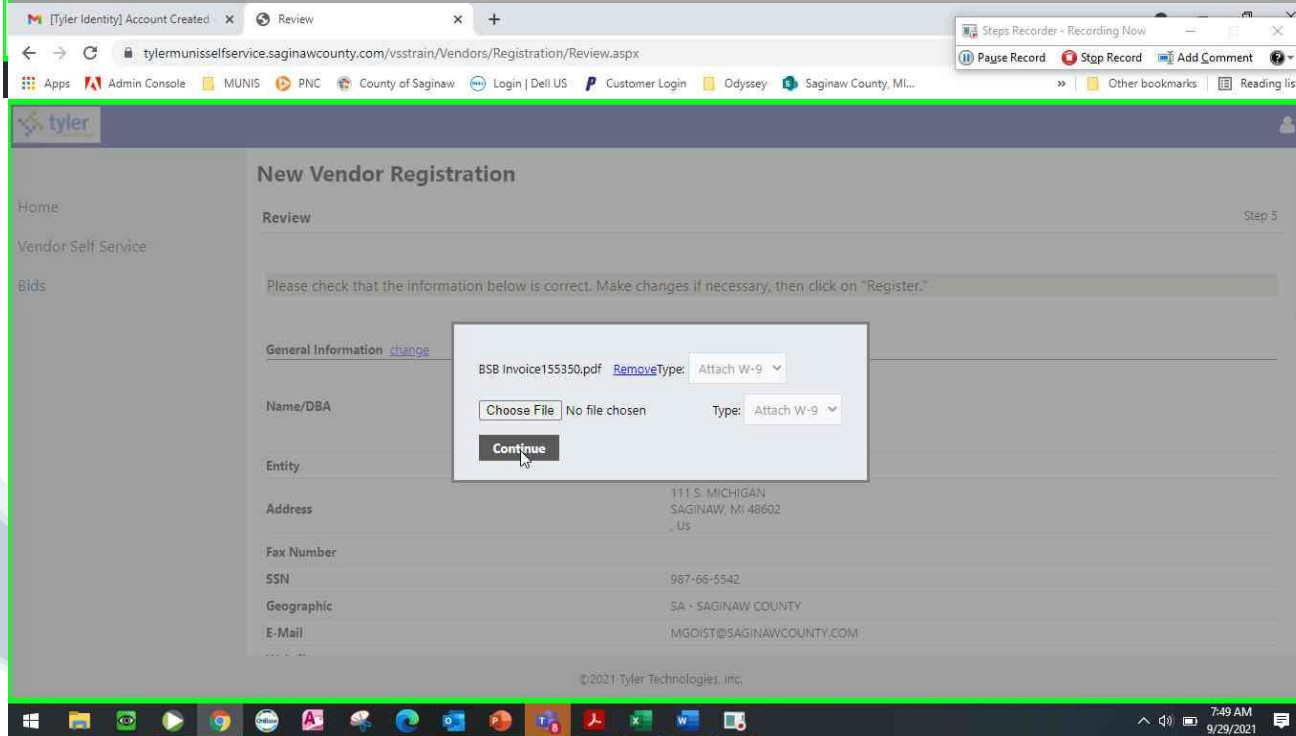
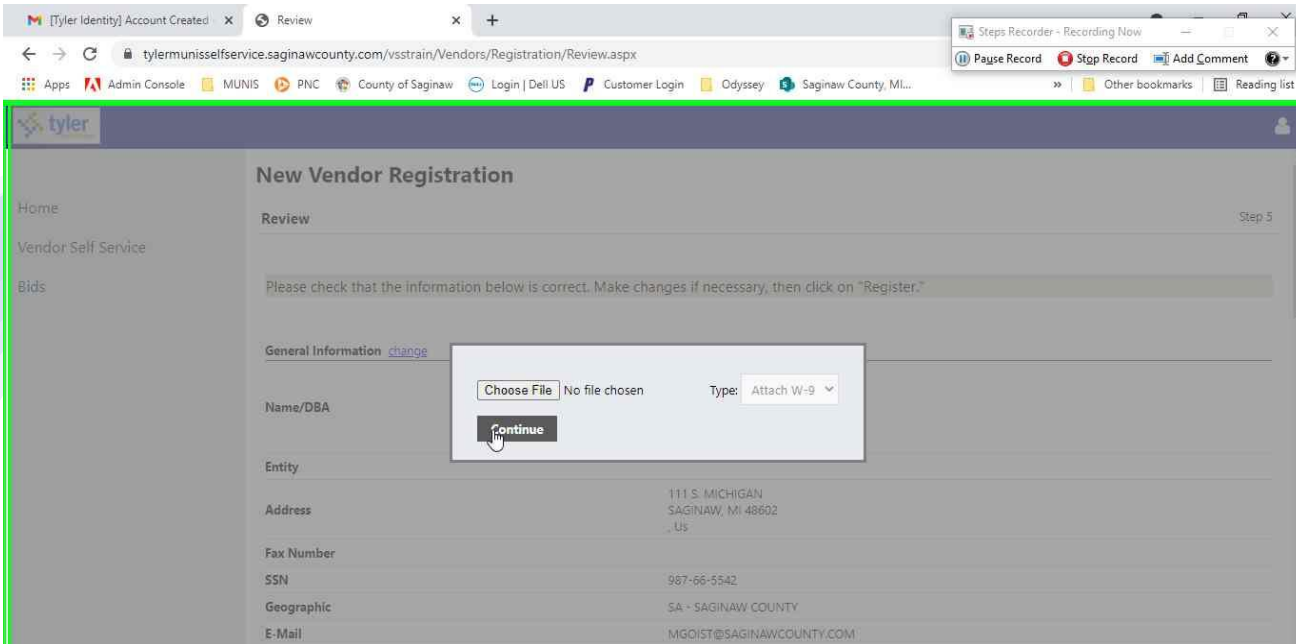
!
Vendors are responsible for updating company information, including contact and remittance addresses.
By registering for VSS you certify you are an authorized agent for the vendor information available to you on this website and agree to upload a valid W-9 or W-8 for foreign companies.

☐ I have read and accept the terms & conditions.

© 2021 Tyler Technologies, Inc.

7:48 AM
9/29/2021

Review your information
Attach your W-9 (or W-8 if foreign)



Choose "Choose File" and navigate to your W-9; Then choose continue

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Home

Vendor Self Service

Bids

GENERAL - General Contacts

STEVE

JUNEMANNSPAM@GMAIL.COM

9897905295

Commodities

[change](#)

Attachments

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

!

Vendors are responsible for updating company information, including contact and remittance addresses.

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☒ I have read and accept the terms & conditions.

Register

Cancel

(Only click Register once and refrain from using your browser's Back or Refresh button.)

Attachment portion
did not work for me.

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Home

Vendor Self Service

Bids

New Vendor Registration

Review

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

General Information

[change](#)

Name/DBA	Steve's Spam		
Entity			
Address	<div><div>Choose File</div>No file chosen</div>	Type:	General
Fax Number			
FID			
Geographic			
E-Mail	JUNEMANNSPAM@GMAIL.COM		
Web Site			
Foreign Entity	No		
DUNS			
Bank			
Bank Account Number			
Bank Account Type			

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Browser tabs: [Tyler Identity] Account Created, Review

Address bar: tylermunisselfservice.saginawcounty.com/vsstrain/Vendors/Registration/Review.aspx

Steps Recorder - Recording Now

Buttons: Pause Record, Stop Record, Add Comment

Navigation: Apps, Admin Console, MUNIS, PNC, County of Saginaw, Login | Dell US, Customer Login, Odyssey, Saginaw County, MI...

tyler logo

Home

Vendor Self Service


Bids

Commodities

[change](#)

Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) Attach
Attach W-9	Vendor's IRS Form W-9 (or W-8 if foreign)		BSB Invoice155350.pdf (Not yet saved) Attach
default	Vendor Attachment		(0) Attach

 Vendors are responsible for updating company information, including contact and remittance addresses.

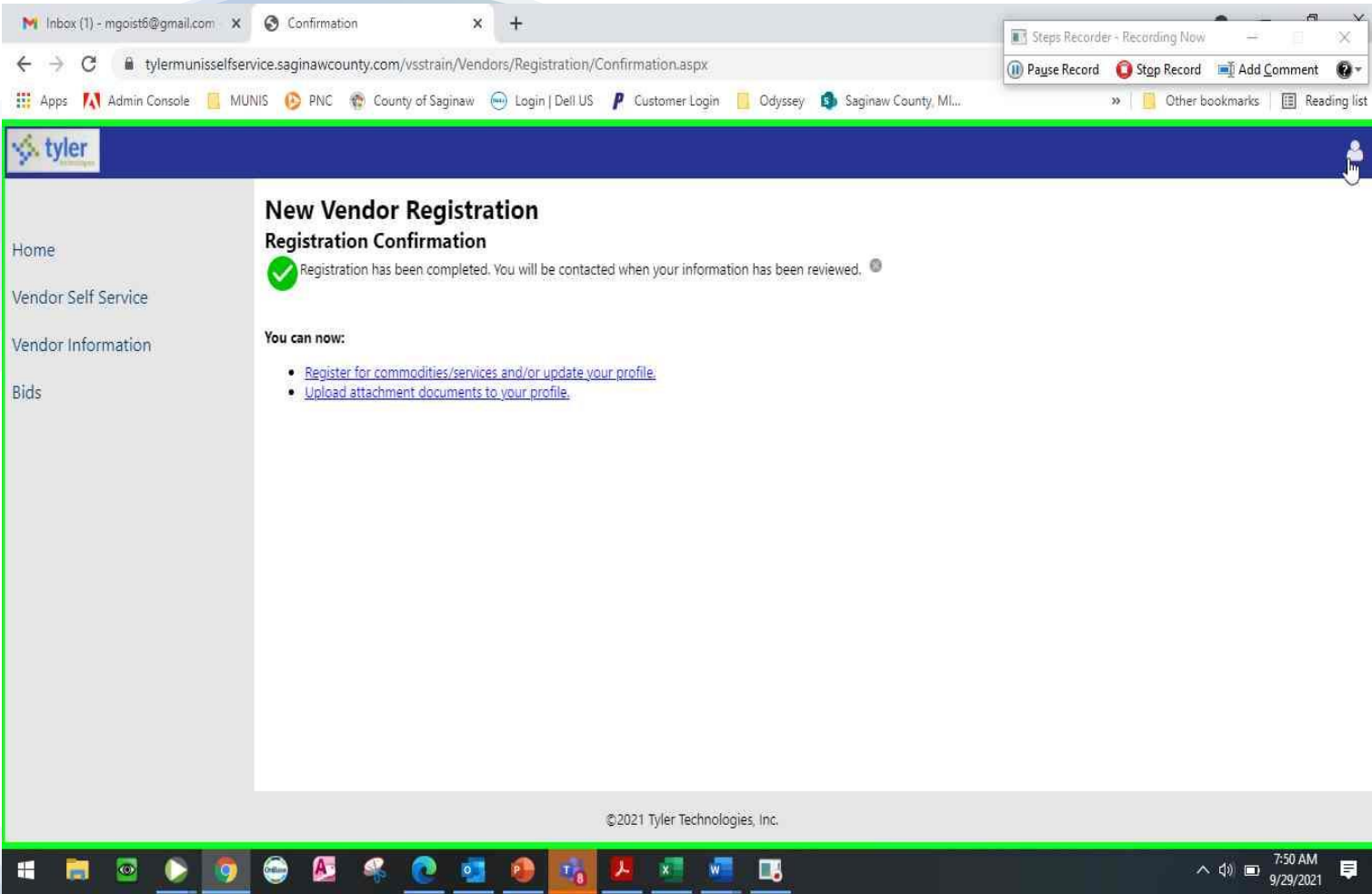
By registering for VSS you certify you are an authorized agent for the vendor information available to you on this website and agree to upload a valid W-9 or W-8 for foreign companies.

☒ I have read and accept the terms & conditions.

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Taskbar: Windows, File Explorer, Edge, Chrome, Word, PowerPoint, Outlook, Teams, OneDrive, Adobe Reader, Excel, Word, Edge, System tray: 7:49 AM, 9/29/2021

Accept the Terms & Conditions and Choose Register.



- Remain on page until New Vendor Registration Confirmation is received.
- Once New Vendor Registration Confirmation is displayed, navigate to User Menu and select Log Out.

Vendor registration is now complete and is being reviewed by the Saginaw County Finance Department.

A confirmation email from financialservices@saginawcounty.com will be sent once your information has been confirmed.