

New Vendor Registration

Access Website <https://siouxfalls.org/vss>

VENDOR SELF SERVICE

Home

Welcome to Vendor Self Service
Welcome to the City of Sioux Falls Vendor Self Service Portal!

Vendor Self Service

Bids

Registration

Click to Register

Detailed description: This screenshot shows the top navigation bar of the Vendor Self Service portal. The header is dark blue with the text 'VENDOR SELF SERVICE'. Below it is a light grey navigation menu with 'Home' and 'Vendor Self Service' (highlighted). Under 'Vendor Self Service', there are links for 'Bids' and 'Registration'. A red box highlights the 'Registration' link, and a red arrow points to it with the text 'Click to Register'.

tyler identity
a total tyler solution

Identify. Authenticate. Empower.

Sign in to your account

Username

Password

Remember me

Register for a new account

Forgot password?

SIGN IN

Click Here to Register as a new vendor

Detailed description: This screenshot shows the Tyler Identity login page. At the top is the Tyler Identity logo and tagline 'a total tyler solution'. Below is the slogan 'Identify. Authenticate. Empower.' and the heading 'Sign in to your account'. There are input fields for 'Username' and 'Password', a 'Remember me' checkbox, a 'Register for a new account' link, and a 'Forgot password?' link. A blue 'SIGN IN' button is present. A red arrow points to the 'Register for a new account' link with the text 'Click Here to Register as a new vendor'.

Register for a new account

Email *

First name * Last name *

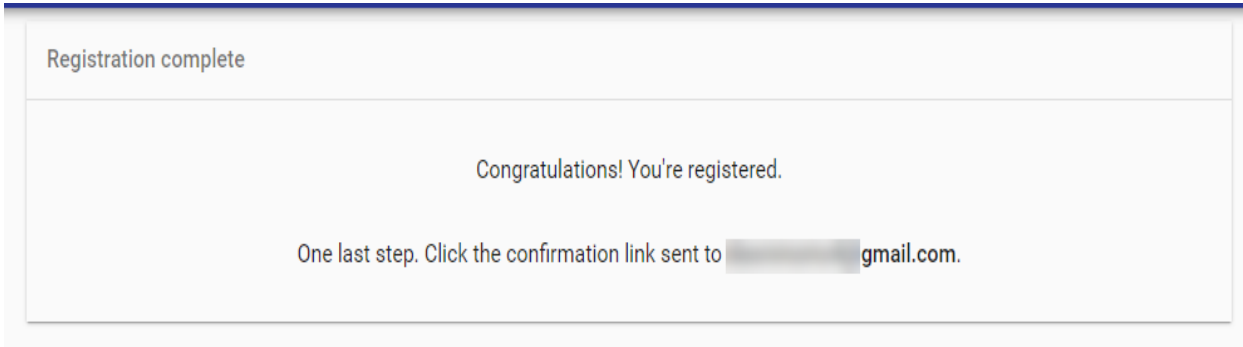
Password * Confirm password *

All information in this step must be completed to be able to register. Once complete click "Register"

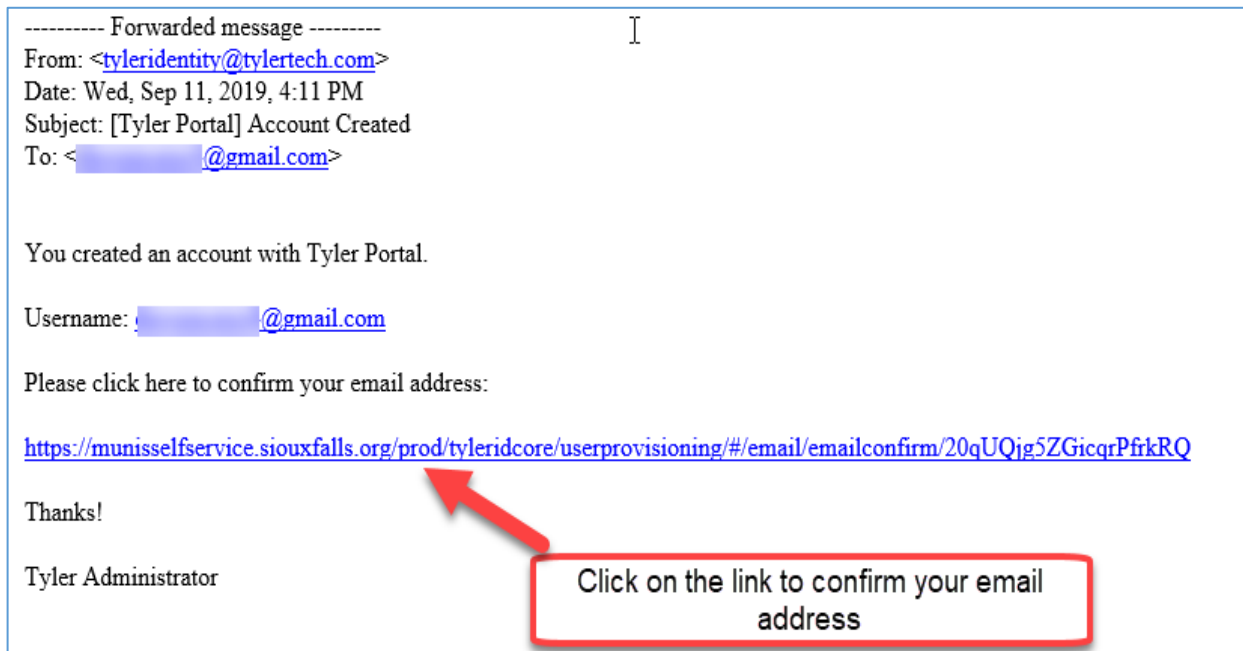
CANCEL REGISTER

Detailed description: This screenshot shows the 'Register for a new account' form. It has a title 'Register for a new account' and several required input fields: 'Email *', 'First name *', 'Last name *', 'Password *', and 'Confirm password *'. A red box highlights the text: 'All information in this step must be completed to be able to register. Once complete click "Register"'. A red arrow points from this box to the 'REGISTER' button. At the bottom right are 'CANCEL' and 'REGISTER' buttons.

You will receive a notice that your registration is complete.



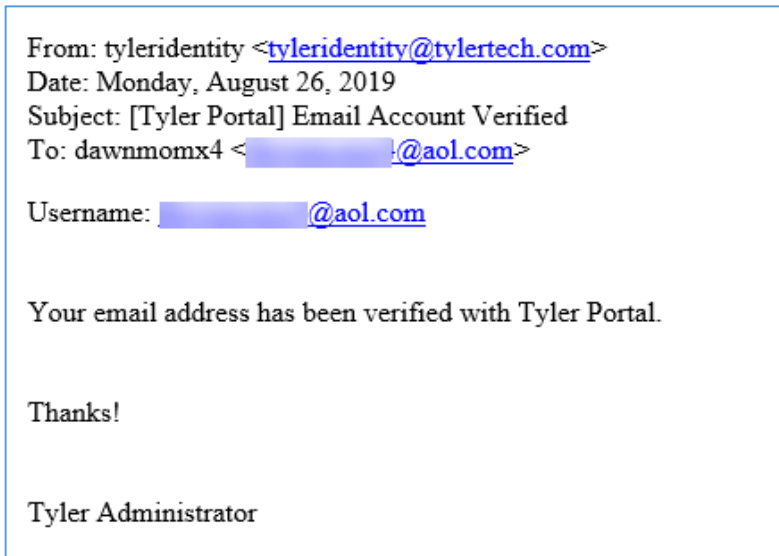
You will receive the following email from TylerIdentity@Tylertech.com. Once this email is received, click on the link to confirm your email address.




You will be redirected back to the User Self Service to enter your password. Then click "Confirm Email"



Once your email has been confirmed you will received an email stating that your account has been verified.

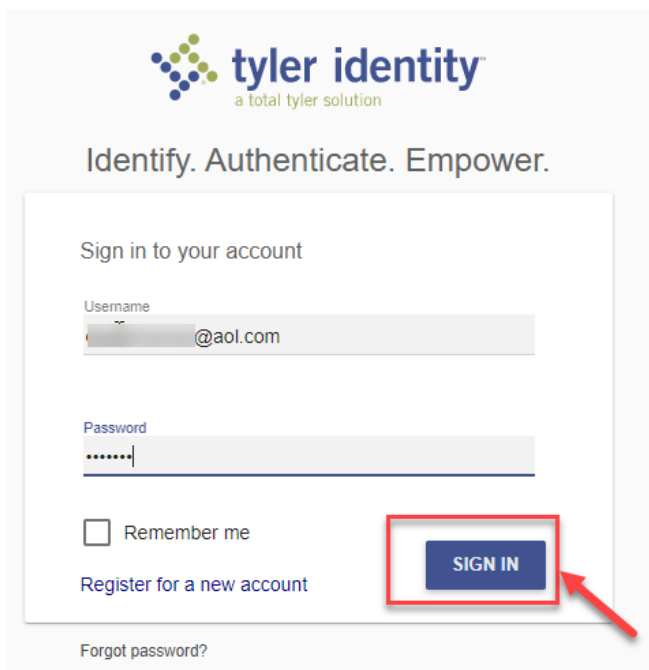


Once you get this email you will need to login to VSS <https://siouxfalls.org/vss> to complete the registration process.

Click on the  on the right hand side of the page to login.



You will need to enter your Username and Password and then click "Sign In"



Step 1: Enter the Validation code in the box and click "Continue"

VENDOR SELF SERVICE
CITY OF SIOUX FALLS

New Vendor Registration

Create user ID and password

Enter these validation numbers into the box below them

8763

EXISTING VENDORS ONLY
You must complete the following for initial registration.

Vendor ID

FID/SSN (Enter without dashes)

Continue

Step 2: Enter your contact information. All * items must be filled into continue

VENDOR SELF SERVICE
CITY OF SIOUX FALLS

User Contact Information

Contact Person

* Contact Type
GENERAL - General Contacts

* Name
MARK ANT

Description

* Phone
605-452-6583

Text Opt In

Fax

* E-mail
@gmail.com

Continue

Step 3: Enter your Vendor Registration Information.
Click "Continue"

VENDOR SELF SERVICE

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Registration

New Vendor Registration

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

Enter Vendor Registration Information

General information

* Company Name
UNICORN INC
(line 2)
(line 3)
(line 4)

Doing business as (if different from above)
RAINBOW UNICORNS
 Foreign Entity

* Address
546 9TH PLACE
(line 2)
(line 3)
(line 4)

* City
ANYPLACE

* State (abbreviation)
SD

* Zip
57110

County
Country
Fax Number
Geographic
Select Type...
 Send remittances to the above name and address

*E-Mail
@gmail.com

Web site

*Vendor Type
GENERAL

Minority Business Entity (MBE)
 Is Minority Business Enterprise

MBE Classifications
(select all that apply)

<input checked="" type="checkbox"/> General	0 certifications	manage
---	------------------	------------------------

Callouts:
- The company name is the one that matches your Federal Tax ID
- If you are Doing Business as another name place here
- Select "General"

Gender
Select Type... ▼

Ethnicity
Select Type... ▼

Enter a Federal Tax ID Number or Social Security Number

*FID or SSN
FID ▼

*FID/SSN
234567890

*Re-type FID/SSN
234567890

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

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

Continue

Enter your SSN or Federal Tax ID as it shows on you W-9

Step 4: You will then be brought to Address information. Here you are able to add any additional addresses (i.e: lock box or remittances). Click “Continue”

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Registration

New Vendor Registration

Address information

Addresses
[add](#)

Add additional addresses if needed

Name/DBA	Address	Is Default
		Continue

Step 5: Next you are able to enter additional contacts if needed. Click “Continue”

VENDOR SELF SERVICE

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Registration

New Vendor Registration

General Vendor Contacts

Address Contacts

Type	Name	Description	Email	Telephone
GENERAL - General Contacts	MARK ANT		@gmail.com	Phone: 605-452-6583 Text: Fax:

Add additional contacts if necessary

Continue **New Contact**

CITY OF SIOUX FALLS VENDOR REGISTRATION GUIDE

Step 6: You may add any Commodities codes you would like associated with your Vendor account. If you have none or would prefer not to enter, just click "Continue"

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Select Commodities

Select Commodities

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

Keywords(s) or commodity code(first 3 or more digits)

[List all commodities/services](#)

274 Found 1-10 | 11-20 | 21-30 | 31-40 | 41-50 | 51-60 | Next

Select All	Code	Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/>	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<input type="checkbox"/>	022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
<input type="checkbox"/>	025	AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/>	031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE CLASS 740 ALSO)
<input type="checkbox"/>	035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
<input type="checkbox"/>	037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.

Currently Added

There are no commodities to display for this vendor.

Step 7: Review all information that you entered. If you find an area that needs to be changed, click on the [change](#) next to the section needing changed. When all is reviewed and you have read the "Terms & Conditions" Click "Register"

New Vendor Registration

Review Step 7

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

General Information [change](#)

Name/DBA	UNICORN INC RAINBOW UNICORNS
Entity	
Address	546 9TH PLACE ANYPLACE, SD 57110
Fax Number	
FID	23-4567890
Geographic	
E-Mail	_____@gmail.com
Web Site	
Vendor Type	1 GENERAL
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	MARK ANT		_____@gmail.com	605-452-6583		

Commodities [change](#)

Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) <input type="button" value="Attach"/>

1 After completing your registration, please be sure to attach your W-9 form. If you do not already have City payments electronically deposited, complete and attach the ACH authorization form in the vendor self-service registration. The City will transition all vendor payments to electronic direct deposit, which is a more timely and secure method of payment.

I have read and accept the terms & conditions.

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

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

You will need to supply the City with a copy of your W-9 in order to become an active vendor. Click on the line in this section to upload the W-9 or you can email it to VendorRequest@siouxfalls.org.

VENDOR SELF SERVICE

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Vendor Information
1099
~Bids
Checks
Invoices
Purchase Orders

New Vendor Registration Registration Confirmation

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

You can now:

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

Click on the link to upload your W-9 and ACH Information

Once you have completed the registration process you will receive an email from VendorRequest@siouxfalls.org confirming the completion.

----- Forwarded message -----
From: <VendorRequest@siouxfalls.org>
Date: Thu, Sep 12, 2019, 8:53 AM
Subject: Vendor Registration Complete
To: <[\[redacted\]@gmail.com](mailto:[redacted]@gmail.com)>

Dear UNICORN INC,
We are pleased to advise that you have been added as a Registered User to the Vendor Self Serve website. Please read the following information carefully and be sure to save this message in a safe location for future reference.
Website Address: <https://munisselfservice.siouxfalls.org/VSS/Vendors/Profile/VendorSelfService.aspx>
Username: [\[redacted\]@GMAIL.COM](mailto:[redacted]@GMAIL.COM)
Registration Email confirmation Message

If you have any questions or are having issues, please email VendorRequest@siouxfalls.org or call 605-367-8860.