

VENDOR SELF SERVICE (VSS)

User's Guide

April 2021



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Section 1: Introduction

1. Benefits of the Vendor Self Service System

Newport News Public Schools uses Vendor Self Service (VSS) which enables vendors to:

- Register your business with NNPS and maintain your own account information (addresses, bank/EFT information, contacts, commodities, etc).
- Access Purchase Orders, Invoices and Payment information.
- Refer to Purchasing policy documents online.

2. Accessing Vendor Self Service

You can access NNPS VSS by going to the School District website sbo.nn.k12.va.

- Scroll to the bottom and click “Purchasing”.
- In the Procurement Services box, click “Vendor Self Service”.
- In the Vendor Self-Service box, click “Log on to Vendor Self-Service”.

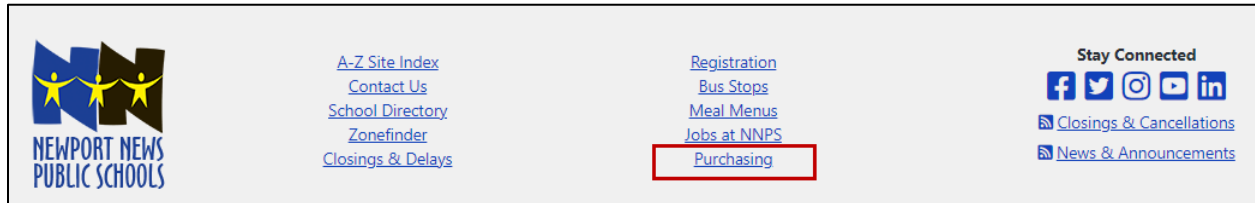
3. Questions or Problems

If you have questions or issues using the NNPS VSS system, please send an e-mail to munishelpdesk@nn.k12.va.us or call 757-591-4576, option 2, for a VSS support technician during regular business hours of 8 am to 4:30 pm, Monday–Friday.

Section 2: Log in to VSS for Current Vendors

This section explains the steps for current vendors to activate their vendor self-service account.

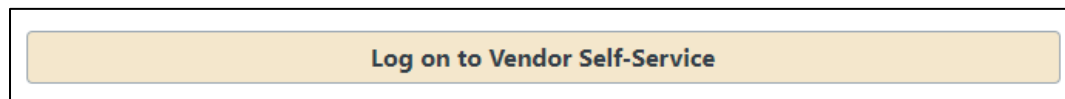
1. Enter **sbo.nn.k12.va.us** in the browser address bar.
2. Scroll to the bottom of the screen and click **Purchasing**.



3. Click **Vendor Self Service**.



4. Click **Log on to Vendor Self-Service**.



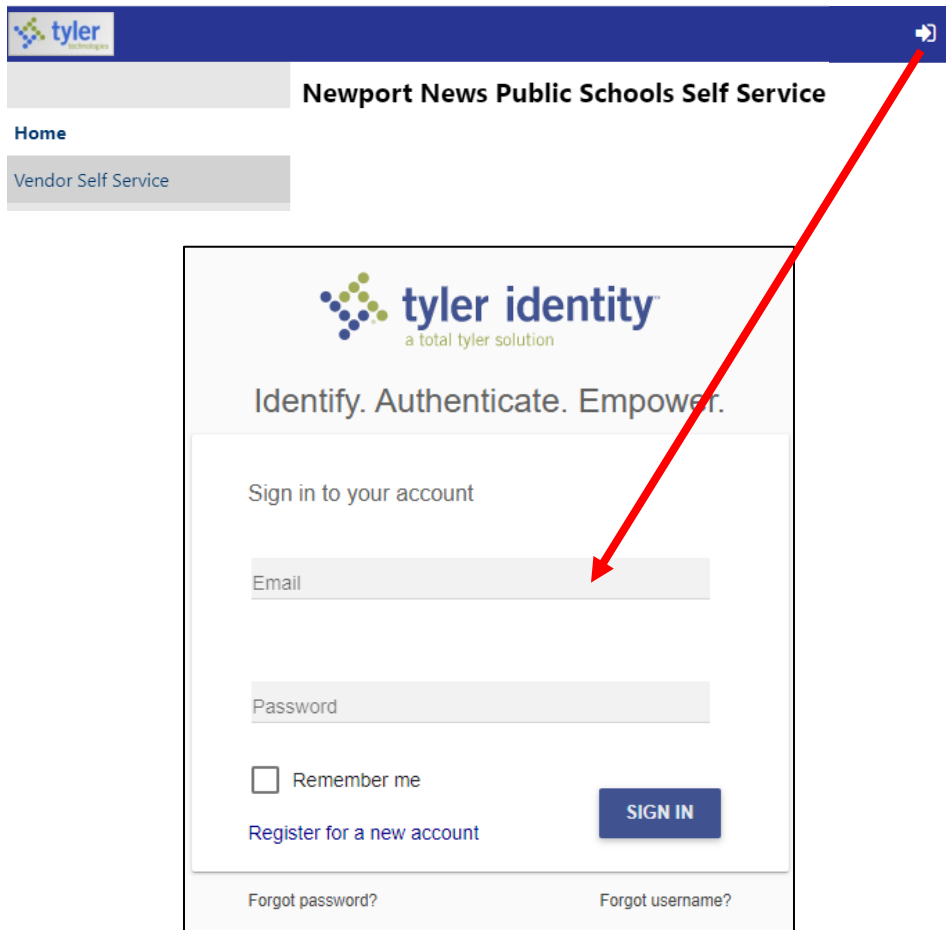
5. From the Vendor Self Service home page, click the arrow in the upper right corner of the screen to open the VSS login screen.

6. Enter the email and password associated with the Vendor Self-Service account.
Click **SIGN IN**.

NOTE: Do not enter the username previous associated with the account, enter the email account.

- If you cannot remember the email address, click **Forgot username?**.
- If you cannot remember the password, click **Forgot password?**.

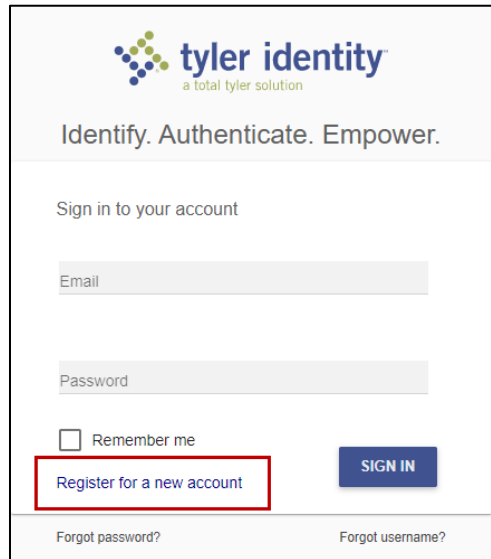
You will get an email from NoReply. It may take a few minutes to get the email.



Section 3: Create VSS Account for New Vendors

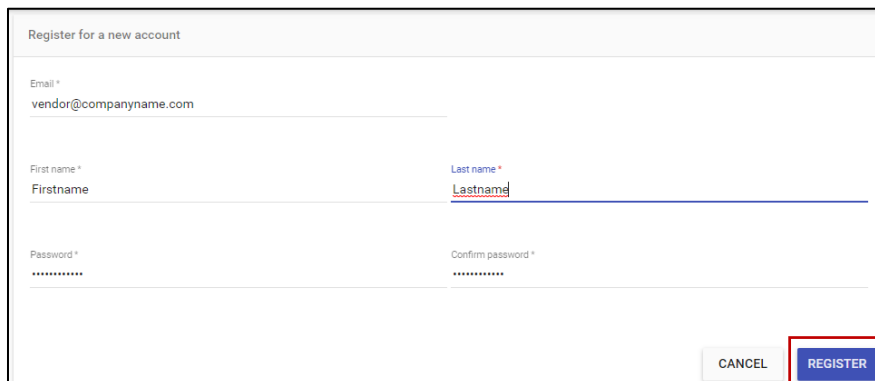
This section explains the steps for vendors to create their vendor self-service account.

1. Follow the steps on page 2 to get to the Vendor Self-Service log in screen.
2. Click **Register for a new account**.



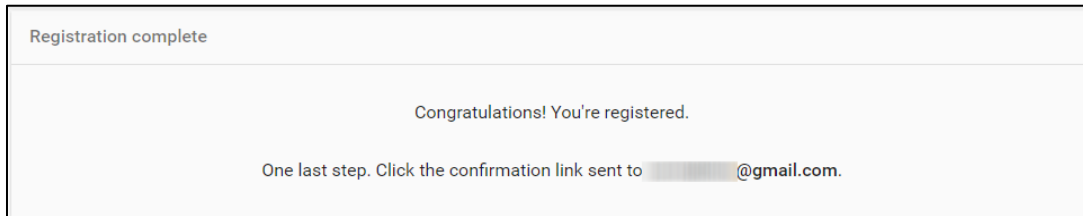
The image shows the Tyler Identity login interface. At the top is the logo for Tyler Identity, a total Tyler solution, with the tagline "Identify. Authenticate. Empower." Below this is a "Sign in to your account" section with input fields for "Email" and "Password". There is a "Remember me" checkbox and a "SIGN IN" button. A red box highlights the "Register for a new account" link. At the bottom, there are links for "Forgot password?" and "Forgot username?".

3. Complete the following to register for a new account:
 - Email: Enter a valid email address. It cannot be blank.
 - First name: Enter your first name. It cannot be blank.
 - Last name: Enter your last name. It cannot be blank.
 - Password:
 - Password must be between 8 and 30 characters in length
 - Password must contain a lowercase letter
 - Password must contain a number
 - Password must contain a special character
 - Confirm password: Enter the password again. It cannot be blank.
4. Click **Register**.

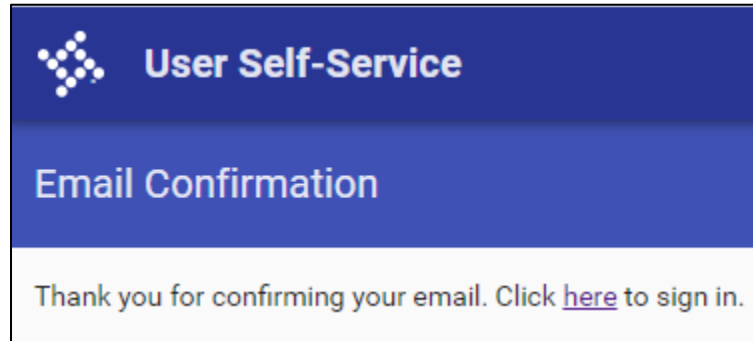


The image shows the "Register for a new account" form. It has fields for "Email*" (with the example "vendor@companyname.com"), "First name*" (with the label "Firstname"), and "Last name*" (with the label "Lastname"). There are also fields for "Password*" and "Confirm password*", both masked with asterisks. At the bottom right, there are "CANCEL" and "REGISTER" buttons, with the "REGISTER" button highlighted by a red box.

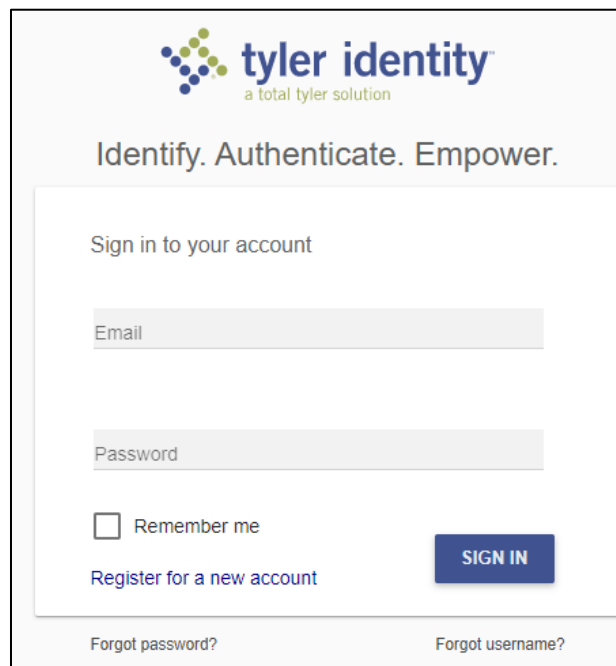
5. You will get a confirmation message below stating the registration is complete.



6. An email will be sent to the registered account. Click on the hyperlink in the email to verify the email account.
7. The User Self-Service screen will display confirming the email account. Click the **here** hyperlink to sign into your Vendor Self Service account.



8. Enter your email and password. Click **Sign In**.



9. The screen below will display. Users must click **Yes** to proceed.

To receive notifications of bids, vendors must register with eva.virginia.gov.

All bids are advertised on the Newport News Public Schools website, and eva.virginia.gov.


Bid documents are available for download through

- o Newport News Public Schools website
- o eva.virginia.gov

Select 'Yes' to acknowledge receipt of this information.

10. The screen will display the following message.

- Click **Create New Vendor**
- OR
- Click **Link to Existing**



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.

OR

11. The **Enter Vendor Registration Information** screen displays (Step 1). The following fields must be completed to continue with the registration process.

Help: Click the **Help** link near the top of the screen for assistance.

- Company Name
- Vendor Type
- E-mail
- FID or SSN
- Address
- City
- State

- If you wish to be paid electronically (rather than printed/mailed payments), please provide banking information on this screen.
12. When the fields have been completed, click **Continue** at the bottom of the screen.
13. The **Address Information** screen displays (Step 2). This step is optional.

New Vendor Registration

Address information

[Help](#)

Addresses

[add](#)

Name/DBA	Address	Is Default

Continue

If you do not need to add additional addresses, click **Continue**.

- If you wish to add an additional address (Example: Remit address), click **Add**. When the fields are completed, click **Save** at the bottom.
14. The **User Contract Information** screen displays. Complete the required fields.
- Contact Type
 - Name
 - Phone
 - E-mail

User Contract Information

Contact Person

* Contact Type

* Name

Description

* Phone

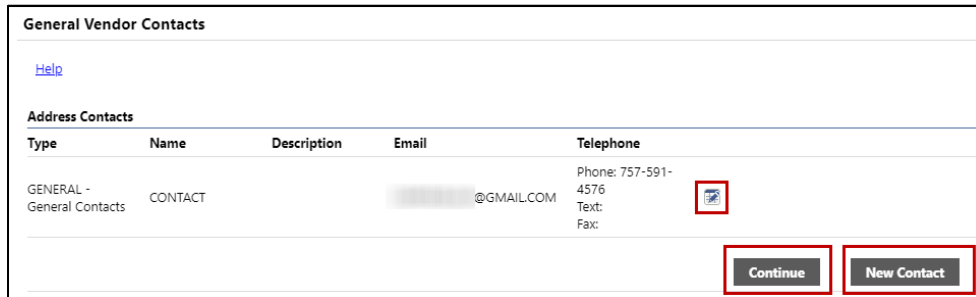
Text
 Opt In

Fax


* E-mail

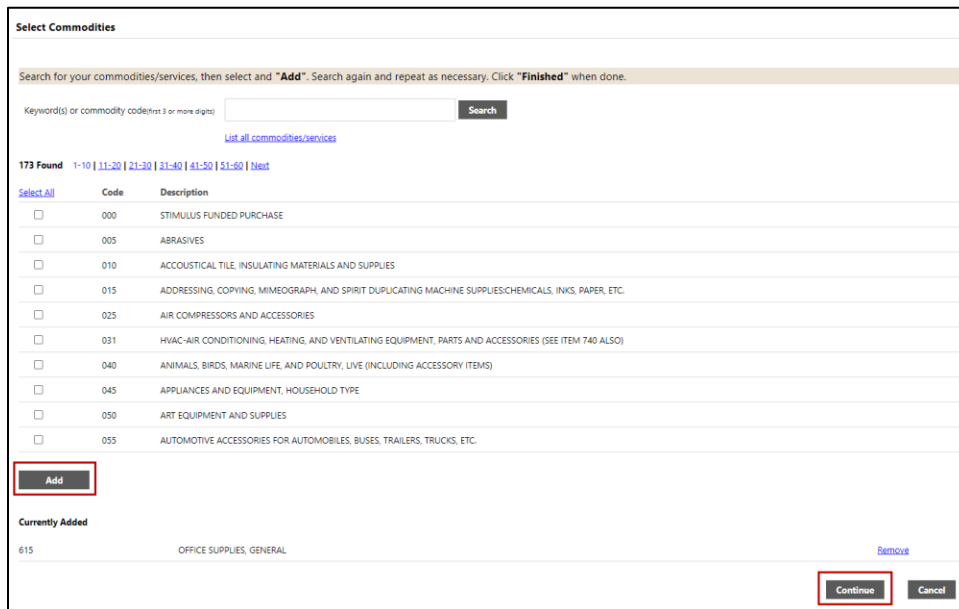
Continue

15. Click **Continue**.



16. On the **General Vendor Contacts** screen, the contact information entered on the previous screen displays.

- Click the Edit  icon to edit the contact information.
- Click **New Contact** to add another contact record.
- Click **Continue** to proceed to the next step.



17. The **Select Commodities** screen displays (Step 3).

- Check the box next to the commodity that matches the goods/services your organization provides. Click **Add**.
- Click 11-20, 21-30, etc. to see additional commodities.
- Click **Continue**.

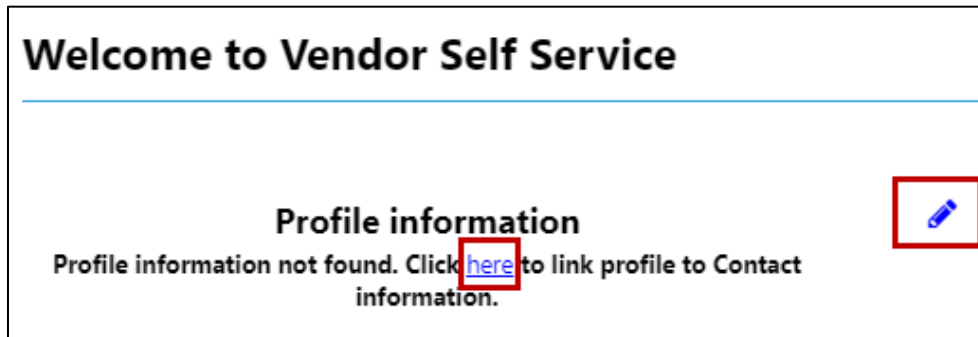
18. The **Review** screen displays (Step 4). Review the information. If anything needs to be updated, click [change](#).

19. Scroll to the bottom. Attach your organization's current W-9.

Section 4: Update Vendor Information

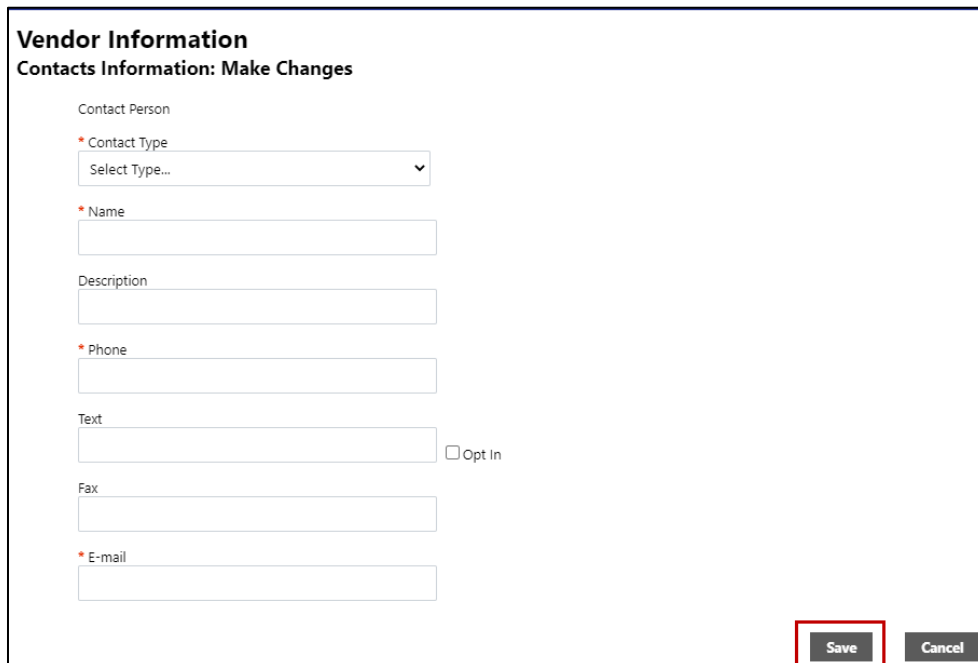
This section explains the steps for vendors to update their vendor self-service account.

1. From the VSS login screen, enter the email and password. Click **Sign In**.
2. Click [here](#) or click the pencil icon to view or update the **Profile** information.

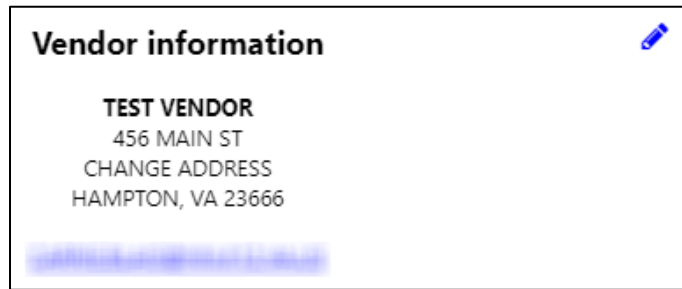



3. The **Vendor Information** screen displays. Update the fields, as necessary.

Click **Save**.



4. Click the pencil icon to view or update the **Vendor Profile** information.

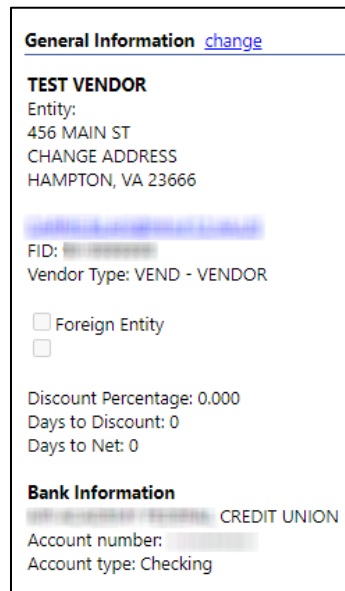


Vendor information 

TEST VENDOR
456 MAIN ST
CHANGE ADDRESS
HAMPTON, VA 23666

[\[Redacted\]](#)

5. Click [change](#) to update the banking or address information.



General Information [change](#)

TEST VENDOR
Entity:
456 MAIN ST
CHANGE ADDRESS
HAMPTON, VA 23666

[\[Redacted\]](#)

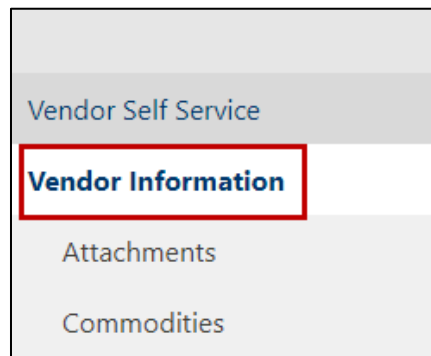
FID: [\[Redacted\]](#)
Vendor Type: VEND - VENDOR

Foreign Entity

Discount Percentage: 0.000
Days to Discount: 0
Days to Net: 0

Bank Information
[\[Redacted\]](#) CREDIT UNION
Account number: [\[Redacted\]](#)
Account type: Checking

6. Make the necessary changes on the **Vendor Information – General Information and Terms** screen. Click **Update** to save the changes.
7. Click Vendor Information from the menu to update Address Information, Contacts or Commodities.



Vendor Self Service

Vendor Information

Attachments

Commodities

8. The **General Information** screen opens. Click **change** next to the section to be updated.

Section 5: View Checks, Invoices, or Purchase Orders

This section explains the steps for vendors to view checks, invoices and purchase orders.

1. **INVOICES:** To view invoices, click **Invoices** in the menu on the left or click **Search Invoices**.

NOTE: *Invoices cannot be submitted using VSS at this time. Please email invoices to accountspayable@nn.k12.va.us.*

Announcements
Vendor Self Service gives you access to your vendor activity with Newport News Public Schools. It does not register you to receive bid requests. To receive notifications of bids, vendors must register with eVA.virginia.gov

Invoices [Submit invoices](#) [Search invoices](#)

Invoice information not found.

Checks [Search checks](#)

Check information not found.

Purchase orders [Search purchase orders](#)

Purchase order information not found.

2. Enter the search criteria. Click **Search**.

Vendor AP Invoice Search

[Submit invoices](#)

Invoice number (other search criteria will be ignored)

Date

Invoice date

or

Invoice date(s) from to

Amount

Invoice Amount

or

Amount(s) more than but less than

Status

3. **CHECKS:** To view checks, click **Checks** in the menu on the left or click **Search Checks**.

Announcements Vendor Self Service gives you access to your vendor activity with Newport News Public Schools. It does not register you to receive bid requests. To receive notifications of bids, vendors must register with eVA.virginia.gov
Invoices Invoice information not found. Submit invoices Search invoices
Checks Check information not found. Search checks
Purchase orders Purchase order information not found. Search purchase orders

4. Enter the search criteria. Click **Search**.

Vendor Check Search

Date (mm/dd/yyyy)

Check date

or

Check date(s) from to

Amount

Check amount

or

Amount(s) more than but less than

Number

Check number

or

Check number(s) from to

Status

- PURCHASE ORDERS:** To view purchase orders, click **Purchase Orders** in the menu on the left or click **Search purchase orders**.

Announcements Vendor Self Service gives you access to your vendor activity with Newport News Public Schools. It does not register you to receive bid requests. To receive notifications of bids, vendors must register with eVA.virginia.gov
Invoices Submit invoices Search invoices Invoice information not found.
Checks Search checks Check information not found.
Purchase orders Search purchase orders Purchase order information not found.

- Enter the search criteria. Click **Search**.

Vendor Purchase Order Search

PO number (other search criteria will be ignored)

Contract number

Status

Date

Date ordered

or

PO(s) ordered from to

PO total \$

Section 6: Log Out of VSS

This section explains the steps for vendors how to log out of VSS.

- Click the User menu.
- Click **Log Out**.

