



DeKalb County School District Vendor Self Service User Guide





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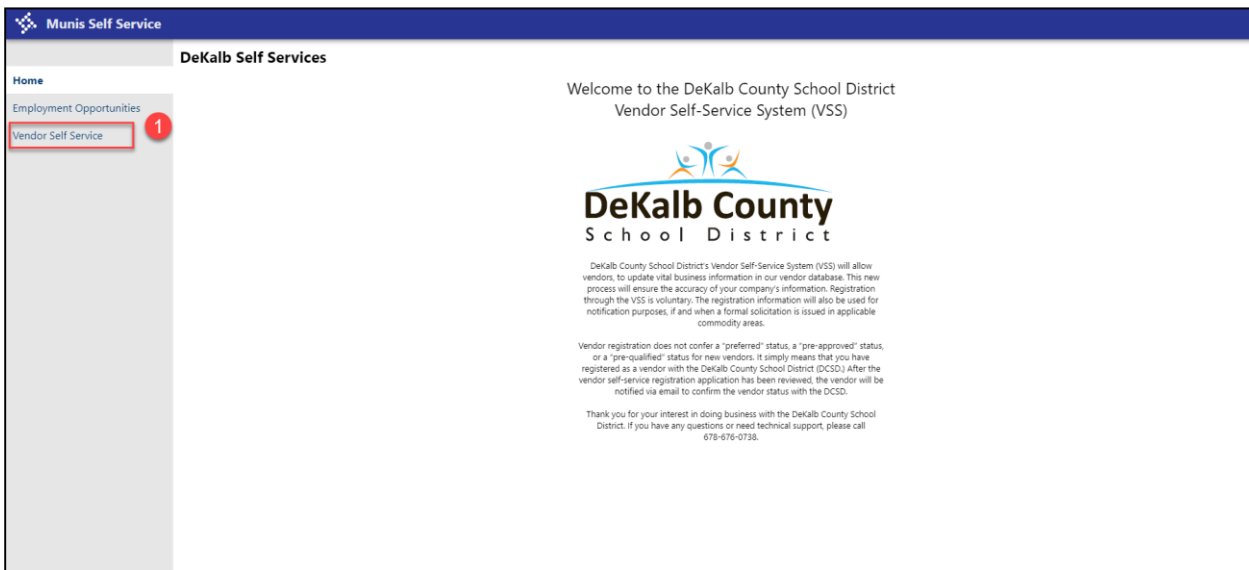


Accessing the Vendor Self Registration Page (New, Non-existing vendor)

How to Register as a vendor?

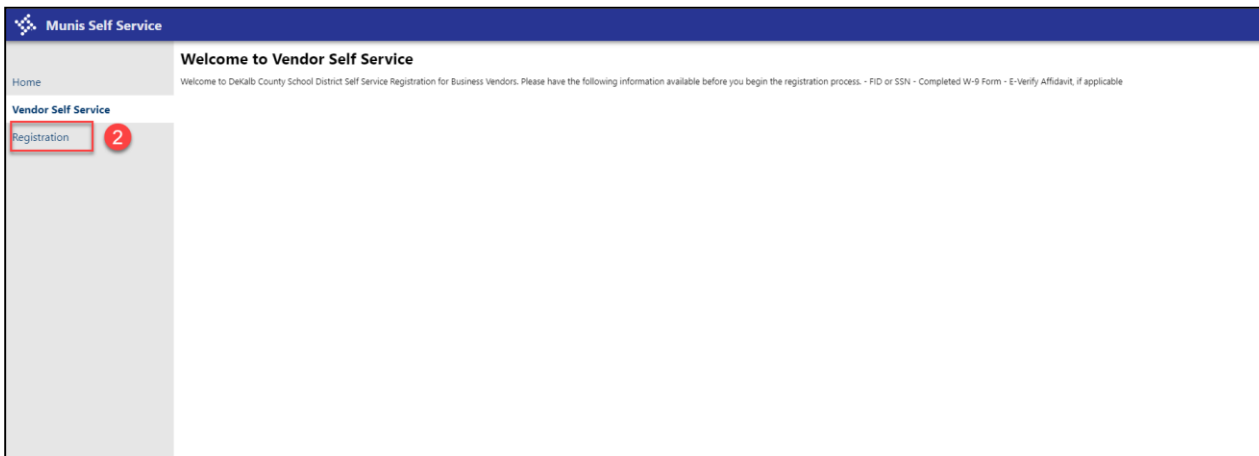
Click <https://dekalb.munisselfservice.com/default.aspx> to access the DeKalb County School District Vendor Self-Service System (VSS) to register to become a vendor.

The DeKalb Self Service page displays.



1. Click **Vendor Self Service**.

The **Welcome to Vendor Self Service** page displays



2. Click the **Registration** link to begin the registration process.



The **New Vendor Registration** page displays

Enter the Criteria information

3. Enter **User ID** (between 1 and 100 characters)
4. Re-type **User ID**
5. Enter **Password** (between 10 and 15 characters) – Note: Must contain 1 Capital letter and 1 numeric number
6. Re-type **Password**
7. Enter **Password hint**
8. Enter the **Validation Numbers** into the box below
9. Click **Continue**

The **User Contact Information** page displays.

Enter the Criteria information



10. Select **Contact Type Note: Select Purchasing Contact**
11. Enter **Name**
12. Enter **Description (if applicable)**
13. Enter **Phone Number**
14. Enter **Text - (N/A)**
15. Enter **Email Address - Note:** This email address is using to send Purchase Order to vendor.
16. Click **Continue**



The **New Vendor Registration** page displays.

Munis Self Service

New Vendor Registration

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

Enter Vendor Registration Information

General information

17 * Company Name

18 (line 2)

19 (line 3)

20 (line 4)

21 Doing business as (if different from above)

22 Foreign Entity

23 *Address

24 (line 2)

25 (line 3)

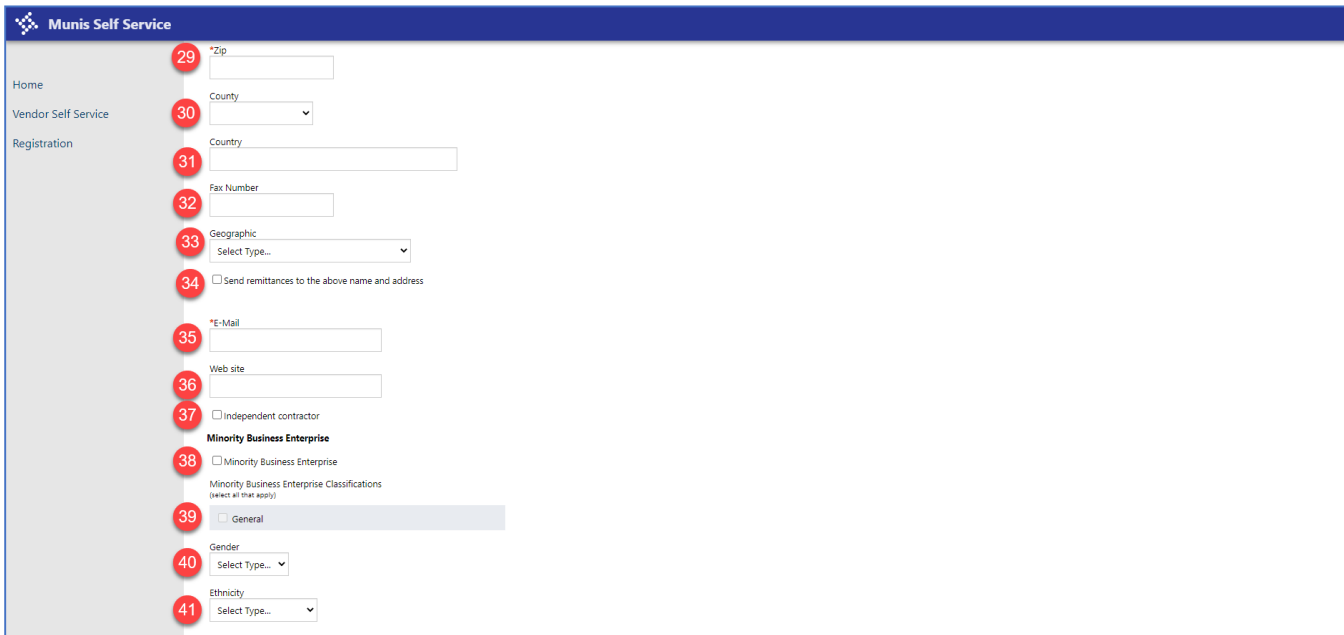
26 (line 4)

27 *City

28 *State (abbreviation)

Enter the Criteria information

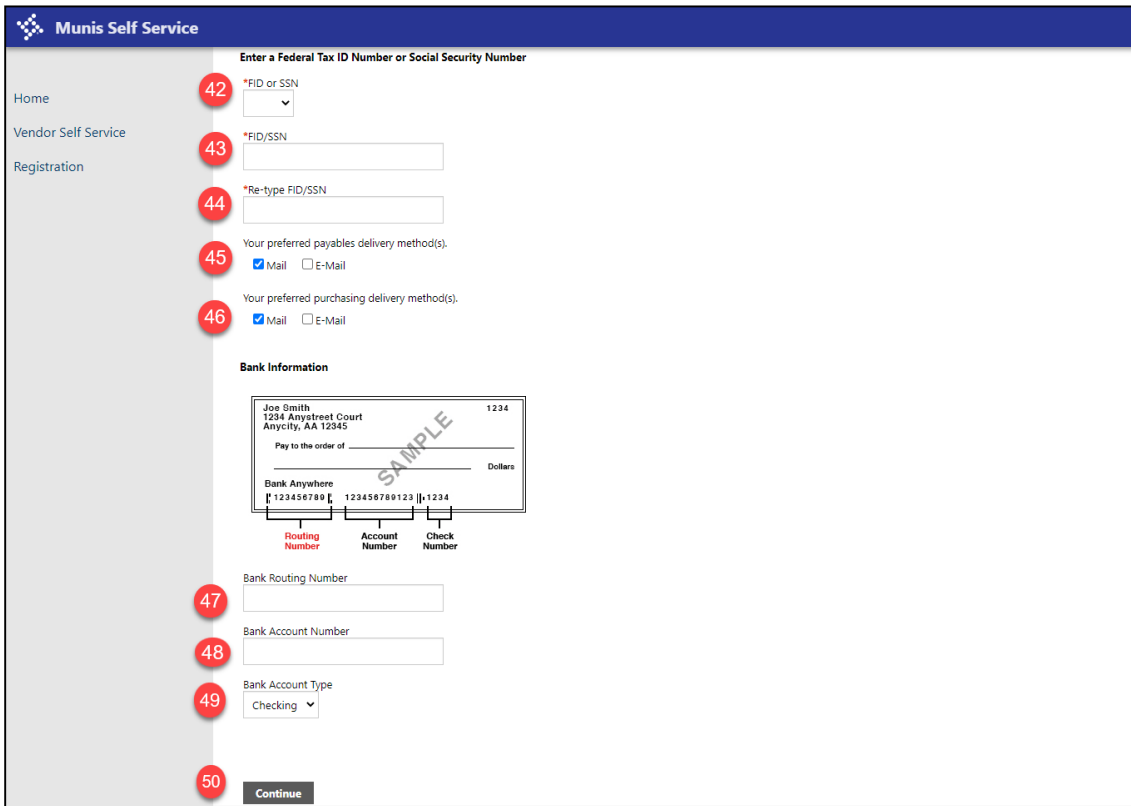
17. Enter **Company Name**
18. Enter **Line 2 Information** (if applicable)
19. Enter **Line 3 Information** (if applicable)
20. Enter **Line 4 Information** (if applicable)
21. Enter **Doing business** as (if different from above)
22. Select **Foreign Entity** (if applicable)
23. Enter **Address**
24. Enter **Line 2 Information** (if applicable)
25. Enter **Line 3 Information** (if applicable)
26. Enter **Line 4 Information** (if applicable)
27. Enter **City**
28. Enter **State**



The screenshot shows the 'Munis Self Service' registration page. On the left, there is a navigation menu with 'Home', 'Vendor Self Service', and 'Registration'. The main form area contains the following fields and options, each with a red circular callout number:

- 29: *Zip (text input)
- 30: County (dropdown menu)
- 31: Country (text input)
- 32: Fax Number (text input)
- 33: Geographic (dropdown menu with 'Select Type...' text)
- 34: Send remittances to the above name and address
- 35: *E-Mail (text input)
- 36: Web site (text input)
- 37: Independent contractor
- Minority Business Enterprise section:
 - 38: Minority Business Enterprise
 - 39: Minority Business Enterprise Classifications (Select all that apply)
 - General
 - 40: Gender (dropdown menu with 'Select Type...' text)
 - 41: Ethnicity (dropdown menu with 'Select Type...' text)

29. Enter **Zip Code**
30. Select **County**
31. Enter **Country**
32. Enter **Fax Number**
33. Select **Geographic type**
34. **Select Send remittances to the above name and address (if applicable)-** **Note:** If the vendor selects this check box, Vendor Self Service enters the values from the main address as the default values in the boxes in step three of the registration process.
35. Enter **Email for receipt for Purchase Order**
36. Enter **Website (if applicable)**
37. Select **Independent contractor** (if applicable)
 - Select **Minority Business Enterprise** (if applicable) **Note:** The New Vendor Registration page contains a **Minority Business Entity (MBE)** section that must be completed by minority business enterprise vendors. A minority business enterprise is typically defined as a business that is at least 51% owned and operated by an ethnic or gender minority. These businesses are typically certified by a city, state, or federal agency.
38. Select **Minority Business Enterprise** (if applicable)
39. Select **Minority Business Enterprise Classifications** (if applicable)
40. Select **Gender**
41. Select **Ethnicity**



Munis Self Service

Enter a Federal Tax ID Number or Social Security Number

Home

Vendor Self Service

Registration

42 *FID or SSN

43 *FID/SSN

44 *Re-type FID/SSN

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

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

Bank Information

Joe Smith 1234
1234 Anystreet Court 1234
Anycity, AA 12345
Pay to the order of _____ Dollars

Bank Anywhere
123456789 123456789123 1234

Routing Number Account Number Check Number

47 Bank Routing Number

48 Bank Account Number

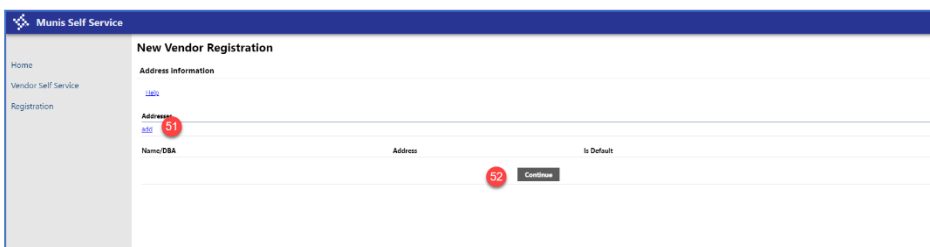
49 Bank Account Type
Checking

50 **Continue**

42. Select **FID** or **SSN**
43. Enter either **FID** or **SSN**
44. Re-enter either **FID** or **SSN**
45. Select **Preferred Payable delivery methods** – **Note: Mail method is default.**
46. Select **Preferred Purchasing delivery methods**- **Note: Mail method is default.**
47. Enter **Bank Routing Number** - **Note: The Bank Routing Number is verified.**
48. Enter **Bank Account Number**
49. Select **Bank Account Type**
50. **Click Continue**

The **New Vendor Registration Address Information** page displays.

NOTE: The address will pre-populate if **Send remittances to the above name and address** is selected.



Munis Self Service

New Vendor Registration

Address Information

Home

Vendor Self Service

Registration

51

Name/DBA Address Is Default

52 **Continue**

51. Click Add to add Addresses
52. Click Continue



The **New Vendor Registration General Vendor Contacts** page displays

- 53. Click the **Notepad** to edit, if necessary, otherwise go to next step
- 54. Click **New Contact** to add additional contact (ie. Account Payable contact person)
- 55. Click the **Continue** button

The **New Vendor Registration Additional Values** page displays

- 56. Enter **Legacy Vendor Number** (N/A)
- 57. Enter **E-Verify Number** (if applicable), if **E-Verify Number** is entered, supporting documents must be attached.
- 58. Click **Continue** button

The **Select Commodities** page displays

- 59. Use the **Search** box to search for commodities by code or keyword.
- 60. Select the appropriate commodity codes
- 61. Click **Add** to add the selected commodity codes to the vendor profiles.



Note: The **Currently Added** field is populated.

62. Click **Continue** button

New Vendor Registration Review page displays.

Review information and make any necessary update before processing. Use the **Change** button for each category to add or update the information.

Munis Self Service

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	SAMPLEVENDOR2021
Entity	
Address	1901 MICKEY MOUSE LANE ATLANTA, GA 31446
Fax Number	
FID	12-3456789
Geographic	
E-Mail	ddfarmer@gmail.com
Web Site	
Gender	
Ethnicity	
Foreign Entity	No
Independent Contractor	No
Bank	BB&T - GA-061113415
Bank Account Number	2222222222
Bank Account Type	Checking

Address Information [change](#)

Name/DBA	Address	Default
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Additional Fields [change](#)

LEGACY VENDOR NUMBER

E-VERIFY NUMBER 123456789

Accounts Contacts [change](#)

Type	Name	Description	Email	Phone	Text
PURCHASING - Purchasing Contacts	VENDOR SAMPLE		ddfarmer@gmail.com	919-000-0000	

Commodities [change](#)

42088	Schoolroom Furniture, Wood: Cabinets, Chairs, Desks, etc.
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Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0)
default	Vendor Attachment		E Verify Documentation.docx (Not yet saved) W-9.docx (Not yet saved)

I have read and accept the terms & conditions. **64**

65

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

63. Click the **Attach** button with description type **"Vendor Attachment"** to add supporting documents (i.e. W-9.)

Note: IMPORTANT NOTE: While you may initially complete the registration process without attaching documents, **DeKalb County School District** will **NOT** issue contracts, purchase orders or payments to vendors that have not attached a fully completed W-9 form to their vendor registration record. A fully completed W9 form is a prerequisite to doing business with **DeKalb County School District**

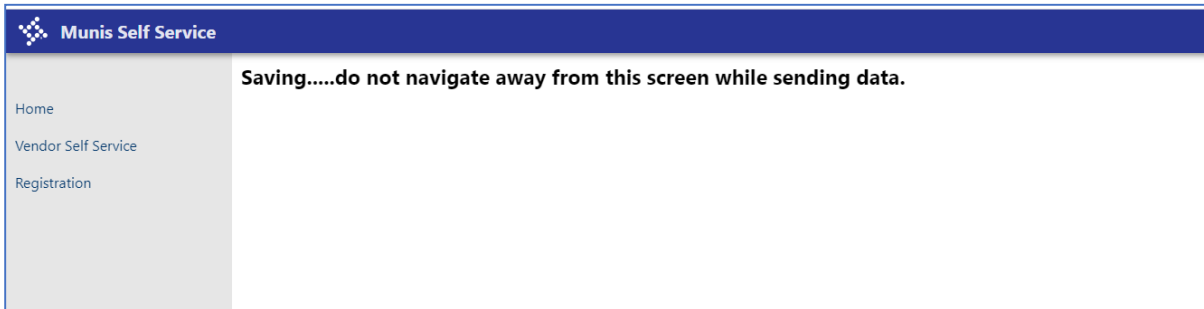
64. Check the **"I have read and accept the term & conditions"** box.



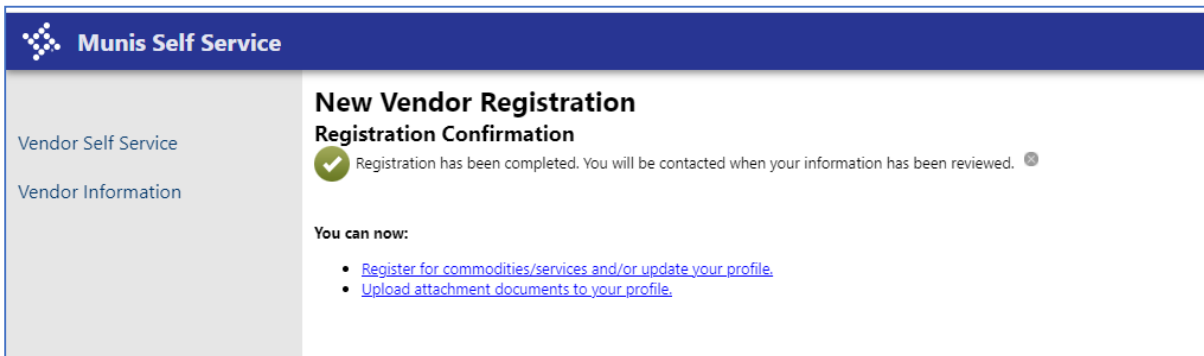
65. Click the **Register** button

After you have clicked on the **Register** button you will receive a message confirming your registration. You can click on the hyperlinks below to register for commodities and/or upload attachment documents.

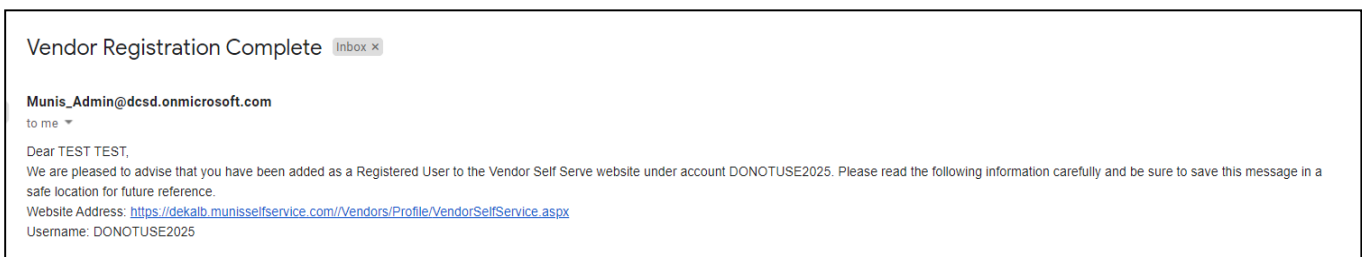
Saving page displays - This may take a few second to send data. Do not navigate from page.



New Vendor Registration Confirmation page displays



Upon completion of the New Vendor Registration the following emails will be sent to the email address provided.





At any time thereafter you may return to your vendor record and make updates as needed, view payment history, review current contracts, check on bids, etc.

Congratulations you have completed the New Vendor Registration.

Accessing the Vendor Self Service Home Page (this is performed after the completion of registration)

How to view and edit vendor information?

Click <https://dekalb.munisselfservice.com//Vendors/Profile/VendorSelfService.aspx> to access the **Munis Self Service** page to view your profile information and access to the options available.

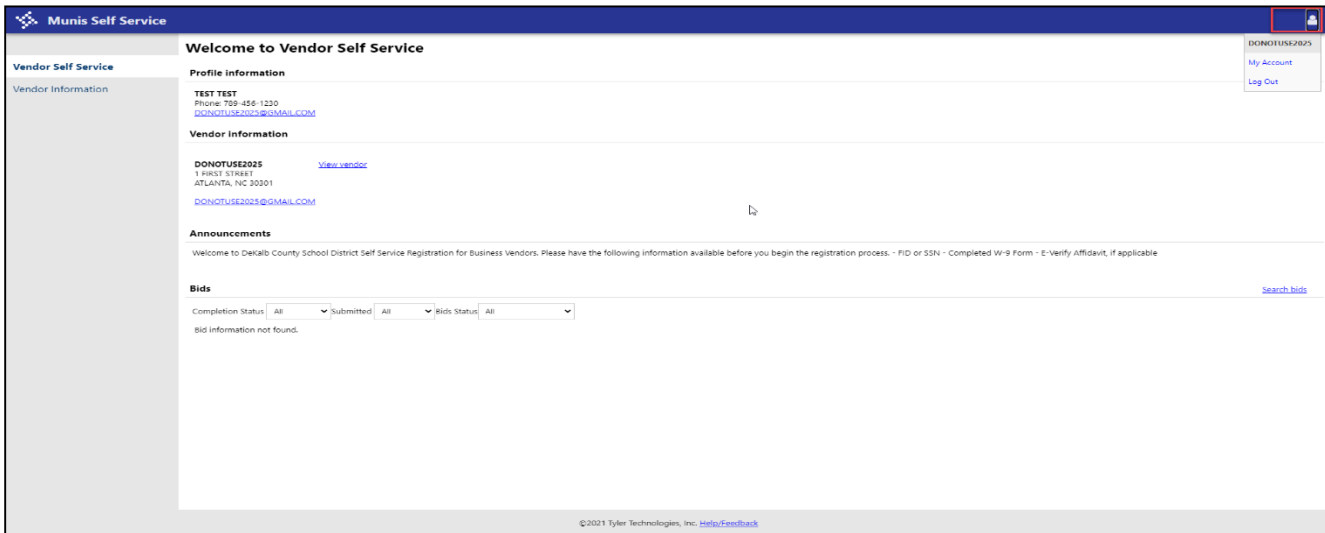
The **Munis Self Service** page displays.

A screenshot of the "Munis Self Service" login page. The page has a dark blue header with the "Munis Self Service" logo and a home icon. On the left, there is a navigation menu with "Home", "Employment Opportunities", and "Vendor Self Service". The main content area is titled "Login" and contains three red-bordered boxes with numbered callouts: 1. A "Username" input field with a "Forgot your username?" link below it. 2. A "Password" input field with a "Forgot your password?" link below it. 3. A "Log in" button.

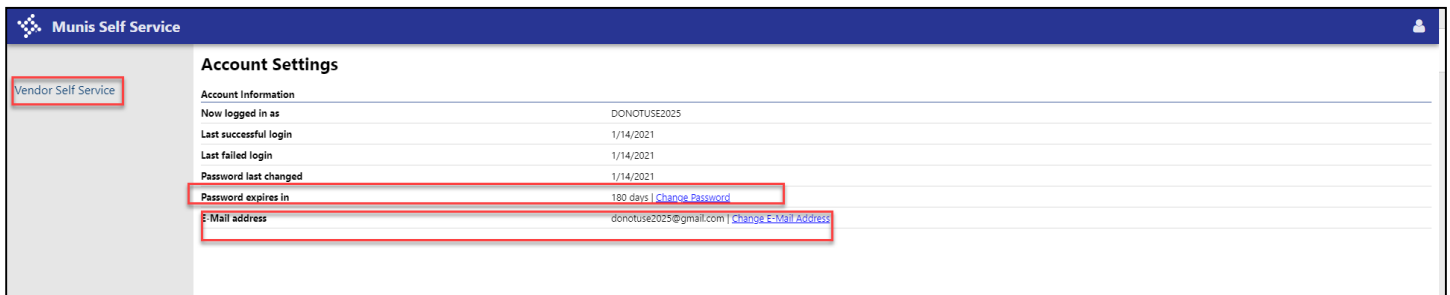
1. Enter **Username** - Note: This is the username used to create the registration.
2. Enter **Password** – Note: This is the password used to create the registration.
3. Click **Log In**.

The **Welcome to Vendor Self Service** page displays.

The **Vendor Self Service** home page provides **Profile Information** and access to the options available.



4. Click the login option to displays the following menu options:
 - a. **My Account** – My Account page contains the vendor’s account information
 - b. **Log Out** – Log out of Vendor Self Service
5. Click **My Account** to view **Account Information**.

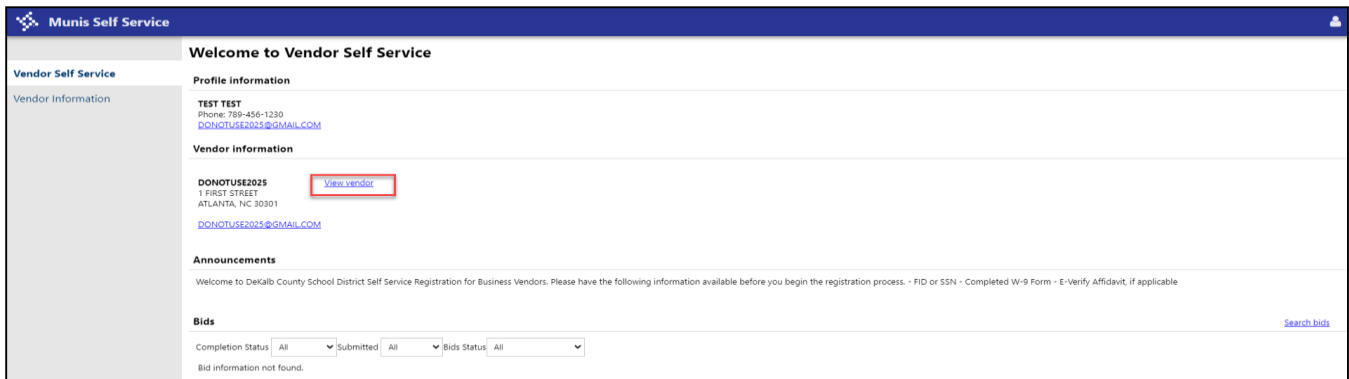


The **Account Setting** page displays. Note: Use the **Account Setting** page to change the password (Expire every **180** days) and change the E-Mail Address.

6. Click **Vendor Self Service** to return to the **Welcome to Vendor Self Service** page.

The **Welcome to Vendor Self Service** page displays.

Note: The **Vendor Self Service** page provide the vendor’s profile information.





7. Click **View Vendor** to view vendor information. - **Note:** The blue underlined are hyperlink.

The **Vendor Information** displays.

Munis Self Service

Vendor Information

Vendor Self Service

Vendor Information

Attachments

Commodities

General Information [change](#) **A**

DONOTUSE2025

Entity:
1 FIRST STREET
GeoCode: WMAA - WITHIN METRO ATLANTA AREA
ATLANTA, NC 30301

DONOTUSE2025@GMAIL.COM
FID: 90-000000

Foreign Entity
 Minority Business Enterprise
 Independent contractor

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

Bank Information
No bank information was found for this vendor.

Address Information [change](#) **B**

Name/DBA	Address	Is Default
DONOTUSE2025	1 FIRST STREET ATLANTA NC 30301	N

Contacts [change](#) **C**

Type	Name	Title	Email	Phone
PURCHASING	TEST TEST		DONOTUSE2025@GMAIL.COM	789-456-1230

Additional Fields [change](#) **D**

LEGACY VENDOR NUMBER

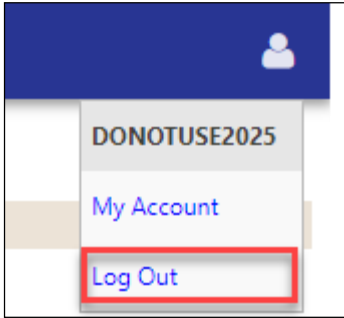
E-VERIFY NUMBER

Commodities [add](#) **E**

Code	Description	
91158	C.I.P., Special Consultants	Remove

- A. **General Information** - The **General Information** group contains the vendor's address and contact information, type and foreign entity status, minority business enterprise status and certifications, and discount terms. Clicking Change allows the vendor to update this information.
- B. **Address Information** - The **Address Information** group displays the vendor's remittance address and contact information. Clicking Change allows the vendor to update this information.
- C. **Contacts** – The **Contacts** lists the vendor's contact persons and information. Clicking Change allows the vendor to update this information.
- D. **Additional Fields** - The Additional Fields group identifies the vendor's shipping preferences. Clicking Change allows the vendor to update this information.
- E. **Commodities** - The Current Vendor **Commodities** group contains a list of commodity codes associated with the vendor. Vendors remove commodities from the list by clicking the Remove link. The Add option allows vendor to add commodities to the list.

To Logout, click the **LogOut** link.





How to Attach a document

Click <https://dekalb.munisselfservice.com//Vendors/Profile/ VendorSelfService.aspx> to access the **Munis Self Service** page to access a document.

The **Munis Self Service** page displays.

1. Enter **Username** - Note: This is the username used to create the registration.
2. Enter **Password** – Note: This is the password used to create the registration.
3. Click **Log In**.

The **Welcome to Vendor Self Service** page displays.

The **Vendor Self Service** home page provides **Profile Information** and access to the options available

4. Click **View vendor**.

The Vendor Information page displays.



Munis Self Service

Vendor Information

Vendor Self Service

Vendor Information

Attachments

Commodities

General Information [change](#)

DONOTUSE2025
Entity:
1 FIRST STREET
GeoCode: WMIAA - WITHIN METRO ATLANTA AREA
ATLANTA, NC 30301
DONOTUSE2025@GMAIL.COM
FID: 90-0000000

Foreign Entity
 Minority Business Enterprise
 Independent contractor

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

Bank Information
No bank information was found for this vendor.

Address Information [change](#)

5. Click **Attachments**.

The **Attachment** page displays.

Note: Attachments are added by clicking the Attach button on the Attachments page, which allows the vendor to navigate to a file or document to upload.

Munis Self Service

Attachments

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

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

6. Click **Attach**.

The **Choose File** popup displays.

Choose File No file chosen Type: default ▾

Save **Cancel**

7. Click Choose File. Select the appropriate file.

8. Click Save.

The Attachment page displays with Attachments.

Munis Self Service

Attachments

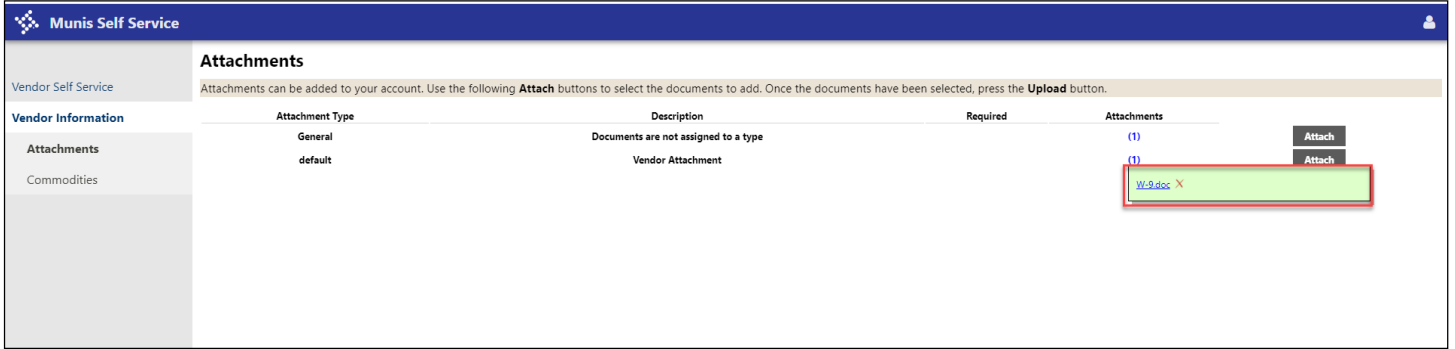
Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(1)	Attach
default	Vendor Attachment		(1)	Attach



The Attachments column indicates the number of documents attached for the attachment types. **Vendors can attach an unlimited number of files.**

To remove an attachment, the vendor clicks the number of attachments indicator. On the attachments list, clicking the Delete button removes the attachment.



To Logout, click the LogOut link.

