

Town of Yarmouth

Register for Vendor Self Service

The process to register for vendor self service is completed in two steps:

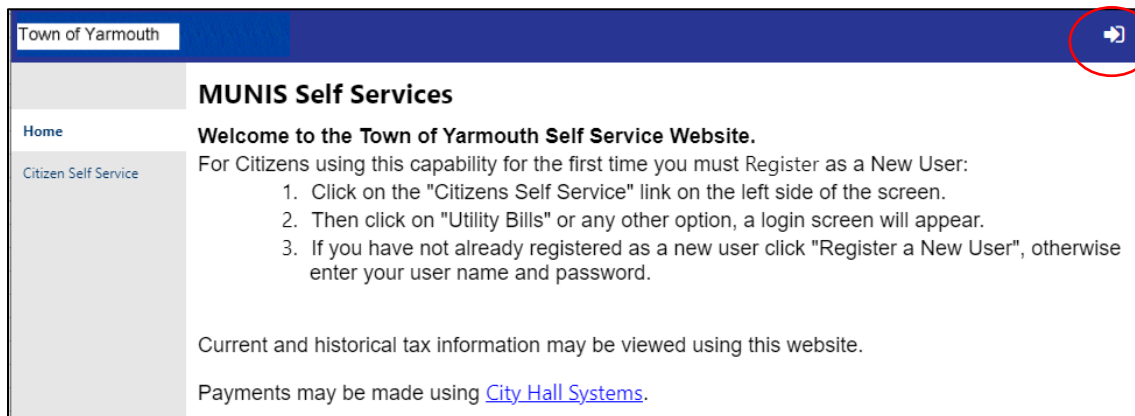
1. A profile must be created on the website and linked to the company's profile in our system
2. The town will update the permissions for the profile to allow invoice entry and view payment information.

Creating a Profile

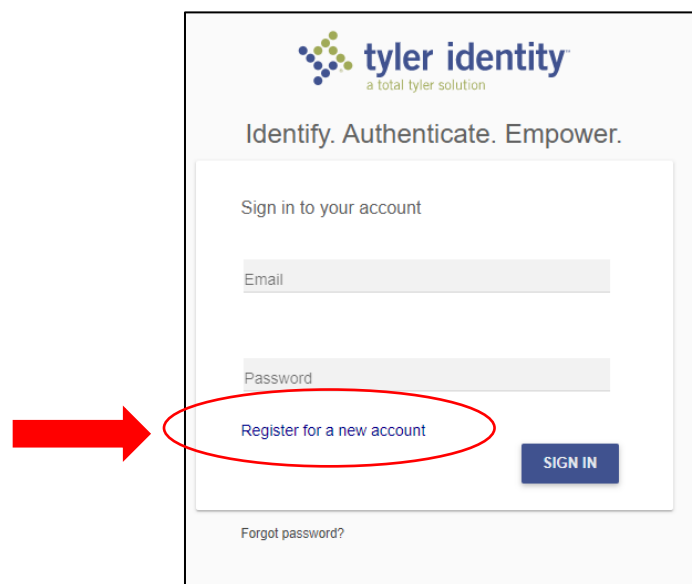
1. Copy and paste this link into any browser to access the Vendor Self-Service Site:

<https://townofyarmouthmavendors.munisselfservice.com/>

Click on the log in option on the top right



2. Click on Register for a New Account



Town of Yarmouth Register for Vendor Self Service

3. Enter the requested information and click Register

Register for a new account

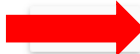
Email *
lcooke@yarmouth.ma.us

First name *
Lugeyri

Last name *
Cooke

Password *
.....

Confirm password *
.....

 **REGISTER**

4. An email confirmation will be sent to your registered email address.

Registration complete

Congratulations! You're registered.

One last step. Click the confirmation link sent to lcooke@yarmouth.ma.us.

5. Confirm your email address by following the link on the received email.

Reply Reply All Forward
Mon 3/28/2022 11:26 AM
noreply@tylertech.com
[Tyler Identity] Account Created

To: Cooke, Lugeyri


Attention!: This email originates outside of the organization. Do not open attachments or click links unless you are sure this email is from a known sender and you know the content is safe. Call the sender to verify if unsure. Otherwise delete this email.

You created an account with Tyler Identity.

Username: lcooke@yarmouth.ma.us

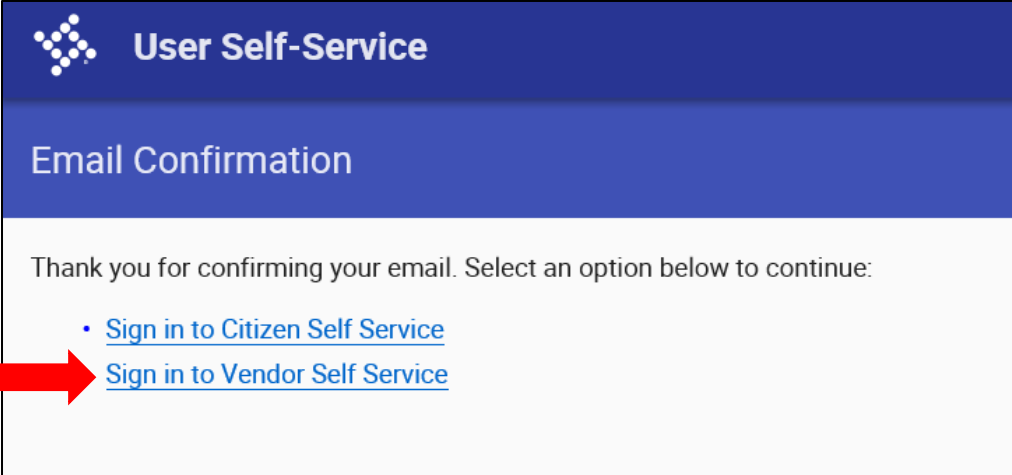
Please click here to confirm your email address:
<https://vwInmssweb03.munisselfservice.com/3164prod/tyleridcore/userprovisioning/#/email/emailconfirm/cYSZbDqEDvhYznPPtWQQ>

Thanks!
Tyler Identity Administrator



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6. Sign into Vendor Self-Service



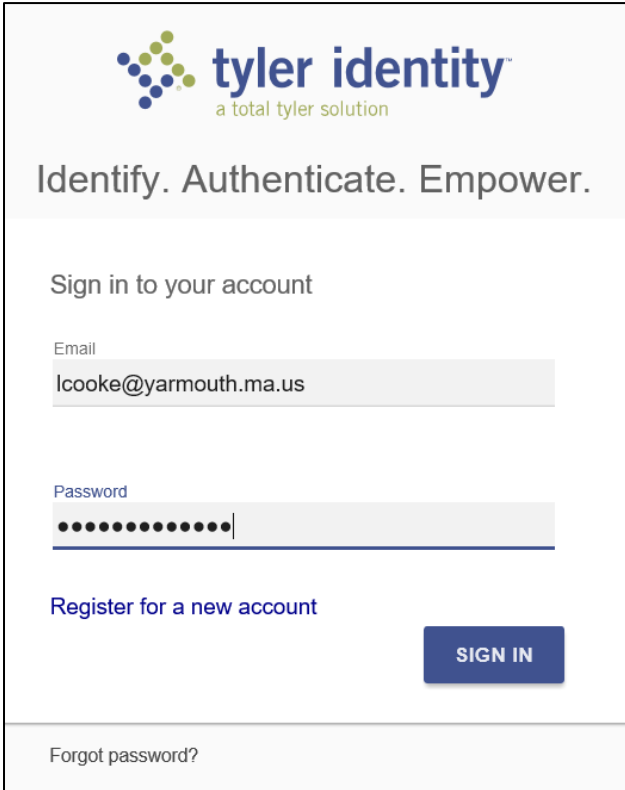
User Self-Service


Email Confirmation

Thank you for confirming your email. Select an option below to continue:

- [Sign in to Citizen Self Service](#)
- [Sign in to Vendor Self Service](#)

7. Log in using your credentials.



 **tyler identity**
a total tyler solution

Identify. Authenticate. Empower.

Sign in to your account

Email
lcooke@yarmouth.ma.us

Password
●●●●●●●●●●●●

[Register for a new account](#)

SIGN IN

[Forgot password?](#)

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Register for Vendor Self Service

8. The home page will look like this, click on Link to Existing to connect the profile to our records.

Town of Yarmouth

Home

Vendor Self Service

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 Self Service for Business Vendors

9. Enter the vendor number and tax Id. If you don't know the vendor number for the company, please contact the department you usually do business with so they can provide it to you. Click on Link to Existing.

Town of Yarmouth

Home

Vendor Self Service

Link to Existing Vendor

Enter the information below to search for an existing vendor.

Vendor Number

Vendor FID/SSN

[Link to Existing](#)

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Register for Vendor Self Service

10. Enter your contact information. As with any other form, the required fields are marked. Click Continue.

The screenshot shows a web form titled "User Contact Information" for the Town of Yarmouth. The form is set against a blue header with the town name and a grey sidebar with navigation links for "Home" and "Vendor Self Service". The form fields include: "Contact Person" (a label), "* Contact Type" (a dropdown menu with "Select Type..." selected), "* Name" (a text input field), "Description" (a text input field), "* Phone" (a text input field), "Text" (a text input field with an "Opt In" checkbox to its right), and "* E-mail" (a text input field). A dark grey "Continue" button is located at the bottom right of the form area.

The main page will now look like this:

The screenshot displays the main dashboard for "Vendor Self Service" at the Town of Yarmouth. The page features a blue header with the town name and a user profile icon. A grey sidebar on the left contains navigation links for "Home", "Vendor Self Service", and "Vendor Information". The main content area is titled "Welcome to Vendor Self Service" and is divided into several sections: "Profile information" for Joe Smith (with phone number 508-555-5555 and email someone@companyname.com), "Vendor information" for SAMPLE COMPANY INC (with address 1 MAIN ST, S. YARMOUTH, MA 02664 and email SOMEONE@COMPANYNAME.COM), "Announcements" with a welcome message for business vendors, and "Bids" with a "Search bids" link and a message stating "Bid information not found."

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Updating the Profile for invoice entry

Please note that the registration process is not yet completed.

- Please email accounting@yarmouth.ma.us and let us know your name, vendor, and email address.
- We will then complete the authorization to submit invoices and view payments.
- You will receive an email confirming the update.

Once the process has been completed, the main page will look like this.

The screenshot displays the 'Vendor Self Service' dashboard. On the left is a navigation menu with options: Home, Vendor Self Service, Vendor Information, 1099, Checks, Invoices, Purchase Orders, Contracts, and Work Orders. The main content area is titled 'Welcome to Vendor Self Service' and is divided into several sections:

- Profile information:** Joe Smith, Phone: 508-555-5555, someone@companyname.com
- Vendor information:** SAMPLE COMPANY INC, 1 MAIN ST, S. YARMOUTH, MA 02664, SOMEONE@COMPANYNAME.COM
- Announcements:** Welcome to Self Service for Business Vendors
- Invoices:** Includes links for [Submit invoices](#) and [Search invoices](#).

Two summary boxes on the left show the total amount: **\$3,461.67** (Last invoice: 3/4/2022) and **\$3,461.67** (Year to date).

Recent invoices				Submitted invoices		
Date	Amount	Status		Date	Amount	Status
3/4/2022	\$3,461.67	Paid	details			
10/7/2021	\$24,098.41	Paid	details			
6/30/2021	\$2,502.50	Paid	details			
6/30/2021	\$7,858.75	Paid	details			
6/30/2020	\$1,292.49	Paid	details			

[More...](#)

The account is now active and available for inquiries and invoices submissions.