



MUNIS Self Services

How to Guide for Vendor Self Service (VSS)

1 INTRODUCTION

Software for Vendors to Register with the City of Cape Coral

Vendor Self Service (VSS) (Please use **Chrome** when registering)

Please access via the City website: www.capecoral.net

Click on: I WANT TO, then Register, City Vendor

OR copy web address below:

<https://selfservice.capecoral.net/vss>

Click on Vendor Self Service (blank W9 shows in the blue toolbar at the top or can access on City website),

OR Click on small arrow at the top.

Click on Log In/Register

Click on [Register for New Account](#)

Complete the section below and create a password, then Click Register. This email and password is not linked to anything previously submitted to the City and will need to be created at time of registering.

PLEASE TYPE IN ALL CAPITAL LETTERS

Register for a new account

Email *

First name * Last name *

Password * Confirm password *

CANCEL REGISTER

Click on the link sent to your email to confirm registration.

Registration complete

Congratulations! You're registered.

One last step. Click the confirmation link sent to *youremail@gmail.com*

Enter password and **Click** on Confirm Email

Email Confirmation

Enter your password *
Please enter your password

CANCEL

CONFIRM EMAIL

Click [here](#) to sign in.

Sign In with User Name and Password.

PLEASE NOTE:

There are Two Options:

- If you were notified by the City of Cape Coral with a new vendor number, please click **Link to Existing and follow the instructions below.**
- If you are **NOT** a current City of Cape Coral vendor, Click on **Create New Vendor and go to Page 7 if this manual.**



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

LINK TO EXISTING (existing vendors)

Enter New Vendor Number and FIS or SSN and **Click** Link to Existing (no dashes)
(The FIS number is your Taxpayer Identification Number or Social Security Number)



Enter the information below to search for an existing vendor.

Vendor Number

Vendor FIS/SSN

Link to Existing

(this section intentionally left blank)

Complete the required fields:

Please NOTE:

- Description is the Title of the Contact Person
- Text field does not need to be completed.

User Contact Information

Contact Person

* Contact Type
Select Type... ▼

* Name
[Text Field]

Description
[Text Field]

* Phone
[Text Field]

Text
[Text Field] Opt In

Fax
[Text Field]

* E-mail
[Text Field]

Click Continue

NOTE:
Bids section – do not complete this section.

Click on Vendor Information on toolbar (on the left side of the page).

Click on **Change** under General Information at the top of the page.
Complete Required Fields and enter Doing Business As (if applicable).

(The address information is entered on the next section).

PLEASE NOTE: Please provide a physical location mailing address for vendor record. If utilizing a PO Box address, that should be used as a remit to address only.

Vendor Information - General Information and Terms
General Information and Terms **Make Changes**

Company Information

Company Name*

Line 2 (optional)

Line 3 (optional)

Line 4 (optional)

Doing Business As (optional)

*Vendor Type
Select Type...

Reverse Entry

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

Email*

Website

DUNS

California Permit Number

Vendor Address

Address*

Line 2 (optional)

Line 3 (optional)

Line 4 (optional)

City*

State *

Zip Code*

County

Geographic
Select Type...

Fax Number

Minority Business Enterprise

Minority Business Enterprise
Minority Business Enterprise Clarifications
print it out here

General [certifications](#) [create](#)

MINORITY OWNED

VETERAN OWNED

WOMEN OWNED

Gender
Select Type...

Ethnicity
Select Type...

Click Continue

Click on **Change** under **Address Information** to add Accounts Payable and Purchasing info and **click** on **“Change”** or **“Add”** to update the information.

Address Information		
Accounts Payable		
change		
Name/DBA	Address	Is Default
Purchasing		
change		
Name/DBA	Address	Is Default

Click on Attachments on toolbar (left side of the screen) to add – W-9 (required)

There is also an option to upload **Licenses and Insurance**. This is not required, but the City is encouraging vendors to include both attachments (specifically for services). The added benefit to the vendor and the City is to streamline issuance of purchase order(s) when services are required.

PLEASE NOTE: Attachments must be in PDF format.

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) Attach
default	Vendor Attachment		(0) Attach
License and Insurance	License and Insurance		(0) Attach
W-9	Vendor W-9	✓	(0) Attach

PLEASE NOTE: If the required W-9 is not uploaded, you will receive following error messages and the registration will not be “active”.

Required documentation has not been provided. Your registration may be rejected or delayed without supplying all required documentation. Press cancel to review and upload required documentation or submit anyway?

[Submit](#) [Cancel](#)

Click on Commodities to add – search by keywords and Click add

Click Finish

NEW VENDOR REGISTRATION

Please use the following instructions if you are not current vendor with the City of Cape Coral

PLEASE NOTE:

Complete Required Fields (enter Doing Business As (if applicable)).

Payment Terms – if your Company offers a discount, provide discount percentage and days to discount. If no discount, please enter 30 in Days to Net.



(The address information is entered on the next section).

- **PLEASE NOTE:** Please provide a physical location mailing address for vendor record. If utilizing a PO Box address, that should be used as a remit to address only.

PLEASE TYPE IN ALL CAPITAL LETTERS

Company Name – (as shown on your income tax return).

New Vendor Registration

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

Enter Vendor Registration Information

S

Company Information

Company Name*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

*Vendor Type
Select Type...

Foreign Entity

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

E-mail*

Website

DUNS

Vendor Address

Address*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City*

State*

Zip Code*

County

Country

Geographic

Fax Number

Minority Business Enterprise

Minority Business Enterprise
Minority Business Enterprise Classifications
(select all that apply)

Website
 DUNS
 California Permit Number

Minority Business Enterprise
 Minority Business Enterprise
 Minority Business Enterprise Classifications
 (select all that apply)

- General
- MINORITY OWNED
- VETERAN OWNED
- WOMEN OWNED

Gender: Select Type...
 Ethnicity: Select Type...

Federal Tax ID Number or Social Security Number
 *FID or SSN
 FID SSN

*FID/SSN: *Re-type FID/SSN:

Payment Terms
 Discount Percentage: Days to Discount: Days to Net:

Your preferred payables delivery method(s):
 Mail Fax E-Mail

Your preferred purchasing delivery method(s):
 Mail Fax E-Mail

Continue **Update** **Cancel**

Click Continue

Click on “Add” to update the address information for Accounts Payable and Purchase Order.

New Vendor Registration

Address information

Accounts Payable Addresses
[add](#)

Name/DBA	Address	Is Default

Purchase Order Addresses
[add](#)

Name/DBA	Address	Is Default

Continue

Click Continue

(this section intentionally left blank)

New Vendor Registration

Click New Contact - add contacts for Purchasing and Accounts Payable

Click New Contact for each new contact to be added.

New Vendor Registration

General Vendor Contacts

Address Contacts

Type	Name	Description	Email	Telephone

[Continue](#) [New Contact](#)

New Vendor Registration

General Vendor Contacts

*Address Type
Accounts Payable ▾

*Company Name
Steve's Rent a Center- Test

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

Click Continue

Click Save

Commodities

Search by keywords and Click “Add”

Select Commodities Step 5

Select Commodities

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

Keyword(s) or commodity code(s):

[List all commodities/services](#)

2529 Found [1-10](#) | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

Select All	Code	Description
<input type="checkbox"/>	00505	Abrasive Equipment and Tools
<input type="checkbox"/>	01009	Acoustical Tile Insulation
<input type="checkbox"/>	01506	Addressing Machine Supplies, Metal and Plastic Plate Type
<input type="checkbox"/>	02543	Compressor, High Pressure, All Sizes and Models
<input type="checkbox"/>	03103	Air Conditioners: Commercial, and Parts and Accessories not Individually Itemized
<input type="checkbox"/>	03725	Carnival/Fair Equipment, Inflatables, Bounce Houses, Interactive Games

Click Continue

Review Information and make any final changes as needed.

Attachments – add W9 (Required) Please use W9 form attached to City website.

There is also an option to upload Licenses and Insurance. This is not required, but the City is encouraging vendors to include both attachments (specifically for services). The added benefit to the vendor and the City is to streamline issuance of purchase order(s) when services are required.

PLEASE NOTE: Attachments must be in PDF format.

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	<input type="button" value="Attach"/>
default	Vendor Attachment		(0)	<input type="button" value="Attach"/>
License and Insurance	License and Insurance		(0)	<input type="button" value="Attach"/>
W-9	Vendor W-9	<input checked="" type="checkbox"/>	(0)	<input type="button" value="Attach"/>

PLEASE NOTE: If the required W-9 is not uploaded, you will receive following error messages and the registration will not be “active”.

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Home
Vendor Self Service
Vendor Information

New Vendor Registration
Registration Confirmation

Registration has been completed. You will be contacted when your information has been reviewed. You currently have not included all required documentation. Please upload required documents to complete your registration.

You can now:

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

Click Register

(this section intentionally left blank)