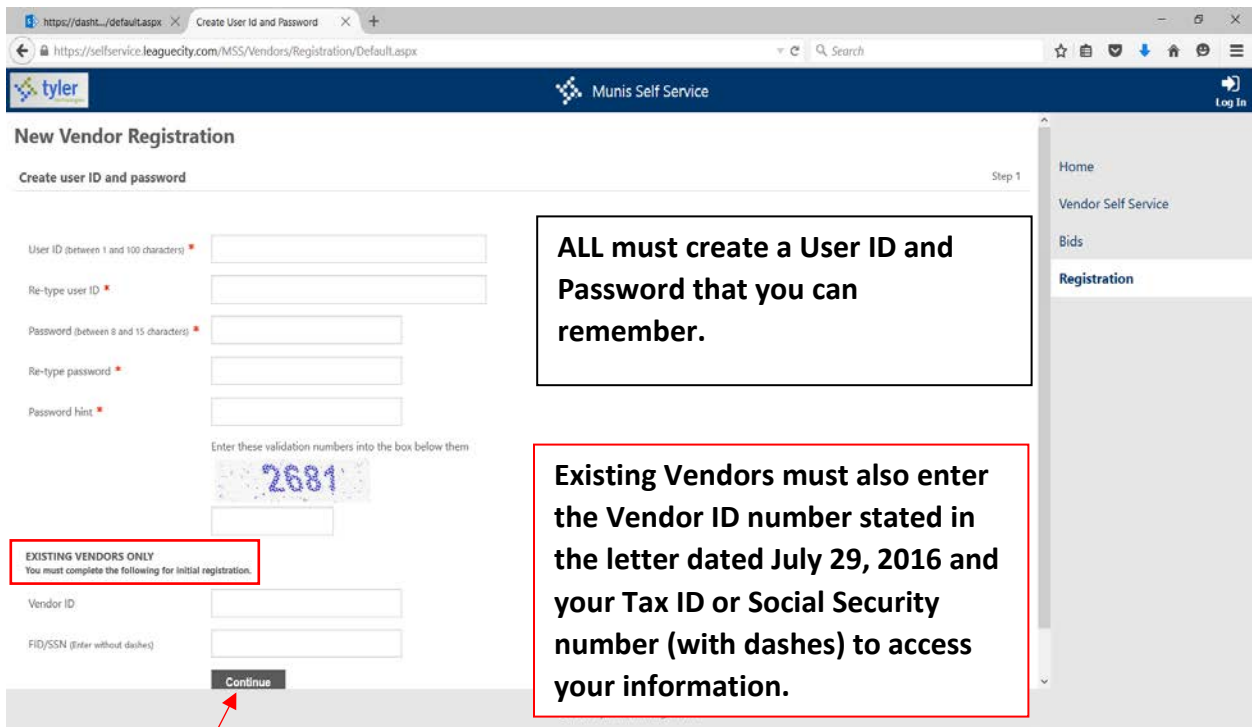


To access the site go to
<https://selfservice.leaguecity.com/mss>
Click – Vendor Self Service
Click - Registration



Click - Continue

***EXISTING VENDORS ONLY** – if you did not receive a vendor letter or have misplaced it, please email purchasing@leaguecity.com and request your Vendor ID.

STEP 2 – General Information – Enter your company name and address.

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

General information Step 2

*Company Name: CITY OF LEAGUE CITY - PURCHASING
(line 2)
(line 3)
(line 4)
Doing business as (if different from above)
 Foreign Entity

*Address: 300 WEST WALKER ST
(line 2)
(line 3)
(line 4)

*City: LEAGUE CITY

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Note: County, Country and Fax Number are optional. Please select the most appropriate 'Geographic' status. (within or outside City/County/State limits)

(line 3)
(line 4)

*City: LEAGUE CITY
*State (abbreviation): TX
*Zip: 77573
County:
Country:
Fax Number:
Geographic: Select Type...
 Send Accounts Payable checks to the above address
 Send Purchase Orders to the above address
*E-Mail: shawna.tubbs@leaguacity.com
Web site:
*Vendor Type:

Select Type:
Employee Reimbursement
Construction
Supply
Vehicle
Consulting
Poard
Miscellaneous
Professional Services

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Please select the most appropriate vendor type from the drop-down list.

Scroll down the screen.

If you are a certified minority business enterprise (MBE), you must check the box and specify by checking the appropriate boxes below.

You may include certificate information by clicking on 'Manage'

Minority Business Entity (MBE)

MBE Classifications (select all that apply)

Is Minority Business Enterprise

- African - American Owned
- Asian - American Owned
- Female Owned
- General 0 certifications [manage](#)
- Hispanic Owned
- Native American Owned

Enter a Federal Tax ID Number or Social Security Number

*FID/SSN

*Re-type FID/SSN

Payment Terms

Discount Percentage

Days to Discount

Days to Net

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Use the drop-down menu to specify whether you are using a Federal Tax ID (FID) or Social Security Number (SSN). Enter your company's FID or your SSN WITH dashes or hyphen.

Your preferred payables delivery method(s).

E-Mail

Your preferred purchasing delivery method(s).

E-Mail

Bank Information

Bank Routing Number JP MORGAN CHASE

Bank Account Number

Bank Account Type

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Enter your bank routing number, account number and select the type of account (checking or savings).

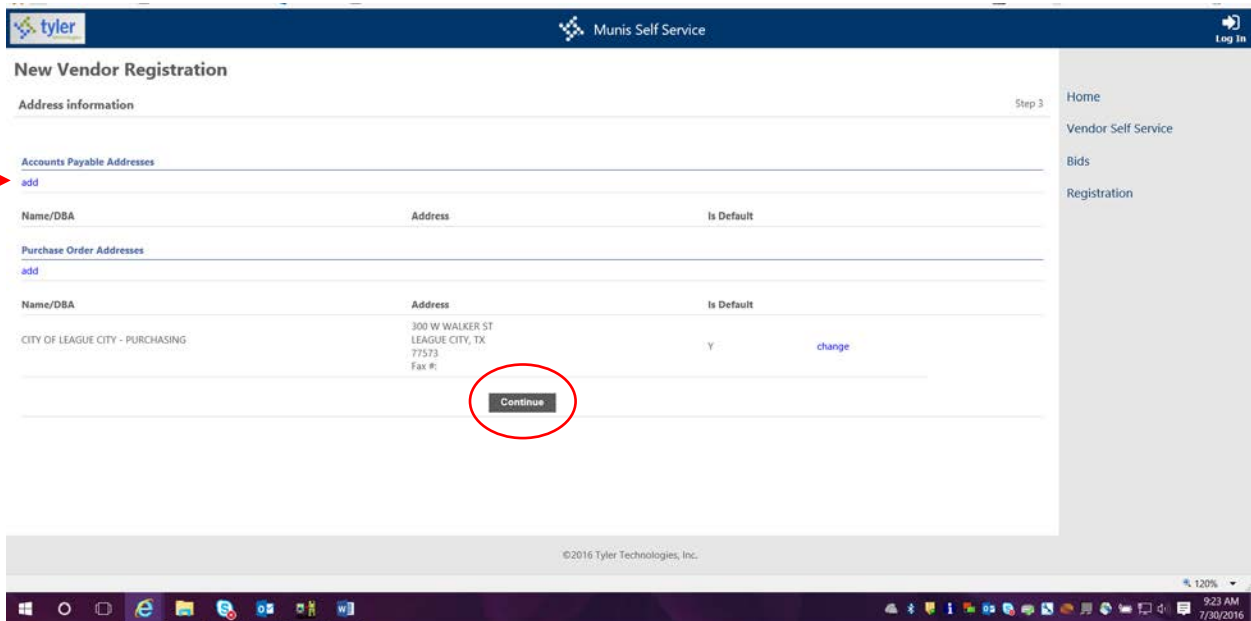
Your routing number should be entered with a dash (-) between the last two digits as shown above. If entered correctly, the name of your bank institution should appear next to the box.

Click 'Continue'

STEP 3 – ADDRESS INFORMATION - The address you entered on the previous screen should appear under 'Purchase Order Addresses'

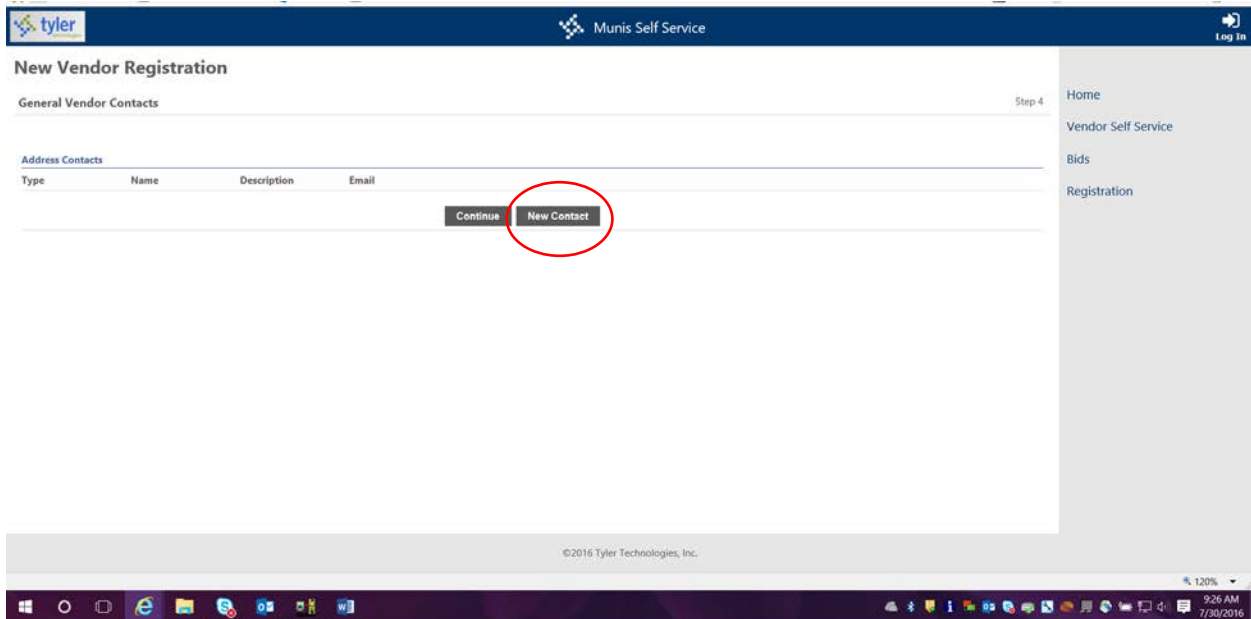
If you do not need to enter additional addresses, click continue.

If your Accounts Payable address is different from your Purchase Order address, click 'add'.



STEP 4 – GENERAL VENDOR CONTACTS

Click 'New Contact'



Use the drop-down menu to select the appropriate contact type, Accounts Payable, Purchasing or General. Enter the person's information and click Save.

You will be re-directed to the previous general vendor contacts page where you can add additional contacts.

tyler Munis Self Service Log In

New Vendor Registration

General Vendor Contacts Step 4

Home
Vendor Self Service
Bids
Registration

Contact Person

*Contact Type: ACCOUNTS PAYABLE - Accounts Payable Contacts

*Name:

Description:

*Phone:

Text: Opt In

Fax:

E-Mail:

Save Cancel

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Once you have added your desired contact(s), click Continue.

tyler Munis Self Service Log In

New Vendor Registration

General Vendor Contacts Step 4

Home
Vendor Self Service
Bids
Registration

Address Contacts

Type	Name	Description	Email	Phone	Text	Fax
ACCOUNTS PAYABLE - Accounts Payable Contacts	CLAUDIA RESTREPO	Accts Payable Supervisor	claudia.restrepo@leaguecity.com	281.554.1372	<input type="checkbox"/>	<input type="checkbox"/>
PURCHASING - Purchasing Contacts	SHAWNA TUBBS	Purchasing Manager	shawna.tubbs@leaguecity.com	281.554.1400	<input type="checkbox"/>	<input type="checkbox"/>

Continue New Contact

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STEP 5 – ADDITIONAL VALUES

A valid W-9 is required. Use the drop-down menu to select the appropriate type for your organization. You must upload a completed and signed W-9 on the next screen.

The screenshot shows the Tyler Munis Self Service interface for 'New Vendor Registration' at Step 5, 'Additional Values'. The page has a dark blue header with the Tyler logo and 'Munis Self Service' text, and a 'Log In' button. A sidebar on the right contains links for 'Home', 'Vendor Self Service', 'Bids', and 'Registration'. The main content area has a table with two columns: 'Field' and 'Value'. The first row is for '*W-9 Type'. The 'Value' column contains a dropdown menu with a list of options: 'INDIVIDUAL', 'MISCELLANEOUS CORPORATION', 'S CORPORATION', 'PARTNERSHIP', 'TRUSTS', 'LIMITED LIABILITY', and 'OTHER'. A red arrow points from the text above to the dropdown menu. Below the dropdown is a 'Continue' button.

Click Continue.

This screenshot is identical to the one above, showing the 'New Vendor Registration' Step 5 'Additional Values' screen. The 'Continue' button is now circled in red, indicating the next step in the process.

STEP 6 – REVIEW

Review all of the information that you have entered into your profile. If there are changes to the information that you would like to make, in each section is a 'change' link that you can click to access the information.

New Vendor Registration

Review Step 6

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

General Information [change](#)

Name/DBA	CITY OF LEAGUE CITY - PURCHASING
Entity	
Address	300 W WALKER ST LEAGUE CITY, TX 77573
Fax Number	
FID	74-1468969
Geographic	ICTY - In City
E-Mail	purchasing@leaguecity.com
Web Site	www.leaguecity.com
Vendor Type	CSLT Consulting
Foreign Entity	No
Bank	JP MORGAN CHASE-1110061-4
Bank Account Number	123456789
Bank Account Type	Checking

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COMMODITIES are required. These will be used to notify you of relevant bid opportunities.

Click 'change' to add the appropriate commodity codes to your profile.

New Vendor Registration

Type	Name	Description	Email	Phone	Text	Fax
ACCOUNTS PAYABLE - Accounts Payable Contacts	CLAUDIA RESTREPO	Accts Payable Supervisor	claudia.restrepo@leaguecity.com	281.554.1372		
PURCHASING - Purchasing Contacts	SHAWNA TUBBS	Purchasing Manager	shawna.tubbs@leaguecity.com	281.554.1400		

Select Type...

Commodities [change](#)

Attachments

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

For Terms and condition go to <http://www.leaguecity.com/DocumentCenter/View/10108>

I have read and accept the terms & conditions.

[Register](#) [Cancel](#)

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

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Search for your commodities by entering in a key word(s) in the search box and clicking 'Search'.

tyler Munis Self Service Log In

Select Commodities

Select Commodities

Help

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

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

Search

List all commodities/services

9129 Found

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

Select All	Code	Description
<input type="checkbox"/>	00505	Abrasives Equipment and Tools
<input type="checkbox"/>	00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
<input type="checkbox"/>	00521	Abrasives, Sandblasting, Metal
<input type="checkbox"/>	00528	Abrasives, Sandblasting, Other than Metal
<input type="checkbox"/>	00542	Abrasives, Solid: Wheels, Stones, etc.
<input type="checkbox"/>	00556	Abrasives, Tumbling, Wheel

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Once selected, click 'Add' and repeat the search process.

You may add as many codes as needed that apply to the good or service that you provide.

tyler Munis Self Service Log In

Select Commodities

Select Commodities

At least one commodity code must be selected.

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

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

government Search

List all commodities/services

3 Found

1-3

Select All	Code	Description
<input checked="" type="checkbox"/>	91858	Governmental Consulting
<input type="checkbox"/>	95360	Liability Insurance, Public Official and Government
<input type="checkbox"/>	96112	Codification of Government Codes, Including Code Conversion and Code Maintenance Services

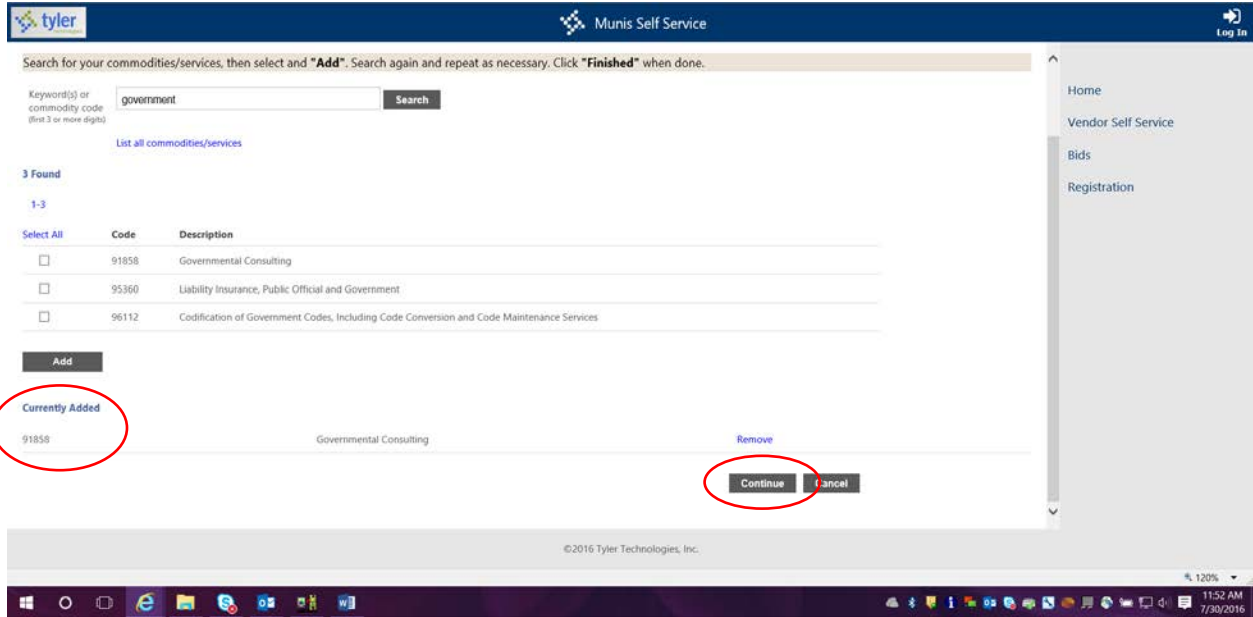
Add

Currently Added

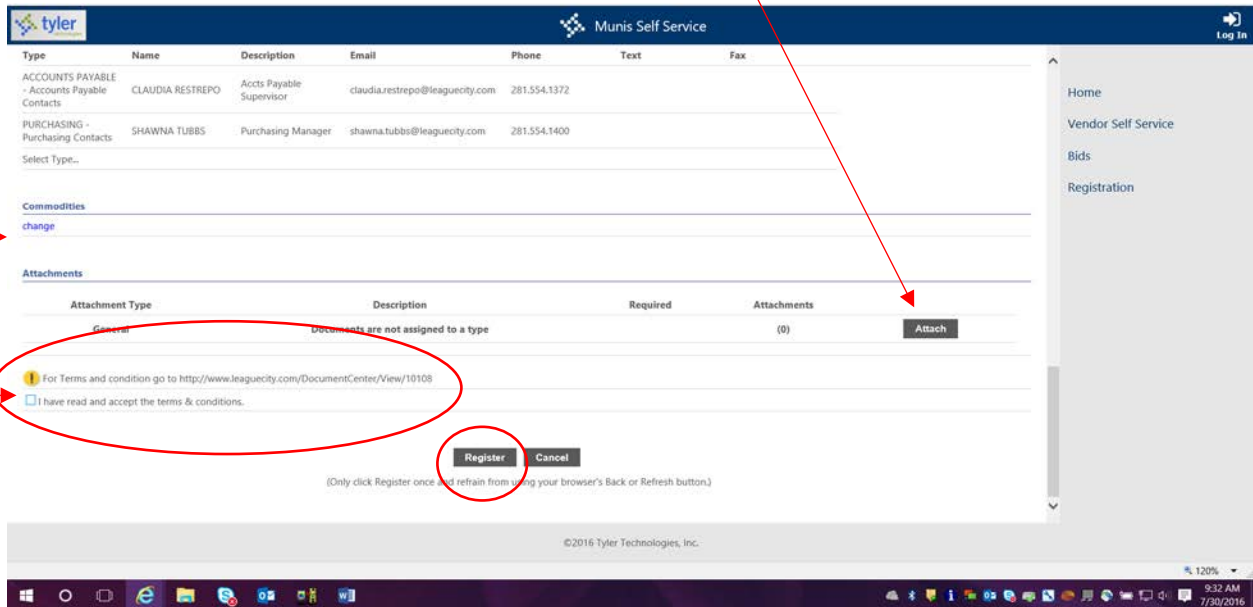
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Once your list is complete, click 'Continue'. (Note: you will be redirected to the Review page to complete the registration process).



ATTACHMENTS can be added to your profile. A W-9 is required but you can also attach certifications and insurance certificates. (Note: If you do not have a W-9 form, click on the 'Resources' tab on the top right of the screen. Choose the form and you will be redirected to a web page where you can fill out the form, print, scan and save to your profile. The 'Resources' tab will appear once your registration is complete.) Click 'Attach' to upload W-9 or certifications.

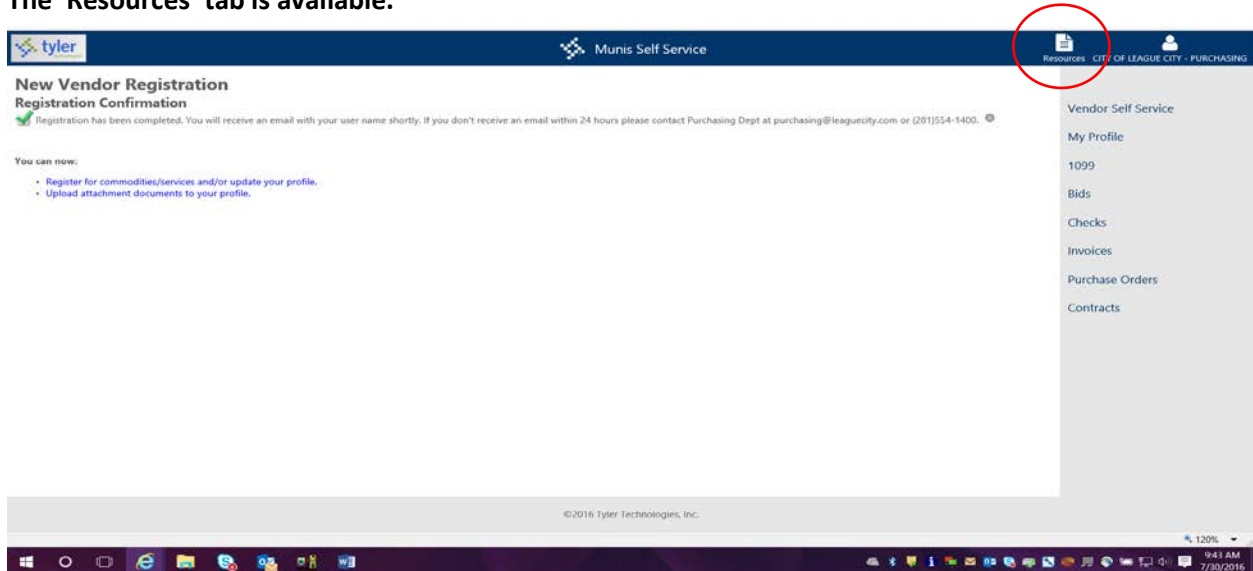


You must accept the City's terms and conditions to complete your registration.

Once finished, click 'Register'.

Your Registration is complete!

The 'Resources' tab is available.



Please note that it is the Vendors sole responsibility to maintain the accuracy of the contact information and commodity codes within the Vendor Self-Service system.

Bid notifications will soon be sent to prospective bidders via email based on the commodity codes selected. The City will continue to post solicitations on the City's website www.leaguecity.com.

Please contact the Purchasing Department for any questions 281.554.1400 or purchasing@leaguecity.com.