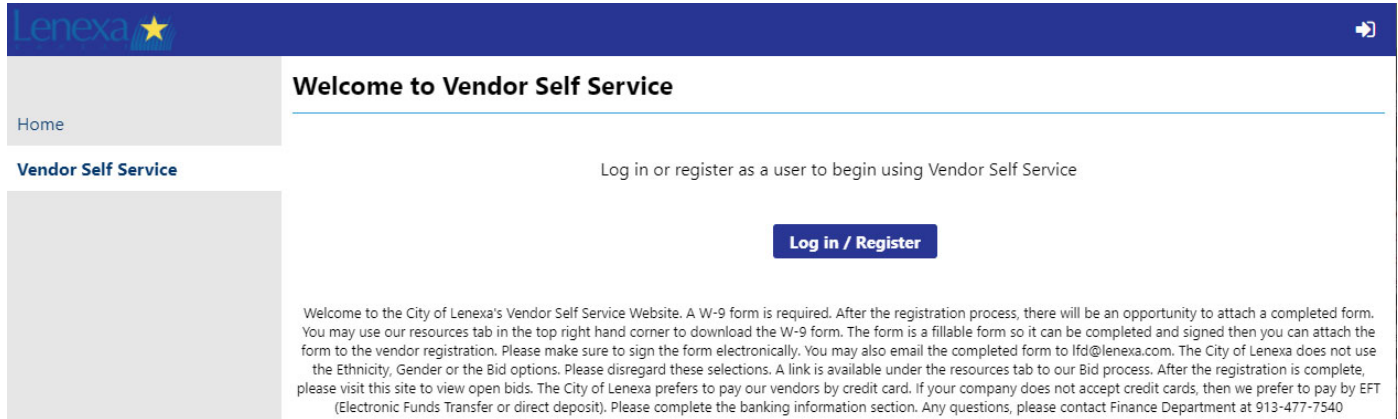


Vendor Self Service

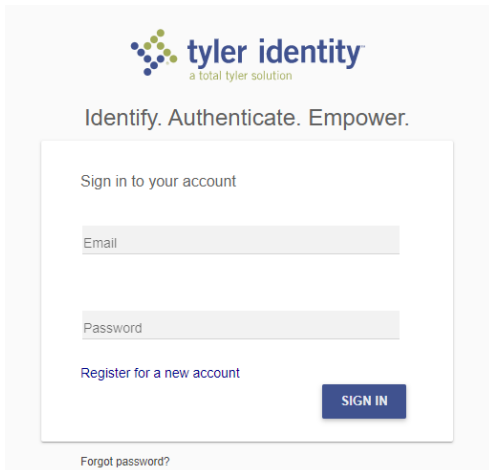
Vendor Self Service Url: <https://vendor.lenexa.com/vss/Vendors/default.aspx>

Once provided the link to register as a vendor you must follow the instructions below:
An Employee/Vendor will click the 'Log In/Register button.'



The screenshot shows the 'Welcome to Vendor Self Service' page. It features a blue header with the Lenexa logo and a home icon. A navigation menu on the left includes 'Home' and 'Vendor Self Service'. The main content area has the heading 'Welcome to Vendor Self Service' and the text 'Log in or register as a user to begin using Vendor Self Service'. A prominent blue button labeled 'Log in / Register' is centered. Below the button, a paragraph of text provides instructions: 'Welcome to the City of Lenexa's Vendor Self Service Website. A W-9 form is required. After the registration process, there will be an opportunity to attach a completed form. You may use our resources tab in the top right hand corner to download the W-9 form. The form is a fillable form so it can be completed and signed then you can attach the form to the vendor registration. Please make sure to sign the form electronically. You may also email the completed form to lfd@lenexa.com. The City of Lenexa does not use the Ethnicity, Gender or the Bid options. Please disregard these selections. A link is available under the resources tab to our Bid process. After the registration is complete, please visit this site to view open bids. The City of Lenexa prefers to pay our vendors by credit card. If your company does not accept credit cards, then we prefer to pay by EFT (Electronic Funds Transfer or direct deposit). Please complete the banking information section. Any questions, please contact Finance Department at 913-477-7540'.

Next you will be brought to the 'Login Page.'



The screenshot shows the Tyler Identity login page. It features the Tyler Identity logo at the top, followed by the tagline 'Identify. Authenticate. Empower.'. Below this is a white box containing the login form. The form has the heading 'Sign in to your account' and two input fields for 'Email' and 'Password'. A link for 'Register for a new account' is located below the password field. A blue 'SIGN IN' button is positioned at the bottom right of the form. A 'Forgot password?' link is located at the bottom left of the page.

If you are a returning user you will enter your Email and Password and then select 'Sign In.'

New Vendor Registration:

If you are a new user you will follow the steps below:

A new user will select 'Register for a new account'

You will then be brought to this screen, where you will enter the information requested.

Password:

*** Password must be between 8 and 30 characters in length, must contain a lowercase character and a number.

Register for a new account

Email *

First name * Last name *

Password * Confirm password *

CANCEL REGISTER

Once you have completed the above screen, you will be directed to the screen below:

Registration complete

Congratulations! You're registered.

One last step. Click the confirmation link sent to myiakelly98@yahoo.com.

**Please check your spam, the email may be directed there.

Now, check your mailbox for a confirmation email. You will select the link in the email.

On Tuesday, May 17, 2022, 10:56, ldjohnson@lenexa.com wrote:

You created an account with Tyler Identity.

Username: [\[REDACTED\]@yahoo.com](mailto:[REDACTED]@yahoo.com)

Please click here to confirm your email address:

<https://tylerauth.lenexa.com/prod/tyleridcore/userprovisioning/#/email/emailconfirm/6lmluQzN9i7kJo594tv1w>

Thanks!

Tyler Identity Administrator

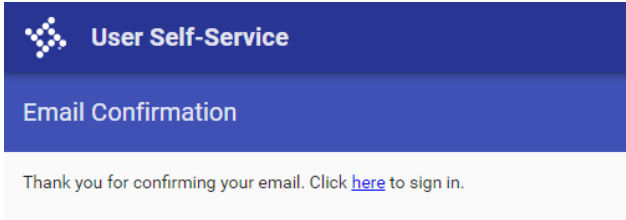
CONFIDENTIALITY NOTICE:

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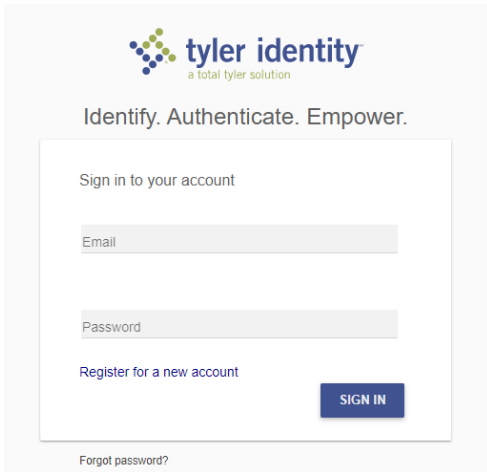
CONFIDENTIALITY NOTICE:

This e-mail, including any files transmitted with it, is the property of the City of Lenexa, Kansas. It is confidential and is intended solely for the use of the individual, or entity, to whom the e-mail is addressed. If you are not the named recipient, or otherwise have reason to believe that you have received this message in error, please notify the sender at (913) 477-7500 and delete this message immediately from your computer. Any other use, retention, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited.

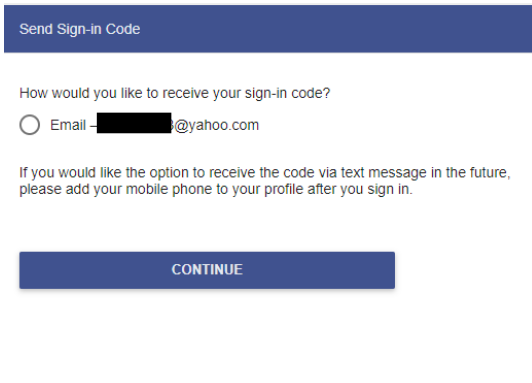
Selecting the link will take you to the following screen. Your account creation is now complete and you will be able to create a vendor profile.



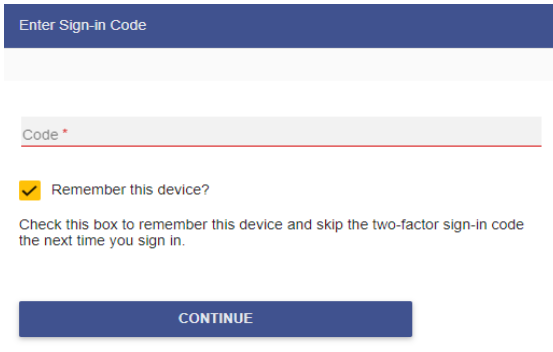
You will head back to the main screen and sign in.



After hitting 'Sign In' you will be asked to receive a code through one of your contact preferences.



You will now enter the code that was provided.



You will then be directed to the 'Welcome Screen'

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 the City of Lenexa's Vendor Self Service Website. A W-9 form is required. After the registration process, there will be an opportunity to attach a completed form. You may use our resources tab in the top right hand corner to download the W-9 form. The form is a fillable form so it can be completed and signed then you can attach the form to the vendor registration. Please make sure to sign the form electronically. You may also email the completed form to Ifd@lenexa.com. The City of Lenexa does not use the Ethnicity, Gender or the Bid options. Please disregard these selections. A link is available under the resources tab to our Bid process. After the registration is complete, please visit this site to view open bids. The City of Lenexa prefers to pay our vendors by credit card. If your company does not accept credit cards, then we prefer to pay by EFT (Electronic Funds Transfer or direct deposit). Please complete the banking information section. Any questions, please contact Finance Department at 913-477-7540

Here you will either select create a new vendor account or link this login to an existing vendor account.

Create New Vendor:



Home
Vendor Self Service

New Vendor Registration

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

Enter Vendor Registration Information Step 1

[Help](#)

Company Information

Company Name*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

Vendor Type

Foreign Entity

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

E-mail *

Website

DUNS

California Permit Number

Vendor Address

Address*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City * State *

Zip Code * County

Country Geographic

Fax Number Select Type...

Minority Business Enterprise

Minority Business Enterprise

Gender Ethnicity

Select Type... 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

0 0 0

Your preferred payables delivery method(s).

Mail Fax E-Mail

Your preferred purchasing delivery method(s).

Mail Fax E-Mail

Bank Information


Bank Routing Number Bank Account Number Bank Account Type

Bank Anywhere

Routing Number Account Number Check Number

**All fields with red asterisks are required.

New Vendor Registration Page

Lenexa 

Home
Vendor Self Service

New Vendor Registration

Address information Step 2


[Help](#)

Addresses

[add](#)

Name/DBA	Address	Is Default
Continue		

New Vendor Contact Page

Lenexa 

Home
Vendor Self Service

User Contact Information

Contact Person

* Contact Type
Select Type... ▼

* Name

Description

* Phone

Text
 Opt In

Fax

* E-mail

[Continue](#)

Contact Person Options:

User Contact Information

Contact Person

* Contact Type

Select Type... ▼

- Select Type...
- GENERAL - General Contacts
- ACCOUNTS PAYABLE - Accounts Payable Contacts
- PURCHASING - Purchasing Contacts

Commodities Selections

Lenexa
📄 👤

Home

Vendor Self Service

Select Commodities

Step 3

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(first 3 or more digits)

[List all commodities/services](#)

0 Found 1-0

There are no Commodities Available for Display.

Currently Added

There are no commodities to display for this vendor.

Confirmation Page:

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Home

Vendor Self Service

General Information [change](#)

Name/DBA: asdfasdf

Entity: _____

Address: asdfasdf
asdfasdf, AK 99502

Fax Number: _____

FID: 12-3456700

Geographic: _____

E-Mail: lance.johnson@live.com

Web Site: _____

Gender: _____

Ethnicity: _____

Foreign Entity: No

Bank: _____

Bank Account Number: _____

Bank Account Type: _____

Terms

[change](#)

Discount Percentage: 0

Days to Discount: 0

Days to Net: 0

Address Information

[change](#)

Name/DBA	Address	Default

Accounts Contacts

[change](#)

Type	Name	Description	Email	Phone	Text	Fax
GENERAL - General Contacts	alsjdtfalsdjfal		lance.johnson@live.com	1234567890		

Commodities

[change](#)

Attachments

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"/>

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

Registration Confirmation Page:

The screenshot shows the Lenexa website interface. At the top left is the Lenexa logo. A dark blue navigation bar contains a document icon and a user profile icon. On the left is a grey sidebar menu with links: Home, Vendor Self Service, Vendor Information, 1099, Checks, Invoices, and Purchase Orders. The main content area is titled "New Vendor Registration Registration Confirmation" and features a green checkmark icon. Below the title, it states "Registration has been completed. You will be contacted when your information has been reviewed." and lists two actions: "Register for commodities/services and/or update your profile" and "Upload attachment documents to your profile".

Confirmation Email:

From: MSS@lenexa.com <MSS@lenexa.com>
Sent: Wednesday, March 2, 2022 3:44 PM
To: lance.johnson@live.com
Subject: Vendor Registration Complete

Dear asdfasdf,

We are pleased to advise that you have been added as a Registered User to the Vendor Self Serve website. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Website Address: <https://vendor.lenexa.com/vss/Vendors/Profile/VendorSelfService.aspx>

Username: LANCE.JOHNSON@LIVE.COM

Completing the Registration process:

The screenshot shows the Tyler Identity login page. At the top left is the Tyler Identity logo with the tagline "a total tyler solution". Below the logo is the slogan "Identify. Authenticate. Empower." The main content area is titled "Sign in to your account" and contains two input fields: "Email" and "Password". Below the password field is a link "Register for a new account" and a blue "SIGN IN" button. At the bottom left is a link "Forgot password?".

Email: Email address used to Register the Account
Password: Created during Registration process.

Two – Factor Authentication Process:

Send Sign-in Code

How would you like to receive your sign-in code?

Email - *****on@live.com

If you would like the option to receive the code via text message in the future, please add your mobile phone to your profile after you sign in.

CONTINUE

Option for Email or text sign-in code.
****Note ONLY CLICK CONTINUE ONCE**

Enter Sign-in Code:

Enter Sign-in Code

Code *

Remember this device?

Check this box to remember this device and skip the two-factor sign-in code the next time you sign in.

CONTINUE

Code is sent to email address used to register for Vendor Self Service Account.
****Note ONLY CLICK CONTINUE ONCE**
**** Uncheck Remember this device**

******* Be patient this process can take up to 5 minutes to complete *******

Code Notification Email

Sent: Wednesday, March 2, 2022 6:08 PM
To: lance.johnson@live.com
Subject: [Tyler Identity] Your security code

Your Tyler Identity security code is 294616.

Thanks!

Tyler Identity Administrator

** Browser will automatically open to VSS Account Profile Page *****

VSS Account Page:

Profile information [Edit](#)
alsjd:alsdjfal
Phone: 1234567890
lance.johnson@live.com

Vendor information [Edit](#)
asdfsdf
asdfsdf
asdfsdf, AK 99502
lance.johnson@live.com

Announcements
Welcome to the City of Lenexa's Vendor Self Service Website. A W-9 form is required. After the registration process, there will be an opportunity to attach a completed form. You may use our resources tab in the top right hand corner to download the W-9 form. The form is a fillable form so it can be completed and signed then you can attach the form to the vendor registration. Please make sure to sign the form electronically if you do so. You may also email the completed form to dstauch@lenexa.com. The City of Lenexa does not use the Ethnicity, Gender or the Bid options. Please disregard these selections. A link is available under the resources tab to our Bid process. After the registration is complete, please visit this site to view open bids. The City of Lenexa prefers to pay our vendors by credit card. If your company does not accept credit cards, then we prefer to pay by EFT (Electronic Funds Transfer or direct deposit). Please complete the banking information section. Any questions, please contact Dana Stauch at 913-477-7545.

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.

Bids [Search bids](#)
Bid information not found.

Profile Information – Add additional Contacts
Vendor Information – Update Vendor information

Vendor Menu Options:

Home
Vendor Self Service
Vendor Information
Attachments
Commodities
1099
Checks
Invoices
Purchase Orders

Attachments Options:

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

Commodities:

** Are not used **

Vendor Menu Options Continued:

1099 – View past 4 (four) years.

Vendor 1099 Information

Year: 2022 ▼

Selected 1099 Data

There is no 1099 data to display.

Checks: Search by date, amount or check number.

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

Any Status ▼

Search

Clear

Invoices: Search by invoice number, date, amount or status

Vendor AP Invoice Search

[Submit invoices](#)

**note Submit Invoice not available

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

Search

Clear

Purchase Orders: Search by PO#, Contact Number, Status, Date or totals.

Vendor Purchase Order Search

PO number (other search criteria will be ignored)

Contract number

Status

Date

Date ordered

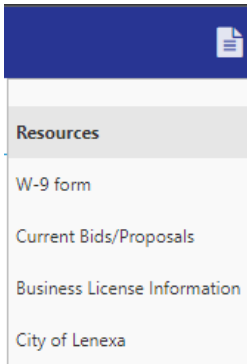
or

PO(s) ordered from to

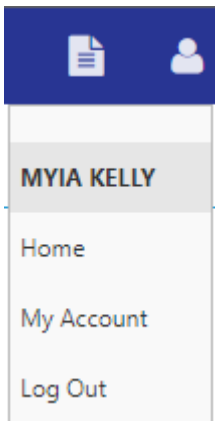
PO total s

Search

Clear



W-9 Form: Link to the City of Lenexa W-9
Current Bids / Proposals: Weblink to Bids & Requests for Proposals
Business License Information: Weblink to Business Licenses
City of Lenexa: Weblink to City of Lenexa



Username: Name of user logged in
Home: Vendor Self Service landing page.
My Account: Account Information
Log Out of VSS