

2025

City of Greenville Vendor Registration Guide

Purchasing Division

City of Greenville

5/13/2025

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Welcome!

Thank you for taking the opportunity to register your firm as an official City of Greenville vendor! Included in this guide are step by step instructions to assist you in registering for our online vendor portal, Vendor Self Service (VSS). As a registered vendor, you will enjoy the benefit of 24 hours a day, 7 days a week access to your existing vendor information including:

- *1099 Data*
- *Purchase Orders*
- *Invoicing/Payment Information*

Whether you are currently an active vendor (existing vendor) with the City or a vendor registering for the first time, VSS will be your one stop shop for tracking business with the City.

Find your VENDOR ID on the PDF copy of your check when receiving electronic payment notifications.

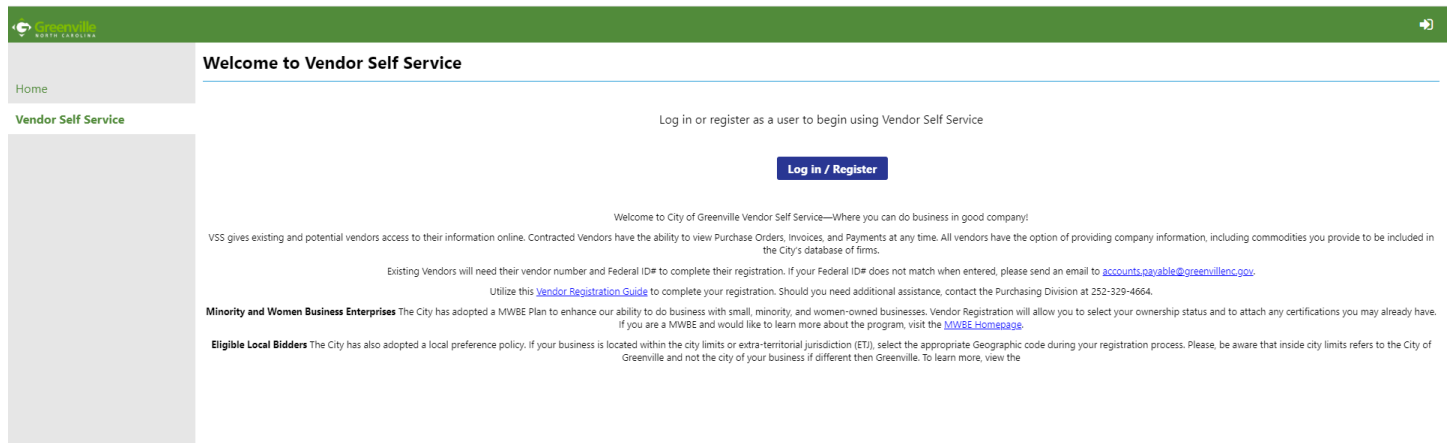
Before getting started:

- *Create an electronic file of each document required for registration to add to your profile. **All registrants are required to include a copy of your W-9** (Request for Taxpayer Identification Number and Certification). Locate a copy of the W-9 form online at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>*
- *Scan a copy of a voided check or a document from your banking institution listing your routing and bank account number.*
- *All MWBE vendors create an electronic file of your certification documentation.*

New Vendor Registration Guide

Ready to begin:

1. Visit the City of Greenville VENDOR SELF-SERVICE Home page.
<https://cityofgreenvillenc.munisselfservice.com/vss>
2. Select LOG IN/REGISTER.



The screenshot shows the City of Greenville Vendor Self Service (VSS) homepage. The header is green with the City of Greenville logo on the left and a user icon on the right. Below the header is a navigation bar with 'Home' and 'Vendor Self Service' links. The main content area is titled 'Welcome to Vendor Self Service' and includes a 'Log in or register as a user to begin using Vendor Self Service' prompt with a 'Log in / Register' button. Below this, there is a welcome message and several informational sections: 'VSS gives existing and potential vendors access to their information online...', 'Existing Vendors will need their vendor number and Federal ID# to complete their registration...', 'Minority and Women Business Enterprises' (MWBE) information, and 'Eligible Local Bidders' information.

Welcome to Vendor Self Service

Log in or register as a user to begin using Vendor Self Service

[Log in / Register](#)

Welcome to City of Greenville Vendor Self Service—Where you can do business in good company!

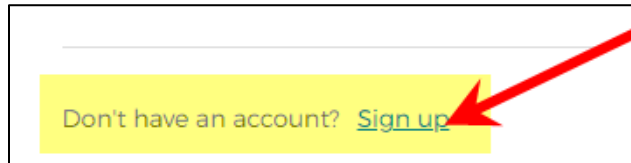
VSS gives existing and potential vendors access to their information online. Contracted Vendors have the ability to view Purchase Orders, Invoices, and Payments at any time. All vendors have the option of providing company information, including commodities you provide to be included in the City's database of firms.

Existing Vendors will need their vendor number and Federal ID# to complete their registration. If your Federal ID# does not match when entered, please send an email to accounts.payable@greenvillenc.gov. Utilize this [Vendor Registration Guide](#) to complete your registration. Should you need additional assistance, contact the Purchasing Division at 252-329-4664.

Minority and Women Business Enterprises The City has adopted a MWBE Plan to enhance our ability to do business with small, minority, and women-owned businesses. Vendor Registration will allow you to select your ownership status and to attach any certifications you may already have. If you are a MWBE and would like to learn more about the program, visit the [MWBE Homepage](#).

Eligible Local Bidders The City has also adopted a local preference policy. If your business is located within the city limits or extra-territorial jurisdiction (ETJ), select the appropriate Geographic code during your registration process. Please, be aware that inside city limits refers to the City of Greenville and not the city of your business if different than Greenville. To learn more, view the

3. If no account, select “Sign-Up” at the bottom of the screen.

A full screenshot of a login and sign-up interface. At the top is a blue circular icon with a globe and arrows. Below it is the text "Sign in to community access services." There are four social login buttons: "Sign in with Google" (with Google G logo), "Sign in with Apple" (with Apple logo), "Sign in with Microsoft" (with Microsoft logo), and "Sign in with Facebook" (with Facebook logo). Below these is a horizontal line with "OR" in the center. Then are two input fields: "Email address" and "Password", each with a toggle icon on the right. Below the password field is a checkbox labeled "Remember me". A large blue "Sign in" button is below that. At the bottom are three links: "Forgot password?", "Unlock account?", and "Help". At the very bottom is the text "Don't have an account? [Sign up](#)" with a red arrow pointing to the "Sign up" link.

4. Example of Signing Up a New Vendor Account

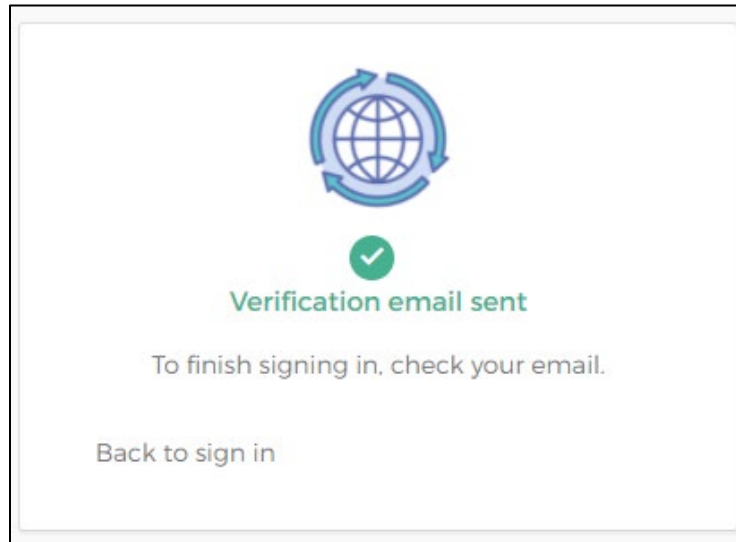
- a. Fill out the fields below, your email address.
- b. Fill out the username, password (make sure you meet the criteria and write the password down because you will need it later).
- c. Fill out the First Name and the Last Name
- d. Click “Sign Up” Button

The image shows a 'Create an account' form with the following elements and annotations:

- Header:** A globe icon with circular arrows and the text 'Create an account'.
- Username Field:** A text input containing 'visualcc@embarqmail.com'. A red arrow points to it from the label 'Username'.
- Password Field:** A text input with masked characters (dots). A red arrow points to it from the label 'Pass word'.
- Password Criteria:** A yellow box containing five checkmarks:
 - ✓ At least 8 character(s)
 - ✓ At least 1 number(s)
 - ✓ At least 1 lowercase letter(s)
 - ✓ At least 1 uppercase letter(s)
 - ✓ Does not contain part of usernameA red arrow points to this box from the label 'password criteria'.
- First Name Field:** A text input containing 'PeggyTest'. A red arrow points to it from the label 'First name'.
- Last Name Field:** A text input containing 'WootenTest'. A red arrow points to it from the label 'Last name'.
- Sign Up Button:** A blue button with the text 'Sign up'. A red arrow points to it from the label 'Click Sign Up Button when you fill out all information above'.
- Footer:** A link that says 'Back to sign in'.

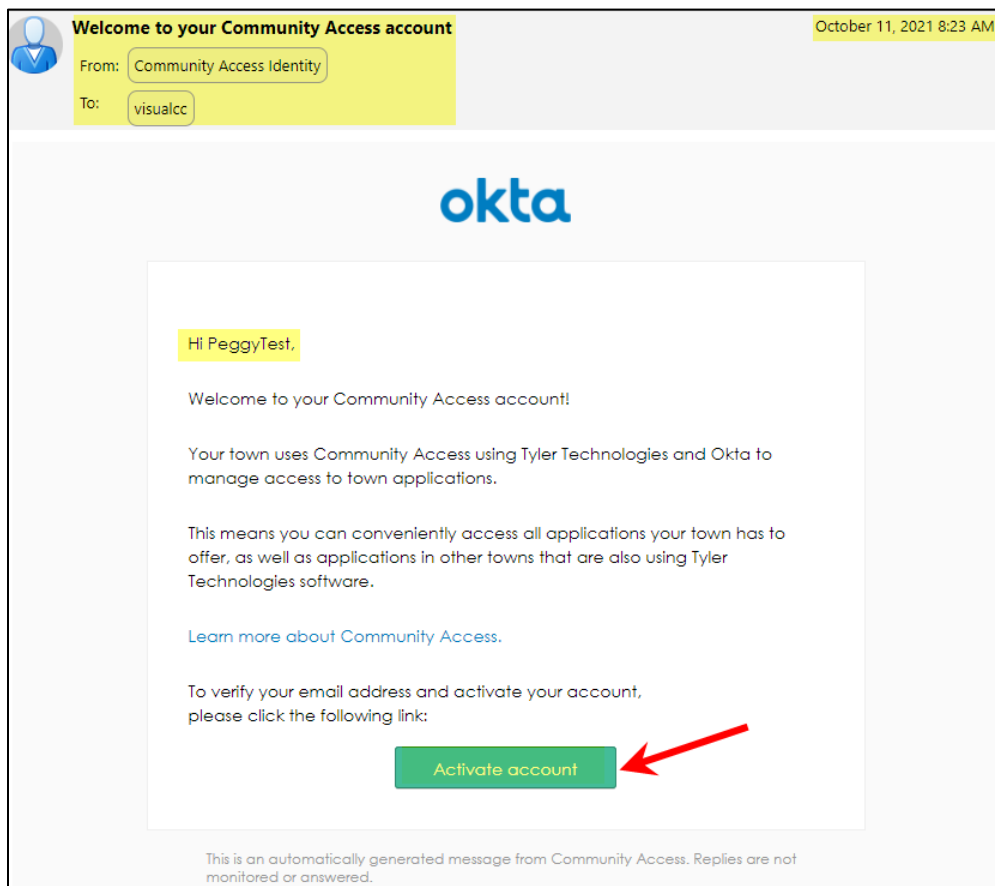
* indicates required field

5. After you Click Sign Up, you will receive this message.



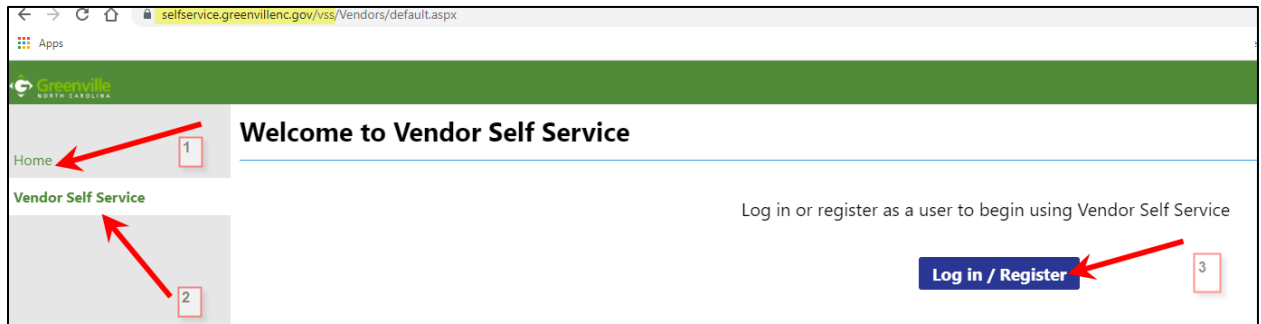
6. You will receive an email to “Activate Account.”

- a. We cannot “Activate” the user account, this information is sent to the email address that you used as the username.
- b. If you do not receive the email, check your Spam, Deleted, or Junk Mail.



7. After you “Activate” your account, go back to: <https://cityofgreenvillenc.munisselfservice.com/vss>

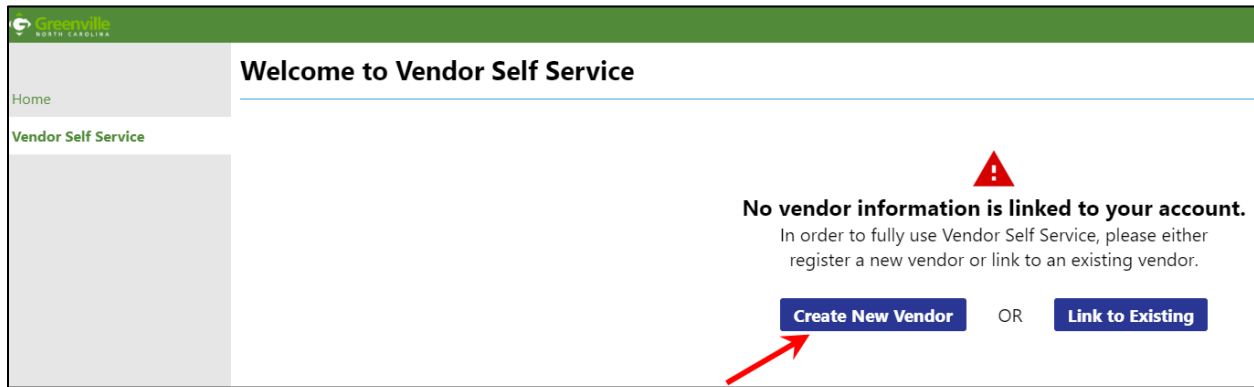
- a. Click Home
- b. Click Vendor Self Service
- c. Click Log in/Register



8. When your account is activated, it will take you to your profile screen and at this point you can change your password or (we will email the username and password that we initially setup for you).
- a. You must choose which Account you want to use to sign in: Google, Apple, Microsoft or Facebook.

A screenshot of a sign-in interface titled 'Sign in to community access services.' It features four social media login buttons: 'Sign in with Google' (with Google logo), 'Sign in with Apple' (with Apple logo), 'Sign in with Microsoft' (with Microsoft logo), and 'Sign in with Facebook' (with Facebook logo). Below these is an 'OR' separator. Underneath, there is a yellow highlighted section for email and password login. It includes an 'Email address' field with the text 'visualcc@embarqmail.com' and a password field with masked characters '.....'. Both fields have a circular icon with three dots to their right.

9. Once logged in you can finish registering as a Vendor - click **CREATE NEW VENDOR**.

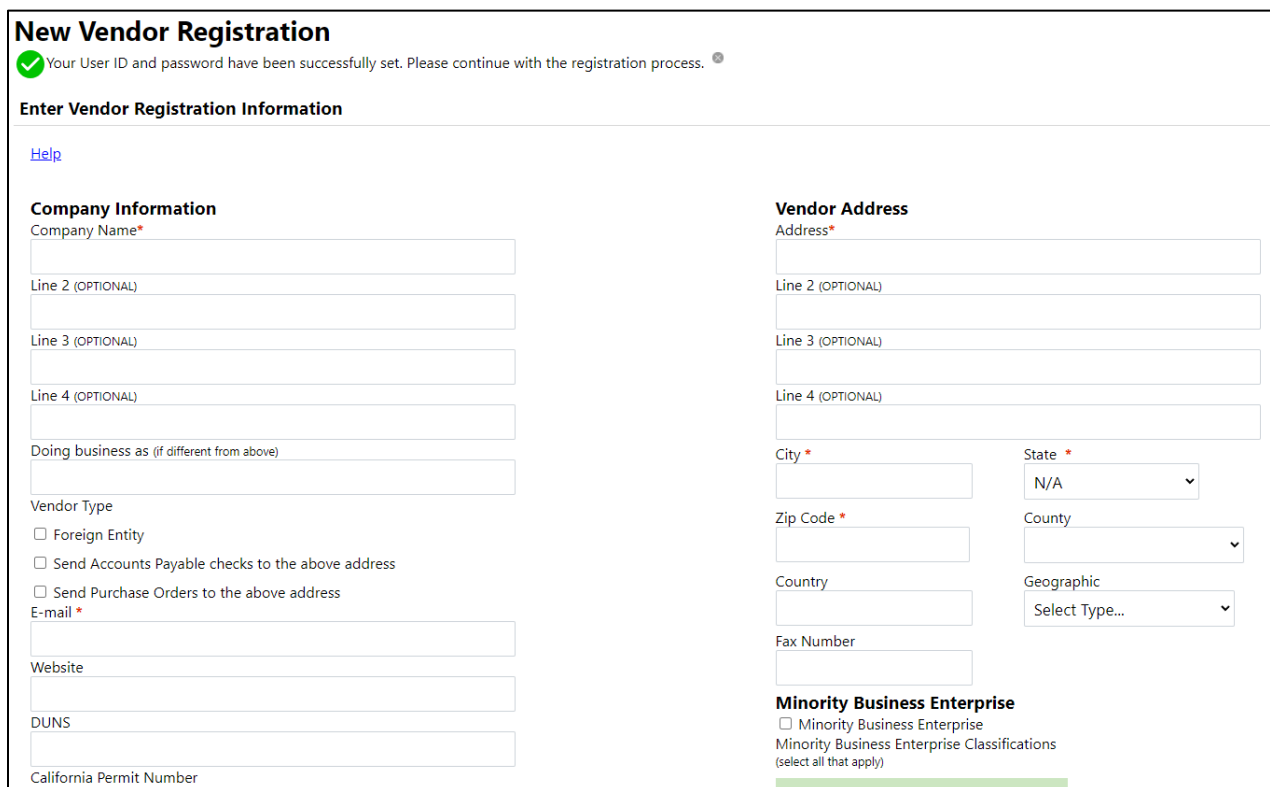


Welcome to Vendor Self Service

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](#)

10. A New Vendor Screen will appear, fill out information as requested. (County & Geographic are for NC Vendors only.) Click Continue when completed.



New Vendor Registration

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

Enter Vendor Registration Information

[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 *

N/A

Zip Code *

Country

Geographic

Select Type...

Fax Number

Minority Business Enterprise

☐ Minority Business Enterprise

Minority Business Enterprise Classifications (select all that apply)

For MWBE firms: Additional steps are required. All other firms skip MWBE information and complete the remaining fields on this page.

11. If a Minority Business please select each classification that applies to your business. (See Red Arrows) If you meet one of the classifications but do NOT have a third party certification (ie. NC Office for Historically Underutilized Businesses, NC Department of Transportation, etc.), please select “Self Certification” in addition to the other classifications selected.

a. For each classification, select MANAGE to add detail certification information. (see Black arrows)

Minority Business Enterprise

☒ Minority Business Enterprise

Minority Business Enterprise Classifications

(select all that apply)

<input checked="" type="checkbox"/> African American	0 certifications	manage
<input type="checkbox"/> American Indian		
<input type="checkbox"/> Asian American		
<input type="checkbox"/> Disabled		
<input type="checkbox"/> Disadvantaged Business Enterpr		
<input checked="" type="checkbox"/> Female (Non-Minority)	0 certifications	manage
<input checked="" type="checkbox"/> General	0 certifications	manage
<input type="checkbox"/> Hispanic or Latino		
<input type="checkbox"/> Other		
<input checked="" type="checkbox"/> Self Certified	0 certifications	manage
<input type="checkbox"/> Socioeconomically Disadvantage		

*Gender

Select Type... ▼

Payment Terms

Your preferred payables delivery method(s).

☐ Mail ☒ E-Mail

Your preferred purchasing delivery method(s).

☐ Mail ☒ E-Mail

*Ethnicity

Select Type... ▼

Select Type...

UNSPECIFIED

AMERICAN INDIAN/ALASKA NATIVE

ASIAN AMERICAN

AFRICAN AMERICAN

HISPANIC

CAUCASIAN

NATIVE HAWAIIAN/OTHER PACIFIC

12. On this page, click **ADD NEW CERTIFICATE** to enter all required information and any notes you desire. Complete the **MANAGE** step for each of your classifications. **NOTE:** You will have the opportunity to upload a copy of your certification letter at the end of the registration process.

New Vendor Registration

General information

[Help](#)

Selected MBE Classification

Serial ID	3
Description	African American

[Add new certificate](#)

Existing Certificates

There are no certificates associated with this MBE Classification

Certificate Details

Agency *
(300 character limit)

300 remaining

Issue Date *

Expiration Date *

Notes
(300 character limit)

300 remaining

New Vendor Registration

Manage MBE Classification Certificates

General information

[Help](#)

Selected MBE Classification

Serial ID	3
Description	African American

[Add new certificate](#)

Existing Certificates

There are no certificates associated with this MBE Classification

Changes Complete

Cancel All

13. This screen is for entering a different business name, if you do business under another name.

- a. Click Add to enter information as requested.

Greenville
NORTH CAROLINA

Munis Self Service

Home
Vendor Self Service
Registration

New Vendor Registration

Address information

Addresses

[add](#)

Name/DBA	Address	Is Default
Continue		

14. In this section enter the various Contacts within your company. (General, Accounts Payable, Purchasing) The first entry will automatically populate with your information. Save to continue.

Vendor Information

Contacts Information: Make Changes

Contact Person

* Contact Type

Select Type...

Select Type...

GENERAL - General Contacts

ACCOUNTS PAYABLE - Accounts Payable Contacts

PURCHASING - Purchasing Contacts

Description

* Phone

Text

☐ Opt In

Fax

* E-mail

15. Select **COMMODITIES** that best match your goods or service that apply to your business. The City uses the **NIGP coding system** to classify products and services. If you are not certain of the appropriate code, use the search field to search by keyword. You will receive a confirmation email listing all of the Commodity Codes selected.

Select Commodities

Select Commodities Step 35

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](#)

3 Found

1-3

Select All	Code	Description
<input type="checkbox"/>	055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.
<input checked="" type="checkbox"/>	072	TRUCKS (INCLUDING, DIESEL, GASOLINE, ELECTRIC, HYBRID, AND ALTERNATIVE FUEL UNITS)
<input type="checkbox"/>	928	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AUTOMOBILES, TRUCKS, TRAILERS, TRANSIT BUSES AND OTHER VEHICLES

Currently Added

There are no commodities to display for this vendor.

16. Once you have added all Commodity Codes that apply, select **CONTINUE**. Review information that has already been entered. You will receive an email outlining the Commodity Codes you select.

New Vendor Registration

Review Step 37

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

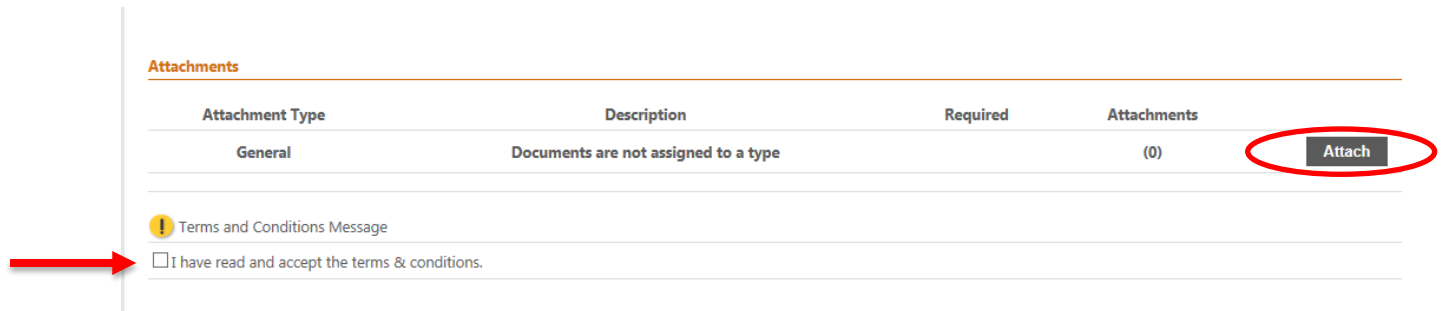
General Information [change](#)

Name/DBA	FILLMORE TRUCKING
Entity	
Address	1600 PENNSYLVANIA AVENUE WASHINGTON, NC 27836 BEAUFORT COUNTY, USA
Fax Number	
FID	56-1234567
Geographic	
E-Mail	frouse@greenvillenc.gov
Web Site	
Vendor Type	B BUSINESS
Gender	
Ethnicity	
Foreign Entity	No
Minority Business Enterprise (MBE)	Yes
MBE Classification(s)	- African American - General

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17. Scroll to the bottom of the screen. Attach all required information. All vendors must attach W-9 Form and bank account information. All MWBE vendors please attach certification documents, if you did not previously done so. Finally, select REGISTER.

NOTE: You must accept the TERMS and CONDITIONS to complete registration.



Attachments

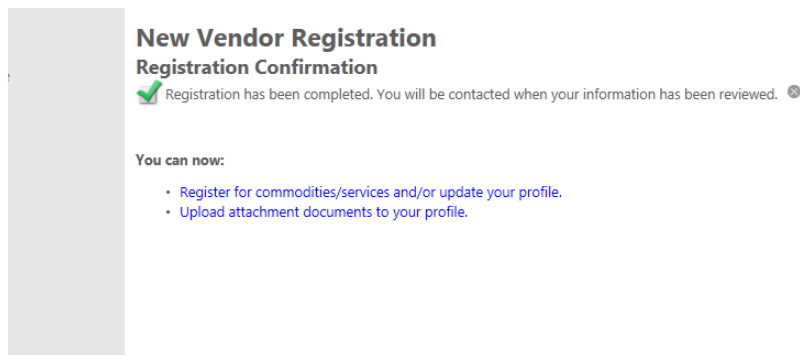
Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0)

 Terms and Conditions Message

☐ I have read and accept the terms & conditions.


Attach

18. Once you have registered, you will see the confirmation message below. Your registration is complete. You will also receive an email stating that your registration is complete. You will be notified by the City via email when your information has been reviewed.



New Vendor Registration

Registration Confirmation

 Registration has been completed. You will be contacted when your information has been reviewed. ⓘ

You can now:

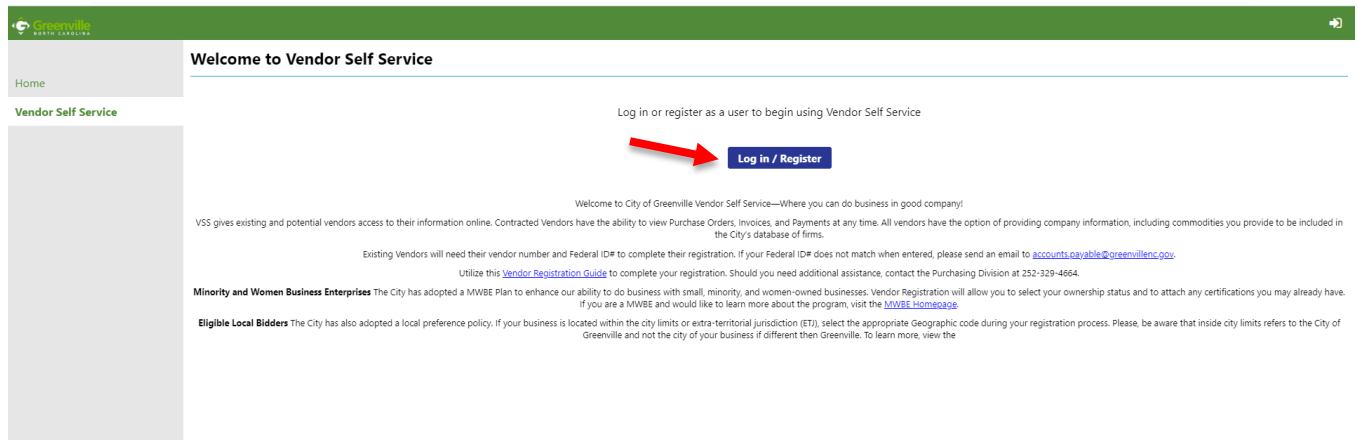
- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)

EXISTING Vendor Registration Guide

1. Visit the City of Greenville VENDOR SELF-SERVICE Home page.

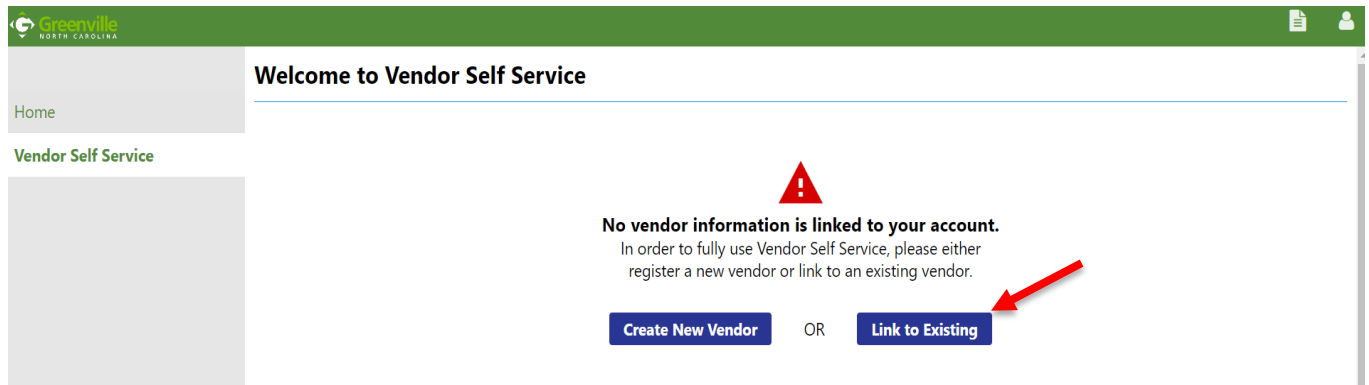
<https://cityofgreenvillenc.munisselfservice.com/vss>

2. Select Log in/Register.






3. If you don't have an email registered to the vendor account click "Sign in with Google"

4. Once your email is registered, Select, Link to Existing. (see Below)




5. Please enter your VENDOR # (from the City of Greenville) and your FID/SSN to have your vendor information pre-populate. Then select, Link to Existing.

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](#) 


6. You should be automatically directed to the Vendor Information Section once your account is linked. In this section enter the various Contacts within your company. (General, Accounts Payable, Purchasing) The first entry will automatically populate with your information. Save to continue.

Vendor Information

Contacts Information: Make Changes

Contact Person

* Contact Type

Select Type... 

Select Type...

GENERAL - General Contacts

ACCOUNTS PAYABLE - Accounts Payable Contacts

PURCHASING - Purchasing Contacts

Description

* Phone

Text

☐ Opt In

Fax

* E-mail

The next screen will be a “Welcome to Vendor Self-Service” Screen. Select VENDOR INFORMATION to the left. All of your current vendor information will appear.

NOTE: If you were a registered vendor with the City after July 2015, the system may require you to enter a commodity before sending you to the “Welcome to Vendor Self Service” screen.

If so, select COMMODITIES that best match the goods or service. Please select all codes that apply for your business. The City uses the NIGP coding system to classify products and services. If you are not certain of the appropriate code, use the search field to search by keyword.

7. Select CHANGE beside General Information to update the appropriate fields.

Greenville NORTH CAROLINA Munis Self Service

Vendor Self Service

Vendor Information

Attachments

Commodities

1099

Checks

Purchase Orders

Contracts

Vendor Information

General Information [change](#)

⚠ There are pending changes to the General Information. Click To View.

FILLMORE TRUCKING

Entity:
1600 PENNSYLVANIA AVENUE
GeoCode: G01 - Inside City Limits
WASHINGTON, NC 27889

frouse@greenvillenc.gov
SSN: 111-22-3456

☐ Foreign Entity
☒ Minority business enterprise

Discount Percentage: 0.000
Days to Discount: 0
Days to Net: 0
Gender: Male
Ethnicity: AFRICAN AMERICAN

Bank Information
STATE EMPLOYEES CREDIT UNION

8. If a Minority Business please select each CLASSIFICATION that applies to your business. (See Red Arrows) If you meet one of the classifications but do NOT have a third party certification (ie. NC Office for Historically Underutilized Bussinesses, NC Department of Transportation, etc.), please select “Self Certification” in addition to the other classifications selected.

- a. For each classification, select MANAGE to add detail certification information. (see Black arrows)

Minority Business Enterprise

☒ Minority Business Enterprise

Minority Business Enterprise Classifications

(select all that apply)

<input checked="" type="checkbox"/> African American	0 certifications	manage
<input type="checkbox"/> American Indian		
<input type="checkbox"/> Asian American		
<input type="checkbox"/> Disabled		
<input type="checkbox"/> Disadvantaged Business Enterpr		
<input checked="" type="checkbox"/> Female (Non-Minority)	0 certifications	manage
<input checked="" type="checkbox"/> General	0 certifications	manage
<input type="checkbox"/> Hispanic or Latino		
<input type="checkbox"/> Other		
<input checked="" type="checkbox"/> Self Certified	0 certifications	manage
<input type="checkbox"/> Socioeconomically Disadvantage		

*Gender

Select Type... ▼

Payment Terms

Your preferred payables delivery method(s).

☐ Mail ☒ E-Mail

Your preferred purchasing delivery method(s).

☐ Mail ☒ E-Mail

*Ethnicity

Select Type... ▼

Select Type...

UNSPECIFIED

AMERICAN INDIAN/ALASKA NATIVE

ASIAN AMERICAN

AFRICAN AMERICAN

HISPANIC

CAUCASIAN

NATIVE HAWAIIAN/OTHER PACIFIC

9. On this page, click ADD NEW CERTIFICATE to enter all required information and any notes you desire. Complete the MANAGE step for each of your classifications. NOTE: You will have the opportunity to upload a copy of your certification letter at the end of the registration proce

Vendor Information - General Information and Terms

Manage MBE Classification Certificates

Selected MBE Classification

Serial ID 3

Description African American

[Add new certificate](#)

Existing Certificates

There are no certificates associated with this MBE Classification

Changes Complete

Cancel All

10. Select **CHANGE** beside **CONTACTS** to **ADD** additional contacts for **PURCHASING** and **ACCOUNTS PAYABLE** inquiries.

The screenshot shows the 'Munis Self Service' interface for 'Greenville NORTH CAROLINA'. The left sidebar contains a 'Vendor Information' section with links for 'Attachments', 'Commodities', '1099', 'Checks', 'Purchase Orders', and 'Contracts'. The main content area has a 'Vendor Self Service' header and a 'CONTACTS' link circled in red. Below this, a table lists contact information for 'MILLIARD FILLMORE' with columns for Type, Name, Title, Email, Phone, and Fax. A 'Commodities' section is also visible with a table for 'Hauling Services' and a 'Remove' button. The footer includes copyright information for Tyler Technologies, Inc.

Type	Name	Title	Email	Phone	Fax
GENERAL	MILLIARD FILLMORE		frouse@greenvillenc.gov	2523294462	

Code	Description
96239	Hauling Services

11. Next, select ADD NEW CONTACT.

Greenville NORTH CAROLINA

Munis Self Service

Resources FILLMORE TRUCKING

Vendor Self Service

Vendor Information

Attachments

Commodities

1099

Checks

Purchase Orders

Contracts

Vendor Information

Contacts Information: Make Changes

Address Contacts

Type	Name	Description	Email	Telephone
GENERAL	MILLIARD FILLMORE		frouse@greenvillenc.gov	Phone: 2523294462 Text: Fax:

Add New Contact Continue

©2018 Tyler Technologies, Inc. [Help/Feedback](#)

12. Select CONTACT TYPE and complete other fields as requested, Save to continue.

****You can select multiple contacts for each type.**

Greenville NORTH CAROLINA

Munis Self Service

Log In

Home

Vendor Self Service

Registration

New Vendor Registration

General Vendor Contacts

Step 4

Contact Person

*Contact Type

GENERAL - General Contacts

*Name

MILLIARD FILLMORE

Description

President

*Phone

252-354-1254

Text

Opt In

Fax

E-Mail

Save Cancel

13. All existing vendors have commodity code "99998" if you registered prior to July 2015. Please select ADD under COMMODITIES to update this information to include the appropriate code(s). Please select all codes that apply for your business. The City uses the NIGP coding system to classify products and services. If you are not certain of the appropriate code, use the search field to search by keyword.

Munis Self Service
Resources
FILLMORE TRUCKING

Vendor Self Service

Vendor Information

Attachments
Commodities
1099
Checks
Purchase Orders
Contracts

Address Information
change

Name/DBA	Address	Is Default
<div> Contacts change </div> <div> There are pending changes to the Contact Information. Click To View. </div>		

Type	Name	Title	Email	Phone	Fax
GENERAL	MILLIARD FILLMORE		frouse@greenvillenc.gov	2523294462	

Commodities
add

Code	Description	
96239	Hauling Services	Remove

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Help/Feedback

14. On the left hand side of the screen, click ATTACHMENTS to add your files. All vendors must attach W-9 Form and bank account information. All MWBE vendors please attach certification documents. You must accept the Terms and Conditions to complete registration at the bottom of the page.

Vendor Self Service

Vendor Information

Attachments

Commodities
1099
Checks
Purchase Orders
Contracts

Vendor Information - General Information and Terms

Manage MBE Classification Certificates

Selected MBE Classification

Serial ID	3
Description	African American

[Add new certificate](#)

Existing Certificates

There are no certificates associated with this MBE Classification

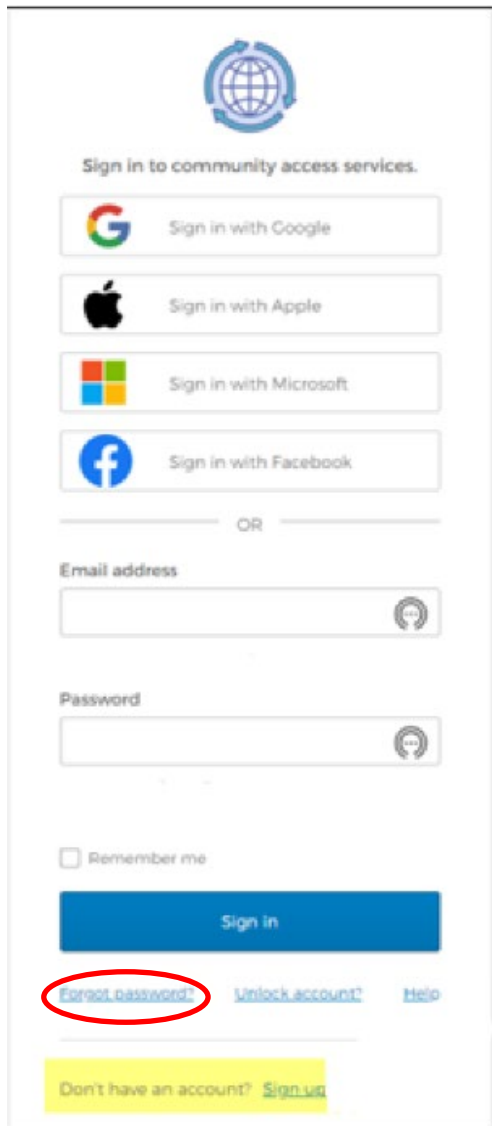
Changes Complete

Cancel All

15. You may now LOG OUT at the top right once you have added your attachments. Your updates are complete. You will receive an email notification once your changes have been accepted.

Password Reset Vendor Self-Service

1. Click on link for Forgot Password



Sign in to community access services.

Sign in with Google

Sign in with Apple

Sign in with Microsoft

Sign in with Facebook

OR

Email address

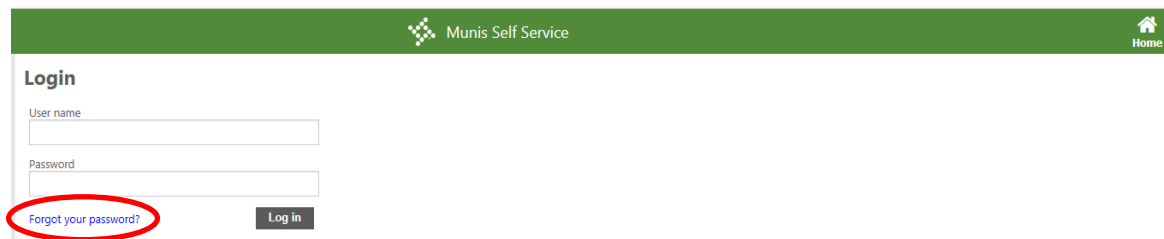
Password

☐ Remember me

Sign in

[Forgot password?](#) [Unlock account?](#) [Help](#)

Don't have an account? [Sign up](#)



Munis Self Service Home

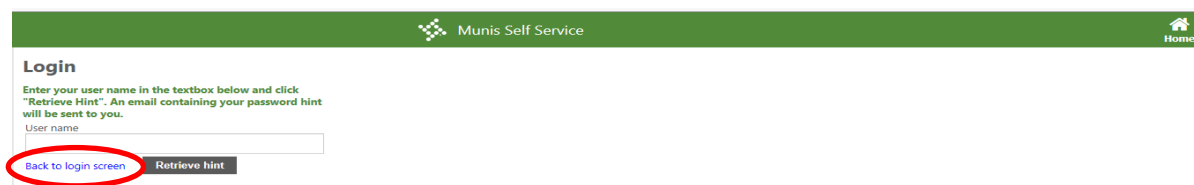
Login

User name

Password

[Forgot your password?](#) [Log in](#)

Click on BACK TO LOGIN SCREEN and follow the instructions on the screen to log in.



Munis Self Service Home

Login

Enter your user name in the textbox below and click "Retrieve Hint". An email containing your password hint will be sent to you.

User name

[Back to login screen](#) [Retrieve hint](#)

2. If the password hint does not help, generate a new password by following the link provided in the email sent. Click SUBMIT.

The screenshot shows the 'Password Regeneration' page. The header includes the Greenville North Carolina logo, 'Munis Self Service', and a 'Log In' button. A left sidebar contains links for 'Home', 'Citizen Self Service', and 'Vendor Self Service'. The main content area has a green success message: 'Your new, temporary password has been generated and sent to your personal email address. Please close this browser before retrieving that email message. Thank you.' Below this is a section titled 'Initiate Password Regeneration' with the user ID 'mfillmore' and two buttons: 'Submit' and 'Cancel'.

3. A new email will be sent with a temporary password. Follow link back to the login page, and use your username and temporary password to reach the change password screen below.

The screenshot shows the 'Login' page. The header is identical to the previous page. The left sidebar is also identical. The main content area is titled 'Login' and contains a message: 'Before proceeding you must change your password.' Below this is a list of password requirements: 'New password must be at least 8 characters long, contain at least 1 numeric character, contain at least 1 non-alphanumeric character and contain at least one uppercase character and one lowercase character.' There are four input fields: 'Current password', 'New password', 'Confirm new password', and 'New password hint'. The 'New password strength' is displayed as 'Acceptable'. The 'New password hint' field contains 'the 13th'. At the bottom are 'Change' and 'Cancel' buttons.