



VENDOR SELF SERVICE (VSS) INSTRUCTIONS

Northside ISD's Vendor Self Service (VSS) will be utilized for creating new vendors and updating existing vendor records.

VSS Features:

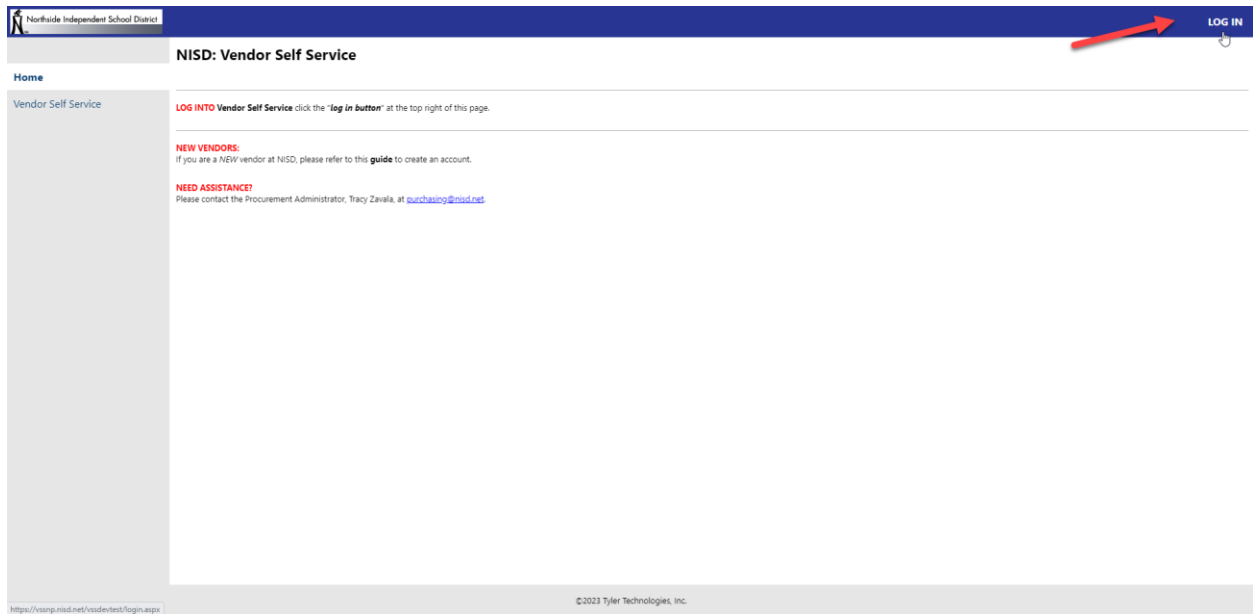
- Create a secure user-id and password
- Receive a unique vendor number
- Update contact information (new address, email address, bank information, etc.)
- View account activity (ie. purchase orders, invoices, checks, etc.)

Vendors must upload a current **W-9, EFT, and SB12 Vendor Notification forms** before they will be added. These documents can be uploaded directly into the VSS system. Please email purchasing@nisd.net for the blank forms if they were not provided to you.

If you have any questions or need further assistance, please contact the Procurement Administrator at purchasing@nisd.net.

Vendor Self Service (VSS) Registration is a multi-step process. The system does not save any information entered in the fields on any page until the registration is complete. If a vendor leaves the registration process before completing all of the steps, all of the information entered is discarded and they must start again.

STEP 1: Click on Log In at the top right corner of the screen.



Step 2: For new users, click on “**Create an account**” at the bottom of the screen.



Sign in to community access services for Northside Independent School District.

Email address

☐ Keep me signed in

Next

OR



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

Create an account

STEP 3: Please complete all required fields.

- **Email:** Please enter your email address that will be used to log into VSS. This will be what you would consider your User ID.
- **First & Last Name:** Please enter your first and last name.
- **Password:** Please enter a password.

Once the required information has been entered, select **Sign Up**.



Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone

Optional

Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- ✓ No parts of your username

Password

Sign up

Once you enter the information, you will see this screen.



Verify with your email

We sent an email to [redacted] Enter the verification code in the text box.

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

You will receive an email from Community Access with a verification code to activate your account.

Welcome to your Community Access account Inbox x



Community Access Identity <noreply@identity.tylerportico.com>
to me ▾



Hi Tracy,

Welcome to your Community Access account!

Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.

Community Access provides access to all of your citizen applications and connects you to other public applications within Tyler Technology's ecosystem.

[Learn more about Community Access.](#)

To verify your email address and activate your account enter the verification code:

This is an automatically generated message from Community Access. Replies are not monitored or answered.



Set up security methods

Security methods help protect your Tyler Portico Citizen account by ensuring only you have access.

Optional

Google Authenticator

Enter a temporary code generated from the Google Authenticator app.

[Set up →](#)



Okta Verify

Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity

[Set up →](#)

Phone

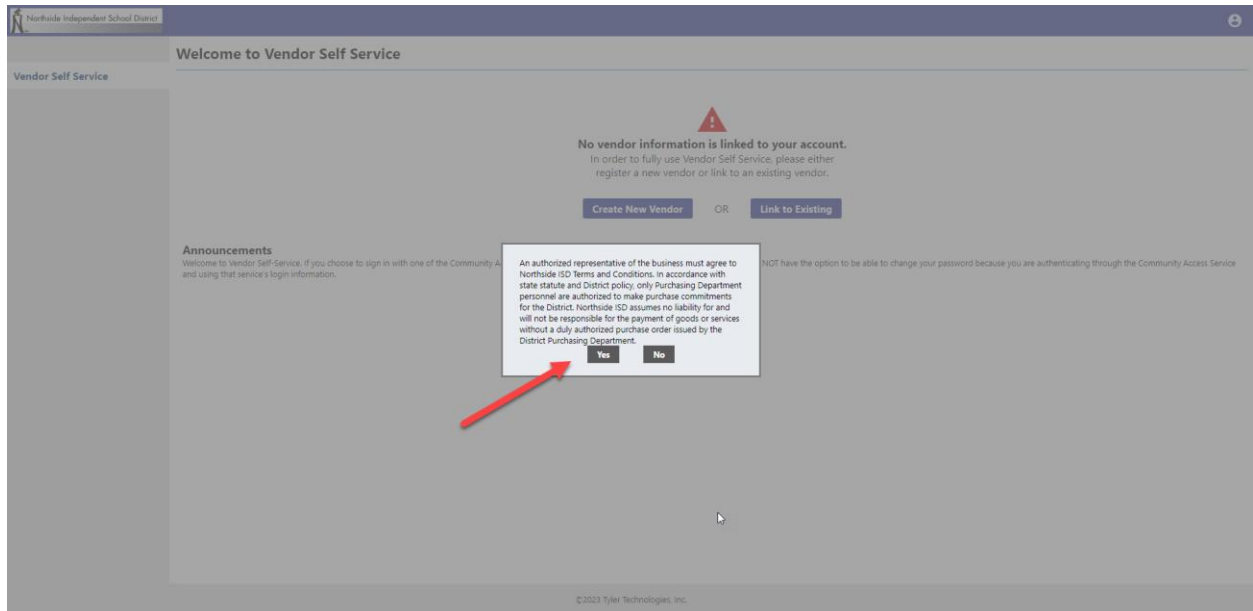
Verify with a code sent to your phone

[Set up →](#)

[Continue](#)

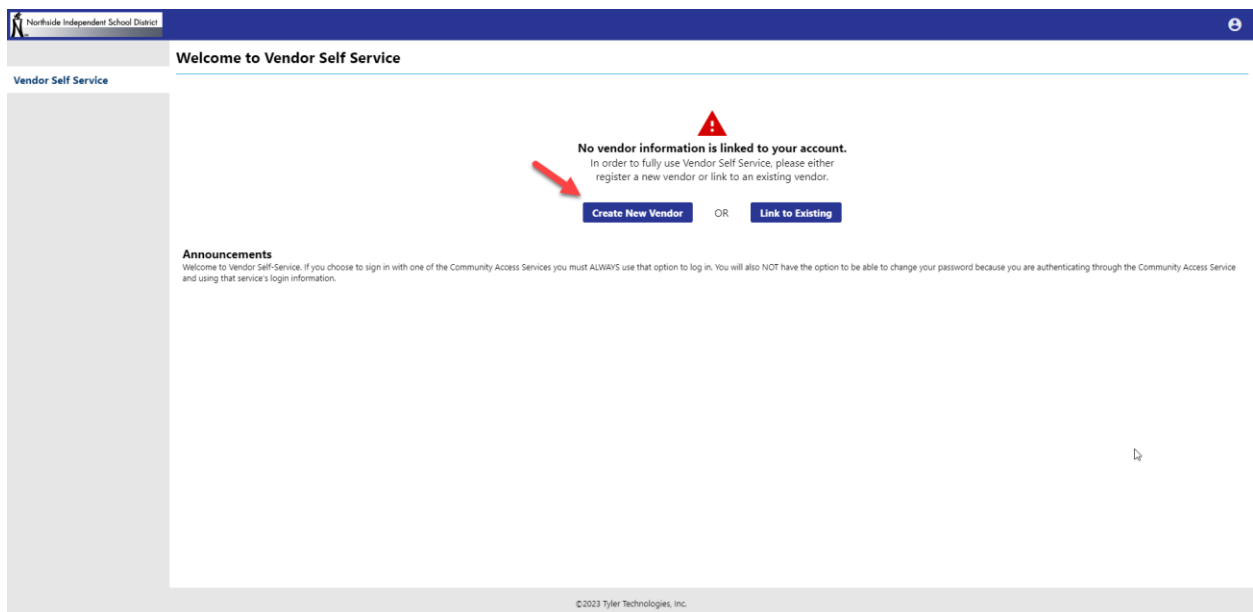
[Back to sign in](#)

Once you activate your account, you will be redirected to Vendor Self Service. You will receive a message and will need to click on **Yes** to continue.



STEP 4: Once you click Yes, you will need to choose **Create New Vendor** or **Link to Existing**.

If you need to create a new vendor file, click on **Create New Vendor**. If you are an existing vendor, please follow steps on page 14.



Company name or individual. If individual, please put last name, first name.

Northside Independent School District

Vendor Self Service

☐ Independent contractor
☐ Send Accounts Payable checks to the above address
☐ Send Purchase Orders to the above address
 *EMAIL _____
 Website _____
 DUNS _____
 California Permit Number _____

Federal Tax ID Number or Social Security Number

*FID or SSN
☐ FID ☐ SSN
 *FID/SSN _____ *Re-type FID/SSN _____

Bank Information

Bank Routing Number _____ Bank Account Number _____ Bank Account Type _____
 Checking v

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).
☒ Fax ☐ E-Mail

The preferred delivery method is email for both.

Joe Smith
 1234 Anywhere Court
 Anytown, AA 12345
 1234

Pay to the order of _____ Dollars

Bank Anywhere
 @123456789 123456789123 1234

Routing Number Account Number Check Number

CONTINUE CANCEL

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Once all information has been entered, click on **Continue**.

If you need to include additional address information, click **Add**. If not, click **Continue**.

The screenshot shows the 'New Vendor Registration' page, Step 2: Address Information. The page has a dark blue header with the Northside Independent School District logo and a user icon. A sidebar on the left contains the text 'Vendor Self Service'. The main content area is titled 'New Vendor Registration' and 'Address Information' (Step 2). Below the title, there is a section labeled 'Addresses' with an 'add' link. A table with three columns is visible: 'Name/DBA', 'Address', and 'Is Default'. A 'Continue' button is located at the bottom right of the table. The footer of the page reads '© 2023 Tyler Technologies, Inc.'

If you clicked on **Add**, enter all the required fields.

The screenshot shows the 'New Vendor Registration' page, General Vendor Contact form. The page has a dark blue header with the Northside Independent School District logo and a user icon. A sidebar on the left contains the text 'Vendor Self Service'. The main content area is titled 'New Vendor Registration' and 'General Vendor Contact'. The form contains several fields: 'Address Type' (dropdown), 'Company Name' (text), 'Address' (text), 'City' (text), 'State' (text), 'Zip' (text), 'Country' (dropdown), 'E-mail' (text), and 'Phone' (text). There are also checkboxes for 'Doing business as or different from above', 'Your preferred payment delivery methods', and 'Your preferred purchasing delivery methods'. The footer of the page reads '© 2023 Tyler Technologies, Inc.'

Once you have completed this section, click on **Continue**.

The screenshot shows the 'New Vendor Registration' form, Step 2: Address Information. The form is titled 'New Vendor Registration' and 'Step 2'. It has a sidebar on the left with 'Vendor Self Service'. The main content area has a header 'Address Information' and a sub-header 'Addresses'. Below this is a table with columns 'Name/DBA', 'Address', and 'Is Default'. The table contains one row for 'BENAVIDEZ & SONS' with address 'SAN ANTONIO TX 78245' and 'Is Default' 'Y'. There is a 'change' link next to the 'Is Default' value. Below the table is a 'Continue' button. The footer of the form area says '© 2023 Tyler Technologies, Inc.'.

Name/DBA	Address	Is Default
BENAVIDEZ & SONS	SAN ANTONIO TX 78245 Fax #:	Y change

[add](#)

[Continue](#)

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STEP 6: Enter all required field for User Contact Information.

The screenshot shows the 'User Contact Information' form. It has a sidebar on the left with 'Vendor Self Service'. The main content area has a header 'User Contact Information'. Below this is a form with fields for 'Contact Person', 'Contact Type' (dropdown), 'Name', 'Description', 'Phone', 'Text', 'Fax', and 'E-mail'. There is an 'Opt in' checkbox next to the 'Text' field. Below the form is a 'Continue' button. The footer of the form area says '© 2023 Tyler Technologies, Inc.'.

Contact Person

* Contact Type:

* Name:

Description:

* Phone:

Text: ☐ Opt in

Fax:

* E-mail:

[Continue](#)

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For Contact Type, select the appropriate one for the contact. Typically you will choose General.

Northside Independent School District

Vendor Self Service

User Contact Information

Contact Person

* Contact Type

Select Type...

- GENERAL - General Contacts
- ACCOUNTS PAYABLE - Accounts Payable Contacts
- PURCHASING - Purchasing Contacts

Description

* Phone

Text ☐ Opt in

Fax

* E-mail

Continue

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For General Contacts, this is for customer service, order status, etc. Click **Continue** after all required field are entered.

Northside Independent School District

Vendor Self Service

User Contact Information

Contact Person

* Contact Type

GENERAL - General Contacts

* Name

BENAVIDEZ

Description

OWNER

* Phone

210-

Text ☒ Opt in

Fax

* E-mail

@HOTMAIL.COM

Continue

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You can add additional contacts if needed by clicking on **New Contact**. If no additional contacts are needed, click on **Continue**.

Northside Independent School District

Vendor Self Service

New Vendor Registration

General Vendor Contacts Step 2

Address Contacts

Type	Name	Description	Email	Telephone
GENERAL - General Contacts	BENAVIDEZ	OWNER	@HOTMAIL.COM	Phone: 210- Text: Fax:

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

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STEP 7: The next screen is to select commodities. **Please disregard this section.** Click **Continue**.

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Vendor Self Service

Select Commodities

Select Commodities Step 3

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

Keyword(s) or commodity code (net 3 or more digits) [List all commodities/services](#) [Search](#)

0 Found 1-0

There are no Commodities Available for Display.

Currently Added

There are no commodities to display for this vendor.

[Continue](#) [Cancel](#)

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STEP 8: You will need to upload your completed/signed W-9 and EFT forms.

Northside Independent School District

Vendor Self Service

New Vendor Registration

Review

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

General Information

[change](#)

Name/DBA	Gigi consulting services
Entity	
Address	123 JOHN DOE LANE SAN ANTONIO, TX 78253 , usa
Fax Number	
SSN	
Geographic	
E-Mail	GIGI.ZAVALA2023@GMAIL.COM
Web Site	
Vendor Type	1099 1099VENDOR
Gender	
Ethnicity	
Foreign Entity	No
DUNS	
Independent Contractor	No
Bank	BANK OF AMERICA
Bank Account Number	
Bank Account Type	Checking

Terms

[change](#)

Discount Percentage	0
---------------------	---

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Northside Independent School District

Vendor Self Service

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	GIGI ZAVALA	OWNER	GIGI.ZAVALA2023@GMAIL.COM	210-397-8701		

Commodities

[change](#)

Attachments

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

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Click on Attach to attach your W9. You must upload your current/signed W-9. The EFT form will be uploaded to Vendor Financial Documentation. The SB12 Vendor Notification form will be uploaded to Vendor Attachment. If you have an award letter or award notification, please upload that document to Vendor Attachment.

Northside Independent School District

Vendor Self Service

Accounts Contacts
[change](#)

Type	Name	Description	Email	Phone	Text	Fax
GENERAL - General Contacts	GIGI ZAVALA	OWNER	GIGI.ZAVALA2023@GMAIL.COM	210-397-8701		

Commodities
[change](#)

Attachments

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

! An authorized representative of the business must agree to Northside ISD Terms and Conditions. In accordance with state statute and District policy, only Purchasing Department personnel are authorized to make purchase commitments for the District. Northside ISD assumes responsibility for and will not be responsible for the payment of goods or services without a duly authorized purchase order issued by the District Purchasing Department.

☐ 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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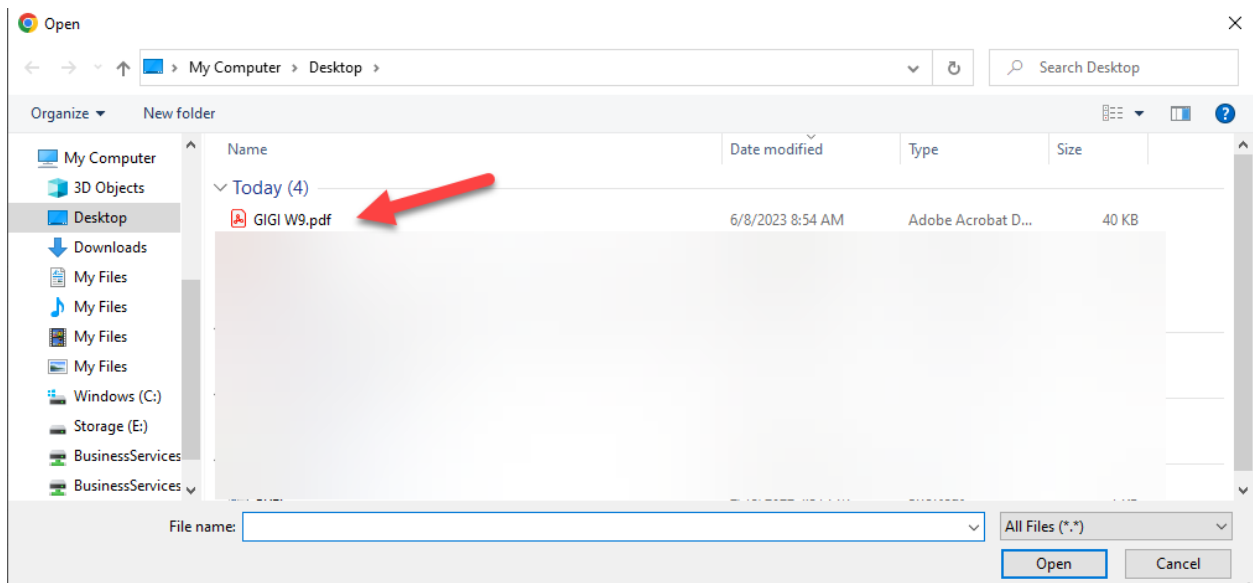
Click on Choose File

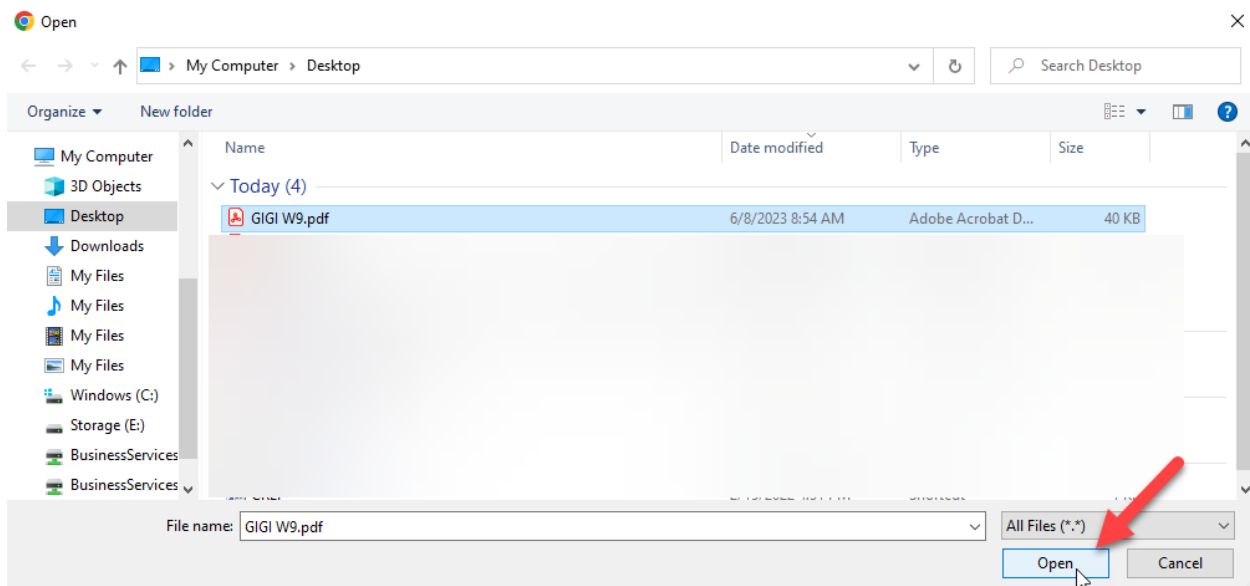
[Choose File](#) No file chosen

Type: Vendor W-9 ▼

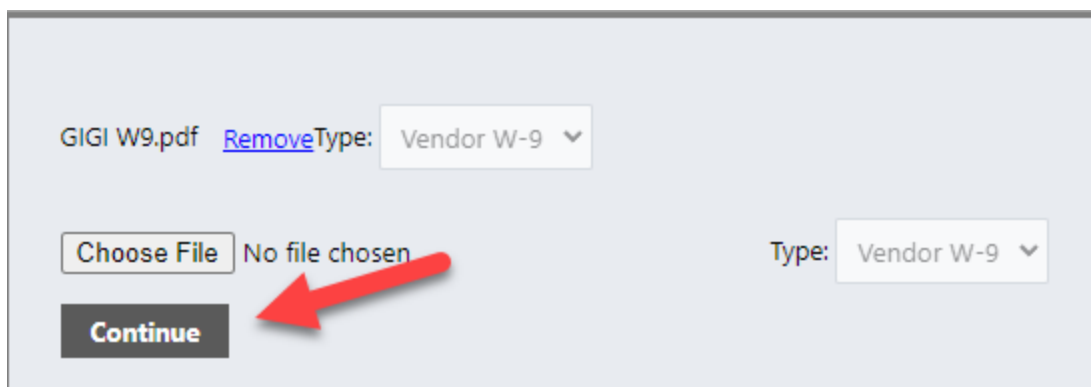
[Continue](#)

Find your document on **your computer**, click on the file, and click Open.





Once the file has been uploaded, you will click on Continue



STEP 9: Review all entered information and make any necessary changes. Attach your completed/signed W9 and EFT forms. If everything is correct, click on “I have read and accept the terms & conditions” and then click on **Register**.

If you are an existing vendor, please follow the following steps.

Step 1: Click on Link to Existing

Step 2: Enter your NISD vendor number and your vendor FID/SSN (ie. XXX-XX-XXXX or XX-XXXXXXX). Click on Link to Existing.

Step 3: Enter User Contact Information. Click on Continue.

Northside Independent School District

Vendor Self Service

User Contact Information

Contact Person

* Contact Type
Select Type...

* Name

Description

* Phone

Text ☐ Opt in

Fax

* E-mail

Continue

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If you need to update your general information, click on “Change” at the top of the screen under Vendor Information.

Northside Independent School District

Vendor Self Service

Vendor Information

[General Information](#) [change](#)

Entity: SAN ANTONIO, TX 78253

SSN:

☐ Foreign Entity
☐ MBE

Discount Percentage: 0.000
Days to Discount: 0
Days to Net: 0

Bank Information

Account number:
Account type: Checking

[Address Information](#) [change](#)

Name/DBA	Address	Is Default
----------	---------	------------

[Contacts](#) [change](#)

Type	Name	Title	Email	Phone
GENERAL				
GENERAL				

Commodities

[add](#)

Code	Description
------	-------------

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To upload your current W-9 and EFT forms. Click on Attachments.

Northside Independent School District

Vendor Self Service

Vendor Information

[General Information](#) [change](#)

Entity: [REDACTED]
SAN ANTONIO, TX 78253

SSN: [REDACTED]

☐ Foreign Entity
☐ MBE

Discount Percentage: 0.000
Days to Discount: 0
Days to Net: 0

Bank Information

Account number: [REDACTED]
Account type: Checking

Address Information [change](#)

Name/DBA	Address	Is Default

Contacts [change](#)

Type	Name	Title	Email	Phone
GENERAL	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
GENERAL	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Commodities

[add](#)

Code	Description
------	-------------

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Upload your current W-9, EFT, and SB12 Vendor Notification forms.

Northside Independent School District

Vendor Self Service

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
Vendor Financial Documentation	Vendor Financial Documentation	✓	(0)	Attach
Vendor Insurance	Vendor Insurance		(0)	Attach
Vendor W-9	Vendor W-9	✓	(0)	Attach

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Vendors will see a summary of payments and purchase orders.

Welcome to Vendor Self Service

Vendor Self Service
Vendor Information
1099
Checks
Purchase Orders

Profile information

JULIE RODRIGUEZ
NISO REP
Phone: 210-658-6364
JCRODRIGUEZ@RINC.ORG

Vendor information

[J.R. INC](#)
P.O. BOX 1218
UNIVERSAL CITY, TX 78148
USA
JCRODRIGUEZ@RINC.ORG

Announcements
Welcome to Self Service for Business Vendors

Checks

\$

Last check: 2/16/2023

\$

Year to date

Recent checks

Date	Number	Amount
2/16/2023		\$0.00
2/9/2023		\$0.00
1/12/2023		\$0.00
1/5/2023		\$0.00
12/16/2022		\$0.00

Purchase orders

\$

Last purchase order: 2/8/2023

\$

Year to date

Recent purchase orders

Date	Number	Amount
2/8/2023	#23027158	\$0.00
2/3/2023	#23020388	\$0.00
1/23/2023	#23020498	\$0.00
1/20/2023	#23022989	\$0.00
1/14/2023	#23023827	\$0.00

Bids
Bid information not found.

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Vendors will be able to update vendor information.

Vendor Information

Vendor Self Service
Vendor Information
Attachments
Commodities
1099
Checks
Purchase Orders

General information

[J.R. INC](#)
Entity
UNIVERSAL CITY, TX 78148
USA
JCRODRIGUEZ@RINC.ORG
P.O.
Vendor Type: -
☐ Foreign Entity
☒ VBE
☐ Independent contractor
Discount Percentage: 0.000
Days to Discount: 0
Days to Term: 0
Bank information
Account number:
Account type: Checking
Address information

Name/OBA	Address	Is Default
J.R. INC	UNIVERSAL CITY TX 78148 Fax: #92108580329	N

Contacts

Take all needed changes to the Contact information. Click To View.

Type	Name	Title	Email	Phone	Fax
GENERAL	JULIE RODRIGUEZ	REP	JCRODRIGUEZ@RINC.ORG	210-658-6364	92108580329
GENERAL	JESSE RODRIGUEZ	OWNER		210-658-6364	
PURCHASING	JULIE RODRIGUEZ	NISO REP	JCRODRIGUEZ@RINC.ORG	210-658-6364	

Commodities
Add

Code	Description
------	-------------

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Vendors can search for payments.

Northside Independent School District

3

Vendor Self Service

Vendor Information

1099

Checks

Purchase Orders

Vendor Check Search

Date (mm/dd/yyyy)

Check date

or

Check date(s) from

Amount

Check amount

or

Amount(s) more than

Number

Check number

or

Check number(s) from

Status

Any Status

Search

Clear

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Vendors can search for purchase orders issued to them.

Northside Independent School District

3

Vendor Self Service

Vendor Information

1099

Checks

Purchase Orders

Vendor Purchase Order Search

PO number

Contract number

Status

Date

Date ordered

or

PO(s) ordered from

PO total

Equal to

Search

Clear

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Northside Independent School District

6

Vendor Self Service

Vendor Information

1099

Checks

Purchase Orders

Vendor Purchase Order Search

PO number

(other search criteria will be ignored)

Contract number

Status

Any Status

Any Status

Open

Closed

Date

Date entered

or

PO(s) entered from

to

PO total

Equal to

\$

Search

Clear

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Northside Independent School District

6

Vendor Self Service

Vendor Information

1099

Checks

Purchase Orders

Vendor Purchase Order Search

PO number

(other search criteria will be ignored)

Contract number

Status

Open

Date

Date entered

or

PO(s) entered from

to

PO total

Equal to

\$

Search

Clear

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Northside Independent School District

Vendor Self Service
Vendor Information
1099
Checks
Purchase Orders

Purchase Order Search Results

Search Results

[View All Results](#) | [New Search](#)

10 Found

PO Number	Contract Number	Status	Date Ordered	PO Total
422640028		Open	5/9/2022	
422640277		Open	5/18/2022	
422640907		Open	6/6/2022	
422640938		Open	6/14/2022	
422640779		Open	12/2/2022	
422642767		Open	1/12/2023	
422643917		Open	1/19/2023	
422644959		Open	1/23/2023	
422646138		Open	2/3/2023	
422647168		Open	2/6/2023	

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Search for closed/paid purchase orders.

Northside Independent School District

Vendor Self Service
Vendor Information
1099
Checks
Purchase Orders

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 \$

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Vendor Self Service
Vendor Information
1099
Checks
Purchase Orders

Purchase Order Search Results

Search Results
[View All Results](#) | [New Search](#)

809 Found

PO Number	Contract Number	Status	Date Closed	PO Total
768224		Closed	4/5/2009	
768228		Closed	4/5/2009	
768230		Closed	4/5/2009	
768238		Closed	4/5/2009	
768246		Closed	7/16/2009	
768247		Closed	7/16/2009	
768250		Closed	7/16/2009	
768262		Closed	3/31/2009	
768273		Closed	3/30/2009	
772890		Closed	5/13/2009	

1 2 3 4 5 6 7 8 9 10 ...