

Operation entERPrise



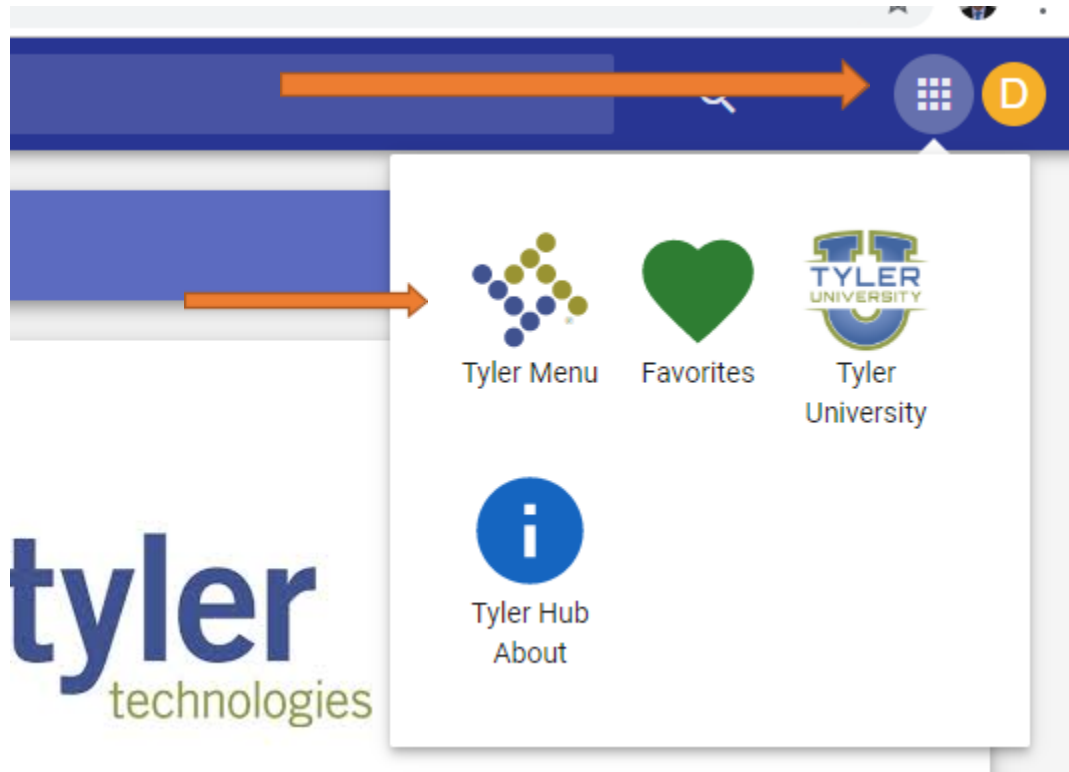
Vendor

A guide to enter/maintain the Munis ERP Vendor List

Tyler Menu

All programs in the software can be accessed through the Tyler Menu. To access the Tyler Menu, click on the nine box icon on the top right corner of the screen.

Click on the Tyler Menu icon next.



The Tyler Menu

All programs are accessed from the Tyler Menu:

Enter **Vendor** in the Tyler Menu. Then, click on the **“Vendors”** Program. Vendor Central does not allow new vendor entry.

You may also use the **Shortcut Links**. Select “I would like to create/modify a Vendor.”

Tyler Menu

Vendor



Vendor Performance

Vendor Registration Attachment Types

Vendor Workflow Group Maintenance

Vendor Workflow Groups

Vendors (2)

The Vendor Entry Screen is now available

Vendors [Pitkin County, CO - Mu | TEST | 05/06]

Back

Search

Browse

Add

Update

Delete

Output

Print

Display

PDF

Save

Excel

Word

Email

Schedule

Attach

Sort

REQ Vendors

General Vendor Information

Audits

Vendor *

+

Alpha *

Status *

Entity *

Type

Reason

Entered

Modified

By

Change Set

MAIN

GENERAL

MISCELLANEOUS

E-PROCUREMENT SETTINGS

CONTACTS

CERTIFICATIONS

INSURANCES

WITHHOLDING

Contact Information

Company Name *

Addresses (0)

Comments (0)

DBA

Address

Zip code

City

State

Country

Foreign entity

Email

Fax

WWW

Identification

SSN

FID

DUNS

Independent contractor

Verified TIN

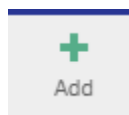
Additional

Performance

Commodity

P-Card Transactions

Click Add in the ribbon to add a new vendor.





Changes Effective Date

 Back
  Accept
  Cancel

Changes Effective Date

Effective Date


Reason for Change

Create New Vendor

Leave the Effective Date as the default date. Enter a reason for change in the field to describe the change or if you are creating a new Vendor. Click **Accept** in the ribbon.

Main Screen



Vendors [Pitkin County, CO - Mu | TEST | 05/06]

 Back
  Accept
  Cancel

General Vendor Information

Vendor *
 Entity *

Alpha *
 Type

Status *
 Reason

[MAIN](#)
[GENERAL](#)
[MISCELLANEOUS](#)
[E-PROCUREMENT SETTINGS](#)
[CONTACTS](#)
[CERTIFICATIONS](#)
[INSURANCES](#)
[WITHHOLDING](#)

Contact Information

Company Name *
[Addresses \(0\)](#)



DBA

Address

Zip code

City

State

Country
☐ Foreign entity

Email


Fax

WWW


Identification

SSN

FID

DUNS

☐ Independent contractor

☐ Verified TIN

All fields marked with an * are required.

Note the Top field vendor has a '+1' next to it and will create the next vendor number when the user clicks the button (see below).

Important: Do NOT enter abbreviations in the **Alpha** field. When entering names please use Last, First (i.e. Fleischman, Carrie)

General Vendor Information

Vendor * +1

Alpha *

Status *

General Vendor Information

Vendor * +1

Alpha *

Status *

Status: Please default all new vendors to '**Active.**' Before placing a vendor on STOP, please check with purchasing.

Status *

ACTIVE

BIDDER

INACTIVE

ONE TIME PAY

STOP

TEMPORARY

SELF SERVICE

MAIN

Contact I

Company

DBA

Address

Reason

S

E-PF

Important Vendor Notes:

- Vendors that do not use a trade name:
Example: David Ledbetter
Entered as: Ledbetter, David

- Documents

All appropriate tax documents should be added as a document through TCM
Click 'Attach' on the Ribbon

Vendors [Pitkin County, CO - Mu | TEST | 05/06]

Back Search Browse Add Update Delete Output Print Display PDF Save Excel Word Email Schedule Attach

Change Set

MAIN GENERAL MISCELLANEOUS E-PROCUREMENT SETTINGS CONTACTS CERTIFICATIONS INSURANCES WITHHOLDING

Contact Information

Company Name * SUNDEEN [Addresses \(0\)](#) [Comments \(0\)](#)

NANCY

DBA

Address 4159 CRYSTAL BRIDGE DRIVE

Zip code 81622

The brings up the TCM page

Document Mappings

Attached Documents

Attachment Type	Document Type	Read Only	Count	Required
Vendor Attachment	Vendor Attachment		0	
Vendor W-9	Vendor W-9		0	

Clicking on the Attachment type will allow the user to use TCM and attach the appropriate Document.

Once you have completed all of the required fields and added the Vendor W-9, you must **Release** this request into workflow.

- Select **Release**

 Save	 Excel	 Word	 Email	 Schedule	 (1) Attach	 Release	 Sort	 REQ Vendors	 1099 Data	 IRS TIN Match	 Invoice Inquiry	 Check Inquiry	 PO Inquiry
--	---	--	---	--	--	---	--	---	---	---	---	---	--

Audits

Entered	08/13/2019
Modified	08/13/2019
By	maria.morar
Change Set	Unreleased 

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