# REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:**     Tina M. Waterman, Purchasing Manager

**DATE:**     January 22, 2024

**SUBJECT:**  eProcurement Vendor Self-Service Program

## Recommendation

Accept this Report for the City's Go-Live on Thursday February 15, 2024, with the new Vendor Self-Service Program in the City's Purchasing Division.

## Background

In 2017 the City entered into an Agreement with Tyler Technologies, Inc. ("Tyler") to provide Enterprise Resource Planning ("ERP") System Software and Implementation Services. Vendor self-service (VSS) is an enhancement to the Purchasing Module. In the Fiscal Year 2024 Budget, funding was provided to implement this enhancement.

In October 2023, the City began the configuration and training process for vendor self-service. This enhancement has been fully tested both internally and externally with select vendors and is working as designed. Both existing and new vendors will be notified of the program rollout through a public information announcement on the City website, in the City Manager's Newsletter, notification to City staff.

## Discussion

New and existing vendors are encouraged to register for a VSS user account. By doing so, they will be able to:
- Update their demographics
- Upload documents (Form W-9; Certificate of Insurance)
- View/download purchase orders
- Track payment status

While VSS is a simple enrollment process by vendors, a step-by-step user manual is available to assist with creating a user account. Vendors may also register using their existing social media account. City Staff will be available to help with any questions by vendors.