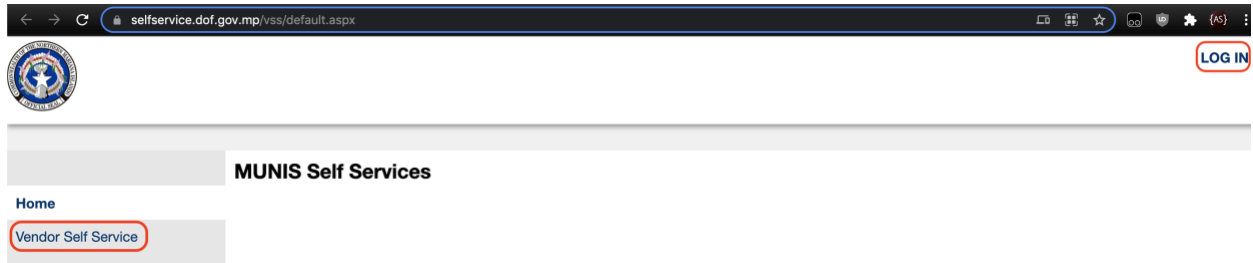# CNMI Vendor Self Service

CNMI Department of Finance has created a Vendor portal called Vendor Self Service (VSS). Registering for this portal will allow you, the vendor, to have access to Purchase Order, Contract, Bid, Invoice and Check information. To register for the portal you will need:

- A valid email address
- If you have previously done business with CNMI, you will also need your Vendor Number. This was sent to you in an informational letter outlining what Vendor Self Service is. If you need assistance with your vendor number, contact Department of Finance at apvendorsupport@dof.gov.mp
- Your tax ID number, either your CNMI Tax ID (in format XX-XXXXXXX) or Social Security Number (in format XXX-XX-XXXX)
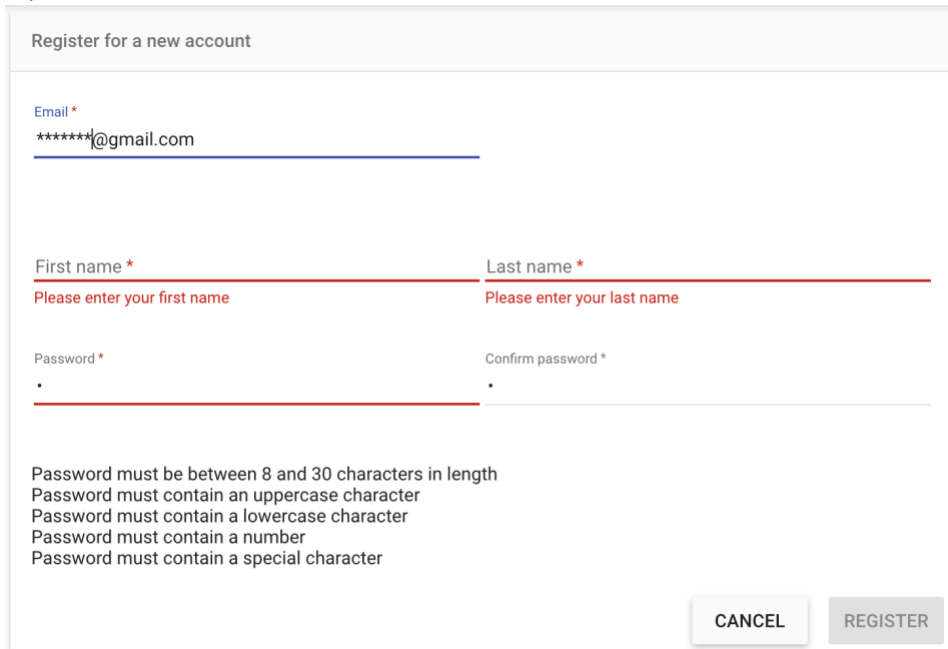
How To Register for VSS

1. Browse to https://selfservice.dof.gov.mp/vss/default.aspx
2. Click the Log In link in the upper right corner of the browser
   a. The Tyler Identity login screen displays
   b. Click the Register for a new account link just above the Sign In button

   c. The User Self-Service registration form displays

3. Input email address, First Name, Last Name, and Password

Register for a new account
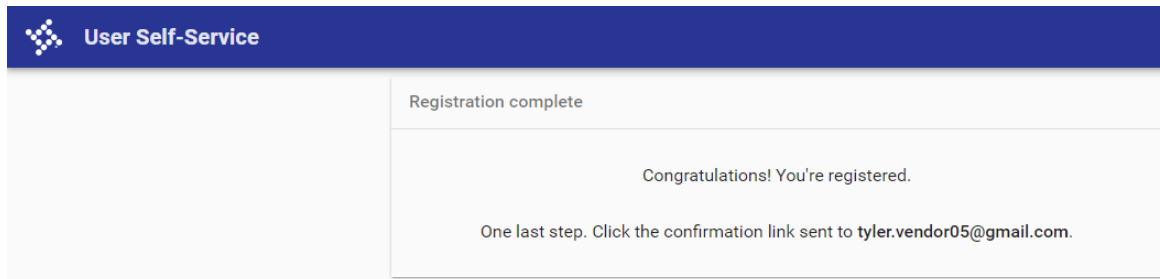
Email *
*******|@gmail.com

First name *
Please enter your first name

Last name *
Please enter your last name

Password *
.

Confirm password *
.

Password must be between 8 and 30 characters in length
Password must contain an uppercase character
Password must contain a lowercase character
Password must contain a number
Password must contain a special character

CANCEL   REGISTER

d. Note that the password must be between 8 and 32 characters
e. The password must also contain an uppercase character, a lowercase character, and a special character
f. Click the Register button

4. A confirmation message appears
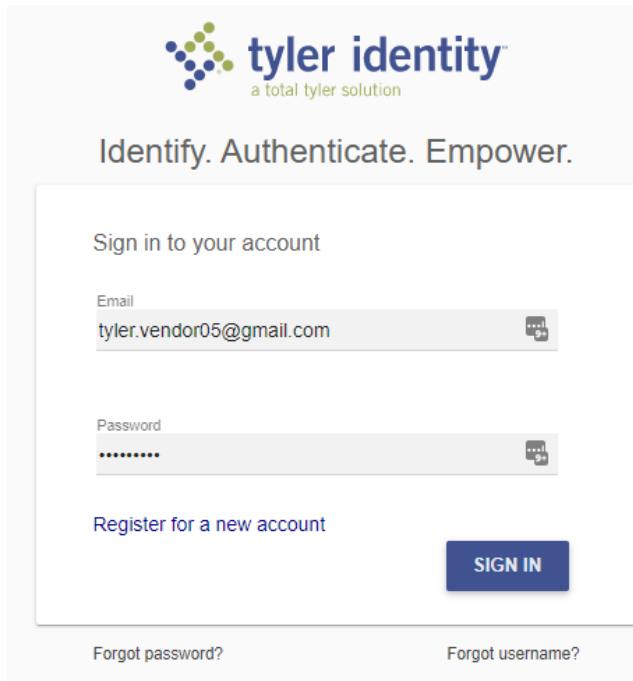
User Self-Service

Registration complete

Congratulations! You're registered.

One last step. Click the confirmation link sent to **tyler.vendor05@gmail.com**.

5. Log into the email account you used to register. You will see a confirmation email informing you that you created a Tyler Identity account.
    g. Click on the link to confirm the email address.
    h. The User Self-Service Email Confirmation screen displays
6. Click the Sign in to Vendor Portal link
    i. Use your email address and password to sign into the vendor portal

j.   You will be presented with a terms and conditions dialog box. Click Yes to agree to the terms.

k.   You will be presented with the Welcome to Vendor Self Service screen. You will need to either connect your new Tyler Identity account with your existing vendor record or create a new vendor record.

7. At the Welcome to Vendor Self Service screen (below) you will be presented with two options: "Create New Vendor" or "Link to Existing". If you received a letter from the Department of Finance, please use that vendor number and its associated TAX ID to link to your existing vendor record. If you did not receive a letter, please click "Create New Vendor". (If you have done business with the government in the past and did not receive a letter, please call the Department of Finance to inquire whether you have a vendor record or not before creating a new vendor)

Link to Existing Vendor

Enter the information below to search for an existing vendor.

Vendor Number

Vendor FID/SSN

Link to Existing

8. Click the Link to Existing button. If your linkage is successful, you will be in the Vendor record. Fill out all appropriate fields and submit.

9. If you do not have the Vendor ID then click on Create New Vendor.

Welcome to Vendor Self Service

Home

Vendor Self Service

Bids

⚠️

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 Self Service for Business Vendors

10. Then fill out the business contact info like the (Company name, Address, and email). You also have the option to indicate whether you want the payable checks and the POs to be sent to the address. ***NOTE: Please use HI for your state, this will be changed to MP in our system. ***

Company Information

Company Name*

TEST

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 *

*******@GMAIL.COM

Website

Vendor Address

Address*

PO BOX 123456

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City *

SAIPAN

State*

Hawaii

Zip Code *

96950

County

Country

Geographic

Select Type...

Fax Number

11. Further down you then need to enter either your Federal ID or Social Security Number. Whichever is on the business license will work fine. You also have the option to set up direct

deposit by including the bank information.

Federal Tax ID Number or Social Security Number

*FID or SSN

○ FID ● SSN

*FID/SSN

123456789

*Re-type FID/SSN

123456789

Payment Terms

Your preferred payables delivery method(s).

☑ Mail   ☑ E-Mail

Your preferred purchasing delivery method(s).

☑ Mail   ☑ E-Mail

Bank Information

Bank Routing Number

121405018

BANK OF HAWAII GUAM

Bank Account Number

123456789123

Bank Account Type

Checking ⌄

```
Joe Smith                                    1234
1234 Anystreet Court
Anycity, AA 12345

Pay to the order of _____

                    SAMPLE

_____   Dollars

Bank Anywhere

⑆123456789⑆ 123456789123 ⑆1234
```

Routing Number   Account Number   Check Number
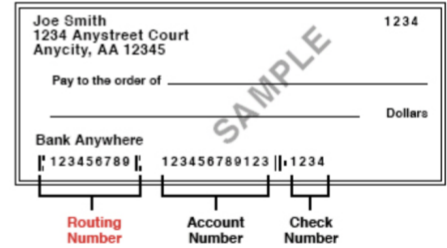
CONTINUE   **CANCEL**

12. If you don't have a secondary business connected then you can click continue.

New Vendor Registration

Address information   Step 2

Help

Accounts Payable Addresses

add

Name/DBA	Address	Is Default

Purchase Order Addresses

add

Name/DBA	Address	Address	Is Default

Continue

13. Add the information to whoever you feel would be a good point of contact for the business.

User Contact Information

Contact Person

* Contact Type

| GENERAL - General Contacts | ⌄ |

* Name

| MY NAME |

Description

| OWNER |

* Phone

| 6701234567 |

Text

| | ☐ Opt In |

Fax

| |

* E-mail

| ********@GMAIL.COM |

Continue

14. You can add more contacts. Otherwise just click continue.

New Vendor Registration

General Vendor Contacts

Help

Address Contacts

Type	Name	Description	Email	Telephone	
GENERAL - General Contacts	MY NAME	OWNER	@GMAIL.COM	Phone: 6701234567 Text: Fax:	📝

Continue   **New Contact**

15. Here you're entering the business type. How should it be classified. For example, renting a house would qualify as a service. Select everyone that applies then click add.

7 Found 1-7

Select All	Code	Description
☐	GOODS	ALL TANGIBLE GOODS NOT COVERED BY OTHER CATEGORIES.
☑	SERVICES	Professional services offer services and expertise instead of manufactured goods.
☐	CONSTRUCTION	Construction materials and services.
☐	MACHEQUIP	Equipment or machinery used to manufacture or process a product, provide a service or used to sell, store and deliver merchandise.
☐	FURNFIXT	Office and other types of furniture, fixtures such as electrical, plumbing, HVAC, cabinetry, etc.
☐	TECHNOLOGY	Technology products and services, hardware, software, licensing, and peripherals.
☐	VEHICLES	Motorized vehicles that require licensing or registering, including motor vehicles and watercraft.

Add

Currently Added

There are no commodities to display for this vendor.

16. After adding it will show the same page but with the selected choices shown below. Click continue.

7 Found 1-7

Select All	Code	Description
☐	GOODS	ALL TANGIBLE GOODS NOT COVERED BY OTHER CATEGORIES.
☐	SERVICES	Professional services offer services and expertise instead of manufactured goods.
☐	CONSTRUCTION	Construction materials and services.
☐	MACHEQUIP	Equipment or machinery used to manufacture or process a product, provide a service or used to sell, store and deliver merchandise.
☐	FURNFIXT	Office and other types of furniture, fixtures such as electrical, plumbing, HVAC, cabinetry, etc.
☐	TECHNOLOGY	Technology products and services, hardware, software, licensing, and peripherals.
☐	VEHICLES	Motorized vehicles that require licensing or registering, including motor vehicles and watercraft.

Add

Currently Added

SERVICES	Professional services offer services and expertise instead of manufactured goods.	Remove

Continue   Cancel

17. Here you need to attach your Business License and W-9 form.

Attachments

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		signature card 1.pdf (Not yet saved)	Attach
Business License	Business License		(0)	Attach
default	Vendor Attachment		(0)	Attach
Voided Check	Voided Cheeck		(0)	Attach
W-9	Vendor W-9		(0)	Attach

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☑ I have read and accept the terms & conditions.

Register   Cancel

a. When trying to attach the forms you need to convert them to pdfs. You can use a website like https://jpg2pdf.com/ to do so.