



# Forsyth County, GA

## Vendor Self Service (VSS)

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Updated 06/29/20

# Vendor Self Service Overview

Welcome to Forsyth County, GA Vendor Self Service (VSS). VSS provides you with web-based access to your personal information and records. Purchase Orders, invoices and check information are all available online. You have the ability to update your profile to include address, contact information, commodities, and your preferred payment method. We would like to recommend your consideration of using Automated Clearing House (ACH), sometimes known as Electronic Funds Transfer (EFT) as your method of payment. By using ACH the County would transfer funds directly to your financial institution.

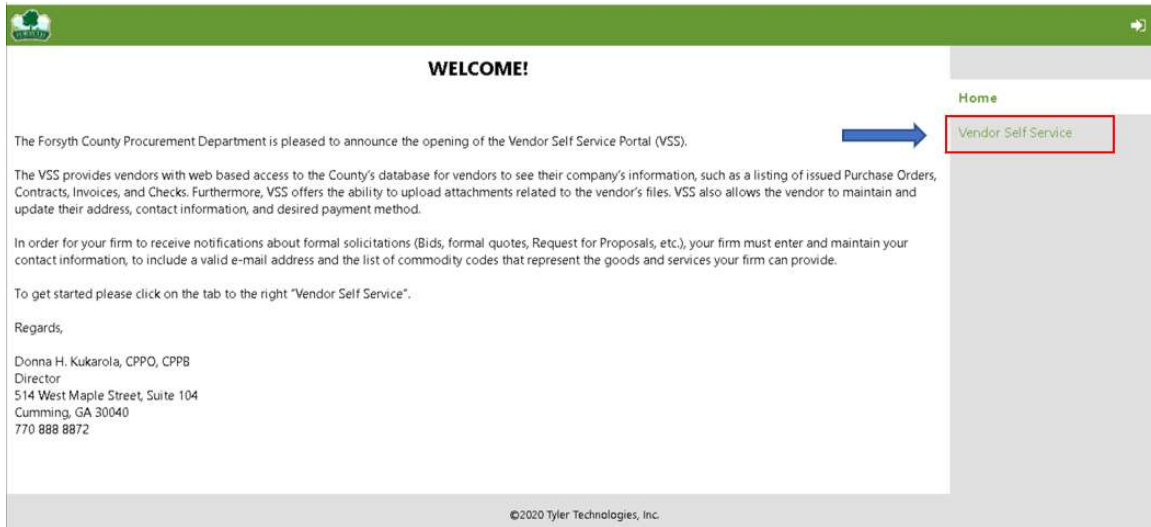
If you are an existing vendor, you can register and gain access to your information through the VSS Website. You must have your VSS vendor number in order to log in and access your profile along with the social security number or federal tax identification number associated with the record. If you believe you are already registered but do not have your vendor number you may call the Procurement Department for assistance. Note: we will not provide the tax identification number / social security number we have on file.

Potential vendors may complete the registration process online and be given limited access to VSS. Potential vendors must complete the registration which includes selecting appropriate commodity codes and attach a completed and signed W-9. We prefer documents be attached using VSS, but you may submit them by email or USPS. The registration process creates a new record in VSS. Upon review and validation of the information you have provided, the Procurement Department will set your record status to Active in VSS.

Thank you for your interest in working with Forsyth County, GA.

# Vendor Registration

New vendors and existing Forsyth County vendors are able to register for access to VSS.



You can register by clicking Registration on the Vendor Self Service home page. Vendor Self Service 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

**Welcome to Vendor Self Service**

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

[Log In / Register](#)

VSS provides you with web-based access to your personal information and records, as well as providing information on solicitations you may be interested in. Purchase Orders, invoices and check information are all available online. You have the ability to update your profile to include address, contact information, commodities, and your preferred payment method.

If you are an existing vendor, you can register and gain access to your information through the VSS Website. You must have your VSS vendor number in order to log in and access your profile along with the social security number or federal tax identification number associated with the record. A letter has been sent out to all existing vendors providing them with their vendor number. If you believe you are already registered but do not have your vendor number you may call the Procurement Department for assistance. Note: we will not provide the tax identification number / social security number we have on file.

Potential vendors may complete the registration process online and be given limited access to VSS. Potential vendors must complete the registration which includes selecting appropriate commodity codes and attach a completed and signed W-9 and Local Business Affidavit (if appropriate). We prefer documents be attached using VSS, but you may submit them by email or USPS. The registration process creates a new record in VSS. Upon review and validation of the information you have provided, the Procurement Department will set your record status to Active in VSS.

[Registration Instructions](#)  
[W-9 Form](#)

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Select “Log In/Register”

## STEP 2

tyler identity  
a total tyler solution

Identify. Authenticate. Empower.

Sign in to your account

Username  
Username is required

Password  
Password is required

Remember me

[Register for a new account](#) [SIGN IN](#)

[Forgot password?](#) [Forgot username?](#)

Select “Register for a new account”

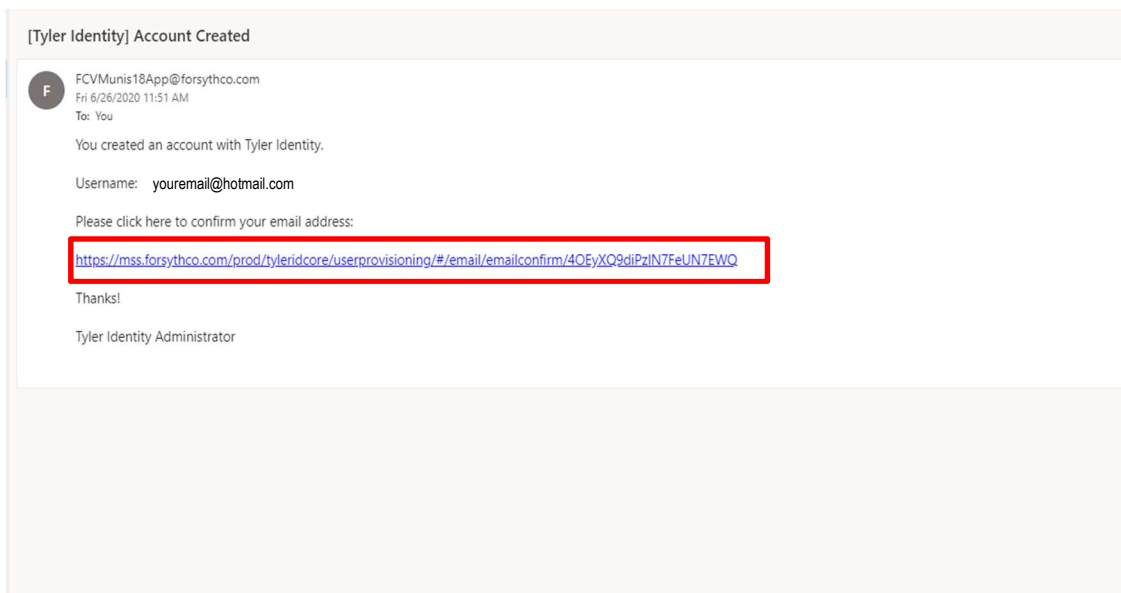
### STEP 3

The screenshot shows a registration form titled "Register for a new account" within a "User Self-Service" header. The form contains the following fields: "Email\*", "First name\*", "Last name\*", "Password\*", and "Confirm password\*". At the bottom right, there are two buttons: "CANCEL" and "REGISTER". The "REGISTER" button is highlighted with a red rectangular box.

Complete the Tyler ID registration by entering a valid email address, first and last name, and password, then select "Register".

### STEP 4

The screenshot shows a confirmation message titled "Registration complete" within a "User Self-Service" header. The message text reads: "Congratulations! You're registered. One last step. Click the confirmation link sent to larou8@hotmail.com."



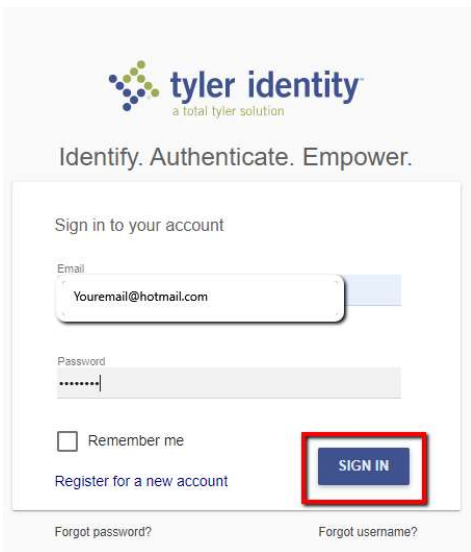
You will receive a confirmation when your registration is complete and an email with a confirmation link.

## STEP 5



After selecting the link you will be directed back to the site to continue your registration.

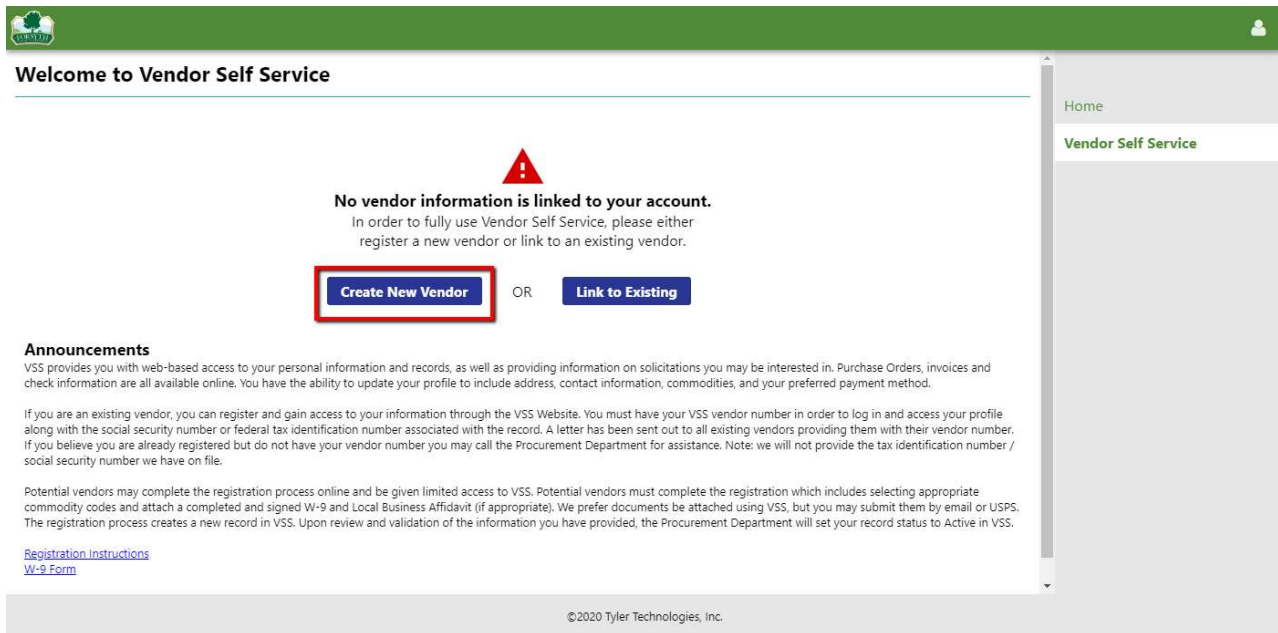
## STEP 6



The image shows the Tyler Identity login page. At the top is the Tyler Identity logo with the tagline "a total tyler solution" and the slogan "Identify. Authenticate. Empower." Below this is a sign-in form with the heading "Sign in to your account". The form contains an "Email" field with the placeholder "Youremail@hotmail.com", a "Password" field with masked characters, a "Remember me" checkbox, and a "SIGN IN" button highlighted with a red box. There are also links for "Forgot password?" and "Forgot username?" at the bottom.

Enter your email address and password, then click “SIGN IN”.

## STEP 7



The image shows the Vendor Self Service dashboard. At the top is a green header with the VSS logo and a user profile icon. Below the header is a navigation menu with "Home" and "Vendor Self Service" (highlighted in green). The main content area features a red warning triangle icon and the text: "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." Below this text are two buttons: "Create New Vendor" (highlighted with a red box) and "Link to Existing". Below the buttons is an "Announcements" section with text about VSS access and registration. At the bottom of the page is a copyright notice: "© 2020 Tyler Technologies, Inc."

Click “Create New Vendor”.

## STEP 8

**New Vendor Registration**

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

**Enter Vendor Registration Information** Step 1

**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

**Vendor Address**

Address\*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City \*

State \*

Zip Code \*

County

Country

Geographic

Fax Number

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Providing bank information will indicate that you desire ACH payment, after your registration you will receive a confirmation E-mail asking you to confirm your ACH registration within five (5) business days. It is the Vendor's responsibility to ensure bank information and contact information are kept up-to-date. It is the responsibility of the vendor to be aware of any fees charged by, and the payment of such fees to, their financial institution for this service. In the event you make a change to your banking information after your initial enrollment in ACH you will receive an E-mail asking you to confirm the banking information change within five (5) business days. If the change is not confirmed within the allotted time frame your payment method will be changed to printed check. Any change in your banking information will result in a printed check for your first and perhaps second payment after your confirmation of change, any future payments would then be issued by ACH to the new banking information. Also, please note that ACH payments are only done for amounts less than \$150,000.00. Any payment over \$150,000.00 will have to be issued through wire or printed check. Wiring information must be given directly to the Finance Department.

## STEP 9

**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)
default	Vendor Attachment		(0)

Attach W-9



## STEP 10

**Vendor Commodities**

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

Keyword(s) or commodity code(s) (3 or more digits):

[List all commodities/services](#)

6571 Found [1-10](#) | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

Select All	Code	Description
<input type="checkbox"/>	9999999	GEMS CONVERSION COMMODITY CODE
<input type="checkbox"/>	0050500	Abrasive Equipment and Tools

Navigation menu on the right: Home, Vendor Self Service, Vendor Information, Attachments, Commodities.

Select Commodity Codes of items/services your company offers.

## Vendor Self Service Home Page

The Vendor Self Service home page contains a banner, navigation menu, and a series of summary information groups.

The screenshot shows the Vendor Self Service Home Page for ABC Supply Company. The page features a blue header with the Tyler Technologies logo and the company name. A navigation menu on the right includes Home, Vendor Self Service, My Profile, 1099, Bids, Checks, Invoices, and Purchase Orders. The main content area is titled "Welcome to Vendor Self Service" and contains three sections: Profile information, Announcements, and Invoices. The Profile information section displays the company name, address, phone numbers, and email. The Announcements section contains a welcome message. The Invoices section shows a "Recent invoices" table and a large "Last invoice" amount of \$1,140.00 for 2/23/2012.

**Profile information** [View profile](#)

ABC SUPPLY COMPANY  
100 MAIN STREET  
BOSTON, MA 02201

**Phone**  
KELLY SMITH: 617-234-1234  
SAMUEL L. SMITH: 617-234-1234

**Email**  
email0@abcsupply.com

**Announcements**

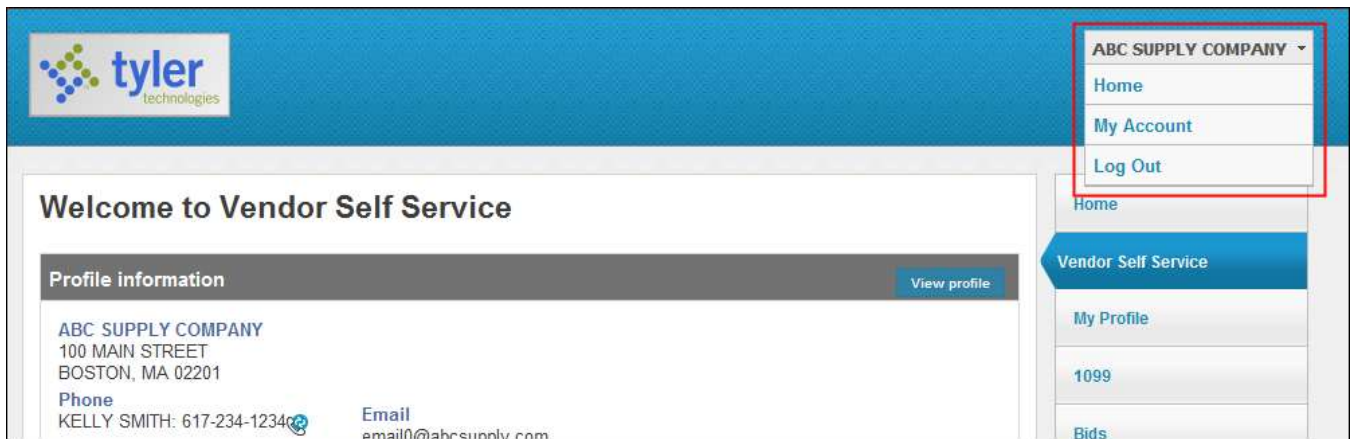
Welcome to Self Service for Business Vendors

**Invoices** [Search invoices](#)

**Recent invoices**

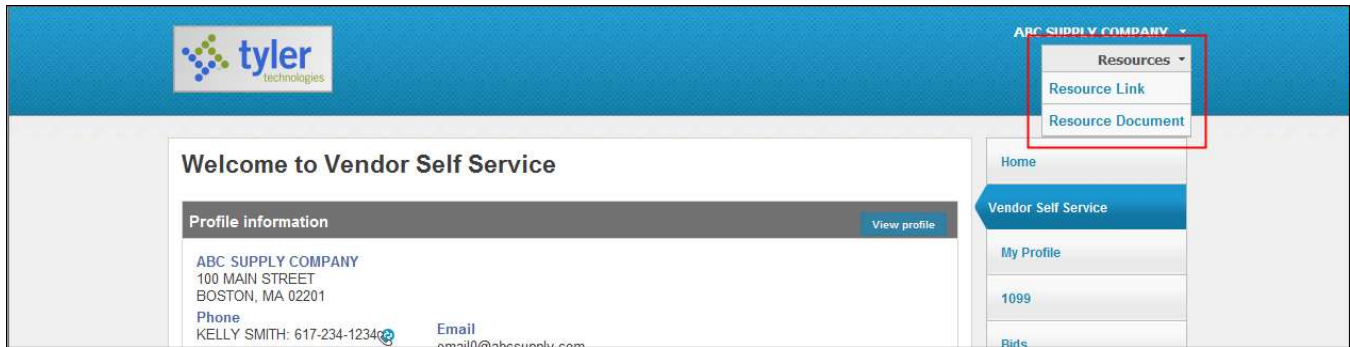
Date	Amount	Status	
2/23/2012	\$1,140.00	Paid	<a href="#">details</a>
2/23/2012	\$1,000.00	Paid	<a href="#">details</a>

**\$1,140.00**  
Last invoice: 2/23/2012



Clicking the vendor name in the banner displays the following menu options:

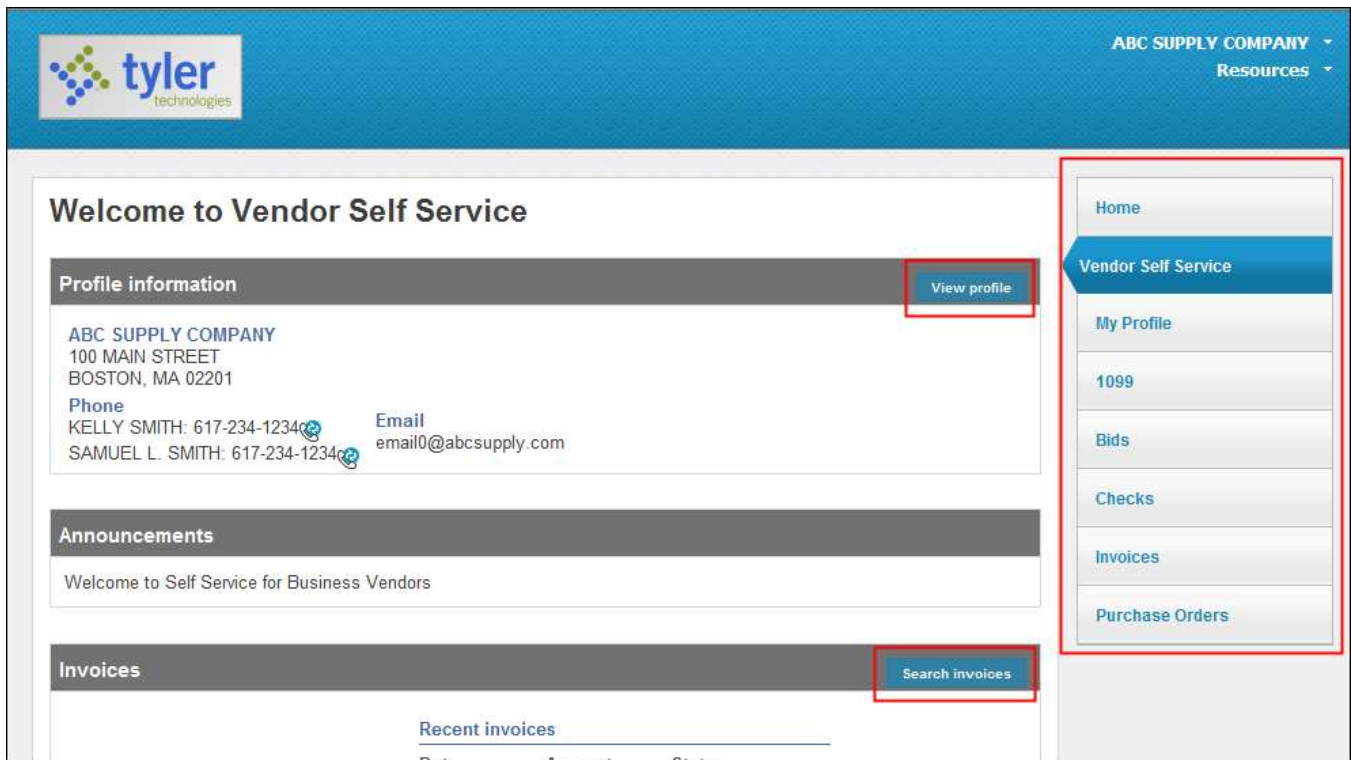
- Home – Returns you to the VSS home page.
- My Account – Opens the My Account page containing account information.
- Log Out – Logs you out of VSS.



If you click the Resources list in the banner, VSS displays a list of resource items. These items are hyperlinks or documents defined and uploaded by your organization's VSS administrator.

## Vendor Navigation

Vendors use the navigation menu or the buttons in the group ribbons to navigate between pages in Vendor Self Service.



## My Profile

Clicking View Profile in the Profile Information group or the My Profile option in the navigation menu opens the My Profile page. The page displays vendor profile information, which is divided into groups. Clicking the Change link allows you to update the data in a group.



The Contacts and Communication Preferences group lists the vendor's contact persons and preferences for purchasing communications.

**Contacts and Communication Preferences** [change](#)

---

**Contact Person 1**  
 KELLY SMITH  
 Contact Type: General - General Contacts  
 Phone: 617-234-1234  
 Fax: 617-234-2321  
 E-Mail: ksmith@abcsupply.com

---

**Contact Person 2**  
 SAMUEL L. SMITH  
 Contact Type: General - General Contacts  
 Phone: 617-234-1234  
 Fax: 617-234-2321  
 E-Mail: ssmith@abcsupply.com

---


**Correspondence Preferences (purchasing)**      Mail, Email

**Current Vendor Commodities** [add](#)

005	ABRASIVES	<a href="#">Remove</a>
00570	PUMICE STONE	<a href="#">Remove</a>
03763	RECYCLED DECORATIONS, GAMES AND TOYS	<a href="#">Remove</a>
10005	BOXES, CRATES, BASKETS, ETC. (FOR FRESH FRUITS AND VEGETABLES)	<a href="#">Remove</a>
10006	CONTAINERS, PLASTIC (ALL PURPOSE)	<a href="#">Remove</a>

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## Attachments


ABC SUPPLY COMPANY ▾  
Resources ▾

### Attachments

Attachments can be added to your account. Use the following **Browse** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

- Home
- Vendor Self Service
- My Profile
- Attachments
- Commodities
- 1099
- Bids
- Checks
- Invoices
- Purchase Orders

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Up to three attachments can be added at one time by clicking the Browse buttons next to the boxes on the Attachments page, selecting the files to attach, and then clicking the Upload button.

A screenshot of a web interface for uploading files. It features three horizontal input fields stacked vertically. To the right of each field is a 'Browse...' button. A red rectangular box highlights all three 'Browse...' buttons. Below the input fields is a single 'Upload' button, also highlighted with a red rectangular box.

The uploaded files are added to the vendor record in the Munis Vendors program, and they can be viewed on the Vendor Attachments screen of that program. The vendor cannot view or maintain their attachments in VSS once they have been uploaded.

A screenshot of the 'Vendor Attachments' screen in the Munis Vendors program. The screen shows a table of attachments with columns for Description, File, Public, Date Added, and Time Added. Three rows are highlighted with a red box: 'Attachment for Vendor 1000' with files 'ASSETS.xlsx', 'File01.txt', and 'importfilenet.txt'. The table also includes 'Annual Support Agreement', 'Business License', and 'Quote'.

Description	File	Public	Date Added	Time Added
Annual Support Agreement	Annual Support Agreement.doc	<input type="checkbox"/>	01/19/2006	16:26:22
Attachment for Vendor 1000	ASSETS.xlsx	<input checked="" type="checkbox"/>	04/03/2013	10:33:40
Attachment for Vendor 1000	File01.txt	<input checked="" type="checkbox"/>	04/03/2013	10:33:40
Attachment for Vendor 1000	importfilenet.txt	<input checked="" type="checkbox"/>	04/03/2013	10:33:40
Business License	business license.pdf	<input type="checkbox"/>	01/19/2006	16:26:53
Quote	ABC Book Supply Inc.doc	<input type="checkbox"/>	01/19/2006	16:27:05

A screenshot of the 'Vendor Commodities' search interface. It features a search box with the placeholder text 'Keyword(s) or commodity code (first 3 or more digits)' and a 'Search' button. Below the search box is a link that says 'List all commodities/services'. At the bottom left, there is a box that says '903 Found'.

1-10 | 11-20 | 21-30 | 31-40 | 41-50 | 51-60 | Next

Select All

	Code	Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/>	01924	Buckwheat
<input type="checkbox"/>	01950	Hops
<input type="checkbox"/>	01962	Pumpkins
<input type="checkbox"/>	01967	Rye
<input type="checkbox"/>	01972	Sorghum
<input type="checkbox"/>	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)

Add

#### Currently Added

04564	Recycled Appliances and Accessories	Remove
050	ART EQUIPMENT AND SUPPLIES	Remove
05020	Casters, Drying Racks	Remove
05043	Glue, Paste, etc., Art	Remove

Finished

Cancel

Current Vendor Commodities <a href="#">add</a>		
005	ABRASIVES	<a href="#">Remove</a>
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	<a href="#">Remove</a>
04564	Recycled Appliances and Accessories	<a href="#">Remove</a>
050	ART EQUIPMENT AND SUPPLIES	<a href="#">Remove</a>
05020	Casters, Drying Racks	<a href="#">Remove</a>
05043	Glue, Paste, etc., Art	<a href="#">Remove</a>
00570	PUMICE STONE	<a href="#">Remove</a>

## 1099

The 1099 page displays a listing of the vendor's 1099 data for a selected year.

The screenshot shows the 'Vendor 1099 Information' page. At the top left is the Tyler Technologies logo. At the top right, it says 'ABC SUPPLY COMPANY' with a dropdown arrow and 'Resources' with a dropdown arrow. Below the logo is a 'Year:' dropdown menu set to '2010'. Underneath is a section titled 'Selected 1099 Data' containing a table with three columns: 'Code', 'Description', and 'Amount'. The table lists seven entries with codes F, M, N, P, R, S, and Y, each with a description and an amount of \$1,000.00. On the right side of the page is a vertical sidebar with buttons for 'Home', 'Vendor Self Service', 'My Profile', '1099' (which is highlighted in blue), 'Bids', 'Checks', 'Invoices', and 'Purchase Orders'. At the bottom right of the page, it says '2013 Tyler Technologies, Inc. [Help/Feedback](#)'.

Code	Description	Amount
F	FED INC TA	\$1,000.00
M	MED&HEALTH	\$1,000.00
N	NONEMPLOYE	\$1,000.00
P	PRIZES & A	\$1,000.00
R	RENTS	\$1,000.00
S	SALES FROM	\$1,000.00
Y	ROYALTIES	\$1,000.00

Vendors use the Year list to select the fiscal year for which to view 1099 data. The data includes the 1099 box code, a description of the code type, and the 1099 amount. Clicking a code type opens the Vendor 1099 Invoice Detail page.

The page displays the general 1099 information, as well as a listing of 1099 invoice details, if they exist for the selected box code. Clicking Return to 1099 returns the vendor to the Vendor 1099 Information page.

## Vendor 1099 Invoice Detail

[Return to 1099](#)

Box	F
Year	2010
Amount	\$1,000.00
Description	FED INC TA

### 1099 Invoice Detail

There are no 1099 Invoices to display.

[Home](#)[Vendor Self Service](#)[My Profile](#)[1099](#)[Bids](#)[Checks](#)[Invoices](#)[Purchase Orders](#)

## Bids

Bid information is not displayed on this page, please visit

<https://www.forsythco.com/Departments-Offices/Procurement/Bids-Results>

Or [www.forsythco.com](http://www.forsythco.com), Procurement Department for current opportunities, awards, addenda, etc.



## Checks

The Vendor Check Search page allows you to search for account payable checks that have been issued to you.

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ABC SUPPLY COMPANY  
Resources

### Vendor Check Search

**Date (mm/dd/yyyy)**  
Check date   
or  
Check date(s) from  to

**Amount**  
Check amount   
or  
Amount(s) more than  but less than

**Number**  
Check number   
or  
Check number(s) from  to

**Status**

Home  
Vendor Self Service  
My Profile  
1099  
Bids  
**Checks**  
Invoices  
Purchase Orders

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Once you click Search, the program displays the results. You can click View to view details for a check.

## Vendor Check Information

### Search Results

[Modify Search](#) | [New Search](#)

48 Found

Check Date	Amount	Check Number	Status	
3/28/2006	\$3,242.00	6	Cleared	<a href="#">View</a>
3/28/2006	\$14,093.23	5	Cleared	<a href="#">View</a>
7/9/2006	\$40,949.02	15	Cleared	<a href="#">View</a>
7/15/2006	\$1,000,000.00	22	Cleared	<a href="#">View</a>
7/15/2006	\$2,303,425.64	21	Cleared	<a href="#">View</a>
7/15/2006	\$1,378,830.58	23	Cleared	<a href="#">View</a>
10/16/2006	\$1,000.00	43	Cleared	<a href="#">View</a>
2/14/2007	\$95.00	50	Cleared	<a href="#">View</a>
2/19/2007	\$855.00	3568	Cleared	<a href="#">View</a>
3/5/2007	\$25.00	3569	Cleared	<a href="#">View</a>

[1](#) [2](#) [3](#) [4](#) [5](#)

[Home](#)

[Vendor Self Service](#)

[My Profile](#)

[1099](#)

[Bids](#)

[Checks](#)

[Invoices](#)

[Purchase Orders](#)

Clicking Modify Search or New Search returns you to the Vendor Check Search page. The listing of checks can be sorted by clicking a column title.

**Vendor Check Invoice Detail** [Return to previous view](#)

**Check Detail**

Check #	6
Status	Cleared
Check Amount	3242.00
Check Date	3/28/2006

**Check Invoice Detail**

Invoice	Invoice Date	PO Number	Invoice Amount
140	3/24/2006		\$3,242.00

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## Invoices

The Vendor AP Invoice Search page allows you to search for invoices by date, amount, and number of status.

**Vendor AP Invoice Search**

Invoice number  (other search criteria will be ignored)

**Date**  
 Invoice date   
 or  
 Invoice date(s) from  to

**Amount**  
 Invoice Amount   
 or  
 Amount(s) more than  but less than

Status

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Once you click Search, the program displays the results.

**tyler** technologies

ABC SUPPLY COMPANY  
Resources

## Invoices

Search Results

[Modify Search](#) | [New Search](#)

94 Found

Invoice Date	Amount	Invoice Number	Status	
11/7/2007	\$5,000.00	10	Paid- 11/07/2007	<a href="#">View</a>
3/20/2007	\$950.00	1000	Paid- 03/20/2007	<a href="#">View</a>
1/30/2008	\$1,500.00	111	Paid- 01/30/2008	<a href="#">View</a>
11/7/2007	\$10,000.00	11189	Paid- 11/07/2007	<a href="#">View</a>
1/30/2008	\$1,425.00	122288	Paid- 01/30/2008	<a href="#">View</a>
11/8/2007	\$147.25	1313	Paid- 11/08/2007	<a href="#">View</a>
3/28/2006	\$11,400.00	138	Paid- 03/28/2006	<a href="#">View</a>
3/28/2006	\$1,420.23	139	Paid- 03/28/2006	<a href="#">View</a>
3/28/2006	\$3,242.00	140	Paid- 03/28/2006	<a href="#">View</a>
3/28/2006	\$323.00	142	Paid- 03/28/2006	<a href="#">View</a>

1 2 3 4 5 6 7 8 9 10

Home  
Vendor Self Service  
My Profile  
1099  
Bids  
Checks  
Invoices  
Purchase Orders

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You can click View to see the details for an invoice.



## Invoice Detail

[Return to previous view](#)

Invoice Detail for Invoice: 142

### Vendor Information

Vendor ID	1000
Vendor Name	DEF SUPPLY COMPANY
Vendor Address	PO BOX 348992 WILLIAMSBURG , VA 02201

### Invoice Information

Status	Paid
Invoice Number	142
PO Number	
Invoice Date	3/28/2006
Check Date	3/28/2006
Check Number	5
Voucher Number	90
Invoice Description	Office Supplies

### Invoice Totals

Gross Amount	\$323.00
Non Taxable	\$0.00
County Tax	\$0.00
State Tax	\$0.00
	-----
<b>Net Amount</b>	<b>\$323.00</b>

- [Home](#)
- [Vendor Self Service](#)
- [My Profile](#)
- [1099](#)
- [Bids](#)
- [Checks](#)
- [Invoices](#)
- [Purchase Orders](#)

## Purchase Orders

The Vendor Purchase Order Search page allows you to search for existing purchase orders (PO) by entering a purchase order number, contract number, or a status, date or amount.

The screenshot shows the 'Vendor Purchase Order Search' interface. At the top left is the Tyler Technologies logo. At the top right, there is a navigation menu for 'ABC SUPPLY COMPANY' with a dropdown arrow, and a 'Resources' link with a dropdown arrow. The main content area is titled 'Vendor Purchase Order Search' and contains several search criteria:

- PO number:** A text input field with a note '(other search criteria will be ignored)' to its right.
- Contract number:** A text input field.
- Status:** A dropdown menu currently set to 'Any Status'.
- Date:** A section with two options: 'Date ordered' (a text input field) and 'PO(s) ordered from' (two text input fields separated by 'to').
- PO total:** A dropdown menu set to 'Equal to' followed by a text input field for the dollar amount.

At the bottom of the search area are two buttons: 'Search' and 'Clear'. On the right side of the page is a vertical navigation menu with the following items: 'Home', 'Vendor Self Service', 'My Profile', '1099', 'Bids', 'Checks', 'Invoices', and 'Purchase Orders' (which is highlighted with a blue background).

At the bottom right of the page, there is a footer: '2013 Tyler Technologies, Inc. [Help/Feedback](#)'.

Click Search and the program displays a list of the POs that meet the specified search criteria.

## Purchase Order Search Results

### Search Results

[Modify Search](#) | [New Search](#)

73 Found

PO Number	Contract Number	Status	Date Ordered	PO Total	
20060010		Closed	1/22/2006	\$12,000.00	<a href="#">View</a>
20060011		Closed	3/28/2006	\$4,500.00	<a href="#">View</a>
20060014		Closed	3/28/2006	\$1,500.00	<a href="#">View</a>
20060015		Closed	3/28/2006	\$959.70	<a href="#">View</a>
20060017		Closed	3/28/2006	\$410.18	<a href="#">View</a>
20060020		Closed	3/28/2006	\$8,075.00	<a href="#">View</a>
20060024		Closed	3/28/2006	\$14,245.25	<a href="#">View</a>
20060026		Closed	3/28/2006	\$1,400.00	<a href="#">View</a>
20060029		Closed	3/28/2006	\$113.89	<a href="#">View</a>
20060031		Closed	4/19/2006	\$595.00	<a href="#">View</a>

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You can click View to view details for the PO.



## Purchase Order Detail

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### Purchase Order Detail

PO #: 20060031 FY2006

#### Vendor

ABC SUPPLY COMPANY  
100 MAIN STREET

BOSTON, MA 02201

#### Bill To

2033 SUGAR GROVE AVE

FALMOUTH, ME 04105

#### Phone Numbers

Tel# 617-234-1234

Fax# 617-234-2321

#### Ship To

2033 SUGAR GROVE AVE

FALMOUTH, ME 04105

#### Reference

Contract:  
Requisition: 20060004

Date Ordered	Vendor Number	Date Required	Shipping/Terms	Department/Location
4/19/2006	1000			FINANCE DEPARTMENT

Line	Description	Unit	Qty	Unit Price	Net Price
1	ABRASIVE EQUIPMENT AND TOOLS 00 grit sandpaper	EACH	100.00	\$5.95	\$595.00

Open Amount **\$0.00**

Purchase Order Total **\$595.00**

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