

## Town of Yarmouth Invoice Submission

Save the cost of postage and envelopes. Save time taking invoices to the post office or putting them in a pickup area. Send invoices to the Town 24x7. **And get paid faster.** Invoice mail time and check mail time is eliminated with this system and your electing to use direct deposit.

And this can all be done in 6 quick and easy steps after log in. Please see the other instructions for tracking payments.

**MUNIS Self Services**

Welcome to the Town of Yarmouth Self Service Website.  
For Citizens using this capability for the first time you must Register as a New User:

1. Click on the "Citizens Self Service" link on the left side of the screen.
2. Then click on "Utility Bills" or any other option, a login screen will appear.
3. If you have not already registered as a new user click "Register a New User", otherwise enter your user name and password.

Current and historical tax information may be viewed using this website.

Payments may be made using [City Hall Systems](#).

Home  
Citizen Self Service  
Vendor Self Service

Click on the **Log In** button at the upper right hand corner of the screen.

**Login**

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

Home  
Citizen Self Service  
Vendor Self Service

Enter user name and password then click: **Log in**

# Town of Yarmouth Invoice Submission

## Welcome to Vendor Self Service

### Profile information

Profile information not found.

### Vendor information

**John Q. Vendor** [View vendor](#)

100 Main Street  
S. Yarmouth, MA 02664  
USA  
[John@QVendor.Com](mailto:John@QVendor.Com)

### Announcements

Welcome to Self Service for Business Vendors

### Invoices

[Submit invoices](#)

[Search invoices](#)

Invoice information not found.

Vendor Self Service

Vendor Information

1099

Checks

Invoices

Purchase Orders

Contracts

Click the [Submit invoices](#) link

## Vendor AP Invoice Submission

### Enter Invoice Information

Step 1

Invoice Number

Invoice Date

Vendor Self Service

Vendor Information

1099

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Enter **Invoice Number** – enter numbers exactly as it appears on your invoice with dashes and spaces if they are included.

Select **Invoice Date**

# Town of Yarmouth Invoice Submission

Click [Continue](#)

## Vendor AP Invoice Submission

Enter Purchase Order or Invoice Description Step 2

Purchase Order Number

Description

- Vendor Self Service
- Vendor Information
- 1099
- Checks
- Invoices
- Purchase Orders
- Contracts

Select the purchase order for the payment being made. If there is no purchase order available please contact the department that has requested the services.

Click [Continue](#). With a purchase order you cannot enter a description. That fills in automatically.

## Vendor AP Invoice Submission

Select Purchase Order Items Step 3

Description	Ordered Quantity	Unit Price	Quantity
Town share to create RFP & Lease for Cape Cod Energy Park. The goal is waste expense reduction, revenue generation & jobs. Rest from grant.	20000.00	\$1.00	<input type="text" value="14,669.80"/>

- Vendor Self Service
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Enter the quantity or dollars to be paid depending on whether this is a contract for services or the purchase of goods.

# Town of Yarmouth Invoice Submission

## Vendor AP Invoice Submission

### Attach Invoice

Yarmouth 2691728 Aug2017.pdf [Remove](#)

Yarmouth RFP outline version Sept2017.docx [Remove](#)

Attachments:  [Browse...](#)

[Back](#)

[Continue](#)

[Cancel](#)

[Vendor Self Service](#)

[Vendor Information](#)

[1099](#)

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Similar to adding a document to an e-mail, click on the **Browse** button to find your invoice to be attached. More than one document can be attached. Evidence of the completion for the work or goods being delivered are appreciated and will speed the audit and approval process leading to paying you faster.

When finished adding attachments click **Continue**.

# Town of Yarmouth Invoice Submission

## Vendor AP Invoice Submission

### Invoice Summary

[Update](#)

Invoice Number 269-1728  
Invoice Date 08/31/2017  
Purchase Order Number 18146027  
Description RFP FOR CAPE COD ENERGY PARK

Description	Ordered Quantity	Unit Price	Invoice Quantity
Town share to create RFP & Lease for Cape Cod Energy Park. The goal is waste expense reduction, revenue generation & jobs. Rest from grant.	20000.00	\$1.00	14669.80

Gross Amount

\$14,669.80

### Attachments

Yarmouth 2691728 Aug2017.pdf

Yarmouth RFP outline version Sept2017.docx

[Submit](#)

[Cancel](#)

Review the invoice submission. If it is not correct click the update link at the top right hand corner of the screen. If all is correct click the **Submit** button.

## Invoice Submission Confirmation

### Registration Confirmation

Your invoice has been submitted successfully and is awaiting processing.

[Vendor Self Service](#)

[Vendor Information](#)

[1099](#)

[Checks](#)

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[Contracts](#)

# Town of Yarmouth Invoice Submission

When the submission is completed you will see the information shown above. You may click on invoices to see your invoice that will be in progress.

## Invoices

### Search Results

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

49 Found

Invoice Date	Amount	Invoice Number	Status
6/22/2017	\$3,661.33	<a href="#">1074</a>	Paid
6/9/2017	\$4,822.51	<a href="#">1068</a>	Paid
6/9/2017	\$9,029.45	<a href="#">1069</a>	Paid
2/3/2017	\$3,588.49	<a href="#">1366</a>	Paid
10/13/2016	\$5,246.13	<a href="#">1292</a>	Paid
6/15/2016	\$420.00	<a href="#">1146</a>	Paid
6/15/2016	\$1,099.93	<a href="#">1146A</a>	Paid
6/15/2016	\$14,172.00	<a href="#">1148</a>	Paid
4/8/2016	\$1,500.00	<a href="#">1075</a>	Paid
4/8/2016	\$1,597.02	<a href="#">1075A</a>	Paid

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

- Vendor Self Service
- Vendor Information
- 1099
- Checks
- Invoices**
- Purchase Orders
- Contracts

Find out 24 x 7 the status of your invoice. Click on the invoice number for more detail. Payments made back to 2005 to you can be found during this search.

# Town of Yarmouth Invoice Submission

## Vendor Check Information

### Search Results

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

33 Found

Check Date ▾	Amount	CheckNumber	Status
7/5/2017	\$3,661.33	900007955	Cleared
6/21/2017	\$13,851.96	900007893	Cleared
3/1/2017	\$3,588.49	900007311	Cleared
11/16/2016	\$5,246.13	900006947	Cleared
7/6/2016	\$15,691.93	900006495	Cleared
5/4/2016	\$3,097.02	900006246	Cleared
11/18/2015	\$4,827.06	900005651	Cleared
7/15/2015	\$475.00	900005085	Cleared
7/8/2015	\$29,800.05	900004960	Cleared
3/18/2015	\$2,575.00	98328	Cleared

1 2 3 4

- Vendor Self Service
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Would you like to see what checks have been paid and whether they have cleared by the Town's bank reconciliation, click on the Checks search capability.