

# **Grand Traverse Band of Ottawa and Chippewa Government**

## **Vendor and Tribal Member**

### **Self-Service Portal Instructions**

**These instructions are for Vendors and Tribal members to activate and access the electronic portal for non per-capita payment information and 1099 forms**

**(See employee self-service portal instructions for per-capita payment information).**

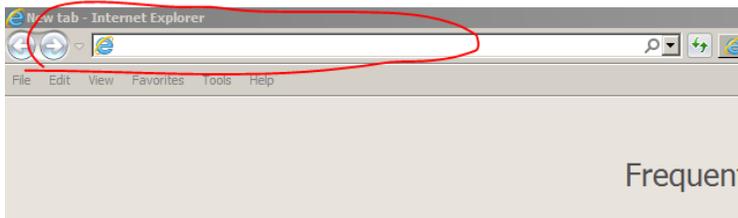
# Grand Traverse Band of Ottawa and Chippewa Government **Vendor and Tribal Member** Self-Service Portal Instructions

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## *Accessing eSuite:*

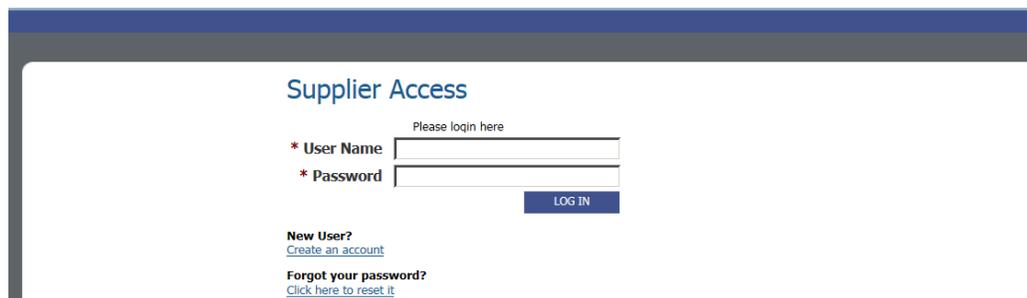
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1. Open your web browser, currently the eSuite portal only works with Internet Explorer.
2. Type <https://nws.gtbindians.com/eSuite.Supplier> into your browser address bar at the top of the screen.



### Grand Traverse Band of Ottawa and Chippewa Indians eSupplier

Powered by Tyler Technologies

A screenshot of the eSupplier login page. The page has a blue header with the text "Supplier Access". Below the header, there is a login form with two input fields: "\* User Name" and "\* Password". A "LOG IN" button is located below the password field. There are also links for "New User? Create an account" and "Forgot your password? Click here to reset it".

**User Name:**  
Used to log in to your account.

**New User? :**  
Use this when logging in for the **first time** to activate your account.

**Forgot password? :**  
Use this to reset your password

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## Activating Your Accounts:

Before you log into eSuite for the first time, you will need to activate your accounts by setting up a user ID for yourself.

1. Click the link, "Create an Account" that is displayed below the Supplier Access Login area. The Activate Your Account page below will display. Fill in the requested information and click the Continue button, to complete the activation process

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### Supplier Account Activation

If your business is already registered with GRAND TRAVERSE BAND then please verify your identity by completing the form below.

Vendor Name  (The name as it is registered with the city)

Please enter the federal tax id or social security number which was used to register your business with us.

Tax ID  (SSN for sole-proprietors)

Vendor Number  Please enter the vendor number we issued you.

I hereby assert that I am an authorized agent of the business described above and have been authorized to act on its behalf.

[CREATE ACCOUNT...](#) [Back to login](#)

2. Tribal Members enter your name in the **following format** including the slash.  
**Last name/first name**
3. Vendors enter you name as it appears on the check you received from the Grand Traverse Band.
4. Enter your tax ID or social security number
5. Tribal Members enter your tribal ID number. All other vendors enter your vendor number that appears on your checks
6. Check the box asserting if you are an authorized agent of the business or individual described above.
7. Click create an account.
8. You will be asked to create a desired user name (Tribal Members it is recommended

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to use the same as your per-capita) and a password. Confirm the password by typing it in again and include your email address.

9. Check the “receive updates” box if you wish to receive email alerts

The screenshot shows the 'Supplier Account Activation' page. At the top, it says 'Grand Traverse Band of Ottawa & Chippew Indians Government eSupplier' and 'Powered by Tyler Technologies'. The main heading is 'Supplier Account Activation'. Below this, it says 'Please fill in the following fields to create your supplier account.' There are four input fields: 'Desired Username' (with a note '7-100 letters and numbers only'), 'Desired Password' (with a note '7-24 characters (a-z, including special characters)'), 'Confirm Password', and 'Email Address' (with a note 'Used for official communications only.'). Below the fields is a checkbox labeled 'Receive Updates - Yes, I would like to receive email alerts.' At the bottom, there are two buttons: 'CREATE ACCOUNT' and 'Back to welcome page'.

10. Click the link to the “back to the welcome page” screen to login with your new user name and password.

## Accessing Your Account:

The screenshot shows the 'Supplier Access' page. At the top, it says 'Grand Traverse Band of Ottawa and Chippewa Indians eSupplier' and 'Powered by Tyler Technologies'. The main heading is 'Supplier Access'. Below this, it says 'Please login here'. There are two input fields: '\* User Name' and '\* Password'. Below the fields is a blue button labeled 'LOG IN'. At the bottom, there are two links: 'New User? Create an account' and 'Forgot your password? Click here to reset it'.

Login to the Supplier portal with your user name and password.

**Home Screen:** Shows payments that you have received and gives you the ability to search for

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payments and invoices that you have submitted to GovtAccountsPayable.com, purchase orders.

**Payments Screen:** Gives you the ability to view payments sent to you by either check or electronic funds transfers (EFT).

- Clicking on “details” shown at the right gives you the details of the payment including links to the invoice that the payment was for. Clicking on the “invoice #” from the detail screen gives you information about the invoice. Clicking the PO Number gives information regarding the purchase order number.

**Invoices:** Shows invoices the status. All invoices must be submitted to the Government Accounts Payable department (or emailed to: [GovtAccountsPayable@gtbindians.com](mailto:GovtAccountsPayable@gtbindians.com)) in order to be considered for payment.

**Purchase Orders:** If this item is activated, it shows a list of purchase orders, which can be filtered by date and status of the purchase orders, assigned to you. Clicking on the “details” link at the right will give more information and also clicking on the “+” of the status will give more information on shipping and additional description.

**Items:** These are a list of items that would appear on your purchase orders this list can be searched and filtered by date. Clicking on the “details” tab at the right shows the invoice number and the purchase order number assigned to that item.

**1099:** You can reprint your 1099 from the available tax years listed. Use the “+” on the right of the year to see the list of payments that make up the total for that given year. Click on the “print 1099” at the right to reprint the 1099 form.

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**Grand Traverse Band of Ottawa and Chippewa Indians eSupplier**  
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Home Payments Invoices Purchase Orders Items Print 1099s eBids General Information My Account Logout

### Print 1099s

1099 Issuer Name - GRAND TRAVERSE BAND

1099 Type - Miscellaneous

Tax Years

+ 2015 2015 1099-MISC Blank Copy 2 [Print 1099](#)

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**General Information:** This is your information please review for accuracy. Tribal Members must contact the membership office at 231.534.7670 to make changes to their name and/or address or the Per-Capita Office at 231.534.7131 to make changes to their banking information.

Vendors must contact Accounts Payable department at 231.534.7254 to make changes.

**My Account:** Lets you change your user name, password & email address. You can also opt out of receiving email notifications.

**If you need additional assistance, please contact us at** the following email address [eSuiteSupport@gtbindians.com](mailto:eSuiteSupport@gtbindians.com), include the following information:

- a. Your name (if vendor your company name)
- b. Your Tribal ID or vendor number

#### **Account security notice**

The Grand Traverse Band of Ottawa and Chippewa Indians and its electronic service provider take great precautions to secure your information. To ensure your security and privacy when using a shared or public computer, always log out of the electronic portal and close all browser windows when finished. It is also recommended that you avoid accessing your account using an unsecured or public WiFi network.