



# **Vendor Access**

## **Existing Vendors**

### **Documentation Guide**

**October 2024**

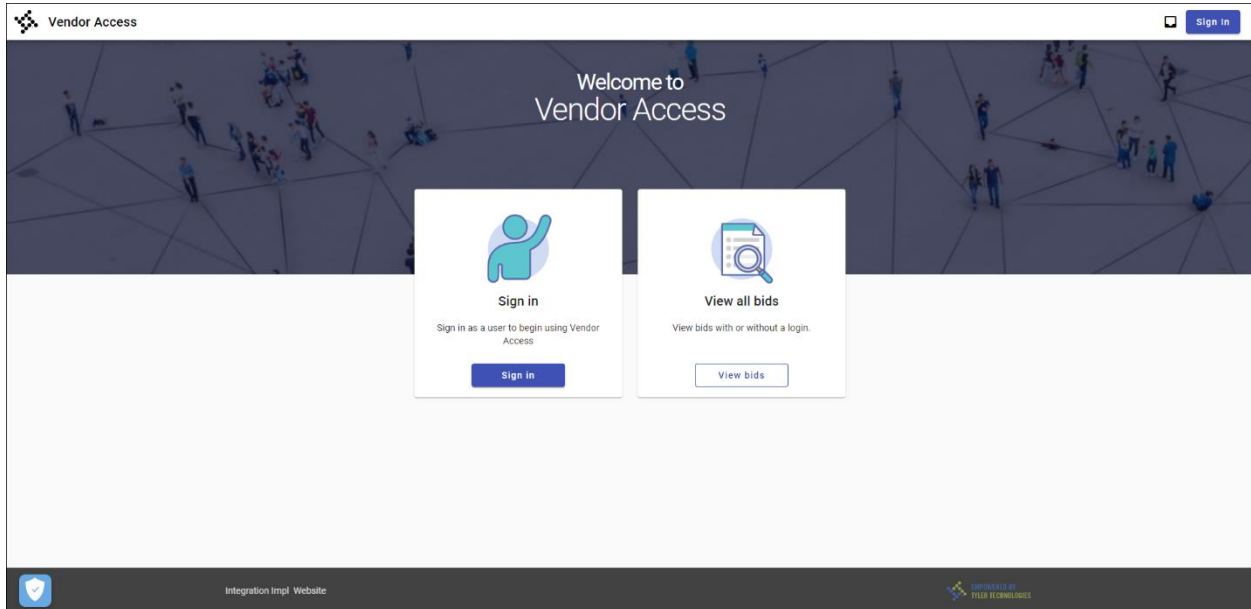
# Overview of Vendor Access

**Vendor Access** provides vendors doing business with Lafayette Consolidated Government (LCG) with cloud-based access to information stored in LCG’s information system.

Using Vendor Access, you can enter and maintain your business’s contact and remittance information, discount and payment terms, required documentation, and the commodity codes that represent the goods and services you can provide to LCG.

A listing of your organization’s current and prior 1099 data, bids, purchase orders, invoices, contracts, checks is also available in Vendor Access. With Vendor Access, you can also submit invoices and liquidate purchase orders directly.

Vendor Access allows you to search for and view bid request information, and then use that information to submit a bid offer or quote.



# User Accounts

Vendors who access the Vendor Access application must create an Identity log-in account. The log-in account requires an active email address and a password.

When accessing Vendor Access, the application presents the Community Access sign-in screen with options to associate an existing log-in from Google®, Apple®, Microsoft®, or Facebook® with the Identity account. Or, users can create a new account by clicking the Sign Up link at the bottom of the screen. The Help link on this screen also provides detailed steps for password management, including setting up multi-factor authentication.

Sign in to community access services.

Sign in with Google

Sign in with Apple

Sign in with Microsoft

Sign in with Facebook

OR

Email address

Password

Remember me

Sign in

[Forgot password?](#) [Unlock account?](#) [Help](#)

Don't have an account? [Sign up](#)

## New Users

For first-time users, clicking the Sign Up link at the bottom of the sign-in screen presents the Create an Account dialog box.

The image shows two overlapping UI panels. The left panel is a sign-in screen with a 'Remember me' checkbox, a blue 'Sign in' button, and links for 'Forgot password?' and 'Unlock account?'. At the bottom, it says 'Don't have an account?' with a 'Sign up' link highlighted by a red box and an arrow. The right panel is the 'Create an account' dialog, featuring a globe icon with arrows, the title 'Create an account', and input fields for 'Email \*', 'Password \*', 'First name \*', and 'Last name \*'. A note states '\* indicates required field'. A blue 'Sign up' button is at the bottom, with a 'Back to sign in' link below it.

Enter a valid email address, create a password, enter the first and last name, and click Sign Up to create the Tyler Identity account. The application sends a confirmation email to the email address entered.

The image shows an email interface with the following content: 'Welcome to your Community Access account', a profile icon with 'CA' and the text 'Community Access Identity <noreply@identity.tcpqa.com>', and 'To [redacted]'. An information icon and text state: 'If there are problems with how this message is displayed, click here to view it in a web browser.' The main body of the email says: 'Hi WAYNE, Welcome to your Community Access account! To verify your email address, please click the following link:'. Below this is a green 'Verify email' button. At the bottom, a footer reads: 'This is an automatically generated message from Community Access. Replies are not monitored or answered.'

Once the user receives the email and clicks the Verify Email link, Vendor Access presents the User Profile page. Using this page, users can complete their profile information, connect accounts, establish payment methods, and set notification preferences.

## Existing Users

For existing users, enter the registered email address and password and click the Sign In button to access the home page.

## Password Resets

If a user forgets their assigned password, clicking the Forgot Password? link on the Sign-in screen provides the steps to reset the password. The Help link on the Sign-In screen also provides detailed password retrieval instructions.

The image shows a sign-in form with fields for 'Email address' and 'Password', a 'Remember me' checkbox, and a 'Sign in' button. A red box highlights the 'Forgot password?' link, with a red arrow pointing to a callout box. The callout box, titled 'Reset your password', contains an 'Email address' field, a 'Reset via Email' button, and a 'Back to Sign in' link. Below the sign-in form, there is a 'Don't have an account? [Sign up](#)' link.

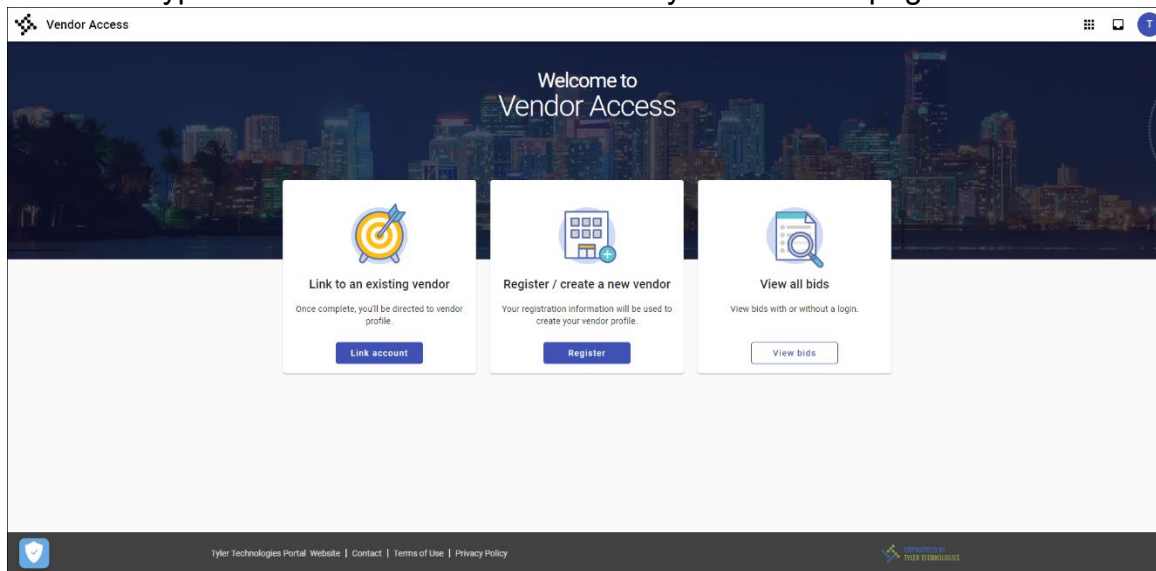
## Locked Accounts

If a user's account is locked, clicking the Unlock Account? link on the Sign-in screen provides the steps to unlock the account.

The image shows a sign-in form with a 'Remember me' checkbox, a 'Sign in' button, and links for 'Forgot password?', 'Unlock account?', and 'Help'. A red box highlights the 'Unlock account?' link, with a red arrow pointing to a callout box. The callout box, titled 'Unlock your account', contains an 'Email address' field, a 'Send Email' button, and a 'Back to sign in' link. Below the sign-in form, there is a 'Don't have an account? [Sign up](#)' link.

# The Welcome Screen

When you log in to Vendor Access for the first time, the Welcome to Vendor Access screen provides options to establish a link to an existing vendor record, register or create a new vendor record, or view all bids. Once a vendor profile is established, this screen is bypassed and users are taken directly to the home page.

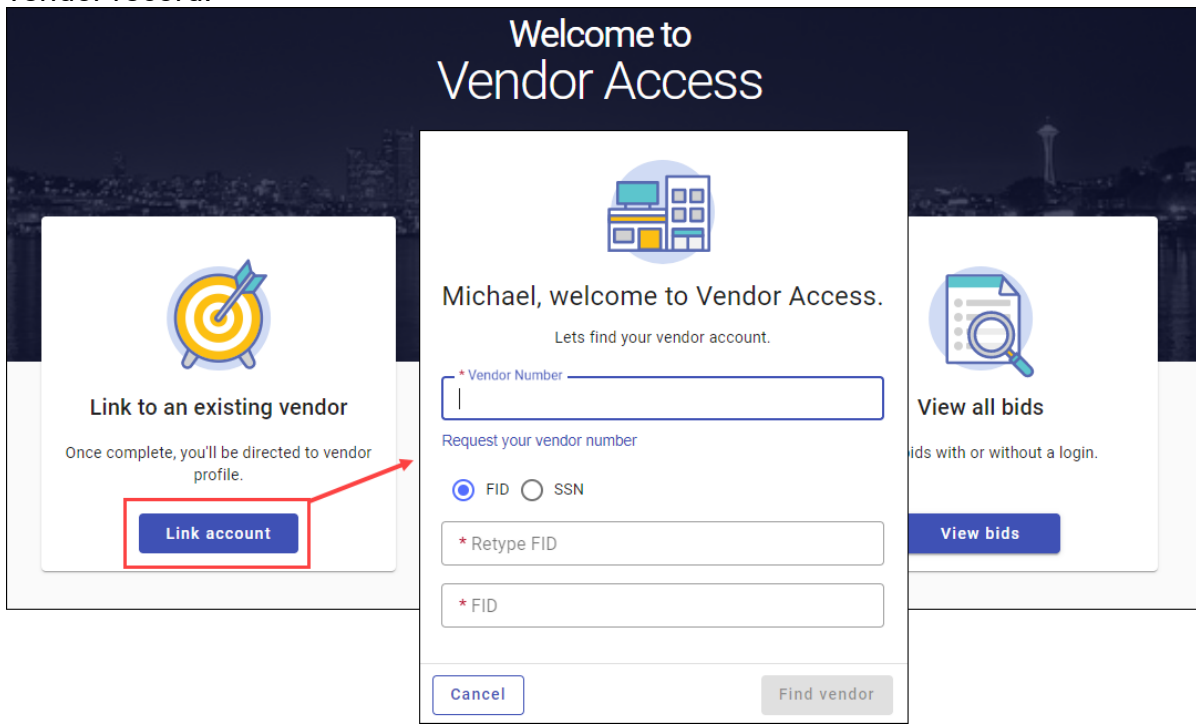


The options available on this screen are as follows:

- **Link to an existing vendor**—This option associates the currently logged in user with an existing vendor account that has been established with Lafayette Consolidated Government (LCG). The vendor number and the federal identifier (FID), such as a Social Security number or Taxpayer Identification Number, are required to verify the account.
- **Register/create a new vendor**—This option creates a new vendor profile. It is used when you do not have an existing vendor account with LCG. The user must complete the steps to establish the vendor profile, such as providing the business name, location, contacts, and payment information. Once the new vendor account is submitted LCG staff will need to approve the submitted information before the you can use Vendor Access to submit invoices, bid proposals, and so on.
- **View all bids**—This option is available to all logged-in users, whether they are registered vendors or not. The screen provides a list of all public bids with additional details available for users to review bid information such as due dates, events, addenda, and evaluation questions.

# Linking to an Existing Vendor

1. Click Link Account to associate the user who is currently logged in with an existing vendor record.



2. Enter the vendor number (as provided to you by LCG) and the vendor's federal identifier (FID) or Social Security number (SSN) to search for the existing vendor record.

3. Click Find Vendor.

The application searches and retrieves the vendor information stored on the vendor record in the integrating Tyler product.

We found a vendor, is this you?

Name  
MARIA PEREZ, LLC

Address  
123 INDUSTRIAL WAY  
PORTLAND, ME 04101

Doing Business As  
PEREZ PAVING

Email  
PPAIVING@GMAIL.COM

Cancel      That's not me      Next

4. If this is the correct vendor, click Next. If not, click That's Not Me to return to the previous screen to re-enter the vendor information and correct any errors. The application provides the name and email address of the logged-in user.

We have your contact information.

If it looks good, click Finish.

Name  
Antonia Raoul-Smith

Email  
ANTONIA.RAOULSMITH@GMAIL.COM

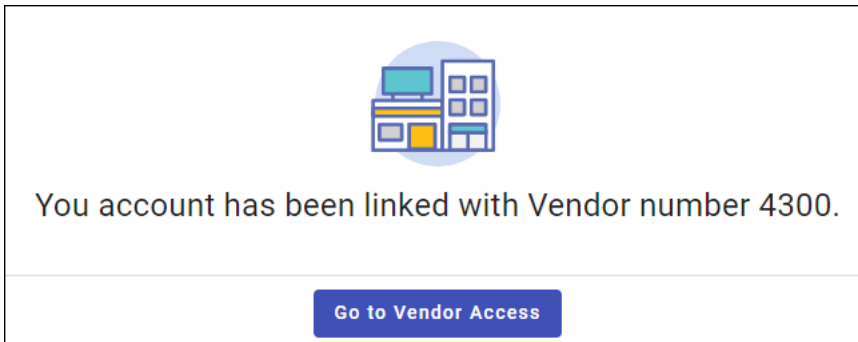
\* Phone number  
(---)---------

Mobile number

Cancel      Finish



- Enter at least one phone number to use for this email address and then click Finish. The Finish button is not available until the required fields are completed. The application saves the information and links the vendor account to the logged-in user.



- Click Go to Vendor Access to open the home page. Invoices, purchase orders, and other such data that are associated with the existing vendor from the integrating system are now linked and searchable through Vendor Access.

**Vendor Access**

Welcome! Antonia Raoul-Smith

[Update profile](#) [Submit Invoice](#) [Submit a bid](#)

| Number   | Open Amount | Total Amount | Entry Date | Status |
|----------|-------------|--------------|------------|--------|
| 20075809 | 2,375.00    | 2,375.00     | 11/19/2020 | Open   |

| Number   | Entry Date | Total Amount | Status  |
|----------|------------|--------------|---------|
| 21220401 | 11/19/2020 | 2,750.00     | On Hold |
| 21220400 | 11/19/2020 | 1,500.00     | On Hold |

| Check Number | Date       | Amount | Status  |
|--------------|------------|--------|---------|
| 252532       | 01/13/2021 | 200.00 | Printed |
| 96787897     | 06/04/2020 | 0.00   | Cleared |
| 899890003    | 05/18/2020 | 24.90  | Printed |
| 8887771      | 05/12/2020 | 1.00   | Printed |
| 20101089     | 03/23/2020 | 0.00   | Cleared |

| Contract Number | Contract Amount | Available Amount |
|-----------------|-----------------|------------------|
| 62              | 5,000.00        | 3,575.00         |

| WO Number | Activity         | Created Date | Status      |
|-----------|------------------|--------------|-------------|
| 22300     | PAVEMENT TESTING | 11/17/2020   | In Progress |

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