Vendor Access

New Vendors

Documentation Guide

October 2024

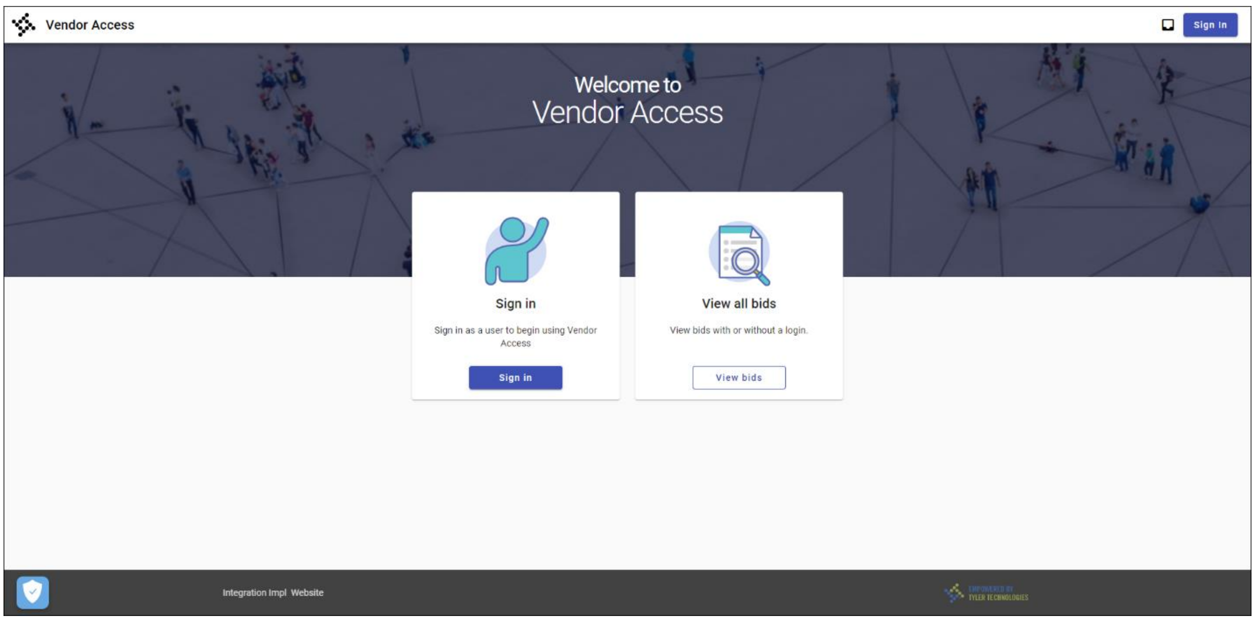
Overview of Vendor Access

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.

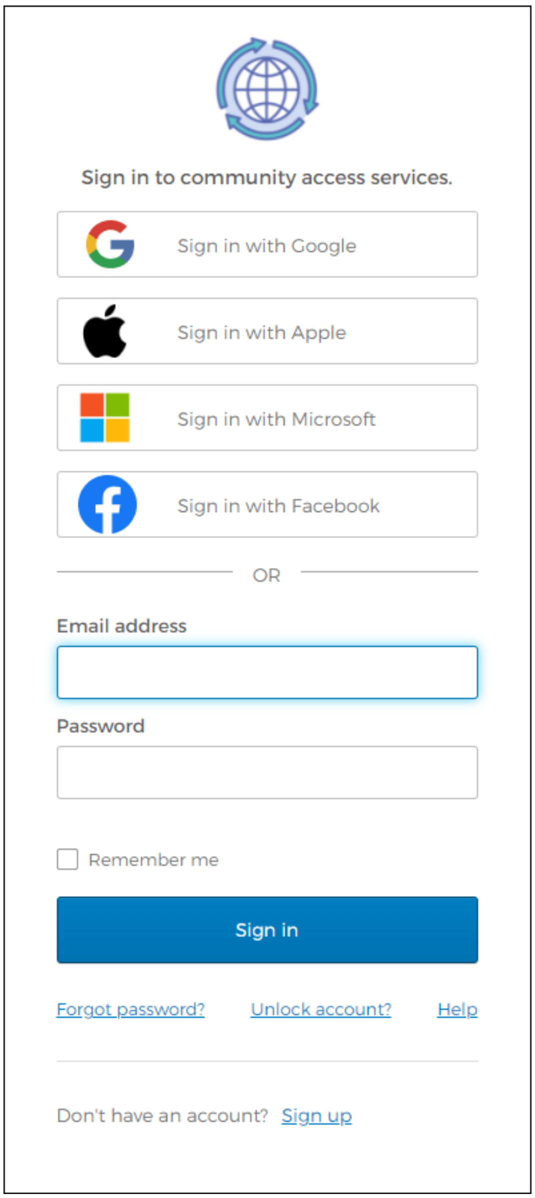
Vendor Access allows you to search for and view bid request information, and then use that information to submit a bid offer or quote.



User Accounts

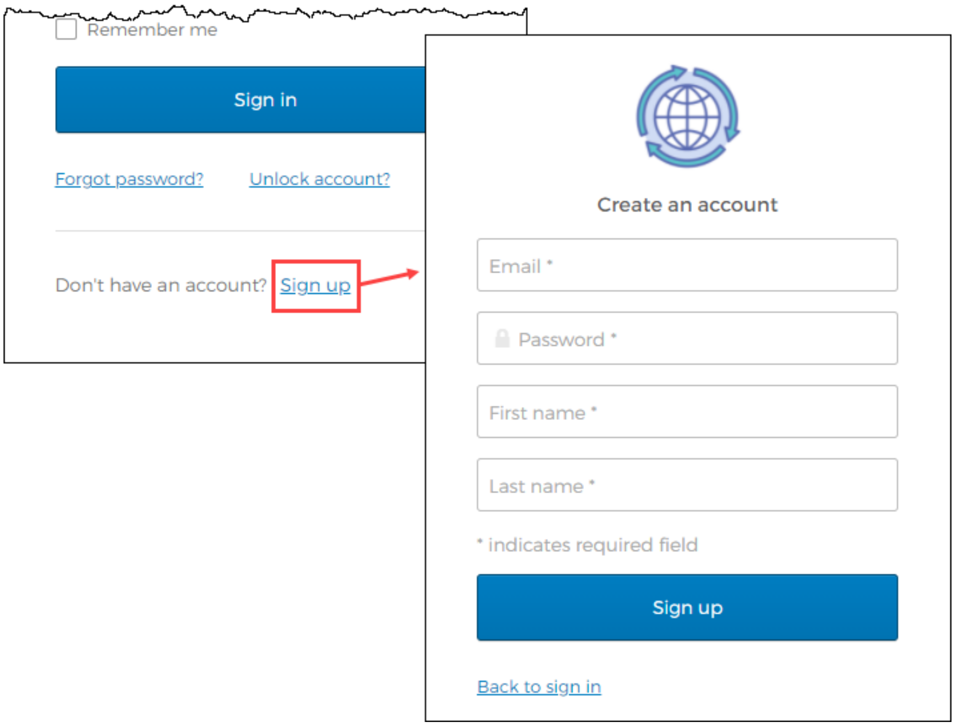
Vendors who access the Vendor Access application must create an Identity log-in account. The log-in account requires an active email address and a password.

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.

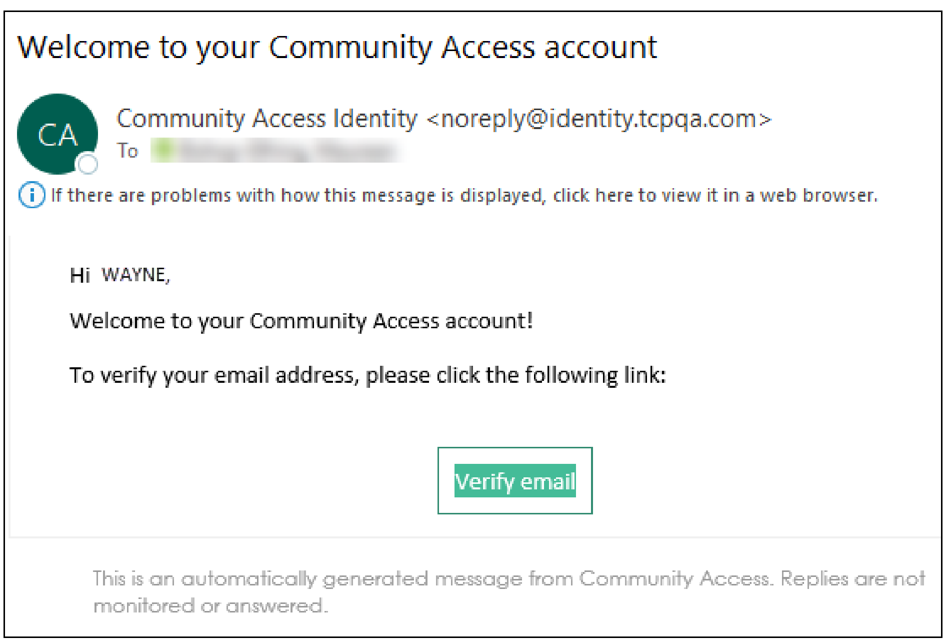


New Users

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



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.



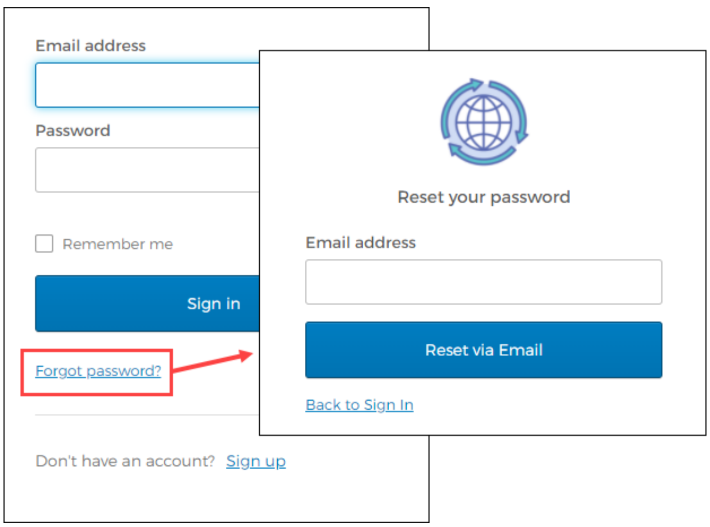
Once the user receives the email and clicks the Verify Email link, Vendor Access presents the User Profile page. Using this page, users can complete their profile information, connect accounts, establish payment methods, and set notification preferences.

Existing Users

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

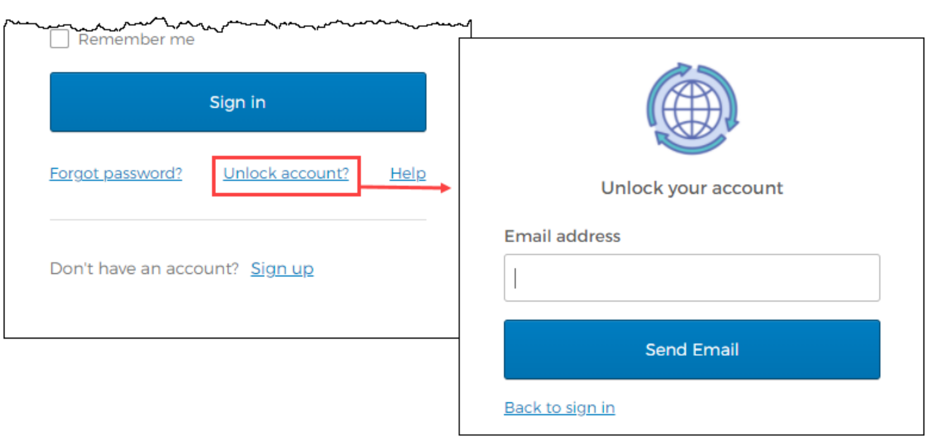
Password Resets

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.



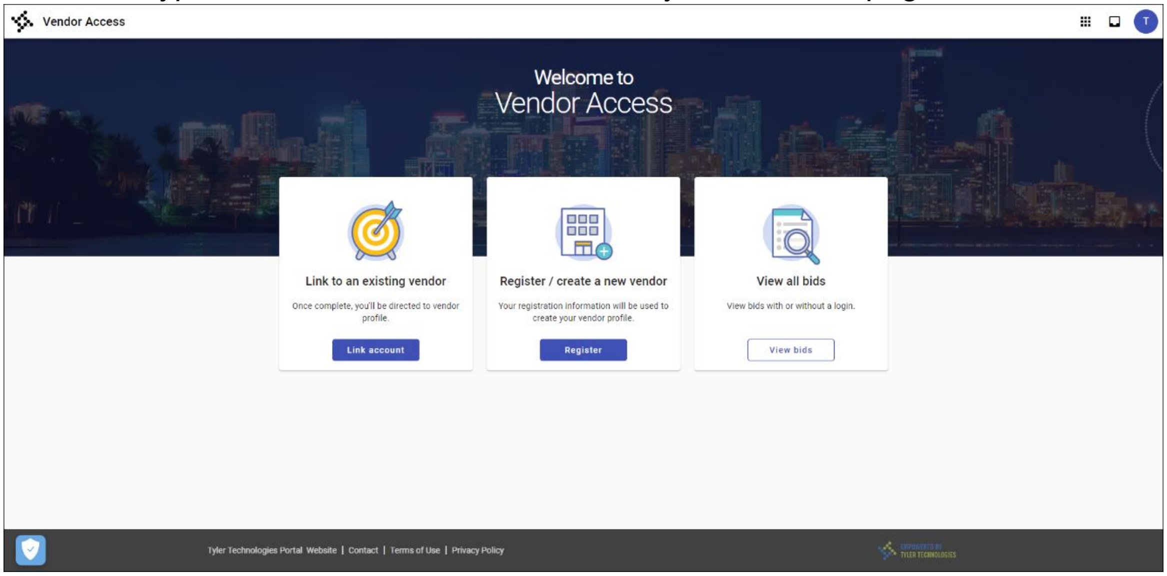
Locked Accounts

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 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.



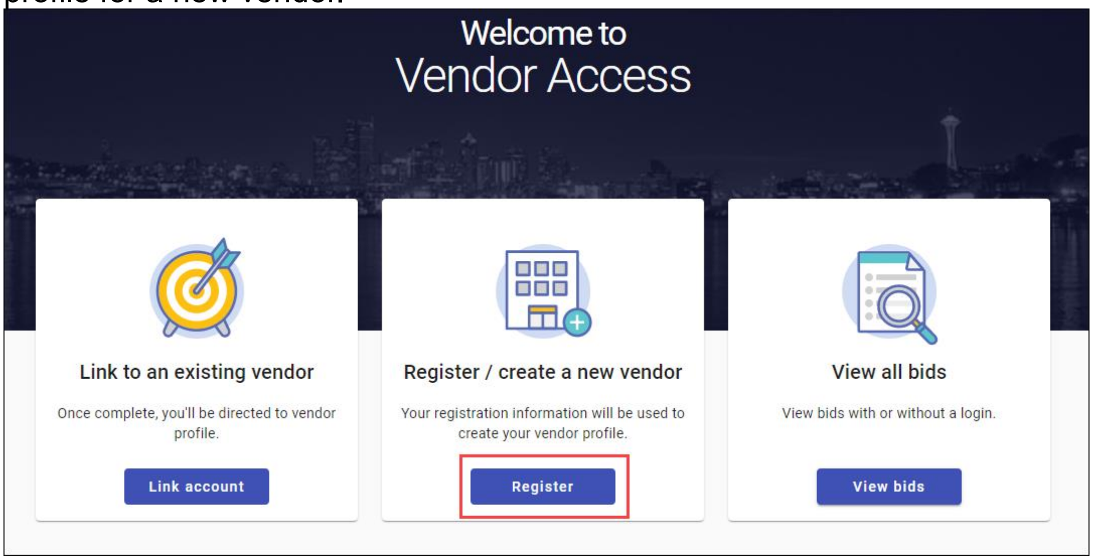
The options available on this screen are as follows:

- 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.

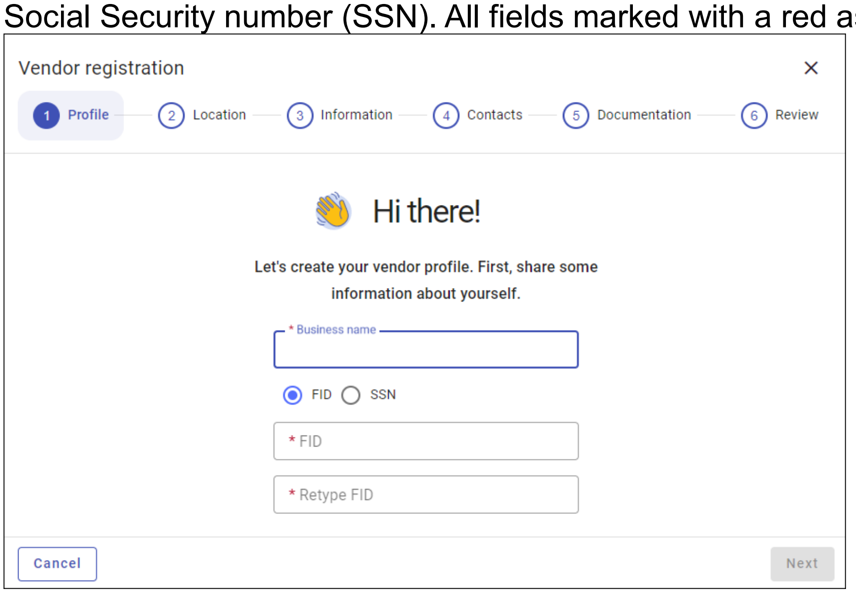
Registering/Creating a New Vendor

To register a new vendor:

1. On the Welcome screen after you log in to Vendor Access, click Register to create a profile for a new vendor.

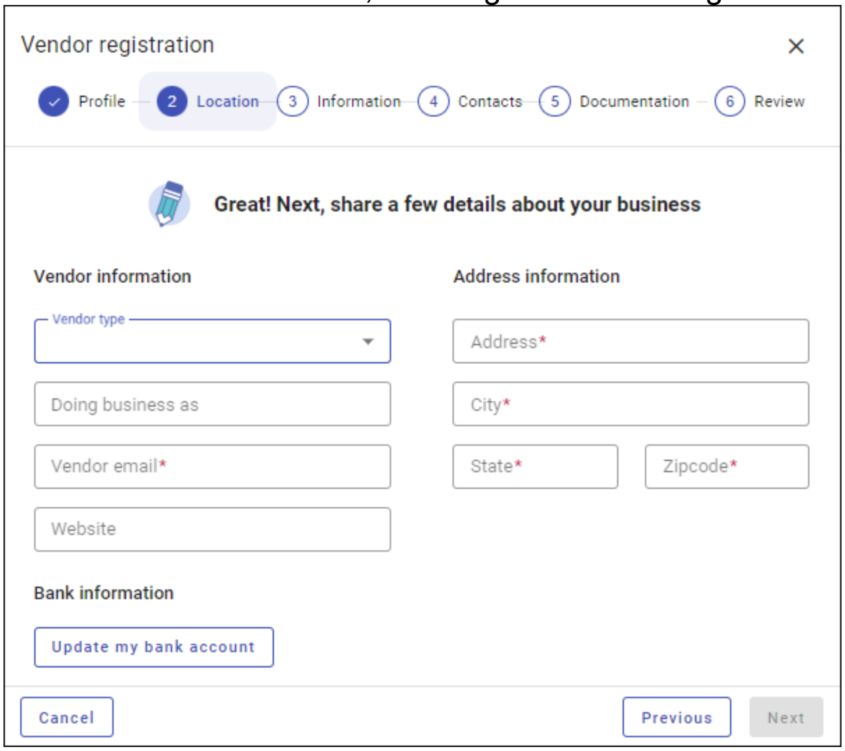


The program provides step 1 of the Vendor Registration screen with fields to define the name of the business and the vendor's federal identification number (FID) or Social Security number (SSN). All fields marked with a red asterisk (*) are required.



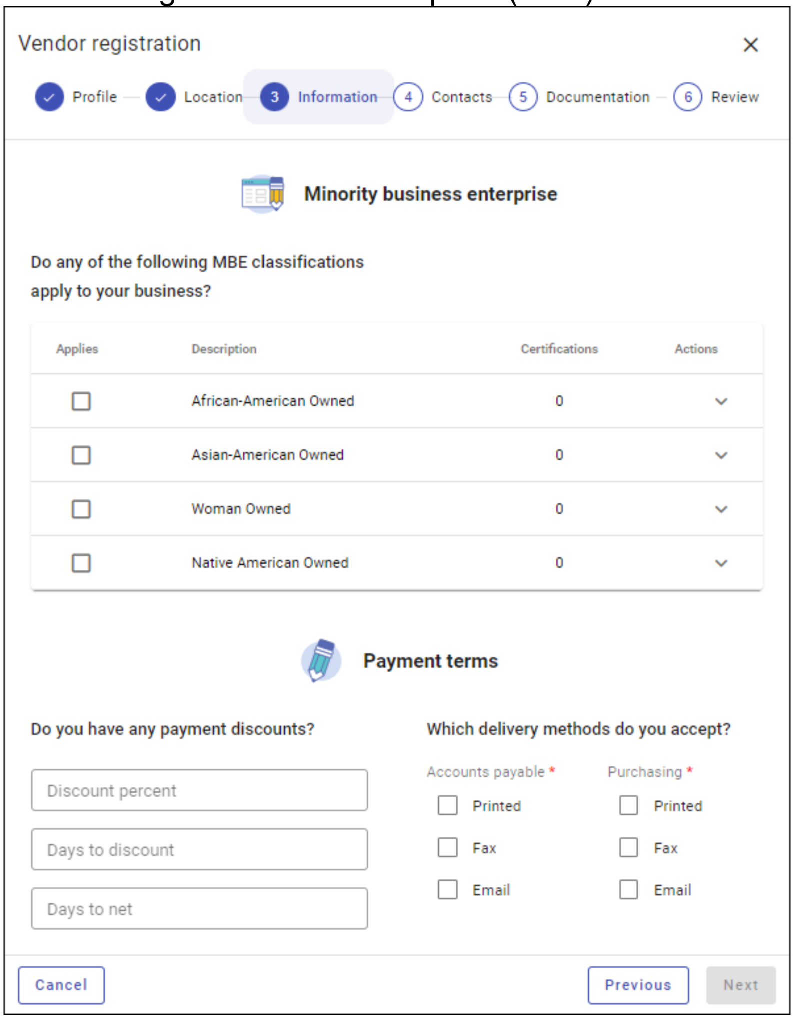
Note: Clicking Cancel at any point during the registration process exits the registration screens and removes all of the entered information.

2. Complete the fields and click Next to continue to step 2 of the registration process to define the location details, referring to the following table for information.



Field	Description
Vendor Information	
Vendor Type	Indicates the type of vendor, such as a payroll vendor, employee, or equipment vendor.
Doing Business As	Specifies the vendor's Doing Business As (DBA) name.
Vendor Email	Identifies the vendor’s email address.
Website	Indicates the vendor's website address.
Address Information	
Address City State ZIP Code	Indicates the vendor's mailing address, including the city, state, and ZIP Code™.
Bank Information *Click Update My Bank Account to add vendor banking information, if applicable.*	

3. After completing the fields, click Next to proceed to step 3 to specify any applicable disadvantaged business enterprise (DBE) classifications and payment terms.

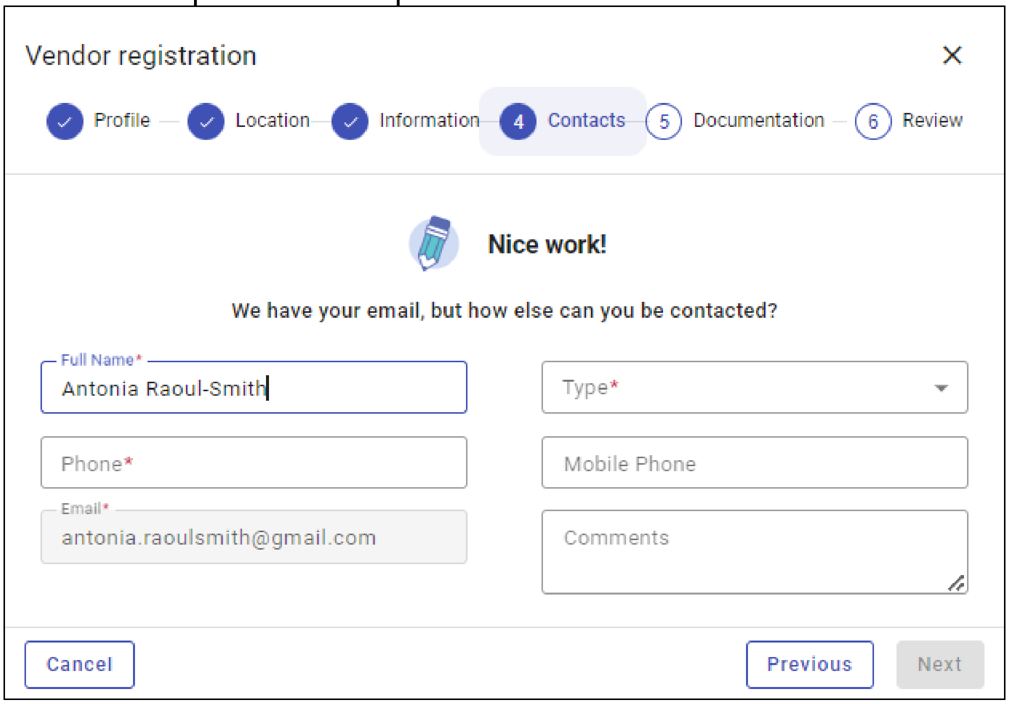


- If the payment terms are known, complete the fields, referring to the following table for specific field details.
- If the payment terms are not known at this time, click Next to skip this step and proceed to step 4.

Field	Description
Disadvantaged Business Enterprise *These options vary depending on your organization's setup.*	
Do any of the following MBE classifications apply to your business?	

Field	Description
Applies Description Certifications Actions	If DBE classifications are enabled, this table provides the available DBE classifications with options to select any that apply. Once selected, an Add (+) option is available to add a certificate that includes the following fields: • Agency • Issue Date • Expiration Date • Notes
Payment Terms	
Do you have any payment discounts?	
Discount Percent	Sets the discount percentage offered by the vendor if the invoice is paid within the Days to Discount timeframe.
Days to Discount	Contains the number of days within which the invoice must be paid to qualify for the vendor discount.
Days to Net	Holds the number of days allowed from the invoice date to pay the full invoice.
Which delivery methods do you accept?	
Accounts Payable	Provides options to select one or more accepted delivery methods for accounts payable: • Printed—The vendor accepts printed delivery. • Fax—The vendor accepts delivery by fax. • Email—The vendor accepts delivery by email.
Purchasing	Provides options to select one or more accepted delivery methods for purchasing: • Printed—The vendor accepts printed purchase orders. • Fax—The vendor accepts purchase orders by fax. • Email—The vendor accepts purchase orders by email.

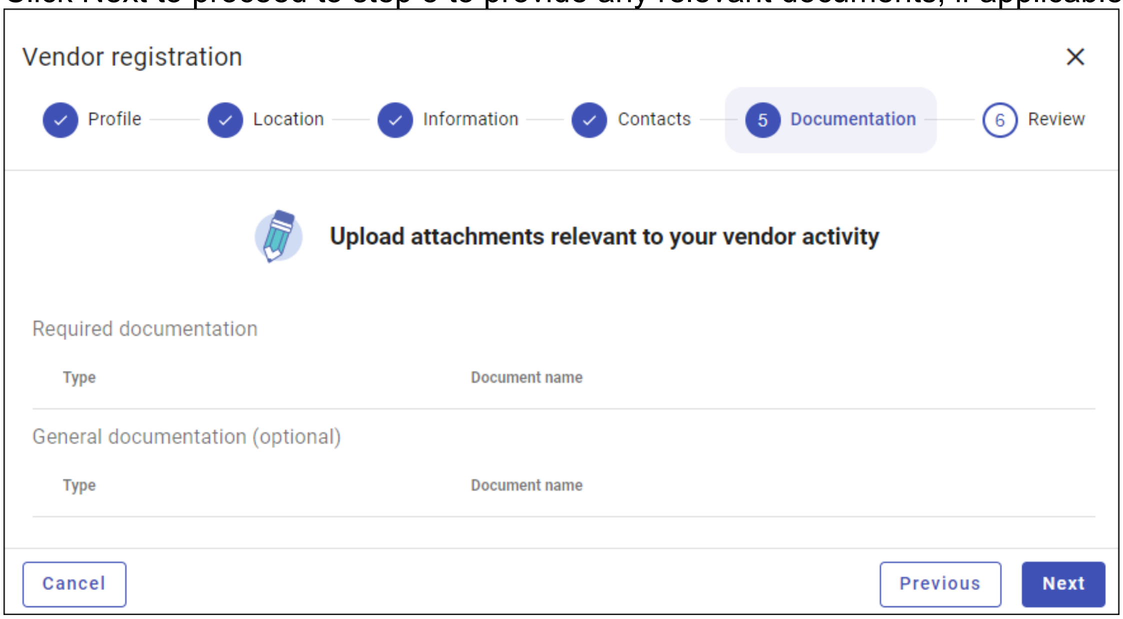
4. Click Next to proceed to step 4 to define the contacts.



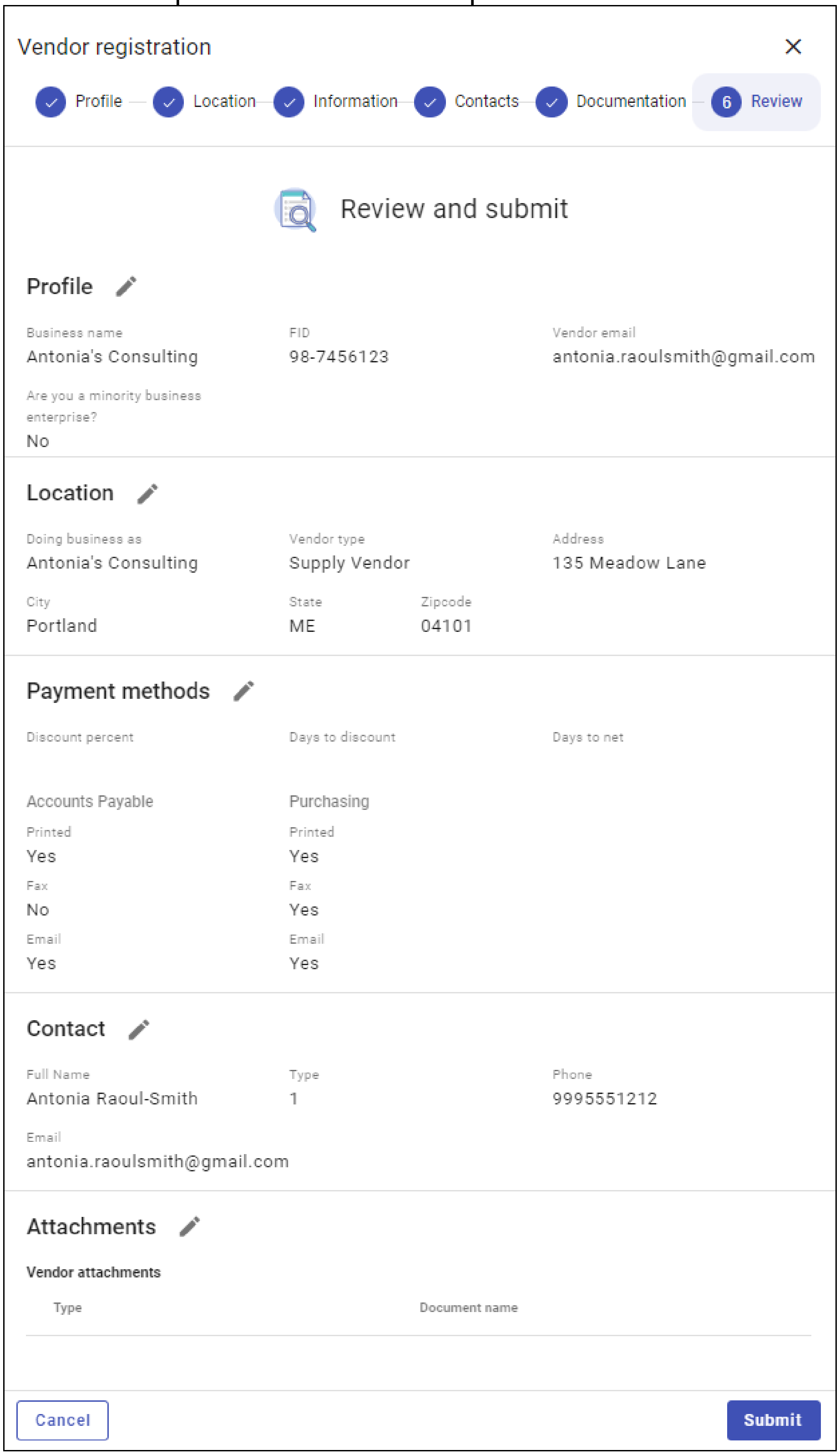
Field	Description
Full Name	Indicates the full name of the person registering as a vendor. The app automatically completes this information based on the email address you provided when logging in. For example, if you logged in through Google, the full name associated with your Google account is provided in this field.
Type	Specifies the type of contact: • General Contacts • Accounts Payable Contacts • Purchasing Contacts
Phone	Establishes the phone number of the contact. A phone number is required.
Mobile Phone	Indicates the mobile phone number of the contact, if different from the phone number entered in the Phone field.
Email	Identifies the email address of the contact.

Field	Description
	The app automatically completes this information based on the email address you provided when logging in.
Comments	Provides a text box to enter any comments associated with the contact information. For example, the contact's job role or preferred contact method.

5. Click Next to proceed to step 5 to provide any relevant documents, if applicable.

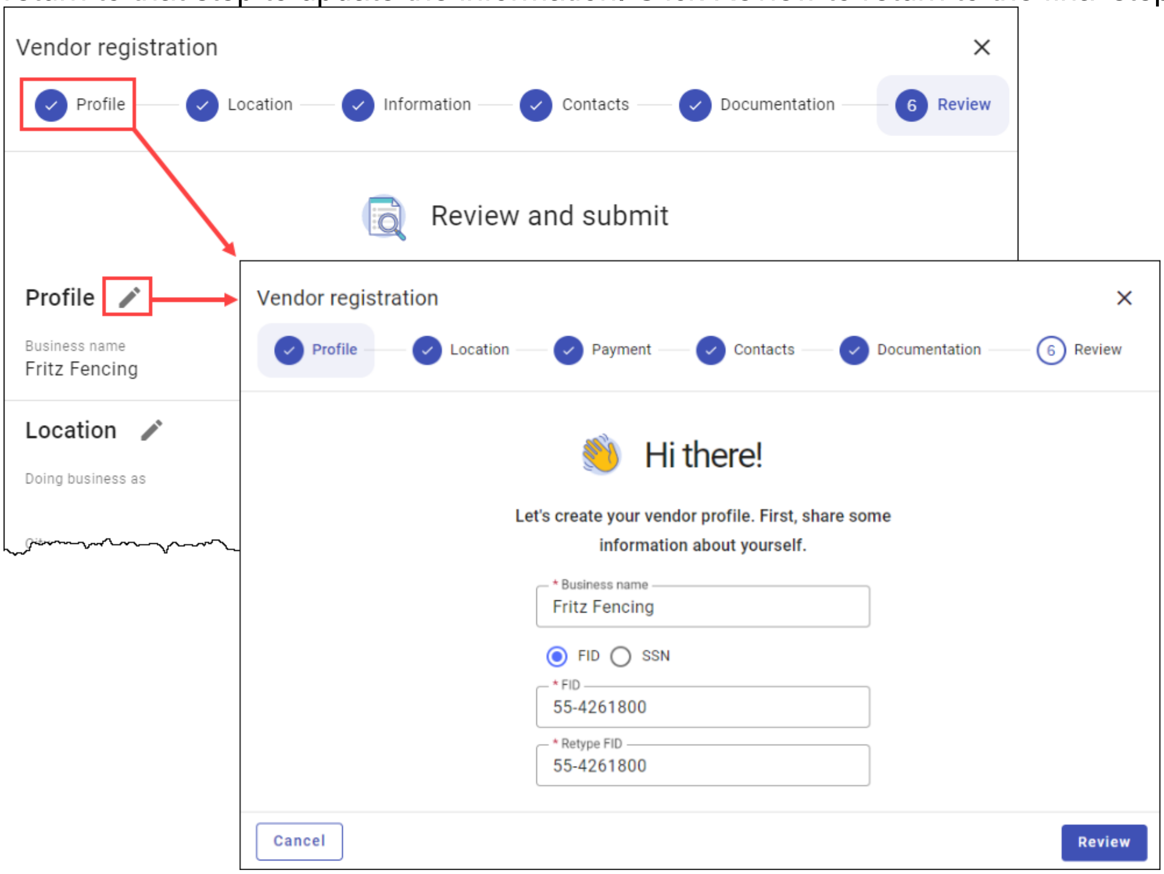


6. Click Next to proceed to the final step to review the entered information.



7. Review the information and click Submit to complete the registration. To make changes, either click the step or click the Edit option beside the step heading to

return to that step to update the information. Click Review to return to the final step.



8. Once the vendor registration is submitted, the program provides a confirmation message. Click I'm Done to continue to the Vendor Access home page.