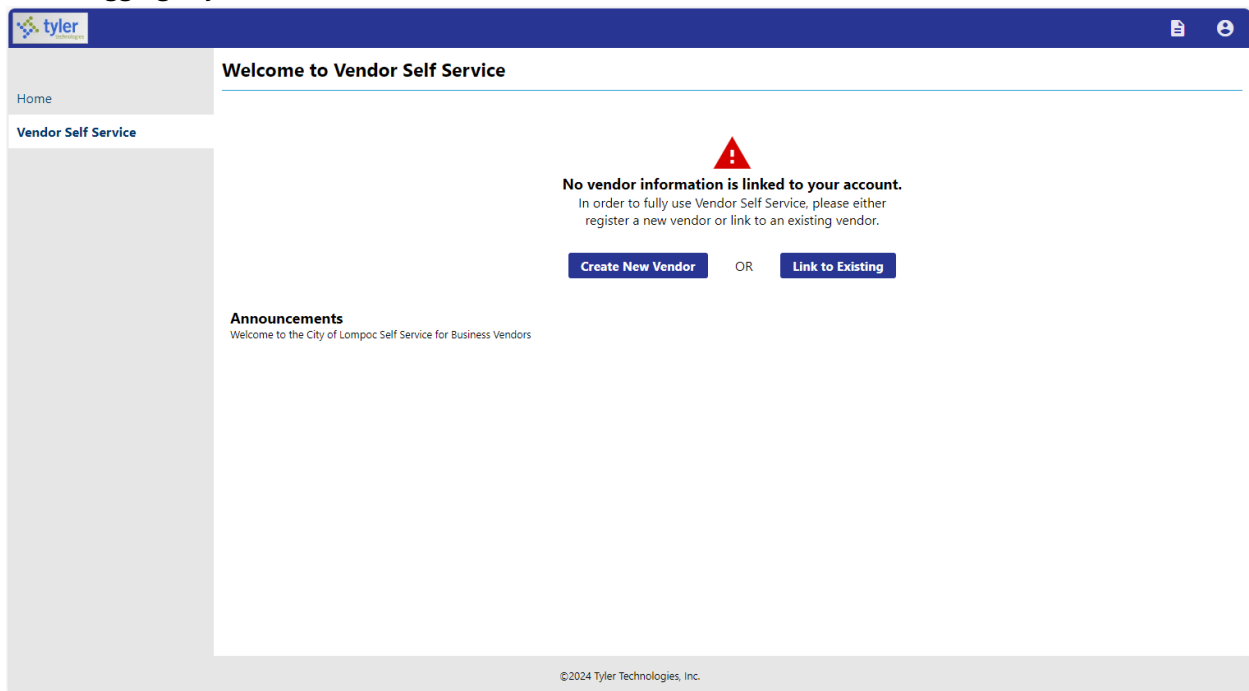




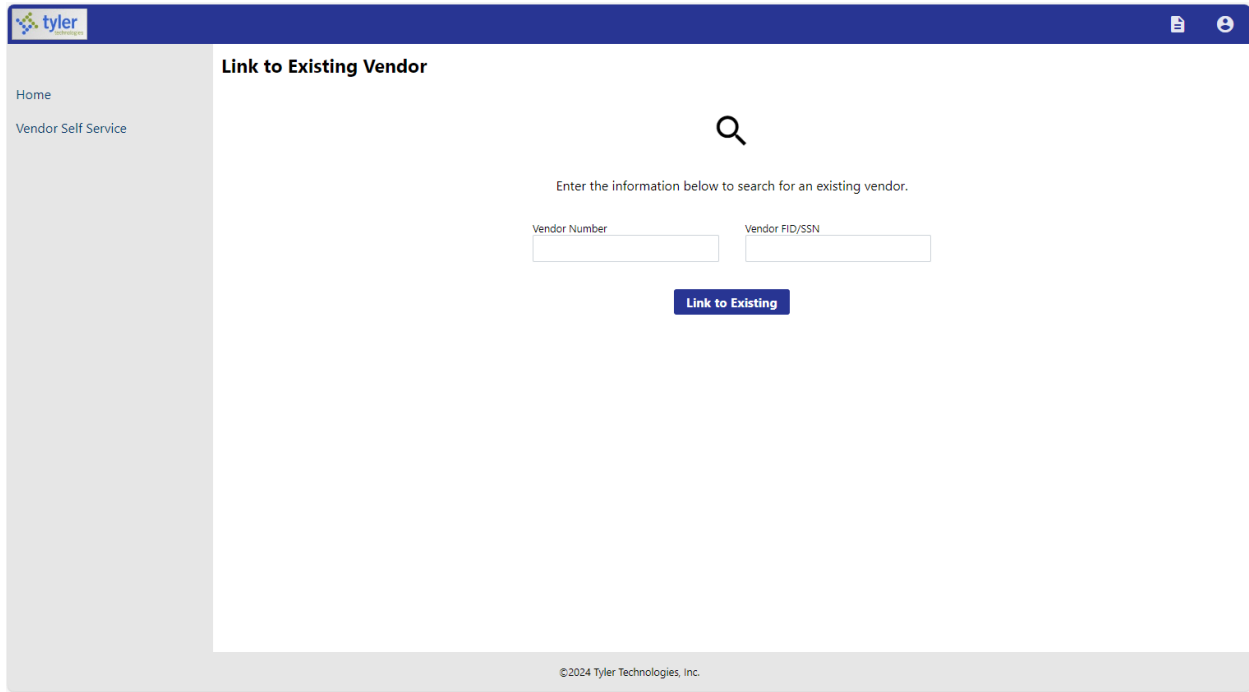
Instructions to Update Vendor Profile for EFT Payments

1. Log into [Vendor Self Service](#) Portal
2. After Logging in you should see a screen that is similar to this:

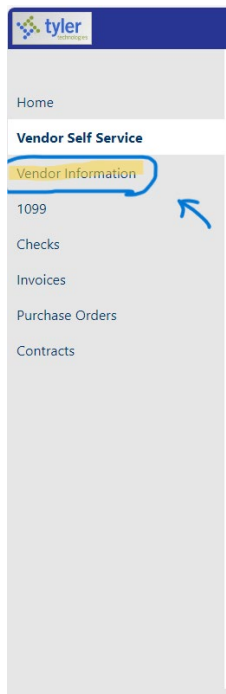


3. Click on "Link to Existing".

4. You should see a screen that looks like this:



5. Please enter your Vendor Number or you FID/SSN number, then click on “Link to Existing”. If you don’t know your vendor number, email AP@ci.lompoc.ca.us and we can look it up for you.
6. Contact information page is displayed. Please complete and click Continue. (need screen shot)



7. On this screen, click on Vendor Information.
8. Commodities page may be displayed (need screen shot). Choose a code, click Add and then Finish

9. Click on Change at the top of the screen.

The screenshot shows the 'Vendor Information' page in the Tyler system. The 'General Information' section is highlighted with a yellow circle and a blue arrow pointing to a 'change' link. The page displays the following information:

- General Information:** Testing Corp, Entity, 100 Civic Center Plaza, Lompoc, CA 93448. A 'change' link is highlighted.
- Attachments:** Vendor type: VSS - VSS
- 1099:** Foreign Entity, MBE, Independent contractor (checkboxes).
- Checks:** Discount Percentage: 0.000, Days to Discount: 0, Days to Net: 0.
- Bank Information:** Bank of America, Account number: [redacted], Account type: Checking.
- Address Information:** Accounts Payable, Name/DBA, Address, Is Default, Purchasing, Name/DBA, Address, Is Default, Contacts.
- Table:** A table with columns: Type, Name, Title, Email, Phone, Fax. The first row is labeled 'ACCOUNTS PAYABLE' and has a redacted name and email.

10. Scroll to the bottom of the Vendor Information Screen, and enter your bank account information as shown here:

The screenshot shows the bottom section of the 'Vendor Information' page. The 'Bank Information' section is highlighted, showing the following fields:

- Bank Information:** Bank Routing Number, Bank Account Number, Bank Account Type (Checking).
- Payment Terms:** Discount Percentage (0), Days to Discount (0), Days to Net (0).
- Delivery Methods:** Your preferred payables delivery method(s) (Mail, E-Mail), Your preferred purchasing delivery method(s) (Mail, E-Mail).
- Minority Business Enterprise:** Minority Business Enterprise, Minority Business Enterprise Classifications (General).
- Federal Tax ID Number or Social Security Number:** FID or SSN (FID, SSN), FID/SSN, Re-type FID/SSN.
- Sample Check:** A sample check image showing the routing number (123456789), account number (123456789123), and check number (1234).

11. Click "Update"

12. Send an email to AP@ci.lompoc.ca.us and let us know that you have completed the above steps. We will then go into your profile and enable EFT payments. Your first payment after setting up EFT will still be a physical check as we send the Pre-Note to the Bank for verification.