

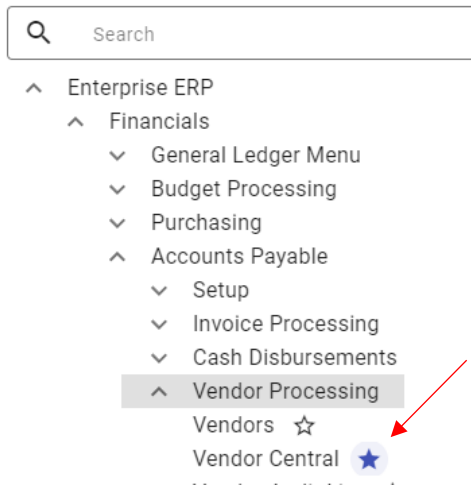
Tyler Topic: Vendors

If you need a new vendor set-up in Tyler or have an update to an existing vendor, please email accountspayable@fairfield.ca.gov and include the company's W9 (and EDD if applicable).

How to Search for a vendor in Tyler Munis:

From the Tyler Menu: Financials>Accounts Payable>Vendor Processing>Vendor Central

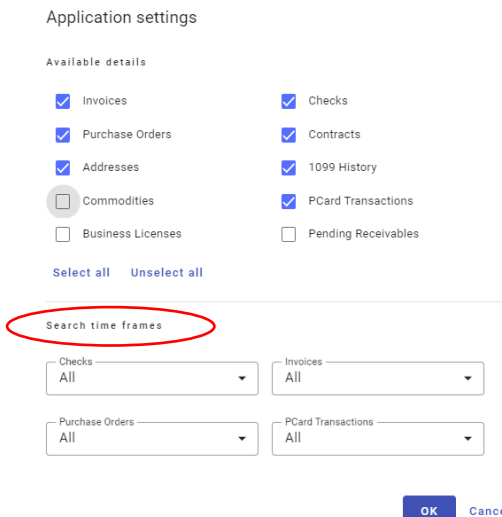
Tyler Menu



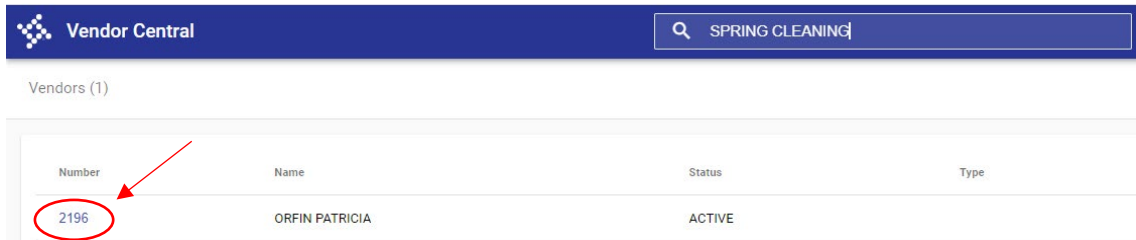
Important! Check the Settings by clicking on the wheel in the top right corner of the Vendor Central screen:



The Search time frames have been defaulting to 180 days. Change the to "All" to be able see the entire history of a vendor, and select the Available Details you wish to see, and hit OK:



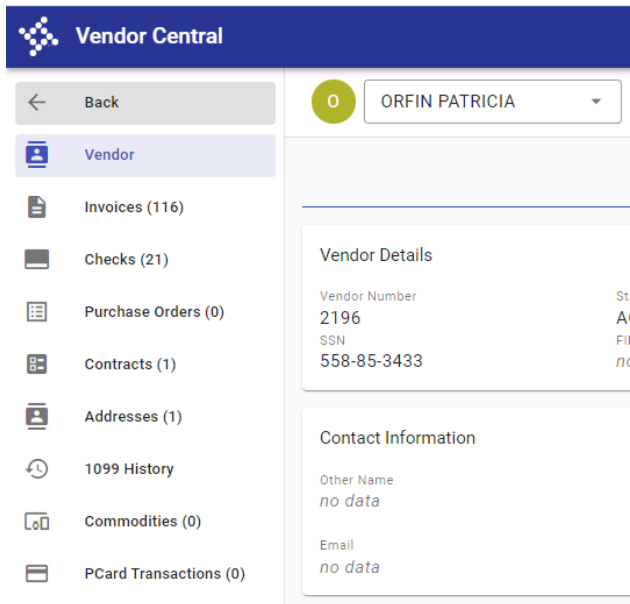
Type in the vendor name or a portion of the name and hit Enter (note that some vendors go by DBA's and this could vary). For example, typing in Spring Cleaning for the The Spring Cleaning company yields the below results:



The screenshot shows the Vendor Central interface with a search bar containing 'SPRING CLEANING'. Below the search bar, it indicates 'Vendors (1)'. A table lists the search results with columns for Number, Name, Status, and Type. The first result is highlighted with a red circle around the number '2196' and a red arrow pointing to it.

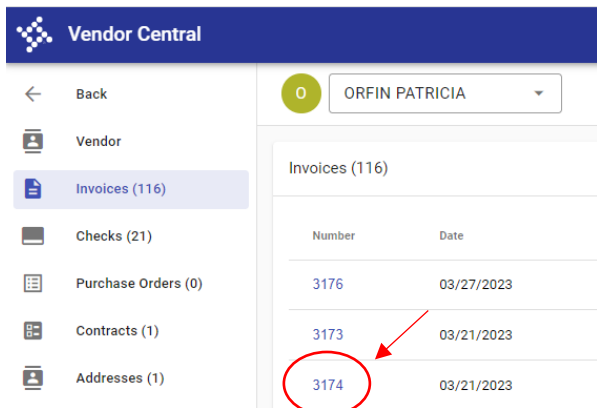
Number	Name	Status	Type
2196	ORFIN PATRICIA	ACTIVE	

Click on the Vendor number to bring up the vendor details and use the tabs on the left side to view vendor information, invoices, checks, purchase orders, contracts, addresses, etc. for the selected vendor.



The screenshot shows the Vendor Central interface with the vendor details for 'ORFIN PATRICIA'. The left sidebar contains navigation tabs: Back, Vendor, Invoices (116), Checks (21), Purchase Orders (0), Contracts (1), Addresses (1), 1099 History, Commodities (0), and PCard Transactions (0). The main content area displays 'Vendor Details' and 'Contact Information'. The Vendor Details section shows: Vendor Number 2196, SSN 558-85-3433, and a partially visible 'St' field. The Contact Information section shows 'Other Name' as 'no data' and 'Email' as 'no data'.

The links on these tabs will take you to various other menu screens in Tyler (for example, going to the Invoices tab and clicking on the individual invoices will take you to Invoice Central to view the individual invoice details).



The screenshot shows the Vendor Central interface with the vendor details for 'ORFIN PATRICIA'. The left sidebar contains navigation tabs: Back, Vendor, Invoices (116), Checks (21), Purchase Orders (0), Contracts (1), and Addresses (1). The main content area displays 'Invoices (116)'. A table lists the invoices with columns for Number and Date. The first three rows are visible: 3176 on 03/27/2023, 3173 on 03/21/2023, and 3174 on 03/21/2023. The number '3174' is circled in red, and a red arrow points to it.

Number	Date
3176	03/27/2023
3173	03/21/2023
3174	03/21/2023