Vendor Portal – Registration Tips for Design Professionals and Consultants

Please save this information for future reference when updating your profile.

- For questions regarding Design Professional or Consultant registration, please email

  SubmittalAdministration@capnet.ucla.edu

- For questions regarding Construction Contractors registration, please email

  ContractsAdministration@capnet.ucla.edu

Please download the Vendor Portal User Guide: **Vendor Portal User Guide (PDF)**

REGISTERING- If you already have a login username and password, you need to create a vendor profile. If not, please use the user guide in conjunction with these tips.

- If you choose the construction contractor or both options, click **YES** to be included on the rotating bid list.
- If you only select Design/Consultant, click **NO** for the rotating bid list.

EMAIL NOTIFICATIONS (User Guide section 2) - To receive RFQ notifications for projects, please check that notification option in your vendor profile. Once an RFQ is advertised, announcements through email notifications will be automatically sent to firms subscribing to receive notifications. The email is sent to the Primary contact.

PROFILE (User Guide section 3)- The system was created with BOTH contractors and Design professionals/ Consultants in mind.

- ➢ **DIR** - With that being addressed, the DIR and CA License sections are for contractors to fill in. Design Professionals/Consultants can write in NA. For the DIR Start/Expiry Date, please input today's date.

- ➢ **LICENSE (User Guide section 3)-** The CA # field is for firms with a California "Construction or Architectural" license. If you don't have one, they can enter NA. There is an "Other License" field in the Profile tab where you can specify a license that is not listed.

OWNER (User Guide section 3)- Indicate your firm's various classifications on the *Owner Type* page. Selecting SBE or DVBE on this page will automatically place them in the Sheltered Applicant Pool. They can also upload their Confirmation of Certification and Certified Small Business Certificate in the attachment section of your profile. See Screenshot below,

SPECIALTIES (User Guide section 3)- Please only add the specialties your firm can perform internally. Hiring a sub-consultant to meet one of our listed specialties is not an appropriate listing for your firm. Hiring subconsultants to fulfill specialties **is not acceptable**.

Instead, we encourage you to ask your sub-consultant partners to sign up individually. Please send them the following website, which provides instructions under the Contractors and Design Professionals section: https://www.capitalprograms.ucla.edu/Contracts/Overview

WORK EXPERIENCE (User Guide section 3)- If you are a **new company**, there is no need to add anything to your work experience. Instead, when you add your company profiles, create a comprehensive profile highlighting your specialties and introducing your team.

Although you can and should submit project information in your company profile, you can utilize the work experience section to provide in-depth information on "Highlight" projects that are important in your company's experience.

USERS (User Guide section 3)
➢ ***PRIMARY CONTACT –*** *The primary Contact in your profile will be the person receiving notifications and updates regarding the UCLA Portal. We recommend that the Primary contact be the person administering the portal. We also recommend that you check your junk email for updates before informing us that you have not received notices from the UCLA Vendor portal.*

Lastly, you are all able to make updates to your profiles at any given point in time to provide us with your most accurate information. Save your username and password.

➢ ***MULTIPLE USERS (User Guide section 3)**– You can have multiple registered users under a single company profile. You can add multiple users under the "Users" tab (Steps 12-15 of the attached user guide).*

ATTACHMENTS (User Guide section 3)
➢ ***COMPANY PROFILE-***
*You are **<u>REQUIRED</u>** to attach a short company profile (listing supplemental services, specialties, highlights of projects, staff, and accomplishments) in the attachment portion of the profile. The brief profile should be **no more than five pages**/10MB. I suggest you add the title "Company Profile" in the DESCRIPTION section of the Company profile attachment. Every company adds attachments with various titles in the names section. Listing "Company Profile" in the description will allow project managers to easily identify the profile attachment and check your information.*

You will not be able to finalize your registration without this attachment
added names such as "Quals, Brochure, overview, SOQ, and Qualifications." Some firms have added many profiles per type (i.e., Higher Education, Health, laboratory, etc.)

Profile	Work Capabilities	Owner	Insurance	License	Specialty	Work Experience	Users	Attachments	Events

File(s) Uploader
File Description

Optional: Enter File Description. If multiple files selected they will all have the same description

Select Files   Drop File Here

Files Already Uploaded

↓ Download Zip   ✎ Edit   ✕ Delete   🔍 Search grid for ...   🖶 Export   🗐 Columns

		Type	Name	Description	Size	Is Active	Created By	Created Date T... ↓
☐	Download	PDF	CP Test-CompanyOverview-...	Company Profile	36K	☑	lilianam	7/1/2021, 10:59 AM	⋯
☐	Download	FILE	CP Test-HealthSys.docx	Health Systems Supplemental	12K	☑	lilianam	7/1/2021, 10:58 AM	⋯
☐	Download	PDF	CP Test-HigherEd.pdf	Higher Education Suppleme...	37K	☑	lilianam	7/1/2021, 10:57 AM	⋯
☐	Download	PDF	CP Test-W9.pdf	W-9	34K	☑	lilianam	7/1/2021, 10:57 AM	⋯

Description	
Company Profile	
W9	
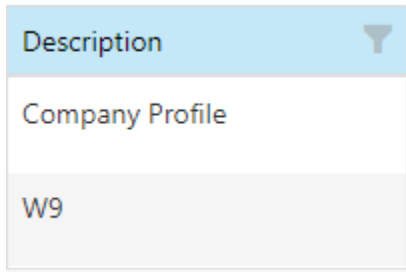
Please note that if you have already uploaded documents without a description or would like to update the description, you will need to delete that specific upload and re-upload the document to open the description window, allowing you to label the description of the document correctly.

SUBMIT- Once you complete all segments, you need to click on Submit. Otherwise, your registration will remain in DRAFT mode, and we cannot confirm your registration.   Once your registration is reviewed and approved, our Accounting department will send you an invitation to register with purchasing. This invitation may take several weeks to receive.

DISPLAY MISSING INFORMATION- Click the "Show Missing Info" button on the Profile tab to display missing information. Once all required information is entered, click the "Submit" button. Otherwise, your company profile status will remain in **DRAFT** mode, and we will not be able to confirm your company's vendor profile.