

Vendor Portal Instructions

For vendors and trades



Last Updated: 8.1.2023

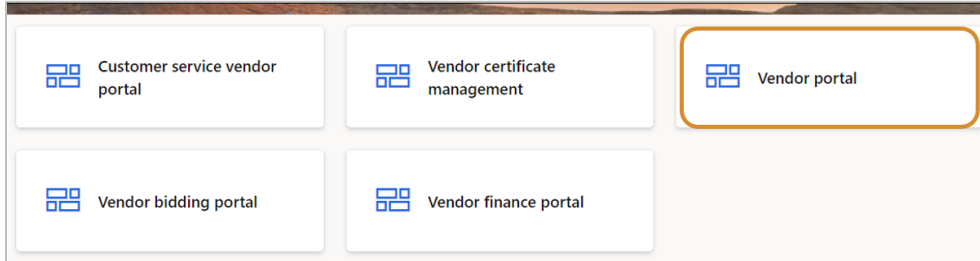
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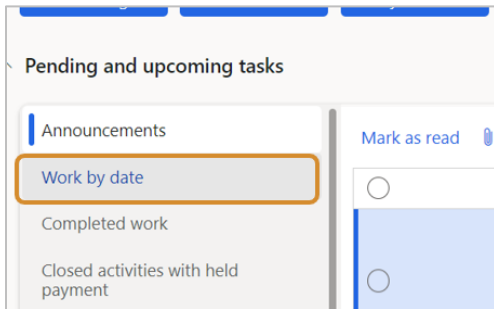
WORK ORDERS

How to View Work Orders

- From the homepage, select **Vendor portal**.



- Click on **Work by date** to see all lots for which you have work orders.



- Select the lot you want to view work orders for and click **View work orders** on the top ribbon. Scroll through this to see your work orders on the selected lot and each work order's details. **Note: Make sure you have selected the most recent version of that work order.*

Lot/Element	Simple address	Start date	End date	Activity purpose	Cost category
Andrew's Acres SF-01/1/003	125 Brian Boulevard	6/16/2023	6/17/2023	Exterior Stone / Brick	Rock
<input checked="" type="checkbox"/> Andrew's Acres SF-01/1/004	126 Brian Boulevard	6/17/2023	6/18/2023	Exterior Stone / Brick	Rock
Andrew's Acres SF-01/1/004	126 Brian Boulevard	6/17/2023	6/18/2023	Exterior Stone / Brick	Exterior Flashing Labor
Andrew's Acres SF-01/1/008	130 Brian Boulevard	6/21/2023	6/22/2023	Exterior Stone / Brick	Rock

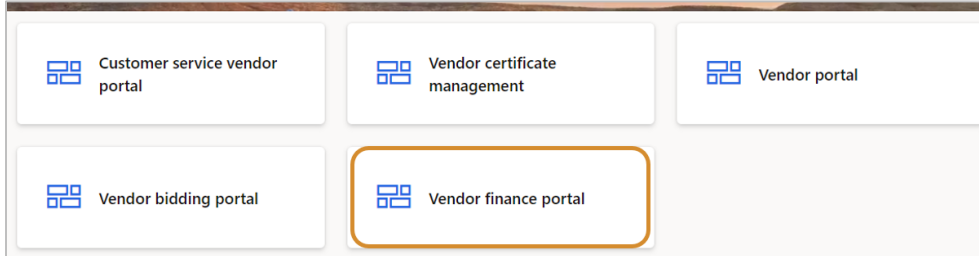
- To view, print, or download a PDF summary of your work orders with full details for items, descriptions, price, quantity, etc., click **Print** on this screen.



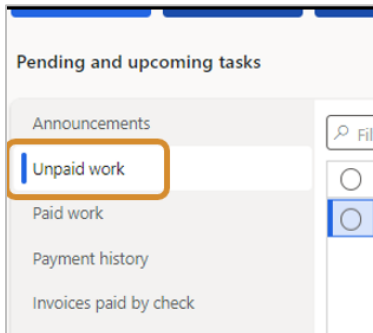
How to Check the Status of Work Orders

If you have completed your work and want to check on the status of the work order, you can check on it in the vendor finance portal. **Note: If you have expired certificates, your payments will be held until new ones are uploaded and approved.*

- From the homepage, select **Vendor finance portal**.



- Click on **Unpaid work** on the lefthand side. This will take you to a list of lots that have work orders assigned to you for which you have not been paid yet.



- Select the lot and activity you want to check. Scroll to the right on this page and it will show if the activity was closed by the superintendent and the date of when it was closed.

	Activity purpose	Cost category	Closed by superintendent	Responsible
<input type="radio"/>	Exterior Stone / Brick	Exterior Flashing Labor	5/11/2023	
<input type="radio"/>	Exterior Stone / Brick	Exterior Flashing Labor	6/16/2023	

- If the activity is not closed and you think it should be, message your super by selecting **New Message**. For messaging details, see section: *Messaging Functionality*.

- To see if your activity passed or failed, select **Activity task history** from the top of the table. This shows all the activities that your super has checked with a pass or fail checkmark. If you have a concern, message your superintendent, and see section: *What if one of my activity tasks failed?*

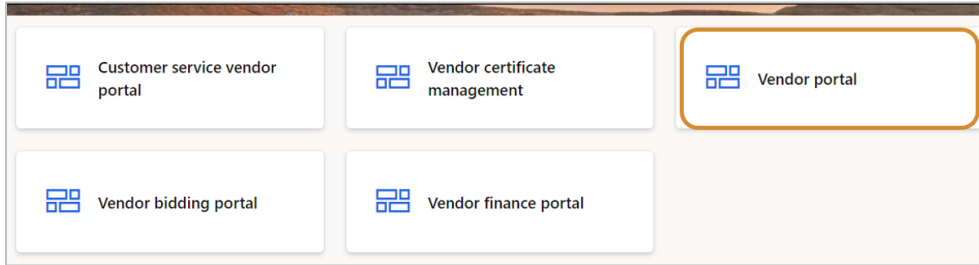
	Activity purpose	Cost category	Closed by superintendent	Responsible
<input type="radio"/>	Exterior Stone / Brick	Exterior Flashing Labor	5/11/2023	
<input type="radio"/>	Exterior Stone / Brick	Exterior Flashing Labor	6/16/2023	

What if one of my activity tasks failed?

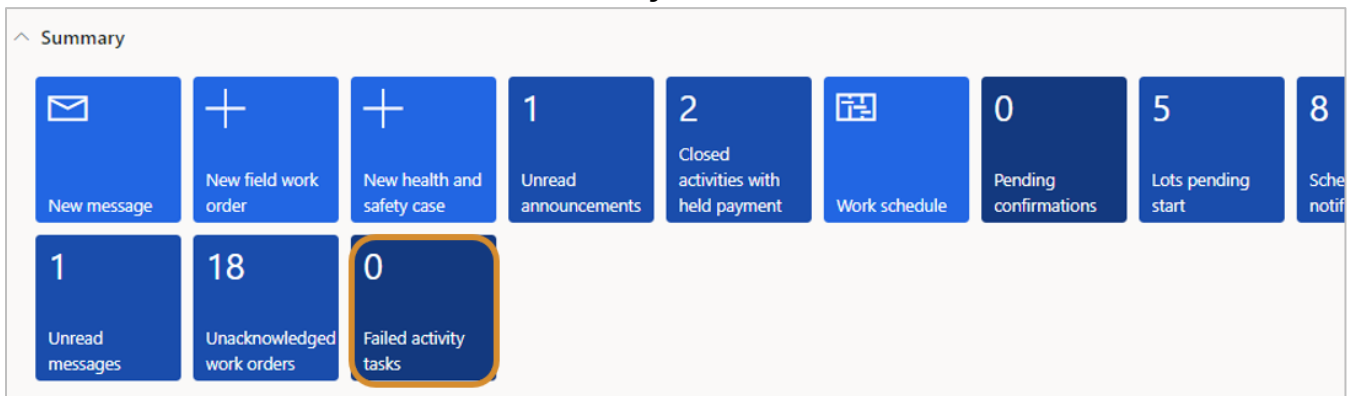
If you have a failed activity task, you should receive a message from your superintendent about why it failed and how to complete it. If you have completed the work to pass off the failed activity task, follow these instructions.

If you have failed activities without any explanation or message, use the messaging functionality in the vendor portal to contact your superintendent. See section: *Messaging Functionality*.

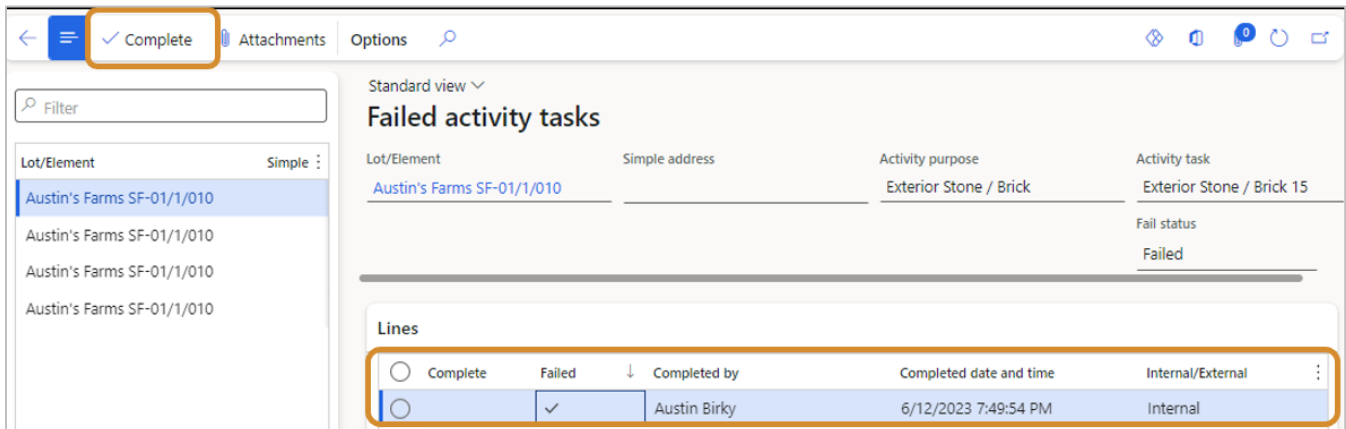
1. From the homepage, select **Vendor portal**.



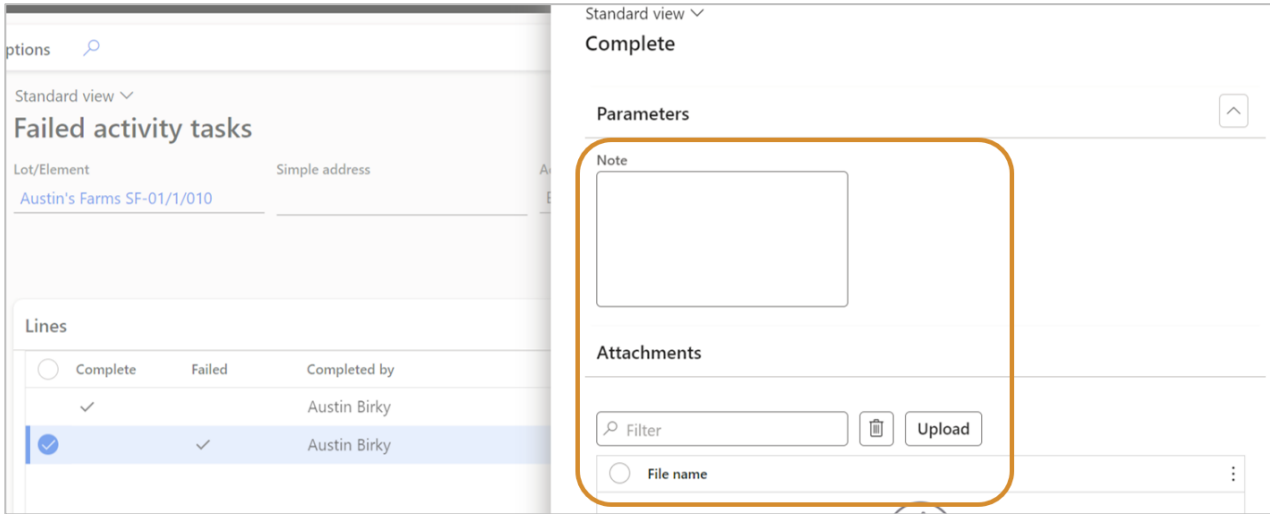
2. From the row of blue boxes, select **Failed activity tasks**.



3. The lefthand side of the screen shows the list of activities that have been failed. If you click on any of these, it will show the time and the name of the super associated with the job. Once you have completed the work to pass the activity task, select **Complete**.



- 4. This will open a page to add a note and attach pictures. You should always include a picture of the completed work. Click **OK** when you are done. The activity task's status will change from 'Failed' to 'Resubmitted' and the superintendent for the job will be notified that you have completed the activity task.



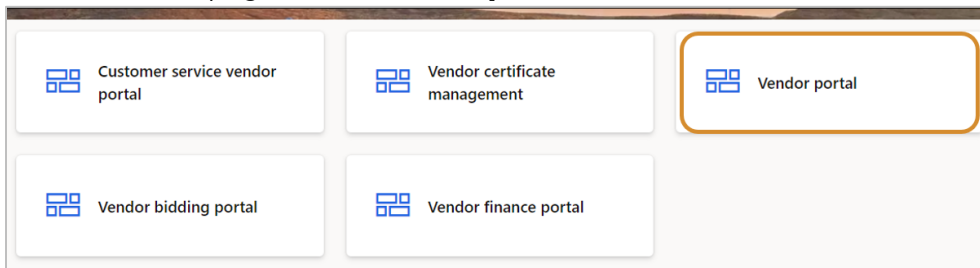
SCHEDULE

How to View your Schedule

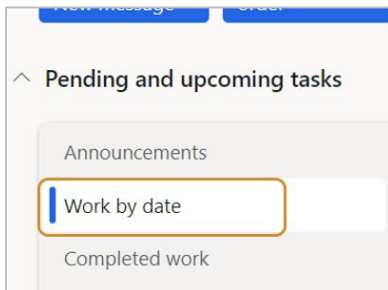
To know when you are supposed to be on a specific job, you can look at your **Work by Date** section in the vendor portal.

**Note: This view includes confirmed and not confirmed schedules for work orders. All work order schedules should be confirmed and/or rescheduled so the superintendent knows when you will be there.* To confirm the schedule, see section: *How to Confirm the Schedule for Work Orders*. To reschedule a job, see section: *How to Request a Schedule Change*.

1. From the homepage, select **Vendor portal**.



2. On the lefthand side of the screen, click on **Work by date**.



3. Here you can view all the jobs and activities you are assigned to. Across the header, you will see columns with the lot information, the address, and the start and end date.

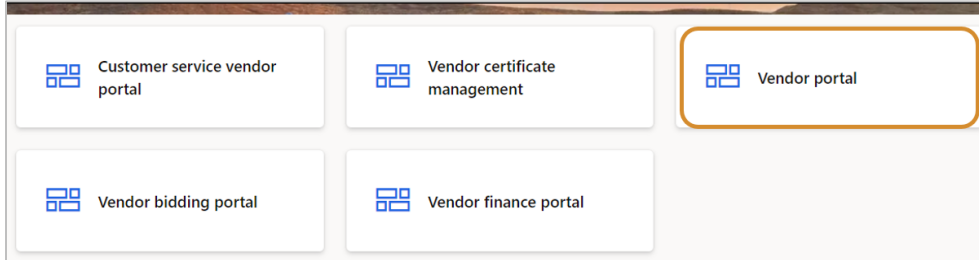
**Note: In this view under Lot specifics, you can also find information like documents, options, permit number, site contacts, and a map to the job. You can also view work orders and activity tasks.*

Lot/Element	Simple address	Start date	End date	Activity purpose	Cost category
Andrew's Acres SF-01/1/003	125 Brian Boulevard	6/16/2023	6/17/2023	Exterior Stone / Brick	Rock
Andrew's Acres SF-01/1/004	126 Brian Boulevard	6/17/2023	6/18/2023	Exterior Stone / Brick	Exterior Flashing Labor
Andrew's Acres SF-01/1/004	126 Brian Boulevard	6/17/2023	6/18/2023	Exterior Stone / Brick	Rock

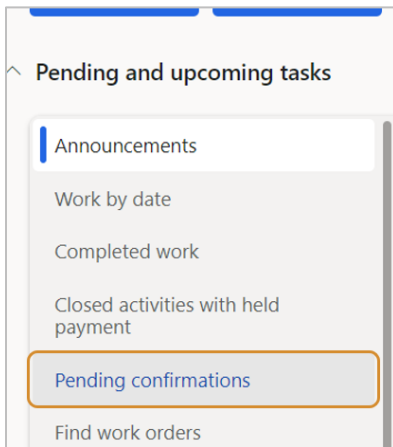
How to Confirm the Schedule for Work Orders

If you receive a job in your vendor portal, you need to look at and confirm the schedule for that work order so that the superintendent knows when to expect you. If you need to reschedule, see section: *How to Request a Schedule Change*.

1. From the homepage, select **Vendor portal**.



2. On the lefthand side, click on **Pending confirmations**. This will pull up a list of jobs that you need to confirm the schedule on.



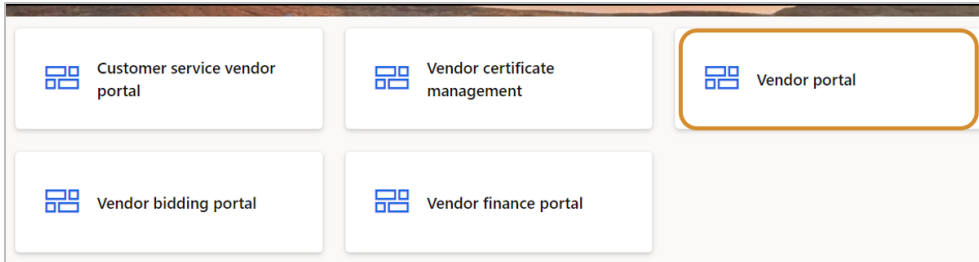
3. Go through each job on the list and confirm all the jobs that work for your schedule by highlighting them and clicking **Confirm**. This will notify the superintendent that you are aware of and planning to complete the job. If you need to reschedule, see section: *How to Request a Schedule Change*.

Lot/Element	Simple address	Activity purpose	Start date	Requested start date
<input type="radio"/> Andrew's Acres SF-01/1/013	103 Kennedy Road	Exterior Stone / Brick	7/14/2023	

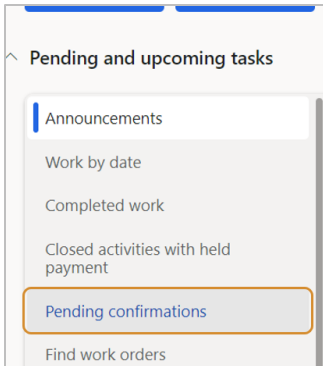
How to Request a Schedule Change

If you receive a job in your vendor portal that you need to reschedule for whatever reason, you need to request that the superintendent amend the schedule to a date that works for you.

1. From the homepage, select **Vendor portal**.



2. On the lefthand side, click on **Pending confirmations**. This will pull up a list of jobs that you need to confirm the schedule on.



3. If you cannot make the scheduled time, you can request that the superintendent reschedule you for a different day by clicking **Request reschedule**.

Lot/Element	Simple address	Activity purpose	Start date	Requested start date
Andrew's Acres SF-01/1/013	103 Kennedy Road	Exterior Stone / Brick	7/14/2023	

4. This will open a new window where you can suggest a new date when you can be there. Fill in the **Requested start date** and then click **OK**. This will not shift the schedule, but it will notify the superintendent that you requested a different day. (Ignore the 'Run in the background' section of this form).

Request reschedule

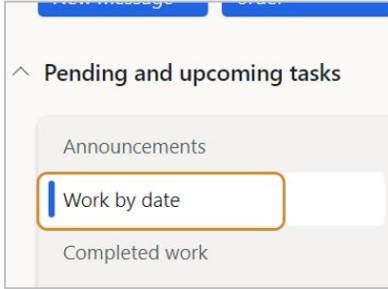
Parameters

Requested start date

7/14/2023 📅

Run in the background

- 5. Another way to increase communication with your superintendent in the system is to send a message that you need to reschedule from your vendor portal.
- 6. In the same vendor portal workspace, go to your **Work by date** section by clicking on it from the menu in the lefthand side of the page.



- 7. Select the job you need to reschedule from the list and select **New message**.

***Note: Only one job can be selected at a time for the message function to work.**

Lot/Element	Simple address	Start date	End date	Activity purpose	Cost category
Andrew's Acres SF-01/1/003	125 Brian Boulevard	6/16/2023	6/17/2023	Exterior Stone / Brick	Rock
<input checked="" type="checkbox"/> Andrew's Acres SF-01/1/004	126 Brian Boulevard	6/17/2023	6/18/2023	Exterior Stone / Brick	Exterior Flashing Labor

Navigation: Filter, Complete work, **New message**, Tasks, Lot specifics, View work orders, View all crews

- 8. A new window will open titled new message. Fill in the information such as: **Vendor**, **Subject** (i.e. Schedule change request), and **Message**. In the body of the message, include as much information as possible such as when you are supposed to be there, why you can't make it that day, and when you recommend the schedule be changed to. Include any pertinent attachments in the section below.

New message

Parameters

Vendor: [dropdown]

Lot/Element: Andrew's Acres SF-01/1/004 [dropdown]

Subject: [text box]

Message: [large text area]

Attachments: [upload icon] **Upload**

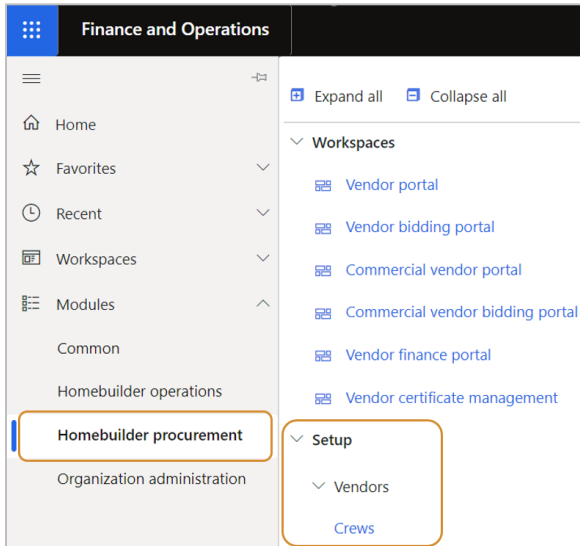
- 9. Click **Send** and it will send to the superintendent of that job so they can review it and make the call on adjusting it.

CREWS

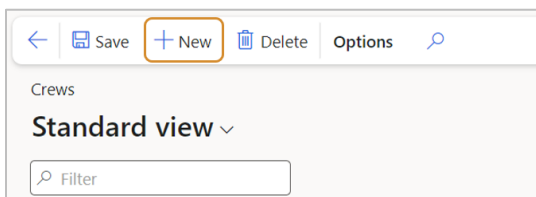
Setting up Crews and Assigning Them

The Vendor Portal has completely optional functionality for vendors to set up crews so that you can manage what crews are on which jobs.

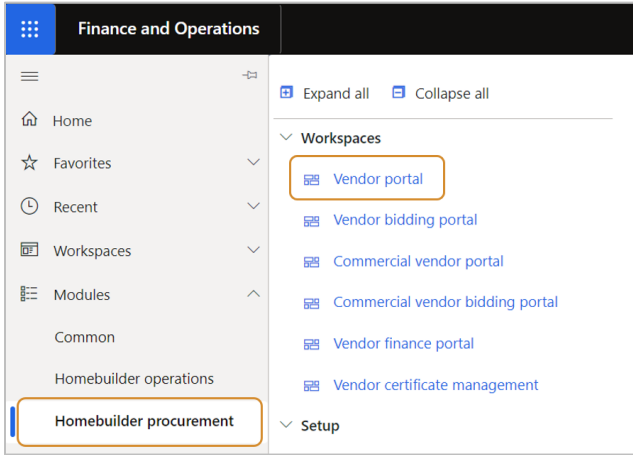
1. From the homepage, navigate to the **Homebuilder procurement** module on the left side of the page under 'Modules'. Go to **Setup > Vendors > Crews**.



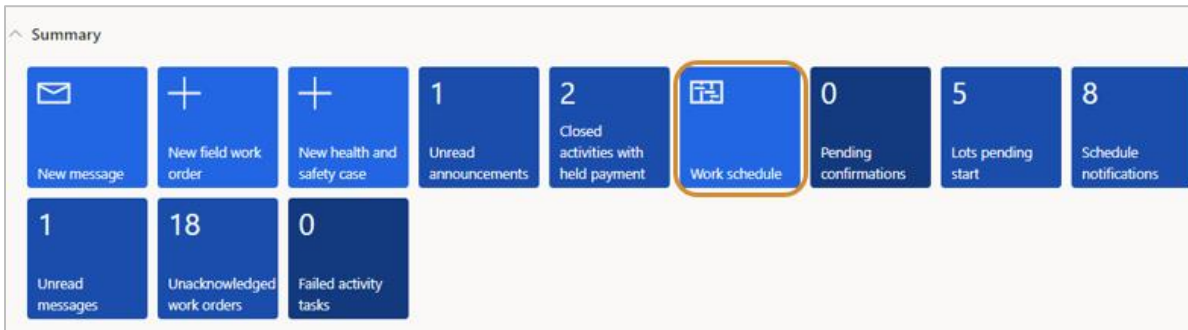
2. Once on the Crews page, click on **+New**. This will create a new line. Fill in all the information and label the crew in a way that makes the most sense to you. For example: Crew 1, 2, 3 or Bill's Crew, Dave's crew, etc.



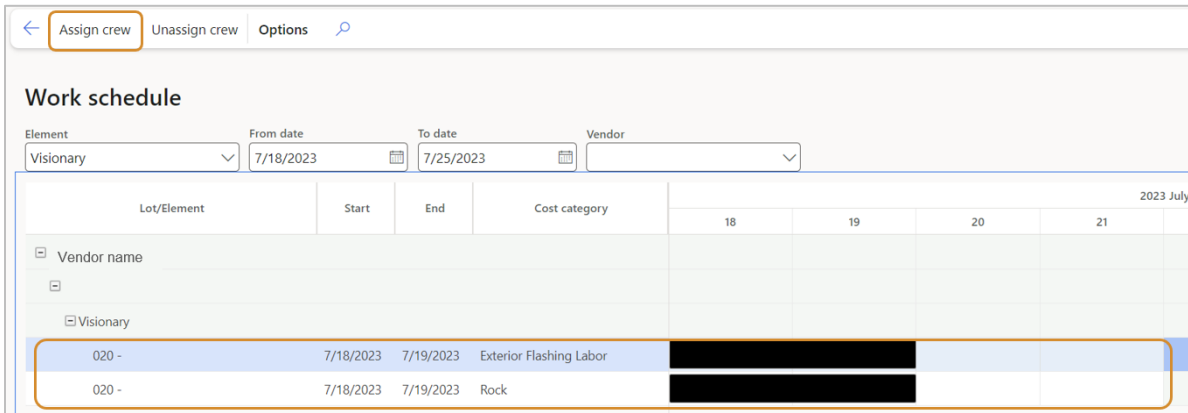
3. Click **Save** and then you can assign the crews to jobs.
4. To assign crews to jobs, go to your **Vendor portal**.



5. From the blue tiles across the top, click on the **Work schedule** tile.



6. Highlight the job from the list and select **Assign crew**.



7. This will open a new window. Select a crew from the dropdown menu that you created. Click **OK**.

Assign crew

Parameters

Crew
Crew 2

8. The job should be updated now with your crew's name and color if you selected a color.

Assign crew Unassign crew Options

Work schedule

Element: Visionary From date: 7/18/2023 To date: 7/25/2023 Vendor:

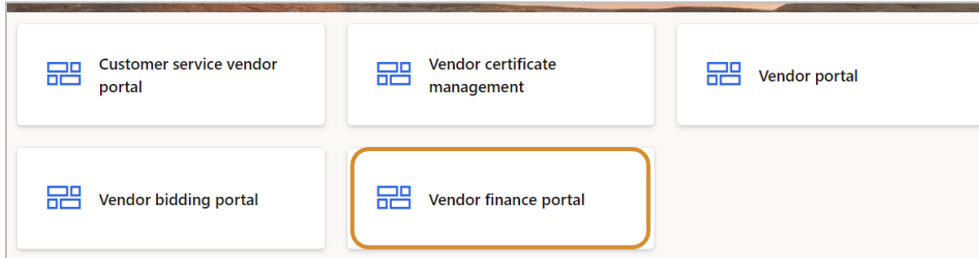
Lot/Element	Start	End	Cost category	2023 July				
				18	19	20	21	
Vendor name								
Crew 2								
Visionary								
020 -	7/18/2023	7/19/2023	Exterior Flashing Labor					
020 -	7/18/2023	7/19/2023	Rock					

VENDOR FINANCE

Vendor Finance Portal Overview

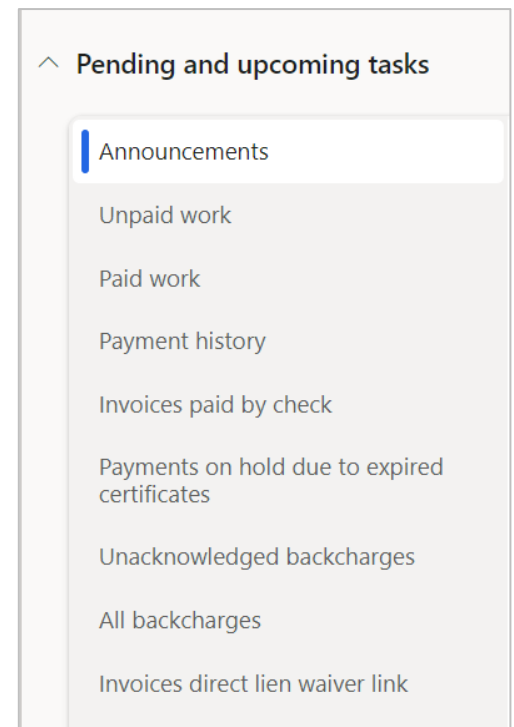
The Vendor Finance Portal is where trades (vertical and horizontal) can go to see what work they're being paid for and what is outstanding. This section will give you an overview of the different sections in the Vendor Finance Portal.

1. From the homepage, select **Vendor finance portal**.



On the lefthand side of the page:

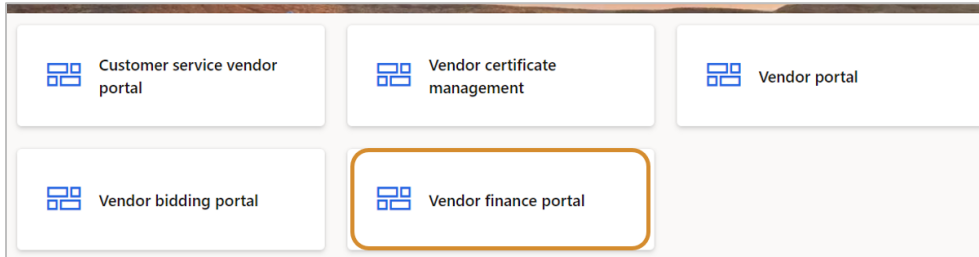
- **Announcements:** This is where any official updates and information from Visionary will be released to vendors.
- **Unpaid work:** Shows work orders that have not yet been paid.
- **Paid work:** Shows all the work orders that have been paid.
- **Payment history:** Shows previous checks cut to the vendor.
- **Invoices paid by check:** Shows which invoices are paid on what check.
- **Payments on hold due to expired certificates:** Shows what work payments are on hold until certificates and insurance are up to date in the system.
- **Unacknowledged backcharges:** Shows backcharges that have been assigned to the vendor. Vendors are not required to acknowledge the backcharges but it is a good way to stay up to date on what is going on.
- **All backcharges:** Shows the entire history of backcharges.
- **Invoices direct lien waiver link:** Links lien waivers.



Why Didn't I Get Paid?

There are several reasons why a vendor may not have been paid. If a vendor is not up to date with certificates and insurance information in the system, you may not have been paid. To rectify this, see section: *Vendor Certificate Management*. Other reasons may be that accounting hasn't cut the check yet, the super is holding payment, or if there is a dispute. If you have any concerns, message your superintendent and see section: *Messaging Functionality*.

1. From the homepage, select the **Vendor finance portal**.



2. On the lefthand side of the page, select **Unpaid work**. This shows the outstanding work that you have that has not been paid. This view includes where the job is located, the type of work, and when it was closed by the superintendent.

Pending and upcoming tasks

Announcements [New message](#) [Activity task history](#) [Lot specifics](#) [View work orders](#) [View all crews](#)

- Unpaid work**
- Paid work
- Payment history
- Invoices paid by check

Lot/Element	Simple address	Start date	End date	Activity purpose
<input type="radio"/> Andrew's Acres SF-01/1/003	125 Brian Boulevard	6/16/2023	6/17/2023	Exterior Stone / Brick
<input type="radio"/> Andrew's Acres SF-01/1/008	130 Brian Boulevard	6/21/2023	6/22/2023	Exterior Stone / Brick

3. On the lefthand side of the page, select **Payments on hold due to expired certificates**. This shows you the work that should be paid for but is not because of certificate issues. Highlight the job you want and click **Lines** to see details on where that work happened and what the work was for. To fix the expired certificates, see section: *Vendor Certificate Management*.

Pending and upcoming tasks

Announcements [Lines](#)

- Unpaid work
- Paid work
- Payment history
- Invoices paid by check
- Payments on hold due to expired certificates**
- Unacknowledged backcharges

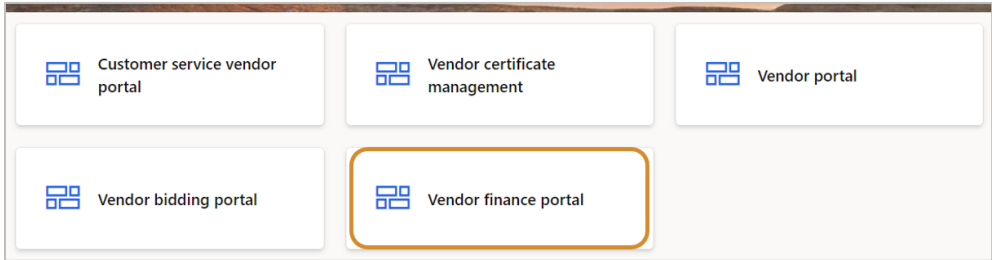
Invoice	Date	Invoice amount
<input type="radio"/> OK2P200066	5/11/2023	129.60
<input type="radio"/> OK2P200069	5/11/2023	1,193.35
<input type="radio"/> OK2P200129	5/12/2023	77.76
<input type="radio"/> OK2P200132	5/12/2023	357.01
<input type="radio"/> OK2P200267	5/17/2023	129.60
<input type="radio"/> OK2P200270	5/17/2023	4,630.08

Backcharges

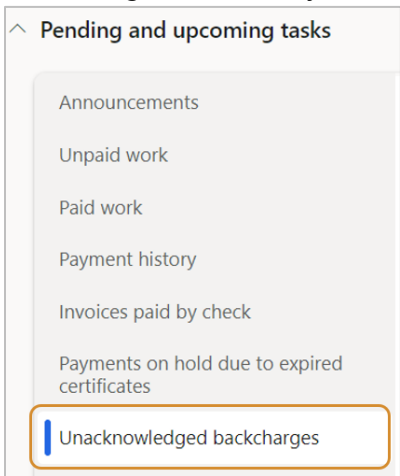
Backcharges may be issued for expenses incurred due to, but not limited to, damage to another vendor’s work or work that was left incomplete and had to be finished by a different vendor (including removing trash after work is complete). Discussion of a backcharge with a superintendent should take place via the messaging feature in the system. See section: Messaging Functionality.

***Note: Leaving a backcharge unacknowledged will not prohibit it from being processed.**

1. To view a backcharge and the details and reason for it, go to the homepage and select **Vendor finance portal**.



2. On the lefthand side, select **Unacknowledged backcharges**. This allows you to view a list of any backcharges issued to you.



3. Select one from the list and click **Lines** at the top to view the details of the charge. You can also view any attachments like photos by clicking **Attachments**. You can also print the backcharge from this page by clicking **Print**.

***Note: Leaving a backcharge unacknowledged will not prohibit it from being processed.**



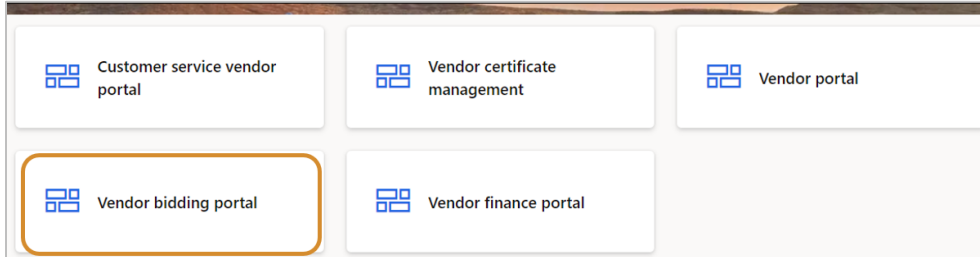
4. Once you have reviewed the backcharge (you can scroll left to right on the lines to see the full details), acknowledge it by selecting **Acknowledge** and it will move to **All backcharges**. If you would like to message your superintendent about the backcharge, see section: *Messaging Functionality*.

<input type="radio"/> Lot/Element	Date	Amount	Admin fee	Sales tax amou...	Total
<input type="radio"/> Anela TH-BLDG-01/01/001	7/19/2023	100.00	0.00	0.00	100.00

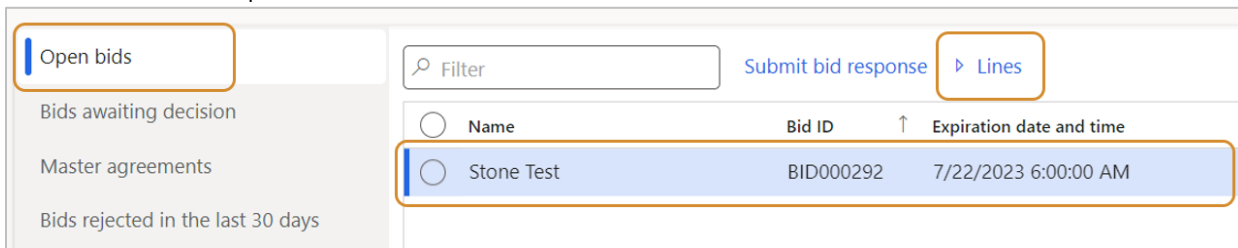
BIDDING

How to Submit a Bid

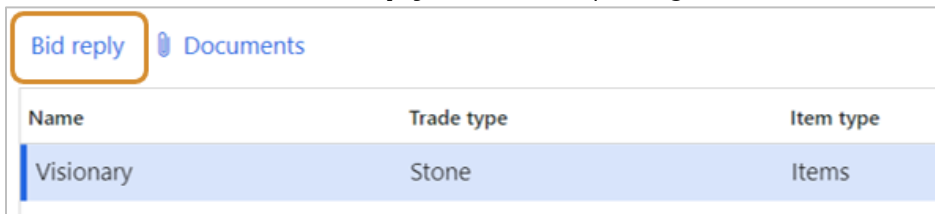
- From the homepage, select **Vendor bidding portal**.



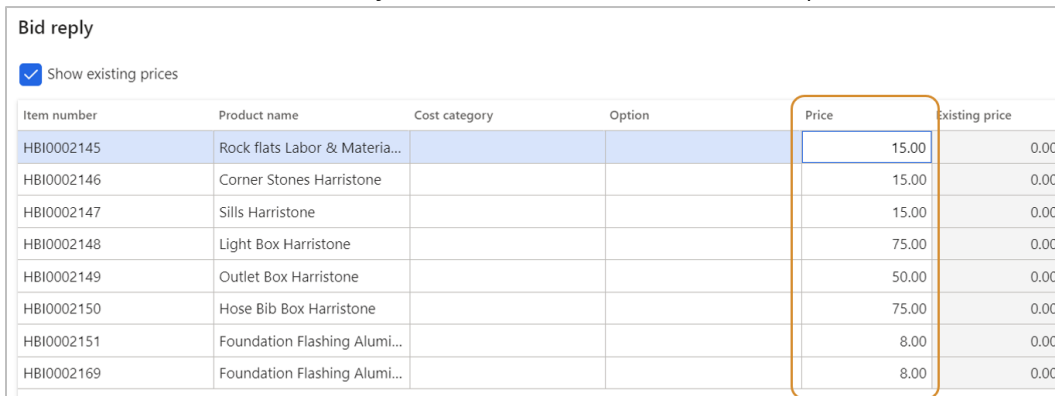
- Click on **Open bids**. Select the open bid request you want to look at and click **Lines**. This will show you the detail on the open bid.



- In the Lines view, click **Bid reply** to fill in the pricing for each line item in the bid.



- Fill out the **Price** section for your bid and click **OK** once complete.



- Click **Submit bid response** to send it back to your purchasing agent for their acceptance review.

The screenshot shows a web interface for bid management. At the top left is a search box labeled 'Filter'. To its right is a button labeled 'Submit bid response' which is highlighted with an orange border. Further right is a link labeled '< Lines'. Below these elements is a table with the following structure:

<input type="radio"/> Name	Bid ID	↑ Expiration date and time	⋮
<input type="radio"/> Stone Test	BID000292	7/22/2023 6:00:00 AM	

6. That bid will then be visible in the **Bids Awaiting Decision** section until it is either approved or rejected.

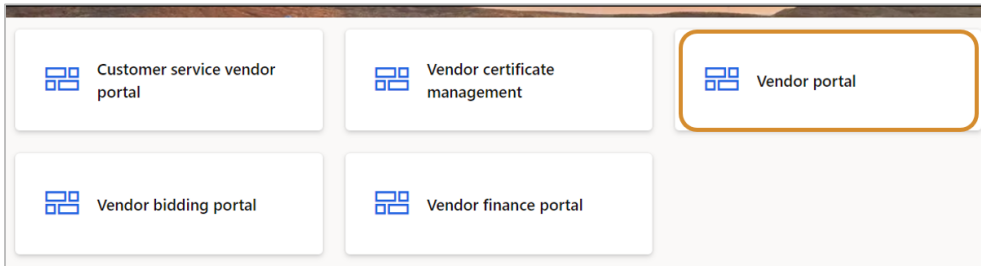
MESSAGING

Messaging Overview

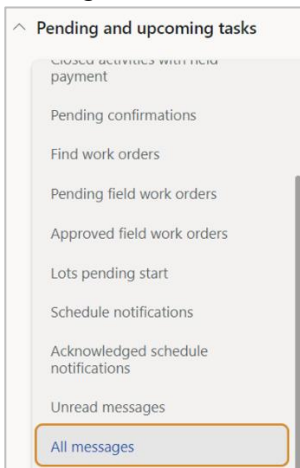
The messaging feature of the system should be used for communicating with the job superintendent. It will keep a record of the conversations related to that job and you can include attachments. Messaging can be done from a few places in the system, but the easiest place to see all your messages is in the Vendor Portal.

***Note: There is also a section for Announcements. These are not messages directed to any one vendor but they are official messages to a group of vendors from Visionary Homes.**

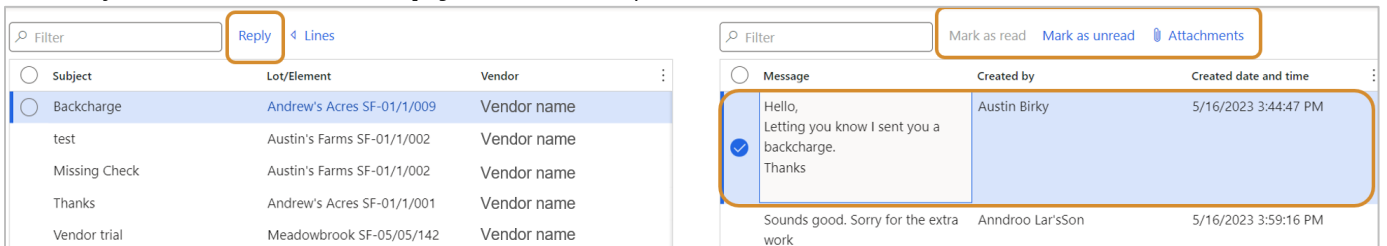
1. From the homepage, select **Vendor portal**.



2. To view all your messages, on the lefthand side select **All messages**. This will show you a list of all your messages.



3. Highlight a message by clicking the checkbox and then click **Lines** to view the details of the message. This includes any responses that you have received or sent (conversation history). Click **Attachments** to view any attachments. Click **Reply** to send a response.



- 4. At the top of the page, select the blue tile that says **New message**. This will open a new window where you can write a message to your super. ***Note: Filling in the lot/element info is how you ensure it goes to the correct superintendent.** Be concise in the subject as there is a character limit on how much you can type in there. Be as descriptive as possible in the body of the message. Include any relevant attachments in the section below the message. Hit **Send**.

New message

Parameters

Vendor

Lot/Element
Andrew's Acres SF-01/1/004

Subject

Message

Attachments

Filter Upload

- 5. There is also a blue tile at the top for **Unread messages**. Select this if you only want to view messages that are Unread. From here you can reply and mark messages as read.

Reply Options

Standard view

Unread messages

Subject	Lot/Element	Vendor
Vendor trial	Meadowbrook SF-05/05/142	David L Hamblin

Messages

Attachments

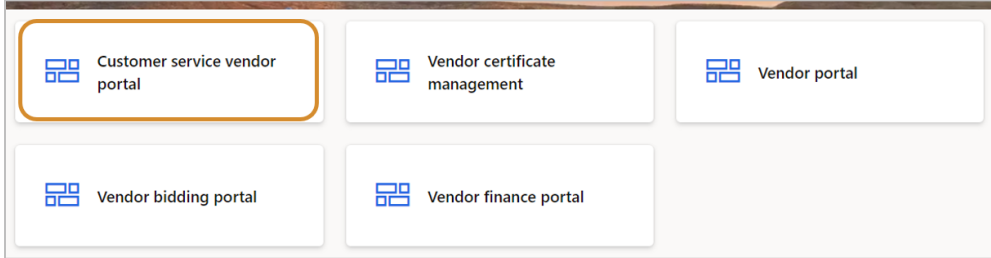
Message	Created by	Created date and time	Status
Test Message For DLH	Austin Birky	6/27/2023 5:46:04 PM	Unread
Got it Thanks	Vendor Test 2	6/27/2023 5:55:40 PM	Unread

CUSTOMER SERVICE / WARRANTY

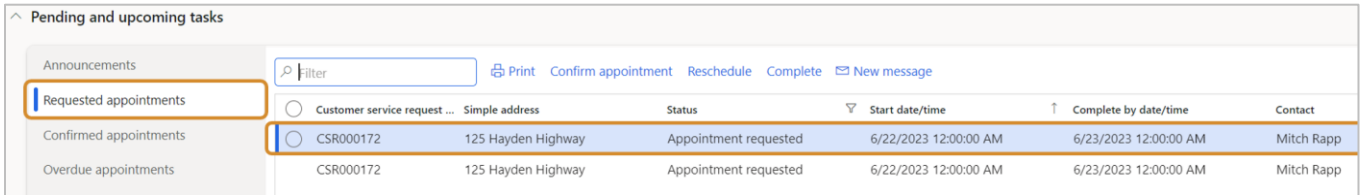
Customer Service Request

In the vendor portal, a customer service request is currently what we refer to as a warranty request. Customer service requests will be sent to you in the system and will be found in the Customer service vendor portal.

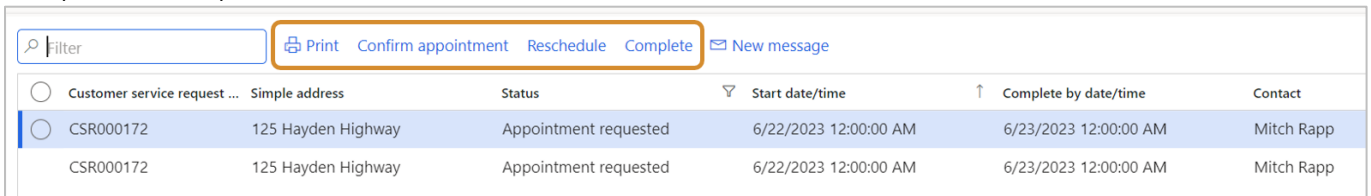
- From the homepage, select **Customer service vendor portal**.



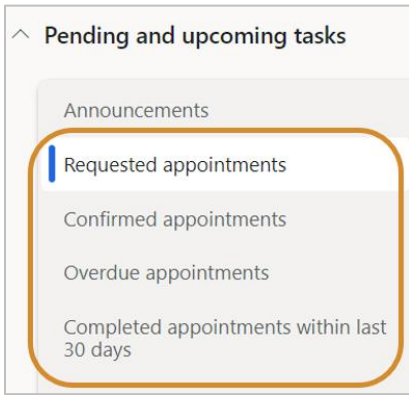
- On the lefthand side, select **Requested appointments**. This shows any customer service requests that have been sent to you. This page will show you the address, contact, and other information about the request.



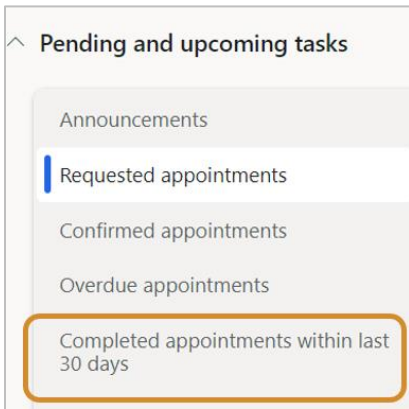
- Highlight a job by clicking on it. You can print the request, confirm the requested appointment, mark it complete, or request to reschedule it.



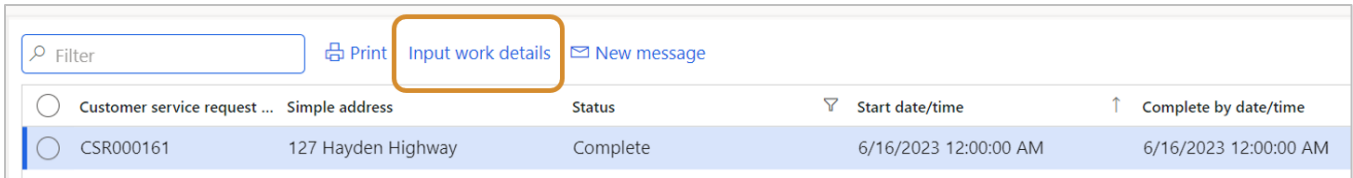
- If you confirm the appointment, it will move from requested appointments to **Confirmed appointments**. If you do not confirm by the requested appointment time, it will not move off the requested appointment list, but it will show up on the **Overdue appointments** list. There is also a list of **Completed appointments in the last 30 days**.



- 5. If you receive a request that you and the superintendent determine is outside of what should be covered by your warranty (for example: another vendor damages your work and you have to come back and fix it), you can request to get paid for the work by inputting work details. To do this, click on **Completed appointments within last 30 days**.



- 6. Highlight one of the customer service requests from the list, and then click **Input work details**.



- 7. This will pull up a new window with the details from the original request. In the 'Work details' section, click **+Add line**. Write a detailed description of what took place in the 'Text'. Enter the amount you are requesting to do the work in 'Amount'. Scroll to the bottom to attach any supporting documents and picture.

Work details

+ Add line Remove

	Text	Amount	Sales tax group	Item sales tax group	
<input type="radio"/>		0.00	▼	▼	⋮

Attachments ^

Filter

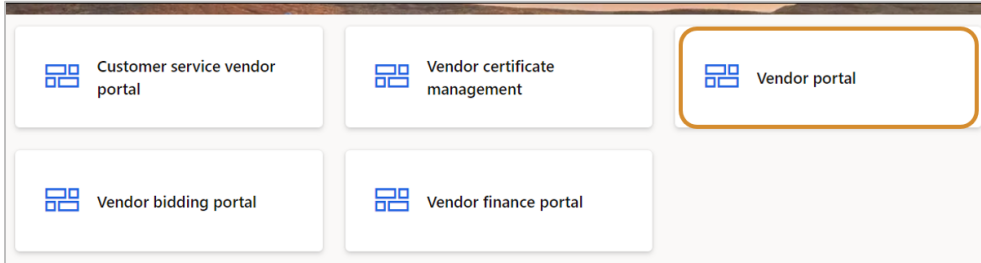
File name ⋮

8. Click **OK**. It will send it to be reviewed and either approved or denied. It will also then appear on the lefthand side in the 'Submitted work details' section and then 'Approved work details' when it is approved.

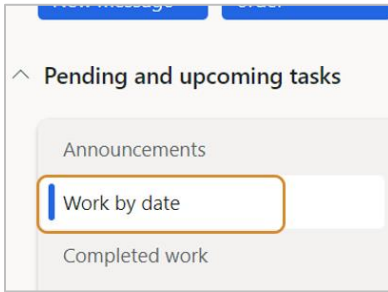
VENDOR AND LOT DOCUMENTS

How to View Lot Documents

1. From the homepage, select **Vendor portal**.



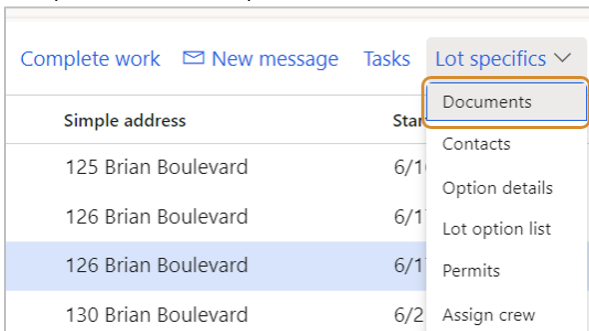
2. Click on **Work by Date** to see all work orders/lots assigned to your company and their scheduled start date.



3. Select the lot/element you want to view, then click **Lot specifics** in the top ribbon.

Lot/Element	Simple address	Start date	End date	Activity purpose	Cost category
Andrew's Acres SF-01/1/003	125 Brian Boulevard	6/16/2023	6/17/2023	Exterior Stone / Brick	Rock
Andrew's Acres SF-01/1/004	126 Brian Boulevard	6/17/2023	6/18/2023	Exterior Stone / Brick	Rock
<input checked="" type="checkbox"/> Andrew's Acres SF-01/1/004	126 Brian Boulevard	6/17/2023	6/18/2023	Exterior Stone / Brick	Exterior Flashing Labor

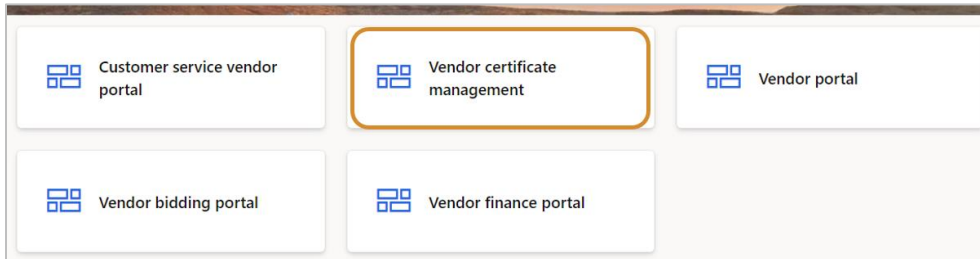
4. From the dropdown, select **Documents**. Here you can view all documents associated with the lot such as the plans, cabinet plans, tile sheets, selection documents, etc.



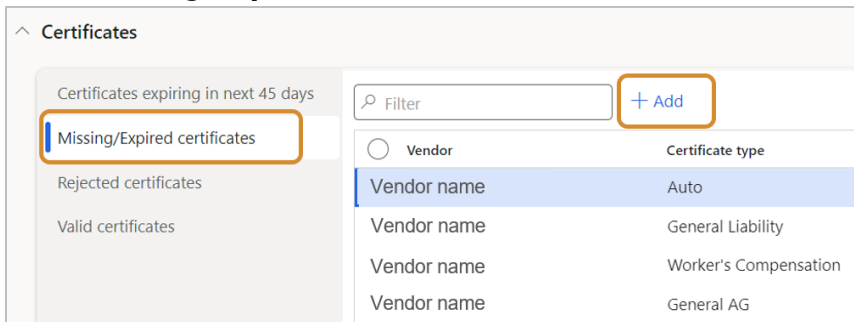
Vendor Certificate Management – Insurance, Certificates, Agreements, etc.

Vendors are required to have auto, general liability, and workers compensation insurance. If you are an engineering trade, you will also need to have professional liability insurance. Those certificates need to be current and in the system.

1. From the homepage, select **Vendor certificate management**.



2. Select **Missing/Expired certificates** and click **Add**.



3. Fill in the information required and upload the specific document needed:

- Identification number: Certificate number, insurance policy, etc.
- Effective: Date that policy/certificate is effective
- Expiration: Date that policy/certificate is expired
- Insurer: Select from dropdown list
- Insurance amount
- Note: Add a note if needed about your document
- Upload the document as an attachment.

4. Click **OK**. Once the certificate has been approved or rejected, you will find them here in this section.

5. In this portal, you can also view:

- **Certificates Expiring in the Next 45 Days**
- **Rejected Certificates**
- **Valid Certificates**

The screenshot shows the 'Parameters' form with the following fields: 'Identification number' (text input), 'Effective' (date picker), 'Expiration' (date picker), 'Insurer' (dropdown), 'Unlisted insurer' (text input), 'Insurance amount' (text input with value 0.00), 'Agency' (dropdown), 'Unlisted agency' (text input), 'Note' (text area), and 'Attachments' (text input with an 'Upload' button).

LAND DEVELOPMENT – COMMERCIAL VENDOR PORTAL

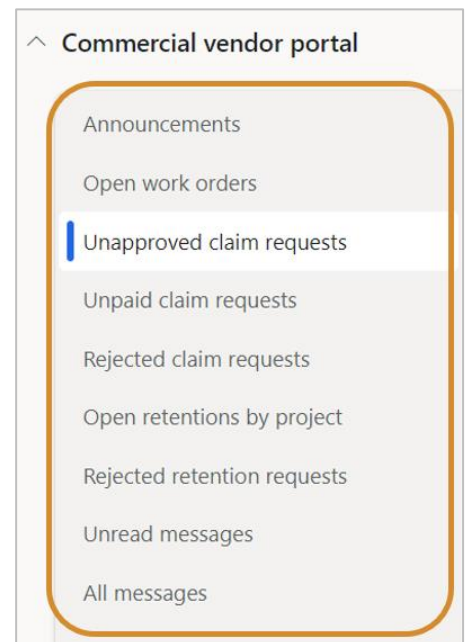
Land Development – Commercial Vendor Portal Overview

The Commercial Vendor Portal is where land development trades can see open work orders, message back and forth with Visionary, and submit claim requests.

1. From the homepage, select **Commercial vendor portal**.

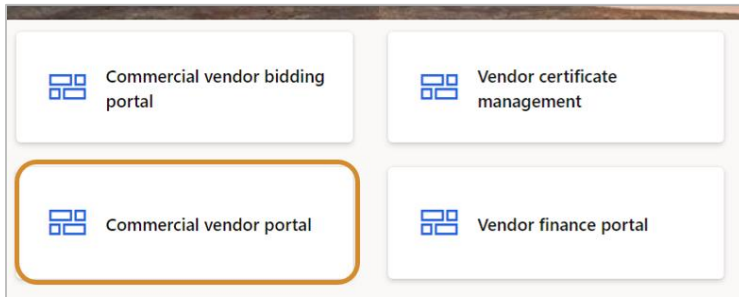
On the lefthand side of the page:

- **Announcements:** This is where any official updates and information from Visionary will be released to vendors.
- **Open work orders:** Shows the vendor's work orders that we have generated for them by accepting their bids. Work order number, total amount, and remaining amount is shown here. Remaining amount reflects the claims against the total work order.
- **Unapproved claim requests:** Shows any claim request they have submitted that has not been approved by the land project manager.
- **Rejected claim requests:** Shows claim requests rejected by the land project manager.
- We are not doing retentions but can set up within the work order if we decide to use it.
- **Unread messages:** Messages from land project manager for the trade to read.
- **All messages:** A history of all the messages between the trade and the land project manager.

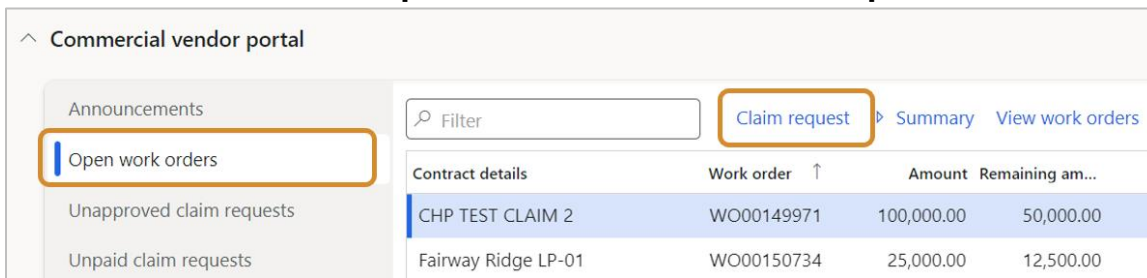


Land Development - Claim Requests

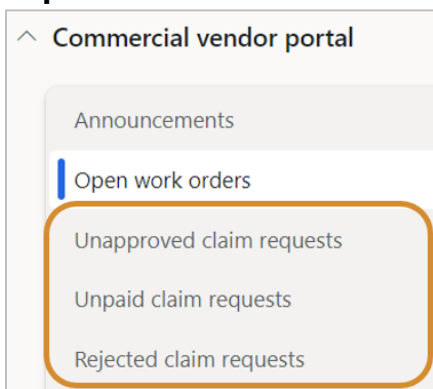
1. From the homepage, select **Commercial vendor portal**.



2. On the lefthand side, select **Open work orders**. Select **Claim request**.



3. In the claim request screen, fill in the following sections:
 - Invoice number: Fill this in if you want to match your invoice system.
 - Lines section: Request payment for each line item here. You can scroll through this section to fill out each line item.
 - Attachments: Attach any documents here.
4. Click **OK** when you're done. This submits the claim request.
5. Once submitted, you can view the status of your claim requests. It will start out in **Unapproved claim requests** and will move either to **Unpaid claim requests** or **Rejected claim requests**.

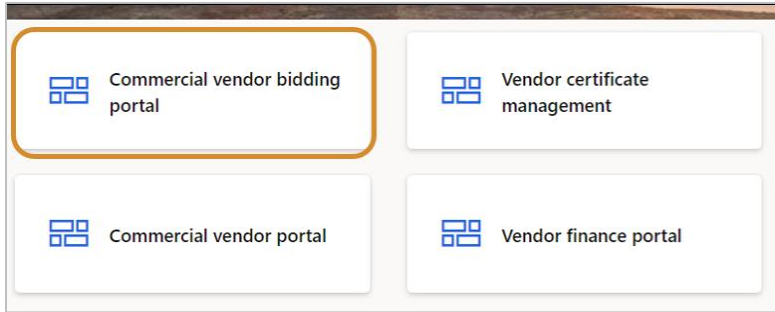


LAND DEVELOPMENT – BIDDING

Land Development – Commercial Vendor Bidding Portal Overview

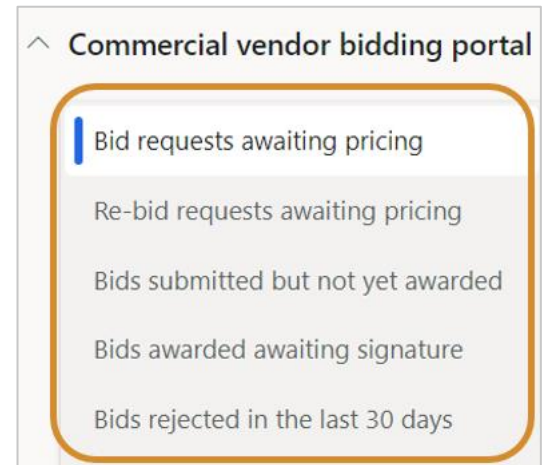
The Commercial Vendor Bidding Portal is where land development trades can come in to see and respond to bid requests.

1. From the homepage, select **Commercial vendor bidding portal**.



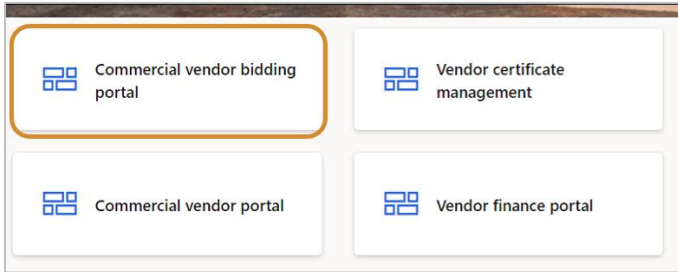
On the lefthand side of the page:

- **Bid requests awaiting pricing:** These are requests sent to the trade to get pricing on. Here you can click into the bid and submit a bid responses with the quantities and amounts. You can add and take things off the bid as needed.
- **Re-bid requests awaiting pricing:** After bids are sent to Visionary, we may send them back with notes or items for vendors to re-do.
- **Bids submitted but not yet awarded:** List of bids that vendors have sent but have not been accepted yet.
- **Bids rejected in the last 30 days:** List of bids that were rejected in the last 30 days.

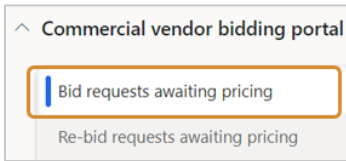


Land Development – Submit a Bid Response

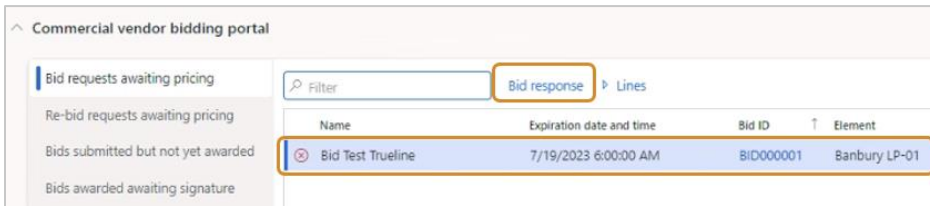
1. From the homepage, select **Commercial vendor bidding portal**.



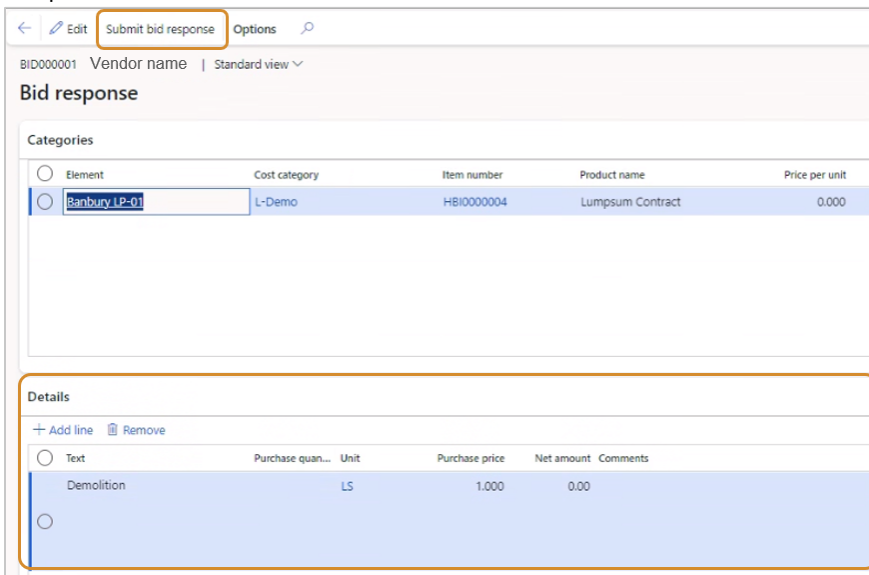
2. To submit a bid, click on **Bid requests awaiting pricing** on the lefthand side.



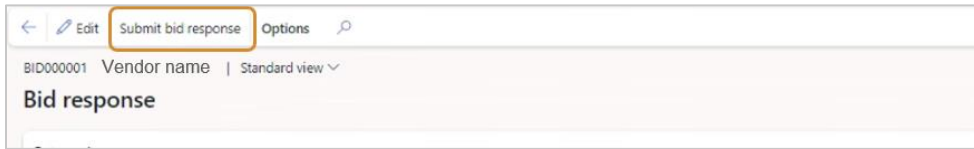
3. Select the bid you want to respond to and click **Bid response**.



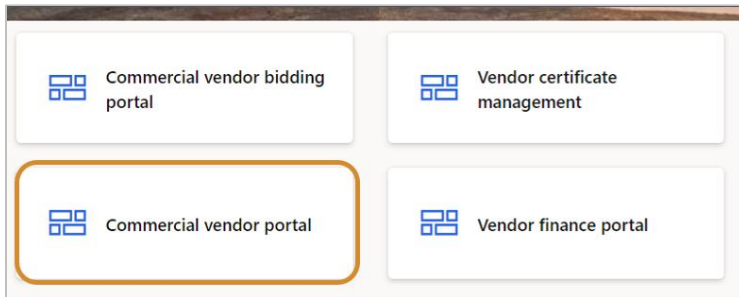
4. In the bid response there are two main areas. The categories box will show you all cost categories being bid on. The details show the lines that belong to each cost category. Enter your quantities and prices in the **Details** area. You can also add a line by clicking **+Add line** if we didn't include something in the scope of work that we should have. You can also delete a line if that item is not necessary to the project.



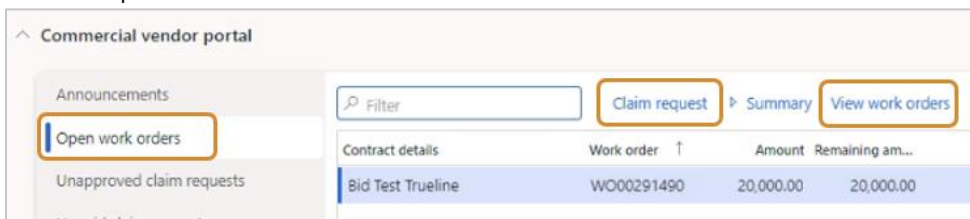
5. Once all the information is filled out, click on **Submit bid response** at the top of the screen. Once you have submitted your bid, it will show up in **Bids submitted but not yet awarded**.



6. Once the bid has been awarded, it will show up in the commercial vendor portal as a work order. From the homepage, select **Commercial vendor portal**.



7. On the lefthand side, select **Open work orders**. This is where you can view work orders and submit a claim request.



8. To print a PDF copy of the work orders, select **View work orders**. Then at the top of the page select **Print**.

