UNIVERSITY OF ILLINOIS
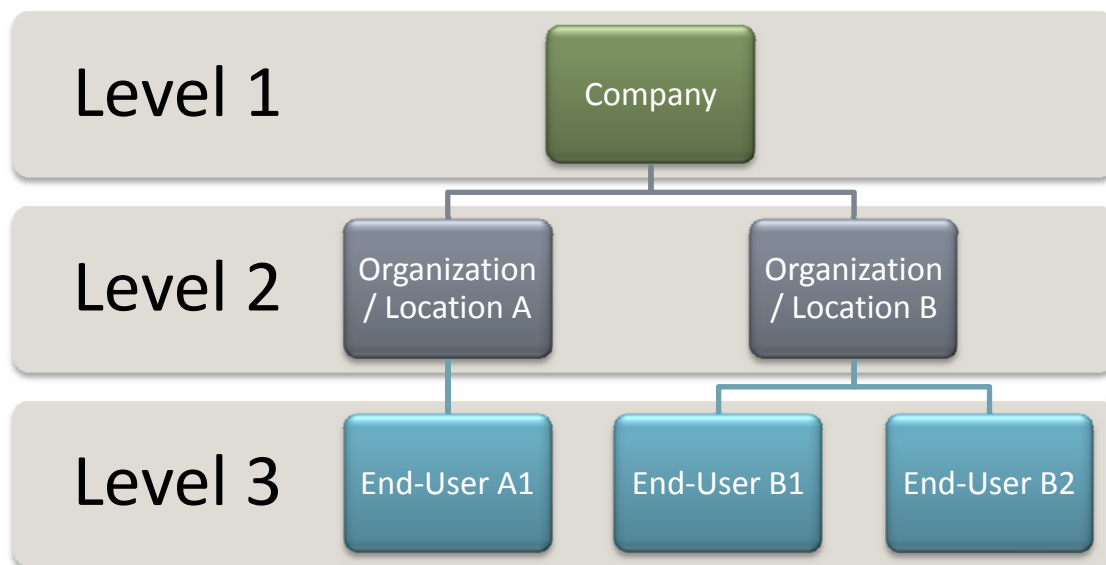URBANA-CHAMPAIGN · CHICAGO · SPRINGFIELD

Vendor Services Application (VSA)

About the Vendor Services Application

The University Office of Capital Programs and Real Estate Services (UOCP&RES) created a Vendor Services Application (VSA) in order to collect basic information about a vendor (or other external organization) and its related employees in a central location. VSA vendor records and user accounts will share information with capital applications, ensuring that a vendor's legal name, location(s), address(es), and related information are consistent and accurate. VSA replaces the current PRZM registration system. If you previously registered with PRZM registration, your registration information has been migrated. If you are new to capital programs at the University of Illinois, you will need to register.

How VSA Is Organized

VSA requires relationships among a vendor's company, its organization(s)/location(s), and its employees, who register as vendor-related end-users of the University's capital applications. The following illustration shows how the database relates vendor information. The illustrated company has two locations; each has a related prime contact and an end-user account (not necessarily the same person); and Location A has one end-user, while Location B has two. Prime Contacts can modify location information, but, for security reasons, only an end-user can modify his or her individual user information.

Level 1	Company		
Level 2	Organization / Location A		Organization / Location B
Level 3	End-User A1	End-User B1	End-User B2

How Registration Works

When a new vendor wishes to work on a capital project, a Prime Contact fills in required information about the company as a whole and about at least one related organization, as well as the Prime Contact's basic information and user account. All other employees of the same vendor would

subsequently select the company and organization/location, and then register as an individual vendor-related user.   A single organization can have multiple related locations, but each location requires a Prime Contact and end-user registration. The person that registers the company as a whole must enter such information as the legal name of the company, its organization type (e.g., corporation, LLC, etc.), the state in which it was incorporated, its IDHR number, and information about its status as a minority or disadvantaged firm, if applicable. End users must merely supply individual information, such as name, phone number, and email address; each person then creates a user account name and password.

What You Need to Know

Anyone who wishes to use University of Illinois capital applications must register with VSA. To do so, you must know your company's FTIN (Federal Tax Identification Number) in order to search for your company within the system. If you find your company and location, all you'll need to do is register yourself as a new user. If you don't, you or someone from your company who has the required information will have to register as a new vendor. Then you can register as either the prime contact for your organization/location, or as a related end-user.

For security reasons, end-users may only edit their own individual user accounts. Even Prime Contacts will be unable to edit or delete the accounts of other users from their company or location. Should such changes need to be made, a prime contact may call or email the AITS Service Desk and inquire about making changes. You'll find that contact information at the end of this help document.

How This Document is Organized

This document is organized in the order in which a new company might need to use the Vendor Services Application. If you are new to working with the University on capital projects, such organization may be most helpful.

If you are not new to working on capital projects at the University, however, you may simply need to create, verify, or modify your user account. The following list of topics will help you navigate the document quickly. Click on any link to move to that topic.
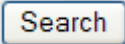
1. Before you can register yourself, you must first find your company.
   Step 1: Determine if Your Company is Registered with the Vendor Services Application
2. If your company isn't registered, someone at your company will need to register as a vendor.
   Step 2: Create a Company-Level Vendor Record
3. Once your company is registered, you can create your own user account.
   Step 3: Create a User Account
4. Forgot how to login? Click the link below.
   Step 4: Login to the Vendor Services Application
5. If you need to add a location, branch, division, or office to your company, click below.
   Step 5 (Optional): Create an Additional Organization
6. If you are the Prime Contact for your location, branch, division, or office and need to add additional users, click this link.
   Step 6 (Optional): Add Users to an Organization

At the end of this document, you will find the support numbers so you can get help with VSA, if necessary.

Step 1: Determine if Your Company is Registered with VSA

1. To determine if your company and location are already registered, click on the following link:

   https://appserv6.admin.uillinois.edu/VendorRegistration/open/VendorSearch.jsp

2. Type in the nine-digit FTIN (Federal Tax Identification Number) of your firm and click the **Search** button. [Search]

3. **If your firm is not listed**, a new Vendor Registration screen appears. You will need to create a new company-level record for your firm. See Step 2: Create a Company-Level Vendor Record, below.

4. **If your firm is listed**:   Skip to Step 3: Create Your User Account, below.

Step 2: Create a Company-Level Vendor Record

NOTE: Use the following formats for dates and phone numbers:
   Dates: MM/DD/YYYY
   Phone Numbers: (###) ###-####

1. Search for your company's FTIN, as in Step 1, above.
   If your company was not listed, the New Vendor Registration page appears, with the FTIN number already entered (and masked by bullet points) in the Fed Tax ID field.

2. Complete the **Vendor Profile** section:
   NOTE: Fields marked with a red asterisk (*) are required.

   a. In the **Legal Vendor Name** field, enter the legal name of your firm.
       NOTE: This Legal Vendor Name will appear on all legal and binding contracts, so verify with the appropriate individual(s) at your firm that the name you're entering is complete and accurate.

   b. In the **Vendor Type** field, drop down the menu and select one option: Contractor or Professional Services.

   c. In the **Type of Firm** field, drop down the menu and select your business entity type, as illustrated below.

    d. In the **Principal Officer First Name** field, enter the first name of your firm's President, Chief Executive Officer, or Principal.

    e. In the **Principal Officer Last Name** field, enter the first name of your firm's President, Chief Executive Officer, or Principal.

    f. In the **State Incorporated In** field, drop down the menu and select the state of incorporation.

    g. If you selected a state other than Illinois, the **If incorporated in other state, is the corporation authorized to do business in State of Illinois?** section of the form activates.

    h. Drop down the menu and select your answer to this question: Yes or No.

    i. Provide your firm's **Illinois Department of Human Rights (IDHR)** number in the space provided.

3. Complete the **MAFBE Certification Profile** section:

    a. In the **Vendor has MAFBE Certification** field, drop down the menu and select one: Yes or No.

    b. If you selected No, the section de-activates. Continue to the next step.

    c. If you selected Yes, continue to fill in this section.

    d. In the Business Ownership Gender field, drop down the menu and select the owner's gender.

    e. In the Business Ownership Race/Ethnicity field, drop down the menu and select the owner's race/ethnicity.

    f. If the firm has CMS certification, in the CMS Certification section:

        i. If the firm has CMS certification, click in the **Have** checkbox to select this option.

        ii. In the **Certifying Type** dropdown list, select one:

            • Female Business Enterprise (FBE)

            • Minority Business Enterprise (MBE)

            • Person with Disabilities Business Enterprise (PBE)

        iii. In the **Expiration Date** field, type in the date of the certification expiration.
            NOTE: The date should use the format MM/DD/YYYY.

    g. If the firm has additional certifications or does not have CMS certification, in the Non-CMS Certification section:

        i. Click in the **Have** checkbox next to the certification type.

        ii. In the **Certifying Type** dropdown list, select the type of certification.

        iii. In the **Expiration Date** field, type in the date of the certification expiration.
            NOTE: The date should use the format MM/DD/YYYY.

4. Complete the **Registered Agent** section:

    NOTE: If you do not know what a Registered Agent is, click on the *What is a Registered Agent?* link for further help.

    a. In the **Agent** field, type the name of the firm's Registered Agent.

    b. In the **Phone** field, type the telephone number of the firm's Registered Agent.

    c. In the **Address** fields, type the Registered Agent's address.
        NOTE: Multiple lines are provided; use as many lines as necessary.

   d. In the **City**, **State**, and **Zip** fields, complete the Registered Agent's address.

5. Complete the **Organization Profile** section:

  NOTE: The organization name may be the same as the legal vendor name for smaller companies. For larger companies it could be a division, branch, or location.

   a. In the **Organization Name** field, type the name of your organization, division, branch, or location. (See Note, above.)

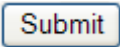   b. In the **Address** fields, type the Organization's address.

    NOTE: Multiple lines are provided; use as many lines as necessary.

   c. In the **City**, **State**, and **Zip** fields, complete the Organization's address.

    In the **Business Phone** field, type the Organization's business phone number.

   d. In the **Business Fax** field, type the Organization's fax number.

   e. In the **Contact First Name** field, type the Prime Contact's last name.

    NOTE: Please enter the primary point of contact for your organization in this section. Additional contacts can be added to the organization record after the registration process is complete.

   f. In the **Contact Last Name** field, type the Prime Contact's last name.

   g. In the **Contact Title** field, type the Prime Contact's title

   h. In the **Contact Email** field, type the Prime Contact's email.

   i. In the **Contact Phone** field, type the Prime Contact's phone number.

   j. In the **Contact Cell** field, type the Prime Contact's cell phone number.

6. Complete the **User Profile** section:

  NOTE: The User Profile can be, but is not required to be, the same as the Prime Contact. However, only the Prime Contact may modify any information about the Company or the Organization.

   a. In the **User First Name** field, type the User's first name.

   b. In the **User Last Name** field, type the User's last name.

   c. In the **User Title** field, type the User's title

   d. In the **User Email** field, type the User's email.

   e. In the **User Phone** field, type the User's phone number.

   f. In the **User Cell** field, type the User's cell phone number.

   g. In the **User ID** field, create the User's ID.

    NOTE: The User ID must be 9 or more characters in length. Acceptable characters are letters, number and the following special characters: _ . - and @.

   h. In the **Password** field, create the User's password.

    NOTE: Follow the instructions on creating a strong password in the Strong Password Requirements link at the top of this section. (Or see the sidebar on page 7.)

   i. In the **Confirm Password** field, type in the same password created in the previous step.

7. Click the **Submit** button. [Submit]

8. If there are any validation errors, resolve them and then resubmit.

  The User Registration Confirmation screen appears.

9. Click on the link to the **Vendor Services Application**.

The Vendor Application Login screen appears.

10. Enter your **Vendor ID** and **Password**.

NOTE: The Vendor ID is the same as your User ID.

The Establish Security Questions screen appears.

NOTE: This is a one-time request for you to establish security questions and answers, so that, if you forget your password, the application can prompt you. Note the link near the bottom of the page to review security question criteria. (See page 7 to view the list of security questions.)

11. Select each of three questions, and provide your personalized answers, and answer verifications.

12. Click the **Submit** button. Submit

The Security Questions Established verification screen appears.

You will be automatically re-directed to and logged into the Vendor Services Application Dashboard.

13. In the **User Information** column at the right, review your information to ensure accuracy.

14. To modify your information, click the **Edit User Profile** link.

15. If your information is correct, you may logout. Click the **Logout** link at the top right of your screen.

Step 3: Create Your User Account

If your company exists in the VSA, all you need to do is create your user account. *NOTE:* Use the following format for all phone numbers: (###) ###-####.

1. From the Capital Applications Main page of the UOCP&RES website, click on the link to the Vendor Services Application (or use the following link):

   https://appserv6.admin.uillinois.edu/VendorRegistration/open/VendorSearch.jsp

2. Search for your company's FTIN, as in Step 1: Determine if Your Company is Registered with the Vendor Services Application, above.

   A search results page appears, as illustrated below.

   NOTE: You may not see more than one Organization Name listed.

Organization Name	Address
Headquarters	4848 W. Springfield Champaign IL 61822
South Division	4040 McEwen Dr. Dallas TX 75244
West Division	2020 Main St. Irvine CA 92614
Northeast Division	1852 Seaport Ave. Boston MA 02210

3. Click on the Organization Name which corresponds to your location, office, division, or branch.

   The Add User Profile screen appears.

4. Complete the **User Profile** section:

   a. In the **User First Name** field, type the User's first name.

   b. In the **User Last Name** field, type the User's last name.

   c. In the **User Title** field, type the User's title
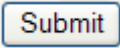
> **Strong Password Requirements**
>
> Your password must meet these criteria.
>
> Your password must contain:
> - between eight and fifteen characters.
> - at least one uppercase letter.
> - at least one lowercase letter.
> - at least one number or punctuation mark.
>
> Your password cannot contain:
> - any common words or proper names of five or more characters, regardless of the case (upper or lower) of the letter.
> - invalid characters (spaces, tabs, accented letters, etc.).
> - forward or reverse fragments of five or more characters of your Vendor ID, regardless of the case (upper or lower) of the letter.
> - forward or reverse alphabetic sequences of five or more letters, regardless of the case (upper or lower) of the letter.
> - forward or reverse numeric sequences of five or more numbers.

    d. In the **User Email** field, type the User's email.

    e. In the **User Phone** field, type the User's phone number.

    f. In the **User Cell** field, type the User's cell phone number.

    g. In the **User ID** field, create the User's ID.
      NOTE: The User ID must be 9 or more characters in length. Acceptable characters are letters, number and the following special characters: _ . - and @.

    h. In the **Password** field, create the User's password.
      NOTE: In order to comply with University security requirements, follow the instructions on creating a strong password in the Strong Password Requirements link at the top of this section. For your convenience, those requirements are repeated in the sidebar.

    i. In the **Confirm Password** field, type in the same password created in the previous step.

5. Click the **Submit** button. `Submit`

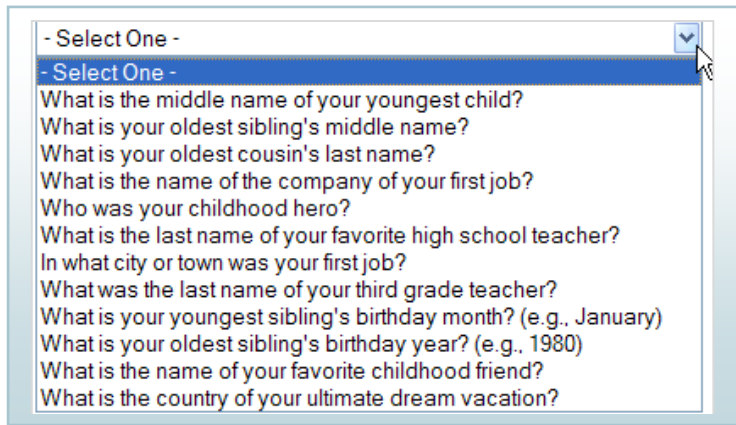6. If there are any validation errors resolve them and then resubmit.
The User Registration Confirmation screen appears.

7. Click on the link to the **Vendor Services Application Login**.

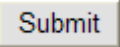8. To confirm your login, login using the credentials you just created.
The Establish Security Question screen appears.
NOTE: This is a one-time request for you to establish security questions and answers, so that, if you forget your password, the application can prompt you. Note the link near the bottom of the page to review security question criteria. You can review the list of security questions in the sidebar.

> - Select One -
> - Select One -
> What is the middle name of your youngest child?
> What is your oldest sibling's middle name?
> What is your oldest cousin's last name?
> What is the name of the company of your first job?
> Who was your childhood hero?
> What is the last name of your favorite high school teacher?
> In what city or town was your first job?
> What was the last name of your third grade teacher?
> What is your youngest sibling's birthday month? (e.g., January)
> What is your oldest sibling's birthday year? (e.g., 1980)
> What is the name of your favorite childhood friend?
> What is the country of your ultimate dream vacation?

9. Select each of three questions, and provide your personalized answers, and answer verifications.
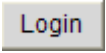
10. Click the **Submit** button. `Submit`
The Security Questions Established verification screen appears.

You will be automatically re-directed to and logged into the Vendor Services Application Dashboard.

11. On the Vendor Services Application Dashboard, in the **User Information** column at the right, review your information to ensure accuracy.

12. To modify your information, click the **Edit User Profile** link.

13. If your information is correct, you may logout. Click the **Logout** link at the top right of your screen.
    The logout confirmation screen appears, to verify that you are now logged out of the Vendor Services Application.

14. You may now use your username and password to login to the capital applications, such as PRZM.

Step 4: Login to the Vendor Services Application

After you have registered with the Vendor Services Application, it is possible that you may need a reminder on how to login so that you can modify your information. If you do, use this procedure.

1. From the Capital Applications Main page of the UOCP&RES website, click on the link to the Vendor Services Application (or use the following link):
   https://appserv6.admin.uillinois.edu/VendorRegistration/vendor/VendorDashboard.jsp
   The Vendor Login screen appears.

2. Enter your Vendor (User) ID and Password.

3. Click the **Login** button. Login
   The Vendor Services Application Dashboard appears, with your user information displayed at right.

4. If you were unable to successfully login, type in your User ID and click the link in the **Forgot Password?** box below.
   --OR--
   If you cannot recall your User ID, contact the AITS Service Desk. See the phone numbers and email address at the end of this document.

(Optional) Create an Additional Organization:

An Organization is an entity under the Company that is a distinctive part, location, or related branch. Examples of an Organization might be a Department, Division, Office, or Branch. For example, a company might have a Chicago and Springfield location. Or a company could have two branches, such as the Architecture Division and the Engineering Division. It is not necessary to have more than one organization for a company; however, if there are multiple addresses, it can be helpful to have each one listed as a separate Organization.

NOTE: Only a Prime Contact may create additional organization(s). The vendor's Prime Contact will be required to add the organization's Prime Contact and at least one user to the Organization profile.

1. From the Capital Applications Main page of the UOCP&RES website, click on the link to the Vendor Services Application (or use the following link):

https://appserv6.admin.uillinois.edu/VendorRegistration/vendor/VendorDashboard.jsp

2. Login using your credentials.
   The Vendor Services Application Dashboard appears.
   To the right, your user profile displays, and under it,
   the organization to which you belong. For example, in
   the illustration, the employee belongs to the
   Headquarters Location.

3. In the Organizational Profile section, click the link to
   Add Organization.
   The Add New Organization page appears.

4. Complete the **Organization Profile** section:
   NOTE: The organization name may be the same as
   the legal vendor name for smaller companies. For
   larger companies it could be a division, branch, or
   location.

   a. In the **Organization Name** field, type the
      name of your organization, division, branch,
      or location. (See Note, above.)

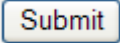   b. In the **Address** fields, type the Organization's
      address.
      NOTE: Multiple lines are provided; use as
      many lines as necessary.

   c. In the **City**, **State**, and **Zip** fields, complete the
      Organization's address.

   d. In the **Business Phone** field, type the Organization's business phone number.

   e. In the **Business Fax** field, type the Organization's fax number.

   f. In the **Contact First Name** field, type the Prime Contact's last name.
      NOTE: Please enter the *primary point of contact* for your organization in this section.
      Additional contacts can be added to the organization record after the registration
      process is complete.

   g. In the **Contact Last Name** field, type the Prime Contact's last name.

   h. In the **Contact Title** field, type the Prime Contact's title

   i. In the **Contact Email** field, type the Prime Contact's email.

   j. In the **Contact Phone** field, type the Prime Contact's phone number.

   k. In the **Contact Cell** field, type the Prime Contact's cell phone number.

(Optional) Add a New User to an Organization:

If there is more than one organization, a prime contact can add additional users. *NOTE: Only* a Prime
Contact may add new users for an Organization. New users may also register themselves.

1. From the Capital Applications Main page of the UOCP&RES website, click on the link to the Vendor Services Application (or use the following link):
   https://appserv6.admin.uillinois.edu/VendorRegistration/vendor/VendorDashboard.jsp
2. Login using your credentials.
   The Vendor Services Application Dashboard appears. To the right, your user profile displays, and under it, the organization to which you belong.
3. In the Organizational Profile section, click the link to **Add User.**
   The Add User Profile screen appears.
4. Complete the **User Profile** section:
   NOTE: The User Profile could be, but is not required to be, the same as the Prime Contact.
   a. In the **User First Name** field, type the User's first name.
   b. In the **User Last Name** field, type the User's last name.
   c. In the **User Title** field, type the User's title
   d. In the **User Email** field, type the User's email.
   e. In the **User Phone** field, type the User's phone number.
   f. In the **User Cell** field, type the User's cell phone number.
   g. In the **User ID** field, create the User's ID.
      NOTE: The User ID must be 9 or more characters in length. Acceptable characters are letters, number and the following special characters: _ . - and @.
   h. In the **Password** field, create the User's password.
      NOTE: Follow the instructions on creating a strong password in the Strong Password Requirements link at the top of this section.
   i. In the **Confirm Password** field, type in the same password created in the previous step.
5. Click the **Submit** button. Submit
   The User Registration Confirmation screen appears, with the following notification:
   ```
   The User ID and Password should be provided to the designated person.
   Upon the first login to the Vendor Services Application, the user will be
   prompted to change the password provided and set up security questions to
   secure access to the account.
   ```
6. Click on the link to the **Vendor Services Application Login**.
   The Vendor Services Application Dashboard appears, with your user profile displayed at right and the additional users listed.

Get Help with VSA

Support for the registration process is provided by:

AITS Service Desk – Application Support   Available 7 days a week, 24 hours a day

UIC: 312-996-4806   ▪   **UIS**: 217-333-3102   ▪   **UIUC**: 217-333-3102
OR Submit an email to servicedeskaits@uillinois.edu