FRONT-END VENDOR
User Documentation
Why Become a UTRS Vendor?

- Any vendor doing business with UTRS is required to register in the Vendor Management System (VMS). The VMS allows UTRS to provide vendors and subcontractors with a common structure to submit required documents via the web using a secure user authentication, workflow management, signature notifications and transaction management.
- Each vendor is approved by a UTRS buyer through the VMS, which allows UTRS to authorize vendors more quickly while also giving the person-to-person attention UTRS is known for.
- Once you submit your documents, a UTRS buyer will review each form and approve it electronically within 48-72 hours. This streamlined process allows vendors to begin working and invoicing earlier.

Document Expirations

- Once you become an approved UTRS vendor, you will receive an email reminding you to upload the three (3) required forms. If you fail to upload any of the forms, you will be sent monthly reminders that your vendor profile is incomplete.
- Of the three (3) required documents, the Certificate of Liability Insurance and Annual Supplier Representations and Certifications are required to be updated annually from the date of initial approval by UTRS. If the documents pass the annual approval date without being updated, you will begin to receive monthly reminders that they have expired.

Adding a Vendor Contact

- When you log onto your vendor profile, you will be asked to add a vendor contact. This contact will act as the point person for all email correspondence and document submission, and can be you or any employee affiliated with your entity. Since this contact will potentially be uploading sensitive legal information, it is best to use a trusted employee who will have access to these documents. Additionally, the contact will receive all followup, security, and informational emails at their email address.
- You may upload more than one contact into the Vendor Management System, as long as they have different email addresses. However, any contact uploaded will receive all correspondence, including monthly document expiration emails.
Vendor Document Requirements

- If you are a vendor who recently completed a Purchase Order and/or a Subcontract Agreement with UTRS, you are required to submit three (3) documents:
  - W-9 Form: A request for Taxpayer Identification Number and Certification *(found here)*.
  - Annual Representations and Certifications (ASRC): This online form is required to comply with UTRS’s audit requirements and government requests for information regarding the character and nature of our vendors and/or subcontractors. Additionally, this form helps UTRS load a database of information for potential new projects.
  - Certificate of Liability and Insurance (COLI): This uploadable form is required by UTRS’s standard terms and conditions and subcontract agreements to show that your firm or corporation maintains the proper minimum insurance coverage. The minimums are as follows:
    - Comprehensive General Liability: at least $2 million in aggregate
    - Comprehensive Automobile Liability (Owned, Non-owned, Hired): at least $1 million in aggregate
    - Professional Liability: at least $1 million
    - Workers’ Compensation: in the statutory limits.

- Please note that there is an option to submit your corporation’s DCAA/DCMA information if you have an approved accounting, purchasing, or other system under the new business systems rules. This information is not a UTRS requirement and will not interfere with approvals of other VMS requirements.

Waivers

- Please note that certain vendors/subcontractors may be eligible for a COLI waiver. This waiver is primarily for independent contractors acting as an individual subject-matter expert, analyst, or small business owner whose insurance does not cover any of the basic COLI minimum requirements.

- If you believe you or your corporation is eligible for a COLI waiver, please contact UTRSVendorAdmin@utrs.com, to request the waiver. If the UTRS Vice President of Contracts approves the waiver, you will receive email confirmation that the waiver has been added to your vendor profile.

Updating Documents

- Certificate of Liability Insurance: You will receive thirty (30), sixty (60), and ninety (90) day reminders that your certificate is in danger of expiring prior to each annual expiration date. This will provide enough time to request the COLI from the proper channels.

- Annual Supplier Representations and Certifications: You will receive notification that your ASRCs have expired. You will need to log into your vendor profile and reapprove your electronic signature. At this time you also will be able to make any necessary changes to your information.

- W-9 Form: Your W-9 is effective from the date of initial signature. These do not expire unless you wish to update your payee information (i.e., if you initially signed up as an individual, but now would like to be paid as a corporation).
Rejections

• Although vendor form rejections are very rare, it is possible that a UTRS buyer will reject one (1) or more of the documents you submit. There are a few cases where a document can be rejected, such as a form filled out incorrectly or not meeting the minimum requirements.
• If you receive an automated email alerting you that a document has been rejected, it will state the reason for rejection and name a UTRS buyer to contact if you have any questions or concerns.
• At this point you will be able to resubmit any rejected documents via the vendor portal at www.UTRS.com/vendors. A UTRS buyer will be notified of your action, and be able to review anything that has been resubmitted when you are reapplying for approval.

Security

• UTRS places the utmost importance on the safety and security of any personal information submitted in the vendor registration process. All information and documentation are uploaded via an SSL client and server certificate secured web portal. As an approved vendor, all web data entry is secured via a password of your choosing that must be at least eight characters long. Any documents submitted to the Vendor Management System are stored in a relational database behind a hardware firewall. Only UTRS’s Database Administrator can access this database.
• Only authorized UTRS personnel can view any vendor information and documents. Employees must log into a back-office application that is password-protected along with individual access rights for different parts of the VMS application.

Access UTRS Vendor Site

• Log onto www.utrs.com.
• Click on the Vendors tab in the upper right-hand corner or type https://www.utrs.com/utrs/vendor/vendors into your web browser (Figure 1).
Request UTRS Vendor Login

- Click on the “request a vendor login” link (highlighted in blue) on the vendor page, which will direct you to additional information on becoming a UTRS vendor (*Figure 2*).
- The page you’ve been directed to will contain detailed instructions on what is required from all vendors working with UTRS.
- Click on “request a vendor login” on either the right-hand side or at the top of the first instructional paragraph (as highlighted in blue on *Figure 3*).
Fill Out UTRS Vendor Request Forms

- Fill in basic information as an individual, a corporation, a non-incorporated entity, etc., depending on the capacity you’re acting in for UTRS (Figure 4).
- Add yourself or a different point of contact for your company with the Add button highlighted in blue below (Figure 5).
- After clicking the Add button, a pop-up window will appear that will allow you to fill in contact information (Figure 5).
- Once you’ve filled in your basic information and contact information, type in the Confirmation Code and click “Submit” (Figure 5, bottom left).
- By clicking “Submit”, you have sent your vendor information to a UTRS buyer for approval.
- Within 1 business day, you will receive an email containing your username, password, and confirmation that you are approved to move forward in becoming a UTRS vendor.
Submit Vendor Forms: Set Up

- Log on to the UTRS website via the link in the email, or by typing http://www.utrs.com/utrs/vendor/vendor-register into your browser.
- Log in using the username and password provided in the email.
- The site will prompt you to change your password (Figure 6).
- The safest passwords are often eight (8) characters long, contain both upper and lowercase letters, and have at least one (1) number.
- You will be directed to your Active Vendor page, which will be color-coded red to signify that vendor action is required (Figure 7).
- The Color Legend shows the different variations of vendor status (Figure 7).
- Clicking on your vendor name will take you to your vendor home page (highlighted in blue on Figure 7).
Submit Vendor Forms: General Information

- There are three (3) required documents and one (1) optional document you must submit to become an official UTRS vendor.
- Required:
  - Certificate of Liability Insurance
    If you are a freelance vendor or a small business that does not meet the insurance qualifications for the certificate, contact UTRSVendorAdmin@utrs.com to discuss processing a waiver
  - Annual Supplier Representations and Certifications
  - W-9
- Optional:
  - DCAA/DCMA letter (if you have a DCAA-approved accounting system or a DCMA-approved purchasing system). Each document can be uploaded (or filled out) via the corresponding tabs below (see arrow on Figure 8).

![Vendor Management System](image-url)
Certificate of Liability Insurance

- Click the Add button, highlighted in blue on Figure 9, which will allow you to upload an electronic or scanned copy of your Certificate of Liability Insurance.
- If you are unsure about what the certificate should look like or the monetary requirements, view a sample document as highlighted in blue on the left (Figure 9).

DCAA/DCMA Letter

- If you are able to supply a letter showing that you have a government-approved accounting or purchasing system, click the Add button (Figure 10), which will allow you to upload a PDF or scanned copy.

Annual Supplier Representations and Certifications

- Click Complete Form to load the fill-in form for basic vendor information (Figure 11).
- Fill in the necessary information and check any relevant boxes pertaining to your corporation or individual entity (Figures 12 through 14).
- Sign your Name, Title and Date, and check the Authorized Signature box (Figure 15).
- If you’ve forgotten any required information, the system will alert you before allowing you to exit the form.
Vendor Management System

Annual Supplier Representations and Certifications

Company Name: XYZ Company
Order Address: 123 Blvd
City: New York
Telephone No: (555) 555-5555
E-mail Address: xyz@xyzco.com
State/Province: NY
Postal Code: 10014

Remit To Address (if different from above)
Address: 
City: 
State/Province: 
Postal Code: 

Accounts Receivable
Contact:
E-mail Address: 
Telephone: 
Certification Level (for Small/SDB): 
Business Type: 
Common Parent Company: 
Company Reports to D&B: 
NAICS Code: 
Business Size: 

Figure 12

Figure 13

Business Classifications
- Minority Owned and Controlled Disadvantaged Business: Yes/No
- Small Certified Minority Owned and Controlled Disadvantaged Business: Yes/No
- Black American: Yes/No
- Native American: Yes/No
- Hispanic American: Yes/No
- Asian Pacific American: Yes/No
- Asian Indian American: Yes/No
- Women-Owned Small Business: Yes/No
- HUBZone Small Business: Yes/No
- Veteran Small Business: Yes/No
- Service Disabled Veteran Small Business: Yes/No
- Historically Black College/University: Yes/No
- Other: 

Figure 14

Submit Cancel

Authorized Signature: By checking this box I hereby acknowledge an understanding of U.S. Government procurement rules and regulations, and affirm the accuracy of the statements herein. This certification shall be valid for a period of one (1) year from the date hereof, in the event of a change in any of this information, it is my responsibility to inform UTRS of such changes.

Figure 15
W-9 Form

- Click the Add button, as highlighted in blue (Figure 16), which will allow you to upload an electronic or scanned copy of your W-9 form.
- If you need a blank form, click on the link as shown, or type http://www.irs.gov/pub/irs-pdf/fw9.pdf in your browser.
- Once you’ve filled in the relevant information on the blank form, click the Upload button to submit it.

![Figure 16]

- After submitting all three (3) required forms, your vendor home page will list all documents as pending.

![Figure 17]

CONGRATULATIONS, YOU ARE A UTRS VENDOR!

A UTRS representative will review your documents and, when they approve them, you will receive an email confirmation that you are a valid UTRS vendor.