

Vendor Portal Quick Reference

The purpose of this document is to serve as a reference for how to register & utilize some of the basic functions of the USM Vendor Portal. For Vendor Portal tasks not described in this document, please direct all questions to your account representative at 1-800-355-4000 or a USM Vendor Portal representative at vendorportalhelpdesk@usmservices.com.

Registration and Login

1. Registration

Prior to logging onto the Vendor Portal for the first time, a USM representative will create your user profile in the USM internal operations system. Once your user profile has been created, you will need to “register” yourself on the Vendor Portal using the email address to which the notification was sent.

To “register” yourself follow the steps below:

Option 1 – Registering utilizing auto-generated email

1. After procurement creates your user profile, you will receive an auto-generated email from info@usmservices.com
2. This email will be titled “USM Web Portal – Thank you for registering” and include a link to login “Login now:”
3. Email will also include your User ID and Initial Password
4. Select “Login now:” link and you will be directed via web browser to Vendor Web Portal Change Password
5. Enter your Initial Password contained in registration email in “Password” field
6. Choose a new password and enter in “New Password” field
7. Reenter new password in “Confirm New Password” field.
8. Select “Change Password”.
9. You will have completed registration and be logged into the vendor portal.

USM Vendor Web Portal - Thank you for registering



info@usmservices.com
To [redacted]

Retention Policy 18 Month Delete Inbox (1 year, 6 months)

Expires 10/10/2026



Welcome to the Vendor Portal!

Hello [redacted]

You are receiving this email because you recently registered as a new user. Your User ID and initial password are listed below. You before you can start using the web portal. [To set your password and access your account, please click the link below:](#)

Login now:

<https://vendorga.usmservices.com/Pilot/Verify.aspx?ID=29112&Digest=dDHtvLUtokg6YJceCHJyhg>

Please note that the link listed below is only valid for initial verification.

User ID: [redacted]
Initial Password: [redacted]

Thank you!

USM Procurement

If you have any problems verifying your account, please send an email to: vendorportalhelpdesk@emcor.net, to get assistance.

Vendor Web Portal Change Password

Please change your password...

Since this is your first login attempt you are required to change your password.

Please choose a password that is easy to remember but complex enough to remain secure. We recommend a password which includes a mix of alpha, numeric and special characters with a length of at least 6.

Note that passwords are case-sensitive, so if you use a mix of upper-case and Lower-case characters they must always be entered this way.

User ID: [redacted]

Password:

New Password:

Confirm New Password:

Option 2 – Registering utilizing Vendor Portal

1. After procurement creates your user profile, you can choose to register utilizing the Vendor Portal – go to <https://vendor.usmservices.com>
2. Select “First time logging in? Click Here”.
3. Enter your email address, then select the “I agree to the Terms of Use below” checkbox. Click “Register Now”.
4. You will receive an email from notify@usmservices.com
5. Email will also include your user ID and initial Password
6. Select “Login now:” link and you will be directed via web browser to Vendor Web Portal Change Password
7. Enter your Initial Password contained in registration email in “Password” field
8. Choose a new password in “Confirm New Password” field.
9. Reenter new password in “Confirm New Password” field.
10. Select “Change Password”.
11. You will have completed registration and be logged into the vendor portal.



Vendor Portal Login

Please enter your login information...

Email Address: *

Password: *

☐ I agree to the Terms of Use below.

If you have difficulty logging on to the Vendor Portal, please contact USM at vendorportalhelpdesk@emcor.net or 800.355.4000.

First time logging in? [Click here](#)

Forgot your password? [Click here](#)

For Help (English & Spanish) [Click here](#)

[Privacy Policy](#)

[TERMS OF USE](#)

Client Login Registration

Please enter the following information:

Email Address:

☒ I agree to the Terms of Use below.

For Help [Click here](#)

[TERMS OF USE](#)

Client Login Registration

You have successfully registered. Your initial password was sent to the email address you used to register.

To complete the registration process you must first open the email and click on the verification link provided.

[TERMS OF USE](#)

Login

You will only need to “register” once. After you’ve registered, you will be able to log on to the Vendor Portal at any time.

To “login” to the Vendor Portal, follow the steps below:

1. Go to <https://vendor.usmservices.com>
2. Enter your email address and password, then select the “*I agree to the terms of use below*” checkbox
3. Once you click the “*Submit*” button, you’ll be logged onto the portal.

Vendor Portal Login

Please enter your login information...

Email Address: *

Password: *

☐ I agree to the Terms of Use below.

If you have difficulty logging on to the Vendor Portal, please contact USM at vendorportalhelpdesk@emcor.net or 800.355.4000.

First time logging in? [Click here](#)

Forgot your password? [Click here](#)

For Help (English & Spanish) [Click here](#)

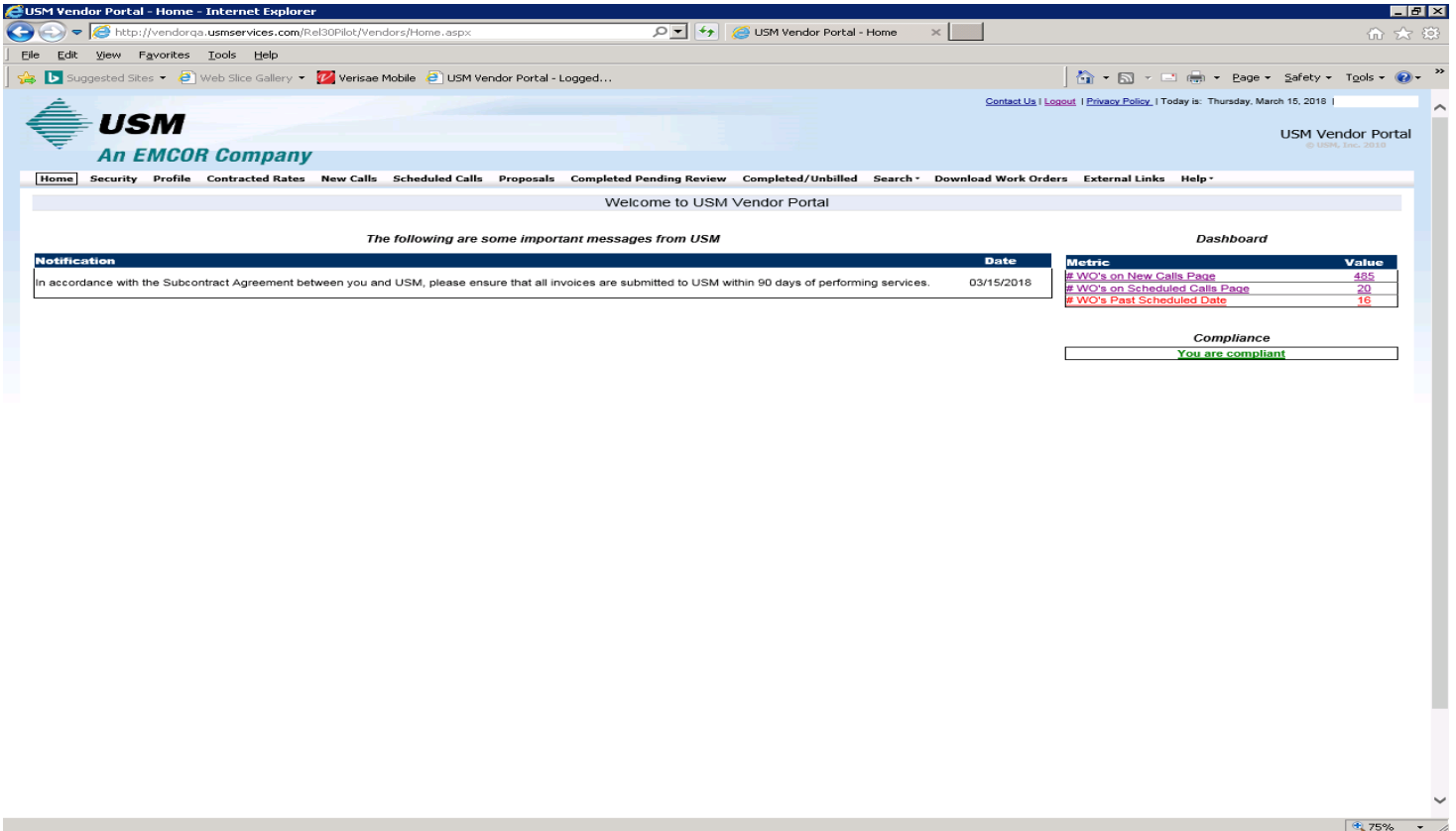
[Privacy Policy](#)

[TERMS OF USE](#)

Home Screen

This is the initial screen you will see after you log in. It contains a dashboard with links to your various call pages, your overall compliance status, and a notification section displaying important messages from USM. Click on the links to navigate to the desired areas.

The navigation menu runs across the top of the Vendor Portal pages. The navigation menu contains several links which will allow you to perform work order functions and review work order data association with your company.



USM Vendor Portal - Home - Internet Explorer
 http://vendorqa.usmservices.com/Rel30Pilot/Vendors/Home.aspx

USM
 An EMCOR Company

USM Vendor Portal
 © USM, Inc. 2018

Navigation Menu: Home | Security | Profile | Contracted Rates | New Calls | Scheduled Calls | Proposals | Completed Pending Review | Completed/Unbilled | Search | Download Work Orders | External Links | Help

Welcome to USM Vendor Portal

The following are some important messages from USM

Notification	Date
In accordance with the Subcontract Agreement between you and USM, please ensure that all invoices are submitted to USM within 90 days of performing services.	03/15/2018

Dashboard

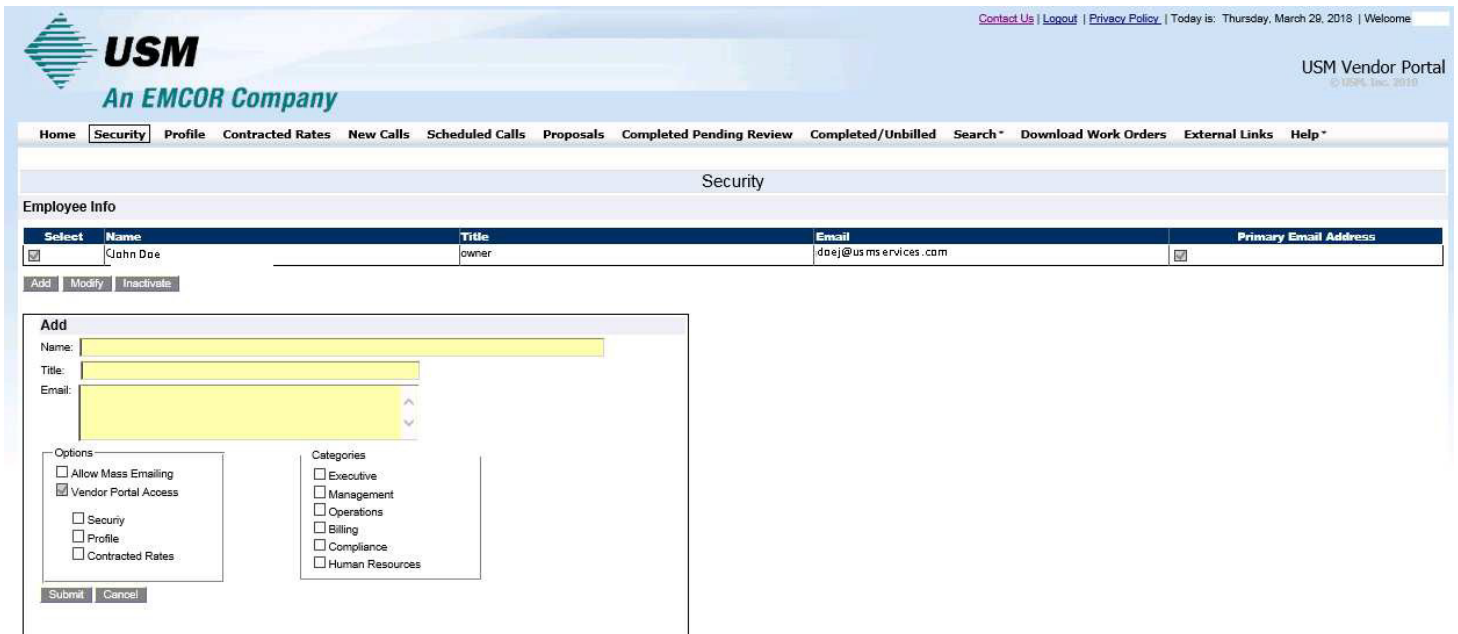
Metric	Value
# WO's on New Calls Page	485
# WO's on Scheduled Calls Page	20
# WO's Past Scheduled Date	16

Compliance
 You are compliant

Security

You can manage (add, remove or modify) users to your portal. This functionality is available on the “Security” page of the Vendor Portal. This feature provides the primary email holder the ability to manage the access of their users. You can make certain information available to each user or alternatively hide certain information from each user for certain pages such as the Security, Profile and the Contracted Rates Page.

To add a user to your profile, click on the “Security” page and select “Add”. Enter the name of the user, their title and email address. Under “Options” select the security access you would like to grant the user. Under “Categories” select their department type and select “Submit”. You can also “modify” and “inactivate” a user and their security access on this page.



The screenshot shows the USM Vendor Portal interface. The top navigation bar includes links for Home, Security (selected), Profile, Contracted Rates, New Calls, Scheduled Calls, Proposals, Completed Pending Review, Completed/Unbilled, Search, Download Work Orders, External Links, and Help. The page title is "Security". Below the title is a table with columns: Select, Name, Title, Email, and Primary Email Address. The table contains one entry for John Doe, owner, with email doe@usm-services.com. Below the table are buttons for Add, Modify, and Inactivate. The 'Add' form is open, showing fields for Name, Title, and Email. Below these are two sections: 'Options' and 'Categories'. The 'Options' section has checkboxes for Allow Mass Emailing, Vendor Portal Access, Security, Profile, and Contracted Rates. The 'Categories' section has checkboxes for Executive, Management, Operations, Billing, Compliance, and Human Resources. At the bottom of the form are Submit and Cancel buttons.

Profile

The Profile page displays your company contact and compliance information. Any insurance, employee, or license (if applicable) information that is set to expire within 30 days will be highlighted in purple. Expired information will appear in red. Click on one of the available links applicable to the respective document for more detailed information regarding their status. If any information is listed incorrectly, please contact the USM Compliance department to update your information.

You can also manage your employee information through the “Profile” page.

To change employee information, click on the link labeled “Employee List”.

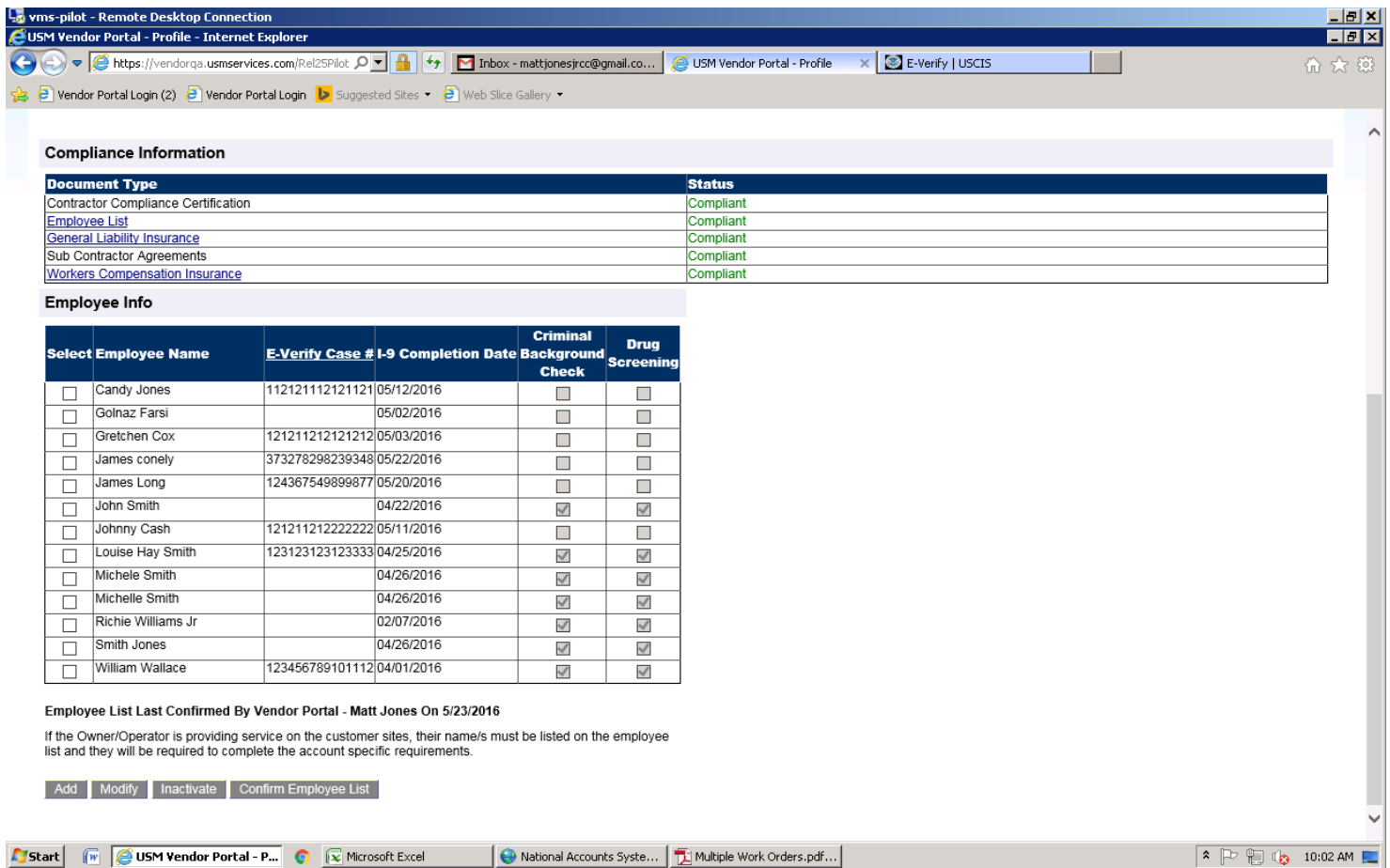
Your employee information will populate below under “Employee Info”. To add an employee, click on “Add” and enter the required information (First Name, Last Name, and I-9 Completion Date). The E-Verify Case # is required for any newly hired employees. You must register for E-Verify at <https://www.uscis.gov/e-verify> and obtain the E-Verify Case # for the new employee within 3 days of hire.

To “Modify” the name of an existing employee, select the employee and click on “Modify”. Change their name and select “Submit”.

To inactivate an existing employee, select the employee and click on “Inactivate”. The system will prompt you to confirm that you would like to inactivate the selected employee. Select “OK”.

To confirm all changes to your employee list or to submit the current employee list select “Confirm Employee List”.

****Please make sure that you “Confirm Employee List” anytime that a change is made in order for the portal to update and track the changes.****



Compliance Information

Document Type	Status
Contractor Compliance Certification	Compliant
Employee List	Compliant
General Liability Insurance	Compliant
Sub Contractor Agreements	Compliant
Workers Compensation Insurance	Compliant

Employee Info

Select	Employee Name	E-Verify Case #	I-9 Completion Date	Criminal Background Check	Drug Screening
<input type="checkbox"/>	Candy Jones	11212111212121	05/12/2016	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Golnaz Farsi		05/02/2016	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Gretchen Cox	121211212121212	05/03/2016	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	James conely	373278298239348	05/22/2016	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	James Long	124367549899877	05/20/2016	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	John Smith		04/22/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Johnny Cash	121211212222222	05/11/2016	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Louise Hay Smith	123123123123333	04/25/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Michele Smith		04/26/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Michelle Smith		04/26/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Richie Williams Jr		02/07/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Smith Jones		04/26/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	William Wallace	123456789101112	04/01/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Employee List Last Confirmed By Vendor Portal - Matt Jones On 5/23/2016

If the Owner/Operator is providing service on the customer sites, their name/s must be listed on the employee list and they will be required to complete the account specific requirements.

Contracted Rates

The Contracted Rates page displays all current payment rates associated with your company that USM has on file. If any information is listed incorrectly, please contact the USM Procurement department to update your information.

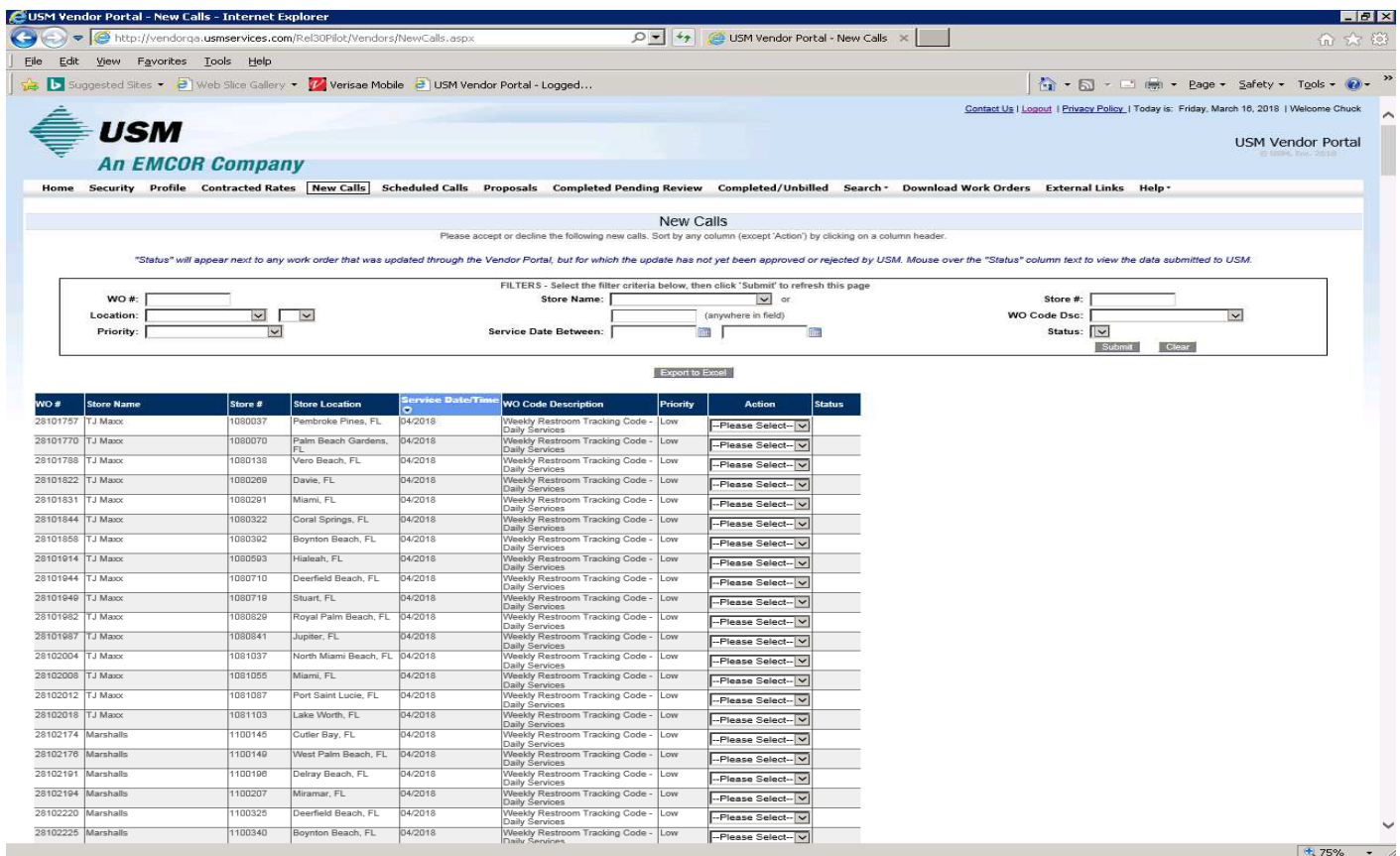
New Calls

The New Calls page lists any work order that has been assigned to your company but you have not yet "Accepted" (i.e. you have not yet provided a date that you can perform the service). You will receive an automated email notifying you that you have been assigned a new service call to accept.

To accept a call, use the drop down list on the right side of the page and select the "Accept" option. Once selected, you will be navigated to a page where you can provide a service date and time.

After you provide a service date, the work order will go into a "pending" state and will remain on the New Calls page with a note describing the action you have taken. The work order will remain in this pending state until a USM service representative "approves" your update in the USM internal operating system.

Once your update is approved, the work order will move to the "Scheduled Calls" page of the Vendor Portal.



USM Vendor Portal - New Calls

Please accept or decline the following new calls. Sort by any column (except 'Action') by clicking on a column header.

"Status" will appear next to any work order that was updated through the Vendor Portal, but for which the update has not yet been approved or rejected by USM. Mouse over the "Status" column text to view the data submitted to USM.

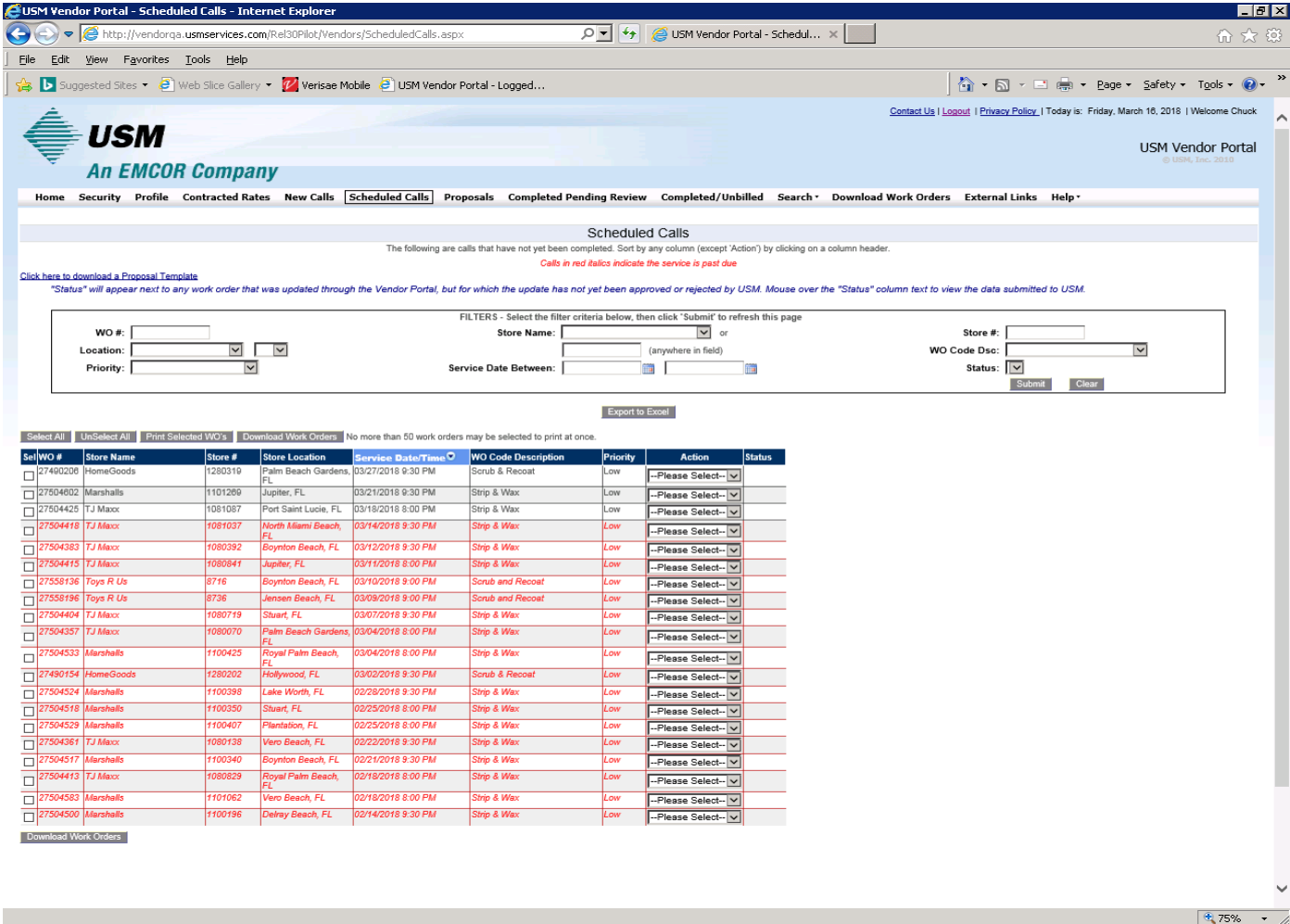
FILTERS - Select the filter criteria below, then click 'Submit' to refresh this page

WO #: Store Name: or (anywhere in field) Store #:
 Location: WO Code Desc:
 Priority: Service Date Between: Status:

WO #	Store Name	Store #	Store Location	Service Date/Time	WO Code Description	Priority	Action	Status
28101757	TJ Maax	1080037	Pembroke Pines, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28101770	TJ Maax	1080070	Palm Beach Gardens, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28101788	TJ Maax	1080138	Vero Beach, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28101822	TJ Maax	1080269	Davie, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28101831	TJ Maax	1080291	Miami, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28101844	TJ Maax	1080322	Coral Springs, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28101858	TJ Maax	1080392	Boynton Beach, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28101914	TJ Maax	1080593	Hialeah, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28101944	TJ Maax	1080710	Deerfield Beach, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28101949	TJ Maax	1080719	Stuart, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28101982	TJ Maax	1080829	Royal Palm Beach, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28101987	TJ Maax	1080841	Jupiter, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28102004	TJ Maax	1081037	North Miami Beach, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28102008	TJ Maax	1081055	Miami, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28102012	TJ Maax	1081087	Port Saint Lucie, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28102018	TJ Maax	1081103	Lake Worth, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28102174	Marshalls	1100145	Cutter Bay, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28102176	Marshalls	1100149	West Palm Beach, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28102191	Marshalls	1100196	Delray Beach, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28102194	Marshalls	1100207	Miramar, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28102220	Marshalls	1100325	Deerfield Beach, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	
28102225	Marshalls	1100340	Boynton Beach, FL	04/2018	Weekly Restroom Tracking Code - Daily Services	Low	Please Select	

Scheduled Calls

The Scheduled Calls page lists any work order that has been assigned to your company but has not yet been “Completed” (i.e. you have not yet provided completion details). This screen is used to check-in to calls, reschedule calls, or complete calls. This will allow your company to manage the work orders through USM.



USM Vendor Portal - Scheduled Calls - Internet Explorer

http://vendorqa.usmservices.com/Rel30Pilot/Vendors/ScheduledCalls.aspx

USM Vendor Portal - Scheduled...

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery Verisae Mobile USM Vendor Portal - Logged...

USM An EMCOR Company

Contact Us | Logout | Privacy Policy | Today is: Friday, March 16, 2018 | Welcome Chuck

USM Vendor Portal

Home Security Profile Contracted Rates New Calls **Scheduled Calls** Proposals Completed Pending Review Completed/Unbilled Search Download Work Orders External Links Help

Scheduled Calls

The following are calls that have not yet been completed. Sort by any column (except 'Action') by clicking on a column header.

Calls in red italics indicate the service is past due

[Click here to download a Proposal Template](#)

"Status" will appear next to any work order that was updated through the Vendor Portal, but for which the update has not yet been approved or rejected by USM. Mouse over the "Status" column text to view the data submitted to USM.

WO #: or

Location:

Priority:

Store Name: (anywhere in field)

Service Date Between:

Store #:

WO Code Desc:

Status:

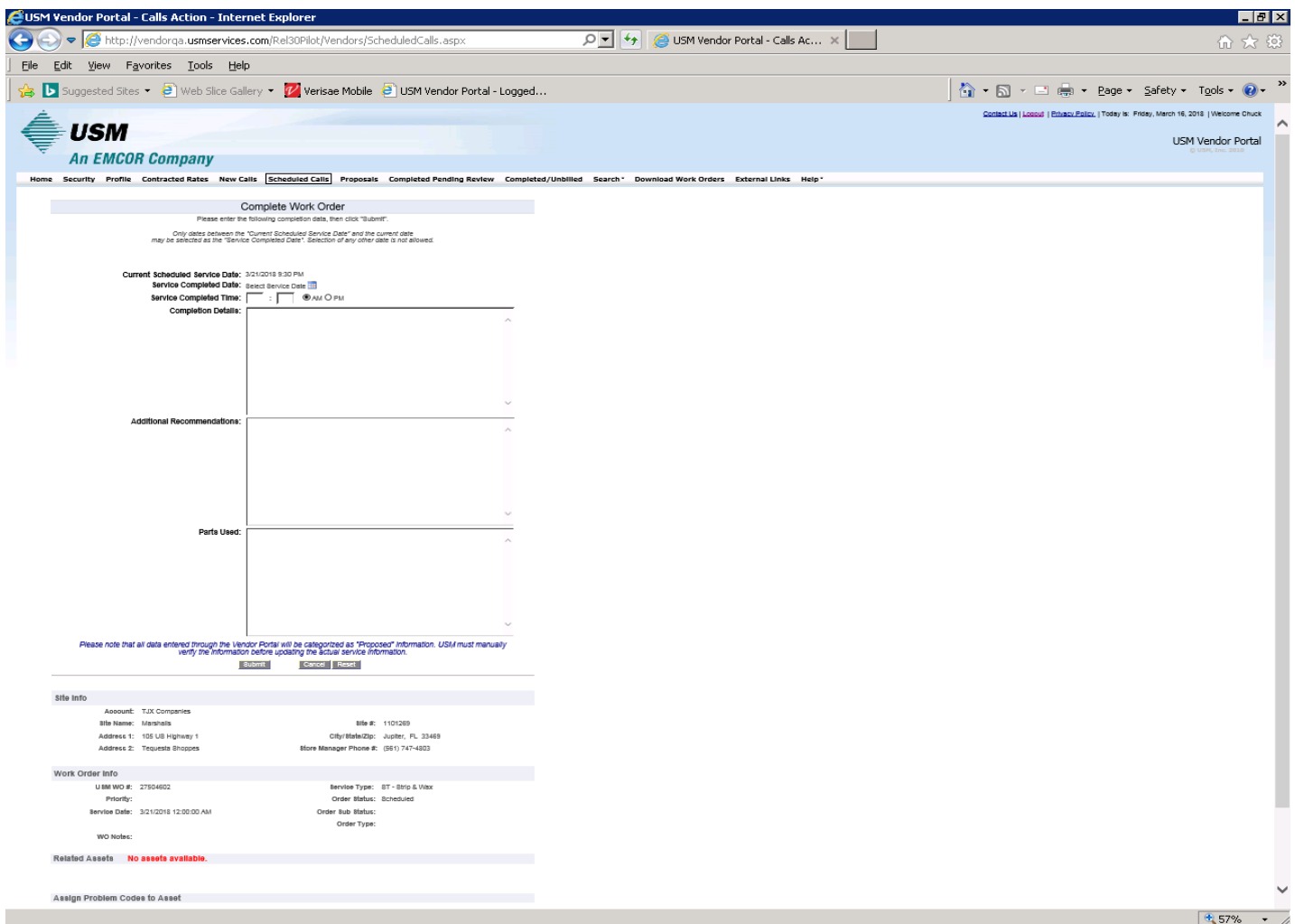
Select All	UnSelect All	Print Selected WO's	Download Work Orders	No more than 50 work orders may be selected to print at once.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27400208	HomeGoods	1280319	Palm Beach Gardens, FL	03/27/2018 9:30 PM
27504602	Marshalls	1101269	Jupiter, FL	03/21/2018 9:30 PM
27504425	TJ Maxx	1081087	Port Saint Lucie, FL	03/19/2018 8:00 PM
27504418	TJ Maxx	1081037	North Miami Beach, FL	03/14/2018 9:30 PM
27504383	TJ Maxx	1080392	Boynton Beach, FL	03/12/2018 9:30 PM
27504415	TJ Maxx	1080641	Jupiter, FL	03/11/2018 8:00 PM
27558136	Toys R Us	8716	Boynton Beach, FL	03/10/2018 9:00 PM
27558196	Toys R Us	8736	Jensen Beach, FL	03/09/2018 9:00 PM
27504404	TJ Maxx	1080719	Stuart, FL	03/07/2018 9:30 PM
27504357	TJ Maxx	1080070	Palm Beach Gardens, FL	03/04/2018 8:00 PM
27504533	Marshalls	1100425	Royal Palm Beach, FL	03/04/2018 8:00 PM
27490154	HomeGoods	1280202	Hollywood, FL	03/02/2018 9:30 PM
27504524	Marshalls	1100398	Lake Worth, FL	02/28/2018 9:30 PM
27504518	Marshalls	1100350	Stuart, FL	02/25/2018 8:00 PM
27504529	Marshalls	1100407	Plantation, FL	02/25/2018 8:00 PM
27504361	TJ Maxx	1080138	Vero Beach, FL	02/22/2018 9:30 PM
27504517	Marshalls	1100340	Boynton Beach, FL	02/21/2018 9:30 PM
27504413	TJ Maxx	1080829	Royal Palm Beach, FL	02/19/2018 8:00 PM
27504583	Marshalls	1101062	Vero Beach, FL	02/19/2018 8:00 PM
27504500	Marshalls	1100196	Delray Beach, FL	02/14/2018 9:30 PM

75%

Completing a Call

To complete a call, use the drop down list on the right side of the page and select the “Complete” option. Once selected, you will be navigated to a page where you can provide completion details. While providing completion details, you **MUST** include information related to the member of store management who signed off on completion of the work.

As part of the completion process you will be required to validate the asset that has been associated with the work for which you have completed. If the incorrect asset is assigned to the work order, you are required to select the correct asset to ensure accuracy of the asset data being collected. Once you have confirmed the asset you **MUST** complete the Failure Code section of the completion page. You are required to select from the predefined drop down menu any problems, the cause and remedy types that align to the issues you have found and the action you have taken. These selections should be supported with additional comments in the completion details section of the completion page.



USM Vendor Portal - Calls Action - Internet Explorer

http://vendorga.usmservices.com/Rel30Pilot/Vendors/ScheduledCalls.aspx

USM Vendor Portal - Calls Ac...

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery Verisae Mobile USM Vendor Portal - Logged...

USM An EMCOR Company

Home Security Profile Contracted Rates New Calls **Scheduled Calls** Proposals Completed Pending Review Completed/Unbilled Search Download Work Orders External Links Help

Complete Work Order

Please enter the following completion data, then click "Submit".

Only data between the "Current Scheduled Service Date" and the current date may be selected as the "Service Completed Date". Selection of any other date is not allowed.

Current Scheduled Service Date: 3/21/2018 9:30 PM

Service Completed Date: Select Service Date

Service Completed Time: : AM ☐ PM

Completion Details:

Additional Recommendations:

Parts Used:

Please note that all data entered through the Vendor Portal will be categorized as "Proposed" information. USM must manually verify the information before updating the actual service information.

Site Info

Account: TUX Companies

Site Name: Marshalls

Address 1: 105 US Highway 1

Address 2: Trinquette Shoppes

Site #: 1101289

City/State/Zip: Jupiter, FL 33489

Store Manager Phone #: (561) 747-4803

Work Order Info

UIM WO #: 27504602

Priority:

Service Date: 3/21/2018 12:00:00 AM

WO Note:

Service Type: BT - Strip & Wax

Order Status: Scheduled

Order Sub Status:

Order Type:

Related Assets No assets available.

Assign Problem Codes to Asset

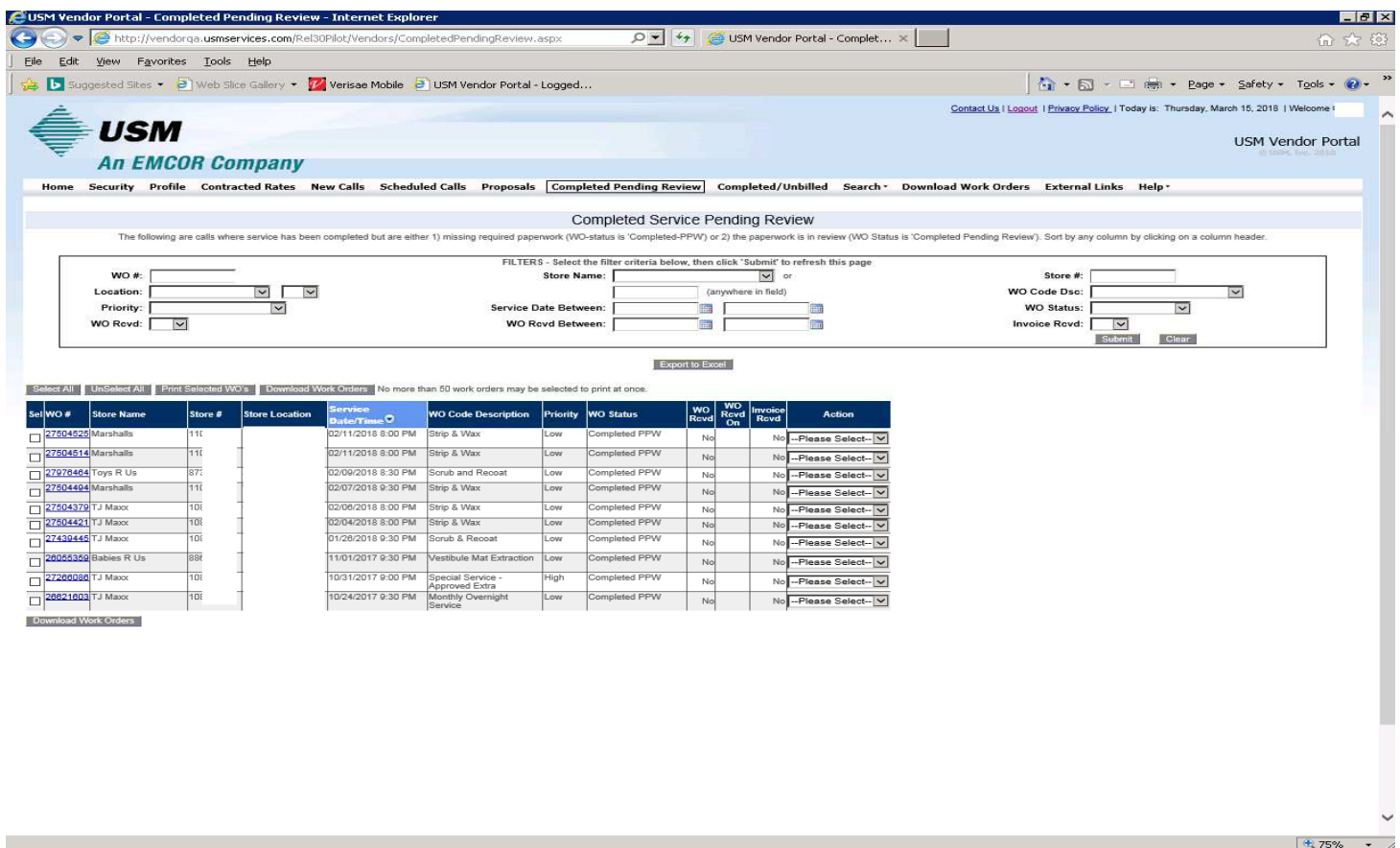
57%

After you provide completion details, the work order will go into a “pending” state and will remain on the Scheduled Calls page with a note describing the action you have taken. The work order will remain in this pending state until a USM service representative approves your update in the USM internal operating system.

Once your update is approved, the work order will move to the “Completed Pending Review” page of the Vendor Portal.

Completed Pending Review

The Completed Pending Review page lists any work order that has been assigned to your company which has been completed and USM has received, but not yet validated, the paperwork. You can view details of each individual work order by clicking on the Work Order number or select View/Print under the Action column.



USM Vendor Portal - Completed Pending Review

The following are calls where service has been completed but are either 1) missing required paperwork (WO-status is 'Completed-PPW') or 2) the paperwork is in review (WO Status is 'Completed Pending Review'). Sort by any column by clicking on a column header.

Filters: Select the filter criteria below, then click 'Submit' to refresh this page.

WO #: Location: Priority: WO Rcvd:

Store Name: or (anywhere in field)

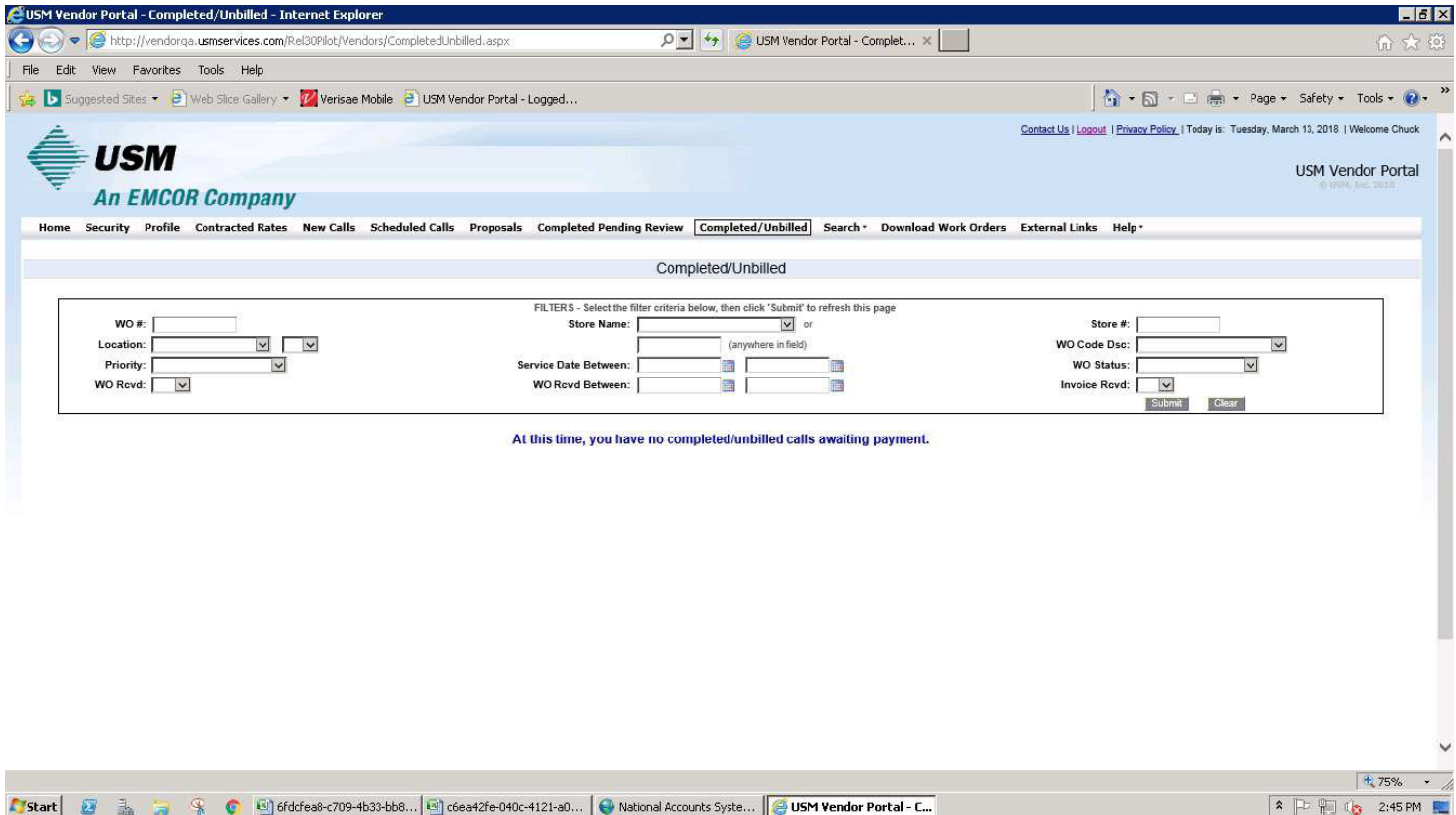
Service Date Between: WO Rcvd Between:

Store #: WO Code Desc: WO Status: Invoice Rcvd:

Select	WO #	Store Name	Store #	Store Location	Service Date/Time	WO Code Description	Priority	WO Status	WO Rcvd On	Invoice Rcvd	Action
<input type="checkbox"/>	27204529	Marshalls	111		02/11/2018 9:00 PM	Strip & Wax	Low	Completed PPW	No	No	--Please Select--
<input type="checkbox"/>	27204514	Marshalls	111		02/11/2018 9:00 PM	Strip & Wax	Low	Completed PPW	No	No	--Please Select--
<input type="checkbox"/>	27204504	Toys R Us	971		02/09/2018 9:30 PM	Scrub and Recoat	Low	Completed PPW	No	No	--Please Select--
<input type="checkbox"/>	27204494	Marshalls	111		02/07/2018 9:30 PM	Strip & Wax	Low	Completed PPW	No	No	--Please Select--
<input type="checkbox"/>	27204379	TJ Maxx	101		02/06/2018 9:00 PM	Strip & Wax	Low	Completed PPW	No	No	--Please Select--
<input type="checkbox"/>	27204491	TJ Maxx	101		02/04/2018 9:00 PM	Strip & Wax	Low	Completed PPW	No	No	--Please Select--
<input type="checkbox"/>	27204445	TJ Maxx	101		01/29/2018 9:30 PM	Scrub & Recoat	Low	Completed PPW	No	No	--Please Select--
<input type="checkbox"/>	28055359	Gabies R Us	898		11/01/2017 9:30 PM	Vestibule Mat Extraction	Low	Completed PPW	No	No	--Please Select--
<input type="checkbox"/>	27206080	TJ Maxx	101		10/31/2017 9:00 PM	Special Service - Approved Extra	High	Completed PPW	No	No	--Please Select--
<input type="checkbox"/>	28021603	TJ Maxx	101		10/24/2017 9:30 PM	Monthly Overnight Service	Low	Completed PPW	No	No	--Please Select--

Completed/Unbilled

The Completed/Unbilled page lists work orders assigned to your company where service has been completed and validation requirements have been met but payment has not been processed.



USM Vendor Portal - Completed/Unbilled - Internet Explorer

http://vendorqa.usmservices.com/Rel30Pilot/Vendors/CompletedUnbilled.aspx

USM Vendor Portal - Complet...

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery Verisae Mobile USM Vendor Portal - Logged...

Contact Us | Logout | Privacy Policy | Today is: Tuesday, March 13, 2018 | Welcome Chuck

USM Vendor Portal

Home Security Profile Contracted Rates New Calls Scheduled Calls Proposals Completed Pending Review **Completed/Unbilled** Search Download Work Orders External Links Help

Completed/Unbilled

WO #:

Location:

Priority:

WO Rcvd:

FILTERS - Select the filter criteria below, then click "Submit" to refresh this page

Store Name: or (anywhere in field)

Service Date Between:

WO Rcvd Between:

Store #:

WO Code Dsc:

WO Status:

Invoice Rcvd:

At this time, you have no completed/unbilled calls awaiting payment.

Start 6fddfea8-c709-4b33-bb8... c6ea42fe-040c-4121-a0... National Accounts System... USM Vendor Portal - C... 75% 2:45 PM

Printing Work Orders

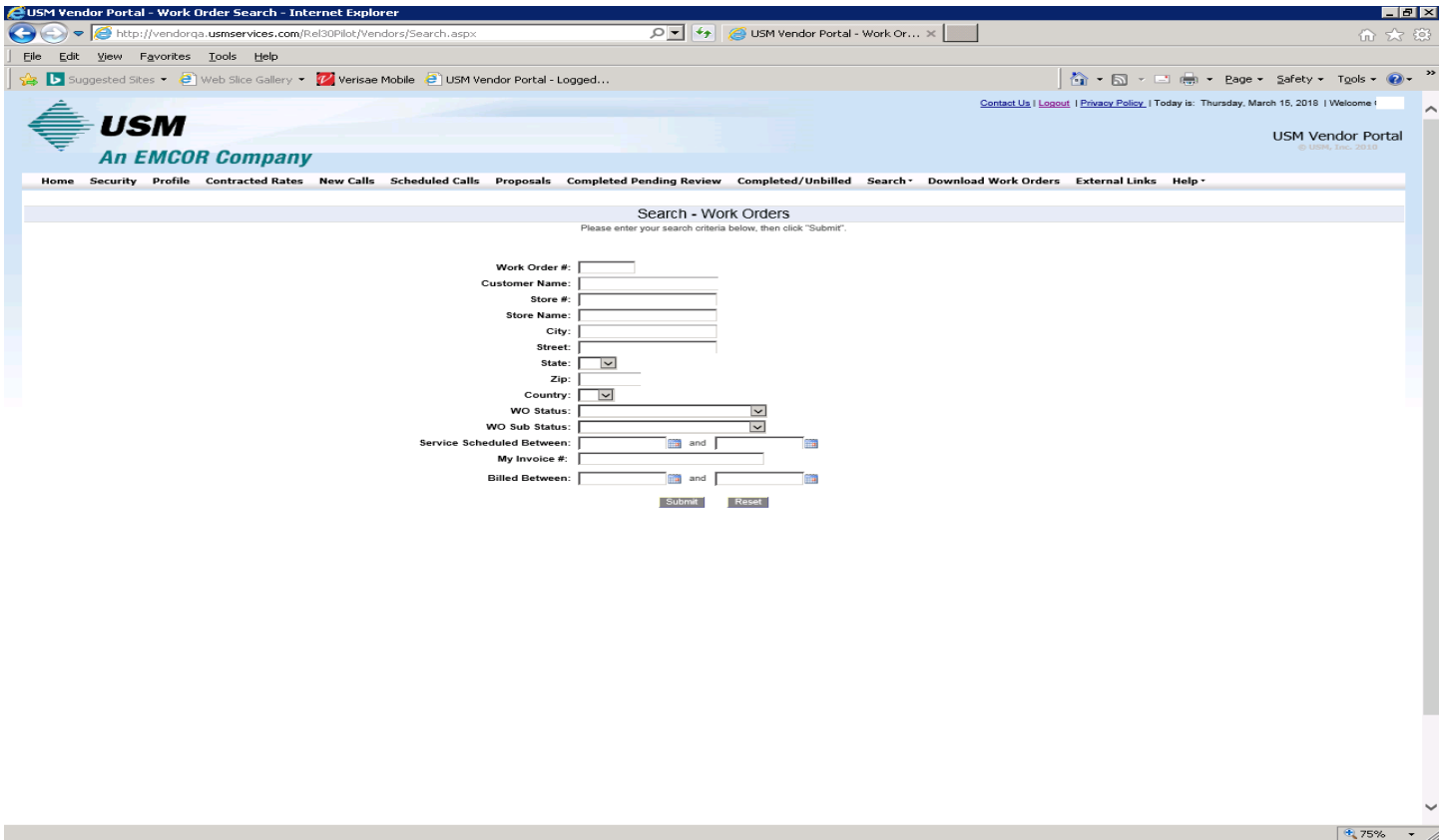
On the Scheduled Calls or the Completed Pending Review page, select "Print" from the drop down menu under the Action column to print a work order. You also have the option to print multiple work orders simultaneously by selecting the desired documents and clicking the "Print Selected WO's" button. *Note that the "Print" option is only available once work has been accepted & scheduled or completed.*

Once you select "Print", you will receive a message saying that the Work Order has been submitted for printing. In order to see the work order, you must click on the "Download Printed Work Orders" link at the top or bottom of the grid on Scheduled Calls or Completed Pending Review pages.

Once you click on the "Download Printed Work Orders" link, you will be navigated to the Download Printed Item screen. Here you can click on a Work Order Number to open the printed work order in PDF format and print it as necessary.

Search

The search page can be used to locate specific work orders through a number of fields of search criteria. You can enter a single value or multiple values to the search fields to refine your search.



USM Vendor Portal - Work Order Search - Internet Explorer

http://vendorga.usmservices.com/Rel30Pilot/Vendors/Search.aspx

USM Vendor Portal - Work Or... x

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery Verisae Mobile USM Vendor Portal - Logged...

Contact Us | Logout | Privacy Policy | Today is: Thursday, March 15, 2018 | Welcome |

USM Vendor Portal

Home Security Profile Contracted Rates New Calls Scheduled Calls Proposals Completed Pending Review Completed/Unbilled Search Download Work Orders External Links Help

Search - Work Orders

Please enter your search criteria below, then click "Submit".

Work Order #:

Customer Name:

Store #:

Store Name:

City:

Street:

State:

Zip:

Country:

WO Status:

WO Sub Status:

Service Scheduled Between: and

My Invoice #:

Billed Between: and

Submit Reset

75%