UNIVERSITY OF ILLINOIS SYSTEM

How To Add a Vendor to a Project

A vendor cannot be added to a project until they have been assigned a NetID through the VSA registration process. For instructions on this, see Adding a New User to a Vendor Profile.

1. A Kahua Domain Admin will need to add vendors to projects in Kahua.
2. To request a vendor be added to a project, submit a ticket to the AITS Help Desk at: http://go.uillinois.edu/ocpsupport.
3. In the support request, include the following information:
    a. Project Number
    b. Name of the person to be added
    c. Vendor company name
    d. Vendor role on the project, such as: PSC, Contractor with Assignment, Assigned Contractor, Contractor No Assignment, Single Prime.
4. A form is provided on page 2 of this guide that may be filled out and attached to the support request.
5. A Kahua Administrator will create the user and grant the user the necessary permissions in the requested groups for the designated projects.
6. If the vendor has never been invited to Kahua, they will receive an invitation to Kahua in addition to being added to the project.
7. Once the vendor is added, the Project Manager will need to update the Roster in the Project Details.
    a. A prime contact for the PSC should be added to the PSC line of the Roster. This is the person who will receive approval tasks.
    b. If the project has a Contractor with Assigned or Construction Manager, their name will need to be added in the CWA/CM line of the Roster. This person will receive approval tasks for the CWA or CM.
8. The Project Manager is also responsible for making sure the appropriate users get added to Contracts.

Kahua-Add Users to a Project Request

Project Number:

Contract Type	User	Company
Choose an item.		
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