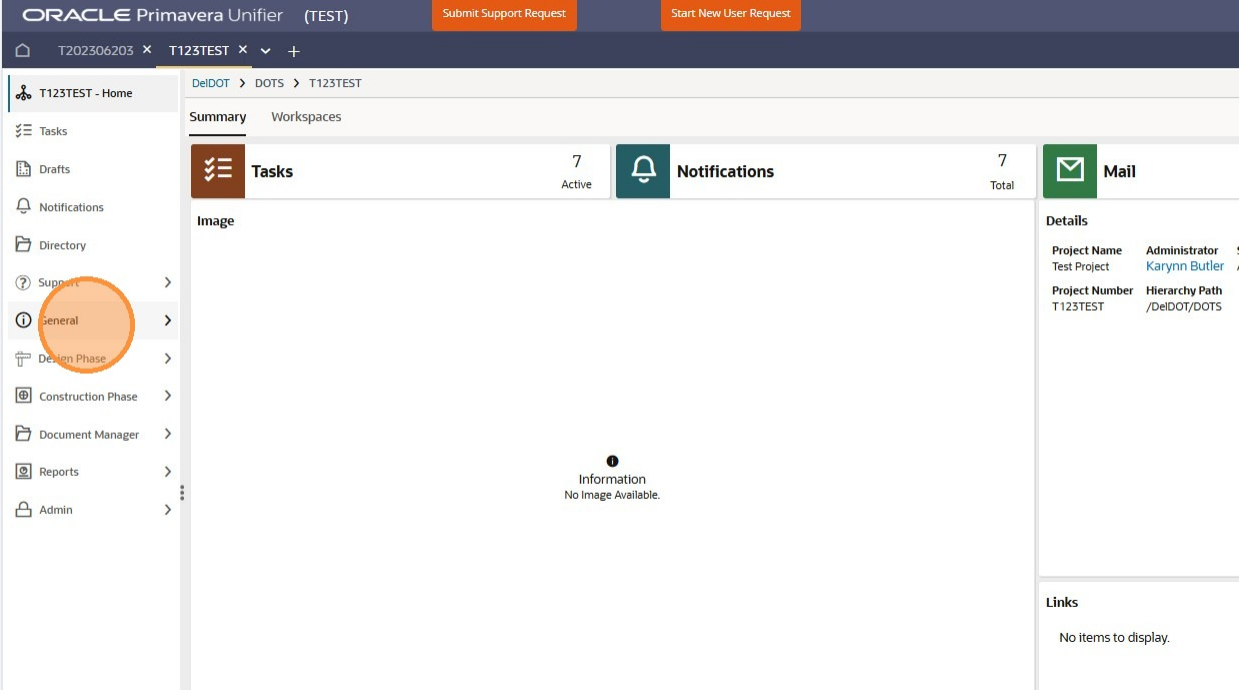


Adding A Project Vendor In Unifier

Learn how to efficiently add and configure project vendors within the Unifier system. This guide walks you through selecting the correct vendor and entering necessary contact details to ensure your project records remain accurate.

1 Click "General"



2 Click "Project Vendors"

The screenshot shows the Oracle Primavera Unifier interface. The left sidebar contains a navigation menu with items like Drafts, Notifications, Directory, Support, General, Project Locations, Project Vendors (highlighted with an orange circle), Project Number..., Project Informat..., Risks & Issues, Design Phase, Construction Phase, Document Manager, Reports, and Admin. The main content area is titled 'Image' and displays a message: 'Information No Image Available.' The right sidebar shows 'Details' for a project named 'Test Project' and 'Links' with the message 'No items to display.'

3 Click "Create"

The screenshot shows the Oracle Primavera Unifier interface with the 'Project Vendors' table. The 'Create' button is highlighted with an orange circle. The table has columns for Vendor ID, Vendor Name, Vendor Type, Status, and Creation Date. The table contains 12 rows of vendor data.

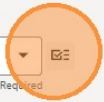
Vendor ID	Vendor Name	Vendor Type	Status	Creation Date
ZONE	Zone Striping Inc	Subcontractor	Active	2024-06-03 04:30 PM
RSS	Road Safety Systems LLC	Subcontractor	Active	2024-06-03 04:29 PM
LEMS	LEMS Contracting Co., Inc	Subcontractor	Active	2024-06-03 04:27 PM
JAQUEZ	Jaquez Concrete LLC	Subcontractor	Active	2024-06-05 05:46 PM
D&CINC	Direct & Correct, Inc.	Subcontractor	Active	2024-06-04 03:09 PM
DeIDOT	Delaware Department of Transportation	Prime Contractor	Active	2024-03-21 02:55 PM
CONSAFYSYS	Concrete Safety Systems	Subcontractor	Active	2024-07-09 11:11 AM
CCCD	Chesco Coring & Cutting of Delaware	Subcontractor	Active	2024-06-04 03:13 PM
BWEINC	BW Electric Inc	Subcontractor	Active	2024-06-03 04:24 PM
AUDIBLE	Audible Lines LLC	Subcontractor	Active	2024-06-03 04:21 PM
APFI	American Paving Fabrics Inc	Subcontractor	Active	2024-06-03 04:20 PM
AMMDINC	Allan Myers MD Inc	Prime Contractor	Active	2024-03-20 10:23 AM

4 Select the Picker Icon.

Create New Project Vendors

Project Vendors

Vendor Details

Vendor *
  Required

Project Vendor Type *
 Required


Vendor Name


Third Tier Sub?

Vendor ID

Business License No.

DBE?

Business Lic. Expiration Date
 

DBE Conscious 

Status *

Address

Address 1 *
 Required

City *
 Required

Address 2

State/Province *

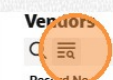
Attachments Comments Linked Records Lir




 Information
 No Attachments.

5 Select the "Find on Page" Icon

Vendors



Record No.	Vendor ID	Vendor Name	Business License No.	BL Expiration Date	DBE?	Status
MV-0364	3CDLLC	3 C Drilling LLC	2004205497	2026-12-31	No	Active
MV-0194	3DFI	3-D Fabrication, Inc	2014607537	2025-12-31	No	Active
MV-0465	B41MWR	B41 MWR LLC			No	Active
MV-0178	AHMI	A & H Metals Inc	1989014352	2025-12-31	No	Active
MV-0006	ADEL	A Del Construction Co Inc	1989021636	2025-12-31	No	Active
MV-0402	A3CI	A3 Communications, Inc	2020705154	2026-12-31	No	Active
MV-0255	AARON	Aaron Enterprises Inc	1989005803	2025-12-31	No	Active
MV-0427	AFLLC	Abel Fence LLC	2004205655	2021-12-31	No	Active
MV-0270	ALSI	Access Labor Services Inc	1999205946	2026-12-31	No	Active
MV-0229	ALLC	Aceco LLC	2019605316	2025-12-31	No	Active
MV-0254	ACKBAY	Ackerman & Baynes LLC			Yes	Active
MV-0443	ADSCON	ADS Construction Services	2023705306	2025-12-31	Yes	Active
MV-0365	AECOM	AECOM	2005210724	2025-12-31	No	Active
MV-0448	AGRINB	Agrination Netting Builder			No	Active
MV-0491	AKINDUSTSLLC	AK Industrial Services, LLC	2024706170	2025-12-31	No	Active
MV-0302	AATCLLC	AI's Affordable Tree Care LLC	2007221921	2027-12-31	No	Active

Total: 502


6 Type the vendor name in the "Find" field.

Vendors

Q ☰

Record No.	Vendor ID	Vendor Name	Business License No.	BL Expiration Date	DBE?	Status
<i>Find</i>	<i>Find</i>	<i>Find</i>	<i>Find</i>	<i>Find</i>	<i>Find</i>	<i>Find</i>
MV-0364	3CDLLC	3-D Drilling LLC	2004205497	2026-12-31	No	Active
MV-0194	3DFI	3-D Fabrication, Inc	2014607537	2025-12-31	No	Active
MV-0465	841MWR	841 MWR LLC			No	Active
MV-0178	AHMI	A & H Metals Inc	1989014352	2025-12-31	No	Active
MV-0006	ADEL	A Del Construction Co Inc	1989021636	2025-12-31	No	Active
MV-0402	A3CI	A3 Communications, Inc	2020705154	2026-12-31	No	Active
MV-0255	AARON	Aaron Enterprises Inc	1989005803	2025-12-31	No	Active
MV-0427	AFLLC	Abel Fence LLC	2004205655	2021-12-31	No	Active
MV-0270	ALSI	Access Labor Services Inc	1999205946	2026-12-31	No	Active
MV-0229	ALLC	Aceco LLC	2019605316	2025-12-31	No	Active
MV-0254	ACKBAY	Ackerman & Baynes LLC			Yes	Active
MV-0443	ADSCON	ADS Construction Services	2023705306	2025-12-31	Yes	Active
MV-0365	AECOM	AECOM	2005210724	2025-12-31	No	Active
MV-0448	AGRINB	Agrination Netting Builder			No	Active
MV-0491	AKINDUSTSLLC	AK Industrial Services, LLC	2024706170	2025-12-31	No	Active

Total: 502




7 Click the appropriate Vendor.

Vendors

Q ☰

Record No.	Vendor ID	Vendor Name	Business License No.	BL Expiration Date	DBE?	Status
<i>Find</i>	<i>Find</i>	<i>de</i>	<i>Find</i>	<i>Find</i>	<i>Find</i>	<i>Find</i>
MV-0006	ADEL	A Del Construction Co Inc	1989021636	2025-12-31	No	Active
MV-0386	ASSDLLC	Asphalt Striping Services of Delaware, LLC	2009100395	2025-12-31	No	Active
MV-0290	CCCD	Chesco Coring & Cutting of Delaware	2017600811	2025-12-31	No	Active
MV-0143	DeIDOT	Delaware Department of Transportation			No	Active
MV-0463	DENVV	Delaware Environmental Construction	2023707955	2026-12-31	No	Active
MV-0023	DSP	Delaware State Police			No	Active
MV-0476	DELVALPAV	Delaware Valley Paving	2014100118	2025-12-31	No	Active
MV-0022	DOTTRF	DelDOT Traffic			No	Active
MV-0266	DPC	Del Pumping Company	2018605694	2027-12-31	No	Active
MV-0190	DEC	Delmarva Electric Cooperative			No	Active
MV-0086	DELGAS	Delmarva Gas			No	Active
MV-0205	DIC	Delmarva Insulation Company	2002106010	2025-12-31	No	Active
MV-0083	DPL	Delmarva Power	2012602436	2025-12-31	No	Active
MV-0075	MIDDEL	Mid-Del Hydroseeding	2018100449	2019-12-31	No	Active
MV-0034	SMIS	SMI Services of Delaware, LLC	2013600296	2026-12-31	No	Active

Total: 502



8 Click "Select"

A screenshot of a vendor selection interface. It features a table with columns: Vendor Name, Business License No., BL Expiration Date, DBE?, and Status. The table lists various vendors, with 'Delmarva Power' highlighted in green. Below the table, there are 'Cancel' and 'Select' buttons. The 'Select' button is circled in orange.

Vendor Name	Business License No.	BL Expiration Date	DBE?	Status
del	Find	Find	Find	Find
A Del Construction Co Inc	1989021636	2025-12-31	No	Active
Asphalt Striping Services of Delaware, LLC	2009100395	2025-12-31	No	Active
Chesco Coring & Cutting of Delaware	2017600811	2025-12-31	No	Active
Delaware Department of Transportation			No	Active
Delaware Environmental Construction	2023707955	2026-12-31	No	Active
Delaware State Police			No	Active
Delaware Valley Paving	2014100118	2025-12-31	No	Active
DelDOT Traffic			No	Active
Del Pumping Company	2018605694	2027-12-31	No	Active
Delmarva Electric Cooperative			No	Active
Delmarva Gas			No	Active
Delmarva Insulation Company	2002106010	2025-12-31	No	Active
Delmarva Power	2012602436	2025-12-31	No	Active
Mid-Del Hydroseeding	2018100449	2019-12-31	No	Active
SMI Services of Delaware, LLC	2013600296	2026-12-31	No	Active

9 Select the Vendor Type.

Create New Project Vendors

Project Vendors

A screenshot of the 'Create New Project Vendors' form. The form is divided into sections: 'Vendor Details' and 'Address'. The 'Vendor Details' section includes fields for 'Vendor' (with a search box), 'Vendor Name', 'Vendor ID', 'DBE?', and 'DBE Conscious'. The 'Project Vendor Type' dropdown menu is open, showing options: Owner, Prime Contractor, Subcontractor, Utility, Designer, CMI Consultant, Service/Supplier, Developer, and Municipality. The 'Subcontractor' option is circled in orange. The 'Address' section includes fields for 'Address 1', 'City', and 'State/Province'. On the right side, there are tabs for 'Attachments', 'Comments', 'Linked Records', and 'Links'. Below these tabs, there is an information icon and the text 'Information No Attachments.'.



Do not use this process to add Subcontractors or Third Tier Subs. There is a separate Business Process to add these vendors.

10 Enter the Address of the Vendor

Create New Project Vendors

Project Vendors

Vendor Details

Vendor *
DPL

Vendor Name
Delmarva Power

Vendor ID
DPL

DBE?
No

DBE Conscious

Project Vendor Type *
Utility

Third Tier Sub?
No

Business License No.
2012602436

Business Lic. Expiration Date
2025-12-31

Status *
Active

Address

Address 1 *
[Empty field]

Address 2
[Empty field]

City *
[Empty field]

State/Province *
DE

Attachments Comments Linked Records Lir

Attachments

Information
No Attachments.

Create New Project Vendors

Project Vendors

DPL

DBE?
No

DBE Conscious

Business License No.
2012602436

Business Lic. Expiration Date
2025-12-31

Status *
Active

Address

Address 1 *
118 E. Liberty Sr

Address 2
[Empty field]

Address 3
[Empty field]

City *
Harrington

State/Province *
DE

Zip Code *
[Empty field]

Country *
USA

Attachments Comments Linked Records Lir

Attachments

Information
No Attachments.

Vendors

Save More Actions Submit

DE

Zip Code * 19954

Enter 16 or fewer characters.

Country * USA

Email

Work Phone

Mobile Phone

Attachments Comments Linked Records Linked Mail

Information
No Attachments.



The Business License must not have expired for the Vendor to be added.



While Business License Date is a required field, it is only relevant for Prime and Subcontractors. Other vendors can simply be extended to the current date.

11 Click "Submit"

Vendors

Save More Actions **Submit**

Project Vendor Type * Utility

Third Tier Sub? No

Business License No. 2012602436

Business Lic. Expiration Date 2026-12-31
Enter a date on or after 999-12-31.

Status * Active

City * Harrington

State/Province * DE

Attachments Comments Linked Records Linked Mail

Information
No Attachments.