UNIVERSITY of
HOUSTON

HISTORICALLY UNDERUTILIZED BUSINESS OPERATIONS

HUB VENDOR

DATABASE

INSTRUCTIONS

TABLE OF CONTENTS

INTRODUCTION

MISSION

The Historically Underutilized Business (HUB) Program at the University of Houston (UH) is committed to promoting the inclusion of HUB vendors in university procurements. The HUB Program ensures compliance with state HUB laws, assists UH departments in locating HUB vendors; as well as offering HUBs assistance to facilitate access and contracting opportunities.

HUB VENDOR DATABASE

Purpose – The HUB Vendor Database provides the UH community with an additional tool to identify HUBs interested in responding to UH procurement opportunities.

Benefit– University of Houston faculty and staff will use the HUB Database to identify HUBs that may address Colleges/Departments procurement needs.

Create a Profile in the UH HUB Vendor Database--Which allows UH College Business Administrators to identify HUBs (that may or may not be on the Centralized Master Bidders Lists)

HUB DATABASE WEBSITE LOCATION

Enter the following: https://uh.edu/office-of-finance/hub/vendors

DEFINITIONS

- Annual Sales - the revenue that a company derives from the sale of its products in a year.

- Client References - Current and/or prior clients who can verify the quality of a company's work.

- Cooperative Purchasing - Cooperative and Group purchasing organizations allow the University of Houston and other state entities to purchase from established contracts without additional formal bidding.

- Company Contact – Person authorized to establish vendor profile six digit pin; receive procurement inquires and request profile changes.

- Historically Underutilized Business (HUB) Categories - Minority, woman, or service disabled owned business operating in the state of Texas and certified by the State Comptroller of Public Accounts (CPA).

- Security PIN – Six (6) digit pin created by the company contact

- Service Disabled Veteran Certification - Defined by 38 United States Code (U.S.C.), Section 101(2) as persons who have a service-connected disability and have a disability rating of 20% or more.

VENDOR PROFILE INSTRUCTIONS

Enter the following: https://uh.edu/office-of-finance/hub/vendors

Click on Create New Vendor Profile and the following screen will appear

Note: You must complete the creation of your vendor profile in one session.

HUB Information Screen

Enter / Select
- HUB ID provided by Texas Comptroller *Note: Please do not become concerned the number of spaces available <u>may be more</u> than Comptroller assigned HUB ID #
- HUB Expiration provided by Texas Comptroller
- Service Disabled Veteran Owned
- HUB Gender
- HUB Category
- HUB Certificate –Upload PDF

CLICK SAVE AND CONTINUE

Company Contact Screen

Enter / Select
- Company Name
- Security Pin (Six-Digits)
- Company Phone
- Company Website URL
- Street Address
- City/State & Zip Code

COMPANY CONTACT INFORMATION

Company Name *

Enter full, legal company name

Security PIN *

Please enter a six-digit PIN that will be required to make any edits to your profile after it's submitted.

Company Phone *

Company Website URL

Ex: https://www.example.com

Street Address *

Street Address, continued

City *

State *

Select State

Zip/Postal Code *

Save and Continue ➡

CLICK SAVE AND CONTINUE

Company Contact Person Screen

Enter Contact:

- First Name
- Last Name
- Email Address
- Title

CLICK SAVE AND CONTINUE

Business Details Screen

Enter/Select

- Annual Sales

- Number of Employees

- Years in Business

- Vendor Type (drop-down)

- Do you accept credit card payments- Select Yes or No

- Vendor Services/Commodities—Highlight a Minimum of 1 and Maximum of 3 Services/Commodities > Click Green Left Arrow to move selected commodity to the Vendor/Services Commodity Box (If you provide more than 3 Services/Commodities- vendors have the option to upload Information in Supporting Documents Section)

Services/Commodities selected will appear below the Vendor/Services/Commodities box
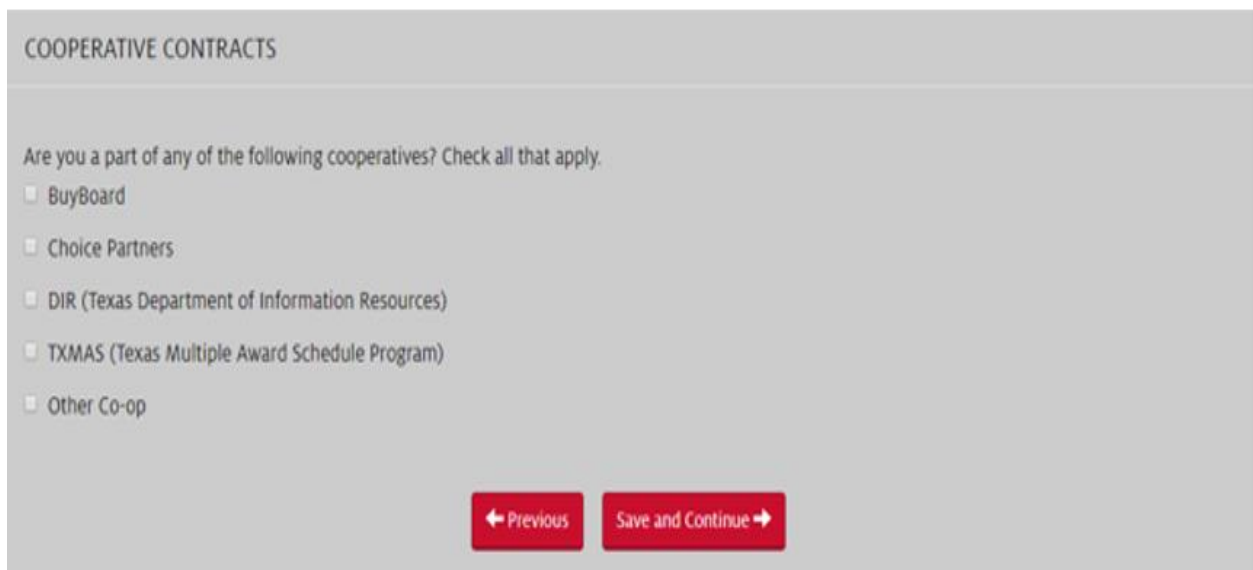
CLICK SAVE AND CONTINUE

Cooperative Contracts Screen

If your business is part of a Cooperative check all that apply – Upon checking a Cooperative, a new line will appear next to each of the items checked. For each applicable line enter the following:

a. Co-Op Number

b. Other Co-Op Option—Please enter the Co- Op Name and Number (Note: the Other Co-op entry line may also be used to enter additional DIR contracts)

CLICK SAVE AND CONTINUE

Key Clients – Reference Screen

Identify <u>Minimum of (3)</u> and <u>Maximum of (5)</u> Client References

Please include Key Clients Contact Information (Business Name, Contact Person Name, Email or telephone number)

KEY CLIENTS
PLEASE PROVIDE INFORMATION FOR AT LEAST THREE(3) AND NO MORE THAN FIVE(5) KEY CLIENTS.

Client #1

Business Name *

What trade or service did your company provide and/or perform? *

Client #2

Business Name *

What trade or service did your company provide and/or perform? *

Client #3

Business Name *

What trade or service did your company provide and/or perform? *

✚ Add Another Client

← Previous   **Save and Continue →**

CLICK SAVE AND CONTINUE

SUPPORTING DOCUMENTS SCREEN

Please Upload a Capability Statement /Flyer /Brochure or other Marketing Material

CLICK SAVE AND CONTINUE

VENDOR SET UP FINAL STEPS

Upon successful completion of a vendor profile, the below page will show.

Profile Complete

Thank you for completing your HUB Vendor Profile!

Please save/print this confirmation page for your records. **Note: You MUST click the "Exit Profile" button for your information to be saved.**

You will be updated on the status of your profile within 5-7 business days. If you have any questions or updates, please feel free to email us at hubdocs@uh.edu.

⟶ Exit Profile

PROFILE CHANGES

UH Operations Dept. Staff will make changes within *3-business days* upon receipt of a company profile request submission. Send an email to hubdocs@uh.edu for the following changes:

CHANGES NOT REQUIRING NEW VENDOR PROFILE SUBMISSION

- ➢ Company Name with same EIN (Must submit legal document authorizing the name change)

- ➢ Security PIN

- ➢ Company Telephone Number

- ➢ Company Website

- ➢ Street Address (Must submit legal documentation, e.g., lease agreement, etc. verifying business address change)

All other changes require submission of a new vendor profile

WHO MAY SUBMIT PROFILE CHANGES

- ➢ Company Contact

- ➢ CEO/Owner

- ➢ Operations Manager/Director

In the event the company contact who established the Security Pin is no longer affiliated with the business, the CEO/Owner or Operations Manager/Director must submit changes **(to include a new Six-Digit Security Code)** to hubdocs@uh.edu

FORGOTTEN SECURITY PIN
 The Company Contact may submit a request to change the 6-digit Security Pin to hubdocs@uh.edu

CHANGE REQUEST PROCESS – NEW PROFILE

> Note – vendor profile change requests must be sent to hubdocs@uh.edu; change request are not to be accepted via phone calls or HOD personal email.
>
> Replies to *change requests must be made within 3 business days upon email receipt.*

HOD staff **May Not** make the following changes on behalf of a vendor:

- o HUB ID
- o Service Disabled Veteran Owned
- o HUB Gender
- o HUB Category
- o Company Contact
- o Business Details (annual sales, number of employees, years in business, etc.)
- o Key Clients Information

A new HUB vendor profile must be submitted – if a vendor request changes that may not be made by HOD.

Thank you for your interests in providing goods or services to the University of Houston