

How to Use the ARCH Procurement

Referrals Database

[Browse Contractors](#)

[Add Recommendation](#)

The Procurement Referrals Database (PRD) has two tabbed views:

1. **Browse Contractors**
2. **Add Recommendation**

Click on the **Browse Contractors** tab to view the Vendor list and records. Click on the **Add Recommendations** tab to add a Referral to the database.

"Browse Contractors" Tab

This view shows:

1. **Vendor Type**: a dropdown list of categories of products and services.
2. A scrollable list of **Vendors** of the displayed Vendor Type

Vendor Name	Recommended By	Association/ Homeowner	Cluster Association
John's Deck Layers	Jim Carrey	Association	Reston ARCH

Click on a Vendor row to display contact information for the Vendor.

1. Click on **Member Referral Information** (right panel or bottom link). The Member Referral panel slides left to display contact information for the ARCH member who provided the Recommendation
2. Click on **Product/Service Information** (panel at far left or link on bottom) to display contact information for the Vendor. The right panel slides right to uncover Vendor contact information.
3. Click on the **Printer** icon (right) to print a Recommendation.

John's Deck Layers	Jim Carri	Association	jcarrey@restonarch.org
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Product/Service Information	Vendor Type	Decks	Work Done For	Association
	Vendor Name	John's Deck Layers	Vendor Contact Name	John Peters
	Street Address	503 Main St.	Contact Phone	703-555-9013
	City	Reston	Contact Email	john@decklayers.org
	State	VA	Zip	20190
				Member Referral Information




"Add Recommendation" Tab

This view is a form to fill out in order to add a Recommendation. Fields which you **MUST** fill out are marked by a red asterisk. Other fields are optional: the more data you provide, the more useful your Recommendation can be to other members.

The form is titled "Add Recommendation" and is located under the "Browse Contractors" tab. It is divided into two main sections: "PRODUCT/SERVICE CATEGORY" and "MEMBER REFERRAL INFORMATION".

PRODUCT/SERVICE CATEGORY

- Vendor Type: A dropdown menu with a red asterisk.
- This work was/is done for: Two radio buttons. "A Cluster/Condo Association" and "An Individual Homeowner". Both have red asterisks.

SUPPLIER/CONTRACTOR INFORMATION

- Vendor Name: Text input field with a red asterisk.
- Street Address: Text input field.
- City: Text input field.
- State: Dropdown menu.
- Zip: Text input field.
- Vendor Contact Name: Text input field.
- Contact Phone: Text input field.
- Contact Email: Text input field.

MEMBER REFERRAL INFORMATION

- Your Name: Text input field with a red asterisk.
- Your Cluster Association (if the listing is for vendor services provided to the cluster): Text input field with a red asterisk.
- Contact: (fill out one or both) with a red asterisk. Includes sub-fields for Email, Phone, and Best Time.

Buttons: "Save Referral" and "Clear Form".

1. Click on the down arrow at the right of the **Vendor Type** box to select the appropriate product or service category for the Recommendation you are providing.
2. Click on the appropriate button (circle) to select whether the work was performed for (1) an individual homeowner, or (2) for a cluster or condo association.
3. Fill in the **Vendor Name**. Fill in other Vendor contact data.
4. Fill in your name, and the name of your cluster or condo association, if you have one. Provide your email address or phone number or both, and indicate the best time to be called.
5. Click the **Save Referral** button.

Add another Recommendation, or click the **Browse Contractors** tab at the top to return to the Vendors list.

NOTE: The PRD is not, and is not intended as, an exhaustive listing of vendors. Vendors are identified only if an ARCH Member voluntarily inputs the information and is willing to serve as a positive reference for that vendor. Whether a vendor is listed and a reference provided are entirely the decisions of the individual Member doing the listing. Members should perform their own due diligence on any vendor used.