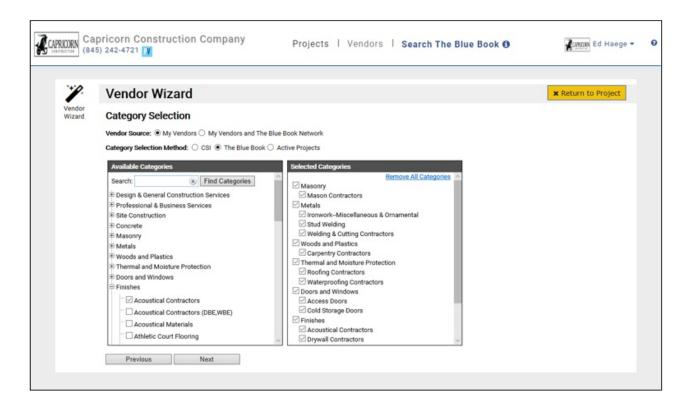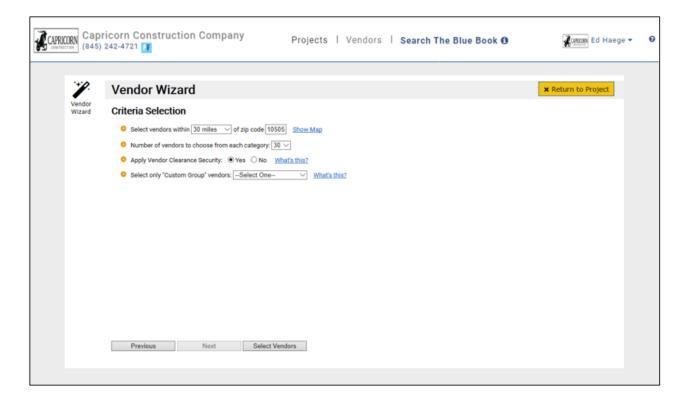# Add with the "Vendor Wizard" (Proximity Search)

Last Modified on 03/11/2020 1:33 pm EDT

To quickly add companies to your project from your private database and – when needed – The Blue Book Network, use the "Vendor Wizard" proximity search. You can access the "Vendor Wizard" under the "Project Contacts" tab on the "Project Vendors" screen by clicking on the "Add Vendors" button (upper right).

Step-1 of the Vendor Wizard is the "Category Selection". You already selected your categories on the "Project Details" tab but this screen enables you to review your selections again and make changes (add or delete) – if necessary – before running the "Vendor Wizard". You can also select the "Vendor Source", which enables you to select companies from only your private database or include Blue Book Network members.

Step-2 of the Vendor Wizard is your "Criteria Selections".

- You can set the proximity search as low as 5-miles or as high as 60-miles or you can search the entire region.

- You can set the number of vendors selected for each category as low as 5 or as high as 60.

- You can also apply "Vendor Clearance Security", which is defaulted to "Yes". As a "bidding" General Contractor, you may not want the "Vendor Wizard" to select a subcontractor that also performs as a General Contractor for competitive reasons. If so, by setting the security to "Yes", the "Vendor Wizard" will not select and add those companies to your project. However, if you are the "Awarded" General Contractor and are not concerned with exposing your project to other General Contractors, you can set the security to "No" and all the companies that meet your criteria will be selected.

- Finally, you have the option to conduct a proximity search of a specific "Custom Group" that you created in your private database. The "Vendor Wizard" will only select companies from your specified "Group" on your project's selected categories using your specified vendor criteria selections from above.

- When you have completed your "Criteria Selections", click "Select Vendors" at the bottom of the screen. Within minutes, the companies will be added to your project and will be ready to be messaged.