

# Spitfire Vendor Information & Performance Tracking System

This system is made up of a manual entry portion and an automatic performance tracking system.

## Manual Entry of Vendor Information

Vendor Maintenance:

- 1) Contacts >
- 2) Company >
- 3) Vendor Only >
- 4) Select Vendor

The screenshot displays the Spitfire Vendor Information & Performance Tracking System interface. On the left is a navigation sidebar with options: Home, Create Document, Recent Documents, Catalog, Executive, Contacts (highlighted with a red circle 1), Report Browser, Manage, and System Admin. The main window shows a 'Vendor PO' summary for 'GC-0003 - ABC Plaza' with 8 Overdue and 8 Open items. A 'COMPANY LIST' dialog box is open, showing a form for manual entry of vendor information. The form includes fields for NAME (m), PHONE/FAX, EMAIL, LOCATION, ACTIVE (Active), and EXTERNAL ID. There are checkboxes for CUSTOMERS ONLY, VENDORS ONLY (checked), and COMPANIES ONLY. Below the form is a table of vendor information with columns: Name, Email, Phone, Fax, Type, Ext ID, and CSI. The table lists several vendors, including McCovern Electric, M C E Technologies Ltd, M-2 Installations, LLC, Macro Systems Development Inc., Miscellaneous Vendor, Midcity Office Supplies, and Miadowland Employment Service. A red circle 2 highlights the 'Companies' tab in the dialog, a red circle 3 highlights the 'VENDORS ONLY' checkbox, and a red circle 4 highlights the 'McCovern Electric' entry in the table. The bottom right of the dialog shows '1 - 7 of 7'.

Attributes Tab > Define/Select vendor-specific:

- Classification
- EEO
- Instructions
- Labor Source
- License
- Reference

The screenshot shows the 'COMPANY LIST' dialog box with the 'COMPANY DETAIL' section open. The 'Attributes' tab is selected, and the 'Classification' dropdown menu is open, showing a list of options: DBE - Disabled, Federal, MBE - Minority, Preferred, SBE - Small, State, VBE - Veteran, and WBE - Women. The dialog also shows fields for NAME, PHONE/FAX, COMPANY, ACTIVE, EMAIL, LOCATION, MEMBERS OF, and EXTERNAL ID. There are checkboxes for SPITFIRE USERS ONLY, EMPLOYEES ONLY, PUBLIC ONLY, CUSTOMERS ONLY, VENDORS ONLY (checked), and COMPANIES ONLY (checked). Below the dialog is a table of vendor information for 'McCovern Electric'.

The screenshot shows the 'Attributes' tab with the 'EEO' dropdown menu open. The options listed are: Asian, Black (African American), Caucasian, Hawaiian, Hispanic, Multi-Ethnic, and Native American.

The screenshot shows the 'Attributes' tab with the 'Instruction' dropdown menu open. The options listed are: Local Union, National Union, Open Shop, Prevailing Wage, and Union.

The screenshot shows the 'Attributes' tab with the 'Labor Source' dropdown menu open. The options listed are: Local Union, National Union, Open Shop, Prevailing Wage, and Union.

The screenshot shows the 'Attributes' tab with the 'License' dropdown menu open. The options listed are: Primary and Secondary.

The screenshot shows the 'Attributes' tab with the 'Reference' dropdown menu open. The options listed are: Bank and Trade.

**Region Tab** > Define vendor-specific locations. This is different than the Address of the Company (Address is put in on the Address Tab):

Name	Email	Phone	Fax	Type	Ext ID	CSI
McCovern Electric	support@mccovern.com	+1 (777) 325-7330	+1 (777) 325-7332	Vendor	MCCOVERN	16000 Electrical

**COMPANY DETAIL**

Address | Attributes | **Region** | CSI | Comments

Region	Comment	Active
		✓

Changes made here apply to all contacts at this company

**CSI Code** > Specify Industry Classification for Vendor:

Name	Email	Phone	Fax	Type	Ext ID	CSI
McCovern Electric	support@mccovern.com	+1 (777) 325-7330	+1 (777) 325-7332	Vendor	MCCOVERN	16000 Electrical

**COMPANY DETAIL**

Address | Attributes | Region | **CSI** | Comments

CSI Code	CSI Description	Active
16000	Electrical	✓

Changes made here apply to all contacts at this company

**Comments Tab** > Put in additional information:

Name	Email	Phone	Fax	Type	Ext ID	CSI
McCovern Electric	support@mccovern.com	+1 (777) 325-7330	+1 (777) 325-7332	Vendor	MCCOVERN	16000 Electrical

**COMPANY DETAIL**

Address | Attributes | Region | CSI | **Comments**

Added	By	Remark
minutes ago	Chris Demo	Very responsive, estimates delivered on-...

**Rating** – Numeric value up to 100 representing the overall rating of a company. This Rating field is located on the Vendor Maintenance Document:

1) Contacts > 2) Company > 3) Vendor Only > 4) Select Vendor > 5) Address Tab

>> Click Icon in image below to “Create/Open Vendor Maintenance” – Opens in New Tab.

Name	Email	Phone	Fax	Type	Ext ID	CSI
McCovern Electric	support@mccovern.com	+1 (777) 325-7330	+1 (777) 325-7332	Vendor	MCCOVERN	16000 Electrical

**COMPANY DETAIL**

Address | Attributes | Region | CSI | Comments

COMPANY: McCovern Electric | TYPE: Vendor | PROJECT PURCHASING:

ADDRESS: 403 E 123RD St | ID: MCCOVERN

CITY/ST: Bronx, NY | 10470-2201 | COUNTY: [ ]

TIME ZONE: (none selected)

EMAIL: support@mccovern.com | PHONE: +1 (777) 325-7330

URL: [ ] | FAX: +1 (777) 325-7332

Vendor Maintenance Document:

McCovern Electric

Details | Info | Contacts | Compliance

TYPE: Subcontractor

PAY CONTROL: Auto

TIN: [ ]

BOND LIMIT: 0.00

EMPLOYEES: [ ]

YEARS: 0

RATING: 5 (100 is highest)

Attachments | Route Detail

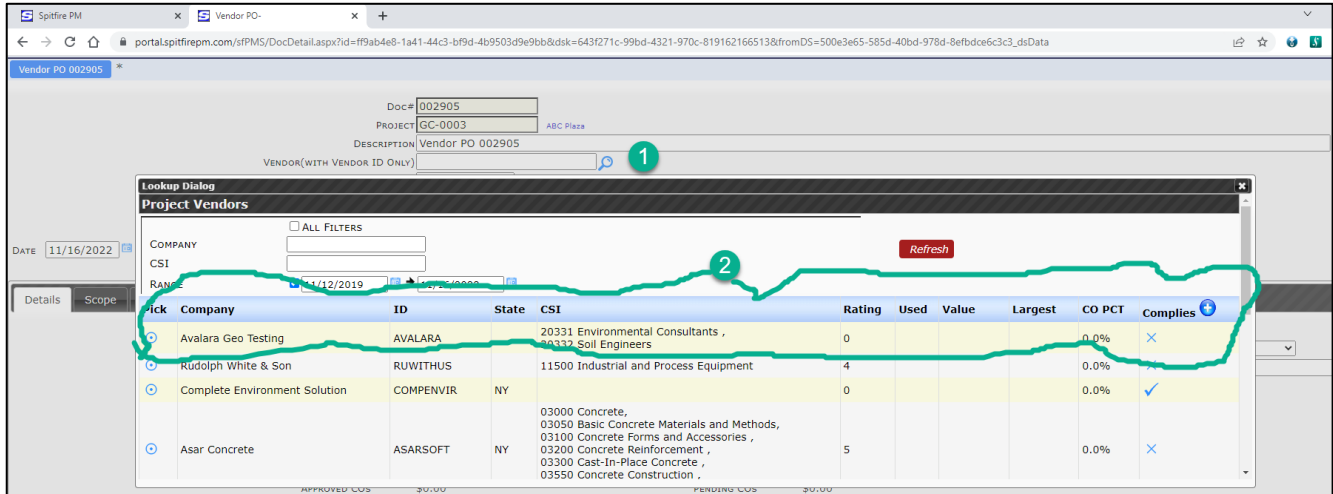
Name	Size	Note	Include	Cataloged
No attachments: Drop files here!				

**Now that all of your information about your Vendor has been entered through their Contact Details and Vendor Maintenance Document, we can look at ways that this information appears in Spitfire...**

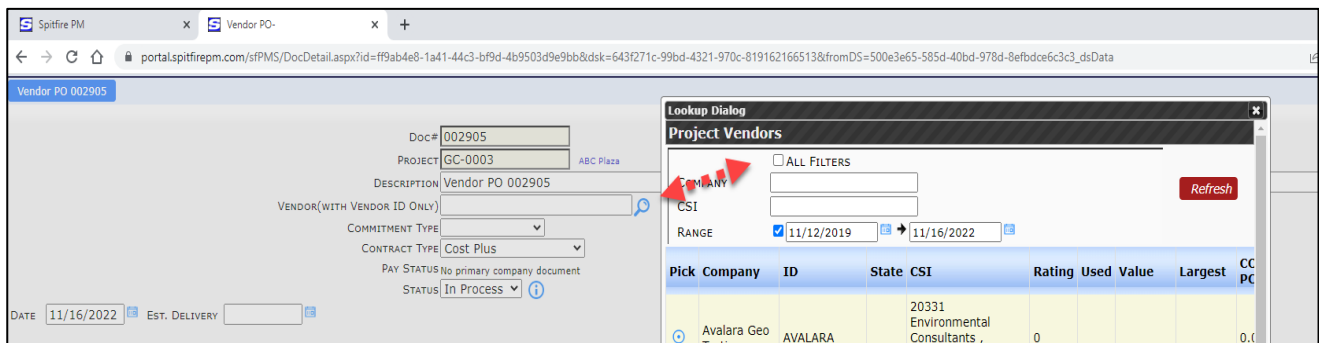
# Viewing Vendor Information in Spitfire: Vendor Lookups & Reports

A Vendor Lookup will call the Filter and Select Vendor form. There are two modes:

1) Quick Filter – Shows quick, basic information about each vendor.

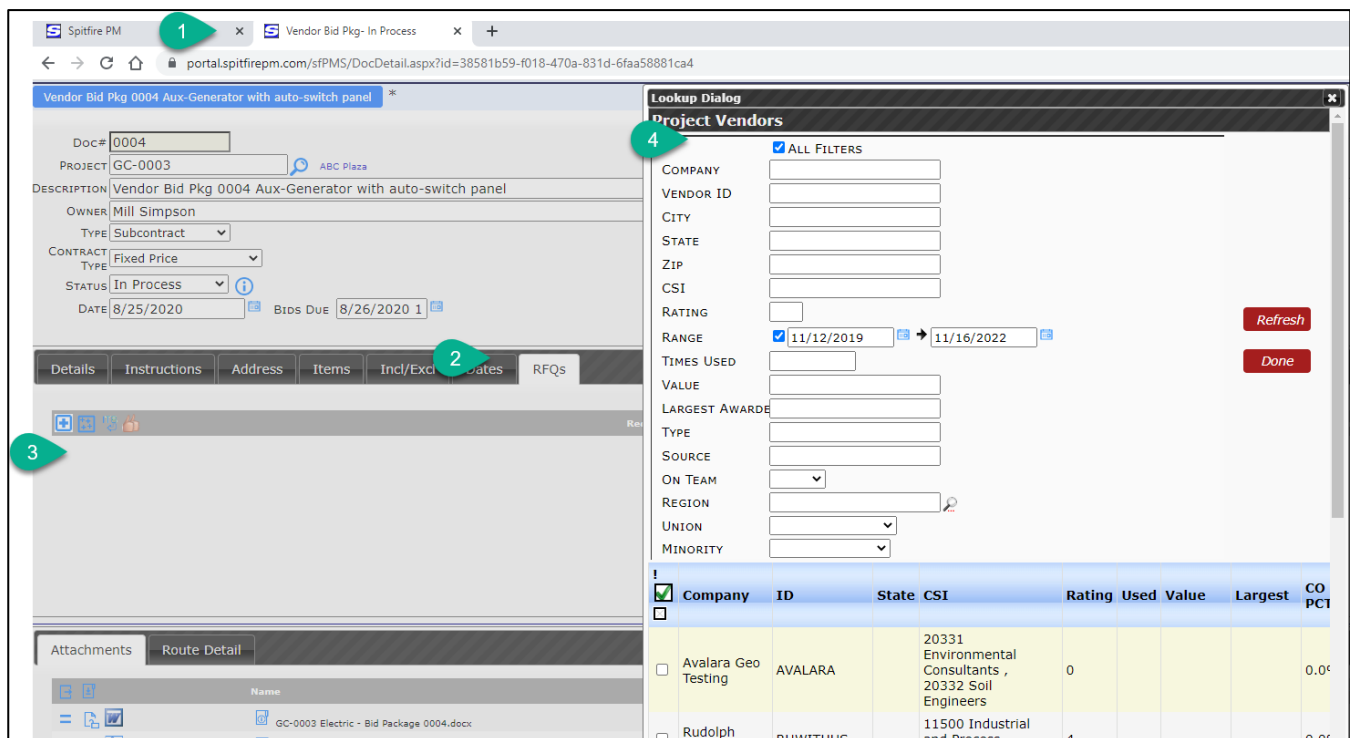


2) All Filters – Shows more specific, detailed information about each vendor.



All Filters ... (Sample document shown below is a Vendor Bid Package):

- 1) Vendor-related Document
- 2) RFQ – List vendors to receive bid package
- 3) Select add multiple vendors at one time
- 4) View All Filters:



- 5) Enter filter criteria.  
In this case, we enter just a date range.
- 6) Click Refresh to view results.

Company	ID	State	CSI	Rating	Used	Value	Largest	CO PCT
Avalara Geo Testing	AVALARA		20331 Environmental Consultants , 20332 Soil Engineers	0				0.00

Example: Enter the CSI Code to see Vendor Companies in that industry.

Pick	Company	ID	State	CSI	Rating	Used	Value	Largest	CO PCT	Complies
<input type="radio"/>	Lighting Ventures	LIGHTINGV	NY	16000 Electrical	0				0.0%	<input checked="" type="checkbox"/>
<input type="radio"/>	McCovern Electric	MCCOVERN	NY	16000 Electrical	5				0.0%	<input type="checkbox"/>
<input type="radio"/>	Cable & Wire Electrical Supplies	CWINTERNET	NY	16000 Electrical, 20430 Internet Providers	3				0.0%	<input type="checkbox"/>
<input type="radio"/>	Able Electric	ABLEELEC	OR	16000 Electrical	5				0.0%	<input type="checkbox"/>
<input type="radio"/>	Variance Electrical Supply	VARIENCE		16000 Electrical	2				0.0%	<input type="checkbox"/>

Specific Drop Downs list out data that is maintained in the Vendor Contact Table.

Lookup Dialog

**Project Vendors**

ALL FILTERS

COMPANY

VENDOR ID

CITY

STATE

ZIP

CSI

RATING

RANGE  11/12/2019 → 11/16/2022

TIMES USED

VALUE

LARGEST AWARDE

TYPE

SOURCE

UNION

MINORITY

Company

Avalara Geo

Rudolph White & Son

Company	Address	Rating	Used	Value	Largest	CSI
Avalara Geo	20331 Environmental Consultants , 20332 Soil Engineers	0	5	\$8,170	\$2,073	0.0
Rudolph White & Son	11500 Industrial and Process Equipment	4				0.0

Lookup Dialog

**Project Vendors**

ALL FILTERS

COMPANY

VENDOR ID

CITY

STATE

ZIP

CSI

RATING

RANGE  11/12/2019 → 11/16/2022

TIMES USED

VALUE

LARGEST AWARDE

TYPE

SOURCE

UNION

MINORITY

Company

Avalara Geo Testing

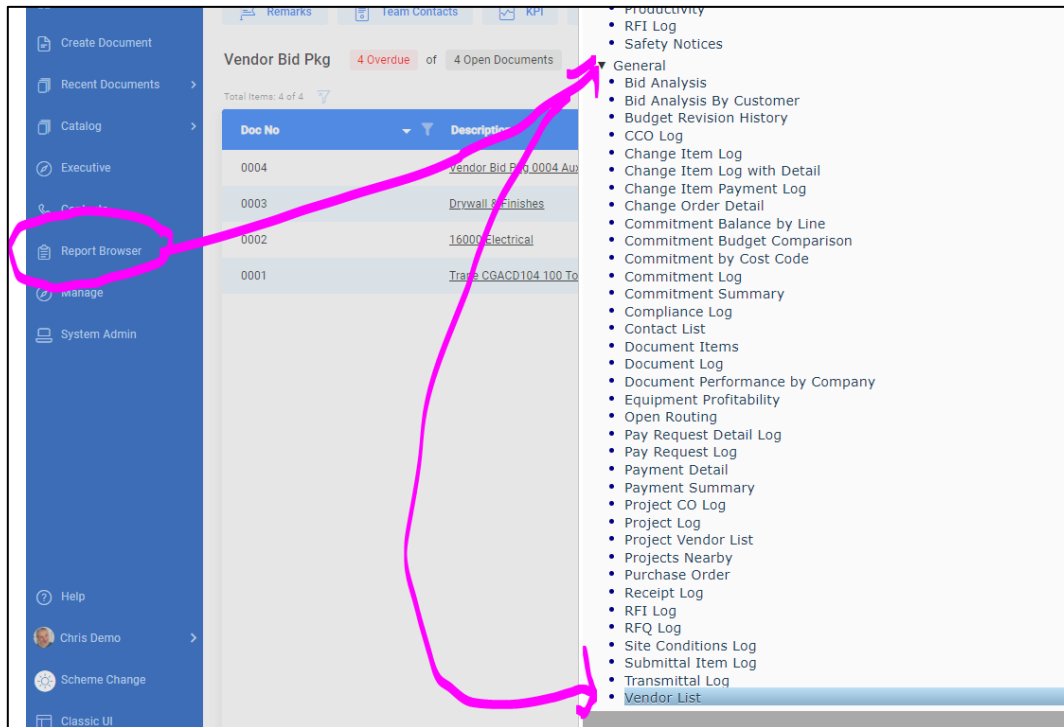
Rudolph White & Son

Company	Address	Rating	Used	Value	Largest	CSI
Avalara Geo Testing	20331 Environmental Consultants , 20332 Soil Engineers	0	5	\$8,170	\$2,073	0.0
Rudolph White & Son	11500 Industrial and Process Equipment	4				0.0

## Vendor Reporting:

We can also view the Vendor Information in Reports like the Vendor List Report.

- 1) Go to Report Browser.
- 2) General >> **Vendor List** (Another similar report is the **Project Vendor List**):



Here on the **Vendor List Report**, you can see even more information about each vendor. You can download this information to a PDF or Excel file, if desired.

<b>Vendor List</b>									
Project Vendors with contract data since May 1, 2021 and sorted by Company									
Subcontractor	Contact Email / Phone	Subtype Source	Vendor ID	Rating	In Compl.	← Contracts →			
						Total	#	Largest	% COO
Resources for Builders Ltd North Shields, NE30 1NH	hardware@resource-ltd.com P: (+44) 221-1296 0239		RESOURCE	0		\$0	0	\$0	0%
Riverbuild Landscaping New York, NY 10036-4300	rent@riverbuild.ru P: +1 (777) 564-4200	Subcontractor	RIVERBUILD 02230 Landscape Contracting	4		\$0	0	\$0	0%
Rudolph White & Son	ruwiths@mail.com	Subcontractor	RUWITHUS 11500 Industrial and Process Equipment	4		\$0	0	\$0	0%
S & L Interior Finishes Staten Island, NY 10302	furniture@mail.com P: +1 (777) 727-2399	Subcontractor	SLFURNITUR 09000 Finishes, 09600 Flooring , 12500 Furniture , 20350 Interior Designs/Architecture	3		\$115,514	1	\$115,514	0%
Staples	visitor@spitfiremanagement.com		ZSTAPLES	0		\$0	0	\$0	0%
Staples	visitor@spitfiremanagement.com		STAPLES	0	✓	\$0	0	\$0	0%
Superior Design New York, NY 10175-1802	design@superdesign.com P: +1 (777) 883-1162		SUPERDESIG	0	✓	\$0	0	\$0	0%