



SRS HubSpot Portal

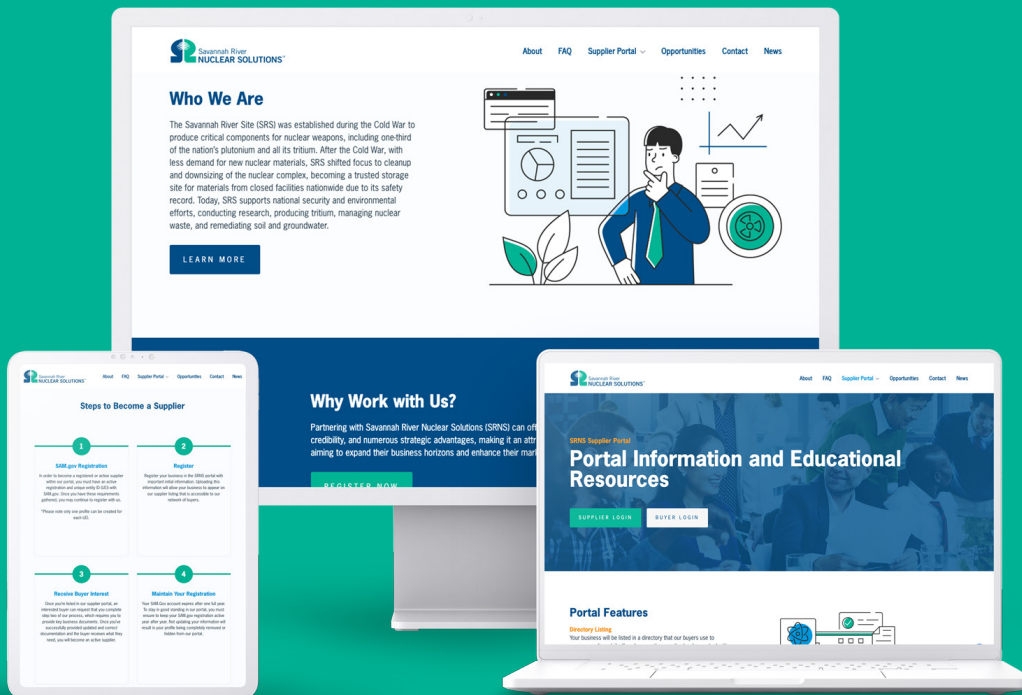
Supplier Guide and Documentation

Updated March, 2025

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What is the SRNS Supplier Portal?

Directory Listing

Your business will be listed in a directory that our buyers use to source suppliers daily. If you're an active supplier (you've worked with an SRNS buyer before), buyers will have the ability to reach out to you directly through your listed contact information.

File Management

By registering as a supplier, you'll have a dedicated account page to upload all of your important documentation to become an active supplier after a buyer requests for more information.

Profile Management

Using your dedicated account page, you'll also have a place to update your own business information when you need to ensure your business listing is updated and accurate at all times.

Getting Set Up

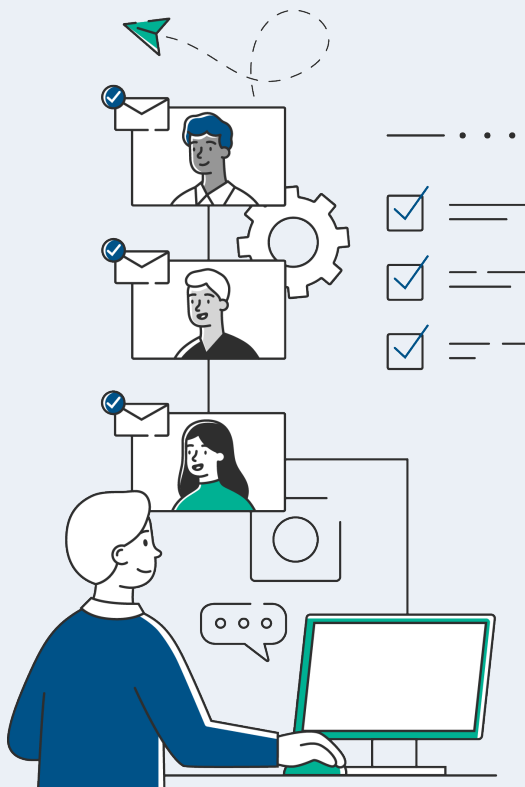
1. Register your business with SAM.gov. You must have an active UEI number to register for our portal.
2. Register through the srnssupplierportal.com website on the **Supplier Registration** page. You will be required to input your UEI, Company Name, and other preliminary pieces of information.
3. After providing this initial information, you will receive an email to **create your password**. After creating, please ensure you **confirm your account**.
4. You must set up a password **AND** confirm your account for your supplier listing to be shown within the directory.
5. Once you've completed all of the action items, you are now considered a **registered supplier**. If a buyer is interested in working with you, you will receive a notification of interest and will be prompted for next steps. Review the section **Working with SRNS as an Active Supplier** below to understand this process.

Maintaining Your SAM.gov Status

Your SAM.gov registration must maintain an active status for your supplier directory listing to be maintained. This must be updated on an annual basis. The SRNS Supplier Portal will send Suppliers a relevant 30 and 60-day expiration notice.

To update your SAM.gov status and ensure your listing is maintained, follow these steps:

1. Log into your SAM.gov account and ensure you update and re-activate your account as necessary.
2. Once you have done this, navigate to your **Supplier Dashboard** page and find the 'SAM.gov Registration Status' box. Select 'Confirm SAM Renewal'
3. Your supplier listing will continue to show for the following year.



Receiving a Correction Notification

SRNS Buyers and other administrative members are responsible for reviewing supplier information for accuracy. This accuracy is ensuring that what you have provided aligns to SAM.gov, SRNS requirements, and other system-related requirements.

- If a correction is needed, you will receive an email that states your information needs correction.
- To see what needs to be corrected, click on the **Go to Supplier Dashboard** button that you received via email.
- On the Supplier Dashboard, a red box will appear with a message on the **Issues** that caused the correction need.
- Navigate to one of these two sections to update your information based on what is being requested.
 - a. Edit Profile (modify the information you provided within the registration form)
 - b. Re-Upload Documents (re-provide documents, like ACH form, W-9, insurance, etc.)
- Once you've reuploaded information, the SRNS team will re-review.
- **Wait** until you receive a notification that your profile was approved or wait until you receive another request for correction.

Maintaining COI Documents

If a buyer requests COI file documentation, you will be required to maintain up-to-date COI files whether you are a registered or active supplier. The portal will notify you in advance of upcoming COI renewals deadlines based on the dates you provide within registration. To update your COI files, navigate to **Reupload Documents**.

Although your supplier listing may not be affected by your COI renewal management, partnership with SRNS may be delayed.

Updating Supplier and Profile Information

There are three separate places available in the portal to update relevant information.

- **Edit profile page:** Update key supplier information that was provided within the registration form and additional information form.
- **Re-upload documents page:** Reupload documents here. You can reupload documents at any time, or when a correction is requested of you.
- **Edit contact information page:** To update the administrative contact within the portal only. Note that this update will change who receives portal notifications if the email is changed.

Working with SRNS as an Active Supplier

An active supplier with SRNS is a supplier that has previously worked with SRNS, thus having provided more documentation and supplier information. As an active supplier, buyers are expected to reach out directly to the Purchasing Contact or the Administrative Contact if a purchasing contact is not present.

FAQs

What is a registered vs. an active supplier?

A registered supplier is a supplier that fills out the registration form. A registered supplier typically has not previously done business with SRNS, which means that additional information is typically needed before initiating any work together. An active supplier is a supplier that SRNS has worked with in the past, meaning that Buyers have the ability to go direct to the purchasing person to initiate work together.

Administrative vs. Purchasing contact

The administrative contact within the portal is the person responsible for setting up and managing the supplier's profile and receiving the email notifications related to the system. The purchasing contact, if a separate person than your administrative contact, is the contact that buyers should reach out to directly to initiate work only if you have done work with SRNS before.

Can I register with more than one email address, or have multiple profiles tied to my company?

No. This portal is intentionally built to ensure one administrative contact is responsible for all related portal notifications.

Can I provide multiple email addresses for my purchasing contact?

No. We suggest leveraging one email address to ensure that our Buyers can work directly with the single most relevant contact.

I haven't received any email notifications. How can I troubleshoot?

Confirm you've checked your junk and spam folder. If you cannot locate the email notification you are looking for, reach out to supplierportal@srs.gov

Section One:

Supplier Process Overview

Multi-Step Form Registration Process

In order for suppliers to be added into our directory and have the ability to work with an SRS buyer, we've implemented a multi-step registration process that allows each step to serve a require purpose.

1. Step one: SAM.gov connected form found [here](#)

This form asks suppliers to provide information that is directly connected to their SAM.gov created account. We ask suppliers for both UEI and Company Name. *They will **not** be able to move forward to step two unless their UEI and Company Name are valid from SAM.gov.*

Create Your Supplier Profile

First, we need to confirm you have an active [SAM.gov](#) registration.

Please note that the Company Name must match **exactly** as it appears in your SAM.gov registration, including any punctuation, spaces, or lack thereof (i.e. ACME SOLUTIONS INC). If you are running into issues getting your information verified, please [contact us](#).

Unique Entity Identifier (UEI)
Must be 12 characters

Company Name
Exactly as it appears in your SAM.gov registration

VERIFY SAM.GOV INFORMATION

2. Step two: Registration form

If a supplier's UEI and company name is found in SAM.gov, they will see a confirmation message, and the remainder of the registration form will appear. This form is intended to capture initial information about the supplier so buyers can determine if they are a good match for what they are looking for. This includes information like company location, FIN number, business qualifications, and other initial pieces of information.

After the supplier has filled out this form and follows necessary profile set up steps in the next section, they will be added to the supplier directory.*

Create Your Supplier Profile

First, we need to confirm you have an active [SAM.gov](#) registration.

Please note that the Company Name must match **exactly** as it appears in your SAM.gov registration, including any punctuation, spaces, or lack thereof (i.e. ACME SOLUTIONS INC). If you are running into issues getting your information verified, please [contact us](#).

Unique Entity Identifier (UEI)
Must be 12 characters

Company Name
Exactly as it appears in your SAM.gov registration

XUQKB8RZKNW3

CORE AVIATION GROUP LLC

Your SAM.gov registration was successfully located. Please proceed with filling out the form below.

Administrative Contact Information

This is the contact that will be the administrator of this supplier profile, will create login credentials for the account, and will be receiving important email communications regarding the account status.

First Name*

Last Name*

Email*

Phone number*

Purchasing Contact Information

**note about same email issue*

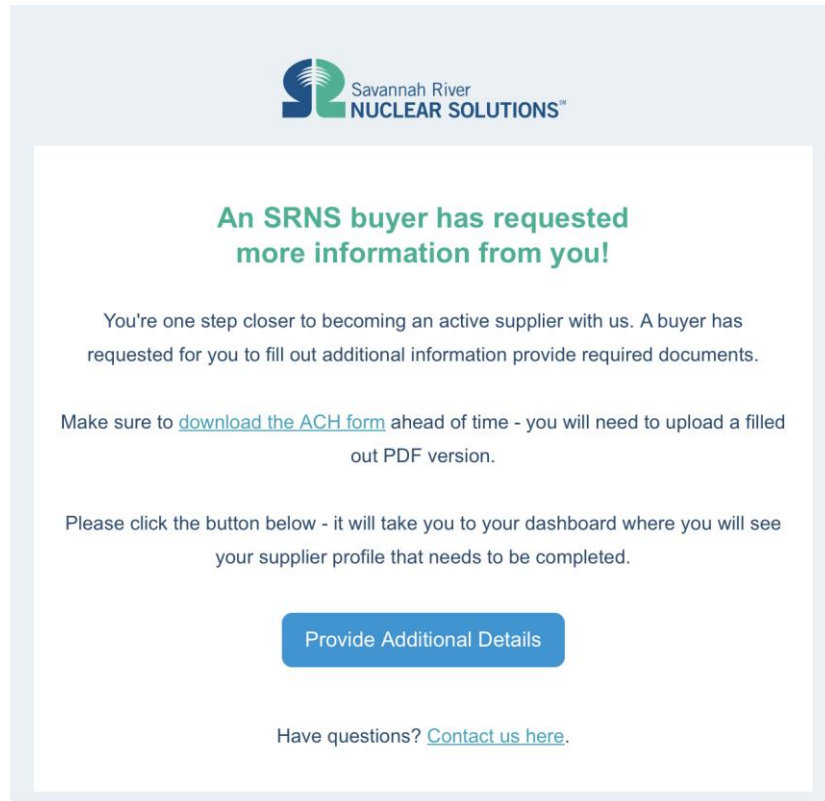
3. Step three: Registration form pt. 2/'Activation' form

A registered supplier will not need to fill out any additional forms or information until a buyer indicates that they are interested in working with the supplier. This action is taken in the backend of the buyer's portal, but a supplier will get an email notification shown below.

Upon receiving this email, the supplier should download the ACH form and then select the CTA to be taken to the second registration form shown below. This second form asks for information from the supplier more specific to requirements for working with the buyer, like asking for required files. This form also requires the supplier to select a checkbox and type their name to serve as an e-signature.

This e-signature is required due to SRNS compliance needing this before a supplier's data is moved into the internal Peoplesoft system.

Email:



Form:

Complete Your Supplier Profile

Fill out the form below to complete your supplier profile. Make sure all documents are in PDF format.

You can [download the ACH form here](#) if you have not done so already.

Address Information

Street address*

City*

Country*

State*

~ additional form fields shown can be found in HubSpot ~

Choose File No file chosen

Certificate of Insurance - Worker's Compensation

Choose File No file chosen

COI Worker's Compensation Expiration

Certifications

Notice: Under 15 USC 645 (d), any person misrepresenting a business concern's status as a small business, HUBZone, service-disabled veteran-owned, veteran-owned, woman-owned small business, or small disadvantaged concern in order to obtain a subcontract awarded under the preference programs [established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law specifically referencing section 8(d) for a definition of program eligibility,] shall (1) be punished by imposition of fine, imprisonment, or both; (2) be subject to administrative remedies, including suspension and debarment; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

☐ I hereby certify information provided on this form is accurate and complete as of the date of signature below.*

Authorized Signature (Type Full Name)*

Authorized Signature Date*

SUBMIT

4. A supplier is not considered an 'Active' supplier in the directory until Buyers have a chance to review their completed profile *and* submit for ASG review. ASG is responsible for approving a supplier, thus indicating them as 'Active' within the directory.

- a. Note: Buyers are required to review supplier listings in entirety and communicate with a supplier directly if an incorrect file was uploaded, if information provided seems inaccurate or out of date, or any other errors or issues.

Supplier Profile Set Up

Suppliers are added to private membership page lists in HubSpot to allow them access to private website pages. Private membership pages for suppliers can be found in the [HubSpot page list](#) with **[Supplier]** being noted in the front.

The required process for suppliers to get their profile and accounts set up is broken down with the following steps:

1. Once a supplier fills out the first registration form (completed steps 1 and 2 of the above section), they will get an automated email to create an account to access supplier pages.



2. Upon clicking that email, suppliers will be taken to a website page for them to create their account.

Welcome!

Set up your password to sign in and see the content you now have access to.

Email*

tyler.hrra@gmail.com

Password*

[Show password](#)

Password

Password must be at least 8 characters long and include lower and uppercase letters, a number, and a symbol

Confirm Password*

[Show password](#)

Confirm Password

SAVE PASSWORD

3. After creating their account, they will then be pushed to a final page to confirm their account.



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Confirm Your Registration

Please click the button below to confirm your registration with SRNS.

CONFIRM REGISTRATION

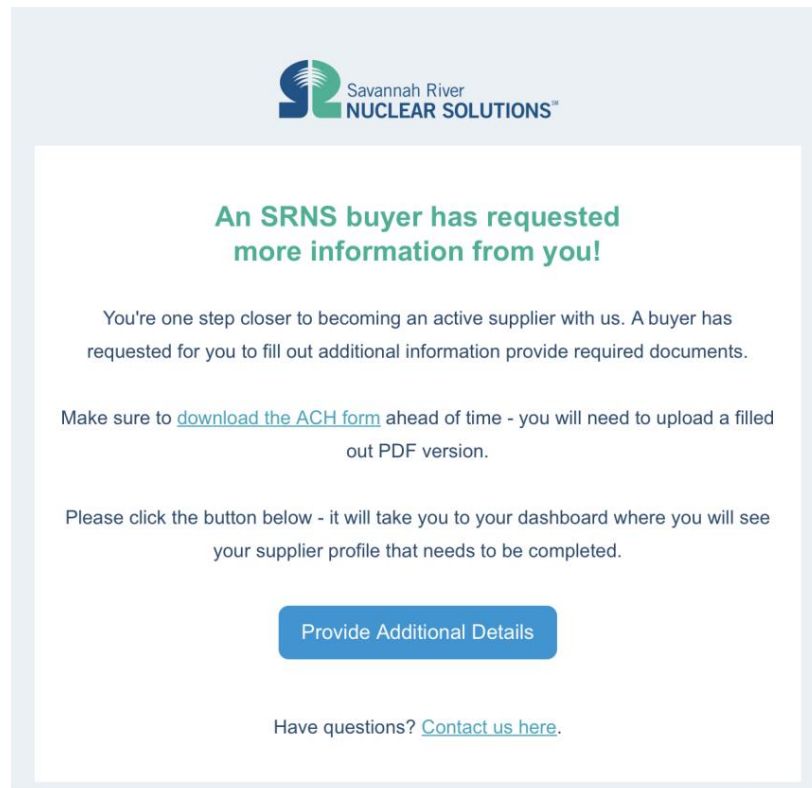


4. The following steps are **required** for the supplier to show within the directory.

Buyer-driven System Notifications to Suppliers

Throughout the process of Suppliers working directly with Buyers, there are a few notifications triggered to Suppliers to ensure the process is seamless.

1. **Interest Notification** that prompts suppliers to provide remaining information in their profile for an interest buyer to work with them. (*Referenced within step 3 of the registration process*)



ASG-driven System Notifications to Suppliers

ASG manages the 'status' of suppliers becoming active. ASG must manually review a supplier's listing after the buyer does and own updating the supplier as active.

1. **Activation notification.** Once ASG marks the supplier as approved, suppliers will receive the following notification.



Supplier profile approved!

Congratulations! The SRNS team has reviewed your completed profile and promoted you to an Active Supplier.

[Go to Dashboard](#)

Have questions? [Contact us here.](#)

Date-driven System Notifications to Suppliers

There are multiple notifications set up for suppliers to keep their information up to date to ensure they can stay within the directory or have accurate information for buyers.

1. **Registered suppliers SAM.gov expiration reminder:** There are 30-day and 60-day notices to registered (non-active) suppliers for their SAM.gov expiration dates. SAM.gov accounts must be renewed annually (outside of our platform), *If* a registered supplier does not renew their SAM.gov registration in time, their supplier profile will be deleted and they will have to re-register.



SAM.gov Expiration Notice

This is a notification to let you know your SAM.gov registration will be expiring in **60 days**. If your SAM.gov registration is not updated by its expiration, your listing within our supplier directory will be removed and you will be required to register again to be listed.

[Visit SAM.gov](#)

Once you have renewed your SAM.gov registration (or if you have already), you will need to confirm your renewal in the SRNS Supplier Dashboard.

[Go to Supplier Dashboard](#)

Have questions? [Contact us here.](#)

2. **Active suppliers SAM.gov expiration reminder:** There are 30-day and 60-day notices to active suppliers for their SAM.gov expiration dates. *If* an active supplier does not renew their SAM.gov registration in time, their supplier will just be hidden from the directory until the registration is re-activated.



SAM.gov Expiration Notice

This is a notification to let you know your SAM.gov registration will be expiring in **60 days**. If your SAM.gov registration is not updated by its expiration, your listing within our supplier directory will be suspended and you will not be eligible for opportunities.

[Visit SAM.gov](#)

Once you have renewed your SAM.gov registration (or if you have already), you will need to confirm your renewal in the SRNS Supplier Dashboard.

[Go to Supplier Dashboard](#)

Have questions? [Contact us here](#).

3. Active suppliers expired SAM.gov registration:



Account Suspended

Our records indicate that your SAM.gov registration has expired. Therefore, your **SRNS Supplier account has been suspended** and your supplier profile will not be visible for potential opportunities.

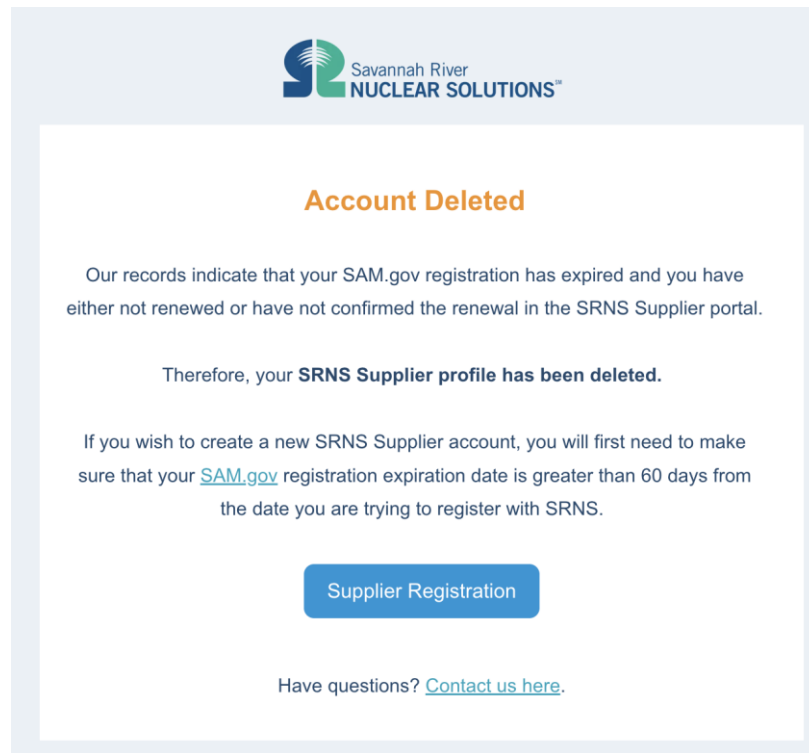
In order to re-active your account, you must renew your registration at [SAM.gov](#) and confirm the registration in your SRNS Supplier account dashboard.

If you have already renewed SAM.gov registration, you still need to confirm registration in the SRNS Supplier dashboard.

[Go to Supplier Dashboard](#)

Have questions? [Contact us here](#).

4. **Registered suppliers expired SAM.gov registration:**



5. **COI Expiration and Renewal emails:** Suppliers that have COI files must also indicate the expiration dates of those files. This is important to ensure buyers are working with supplier that have updated insurance requirements if applicable. There is a notification set up to reminder Suppliers of their COI expiration date so they can submit an update COI file. *Note: There are multiple COI file types, so there are notifications associated to each of these.*

Certificate of Insurance - General Liability Expiration Notice

The document you have provided for Certificate of Insurance (COI) - General Liability is expiring in 5 days. Please visit your SRNS Supplier Dashboard and provide an updated COI document.

[Go to Dashboard](#)

Have questions? [Contact us here.](#)

COI Renewal Management

When a supplier has to update COI files due to expiration, they have the ability to do so directly within their profile. Once they submit an updated COI file, ASG team will be notified so they can ensure the updated file is moved to their internal system.

DashboardEdit Contact InfoLog Out

Certificate of Insurance Renewal

This section is for uploading your up-to-date Certificate of Insurance (COI) files. You only need to upload documents that you would like to renew or have not provided before and would like to add to your supplier profile.

Please note: files must be uploaded in PDF format and the expiration date must match the one in the document.

COI Automobile Liability

Choose FileNo file chosen

COI General Liability

Choose FileNo file chosen

COI Worker's Compensation

Choose FileNo file chosen

SUBMIT

SAM.gov and COI Renewal Management

When a supplier's SAM.gov is needing to be renewed or if their COI files will be out of date soon, the supplier will receive notifications via email. When a supplier is ready to renew their SAM.gov registration or COI files, a few steps are required:

1. They will receive the email notifications giving them a 30-day and 60-day notice (if SAM.gov registration), or a 5-day notice if it's a COI file.
2. **For SAM.gov:** They will need to go to SAM.gov directly to renew/update their registration. From there, they will need to navigate to our portal.
3. **For COI files:** They will need to go straight into our portal within their supplier dashboard
4. When the supplier is ready to indicate that they have updated their SAM.gov registration or update their COI files, they should go to the **supplier dashboard** that looks like:

The screenshot displays a supplier dashboard with three main sections:

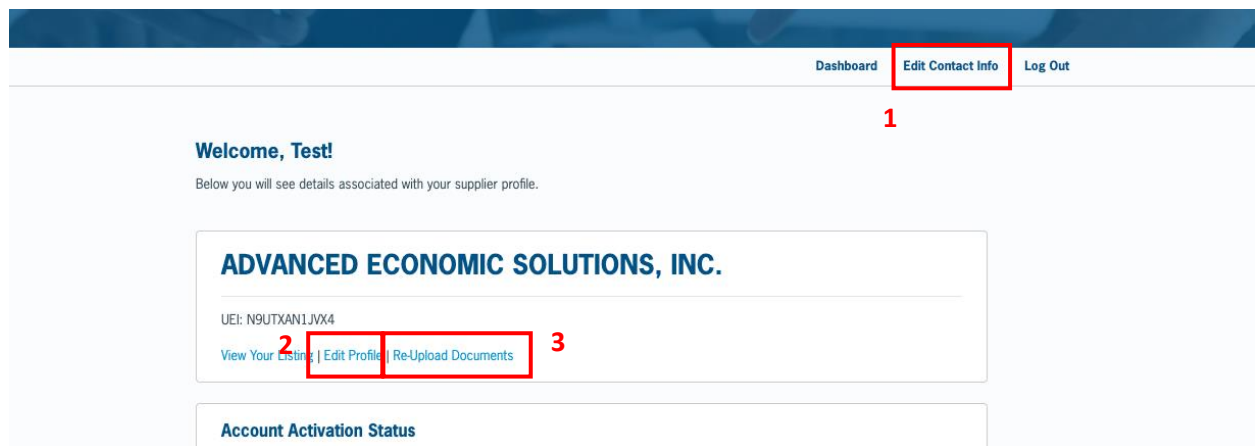
- Account Activation Status:** A green checkmark icon and the text "Your completed profile has been approved."
- SAM.gov Registration Status:** A blue header. Below it, a paragraph states: "Please note that you need to maintain an active SAM.gov registration to be eligible for federal contracts. If you do not renew your registration before it expires, your account is subject to removal from the SRNS system." This is followed by "Your last known SAM.gov registration expiration date is: 04/21/2025". A red warning line reads: "Your SAM.gov registration expires in less than 60 days. Please renew to prevent your SRNS account from being deleted." Below this is a blue button labeled "CONFIRM SAM RENEWAL".
- Certificate of Insurance Status:** A blue header. Below it, a paragraph states: "Below are dates of expiration for the Certificate of Insurance (COI) documents you have provided. You are responsible for maintaining up-to-date COI documents." This is followed by three lines of text: "COI - Automotive Liability Expiration: 05/22/2025", "COI - General Liability Expiration: 04/04/2025 Expiring in less than 5 days.", and "COI - Worker's Comp Expiration: 02/04/2025 Expired!". At the bottom is a blue button labeled "UPDATE COI DOCUMENTS".

5. Within the SAM.gov Registration Status section, suppliers have a CTA available to "**Confirm SAM Renewal**" – this CTA will allow our API to do a check to ensure their SAM.gov renewal has been processed and updated.
 - a. After a supplier selects that CTA, if their supplier listing was previously down, it will now be restored.
6. If their COI files are out of date, they can select the CTA "**Update COI Documents**" to upload new files.
 - a. The ASG team will then be responsible for reviewing and removing these from HubSpot upon upload.

Updating/Editing Contact Information

Suppliers have the option to edit their information in the following ways:

1. **Edit Contact Information:** This is to specifically update the contact information of the person receiving the notifications tied to our system, also known as the “Administrative Contact”
2. **Edit Profile:** Edit any information on the supplier listing page related to the business *or* the purchasing contact. **Please note:** Suppliers *cannot* update any information that is tied to SAM.gov.
3. **Re-Upload Documents:** This page allows suppliers to reupload documents



Editing contact information:

Edit Your Contact Information

Below is the current information on your profile.

Contact Info

Name: Johnny Staples

Email: johny@staples.com

Phone: 8887550000

If your information has changed, please use the form below to update your profile.

First Name*
Johnny
Last Name*
Staples
Email*
johny@staples.com
Phone Number*
8887550000
<input type="submit" value="SUBMIT"/>

Editing Profile information:



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Supplier Dashboard

[Dashboard](#) [Edit Contact Info](#) [Log Out](#)

Edit Your Supplier Profile

Purchasing Contact Information

This is the contact that will receive inquiries regarding contract opportunities.

Purchasing Contact First Name*

Evaldas

Purchasing Contact Last Name*

Skucas

purchasing_contact_email_address*

evaldas.skucas@stratagon.com

purchasing_contact_phone*

000-000-0000

Entity Information

Unique Entity Identifier (UEI)*

NSUTXAN1J0X4

Company Name*

ADVANCED ECONOMIC SOLUTIONS, INC.

Federal Identification Number (FEIN)*

980298409

Subsidiary/Division Of

Global Parent Name

Global Parent UEI

Country*

United States

State*

North Carolina

City*

Charlotte

Street Address*

4601 Charlotte Park Dr

Zip + 4*

28217-1915

County*

Website Address

Business Qualifications

☐ Small Business

☒ Service-Disabled Veteran

☒ Women-Owned

☐ AbilityOne

☒ Veteran-Owned

☐ Economically Disadvantaged Woman-Owned

App Store

Re-uploading Documents:

Re-upload Your Documents

This section is for uploading documents that will be associated with your supplier profile.

You only need to upload documents that you were requested to re-upload, would like update, or have not provided before and would like to add to your supplier profile.

Please note: files must be uploaded in PDF format and the required date information must match the one in the corresponding document.

ACH Form

[Download the ACH form](#)

Choose File

No file chosen

Voided Check or Bank Letter

Choose File

No file chosen

W-9 Form

Choose File

No file chosen

W-9 Form

Choose File

No file chosen

Capability Statement

Choose File

No file chosen

Certificate of Insurance (COI)

COI Automobile Liability

Choose File

No file chosen

COI General Liability

Choose File

No file chosen

COI Worker's Compensation

Choose File

No file chosen

SUBMIT