



WELCOME TO

PRO\$ RFP

VENDOR ONBOARDING GUIDE

2025 - 2026



Welcome to the ProVendor Team!

We're thrilled to have you join us

Your coordinator, Justice, will guide you through onboarding.
Save Justice's contact info – your main point of support.
We're here to ensure your success from day one.

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Registration

Vendor Registration is your first step into the ProVendor Network. For just \$35 a month, you'll secure and maintain your status as a verified partner within one of the most trusted service networks nationwide.

Registration is quick; simply fill out the form, and you'll unlock access to job opportunities, payment processing, compliance tools, and the full ProAlert.ai vendor suite.



ProAlert.ai: Your All-in-One Toolkit



Work & Field Tools

Centralized resources for day-to-day jobs, including ProUploads for service photos, Scopes of Work for clear task expectations, and inspection checklists to ensure quality and compliance on every site.

Client-Specific Tools

Dedicated forms and checklists tailored to major clients like FedEx, AAA, Comerica, CSL Plasma, and KBS, making it easy to meet client requirements without confusion.

Onboarding & Admin

Everything needed to get started, from vendor registration and job applications to submitting tech info cards and staffing agreements, ensuring a smooth launch into the ProVendor network.

Payments & Invoicing

Step-by-step guides for submitting invoices, requesting payments, and using Bill.com, so vendors get paid accurately and on time.

Safety & Training

A full library of safety resources covering OSHA compliance, COVID-19 procedures, chemical handling, and workplace conduct, designed to protect both techs and clients.

Legal & Policy

Clear policies and agreements including terms and conditions, privacy policies, and NDAs, giving vendors the confidence of working within a professional and secure framework.

Service Photos Matter

*& are required, after each & every
service*

 LINK

Why Photos Are Required:

ProUploads makes it easy to upload service photos, ensuring proof of work, accountability, and faster payments.

What ProUploads Do for You:

- **Confirm service completion:** Verifies that the agreed work was done.
- **Provide accountability:** Creates transparency for both you and ProRFP.
- **Protect you from disputes:** Serves as proof if a client questions service quality.
- **Guarantee accurate & timely payments:** Photos are tied directly to payment release.
- **Build trust with clients:** Demonstrates professionalism and attention to detail.
- **Create a record of work:** A valuable history you can reference for future jobs.

Tech Info Cards

Must be submitted prior to the start of service. No Tech Card, No Service.



What They Are:

ProTech Cards identify and verify the techs working on-site. Each card includes the tech's name, photo, and key details, ensuring proper identification and compliance.

Why They Matter:

- Verify the right person is on-site, build client trust, and protect against disputes.

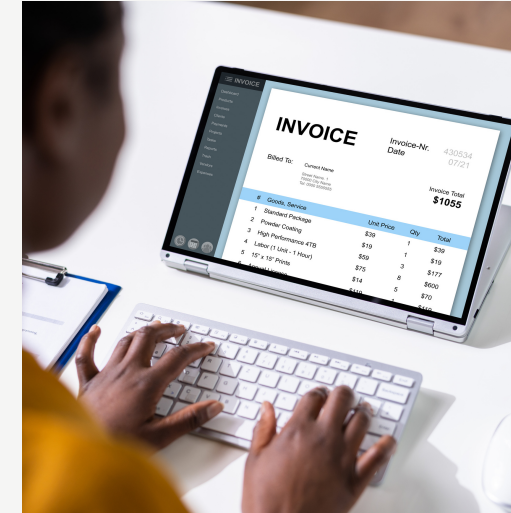
They are Required:

- Every tech must have an active card before starting service, and updates are required for staff changes.

How to Get Them:

- How to Get Them: Submit tech details through ProAlert.ai (Onboarding & Admin → Tech Info Card). Cards are issued digitally and can be printed if needed.

Invoice via Proalert.ai



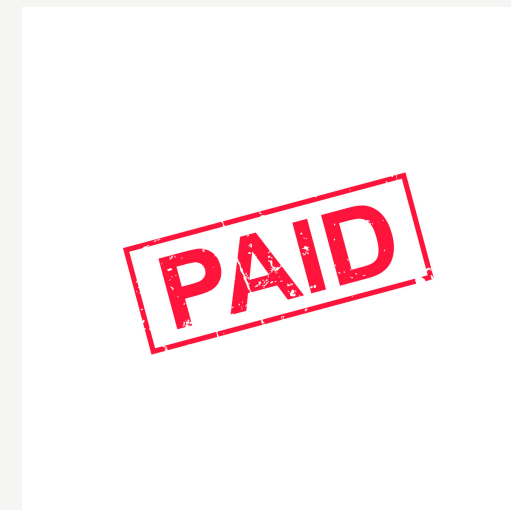
Step 1: Visit Our Invoice Portal

- All vendors must submit invoices through www.proalert.ai/invoice.
- Invoices can only be submitted after the month of service is complete.



Step 2: Invoice On Time Every Time

- To ensure on-time payment, invoices must be received no later than the 10th of the following month.
- Late submissions may result in delayed payments.



Step 3: Get Paid

- Following this process helps us confirm services, maintain accurate records, and pay you promptly.



ProRFP Payment

You've got options:

Net 60 – No cost

The standard payment schedule for most vendors, offering a reliable two-installment cycle without additional cost.

Net 45 – 5% fee

An accelerated option for vendors who want earlier access to funds, with a one-time 5% fee deducted per invoice.

Sole Proprietor - No cost

For very small, non-incorporated vendors (1-2 people) who qualify for ProRFP's fastest, twice-monthly payout schedule.

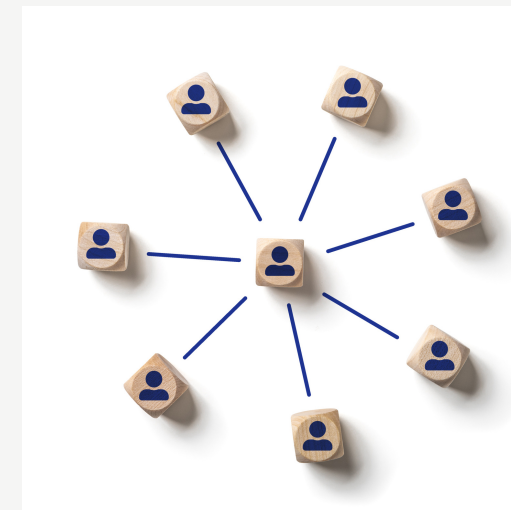


Payments via Bill.com



Step 1: Create Your BILL Account

- Select “Business” account type (no subscription fee).
- Verify your bank with BILL’s test deposit.



Step 2: Get Your Payment Network ID (PNI)

- Found under: Network → My Network Profile.



Step 3: Email Us Your PNI

- Copy your PNI and paste it in an email to help@prorfp.com.
- Please use the subject “PNI (Insert Your Business Name)”

Safety First

The ProRFP Safety Series includes:

- Bloodborne Pathogens
- Chemical Safety & OSHA
- Lockout Tagout
- Fire Prevention
- Slips, Trips, and Falls

Your safety and compliance are always our priority.





Need Help?

Justice is your first line of support: (302) 265-3786

Use ProAlert.ai for quick access to tools and guides.

Our team is always here to help with registration, invoicing, or troubleshooting.

Need More Support? Click The Link Below.





Terms and Conditions

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