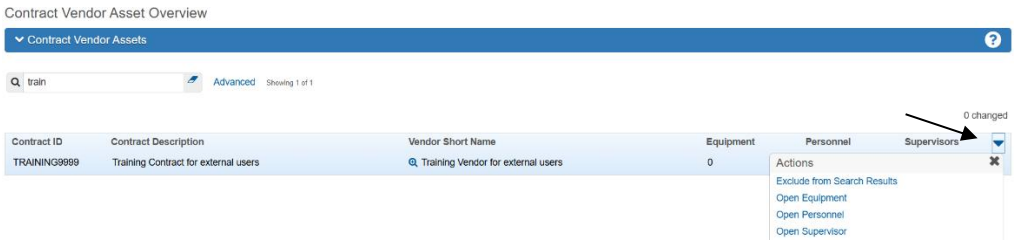
# Adding Vendor Specific Assets to a Contract

Vendor assets are where the contractor personnel, equipment and supervisors are added to a contract.

1. Navigate to the Contract Vendor Assets on the Home screen
2. Enter the specific contract in the search box
3. Select the row action arrow on the right side of the contractor




4. Select Open Equipment from the options
5. Click on the blue drop arrow next to the New Button
6. Click on the Select Vendor Equipment option
7. Enter the effective date the equipment
8. Change the Status field to Active
9. Place the cursor in the search box and hit enter
10. Select the appropriate equipment for the contractor or click on the All option under the search box
11. Click on the Add to Contract Vendor
12. Save

- Follow the same steps for the Employees and Supervisors Tabs