



VIPR Next Gen for Vendors | How-To Reference Guide

Adding a Resource to your Vendor Profile

Before you can respond to an opportunity, your equipment and personnel **resources must first be added to your vendor Profile to include on a quote**. You will not be able to respond to an opportunity if resources are not first added in your vendor Profile; you cannot create new resources within a quote or modification wizard. Once resources are added to your Profile, they stay there and can be reused for future opportunities.

Step 1 Navigate to the Resources tab

Log into the [VIPR Next Gen application](#) and navigate to your Profile using the left-hand navigation. Select the Resources tab. This is where all your resources are listed and managed.

Number	Equipment ID	Resource Group	Status	Last Update Date	Migrated From VIPR
112321	DOZER-3	Dozer	Awarded	2/4/2026 10:47 AM MST	Yes
112321	DOZER-4	Dozer	Awarded	2/4/2026 10:47 AM MST	Yes
112321	DOZER-2	Dozer	Submitted On Quote	3/24/2026 3:17 PM MDT	Yes
OFDOZER1	OF DOZER 1	Dozer	Submitted On Quote	3/24/2026 3:17 PM MDT	Yes
OFDOZER3	OF DOZER 3	Dozer	Submitted On Quote	3/30/2026 9:55 AM MDT	Yes
OFDOZER2	OF DOZER 2	Dozer	Awarded	2/4/2026 10:47 AM MST	Yes
1321321444141000	OFENGINE 3	Engine	Awarded	3/24/2026 3:06 PM MDT	Yes
1111111333333333333	123456789	Excavator	Awarded	2/4/2026 10:47 AM MST	Yes
NEWDOZERPAT	352790	Dozer	Awarded	2/4/2026 10:47 AM MST	Yes
EKCAVPAT1	EKCAVPC01	Excavator	Awarded	3/24/2026 3:06 PM MDT	Yes
MODPATDOZER11	PATDOZER12	Dozer	Awarded	2/4/2026 10:47 AM MST	Yes
EKCAVPAT01	EKCAVPC01	Excavator	Awarded	2/4/2026 12:34 PM MST	Yes
EKCAVPAT02	EKCAVPC02	Excavator	Complete - Unqualified	3/27/2026 12:33 PM MDT	Yes
AUTOSERVTRUCK	464315471	Auto/Truck Mechanic with Service Truck	Awarded	2/4/2026 10:47 AM MST	Yes
HEAVYSERVTRUCK	9751345610	Heavy Equipment Mechanic with Service Truck	Awarded	2/4/2026 10:47 AM MST	Yes
JOVENDORIATDOZER1	DOZTYP11AT	Dozer	Incomplete	2/4/2026 10:47 AM MST	Yes
12345678910121314	GRAY TR1	Gray Water Truck	Awarded	2/4/2026 12:40 PM MST	Yes
12345678910234567	HWAASH1	Handwashing Station (Trailer Mounted)	Complete - Qualified	2/4/2026 10:47 AM MST	Yes
12345678904526789	POTABLEWA1	Potable Water Truck	Complete - Qualified	2/4/2026 10:47 AM MST	Yes
12345678904526789	CHPPC01	Chipper	Complete - Qualified	2/11/2026 2:30 PM MST	Yes
AUTOMECHANIC2	AUTOMECH2	Auto/Truck Mechanic with Service Truck	Complete - Qualified	2/4/2026 10:47 AM MST	Yes

Click the **+ADD RESOURCE** button to open the Add Resource wizard.



Looking for resources from legacy VIPR? Only resources on active agreements have been migrated. Resources that are no longer active or were not on active agreements will not appear and must be added as new resources into VIPR Next Gen.

The wizard guides you through a series of tabs. Here is an overview of what each tab asks for:

Tab	What you enter	Details
Resource Group	Select the group that matches your equipment or personnel	Required. Fields on subsequent tabs change based on your selection.
Identification	Unique ID (VIN/Serial Number) and Equipment ID, and Make/Model/Model Year	Equipment ID is your own short identifier for the resource to easily identify it.
Location	Country, state, city, and zip code where the resource is located	This is the home location of the resource, not the dispatch center.
Attributes/ Resource-Specific Tab	Technical specifications for your resource type (e.g., operating weight, horsepower, water capacity, certifications)	Tab name varies by resource group (e.g., it is called “Mechanic” for Auto/Truck Mechanic with Service Truck category) and some resources do not have this tab. Grayed-out fields do



		not apply to your resource type and are not fillable.
Pictures & Documents	Required photos and supporting documents	Helper text on this tab tells you what to upload. Review the solicitation too.

Step 2 Select a Resource Group

In the first step in the wizard, you are asked to select how they intend to use the resource. For now, the only option is “for current or future solicitations” Then, you will select the resource group from the dropdown that matches your equipment or personnel type, such as Dozer, Engine, Mechanic with Service Truck, or Ambulance Service.

This selection determines which fields, attributes, and photo requirements appear on the subsequent tabs. Only fields relevant to your resource group will be available to fill in in the subsequent steps.



*Not ready to finish adding a resource now? You can select **SAVE DRAFT** and return to the wizard later. Remember, only complete qualified resources can be added to a quote, so don't forget to finish adding the resource later.*

You are only able to choose one resource group in the system. Click the **NEXT** button when you are ready to continue.

Step 3 Fill the Identification Section

Enter your resource's applicable identification information, which may include Unique ID, VIN, serial number, and Equipment ID, as well as Make, Model, and Model Year. The fields present and requiring a response are based on the resource group. The Equipment ID is a shorter vendor-defined identifier that you assign to help you manage and distinguish your resources. If you are unsure what to enter, you can use the following:

- Your call sign
- License plate number
- Last 5 to 10 digits of the VIN
- A short label meaningful to you, such as "Dozer5"

The screenshot shows a web form titled 'Add Resource'. On the left, there's a vertical navigation menu with five steps: 1. Resource Group, 2. Identification > (highlighted), 3. Location, 4. Attributes, and 5. Pictures / Documents. The main area is titled 'Identification' and contains several input fields: 'Serial Number', 'Equipment ID' (with a small '0140' to its right), 'Make' (with a small '010' to its right), 'Model', and 'Model Year'. At the bottom left of the form is a 'SAVE DRAFT' button, and at the bottom right are 'BACK' and 'NEXT' buttons.

Click **NEXT** when you have completed all the fields or **SAVE DRAFT** to continue later.

Step 4 Fill the Location Section

Select the country, state, city, and zip code where your resource is located. This is the home location of the resource and not the dispatch center. The dispatch center is assigned separately when you submit a quote.

A screenshot of a web form titled 'Add Resource'. On the left, there is a vertical navigation menu with five items: '1 Resource Group', '2 Identification', '3 Location >', '4 Attributes', and '5 Pictures / Documents'. The '3 Location >' item is highlighted. The main content area is titled 'Location' and contains several input fields: 'Country', 'State' (with a dropdown arrow), 'City', 'Zip Code', and 'Zip Code Extension'. At the bottom left of the form is a 'SAVE DRAFT' button, and at the bottom right are 'BACK' and 'NEXT' buttons.

Click **NEXT** when you have completed all the fields or **SAVE DRAFT** to continue later.

Step 5 Fill in the Attributes or Resource-Specific Section (if applicable)

This tab contains the technical specifications the system uses to evaluate and qualify your resource. The **tab name and fields vary by resource group**:

- For most equipment resources (e.g., dozers, engines), this tab contains fields such as operating weight, horsepower, and equipment features.
- For personnel resources (e.g., Auto/Truck Mechanic with Service Truck), this tab is labeled “Mechanic” and asks about name, experience, certifications
- Some resources do not have an attributes tab at all (e.g., Weed Washing Units, Helicopter Operations Support Units).

A few important things to know:

- Grayed-out fields are not applicable to your resource type, so you will not be able to complete them.
- The values you enter here determine what resource type your resource qualifies for. Accurate entries are critical. Even a small error can cause your resource to qualify as the wrong type or not qualify at all. If your resource



does not qualify, then you will not be able to add it to a quote on an opportunity.

View of this section for Chippers:

Attributes				
Has Crew for Double Shift <small>Select Has Crew for Double Shift</small>	Configuration <small>Select Configuration</small>	Mulching Capacity (Trunk Diameter - Inches)	Vendor Provides 3-Person Crew <small>Select Vendor Provides 3-Person Crew</small>	Boom Feed <small>Select Boom Feed</small>
In Feed Mechanism <small>Select In Feed Mechanism</small>	AWD or 4WD <small>Select AWD or 4WD</small>			
Passenger Capacity	DOT Authority <small>Select DOT Authority</small>	Internal Storage <small>Select Internal Storage</small>	Flammable Storage <small>Select Flammable Storage</small>	Emergency Exits <small>Select Emergency Exits</small>
GVWR <small>Select GVWR</small>	Bed Type <small>Select Bed Type</small>	Bed Length (Inches)	Tilt Box <small>Select Tilt Box</small>	Lift Gate <small>Select Lift Gate</small>
Fuel Capacity (Gallons)	Non-Ethanol Fuel <small>Select Non-Ethanol Fuel</small>	Single Load Capacity <small>Select Single Load Capacity</small>	Number of Berths	Vehicle Type <small>Select Vehicle Type</small>
Movable Partitions <small>Select Movable Partitions</small>	Production Capacity			
Seats per Row	Number of Rows	Payload Capacity (lbs)	Rear Box Load Capacity (lbs)	Engine Displacement (cc)

View of this section for Auto/Truck Mechanic with Service Truck:

Mechanic		
First Name	Operator Experience (Years) <small>0:40</small>	EVT Certification Level <small>Select EVT Certification Level</small>
Last Name	ASE Certification <small>Select ASE Certification</small>	Fire Apparatus Mechanic Experience (Years) <small>Select Fire Apparatus Mechanic Experience (Years)</small>
Vocational School or Mechanic Certification <small>Select Vocational School or Mechanic Certification</small>	Truck is equipped with Crane <small>Select Truck is equipped with Crane</small>	

Click **NEXT** when you have completed all the fields or **SAVE DRAFT** to continue later.



Step 6 Upload Pictures / Documents

The Pictures / Documents section is where you upload all required photos and supporting documents. The helper text on this tab tells you exactly what is required for your resource group.

Common requirements include:

- A photo of the data plate showing the VIN
- Photos of the vehicle or equipment from the front, back, left, and right
- A resume or certification documents for personnel resources such as mechanics
- Any other documents specified in the solicitation

To upload, you can either: 1) click the **UPLOAD** button and select the image or document file for upload; or 2) drag and drop the image or document file into the table. There is currently no file size limit in VIPR Next Gen.

The screenshot shows the 'Add Resource' form with the 'Pictures / Documents' tab selected. The sidebar on the left lists steps: 1. Resource Group, 2. Identification, 3. Location, 4. Mechanic, and 5. Pictures / Documents (highlighted). The main content area has an 'UPLOAD' button and a table with columns for '#', 'Name', and 'No Documents Available'. Below the table, there is a note: 'You must provide a minimum of 3 or more pictures/files of this resource to include:' followed by three bullet points: 'Each Offeror shall create a Unique Identification for the Mechanic that will contain the First and Last name of the person as shown on a state issued driver's license.', 'Each mechanic must complete and submit a signed resume. Certificates for all mechanic qualifications claimed must be provided with the resume.', and 'Picture of the crane. To include the attachment to the truck.' At the bottom left is a 'SAVE DRAFT' button and at the bottom right are 'BACK' and 'SUBMIT' buttons.

Click **NEXT** when you have completed all the fields or **SAVE DRAFT** to continue later.



Step 7 Submit the Resource

Once all tabs are complete, click the **SUBMIT** button. The system will assign a qualification status:

- **Complete Qualified:** Your resource has all required information and qualifies for at least one resource category. It is ready to be added to a quote. If you believe it has qualified for the wrong category, go to the attributes (or applicable) tab in the wizard, and review your values. Correct any errors and resubmit.
- **Complete Unqualified:** Your resource has all required information, but the values entered do not meet the criteria for any resource category. Review your attribute values, correct any errors, and resubmit for the system to re-evaluate and update the status.

*If necessary, you can delete Complete Unqualified and Incomplete resources. Complete Qualified resources cannot be deleted in the Resources table. To delete the resource, click the three dots at the end of the resource row and select **Delete**. You cannot delete a resource that has been awarded now or previously or submitted on a quote.*

Need further support?

If you have questions on a specific agreement, contact your CO.

If you need support with using VIPR Next, refer to the support materials found on the Procurement and Property Services (PPS) Website's VIPR Next Gen page under the "Vendor Support" tab:

https://www.fs.usda.gov/business/incident/vendorsupport.php?tab=tab_d

For technical support, contact the Interagency Incident Applications Helpdesk at (866) 224-7677 (press option 3 for VIPR Next Gen) or via an online ticket at

<https://iiahelpdesk.nwccg.gov/>.