

## Vendor Portal On-Boarding Registration Worksheet

### **GENERAL INFORMATION ABOUT THE WORKSHEET:**

- The information provided on the worksheet is key to DeCA establishing accurate accounts for the people in your firm who will need access to vendor portal.
- Please key your information directly into the form. If you are unable to input directly into the form, print the worksheet and **neatly print** - in capital letters and in black ink - the information in the boxes provided.
- Separate Worksheets: Your firm may be required to submit separate worksheets. If your firm falls into one of the categories that follow, then please submit separate worksheets.

### **WHEN and WHY TO SUBMIT SEPARATE WORKSHEETS:**

- Different User Roles, Multiple Contracts: If you have different people (User Roles) who will have the same responsibility across multiple contracts, please submit separate worksheets. For example, if John Smith will be submitting your regular costs for contract numbers HDEC01-17-G-8900, but Sandra Smith will be submitting your regular costs under contract number HDEC01-17-G-8901, then you will need to submit 2 separate worksheets. A sample is provided for you titled "Registration Worksheet Sample".
- Multiple Contract Types: If your firm does business with DeCA under multiple contract types (ROA, RTC, BPA, IQC, MOA, MOU), please submit a separate worksheet for each contract type. A sample is provided for you titled "Registration Worksheet Sample".
- Separate worksheets are needed to support different user roles against multiple contracts. In the first example above, separate worksheets are needed so that DeCA can create separate accounts and logins for the 2 different people who are submitting costs on different contracts. In the second example, separate worksheets are needed to support different contract types.

### **HOW DO I EMAIL THE WORKSHEET TO DECA?**

- The worksheet **MUST** be signed by the authorized negotiator before emailing it to DeCA.
- Please scan the signed worksheet into your computer, then email it to the [signup@deca.mil](mailto:signup@deca.mil) mailbox.