



# Vendor Portal User Guide

## Vendor Portal Phase 2A Authorized Negotiator - External User Option

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## Setting Up Vendor Portal User from External User Form

**Step 1** – The Authorized Negotiator starts the process by Signing In as the Authorized Negotiator

Username:

Password:

[Forgot Password](#)

[Vendor User Registration](#)

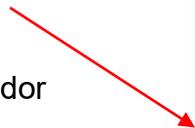
11.13.7.47



## Setting Up Vendor Portal User from External User Form

**Step 2** – The Authorized Negotiator selects the Vendor Number to be assigned to the New User.

If only Vendor Number is attached to Auth Negotiator's account, then screen will default to Cost Book.



Vendor Number	Vendor Name
0241-01	TACO LOCO PRODUCTS INC - 18G8596
A050-01	GENERAL MILLS INC - 20G5052

Page: 1 of 1 Total Found: 2



## Setting Up Vendor Portal User from External User Form

### Step 3 –

Navigate to the  
**External Users  
Vendor** form  
and select  
“**New**”

Vendor View > External Users Vendor

External User Maintenance

+ New | Export | Edit | View

Filter By: [-----] Apply Clear

Log In Name	Email Address	Role	Ext User Type	Email Verified	Registration Status
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## Getting Started – Vendor Portal New User Registration

**Step 4** – The External User window will be displayed.

Key in the new users email address and select **Verify**.

The screen will blink but nothing else happens. This is normal.

External User: trc96@maildrop.cc    Insert ×

Save |

Email Address: trc96@maildrop.cc    ✓ Verify

First Name:    Last Name:   

Cage Code:   

Role:    Q ×

Ext User Type:



## Setting Up Vendor Portal User from External User Form

### Step 5 –

Key in New User's First Name, Last Name, and CAGE Code.

### Step 6 –

In the field next to the word "Role", click on the magnifying glass icon.

Select **VPAuthNeg**

Click **Apply**.

Click Away.

**Step 7 -  
Click Save.**

### Vendor Portal Role(s)

**VPACCTMGR** - Vendor Portal Account Manager

**VPAuthNeg** - Vendor Portal Authorized Negotiator

**VPFRProd** – Vendor Portal Fresh Produce

**VPVendCost** – Vendor Portal Cost Only

**VPVendView** – Vendor Portal Vendor View Only



## Setting Up Vendor Portal User from External User Form

**Step 8** – When complete – the **Inserted Successfully** message is displayed.

Select **OK** to close

The screenshot shows a web form titled "External User: trc98@maildrop.cc" with a "Save" button and a "Verify" checkbox. The form contains the following fields: "Email Address" (trc98@maildrop.cc), "First Name" (Test), "Last Name" (Test), and "Cage Code" (24608). A green "Information" dialog box is overlaid on the form, displaying the message "Inserted successfully." and an "Ok" button. A red arrow points from the text "Select OK to close" to the "Ok" button in the dialog box.



## Setting Up Vendor Portal User from External User Form

**Step 9** – To complete the process the **Authorized Negotiator** will need to close the Entry form and **wait** for the New User to verify the email address registered as part of the onboarding process.

**Step 10** – The **New User** needs to navigate to their email and look for an email that contains a link to verify your email. Make note of the Validation Code.  
**Click on the link.**

### New User Welcome Email

<Vendor.Portal@ncr.com>

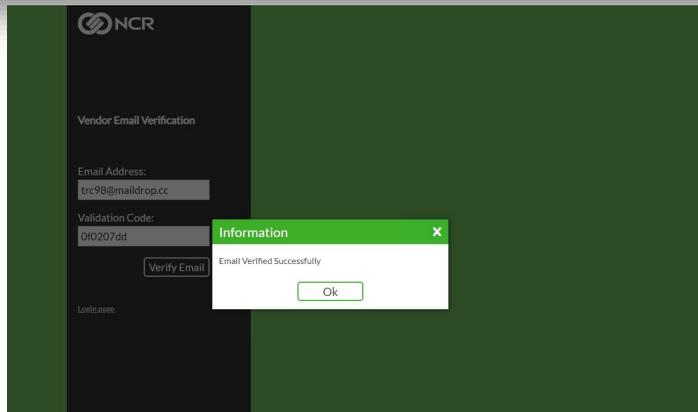
1/16/2025, 9:14:08 AM

VP User Registration

Welcome to DeCA's Vendor Portal User Registration Page. Please click on the link below to verify your email address:

Verify Link: <http://b37rrcnc1277407.declocal.com/retalixhq/Main/VendorRegistration/VerifyEmail.aspx>

Validation Code: 0f0207dd



**Step 11** – The **New User** should enter your email address and Validation Code. **Click Verify Email.** Look for an Information box that says “Email Verified Successfully”. **Click Ok.**



## Setting Up Vendor Portal User from External User Form

### Step 12 -

Authorized Negotiator signs into Vendor Portal.

Navigate to External Users Table. Double click on New User's record to open External User box.

Assign Vendor Number by **clicking on carrot button** next to "Vendor ID". Add vendor number in blank field.

Click away into a neutral spot.

**Click on plus sign (+) to add.**

External User: india.tester1@test.deca.mil

Save | Disable User |  Accept User |  Reject User

Email Address: india.tester1@test.deca.mil  Verify

First Name: India Last Name: Tester

Cage Code: 0M5F7

Role: VPAuthNeg

Ext User Type: Vendor

Vendor ID	Vendor Name
A050-01	GENERAL MILLS INC - 20GS052

Page 1 of 1 Total Found: 1

### Step 13 -

Select **Accept User** button

External User: india.tester1@test.deca.mil

Save | Disable User |  Accept User |  Reject User

Email Address: india.tester1@test.deca.mil  Verify

First Name: India Last Name: Tester

Cage Code: 0M5F7

Information

User Approved Successfully

Ok

Page 1 of 1 Total Found: 1

**Step 14** – After selecting the Accept User button, the **User Approved Successfully** message is displayed.

Select **OK** to close



## Setting Up Vendor Portal User from External User Form

**Step 15 -**  
Navigate to the Role field.

Click on the magnifying glass and update the role.

Click away to a neutral spot when field populates.

**Click Save.**

External User: india.testster1@test.deca.mil

Save | Disable User | Accept User | Reject User

Email Address: india.testster1@test.deca.mil [Verify]

First Name: India Last Name: Tester

Cage Code: 0M5F7

Role: VPAuthNeg [Search] [X]

Ext User Type: Vendor

Delete | Undelete

Vendor ID	Vendor Name
A124-01	COLGATE PALMOLIVE COMPANY ...

Page 1 of 1 Total Found: 1

### Step 16 -

Look for the Information box with **Saved successfully** notification.

**Click Ok**

External User: trc97@maildrop.cc

Save | Disable User | Accept User | Reject User

Email Address: trc97@maildrop.cc [Verify]

First Name: Test Last Name: Test

Cage Code: 24608

**Information** [X]

Saved successfully.

Ok

Page 1 of 1 Total Found: 1

**Step 17 –** Auth Negotiator should close External User box. Take note that the Registration Status has changed to “Accept” on the External Users screen.

Vendor View > External Users Vendor

External User Maintenance

New | Export | Edit | View

Filter By: Log In Name | Include "Any one of" | VDR-TestT24608 | Add | Apply | Clear

Registration Status: Exclude "Any one of" Reject | Log In Name: Include "Any one of" VDR-TestT24608

Log In Name	Email Address	Role	Ext User Type	Email Verified	Registration Status	Reason	Notification Sent Date
VDR-TestT24608	trc97@maildrop.cc	VPVendView	Vendor	<input checked="" type="checkbox"/>	Accept		



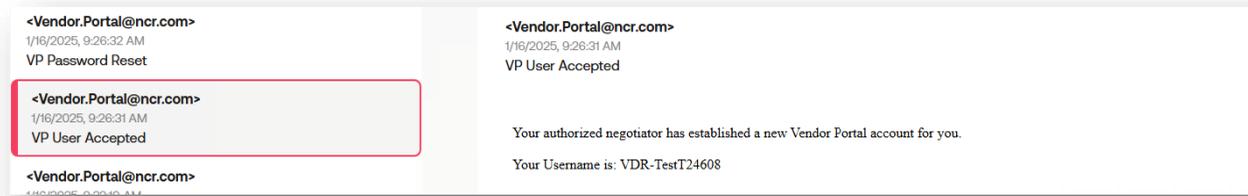
## Setting Up Vendor Portal User from External User Form

**Step 18** – The completion of Step 17 will trigger Vendor Portal send (2) additional emails to the New User.

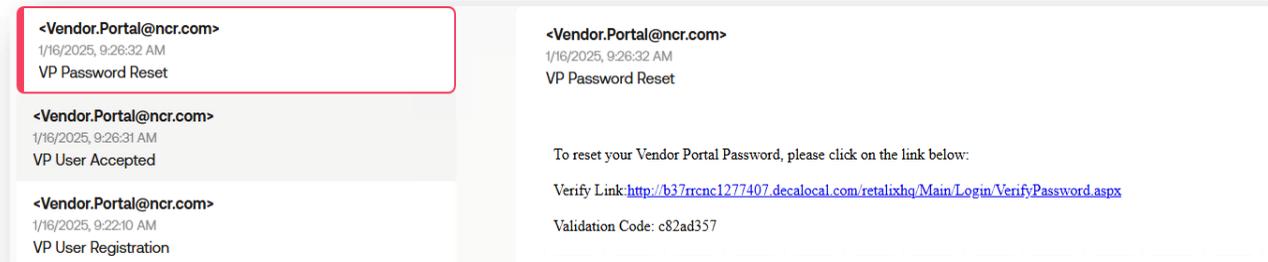
Auth Negotiator should **close External User Box**.

Log off of Vendor Portal,

### (1) Email to New User with New Username



### (2) Email to new User with Password Reset Link





## Setting Up Vendor Portal User from External User Form

**Step 19** – The **New User** must click on the link provided with their email.

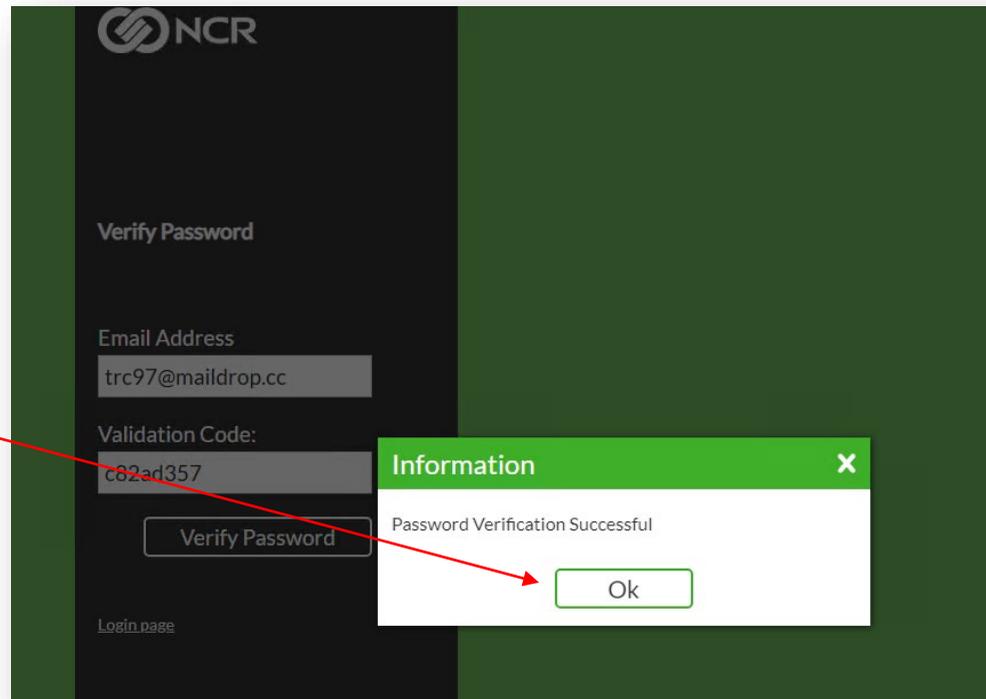
Enter your Email Address and the **Validation Code** provided in the email.

**Click on Verify Password.**

A **Password Verification Successful** message will be displayed.

**Click Ok.**

A password reset form is displayed.





## Setting Up Vendor Portal User from External User Form

**Step 20** – The New User resets the Password based on the criteria provided.

**Step 21** -  
The Password Verification information box appears

**Click Ok**



## Setting Up Vendor Portal User from External User Form

**Step 22** – When needed, the Authorized Negotiator can add additional Vendor Numbers to the **New User's profiles**.

Click on the **Edit** option on main screen Vendor option on the right side of the form.

The screenshot shows a web application window titled "External User: trc97@maildrop.cc" with a sub-header "Edit (Vendor Only)". The form contains the following fields:

- Save | Disable User | Accept User | Reject User
- Email Address: trc97@maildrop.cc
- First Name: Test | Last Name: Test
- Cage Code: 24608
- Role: VPVendView
- Ext User Type: Vendor
- Delete | Undelete

Below the form is a table with the following data:

Vendor ID	Vendor Name
A050-01	GENERAL MILLS INC - 20G5052

At the bottom, there is a pagination control: Page 1 of 1 Total Found: 1



## Setting Up Vendor Portal User from External User Form

**Step 23** – The Authorized negotiator will be prompted to select and add an additional Vendor to the New User.

External User Maintenance

New | Export | Edit | View

Filter By: [ ] Apply Clear

Log In Name	Email Address	Role	Ext User Type	Email Verified	Registration Status	Reason	Notification Sent Date
	trc82@maildrop.cc	VPVendView	Vendor	<input checked="" type="checkbox"/>	In Progress		
VDR-Cote1246084	trc83@maildrop.cc	VPVendView	Vendor	<input checked="" type="checkbox"/>	Accept		
	trc84@maildrop.cc	VPVendView	Vendor	<input checked="" type="checkbox"/>	In Progress		
VDR-Cote1246085	trc85@maildrop.cc	VPAuthNeg	Vendor	<input checked="" type="checkbox"/>	Accept		
	trc99@maildrop.cc	VPVendView	Vendor	<input checked="" type="checkbox"/>	In Progress		
	trc98@maildrop.cc	VPAuthNeg	Vendor	<input type="checkbox"/>	In Progress		1/16/2025 9:14:04...
VDR-Test124608	trc97@maildrop.cc	VPVendView	Vendor	<input checked="" type="checkbox"/>	Accept		

External User Vendors

Delete | Undelete

Vendor ID	Vendor Name
A050-01	GENERAL MILLS INC - 20G5052

Select from Vendor Master

Filter By: [ ] Apply Clear

	Vendor Number	Vendor Name
<input checked="" type="checkbox"/>	0241-01	TACO LOCO PRODUCTS INC - 18G8596
<input checked="" type="checkbox"/>	A050-01	GENERAL MILLS INC - 20G5052

Page 1 of 1 Total Found: 2

Apply Close

External User: trc97@maildrop.cc

Save | Disable User | Accept User | Reject User

Email Address: trc97@maildrop.cc

First Name: Test Last Name: [ ]

Cage Code: 24608

Role: VPVendView

Ext User Type: Vendor

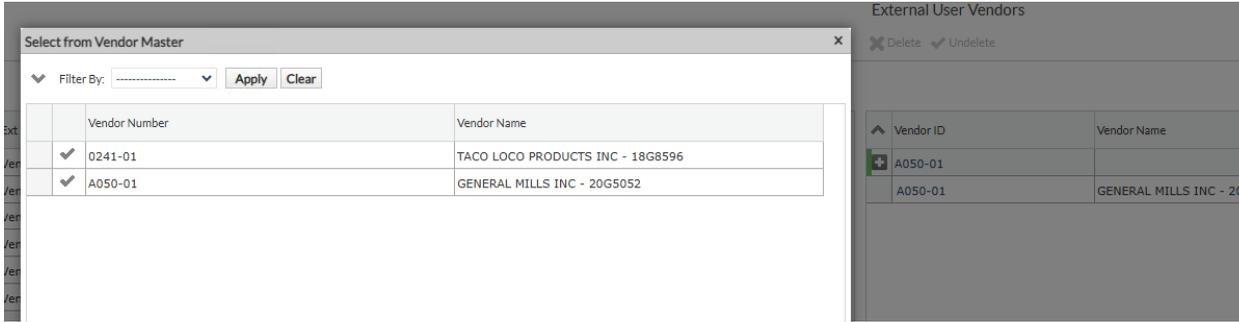
Delete | Undelete

Vendor ID	Vendor Name
A050-01	GENERAL MILLS INC - 20G5052

Page 1 of 1 Total Found: 1



## Setting Up Vendor Portal User from External User Form



**Step 24** – Once the process is complete the **New User** will have access to an additional vendor.

**Please Note:**

Authorized Negotiator can only add new vendor numbers to the New Users' accounts they've established. Requests to add vendor numbers to existing Users accounts must still be accomplished using Vendor Portal Worksheets.

