Vendor Portal Navigation

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Standard Process

How to navigate the Home page of the DC Vendor Portal

Overview

Performed by

Any person

Interface Used

DC Vendor Portal (www.vendorportal.dc.gov)

Supported Browsers

The following Internet browsers: IE, Chrome, Edge, Firefox or Safari

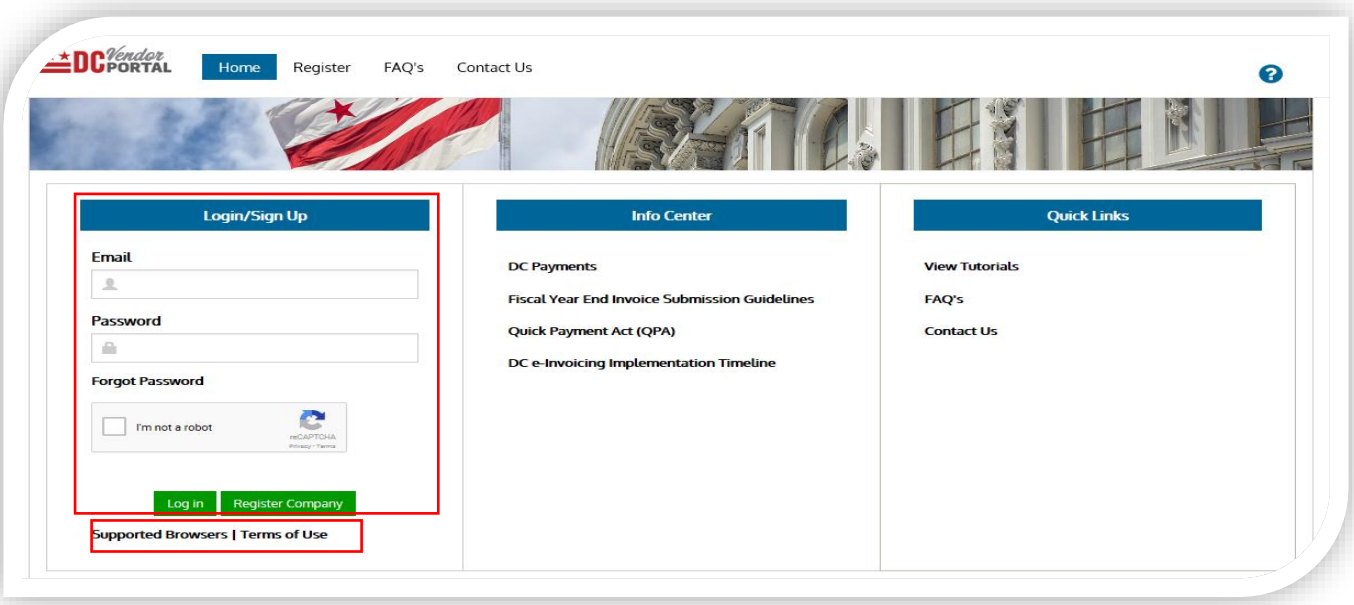
Procedure Steps

1. In a browser, open www.vendorportal.dc.gov

2. Home page is divided into 3 sections

   a. **Login/Sign up section**

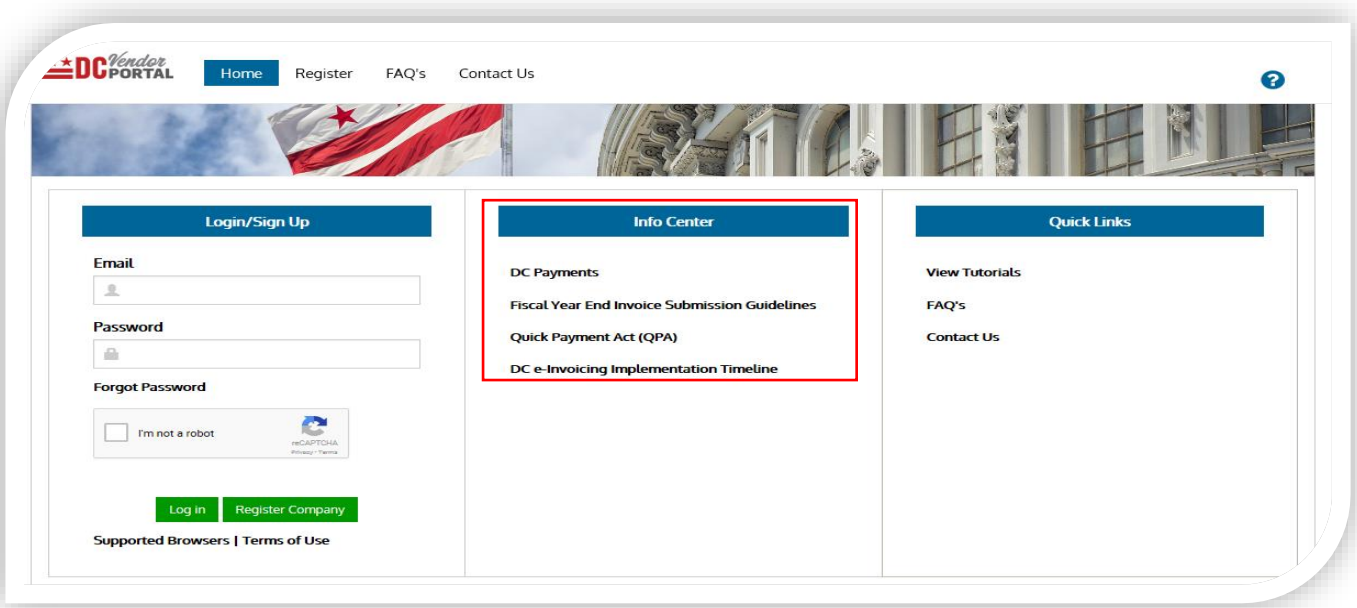
   This section allows all registered vendors to use their login credentials to access the portal. New users can register by selecting “Register Company” button.



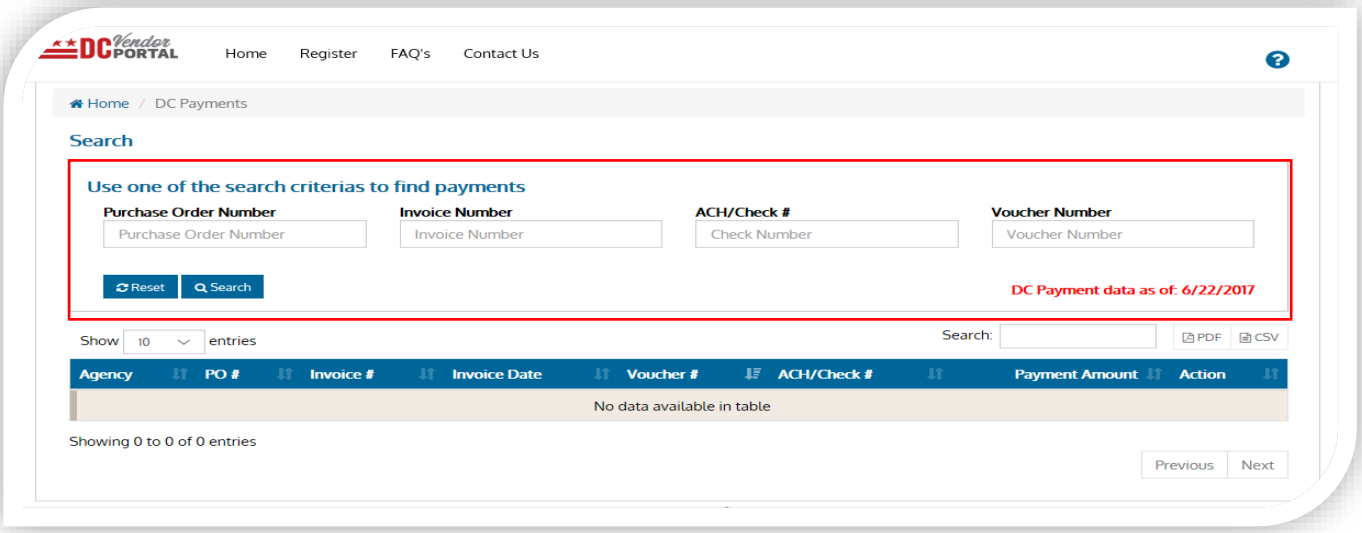
Note: The supported browsers and terms for use of the portal can be viewed by selecting the related button.

b. Info Center Section (No login required)

This section provides a list of DC payments made by the District to vendors starting in FY 2017.



- Users can search for payments made by selecting the DC Payments link.

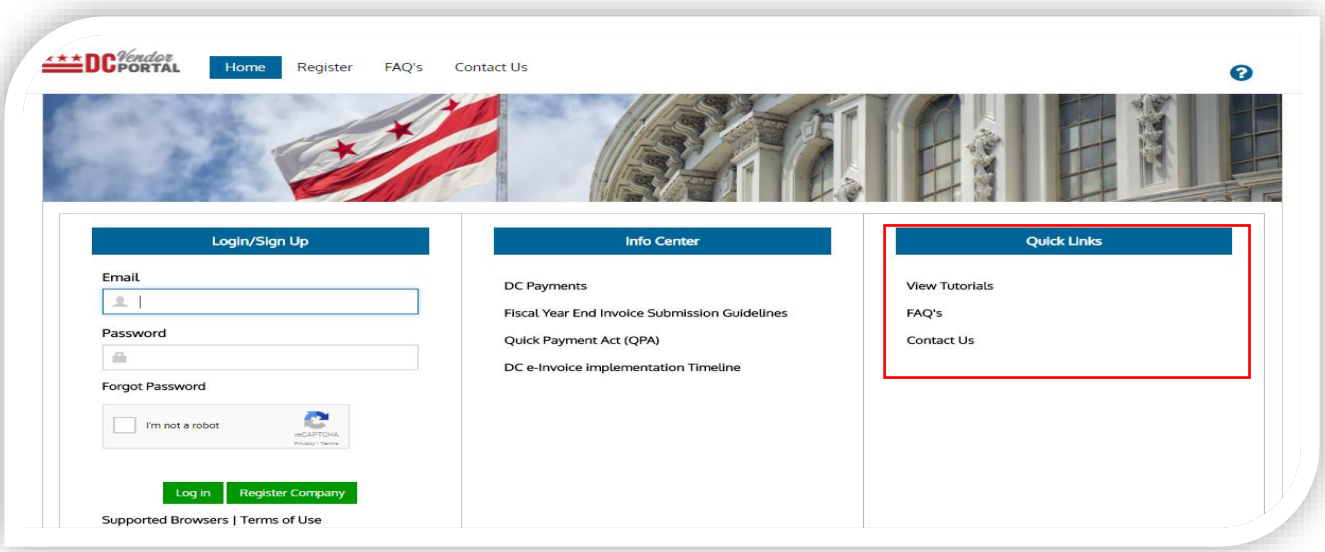


- Users may search by Purchase Order Number, Invoice Number, Check Number or Voucher Number.
- The Info center also provides fiscal year-end submission guidelines and other vendor communications.

c. Quick Links section

This section provides quick links to:

- View Tutorials
- Frequently Asked Questions (FAQs)
- Contact Us (Helpdesk information)



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