

# Vendor Registration Process



## Purpose

To register on the DC Vendor Portal and to create a vendor account.

## Overview

Vendors require an account to submit electronic invoices to District of Columbia.

## Performed by

District of Columbia Vendors

## Interface Used

DC Vendor Portal ( [www.vendorportal.dc.gov](http://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](http://www.vendorportal.dc.gov)
2. From the **Homepage**, select the **Register company** button or Select the **Register** tab from the main menu.
3. The vendor must read and agree to the terms of registration to begin the registration process and select the **“Begin Registration Here”** button.
4. The registration form is divided into three sections:
  - a. Company Information
  - b. User Information
  - c. Attachments



## Note:

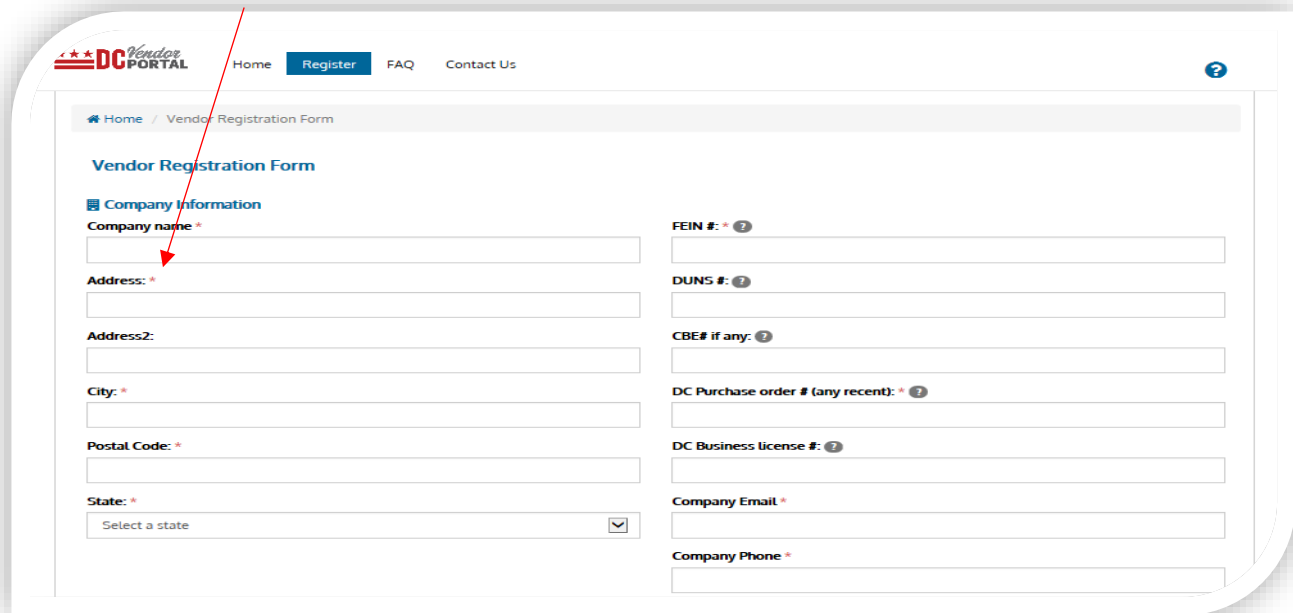
If a user tries to re-register using the same email address, following alert messages will appear:

- For fully approved Registrations: ***“An account is already registered with this email address, please login or reset your password.”***
- For registrations in processing or rejected registrations: ***“Your account registration is already in process; you will be notified soon via Email.”***
- **Creating a user account on DC Vendor Portal is a free of cost service.**
- **Up to 10 user accounts can be registered for each vendor.**

## a. Company Information

The vendor must provide the following information: Company Name, Address, City, Postal Code, State, FEIN Number, DUNS #, a recent DC Purchase Order Number (if applicable). The CBE (Certified Business Enterprise) number and DC Business License fields should be provided (if applicable).

The vendor must also provide company email address and phone number. All required fields are marked with asterisk (\*) symbol next to the field must be completed.



## b. User Information

The vendor must provide the user’s information and they all are mandatory fields. It contains First and Last Name, Title, Phone Number, Email address and Password. User email address will be the login id.



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**User Information**

<b>First name *</b> <input type="text"/>	<b>Email *</b> <input type="text"/>
<b>Last name *</b> <input type="text"/>	<b>Re-enter email *</b> <input type="text"/>
<b>Title: *</b> <input type="text"/>	<b>Password *</b> <input type="password"/>
<b>Phone number *</b> <input type="text"/>	<b>Confirm password *</b> <input type="password"/>

## c. Attachments

The vendor must attach their most recent W9 and other supporting documents. The vendor can submit comments (if any).

**Attachments**

**W9: \***  No file chosen

**Other file: ?**  No file chosen

**Comments:**

I'm not a robot

\* Required

Once all required documents and fields have been attached and completed, select the “**Register**” button to complete the registration process.

Once the registration form is submitted, the vendor will receive the email confirmation about the submission. The registration will be processed by DC Government within 2 business days.

After the registration is approved, users will receive an email with an activation link. Click on the activation link will activate the account. Vendor account is created.

If the registration is rejected, the vendor will receive an email with reasons for rejection. In this case, vendor must make necessary changes and resubmit the application.

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