

## Required Fields on the Vendor Portal On-Boarding Registration Worksheet

- 1. I AM REGISTERING A....** Check the box that identifies the type of contract(s) you are registering. 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.
- 2. COMPANY NAME:** Insert the name listed on your DeCA contract or Resale Ordering Agreement (ROA). The company name must be the same company name listed in the System for Award Management (SAM) system.
- 3. DOING BUSINESS AS (DBA) COMPANY NAME:** If your company is doing business under another name and is listed in SAM as such, insert the DBA name here. If your company is not doing business as another company name, leave blank.
- 4. MAILING ADDRESS:** Enter your company's physical mailing address here. The mailing address must match the mailing address shown on your DeCA contract/ROA.
- 5. CITY, STATE, ZIP CODE:** Enter the city, state, and zip code of where your firm is located. The city, state and zip code must match the city shown on your DeCA contract/ROA.
- 6. PRIMARY BUSINESS PHONE:** Enter the primary telephone number - including area code - of the telephone number DeCA should use to get in touch with your company regarding this registration form.
- 7. AUTHORIZED NEGOTIATOR NAME:** Enter the last name, first name and middle initial of the person(s) who is/are authorized to contractually bind your company.
- 8. PHONE AND EMAIL:** Enter the telephone number and email address of the authorized negotiator.
- 9. AUTHORIZED NEGOTIATOR TITLE:** Enter the title(s) of your authorized negotiator(s).
- 10. SELECT TRAINING METHOD:** Use the drop down menu to provide the date your firm is registered for online training. Please Note: This form does not register your company for onsite training – you must use the online scheduler at <http://www.supersaas.com/schedule/DeCA/Signup> as described in the NTT. The date you registered for using the online scheduler must be the same date you select in the drop down on the form.
- 11. TRAINING SELECTED:** Use the drop down menu to select how you would like to receive training; either onsite at Ft. Lee, or Web Based Training (WBT).
- 12. CERTIFICATION:** Enter the authorized negotiator's printed name, title and date signed. If your firm has digital signature capability, insert the digital signature in the "Signature" box after you complete the rest of the form. If your firm does not have digital signature capability, print this form and hand sign in the "Signature" box. If you print and sign the form, you must scan it and email it back to [signup@deca.mil](mailto:signup@deca.mil).
- 13. ADDITIONAL COMPANY INFORMATION:** List individually, each Contract Number, Vendor Number, CAGE code and DUNS Number your firm has with DeCA.
- 14. ADDITIONAL AUTHORIZED NEGOTIATORS:** Vendor Portal will accommodate up to 3 authorized negotiators. Complete the section if your firm has more than one authorized negotiator.
- 15. AUTHORIZED USER INFORMATION:** In this section, the Authorized Negotiator must provide the last name, first name, middle initial, telephone number and email address of each person who will need access to Vendor Portal. Using the drop down menu under the column titled "User Role", select the role that the person will fill. See the attachment titled "User Roles and Permissions for a definition of the user roles. Please note: by design, no drop-down selection is available for the role of Authorized Negotiator. Each company can have up to 3 Authorized Negotiators per contract, and the name(s) of the Authorized Negotiator(s) must be listed on Page 1 and 3 of the worksheet.