

Government of the District of Columbia Current Vendor Registration for e-Solicitations



Key Points for registering with the District to notification of electronic solicitations :

- “New Vendors” are those who do not currently do business with the District (ie: do not receive Purchase Orders electronically.)
- “Current Vendors” are those who do business with the District (ie: have received an Ariba Supplier Network ID) and / or those who receive Purchase Orders electronically from the District.
- Current Vendors have pre-existing information for their companies in the District database. Only user information needs to be provide to be registered.

Registering as a Current Vendor

ACCESS THE EFORM

<https://spreadsheets.google.com/viewform?formkey=dEVnSHEybHBldk1JUzZSNWg5bGtXa1E6MQ>.

Enter the following

- **Company Name:** The legal entity name of the organization.
- **Tax Payer ID:** The SSN or EIN Number associated with the legal entity.
- 4. **Phone:** Company Phone
- 5. **Email Address:** Company Address (Can be the same as the user.)
- 6. **City, State, Postal Code and Country:** Location of the legal entity. If necessary, users can have different locations than the legal entity.
- 7. **User ID/Email Address:** Users are must use an email address for registration.
- 8. **Name:** User Name
- 9. **Phone:** User Phone Number

Sourcing Vendor Registration

Company Name

FEIN/Tax ID

Phone Number (no dashes, please)

Email address

Address Line 1

Address Line 2

City

State

ZIP Code

Log On to The Districts e-Solicitation Site

- Within one week, you should receive a usernames and passwords via a system-generated e-mail.
- You will enter the District’s eSourcing site at <https://upstreamuat.dc.gov/Sourcing/Main>
- It is recommended that you login immediately to reset your password and update your profile with your category preferences.
- For login information issues, contact the Districts Vendor Support Desk at ocp.helpdesk@dc.gov or 202-274-7227.



User Name:

Password:

[Forgot your user name or password?](#)

[Register as a new Supplier](#)



Government of the District of Columbia New Vendor Registration for e-Solicitations



Update your profile

- After you, enter the District's eSourcing site at <https://upstreamuat.dc.gov/Sourcing/Main>
 - In the upper right hand corner you will see preferences
- [Home](#) | [Preferences](#) | [Help](#) ▾ | [Logout](#)
- Select preferences and then find "Update profile".
 - This is where you will be able to maintain your account including your Commodities Supplied.
 - Be sure to indicate commodities in order to receive your notifications. If you select, "all" you will receive all notifications but also all communications about the solicitations.

Update Contact and Organization Profile

Information about your profile

| | |
|--------------------------------|--|
| Name: | <input type="text" value="Jane Johnson"/> |
| Business Email Address: | <input type="text" value="jjohnson@somecompan"/> |
| Business Phone: | <input type="text" value="123412565"/> |
| Ariba Network User ID: | <input type="text"/> |
| Ariba Network Organization ID: | <input type="text"/> |
| Time Zone: | <input type="text" value="US/Michigan"/> |

Information about your organization

| | |
|-----------------------|--|
| ID: | 1371447724 |
| Tax Payer Id: | 371447724 |
| Is SSN? | <input type="radio"/> Yes <input type="radio"/> No |
| Commodities Supplied: | All All [select] |

Helpful Registration Hints

If you do not have an Email Address:

- You can access gmail, yahoo, hotmail, etc. and set up an email account for free. Just follow the instructions on their website.

If you do not have Computer Access:

- There are computers available in the Bid Room on the 7th floor of 441 4th Street. Also, computers are available at all DC Public Libraries. Free classes on how to use computers are offered through DC Public Libraries, predominately at the Martin Luther King facility. Times and dates for the classes can be accessed by clicking on this link or calling the library: <http://www.dclibrary.org/services/computer>.

Commodities Supplied

- Commodities will be listed as NIGP Codes. Vendors will indicate via the commodity selection which categories of NIGP they would like to receive notifications for upcoming e-solicitations. (NOTE: All Solicitations will continue to be posed on the OCP website.)
- If your company would like to receive all solicitation notifications, you should indicate so by selecting all commodities. However, it is thoughtfully as to best represent your organization.
- You can select commodities at various levels

The illustration to the right, shows both a top level category "ENGINEERING SERVICES, PROFESSIONAL" as well as several sub-categories of engineering. If you want to elect to receive all engineering services notifications, do select the highest level. If you are specialized, You may want to indicate only the areas of focus.

Keep in mind that all solicitations will be posted on the OCP Website. And, you can update your profile with new or additional categories even after your registration is complete.

Choose Values for Commodities Supplied

Add to Currently Selected

Field: Name

| <input type="checkbox"/> Name ↑ | ID |
|---|---------|
| <input type="checkbox"/> ENGINEERING SERVICES, PROFESSIONAL | 9250000 |
| <input type="checkbox"/> Aeronautical/Aerospace Engineering | 9250300 |
| <input type="checkbox"/> Agricultural Engineering | 9250400 |
| <input type="checkbox"/> Air Conditioning, Heating and Ventilating Engineering | 9250700 |
| <input type="checkbox"/> Airports (Lighting, Fueling, Nav aids) - Engineering | 9250800 |
| <input type="checkbox"/> Biomedical/Engineering | 9251100 |
| <input type="checkbox"/> Chemical Processing and Storage/Engineering | 9251500 |
| <input type="checkbox"/> Civil Engineering | 9251700 |
| <input type="checkbox"/> Cold Storage; Refrigeration; Fast Freeze/Engineering | 9252000 |
| <input type="checkbox"/> Concrete Engineering | 9251900 |
| <input type="checkbox"/> Control Systems Engineering | 9252200 |
| <input type="checkbox"/> Corrosion Control; Cathodic Protection; Electrolysis/Engineering | 9252100 |
| <input type="checkbox"/> Dam Engineering | 9252300 |
| <input type="checkbox"/> Desalination (Process and Facilities)/Engineering | 9252400 |
| <input type="checkbox"/> Drainage Engineering | 9252800 |

Currently Selected

| <input type="checkbox"/> Name ↑ | ID |
|---------------------------------|----|
| No Items | |