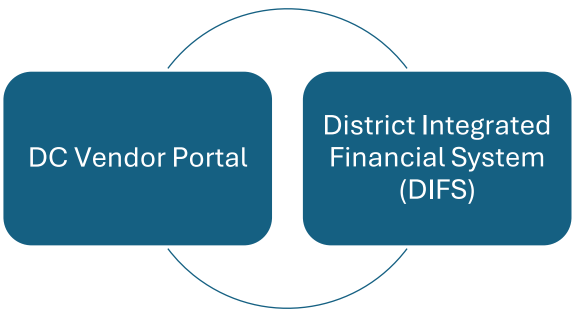
DISTRICT OF COLUMBIA PUBLIC SCHOOLS
Office of Fiscal Strategy

Updated Oct 2025

Dear DCPS Vendor,

We are excited to **continue/start** our work with you for our fiscal year 2026 (FY26). FY26 runs from October 1, 2025, through September 30, 2026. It is important to ensure year by year, your registration is up to date in our systems (PASS, DC Vendor Portal, & DIFS). This letter provides instructions on how to initially register, as well as update your business information when needed.

DC Government utilizes 2 Systems to process procurement with Vendors:



1. **DC Vendor Portal** – Your one stop shop to:
    - View Purchase Orders online
    - Submit invoices online
    - Track status of invoices and payments
    - Receive real-time notifications

2. **DIFS**– Maintains your Mailing Address and Direct Deposit information after initial registration is complete. You can utilize DIFS to add/update mailing addresses or direct deposit.

Please follow the instructions below for complete vendor registration with DC Public Schools.

1200 First Street, NE | Washington, DC 20002 | T 202.442.5885 | F 202.442.5026 | dcps.dc.gov

Steps to becoming a Vendor in the Procurement Automated Support System (PASS):

1. Receive/pull your Dunn and Bradstreet /DUNS number at www.**dnb.com**.
2. Complete the Master Supplier Form and W-9 with signature and email to your DCPS contact. Your DCPS Point of Contact will submit your forms to the DC Vendor Support Registration division under the Office of Contracts and Procurement for DC Government, for processing and CC you on the email submission.
3. Once registered, you will receive an email to access DC Vendor Portal to complete your profile set up for Purchase Order tracking and E-invoicing.

Please note – Once ALL forms are submitted, Vendor registration takes up to 10 business days to process.

(Optional)

After PASS registration is complete, you can utilize **DIFS** **to add your mailing address and/or direct deposit information for payment processing directly to your bank account**. Once you have confirmation your registration has been approved, you can access the DIFS platform using the email address you registered with and clicking on "Forgot Password" to create your own password for future sign-on.

IMPORTANT NOTES:

- It is important for you to check annually; your registration is up to date in all systems (DC Vendor Portal, PASS, DIFs) as the DC Government requires registration to be updated every 2 to 5 years depending on your business type.
- The address and tax ID number must match across all registrations.
- Any delay in PASS or DC Vendor Portal registration will cause a delay in a Purchase Order (PO) being issued.
- Once your business is confirmed and the agreement/contract is reviewed and approved, a Purchase Order (PO) is issued. This acts as DCPS's legal agreement between us for the work to begin.
    - **Work cannot begin prior to a PO being issued.**
- As work is completed on the PO, you can upload your invoice(s) to the DC Vendor portal; once reviewed & approved, payment is issued from the DC Accounts Payable (AP) offices.

See attachments following for Vendor Registration Instructions

Best,
Program POC

Vendor Form Registration Instructions

How to complete Master Supplier Form

1. Make sure to include the DNB registration listed above on the form.
2. The Supplier form has 3 locations for addresses to be listed. Only fill in what applies for your business.
   i. The “Supplier Headquarters” matches your W9 & is a non-P.O. Box address.
   ii. The “Payment Remittance” is where you wish payment checks to be sent (can be a P.O. Box).
   iii. The “Purchase Order Address” is a non-P.O. Box address for payment checks to be sent.

How to complete W-9 form

1. Make sure to include DNB registrations listed above on the form.
2. The Supplier form has 3 locations for addresses to be listed. Only fill in what applies for your business.
   i. The “Supplier Headquarters” matches your W9 & is a non-P.O. Box address.
   ii. The “Payment Remittance” is where you wish payment checks to be sent (can be a P.O. Box).
   iii. The “Purchase Order Address” is a non-P.O. Box address for payment checks to be sent.

IMPORTANT NOTE for W9 Form

- To be considered valid, all forms must be signed and dated within six months of today's date.

Steps to register for Direct Deposit and/or a Separate Mailing Address payment

1. Logging in:
   i. Navigate to DIFs
   ii. Enter email address submitted for registration on Master Supplier Form
   iii. Select “forgot password” to obtain a temporary password and create a new one for future log-in.

- Please note the Federal Employer Identification Number (FEIN) is equal to the TAX ID number
- Direct Deposit registration takes up to 5 business days to process.

Vendor Invoicing Tips, System Navigation and Other Resources

Invoicing Tips

• To help you navigate through the portal, please refer to the DC Vendor Portal Tutorials website for PDF & video tutorials.

• If you have any technical difficulties using the Vendor Portal or uploading an invoice, please contact the DC Vendor Portal Help Desk at (202) 724-4477 or DC Vendor Portal Contact Us.

• Submit all invoices as soon as the services and materials are delivered.

• Make sure the invoices you enter in the DC Vendor Portal match the PO regarding dates of service, quantity, unit & price, have a PDF invoice attached.

• Ensure all invoice numbers are unique.

• Check details on issued payments at Invoicing Vendor Portal (dc.gov).

• To update address information: Access DIFs Supplier Portal to align.

• For questions or help accessing your DIFs profile, please email suppliers@dc.gov.

Vendors must log into their DIFS profile to update things like Mailing Address and Banking Information.

Job Aides for Navigating DIFS

- DIFS Supplier Self-Service Registration Job Aid
- DIFS Existing Supplier Portal Self Service Job Aid

Other Resources

• If your Tax ID, billing address, or the name of your business has changed or is changing before Sep. 30, please reach out via Suppliers@dc.gov or call (202) 442 – 6870. Please make sure you also communicate this with your DCPS Contact.

• Make sure your organization has a valid **Certificate of Clean Hands** for all purchase orders over $250k. You can go to https://otr.cfo.dc.gov/page/certificate-clean-hands at any time to see if your organization complies. If not, please reach out to the Office of Tax and Revenue.

• If you would like to become a **Certified Business Enterprise (CBE) for all DC government** agencies, please visit: Department of Small and Local Business Development - Get Certified.

• Self-register for a **PASS e-Sourcing Account** for electronic notifications for solicitations. Please contact OCP Support at: ocp.helpdesk@dc.gov or 202-724-4477, option #2, option #1.