



Hello DCPS Vendor,

We are excited to continue/start our work with you for our fiscal 2024 school year. Our fiscal year runs from October 1, 2023, thru September 30, 2024. It is important you ensure from year to year that your registration is up to date in our systems (PASS, DC Vendor Portal, & DIFs.) This letter provides instruction on how to initially register, as well as update your information as needed from year to year. **Please note: The address and tax ID number must match across all registrations; it is very important the same information is used.**

Key Steps to becoming a Vendor for DC Government:

1. **PASS** (3-part registration) which enables you to receive DC Government purchase orders.
 - a. **W9** – irs.gov
 - b. **Ariba** – Register at supplier.ariba.com
 - c. **Dun and Bradstreet** – Get your www.dnb.com *select register business, not government contractor.

**Please note – Once ALL forms are submitted, PASS & Vendor registration takes 12 business days to process.*
2. The **DC Vendor Portal** is your one stop shop to:

○ View Purchase Orders online	○ Submit invoices online
○ Track status of invoices, payments & checks	○ Receive real-time notifications
3. **DIFs** system maintains all your address & business information after initial registration is complete. You can utilize DIFs to update your information (i.e.- mailing addresses) or register for **Automated Clearinghouse “ACH” (optional)** which enables direct deposit for payments directly into your bank account.

**ACH registration takes up to 30 business days to be processed via [DIFs Existing Supplier Access](#).
Must complete initial registration before you can register for ACH.*

Instructions to Guide You Through:

1. Initial Registration: Fill out the attached **Master Supplier & W9** forms and return to your DCPS contact for submission.
 - a. Make sure to include the Ariba & DNB registrations listed above.
 - b. The Supplier form has 3 locations for addresses to be listed. Only fill in what applies for your business.
Make sure:
 - i. The “Supplier Headquarters” matches your W9 & is not a P.O. Box.
 - 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.
2. Once your initial registration is complete, you will receive email confirmation with a Log on and **temporary** password for [DC Vendor Portal](#). Please log-on to complete your registration. Missing the invoice submission deadline (i.e. – fiscal year end) due to incomplete registration, will cause issues in receiving payment in a timely manner.
3. Once you confirm your access to DC Vendor Portal you can register at any time, for **ACH direct payment and/or add a remittance address** to your account by emailing suppliers@dc.gov to be set up with access to DIFs via a temporary password.

Important Notes:

- Any delay in PASS or DC Vendor Portal registration may cause a delay in a Purchase Order (PO) being issued.
- Once your business is confirmed and the agreement/contract is reviewed & approved, a PO is issued. This acts as DCPS’s legal agreement between us for the work to begin.
- As the work is completed, you can upload your invoice(s) to the portal; once reviewed & approved, payment is issued from the DC Accounts Payable offices.

*******Work cannot begin prior to a PO being issued*******

Thank you in advance for your partnership.

Sincerely,
DCPS Core Teams



Invoicing Tips for Success:

- To help you through navigating 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, & has a PDF invoice attached.
- Ensure all invoice numbers are unique.
- Check details on issued payments at [Invoicing Vendor Portal \(dc.gov\)](#).
- For questions or concerns accessing your [DIFs](#) profile for ACH registration, updating contact information please email suppliers@dc.gov.
- To update address information: Access [DIFs Supplier Portal](#) and [Ariba Network Supplier](#) individually to align.

For your reference:

- If your Tax ID, billing address, or the name of your business has changed or is changing before Sep. 30, 2023, 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: <https://dslbd.dc.gov/getcertified>.