

Government and Public Services (GPS) Vendor Portal

Vendor Registration User Guide

Last Updated: 10/14/2018



GPS Vendor Portal

IMPORTANT NOTICE

TO: Deloitte's GPS Practice Vendors

As part of our due diligence to pre-qualify vendors for potential award of subcontracts/Purchase Orders under US GPS Contracts, Deloitte GPS must gather information about its vendors to assess responsibility and eligibility for award. To accomplish this, we require Deloitte GPS vendors to complete the Prospective Vendor Questionnaire (PVQ).

Any vendor wishing to work with Deloitte GPS may complete a PVQ. However any vendor that wants to be considered for award must complete a PVQ within Deloitte's GPS Vendor Portal. Completion of the PVQ does not constitute approval of a company as a Deloitte GPS vendor, nor does it obligate Deloitte GPS to solicit requests for proposal/quotation. Deloitte GPS will use the information provided within the PVQ to evaluate and match a company to potential work as a Deloitte GPS vendor.

Please note that in accordance with 15 U.S.C. 645 (d), any person who misrepresents a company's status as a small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provisions of Federal Law that specifically references section 8(d) for a definition of program eligibility, shall (1) be punished by imposition of a fine, imprisonment, or both; (2) be subject to administrative remedies, including suspension and debarment; and (3) be ineligible for participation in programs under the authority of the Act.

Table of Contents

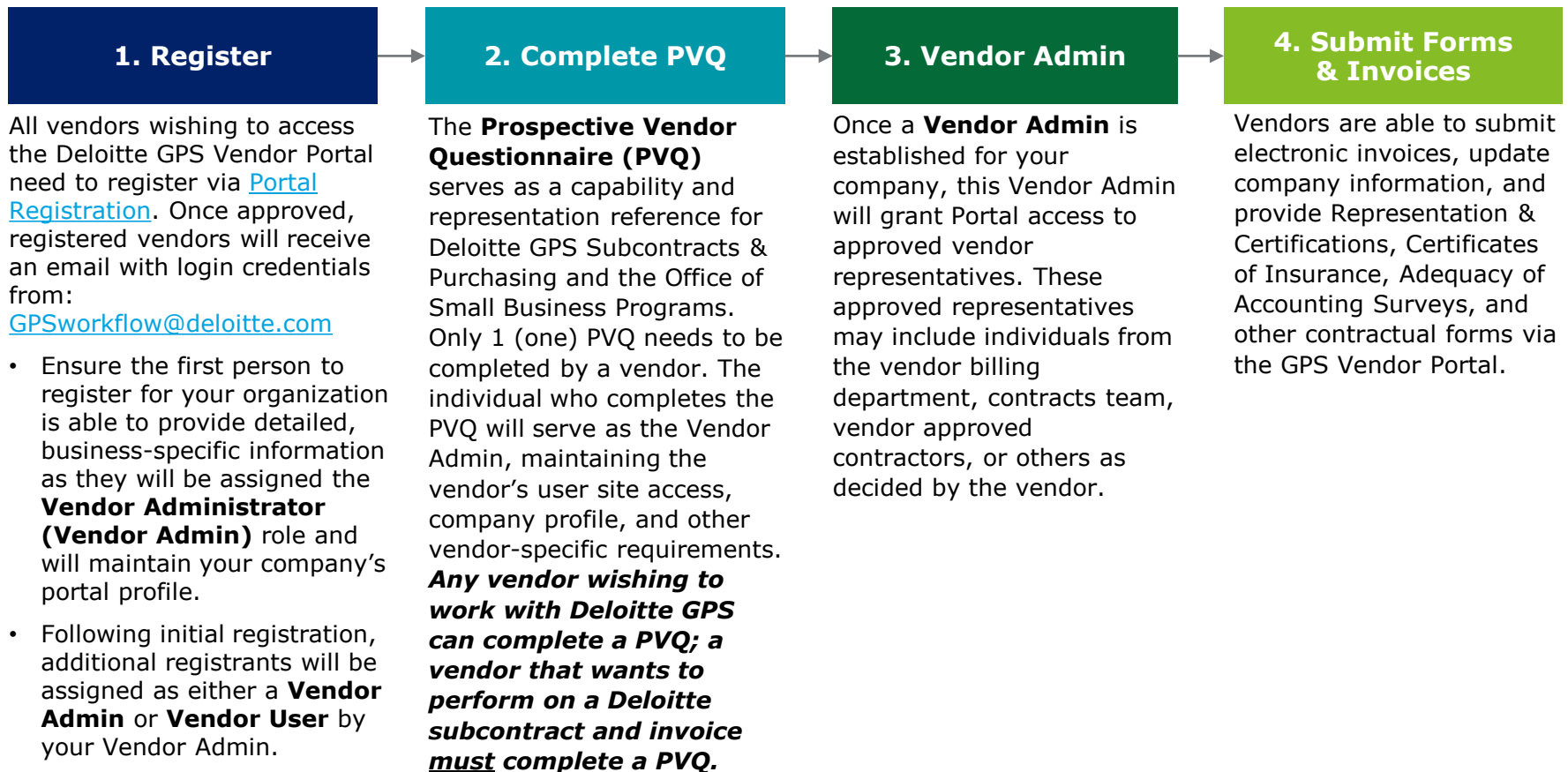
Vendor Registration

I. Overview	4
II. Registration	6
III. Login	8
IV. Multi-Factor Authentication (MFA) Enrollment	10
V. Password Reset	11

Overview

Who should register?

Every vendor who wishes to have a profile in the centralized vendor repository for Deloitte's Government & Public Sector (GPS) practice needs to register on the GPS Vendor Portal. The following is an overview of the steps vendors must take to access and use the portal:



Overview

Vendor Roles

- **Vendor PVQ**—This temporary role is for the first registrant of an organization who will complete and submit the initial Prospective Vendor Questionnaire (PVQ). Once the PVQ is approved, this user will be promoted to the Vendor Admin.
- **Vendor Administrator**—A Vendor Admin is responsible for managing their organization's profile, form submissions, user management (including approving new user requests), and can submit invoices.
- **Vendor User**—A Vendor User supports the Vendor Admin in submission of invoices and 75% Notifications. A Vendor User can be promoted to Vendor Admin by their existing Vendor Admin.
- **No Access**—A user who no longer requires access to the portal should be assigned this role.

Responsibilities	Vendor PVQ	Vendor Admin	Vendor User
Register with GPS Vendor Portal	Yes	Yes	Yes
Complete initial Prospective Vendor Questionnaire (PVQ)	Yes		
View Vendor Profile		Yes	Yes
Edit or Enhance Vendor Profile		Yes	
Submit/Update/Renew Representations and Certifications		Yes	
Submit/Update/Renew Certificates of Insurance		Yes	
Submit/Update/Renew Adequacy of Accounting		Yes	
Submit 75% Notifications		Yes	Yes
Review submitted forms and attachments		Yes	Yes
Submit Project-Specific Representations and Certifications		Yes	
Manage Users for your Vendor Account		Yes	
Accept/Reject Vendor User Requests		Yes	
Submit e-Invoices		Yes	Yes

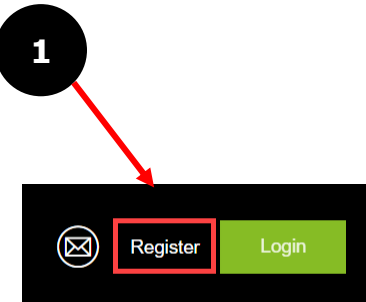
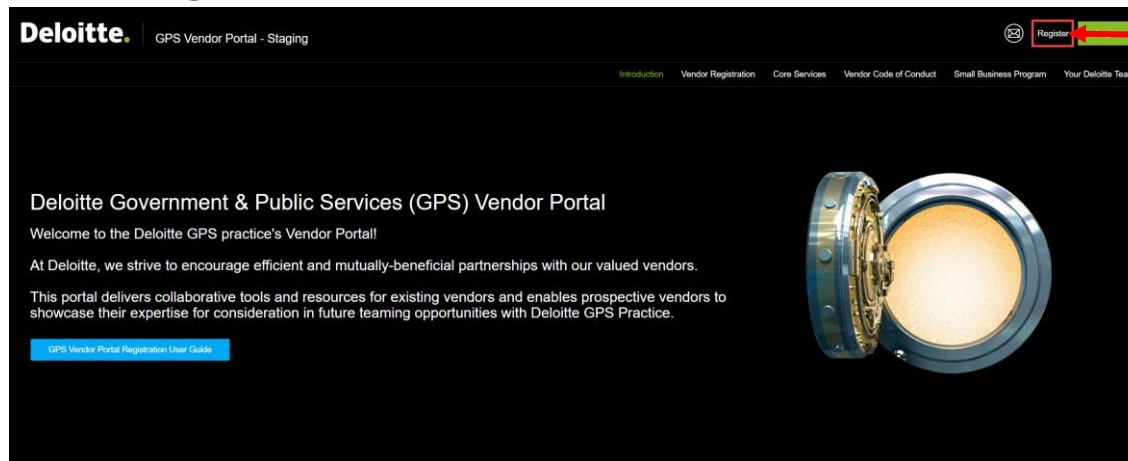
Registration

How to register?

Access the GPS Vendor Portal directly: Copy/paste this URL into your browser:

<https://vendorportal.gps.deloitte.com>

1. Click on **Register**



Key points to remember:

- Utilize your 9-digit DUNS number. Your DUNS number will be used to align additional registrants from your organization. All vendors are required to have a DUNS number, unless you are self-employed or a 1099.
- After submitting the registration form, you will receive an email with your login and temporary password information.
- Upon your first login, you will be required to change your password and establish Multi-Factor Authentication (MFA). If you cannot find your password, go to Password Reset (by clicking on the Contact Us envelope icon at the top of the homepage).
- If you are the first registrant from your organization, you will be required to complete your Prospective Vendor Questionnaire (PVQ) upon your first login.
- Only users from non-US Deloitte member firms may register using their Deloitte email address.

Registration (cont.)

Registration Tips

Required fields are in **red text**

1. Enter your email address. If you have already registered, you will receive a message that your email exists in our system. If this occurs, click on the **Login** button and use your login credentials (see next page). Reset your password if forgotten or expired.
2. Enter your First Name, Last Name, Job Title/Position, and Contact Phone
3. Enter your 9-digit DUNS # (no dashes)
 - a. If you are an Independent Consultant (1099 or self-employed), and do not have a DUNS number, click on the checkbox
4. After you complete all fields, the Register button will activate; Click on **Register**
5. You will see a confirmation message on the screen

The screenshot shows a 'Registration' form with the following elements and numbered callouts:

- 1**: Points to the 'E-mail Address' field, which contains 'johndoe@vendorassociates.com'.
- 2**: Points to the 'First Name' and 'Last Name' fields.
- 3**: Points to the 'Enter your DUNS #' field, which includes a checkbox for 'I am an Independent Consultant (ICA) not associated with a company and not required to obtain a DUNS number.'
- 4**: Points to the 'Register' button, which is highlighted with a red box.
- 5**: Points to the 'Registration' confirmation message box at the bottom, which states: 'Thank you for submitting your registration for the GPS Vendor Portal. You will receive an email with access information once an account has been created for you.'

Other visible elements include a 'Cancel' button, a 'Register' button (disabled), and links for 'About', 'Privacy', and 'Terms or Use'.

Important Note:

After completing the steps above, you will receive an email with your login information including your temporary password. Once you receive that information, login using the instructions in the next section.

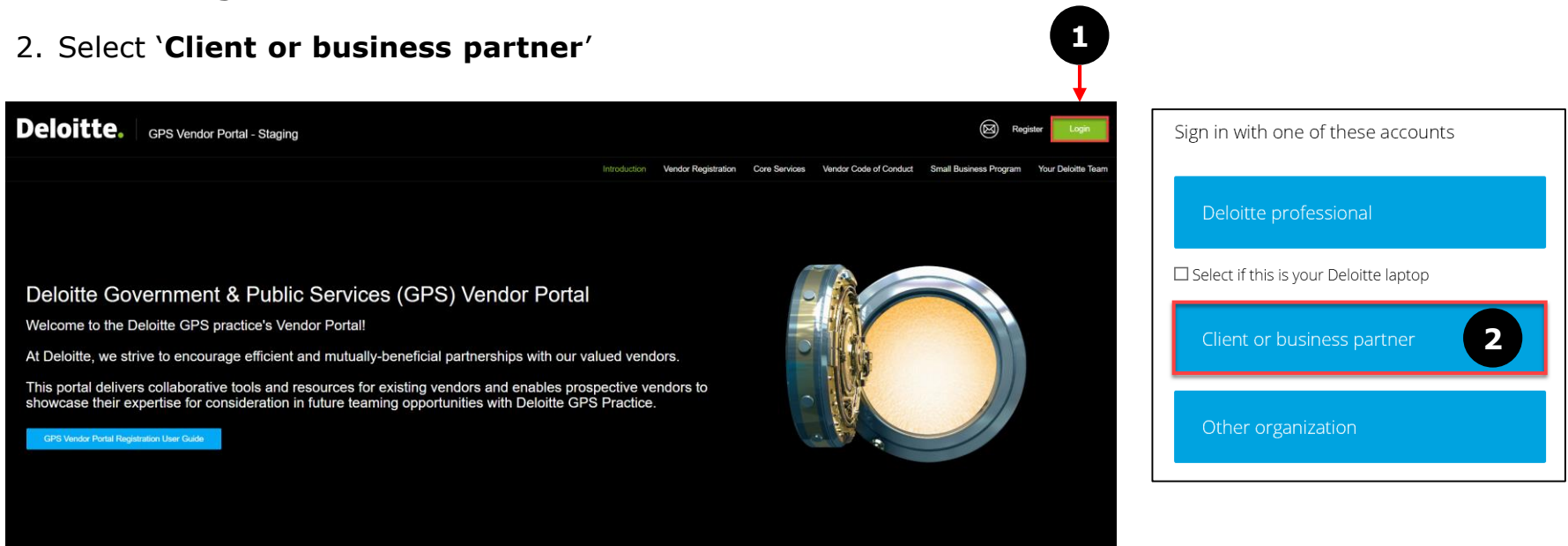
Login and Change Password

Login

Once you have received the email with your temporary password, you can now login to the Vendor Portal.

To access the GPS Vendor Portal, copy/paste this URL into your browser: <https://vendorportal.gps.deloitte.com>

1. Click on **Login**
2. Select '**Client or business partner**'



Deloitte | GPS Vendor Portal - Staging

Register Login

Introduction Vendor Registration Core Services Vendor Code of Conduct Small Business Program Your Deloitte Team

Deloitte Government & Public Services (GPS) Vendor Portal

Welcome to the Deloitte GPS practice's Vendor Portal!

At Deloitte, we strive to encourage efficient and mutually-beneficial partnerships with our valued vendors.

This portal delivers collaborative tools and resources for existing vendors and enables prospective vendors to showcase their expertise for consideration in future teaming opportunities with Deloitte GPS Practice.

[GPS Vendor Portal Registration User Guide](#)

Sign in with one of these accounts

Deloitte professional

☐ Select if this is your Deloitte laptop

Client or business partner

Other organization

NOTE: Be sure you use the same email you used to register. Your web browser may auto-fill this field with another (oftentimes more commonly used) email address. Be sure to input your GPS Vendor Portal registered email address before proceeding.

Login and Change Password

Login and Change Password

1. Enter your **Email Address** used for registration received in email and **Temporary Password**
2. Click on **Sign In**
3. On the **Create a New Password** screen, enter your Temporary Password and New Password (follow the instructions on required password length, characters, and strength)
4. Click on **Save Password**

The image displays two side-by-side screenshots of the Federal Vendor Portal interface. The left screenshot, titled 'Sign In to Federal Vendor Portal', shows a login form with a text input field for the email address (containing 'johndoe@vendorassociates.com') and a password input field (masked with dots). A blue 'Sign In' button is below the fields. A red box highlights the email field with a '1' in a black circle, and the 'Sign In' button is highlighted with a '2' in a black circle. A light blue banner at the top provides information about Multi-Factor Authentication (MFA). Below the button are links for 'Edit Preferences' and 'Forgot password?'. The right screenshot, titled 'Create a New Password', shows a form with three input fields: 'Temporary Password', 'New Password', and 'Confirm Password'. A blue 'Save Password' button is at the bottom. A red box highlights the 'New Password' field with a '3' in a black circle, and the 'Save Password' button is highlighted with a '4' in a black circle. A 'Need help?' link is at the bottom right.

NOTE: You will be prompted that your account is being setup. When the **Sign In** screen reappears enter your **Email Address** and **New Password** as you did in Step 1. Click **Sign In** as you did in Step 2.

Multi-Factor Authentication (MFA) Enrollment

Multi-Factor Authentication (MFA)

For **newly-enrolled** users: you are required to complete MFA enrollment. There are three options for MFA enrollment. Review each option and determine which one you would like to use. Select an option and click Continue.

- A. Call my primary phone
- B. Text code to my primary phone
- C. Microsoft Authenticator mobile app

MFA Help Resources:

[MFA Quick Reference Guide](#)

[MFA Enrollment Guide](#)

Multi-Factor Authentication User Account Enrollment

Multi-Factor Authentication (MFA) is now required for the application you are trying to access. To enable Multi-Factor Authentication for your account, select one of the following as your default method:



Call my primary phone

This option allows users to answer a phone call and press the # key to authenticate. It is recommended for:

- Users who have a desk or mobile phone
- Users who do not want to type in a code



Text code to my primary phone

This option allows users to receive an SMS text message via a mobile phone and type in the received code. It is recommended for:

- Users who have a mobile phone that can receive SMS text



Microsoft Authenticator mobile app

This preferred option allows users to select a push notification or enter a code generated by the app to authenticate. It is recommended for:

- Users who have a mobile device

[Read more >>](#)

Continue

Password Reset

Password Reset

1. If you do not know your password, enter your email address that you registered with and click on **Forgot password?**
2. Verify your email address and click **Continue**
3. The **Forgot Password** confirmation displays to notify you to look for the password reset email
4. An email from **DeloitteSSPRInformation** will be sent to the email address you provided. In the email, there will be a link that will take you to a site to create a new password. After you create your new password you will be able to sign into the GPS Vendor Portal.

Sign In to Federal Vendor Portal

Multi-Factor Authentication (MFA) is or soon will be required for this application. MFA is a security feature that requires an additional authentication method (mobile application, phone call, or text message) after you enter your username and password. [\[Quick reference\]](#) [\[MFA enrollment guide\]](#)

✕

1

[Sign In](#)

[Edit Preferences](#) [Forgot password?](#)

Forgot Password

An email with a link to reset your password will be sent to the following email address:

✕

2

[Continue](#)



[Back to Sign In](#)

Forgot Password **3**

A password reset email has been sent.

Please follow the link in the email to create a new password. This link will expire in 2 hours. If you do not receive an email please [contact support](#).

Please close this window.

 DeloitteSSPRInformation@deloitte.com
Today, 10:57 AM
You 

4

Please click on this [link](#) to access your account.

If you did not initiate this action, please contact your application support team.

DO NOT REPLY TO THIS AUTOMATED MESSAGE

If the link above is not active copy and paste this URL into your browser:
<https://Pass.DELOITTE.COM/Access/Process?Data=cK4RV1TsxXWVlan3ZVBSWcmiwExSEWI0wRe5XO63AB5>

We hope this GPS Vendor Registration User Guide has been helpful in explaining how prospective vendors register with the Deloitte GPS Vendor Portal.

For more information, please visit the Deloitte [GPS Vendor Portal](#)

**About Deloitte**

Deloitte refers to one or more of Deloitte Touche Tohmatsu Limited, a UK private company limited by guarantee ("DTTL"), its network of member firms, and their related entities. DTTL and each of its member firms are legally separate and independent entities. DTTL (also referred to as "Deloitte Global") does not provide services to clients. In the United States, Deloitte refers to one or more of the US member firms of DTTL, their related entities that operate using the "Deloitte" name in the United States and their respective affiliates. Certain services may not be available to attest clients under the rules and regulations of public accounting. Please see www.deloitte.com/about to learn more about our global network of member firms..