# Welcome to the DC Office of the Chief Financial Officer Vendor Gateway FAQ

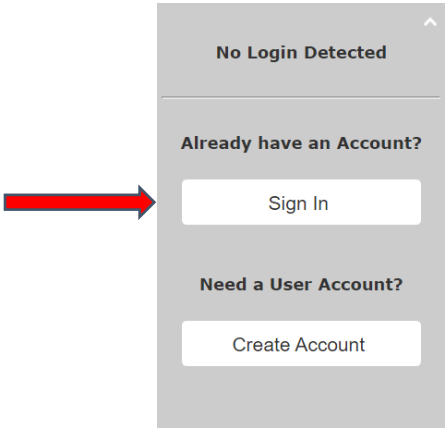
## Existing Vendors

### Vendor/Client Gateway: Logging In

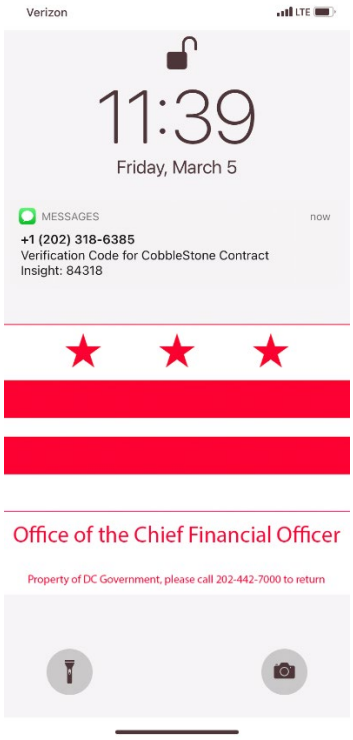
Starting April 1, 2021, the OCFO vendor gateway will be utilizing multi-factor authentication to login and respond to solicitations. All registered users will receive a SMS text message to their cell phones to authenticate their credentials to access the CobbleStone Vendor Gateway. Updated vendor registration document are located in the Vendor Document Library.

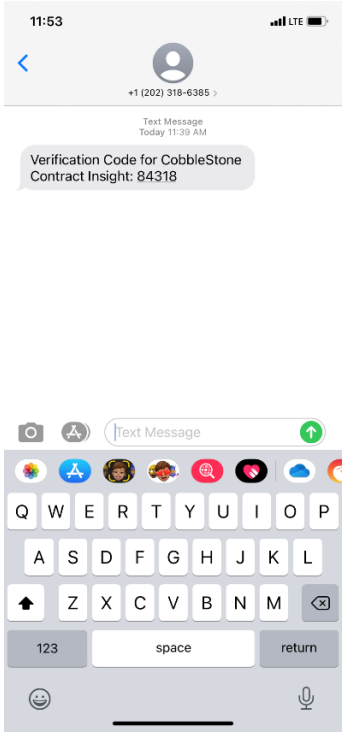
To log into the Vendor/Client Gateway, enter your username and password along with the Company ID provided by the Gateway's Organization.

1. Go to the menu on the left-hand side of the of webpage

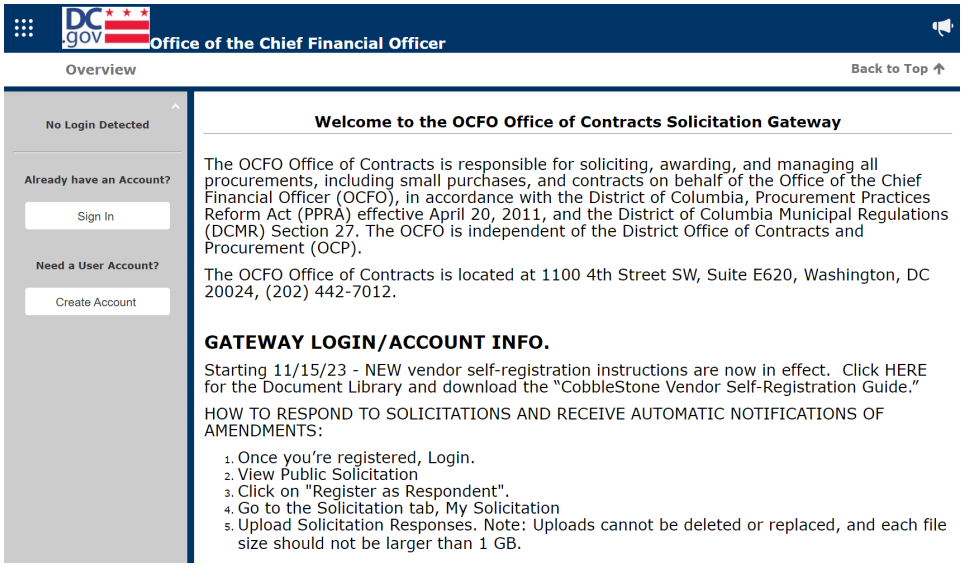



2. Once you hit Login, your cell phone should receive the SMS Code like the below:




3. Type in the verification and you should be back on the main page of the DC OCFO Vendor Gateway



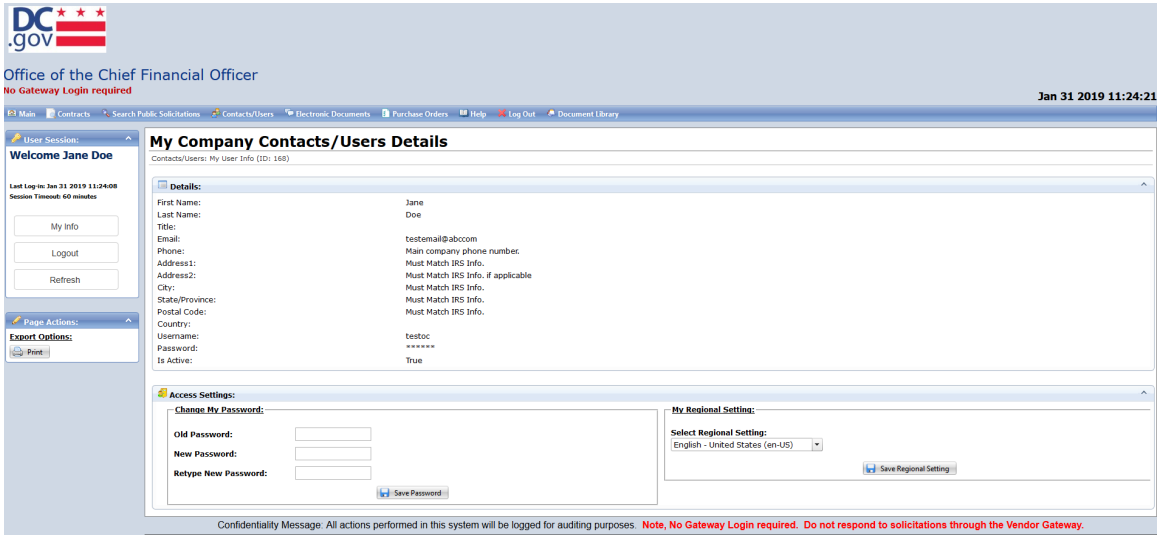

3a. If this is your first-time logging into the Vendor Gateway, please change your password.

## 2. Vendor/Client Gateway: Changing Your Password

Your company system administrator for your CobbleStone account should be able to update your password. Go to the Waffle Menu icon in the upper left-hand corner and select

My Dashboard from the menu to update your company contact info.

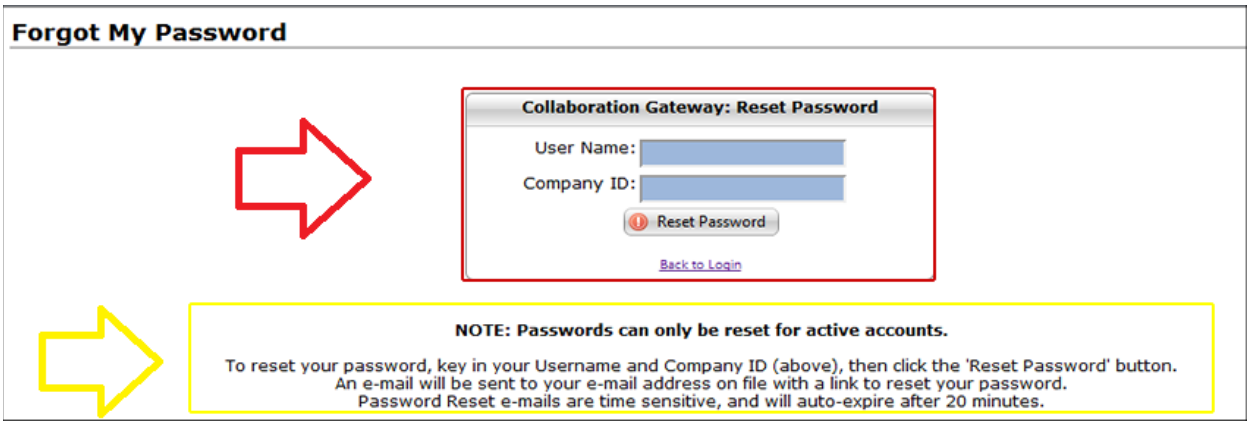
If your contact or company info. is incorrect, please notify us at OCFOvendorhelp@dc.gov.




## Forgotten Password

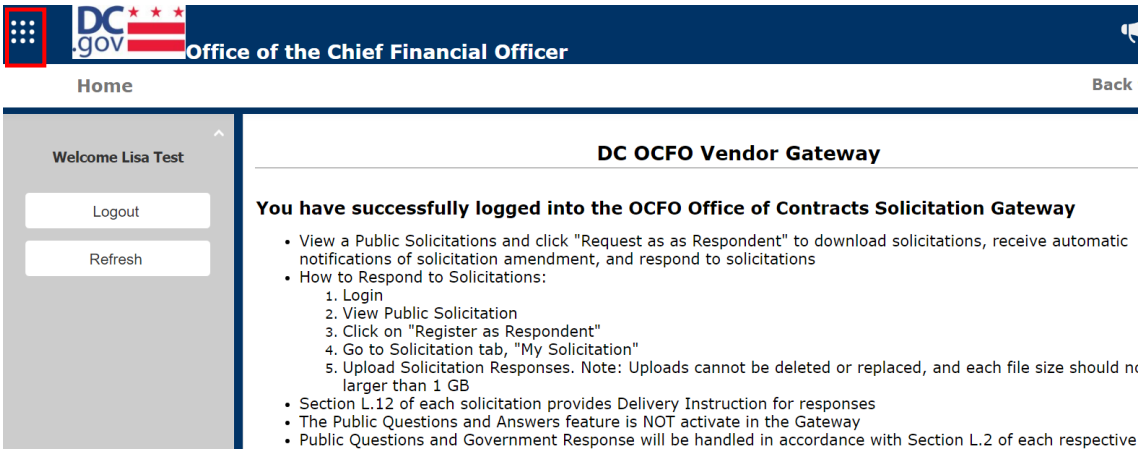
1. If you have forgotten your password for the Vendor/Client Gateway, click the Click Here link If you forgot your password.

2. The Forgot My Password screen displays (see below). Enter your username and Company ID.
3. Click Reset Password.
4. An email is sent to the email address on file with a link to reset your password.

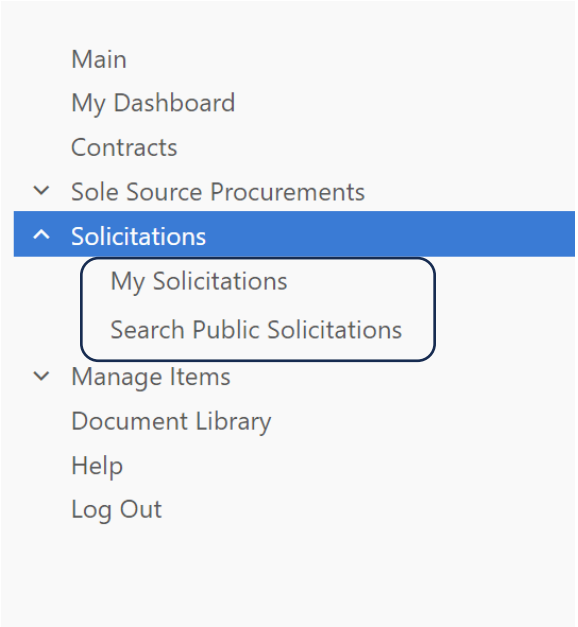



5. Once you have logged in, please review your company information and your own contact information, if there are changes to be made please contact OCFOvendorhelp@dc.gov.

6. Once you've finished reviewing your information, you can go Search Public Solicitations from the Waffle Icon located in the upper left-hand corner:

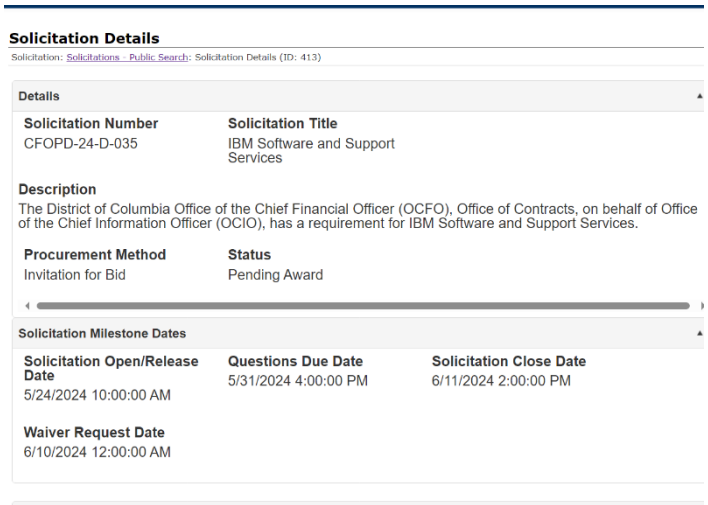


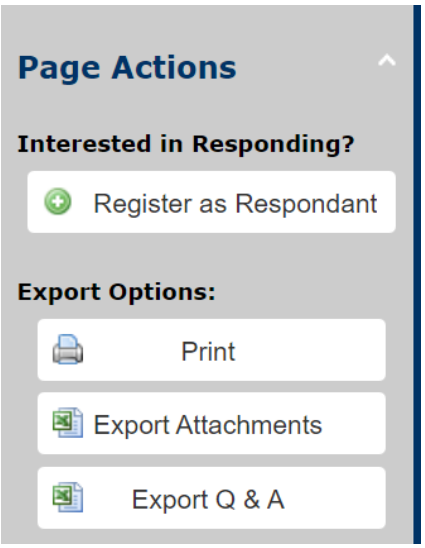

7. Select "Solicitations," then choose either Search Public Solicitations or if you have responded to a solicitation, select "My Solicitations," to review your submittal(s)




8. If you find a solicitation that you want to respond to, select View next to the solicitation name and then click on Register as Respondent under the Page Actions Menu to the far left:

9. View the details of the solicitation





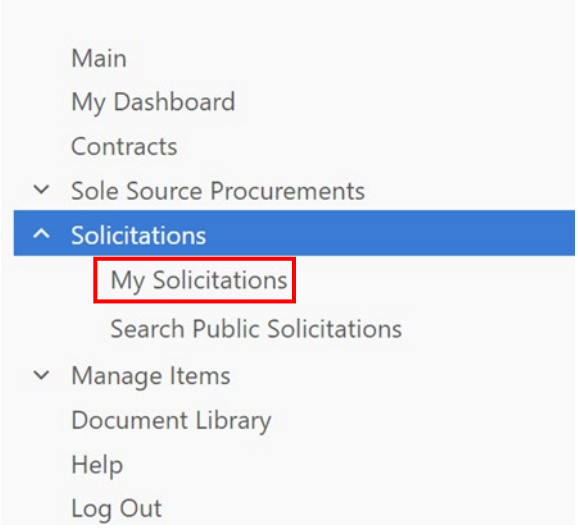

Selecting Register as Respondent will also keep you notified if there are any amendments to the solicitation.

10. When you have finished, please log out of the Vendor Gateway portal.

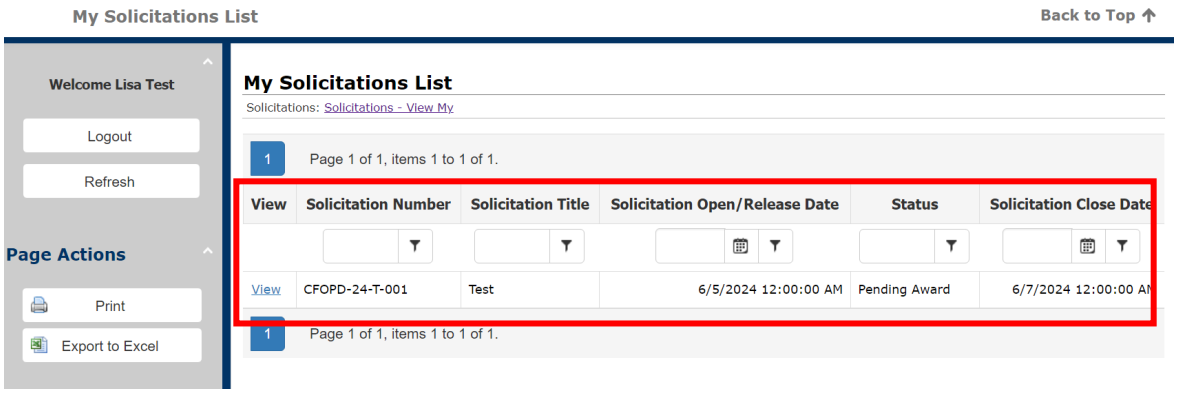
## To Respond to a Solicitation

1. Log back into to the Solicitation when you're ready to respond to the posted solicitations,

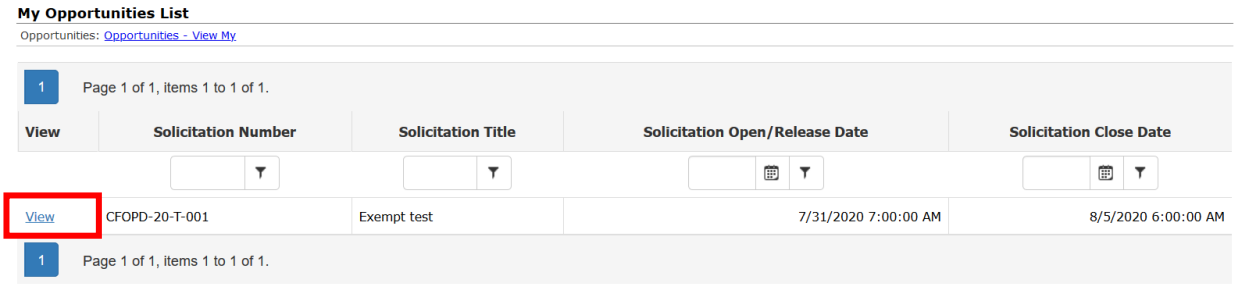
2. Go to the Solicitation Menu (see steps 1-7 above), and then select "My Solicitations."



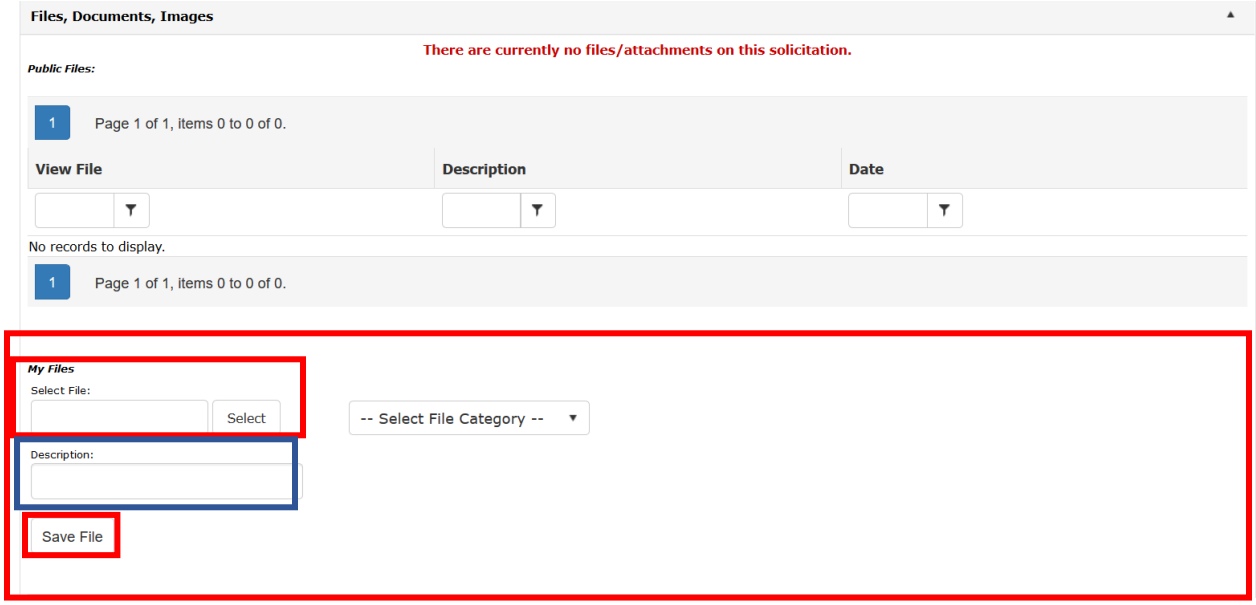

3. Any active solicitation that you responded as an Interested Party are reflect under the My Opportunities List.



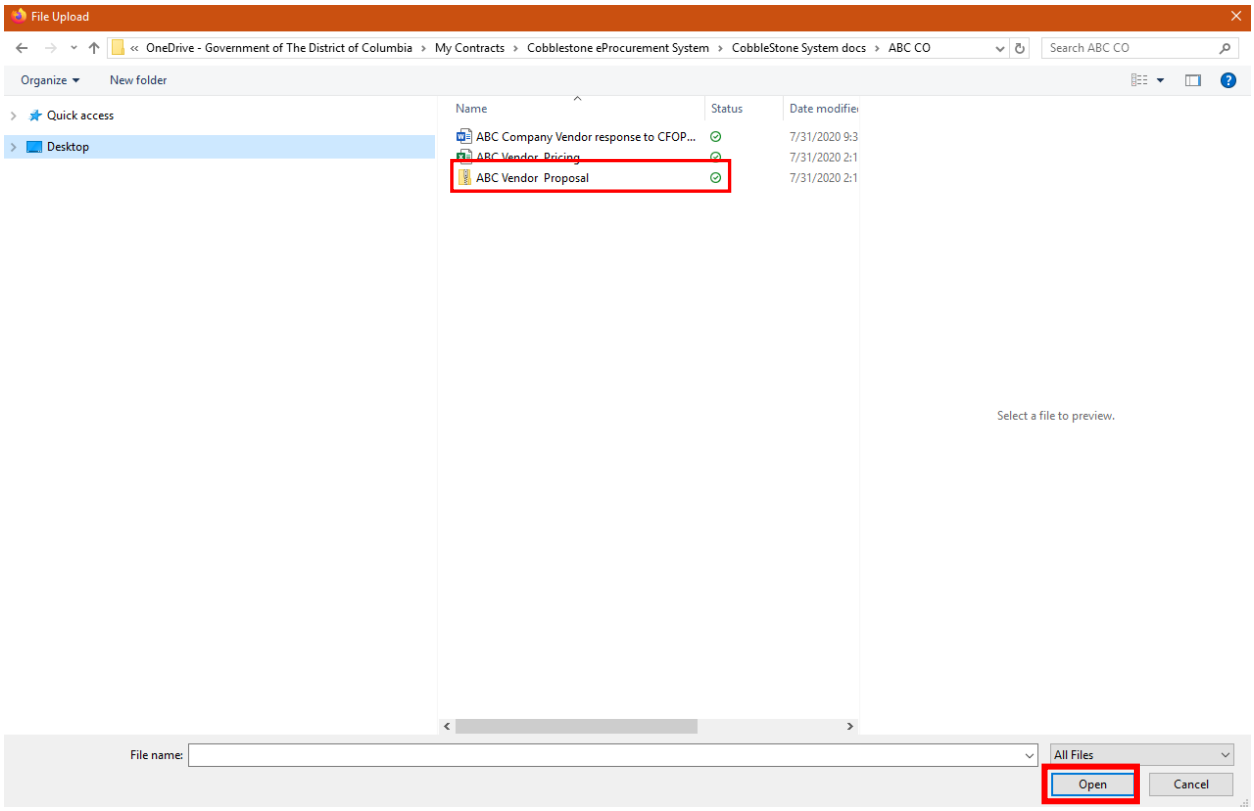

4. Click on view to see the solicitation:




5. Go to the Files Documents, Image




6. Under the My Files portion hit Select and it will take you to your computer folders, select the zip file for proposal or bid response you want



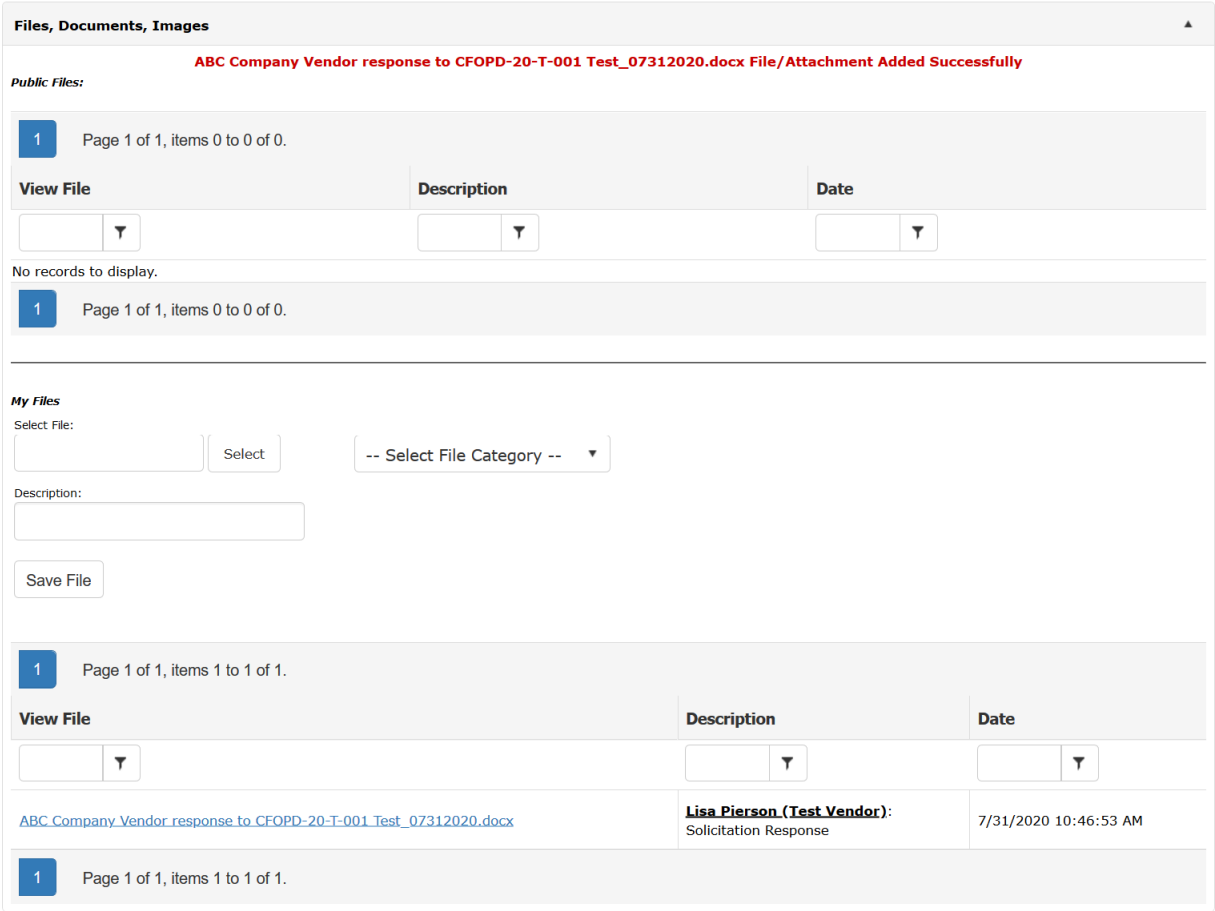

7. Select Open.

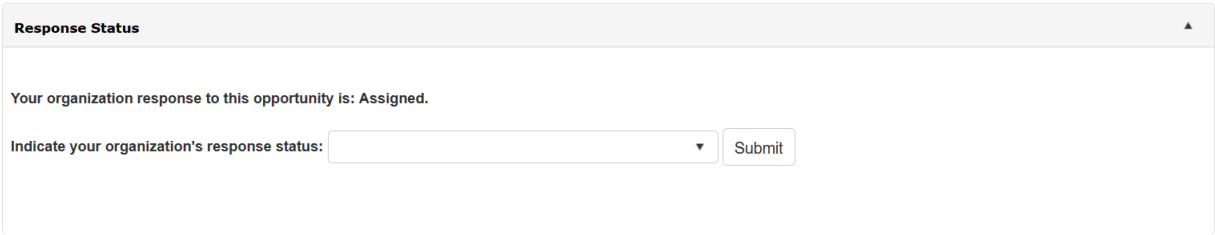
8. Complete the Description Info and hit Save File.

***Ignore the Select File Category, add your Description, and hit Save File***

9. The Files that you've uploaded to respond to the Solicitation will appear in the View File portion of the window below the My files section. If you have more than one document,

please zip your entire bid or proposal and attach a single zip file contain all the necessary documentation to fulfill the proposal or bid requirements specified in the solicitation.

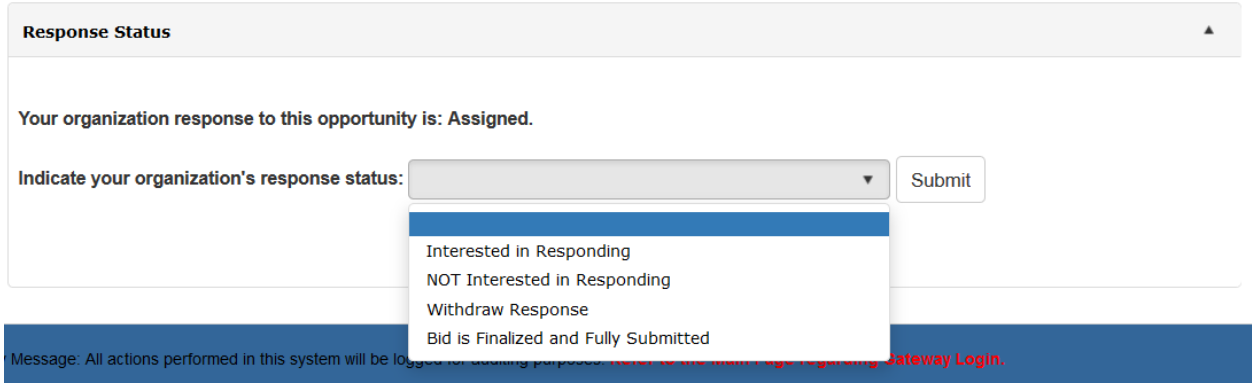



10. Then click on Open to upload the file to the Vendor Gateway solicitation.

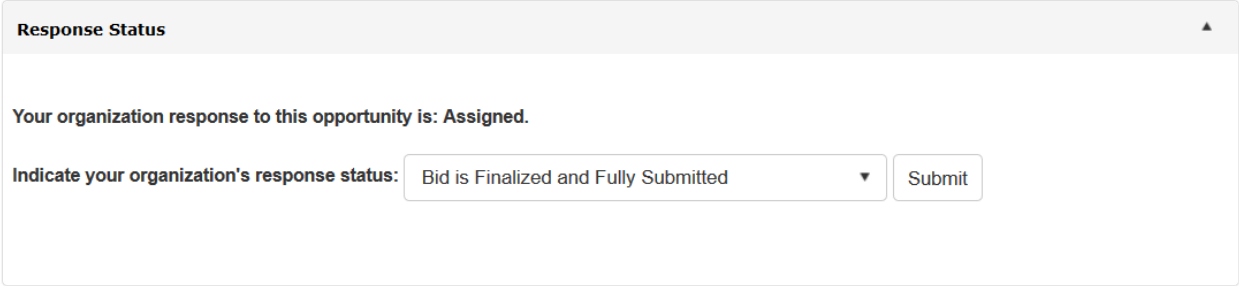
11. Add a Description to the file you uploaded and hit Save.
***** Note: Once you've uploaded any file to this portion of the Vendor Response, it cannot be deleted. Please make sure you've added the correct file before you hit the Save File in step 8.**

12. Go to the bottom of the page, to Vendor Response section:




13. Indicate your organizations response by choosing one of the following:
    a) Interested in Responding – if you haven't already done so previously. This also will allow your organization to get any solicitation amendments;
    b) Not Interested in Responding – if you've been sent an invite but don't want to respond or not interest otherwise;
    c) Withdraw Response – if you submitted a response but have decided to withdraw before the bid close date; or
    d) Bid Finalized and Fully Submitted.

14. Hit Submit to register your response to the Solicitation




****Remember: If you have submitted something error, you will need to resubmit. Please follow steps 4 -12 again. ****

15. Before exiting please review your submission and make sure all documentation is shown in the Response Status portion under the solicitation your company is responding to.

1 Page 1 of 1, items 1 to 2 of 2.

| View File | Description | Date |
|---|---|---|
| ABC Vendor Proposal.zip | **Lisa Pierson (Test Vendor)**: ABC Proposal CFOPD-20-T-001 ver. 2.0 | 7/31/2020 2:37:49 PM |
| ABC Company Vendor response to CFOPD-20-T-001 Test_07312020.docx | **Lisa Pierson (Test Vendor)**: Solicitation Response | 7/31/2020 10:46:53 AM |

1 Page 1 of 1, items 1 to 2 of 2.