



DC Office of the Chief Financial Officer – Office of Contracts CobbleStone Vendor Self-Registration Guide

Ver 2.25-February 7, 2025

CobbleStone Vendor Self-Registration Guide

Vendor Gateway Access

For a company to become an Interested Respondent and to submit bids and proposals for an open solicitation, a company contact must (1st) authenticate themselves, then (2nd) log into the Vendor Gateway. To do so companies need to obtain access to the Vendor Gateway:

1. Create a New Company Account
2. Contact the Vendor Gateway's Company/Organization

STOP: Verify your account before you Create a New Account

If you know, or believe, that your company already has an existing account, please contact OCFOVendorHelp@dc.gov to verify. Vendor Help can assist you with updating the points of contact on your company's existing account.

Creating a New Account

1. To create a new account, click the "Create Account" button on the left-menu of the Gateway Main page.



DC.gov Office of the Chief Financial Officer

New Page Back to Top

No Login Detected

Already have an Account?
Sign In

Need a User Account?
Create Account

New Account Signup

Please enter your company information below. If not applicable, please enter N/A.

Company Information User Information Verification

Details

*Company Name *Street1 Street2

*City *State/Province *Postal Code

Country Main Phone Web

US

*Tax ID Trade Names/Known As Corporation Type

-- Select One --

Dun and Bradstreet Number

CBE Details

CBE CBE Number CBE Expiration Date

CBE Preference Points

Record Info

Continue

***Note: enter the same address as the W-9 form you'll be submitting.**

- Once you have entered all necessary and *required information in the "Company Information" screen click the "Continue" button at the bottom of the page.

Complete the "User Information" section.

The person's information entered into this portion will be the Primary Contact. **Only the Primary Point of Contact (POC) will be authorized to add up to two more users as Secondary POC and Tertiary POC, once the Primary POC has received their credentials to login. Only the Primary POC can make some modifications to the company profile or request changes. Only the Primary POC will receive the solicitation notifications.**

If you have any questions, please contact OCFOVendorHelp@dc.gov.

New Account Signup

Please enter your company information below. If not applicable, please enter N/A.

Company Information User Information Verification

Details

*First Name *Last Name *Email

Is Company Admin *Username *Password

Yes

*Send Email *Mobile Phone Number *Mobile Number Location

Yes -- Select One --

Record Info

☐ I have read and agree to the [Terms and Conditions](#).

Continue

Hit Continue.

Verification Tab

Once you hit the Continue button, you (the Primary Contact) will receive a multi-factor authorization code to the mobile phone number they entered under the previous User Information screen. Type in the six-digit code and hit “Save.”

New Account Signup

Please enter your company information below. If not applicable, please enter N/A.

Company Information

User Information

Verification

A verification has been sent to your mobile phone. The code is valid for five minutes. Enter it below to continue.

Code

[Send New Code](#)

Save

Upload your company W-9 Form

You can drag and drop your company’s W-9 Form to the blue box and then hit upload file or hit browse and select the file from your computer and hit Upload file.

If you have any questions, please contact OCFOVendorHelp@dc.gov.

New Account Signup - Confirmation

Thank You for signing up! Your account information has been processed and sent off for authorization/activation.

You will be allowed to login after you receive your email with your company's vendor code once authorization has been given.


Once active, you can log into your account to search/view solicitation information and respond to solicitations. Please contact us via "Help" if you have any questions.

Please upload a W-9 form.

Select File:

Browse

File Notes:

 Upload File

Drop Files Here

Please check your email for login credentials.

New Account Signup - Confirmation

Uploaded Successfully: Company W-9 _Rec'd 10-02-2020.pdf

Finished & Login

Thank You for signing up! Your account information has been processed and sent off for authorization/activation.

You will be allowed to login after you receive your email with your company's vendor code once authorization has been given.

Once active, you can log into your account to search/view solicitation information and respond to solicitations. Please contact us via "Help" if you have any questions.

Please upload a W-9 form.

Select File:

File Notes:

Drop Files Here

Please check your email for login credentials.

Once you upload your W-9, an email will be sent to you with your user id, password, and company id, then you can log into the Vendor Gateway Portal. Now you can hit Sign-in button, select Solicitation Menu and select Search Public Solicitations.”

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Office of the Chief Financial Officer

New Page

Back to Top

No Login Detected

Already have an Account?

Need a User Account?

New Account Signup

Please enter your company information below. If not applicable, please enter N/A.

Company Information

User Information

Verification

Details

*Company Name

*Street1

Street2

*City

*State/Province

*Postal Code

Country

Main Phone

Web

*Tax ID

Trade Names/Known As

Corporation Type

Dun and Bradstreet Number

CBE Details

CBE

CBE Number

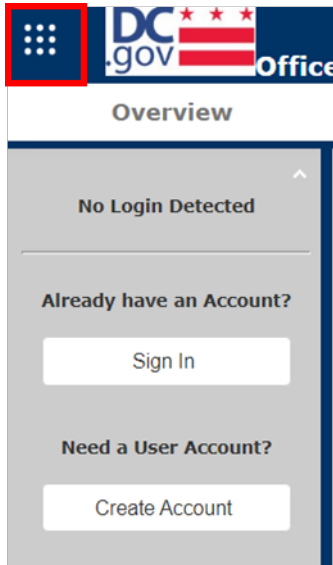
CBE Expiration Date

CBE Preference Points

Record Info

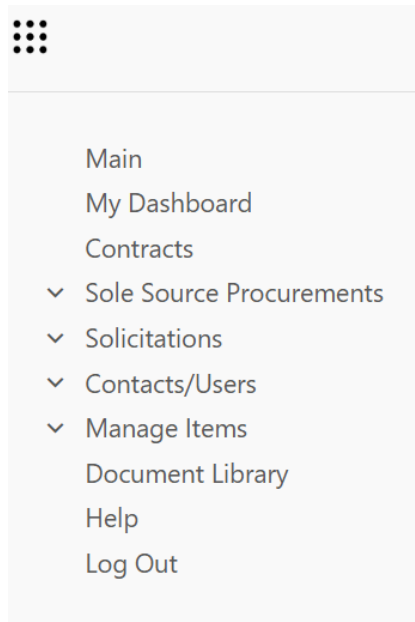
Confidentiality Message: All actions performed in this system will be logged for auditing purposes. Refer to the Main Page regarding Gateway Login.

***Please remember to upload your company's W-9 form and also note that the address on the W-9 should be your company's address.**



Note: The Menu is now accessible via the Waffle button in the upper left corner
Note: the Menu is now accessible via the Waffle button in the upper left corner

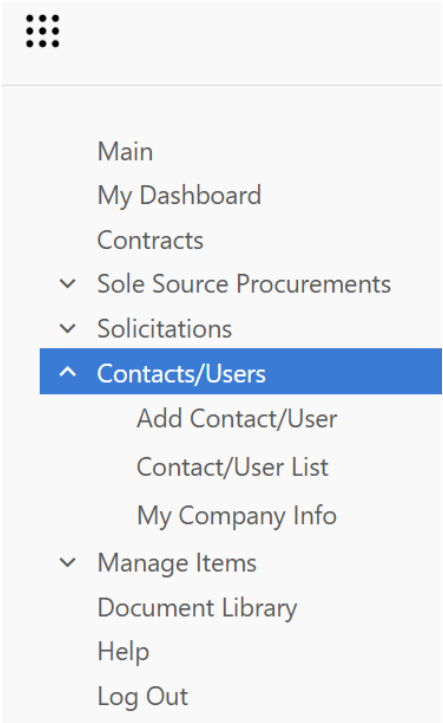
To view all open solicitations, click on the waffle icon and scroll to Solicitations and Search Public Solicitations or if you want to view solicitations you have registered to, select My Solicitations, if you registered your account.



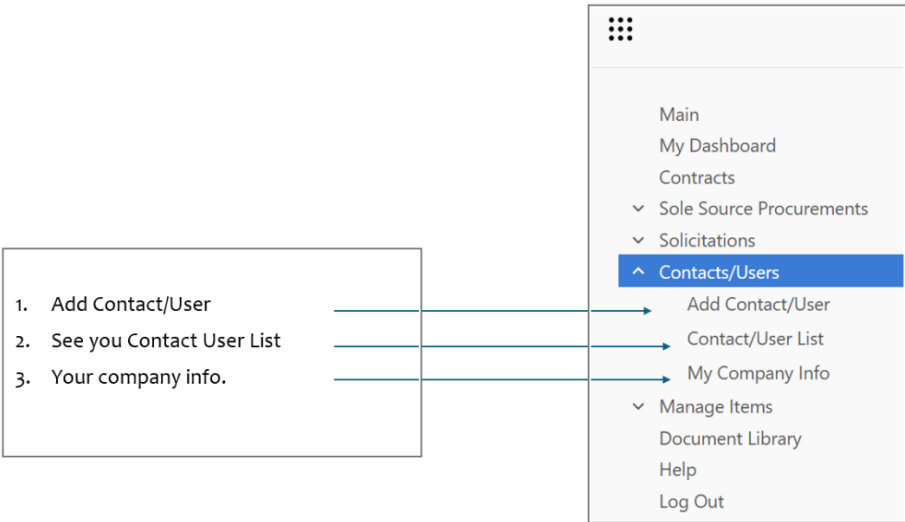
If you are your company's administrator for CobbleStone, you can now update and add users to your vendor profile.



- 1. Go to the Waffle Menu
- 2. Select and select Contact/Users



- 3. From this menu, you can,



To Add users:

Complete all fields with the * red asterisk, note email address should not be a group one since the mobile phone goes to one user. Hit Save & Continue.

Create A New User Account

My Company Contacts/Users: [New User Account](#)

Details		
*First Name	*Last Name	*Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Is Company Admin	*Username	*Password
<input type="text" value="Yes"/>	<input type="text"/>	<input type="text"/>
*Send Email	*Mobile Phone Number	*Mobile Number Location
<input type="text" value="Yes"/>	<input type="text" value="202.802-0573"/>	<input type="text" value="-- Select One --"/>
Record Info		

To View your Users/Contacts

Repeat steps 1 & 2 on page 7 and then select Contacts/User List:

This will allow you to see the user's info, including if they are active, and the associated vendor ID number if move the slider from left to right.

Welcome Lisa Test

Page Actions

My Company Contacts/Users

Contacts/Users: [My Company Contacts/Users](#)


1

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

View	First Name	Last Name	
View	Lisa	Test	Sys /
View	DeShaun	Doup	

1

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



Slider

To View Your Company Information

Repeat steps 1 & 2 on page 7 and then select My Company Info. *Note: If you Scroll down to Attach Files, Documents, & Images, this is where you can upload your company's W-9 form. Type in W-9 in the Description Box. The DC OCFO does not require NGIP product codes.*

My Company Information

Welcome Lisa Test

Logout

Refresh

Page Actions

Print

My Company Information

My Company: [My Company Information](#)

Details

Active

Yes

Company Name

TestTest1

Street1

123 Main St

Street2

City

Washington

State/Province

DC

Postal Code

20001

Country

US

Main Phone

Web

Tax ID

12-567890

Trade Names/Known As

Corporation Type

Send Email

CBE Details

CBE

No

CBE Number

CBE Expiration Date

CBE Preference Points

Record Info

Vendor Type

Company

Company ID

1083

Date Entered

7/7/2023 7:18:22 AM

Date Updated

2/7/2025 7:02:24 AM

Vendor Product Service Codes

There are currently no services added on your account

Add Additional Service

1

Page 1 of 1, Items 0 to 0 of 0.

Product Service Description	Date Entered	Product Service Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

No records to display.

1

Page 1 of 1, Items 0 to 0 of 0.

Attached Files, Documents, Images

There are currently no files/attachments.

Upload File(s) Info.

Description:

File Category: -- Select File Category --

Single File Upload:

Drop Files Here

1

Page 1 of 1, Items 0 to 0 of 0.

Actions	Filename	Category	Description	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records to display.

1

Page 1 of 1, Items 0 to 0 of 0.

Once you have dragged & Drop the W-9, it will appear in the below section after the Drag & Drop box