



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

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

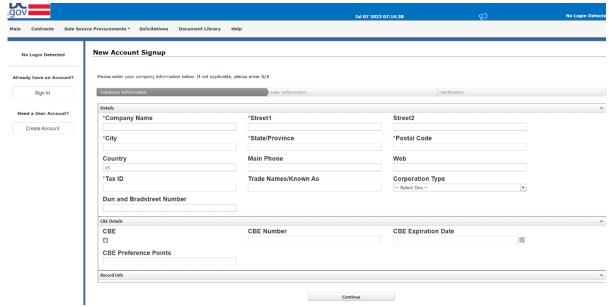
STOP: Verify your account before you Create a New Account

If you know, or believe, that your company already has an existing account, please contact <a href="https://ocenwort.org/lease-contact

Creating a New Account

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





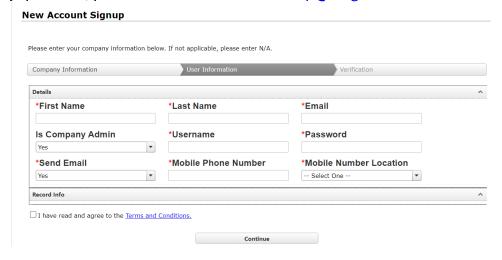
*Note: enter the same address as the W-9 form you'll be submitting.

2. 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.

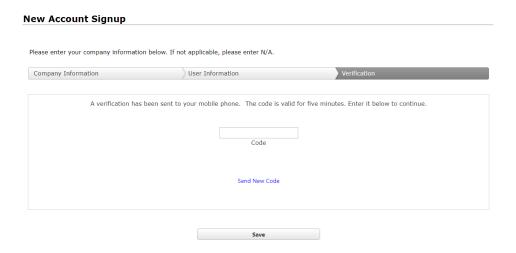
If you have any questions, please contact OCFOVendorHelp@dc.gov..



Hit Continue.

Verification Tab

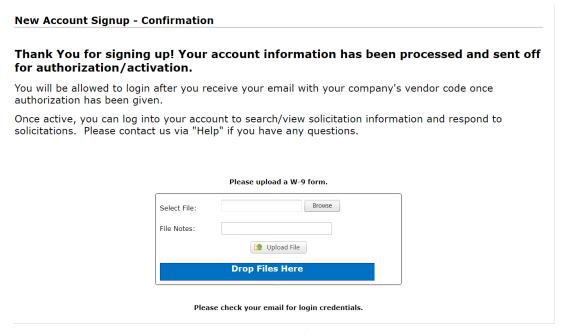
Once you hit the Continue button, you (the Primary Contact) will receive a multi-factor authorization code to the mobile phone number they entered under the previous User Information screen. Type in the six-digit code and hit "Save."



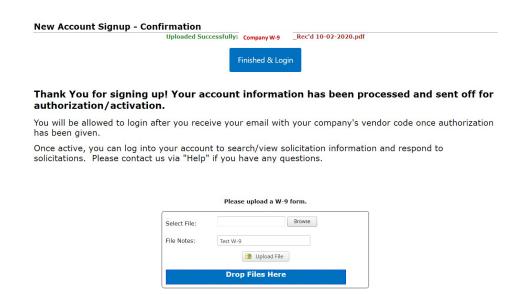
Upload your company W-9 Form

You can drag and drop your company's W-9 From 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..



Page **3** of **5**



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."

Please check your email for login credentials.

