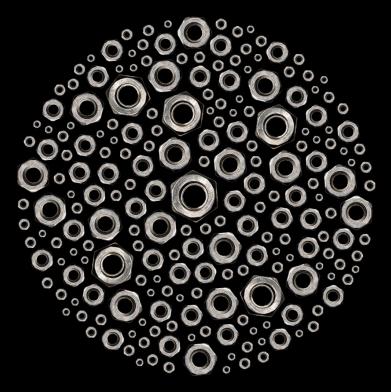
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Government and Public Services (GPS) Vendor Portal Vendor Help/Contact Us User Guide—Website Last Updated: 02/20/2023



MAKING AN IMPACT THAT MATTERS Since (845

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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 who desires 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. If a subcontract agreement is fully executed, the vendor will receive a Purchase Order (PO). After receipt of the PO, a vendor will be able to submit an invoice pursuant to the terms and conditions of the subcontract agreement. All electronic communication from the Deloitte GPS Vendor Portal will only come from email addresses which contain the "@deloitte.com" domain.

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.

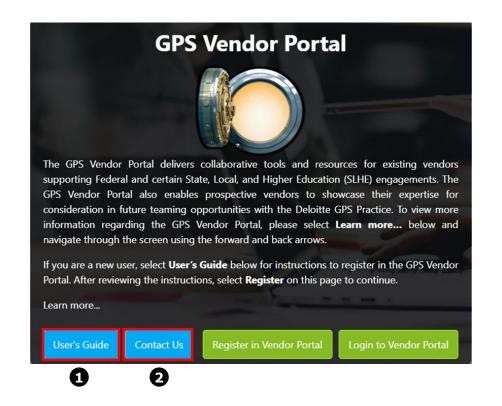
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GPS Vendor Portal Website Resources

New users to the GPS Vendor Portal have two resources available to assist them with questions:

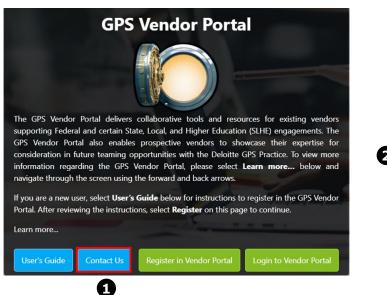
- 1. Vendor Registration User Guide—Refer to this user guide for instructions on how to register as a user with the GPS Vendor Portal. Look for buttons on the website for links to the Vendor Registration User Guide to access.
- **2. Contact Us**—If you have a question for the Deloitte Vendor Management team, utilize the *Contact Us* form to submit a question.



Contact Us

If you are unable to find an answer to your question in our User Guides, submit a question to the Deloitte Vendor Management team.

- 1. From the **Deloitte GPS Vendor Connect** website, click on **Contact Us**.
- 2. Select GPS Vendor Portal and click on Next in the lower right corner.



Contact Us (cont'd)

- 3. Click on the **Topic** field and select the topic that best represents your question.
- 4. Complete the form. All required fields must be completed to submit the form.
- 5. Review the **Terms of Use** and **Private Policy** guidelines.
- 6. Select the **check box** and click on **Send**.
- 7. You will receive a response from the Vendor Management Team, or the question will be referred to the appropriate team. If further information is needed to reply to your question, next steps will be included in the response.

Contact Us		GPS Vendor Portal	Contact Us			GPS Vendor Portal
			This field is required.			
Торіс	3		E-mail Address			0
E-mail Address	Vendor Portal Access		This field is required.			
First Name	Invoice Submission Issue		First Name	0	Last Name	0
	Invoice Payment Inquiry		This field is required.		This field is required.	
Phone Number	Subcontract/Agreement/Purchase Order Issue	O Number	Phone Number		Subcontract Agreement / PO	Number
Company Name	General Question		Company Name	0	Job Title / Position	
Your message	Office of Small Business Program Question		This field is required.		1111111	
	Deloitte GPS Coupa Question	11	Your message			O
Acceptance *	cept the Terms of Use and Privacy Policy.					
		Cancel Send	This field is required.			
			Acceptance * □ I have read and accept the	Terms of Use and	Can	cel Send

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We hope this GPS Vendor Portal User Guide has been helpful in explaining how Deloitte's existing and prospective GPS Vendors can locate help and submit inquiries.

For more information, please visit the Deloitte GPS Vendor Portal information pages.

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