

Government and Public Services (GPS) Vendor Portal Vendor Registration User Guide

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**MAKING AN
IMPACT THAT
MATTERS**
since 1845



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. 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.

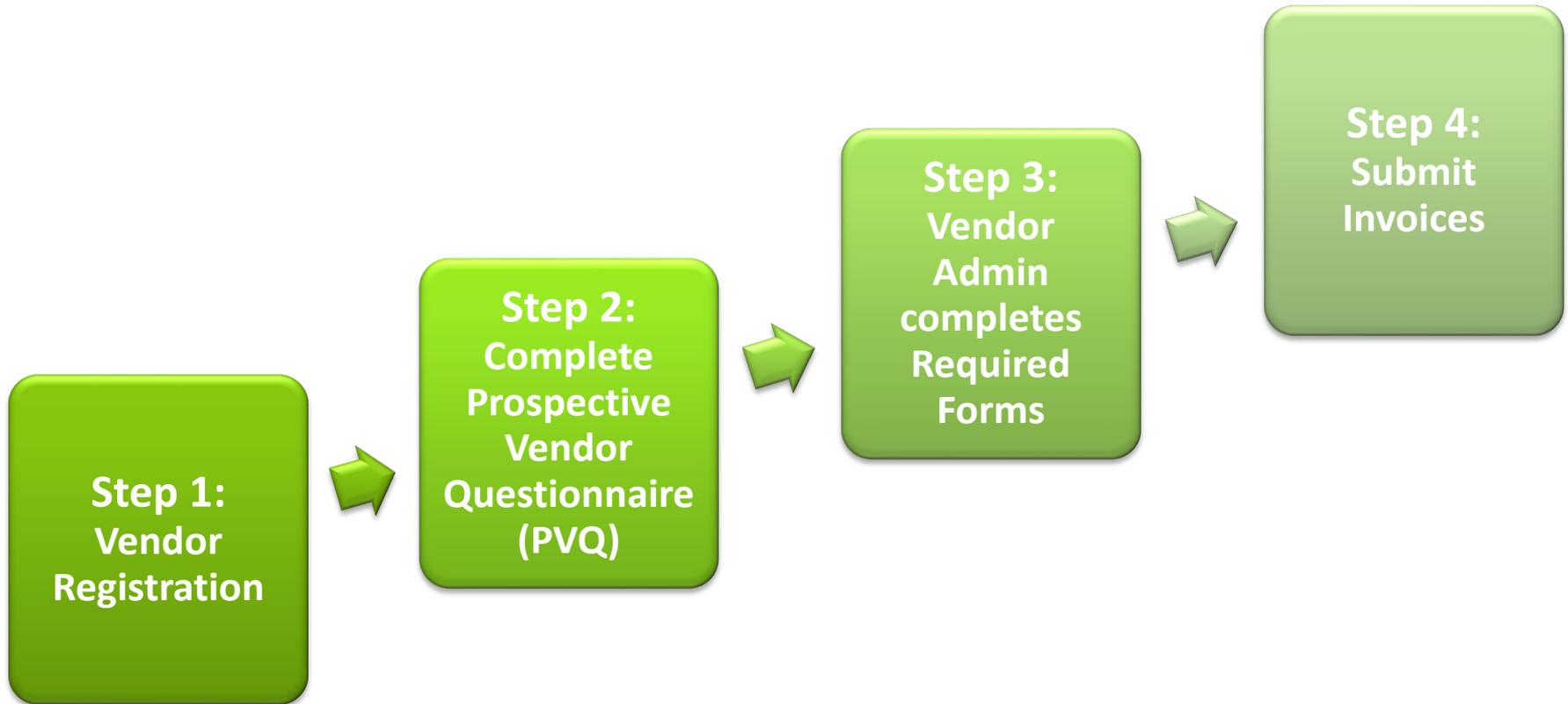
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Overview

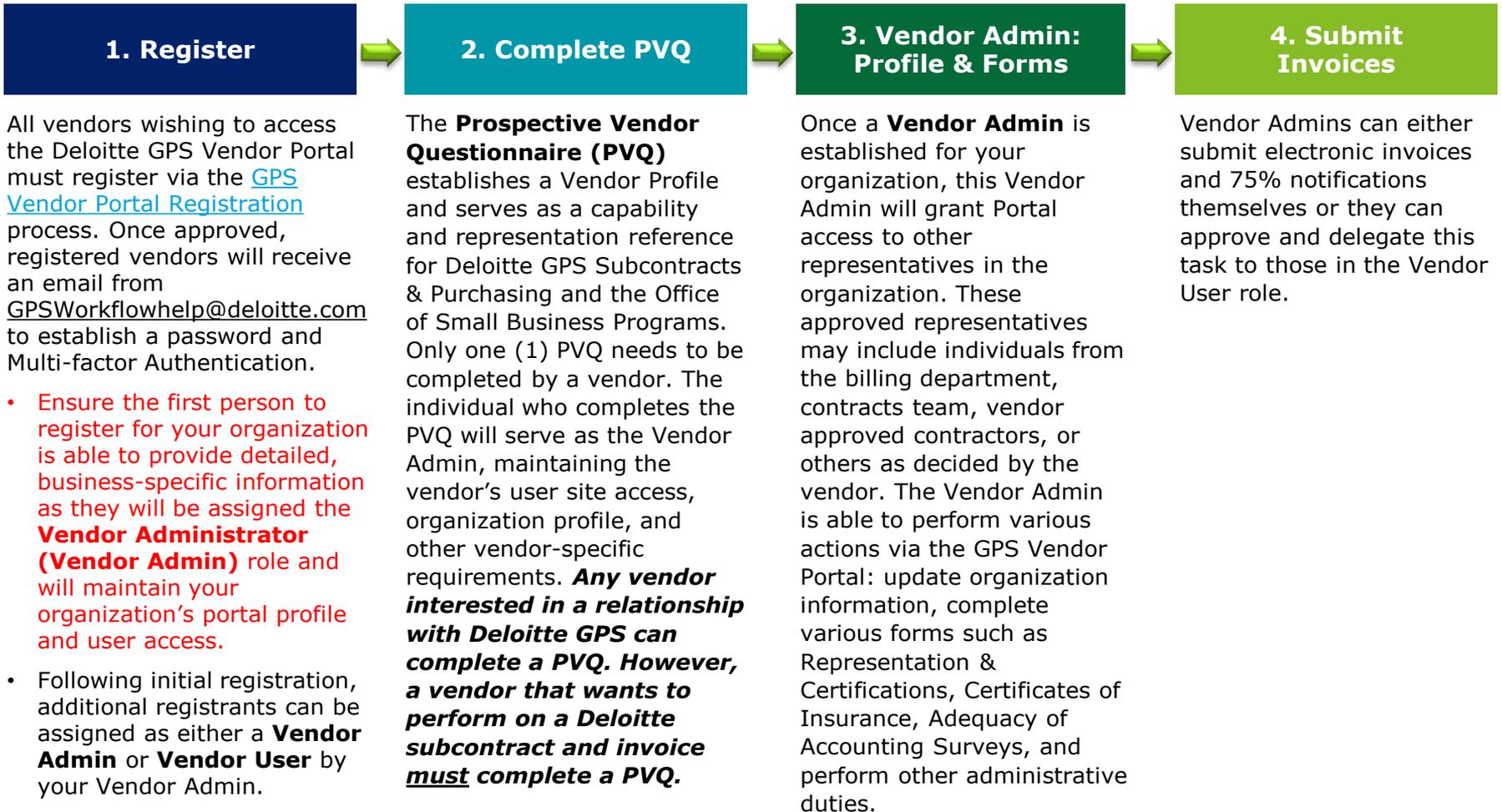
Vendor Portal Registration Process

All vendors that wish to establish a profile in the centralized vendor repository for Deloitte's Government and Public Services (GPS) practice need to register in the GPS Vendor Portal. The following is an overview of the steps vendors must take to access and use the portal:



Overview (cont'd)

The following provides a detailed introduction to the GPS Vendor Portal:



Overview (cont'd)

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 in GPS Vendor Portal	Yes	Yes	Yes
Complete initial Prospective Vendor Questionnaire (PVQ)	Yes		
View Vendor Profile		Yes	Yes
Edit 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
Complete Property Survey		Yes	
Review submitted forms and attachments		Yes	Yes
Manage Users for your Vendor Account		Yes	
Accept/Reject Vendor User Requests		Yes	
Submit e-Invoices		Yes	Yes

Registration

Access to the GPS Vendor Portal requires two one-time only registrations:

- GPS Vendor Portal: All vendors desiring to do business with Deloitte, wanting to complete contractual documentation and invoice must register in the GPS Vendor Portal. The Portal also allows Deloitte engagement teams to search for current and prospective vendors for potential opportunities.
- CIAM: Client User Identity and Access Management (CIAM) provides a single authentication experience for all the Deloitte applications vendors use. This will result in a simplified login; and for those with access to more than one Deloitte application, it will provide a single email, password, and MFA method.

GPS Vendor Portal Registration

How to register?

1. Access [Deloitte GPS Vendor Connect](https://vendorconnect.gps.deloitte.com)

or

Copy/paste this URL into your browser:

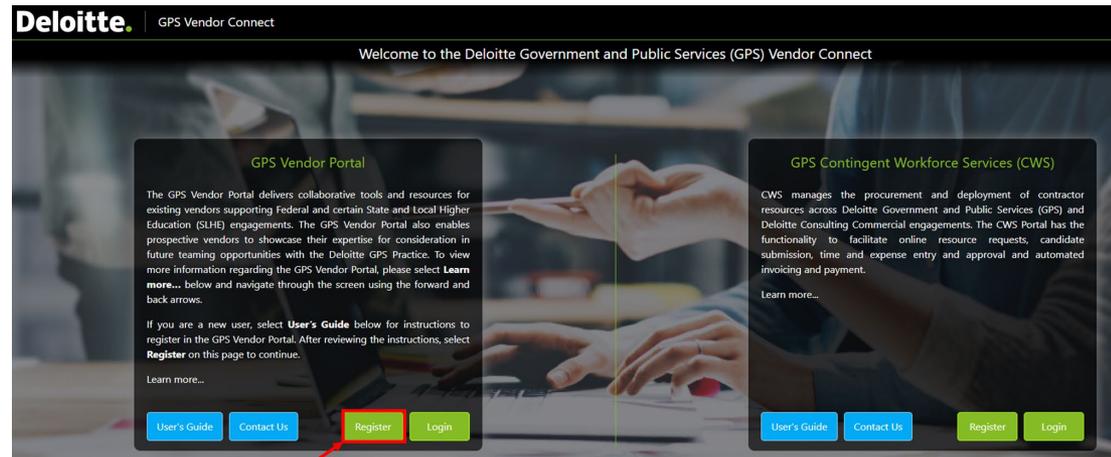
<https://vendorconnect.gps.deloitte.com>

2. Click on **Register** under the **GPS Vendor Portal** tile

Key points to remember:

**** Only users from non-US Deloitte member firms may register using their Deloitte email address.**

- Register with your organization's 9-digit DUNS number. The DUNS number is used to align additional registrants from your organization to your GPS Vendor Portal record. **All vendors are required to have a DUNS number, unless you are self-employed or a 1099. However, there is a 30-day grace period for international vendors to obtain a DUNS number.** If your organization does not have a DUNS number, search the internet for [Dun & Bradstreet](#) and locate the **D-U-N-S Number** section for instructions on obtaining a DUNS number. For international vendors, select the globe symbol to locate your country's Dun & Bradstreet office/process.
- After registration, you will receive an email from GPSWorkflowhelp@deloitte.com directing you to establish a password and Multi-Factor Authenticator for security purposes.
- If you are the first registrant from your organization, you will be required to complete your Prospective Vendor Questionnaire (PVQ) upon your first login. After the PVQ is approved, your role will be established as Vendor Admin.



GPS Vendor Portal Registration (cont'd)

1. Enter your business email address.

**** Note to Vendors: DO NOT USE a Deloitte email address. Enter your company email address to register in the GPS Vendor Portal. Private email domains, such as Gmail, Yahoo, Yandex, Protonmail, etc. are not recommended to be used if your company has its own domain.**

2. If you have already registered, you will receive a message that your email exists in our system. If this occurs, click on the **Cancel** button then click **Login** on the landing page.

Get Started
(Your registration process should take approximately 5 minutes)

GPS Vendor Portal

1 E-mail Address

Enter your email address

- **Vendors:** Please do not use a Deloitte email address. Enter your company email address and complete the Vendor Registration form.
- **Deloitte employees:** Please click [here](#) to Login.

2 Cancel Register

GPS Vendor Portal Registration (cont.)

Registration Tips

Required fields are in **red text**

3. Enter your First Name, Last Name, Job Title/Position, and Contact Phone
4. Enter your 9-digit DUNS # (no dashes)
 - All vendors are required to have a DUNS number, unless you are self-employed or a 1099. *International vendors have a 30-day grace period.*
 - If your organization does not have a DUNS number, search the internet for [Dun & Bradstreet](#) and locate the D-U-N-S Number section for instructions on obtaining a DUNS number. For international vendors, select the globe symbol to locate your country's Dun & Bradstreet office.
 - **For international vendors without a DUNS number, self-employed or 1099 vendors, select the check box below the DUNS # field.**
5. After completing all fields, the Register button will activate; Click on **Register**.
6. You will see a confirmation message on the screen.

Reminder: The first person to register must be able to complete the Prospective Vendor Questionnaire (PVQ)

The screenshot shows the 'Get Started' registration page. It includes a header 'GPS Vendor Portal' and a sub-header '(Your registration process should take approximately 5 minutes)'. The form contains several input fields: 'E-mail Address' (with placeholder 'Your email address'), 'First Name' and 'Last Name' (both with red outlines and error icons), 'Job Title / Position', 'Contact Phone', and 'Enter your DUNS #' (with a red outline and error icon). Below the DUNS field is a checkbox labeled 'My company is a foreign entity (outside of the United States) AND/OR I am an Independent Consultant (ICA) not associated with a company.' At the bottom right are 'Cancel' and 'Register' buttons. A confirmation message at the bottom reads: 'Thank you for registering. You should receive a confirmation email within a few minutes.' Numbered callouts 3 through 6 are overlaid on the form: 3 points to the First Name and Last Name fields; 4 points to the DUNS # field; 5 points to the Register button; and 6 points to the confirmation message.

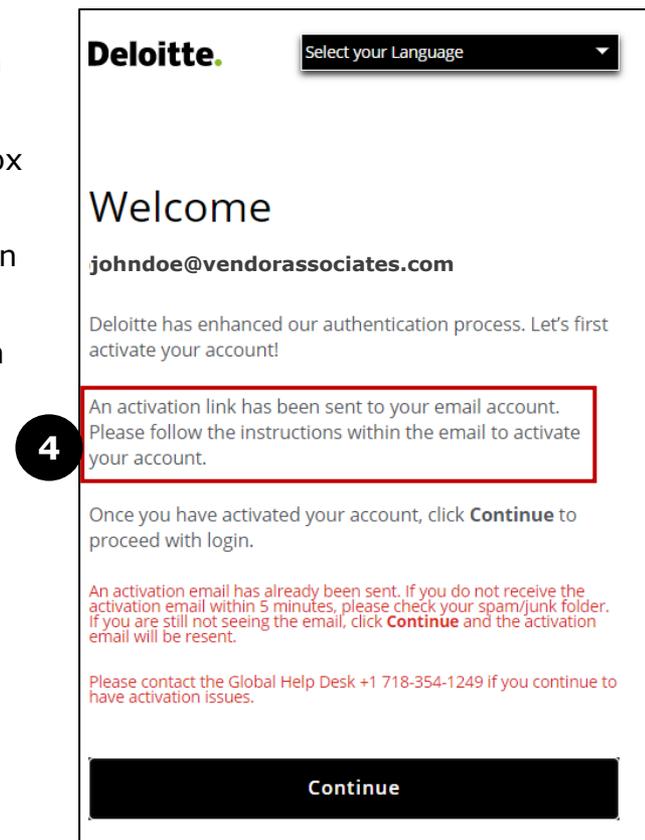
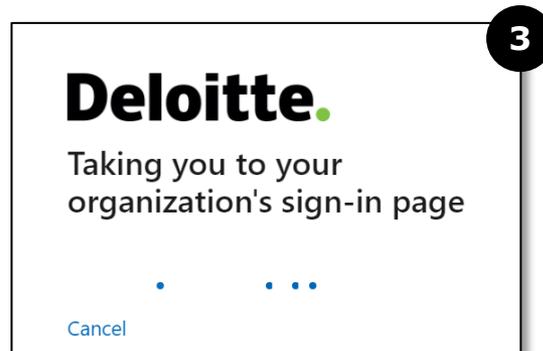
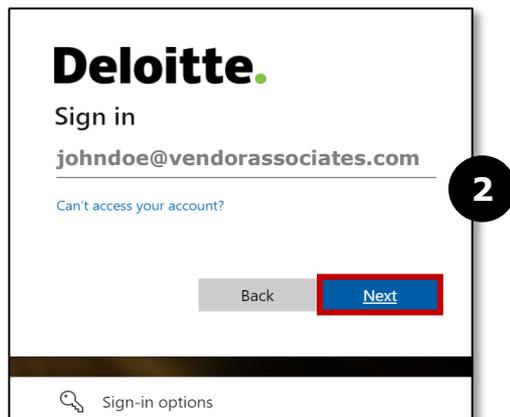
Important Note:

After your registration is approved, you will receive an email with a link to activate your CIAM registration account. The email will be sent GPSWorkflowhelp@deloitte.com. Once you receive the email, follow the instructions to activate your account.

CIAM Registration

Once you receive the email from GPSWorkflowhelp@deloitte.com, set up your CIAM registration as instructed below. You will need your mobile phone to complete this process.

1. Access [GPS Vendor Connect](#) and click **Login** under the **GPS Vendor Portal** tile.
2. Enter your email address at the **Sign In** screen and select **Next**.
3. A screen appears briefly informing you that you will be taken to the sign-in page.
4. At the sign-in page, text indicates that an email has been sent to your inbox with instructions to activate your account.
 - If you select **Continue**, a notice appears informing you that an activation email was sent to your inbox.
 - Check your inbox for an email from GPSWorkflowhelp@deloitte.com with the subject **"Your account needs to be activated"**.



CIAM Registration (cont'd)

Per the notice on the previous page, an email from GPSWorkflowhelp@deloitte.com is sent to your inbox. If the message does not appear within five (5) minutes, check your spam/junk folder. If the email is not received, contact the Global Help Desk at +1 718-354-1249.

1. Once you receive the email, click on the **Registration hyperlink**.
2. At the **Activate your Account** screen, establish your password and MFA preference as instructed on the next page.

From: **Deloitte GPS Workflow** <GPSWorkflowhelp@deloitte.com>
Date: <**Registration Date**>
Subject: **Deloitte GPS Vendor Portal User Account Created**
To: **johndoe.vendorassociates.com**

1

A GPS Vendor User account for the Deloitte GPS Vendor Portal has been established for you. Please use the activation link below to establish your account.

IMPORTANT: Once you have logged into the system, please go to the “User Guide Links” section and read the user guides. They contain important information about required next steps for a Vendor PVQ user.

Login Username: **johndoe.vendorassociates.com**

Activation Link: [Registration hyperlink](#)

After your account is activated you can access the [Deloitte GPS Vendor Portal](#).

Activate your account

Set up your access in three quick steps.

Set up your password

Password



Repeat password



Select preferred language

This will be the default option when you log in to your account going forward.

En - English (Global)



Configure your Multi-Factor Authentication (MFA) methods

You can set up one or more MFA methods. Please select your preferred method(s) and follow the set up instructions.

Authenticator app

Mobile phone

Complete

2

CIAM Registration (cont'd)

Create a password

1. Enter a new password using the below criteria. Once all criteria are met, the list disappears.
 - Make sure your password contains at least 10 characters.
 - Password must include at least three of the below criteria:
 - Uppercase letters (A, B, C)
 - Lowercase letters (a, b, c)
 - Numerals (0, 1, 2, etc.)
 - Non-alphanumeric (#, &, !, %, @, ?, -, *)
 - The password cannot contain your first name, last name or email address
2. Confirm the password in the **Repeat password** field. Once confirmed, a ✓ appears.

Select Language

3. Click on the dropdown to select a Language. Once you select a Language, a ✓ appears.

NOTE: For security precaution, passwords expire every 84 days. At that time, you will be prompted to establish a new password.

1

Set up your password

.....

Repeat password

.....

This screenshot shows the 'Set up your password' form. The first password field contains ten dots. The 'Repeat password' field is highlighted with a red border and also contains ten dots. A red circle with the number '1' is in the top right corner.

2

Set up your password ✓

.....

.....

This screenshot shows the 'Set up your password' form after successful completion. A green checkmark is next to the title. Both password fields now contain ten dots. A red circle with the number '2' is in the top right corner.

3

Select preferred language

This will be the default option when you log in to your account going forward.

.....

This screenshot shows the 'Select preferred language' dropdown menu. The dropdown is open, showing a list of options (represented by dots). A red circle with the number '3' is in the top right corner.

Select preferred language ✓

This will be the default option when you log in to your account going forward.

En - English (Global)

This screenshot shows the 'Select preferred language' dropdown menu after a selection. A green checkmark is next to the title. The dropdown is closed, and 'En - English (Global)' is selected. A red circle with the number '3' is in the top right corner.

CIAM Registration (cont'd)

Set up Multi-Factor Authentication (MFA)

There are two MFA options: (1) **Authenticator App** and (2) **Mobile phone**. You may select one or both options. Below are instructions to set up the **Authenticator App MFA**. Instructions to set up the **Mobile phone MFA** are provided on the next page.

There are multiple types of Authenticator apps from which to choose (i.e., Microsoft Authenticator, Google Authenticator, etc.)

Set up Authenticator App MFA

1. Select **Authenticator app**.
2. Download and install the desired Authenticator app.
3. Follow instructions specific to the downloaded Authenticator app to scan the barcode.
4. Once the bar code is scanned, enter the Code provided.
5. Select **Confirm**.
6. If you have any questions regarding setting up the Authenticator App MFA, contact the Global Help Desk at +1 718-354-1249.

Configure your Multi-Factor Authentication (MFA) methods

You can set up one or more MFA methods. Please select your preferred method(s) and follow the set up instructions.

- 1 **Authenticator app**

Configure your Authenticator app in three quick steps.

Step 1:
Download and install an Authenticator app on your mobile device or on your computer.

Step 2:
Scan the QR code below with your selected Authenticator app. You can also manually input the code next to the QR code.

 `GFX TIN35M1NWHEZDC`

Step 3:
Enter the code provided by your Authenticator app.

CIAM Registration (cont'd)

Set up Mobile phone MFA

1. Select **Mobile phone**.
 2. Enter a plus symbol "+", your **Country Code** and **Phone Number (example: +15551234567)**.
 3. Select **SMS** to receive a text message – or – select **Phone call**:
 - If you select **SMS**, you will receive a text message. Enter the code received and select **Confirm**.
 - If you select **Phone call**, you will receive a phone call with a recording to press a number to continue. You will then receive a code. Enter the code and select **Confirm**.
- ****Once you select **Confirm**, a message appears indicating that your MFA is your *mobile phone is successfully registered*.
4. Select your primary MFA method based on whether you want to receive a SMS(text) or phone call.
 5. The "**Complete**" button becomes active. Select **Complete**.

Configure your Multi-Factor Authentication (MFA) methods

You can set up one or more MFA methods. Please select your preferred method(s) and follow the set up instructions.

Authenticator app

Mobile phone

1

2

+15551234567

3

SMS Phone call

Enter the OTP received on your phone, please check the phone number if not received.

3

Code Confirm

Mobile phone

** Your mobile phone is successfully registered and set as preferred MFA method.

Select a primary MFA method

This will be the primary option when you log in to your account going forward.

Mobile phone (SMS)

Mobile phone (Phone call)

4

5

Complete

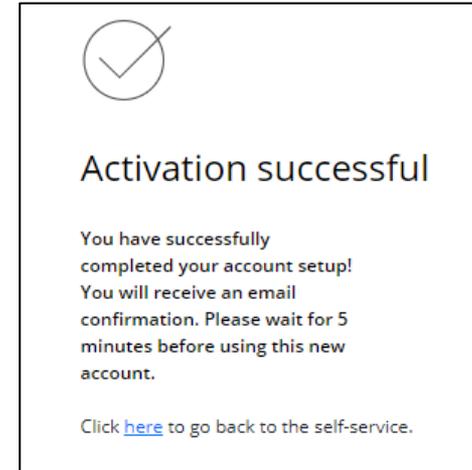
CIAM Registration (cont'd)

When your CIAM registration is completed, you will receive an **Activation successful notice**.

If you select the [here](#) link in the notice, you will be able to update your profile (password, Language, MFA, etc.) via the **User self-service** options. Please refer to the [Reset Password, MFA and Other Information](#) page for instructions to update this information.

If you have any questions regarding CIAM Registration, contact the Global Help Desk at +1 718-354-1249.

To access the GPS Vendor Portal, exit this screen. Access [GPS Vendor Connect](#) and click **Login** under the **GPS Vendor Portal** tile.



Forgot Password

If you forget your password, follow the below steps to establish a new password .

1. Access [GPS Vendor Connect](#) and click **Login** under the **GPS Vendor Portal** tile.

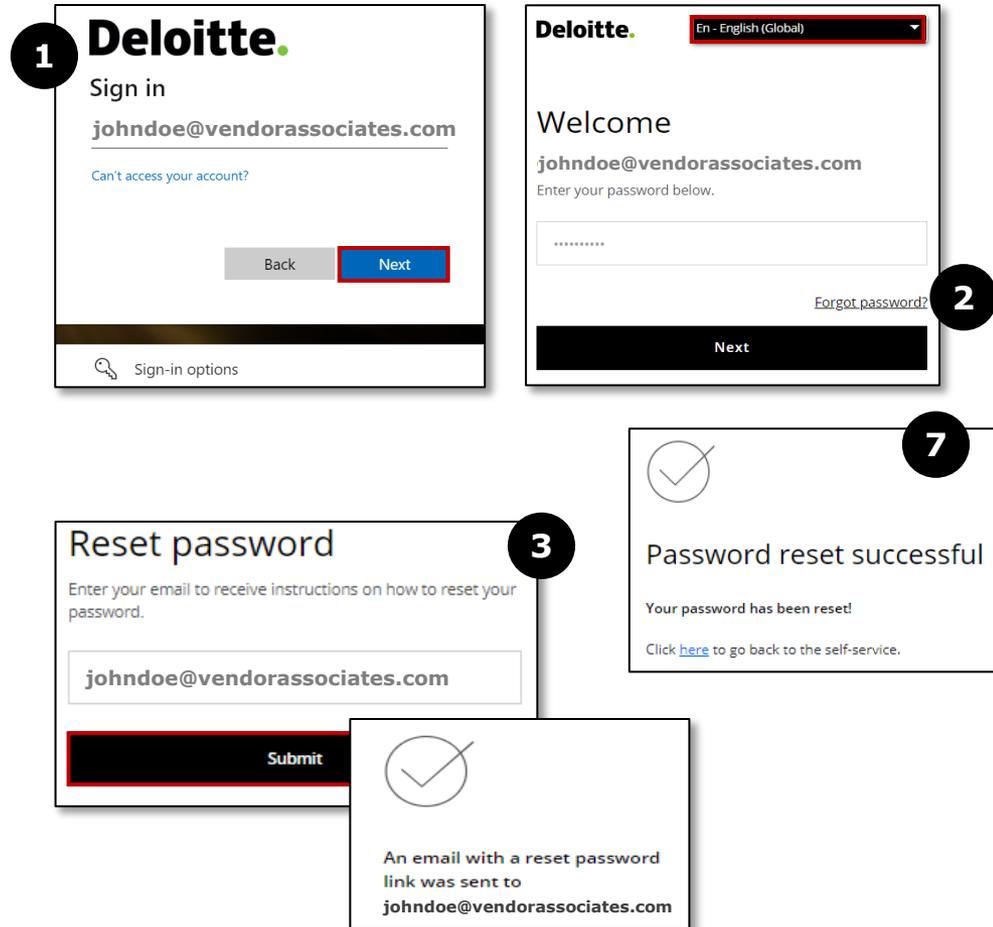
NOTE: Your account will be locked after five (5) failed attempts. You will need to wait 30 mins before retrying.

2. Select **Forgot Password**.

3. At the **Reset password** screen, enter your email address and select **Submit**. A notice will appear indicating an email was sent to your inbox. Check spam/junk folder if it is not received.

NOTE: Passwords cannot be reset within 24 hours of a previous password reset.

5. Select the “[this link](#)” in the email to reset your password.
6. Enter and confirm the new password (being sure to use the password criteria provided on the screen and listed on the [Create a password](#) page). Select **Reset**.
7. The **Password reset successful** message appears.



Reset Password, MFA and Other Information

To change your password, Language or MFA preference and other information:

1. Access [GPS Vendor Connect](https://account.deloitte.com/dis) and click **Login** under the **GPS Vendor Portal** tile or select <https://account.deloitte.com/dis>.
2. Enter your email address and password.
3. If you do not receive a Code, select **Resend the Code**.
4. If you are having trouble receiving the code, select **Try another MFA method**.

The image displays three sequential screenshots of the Deloitte sign-in process, each with a numbered callout:

- 2**: The "Sign in" page. The email address "johndoe@vendorassociates.com" is entered. The "Next" button is highlighted with a red box.
- 3**: The "Welcome" page. The user is prompted to "Enter your password below." A password field with a red border is shown. The "Next" button is highlighted with a red box.
- 4**: The "Verify your identity" page. The user is prompted to "Please enter your code below to verify your identity:" A "Code" input field with a red border is shown. The "Verify" button is highlighted with a red box. Below the button, the links "Didn't get the code? Resend the Code" and "Having trouble? Try another MFA method" are highlighted with red boxes.

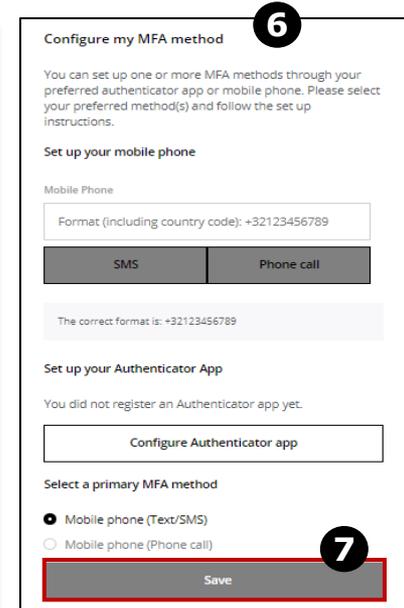
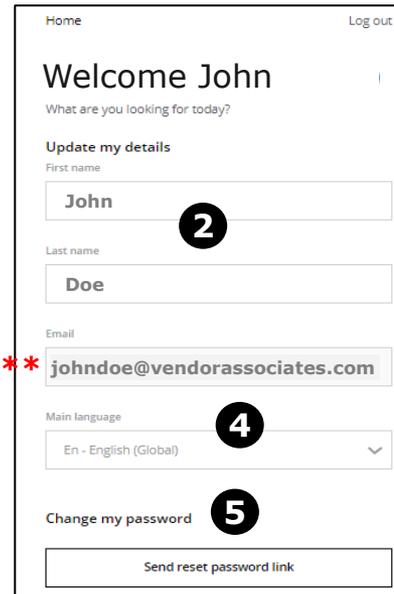
Reset Password, MFA and Other Information (cont'd)

Update **one or more** preferences as follows:

1. Select **User self-service**.
2. Change your first or last name.
3. Email addresses cannot be updated. Contact the Help Desk at +1 718-354-1249 to register new email address and remove former address. You must also register the new email address in the GPS Vendor Portal.
4. Modify the Language preference.
5. Change password by selecting **Send reset password link**.

NOTE: Passwords cannot be reset within 24 hours of a previous password reset.

- A notice appears at the top of the screen indicating that an email was sent to your inbox. Select **Close** to exit the notice. Check the spam/junk folder if email is not received.
 - Select the "this link" in the email to reset your password. Enter and confirm the new password (being sure to use the password criteria provided on the screen or listed on the [Create a password](#) page). Select **Reset**.
 - Select [here](#) to return to **User self-service** to continue with other updates.
6. Follow the same steps under [Set up Multi-Factor Authentication \(MFA\)](#) to update your MFA preference.
 7. Select **Save** when preferences are updated.
 8. Select [Log out](#) to exit.



Where to Get Help?

Contact the **Global Help Desk** at **+1 718-354-1249** for assistance with CIAM.

- CIAM Registration
- Change Email Addresses
- Language Setting
- Multi-Factor Authentication (MFA)
- Passwords
- Profile Updates

Contact GPS Vendor Portal Supplier Management team at usdeloittevendormanagement@deloitte.com regarding other access questions.

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

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



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