DIFS Supplier Portal Registration via Registration Link

The District of Columbia has implemented a new financial system, DIFS – District Integrated Financial System, effective October 3, 2022. This requires registration of suppliers into the system. Once registered, suppliers will have the option to make updates to contact, address, banking, and business classification information as needed. This job aid shows step-by-step the instructions for suppliers to register in the system and update their banking information for payment.

Instructions

Thank you for your interest in doing business with the District. In order to process your invoices and payments, you must register your name or business entity via the DIFS Supplier Portal. To register, please go to **https://cfo.dc.gov/supplier_portal** and click on the ***New Supplier Registration*** button. For any questions, email us at suppliers@dc.gov, or call us at 202-442-6870 Monday through Friday, 8:00 a.m. to 5:00 p.m. ET.

Before registering your name or business entity information, please have all the required forms filled out and completed, see the ***Forms to Complete for Submission*** section on the following page. Not submitting this information will delay your registration.

Registering to become a District of Columbia Supplier

This document provides step-by-step instructions for registering your supplier profile. There are six (6) sections to be completed in the registration process

- Within the DIFS Supplier Portal, required fields are indicated by an asterisk (*).
- **There are some fields in DIFS that are not required; however, they are required in the DIFS Supplier Process – these fields are highlighted in yellow and bolded**. ***Please be sure to enter information in these fields, or this can delay your account being approved.***
- This symbol will indicate an important note.
- It is mandatory to complete the required forms to submit prior to starting the registration process. See the ***Forms to Complete for Submission*** section on the next page for requirements.
- If the submitted profile is rejected, the Supplier must create a new profile and re-submit for approval.

System Requirements

- Default Browser: For best performance of Oracle Fusion Applications, use the latest browser version of Mozilla Firefox. Other browsers that can be used include Apple Safari, Google Chrome, Internet Explorer to be the fastest, in that order.
- Blocked Pop-ups: Fusion Application Notifications are opened as pop-ups. If you have the Pop-ups disabled by default as per your security policies, the browser will block the notifications from Fusion Applications.
- Site Exceptions: Here are the URLs for all Fusion Applications notifications in order to add them as exceptions (e.g., Chrome):
    1. Navigate within the browser, e.g., Chrome > Settings > Show advanced settings > Privacy > Content Settings > Pop-ups > Manage exceptions
    2. Add these exceptions:
        - [*.]oracle.com
        - [*.]oraclecloud.com
        - [*.]oracleoutsourcing.com

Forms to Complete for Submission

Below is an explanation of the forms to submit prior to starting the registration process.

- A tax form from the Internal Revenue Service (IRS) must be submitted. Select the appropriate tax form to submit.
- Payment via Direct Deposit is not required but recommended. To receive payment via Direct Deposit, please provide a voided check or submit a letter from the bank. If the voided check or a bank letter is not submitted with the registration, the default payment method will be via a paper check.

Note: A voided check or bank letter can be submitted in the future, when payment via Direct Deposit is desired.

All forms must be fully completed and signed. Not submitting this information with your registration will delay the process.

These forms can be downloaded via the **https://cfo.dc.gov/supplier_portal** and click on the ***Resources*** button.

1. IRS Form W-9, Request for Taxpayer Identification Number and Certification – for U.S. based individuals or business entities.
2. IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals) or Form W-8 BEN-E, Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities) – for Foreign based individuals or business entities.

Note: The letter from the bank must contain the following:

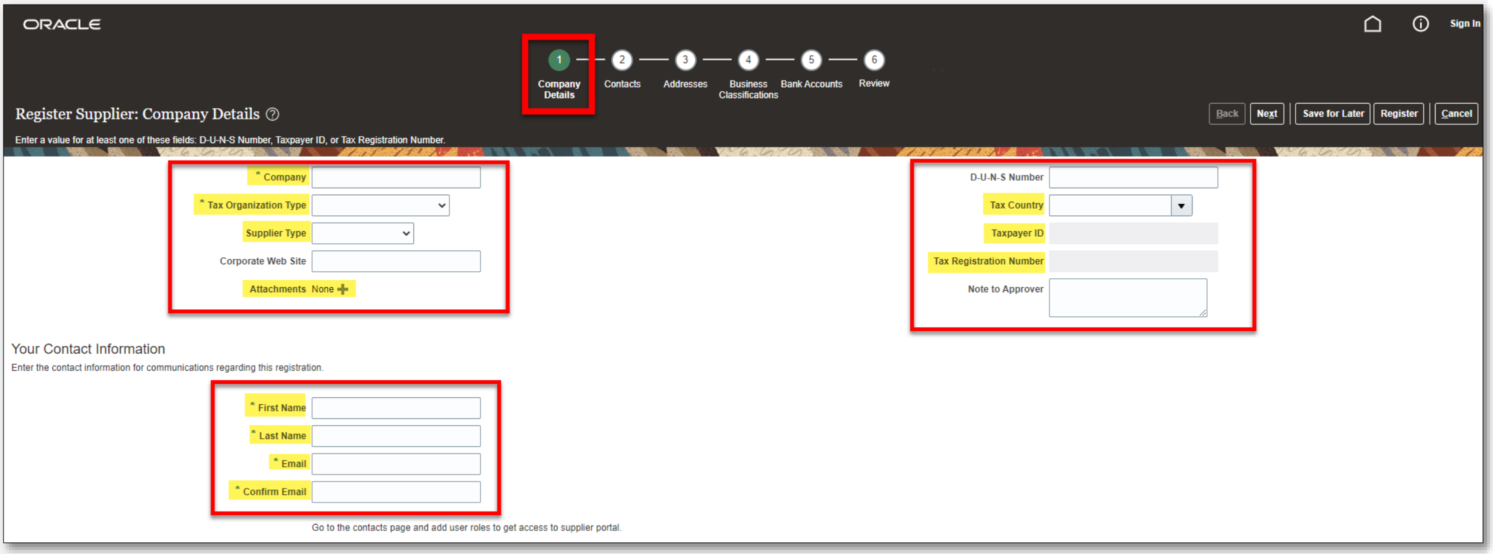
1. Must be on bank letterhead certifying ownership of the bank account
2. Date of Letter – No less than 60 days old from the time of submission
3. Name and address of the Bank – U.S. based banks only. No foreign banks will be accepted
4. Individual’s name, Business or Company Name
5. Business Address
6. Business Tax ID
7. Type of Account – Checking or Savings

Register Supplier: Company Details

1

Register Supplier Company Details page

- Go to the Supplier Portal Registration webpage at https://cfo.dc.gov/supplier_portal and click on the ***New Supplier Registration*** button.
- The ***Register Supplier: Company Details*** page will display
- Each grouping below in the **Company Details section 1** is explained in the following pages



1 Company Details

2

Company Details: Basic Company Details – Enter the information in the following fields:

A. **Company (required)** – Enter the individual's name or business name

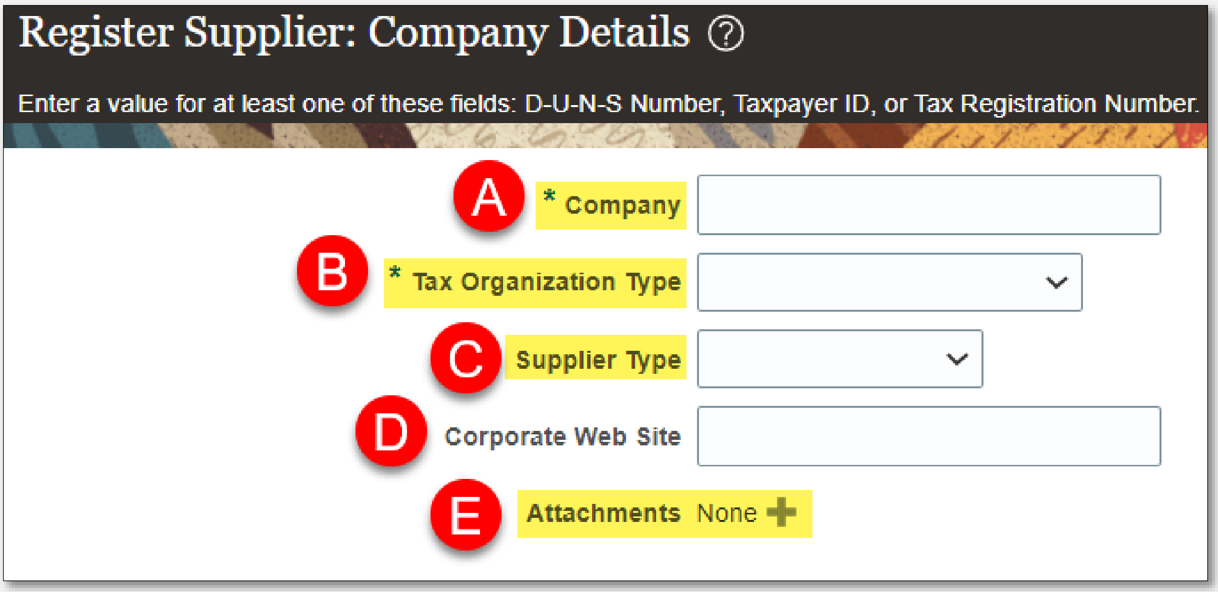
B. **Tax Organization Type (required)** – Select a corresponding value from the list

C. **Supplier Type (required)** - Select a corresponding value from the list

D. Corporate Web Site (optional) – Enter the individual's or company website URL address

E. **Attachments (required)** – Attach the corresponding following forms:

1. Domestic Company - Must provide a completed and signed IRS Form W-9, Request for Taxpayer Identification Number and Certification
2. Foreign Entity - Must provide a completed and signed IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals) or Form W-8 BEN-E, Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)
3. Voided Check – To receive Direct Deposit Payment, please upload an image of a voided check. If no voided check is attached, the default payment will be disbursed via paper check.
4. Letter from the Bank (optional) - Only U.S. banks are eligible for Direct Deposit Payment. No foreign bank accounts are accepted. If no voided check or a bank letter is attached, the default payment will be made via paper check.

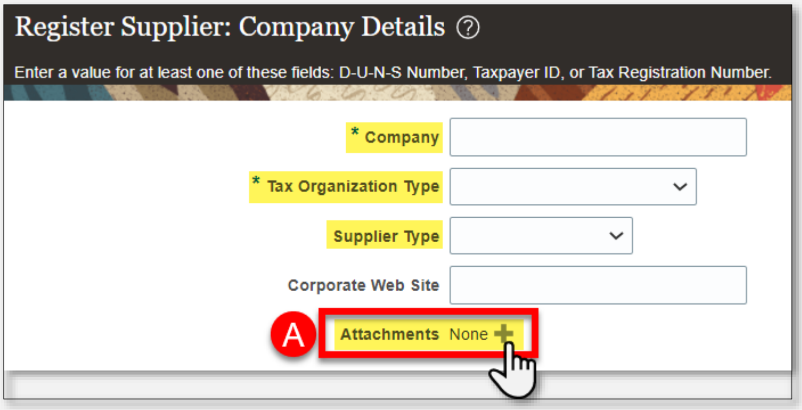


1 Company Details

3 **Company Details: Adding Attachments** – Follow the steps below to add the required attachments.

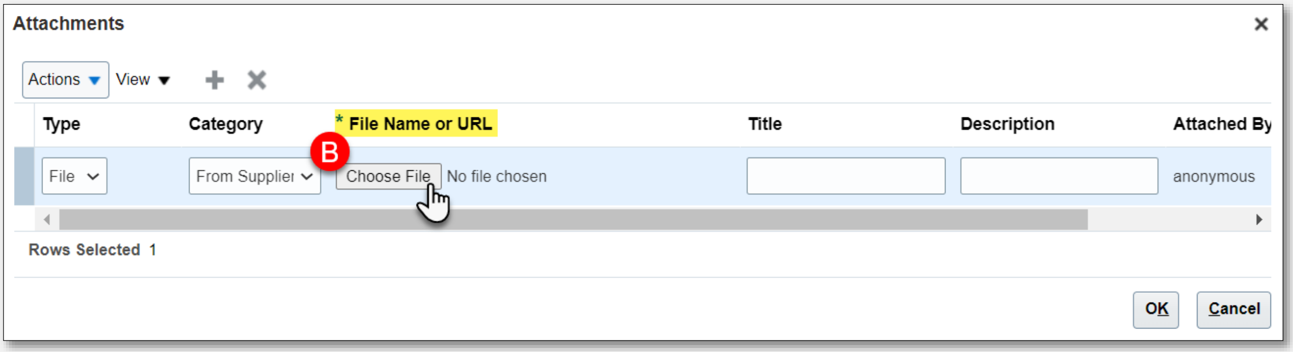
A. Attachments (required) - Click on the **Attachments +** button. Accepted File types include Word, Excel, PowerPoint, PDF, Zip files, Image files (png, jpg). Maximum file size is 2GB.

Note: All attachments, including those required for Direct Deposit Payment must be attached here.



The ***Attachments*** window will open

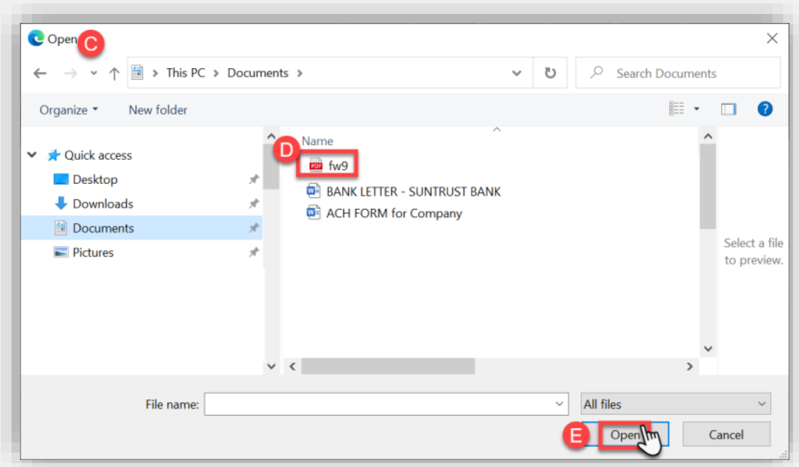
B. File Name or URL (required) - click on the ***Choose File*** button



C. A file window will open on your computer

D. Find and select the file to upload

E. Click on the ***Open*** button



1 Company Details

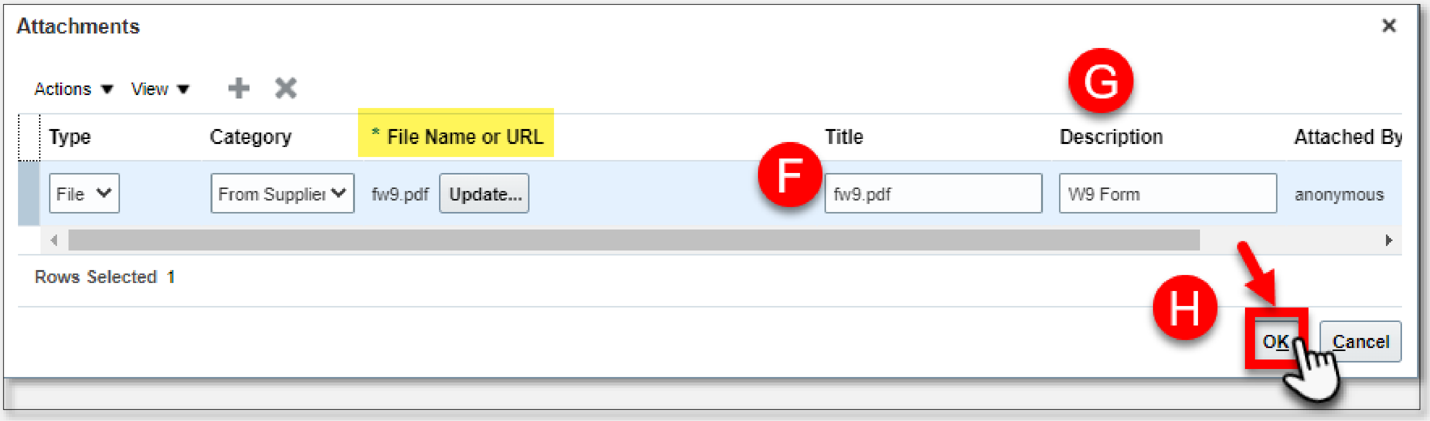
3

Company Details: Adding Attachments (continued) – provide a description for the file.

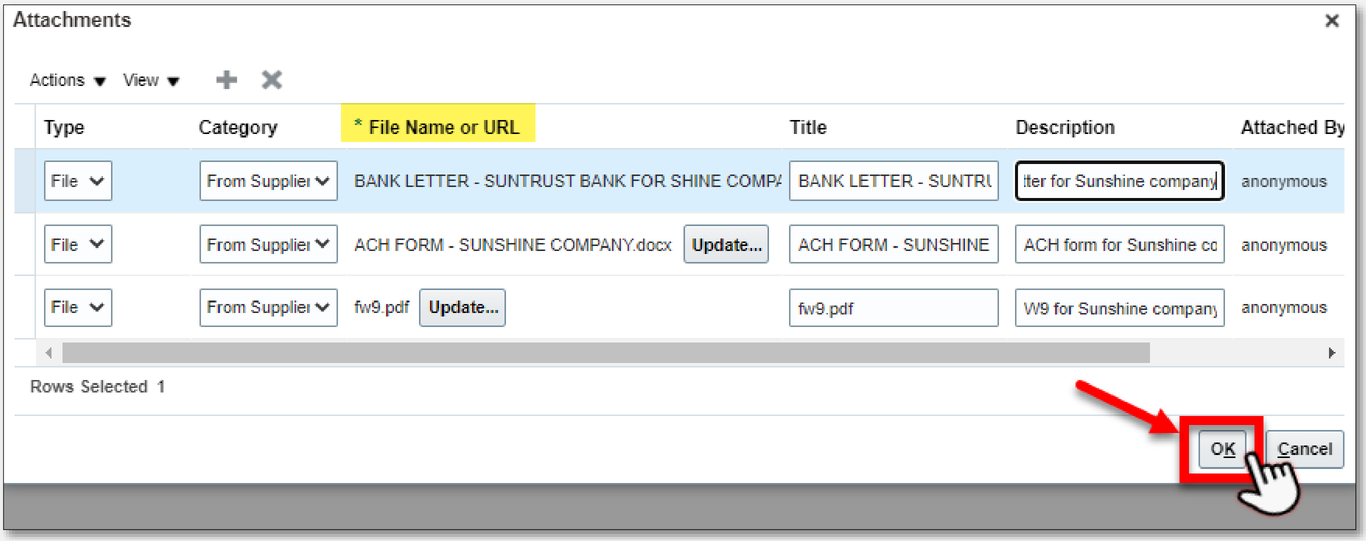
F. Title (optional) – Click on the field, and the information for this field will auto-populate with the file name of the uploaded file

G. Description (optional) – Provide an explanation about the uploaded file

H. Click the ***OK*** button to save the information



Note: To add additional files, follow the steps A-H in this section. Once all the files are loaded, click the ***OK*** button to save the information.



1 Company Details

4 **Company Details: Company Tax Information – Enter a value for at least one of the fields below:**

A. D-U-N-S Number (optional) – Enter the company's Dun & Bradstreet Data Universal Numbering System (D-U-N-S) number

B. Tax Country (required) - Select a corresponding value from the list

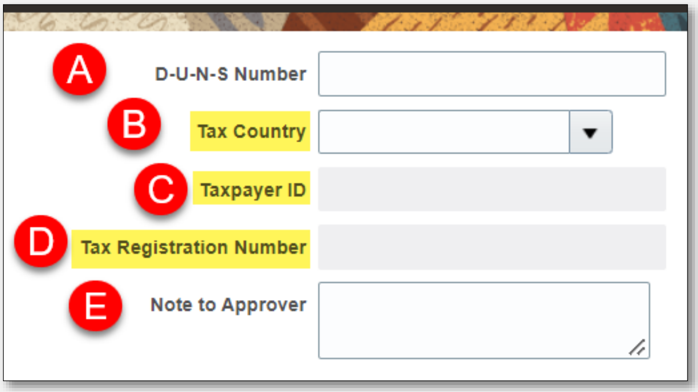
Select one option below. Either Taxpayer ID (US based individual/company) OR Tax Registration Number (Foreign individual/company).

C. Taxpayer ID (required) – Required for U.S. based individuals or companies, enter Taxpayer ID. Enter the Tax ID with no dashes, for example: instead of entering 12-3456789 enter 123456789

Note: *Must select a Tax Country for this field to be made available.*

D. Tax Registration Number (required) – Required for Foreign based individuals or companies, enter Tax Registration Number. ***Note:*** *Must select a Tax Country for this field to be made available.*

E. Note to Approver (optional) – Enter a note to the Approver

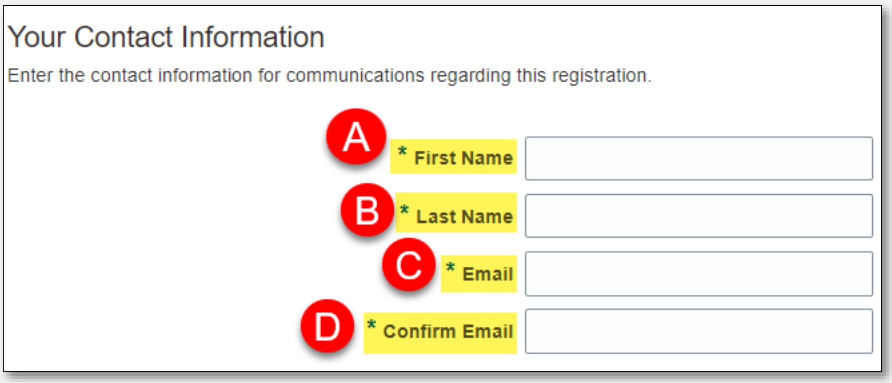


1 Company Details

5 **Company Details: Contact Information** – Enter the contact information for communications regarding the registration in the following fields:

Note: The contact information entered here becomes the Administrative contact by default.

A. First Name (required) – Enter the contact's first name
B. Last Name (required) – Enter the contact's last name
C. Email (required) - Enter the contact's email address
D. Confirm Email (required) – Re-enter the contact's email address

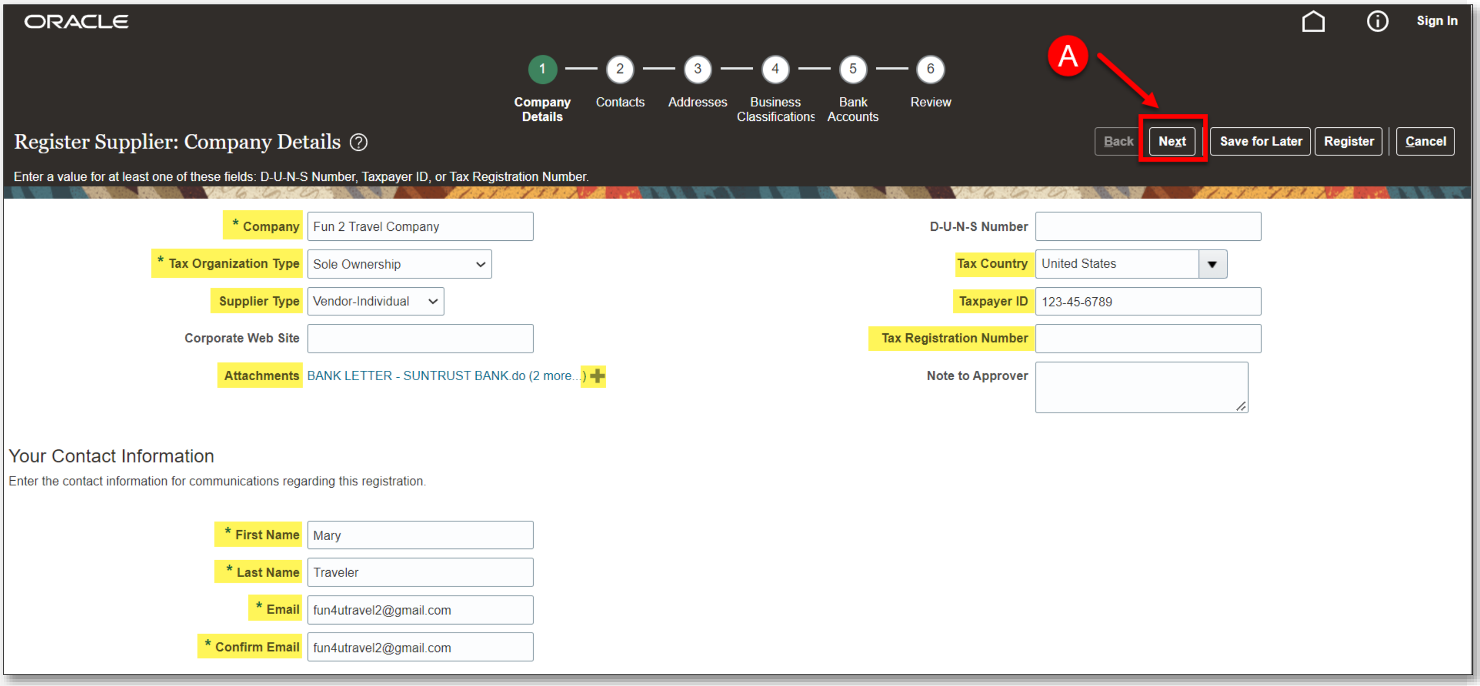


1 Company Details

6

Complete Company Details: Verify all information is entered correctly.

A. Click on the ***Next*** button to move to the **Contacts section 2**



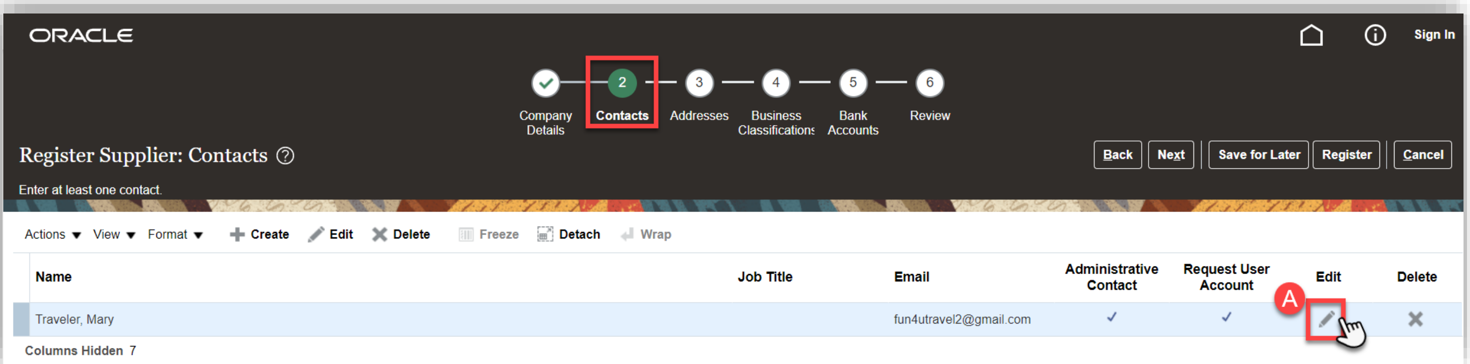
Contacts Section

2 Contacts

7

Contacts Section – The contact person's name entered in Step 5 will appear in the Name field.

A. Click on the ***Edit*** button to add a supplier role to the contact



2 Contacts

7

Contacts Section (continued) – The ***Edit Contact:*** window opens. Add additional information.

B. Salutation (optional) – Select from the list of values a salutation of Mr., Mrs., or Ms.

C. First Name (required) – The contact's first name defaults as entered from Step 5

D. Middle Name (optional) - Enter the contact's middle name

E. Last Name (required) – The contact's last name defaults as entered from Step 5

F. Job Title (optional) – Enter the contact's job title

G. Administrative contact (defaults) – By default, this box will be checked for the contact entered from Step 5 to become an Admin contact. Optionally, additional contacts can be added as either Admin or Non-Admin contacts – see Step 7N to create additional contacts

H. Phone or Mobile Number (required) – Must enter a phone number. Select the country code and enter either a Phone or Mobile telephone number

I. Fax (optional) – Enter the contact's fax number

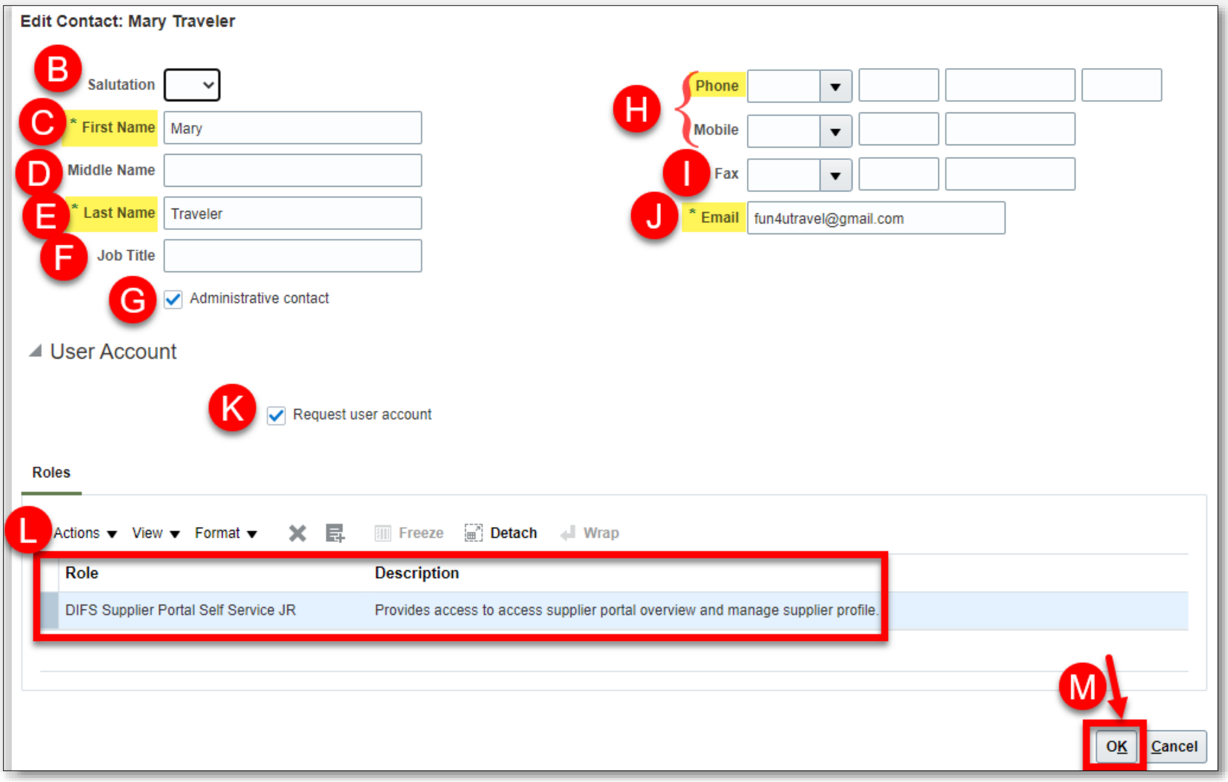
J. Email (required) - The contact's email address defaults as entered from Step 5

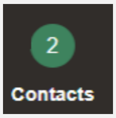
K. Request user account (defaults) – By default, this box will be checked for the contact entered from Step 5 to receive a user account to the email address provided

L. Role (defaults) – The role defaults to '**DIFS Supplier Portal Self Service JR** - Provides access to supplier portal overview and manage supplier profile.'

Note: Leave the default role information as is, Do Not Remove!

M. Click the ***OK*** button to save the information

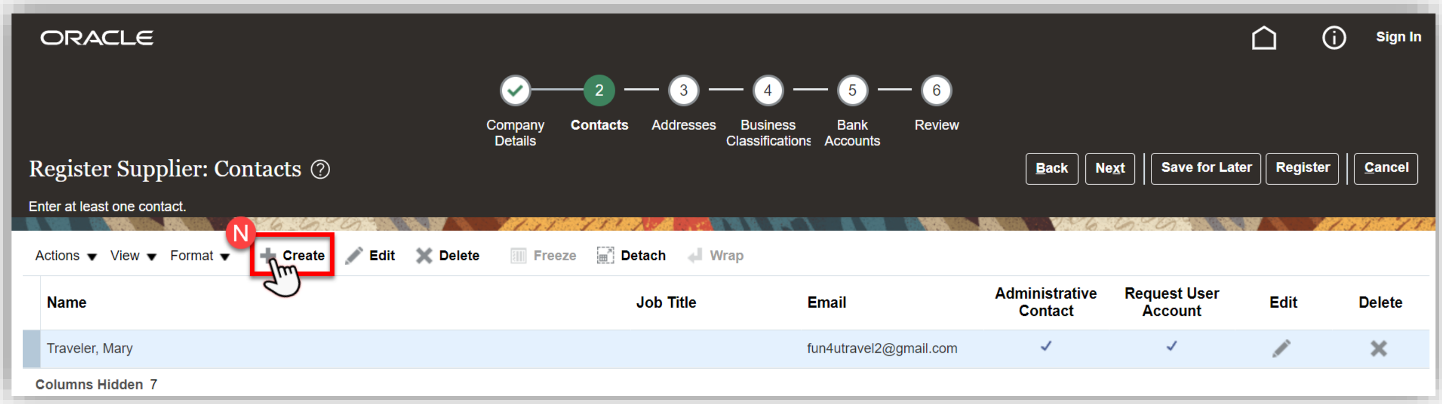




7

Contacts Section (continued): add additional contacts

N. To add additional contacts, click on the **Create +** button



2 Contacts

7 **Contacts Section (continued)** – The ***Create Contact:*** window opens. Add information for the new contact.

O. Salutation (optional) – Select from the list of values a salutation of Mr., Mrs., or Ms.

P. First Name (required) – Enter the contact's first name

Q. Middle Name (optional) - Enter the contact's middle name

R. Last Name (required) – Enter the contact's last name

S. Job Title (optional) – Enter the contact's job title

T. Administrative contact (optional) – Select the checkbox to indicate the contact is an administrative contact who will be notified of the registration review outcome.

Note: Leave the box unchecked for Non-Administrative contacts who will perform other duties such as submit invoices

U. Phone or Mobile Number (required) – Must enter a phone number. Select the country code and enter either a Phone or Mobile telephone number.

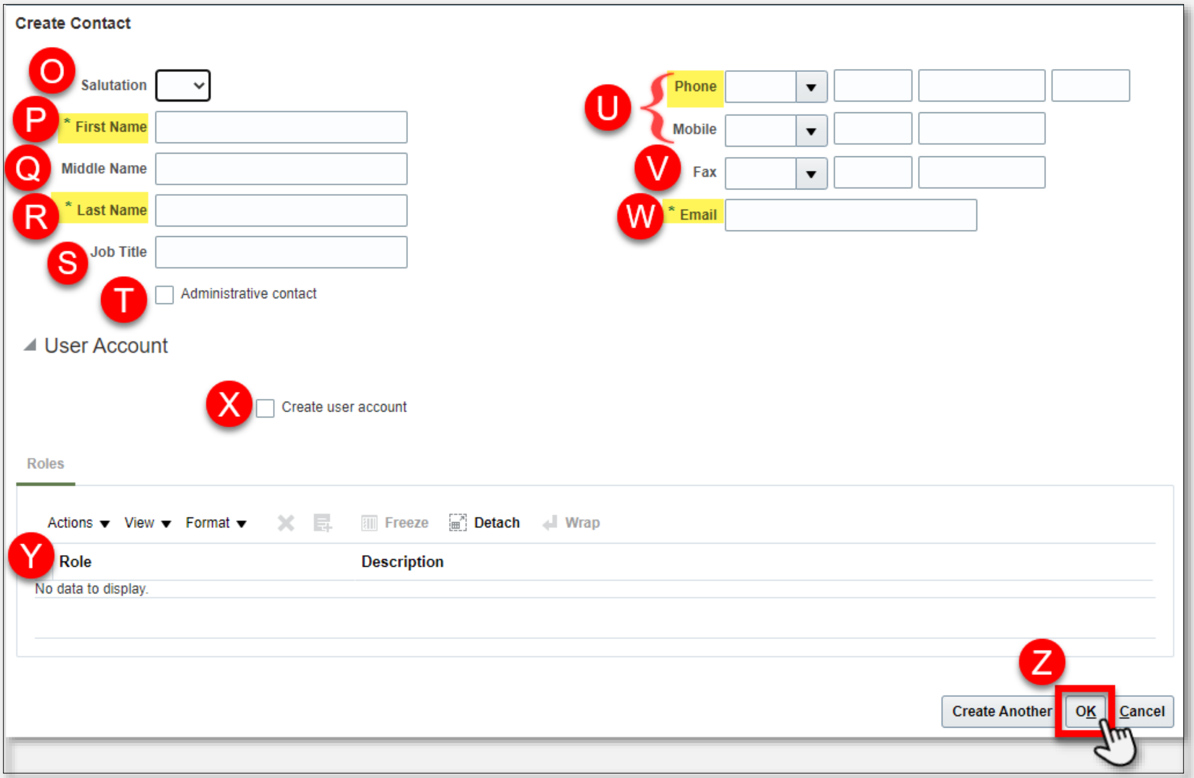
V. Fax (optional) – Enter the contact's fax number

W. Email (required) - Enter the contact's email address

X. Request user account (optional) – Check this box for the contact to receive a user account to the email address provided

Y. Role (defaults) – If 'Request user account' box is checked, the role defaults to 'DIFS Supplier Portal Self Service JR - Provides access to supplier portal overview and manage supplier profile.'

Z. Click the ***OK*** button to save the information

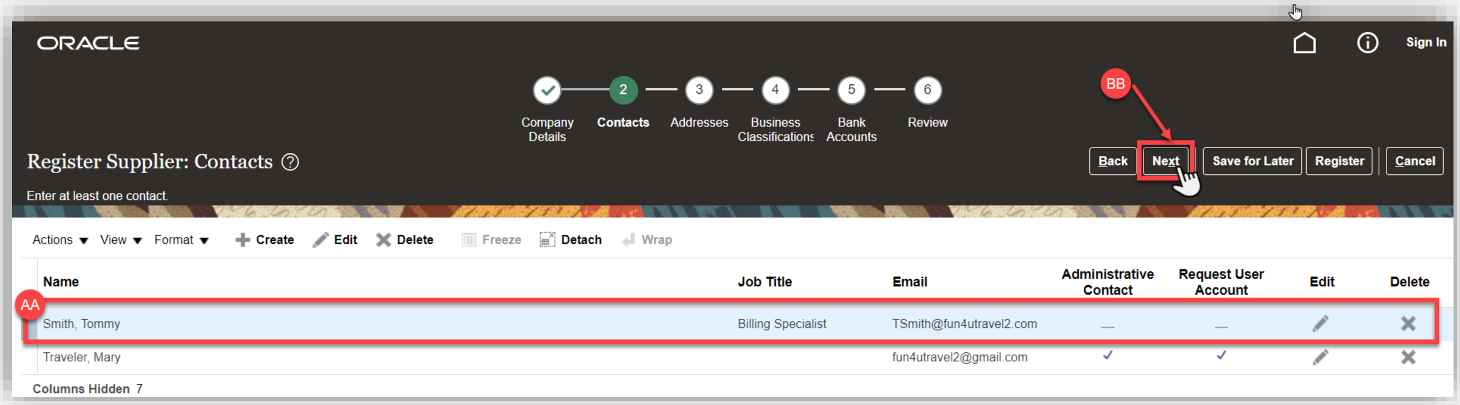


2 Contacts

7

Contacts Section (continued)

AA. The contact entered in the previous step will display
BB. Click on the ***Next*** button to move to the **Addresses section 3**



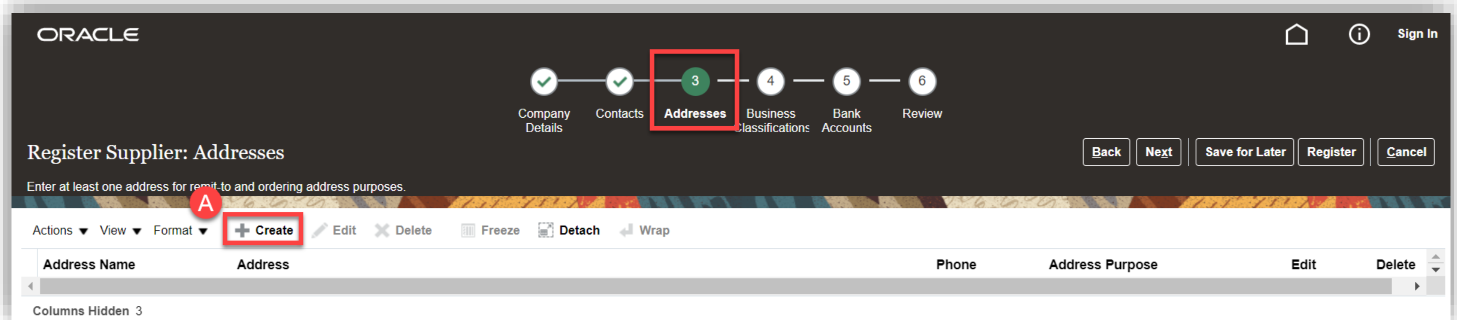
Addresses Section

3 Addresses

8

Addresses: Enter address information (required)

A. Click the ***Create*** button to enter the address information



3 Addresses

8 **Create Address (continued):** The ***Create Address*** window opens. Enter the address information.

B. **Address Name (required)** – Enter the name of the address using one of the following names in **ALL CAPS**:
   1. HEADQUARTERS – this is the address on the IRS Form W-9 or IRS Form W-8BEN
   2. REMIT TO - if entering multiple REMIT TO addresses, include a dash in the REMIT name, i.e., REMIT TO-1
   3. ORDERING

C. **Country (required)** – This defaults to *United States*. Select the correct country name if the default does not apply

D. **Address Line 1 (required)** – Enter the first address line information. Headquarters address cannot be a P.O. Box address

E. Address Line 2 (optional) – Enter the second address line information (i.e., Suite or Apartment number, building name)

F. **City (required)** – Enter the name of the city

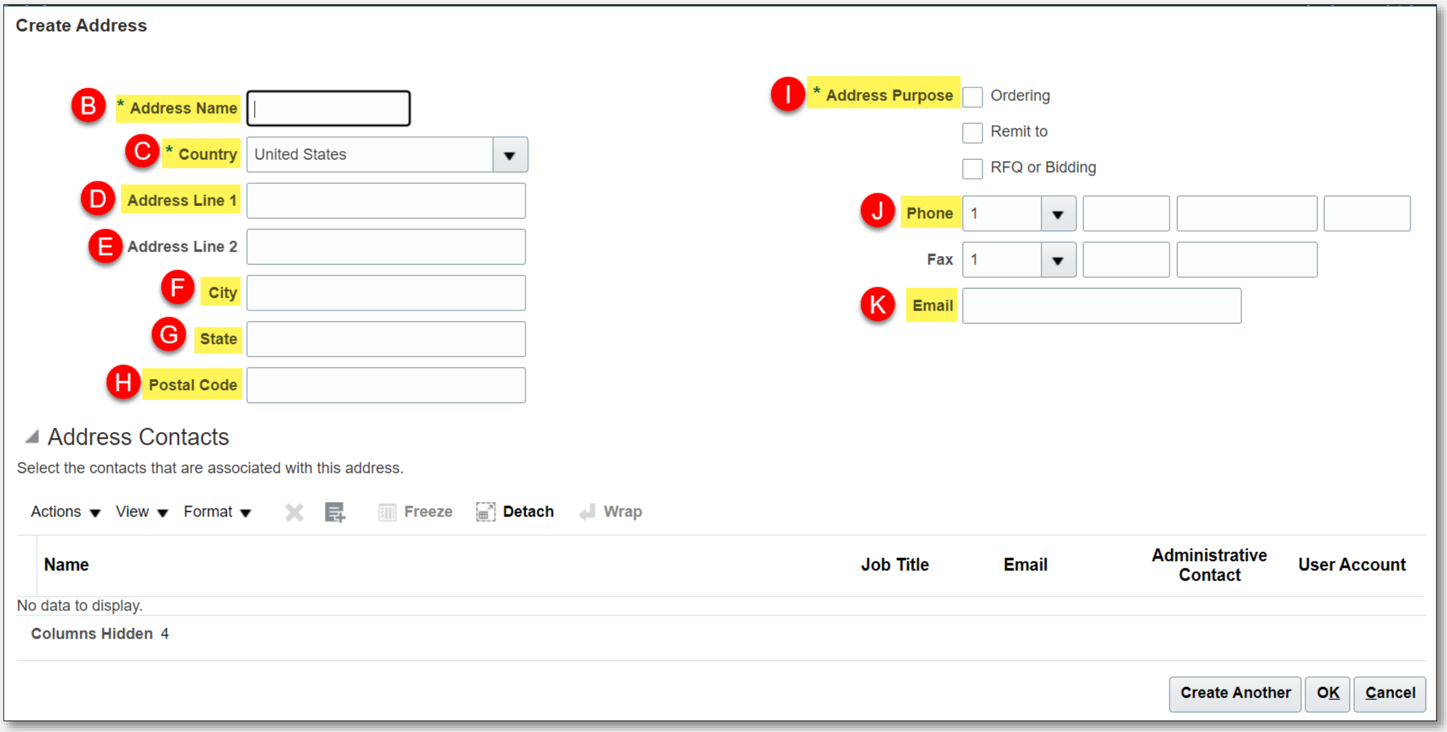
G. **State (required)** – Select the state name from the dropdown list of values

H. **Postal Code (required)** – Enter the zip code

I. **Address Purpose (required)** – Select one or more options below.
   - Ordering – Select if receiving Purchase Orders to this address
   - Remit to – Select if receiving Payments to this address

J. **Phone (required)** – Enter phone number, starting with the country code

K. **Email (required)** – Enter email for a contact for this address



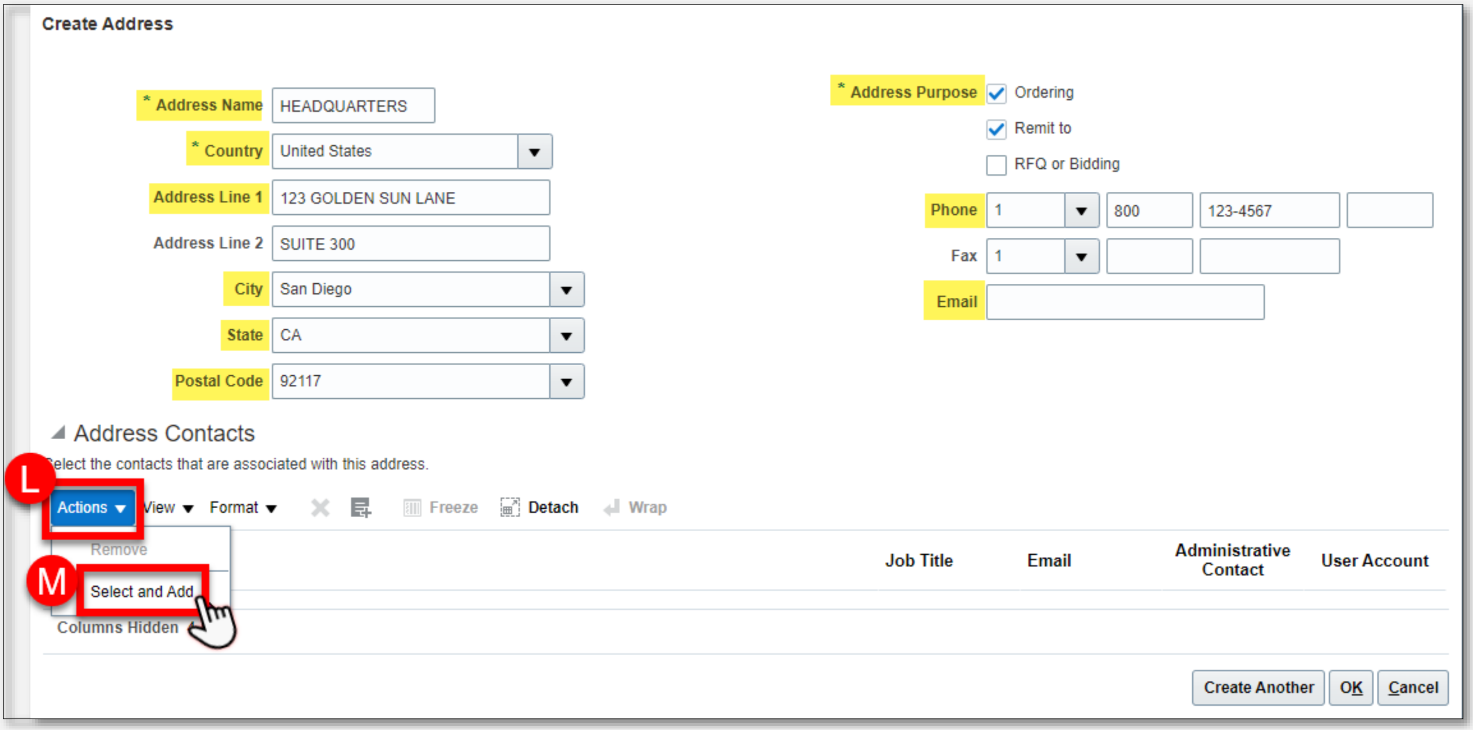
3 Addresses

8

Create Address: Address Contacts (continued) – optional step. After filling out the address information, you can select previously entered contacts and associate them to the newly created address.

L. To associate an existing contact, click on **Actions**

M. Then click on **Select and Add**



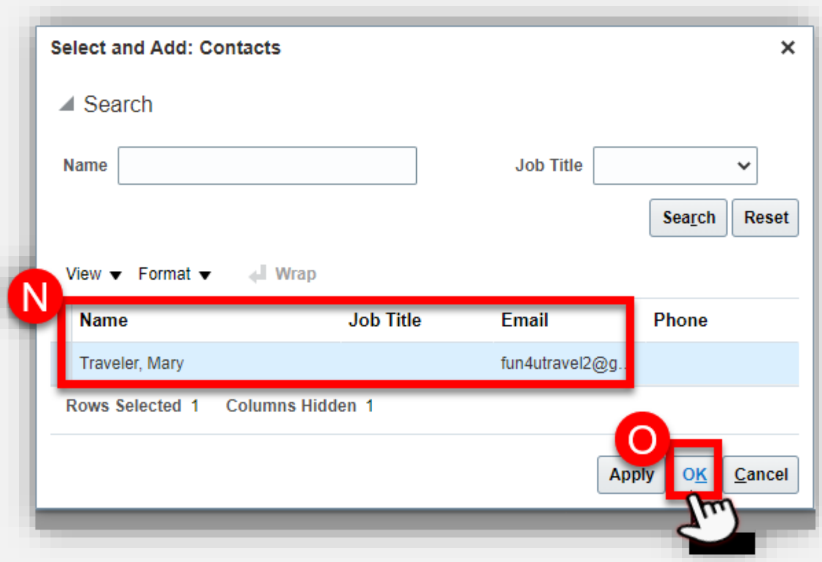
3 Addresses

8

Create Address: Address Contacts (continued) – the **Select and Add: Contacts** window opens, and the names of available contacts will display.

N. Select a name of a contact, the name will be highlighted in blue

O. Click on the ***OK*** button

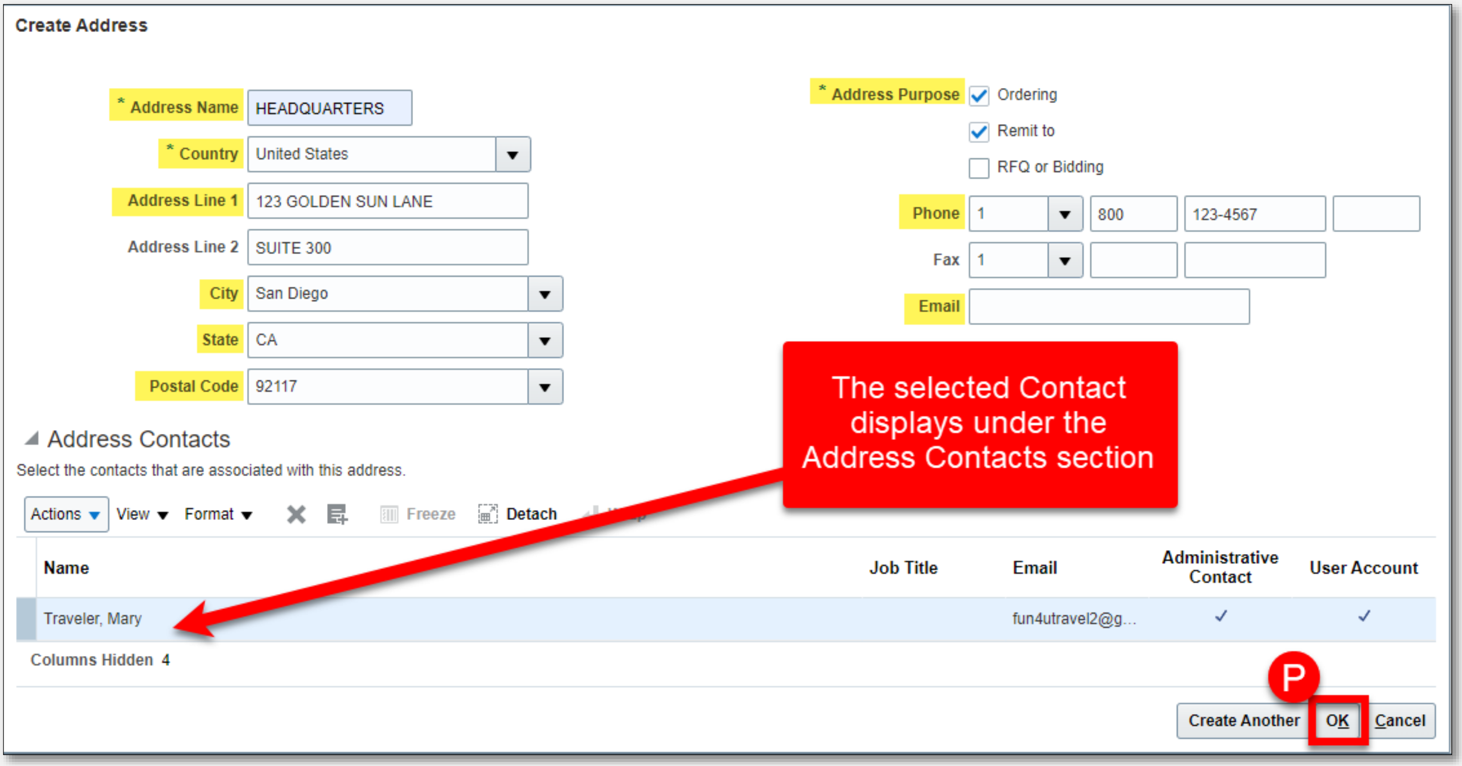


3 Addresses

8

Create Address: Address Contacts (continued) – the selected contact name displays under the Address Contacts section.

P. When finished entering the contact and address information, click the ***OK*** button



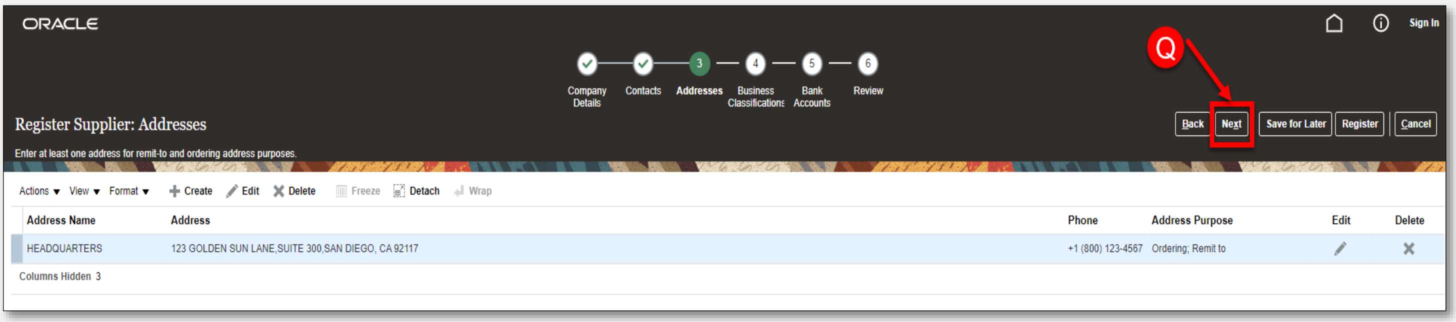
3 Addresses

8

Addresses Section (continued) – The Address Name and information name entered in Step 8 B-O will appear.

Q. Click on the ***Next*** button to move to the **Business Classifications section 4**

Note: To enter another address, repeat step 8



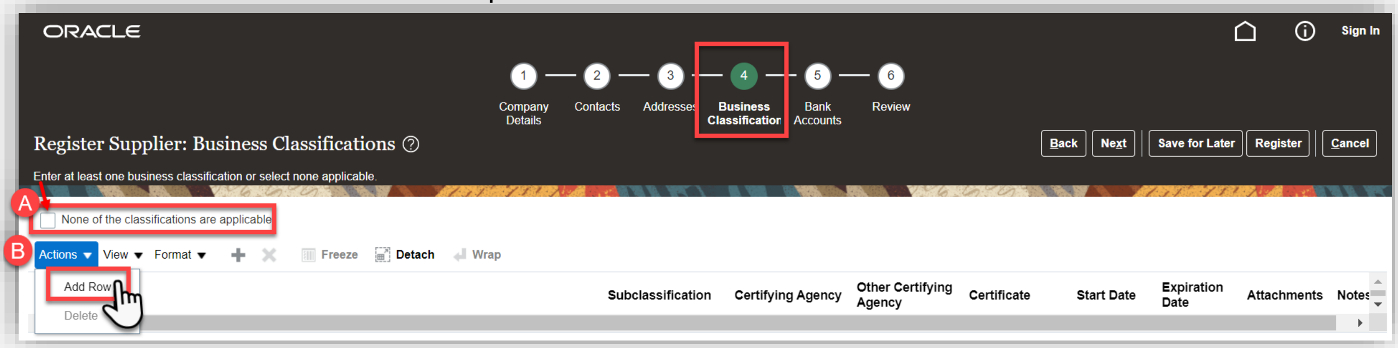
Business Classifications Section

4 Business Classifications

9 **Business Classifications:** Add the Business classification, such as SBE (Small Business Enterprise), CBE (Certified Business Enterprise), DSLBD (Department of Small and Local Business Development), etc.

A. If no classifications are held, then click on the box for 'None of the classifications are applicable.' Skip ahead to Step 9R - click on the Next button to move to the **Bank Accounts section 5**

B. If classifications are held, click on the ***Actions*** button, and select 'Add Row'. Continue to step 9C



4 Business Classifications

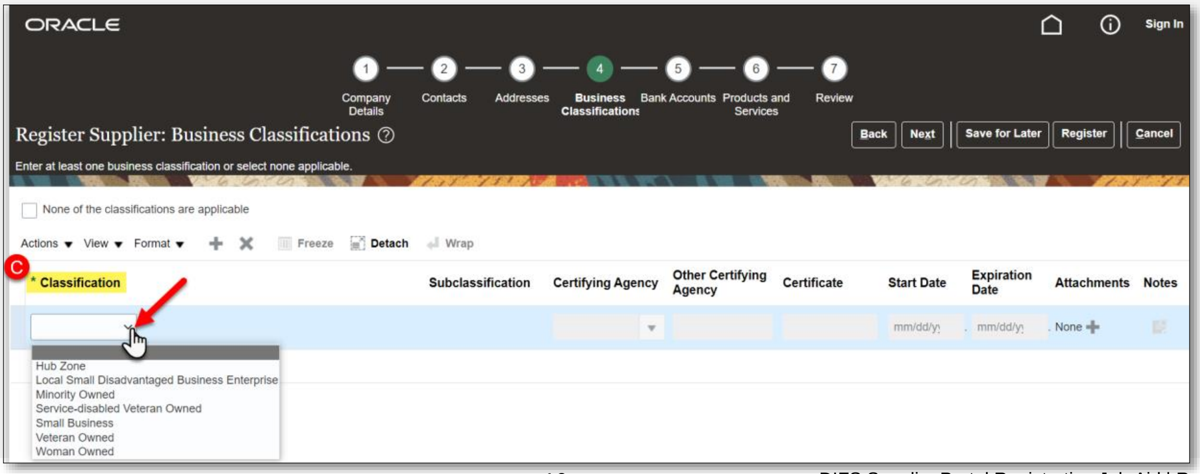
9 **Business Classifications (continued):** Select the Classification

Note: The corresponding business agency certifies these classifications. If claiming a Business Classification, you must submit a certification. See Step 9F for instructions on providing certification information.

C. Classification (required) - Click on the list of values and select one of the following options:

- Hud Zone
- Local Small Disadvantaged Business Enterprise
- Minority Owned
- Service-disabled Veteran Owned
- Small Business
- Veteran Owned
- Woman Owned

Note: Leave the field blank if none of the above apply



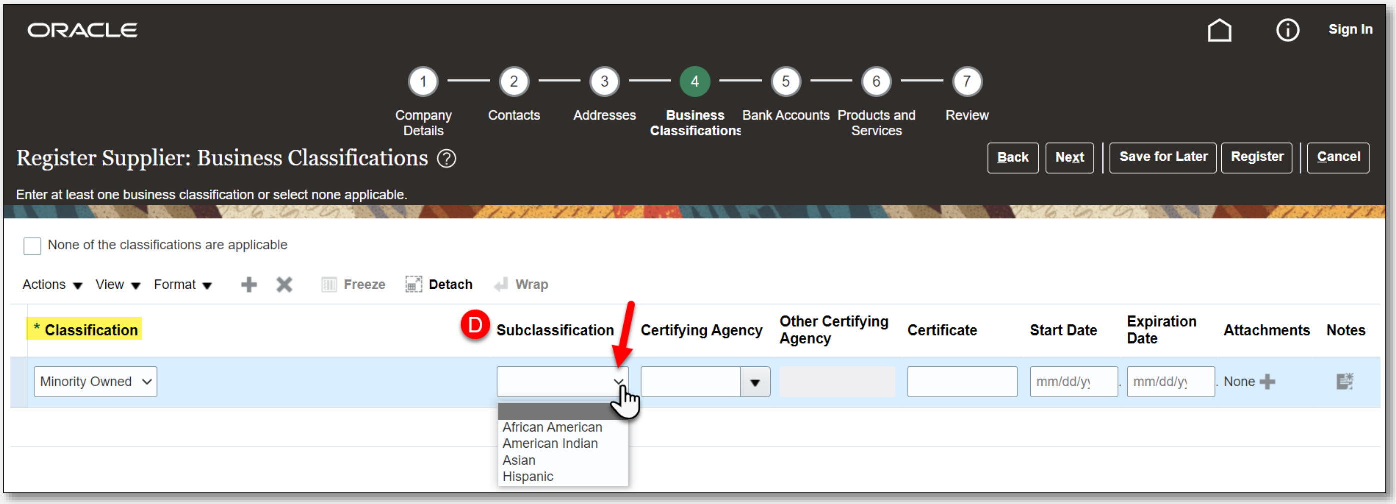
4 Business Classifications

9

Business Classifications (continued): Select the Subclassification

D. Subclassification (optional) - Click on the list of values and select one of the following options:

- African American
- American Indian
- Asian
- Hispanic

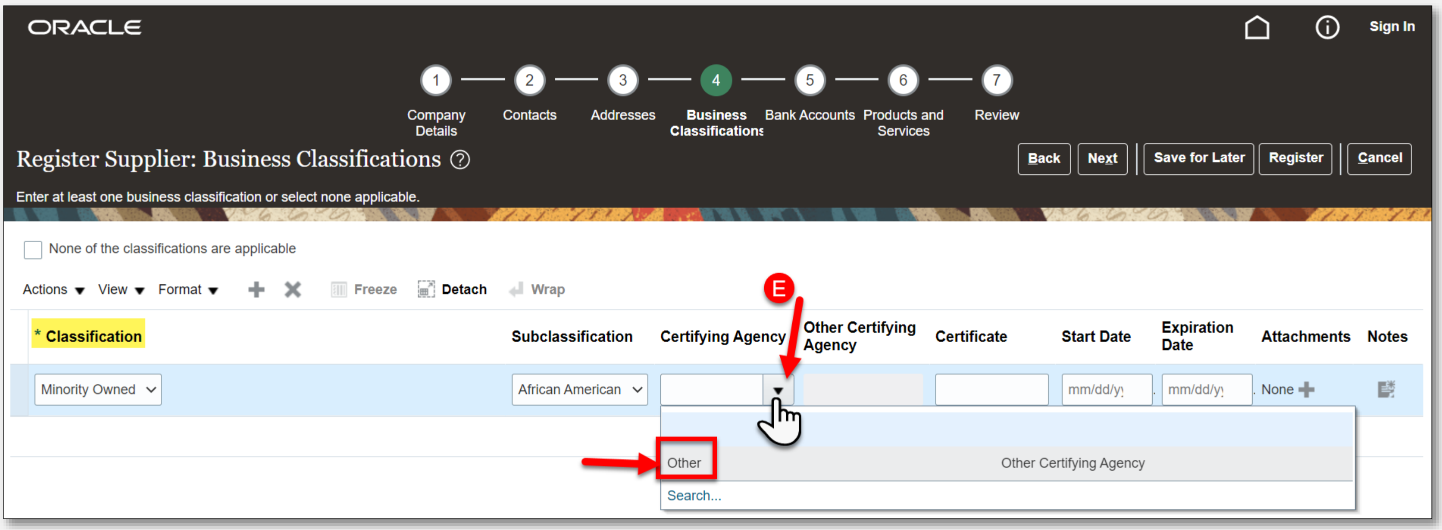


4 Business Classifications

9

Business Classifications (continued): Select the Certifying Agency

E. Certifying Agency (optional) - Click on the list of values and select 'Other'



4
Business Classifications

9

Business Classifications (continued): Enter additional information

F. **Other Certifying Agency (required)** – Enter the certifying Agency for the business classification. For example, DSLBD (Department of Small and Local Business Development), SBE (Small Business Enterprise), etc.

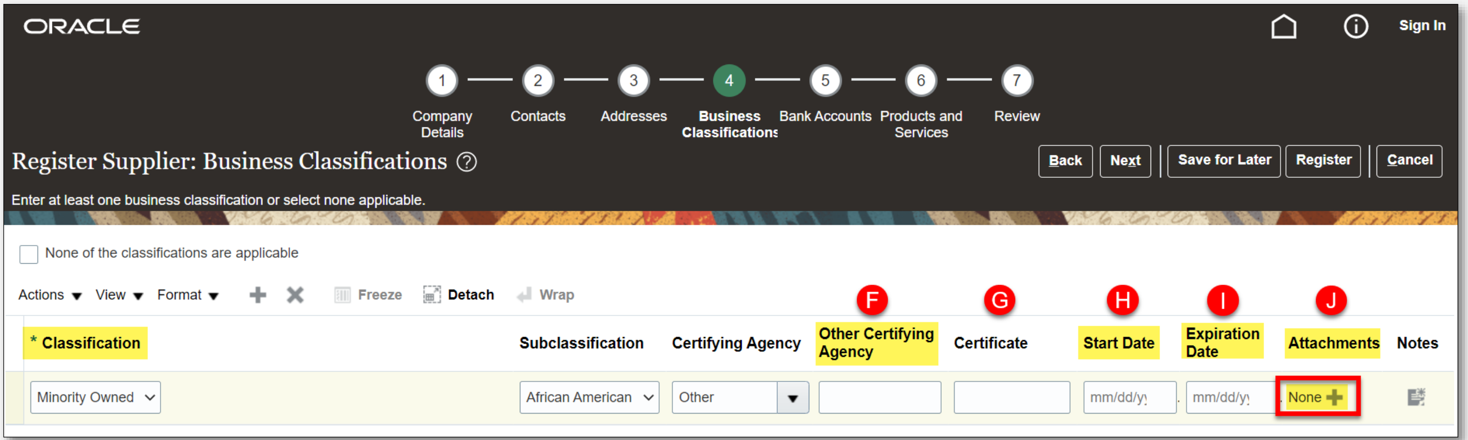
G. Certificate (optional) – Enter the certification number.

Note: Must include certification from DSLBD site, https://dslbd.dc.gov/getcertified, to claim CBE (Certified Business Enterprise) status.

H. **Start Date (required)** – Enter the certification start date

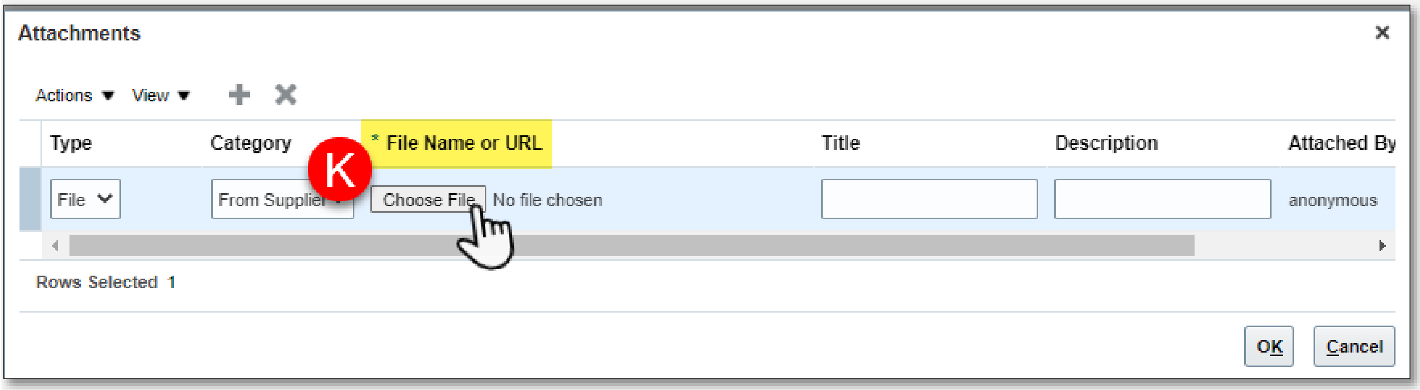
I. **Expiration Date (required)** - Enter the certification end date

J. **Attachments (required)** – Upload the Agency certification by clicking on the **+** icon



The ***Attachments*** window will open

K. File Name or URL (required) - click on the ***Choose File*** button



4 Business Classifications

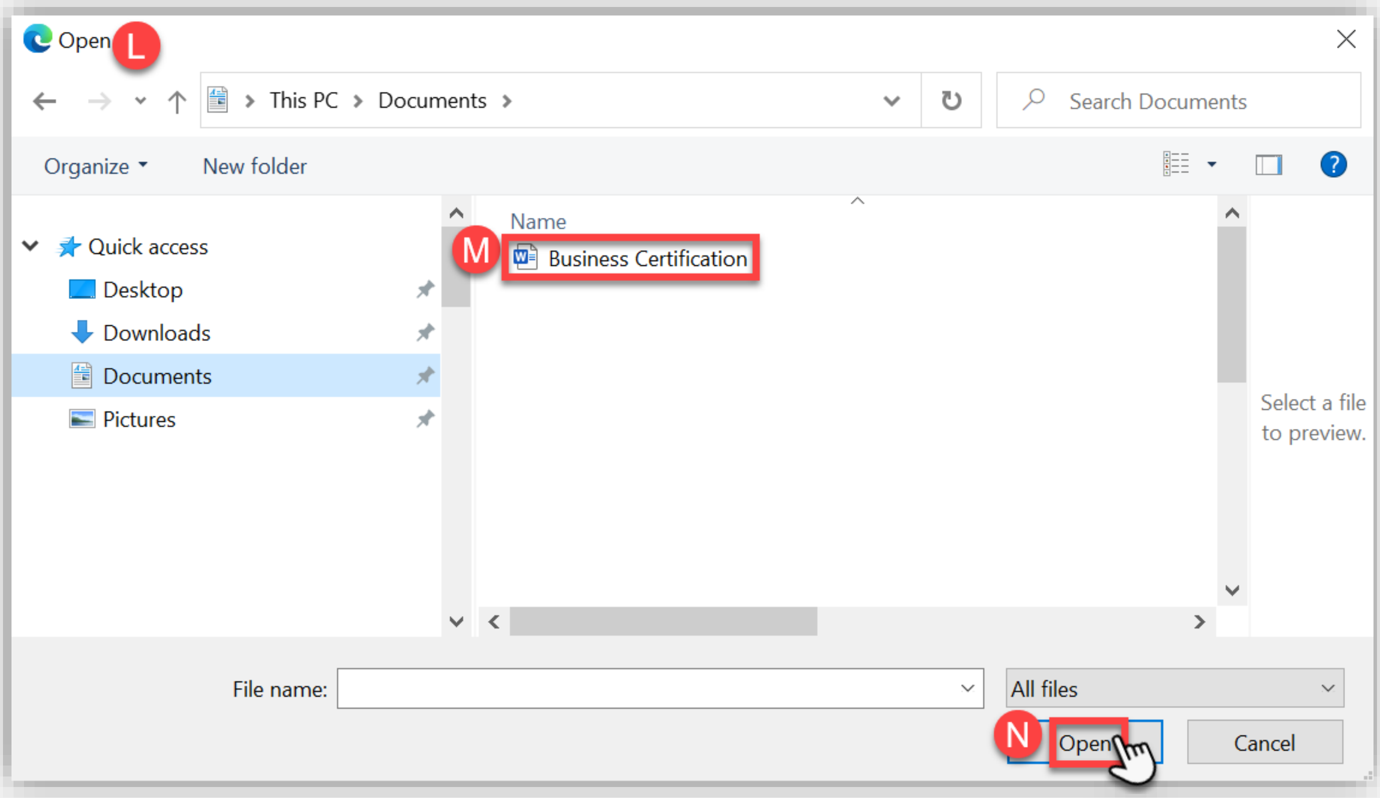
9

Business Classifications (continued): add attachments (continued)

L. A file window will open on your device

M. Find and select the file to upload. Accepted File types include Word, Excel, PowerPoint, PDF, Zip files, Image files (png, jpg). Maximum file size is 2GB.

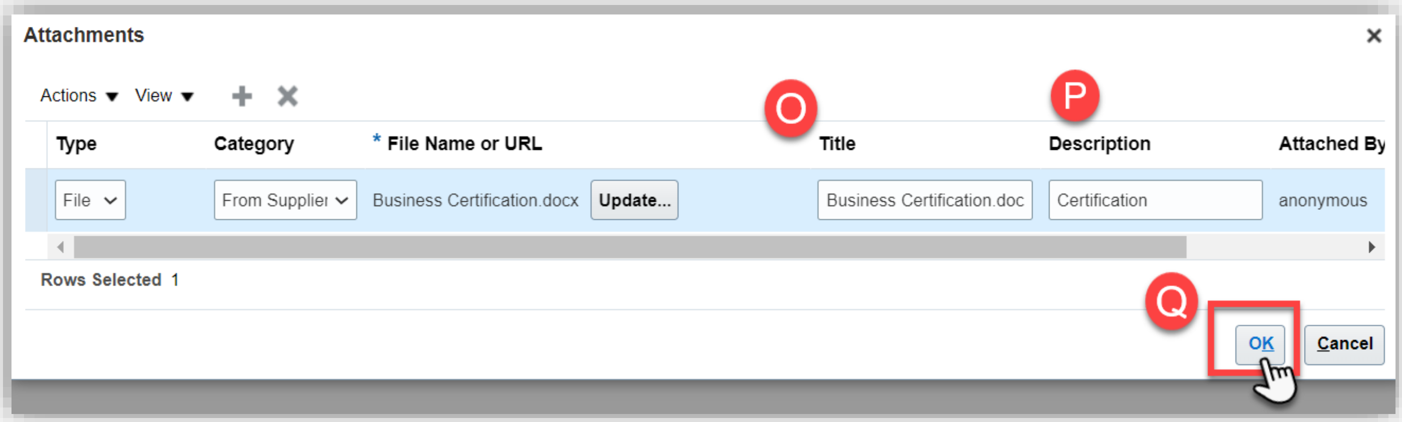
N. Click on the ***Open*** button



O. Title (optional) – Defaults from file uploaded on **Step 9M**, the File name can be updated

P. Description (optional) – Provide a description of the file

Q. Click the ***OK*** button to save the information

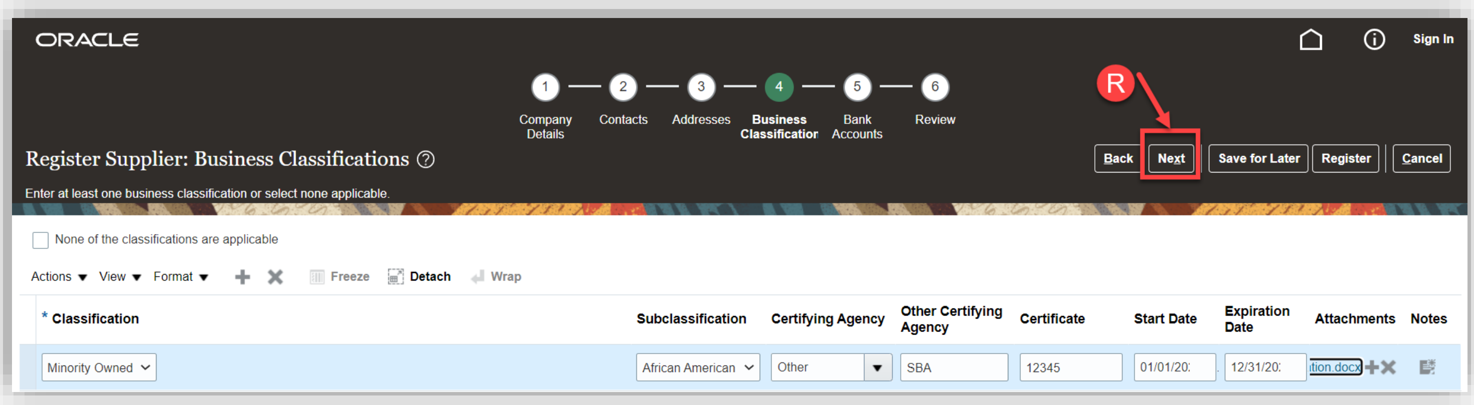


4 **Business Classifications**

9

Business Classifications (continued): complete section

R. Click on the ***Next*** button to move to the **Bank Accounts section 5**



Bank Accounts Section

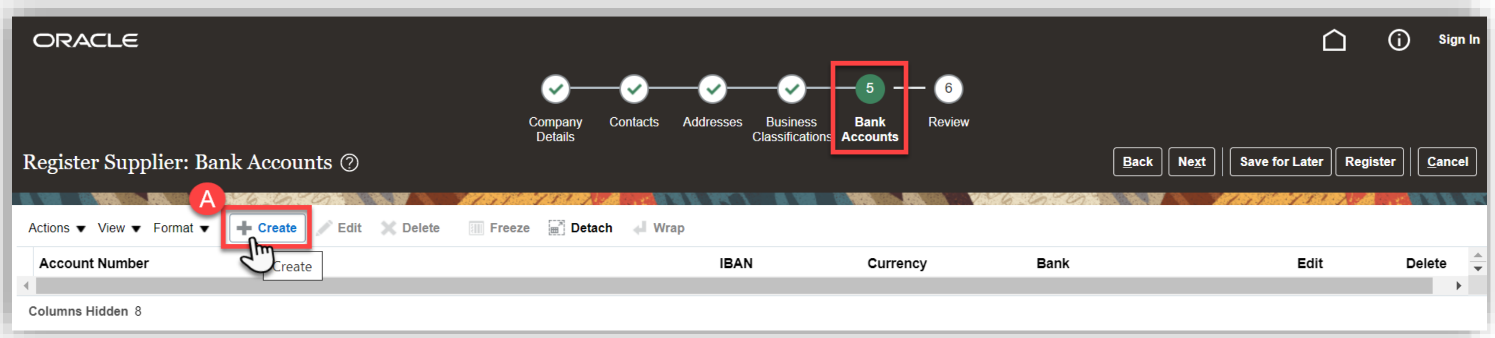
5 **Bank Accounts**

10

Bank Accounts: Enter bank account information if applicable (optional).

To receive Direct Deposit Payments from the District, proceed to creating the bank account details below.

A. Click the ***Create*** button to enter banking information



Note: A voided check or a bank letter must be attached to receive Direct Deposit disbursements.

If no bank information is created, then payment will be issued by paper check – skip ahead to Step 10P and proceed to the next section.

5 Bank Accounts

10 **Bank Accounts (continued) –** The **Create Bank Account** window opens. Enter bank account details.

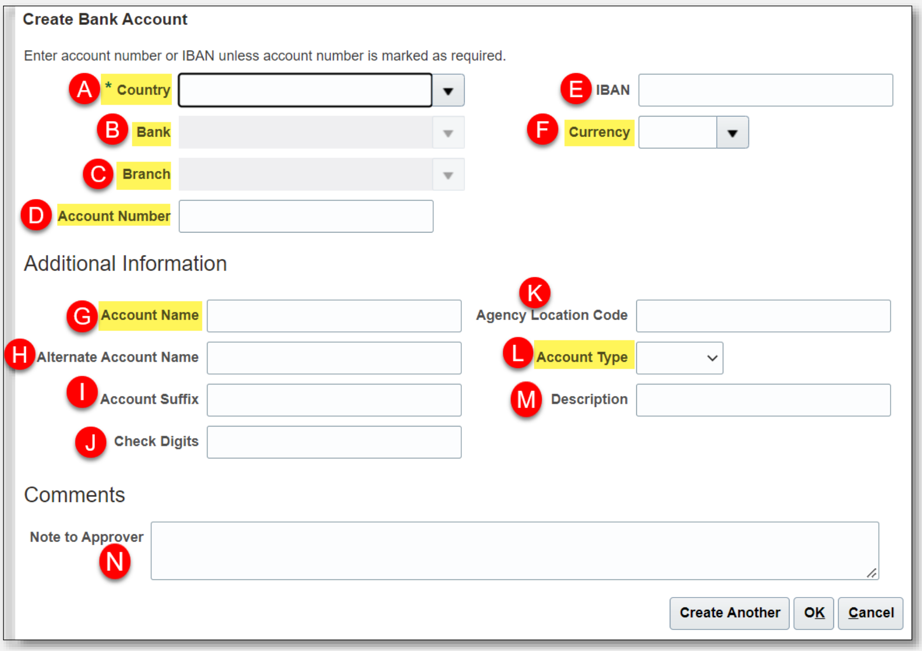
A. **Country (required)** – Type or select from the drop-down list '*United States'*
B. **Bank (required)** – Search and select the bank name from the list of values
C. **Branch (required)** – Search and select the bank branch name from the list of values, based on the bank name selected on step B above
D. **Account Number (required)** – Enter the bank account number
E. IBAN (not applicable) – The District does not allow for foreign bank accounts. This field is not applicable
F. **Currency (required)** – Select 'USD' from the list of values. Payments are only made in USD.

Additional Information section

G. **Account Name (required)** – Enter the name of the bank account
H. Alternate Account Name (optional) – If applicable, provide an alternate account name
I. Account Suffix (optional) – If applicable, an account suffix is added to the end of an account number so that numerous account types can be maintained under the same account number
J. Check Digits (optional) – Not applicable in most cases. A check digit is a digit added to a string of numbers for error detection purposes.
K. Agency Location Code (optional) – Applicable for Government Agencies. The number issued to the Agency by the Department of the Treasury for the On-Line Payment and Collection Billing System
L. **Account Type (required)** – Select an option from the drop-down list of values: Checking, Savings, Unknown
M. Description (optional) – Enter a description about the bank account

Comments Section

N. Note to Approver (optional) – Enter any comments for approval of the bank account information provided



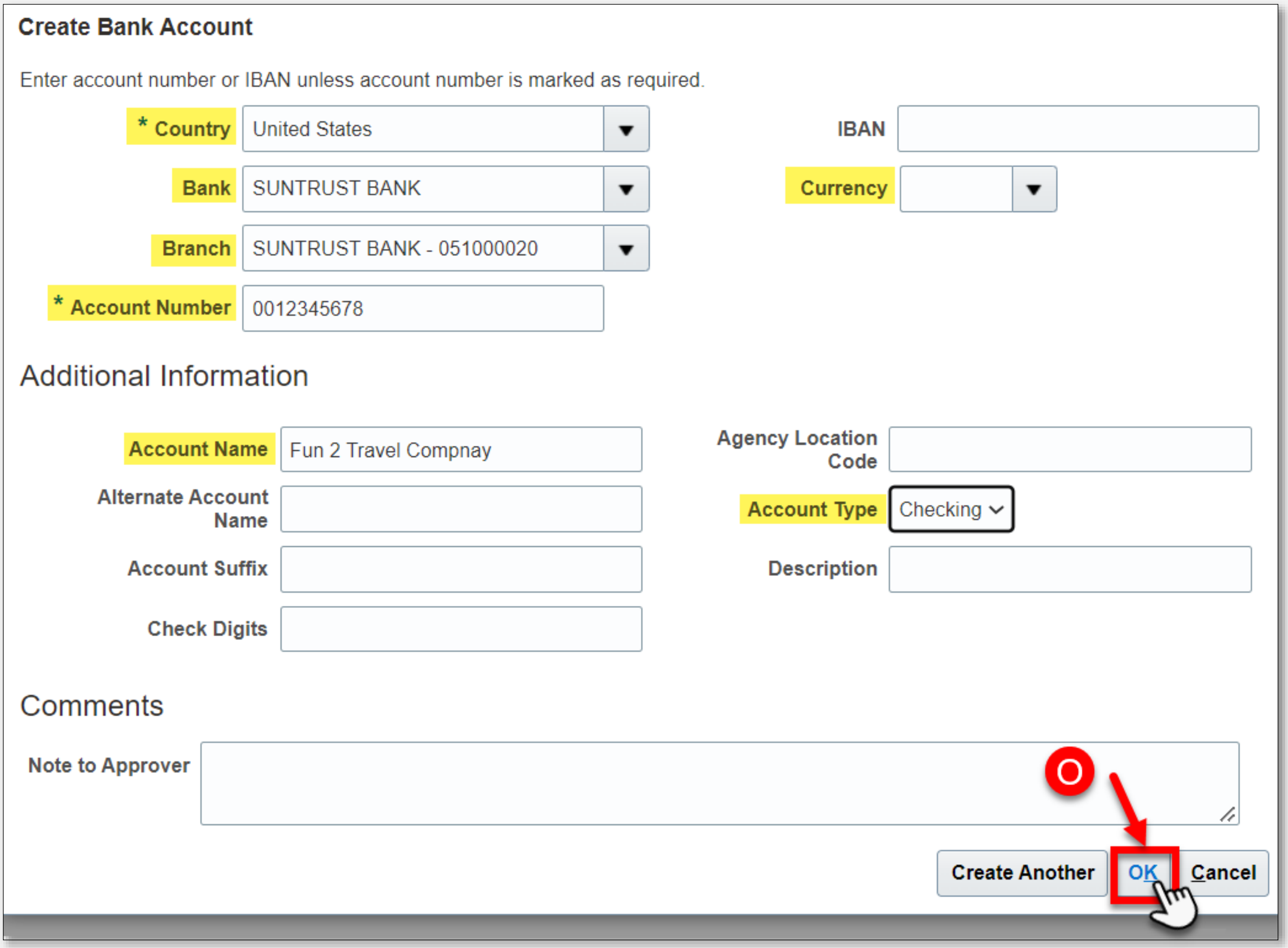
Note: If the Bank and/or the Branch name is not available in the dropdown list, please send an email to Suppliers@dc.gov

5
Bank Accounts

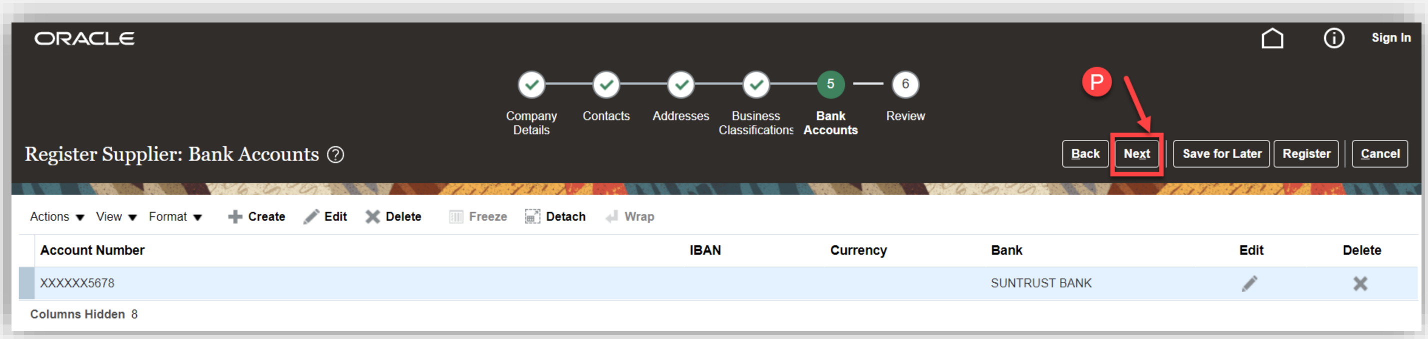
10

Bank Accounts (continued) – Save the bank account information

O. When finished entering the bank details information, click the ***OK*** button



P. Click on the ***Next*** button to move to the **Review section 6**



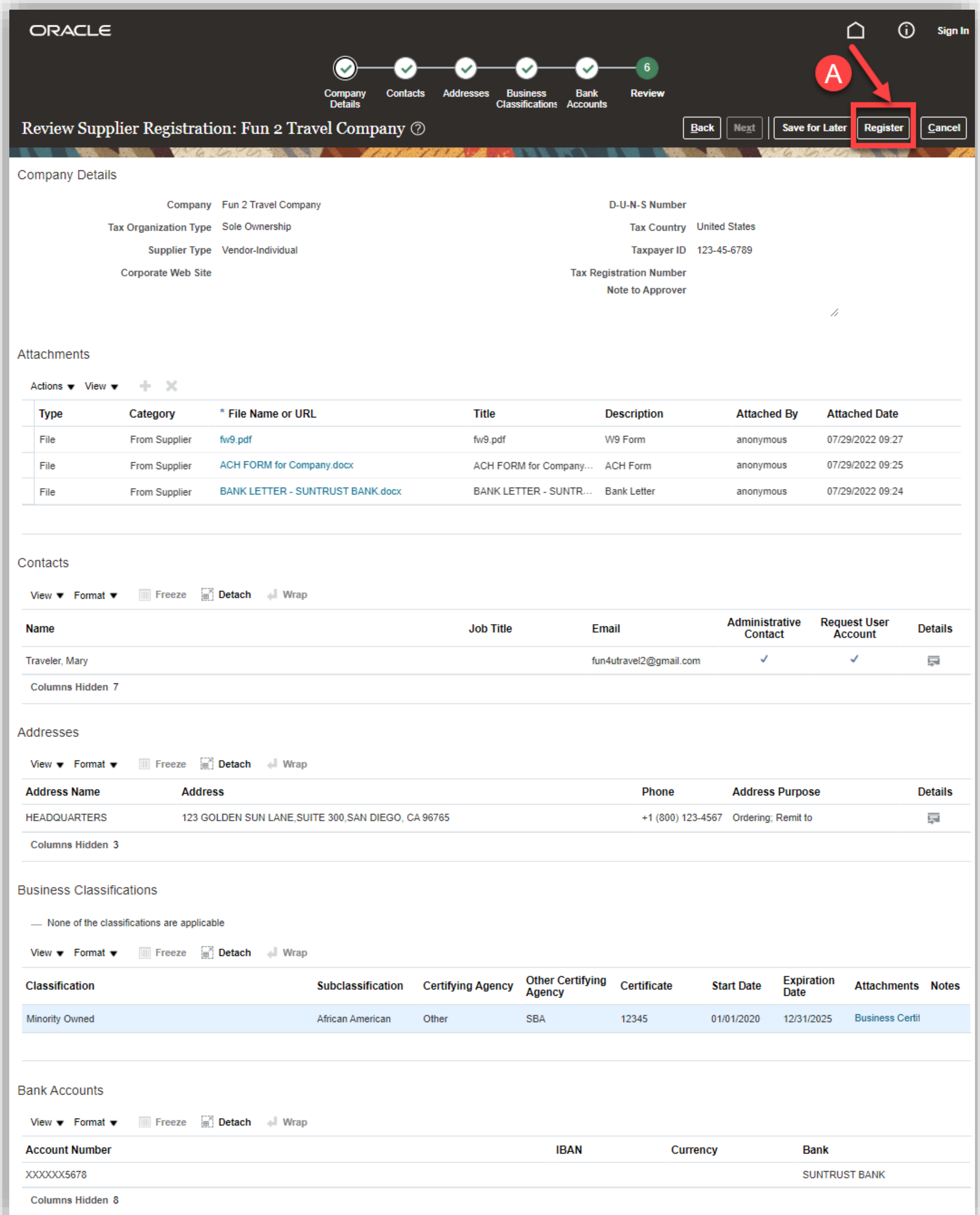
Review Section

6 Review

11

Review – This page displays all the information entered during the registration process. Review and verify the information before submitting the registration.

A. When finished reviewing all the information, click the ***Register*** button

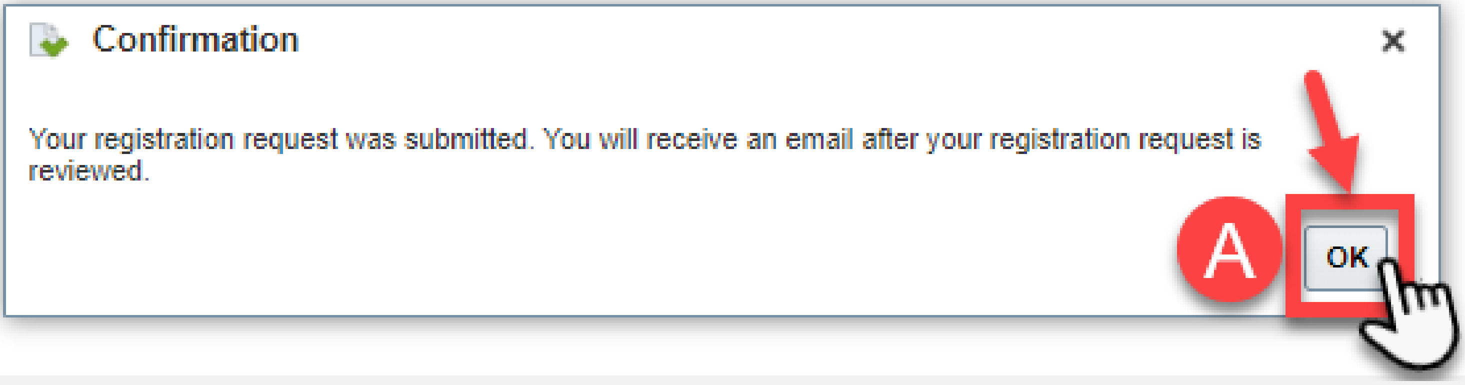


Confirmation – Registration Submitted

12 **Confirmation –** A confirmation message appears stating:

> Your registration request was submitted. You will receive an email after your registration request is reviewed.

A. Click the ***OK*** button to close the message



- Close your browser window.
- You will receive an email with additional instructions once your registration has been reviewed and approved.