

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

1. [Company Details - Page 3](#)
2. [Contacts Section - Page 10](#)
3. [Addresses Section - Page 15](#)
4. [Business Classifications Section - Page 19](#)
5. [Bank Accounts Section - Page 23](#)
6. [Review Section - Page 26](#)
7. [Confirmation – Registration Submitted – Page 27](#)
8. [Version History – Page 28](#)

- 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.


System Requirements (continued)

- Site Exceptions: Here are the URLs for all Fusion Applications notifications 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.

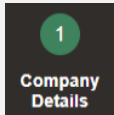
These forms can be downloaded via the https://cfo.dc.gov/supplier_portal and click on the **Resources** button.

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.

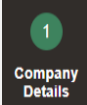
 **Note:** The letter from the bank must contain the following:

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



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.

The screenshot shows the 'Register Supplier: Company Details' page. At the top, there is a navigation bar with a progress indicator showing six steps: 1. Company Details (highlighted with a red box), 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Bank Accounts, and 6. Review. Below the navigation bar, there are instructions: 'Taxpayer ID must be entered as numbers with no spaces or dashes.', 'Attach your W-9 by clicking on + under Attachments tab.', and 'If banking information is being added attach your bank letter or VOID check.' The main form area is divided into several sections, each with a red box highlighting specific fields: 1. 'Additional Information' section: 'Company' (text input), 'Tax Organization Type' (dropdown), 'Supplier Type' (dropdown), 'Corporate Web Site' (text input), and 'Attachments' (radio button). 2. 'Additional Information' section (right side): 'D-U-N-S Number' (text input), 'Tax Country' (dropdown), 'Taxpayer ID' (text input), 'Tax Registration Number' (text input), and 'Note to Approver' (text area). 3. 'Additional Information' section (bottom left): 'SOAR Vendor No' (text input), 'PASS Vendor' (dropdown), 'PeopleSoft Vendor' (dropdown), 'PeopleSoft Vendor Type' (dropdown), 'PeopleSoft Address Code' (text input), 'FEI SSN Indicator' (dropdown), 'MED Pay Indicator' (dropdown), and 'Tax Offset Exempt' (dropdown). 4. 'Additional Information' section (bottom right): 'Workman's Compensation Provider' (dropdown), 'Third Party Vendor' (dropdown), 'Third Party System' (dropdown), 'DUNS Number Duplicate' (text input), 'Inactive Reason' (text input), 'National Provider Identifier (NPI)' (text input), 'External Supplier ID' (text input), and 'NOGA Supplier' (dropdown). 5. 'Your Contact Information' section: 'First Name' (text input), 'Last Name' (text input), 'Email' (text input), and 'Confirm Email' (text input).

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. The system will enter this information in capital letters.
- 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.

Register Supplier: Company Details ?

Taxpayer ID must be entered as numbers with no spaces or dashes.
Attach your W-9 by clicking on + under Attachments tab.
If banking information is being added attach your bank letter or VOID check.

A * Company

B * Tax Organization Type

C * Supplier Type

D Corporate Web Site

E * Attachments None +

If banking information is being added attach your bank letter or VOID 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.

* Company

* Tax Organization Type

* Supplier Type

Corporate Web Site

A * Attachments None +

If banking information is being added attach your bank letter or VOID check.

The **Attachments** window will open.

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

Attachments

Actions View + X **B**

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Choose File No file chosen	<input type="text"/>	<input type="text"/>	anonymous

Rows Selected 1

OK Cancel

C. A file window will open on your computer.

D. Find and select the file to upload.

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

Open **C**

This PC > Documents

Organize New folder

Quick access Desktop Downloads Documents Pictures

Name
D fw9
BANK LETTER - SUNTRUST BANK
ACH FORM for Company

Select a file to preview.

File name: All files

E Open Cancel

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. To add additional files, click the **+** button and follow steps B-G in this section.

Attachments

Actions ▾ View ▾ **H** + X

Type	Category	* File Name or URL	Title	Description	Attached By
File ▾	From Supplier ▾	fw9.pdf Update...	F fw9.pdf	G	anonymous

Rows Selected 1

OK Cancel

- I. Once all the files are loaded, click the **OK** button to save the information.

Attachments

Actions ▾ View ▾ + X

Type	Category	* File Name or URL	Title	Description	Attached By
File ▾	From Supplier ▾	Direct Deposit Information.pdf Update...	Direct Deposit Information	Direct Deposit Information	anonymous
File ▾	From Supplier ▾	Bank Letter - Suntrust Bank.pdf Update...	Bank Letter - Suntrust Bar	Bank Letter - Suntrust Bar	anonymous
File ▾	From Supplier ▾	fw9.pdf Update...	fw9.pdf	w9	anonymous

Rows Selected 1

I OK Cancel

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.

The screenshot shows a form with five fields, each labeled with a red circle containing a letter:

- A** D-U-N-S Number: A text input field.
- B** * Tax Country: A dropdown menu.
- C** Taxpayer ID: A text input field.
- D** Tax Registration Number: A text input field.
- E** Note to Approver: A larger text input area.

1
Company
Details

5

Company Details: Additional Information – Fill out the information in the fields below only if they apply to you or your company:

- A. SOAR Vendor No (optional) – Enter your company’s SOAR vendor number if you have one.
- B. PASS Vendor (optional) – Select a value of ‘No’ or ‘Yes’.
- C. PeopleSoft Vendor (optional) – Select a value of ‘No’ or ‘Yes’.
- D. PeopleSoft Vendor Type (optional) – Select a value.
- E. PeopleSoft Address Code (optional) – Type a value.
- F. FEI SSN Indicator (optional) – Select a value.
- G. MED Pay Indicator (optional) – Select a value of ‘No’ or ‘Yes’.
- H. Tax Offset Exempt (optional) – Select a value of ‘No’ or ‘Yes’.
- I. Workman’s Compensation Provider (optional) – Select a value of ‘No’ or ‘Yes’.
- J. Third Party Vendor (optional) – Select a value of ‘No’ or ‘Yes’.
- K. Third Party System (optional) – Select a value.
- L. DUNS Number Duplicate (optional) – Type a value.
- M. Inactive Reason (optional) – Enter a reason.
- N. National Provider Identifier (NPI) (optional) – Enter information.
- O. External Supplier ID (optional) – Enter information.
- P. NOGA Supplier (optional) – Select a value of ‘No’ or ‘Yes’ if you are a Notice of Grant Award (NOGA) grantee.

Additional Information

A SOAR Vendor No <input type="text"/>	I Workman’s Compensation Provider <input type="text"/>
B PASS Vendor <input type="text"/>	J Third Party Vendor <input type="text"/>
C PeopleSoft Vendor <input type="text"/>	K Third Party System <input type="text"/>
D PeopleSoft Vendor Type <input type="text"/>	L DUNS Number Duplicate <input type="text"/>
E PeopleSoft Address Code <input type="text"/>	M Inactive Reason <input type="text"/>
F FEI SSN Indicator <input type="text"/>	N National Provider Identifier (NPI) <input type="text"/>
G MED Pay Indicator <input type="text"/>	O External Supplier ID <input type="text"/>
H Tax Offset Exempt <input type="text"/>	P NOGA Supplier <input type="text"/>

1
Company
Details



6 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.

Your Contact Information

Enter the contact information for communications regarding this registration.

A
* First Name

B
* Last Name

C
* Email

D
* Confirm Email

1
Company
Details



7 Complete Company Details: Verify all information is entered correctly.

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

1
2
3
4
5
6

A

Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Review

Back
Next
Save for Later
Register
Cancel

Register Supplier: Company Details ?

Taxpayer ID must be entered as numbers with no spaces or dashes.
Attach your W-9 by clicking on + under Attachments tab.
If banking information is being added attach your bank letter or VOID check.

* Company

* Tax Organization Type

* Supplier Type

Corporate Web Site

* Attachments Bank Letter - Suntrust Bank.pdf + x

If banking information is being added attach your bank letter or VOID check.

D-U-N-S Number

* Tax Country

* Taxpayer ID

Tax Registration Number

Note to Approver

Additional Information

SOAR Vendor No

PASS Vendor

PeopleSoft Vendor

PeopleSoft Vendor Type

PeopleSoft Address Code

FEI SSN Indicator

Workman's Compensation Provider

Third Party Vendor

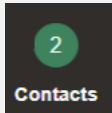
Third Party System

DUNS Number Duplicate

Inactive Reason

National Provider Identifier (NPI)

Contacts Section



Contacts Section – The contact person’s name entered in Step 6 will appear in the Name field.

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

ORACLE

Company Details **Contacts** Addresses Business Classifications Bank Accounts Review

Register Supplier: Contacts ⓘ

Enter at least one contact.

Back Next Save for Later Register Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Traveler, Mary		fun4travel2@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Columns Hidden 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 6](#).
- D. Middle Name (optional) - Enter the contact’s middle name.
- E. **Last Name (required)** – The contact’s last name defaults as entered from Step 6.
- 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 6 to become an Admin contact. Optionally, additional contacts can be added as either Admin or Non-Admin contacts – see [Step 8Q](#) 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 6.
- K. Request user account (defaults) – By default, this box will be checked for the contact entered from Step 6 to receive a user account to the email address provided.
- L. Role (defaults) – The role defaults to ‘**DIFS Supplier Portal Self Service JR**’ with Description that states, ‘Provides access to supplier portal overview and manage supplier profile.’



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

8 **Contacts Section (continued)**

Edit Contact: Mary Traveler

B Salutation **H** Phone

C * First Name **I** Mobile

D Middle Name

E * Last Name **J** * Email

F Job Title

G Administrative contact

K Request user account

L **Roles**

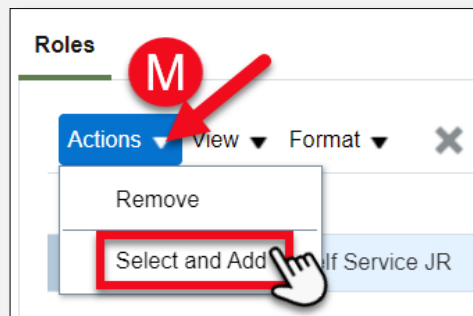
Actions ▾ View ▾ Format ▾ × Freeze Detach Wrap

Role	Description
DIFS Supplier Portal Self Service JR	Provides access to access supplier portal overview and manage supplier profile. --PRODUCTION ROLE, DO NOT EDIT--

OK Cancel

Contacts Section (continued) – Optional for NOGA Grantees/Suppliers only – Follow the steps below to add an additional role to submit NOGA invoices and view payments to any of your contacts.

M. In the Roles section, click on **Actions**, then click on **'Select and Add'**.



8

Contacts Section (continued) – Optional for NOGA Grantees/Suppliers only.

N. Click on the role ‘**DIFS Supplier Portal Invoice Transaction JR**’ with Description that states, ‘Provides access to create invoices.’

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

Select and Add: Roles

Search

Role Description

Search Reset

View Format Wrap

Role	Description
DIFS Supplier Portal Invoice Transaction JR	Provides access to create invoices. --DO NOT EDIT, PRODUC...
DIFS Supplier Portal Self Service JR	Provides access to access supplier portal overview and manag...

Rows Selected 1

Apply OK Cancel

Contacts Section (continued) – Review the information on the *Edit Contact*: window.

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

Edit Contact: Mary Traveler

Salutation Ms. ▾

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone ▾

Mobile ▾

Fax ▾

* Email

▾ User Account

Request user account

Roles

Actions ▾ View ▾ Format ▾ X Freeze Detach Wrap

Role	Description
DIFS Supplier Portal Invoice Transaction JR	Provides access to create invoices. --DO NOT EDIT, PRODUCTION ROLE--
DIFS Supplier Portal Self Service JR	Provides access to access supplier portal overview and manage supplier profile. --PRODUCTION ROLE, DO NOT EDIT--

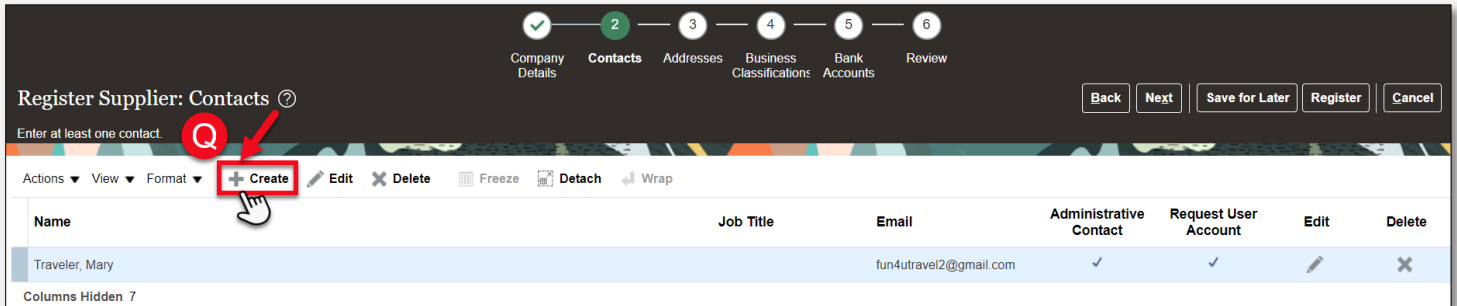
OK Cancel

2
Contacts

8

Contacts Section (continued): Add additional contacts.

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



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

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

S. **First Name (required)** – Enter the contact’s first name.

T. Middle Name (optional) - Enter the contact’s middle name.

U. **Last Name (required)** – Enter the contact’s last name.

V. Job Title (optional) – Enter the contact’s job title.

W. 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.

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

Y. Fax (optional) – Enter the contact’s fax number.

Z. **Email (required)** - Enter the contact’s email address.

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

BB.Role (defaults) – If ‘Request user account’ box is checked, the role defaults to **‘DIFS Supplier Portal Self Service JR’** with Description that states, ‘Provides access to supplier portal overview and manage supplier profile.’

Note: For NOGA Grantees/Suppliers only – you must add an additional role to submit NOGA invoices and view payments, view Steps 8M-8O for instructions.

2
Contacts

8 **Contacts Section (continued) – The *Create Contact:* window.**

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

Create Contact

R Salutation

S * First Name

T Middle Name

U * Last Name

V Job Title

W Administrative contact

X Phone

Y Mobile

Y Fax

Z * Email

AA Request user account

User Account

Roles

BB Actions View Format Freeze Detach Wrap

Role	Description

CC Create Another **OK** Cancel

Contacts Section (continued)

DD. The contact entered in the previous step will display.

EE. Click on the **Next** button to move to the **Addresses** section 3.

Register Supplier: Contacts

Company Details **Contacts** Addresses Business Classifications Bank Accounts Review

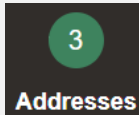
EE Back **Next** Save for Later Register Cancel

Enter at least one contact.

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
DD Smith, Tony	Billing specialist	TSmith@fun4travel2.com	—	✓	✎	✕
Traveler, Mary		fun4travel2@gmail.com	✓	✓	✎	✕

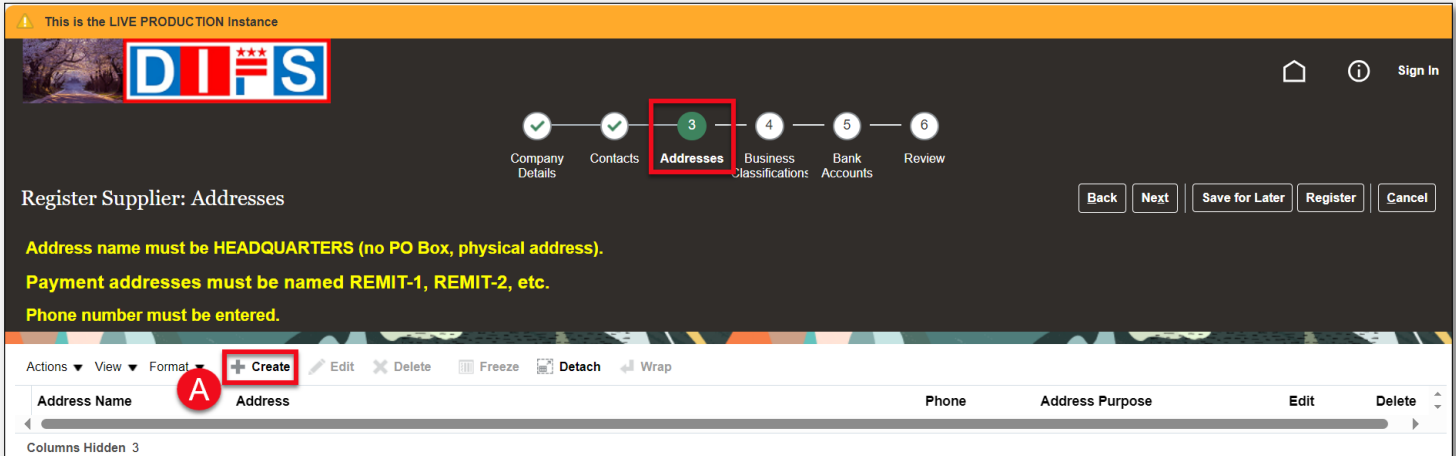
Columns Hidden 7

Addresses Section



Addresses: Enter address information (required).

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



This is the LIVE PRODUCTION Instance

Company Details | Contacts | **Addresses** | Business Classifications | Bank Accounts | Review

Register Supplier: Addresses

Address name must be HEADQUARTERS (no PO Box, physical address).
Payment addresses must be named REMIT-1, REMIT-2, etc.
Phone number must be entered.

Actions | View | Format | **+ Create** | Edit | Delete | Freeze | Detach | Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
--------------	---------	-------	-----------------	------	--------

Columns Hidden 3

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 – These are payment addresses. If entering multiple REMIT TO addresses, include a dash in the REMIT name, i.e., REMIT TO-1, REMIT TO-2, etc.
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.

3
Addresses

9 **Create Address (continued): Create Address window.**

- 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. **Fax (optional)** – Enter the contact’s fax number.
- L. **Email (required)** – Enter email for a contact for this address.

Create Address

B * Address Name

C * Country United States ▼

D Address Line 1

E Address Line 2

F * City

G * State ▼

H * Postal Code

I * Address Purpose Ordering
 Remit to
 RFQ or Bidding

J Phone 1 ▼

K Fax 1 ▼

L Email

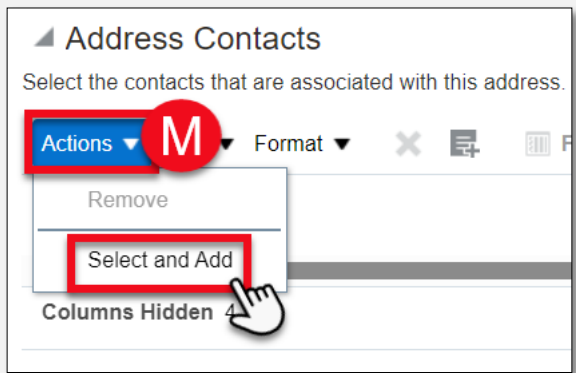
▲ Address Contacts
 Select the contacts that are associated with this address.

Actions ▼ View ▼ Format ▼ ✕ 📄 📄 Freeze 📄 Detach 📄 Wrap

Name	Job Title	Email	Administrative Contact	User Account
Columns Hidden 4				

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.

M. To associate an existing contact, click on **Actions**, then click on **Select and Add**.

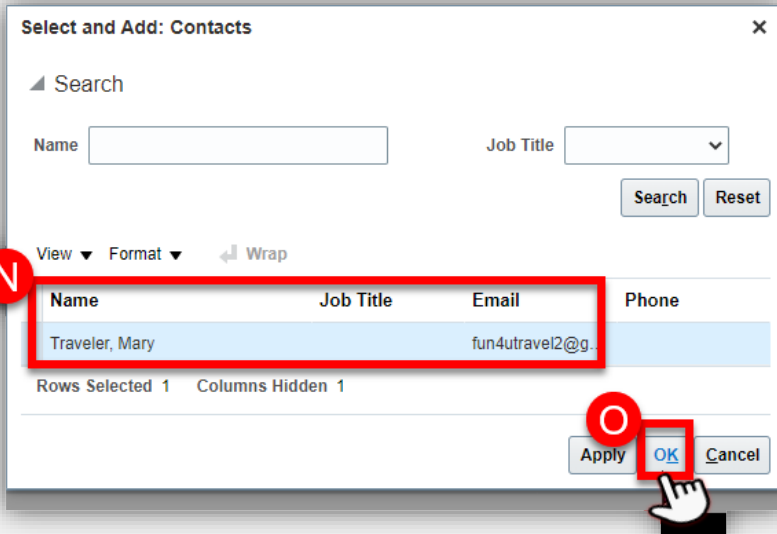


3
Addresses

9

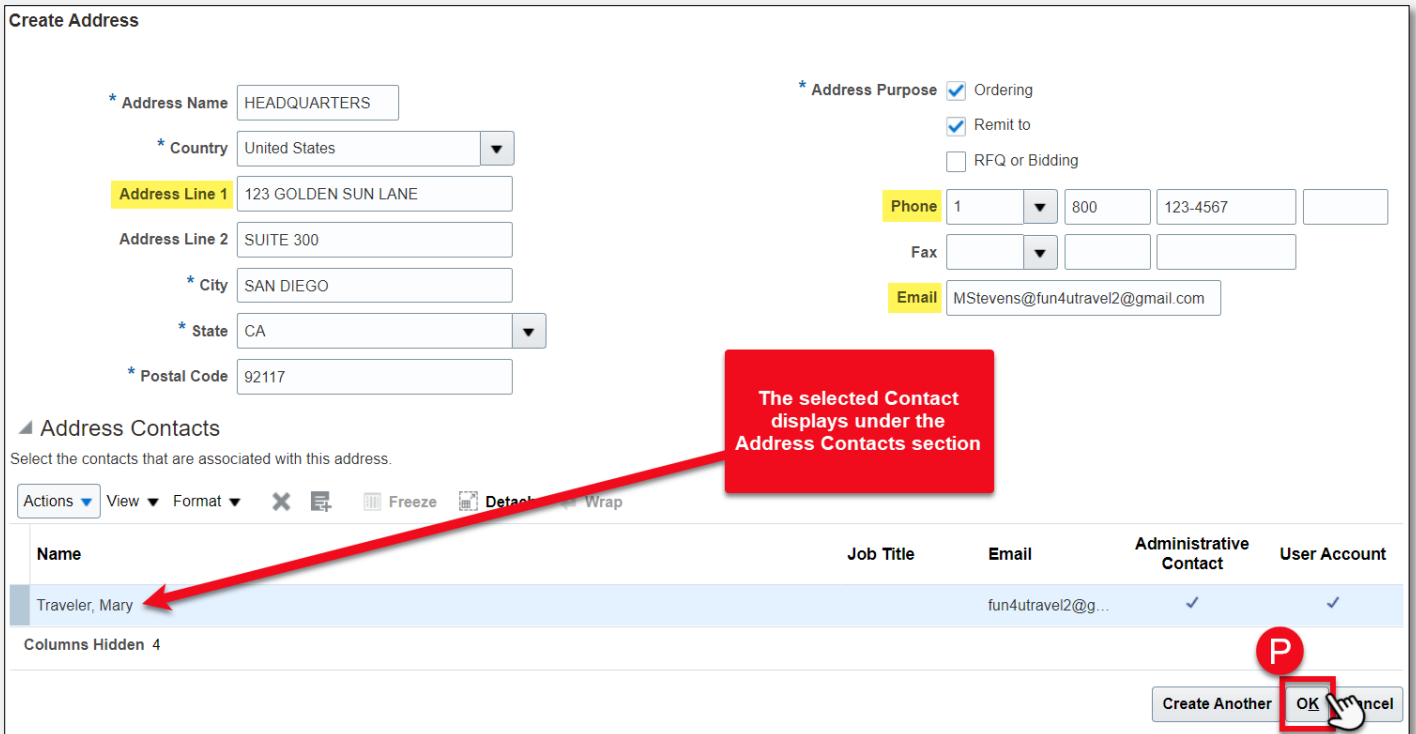
Create Address: Address Contacts (continued) – The Select and Add: Contacts window opens, and the names of available contacts will display.

- N. Select a name of a contact, the name will be highlighted in blue.
- O. Click on the **OK** button.



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

9

Addresses Section (continued) – The Address Name and information name entered in Step 9 B-P will appear.

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



Note: To enter another address, repeat Step 9.

This is the LIVE PRODUCTION instance

Company Details | Contacts | **Addresses** | Business Classifications | Bank Accounts | Review

Register Supplier: Addresses

Address name must be HEADQUARTERS (no PO Box, physical address).
Payment addresses must be named REMIT-1, REMIT-2, etc.
Phone number must be entered.

Back | **Next** | Save for Later | Register | Cancel

Address Name	Address	Phone	Address Purpose	Edit	Delete
HEADQUARTERS	123 GOLDEN SUN LANE,SUITE 300,SAN DIEGO, CA 92117	+1 (800) 123-4567	Ordering, Remit to		

Columns Hidden 3

Business Classifications Section

4
Business Classifications

10

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 10R](#) - 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 10C.

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 10F](#) 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.

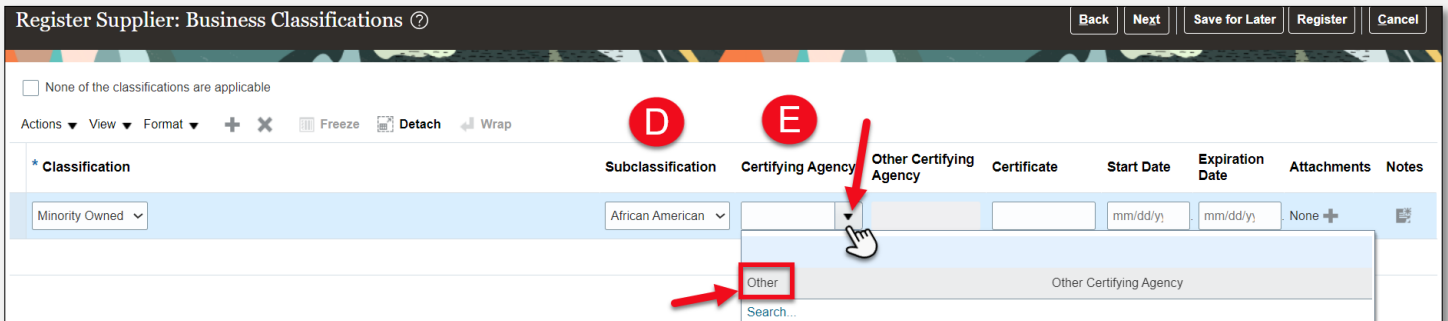
4
Business Classifications

10 **Business Classifications (continued):**

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

- African American
- American Indian
- Asian
- Hispanic

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



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.

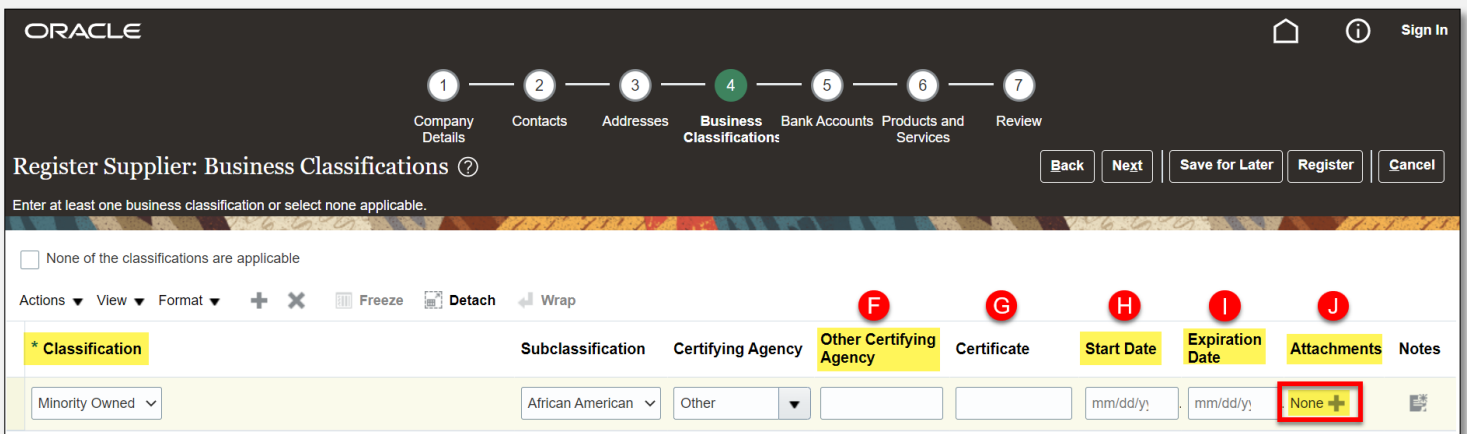
G. Certificate (optional) – Enter the certification number.

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.

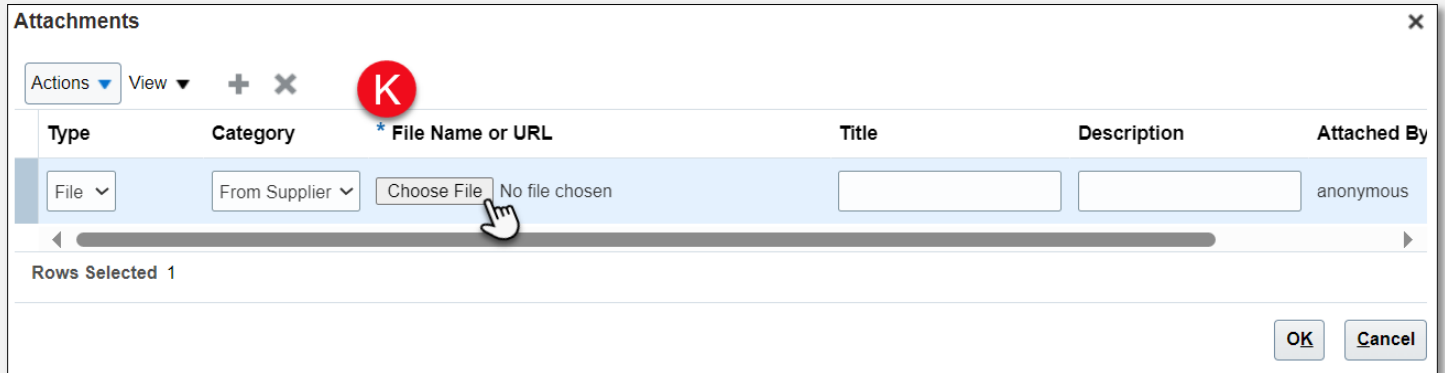
J. **Attachments (required)** – Upload the Agency certification by clicking on the + icon.



4
Business
Classifications

10 The **Attachments** window will open.

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

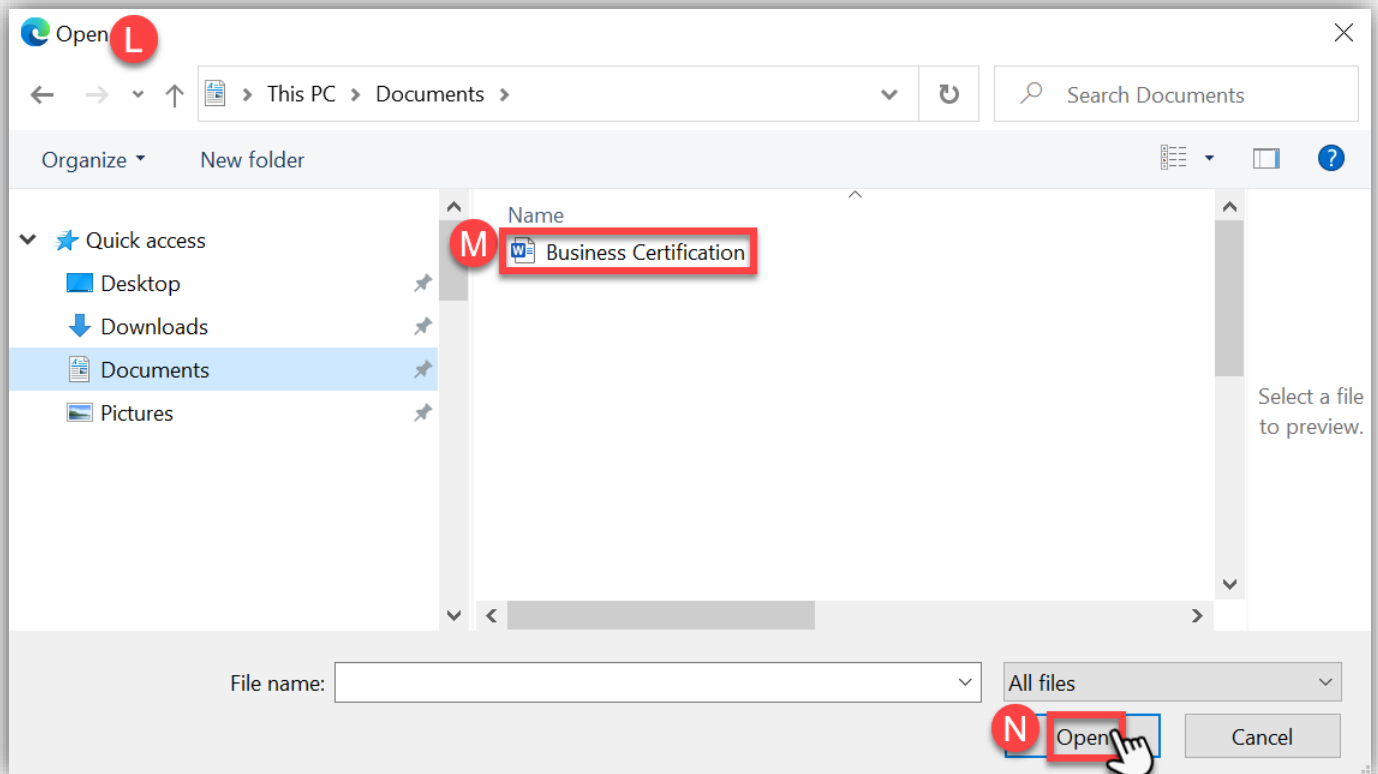


Business Classifications (continued): add attachments (continued).

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.



4
Business Classifications

10 Business Classifications (continued): add attachments (continued).

- O. Title (optional) – Defaults from file uploaded on **Step 10M**, the File name can be updated.
- P. Description (optional) – Provide a description of the file.
- Q. Click the **OK** button to save the information.

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Business Certification.docx	Business Certification.doc	Certification	anonymous

Business Classifications (continued): complete section.

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

Register Supplier: Business Classifications

Enter at least one business classification or select none applicable.

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Minority Owned	African American	Other	SBA	12345	01/01/20	12/31/20	tion.docx	

Bank Accounts Section

5
Bank Accounts

11

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.

This is the LIVE PRODUCTION Instance

Register Supplier: Bank Accounts

Bank and Branch (routing number) must be provided when adding banking information.

Actions: View, Form, **Create**, Edit, Delete, Freeze, Detach, Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
Columns Hidden: 8					



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 11Q](#) and proceed to the next section.

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

B. Country (required) – Type or select from the drop-down list 'United States'.

C. Bank (required) – Search and select the bank name from the list of values.

D. Branch (required) – Search and select the bank branch name from the list of values, based on the bank name selected on step B above.

E. Account Number (required) – Enter the bank account number.

F. IBAN (not applicable) – The District does not allow for foreign bank accounts. This field is not applicable.

G. Currency (required) – Select 'USD' from the list of values. Payments are only made in USD.

Additional Information section

H. Account Name (required) – Enter the name of the bank account.

I. Alternate Account Name (optional) – If applicable, provide an alternate account name.

J. 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.

K. Check Digits (optional) – Not applicable in most cases. A check digit is a digit added to a string of numbers for error detection purposes.

5
Bank
Accounts

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

Additional Information section (continued)

- L. 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.
- M. **Account Type (required)** – Select an option from the drop-down list of values: Checking, Savings, Unknown.
- N. Description (optional) – Enter a description about the bank account.

Comments Section

- O. Note to Approver (optional) – Enter any comments for approval of the bank account information provided.
- P. When finished entering the bank details information, click the **OK** button.



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

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

<p>B * Country <input type="text"/></p> <p>C Bank <input type="text"/></p> <p>D Branch <input type="text"/></p> <p>E Account Number <input type="text"/></p>	<p>F IBAN <input type="text"/></p> <p>G Currency <input type="text"/></p>
--	---

Additional Information

<p>H Account Name <input type="text"/></p> <p>I Alternate Account Name <input type="text"/></p> <p>J Account Suffix <input type="text"/></p> <p>K Check Digits <input type="text"/></p>	<p>L Agency Location Code <input type="text"/></p> <p>M Account Type <input type="text"/></p> <p>N Description <input type="text"/></p>
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Comments

Note to Approver

5
Bank
Accounts

11

Bank Accounts (continued). If a bank account was added, it will show on the page.

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

This is the LIVE PRODUCTION Instance

Register Supplier: Bank Accounts

Bank and Branch (routing number) must be provided when adding banking information.

Progress: Company Details, Contacts, Addresses, Business Classifications, **Bank Accounts**, Review

Buttons: Back, **Next**, Save for Later, Register, Cancel

Account Number	IBAN	Currency	Bank	Edit	Delete
XXXX1233		USD	121 FINANCIAL CREDIT UNION		

Columns Hidden 8

Review Section

6
Review

12 **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

Note: To edit any information, click the **Back** button to go to the section to edit.

This is the LIVE PRODUCTION Instance

DIFS

Company Details Contacts Addresses Business Classifications Bank Accounts **Review**

Review Supplier Registration: Fun 2 Travel Company

Back Next Save for Later **Register** Cancel

Company Details

Company	FUN 2 TRAVEL COMPANY	D-U-N-S Number	
Tax Organization Type	Sole Ownership	Tax Country	United States
Supplier Type	Vendor-Individual	Taxpayer ID	123-45-8789
Corporate Web Site		Tax Registration Number	Note to Approver

Additional Information

SOAR Vendor No	Workman's Compensation Provider
PASS Vendor	Third Party Vendor
PeopleSoft Vendor	Third Party System
PeopleSoft Vendor Type	DUNS Number Duplicate
PeopleSoft Address Code	Inactive Reason
FEI SSN Indicator	National Provider Identifier (NPI)
MED Pay Indicator	External Supplier ID
Tax Offset Exempt	NOGA Supplier

Attachments

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached D:
File	From Supplier	Bank Letter - Suntrust Bank.pdf	Bank Letter - Suntrust Ba...		anonymous	10/15/2023 2

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Traveler, Mary		fun4travel2@gmail.com	✓	✓	
Smith, Tony	Billing specialist	TSmith@fun4travel2.com	—	✓	

Columns Hidden 7

Addresses

View Format Freeze Detach >>

Address Name	Address	Phone	Address Purpose	Details
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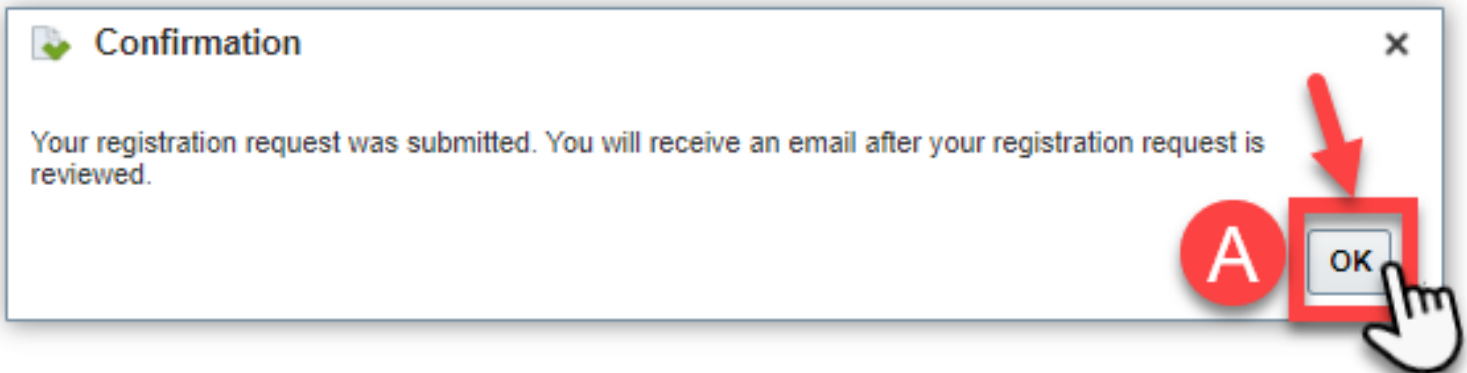
Confirmation – Registration Submitted

13

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.



Version History

Version #	Date	Key Updates
2.0	27-SEP-2022	Published Version
2.1	12-OCT-2022	Added attachment information
2.2	17-NOV-2022	When creating addresses, the address name must be in capital letters.
2.3	08-FEB-2023	Highlighted in yellow the fields that are required.
3.0	25-OCT2023	The following updates were made: <ol style="list-style-type: none">1. Updated screenshots in all on sections to capture system changes.2. Added new Step 5 - Company Details: Additional Information3. In Section 2 - Contacts, added information for NOGA Grantees/Suppliers to add the DIFS Supplier Portal Invoice Transaction role.4. Added Version History page