

Thank you for doing business with the District of Columbia. As you may know on October 3, 2022, the District implemented a new financial system (District Integrated Financial System – DIFS). To continue to assist you with this transition, please note the following:

The OCP Help Desk and Vendor Management Team is to be used by suppliers with purchase orders or who will be receiving purchase orders.

- Contact dcvendorsupport@dc.gov to create or update a PASS Vendor Profile if you are a purchase order supplier.
- Please note that only your headquarters address must be updated by OCP. All other address updates must be done in the DIFS Supplier Portal. All payment updates must be done in the DIFS Supplier Portal.
- If you need assistance or have questions regarding e-sourcing self-registration, please contact ocp.helpdesk@dc.gov
- The Vendor Management Team and OCP Help Desk can also be contacted at 202-724-4477.

The PASS Vendor Portal

Please continue to use the PASS Vendor Portal to submit invoices or technical issues relating to invoices and purchase orders.

- If you have any questions, please contact OCTO at dcvendorportal@dc.gov or submit a Contact Us form using this link <https://vendorportal.dc.gov/ContactUs>
- This link can also be found on the OCP website.

The DIFS Supplier Portal

The DIFS Supplier Portal is to be used by existing suppliers (formerly vendors) and new suppliers for:

New Suppliers

- Registering as a supplier to receive payment if you are not a current PCOE vendor. To register, you will need to provide several forms including a W-9. The forms required are indicated on the job aid at: <https://cfo.dc.gov/node/1623276>

Existing Suppliers (including PCOE vendors)

- Updating your contact information including phone number and email address.
- Changing your payment method from check to Automated Clearing House (ACH) by adding your bank account information and submitting a bank letter or a voided check.

For questions, please call **202-442-6870** or send us an email at **suppliers@dc.gov**.

NOTE: If you are a PCOE vendor and don't need to update your information, there is no need to log into the DIFS Supplier Portal.

We appreciate you doing business with the District of Columbia.