

OCP eSourcing FAQs

1. How do I register for eSourcing?

- 1) Click on www.ocp.dc.gov
- 2) Click on Vendor Registration
- 3) Click on the **eSourcing link** and click on **Register as new Vendor**

Your account will be approved in the system and a password will be generated out to the email address provided in the account.

2. How do I view the content/details of a Solicitation/Event?

- 1) Click on www.ocp.dc.gov
- 2) Click on Solicitation
- 3) Click on All Opportunities
- 4) Click on **eSourcing** Link at the top of the page

You should be able to view the contents of an event, including the requirements; however you can only respond to an event through an **eSourcing** account and invitation.

3. How can I view the invitations I have received so far?

- 1) Click on www.ocp.dc.gov
- 2) Click on Vendor Registration
- 3) Click on **eSourcing**
- 4) Enter your login information

Your account will show you all events you have been invited to and their current status (open, closed, etc.)

4. How do I access the eSourcing portals?

- 1) Click on www.ocp.dc.gov
- 2) Click on Vendor Registration
- 3) Click on **eSourcing**

This site can be saved to your 'Favorites' within your browser for easy access.

5. I just registered. Why can't I see any events/Solicitations in my box?

Events will begin to populate *after* your commodity codes have been established in your account. E-Sourcing will not show events that were open prior to the establishment of the account. To establish your commodity codes, please update your eSourcing account by clicking on preferences and selecting the commodity codes most closely aligned with your business.

6. I tried to register, but it states the our Tax ID number is already registered. What next ?

Contact the OCP Helpdesk on 202-274-7277 or email us at ocp.helpdesk@dc.gov

7. How do I check to see if my company is already registered?

Contact the OCP Helpdesk on 202-274-7277 or email us at ocp.helpdesk@dc.gov

8. I registered on the ARIBA Supplier Network (ASN), can I use that login to access this system? Are they the same?

The ARIBA Supplier Network (ASN) and the eSourcing portal are two separate databases. A separate login is required for each.

9. How do I add/remove a user in the eSourcing profile?

You will need to contact the **OCP Helpdesk** to add additional users to your company's profile. If a user needs to be removed, an email from a company representative will need to be sent to ocp.helpdesk@dc.gov before this action will be performed.

10. How do I receive an invitation to a Sourcing event that is not showing in my account?

Send an email to the OWNER that is listed within the eSourcing event or Contact the OCP Helpdesk on 202-274-7277 or email us at ocp.helpdesk@dc.gov

11. Will I be charged for creating a profile in eSourcing?

No, there is no charge for registering in the eSourcing portal.

12. How do I update my profile with the desired commodity codes?

Once you are logged into your account

Choose **Preferences** from the upper right hand corner of your screen

Choose **update your profile**

Click on '**select**' beside **Commodities Supplied**

The system allows you to search for these items by the commodity name.