OFFICE OF
CONTRACTING
AND PROCUREMENT
GOVERNMENT OF THE
DISTRICT OF COLUMBIA

PROCUREMENT POLICY & PROCEDURE DIRECTIVE

SUBJECT: Mandatory PASS Buyer and ASN Vendor Registration

ORIGINATING OFFICE: Office of the Chief Procurement Officer

1. **PURPOSE**: The purpose of this Policy and Procedure Directive is to establish procedures for entering and updating vendor information into the Procurement Automated Support System (PASS) and ARIBA Supplier Network (ASN) vendor registration.

2. **AUTHORITY**: This policy is being promulgated pursuant to section 204(b)(3) of the Procurement Practices Reform Act of 2010, D.C. Law 18-371, D.C. Official Code § 2-352.04(b)(3), effective April 8, 2011.

3. **APPLICABILITY**: This Directive shall apply to all staff and agencies subject to the authority of the Chief Procurement Officer (CPO).

4. POLICY AND PROCEDURE STATEMENT:

4.1 Policy Statement

4.1.1 OCP utilizes PASS, which is supported by ASN. ASN supports the compulsory e-sourcing and e-invoicing modules in PASS. Therefore, all vendors registered in the PASS Buyer module as a "business" must also complete a one-time registration process with ASN to expedite purchase order processing time.

4.1.2 In accordance with the separation of duties policy issued by the Office of the Chief Financial Officer (OCFO) as it pertains to the security for the System of Accounting and Reporting (SOAR), OCP's procurement staff shall not enter or update vendor information in PASS, unless it specifically pertains to a contract award. OCFO personnel shall enter vendor data for payment purposes.

4.2 Procedures

4.2.1 Contracting staff should advise vendors of the following procedures involving registration:

4.2.1.1 Vendors seeking to compete for contracting opportunities must register with eSourcing in order to participate in solicitation events.

4.2.1.2 Vendors must self-register through OCP's website at http://ocp.dc.gov. District employees shall not register vendors within the eSourcing system.

4.2.1.3 Vendors shall not use District employees' email addresses, telephone numbers or government equipment to register in eSourcing.

4.2.1.4 A District employee shall not be listed nor act as the person of contact for the vendor.

4.2.1.5 Contracting staff shall redirect vendors to contact OCP's Customer Contact Center at 202-724-4477, if they have eSourcing registration and general solicitation questions.

4.2.1.6 All questions pertaining to the content of a solicitation shall be routed to the message board within the solicitation. If the solicitation has a deadline for content questions, the Contract Specialist shall include the deadline date in the solicitation itself.

4.2.1.7 A vendor shall not be awarded a contract in PASS until the vendor is verified to be in compliance with its obligations to the IRS, OTR and DOES, as required by federal, state and local laws.

4.2.2 If the vendor is awarded a contract, the Contract Specialist shall send the vendor a Master Collection Form (MCF) (Attachment A) to complete.

4.2.3 The vendor, and not the Contract Specialist, shall register its company with ASN by logging onto http://supplier.ariba.com, and registering as a new supplier.

4.2.4 After completing ASN's online new supplier registration, the vendor will be assigned an identification number. This ID number shall be included on the completed Master Collection Form and submitted to the Contract Specialist. District employees shall not complete or create ASN accounts on behalf of the vendor.

4.2.4.1 OCP is not responsible for payment of applicable ASN vendor fees. ASN fees will be invoiced directly to the vendor. Certified Business Enterprises (CBEs), government agencies, and approved nonprofit organizations are exempt from paying ASN fees.

4.2.4.2 Contracting staff shall redirect vendors to contact the OCP Customer Contact Center at 202-724-4477 with ASN registration questions.

4.2.5 Upon receipt of the MCF, the contract specialist shall register the vendor in PASS Buyer. The Contract Specialist shall ensure that all required fields are completed in the SOAR Supplier Maintenance Form.

5 **APPENDIX:** Master Collection Form. *See Attachment A*

6 **AMENDS OR SUPERCEDES:** First issuance.

7 **EXPIRATION DATE:** This Directive shall remain in effect until rescinded.

8 **EFFECTIVE DATE**: This Directive shall become effective on the date of issuance.

James D. Staton Jr.

James D. Staton, Jr.
Director, Office of Contracting and Procurement
Chief Procurement Officer

11/13/13
Date

District of Columbia

Master Collection Form

Vendor Name	
Tax ID Number	
Company Headquarters Address	
Email Address	
Telephone	
Contact Name	
Contact Email Address	
Supplier/Vendor Type	
Ownership Type	
Dun and Bradstreet No. (DUNS)	
ARIBA Network ID Number (http://supplier.ariba.com)	
Purchase Order Receipt Method (Choose One)	
PO Email Address	
PO Fax Number	
Accepts Pcards?	

IMPORTANT NOTICE

According to District of Columbia law, all vendors doing business with District of Columbia Government must have an approved valid written contract signed by a District contracting officer in place prior to providing goods or services to the District Government. Any vendor who delivers goods or services to District Government without a valid written contract signed by a District contracting officer does so entirely at the vendor's own risk. Entering into contracts verbally or without appropriate authorization is prohibited. The District of Columbia Government does not pay for goods or services that were provided without the benefit of a properly executed contract.

In submitting this Master Supplier Information Collection Form for review and processing, I hereby certify my acknowledgment of the above notification and will ensure adherence accordingly.

Signature		Date Signed	

Supplier/Vendor Type (Choose one and enter in the appropriate section above)		
1=DC Employee	4=Local Government	7=Other
2=Federal Agency	5=Vendor - Business	8=CBE
3=State Agency	6=Vendor - Individual	
Ownership Type (Choose one and enter in the appropriate section above)		
A=State Corporation	I=Individual Recipient	R=Foreign
C=Professional Corp.	L=CBE	S=Sole Ownership
E=State Employee	M=Medical Corporation	T=Partnership
F=Financial Institution	O=Out of State Corporation	U=Non-Profit
G=Government Entity	P=Professional Association	

Additional Mail Codes

Mail Code	Address	City	State	Zip Code
200 - Payments				
300 - Additional Purchase Orders				