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# @ECMS

## Electronic Contract Management System

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### GUIDE FOR VENDORS ON HOW TO USE THE VA ECMS VENDOR PORTAL

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## Useful Links

VA eCMS Vendor Portal (The operational, production version of the VAeCMS Vendor Portal containing official data):

<https://www.vendorportal.ecms.va.gov/eVP>

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The VA Electronic Contract Management System (VAeCMS) is a comprehensive tool used by VA Acquisition staff to create and manage VA acquisitions. VAeCMS is used to manage the full acquisition lifecycle, including the announcement of solicitations to vendors and the receipt of vendor responses. There are three announcement mechanisms in VAeCMS. VA Acquisition staff will continue to post announcements for full and open competition to FedBizOpps which will now also be available for review, download, and response by vendors via the Vendor Portal. Solicitations for federal supply schedule acquisitions may be posted to e-Buy, will not be available for review via the Vendor Portal and finally, limited competition acquisitions may be announced directly on the Vendor Portal for review, download and response by invited vendors. Additionally, there is a link to the VA Forecast of Contracting Opportunities (FCO) reports available via the Vendor Portal.

This guide provides vendors with information on how to obtain a vendor account and how to log into the Vendor Portal. There are also instructions on how to edit a vendor user's profile once logged in and instructions for viewing the FCO reports. There is access to additional help documentation to assist vendors with using the VA eCMS Vendor Portal to download solicitations and submit responses once a vendor user logs into the portal.

- ➔ Contact the VA Acquisition Systems Helpdesk via email at [VA.Acquisition.Systems@va.gov](mailto:VA.Acquisition.Systems@va.gov) or via phone at (877) 634-3739
- ➔ Access the [New User Help Documents](#) link on the Login Page
- ➔ Access the  tab after logging into the Vendor Portal



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Getting started



*Before you can view solicitations on the vendor portal you must first register for an account. You can register for an account by going directly to the vendor portal. On the homepage of the vendor portal, there is a link to "request an account". Upon submitting the request form, a vendor administrator will receive a notification that a request has been submitted with instructions to "activate" your user account. You must also print and sign the VA Rules of Behavior Document and forward to the appropriate authorizing agent. The VA Rules of Behavior Document is also available on the Vendor Portal home page.*

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- Go to the link for the eCMS Vendor Portal:

<https://www.vendorportal.ecms.va.gov/eVP>

- Click on [Request a user account](#).

- Complete the required fields on the user request form and click .

Step 1:

**New User Registration**

Enter your user information in the fields below and then press the Submit button when you are done. Required fields are indicated by an asterisk.

\* Login ID:  Enter an appropriate Login ID. This will be the key to your account on this system and will be used to uniquely identify you. You may use the same Login ID that you use for your current vendor system in the format '<vendor name>\<Login ID>'; for example 'microsoft\jdoe' or 'ibm\jdoe'. This will help to assure your Login ID is unique.

\* Vendor DUNS:  Enter your 9 digit vendor DUNS number or press the Search Vendor button to search for your vendor DUNS number.

Vendor:

\* First Name:   
Middle Initial:   
\* Last Name:

\* Email:  Enter your email address. This email address will be used to send solicitation notifications and important information regarding your account. Please verify this is correct prior to submitting your account request

Work Phone:   
Other Phone:   
Fax:

Address:   
City:  Enter your work address  
State:   
Zip Code:  Zip code format is either 5 digits ('12345') or 5 digits followed by a dash followed by four digits ('12345-6789')

\* Time Zone:  Select your time zone. This will be used to display times in your local time

Administrator:  Check this box if you are requesting an administrative account

\* Enter Password:  Enter a password. It must be between 8 and 16 character and contain at least one lower case letter, one upper case letter, and a number. Special characters are allowed

\* Confirm Password:  Confirm your password

Please verify your information before continuing. If your DUNS number is incorrect your request will be routed to the wrong company and will be discarded

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**NOTE: There are two types of Vendor User Accounts**

- There are Standard User accounts. Most users will have standard user accounts, which allow for viewing and responding to solicitations. Standard user accounts have no administrative privileges.



NEW ACCOUNT

- There are also Administrative Accounts, which have permission to setup and edit Standard User accounts for users in their respective company who need to access the eCMS Vendor Portal. Administrative Accounts can also view and respond to solicitations. Typically each company will have only one Administrative Account.
- If you cannot determine who the eCMS Administrator is within your company, feel free to contact the VA Acquisition Systems Helpdesk via email at VA.Acquisition.Systems@va.gov or via phone at (877) 634-3739.
- If you are requesting an Administrator Account, be sure to enter a check mark in the **Administrator:**  selection field.

- Step 2:**
- From the Vendor Portal homepage, click on the [Rules of Behavior](#) link to download the document.
  - Print, read, and sign the document.
  - Fax/Scan the signed document to the eCMS Administrator or the administrator for your company.

- Once you have been notified that your account is active, access the Vendor Portal by doing the following:
- Step 3:**
- Entering the User Name and Password that you established when you requested your account.
  - Click on "Log In".

 **Congratulations!** You have successfully logged onto the VA eCMS Vendor Portal.



As a user of the VA eCMS Vendor Portal, you have the ability to update certain information in your user account profile. It is suggested that you access your account profile to at least confirm that the email address is correct, as this is the address to which notifications about solicitations will be sent. This process steps you through how to access and update your VA eCMS Vendor Portal user account profile.

- Step 1:**
- Log on to the VA eCMS Vendor Portal (via <https://www.vendorportal.ecms.va.gov>);
  - Click on the **My Profile** tab.

- Step 2:**
- Confirm/Update the information.  
**NOTE:** The red asterisks denote required fields;
  - Click on **Save** to save any changes or back out of the user profile screen by hitting the to close without saving changes.
- NOTE:** Be sure to confirm your email address. VAeCMS will use the email address in your account profile to send notifications of solicitations to which your company has been invited to respond.

**User Profile**

Update your user information in the fields below and then press the Save button when you are done. Required fields are indicated by an asterisk

\* Login ID:  Vendor: ACE BINDING COMPANY INC

\* First Name:  Address:

Middle Initial:  City:

\* Last Name:  State:

Work Phone:  ZIP Code:

Other Phone:  \* Email:

Fax:  \* Time Zone:

Administrator:

If you wish to change your password, fill in the password fields below.

Current Password:

Enter New Password:

Confirm Password:

**Congratulations!** You have successfully updated your VA eCMS Vendor Portal account profile.

Edit Profile



You will be able to review the current fiscal year's Forecast of Contracting Opportunities for the VA by clicking on the FCO Reports Link. The FCO Reports are filterable in a variety of different ways. This process steps you through how to view the FCO Reports via the VA eCMS Vendor Portal.

**Note: These are the same reports viewable to the general public via the Office of Small Disadvantaged Business Utilization (OSDBU) website.**

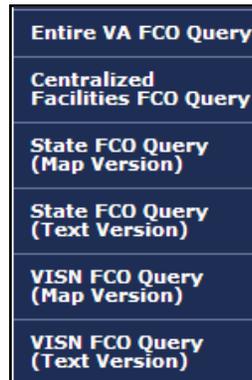
**Step 1:**  Go to the VAeCMS Vendor Portal Login screen (via <https://www.vendorportal.ecms.va.gov>)

Click the [FCO Reports](#) link under **Need Help?** Pane to the right of User Name and Password section.



**Step 2:**

Select the desired query from the links on the left Navigation Pane.



**Step 3:**



Based on the Query selected in step 3, enter additional filtering details.

Click on .

**Step 4:** **Note:** Once a report is generated, you may save the report in a variety of file formats and/or print the report.

**Congratulations!** You have successfully executed a VA Forecast of Contracting Opportunities report.

Forecasting Reports

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VA eCMS Vendor Guide prepared by:  
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 Office of Acquisition, Logistics and Construction  
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