



@ECMS

Electronic Contract Management System

GETTING STARTED GUIDE FOR VENDORS ON HOW TO LOG INTO THE VA ECMS VENDOR PORTAL

Useful Links

VA eCMS Vendor Portal (the production version):
<https://www.vendorportal.ecms.va.gov>

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The VA Electronic Contract Management System (VA eCMS) is a comprehensive tool used by the VA Acquisition staff to create and manage VA acquisitions. VA eCMS 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 VA eCMS. 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 and will not be available for review via the Vendor Portal. Finally, limited competition acquisitions may be announced directly on the Vendor Portal for review, download and response by invited vendors. A link to the VA Forecast of Contracting Opportunities (FCO) reports is available on the Vendor Portal home page.

This guide provides vendors with information on how to obtain a vendor account, how to log into the Vendor Portal and how to reset the password. There are also instructions on how to edit a vendor user's profile once logged in and instructions how to search FCO reports.

You can find additional documentation in the Help Library of the the Vendor Portal developed to assist vendors with using the Vendor Portal (you need to be logged into the Vendor Portal to access this documentation). For additional help, you can:

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

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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 a User Account" to access the Vendor Portal Self-Registration Utility. This utility will walk you through a few screens so that you can register for an account on the Vendor Portal.

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- Click on the link below to access the eCMS Vendor Portal:

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

- If you do not have an account, you can request one by clicking on the **Request a User Account** link at the bottom of the Vendor Portal Login section on the upper left hand corner of the Vendor Portal homepage,

Step 1:

- Enter your 9 digit vendor **DUNS number** as listed in the Central Contractor Registration (CCR) and click **Next**.

Step 2:



- Complete the **New User Registration** form. If you are requesting an administrative account, you will need to check the box on the bottom of the page. If you are the first user to request an account for your vendor, you must be an administrator. Click **Next** to proceed.

DEPARTMENT OF VETERAN AFFAIRS - VENDOR PORTAL SELF REGISTRATION UTILITY

Welcome	Vendor Name: Auto Tech	DUNS: 123456789
Vendor Information	Fill in the fields below. Required fields are indicated with an "*".	
User Information	<input type="checkbox"/> * First Name: <input type="text"/> * Email: <input type="text"/> <input type="checkbox"/> Middle Initial: <input type="text"/> * Work Phone: <input type="text"/> <input type="checkbox"/> * Last Name: <input type="text"/> * Other Phone: <input type="text"/>	
Credentials	Address: <input type="text"/> Fax: <input type="text"/> City: <input type="text"/> * Time Zone: <input type="text"/>	
Confirm	State: <input type="text"/>	
Accept Terms	Zip Code: <input type="text"/> Check this box if you are requesting an administrative account. If you are the first user to request an account for this vendor then you must be an administrator. Administrator: <input type="checkbox"/>	
		<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>

Step 3:

NOTE: There are two types of Vendor User accounts:

- **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.
- **Administrative Accounts** – users with Administrative Accounts can view and respond to solicitations and have permission to setup and edit Standard User accounts for users in their respective company who need to access the eCMS Vendor Portal. Typically each company will have only one Administrative Account. If you are requesting an Administrator Account, be sure to check the box in the selection field.

If you can't determine who the eCMS Administrator is at 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.

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- Enter an appropriate **Login ID**, enter and confirm **Password**, and click **Next**.

Step 4:

DEPARTMENT OF VETERAN AFFAIRS - VENDOR PORTAL SELF REGISTRATION UTILITY	
Welcome	Vendor Name: AUTO TECH DUNS: 123456789
Vendor Information	
User Information	* Login ID: <input type="text"/> 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.
Credentials	
Confirm	* Enter Password: <input type="text"/> Enter and confirm a password. It must be between 8 and 16 characters and contain at least one lower case letter, one upper case letter, and a number. Special characters are allowed.
Accept Terms	* Confirm Password: <input type="text"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

- You will be given an opportunity to review the information you provided. If the information that you entered is incorrect, click **Previous** to go to New User Registration form and enter the correct information. Otherwise, click **Next** to proceed.

Step 5:

DEPARTMENT OF VETERAN AFFAIRS - VENDOR PORTAL SELF REGISTRATION UTILITY	
Welcome	Inspect the data below closely and verify that all information is accurate. If necessary go back and correct any incorrect data.
Vendor Information	Vendor Name: Auto Tech DUNS: 123456789
User Information	Login ID: ATG\jsh
Credentials	
Confirm	First Name: Jim Email: Jim.Smith@atg.com
Accept Terms	Middle Initial: Work Phone: 301.123.4567
	Last Name: Smith Other Phone:
	Address: 11 West St Fax:
	City: Laurel Time Zone: Eastern
	State: MD
	Zip Code: 20707
	Administrator: <input checked="" type="checkbox"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

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- By entering **your initials** and by clicking on the **I Accept These Terms** button, you will certify that you have read and fully understood the Department of Veterans Affairs National Rules of Behavior document and that you accept all the terms.

Step 6:

DEPARTMENT OF VETERAN AFFAIRS - VENDOR PORTAL SELF REGISTRATION UTILITY	
Welcome	I hereby certify that I have read and fully understand the Department of Veterans Affairs (VA) National Rules of Behavior document and that I accept all the terms herein.
Vendor Information	
User Information	If you agree to these terms enter your initials in the box and click the " I Accept These Terms " button: <input type="text"/>
Credentials	
Confirm	<input "="" type="button" value=" I Accept These Terms "/> <input "="" type="button" value=" I Decline "/>
Accept Terms	

This completes your self-registration process for requesting a Vendor Portal account.

Congratulations! You have successfully created a new Vendor Portal account.

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Upon completing the self-registration process, you will receive an email notification sent to the email address you provided, notifying you that your vendor portal account has been created. You will be able to login to the Vendor Portal right away.

- Enter your **User Name and Password** that you established when you requested your account and then click on the **Log In** button.

Step 1:

UNITED STATES
DEPARTMENT OF VETERANS AFFAIRS

Search All VA Web Pages
Search
Open Advanced Search

Home Veteran Services Business About VA Media Room Locations Contact Us Related Links

VA ELECTRONIC CONTRACT MANAGEMENT SYSTEM

VENDOR PORTAL LOGIN

User Name:
Password:

[Forgot your password?](#)
[Request a user account](#)

VENDOR MESSAGE

To Our Partners in Industry,
Please contact the VAAS Helpdesk at 1-877-634-3739, or via email at VA.Acquisition.Systems@va.gov, if you have any questions or require assistance. We welcome any feedback you have regarding the features and operations of eCMS.

NEED HELP?

- [New User Help Documents](#)
- [Rules of Behavior](#)

OTHER APPLICATIONS

- [E-Authentication Server](#)
- [FCO Reports](#)

Logging In



When logging into the Vendor Portal for the very first time, you will need to select 3 security questions and provide answers for them.

- Choose the **security question** from the drop down list. You must provide an answer for each question. Then, click on **Submit**.

Step 2:

DEPARTMENT OF VETERAN AFFAIRS - VENDOR PORTAL

Solicitations Awards Administration My Profile Help Library EDI Upload

SECURITY QUESTIONS

Select three security questions and provide answers for them. Choose the security question from the drop down list. You must provide an answer for each question.

You have not set up your security questions. You must select and answer your security questions before using the Vendor Portal.

Security Question 1: Select a question
Answer:

Security Question 2: Select a question
Answer:

Security Question 3: Select a question
Answer:

Submit Cancel

Congratulations! You have successfully logged into Vendor Portal.

Logging In



You will be able to reset your password by correctly answering one of the security questions randomly selected by the Vendor Portal system.

- Click on the **Forgot your password?** link

Step 1:

UNITED STATES
DEPARTMENT OF VETERANS AFFAIRS

Search All VA Web Pages
Search
Open Advanced Search

Home Veteran Services Business About VA Media Room Locations Contact Us Related Links

VA ELECTRONIC CONTRACT MANAGEMENT SYSTEM

VENDOR PORTAL LOGIN

User Name:
Password:
Log In

Forgot your password? ←

VENDOR MESSAGE
To Our Partners in Industry,
Please contact the VAAS Helpdesk at 1-877-634-3739, or via email at VA.Acquisition.Systems@va.gov, if you have any questions or require assistance. We welcome any feedback you have regarding the features and operations of eCMS.

NEED HELP?

- New User Help Documents
- Rules of Behavior

OTHER APPLICATIONS

- E-Authentication Server
- FCO Reports

- Enter your Vendor Portal **User Name** and then click on the **Submit** button.

Step 2:

VA ELECTRONIC CONTRACT MANAGEMENT SYSTEM

VENDOR PORTAL LOGIN

Enter your Vendor Portal user name and click the "Submit" button to get started.

User Name:
Submit Cancel

[Request a user account](#)

VENDOR MESSAGE
To Our Partners in Industry,
Please contact the VAAS Helpdesk at 1-877-634-3739, or via email at VA.Acquisition.Systems@va.gov, if you have any questions or require assistance. We welcome any feedback you have regarding the features and operations of eCMS.

NEED HELP?

- New User Help Documents
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OTHER APPLICATIONS

- E-Authentication Server
- FCO Reports

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- If you have forgotten your password, enter the **answer** to the selected security question and then click on the **Submit** button.

NOTE: You will be given three attempts to provide the correct answer. If the answer is incorrect upon the fourth attempt, you will be instructed to contact the VAAS Helpdesk.

Step 3:

- If your answer is correct, an email will be sent to you containing a link that will take you to the page to enter a new password.

Step 4:

Upon changing the password, the Vendor Portal will send you an email message stating: "You have successfully reset your password. If you did not request a password reset, contact the VAAS Helpdesk."

Congratulations! You have successfully reset your password.

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et



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 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.

- Log In to the VA eCMS Vendor Portal
<https://www.vendorportal.ecms.va.gov>
- Click on the **My Profile** tab to view and edit your account profile.

Step 1:

DEPARTMENT OF VETERAN AFFAIRS - VENDOR PORTAL

Solicitations Awards Administration **My Profile** Help Library EDI Upload

SOLICITATION LISTING

Solicitation Title Keyword / Solicitation #: Enter a keyword to search against Solicitation Titles and/or Solicitation Numbers.
IMPORTANT: The wildcard symbol * is required when entering a partial Solicitation Title or partial Number. You must use * at the end of the keyword in order to receive the greatest number of results.
For example, to find test, tests or tester within Solicitation Titles, use the keyword: test*
To find all solicitations with VA-101 as part of the Solicitation Number, use the search term: VA-101*

Posted Date: Days Enter the number of days in the past between 0 and 365. If you would like to view all solicitations, leave the field blank.

Solicitation Type: Select the solicitation type from the drop down list.

Status: Select the desired status. Note that responses can only be placed against open solicitations.

Invited Solicitations: Show only solicitations to which you have been invited.

Response Submitted: Show only solicitations to which you have responded.

Solicitation Name	Status	Start Time	Stop Time	Response Submitted	Q & A	Interested	Needs Attention	Leading Response	Total Responses	Actions
VATR-675-0-11-RO-0062 Medical Office Supplies	Current	6/1/2011 4:05:32 PM (Eastern)	6/3/2011 4:00:00 PM (Eastern)	No	0/0		No			View Details
VATR-675-0-11-RO-0065 Medical Office Supplies	Current	6/1/2011 4:05:21 PM (Eastern)	6/3/2011 4:00:00 PM (Eastern)	No	0/0	No	No			View Details

- Update any information as appropriate. You can also update your password and security questions on this page. **NOTE:** The red asterisks denote required fields.

- Step 2:**
- Click on **Save** to save any changes or back out of the user profile screen by hitting the back button on your internet browser to close without saving changes.

Edit Profile



DEPARTMENT OF VETERAN AFFAIRS - VENDOR PORTAL					
Solicitations	Awards	Administration	<i>My Profile</i>	Help Library	EDI Upload
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:	<input type="text" value="ATGjsh"/>	Vendor:	AUTO TECH		
* First Name:	<input type="text" value="Jim"/>	Address:	<input type="text" value="11 West St"/>		
Middle Initial:	<input type="text"/>	City:	<input type="text" value="Laurel"/>		
* Last Name:	<input type="text" value="Smith"/>	State:	MD ▾		
Work Phone:	<input type="text"/>	ZIP Code:	<input type="text"/>		
Other Phone:	<input type="text"/>	* Email:	<input type="text" value="jim.smith@atg.com"/>		
Fax:	<input type="text"/>	* Time Zone:	Eastern ▾		
Administrator:	<input checked="" type="checkbox"/>				
If you wish to change your password, fill in the password fields below.					
Current Password:	<input type="text"/>				
Enter New Password:	<input type="text"/>				
Confirm Password:	<input type="text"/>				
Update your security questions.					
<input type="button" value="Save"/>					

NOTE: Be sure to confirm your email address. VA eCMS will use the email address in your account profile to send notifications of solicitations to which your company has been invited to respond.

Congratulations! You have successfully updated your Vendor Portal user 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.

FCO Reports

- Go to the VA eCMS Vendor Portal Login screen
Step 1: <https://www.vendorportal.ecms.va.gov>

- Click on the **FCO Reports** link in Other Applications section located in the lower left-hand corner.

Step 2:

- Select the desired query from the links in the left Navigation Pane.

Step 3:

OSDBU Home	VA FORECAST OF CONTRACTING OPPORTUNITIES
Main	
Entire VA FCO Query	This forecast represents VAs best estimate of procurement opportunities during fiscal year 2011. The information is published for planning purposes only and is not an invitation for bids, a request for proposals, or a commitment by VA to purchase products or services. Each acquisition is based on the best information available at the time of publication and may be revised or canceled.
Centralized Facilities FCO Query	
State FCO Query (Map Version)	Please choose an appropriate search from the choices on the left.
State FCO Query (Text Version)	
VISN FCO Query (Map Version)	
VISN FCO Query (Text Version)	
Business Resources	
Contact Admin	
VA Vendor Portal	



- Enter any desired filtering criteria and click on search. Once the report generates, you may save the report in a variety of file formats and/or print the report. You would repeat these steps to view additional queries.

Step 4:

Congratulations! You have successfully searched FCO Reports.

VA eCMS Vendor Guide prepared by:
 Department of Veterans Affairs
 Office of Acquisition, Logistics and Construction
 Enterprise Acquisition Systems Service (001A1-E)
 Please send comments to VA.Acquisition.Systems@va.gov
