



COMMUNITY CARE NETWORK REGION 4 ACQUISITION

Department of Veterans Affairs

Vendor Registration Instructions

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List of Acronyms

CO	Contracting Officer
DoD	Department of Defense
CCN	Community Care Network
CSV	Comma Separated Values
ECA	External Certification Authority
ORC	Operational Research Consultants

PDF	Portable Document Format
PIN	Personal Identification Number
R4	Region Four
RFP	Request for Proposal
VA	Veterans Administration

1. Access

The AcquiServe vendor portal is accessed via an internet browser (Internet Explorer, Firefox or Chrome). For Internet Explorer, version IE9 or newer is required.

The first step in obtaining access to AcquiServe is acquiring a Department of Defense (DoD) External Certification Authority (ECA) certificate. The ECA program was established to support the issuance of DoD-approved certificates to industry partners and other external entities and organizations. The certificate must be purchased from IdenTrust or Operational Research Consultants (ORC) as described below.

After obtaining a DoD ECA certificate and installing it on your local machine, visit <https://vendors.acquicenter.noblis.org/VA/CCNR4>. Follow the instructions to submit your certificate details for Noblis to create your account (see Section 1.4 for additional details).

1.1. IdenTrust

To purchase an ECA certificate from IdenTrust, use a Web browser to access the following link: <https://www.identrust.com/certificates/dod-eca-programs>.

The web page shown in Figure 1 will display. Click the **BUY NOW** button.

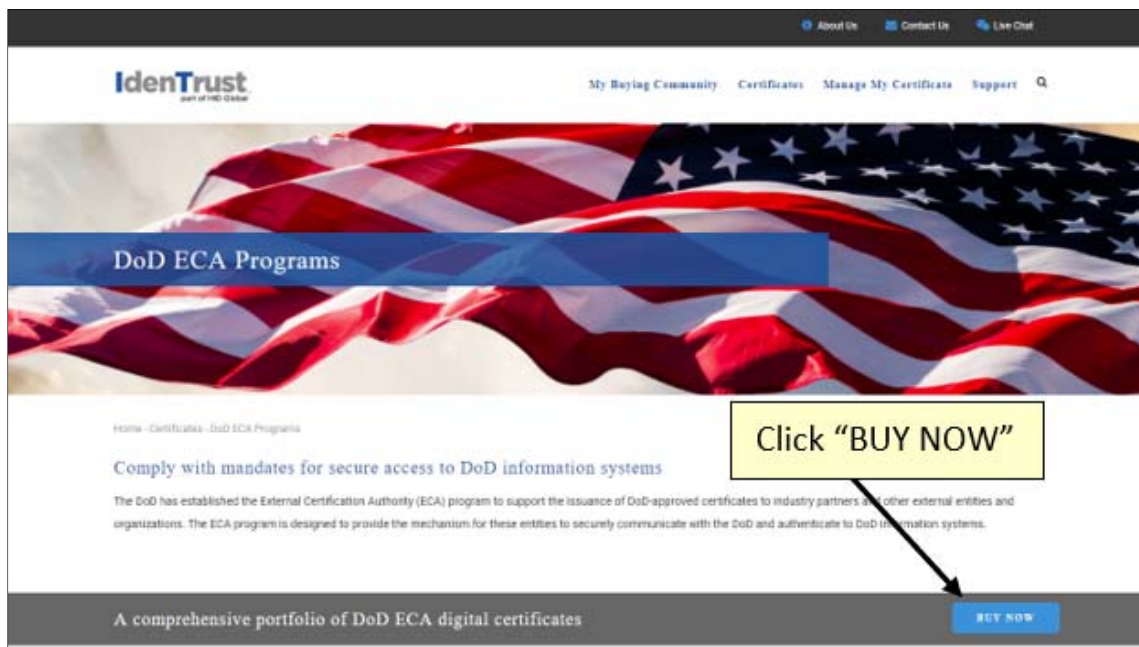


Figure 1: IdenTrust Certificate Center

Click on the “*No ECA Agency Affiliation Is Required” check box, scroll to the bottom of the page, and click on the **NEXT** button. Follow the IdenTrust wizard and select the ECA Medium Assurance option. (Figure 2).

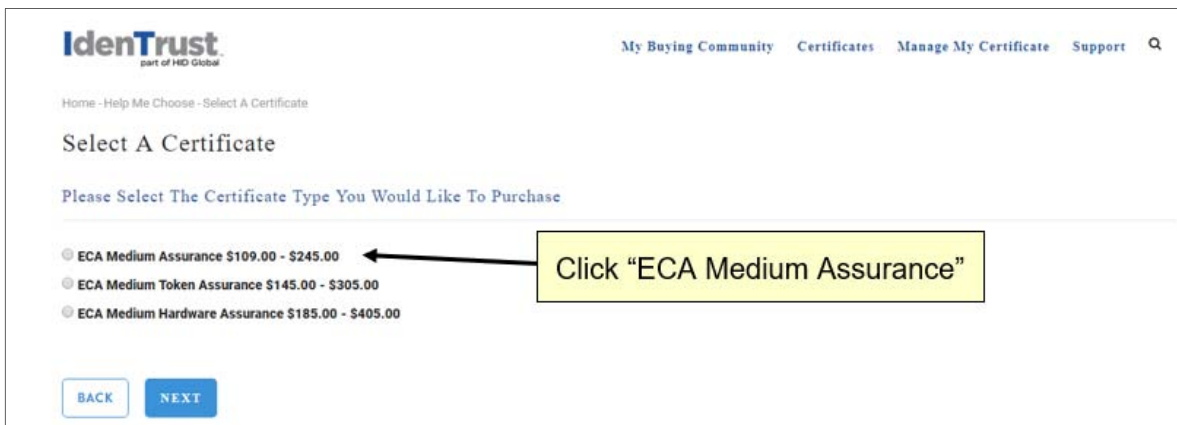


Figure 2: Buy ECA Certificate

1.2. Operational Research Consultants

To purchase an ECA certificate from ORC, use a Web browser to access the following link: <https://eca.orc.com>.

The web page shown in Figure 3 will display. Click the **Order** button for “Medium Assurance Identity and Encryption Certificates.”

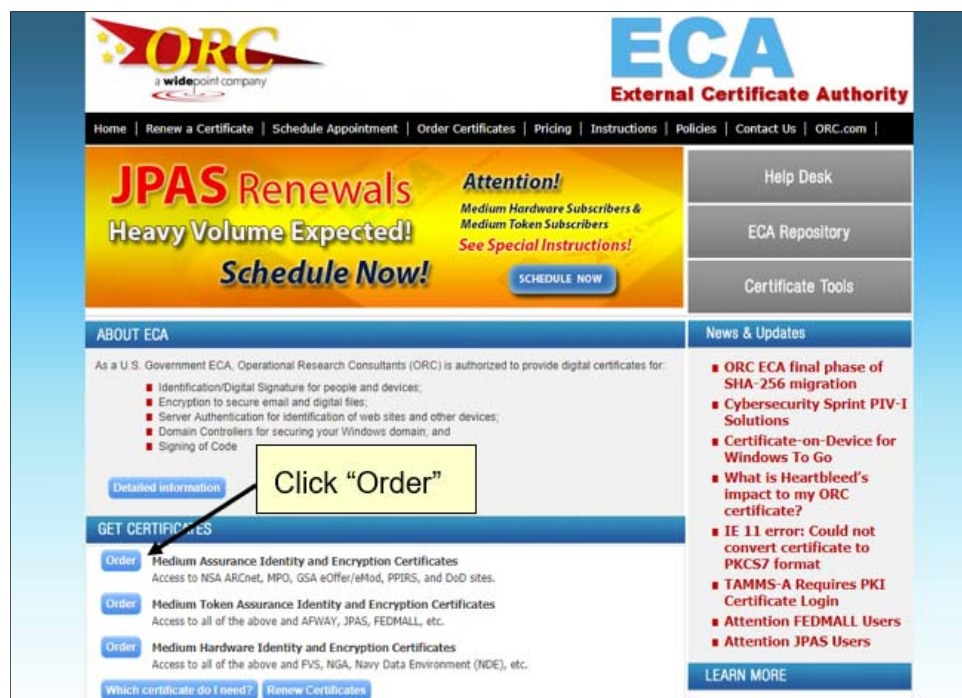


Figure 3: ECA Certificate Home Page

Proceed through ORC's ordering steps to complete the purchase of your certificate.

1.3. Installing your ECA Certificate

After obtaining your digital certificate, install your ECA certificate on the same machine you will use to access the AcquiServe Vendor Portal.

1.4. Initial Setup

After obtaining and installing the ECA Certificate onto a specified computer, you will be able to access AcquiServe from that computer.

Use a Web browser to access <https://vendors.acqucenter.noblis.org/VA/CCNR4>. If you have multiple certificates installed on your machine you will be required to select the correct ECA certificate. If you need to select a different certificate after choosing one, close all browsers and re-enter the URL.

Note: If the link does not access the website, copy and paste it into the Web browser. Click the **OK** button to confirm the ECA Certificate (Figure 4).



Figure 4: Confirm Certificate

Your certificate information will automatically populate within the AcquiServe Vendor Portal registration page (Figure 5). Verify that the "Issuer" displays the company you purchased your ECA certificate from, "Subject" displays your personal information, and "Days Left" matches the expiration of your ECA certificate.

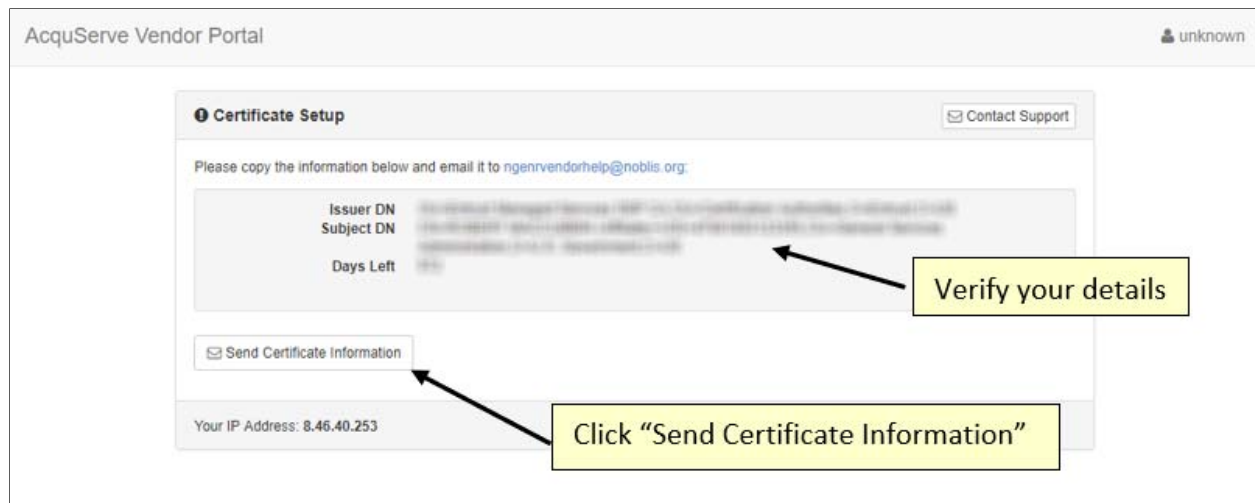


Figure 5: AcquServe Vendor Portal Registration

If all information is correct, click on the Send Certificate Information button. Your default email program will display with the pre-populated information from the AcquServe Vendor Portal Registration page (Figure 6). If your email does not open automatically, copy and paste the certificate information shown on the Registration page and email to VAVendorHelp@noblis.org.



Figure 6: AcquServe Vendor Portal Registration Email

Please allow up to 48 hours for the AcquServe Vendor Portal team to complete your account setup and notify you.

After receiving confirmation that your account setup is complete, log into AcquServe using one of the links provided above. The AcquServe Home page will display.