

Overview of the Vendor Portal Application

Vendor Portal

The vendor portal (VP) is an application where a vendor can login and view all purchase orders issued by GSA Global Supply. The VP also allows vendors to manually enter order transaction information, including:

- Acknowledging and accepting an order
- Viewing order information, including any special instructions
- Providing shipment and delivery information (tracking #)
- Generating backorder status
- Providing substitute item requests
- Requesting order cancellation.

A vendor user must register with GSA Global Supply to access the Vendor Portal. Vendors should provide the following information when requesting an account.

- Company Name
- DUNS
- POC Name
- Company Address
- Phone Number
- Email Address.

Effective Monday, September 16, 2019 vendors may contact the GSA OMS Help Desk at [Email: eToolsHelpdesk@gsa.gov](mailto:eToolsHelpdesk@gsa.gov) | [Phone: 866-472-9114](tel:866-472-9114) Option 7 for assistance with creating an account. If emailing, please reference "Vendor Portal account request: [company name]" in your subject line.

Vendor Portal is implementing Multi-Factor Authentication (MFA) October 2019.

This extra layer of security protects you, your business, and the government by making it more difficult for someone to gain unauthorized access to your account.

Every time you login, you will be required to enter your email address, password, and a one-time verification code. Please note that we will discontinue the use of the User ID login when MFA is implemented. Your email address used to register with GSA will replace your User ID.

Please note that VP does not support invoicing. VP vendors need to use Electronic Data Interchange (EDI) transaction code 810 to submit an invoice after providing shipment confirmation, or the established FedPay portal, <https://fedpay.gsa.gov>, if EDI is not feasible.