



# Vendor Portal Registration and Change Request Worksheet

PLEASE EMAIL THE COMPLETED SIGNED WORKSHEET TO  
[deca.lee.hq.mbx.signup@mail.mil](mailto:deca.lee.hq.mbx.signup@mail.mil)

I am registering a ...  
(select **ONLY** one Contract Type per form)

BPA - Blanket Purchase Agreement

IQC - Indefinite Quantity Contract

MOA - Memorandum of Agreement

MOU - Memorandum of Understanding

ROA - Resale Ordering Agreement

RTC - Requirements Type Contract

We're excited to welcome your company to the new Vendor Portal. To prepare for the on-boarding registration, complete the following information for your company and Authorized Negotiator. The Authorized Negotiator is the person who is (1) authorized to contractually bind your company, (2) is identified by letter in your contract or agreement, and (3) is named as the SAM Government Business Point of Contact.

COMPANY NAME

DOING BUSINESS AS (DBA) COMPANY NAME

MAILING ADDRESS

CITY

STATE

ZIP CODE

PRIMARY BUSINESS PHONE

AUTHORIZED NEGOTIATOR NAME (Last, First, Initial)

PHONE

EMAIL

AUTHORIZED NEGOTIATOR TITLE

## Important Information Regarding Authorized Negotiators

Please use page 3 to appoint two additional authorized negotiators. The authorized negotiators named on page 1 and on page 3 of this worksheet must match the Government Business POC and Alternate Government Business POC named in your SAM (System for Award Management) registration. This requirement will become extremely important when the Vendor Portal auto onboarding process is implemented.

## CERTIFICATION

I have reviewed the data provided on this form and hereby authorize DeCA to establish a Vendor Portal Account for the company. I also hereby inform DeCA that the Authorized Negotiator(s) listed on this form is/are current and is/are the only person(s) authorized to contractually bind the company.

PRINTED NAME

SIGNATURE

TITLE

DATE SIGNED

For DeCA Use Only

## Additional Company Information

Enter your Contract Number, Vendor Number, CAGE Code, and UEI Number below.

NOTE: The Contract Number begins with **HDEC01**, **HDEC02**, **HDEC09**, or **HQC006**.

**Contract Number**

**Vendor #**

**CAGE Code**

**UEI Number**

**Additional Authorized Negotiators**

Complete the following for additional persons who are authorized to contractually bind your company.

NAME (Last, First, Initial)	POSITION TITLE/AFFILIATION	PHONE	EMAIL
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## Authorized User Information

Enter the information below for all persons who will need access to your Vendor Portal account.

NAME (Last, First, Initial)	PHONE	EMAIL	USER ROLE
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**Delete Authorized User**

Complete the following to remove an existing Authorized User from your Vendor Portal account.

NAME (Last, First, Initial)	PHONE	EMAIL	h
			EXISTING USER ROLE
NAME (Last, First, Initial)	PHONE	USER ROLE	

## **CDC Servicing for OCONUS Brokers**

Check the CDCs you service.

### **EUROPE**

<b><u>DODAAC</u></b>	<b><u>CDC/Store Name</u></b>
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HQCE29	Germersheim CDC
HQCE7A	Kaiserslautern CDC

### **SEATAC/PACIFIC**

<b><u>DODAAC</u></b>	<b><u>CDC/Store Name</u></b>
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HQCGHS	Osan CDC
HQCWH5	Okinawa CDC
HQCWH9	Guam CDC
HQCWJ2	Kanto Plain CDC
HQCWJ9	Taegu CDC
HQCWJA	Yongson CDC
HQCWJB	Iwakuni CDC
HQCWHF	Misawa AB