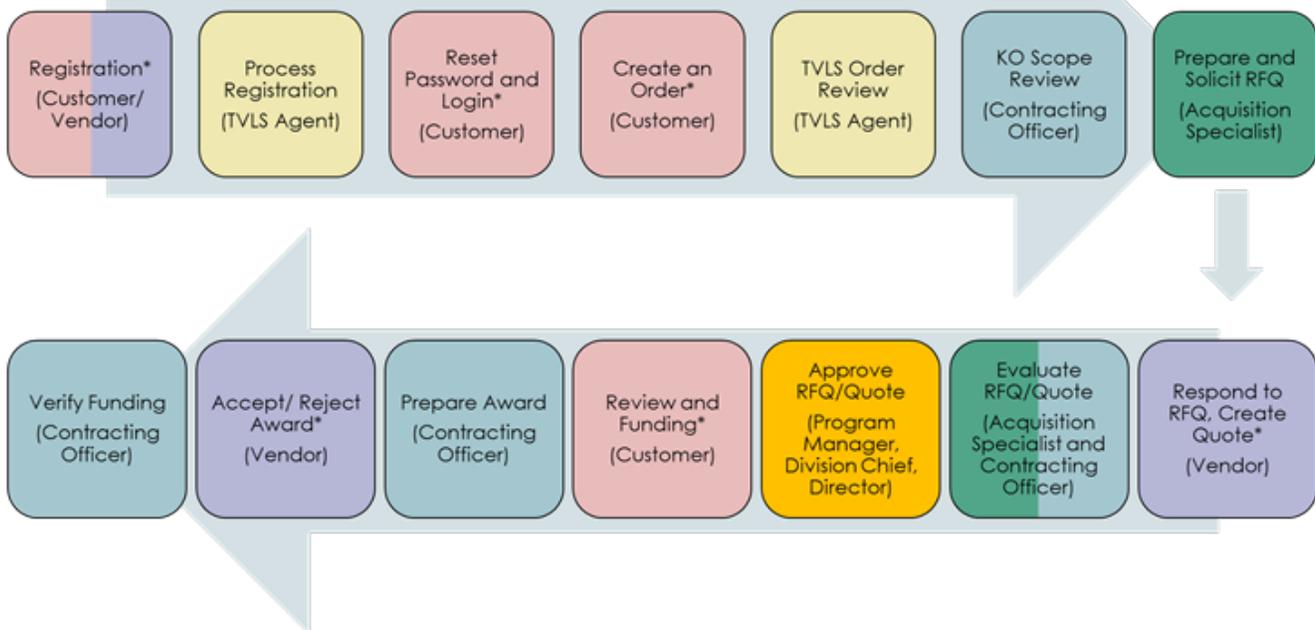


QUICK REFERENCE CARD: VENDOR

DLA Troop Support Construction & Equipment (C&E) Ordering Process Overview



Vendor Registration

- Use the vendor portal to register for an account.

- Go to <https://dla.servicenow.com/services/mil/vendor>

- Click **Register**

Don't have an account? [Register](#)

- Complete **Vendor Registration** form
- Click **Sign Up**

Respond to RFQ/Quote

- Use the vendor portal to review an RFQ, decide whether to bid or not, and provide a quote.
- RFQ must be in **Open Solicitation stage**

- Go to the vendor portal
- Locate RFQ list on homepage or on RFQs page
- Click **RFQ number**
- Either:
 - Click **Submit with no bid** if you don't want to bid, or
 - Click **Respond to RFQ**

- To add more than one quote response, click **Add**
- On the Add Row form, click the check box
- Complete the form

- Click **pencil** to edit
- Complete form for each line item
- Click **Submit** to create quote

Vendor Accepts / Rejects Award

- Once a quote has been awarded, use the vendor portal to **Accept** or **Reject** the award.

- Go to the vendor portal
- Click the **Open Awards** tab

Open Awards (4)

- Click the **AWD number**
- Open and review each line item to verify that you are still capable of providing what you submitted.

- Either:
 - Click **Accept Award**, or
 - Click **Reject Award**

