



GSA Federal Acquisition Services

# User Guide – eOffer/eMod

Version 1.7

## I - Getting Started

Federal Acquisition Service  
Contract Administration Division  
Solicitation Services Tools

November 19, 2011



### REVISION HISTORY

VERSION	DATE	RELEASE	REVISION DESCRIPTION
1.0	08/01/2010	Initial	Initial Document
1.1	09/21/2010	1008	1008 Release
1.2	11/13/2010	1011	1011 Release
1.3	02/12/2011	1102	1102 Release
1.4	05/21/2011	1105	MARE & 1105 Release
1.5	08/13/2011	1108	1108 Release
1.6	09/26/2011	1109	1109 Release
1.7	11/19/2011	1111	1111 Release



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## 1 GETTING STARTED

The eOffer/eMod User Guide is a reference to aid Vendors and Contractors in the creation and submission of offers and contract modifications. It shows all relevant steps in performing offer submissions via eOffer and Express eOffer, contract modifications through eMod and downloading & eSigning the contract package. It is recommended that the User Guide not be used as a substitute for hands on training.

The User Guide will be updated with system changes and enhancements aligning with each new software release.

### 1.1 About Section I

This Section serves as an introduction to the eOffer/eMod web application. It includes instructions on the pre-requisite steps such as obtaining a digital certificate, getting a DUNS number and registering with CCR and ORCA. All of which are required before logging into the system.

### 1.2 Help Desk and Points of Contact

Vendors with technical questions or suggestions may contact General Services Administration (GSA) by calling 1-866-472-9114 (8:00 am – 7:00 pm (EST) Mon – Fri) or sending an email to [eoffer@gsa.gov](mailto:eoffer@gsa.gov). For solicitation/contract related issues and questions, Vendors should contact the representative listed in the solicitation or their GSA contracting official.

### 1.3 Introduction to eOffer/eMod

The purpose of eOffer/eMod is to create an interactive, secure electronic environment that simplifies the contracting process from submission of proposal to award and contract modification. It enables a seamless transmission of data from the Vendor/Contractor community to the Federal Acquisition Service (FAS) contracting offices.

There are three modules existing within the eOffer/eMod system: Contract Offers (eOffers), Contract Modifications (eMods) and Express Offers (eOffers).

eOffer provides the opportunity for Vendors to prepare and submit proposals electronically in response to GSA solicitations. Two types of eOffer selections exist within the eOffer/eMod application: eOffer, the standard contract offer and Express eOffer. Express eOffer is a more expedited version and is an option if the offer is submitted under certain GSA Multiple Award Schedules (MAS) and no clause exceptions are taken. Please see (II – **Creating & Submitting an eOffer** & V – **Creating & Submitting an Express eOffer**) for detailed information on how to submit the two different types of electronic offers.

eMod enables Contractors to prepare and submit electronic contract modifications for all existing GSA MAS contracts. Multiple eMods may be submitted within a single transaction allowing for a more expeditious process. For detailed information on electronic modifications please see (III – **Creating & Submitting an eMod**).

## 1.4 System Summary and Requirements

EOffer/eMod uses the latest digital authentication technology to ensure data integrity and supports the electronic signature on the offer or contract modification. To avail the eOffer/eMod system the following requirements must be met:

- 1) **Digital Certificate** – A digital certificate is an electronic credential stored on the web browser that asserts the identity of an individual. A digital certificate is needed for access into the eOffer/eMod applications and to sign the final documents electronically. For instructions on how to obtain a digital certificate please see **APPENDIX A – DIGITAL CERTIFICATES**.
- 2) **Data Universal Numbering System (DUNS) Number** – The DUNS Number is a unique nine digit identification number assigned to a business entity by Dun and Bradstreet. A valid DUNS Number is required to use the eOffer/eMod application. For details on how to obtain a DUNS Number see **APPENDIX B – DUNS NUMBER**.
- 3) **Central Contractor Registration (CCR)** – To use the eOffer/eMod system, the DUNS Number must be registered in the CCR database. For detailed information, see **APPENDIX C – CENTRAL CONTRACTOR REGISTRATION (CCR)**. When registering with CCR, a link will be provided to sign on with **Online Representations and Certifications Application (ORCA)**. ORCA is an e-Government initiative designed to replace the paper based Representations and Certifications (Reps and Certs) process. Your company must be registered with ORCA.
- 4) **“Pathway to Success” Training** – A prerequisite for participation in the MAS Schedules Program is the successful completion of the "Pathway to Success" education seminar. This training is required for Express eOffer. Please see **APPENDIX D – PATHWAY TO SUCCESS TRAINING**.

**Note:** EOffer/eMod is built on a Windows platform and is compatible with most browsers. It is recommended that the “Back” button on the browser not be used since it may lead to data loss. Use the buttons at the bottom of each screen or click on the different menu options to maneuver through the process.

## 1.5 Benefits of eOffer/eMod

eOffer/eMod improves the proposal and contract modification process having the following attributes:

- eSimple – User friendly screens lead through the submittal process
- eSecure – Digital certificates ensure the integrity of proprietary data
- eSave – Electronic process reduces delivery costs and delays
- eShare – Web-based technology facilitates collaboration on proposal preparation
- eSign – Electronic signature

## 1.6 Accessing eOffer/eMod

The following section describes how to log into eOffer, Express eOffer, and eMod. A Digital Authentication Certificate must be present and verified by the system when the initial login occurs. When one of the **Sign In** buttons is selected on the eOffer/eMod homepage, the system will verify the existence of a valid certificate.

To access the eOffer/eMod application:

- Go to [www.eoffer.gsa.gov](http://www.eoffer.gsa.gov). The **eOffer/eMod** homepage will be displayed.
- On the homepage, under **Before You Begin**, there are several links that provide helpful information on subjects relating to eOffers and eMods. Click on the link to access information on a desired topic. A new link 'MAS Schedule Solicitations' provides a list of published Solicitations as hyperlinks which subsequently list all documents associated with a particular Solicitation.
- The right side of the homepage contains links to the three different eOffer/eMod system modules. The following three modules may be selected under **System Access: Contract Offers (eOffers), Contract Modifications (eMods)** and **Express Offers (eOffers)**. The sign in process explained below will be applicable for all three modules.
- Click the **Sign In** button for the chosen module. For this example **Contract Offers (eOffers)** is used.



### Welcome to eOffer/eMod

eOffer/eMod is a tool to submit contract offers and contract modification requests to GSA Federal Acquisition Service online.

If you are submitting an offer under certain GSA Multiple Award Schedules, you may be eligible to have an express review of your offer under the MAS Express Program. Please click the link "Learn about the MAS Express Program and participating schedules" below for details. If you're eligible, please sign in under the "Express Offers (eOffers)" below to see if you can submit your offer electronically.

If you are not eligible for the MAS Express Program at this time, please submit a standard offer by signing in under the "Contract Offers (eOffers)" below.

**NEW** Effective November 1, 2011, the Multiple Award Schedule (MAS) Program will no longer accept Express offers. The MAS Express Pilot Program is coming to an end. Any offers submitted before or on October 31, 2011 will be reviewed and have an opportunity to go through the Express evaluation process. **NEW**

### About eOffer

#### Learn More About:

- [eOffer](#)
- [Express Offers](#)
- [eMod](#)
- [Mandatory eMod Pilot](#)
- [Digital Certificates](#)
- [Authorized Negotiators](#)
- [Subcontracting Plan Model Template](#)
- [MAS Schedule Solicitations](#) **NEW**

#### Customer Assistance and Training:

- User Guides/Training
  - [eOffer/eMod User Guide](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [Contact Us](#)
- [MAS 520 \(FABS\) and 599 \(TSS\) Contractors - Pricing Pilot](#) **NEW**

#### Notifications

- [Site Maintenance Schedule](#)

### Before you Begin

#### If you are submitting an eOffer:

- [Have you reviewed the solicitation you want to make an offer against?](#)
- [Have you passed the "Pathways to Success" training?](#)
- [Did you get your DUNS number?](#)
- [Have you registered with CCR and with ORCA?](#)
- [Have you applied for a digital certificate?](#)
- If you have done all of the above, enter "eOffer" at the

#### If you are submitting an eMod:

- [Do you already have a digital certificate?](#)
- [Is your DUNS number and Contract number available?](#)
- [Are you an authorized negotiator on the contract?](#)
- You may now submit the mod...

### System Access

#### Contract Offers (eOffers)

- > Prepare and submit eOffer
- > Continue working on saved eOffer
- > Edit submitted eOffer

Sign In

#### Contract Modifications (eMods)

- > Prepare and submit modification request
- > Continue working on saved modification request
- > Edit submitted modification request

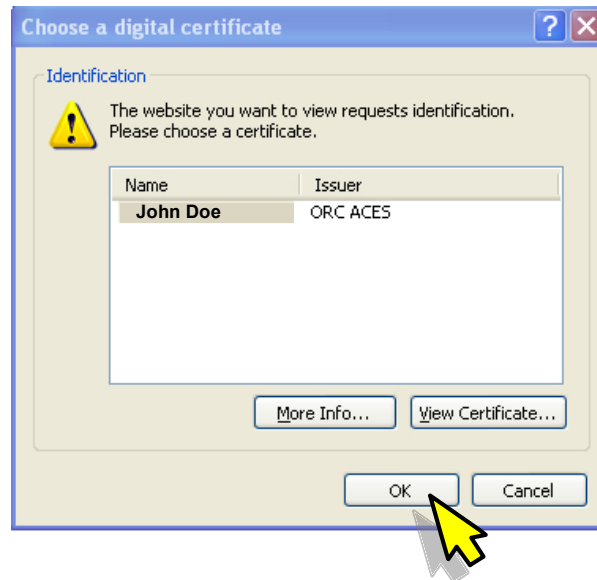
Sign In

#### Express Offers (eOffers)

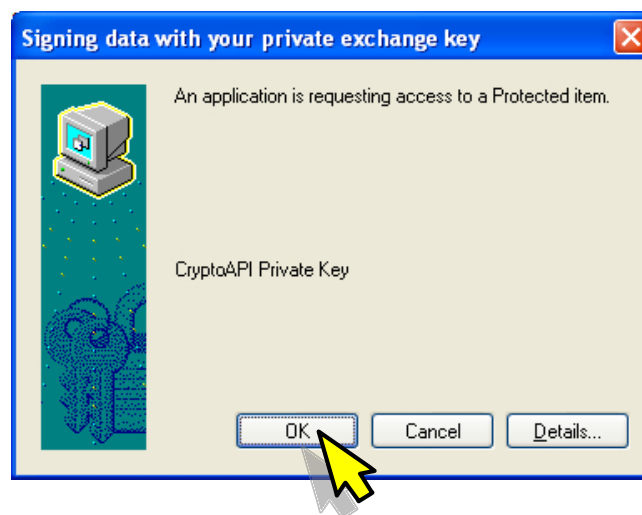
- > Prepare and submit Express eOffer
- > Continue working on saved Express eOffer
- > Edit submitted Express eOffer

Sign In

- e) The digital certificate dialogue box displays showing the existing certificates on your system. Select the appropriate certificate (if there is more than one) and click **OK**.



- f) Click **OK** on the **Private Exchange Key** pop-up screen.



g) The next screen displayed will be the **SIGN IN** page as shown below.

The screenshot shows the top of the eOffer/eMod interface. On the left is the GSA logo and the text "Federal Acquisition Service" with the tagline "Submit contract offers and contract modifications online". On the right is the "eOffer/eMod" logo. Below this is a "SIGN IN" form with three input fields: "Select a previously entered DUNS:" (a dropdown menu), "Or, enter a DUNS:" (a text box), and "DUNS PLUS 4:" (a text box). A "Submit" button is located at the bottom left of the form.

### 1.7 Entering the DUNS Number

To enter the DUNS number, do one of the following:

- If the eOffer/eMod system has been accessed previously, click on the down arrow next to the **“Select a previously entered DUNS”** field and select the appropriate DUNS number.
- The DUNS number can also be manually entered in the field **“Or, enter a DUNS”**.
- The **“DUNS PLUS 4”** field is optional. It is an extension to a DUNS number and created by registrants in CCR when there is a need for more than one bank/Electronic Funds Transfer (EFT) account for a location.
- After step (a) or step (b) click **Submit**

This screenshot is similar to the one above but shows the "SIGN IN" form with data entered. The "Select a previously entered DUNS:" dropdown menu now displays "123456789". A yellow dashed arrow points from the top right of the form down to the "Submit" button, which is also being pointed to by a mouse cursor.





Once the DUNS number has been validated the eOffer application will be accessed displaying the MY eOFFERS page.

**Federal Acquisition Service**  
Submit contract offers and contract modifications online

**eOffer/eMod**

**MY eOFFERS ::** Acme Management Concepts, Inc.

**New eOffers**

Select Solicitation	Action
2BMS-BM-200808-B Refresh#21(Schedule 007BMS) ▾	<input type="button" value="Submit Online"/>

**Saved eOffers**  
Click on the ID to view the event log for an Offer

ID	Solicitation	Last Update	Status	Actions
<a href="#">AGICR7XJ</a>	2FYB-SK-050009-B Refresh#2	2010-01-22 16:55:51.326	Incomplete	<input type="button" value="Edit Offer"/> <input type="button" value="Delete Offer"/>

**Submitted eOffers**  
Click on the ID to view the event log for an Offer

ID	Solicitation	Last Update	Status	Actions
Nothing found to display.				

- e) You have successfully signed in. To create an eOffer please see II - Creating & Submitting An eOffer

**Note:** If the DUNS number is incorrect or has expired an error message will display. The Vendor should contact CCR Help at <https://www.bpn.gov/ccr/help.aspx>.

## APPENDIX A – DIGITAL CERTIFICATES

### I. Digital Certificate Introduction

In order to sign in successfully to eOffer, a digital certificate must be present and verified. A digital certificate is an electronic credential that:

- Asserts the identity of an individual.
- Enables eOffer/eMod to verify the identity of the individual entering the system and signing documents.
- Encrypts or decrypts data to ensure that it is securely transmitted.
- As a packet of information is stored on a web browser or on a token.
- Creates digital signatures which are verifiable.

A Digital Signature **IS**:

- A piece of information based on both the document and the signer's private key.
- Unique to both the document and the signer.
- Virtually impossible to forge.

A Digital Signature is **NOT**:

- A digitized handwritten signature.
- The typed name of an individual.
- A secret code, password, or a PIN number.

**NOTE:** Each individual accessing the eOffer/eMod system must have a digital certificate installed on their computer. A digital certificate is unique to a person and cannot be used by a group of individuals.

## II. Obtaining a (no-cost) Digital Certificate

- a) To apply for a digital certificate go to the eoffer website (<http://eoffer.gsa.gov>). Under the section “Before you Begin” click on the link “*Have you applied for a digital certificate?*”



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- > Edit submitted modification request

#### Express Offers (eOffers)

- > Prepare and submit Express eOffer
- > Continue working on saved Express eOffer
- > Edit submitted Express eOffer

### Before you Begin

#### If you are submitting an eOffer:

1. [Have you reviewed the solicitation you want to make an offer against?](#)
2. [Have you passed the “Pathways to Success” training?](#)
3. [Did you get your DUNS number?](#)
4. [Have you registered with CCR and with ORCA?](#)
5. [Have you applied for a digital certificate?](#)
6. If you have done all of the above, enter “eOffer” at the right.

#### If you are submitting an eMod:

1. [Do you already have a digital certificate?](#)
2. [Is your DUNS number and Contract number available?](#)
3. [Are you an authorized negotiator on the contract?](#)
4. You may now submit the mod...



- b) A new browser window will open up. Click on the link “[click here](#)” under the question “Have you applied for a Digital Certificate?”

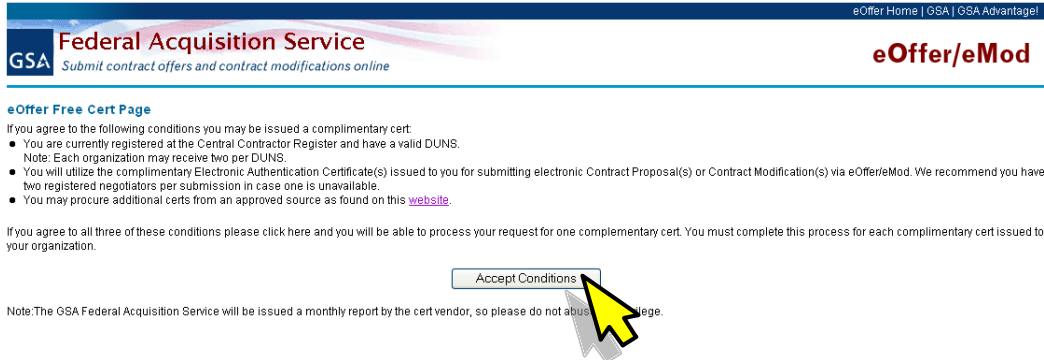


### Have you applied for a Digital Certificate?

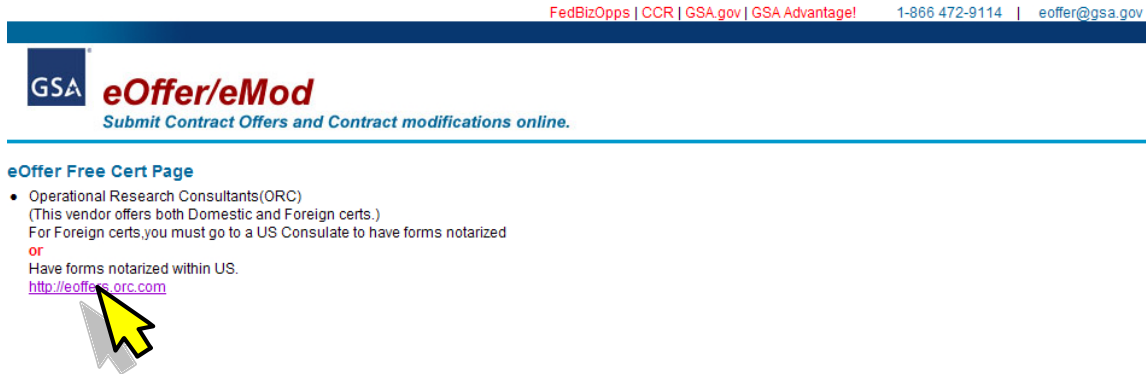
- Are You Qualified for a “No Cost” digital certificate?
  - You may receive 2 “No Cost” digital certificates per DUNS Number. After the two “No Cost” certificates, you must purchase any additional certificate at your own expense. To apply [click here](#)



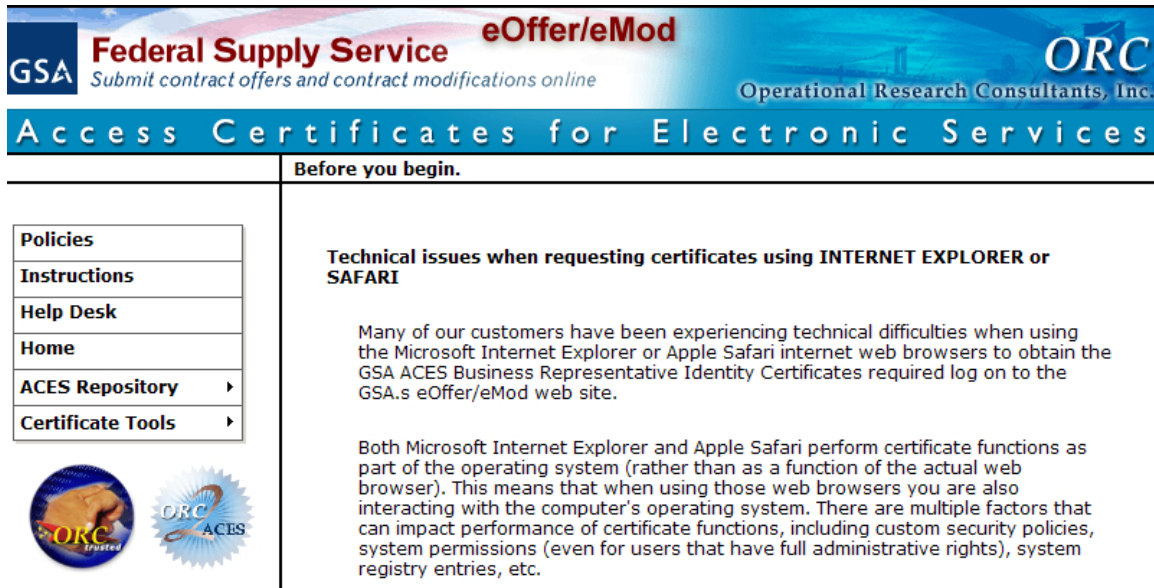
c) On the new window click **Accept Conditions**. This will take you to the eOffer Free Cert Page.



d) Click on the url <http://eoffers.orc.com>



e) The eOffer/eMod **Access Certificates for Electronic Services** homepage will be displayed.



f) Read the note about the technical issues relating to the Browser. Click **Next** at the bottom of the page (not shown in the above image).

- g) Go through the Application Process Checklist and click **Next**. The next set of instructions relate to Identity Verification (not shown here. Read and click **Next**). The next set of instructions is about Secure On-line Certificate Delivery (not shown here). Read and click **Next**.

<b>Access Certificates for Electronic Services</b>							
<b>Application Process Checklist</b>							
<table border="1"> <tr><td>Policies</td></tr> <tr><td>Instructions</td></tr> <tr><td>Help Desk</td></tr> <tr><td>Home</td></tr> <tr><td>ACES Repository ▶</td></tr> <tr><td>Certificate Tools ▶</td></tr> </table> <div style="text-align: center;"> </div>	Policies	Instructions	Help Desk	Home	ACES Repository ▶	Certificate Tools ▶	<p>There are three main processes for obtaining your ORC ACES Certificates. They are <a href="#">On-line Application</a>, <a href="#">Authentication</a>, and <a href="#">Secure On-line Certificate Delivery</a>.</p> <p>In order to facilitate an easy registration, you will want to have the following readily available for each process.</p> <p><b>On-line Application</b></p> <ul style="list-style-type: none"> <li>■ A workstation with a FIPS 140-1/2 Level 1 cryptographic compliant web browser. (For more information please see <a href="#">Getting the Correct Browser</a>.) <i>You must use the same workstation for the request and retrieval of your digital certificate.</i></li> <li>■ You will need to Trust the ORC ACES Root Certificate Authority. This only needs to be done once (unless there is a notice telling you that an update was made).</li> <li>■ When applicable, the subscriber's organization will provide a point of contact for verification of any roles or authorizations to be included in the subscriber's certificates, via a signed letterhead or digitally signed e-mail.</li> </ul> <div style="text-align: right;"> </div>
Policies							
Instructions							
Help Desk							
Home							
ACES Repository ▶							
Certificate Tools ▶							

- h) On the Trust the Certificate Authority screen if the ORC ACES Root Certificate Authority has been trusted click **Continue**. If not, then click **Trust CA's** and follow the directions.

<b>Trust the Certificate Authority</b>											
<table border="1"> <tr><td>Policies</td></tr> <tr><td>Instructions</td></tr> <tr><td>Help Desk</td></tr> <tr><td>Home</td></tr> <tr><td>ACES Repository ▶</td></tr> <tr><td>Certificate Tools ▶</td></tr> </table> <div style="text-align: center;"> </div>	Policies	Instructions	Help Desk	Home	ACES Repository ▶	Certificate Tools ▶	<p><b>Trust the Certificate Authority</b></p> <p>You will need to Trust the ORC ACES Root Certificate Authority. This only needs to be done once (unless there is a notice telling you that an update was made). A browser check will be conducted sending you to the appropriate page.</p> <table border="1"> <tr> <td style="padding: 5px;">                 If you <b>HAVE NOT</b> already trusted the ORC ACES Root Certificate Authority, then please click the button below.             </td> <td style="padding: 5px;">                 If you <b>HAVE</b> already trusted the ORC ACES Root Certificate Authority, then please click the button below.             </td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </table>	If you <b>HAVE NOT</b> already trusted the ORC ACES Root Certificate Authority, then please click the button below.	If you <b>HAVE</b> already trusted the ORC ACES Root Certificate Authority, then please click the button below.		
Policies											
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Help Desk											
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ACES Repository ▶											
Certificate Tools ▶											
If you <b>HAVE NOT</b> already trusted the ORC ACES Root Certificate Authority, then please click the button below.	If you <b>HAVE</b> already trusted the ORC ACES Root Certificate Authority, then please click the button below.										


i) Read the agreement relating to the Online Application and click **I Agree**.

<b>Policies</b>
<b>Instructions</b>
<b>Help Desk</b>
<b>Home</b>
<b>ACES Repository</b> ▶
<b>Certificate Tools</b> ▶



Online Application
Verification
Certificate Delivery

In order to request and use a **Business Representative Identity Certificate** issued under the ORC ACES CPS you (the subscriber) must agree to the following obligations.



- To accurately represent yourself in all communications with ORC and the PKI.
- To protect the certificate private key from unauthorized access in accordance with the [Private Key Protection](#) section of the ORC ACES CPS.
- To immediately report to an RA or LRA and request certificate revocation if [Private Key Compromise](#) is suspected.
- To use the certificate only for authorized applications which have met the requirements of the US Government ACES CP and the ORC ACES CPS.
- To use the certificate only for the purpose for which it was issued, as indicated in the key usage extension.
- To report any changes to information contained in the certificate to the appropriate RA or LRA for certificate reissue processing.
- Abide by all the terms, conditions, and restrictions levied upon the use of private keys and certificates.

Theft, compromise or misuse of the private key may cause the subscriber, relying party, and their organization legal consequences.

Please provide Proof of Organizational Affiliation. If you are using a photo ID badge that shows your company affiliation, as one of your two forms of identification, then this will also work as your Proof of Organizational Affiliation. Otherwise, please submit a letter on company letterhead, signed by a Duly Authorized Company Representative, stating that you are an employee of that organization. (exp. [Individual's Proof of Organizational Affiliation Letter](#).)

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I understand that during this process I will be generating my [key pair](#) and will possess the only copy of my private key on the workstation/computer (or hardware token) from which I am making my request. If lost, damaged, or compromised, I will be responsible for requesting and incurring the costs of a new certificate.

← Back
I Agree →

j) The Online Application form will be displayed (as shown on the next page).

- k) Fill in the application fields. The information filled in on the application must match **exactly** the information that will be used when using the **eOffer/eMod** system. The application should be done from the same workstation that will be used to accept the certificate.

**Federal Supply Service** eOffer/eMod

Submit contract offers and contract modifications online

Operational Research Consultants, Inc.

Access Certificates for Electronic Services

Business Representative Identity Request

Policies

Instructions

Help Desk

Home

ACES Repository ▶

Certificate Tools ▶

Online Application

Verification

Certificate Delivery

The Purpose of this enrollment is to request a **Business Representative Identity Certificate** that may be used for digital signature and digital identity to access websites.

Important:

You will need to use the same workstation and the same browser to accept your certificate that you are now using to request it.

Certificate Profile - Business Identity Cert:

Please Provide the following information:

Subscriber Information:

Use your full legal name as it appears on your Government Issued Photo ID, Drivers License, Passport, ID Card, etc., when filling out this form.

First Name	<input style="width: 90%;" type="text"/>
Middle Initial	<input style="width: 90%;" type="text"/>
Last Name	<input style="width: 90%;" type="text"/>
Legal Business Name or DBA	<input style="width: 90%;" type="text"/>
Company Department Name	<input style="width: 90%;" type="text"/>
DUNS Number	<input style="width: 90%;" type="text"/>
Company Email Address	<input style="width: 90%;" type="text"/>

Company Phone Number:

**Current Business Address:**  
Enter the current physical address of your organization.

Street Address

Street Address 2

City/County/Region

State/Province

Zip Code

Country

**SocioEconomic Factors:**  
(check no more than 3 socioeconomic factors)

SBA Certified 8A Program Participant     SBA Certified HUB Zone Firm  
 SBA Certified Small Disadvantaged Business     Small Business  
 Self-Certified Small Disadvantaged Business     Emerging Small Business  
 Service Disabled Veteran Owned     JWOD Non-Profit Agency  
 Veteran Owned Business     Woman Owned Business  
 None of the Above

- l) Click **Submit**.
- m) Mailing instructions will appear – Print the form and have it notarized. Make copies of 2 IDs and mail to the address provided.
- n) Once ORC has received the application, it will take approximately 5-7 business days to receive a certificate via email along with instructions on installing and backing up the certificate. Please follow all the instructions exactly as given in the email.

**NOTE:** The cert must be an ACES Level 3 certificate “Business Identity Certificate” to ensure that we know who the Government is doing business with and to create a legally binding contract. Industry Partners who currently provide Level 3 Digital Authentication Certificates for the GSA Vendor community are:

Operational Research Consultants (ORC) – <http://aces.orc.com>

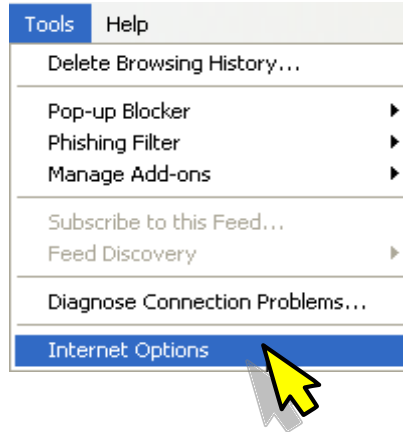
IdenTrust – <http://www.identrust.com/gsa/index.html>



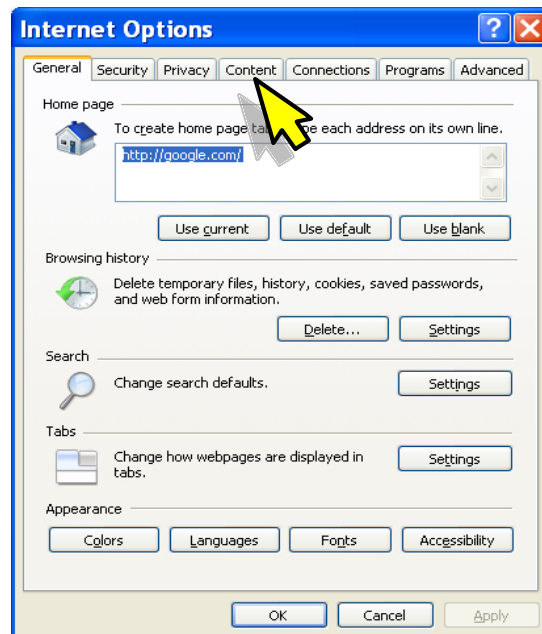
### III. Importing Digital Certificate Into Your Browser

To install the digital certificate (once you have received it) follow these steps.

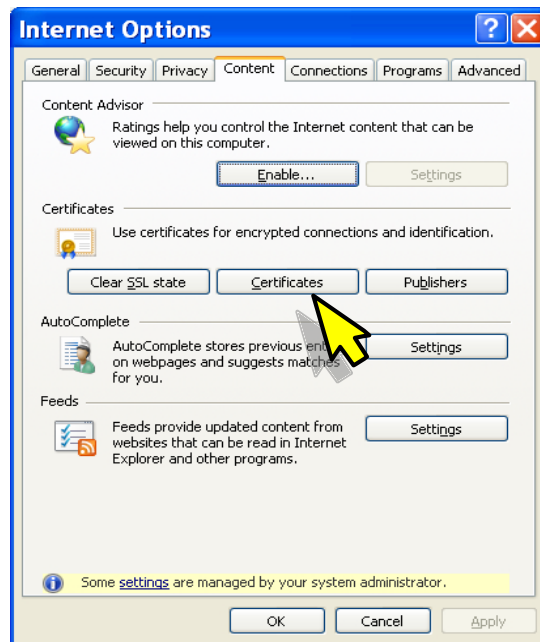
- a) Launch your browser (Internet Explorer) and on the Menu bar click on **Tools** → **Internet Options**.



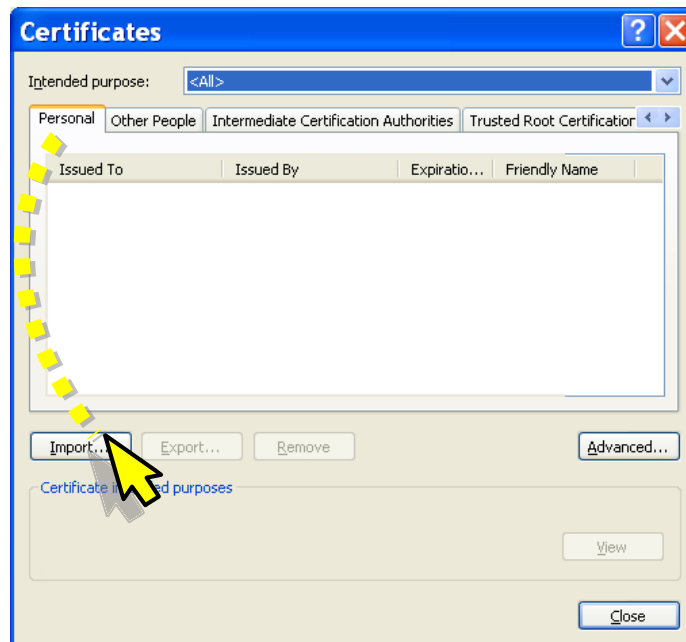
- b) Click the **Content** tab.



c) Click the **Certificates** button.



d) Click the **Personal** tab.



e) Click the **Import** button.

The import Wizard will open up.

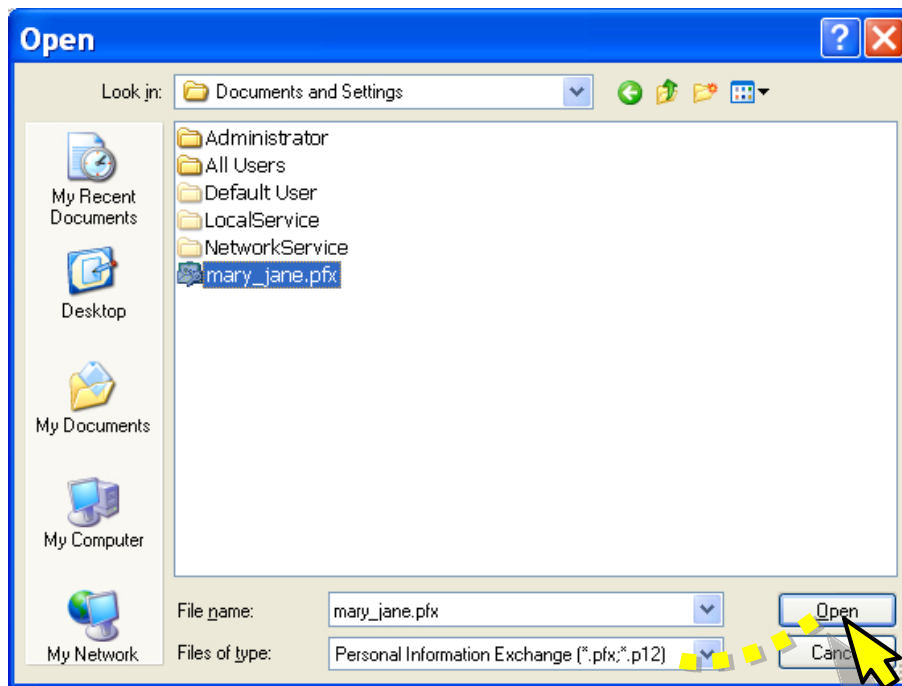
- f) Click **Next**



- g) Click **Browse** and go to the folder where your certificate is stored and highlight it.



- h) In the “**File of type**” select the **.pfx** extension type and click **Open**.



- i) Click **Next**.

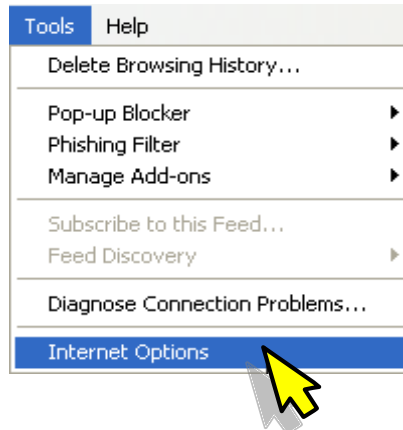


- j) Select Place all Certificates in following store (Personal).
- k) Click **Next** and then click **Finish**.
- l) The same steps can be followed to Export or Remove a certificate by selecting the appropriate button in the Personal Tab.

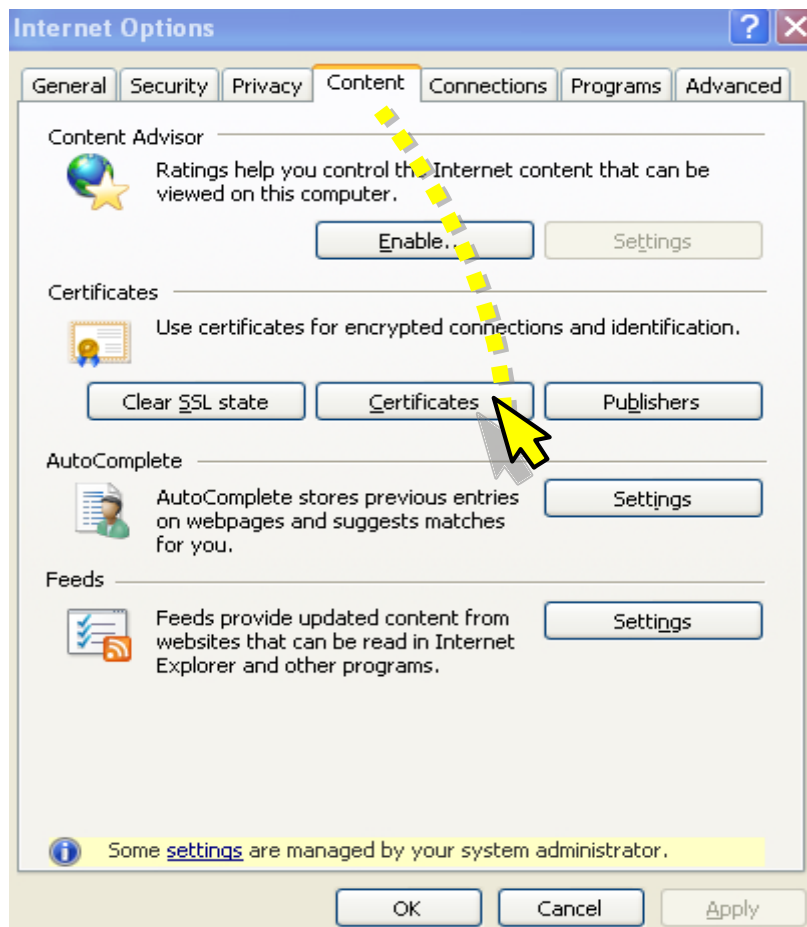
#### IV. Verifying Information on the Digital Certificate

Once your digital certificate is installed and you have also backed it up it is a good idea to verify that all the information is accurate.

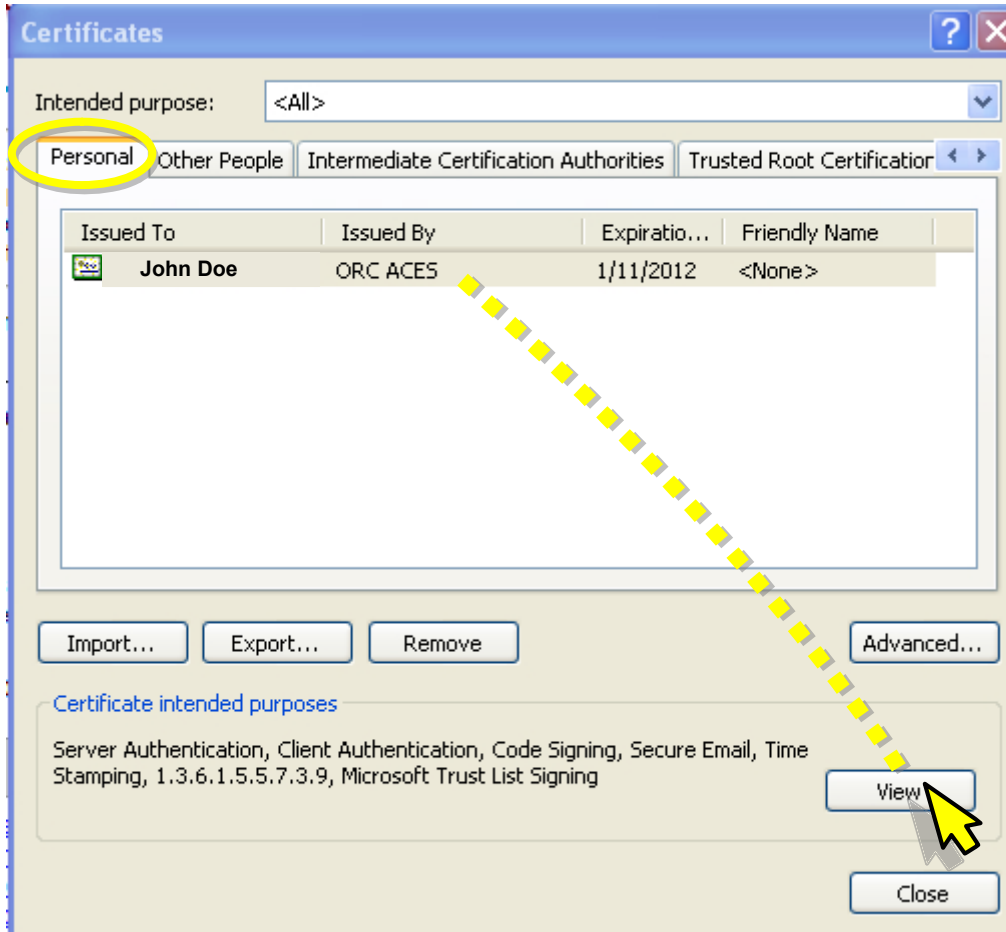
- a) Launch your browser and on the Menu bar click on **Tools** → **Internet Options**.



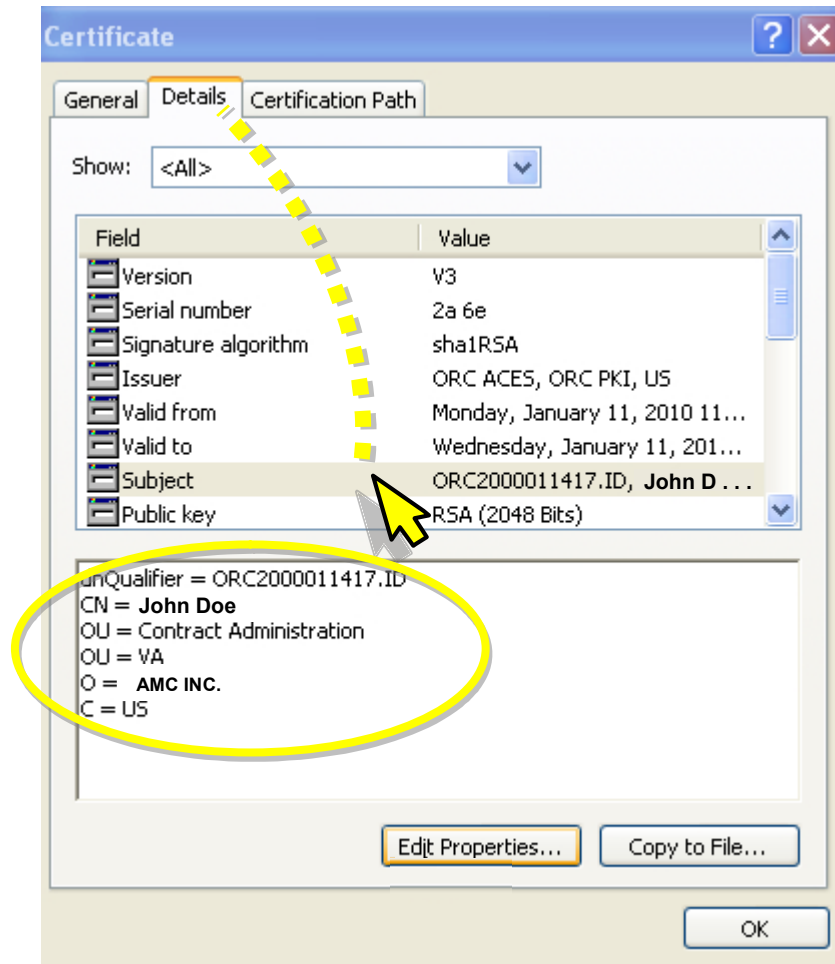
- b) Click on the **Content** tab and then **Certificates**.



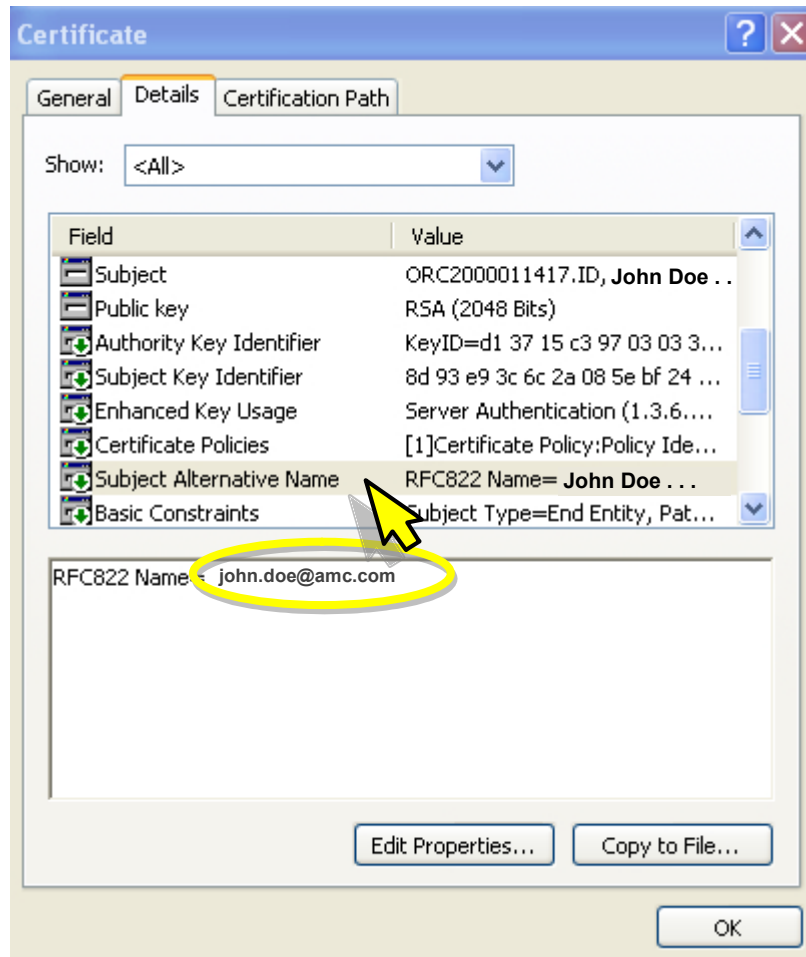
- c) The Certificate will be seen under the **Personal** tab. Highlight it and click **View**.



- d) On the next Window click on the **Details** tab and highlight the “Subject” field to verify your name

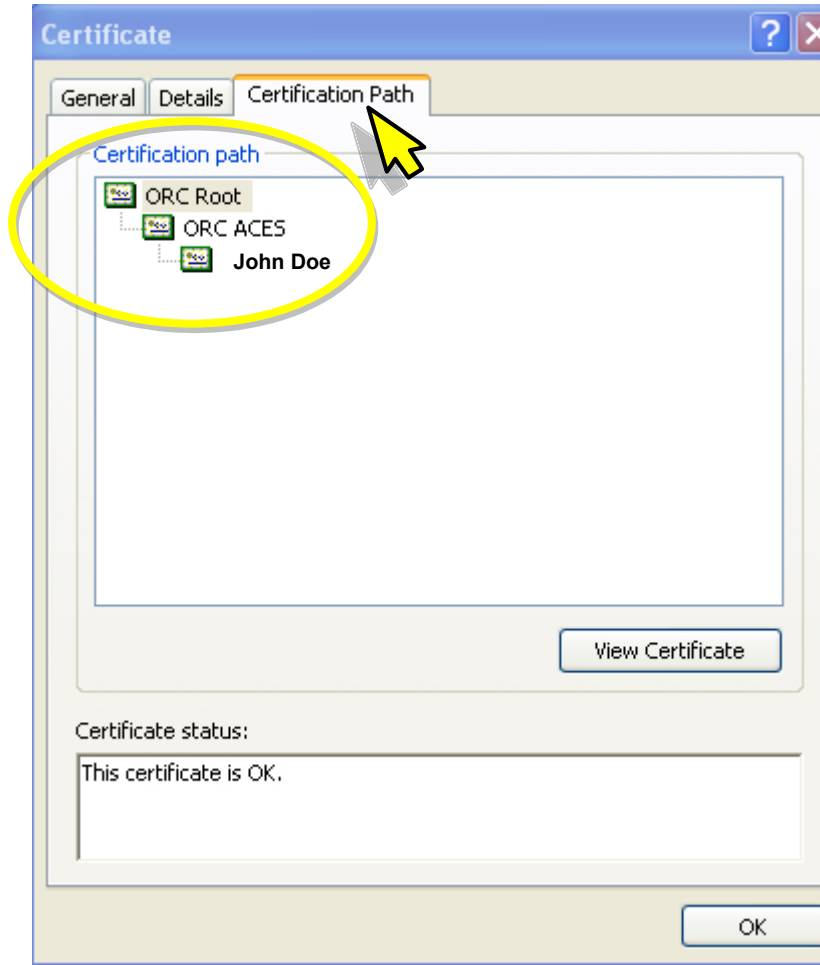


e) Now Scroll down and highlight the “Subject Alternative Name” to verify your email address.





- f) Finally, go to the **Certification Path** tab to verify the path of your certificate.



## APPENDIX B – DUNS NUMBER

### DUNS Number Introduction

A Data Universal Numbering System (DUNS) Number is required to use the eOffer/eMod system and is needed when registering with the CCR database. A DUNS number is a unique nine digit identification number assigned to a business entity by Dun and Bradstreet. The DUNS number assignment is free for all businesses required to register with the US Federal government for contracts or grants.

### Obtaining a DUNS Number

- a) To obtain a DUNS number, go to <http://fedgov.dnb.com/webform>
- b) The Dun & Bradstreet homepage will be displayed.

- c) Click the option to request the DUNS number via the web and follow the instructions or you may click the option listed below that to request it by phone.

## APPENDIX C – CENTRAL CONTRACTOR REGISTRATION (CCR)

### CCR Introduction

The CCR is a primary registrant database for the US Federal Government. CCR collects, validates and stores data in support of agency acquisition missions. The Vendor must be registered prior to the award of a Schedule contract. A DUNS Number is required when registering with CCR.

### Registering with the CCR

To locate the CCR homepage and register online, do the following:

- Go to the CCR homepage: <https://www.bpn.gov/ccr/default.aspx>
- The CCR homepage will be displayed
- Click **Start New Registration**

**CENTRAL CONTRACTOR REGISTRATION**

CCR Home | CCR Search | Federal Agency Registration | News | Release Notes | Request Data Access | Help

Contractors | Grantees | International Registrants | Small Businesses | Security Notes | **594,747 Active Registrants**

**Quick Links**

- Dynamic Small Business Search
- ORCA
- SBA
- Request DUNS Number
- Federal Business Opportunities

Welcome to Central Contractor Registration (CCR)

**Central Contractor Registration (CCR)** is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. [Learn more about CCR Policy and Background.](#)

**Log in to CCR**

User ID:

Password:

[Forgot Password](#) [Forgot User ID](#)

**Create New Registration**

[What You Need to Register](#)  
[International Registrants](#)

Note: New registrations usually take 1-2 business days to process once completed by the vendor.

**CCR Registrations Over Time**

CCR Registrations Choosing Contracts, Grants, or Both Over Time

Date	Contracts	Grants	Contracts and Grants
10/16/2009	~35000	~18000	~8000
11/1/2009	~36000	~19000	~8000
11/15/2009	~36000	~19000	~8000
11/29/2009	~36000	~19000	~8000
12/13/2009	~36000	~19000	~8000
12/27/2009	~36000	~19000	~8000
1/10/2010	~34000	~18000	~7000

Click the image to see full size.

- d) Fill out the New Registration form as shown below and click **Continue Registration** and follow the online directions. For step-by-step screen shots of the registration process go to: <https://www.bpn.gov/ccr/handbook.aspx> and review the document titled “CCR New Registration Screenshots”

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## New Registration

### Enter Your Organization's Information

— Organization Information —

\* Required Information

DUNS\*:

Please enter a value for the DUNS number field.

Legal Business Name:

Doing Business As (DBA):

Physical Street Address:

City:

U.S. State or Canadian Province:

Foreign Province:

Zip+4/Postal Code:

Country:

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- e) Once you are done with the CCR registration move on to the ORCA registration by clicking on **ORCA** under Quick Links on the left on the CCR home page (as shown below).

- f) On the ORCA site login using your DUNS to add your record.



### Welcome to the Online Representations and Certifications Application (ORCA)

**\*\*Recovery vendors must register at [Federalreporting.gov](http://Federalreporting.gov) (click [here](#) for more information)\*\***

ORCA is an e-Government initiative that was designed by the Integrated Acquisition Environment (IAE) to replace the paper based Representations and Certifications (Reps and Certs) process.

**Please login to add or update your ORCA record**

**DUNS Number**

**MPIN**

**Search current ORCA Record**

DUNS Number

+4 (if applicable)

[Click Here](#) for Archive Search

**NOTE:** [Click here](#) to learn how to create your MPIN.



## APPENDIX D – PATHWAY TO SUCCESS TRAINING

### Pathway to Success Introduction

Pathway to Success is designed to assist prospective GSA Schedule contractors in making informed business decisions as to whether obtaining a GSA Schedule contract is in their best interest. The presentation provides background information on the GSA Schedules Program and encompasses a variety of other topics, including:

- What are GSA's expectations for a vendor to become a successful Schedule contractor;
- How to compete and succeed as a GSA Schedule contractor in the government marketplace;
- How to develop a GSA Schedule-specific business plan; and
- How to submit a quality offer, the proposal submission process, and the GSA Schedule solicitation;

Vendors may attend either a live presentation or complete the web based presentation posted on the Vendor Support Center <http://vsc.gsa.gov> under the "Vendor Training" tab.

