



GSA OMS Vendor Portal User Registration and Login Guide

February 2022

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Overview

The GSA OMS Vendor Portal provides GSA vendors the ability to view and manage Purchase Orders (PO) associated with their Vendor ID/Unique Entity Identifier (UEI). This includes acknowledging Purchase Orders, entering shipment information, generating backorder and substitute items requests, entering order cancellations, and generating printable PDF copies of Purchase Orders via GSA Form 3186.

To access the Vendor Portal, a vendor user must obtain an account from GSA. Vendor User accounts will be provisioned through the [GSA eTools Help Desk](#).

Note: *Account login is based on email address, and each user must provide a distinct email address. To manage Purchase Orders across multiple Vendor ID numbers, one email address per Vendor ID number is required to be registered.*

This user guide provides step-by-step instructions, guidance, and screenshots for:

- Requesting and Activating a Vendor Portal Account
- Logging into the Vendor Portal
- Email Notifications for your Organization

For additional information on how to manage GSA OMS Purchase Orders, including the most current copy of this guide, click [here](#).

Requesting Access to the GSA OMS Vendor Portal

Step 1: Submitting an Access Request

To request access to the GSA OMS Vendor Portal, please submit a ticket to the [GSA eTools Help Desk](#) and provide the following information:

- Vendor Name
- Vendor ID number (UEI)
- Email Address
- First Name
- Last Name
- Phone Number
- Physical Address (City, State, Zip)
- Email Address for Order Notification emails

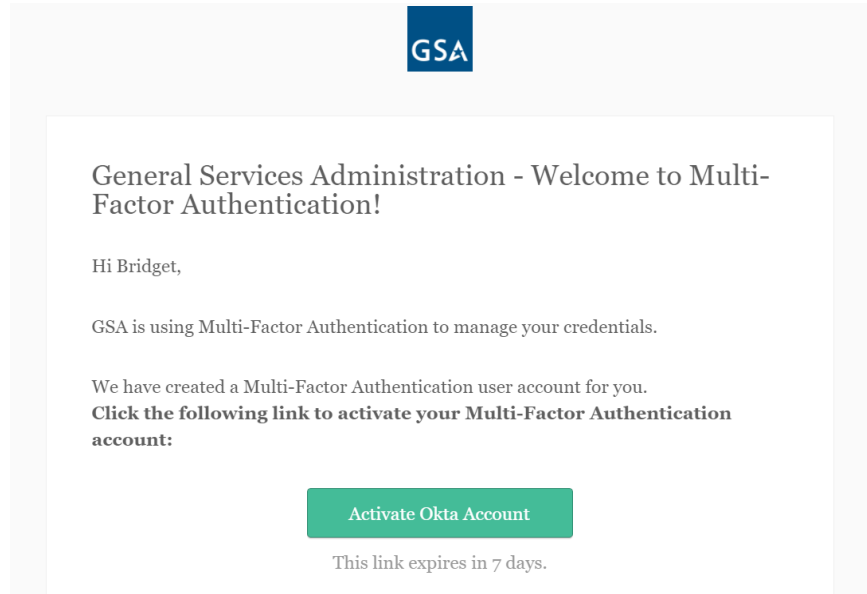
Note: To find your UEI, review this SAM.gov page: [Where is my UEI?](#)

Step 2: Receiving Email Notification on eTools Ticket

Once the ticket has been submitted, you will receive an eTools ticket number within 24 business hours, indicating the request for account set up has been received.

Step 3: Account Activation Email

Once GSA has provisioned your Vendor Portal account, you will receive an email with account activation instructions. Account activation must be completed within 7 days of receiving this email.



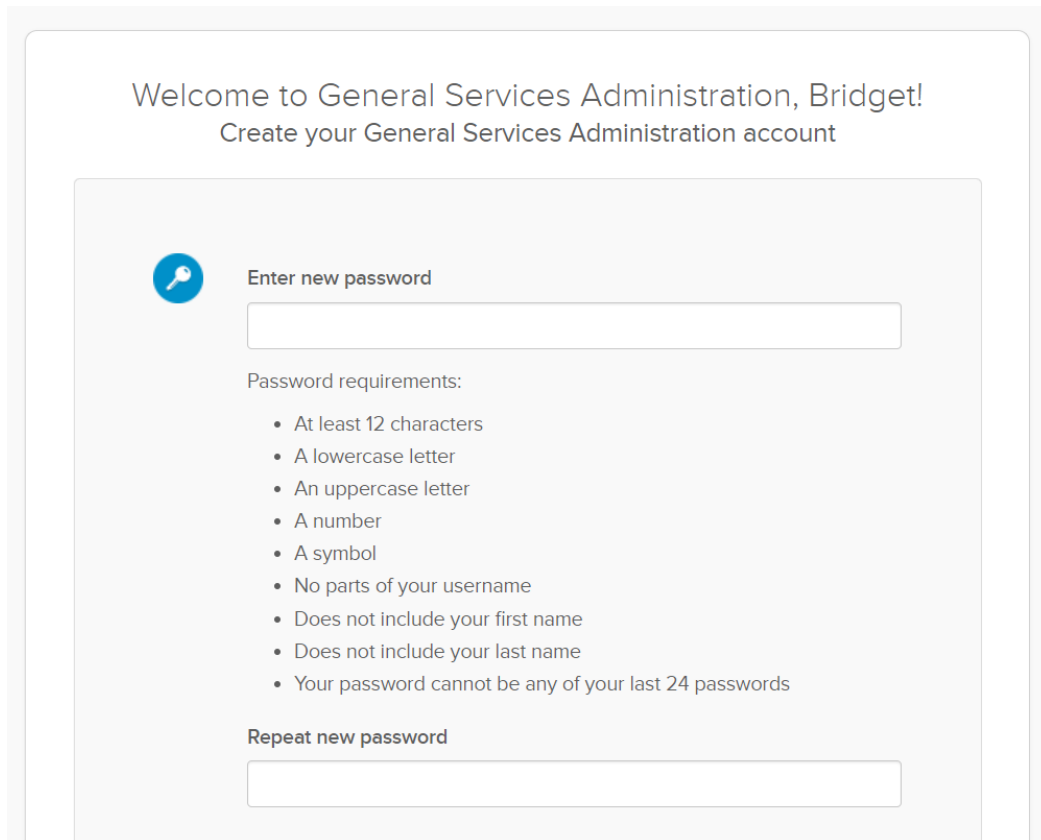
Please make sure to check your junk folder for this account activation email if you do not see it in your inbox. If you do not receive this email within 48 business hours of receiving your eTools ticket number, please contact the [GSA eTools Help Desk](#).

Step 4: Activating your account


Click The “Activate Account” button in your email. This will take you to the password setup and security image selection screen. Enter the password you wish to use and select a security image. Click “Create My Account” at the bottom right of the screen.

Note: Your Vendor Portal password must adhere to the following rule:

- 12 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- One symbol
- Does not contain part of username
- Does not contain first name
- Does not contain last name
- Different from last 24 Vendor Portal passwords



Welcome to General Services Administration, Bridget!
Create your General Services Administration account

 Enter new password

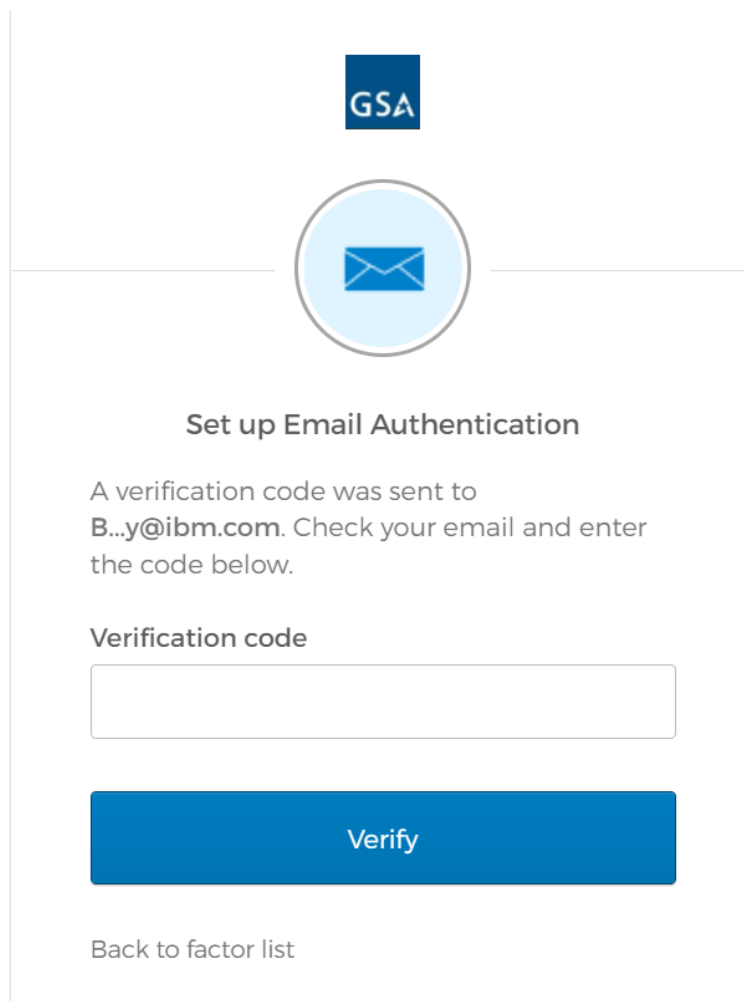
Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 passwords


Repeat new password

Step 5: Creating your account

Clicking “Create My Account” will take you to the following Multi Factor Authentication (MFA) page. Select “Email Authentication”. This will send an email with an OTP (One Time Code) to the address submitted as part of your registration request.



GSA



Set up Email Authentication

A verification code was sent to **B...y@ibm.com**. Check your email and enter the code below.

Verification code

Verify

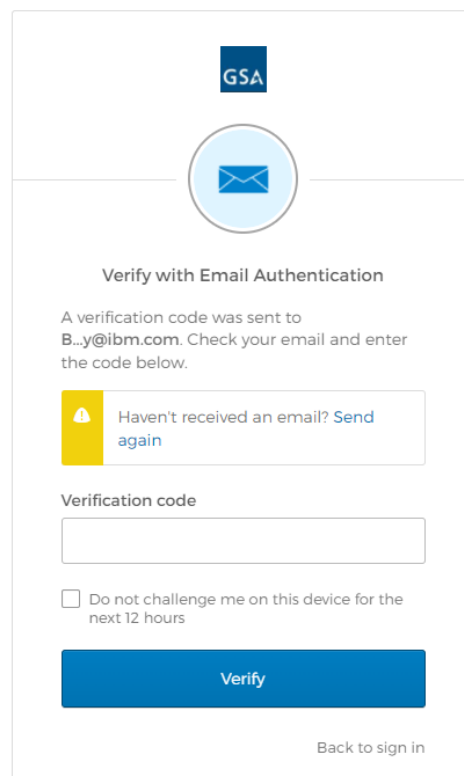
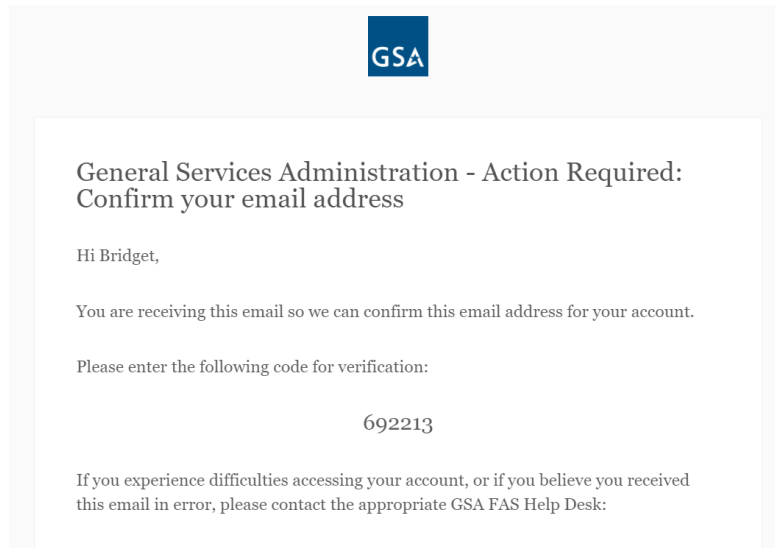
[Back to factor list](#)

Step 6: Entering your OTP Code

Copy the code provided in your email into the Verification window and click Verify

Notes:

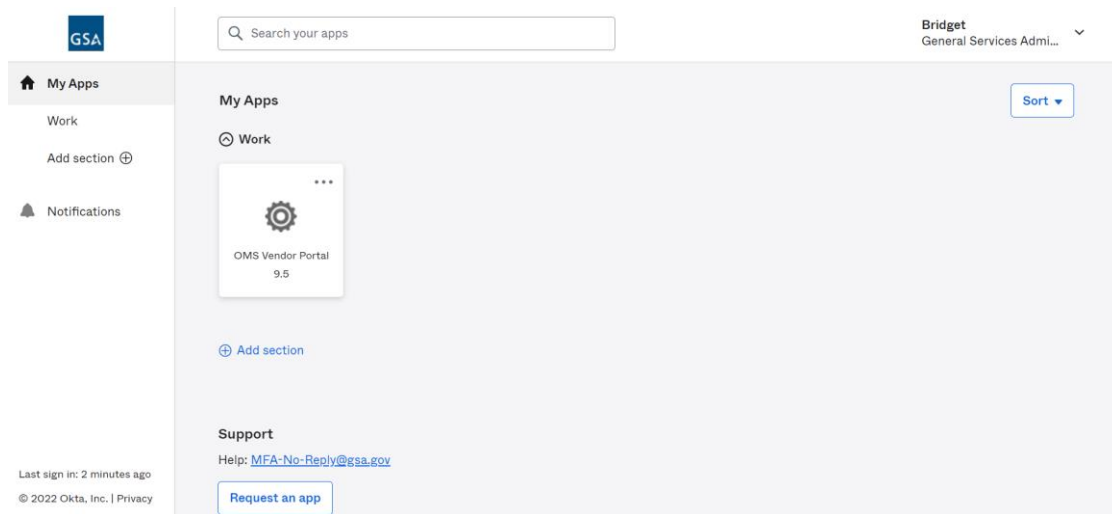
- *If you wish to check the box for “Do not challenge me on this device for the next 60 minutes”, do so.*
- *If you do not receive the verification email, click the Resend email option.*



Step 7: MFA Applications Landing Page

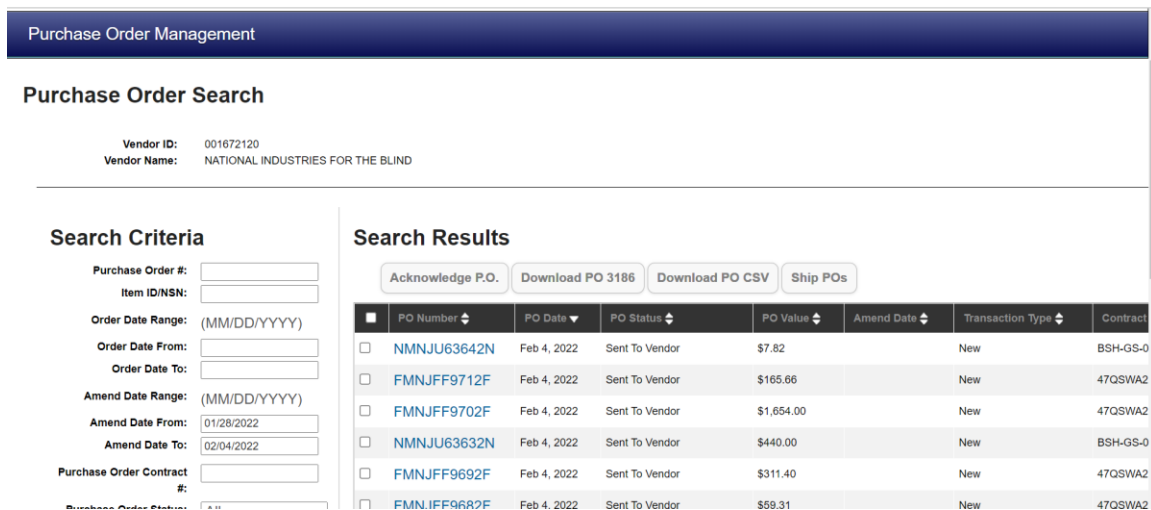
Click Verify on the login page. This will take you to the MFA Applications Page. Registration and Activation of your Vendor Portal account with MFA login is now complete.

Note: This MFA Applications dashboard will be a one-time step. After initial account set up and log in, you will not see this page again when you log in to the GSA OMS Vendor Portal



Step 8: Access GSA OMS Vendor Portal

Click on the icon for Vendor Portal.



Accessing the GSA OMS Vendor Portal

Step 1: Vendor Portal and MFA registration complete

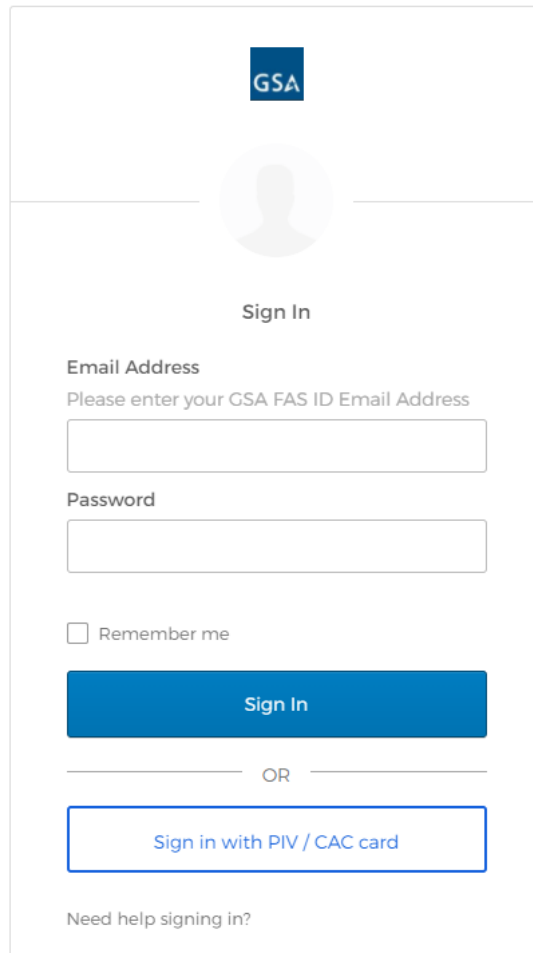
Ensure you have completed the steps required in the “Requesting Access to GSA OMS Vendor Portal” section above

Step 2: Access the Vendor Portal Link

In a web browser, access the GSA OMS Vendor Portal link at:
<https://www.orders-vp.fas.gsa.gov/vp-landing>.

Step 3: Username and Password

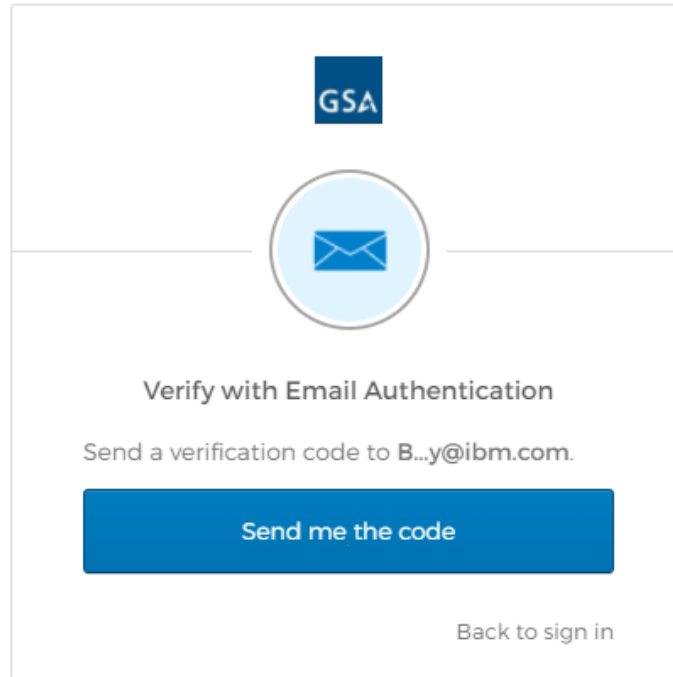
Re-enter your email address and password registered with the GSA OMS Vendor Portal in the text box.
Click “Sign In”.



The screenshot shows the sign-in interface for the GSA OMS Vendor Portal. At the top center is the GSA logo. Below it is a circular placeholder for a user profile picture. Underneath the profile picture is the text "Sign In". The form contains two input fields: "Email Address" with the instruction "Please enter your GSA FAS ID Email Address" and "Password". Below these fields is a checkbox labeled "Remember me". A prominent blue button labeled "Sign In" is positioned below the checkbox. Below this button, the word "OR" is centered between two horizontal lines. Underneath the lines is a button labeled "Sign in with PIV / CAC card". At the bottom of the form, there is a link that says "Need help signing in?".

Step 4: OTP Code

Select “Send me the code”. This will send an email with an OTP (One Time Code) to the address submitted as part of your registration request.

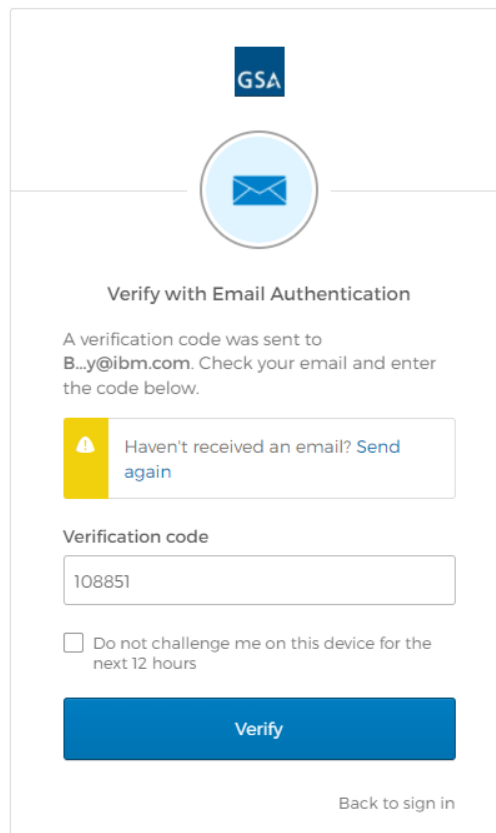
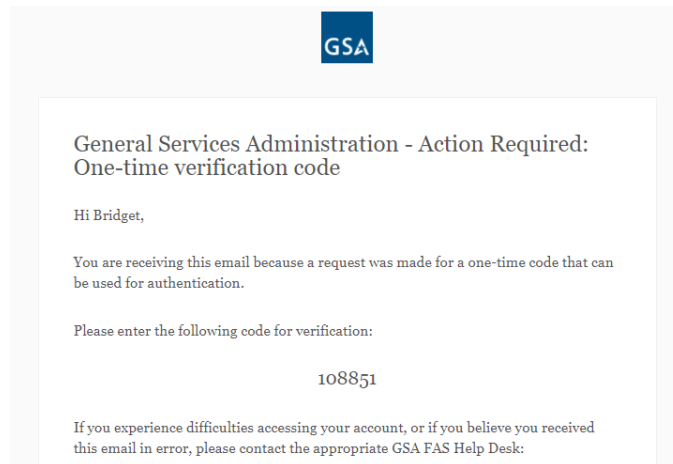


Step 5: Entering your OTP Code

Copy the code provided in your email into the Verification window and click Verify

Notes:

- *If you wish to check the box for “Do not challenge me on this device for the next 60 minutes”, do so.*
- *If you do not receive the verification email, click the Resend email option.*



The image shows a screenshot of the GSA verification interface. At the top center is the GSA logo. Below it is a circular icon containing an envelope symbol. The heading is "Verify with Email Authentication". The text below reads: "A verification code was sent to B...y@ibm.com. Check your email and enter the code below." There is a yellow warning icon followed by the text "Haven't received an email? [Send again](#)". Below this is a "Verification code" label and a text input field containing "108851". There is a checkbox labeled "Do not challenge me on this device for the next 12 hours". At the bottom is a large blue button labeled "Verify". In the bottom right corner, there is a link that says "Back to sign in".

Step 6: Login Complete

You are now logged into the GSA OMS Vendor Portal.

Instructions on how to manage your transactions (Acknowledge and Ship Purchase Orders, print Purchase Orders, Cancel Purchase Orders and submit Backorder and Substitution Requests) are available [here](#).

Welcome **Bridget.Morrissey** [Log Out](#)

Purchase Order Management

Purchase Order Search

Vendor ID: 001672120
Vendor Name: NATIONAL INDUSTRIES FOR THE BLIND

Search Criteria

Purchase Order #:

Item ID/NSN:

Order Date Range: (MM/DD/YYYY)
Order Date From:
Order Date To:

Amend Date Range: (MM/DD/YYYY)
Amend Date From:
Amend Date To:

Purchase Order Contract #:

Purchase Order Status:

Search Results

<input type="checkbox"/>	PO Number	PO Date	PO Status	PO Value	Amend Date	Transaction Type	Contract Number
<input type="checkbox"/>	FMNJFH0732F	Feb 4, 2022	Sent To Vendor	\$105.46		New	47QSWA22D0009
<input type="checkbox"/>	FMNJFH0722F	Feb 4, 2022	Sent To Vendor	\$32.70		New	47QSWA22D0009
<input type="checkbox"/>	FMNJFH0712F	Feb 4, 2022	Sent To Vendor	\$121.22		New	47QSWA22D0009
<input type="checkbox"/>	FMNJFH0702F	Feb 4, 2022	Sent To Vendor	\$360.20		New	47QSWA22D0009
<input type="checkbox"/>	NMNJU65282N	Feb 4, 2022	Sent To Vendor	\$33.75		New	BSH-GS-02F-W0003
<input type="checkbox"/>	FMNJFH0682F	Feb 4, 2022	Sent To Vendor	\$84.63		New	47QSWA22D0009
<input type="checkbox"/>	NMNJU65272N	Feb 4, 2022	Sent To Vendor	\$38.22		New	BSH-GS-02F-W0003
<input type="checkbox"/>	NMNJU65252N	Feb 4, 2022	Sent To Vendor	\$48.75		New	BSH-GS-02F-W0003

Notes:

- Vendor user accounts will be disabled after 90 days of inactivity. To have your account reactivated, please contact the [GSA eTools Help Desk](#).
- Account lockout will occur after 10 unsuccessful attempts to log in. User accounts will be unlocked after 30 minutes of initial lockout.

Email Notifications for your Organization

The GSA OMS Vendor Portal provides vendors with the ability to receive email notifications for Purchase Order Management.

Note: *There is a limit of up to 3 email addresses for notifications per Vendor ID number.*

Emails are currently generated for the following scenarios:

- A new Purchase Order is available
- An existing Purchase Order has been modified
- An existing Purchase Order has been canceled

Note: *The email scenarios above are in the form of summary emails sent daily.*

To request changes to email addresses on file for your Vendor ID/Organization, please submit a ticket to the [GSA eTools Help Desk](#). Please provide the following information:

- Organization Name
- Vendor ID Number
- Up to 3 email addresses to receive purchase order-related notifications

Contact Us/Assistance

For assistance with questions on this guide, or with other aspects of the GSA OMS Vendor Portal, please contact the GSA eTools Help Desk:

- Email: eToolsHelpdesk@gsa.gov
- Phone: (866) 472-9114 - Option 7

Availability: Weekdays from 8:00 AM to 7:00 PM ET, excluding Federal holidays.