Complete the PASSPort Vendor Enrollment

Learn how to get Filed and make your profile visible to agencies in PASSPort.

Before We Begin

The steps in this guide can be completed by a user provisioned with the role:

- **Vendor Admin**
- **Signatory** (users with role can sign the Vendor Enrollment Package)
- **Contributor** (users with this role can enter information, but cannot sign or submit the Vendor Enrollment Package)

Note: The user who created the PASSPort account is automatically listed as the Vendor Admin of the account. If you or someone from your organization has not yet created a PASSPort account, see **Create a PASSPort Account**.

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Introduction

All contracting activities with the City of New York ("the City") take place in one centralized procurement system: **PASSPort**, the City's digital **P**rocurement **a**nd **S**ourcing **S**olutions **Port**al. This guide provides you with step-by-step instructions for completing and submitting a Vendor Enrollment Package in PASSPort.

Why Complete the Vendor Enrollment Process?

Vendors who are planning to do business with the City should complete the Vendor Enrollment process. The Vendor Enrollment process in PASSPort allows vendors to introduce themselves to the City and provide background information. It also allows agencies to view your profile and information about your organization.
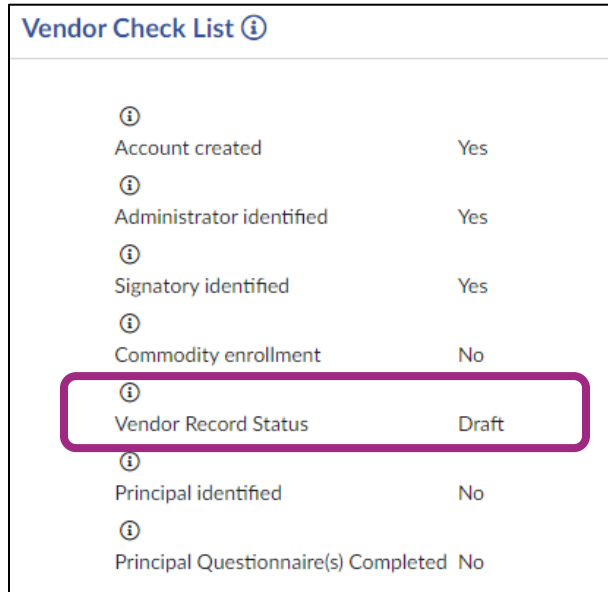
The Vendor Enrollment Process
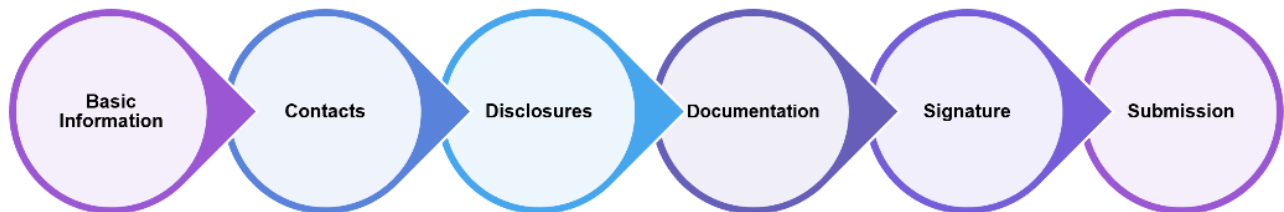
What is the Vendor Enrollment Package?

The Vendor Enrollment Package is a series of business questions and disclosures that are completed and submitted in PASSPort. Upon successful Vendor Enrollment, the vendor status will update to Filed status and an email is sent to the vendor confirming Filed status.

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PASSPort Vendor Status

There are two ways for vendors to view and track their progress towards completing Vendor Enrollment. To check your PASSPort Vendor Status, go to the PASSPort **Homepage**.
In the **Vendor Check List** section, review the text to the right of the **Vendor Record Status**.
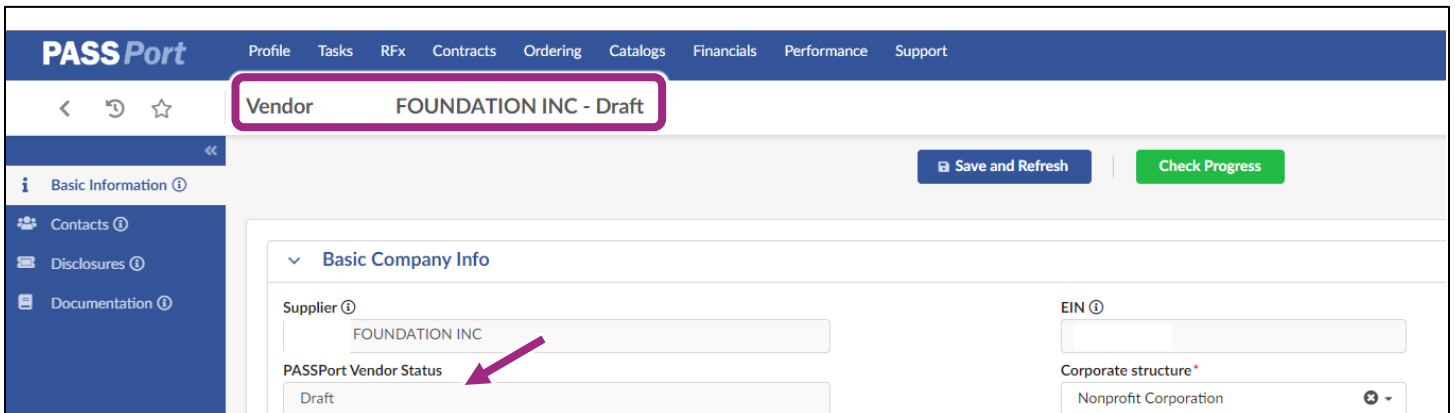
In the example below, you'll notice that the PASSPort Vendor Status says **Draft**. This means that the Vendor Enrollment Package has not yet been completed.

When the PASSPort Vendor Status says **Filed**, it means that the Vendor Enrollment Package has been completed, signed, and submitted. You have successfully disclosed your organization's information to the City and are ready to do business!

Another way to view your Vendor Enrollment progress is to view the PASSPort Vendor Status in the **Basic Information** tab of the Vendor Profile. It is also displayed below the top navigation menu when visiting any tab within the Vendor Profile. The example below shows the vendor's name and a PASSPort Vendor Status of Draft.

Access the Vendor Enrollment Package

The Vendor Enrollment Package is located in the Vendor Profile. To start your Vendor Enrollment Package, **log in to PASSPort**. You will land on the Vendor Homepage. Click **Profile** in the top navigation menu, then click **Vendor Profile**. By default, the **Basic Information** tab will display.
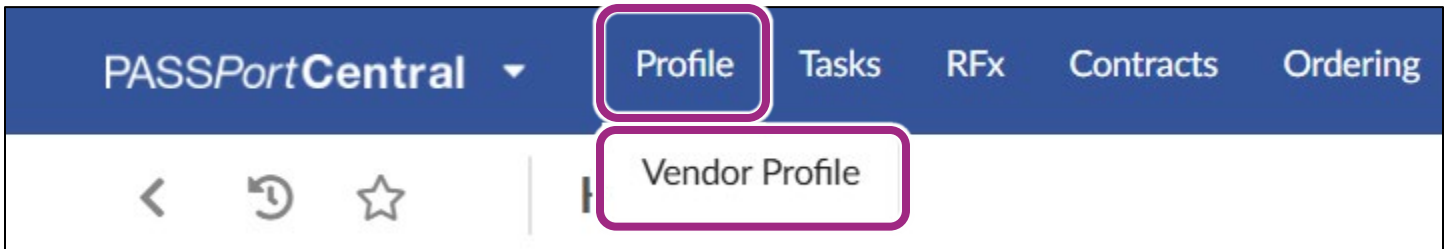
The Vendor Enrollment Package can also be accessed by clicking the **Vendor Information** icon located on the Vendor Homepage.
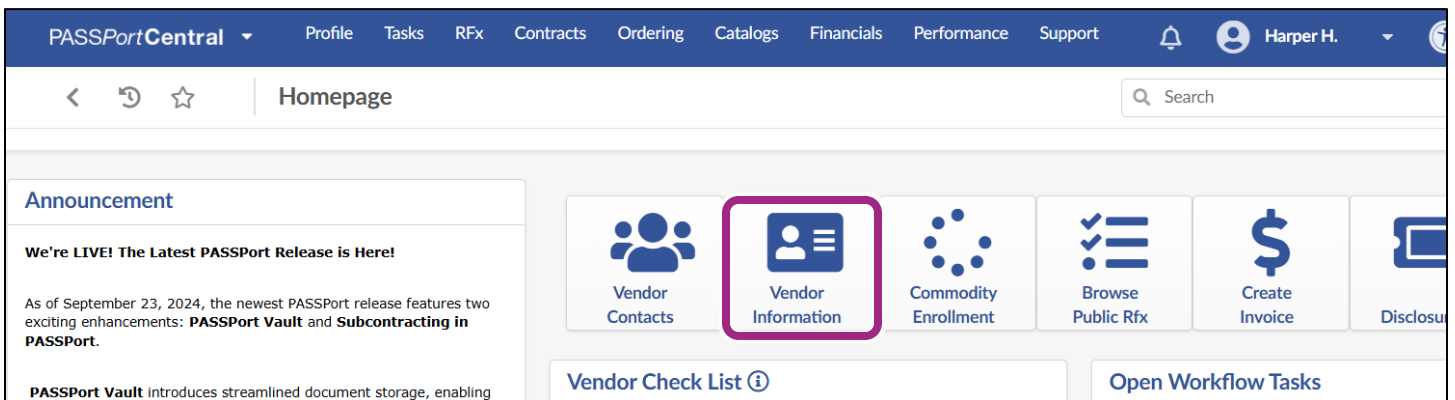
PASSPort Alerts and Required Fields

As you complete your information in PASSPort, you will come across visual prompts that will tell you what you must do:

- The red icons ⓘ are blocking alerts. You must address each to complete Vendor Enrollment.

- The brown icons ⚠ are non-blocking alerts. These will not stop you from completing Vendor Enrollment. However, if there are upcoming contracting actions, your Contracting Agency may reach out to request EEO documentation submission.

- A red asterisk * indicates required fields that must be completed.

  Note: The red asterisk will not disappear once you have provided the required information.

Basic Information Tab

In the Basic Information tab, vendors provide information about their organization. To access this tab, click **Profile** in the top-level navigation menu, then click **Vendor Profile**. By default, the **Basic Information** tab displays.

1. Complete the **Basic Company Info** section.

   Note: These fields are required:

   - **Annual gross revenue**
   - **Business category**
   - **Date this business was formed**
   - **Country in which business was formed**
   - **State in which business was formed** (appears after Country is selected)
   - **County in which business was formed**, and
   - **Corporate Structure**

2. Scroll down and complete all fields in the following sections:

- **Business Address**

- **Primary Place of Business (in the NYC Metropolitan Area)**

Note: The Business Address and Primary Place of Business can be the same address. If you do not have a Primary Place of Business in the NYC Metropolitan Area, please enter in your executive office address.

Note: When you put in the Business Address and Primary Place of Business **Address Line1**, the system will locate the address on the map and autofill the **Zip Code** information. Google Maps has been incorporated into the application with Map and Satellite image views for your review.

3. Click the **Save and Refresh** button near the top of the page.
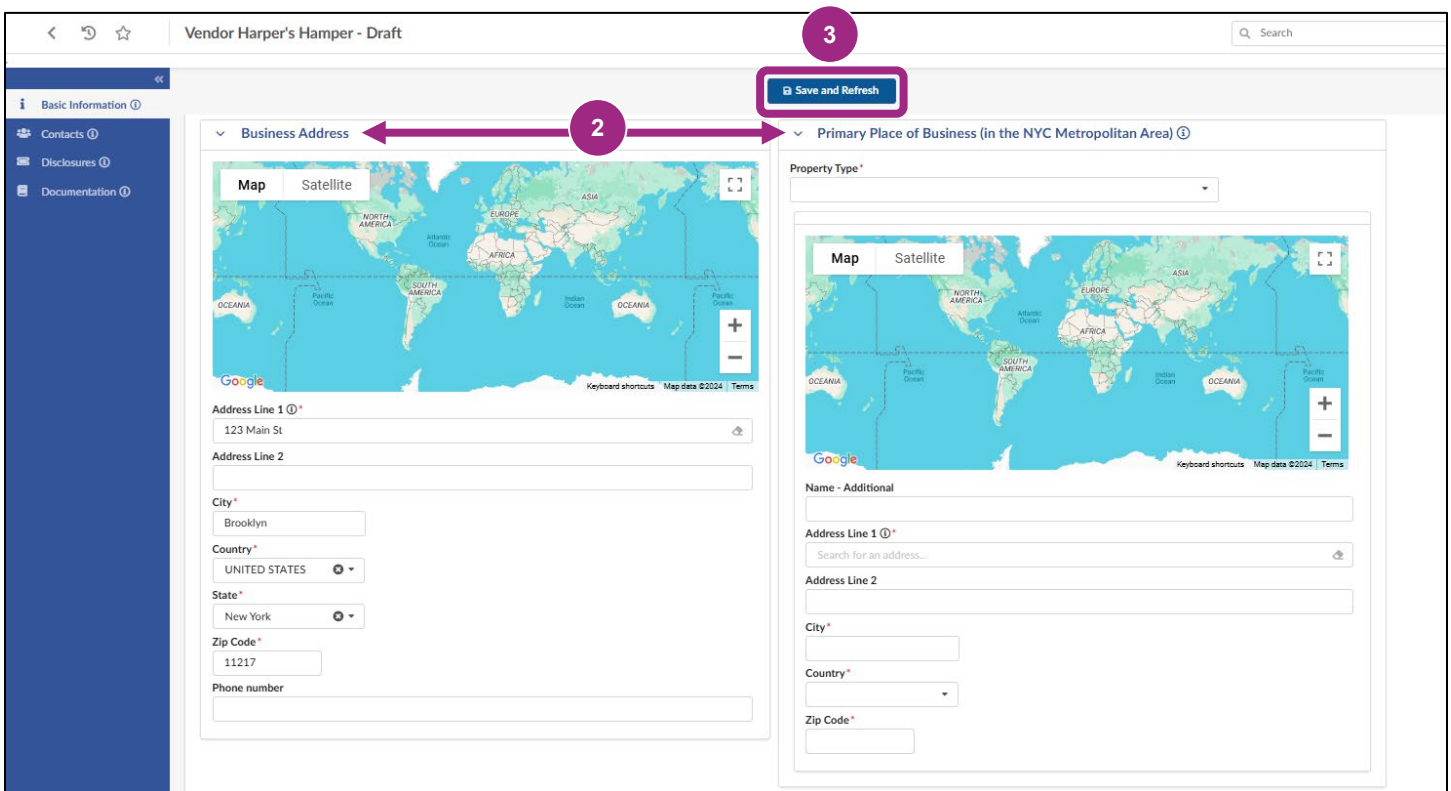
Contacts Tab

In the Contacts tab, vendors list all the organization's Contacts which would include principal owners, officers, and anyone else that requires PASSPort user access. Vendors must assign roles to the contacts in this section. The contact who submitted the PASSPort account request is automatically granted the Vendor Admin role and is able to add contacts and assign roles.

1. Click the **Contacts** tab in the left navigation menu.
2. In the Vendor Contact Information section, click the **Add a new Contact** button.
3. In the Contact Management pop-up window, enter the contact's **First Name**, **Last Name**, and **Email** address.
4. Click the **Save and Close** button.

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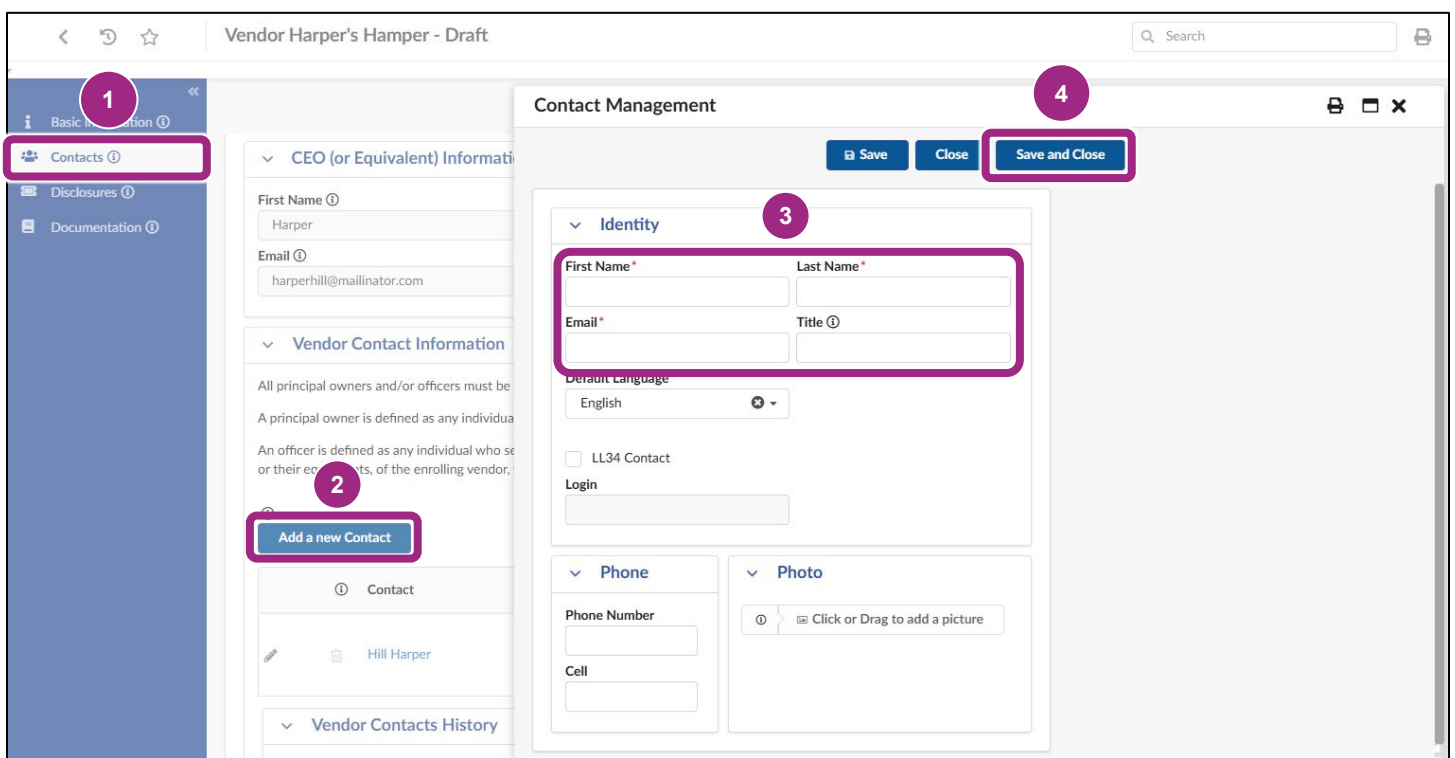
5. In the **Profile** column of the Vendor Contact Information table, select **at least one** role for each contact from the drop-down menu. If a role is not selected/saved, the vendor will not be able to submit.

   Note: A contact cannot log in unless they register a NYC.ID with an email address that matches the one listed in their contact. Additionally, contacts will not be automatically notified that they have been added to the vendor account. Vendor Admin's should reach out to each new contact to request they create a NYC.ID.

> **Tip: Vendor Contact Roles**
>
> Each new contact must be assigned at least one system user role. Multiple roles can be selected for a contact. The following roles and tasks are relevant to completing the Vendor Enrollment process:
>
> - **Vendor Admin**: Has full access to all Account Management and Vendor Enrollment functionalities except signing the Vendor Enrollment Package. MOCS recommends every organization has at least two contacts with the Vendor Admin role. This role is mandatory.
>
> - **Signatory**: Has full access to Vendor Enrollment functionalities and is the only role that can sign the Vendor Enrollment Package. This role is mandatory.
>
> - **Contributor**: Can enter information but has limited functionality. This role is optional.

6. Click the **Save and Refresh** button near the top of the page.

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Disclosures Tab

In the Disclosures tab, vendors are required to:

- Answer and complete all eight sections of the Vendor Questionnaire carefully.

- Identify all Principal Owner(s) and all Officer(s) in your organization—all individuals must first be added to the **Contacts** tab.

- Ensure Principal Questionnaires are completed by each identified Owner and Officer.

- Identify Parent and/or Controlling Entities—the Parent must have an approved account request.

Tip: **Visual Progress Cues in PASSPort**
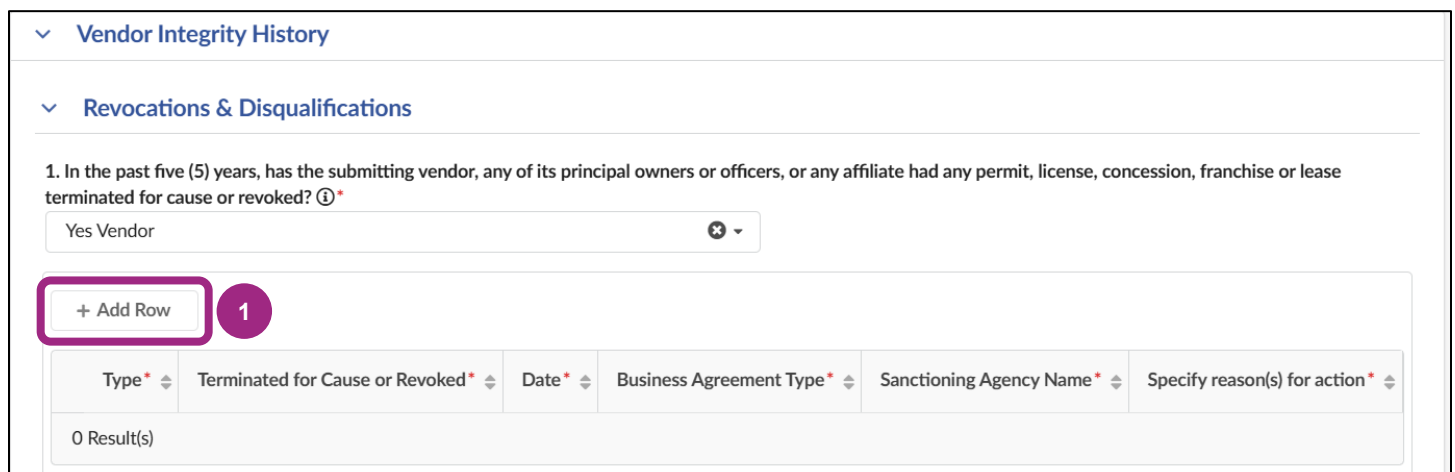
PASSPort will provide you with visual progress cues as you complete the Vendor and Principal Questionnaires.

- An orange circle with a white x ⊗ indicates a section that is Not Started.

- A blue circle with a white pause symbol ⏸ indicates a section that is In Progress.

- A green circle with a white checkmark ✅ indicates a section that is Completed.
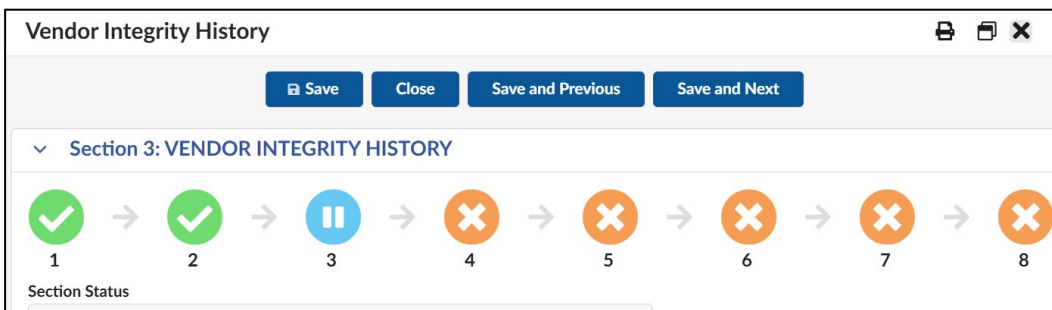
If a vendor responds **Yes** to any question in the Questionnaire, additional details must be provided by the vendor by adding rows to enter the required information.

1. Click the **+ Add Row** button and then enter the details related to the question.

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2. Click the **Save** button at the top of the page to save your entries.

3. To add additional rows, repeat steps 1 and 2.

Tip: Adding Details and Important Information

Make sure that the details you add contain complete and pertinent information. For example, when providing details about an investigation, include specific dates, a description of what happened, and a summary of the results. There is a 500-character limit in the investigation summary.

Do not use acronyms or shortened names. For example, write "New York Police Department" instead of "NYPD" or "N.Y.P.D."

Vendor Questionnaire

Follow the steps below to complete the Vendor Questionnaire.

1. Click the **Disclosures** tab in the left navigation menu.

2. In the Vendor Questionnaire section, click the **Edit** button to open a section in the Vendor Questionnaire.
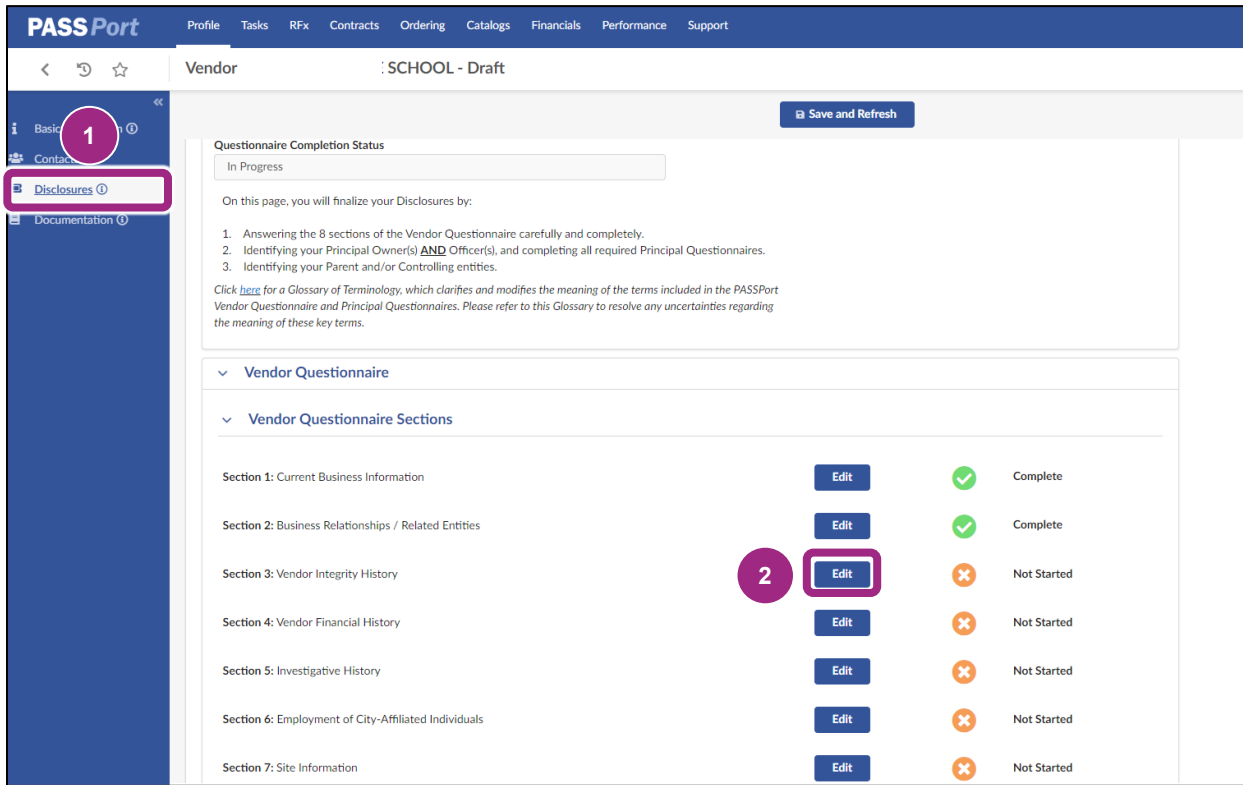
3. Answer all questions within each section.

   Regularly click **Save** to save the information entered.

4. To continue to the next Section, click the **Save and Next** button.
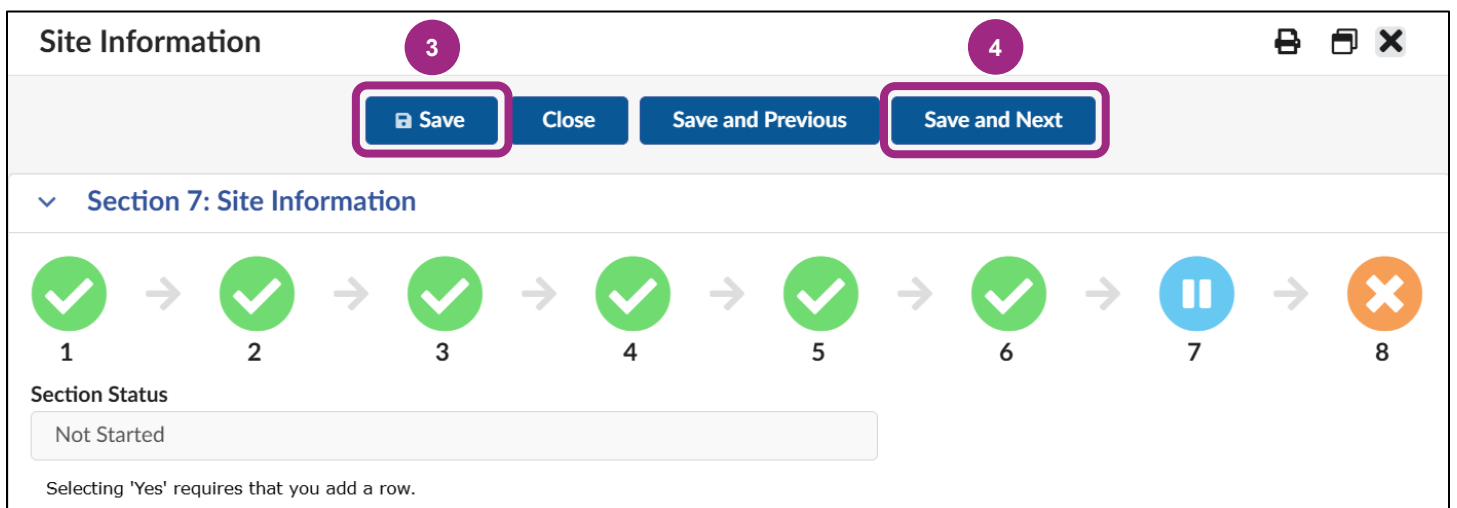
5. After all sections of the Vendor Questionnaire are Complete, click the **Save** button.

6. Click the **X**-icon at the top right of the window to close the Vendor Questionnaire pop-up window. PASSPort will then update the **Questionnaire Completion Status**.
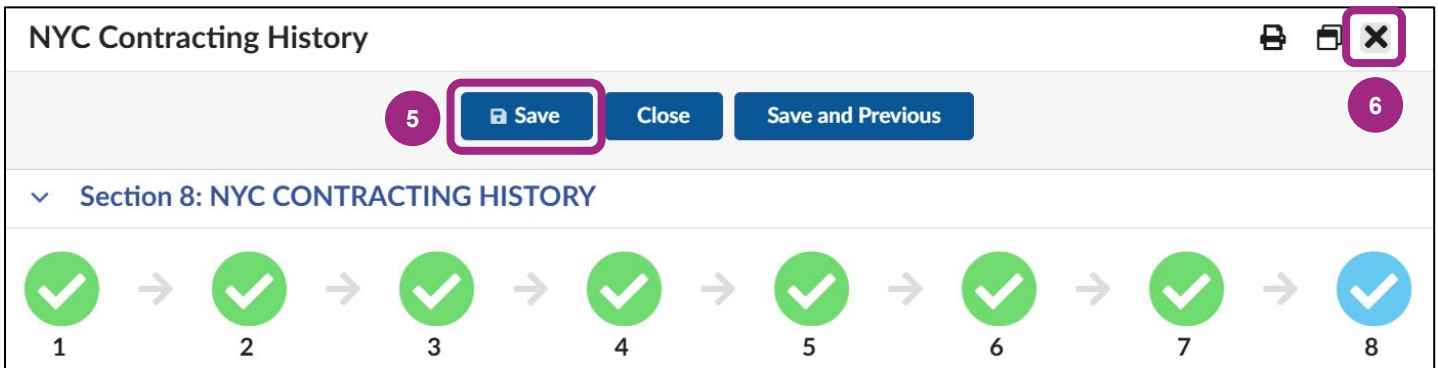
If a vendor responds **Yes** to any question in the Questionnaire, in addition to providing complete and pertinent information within the added row(s), you must also upload **supplemental attachments** to the **Vendor Questionnaire Attachments Section**.

Supplemental attachments should indicate the corresponding section and question number.

Follow the steps below to add supplemental attachments to your Vendor Questionnaire.

7. Click the **Add an Attachment** button.
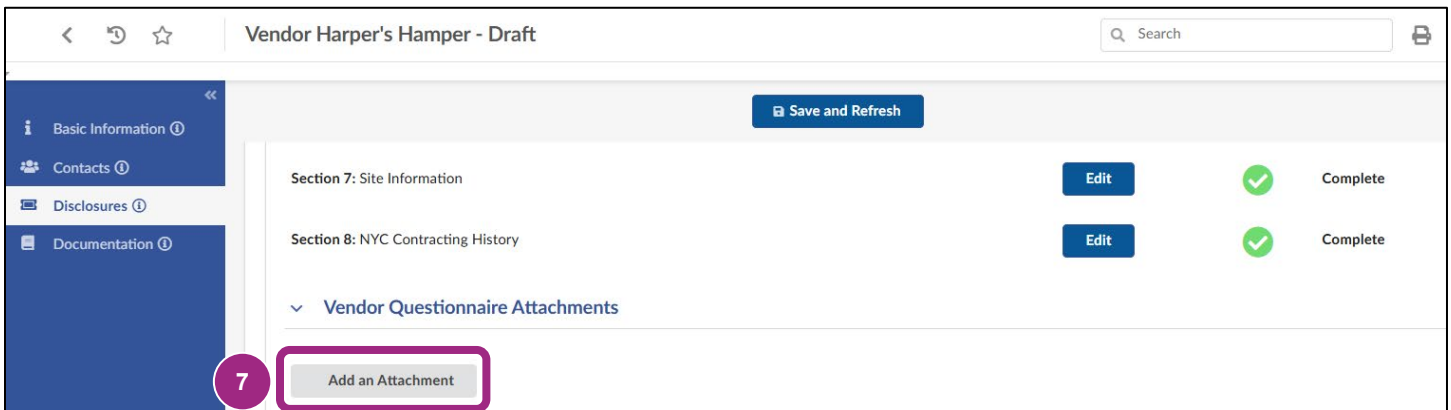
8. In the **Edit document** window, click the **Do you want to upload a document?** checkbox.
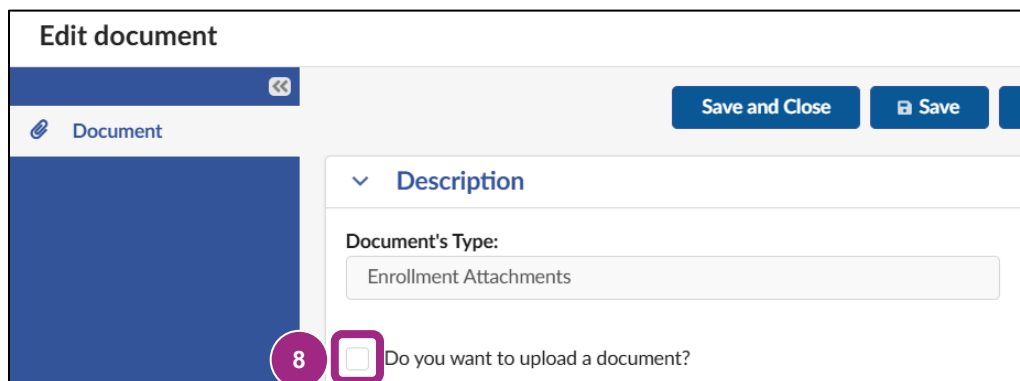
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The page refreshes and a red blocking alert appears at the top of the window indicating that a document is required.

9. Click the **Manage Documents** button and follow the prompts to upload a document from your computer or link a document from your PASSPort Vault.

    For details on how to upload or link documents, see **Upload or Link Documents to a Task**.

    Note: The document's name should indicate the section and question number to which the attachment corresponds.

10. Add notes in the **Comment** field that indicate what the attachment relates to.

11. Click the **Save** button.
12. Click the **Close** button to close the window.

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Principal Identification and Questionnaires

Identify Principal Owners and Officers

All Principal Owners and/or Officers must first be listed in the **Contacts** tab to be able to identify them in the **Disclosures** tab. Principal Questionnaires must be submitted by each of your organization's Principal Owners and/or Officers.

Follow the steps below to identify the number of principal owners and officers in your organization.

1. In the Disclosures tab, scroll down to the Principal Identification and Questionnaires section, and click the **Review Requirements** button.
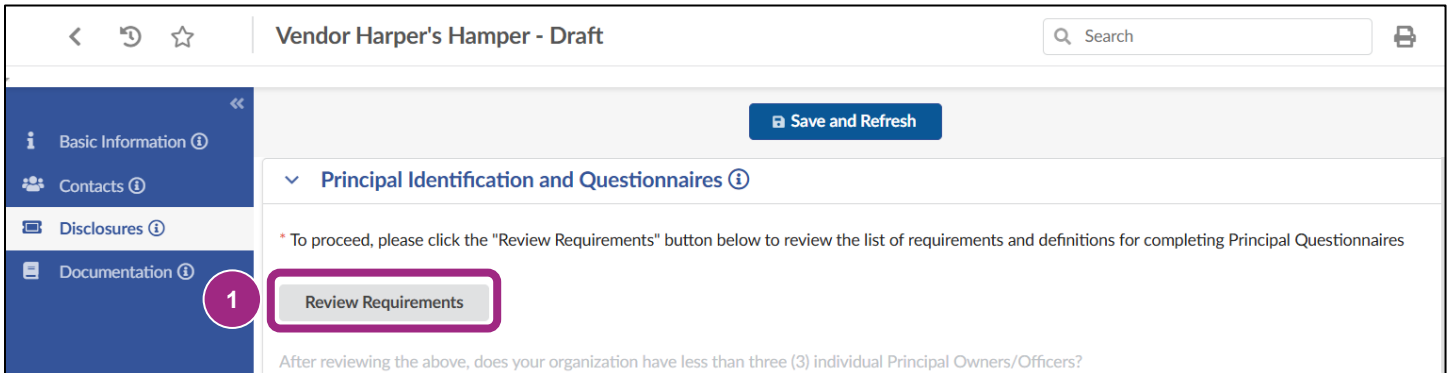
The Affirmation for Principal Questionnaire Overwrite window appears.

2. Read the requirements for completing the Principal Questionnaires and the definitions for principal owner and officer.

   Then, click the **checkbox** at the bottom of the window to confirm you have read all contents.

3. Click the **Save and Close** button at the top of the window.
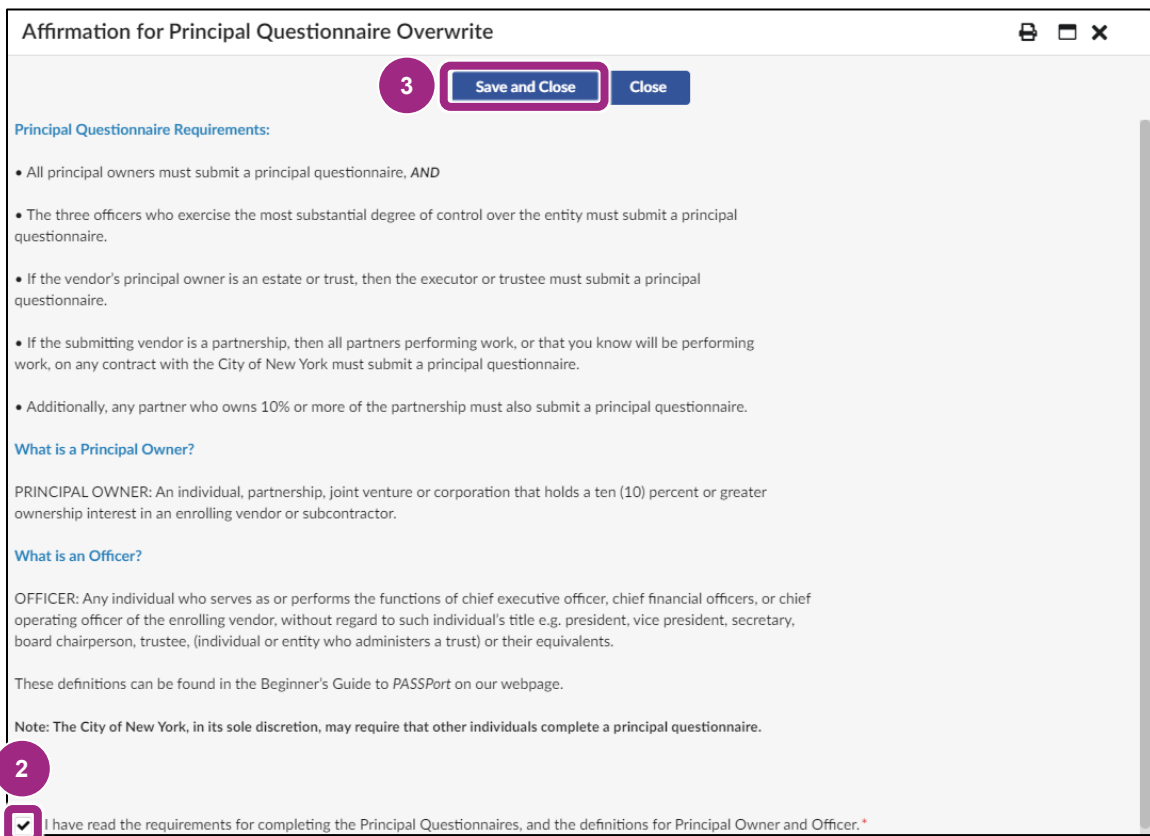
New information will appear on the screen asking vendors to identify if their organization has fewer than three (3) individual Principal Owners/Officers.

4. Click the dropdown at the far right and begin typing to select the appropriate response in the drop-down menu. The response options include:

- No

- Yes, Only 1

- Yes, Only 2

5. Click the **Save and Refresh** button.

If an organization has less than three (3) individual Principal Owners/Officers and is a parent company, the parent company is required to complete an additional process—the **Principal Overwrite Request**.

6. Click the second **Review Requirements** button at the bottom of the section.

The **Affirmation for Principal Overwrite Request** window appears.

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7. Read the text and click the **checkbox** to the left of "I certify the above."

8. Click the **Save and Close** button.

   You are now ready to identify your organization's principals and/or officers.

Affirmation for Principal Questionnaire Overwrite

⑧ **Save and Close** | Close

Principal Overwrite Request

"I herewith confirm that my organization has less than three (3) *individual* Principal Owner(s) and Officer(s)."

Note: This does not preclude the disclosing of *entity* principal owner(s), if required.

⑦ ☐ I certify the above. *

Follow the steps below to identify your Principal Owners and/or Officers:

9. Click the drop-down arrow:

* Please click on below button to complete your Principal Overwrite Request ✔

Review Requirements

Select your Principal(s) and / or Officer(s)

| | ⑨

Type at least 3 character(s) to start searching...

See All

10. Type the Principal Owner or Officers name into the **Select your Principal(s) and/or Officer(s)** drop-down field. The name will appear in the menu below. Select it to add the name to the Principal Identification and Questionnaires table. Repeat this step to add additional Owners and/or Officers.

Select your Principal(s) and / or Officer(s)

harper ▾

Hill Harper ⑩

See All

11. In the **Role** column, select either Principal Owner or Officer.

First Name	Last Name	Role*	Start or Edit Questionnaire	Status
✏️ 🗑️ Harper	Hill	▼	📝	Not Started
1 Result(s)		Officer		⚙️
		Principal Owner		

12. Click the **Save and Refresh** button.

Complete the Principal Questionnaire

The Principal Questionnaire consists of six sections. Follow the steps below to begin the Principal Questionnaire for each Principal Owner and Officer in your organization.
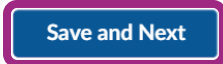
1. Click the **Start or Edit Questionnaire** button within the Principal Identification and Questionnaires table.

	First Name	Last Name	Role*	Start or Edit Questionnaire	Status
✏️ 🗑️	Harper	Hill	Principal Owner ⊗ ▾	**1** 📝	Not Started
1 Result(s)					⚙️

2. Answer all questions within the six (6) sections.

   Be sure to regularly click the **Save** button to save the information entered.

3. To continue to the next section, click the **Save and Next** button.

Basic Information   **2**   **3**   🖨️ ▢ ✖️

[💾 Save] [Close] | [Save and Next]

⌄ **Section 1: BASIC INFORMATION**

❌ → ❌ → ❌ → ❌ → ❌ → ❌
1   2   3   4   5   6

Basic Information Status

Not Started

Principal Questionnaire Completion Status

Not Started

Vendor Status

Draft

Selecting 'Yes' requires that you add a row.

4. After the six sections of the questionnaire are complete, click the **Save** button.

5. Click the **X**-icon to close the Principal Questionnaire pop-up window and return to the Disclosures tab. The questionnaire status will update.
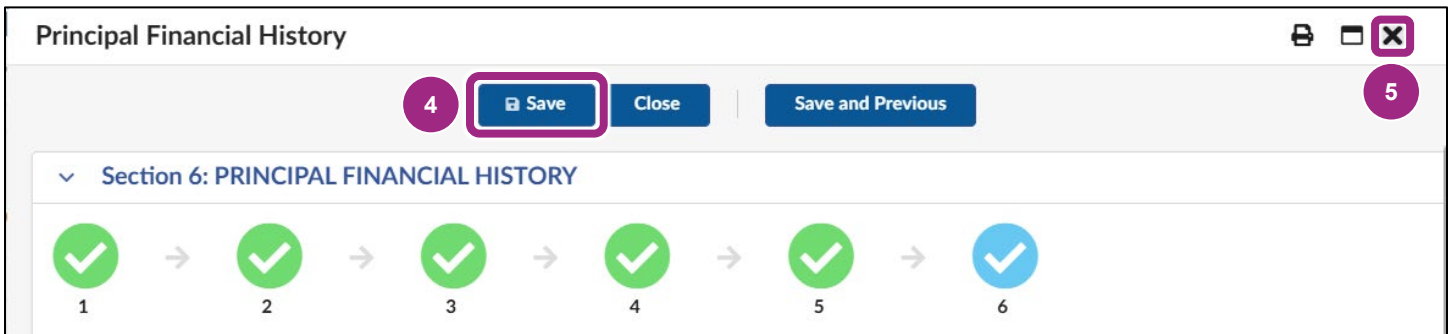
6. Click the **Save and Refresh** button towards the top of the Disclosures tab.

Tip: Adding Attachments to Principal Questionnaires

In addition to clicking the **Add Row** button to provide relevant details to a **Yes** response in the Principal Questionnaire, Principal Owners and Officers can upload documents at the bottom of each of the six questionnaire sections.

Click the **Click or Drag to add files** button and select the relevant file to upload. Please be sure to name the file so that it identifies the relevant section and question of the Principal Questionnaire (e.g., an attachment for the Principal Questionnaire Section 4 and Question 6 should be named "VendorName – PQS4Q6").

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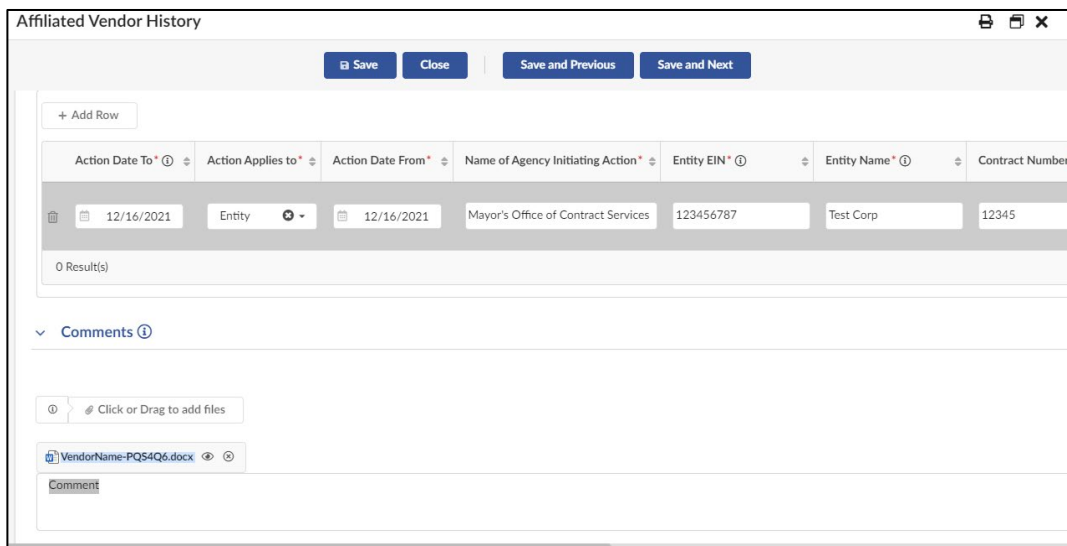
Check the Principal Questionnaire Status

The **Status** column shows the progress of each Principal Owner/Officer Principal Questionnaire. The screenshot below shows an example where the Principal Owner's Questionnaire is Complete and the Officer's Questionnaire has Not Started.

Note: Contacts added as a Principal Owner/Officer in the Principal Identification and Questionnaires table are **not** automatically notified that this task is pending in PASSPort. Reach out to each contact listed in the table directly to request they log in to PASSPort and complete the questionnaire.

	First Name	Last Name	Role*		Start or Edit Questionnaire	Status
✏️ 🗑️	Harper	Hill	Principal Owner	⊗ ▾	✏️	Complete
✏️ 🗑️	hhs	itops staff	Officer	⊗ ▾	✏️	Not Started
2 Result(s)						⚙️

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Parent/Controlling Entities Identification

About Parent/Controlling Entities

As part of the Vendor Enrollment process, Parent and/or Controlling Entities must be identified in the Disclosures tab.

Parent Entities are defined as an individual, partnership, joint venture, or corporation that owns more than 50% of the voting stock of a vendor. Controlling entities are any entities that hold 10% or more ownership of the business or have the right to direct daily operations.
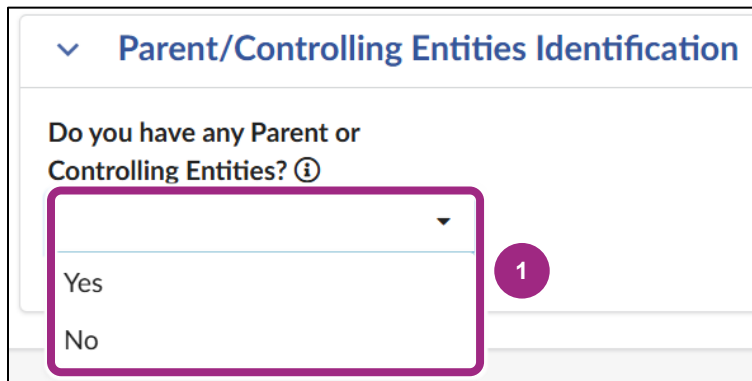
To identify the parent and/or controlling entity in PASSPort, the parent and/or controlling entity must have a PASSPort account. In order for your organization's enrollment to be considered completed, the parent and/or controlling entity's submission must also be filed.

Identify Parent/Controlling Entities

Follow the steps below to complete the **Parent/Controlling Entities Identification** section in the Disclosures tab of the Vendor Profile.

Important: The entities listed in this section **must** match the entity (or entities) disclosed in Section 2 Question 2 of the Vendor Questionnaire.

1. In the Parent/Controlling Entities Identification section, click the **Do you have any Parent or Controlling Entities** drop-down field and select either **Yes** or **No** from the drop-down menu.

2. If your answer is **No**, click the **Save and Refresh** button near the top of the page.

3. If your answer is **Yes**, type the name of the entity in the **Select your Parent and/or Controlling Entity** drop-down field and select it from the below menu.

   Note: The entity's name will not appear if they do not have an approved account request.

The page refreshes and a table including the entity's name and PASSPort vendor status appears below the drop-down menu.

4. In the **Entity Role** column, select either **Controlling** or **Parent** from the drop-down menu.

5. Click the **Save and Refresh** button near the top of the page. In this example, the vendor identified a Parent organization whose PASSPort Vendor Status is Filed.
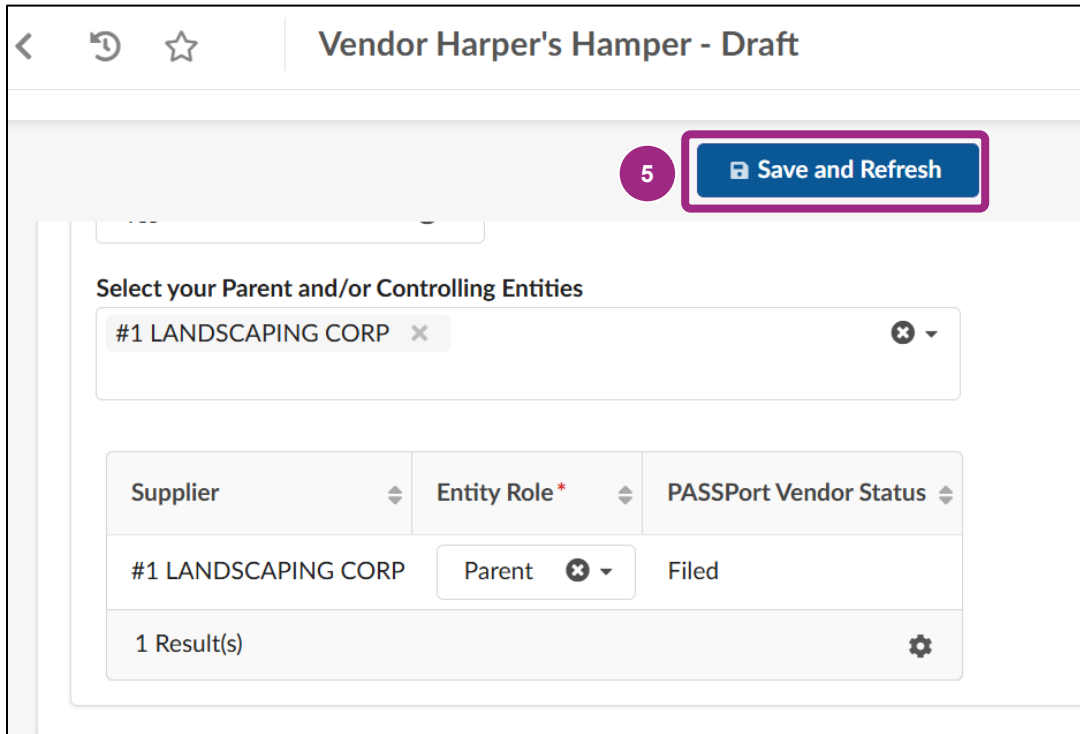
6. Repeat this process to add additional parent or controlling entities.

Tip: **Missing Parent/Controlling Entity**

If the vendor's parent or controlling entity is not found in PASSPort, that entity does not have a PASSPort account. Once the entity has a PASSPort account, it can be identified in the Disclosures tab under Parent/Controlling Entities Identification.

Documentation Tab

The Documentation tab is where vendors upload their organization's required Certificate of Incorporation (COI) or equivalent document. Alternative COI equivalent document names may be:

- Articles of Incorporation
- Articles of Association
- Business Certificate
- Corporate Charter

Documents related to the Vendor Questionnaire should **not** be uploaded in this section.

Follow the steps below to complete the Documentation tab.

1. Click the **Documentation** tab in the left navigation menu of the Vendor Profile.

2. Click the **Add Document** drop-down field and select **Miscellaneous Documents** from the drop-down menu.

3. Click the **Add Document** button.
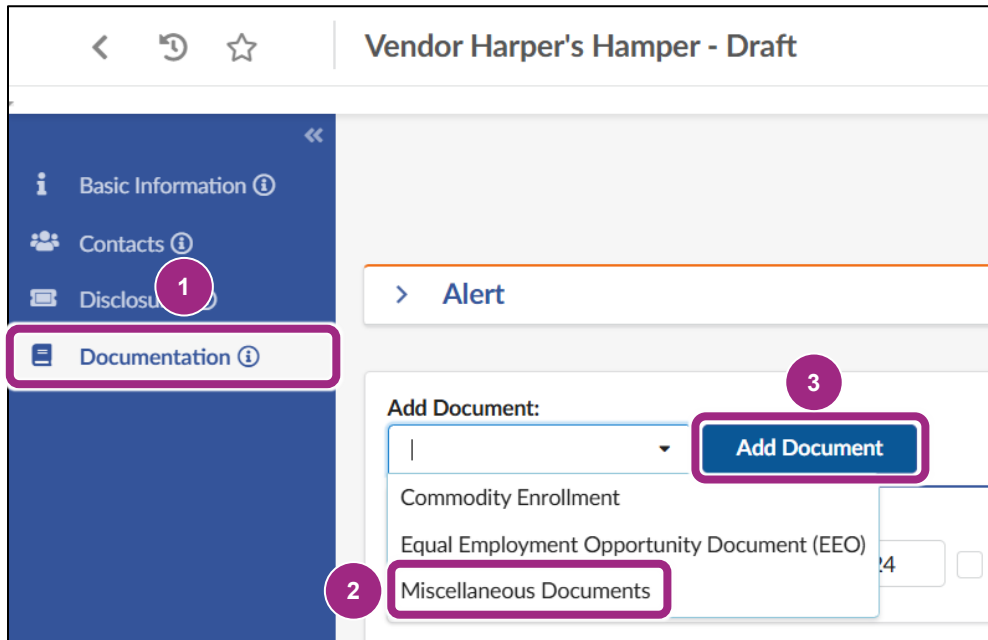
The Edit Document window appears.

4. Click the **Document Type** drop-down field and select **Miscellaneous / Certificate of Incorporation** from the drop-down menu.

   Important: Regardless of whether a vendor has a Certificate of Incorporation or an equivalent, such as Articles of Incorporation, the vendor must select **Miscellaneous / Certificate of Incorporation** from the drop-down menu to satisfy the requirement. PASSPort requires a document submission with this document type selected.

5. In the **Document's name** field, enter the document's name.
6. Click the **Save** button at the top of the window.

The page refreshes and a red blocking alert appears at the top of the window indicating that a document is required.

7. Click the **Manage Documents** button and follow the prompts to upload the Certificate of Incorporation or equivalent document from your computer or link the document from your PASSPort Vault.

For details on how to upload or link documents, see **Upload or Link Documents to a Task**.

8. After ensuring you have uploaded the correct document, click the **Submit** button.

Note: A document cannot be deleted once it has been submitted. If an incorrect document was submitted, upload and submit a new document and indicate in the Comment field that the previous document submission was made in error.

9. Then, click the **Close** button.

Click the Check Progress Button

Once the entire Vendor Enrollment Package has been completed, the Vendor Admin must click the **Check Progress** button. This is a critical step that must be completed to move the PASSPort Vendor Status from Draft to **Ready to Submit** - a status indicating that the Vendor Enrollment Package is now ready to be signed and submitted.
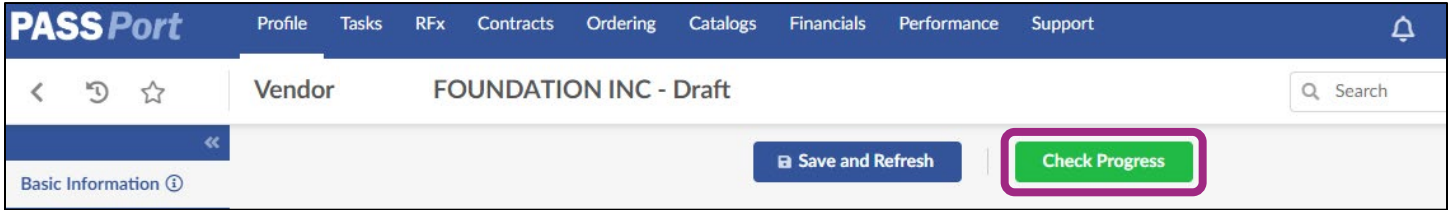
Note: Once the Vendor Enrollment Package is in Ready to Submit status, changes can no longer be made. To return to Draft status, click **Return to Preparation Package**.

If the **Check Progress** button has been clicked and the required information is complete, a system message will appear confirming that the mandatory fields have been completed. Click **OK**.
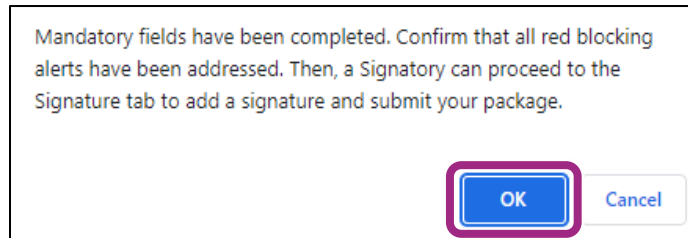
If required information is missing in the Basic Information, Contacts, Disclosures or Documents tabs, PASSPort alerts will display in the **Alerts** section in any tab.
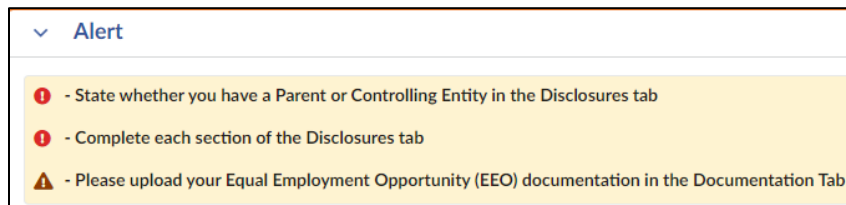
Complete the required actions and click the **Check Progress** button again. Vendors will not be able to proceed to the **Signature** tab if the Vendor Enrollment Package is incomplete.

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Signature Tab

Once all parts of the Vendor Enrollment Package have been completed and the Vendor Admin has clicked the **Check Progress** button, the PASSPort Vendor Status will update from Draft to **Ready to Submit**. The Signatory must then review the entire package and its attachments before signing and submitting it. Only Signatories can add a signature. Only one signature is required.

1. Click the **Signature** tab in the left navigation menu.

2. In the Vendor Electronic Signature section, click the **Add Signature** button.
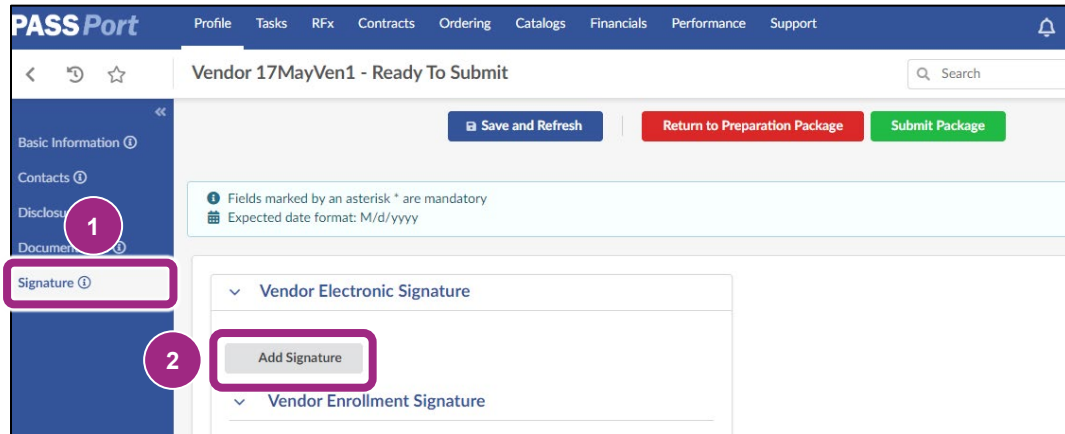
3. In the Edit document window, click the **Submit** button to create a new e-Signature.
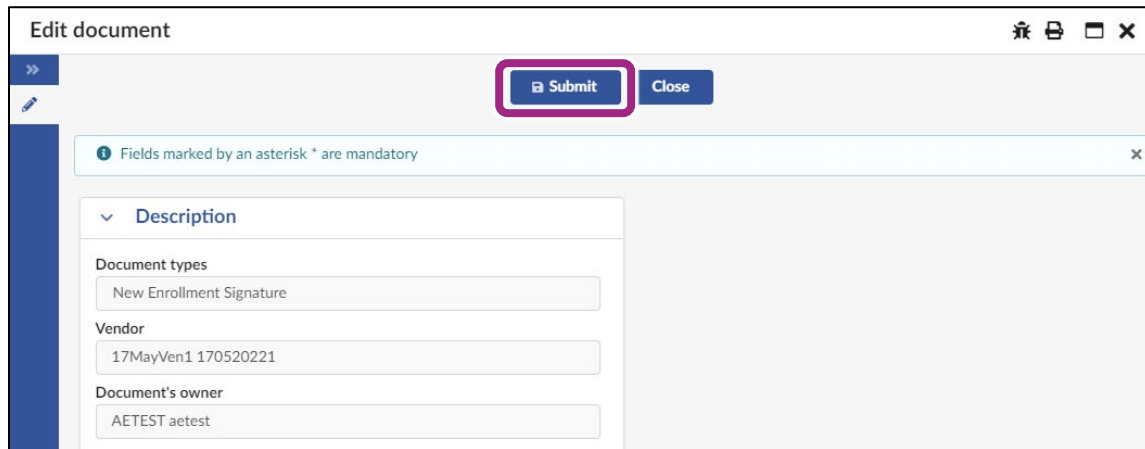
4. Read all the text within the **PASSPort Questionnaire Certification** section.

Then, click the **I certify all of above** checkbox.

5. In the **NYC.ID Password** field, enter the same password used to log in to your PASSPort account.

Edit document

Close | Cancel | Sign

Freedom of Information Law (FOIL), a court order, or other law, or otherwise be made publicly available pursuant to New York City Charter 1064;

- I understand that at the time of execution of any contract with the City, I may be required to certify that the information I have supplied remains full, complete, and accurate, and I further understand that I must update the responses to these Questionnaires at the time of any change in response to any question in any Questionnaire, but in any event, no later than when the City requests the Submitting Vendor to certify that the information supplied remains full, complete, and accurate;

- The Submitting Vendor was not founded or established and is not operated in a manner to evade the application or defeat the purpose of Section 6-116.2, subdivision (b) of the City's Administrative Code, and is not the successor, assignee, or affiliate of an entity that is ineligible to bid or propose on contracts, or against which a proceeding to determine eligibility to bid or propose on contracts is pending;

- I have fully read and agree to the Terms and Conditions of PASSPort.

4 ☑ I certify all of above *

NYC.ID Email ⓘ
aetest@t.com

NYC.ID Password *

5 •••••••

6. Click the **Sign** button near the top of the page to add your e-Signature.

Edit document

6

Close | Cancel | Sign

A green message stating **Signature has been successful!** will be displayed.

7. Click the **Close button** in the top center of the signature pop-up window.

7 Close

- I understand that I am submitting VENDEX information required by the PPB Rules;

- I understand that the City may rely on the information supplied in these Questionnaires as an inducement to enter into a contract with the Submitting Vendor;

- I understand that the information collected through PASSPort may, if not protected by federal, state, or local law, be subject to disclosure pursuant to the Freedom of Information Law (FOIL), a court order, or other law, or otherwise be made publicly available pursuant to New York City Charter 1064;

- I understand that at the time of execution of any contract with the City, I may be required to certify that the information I have supplied remains full, complete, and accurate, and I further understand that I must update the responses to these Questionnaires at the time of any change in response to any question in any Questionnaire, but in any event, no later than when the City requests the Submitting Vendor to certify that the information supplied remains full, complete, and accurate;

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☑ I certify all of above

NYC.ID Email ⓘ
aetest@t.com

Signature has been successful!

NYC
Mayor's Office of
Contract Services

The e-signature is displayed in the **Vendor Enrollment Signature** section with the name of the Signatory who signed the package, as well as the date and time it was signed.

Submit the Vendor Enrollment Package

Click the **Submit Package** button near the top of the page to submit the Vendor Enrollment Package.


Note: **Adding the Signature and Submitting the Vendor Enrollment Package**

Adding an e-signature is not the same as submitting the Vendor Enrollment Package. Ensure the e-signature is displayed in the **Vendor Enrollment Signature** table and then click the **Submit Package** button.

Next Steps

Vendors may confirm whether their organization has completed filing their enrollment package by viewing their **Vendor Record Status** on the PASSPort Homepage.

If the Vendor Record Status lists "Filed", that confirms that the vendor has successfully enrolled in PASSPort.
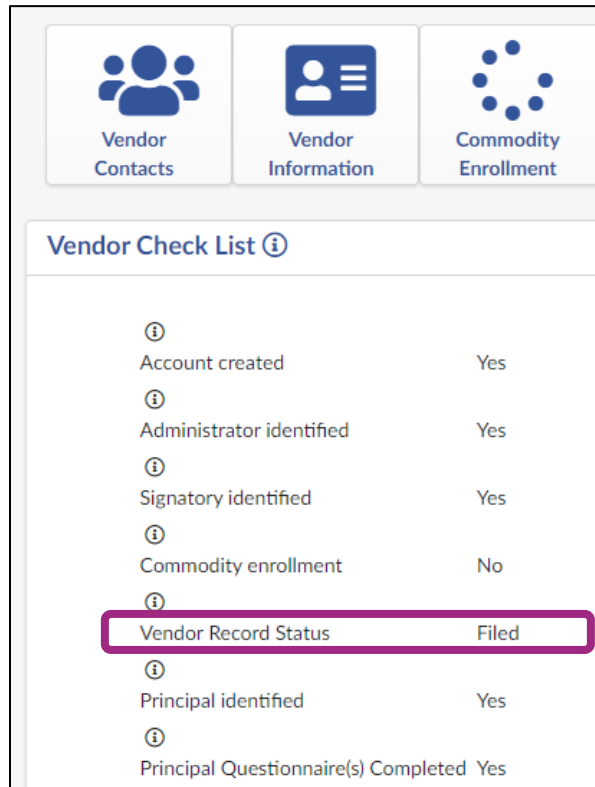
Next to the **Vendor Record Status** the following PASSPort Vendor Statuses may display:

- **Draft** – The Vendor Enrollment Package is incomplete.

- **Filed** – Vendor Enrollment Package has been filed successfully. Note: This does not guarantee a contract.
- **In Review** – Submission is pending review and, if needed, MOCS will reach out for additional information.

- **Pending Parent/Controlling Entity –** If a vendor has a parent or controlling entity, then that entity must also complete the Vendor Enrollment process in PASSPort and have a PASSPort Vendor Status of Filed.

- **Ready to Submit** – All required information has been entered for the Vendor Enrollment Package and a Vendor Admin has clicked the **Check Progress** button. An e-signature must be added and the **Submit Package** button must be clicked.

Vendors who need to make changes to their disclosures after they have Filed should do so using the **Change Request process**. Vendors should also review their Disclosures at least once a year to make sure the information is current and accurate.

Best Practices

- It generally takes vendors an average of 3-5 days to complete the vendor enrollment process. Make sure you set aside enough time to complete the process.

- PASSPort does not automatically notify contacts when they are added to the vendor account, so it's important to connect with each contact directly to inform them. New contacts can review the **Create a PASSPort Account** guide and follow the instructions in **Part 1: Registering a NYC.ID** to create login credentials.

- Principal Owners and Officers must complete their own Principal Questionnaires. To make the process more seamless, complete the steps below:

  o Add your individual Principal Owners and Officers to the Contacts tab.

  o Assign each person a user role.

  o Share the **Create a PASSPort Account** guide with new contacts so they can log in to the system.

  o Share the **Complete PASSPort Vendor Enrollment** guide with your Principal Owners and Officers, and

  o Direct them to the **Complete a Principal Questionnaire** section of the guide for instructions.

- It's your responsibility to keep your enrollment updated at all times. We recommend you review it at least once a year and make updates as soon as they occur.

- Once your enrollment questionnaire is Filed, you can no longer make changes and need to submit a Change Request. For more information on how to submit a Change Request, see **Update Your Enrollment Filing**.

- Parent/Controlling Entities are required to also update their submission when subsidiaries and/or controlled entities submit updates/changes, so be sure to keep your Parent/Controlling Entity informed of any changes your organization makes via Change Request.

Supplemental Learning Resources

- **Webinar Recording: Completing the Vendor Enrollment Package**
- **Glossary: PASSPort Vendor Enrollment**
- **PASSPort FAQ**
- **www.nyc.gov/mocshelp**
- **Resources Library**