Deloitte.



Government and Public Services (GPS) Vendor Connect

Vendor Registration User Guide

March 2026

GPS Vendor Connect

IMPORTANT NOTICE

TO: Deloitte's GPS Practice Vendors

As part of our due diligence to pre-qualify vendors for potential award of subcontracts/Purchase Orders under US GPS Contracts, Deloitte GPS must gather information about its vendors to assess responsibility and eligibility for award. To accomplish this, we require Deloitte GPS vendors to complete a Vendor Profile.

Any vendor who desires to be considered for award must complete a Vendor Profile within Deloitte's GPS Vendor Connect. Completion of the Vendor Profile does not constitute approval of a company as a Deloitte GPS vendor, nor does it obligate Deloitte GPS to solicit requests for proposal/quotation. Deloitte GPS will use the information provided within the Vendor Profile to evaluate and match a company to potential work as a Deloitte GPS vendor. All electronic communication from Deloitte's GPS Vendor Connect will only come from email addresses which contain the "@deloitte.com" domain.

Please note that in accordance with 15 U.S.C. 645 (d), any person who misrepresents a company's status as a small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provisions of Federal Law that specifically references section 8(d) for a definition of program eligibility, shall (1) be punished by imposition of a fine, imprisonment, or both; (2) be subject to administrative remedies, including suspension and debarment; and (3) be ineligible for participation in programs under the authority of the Act.

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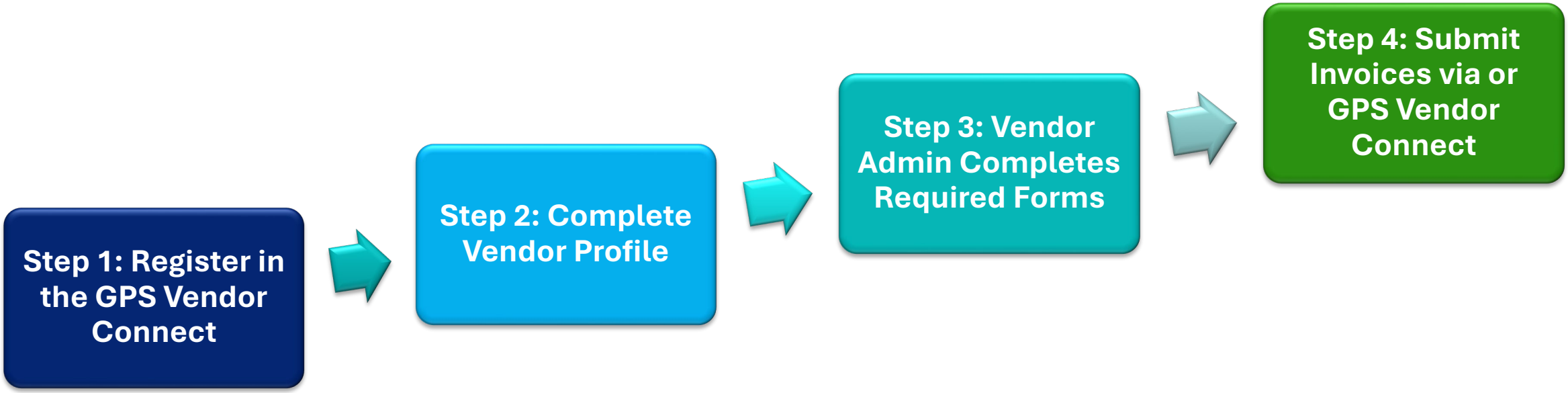
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Overview

GPS Vendor Connect Registration Process

All vendors desiring to establish a profile in the centralized vendor repository for Deloitte's Government and Public Services (GPS) practice need to register in GPS Vendor Connect. The following is an overview of the steps vendors must take to access and use the platform:



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Overview (cont'd)

The following provides a detailed introduction to GPS Vendor Connect:

1. Register

All vendors wishing to access the Deloitte GPS Vendor Connect must register via the GPS Vendor Connect Registration process. Once approved, registered vendors will receive an email from Vendor Connect to establish a password and Multi-Factor Authentication.

- Ensure the first person to register for your organization can provide detailed, business-specific information as they will be assigned the **Vendor Administrator (Vendor Admin)** role and will maintain your organization's profile and user access.
- Following initial registration, additional registrants can be assigned as either a **Vendor Admin** or **Vendor User** by your Vendor Admin.

2. Complete Vendor Profile

The **Vendor Profile** establishes a record in the Vendor Connect platform and serves as a capability and representation reference for Deloitte GPS Contracts & Procurement Operations and the Office of Small Business Programs. Only one (1) Vendor Profile is completed per vendor. The individual who completes the Vendor Profile will serve as the Vendor Admin, maintaining the vendor's user site access, organization profile, and other vendor-specific requirements. ***Any vendor interested in a relationship with Deloitte GPS can complete a Vendor Profile. However, a vendor that wants to perform on a Deloitte GPS subcontract must complete a Vendor Profile.***

3. Vendor Admin Completes Forms

Once a **Vendor Admin** is established for your organization, the Vendor Admin will grant access to other representatives in the organization. These approved representatives may include individuals from the billing department, contracts team, vendor-approved contractors, or others as decided by the vendor.

The Vendor Admin can also perform various actions via GPS Vendor Connect – update organization information, complete various forms such as Certificates of Insurance, Representation & Certifications, Adequacy of Accounting Surveys, and other administrative actions.

4. Submit Invoices

Once a Purchase Order is established, Vendor Admins and Vendor Users can submit electronic invoices and 75% Notifications.

NOTE: CWS SLHE invoices are automatically generated through the timesheet functionality.

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Overview (cont'd)

Vendor Roles

- **Vendor PVQ**—This temporary role is for the first registrant of an organization who will complete and submit the initial Vendor Profile. Once the Vendor Profile is approved, this user will be promoted to Vendor Admin.
- **Vendor Administrator**—A Vendor Admin is responsible for managing their organization's profile, form submissions, user management (including approving new user requests), and can submit invoices.
- **Vendor User**—A Vendor User supports the Vendor Admin in submission of GPS Vendor Connect invoices and 75% Notifications. The Vendor Admin can change the Vendor User role to Vendor Admin.
- **No Access**—A user who no longer requires access to the GPS Vendor Connect should be assigned this role.

Responsibilities	Vendor PVQ	Vendor Admin	Vendor User
Register in GPS Vendor Connect	Yes	Yes	Yes
Complete initial Vendor Profile	Yes		
View Vendor Profile		Yes	Yes
Edit Vendor Profile		Yes	
Complete Company Legal Name Change Process		Yes	
Submit/Update/Renew Representations and Certifications		Yes	
Submit/Update/Renew Certificates of Insurance		Yes	
Submit/Update/Renew Adequacy of Accounting		Yes	
Review submitted forms and attachments		Yes	Yes
Manage Users for your Vendor Account		Yes	
Accept/Reject Vendor User Requests		Yes	
Submit 75% Notifications		Yes	Yes
Submit e-Invoices		Yes	Yes

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Registration

GPS Vendor Connect registration requires a two-step process:

- **GPS Vendor Connect:** All vendors desiring to do business with Deloitte must register in GPS Vendor Connect. The platform also allows Deloitte engagement teams to search for current and prospective vendors for potential opportunities.
- **CIAM:** Client User Identity and Access Management (CIAM) provides a single authentication experience for all Deloitte applications utilized by vendors. This will result in a simplified login; and, for those with access to more than one Deloitte application, it will provide a single email, password, and MFA method.



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GPS Vendor Connect Registration

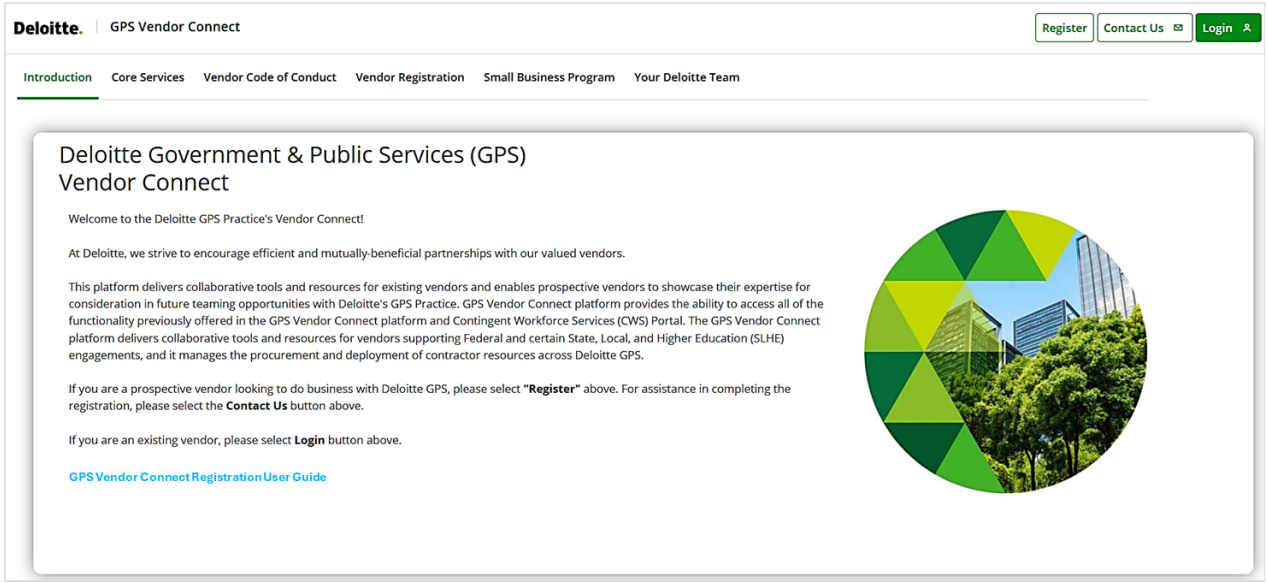
How to register?

1. Access Deloitte's GPS Vendor Connect

   or

   Copy/paste this URL into your browser: https://vendorconnect.gps.deloitte.com

2. Click on the **Register** button located at the top right of the screen.



Key points to remember:

** **Non-US Deloitte Member Firms and internal Deloitte employees, please refer to *Deloitte Member Firm - Deloitte Employee Registration Guide* for registration instructions.**

- Register with your organization's 9-digit DUNS number. The DUNS number is used to align additional registrants from your organization to your GPS Vendor Connect record. **All vendors are required to have a DUNS number, unless you are self-employed or a 1099**. ***However, there is a 30-day grace period for international vendors to obtain a DUNS number.*** If your organization does not have a DUNS number, search the internet for Dun & Bradstreet and locate the ***D-U-N-S Number*** section for instructions on obtaining a DUNS number. For international vendors, select the globe symbol to locate your country's Dun & Bradstreet office/process.
- After registration, you will receive an email from GPS Vendor Connect directing you to establish a password and Multi-Factor Authenticator for security purposes.
- If you are the first registrant from your organization, you will be required to complete a Vendor Profile upon your first login. After the Vendor Profile is approved, your role will be established as Vendor Admin.

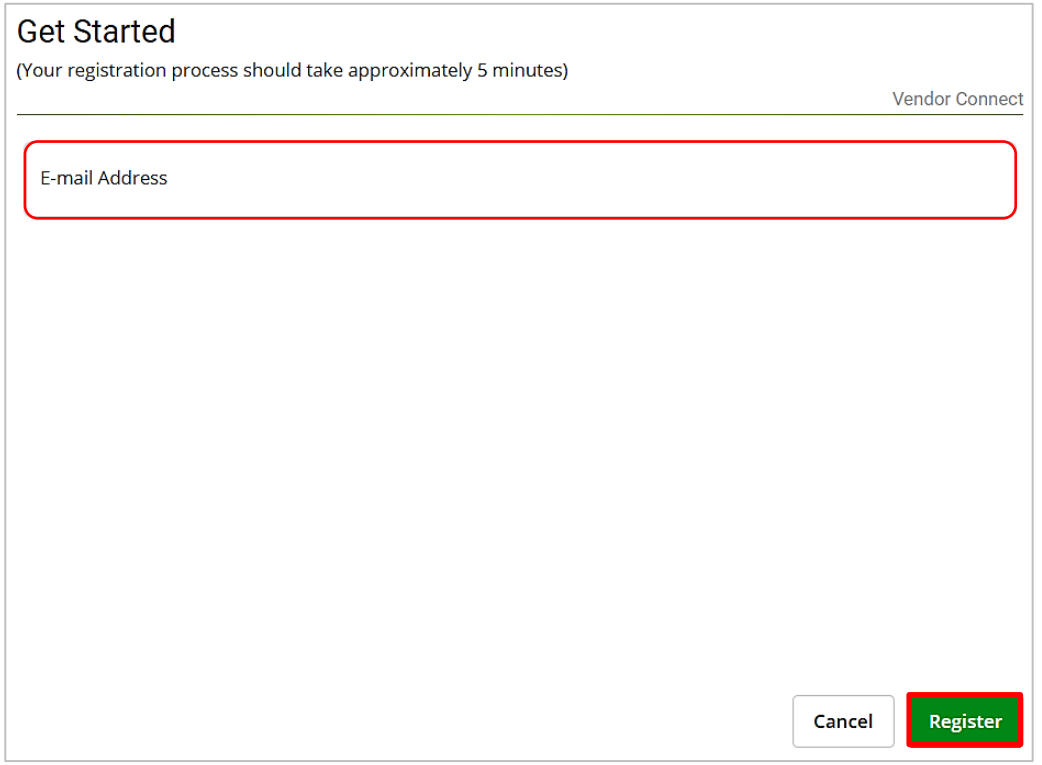
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GPS Vendor Connect Registration (cont'd)

3. Enter your business email address (***Note:*** If you have already registered, you will receive a message that your email exists in our system. If this occurs, click on the **Cancel** button then click **Login** on the GPS Vendor Connect landing page.

   ** **Note to Vendors: DO NOT USE a Deloitte email address. Enter your company email address to register in GPS Vendor Connect. Private email domains, such as Gmail, Yahoo, Yandex, Protonmail, etc. are not recommended to be used if your company has its own domain.**

   If you have already registered, you will receive a message that your email exists in our system. If this occurs, click on the Cancel button then click Login on the Vendor Connect landing page.



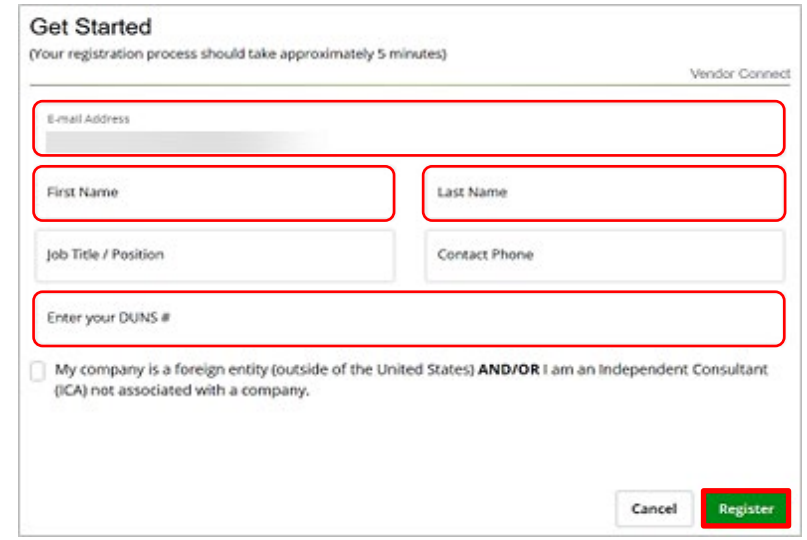
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GPS Vendor Connect Registration (cont'd)

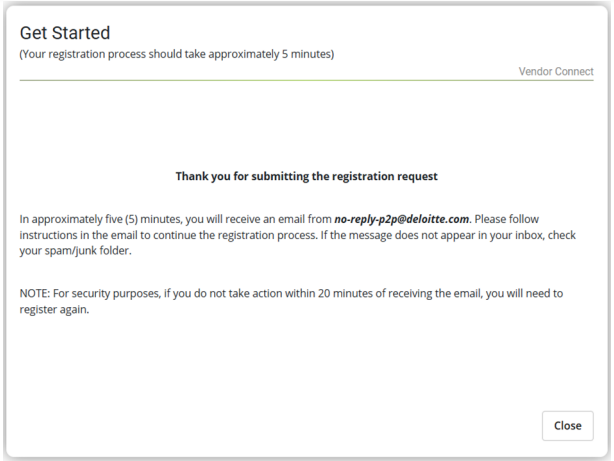
Required fields are in red text

4. Enter your First Name, Last Name, Job Title/Position, and Contact Phone number.
5. Enter your 9-digit DUNS # (no dashes)
   - All vendors are required to have a DUNS number, unless you are self-employed or a 1099. *International vendors have a 30-day grace period to provide the DUNS number.*
   - If your organization does not have a DUNS number, search the internet for Dun & Bradstreet and locate the D-U-N-S Number section for instructions on obtaining a DUNS number. For international vendors, select the globe symbol to locate your country's Dun & Bradstreet office.
   - For international vendors without a DUNS number, self-employed or 1099 vendors, select the check box below the DUNS # field.
6. After completing all fields, the Register button will activate; click on **Register**.
7. You will see a confirmation message on the screen.

Reminder: The first person to register must be able to complete the Vendor Profile



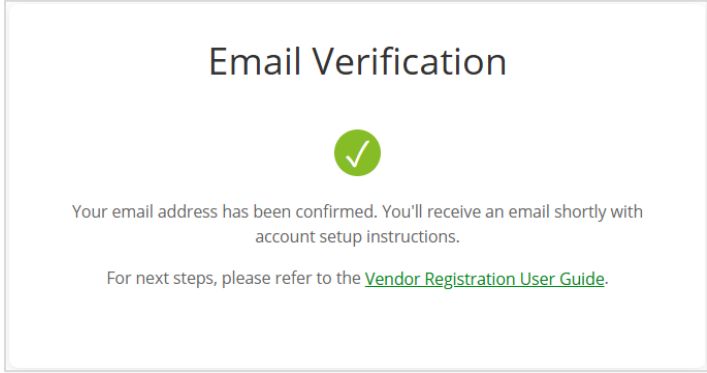
Thank you for registering. You should receive a confirmation email within a few minutes.



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GPS Vendor Connect Registration (cont'd)

- ***For a new vendor account:***
  - In approximately five (5) minutes, you will receive an email from **no-reply-p2p@deloitte.com** with the subject "**ACTION REQUIRED: Activate your Deloitte GPS Vendor Connect Account**" (***Note:*** If the message does not appear within five (5) minutes, check your spam/junk folder.)
  - Click the **Click here to Activate Your Account** link in the email to create your GPS Vendor Connect email account. You will then receive an **Email Verification** popup.
  - Once you confirm your email address, in approximately five (5) minutes you will receive an email from **account.services@deloitte.com** with the subject "**Your account needs to be activated**".
  - Refer to CIAM Registration section to create a password and Multi-factor Authentication.



- ***For new users added to an existing vendor record:*** Once the Vendor Admin for your organization approves your registration, you will receive an email indicating that your account has been established. Shortly thereafter, you will receive an email from **account.services@deloitte.com** with the subject "**Your account needs to be activated**". Refer to CIAM Registration section to create a password and Multi-factor Authentication.
- ***For users added to the vendor record by the Vendor Admin:*** You will receive an email indicating that your account has been established. Shortly thereafter, you will receive an email from **account.services@deloitte.com** with the subject "**Your account needs to be activated**". Refer to CIAM Registration section to create a password and Multi-factor Authentication.

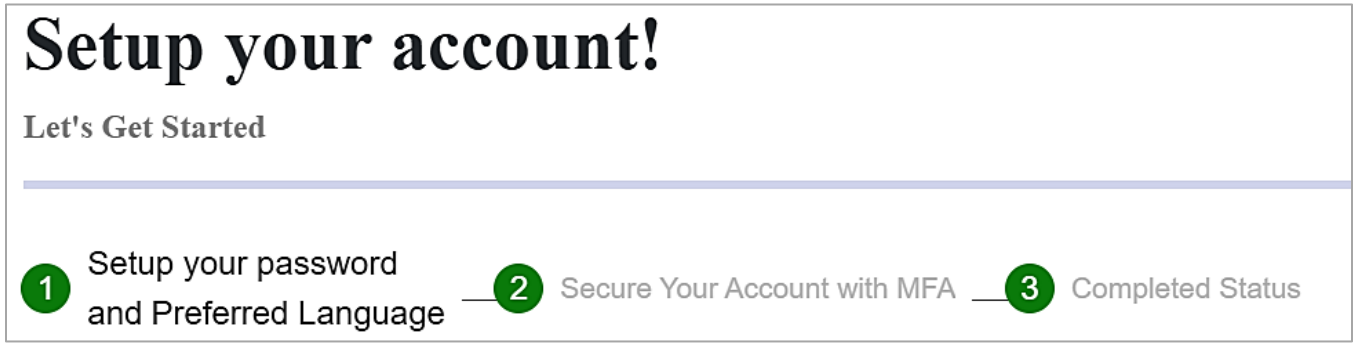
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CIAM Registration

As noted on the previous page, once you confirm your email address or the Vendor Admin has established your account, in approximately five (5) minutes you will receive an email from **account.services@deloitte.com** with the subject "**Your account needs to be activated**".

Accessing the link in the email will allow you to set up your CIAM security credentials (password, Multi-factor Authentication, etc.). You will need your mobile phone to complete this process.

Click the **here** link in the email to set up your CIAM security credentials. You will be taken to the screen below. The first step is to create a password. Instructions to setup your account are provided on the following pages.



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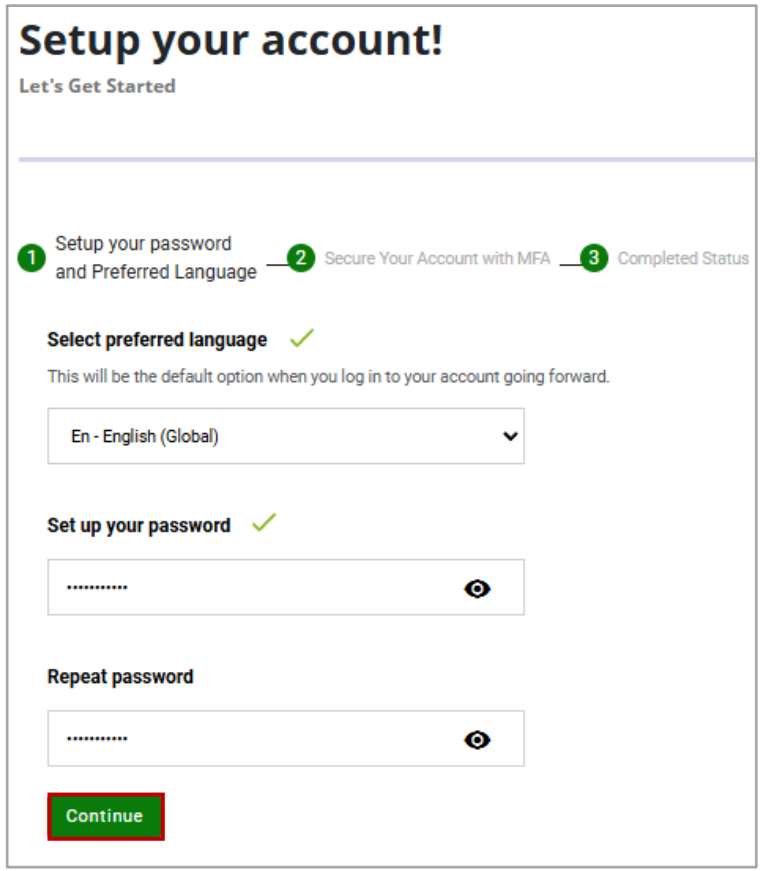
CIAM Registration (cont'd)

Select Language

1. Click on the dropdown to select a Language. Once you select a Language, a ✓ appears.

Set Your Password

1. Make sure your password contains at least 10 characters. Password must also include at least three of the criteria listed below:
   - Uppercase letters (A, B, C)
   - Lowercase letters (a, b, c)
   - Numerals (0, 1, 2, etc.)
   - Non-alphanumeric (#, &, !, %, @, ?, -, *)
   - The password cannot contain your first name, last name, or email address
3. Confirm the password in the **Repeat Password** field. Once confirmed, a ✓ appears.
4. Select **Continue.**



If you forget your password, refer to the Forgot Password instructions.

NOTE: For security precaution, passwords expire every 84 days. At that time, you will be prompted to verify your identity using Multi-factor Authentication (MFA) to establish a new password.

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CIAM Registration (cont'd)

Set up Multi-Factor Authentication (MFA)

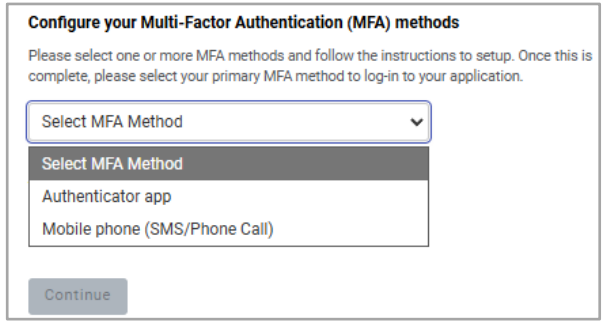
You will have access to three different methods of Authentication. These include Text/SMS, Phone Call, or Authenticator.

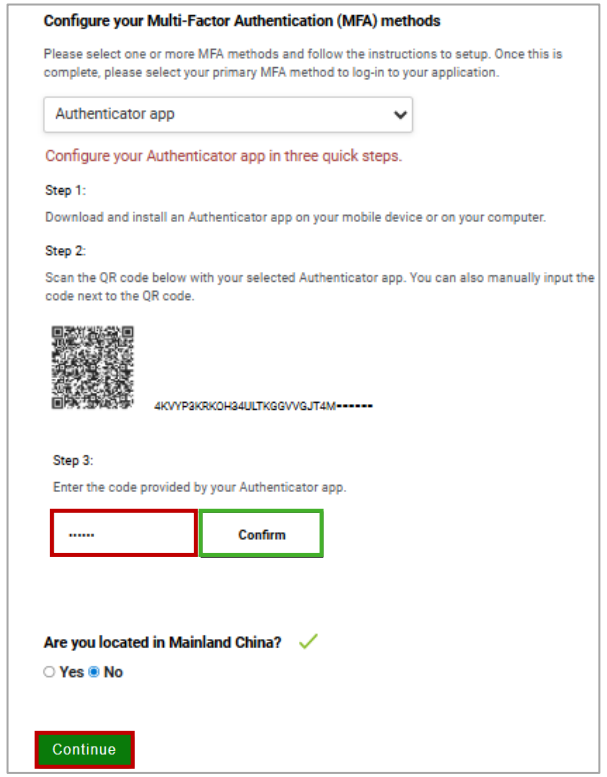
Set up Authenticator App MFA

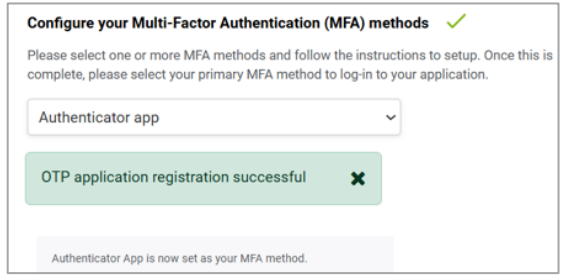
There are multiple types of Authenticator apps from which to choose (i.e., Microsoft Authenticator, Google Authenticator, etc.).

Follow the below instructions to use the Authenticator method.

1. Select **Authenticator** in the Select MFA Method dropdown.
2. Download and install the desired Authenticator app.
3. Follow instructions specific to the downloaded Authenticator app to scan the barcode.
4. Once the barcode is scanned, enter the Code provided.
5. Select **Confirm**.
6. After entering the code, OTP application registration is successful.
7. The response to "**Are you located in Mainland China?**" is defaulted to "**No**". Change the response if necessary.
8. The "**Continue**" button becomes active. Select **Continue**.







Note: If you have any questions regarding setting up the Authenticator App MFA, contact the Global Help Desk at +1 718-354-1249.

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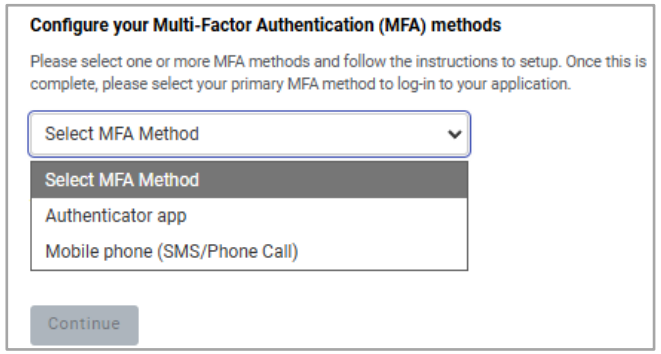
CIAM Registration (cont'd)

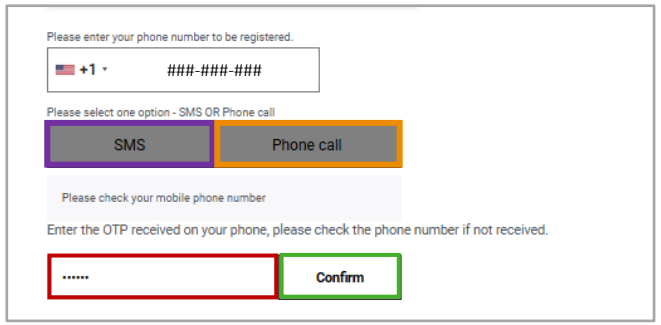
Set up Mobile Phone MFA

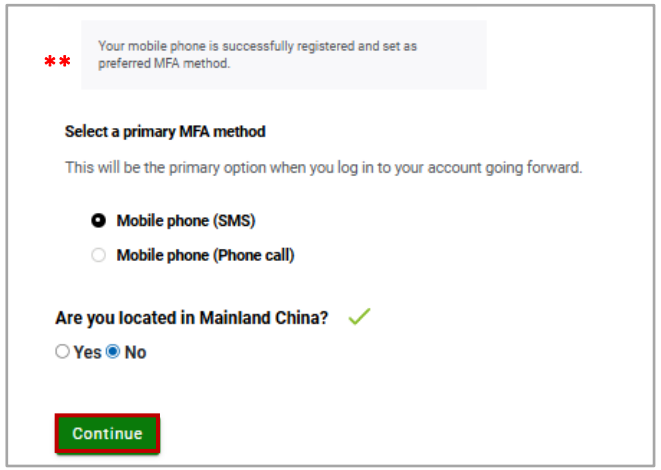
1. Select **Mobile phone (SMS/Phone Call)** in the Select MFA Method dropdown.
2. Select the country code from the drop down and enter the phone number to be registered.
3. Select **SMS** to receive a text message – or – select **Phone call**:
   - If you select **SMS**, you will receive a text message. Enter the code received and select **Confirm**.
   - If you select **Phone call**, you will receive a phone call with a recording to press a number to continue. You will then receive a code. Enter the code and select **Confirm**.

Once you select **Confirm, a message appears indicating that *"Your mobile phone is successfully registered and set as preferred MFA method"*.

4. Select your primary MFA method based on whether you want to receive a SMS(text) or phone call.
5. The response to "**Are you located in Mainland China?**" is defaulted to "**No**". Change the response if necessary.
6. The "**Continue**" button becomes active. Select **Continue**.







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CIAM Registration (cont'd)

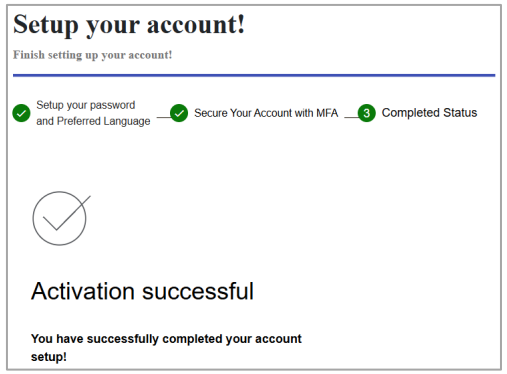
Set up Passkey *(Optional)*

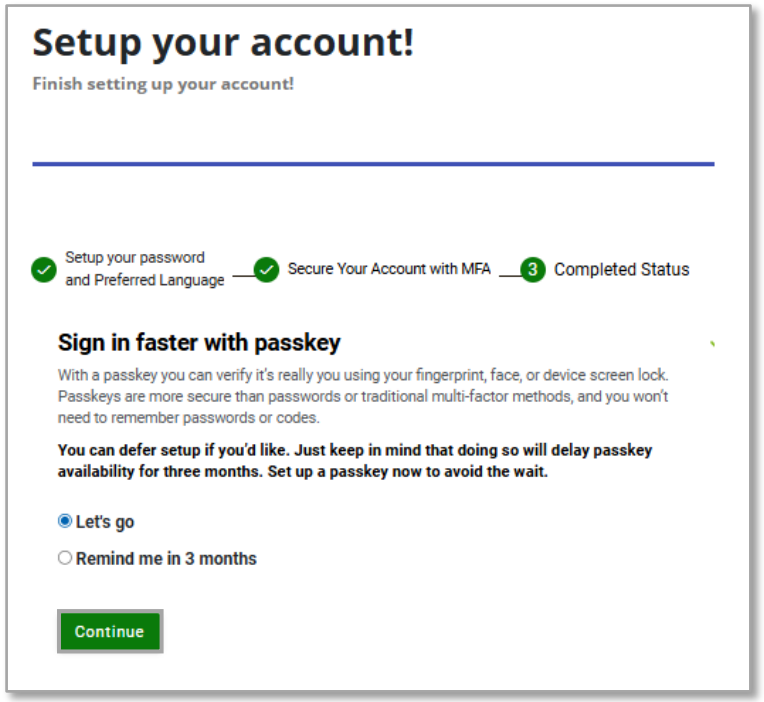
Passkey, which leverages industry-leading FIDO2 authentication standards, allows users to sign in without a password using device biometrics, a PIN, or a screen pattern. If you select **Remind me in 3 months**, CIAM registration steps are complete, and you will be routed to the "**Activation Successful**" screen at which point you can close the window.

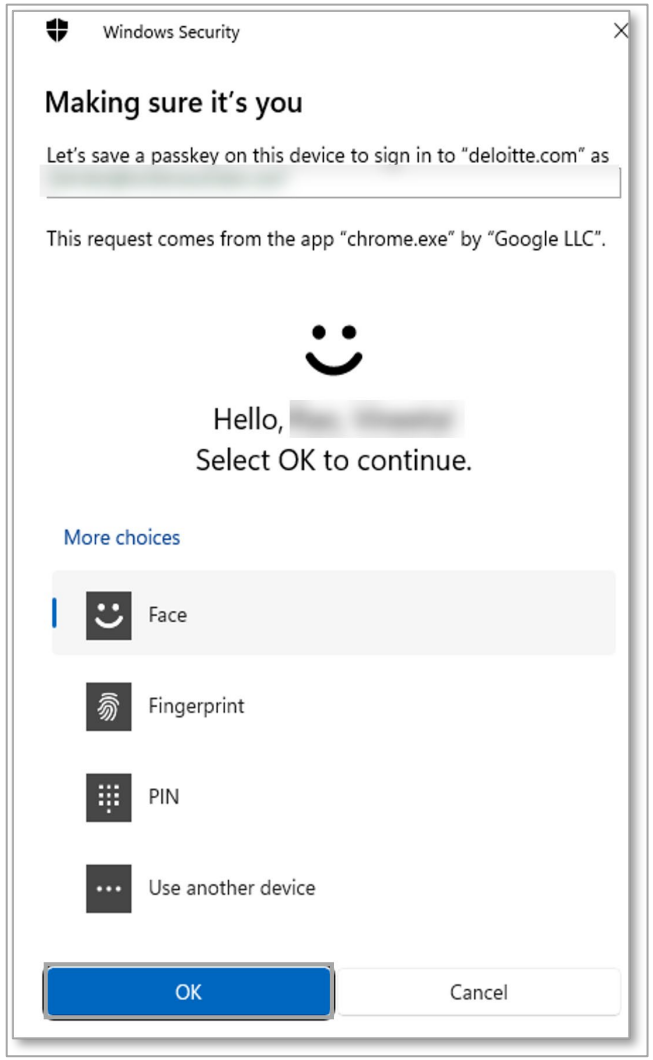
To set up Passkey, please follow the steps below:

1. Select **Let's go** and click on **Continue**.
2. At popup screen, select **OK** to **Save the Passkey** onto your device.
3. If your camera is on, your face is automatically captured or you can select another Passkey type (i.e, Face, Fingerprint, PIN or another device).

   ** If you select **Use another device,** you will see options to save passkey on your Mobile, Security Key or windows device. Select **Next** to set up where to save the passkey.
4. Click **OK** to continue saving your Passkey.







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CIAM Registration (cont'd)

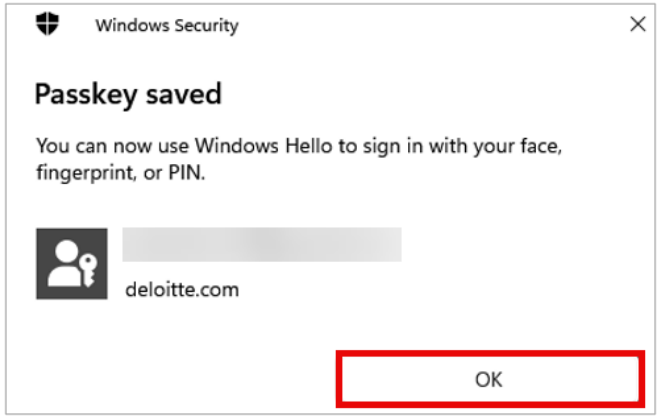
Set up Passkey (cont'd)

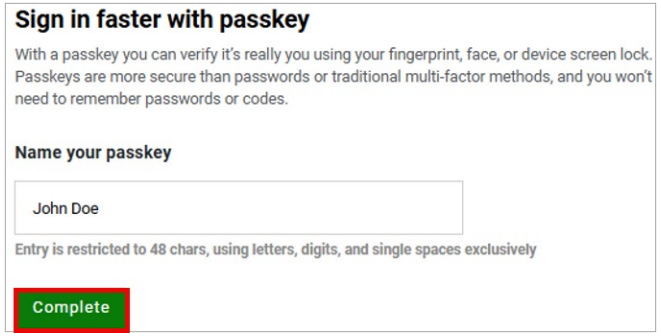
5. At the **Passkey saved** screen, click **OK**.
6. Assign a name to your Passkey. Use this opportunity to pick a name that will allow you to differentiate between other passkeys you might have saved.
7. Click **Complete** and the activation is successful.

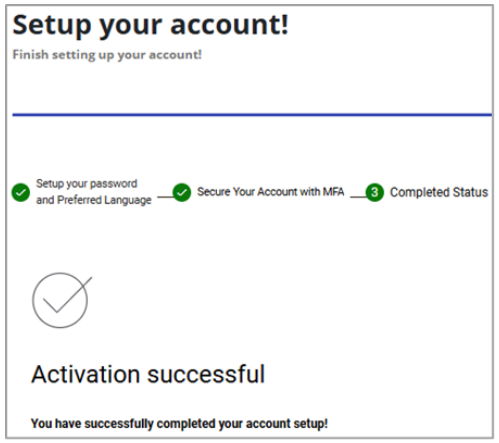
Notes:

- If you select the **here** hyperlink in the notice, you will be able to update your CIAM profile (i.e., password, language, Passkey, MFA, etc.) via the **User Self-Service** option. Also refer to the **How to Update Your CIAM Registration** user guide to update your CIAM profile.
- If you only forgot your password, refer to the Forgot Password instructions to create a new password.
- If you have any questions regarding CIAM Registration, contact the Global Help Desk at +1 718-354-1249.

To access GPS Vendor Connect, exit this screen. Access GPS Vendor Connect and click the **Login** button on the upper right of the **GPS Vendor Connect** page.







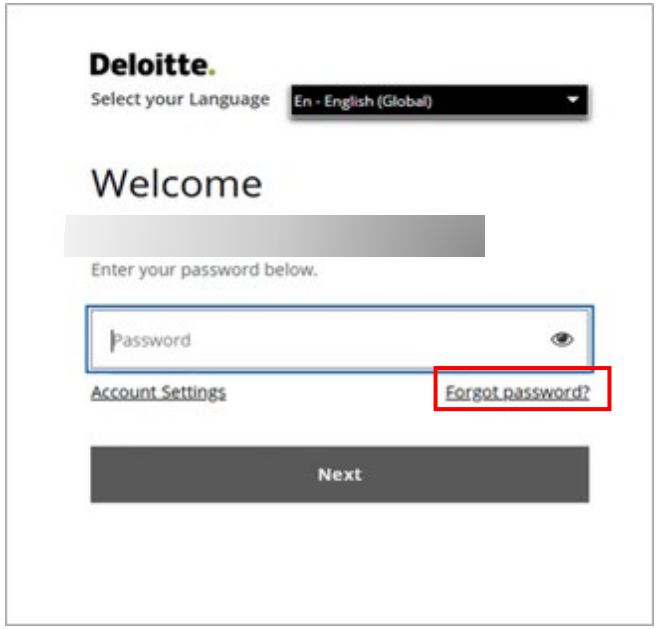
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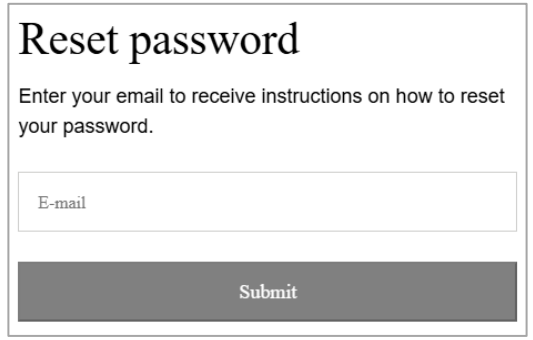
Forgot Password

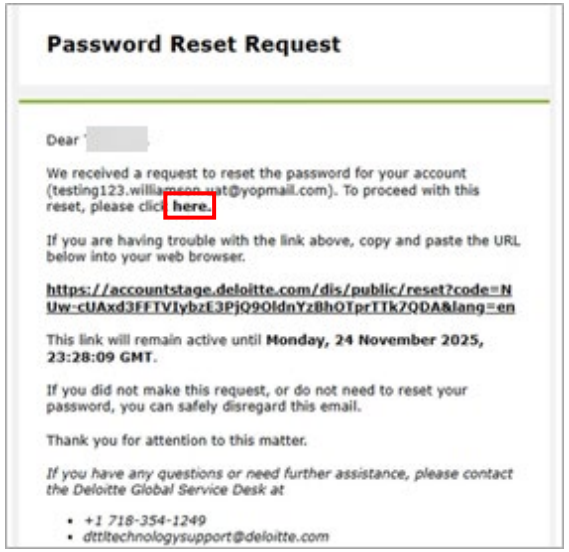
If you forget your password, follow the below steps to establish a new password. Passwords cannot be reset within 24 hours of a previous password reset or account activation.

1. Access GPS Vendor Connect and click **Login** button on the upper right of the GPS Vendor Connect landing page.
2. Enter your email address and password or click on the **Forgot Password** button to reset your password.

   Note: Your account will be locked after five (5) failed attempts. You will need to wait 30 mins before retrying.
3. At the Reset password screen, enter your email address and select **Submit**. A notice will appear indicating an email was sent to your inbox. You will receive an email from account.services@deloitte.com containing a password reset link. If the email is not in your inbox, please check your spam/junk folder.
4. Select the **here** hyperlink in the email to reset your password.
5. Choose the verification method based on the MFA selected during registration (e.g., Authenticator or Phone).
6. Enter and confirm the new password (being sure to use the password criteria provided on the screen and listed on the Set Your Password page). Select **Reset.**
7. The password reset successful message appears.







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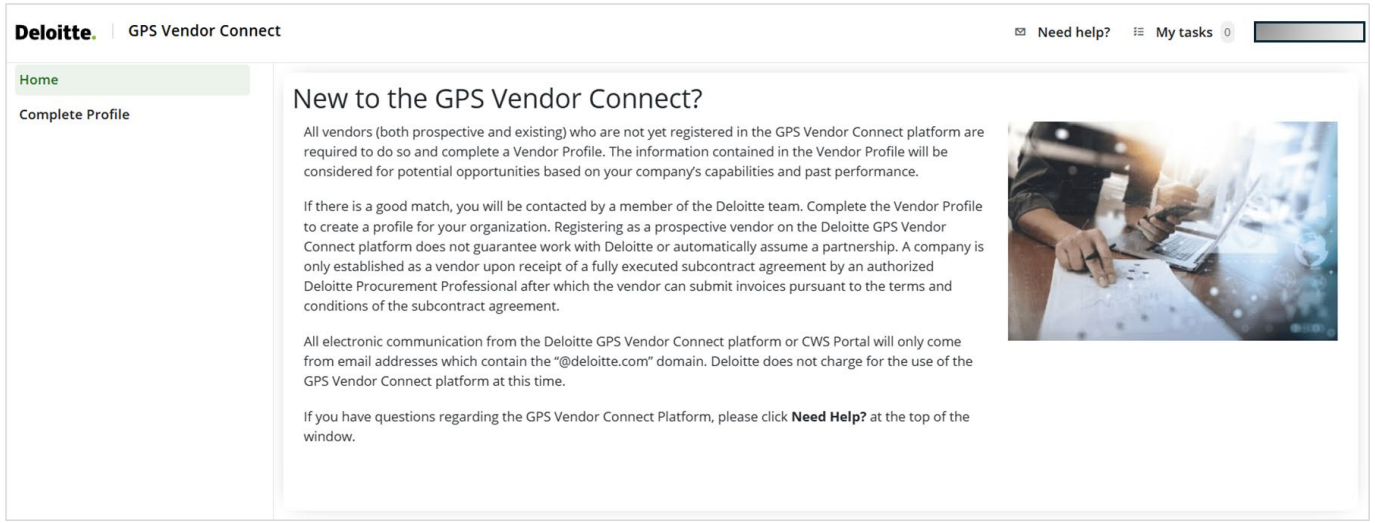
New Vendor Dashboard

Complete Your Vendor Profile

When the first individual registering for your organization logs into GPS Vendor Connect, the below dashboard appears. The next step is to compete the **Vendor Profile** through the **Complete Profile** feature under the Home tab. For assistance completing the Vendor Profile, under the **User Guide** tile, select the appropriate user guide based on the type of business your organization will support. REMINDER: The individual who completes the Vendor Profile will serve as the Vendor Admin, maintaining the vendor's user site access, organization profile, and other vendor-specific requirements.

Vendor Profile Types:

- If your organization will only support State and Local Higher Education (SLHE) projects – Select **Foreign Vendor SLHE Only** or **US Vendor SLHE Only**.
- If your organization will support Federal and State and Local Higher Education (SLHE) projects – Select **Foreign Vendor Federal/SLHE** or **US Vendor Federal/SLHE**.



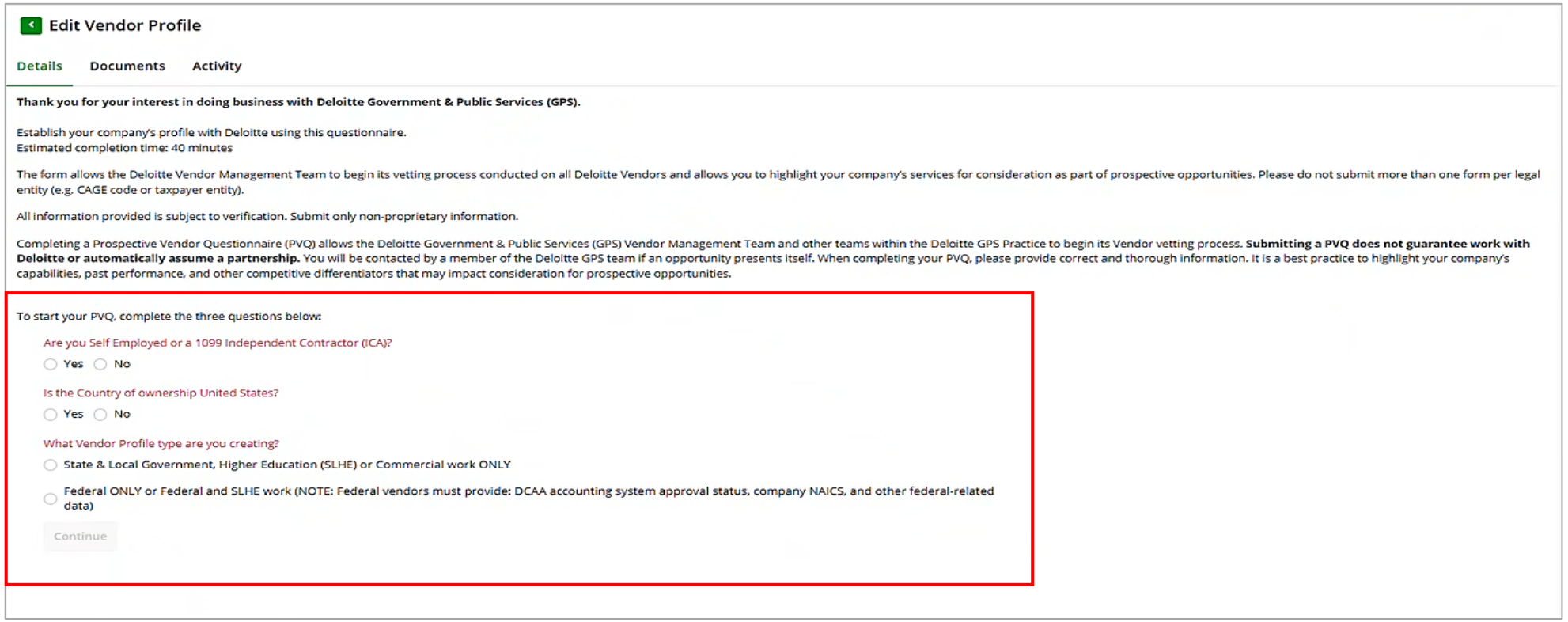
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New Vendor Dashboard (cont'd)

Complete Your Vendor Profile

Once you navigate to the **Complete Profile** tab,

- To start the Vendor Profile, answer the following questions on the screen. ***(Note: All questions in red must be completed.)***
- Once all questions are answered, click **Continue** and complete the Vendor Profile per the instructions in the Vendor Profile user guide.



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Where to Get Help?

Contact the following teams for specific access questions:

- **CIAM** – contact **Global Help Desk** at **+1 718-354-1249**. Reach out to this team for the following question categories:
  - CIAM Registration
  - Change Email Addresses
  - Language Setting
  - Multi-Factor Authentication (MFA)
  - Passkey
  - Passwords
  - User Profile Updates ***(CIAM profile only)***
- **GPS Vendor Connect** – GPS Vendor Connect Support mailbox
- Submit a request through the "**Need Help ?**" button located at the upper right of any GPS Vendor Connect page.

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GPS Vendor Connect

We hope this GPS Vendor Connect Registration User Guide has been helpful in explaining how prospective vendors register in GPS Vendor Connect.

For more information, please visit the Deloitte GPS Vendor Connect information pages.

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