

Government and Public Services (GPS) GPS Vendor Portal

Vendor Registration User Guide

Last Updated: 08/27/2025



**MAKING AN
IMPACT THAT
MATTERS**
since 1845



GPS Vendor Portal

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 the Prospective Vendor Questionnaire (PVQ).

Any vendor who desires to be considered for award must complete a PVQ within Deloitte's GPS Vendor Portal. Completion of the PVQ 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 PVQ to evaluate and match a company to potential work as a Deloitte GPS vendor. All electronic communication from the Deloitte GPS Vendor Portal 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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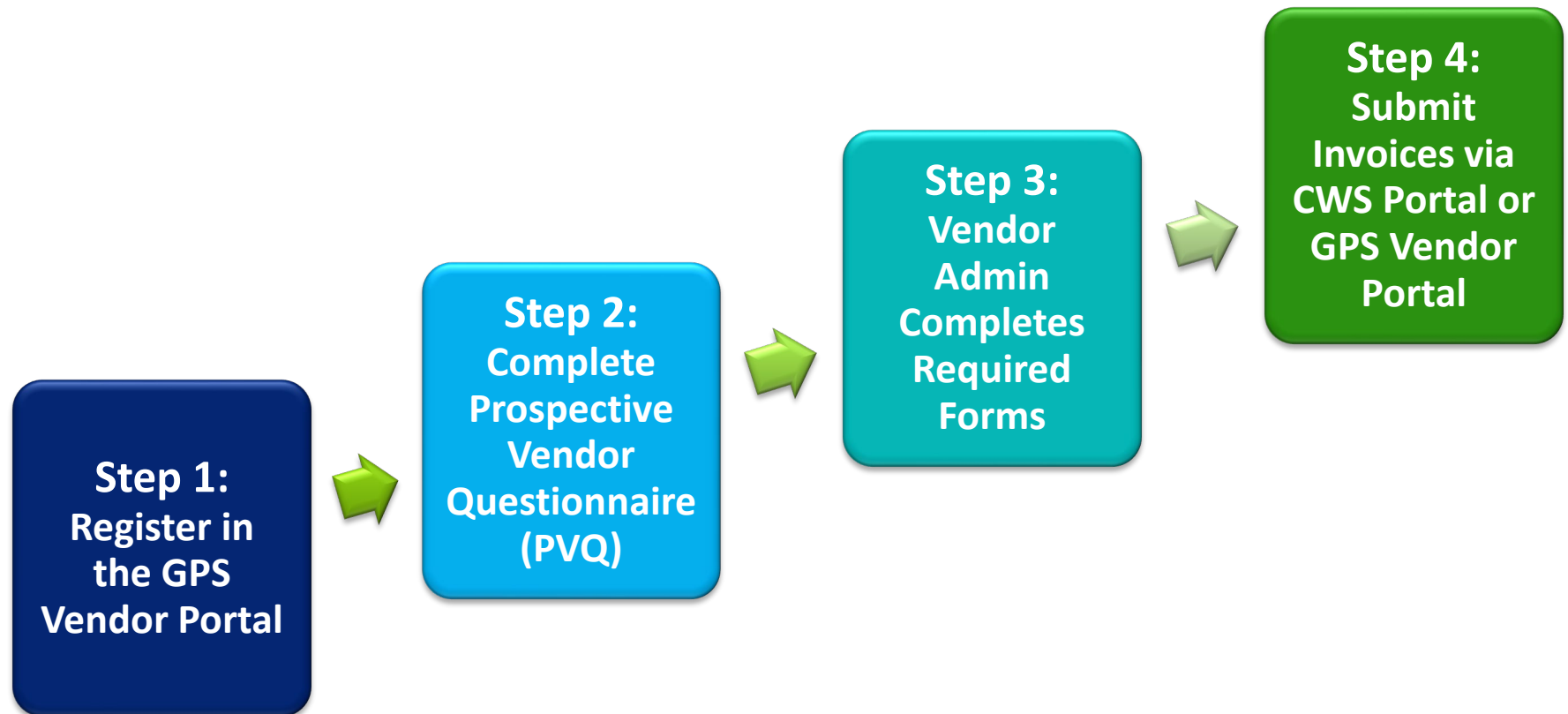
Vendor Registration User Guide

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Overview

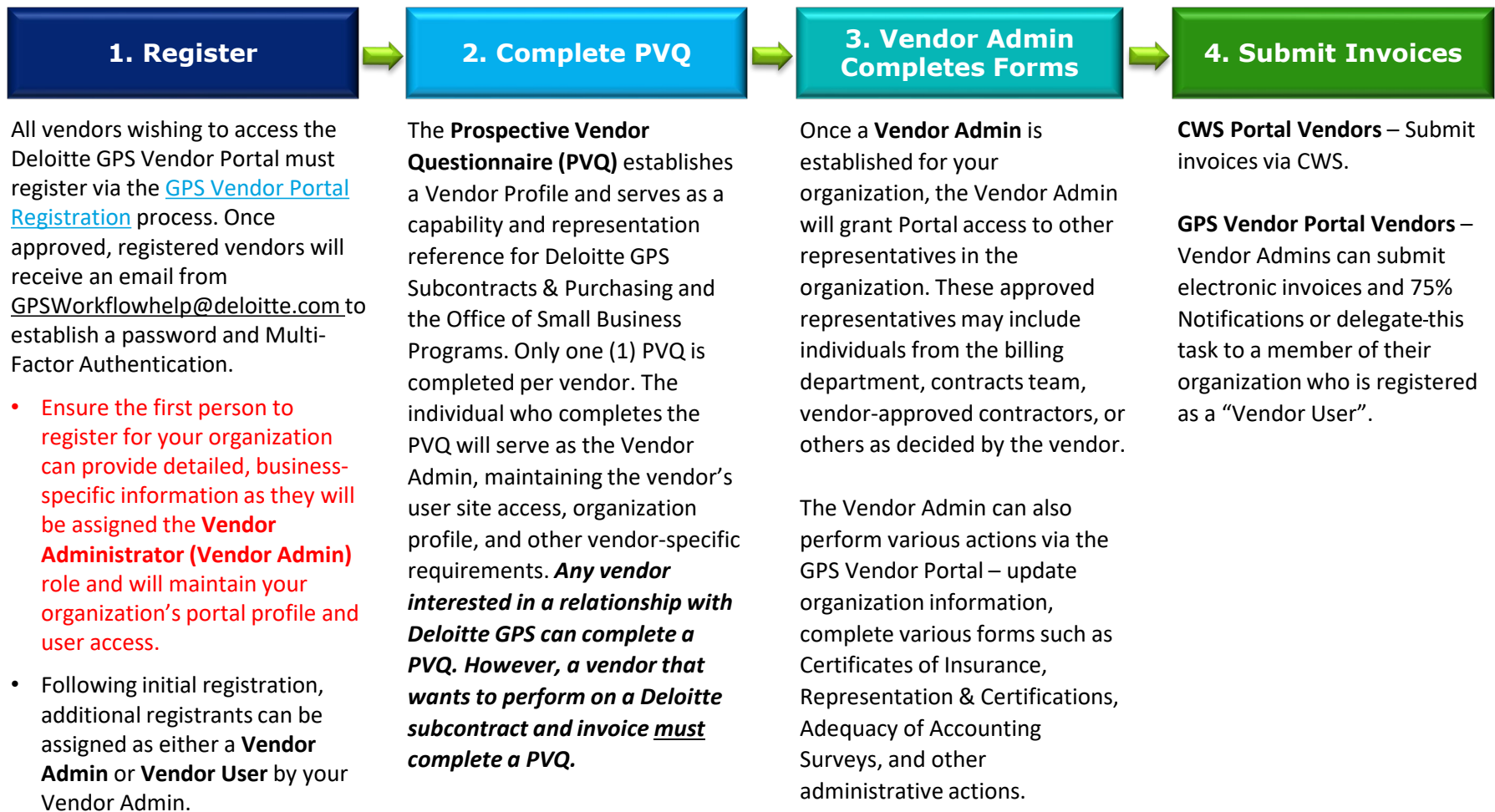
Vendor Portal Registration Process

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 the GPS Vendor Portal. The following is an overview of the steps vendors must take to access and use the portal:



Overview (cont'd)

The following provides a detailed introduction to the GPS Vendor Portal:



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 Prospective Vendor Questionnaire (PVQ). Once the PVQ is approved, this user will be promoted to the 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 Portal invoices and 75% Notifications. The Vendor Admin can change the Vendor User role to Vendor Admin. **NOTE: CWS Vendor invoices will automatically be created via approved timesheets within the CWS portal.**
- **No Access External**—A user who no longer requires access to the GPS Vendor Portal should be assigned this role.

| Responsibilities | Vendor PVQ | Vendor Admin | Vendor User |
|---|------------|--------------|-------------|
| Register in GPS Vendor Portal | Yes | Yes | Yes |
| Complete initial Prospective Vendor Questionnaire (PVQ) | 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 | |
| Submit 75% Notifications | | Yes | Yes |
| Complete Property Survey | | Yes | |
| Review submitted forms and attachments | | Yes | Yes |
| Manage Users for your Vendor Account | | Yes | |
| Accept/Reject Vendor User Requests | | Yes | |
| Submit e-Invoices | | Yes | Yes |

Registration

Access to the GPS Vendor Portal requires two one-time-only registrations:

- **GPS Vendor Portal:** All vendors desiring to do business with Deloitte must register in the GPS Vendor Portal. The Portal 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.

GPS Vendor Portal Registration

How to register?

1. Access [Deloitte GPS Vendor Connect](https://vendorconnect.gps.deloitte.com)

or

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

2. Click on the **Register** button at the top 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.**

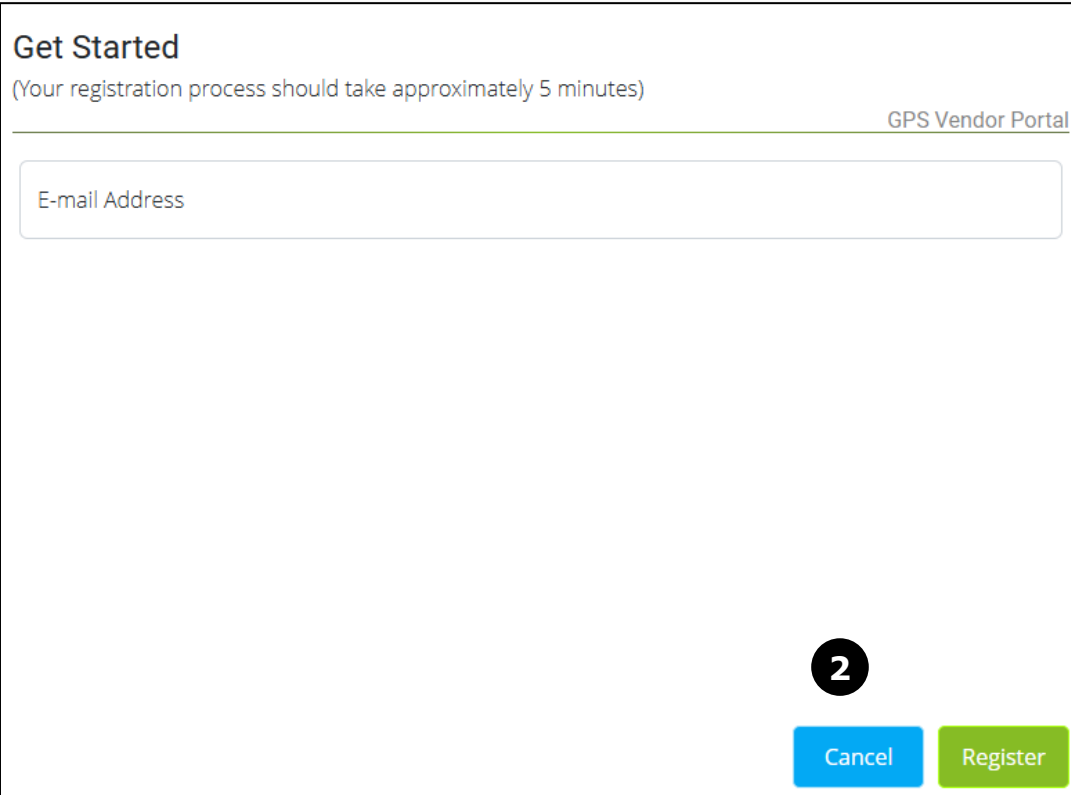
- Register with your organization's 9-digit DUNS number. The DUNS number is used to align additional registrants from your organization to your GPS Vendor Portal record. **All vendors are required to have a DUNS number, unless you are self-employed or a 1099. However, there is a 30-day grace period for 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 GPSWorkflowhelp@deloitte.com 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 your Prospective Vendor Questionnaire (PVQ) upon your first login. After the PVQ is approved, your role will be established as Vendor Admin.

GPS Vendor Portal Registration (cont'd)

1. Enter your business email address.

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

2. 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.



The screenshot shows a registration form titled "Get Started" with a subtitle "(Your registration process should take approximately 5 minutes)". The form is part of the "GPS Vendor Portal". It features a large text input field labeled "E-mail Address". At the bottom right, there are two buttons: a blue "Cancel" button and a green "Register" button. A black circle with the number "1" is positioned to the left of the email input field, and another black circle with the number "2" is positioned above the "Cancel" button.

GPS Vendor Portal Registration (cont'd)

Registration Tips

Required fields are in **red text**

3. Enter your First Name, Last Name, Job Title/Position, and Contact Phone number.
4. 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.
5. After completing all fields, the Register button will activate; Click on **Register**.
6. You will see a confirmation message on the screen.

Reminder: The first person to register must be able to complete the Prospective Vendor Questionnaire (PVQ)

Get Started
(Your registration process should take approximately 5 minutes)

GPS Vendor Portal

E-mail Address
Your email address

First Name Last Name

This field is required. This field is required.

Job Title / Position Contact Phone

Enter your DUNS #

This field is required.

☐ My company is a foreign entity (outside of the United States) **AND/OR** I am an Independent Consultant (ICA) not associated with a company.

Cancel Register

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

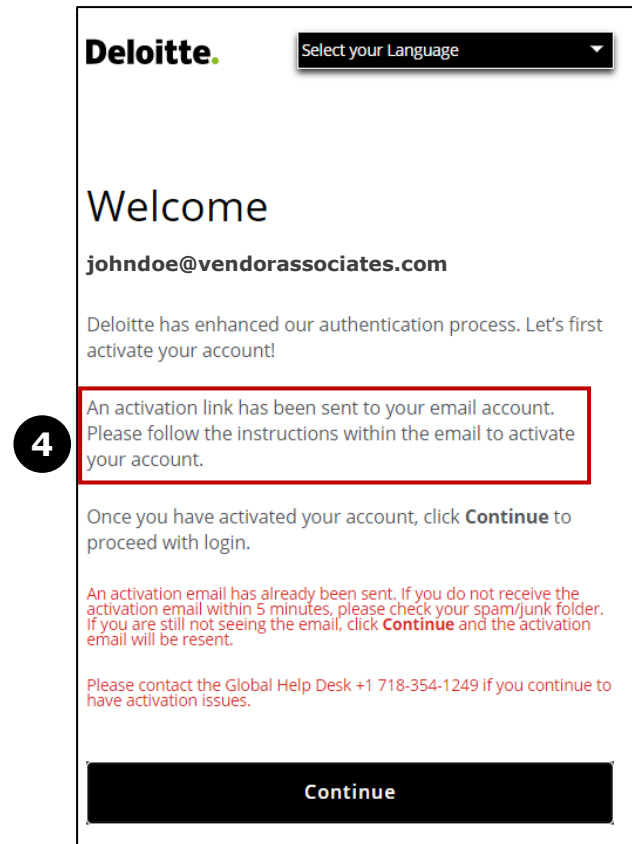
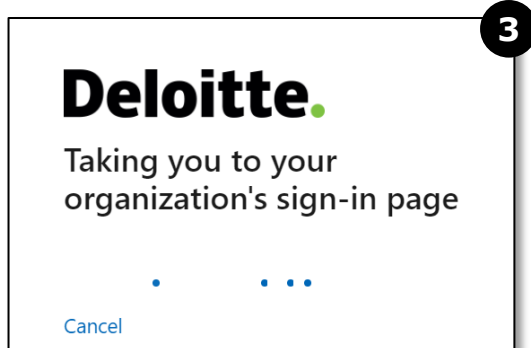
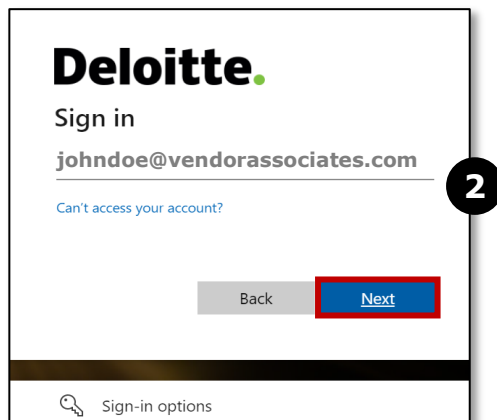
Important Note:

After your registration is approved, you will receive an email with a link to activate your CIAM registration account. The email will be sent from GPSWorkflowhelp@deloitte.com. Once you receive the email, follow the instructions to activate your account.

CIAM Registration

Once you receive the email from GPSWorkflowhelp@deloitte.com, set up your CIAM registration as instructed below. You will need your mobile phone to complete this process.

1. Access [GPS Vendor Connect](#) and click **Login** button in the upper right of the webpage.
2. Enter your email address at the **Sign In** screen and select **Next**.
3. A screen appears briefly informing you that you will be taken to the sign-in page.
4. At the sign-in page, text indicates that an email has been sent to your inbox with instructions to activate your account.
 - If you select **Continue**, a notice appears informing you that an activation email was sent to your inbox.
 - Check your inbox for an email from GPSWorkflowhelp@deloitte.com with the subject “**Your account needs to be activated**”.



CIAM Registration (cont'd)

Per the notice on the previous page, an email from GPSWorkflowhelp@deloitte.com is sent to your inbox. If the message does not appear within five (5) minutes, check your spam/junk folder. If the email is not received, contact the Global Help Desk at +1 718-354-1249.

1. Once you receive the email, click on the **Registration hyperlink**.
2. At the **Activate your Account** screen, establish your password and MFA preference as instructed on the next page.

1

From: **Deloitte GPS Workflow** <GPSWorkflowhelp@deloitte.com>
Date: <Registration Date>
Subject: **Deloitte GPS Vendor Portal User Account Created**
To: **johndoe.vendorassociates.com**

A GPS Vendor User account for the Deloitte GPS Vendor Portal has been established for you. Please use the activation link below to establish your account.

IMPORTANT: Once you have logged into the system, please go to the “User Guide Links” section and read the user guides. They contain important information about required next steps for a Vendor PVQ user.

Login Username: **johndoe.vendorassociates.com**

Activation Link: [Registration hyperlink](#)

After your account is activated you can access the [Deloitte GPS Vendor Portal](#).

2

Activate your account

Set up your access in three quick steps.

Set up your password

Password

Repeat password

Select preferred language

This will be the default option when you log in to your account going forward.

En - English (Global)

Configure your Multi-Factor Authentication (MFA) methods

You can set up one or more MFA methods. Please select your preferred method(s) and follow the set up instructions.

☐ Authenticator app

☐ Mobile phone

Complete

CIAM Registration (cont'd)

Select Language

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

Create a password

2. Enter a new password using the below criteria. Once all criteria are met, the list disappears.

- Make sure your password contains at least 10 characters.
- Password must include at least three of the below criteria:
 - 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.

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.

The image displays four sequential screenshots of the CIAM registration interface, numbered 1 through 3 in black circles on the right side of each screenshot.

- Screenshot 1:** Titled "Select preferred language". It includes the text "This will be the default option when you log in to your account going forward." and a dropdown menu with a downward arrow. A red box highlights the dropdown menu.
- Screenshot 2:** Titled "Select preferred language" with a green checkmark. The text "This will be the default option when you log in to your account going forward." is present. The dropdown menu now shows "En - English (Global)" with a downward arrow. A red box highlights the dropdown menu.
- Screenshot 3:** Titled "Set up your password". It shows two password input fields. The top field contains "*****" and has an eye icon to its right. The bottom field is labeled "Repeat password" and also has an eye icon to its right. A red box highlights the "Repeat password" field.
- Screenshot 4:** Titled "Set up your password" with a green checkmark. It shows two password input fields, both containing "*****" and having eye icons to their right.

CIAM Registration (cont'd)

Set up Multi-Factor Authentication (MFA)

There are two MFA options: (1) **Authenticator App** and (2) **Mobile phone**. You may select one or both options. Below are instructions to set up the **Authenticator App MFA**. Instructions to set up the **Mobile phone MFA** are provided on the next page.

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

Set up Authenticator App MFA

1. Select **Authenticator app**.
2. Download and install the desired Authenticator app.
3. Follow instructions specific to the downloaded Authenticator app to scan the barcode.
4. Once the bar code is scanned, enter the Code provided.
5. Select **Confirm**.
6. After entering the code OTP application registration is successful.
7. If you have any questions regarding setting up the Authenticator App MFA, contact the Global Help Desk at +1 718-354-1249.

1

Configure your Multi-Factor Authentication (MFA) methods


You can set up one or more MFA methods. Please select your preferred method(s) and follow the set up instructions.

☒ Authenticator app

Configure your Authenticator app in three quick steps.

Step 1:
Download and install an Authenticator app on your mobile device or on your computer.

Step 2:
Scan the QR code below with your selected Authenticator app. You can also manually input the code next to the QR code.



GFX TIN35MINWHEZDC


Step 3:
Enter the code provided by your Authenticator app.

Code

Confirm

5

6



OTP application registration successful

Your OTP application has been registered! You will now be able to log in using your authenticator application.

CIAM Registration (cont'd)

Set up Mobile phone MFA

1. Select **Mobile phone**.
 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 MFA is your *mobile phone is successfully registered*.
4. Select your primary MFA method based on whether you want to receive a SMS(text) or phone call.
 5. The “**Complete**” button becomes active. Select **Complete**.

The image displays a sequence of five screenshots from the CIAM registration interface, illustrating the steps for setting up mobile phone Multi-Factor Authentication (MFA).

- Step 1:** The 'Configure your Multi-Factor Authentication (MFA) methods' screen. It allows selecting one or more MFA methods. The 'Mobile phone' option is selected with a checked checkbox.
- Step 2:** The 'Please enter your phone number to be registered.' screen. It shows a country code dropdown set to '+1' and a masked phone number input field.
- Step 3:** The 'Please select one option - SMS OR Phone call' screen. The 'SMS' option is selected and highlighted with a red border.
- Step 3:** A continuation of the previous screen, showing a 'Code' input field and a 'Confirm' button, both highlighted with red and green borders respectively.
- Step 3:** A confirmation message screen stating 'Your mobile phone is successfully registered and set as preferred MFA method.' with a red double asterisk (**).
- Step 4:** The 'Select a primary MFA method' screen. It asks for the primary option for login. The 'Mobile phone (SMS)' option is selected with a radio button.
- Step 5:** The 'Complete' button is highlighted with a red border, indicating it is now active.

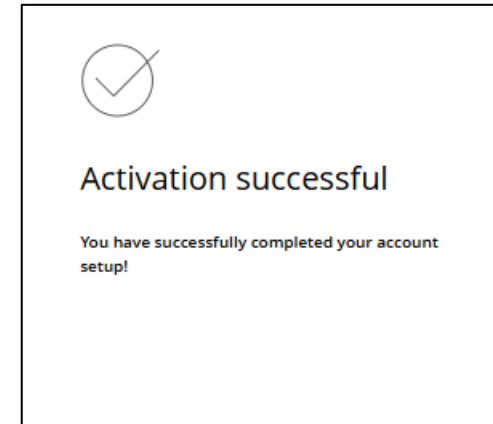
CIAM Registration (cont'd)

When your CIAM registration is completed, you will receive an **Activation successful notice**.

If you select the “[here](#)” link in the notice, you will be able to update your profile (password, Language, MFA, etc.) via the **User self-service** options. Please refer to the [Reset Password, MFA and Other Information](#) page for instructions to update this information.

If you have any questions regarding CIAM Registration, contact the Global Help Desk at +1 718-354-1249.

To access the GPS Vendor Portal, exit this screen. Access [GPS Vendor Connect](#) and click **Login** button on the upper right of the **GPS Vendor Portal** landing page.



Forgot Password

If you forget your password, follow the below steps to establish a new password .

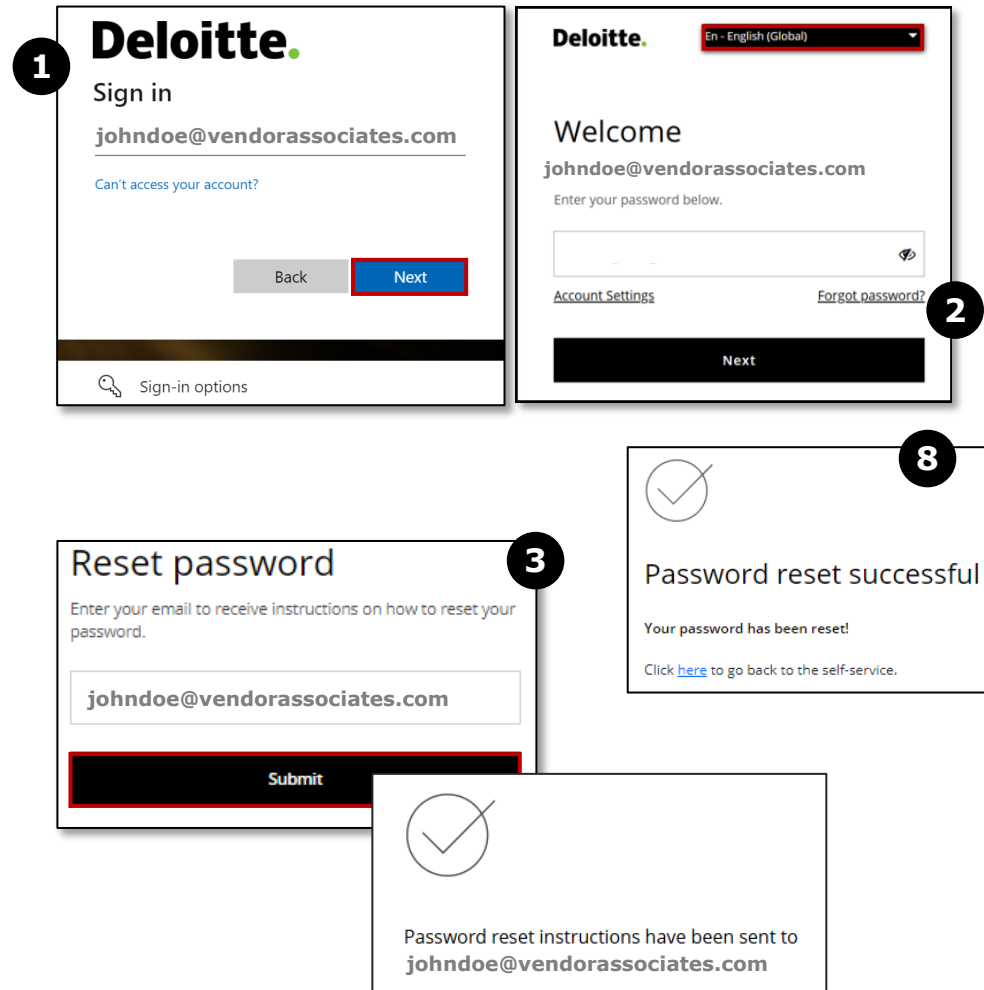
1. Access [GPS Vendor Connect](#) and click **Login** button on the upper right of the **GPS Vendor Portal** landing page.

NOTE: Your account will be locked after five (5) failed attempts. You will need to wait 30 mins before retrying.

2. Select **Forgot Password**.
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.

NOTE: Passwords cannot be reset within 24 hours of a previous password reset.

5. Select the “[here](#)” in the email to reset your password.
6. Complete authentication steps as directed.
7. Enter and confirm the new password (being sure to use the password criteria provided on the screen and listed on the [Create a password](#) page). Select **Reset**.
8. The **Password reset successful** message appears.



Reset Password, MFA and Other Information

At any point you can change your password, Language or MFA preference and other information by performing the following steps.

1. Access [GPS Vendor Connect](#) and click **Login** or select <https://account.deloitte.com/dis>.
2. Enter your email address and click **Next**.
3. Click **Account Settings** to open the User self-service page.
4. Enter your password and click **Next**.
5. If you do not receive a Code, select **Resend the Code**.
6. If you are having trouble receiving the code, select **Try another MFA method**.

The image displays three sequential screenshots of the Deloitte account setup process, each with a numbered callout (2, 3, and 4) indicating the current step.

Screenshot 2: The 'Sign in' page. It features the Deloitte logo at the top left. Below it, the text 'Sign in' is followed by an email address field containing 'johndoe@vendorassociates.com'. A link 'Can't access your account?' is positioned below the email field. At the bottom, there are two buttons: 'Back' (grey) and 'Next' (blue). A 'Sign-in options' link with a magnifying glass icon is at the very bottom.

Screenshot 3: The 'Welcome' page. It shows the Deloitte logo and a language dropdown menu set to 'En - English (Global)'. Below the logo, the text 'Welcome' is followed by the email address 'johndoe@vendorassociates.com' and the instruction 'Enter your password below.'. A password field with a red border and a red eye icon is highlighted with a red box and a callout '3'. Below the password field, there are two links: 'Account Settings' (highlighted with a red box) and 'Forgot password?'. At the bottom, a large black button labeled 'Next' is highlighted with a red box.

Screenshot 4: The 'Verify your identity' page. It shows the Deloitte logo and a language dropdown menu set to 'En - English (Global)'. Below the logo, the text 'Verify your identity' is followed by the message 'We sent your access code to your phone xxx-xxx-xx38. Please enter your code below to verify your identity:'. A 'Code' input field with a red border is highlighted with a red box and a callout '4'. Below the input field, a large black button labeled 'Verify' is highlighted with a red box. At the bottom, there are two links: 'Didn't get the code? Resend the Code' and 'Having trouble? Try another MFA method'. A callout '5' is positioned near the bottom left of this screenshot.

Reset Password, MFA and Other Information (cont'd)

Update **one or more** preferences as follows:

1. Select **User self-service**.
2. Change your first or last name.
3. Email addresses cannot be updated. Contact the Help Desk at +1 718-354-1249 to register new email address and remove former address. You must also register the new email address in the GPS Vendor Portal.
4. Modify the Language preference.
5. Change password by selecting **Send reset password link**.

NOTE: Passwords cannot be reset within 24 hours of a previous password reset.

- A notice appears at the top of the screen indicating that an email was sent to your inbox. Select **Close** to exit the notice. You will receive an email from account.services@deloitte.com containing password reset link. Please check the spam/junk folder if email is not received.
 - Select the “[this link](#)” in the email to reset your password. Complete authentication steps as directed. Enter and confirm the new password (being sure to use the password criteria provided on the screen or listed on the [Create a password](#) page). Select **Reset**.
 - Select [here](#) to return to **User self-service** to continue with other updates.
6. Follow the same steps under [Set up Multi-Factor Authentication \(MFA\)](#) to update your MFA preference.
 7. Select **Save** when preferences are updated.
 8. Select [Log out](#) to exit.

Welcome John!
Current organization: US GPS Vendor Portal
Log out

User self-service

Home Log out

Welcome John
What are you looking for today?

Update my details

First name
John

Last name
Doe

Email
johndoe@vendorassociates.com

Main language
En - English (Global)

Change my password

Send reset password link

Configure my MFA method

You can set up one or more MFA methods through your preferred authenticator app or mobile phone. Please select your preferred method(s) and follow the set up instructions.

Set up your mobile phone

Mobile Phone

+1 201-555-0123

SMS Phone call

Set up your Authenticator App

You did not register an Authenticator app yet.

Configure Authenticator app

Select a primary MFA method

Register your phone number or the Authenticator App to select your primary MFA method.

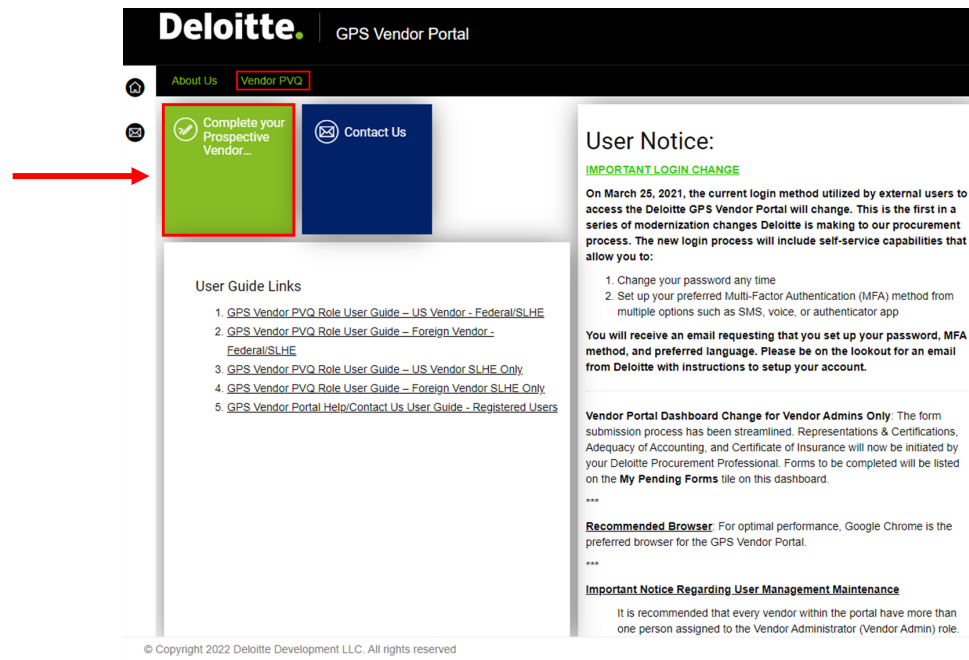
☒ Mobile phone (SMS)
☐ Mobile phone (Phone call)

Save

New Vendor Dashboard

Complete Prospective Vendor Questionnaire

When the first individual registering for your organization logs into the GPS Vendor Portal, the below dashboard appears. The next step is to complete the **Prospective Vendor Questionnaire (PVQ)**. For assistance completing the PVQ, select one of the following user guides under the **User Guide Links** tile. **REMINDER: The individual who completes the PVQ will serve as the Vendor Admin, maintaining the vendor's user site access, organization profile, and other vendor-specific requirements.**



- CWS Portal Vendors – Select **Foreign Vendor SLHE Only** or **US Vendor SLHE Only**.
- GPS Vendor Portal and CWS Portal Vendors (supporting Federal and SLHE) – Select **Foreign Vendor Federal/SLHE** or **US Vendor Federal/SLHE**.

User Dashboards

Vendor Admin Dashboard

Once the PVQ is approved, the individual submitting the PVQ is assigned the Vendor Admin role. Also, the Vendor Admin can assign this role to any individual registered in the GPS Vendor Portal for their organization. The next time you access the GPS Vendor Portal, the Vendor Admin dashboard on page [22](#) appears.

The Vendor Admin role allows you to update the PVQ (which generates the Vendor Profile), complete various forms such as Certificates of Insurance, Representation & Certifications, and Adequacy of Accounting Surveys, change user roles for individuals registered with your organization, complete invoice activities only applicable to vendors supporting specific federal and SLHE engagements, and other administrative actions.

For guidance on completing various administrative functions, select **GPS Vendor Portal Vendor Administrator Role User Guide** under the **User Guide Links** tile.

Vendor User Dashboard

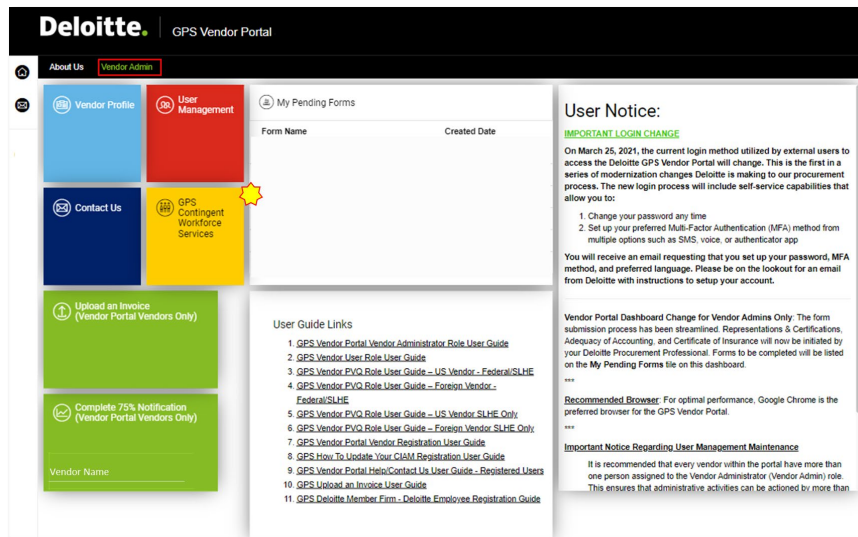
Once you are approved as a Vendor User and have established your login credentials, the Vendor User dashboard on page [23](#) appears when you access the GPS Vendor Portal. The Vendor User role allows you to view your organization's Vendor Profile. For GPS Vendor Portal Users, you can submit invoices and 75% Notifications from your dashboard.

For guidance on completing GPS Vendor User functions, select **GPS Vendor User Role User Guide** under the User Guide Links tile.

NOTE: CWS Portal users will select "GPS Contingent Workforce Services" on the dashboard to submit invoice and perform other CWS-related activities.

Vendor Admin Dashboard

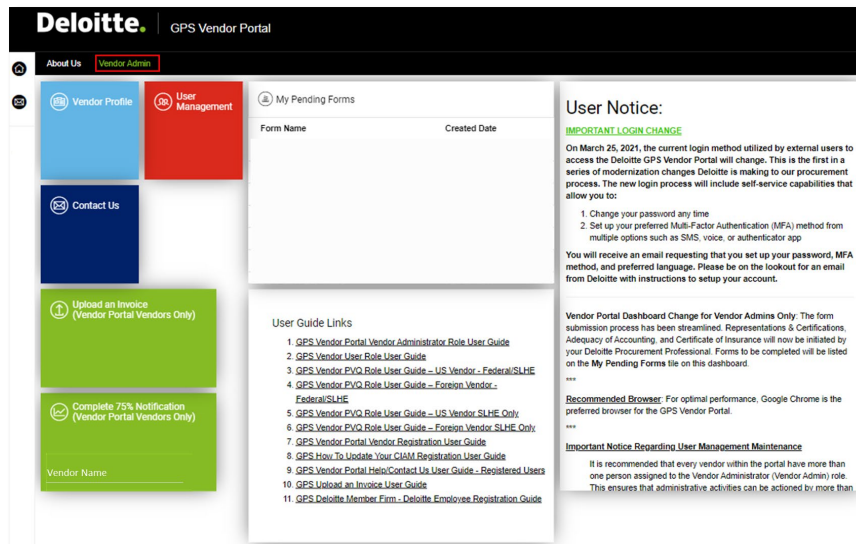
GPS Vendor Portal and CWS Portal Vendors



CWS Portal *Only* Vendors / GPS Vendor Portal *and* CWS Portal Users Vendor Admin Dashboard (supporting both work streams)



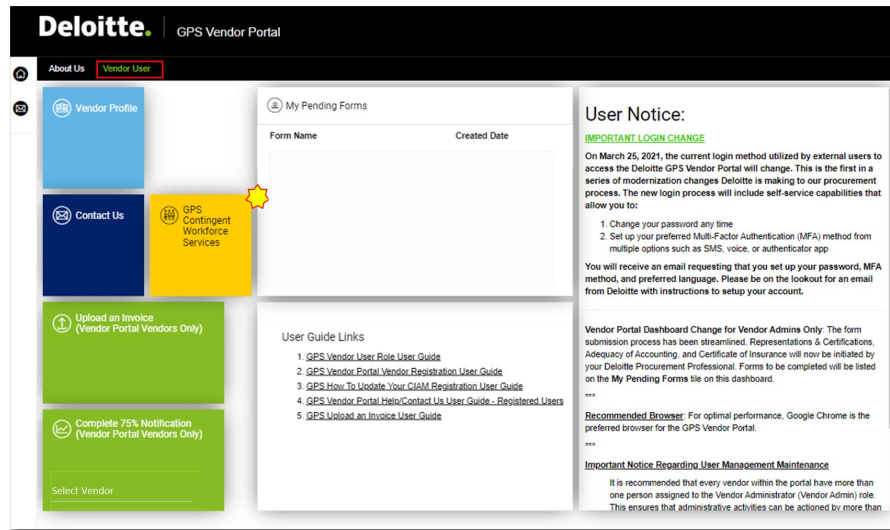
NOTE: The CWS tile will only appear on your dashboard if the vendor has a profile in the GPS Vendor Portal *and* CWS Portal.



GPS Vendor Portal *Only* Users – Vendor Admin Dashboard (vendors only supporting specific federal and SLHE engagements)

Vendor User Dashboard

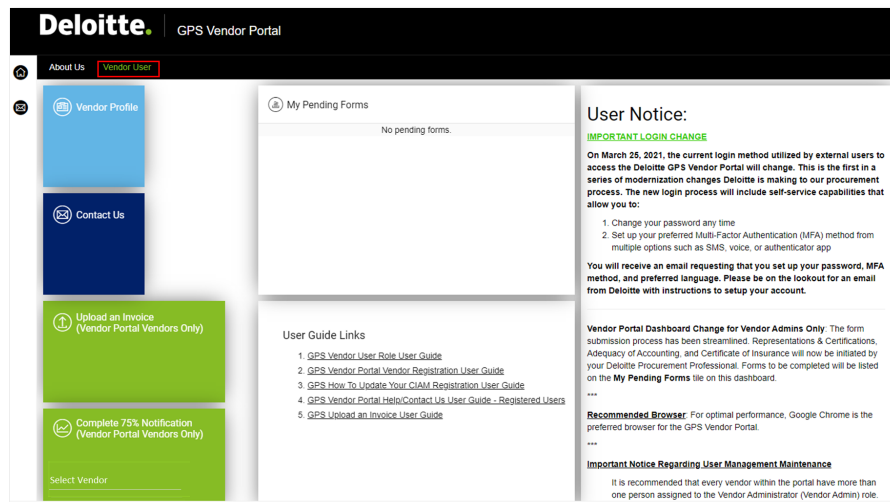
GPS Vendor Portal and CWS Portal Vendors



CWS Portal Only Vendors / GPS Vendor Portal **and** CWS Portal Users Vendor User Dashboard (supporting both work streams)



NOTE: The CWS tile will only appear on your dashboard if the vendor has a profile in the GPS Vendor Portal **and** CWS Portal.



GPS Vendor Portal **Only** Users – Vendor User Dashboard (vendors only supporting specific federal and SLHE engagements)

Where to Get Help?

Contact the following teams for specific access questions:

- CIAM – contact **Global Help Desk** at **+1 718-354-1249**.
 - CIAM Registration
 - Change Email Addresses
 - Language Setting
 - Multi-Factor Authentication (MFA)
 - Passwords
 - User Profile Updates (CIAM profile only)
- CWS Portal – Contingent Workforce Services Portal Support team at cws@deloitte.com.
- GPS Vendor Portal – GPS Vendor Portal System Management team at usgpsvendorportalsystemmgt@deloitte.com.

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

For more information, please visit the Deloitte GPS Vendor Connect [information pages](#).



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