

## Navigation

## Homepage Overview

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PASS Port Profile Tasks Contracts	Performance Public Reports Support	E Chris W.	~
Vander Homonago	Manage my Performance	My account	
Vendor Homepage		My open scheduled t	asks
B		U Logout	
ANNOUNCEMENTS Welcome to the Procurement and Sourcing Solutions Portal (PASSPort) which makes it easier to do business with the City of New York. PASSPort will become a go-to portal to manage procurement and contract activities. Complete and submit your vendor and principal questionnaires (this replaces paper VENDEX forms). Also select commodities to indicate services you deliver today and update your selections at any time as service capacity changes.	OPEN WORKFLOW TASKS         Edit       Type of request         Label       T         Vendor Document       Example - Certificate of Incorporation - Certificate of Incorporation D	ask to perform Forwarded on raft 4/6/2017	Its

Α	PASSPort Logo: Clicking the PASSPort logo at any time will take you back to the homepage.Last Updated: August 1, 2017
В	Navigational lcons: Use the $\checkmark$ , $\mathfrak{P}$ , and $\bigstar$ icons to go back a page, view history, and save favorites respectively.
С	<b>Main Menu:</b> This section displays the Main Menu. Click on the main menu options (Profile, Tasks, Contracts, Performance, Public Reports, or Support) to display its associated drop-down menu.
D	<b>Drop-Down Menus:</b> By selecting any of these main menu options, you will be navigated to the corresponding page.
E	<ul> <li>User Name: Clicking on your user name displays the following options :</li> <li>My account - Displays the account profile where you can update your personal information and business address.</li> <li>My open scheduled tasks - Displays open scheduled tasks.</li> <li>Logout - Logs you out of PASSPort.</li> </ul>
F	<b>Open Workflow Tasks:</b> This section displays the most recent open tasks that require your action. From here, you can quickly navigate to a task by clicking the <i>s</i> icon.

When you log into PASSPort, the information and pages you have access to will vary depending on your role. If you believe you do not have the correct access, please reach out to the Mayor's Office of Contract Services (MOCS).



## **Understanding Page Elements**

P	ASS Port	Profile Tasks Cor	ntracts Performan	ce Public Reports	Support			🧕 First L. 🗸
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В				ave and Refresh Re	ady to Sign and Submit			
i	ALERTS V C							~
* * %	<ul> <li>▲- Please upload COI or</li> <li>▲- Please upload your E</li> <li>→- You must have at lease</li> <li>→- Vendor with no signation</li> </ul>	DBA document EO Policy Document ast 3 identified principals/ atory contact specified	officers.					Ū
	BASIC COMPANY INFO	PASSPort Vend	DUNS number Format: 12-12 dor Status businesses. It	E 13-1234 N-S® Number is a uniqu is used to establish a Du	ie nine-digit identifier for in & Bradstreet business	EIN (]) : 1:	23345212	
		D Doing Bu	usiness As usiness As	ch is often referenced by ers to help predict the re company in question.	elenders and potential eliability and/or financial	ate structure :	Business Corporation FMS Vendor Code (1) :	~
		DUNS nu	umber (] :			1	Click here to visit the Payee Website :	nformation Portal (PIP).
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A	<ul> <li>Action Buttons: These buttons will vary by role and by the particular task that is being worked on. Typically, you can use these buttons to take action on a particular task or save your progress.</li> <li>Green Buttons: Relate to submitting an action</li> <li>Red Buttons: Relate to canceling or rejecting an action</li> <li>Blue Buttons: Relate to saving, closing, or copying an action</li> </ul>
В	<b>Functional Tabs:</b> Each task is organized by functional tabs, which enable you to see additional information relating to a task.
C	<ul> <li>Alerts: These notifications vary by the page that you are on and provide notifications for missing information, expiring documents, and new data that is required. There are two types of alerts:</li> <li><b>1.</b> Blocking Alerts: This type of alert will prevent you from completing a particular task, such as submitting your vendor enrollment package until the stated action is completed. These alerts are indicated by the ● icon.</li> <li><b>2.</b> Caution Alerts: This type of alert serves as a warning and is usually a request for additional information and/or documentation. These alerts are indicated by the ▲ icon.</li> </ul>
D	Application Form Fields: Enter information (as required) into a particular field. Mandatory fields are indicated with a red bar.
E	<b>Tool Tips:</b> Hovering over the <sup>①</sup> icon displays a field's associated tool tip. Tool tips provide you with a short description or tip that is relevant to that specific field.

## Last Updated: August 1, 2017