



Completing the PASSPort Vendor Enrollment

Table of Contents

Introduction	3
PASSPort Vendor Status	4
Accessing the Vendor Enrollment Package	5
PASSPort Alerts and Required Fields	6
Basic Information Tab	7
Contacts Tab	8
Disclosures Tab	10
Vendor Questionnaire	12
Principal Questionnaires	15
Parent/Controlling Entities Identification	21
Documentation Tab	23
Signature Tab	27
Submitting the Vendor Enrollment Package	30
Next Steps	31

Supplemental Learning Resources

- [Webinar Recording: Completing the Vendor Enrollment Package](#)
- [Glossary: PASSPort Vendor Enrollment](#)
- [PASSPort FAQ](#)
- www.nyc.gov/mocshelp
- [Learning to Use PASSPort Webpage](#)

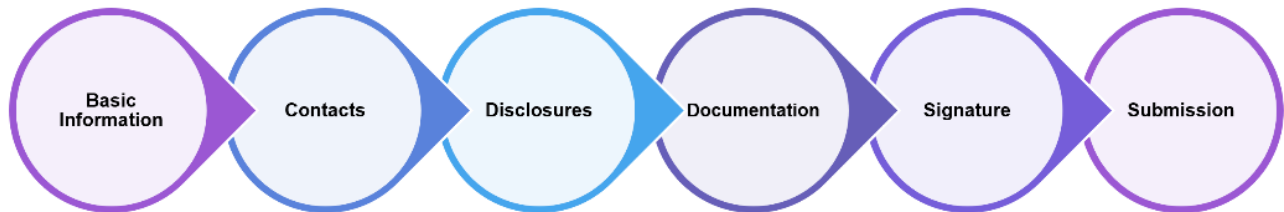
Introduction

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 and **S**ourcing **S**olutions **P**ortal. 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. A Filed status is required for City Agencies to initiate contracting tasks with vendors.

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, PASSPort will send an email confirming Filed status and the PASSPort Vendor Status will update to Filed status.

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 your **Vendor Homepage** in PASSPort. In the **Vendor Check List** section, look at the text next to **Vendor Record Status**.

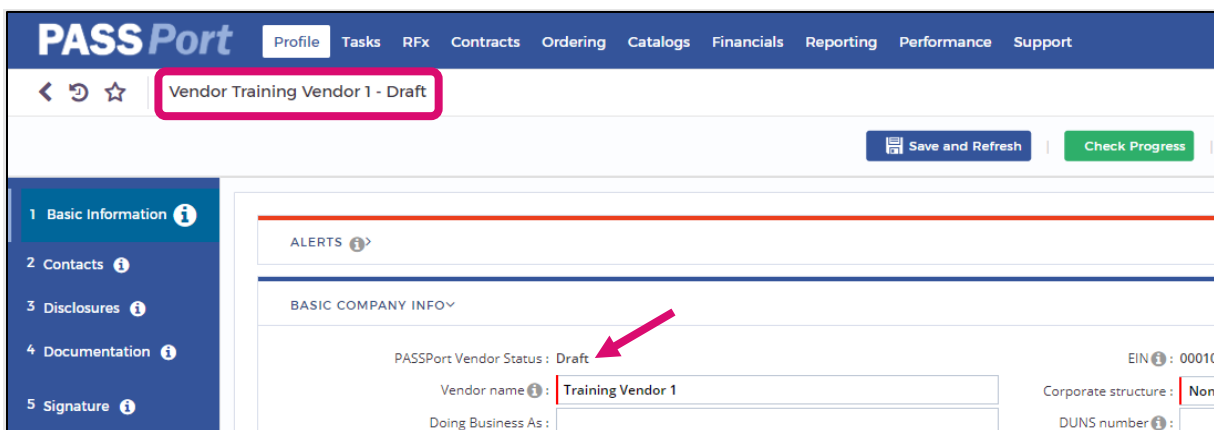
In the example below, you'll notice that the PASSPort Vendor Status says Draft. This means that the Vendor Enrollment Package has not yet been signed and submitted.



VENDOR CHECK LIST ?	
? Account created	Yes
? Administrator identified	Yes
? Signatory identified	Yes
? Commodity enrollment	No
? Vendor Record Status	Draft
? Principal identified	Yes
? Principal Questionnaire(s) Completed	No

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 Basics 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**.

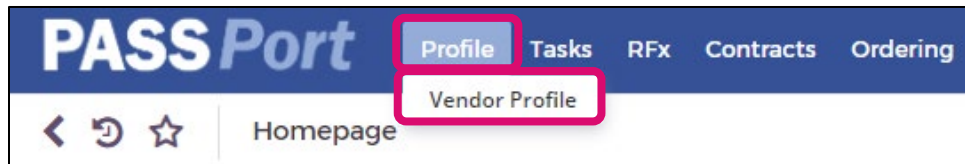


The screenshot shows the PASSPort interface with the following elements:

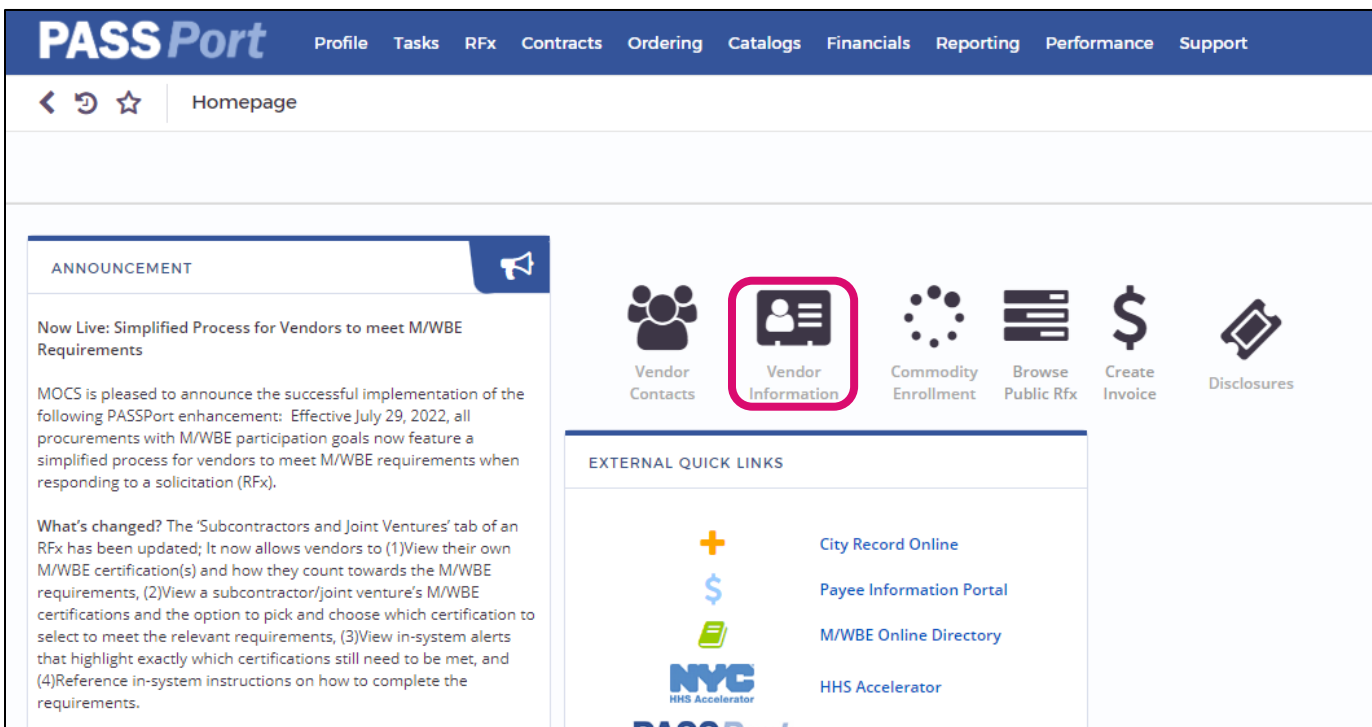
- Top navigation bar: Profile, Tasks, RFx, Contracts, Ordering, Catalogs, Financials, Reporting, Performance, Support
- Breadcrumb: Vendor Training Vendor 1 - Draft
- Buttons: Save and Refresh, Check Progress
- Left sidebar: 1 Basic Information, 2 Contacts, 3 Disclosures, 4 Documentation, 5 Signature
- Main content area: Alerts, Basic Company Info, PASSPort Vendor Status: Draft (highlighted with a red arrow), Vendor name: Training Vendor 1, Doing Business As: [empty], EIN: 00010, Corporate structure: Non, DUNS number: [empty]

Accessing 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 screenshot displays the PASSPort Vendor Enrollment interface. At the top, there is a navigation bar with the PASSPort logo and tabs for Profile, Tasks, RFx, Contracts, Ordering, Catalogs, Financials, Reporting, Performance, and Support. Below the navigation bar, the current page is titled "Vendor Training Vendor 1 - Draft". There are two buttons: "Save and Refresh" and "Check Progress".





On the left side, there is a sidebar menu with five items: 1 Basic Information, 2 Contacts, 3 Disclosures, 4 Documentation, and 5 Signature. The "Basic Information" item is selected and highlighted.

The main content area is divided into two sections. The first section is titled "ALERTS" and contains a list of six items, each with a red circle icon containing a minus sign (-). The items are:

- State whether you have a Parent or Controlling Entity in the Disclosures tab
- Assign Signatory in Contacts tab
- Complete each section of the Disclosures tab
- Please navigate to the documents tab to add your 'Charities Bureau Filings Documentation' under Miscellaneous Document. This is required if you are a Non Profit Organization
- Upload your Certificate of Incorporation (or equivalent) in the Documentation tab
- In Disclosures tab, identify all principal owners and the 3 officers with the most substantial degree of control. Don't have 3? Affirm below.

The second section is titled "BASIC COMPANY INFO" and contains a form with various fields. The fields are:

- PASSPort Vendor Status: Draft
- Vendor name: Training Vendor 1
- Doing Business As:
- Annual gross revenue:
- Business category:
- Date this business was formed:
- Country in which business was formed:
- County in which business was formed:
- National or regional stock exchange or NASDAQ listing:
- EIN: 000100100
- Corporate structure: Nonprofit Corporation
- DUNS number:
- Charities Bureau Status:
- FMS Vendor Code:
- Website:
- Twitter:
- Facebook:
- Other social media:

- The red icons  are blocking alerts. You must address each to complete Vendor Enrollment.
- The yellow 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 vertical line  or a red box  indicate fields that must be completed and are required. Note: The red line 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.

PASSPort Profile Tasks RFx Contracts Ordering Catalogs Financials Reporting Performance Support

Vendor Training Vendor 1 - Draft

Save and Refresh Check Progress

1 Basic Information 2 Contacts 3 Disclosures 4 Documentation 5 Signature

ALERTS

BASIC COMPANY INFO

PASSPort Vendor Status : Draft EIN : 000100100

Vendor name : Training Vendor 1 Corporate structure : Nonprofit Corporation

Doing Business As : DUNS number :

Annual gross revenue : Business category : Charities Bureau Status :

Date this business was formed : FMS Vendor Code :

Country in which business was formed : Website :

County in which business was formed : Twitter :

National or regional stock exchange or NASDAQ listing : Other social media :

BUSINESS ADDRESS

Address Line 1 : Address Line 2 : City : Country : UNITED STATES State/Province : New York Zip Code : Phone number :

PRIMARY PLACE OF BUSINESS (IN THE NYC METROPOLITAN AREA)

Property Type : Address line 1 : Address line 2 : City : Country : Zip Code :

1. Complete all the following sections:

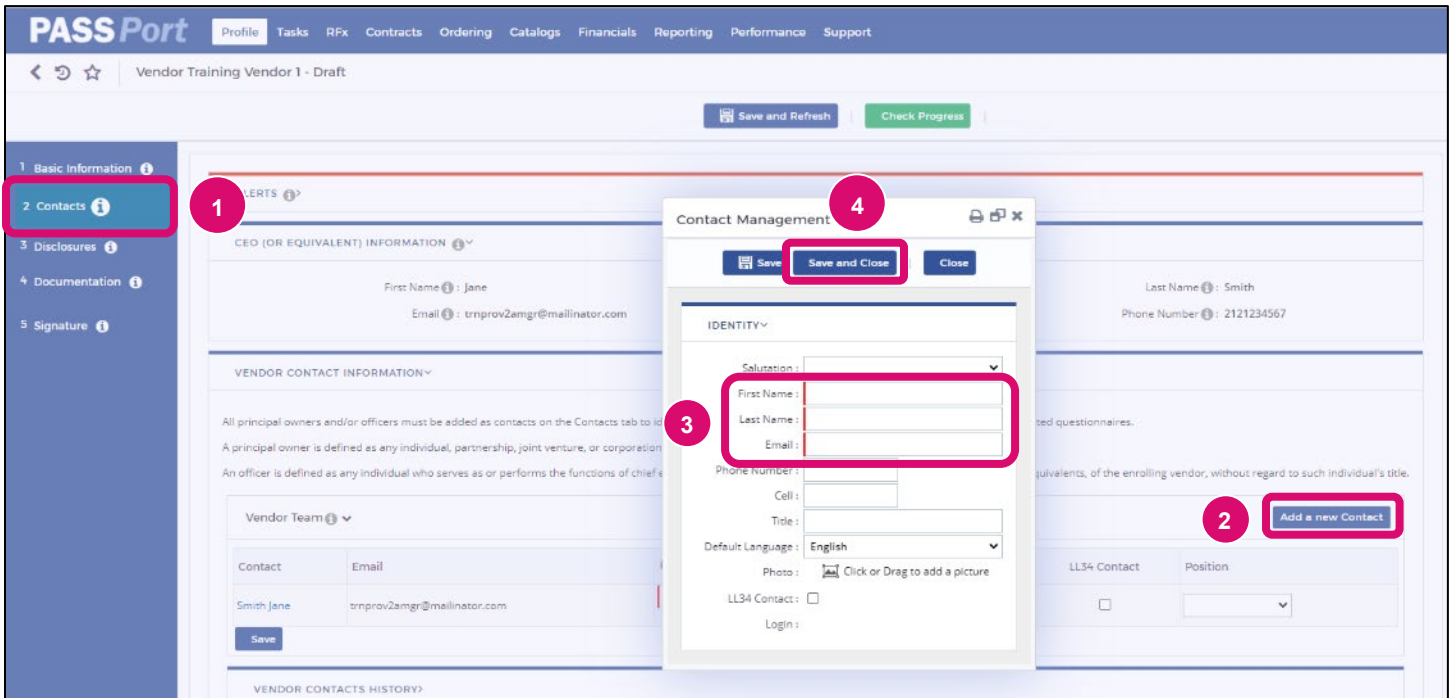
- **Basic Company Info**
- **Business Address**
- **Primary Place of Business (In The NYC Metropolitan Area).**

2. Click the **Save and Refresh** button at the top of the page.

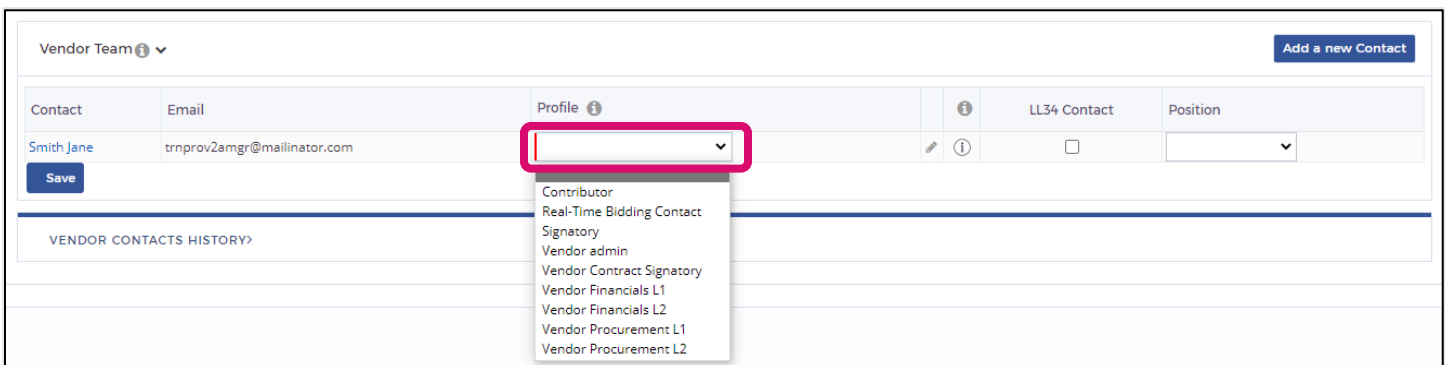
Contacts Tab

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.



5. In the **Profile** column located in the Vendor Team table, select **at least one** role for each contact from the drop-down menu. Note: A contact cannot log in unless they register a NYC.ID with an email address that matches the one listed in their contact.





Vendor Contact Roles

Each new contact must be assigned at least one system user role. Multiple roles may 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 at the top of the page.

Disclosures Tab




In the Disclosures tab, vendors are required to:

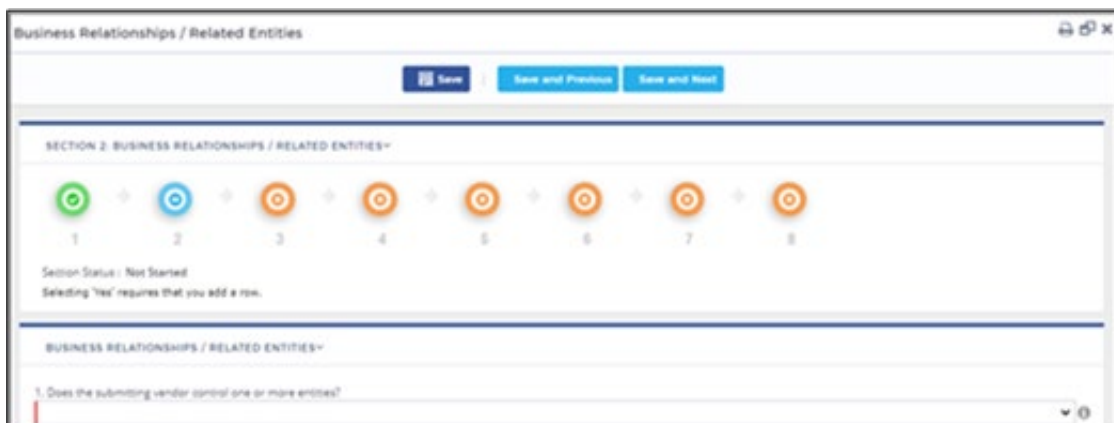
- Answer and complete all eight sections of the Vendor Questionnaire carefully.
- Identify all Principal Owner(s) and all Officer(s) in your organization.
- Ensure Principal Questionnaires are completed by each identified Owner and Officer.
- Identify Parent and/or Controlling Entities.



Visual Progress Cues in PASSPort

PASSPort will provide you with visual progress cues as you complete the Vendor and Principal Questionnaires. You can see in the screenshot below that:

- An orange circle with a white X  indicates a section that is Not Started.
- A blue icon with a white pause symbol  indicates a section that is In Progress.
- A green icon 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.

Type	Entity Name	Entity EIN	Address Line 1	Address Line 2	City	State	Zip Code
0 Result(s)							

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.



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.

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. Go to the **Vendor Questionnaire** section.
3. Click the **Edit** button to open a section in the Vendor Questionnaire.

PASSPort Profile Tasks RFx Contracts Ordering Catalogs Financials Reporting Performance Support

Vendor Training Vendor 1 - Draft

Save and Refresh Check Progress

Questionnaire completion status : Not Started

On this page, you will finalize your Disclosures by:

1. Answering the 8 sections of the Vendor Questionnaire carefully and completely.
2. Identifying your Principal Owner(s) **AND** Officer(s), and completing all required Principal Questionnaires.
3. Identifying your Parent and/or Controlling entities.

[Click here](#) for a Glossary of Terminology, which clarifies and modifies the meaning of the terms included in the PASSPort Vendor Questionnaire and Principal Questionnaires. Please refer to this Glossary to resolve any uncertainties regarding the meaning of these key terms.

VENDOR QUESTIONNAIRE

VENDOR QUESTIONNAIRE SECTIONS

Section 1: Current Business Information	Edit	○	Not Started
Section 2: Business Relationships / Related Entities	Edit	○	Not Started
Section 3: Vendor Integrity History	Edit	○	Not Started
Section 4: Vendor Financial History	Edit	○	Not Started
Section 5: Investigative History	Edit	○	Not Started
Section 6: Employment of City-Affiliated Individuals	Edit	○	Not Started
Section 7: Site Information	Edit	○	Not Started
Section 8: NYC Contracting History	Edit	○	Not Started

4. Answer all questions within each section.
5. Regularly click **Save** to save the information entered.
6. To continue to the next Section, click the **Save and Next** button.

Basic Information

Save Save and Next

SECTION 1: BASIC INFORMATION

1 2 3 4 5 6

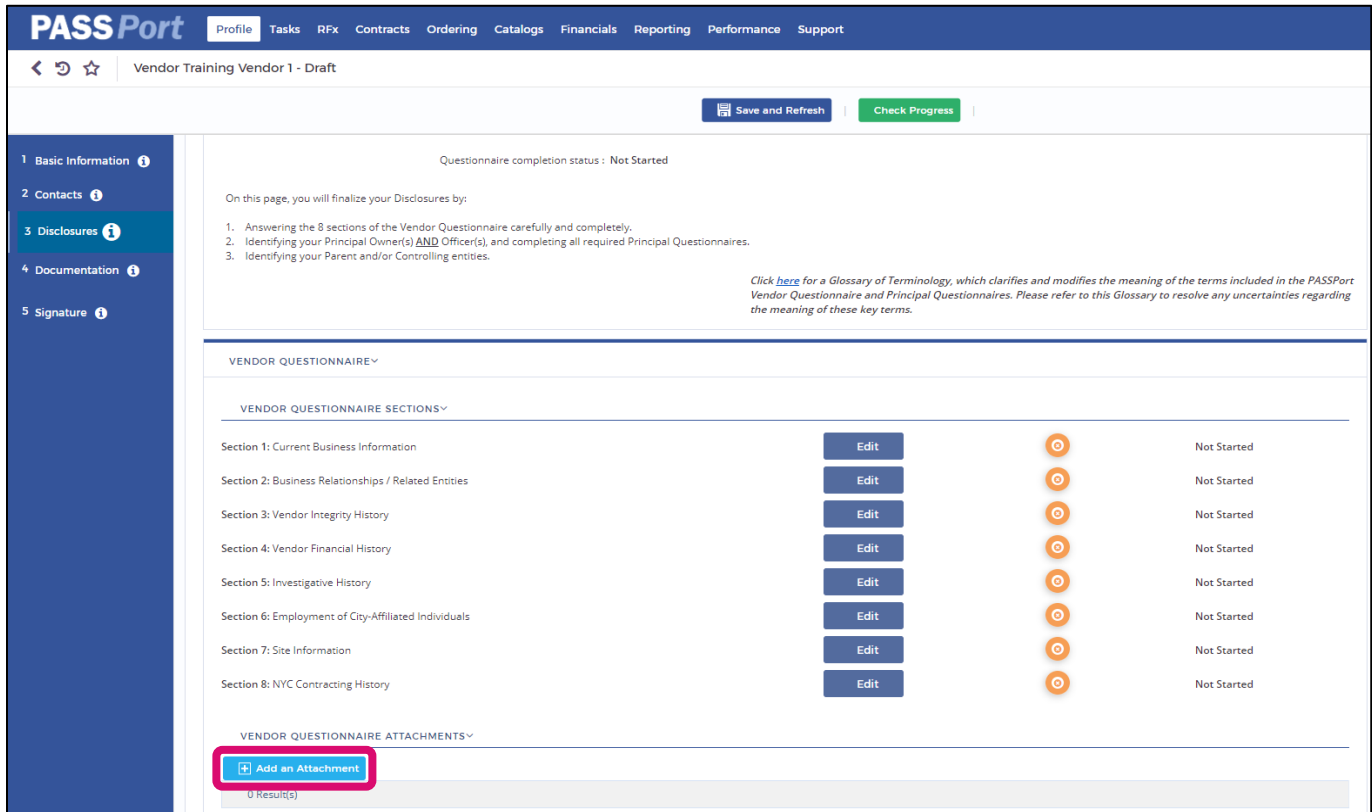
Basic Information Status : Complete

Principal Questionnaire Completion Status : Complete

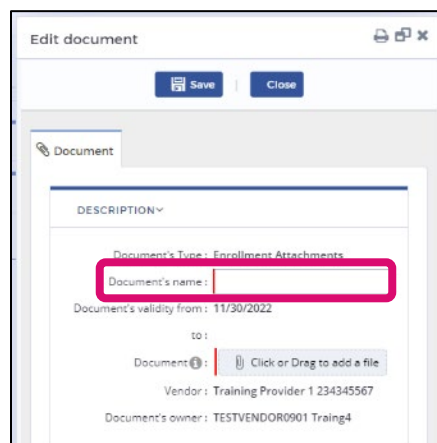
7. After all sections of the Vendor Questionnaire are Complete, click the **Save** button.
8. Click the **X**-icon **X** at the top right of the window to close the Vendor Questionnaire pop-up window. PASSPort will then update the **Questionnaire Completion Status**.

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**. Supplemental attachments should indicate the corresponding section and question number. Follow the steps below to add supplemental attachments to your Vendor Questionnaire.

1. Click the **Add an Attachment** button.



2. In the **Edit document** pop-up window, enter a name in the **Document's name** field that indicates the section and question number to which the attachment corresponds.



3. Upload the attachment by clicking on the **Click or Drag to add a file** button.

The screenshot shows a web application window titled "Edit document". At the top right, there are icons for print, maximize, and close. Below the title bar, there are "Save" and "Close" buttons. The main content area is divided into three sections: "DESCRIPTION", "COMMENTS", and "HISTORY".

The "DESCRIPTION" section contains the following fields and text:

- Document's Type: Enrollment Attachments
- Document's name: [text input field]
- Document's validity from: 11/30/2022
- to: [text input field]
- Document: [text input field] **Click or Drag to add a file** (highlighted with a red box)
- Vendor: Training Provider 1 234343367
- Document's owner: TESTVENDOR0901 Traing4

The "COMMENTS" section contains a text area with the placeholder text "Add a comment here" and a "Comment" label with an information icon.

The "HISTORY" section contains two labels: "Modified:" and "Created:".

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

5. Click the **Save** button.

6. Click the **Close** button to close the window.

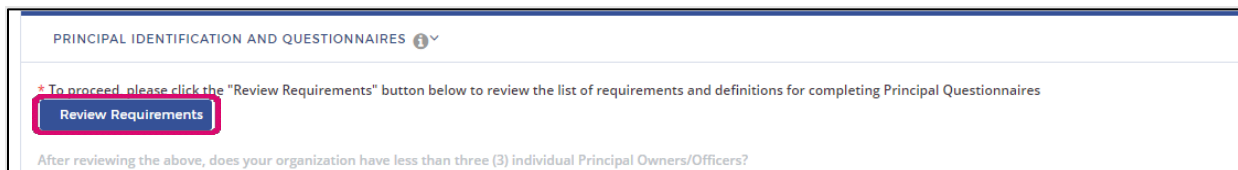
Principal Questionnaires

Identifying 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, go to the **Principal Identification And Questionnaires** section.
2. Click the **Review Requirements** button.



3. An **Affirmation for Principal Questionnaire Overwrite** pop-up window will display. Read the requirements for completing the Principal Questionnaires and the definitions for principal owner and officer.
4. Click the **checkbox** at the bottom of the window to confirm having read all contents.
5. Click the **Save and Close** button.

New information will appear on the screen asking vendors to identify if their organization has fewer than three (3) individual Principal Owners/Officers.

6. Click the **ellipsis** icon  at the far right and select the appropriate response in the drop-down menu.

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

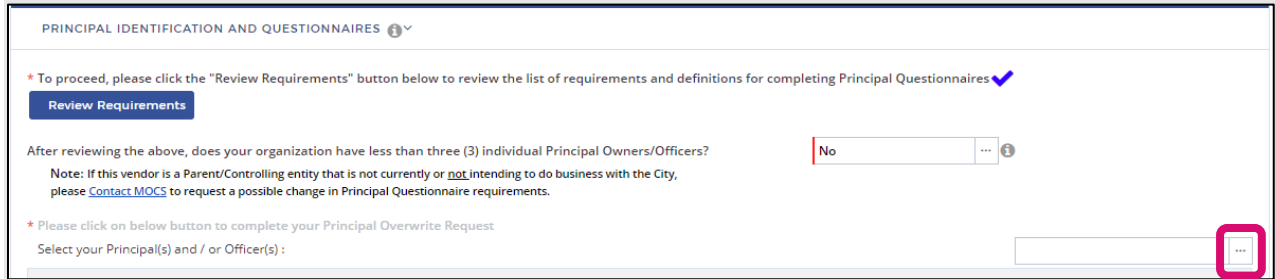
If an organization has less than three (3) individual Principal Owners/Officers, the vendor needs to complete an additional process—the **Principal Overwrite Request** – before selecting principal owners and/or officers.


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


1. A new window will appear displaying the **Affirmation for Principal Overwrite Request**. Read the text.
2. Click the **checkbox** under “I certify the above.”
3. Click the **Save and Close** button. You are now ready to identify your organization’s principals and/or officers.

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


1. Click the **ellipsis** icon .




PRINCIPAL IDENTIFICATION AND QUESTIONNAIRES 


* To proceed, please click the "Review Requirements" button below to review the list of requirements and definitions for completing Principal Questionnaires 

[Review Requirements](#)

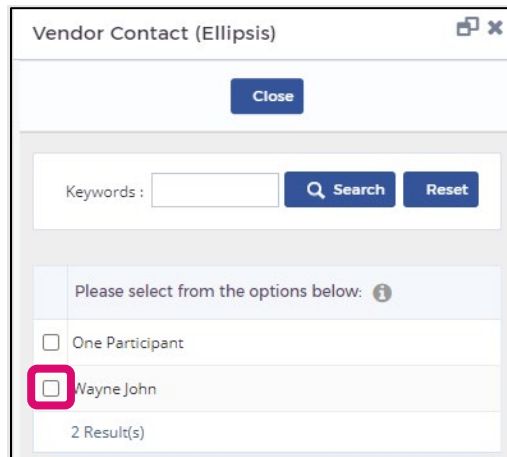
After reviewing the above, does your organization have less than three (3) individual Principal Owners/Officers? 



Note: If this vendor is a Parent/Controlling entity that is not currently or not intending to do business with the City, please [Contact MOCS](#) to request a possible change in Principal Questionnaire requirements.

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

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


2. In the **Vendor Contact (Ellipsis)** pop-up window, click the **checkbox** next to the vendor contact(s) in order to identify the contact(s) as a Principal Owner or Officer.



Vendor Contact (Ellipsis)  

[Close](#)

Keywords: [Search](#) [Reset](#)

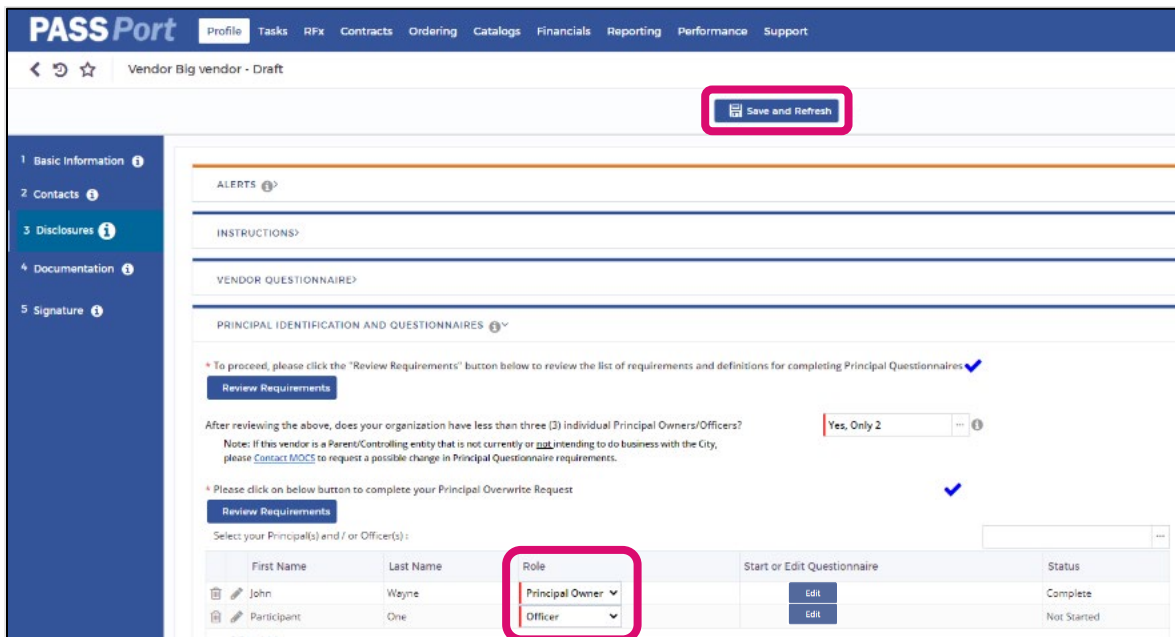
Please select from the options below: 

One Participant

Wayne John


2 Result(s)

3. In the **Role** column, select either Principal Owner or Officer.
4. Click the **Save and Refresh** button.




PASSPort [Profile](#) [Tasks](#) [RFX](#) [Contracts](#) [Ordering](#) [Catalogs](#) [Financials](#) [Reporting](#) [Performance](#) [Support](#)


[Vendor Blg vendor - Draft](#) [Save and Refresh](#)

ALERTS 


INSTRUCTIONS

VENDOR QUESTIONNAIRE


PRINCIPAL IDENTIFICATION AND QUESTIONNAIRES 

* To proceed, please click the "Review Requirements" button below to review the list of requirements and definitions for completing Principal Questionnaires 

[Review Requirements](#)

After reviewing the above, does your organization have less than three (3) individual Principal Owners/Officers? 

Note: If this vendor is a Parent/Controlling entity that is not currently or not intending to do business with the City, please [Contact MOCS](#) to request a possible change in Principal Questionnaire requirements.

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

[Review Requirements](#)

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

First Name	Last Name	Role	Start or Edit Questionnaire	Status
John	Wayne	Principal Owner	Edit	Complete
Participant	One	Officer	Edit	Not Started

Completing 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 **Edit** button next to the name of the Principal Owner or Officer.

PRINCIPAL IDENTIFICATION AND QUESTIONNAIRES

* To proceed, please click the "Review Requirements" button below to review the list of requirements and definitions for completing Principal Questionnaires ✓

Review Requirements

After reviewing the above, does your organization have less than three (3) individual Principal Owners/Officers? ⓘ

Note: If this vendor is a Parent/Controlling entity that is not currently or not intending to do business with the City, please [Contact MOCS](#) to request a possible change in Principal Questionnaire requirements.

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

Review Requirements

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

	First Name	Last Name	Role	Start or Edit Questionnaire	Status
	John	Wayne	Principal Owner	Edit	Complete
	Participant	One	Officer	Edit	Not Started

2 Result(s)

2. Answer all questions within the six (6) sections.
3. Regularly click the **Save** button to save the information entered.
4. To continue to the next section, click the **Save and Next** button.

PASSPort Profile Task

Vendor Big vendor - Draft

Save **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.

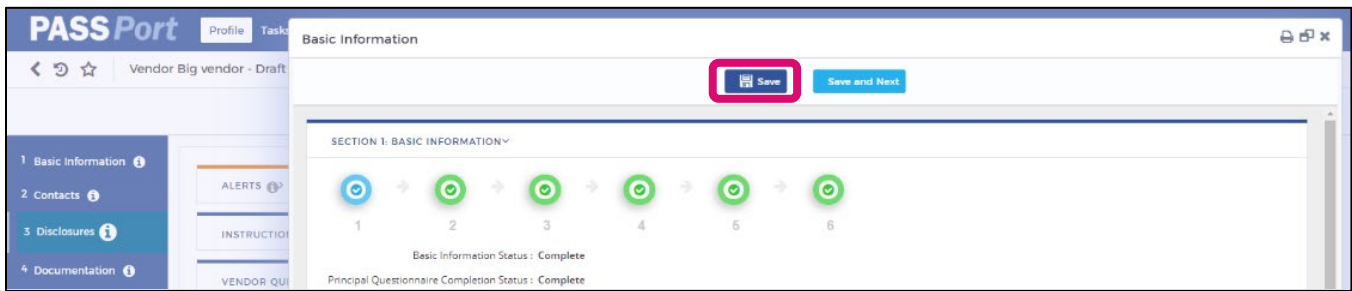
BASIC INFORMATION


PRINCIPAL OWNER / OFFICER INFORMATION

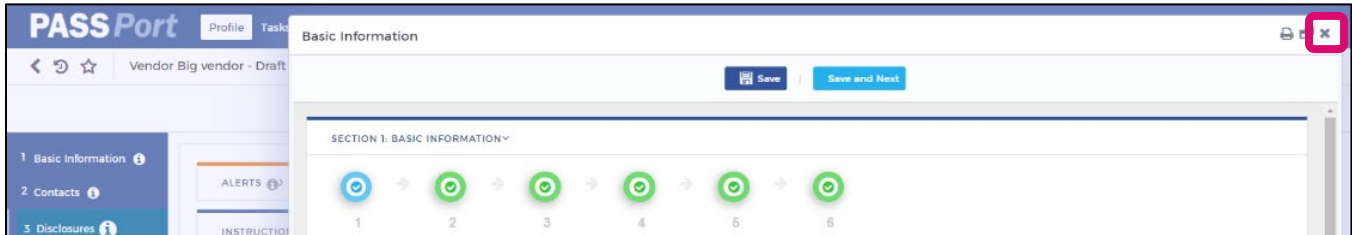
First Name: Participant
Last Name: One
Phone Number:
Email: enrprov1fiscal1@mallinator.com
Last four digits of SSN:
Date of Birth:
Current Position:
Position Start Date:

BUSINESS ADDRESS

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



6. Click the **X**-icon  to close the Principal Questionnaire pop-up window and return to the Disclosures tab. The questionnaire status will update.



7. Click the **Save and Refresh** button towards the top of the Disclosures tab.



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”).

6. At any time during the past five (5) years, have you, and/or any entity in which you have been a principal owner or officer, received an overall unsatisfactory performance rating from any government agency on any contract or agreement, whether pending or completed?

Yes

[+ Add Row](#)

Action Date To	Action Applies to	Action Date From	Name of Agency Initiating Action	Entity EIN	Entity Name	Contract Number	Still Ongoing	Reason for Action	Title	Action Status	Comments
12/01/2021	Entity	12/01/2021	Mayors Office of Contract S	123456789	Acme Corp	12345A	<input type="checkbox"/>	Reasons... The reasons that we're here. The reasons that we fear...	Title	Completed	More details about what happened...

1 Result(s)

COMMENTS

Comment

[Click or Drag to add files](#)

BY PROVIDER1 BRIAN , AT 12/20/2022 10:03:34

[VendorName - PQS4Q6.docx](#)

Checking 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.

PRINCIPAL IDENTIFICATION AND QUESTIONNAIRES ⓘ

* To proceed, please click the "Review Requirements" button below to review the list of requirements and definitions for completing Principal Questionnaires ✓

[Review Requirements](#)





After reviewing the above, does your organization have less than three (3) individual Principal Owners/Officers? ⓘ

Note: If this vendor is a Parent/Controlling entity that is not currently or not intending to do business with the City, please [Contact MOCS](#) to request a possible change in Principal Questionnaire requirements.

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

[Review Requirements](#)

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

	First Name	Last Name	Role	Start or Edit Questionnaire	Status
 	John	Wayne	Principal Owner ▼	Edit	Complete
 	Participant	One	Officer ▼	Edit	Not Started

2 Result(s)

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.

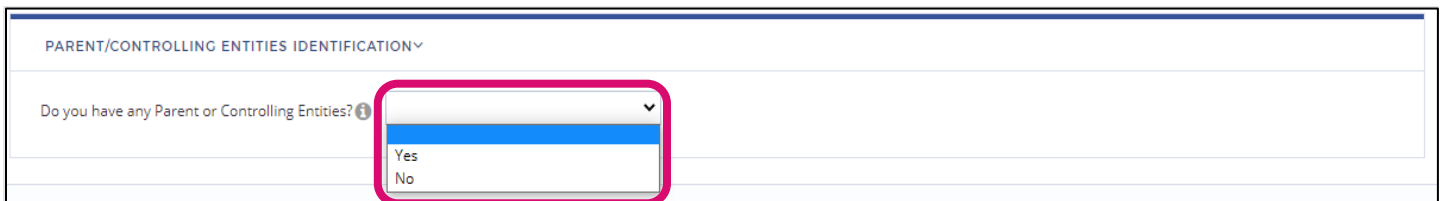
Parent Entities are defined as an individual, partnership, joint venture, or corporation that owns more than 50% of the voting stock of a vendor. Controlling entities are any entities that hold 10% or more ownership of the business or have the right to direct daily operations.

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 to be Filed, meaning the vendor has completed the Vendor Enrollment process, the vendor's parent and/or controlling entity must also be Filed first.

Identifying Parent/Controlling Entities

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

1. Scroll down to the **Parent/Controlling Entities Identification** section. Select the appropriate response from the drop-down menu.



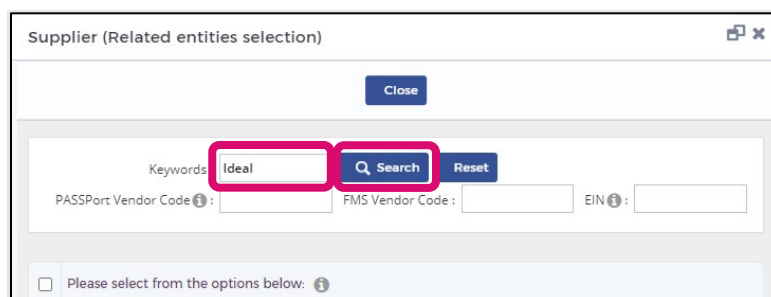
The screenshot shows the 'PARENT/CONTROLLING ENTITIES IDENTIFICATION' section. A dropdown menu is open, showing 'Yes' and 'No' options. The dropdown is highlighted with a red box.

2. If your answer is **No**, click the **Save and Refresh** button.
If your answer is **Yes**, click the **ellipsis** icon  to identify your parent/controlling entities.



The screenshot shows the 'PARENT/CONTROLLING ENTITIES IDENTIFICATION' section. The dropdown menu is set to 'Yes'. The ellipsis icon is highlighted with a red box.

3. In the **Supplier (Related entities selection)** pop-up window, search for the parent/controlling entity by typing the organization's legal name in the **Keywords** field.
4. Click the **Search** button to reveal results. Note: Parent/controlling entities must have a PASSPort account to appear in the search results.



The screenshot shows the 'Supplier (Related entities selection)' pop-up window. The 'Keywords' field contains 'Ideal'. The 'Search' button is highlighted with a red box. Below the search field are input fields for 'PASSPort Vendor Code', 'FMS Vendor Code', and 'EIN'. A checkbox at the bottom is labeled 'Please select from the options below.'.

- Review the search results and identify the appropriate parent or controlling entity by clicking the **checkbox** next to the entity name.
- Click the **Close** button.
- Select the **Entity Role** from the drop-down menu.

PARENT/CONTROLLING ENTITIES IDENTIFICATION

Do you have any Parent or Controlling Entities? Yes

Select your Parent and/or Controlling Entities:

	Entity Role	PASSPort Vendor Status
<input type="checkbox"/> IDEAL	Controlling Parent	Draft

1 Result(s)

- Click the **Save and Refresh** button at the top of the page. In this example, the vendor identified a Parent organization whose PASSPort Vendor Status is Draft.

PASSPort Profile Tasks RFX Contracts Ordering Catalogs Financials Reporting Performance Support

Vendor Big vendor - Draft

Save and Refresh

INSTRUCTIONS

VENDOR QUESTIONNAIRE

PRINCIPAL IDENTIFICATION AND QUESTIONNAIRES

* To proceed, please click the "Review Requirements" button below to review the list of requirements and definitions for completing Principal Questionnaires

Review Requirements

After reviewing the above, does your organization have less than three (3) individual Principal Owners/Officers? Yes, Only 2

Note: If this vendor is a Parent/Controlling entity that is not currently or not intending to do business with the City, please Contact MOCs to request a possible change in Principal Questionnaire requirements.

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

Review Requirements

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

	First Name	Last Name	Role	Start or Edit Questionnaire	Status
<input type="checkbox"/>	John	Wayne	Principal Owner		Complete
<input type="checkbox"/>	Participant	One	Officer		Not Started

2 Result(s)

PARENT/CONTROLLING ENTITIES IDENTIFICATION

Do you have any Parent or Controlling Entities? Yes

Select your Parent and/or Controlling Entities:

	Entity Role	PASSPort Vendor Status
<input type="checkbox"/> IDEAL	Parent	Draft

1 Result(s)

- Repeat this process to add additional parent or controlling entities.



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, or Corporate Charter.

Follow the steps below to complete the **Documentation** tab.

1. Click the **Documentation** tab in the left navigation menu of the Vendor Profile.
2. Scroll down the page to the **Miscellaneous Documents** section.
3. Click the **Add Document(s)** button.

The screenshot shows the PASSPort Vendor Profile interface. The left navigation menu has five items: 1 Basic Information, 2 Contacts, 3 Disclosures, 4 Documentation (highlighted with a red box), and 5 Signature. The main content area is titled 'Vendor Big vendor - Draft' and includes a 'Save and Refresh' button. Below this, there are sections for 'ALERTS', 'COMMODITY ENROLLMENT', 'EQUAL EMPLOYMENT OPPORTUNITY DOCUMENT (EEO)', and 'MISCELLANEOUS DOCUMENTS'. The 'MISCELLANEOUS DOCUMENTS' section has a table with one row and one column, and the 'Add Document(s)' button is highlighted with a red box.

PASSPort Profile Tasks RFx Contracts Ordering Catalogs Financials Reporting Performance Support

Vendor Big vendor - Draft

Save and Refresh

1 Basic Information 2 Contacts 3 Disclosures 4 Documentation 5 Signature

ALERTS

Keywords: State to date: 11/30/2022 Display archived documents: Search Reset

COMMODITY ENROLLMENT

Whenever you enroll in a commodity, you are required to provide documentation which indicates your organization can supply that commodity. Examples of acceptable documentation include a license, certification or invoice.

Add Commodity

Owner	Commodity	Title
John Wayne	007 - Clothing and Accessories	

1 Result(s)

EQUAL EMPLOYMENT OPPORTUNITY DOCUMENT (EEO)

This is where you upload the Equal Employment Opportunity (EEO) documentation. Please visit the Small Business Services (SBS) website for guidance: <http://www.nyc.gov/html/sbs/html/procurement/dls.shtml>

To expedite the processing of your documentation, please upload documents as readable .PDF files whenever possible. Scanned paper documentation will result in potentially longer processing times.

Add EEO Document

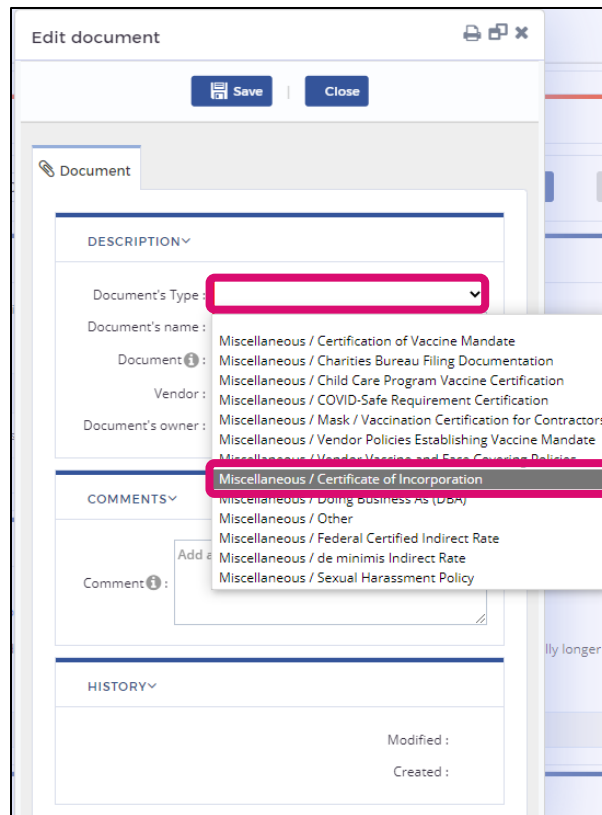
0 Result(s)

MISCELLANEOUS DOCUMENTS

Add Document(s)

0 Result(s)

4. In the **Edit document** pop-up window, click the drop-down menu next to **Document's Type**.
5. 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.



6. In the **Document's name** field, enter the document's name.
7. Click the **Click or Drag to add a file** button to select and upload the Certificate of Incorporation or equivalent document.
8. Click the **Save** button.

The screenshot shows the 'Edit document' interface. At the top, there are 'Save' and 'Close' buttons. The 'DESCRIPTION' section contains the following information:

- Document's Type: Miscellaneous / Certificate of Incorporation
- Document's name: Certificate of Incorporation
- Document's validity from: 12/12/2022
- to:
- Document: Click or Drag to add a file
- Vendor: TEST 051720171
- Document's owner: CONTACT Admin

Below the description is a 'COMMENTS' section with a text area for adding a comment. At the bottom is a 'HISTORY' section with fields for 'Modified' and 'Created'.

9. 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.

The screenshot shows the 'Edit document' interface after the document has been submitted. A green notification bar at the top indicates 'Data has been saved'. The 'DESCRIPTION' section contains the following information:

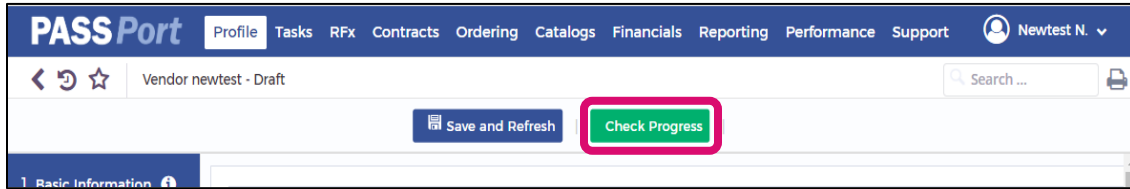
- Document's Type: Certificate of Incorporation
- Document's name: Certificate of Incorporation
- Document's validity from: 12/12/2022
- to:
- Document: Click or Drag to add a file
- Document: Certificate of Incorporation.pdf
- Vendor: TEST 051720171
- Document's owner: CONTACT Admin

Below the description is a 'COMMENTS' section with a text area for adding a comment. At the top, there are 'Save', 'Cancel', 'Submit', and 'Close' buttons.

10. Click the **Close** button.

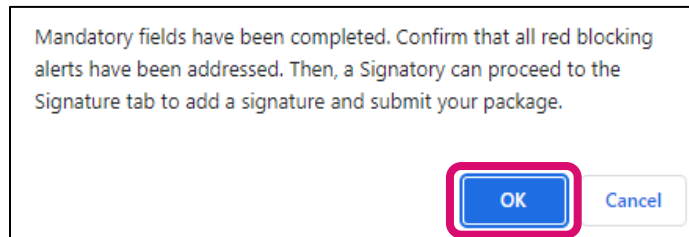
Clicking the Check Progress Button

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.

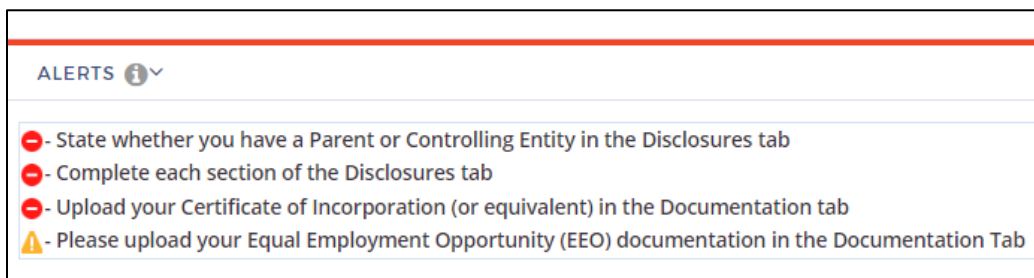


Note: Once the Vendor Enrollment Package is in Ready to Submit status, changes can no longer be made. To return to Draft status, click **Return to Preparation Package**.

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.

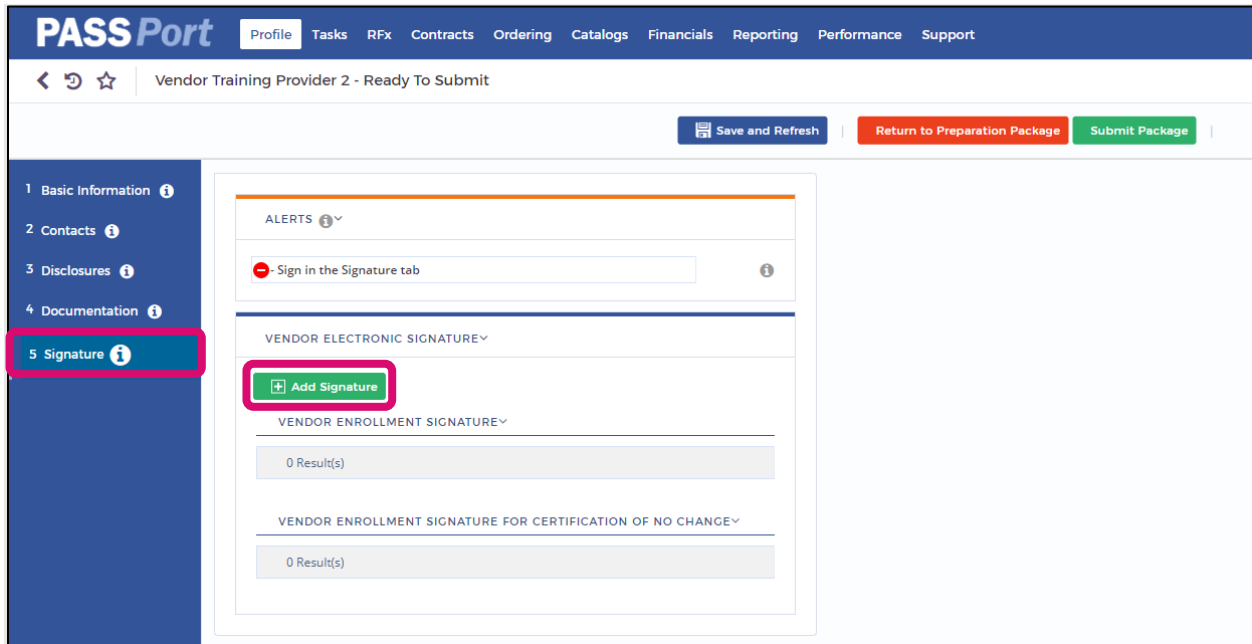


Complete the required actions and click the **Check Progress** button again. Vendors will not be able to proceed to the **Signature** tab if the Vendor Enrollment Package is incomplete.

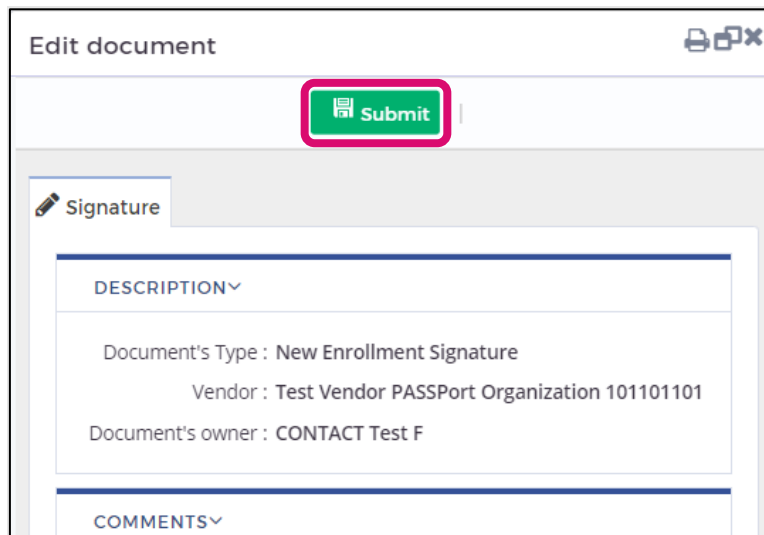
Signature Tab

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.

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** pop-up window, click the **Submit** button to create a new e-Signature.



4. Read the text within the **PASSPort Questionnaire Certification** section. Be sure to scroll down to read the text in its entirety.
5. Click the **checkbox** next to “I certify all of above.”
6. In the **NYC.ID Password** field, enter the same password used to log in to your PASSPort account.
7. Click the **Sign** button to add your e-Signature.

Edit document

Cancel Sign

✓ Data has been saved

Signature

DESCRIPTION

Document's Type : New Enrollment Signature
Vendor : Test Vendor PASSPort Organization 101101101
Document's owner : CONTACT Test F

ELECTRONIC SIGNATURE

PASSPORT QUESTIONNAIRE CERTIFICATION

These questionnaire submissions, including the Vendor Questionnaire(s), and Principal Questionnaire(s), (collectively "Questionnaires"), are being submitted on behalf of an entity that desires to do business with the City of New York (the "Submitting Vendor"). A materially false statement made in connection with these Questionnaires may result in a determination that the Submitting Vendor is non-responsible pursuant to the Procurement Policy Board Rules ("PPB Rules") of the City of New York (the "City"), and, in addition, may subject the person submitting these Questionnaires and the Submitting Vendor to criminal charges.

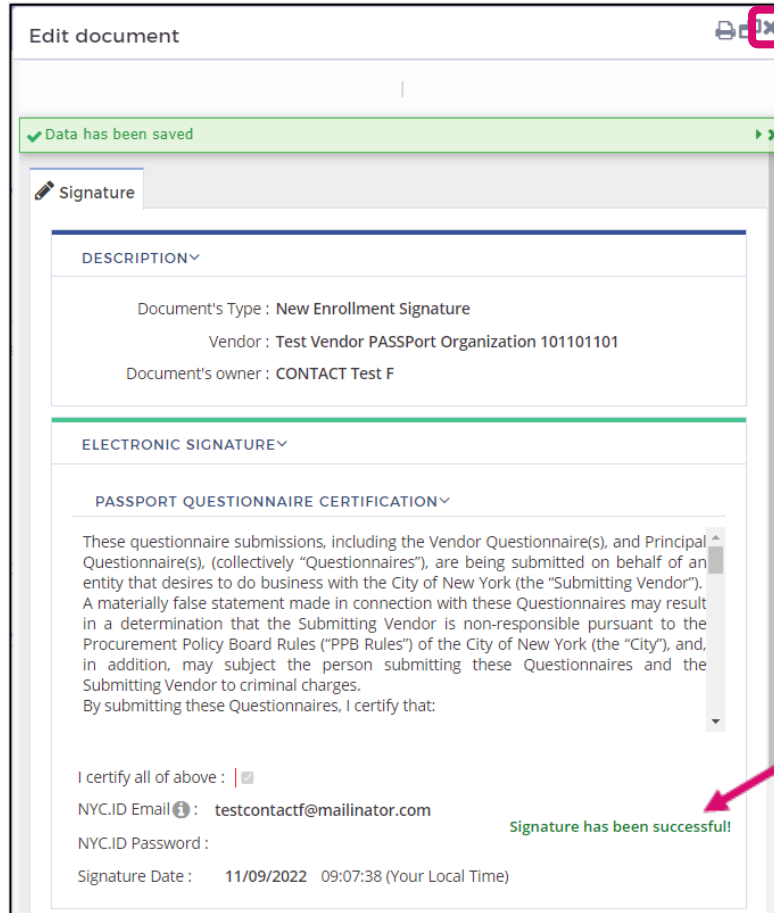
I certify all of above:

NYC.ID Email: testcontactf@mailinator.com

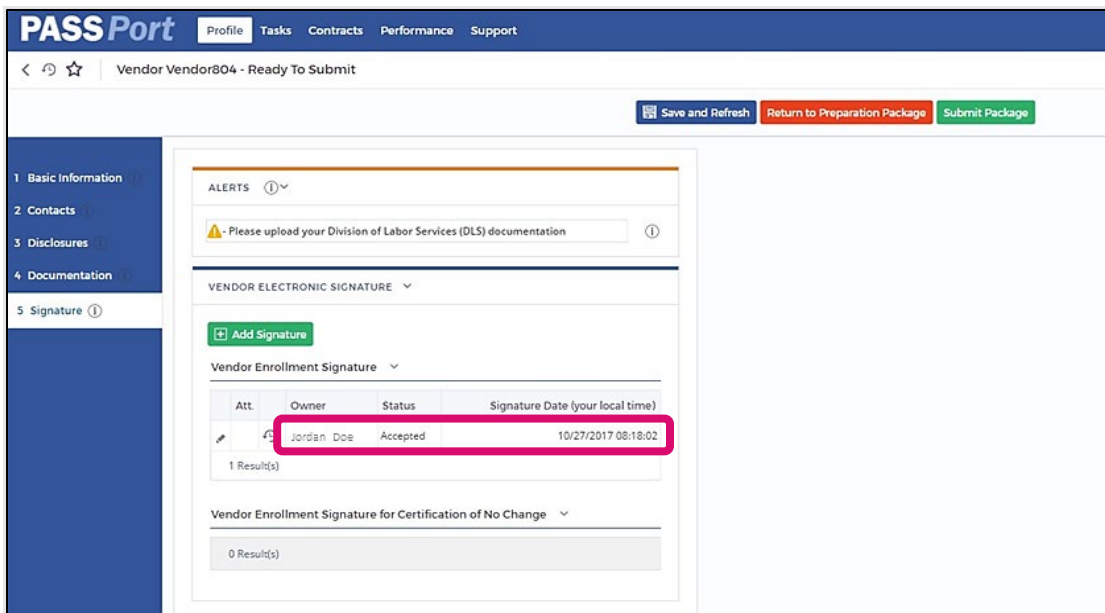
NYC.ID Password:

Signature Date:

8. A green message stating **Signature has been successful!** will be displayed. Click the **gray X**-icon **X** at the top of the box to close the signature pop-up window.



The e-signature will be 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.



Submitting the Vendor Enrollment Package

Click the **Submit Package** button to submit the Vendor Enrollment Package.

The screenshot shows the PASSPort interface for a vendor named Vendor804, which is 'Ready To Submit'. The top navigation bar includes 'Profile', 'Tasks', 'Contracts', 'Performance', and 'Support'. Below the navigation, there are three buttons: 'Save and Refresh', 'Return to Preparation Package', and 'Submit Package' (highlighted with a red box). The main content area is divided into sections: 'ALERTS' with a warning to upload Division of Labor Services (DLS) documentation; 'VENDOR ELECTRONIC SIGNATURE' with an 'Add Signature' button; and a table for 'Vendor Enrollment Signature' with one entry for Jordan Doe. Below this is a section for 'Vendor Enrollment Signature for Certification of No Change' with zero results.

Att	Owner	Status	Signature Date (your local time)
	Jordan Doe	Accepted	10/27/2017 08:18:02

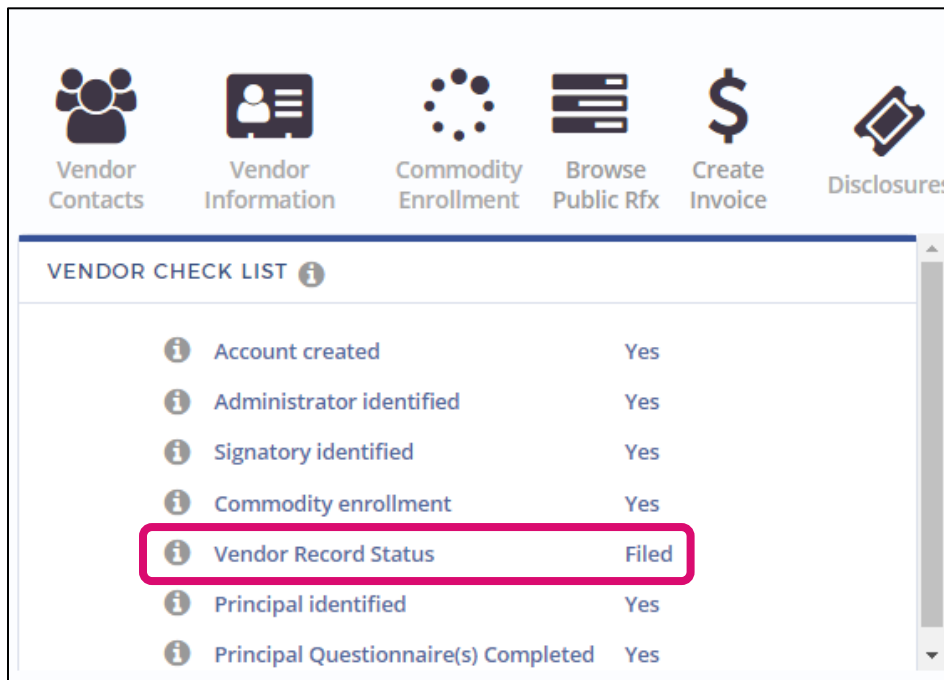


Adding the Signature and Submitting the Vendor Enrollment Package

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.



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. 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/or 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.