

## Tips for a Successful Onboarding

### Step 1:

- Go to <https://www.commissaries.com/our-agency/business-with-deca/ebs-vendor-portal>
- In the 'Vendor Portal Onboarding' section view and print the documents and samples titled:
  - o Tips for a Successful Onboarding
  - o Instructions for On-Boarding Registration Worksheet
  - o User Roles and Permissions
  - o Required Fields on the Vendor Portal On-Boarding Registration Worksheet
  - o Online Scheduler Instructions
  - o Cost Book Spreadsheet sample (XLS)
  - o Item Adjustment Spreadsheet sample (XLS)
  - o On-Boarding Registration Worksheet - Sample
  - o On-Boarding Registration Worksheet

### Step 2:

- Write down the names of the people in your company who will need access to Vendor Portal.
- Review the document titled "User Roles and Permissions."
- Assign a Vendor Portal user role to the people who will need access to Vendor Portal.

### Step 3:

- Decide the type of training your company will attend – on-site or web based.
- If attending on-site training, log on to the online training scheduler at <http://www.supersaas.com/schedule/DeCA/Signup>
- Sign up for a training date.
- **Do not use the training scheduler to sign up for Web Based Training.**

### Step 4:

- Complete the Vendor Portal On-Boarding Registration worksheet found on commissaries.com.
- Print the Worksheet.
- Authorized Negotiator signs the worksheet.
- Email the worksheet to [signup@deca.mil](mailto:signup@deca.mil).
- Notify users to closely monitor their email.
- Users will receive an email 10-14 business days after DeCA receives, validates and builds your companies' profile. The email will contain the user's Vendor Portal login and password.

### Step 5:

- Make sure your laptops are upgraded to Microsoft Internet Explorer (IE11) version 11.
- Phase I of Vendor Portal is not compatible with other browsers such as Apple Safari, Mozilla Firefox, and Google Chrome.
- If you plan on attending the in-person training, you will need to bring your laptop fully charged.
- If you are planning to attend on-site training and have the need for a special accommodation, please contact [EBSCcontracting@deca.mil](mailto:EBSCcontracting@deca.mil) and advise DeCA of your special needs.

### Step 6:

- For Web Based Training:
  - Go to <https://www.commissaries.com/our-agency/business-with-deca/ebs-vendor-portal>
  - In the 'Web Based Training' section click on the link titled "Vendor Portal Web Based Training" **(Note: This link will be available starting on August 30, 2017).**
  - Complete the training prior to conducting live transactions in Vendor Portal.