

Attachment 9

FCAS Vendor Portal Add/Edit User Accounts

OMB No.: 0925-XXXX

Expiration Date: XX/XX/XXXX

Collection of this information is authorized by The Public Health Service Act, Section 411 (42 USC 285a). Rights of participants are protected by The Privacy Act of 1974. Participation is voluntary, however in order for NCI Office of Acquisitions (OA) to provide access to the Vendor Portal for use in uploading deliverables and invoices and responding to and submitting requests to NCI OA, Vendor Portal registration is required. The information collected will be kept private to the extent provided by law. Names and other identifiers will not appear in any report other than what is utilized by NCI OA and program staff for routine day-to-day contract administration. Information provided will be combined for all participants and reported as summaries. You are being contacted by email to complete this Vendor Portal Registration form and a voluntary survey so that NCI can provide your Vendor Firm with Vendor Portal access and improve the website. The information you provide will be included in a Privacy Act system of records, and will be used and may be disclosed for the purposes and routine uses described and published in the following System of Records Notices (SORN): 09-25-0216 Administration: NIH Electronic Discovery and 09-25-0118 Contracts: Professional Services Contractors <https://www.hhs.gov/foia/privacy/sorns/nih-sorns.html>.

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Creating New Vendor User Account:

- [Existing Contracts](#)
- [Planning](#)
- [Solicitations](#)
- [Company Account](#)
- [Reports](#)

LEAVE FEEDBACK

Leidos Biomedical Research, LLC

DUNS#: 12345678

DETAILS
USERS

Business Summary
EDIT

Company Name	Kantraktor, llc
Address	123 Street 400 Lane, Capitol City, VA 12345
Phone Number	888-888-8888
DUNS	123456789

Leidos Biomedical Research, LLC

DUNS#: 12345678

DETAILS
USERS

ADD USER
 Show inactive users

Search this page... Q

Name	Account Active	Email	Permissions	Admin
America Walker	✓	afmail@email.gov	Deliverables, Invoices, COAs, Notifications, Planning, Solicitations	✓
Macy McIntire	✓	afmail@email.gov	Deliverables	
Ivette Espinosa	✓	afmail@email.gov	Deliverables	
Hayden Beale	✓	afmail@email.gov	Invoices	
Madie Hanna	✓	afmail@email.gov	Invoices	
Tonja Callender	✓	afmail@email.gov	Planning	
Jesusa Loftin	✓	afmail@email.gov	Solicitations	
Marita Alba	✓	afmail@email.gov	Solicitations	
Melodee Medlock	✓	afmail@email.gov	Solicitations	

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New User Account

Account Enabled

First Name Last Name

Job Title

Email

Phone Number

Grant access to view:

- All Areas: Business Representative
- COAs
- Deliverables
- Invoices
- Notifications
- Planning
- Solicitations

Coordinator Assignments:

- Planning Coordinator**
Can be assigned to Requirements by the government.
- Solicitation Coordinator**
Will be assigned to all Solicitations shared with your company.

CANCEL SEND INVITE

Editing Vendor User Account:

Leidos Biomedical Research, LLC
DUNS#: 12345678

DETAILS USERS

ADD USER Show inactive users

Name	Account Active	Email	Permissions	Admin
America Walker	✓	afmal@email.gov	Deliverables, Invoices, COAs, Notifications, Planning, Solicitations	✓
Macy McIntire	✓	afmal@email.gov	Deliverables	
Ivette Espinosa	✓	afmal@email.gov	Deliverables	
Hayden Beale	✓	afmal@email.gov	Invoices	
Madie Hanna	✓	afmal@email.gov	Invoices	
Torja Callender	✓	afmal@email.gov	Planning	
Jerusa Loflin	✓	afmal@email.gov	Solicitations	
Marita Alba	✓	afmal@email.gov	Solicitations	
Melodee Medlock	✓	afmal@email.gov	Solicitations	

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Double click on user's name

Edit User Account

Account Enabled

First Name

Macy

Last Name

Tam

Job Title

CTO

Email

macy.tam@company.com

Phone Number

808-888-8888

Grant access to view:

- All Areas: Business Representative
- COAs
- Deliverables
- Invoices
- Notifications
- Planning
- Solicitations

Coordinator Assignments:

- Planning Coordinator**
Can be assigned to Requirements by the government.
- Solicitation Coordinator**
Will be assigned to all Solicitations shared with your company.

CANCEL

SEND INVITE

Edit Vendor Assigned Staff

← Existing Contracts

Advance Universal Influenza Vaccine Candidates Based on RBD-Ferritin Nanoparticles

PIID: HHSN26100001 Ref PIID: HHSN261201500003I

DETAILS INVOICES DELIVERABLES COAS WORK ORDERS NOTIFICATIONS FILES

Contract Details

Vendor	Leidos Biomedical Research
Status	Active
PIID	HHSN26100003 REF PIID: HHSN261201500003I
Severability	Other
Amount Funded	\$5,000,000.00
Amount Remaining	\$5,000,000.00
Amount Remaining	\$5,000,000.00

Team Assignments

[EDIT](#)

Primary Point of Contact	Hubert Francis
Associate	Angelo Horton
Associate	Kate Santiago

Assigned Staff

CO	Fred Rogers
Date Assigned	June 4, 2017
CS	Roger Serge
Date Assigned	June 4, 2017
COR	Serge Timbre
Date Assigned	June 4, 2017
SS	Forrest Juard
Date Assigned	June 4, 2017
SS	Sera Ambre
Date Assigned	June 4, 2017
SS	Steve Smith
Date Assigned	June 4, 2017