SeaPort-NxG Registration Instructions

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# Overview

The Navy Virtual SYSCOM is comprised of NAVSEA, NAVAIR, NAVSUP, NAVFAC, SPAWAR, and Office of Naval Research. With the expansion of the SeaPort procurement application for SeaPort-NxG Multiple Award Contracts (MACs), vendors must be registered into the SeaPort NxG module using the SeaPort-NxG Contractor Information Registration (also referred to as the Rolling Admissions) module.

Companies must register and submit their SeaPort NxG proposals to the government through the portal to be awarded a SeaPort NxG MAC contract.

There are two required parts of the SeaPort NxG registration process and one optional component. The registration process is not complete until the registrant has received **BOTH** confirmation e-mails indicating successful submission of each required component.

* **Contractor Information Registration (required)** – grants access to the registrant to the secured SeaPort-NxG Contractor Information Registration system.
* **Enter Prime Information (required)** – collects identification information about the company being registered.
* **Add Team Members (optional)** – collects identification information for any companies the registered company plans to team with.

Access to this site is only available for a specified timeframe.

Registrants are asked to enter company information, including proposed teaming partners, on the registration form. This information will then become part of their account setup and be used on any subsequent task order awards.

# SeaPort NxG Registration

The e-Business Point-of-Contact (EPOC) is authorized to represent the company in contractual matters (e.g., submitting proposals, accepting task order awards) and is generally intended to be the company’s primary representative or user of the SeaPort NxG system. This person will receive the award documentation if the company should receive an award. This person will also be responsible for registration of additional users within their company.

The first part of the process requires the registrant to register for an account in order to gain access to the SeaPort-NxG Contractor Information Registrationsite.

## Contractor Information Registration

1. The vendor will click on to the URL link provided in the SeaPort NxG award notification. The *SeaPort-NxG Contractor Information Registration* page (see Figure 1) displays.
2. Read the DoD Terms of Use and SeaPort Rules of Behavior and click the two checkboxes under the DoD Terms of Use to acknowledge them.

3. Registrants should complete the information located at the bottom of the page:

* E-mail
* Confirm E-mail
* Name
* Phone Number

4. Confirm the accuracy of the information entered.

5. Click the **Submit** link.

6. The registrant will receive a confirmation e-mail containing their registration number and will be navigated to the *Enter Prime Information* page which lists the registration number across the top. See Section 2.2 Enter Prime Information for more instructions on completing the *Enter Prime Information* page.

Graphical user interface, text, application, email

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Figure 1: SeaPort-NxG Contractor Information Registration Page

After the request for a registration account is submitted, a confirmation e-mail is sent notifying the new registrant that they have successfully registered for an account to the SeaPort-NxG Contractor Information Registration site.

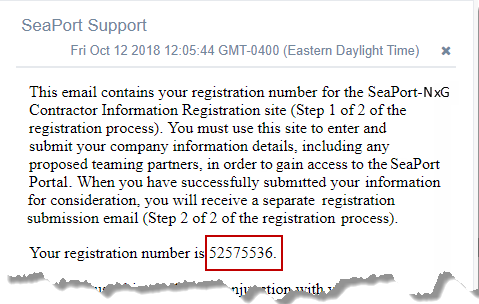


Figure 2: SeaPort-NxG Contractor Information Registration (Step 1 of 2) E-mail

The e-mail provides the registrant with a registration number that allows the registrant continued access to the site to provide their company and teaming partner details.

**Note:** Registering and receiving a registration number does not satisfy the requirements for entering in the company information (that must be done on the *Enter Prime Information* page). The information on the *Enter Prime Information* page **MUST** be entered and **SUBMITTED** for the SeaPort NxG registration process to be **COMPLETE**.

## Enter Prime Information

The second part of the process collects detailed information about the company, authorized e-Business Point of Contact (EPOC)\* and optional teaming partners. The registrant will have the option to save information entered while gathering the requested details and return to complete the remainder of the form. However, the registration process is **NOT** complete without the successful submission of this company data. Registrants can continue to update their information at any point up until the closing date and time specified in the award notification e-mail.

The *Enter Prime Information* page requires registrants to complete information regarding their company. This information will then become part of any future proposals submitted to the government.

1. Navigate to the *Enter Prime Information* page by doing one of the following:
   1. Directly after completing the contractor information registration.
   2. By exiting the site then re-authenticating.
2. Complete all requested information on the *Enter Prime Information* page (see Figure 4) to include adding at least one attachment for each of the three Categories as specified in Section 2.4 Add Attachments).
   1. Entry of UEI/SAMMI and CAGE Code
   2. Company Information and business ownership type (autopopulates from SAM with entry of valid UEI/SAMMI and CAGE Code)
   3. Selection of Admin and Payment Offices
   4. Indicating Approvals received
   5. Point of Contact identification and contact information
   6. EPOC\* contact information
   7. Alternate EPOC contact information
3. If the registrant must exit before completing the form, click the **Save Draft** link. When returning, read the DoD Terms of Use and SeaPort Rules of Behavior and click the two checkboxes under the DoD Terms of Use to acknowledge them and enter the registrant’s e-mail address and registration number on the registration homepage, then click the **Submit** link.
4. If the company has teaming partners, the registrant must save the draft first then submit that information following the instructions in Section 2.3 Add Team Members.
5. When all company information has been entered, click the **Submit** link.
6. The registrant will receive an e-mail confirming submission of Step 2 of 2.

**Note**: All required fields do not have to be completed in order to save a draft; however, **Company Name** and **EPOC E-mail** are required. A message will appear on the screen to confirm that the draft has been saved. If the registrant attempts to navigate away from the page without clicking the **Save Draft** link, the information entered may be lost.



Figure 3: Save Draft Confirmation

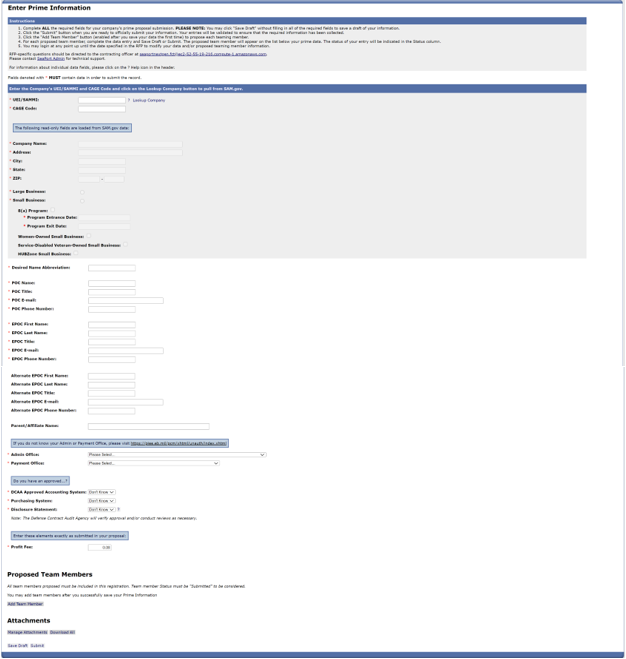


Figure 4: Enter Prime Information Page

Once all the required company information has been completed, the registrant MUST click the **Submit** link in order to be considered for award. Upon doing so, the status will be displayed as **Submitted**.

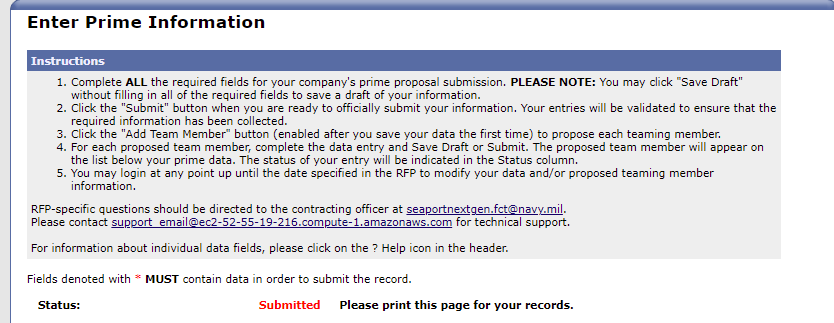


Figure 5: Submitted Status

Changes to the company information can be made at any point up until the closing date specified in the SeaPort NxG contract award notification e-mail. If changes are made, the information will need to be resubmitted by clicking the **Resubmit** link each time changes are made to the company or team member information to complete the process.

Once the registrant has successfully submitted their completed company information (on the *Enter Prime Information* page), they will receive a “SeaPort-NxG Contractor Information Registration Submission (Step 2 of 2)” e-mail.



Figure 6: SeaPort-NxG Contractor Information Registration Submission (Step 2 of 2) E-mail

## Add Team Members

During the SeaPort NxG registration process, registrants are asked to complete the *Enter Proposed Team Members Information* page for each proposed team member. However,the registrants are given the opportunity to propose new team members at any time after the registrant has either saved the initial draft or have successfully submitted their company information.

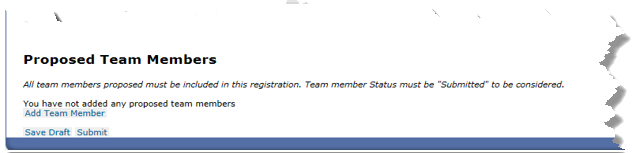


Figure 7: Proposed Team Members Section

1. Click the **Save Draft** or **Submit** link to save/submit the initial registration information.
2. Scroll to the bottom of the *Enter Prime Information* page.
3. Click the **Add Team Member** link.
4. Complete all requested information on the *Enter Proposed Team Member Information* page for each proposed team member (see Figure 8).
5. Click the **Submit** link. (The registrant has the option to click on the **Save Draft** link to complete the information later, however, the information will not be considered until it has been submitted.

Graphical user interface, application, Teams

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Figure 8: Enter Proposed Team Member Information Page

**Note**: Team members can be proposed after the initial submission or added at any point up until the closing date and time of the SeaPort NxG registration window. Registrants may return to the site to modify the team member information until the registration period closes, however, the registrant must click the **Resubmit** link on the *Enter Proposed Team Member Information* page to resubmit the edited information, then click the **Resubmit** link on the *Enter Prime Information* page to resubmit the entire edited registration.

All proposed team members will appear on a list below the registrant’s company information.

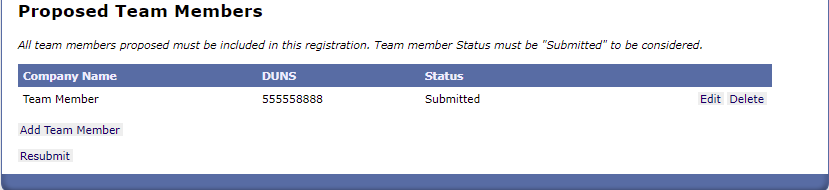


Figure 9: Proposed Team Members Listing

## Add Attachments

In addition to completing all of the requested information on the *Enter Prime Information* page, Companies must also submit at least one attachment for each of the three categories listed on the **Category** dropdown on the *Manage Attachments* page (see Figure 11).

1. Scroll to the bottom of the *Enter Prime Information* page.
2. Click the **Manage Attachments** link.



Figure 10: Attachments

1. Complete all requested information on the *Manage Attachments* page.
2. Click the **Add Attachment** link.

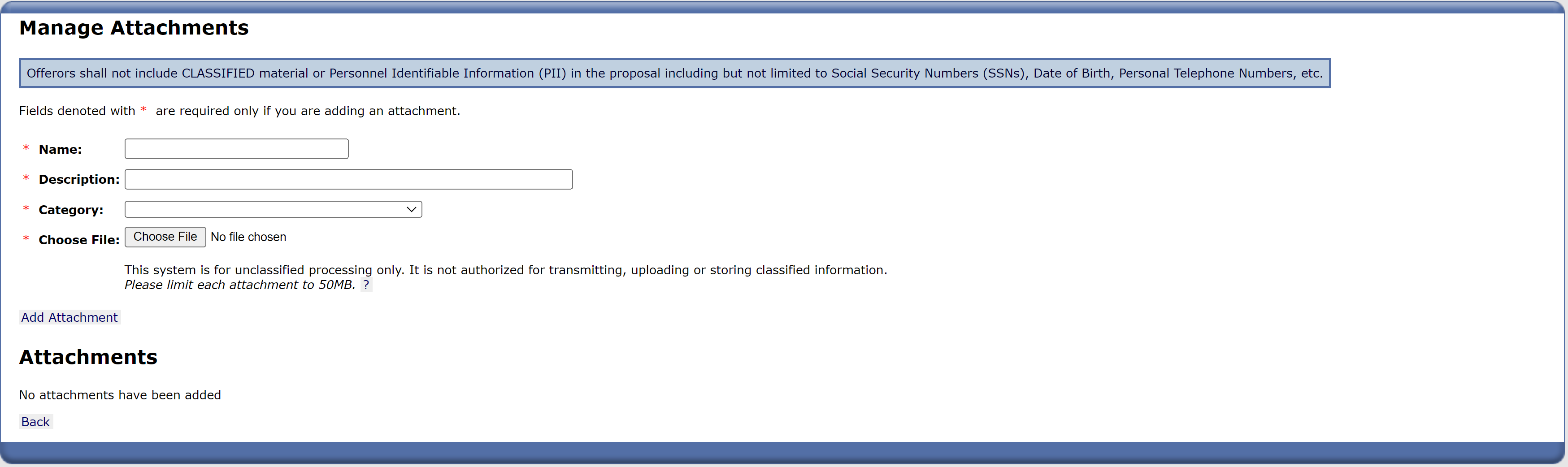


Figure 11: Manage Attachments Page

1. Repeat steps 3-4 above for each attachment being added.
2. To manage attachments that have already been added, click on the **Open** or **Delete** link for the applicable attachment on the Attachments table (see Figure 12).

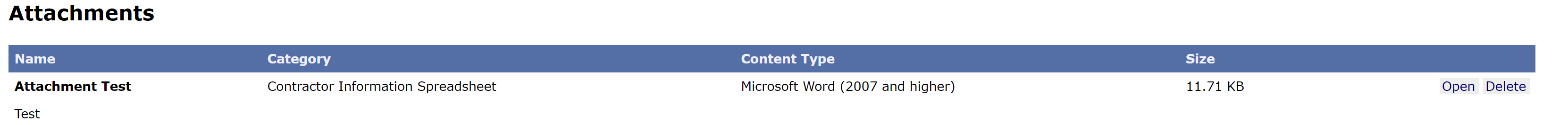


Figure 12: Attachments Table

1. Once all attachments have been successfully added, click the **Back** link to return to the *Enter Prime Information* page.
2. On the *Enter Prime Information* page, click the **Submit** link.

Once registrants have submitted all the necessary documentation as requested, their participation in the SeaPort NxG registration process is complete (unless they are further contacted by the government).

# Help

If assistance is needed with entering individual fields, registrants can access the **Help** feature located in the top right hand corner of the site. The *SeaPort-NxG Contractor Information Registration Help* page lists a description of each field for both the *Enter Prime Information* page and the *Enter Proposed Team Member Information* page.

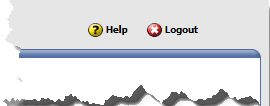


Figure 13: Help Link

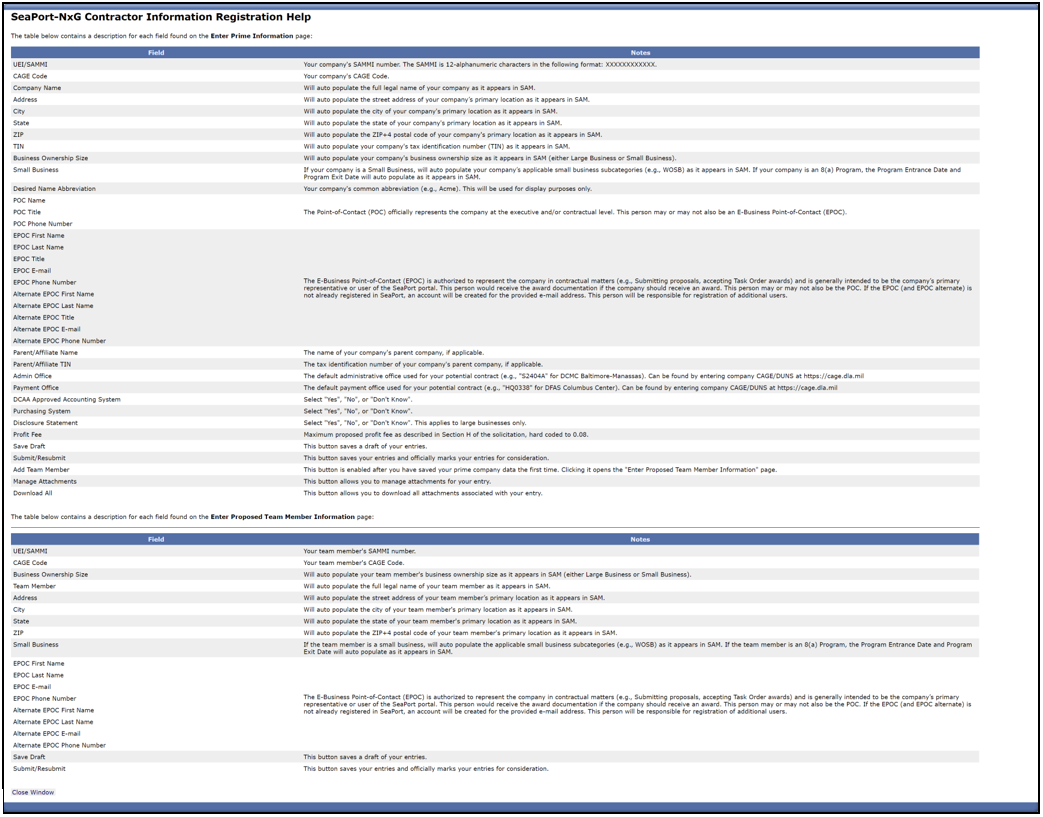


Figure 10: SeaPort-NxG Contractor Information Registration Help Page

If the registrant requires additional assistance, please contact the Help Desk:

* **E-mail:** [usn.ncr.comnavseasyscomdc.mbx.seaport-support@us.navy.mil](mailto:usn.ncr.comnavseasyscomdc.mbx.seaport-support@us.navy.mil)
* **Call:** 301-939-1275