



SeaPort-NxG Registration Instructions

Version 1.0

May 2024

Document Status

Item	Description
Document Title	SeaPort-NxG Registration Instructions
Document Description	This document contains registration instructions for new registrants with SeaPort NxG contracts.

Document History

Ver.	Date	Description
1.0	05/2024	Final

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1 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.

2 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 Registration site.

2.1 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.

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SeaPort-NxG Contractor Information Registration

DoD Terms of Use

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

By checking this box you acknowledge your understanding and compliance with the login notice and [Privacy Policy](#).

By checking this box you acknowledge your understanding of the [SeaPort Rules of Behavior](#) and your responsibilities, and will comply with these provisions when accessing the SeaPort information system.

If you have already registered, please login with your e-mail and registration number. If you have forgotten your registration number, please enter your e-mail address and click the 'Remind Me' button to receive an e-mail reminder.

E-mail:

Registration Number: [Remind Me](#)

[Log In](#)

If you are not registered for the 2024 SeaPort-NxG Contractor Information Registration site, please fill out the form below.

PLEASE NOTE: Registering on this site does not immediately provide access to the SeaPort Vendor Portal used by SeaPort-NxG contract holders. If your company is awarded a contract during Rolling Admissions, the information that you enter in this Registration site will be used to generate accounts and establish access for your company. The number/identification that you receive as a result of registering is only used for the purpose of accessing this site.

For instructions on completing SeaPort-NxG Contractor Information Registration, please see the links below:

- [SeaPort-NxG Registration Instructions](#)
- [SeaPort-NxG CIR Definitions](#)

Fields denoted with * are required.

* E-mail:

* Confirm E-mail:

* Name:

* Phone Number:

[Submit](#)

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.

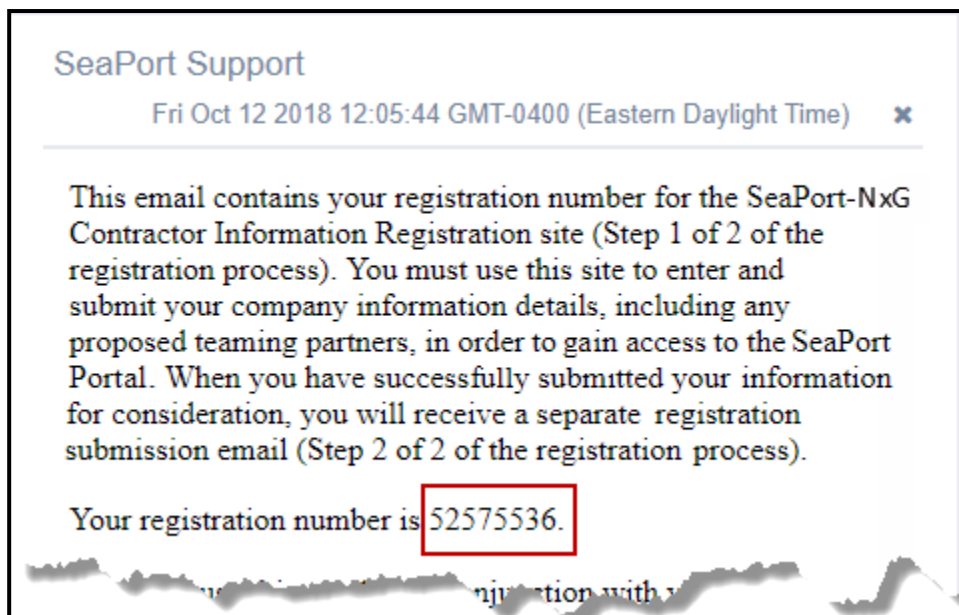


Figure 2: SeaPort-NxG Contractor Information Registration (Step 1 of 2) E-mail

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**.

2.2 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:
 - a. Directly after completing the contractor information registration.
 - b. 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 four Categories as specified in Section 2.4 Add Attachments).
 - a. Entry of UEI/SAMMI and CAGE Code
 - b. Company Information and business ownership type (autopopulates from SAM with entry of valid UEI/SAMMI and CAGE Code)
 - c. Selection of Admin and Payment Offices
 - d. Indicating Approvals received
 - e. Point of Contact identification and contact information
 - f. EPOC* contact information
 - g. 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.

Your information has been saved (Wed Mar 24 2021 12:03:03 GMT-0400 (Eastern Daylight Time))

Figure 3: Save Draft Confirmation

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Enter Prime Information

Instructions

1. Complete ALL the required fields for your company's prime proposal submission. **PLEASE NOTE:** You may click "Save Draft" without filling in all of the required fields to save a draft of your information.
2. Click the "Submit" button when you are ready to officially submit your information. Your entries will be validated to ensure that the required information has been selected.
3. Click the "Add Team Member" button (located after you save your data the first time) to propose each teaming member.
4. For each proposed team member, complete the data entry and Save Draft or Submit. The proposed team member will appear on the list below your prime data. The status of your entry will be indicated in the Status column.
5. You may log off any point up until the date specified in the SIF to modify your data and/or proposed teaming member information.

SIF-specific questions should be directed to the contracting officer at jamie@comet.sif.mil or jamie@comet.sif.mil. Please contact jamie@comet.sif.mil for technical support.

For information about individual data fields, please click on the ? help icon in the header.

Fields denoted with * MUST contain data in order to submit the record.

Enter the Company's USIC/SIC/NAICS and CAGE Code and click on the Lookup Company button to pull from SIF.gov.

* USIC/SIC/NAICS: ? Lookup Company

* CAGE Code:

The following read-only fields are loaded from SIF.gov data:

* Company Name:

* Address:

* City:

* State:

* ZIP:

* Large Business:

* Small Business:

*(x) Program:

* Program Entrance Date:

* Program Exit Date:

Women-Owned Small Business:

Service-Disabled Veteran-Owned Small Business:

HUBZone Small Business:

* Desired Name Abbreviation:

* POC Name:

* POC Title:

* POC E-mail:

* POC Phone Number:

* EPOC First Name:

* EPOC Last Name:

* EPOC Title:

* EPOC E-mail:

* EPOC Phone Number:

Alternate EPOC First Name:

Alternate EPOC Last Name:

Alternate EPOC Title:

Alternate EPOC E-mail:

Alternate EPOC Phone Number:

Parent/MS/State Name:

If you do not know your Admin or Payment Office, please visit www.usmcg.com/USMC/USMC/USMC/USMC/USMC/USMC

* Admin Office:

* Payment Office:

Do you have an approval?

* DCAA Approved Accounting System:

* Purchasing System:

* Disclosure Statement:

Note: The Defense Contract Audit Agency will verify approval and/or conduct reviews as necessary.

Enter these elements exactly as submitted in your proposal:

* Profit Fee:

Proposed Team Members

All team members proposed must be included in this registration. Team member status must be "Submitted" to be considered. You may add team members after you successfully save your Prime Information.

[Add Team Member](#)

Attachments

[Manage Attachments](#) [Download All](#)

[Save Draft](#) [Submit](#)

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**.

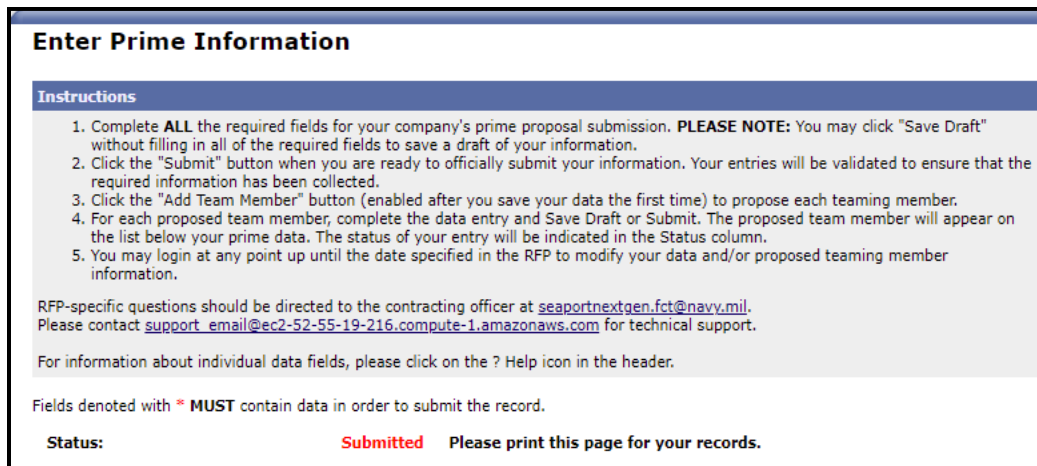


Figure 5: Submitted Status

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

2.3 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, 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.

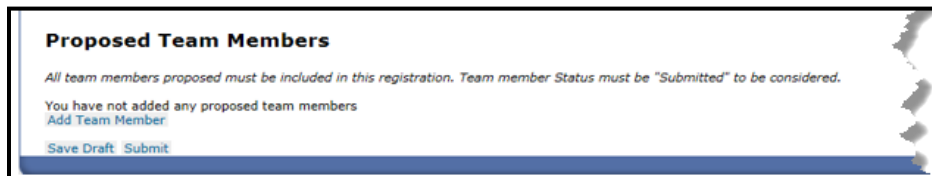


Figure 7: Proposed Team Members Section

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.

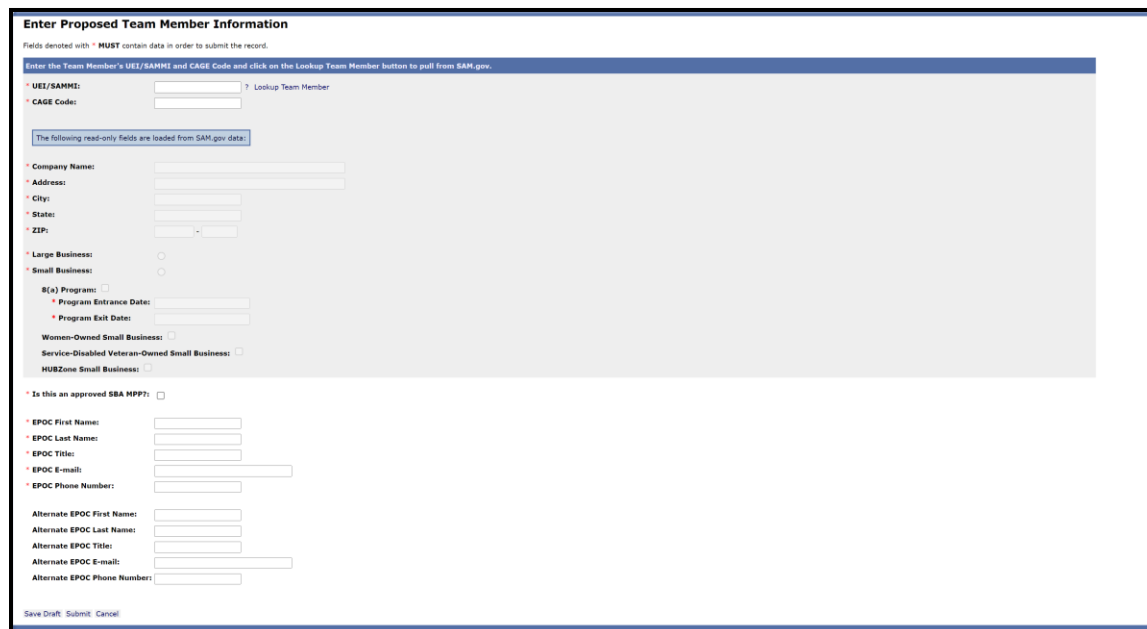


Figure 8: Enter Proposed Team Member Information Page

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

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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.

Proposed Team Members		
<i>All team members proposed must be included in this registration. Team member Status must be "Submitted" to be considered.</i>		
Company Name	DUNS	Status
Team Member	55558888	Submitted
Edit Delete		
Add Team Member		
Resubmit		

Figure 9: Proposed Team Members Listing

2.4 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 four 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

3. Complete all requested information on the *Manage Attachments* page.
4. Click the **Add Attachment** link.

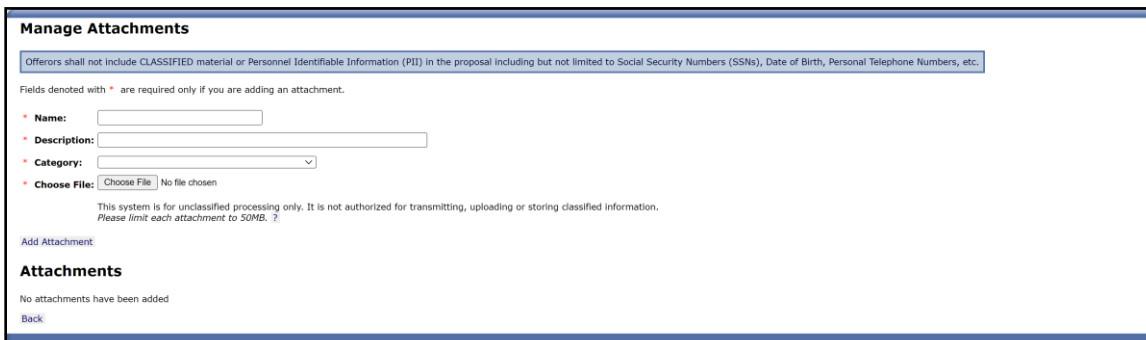


Figure 11: Manage Attachments Page

5. Repeat steps 3-4 above for each attachment being added.

- 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).

Attachments				
Name	Category	Content Type	Size	
Attachment Test	Contractor Information Spreadsheet	Microsoft Word (2007 and higher)	11.71 KB	Open Delete

Figure 12: Attachments Table

- Once all attachments have been successfully added, click the **Back** link to return to the *Enter Prime Information* page.
- 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).

3 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.

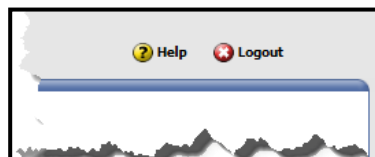


Figure 13: Help Link

