

SeaPort-e Rolling Admissions Registration Process

New registrants, or companies who have expired SeaPort -e contracts and must reapply, are invited to participate during Rolling Admissions. The process has two mandatory and one optional parts.

1. Contractor Information Registration (required)
2. Enter Prime Information (required)
3. Add Team Members (optional)

Companies are not eligible to submit proposals for government solicitations until **BOTH** mandatory parts are completed.

Contractor Information Registration

The first part of the process creates a system account for the registrant who is completing the Rolling Admission. The user must register by completing the following steps.

1. Go to <https://auction.seaport.navy.mil/registration>.
2. Complete the registration form.
3. Click the **Submit** link.
4. The registrant will be navigated to the "Enter Prime Information" page and receive a confirmation email with their registration number.

SeaPort-e Contractor Information Registration

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 2016 SeaPort-e 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-e 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. You will receive additional information and instructions upon contract award. The number/identification that you receive as a result of registering is only used for the purpose of accessing this site.

Fields denoted with * are required.

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

[Submit](#)

Tue 10/6/2015 2:01 PM
SeaPort Support
SeaPort-e Contractor Information Registration (Step 1 of 2)

To: EPOC@primecompany.com

This email contains your registration number for the SeaPort-e Contractor Information Registration site (Step 1 of 2 of the registration process). You must use this site to enter and submit your company information details, including any proposed teaming partners, in order to be considered for evaluation. When you have successfully submitted your information for consideration, you will receive a separate registration submission email (Step 2 of 2 of the registration process).

Your registration number is 74905101.

You must use this number in conjunction with your email address to login to the site and enter your data. All data entered is stored in the system.

Enter Prime Information

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

1. Navigate to the "Enter Prime Information" page.
2. Complete all requested information. Required fields are marked with a red asterisk.
3. If the registrant must exit before completing the form, click the **Save Draft** link. When returning, enter the registrant's email address and registration number on the Registration homepage, then click the **Submit** link.
4. If the company has teaming partners, submit that information following the instructions in the **Add Team Members** section.
5. Click the **Submit** link.
6. The user will receive an e-mail confirming submission of Step 2 of 2.

Enter Prime Information

Your registration number for subsequent logins is 95433130 and has been e-mailed to you.

Instructions

1. Complete **ALL** the required fields for your company's prime proposal submission. **PLEASE NOTE:** You may click "Save Draft" to save your information. You may click "Submit" when you are ready to officially submit your information. Your entries will be validated to ensure accuracy.
2. Click the "Add Team Member" button (enabled after you save your data the first time) to propose each teaming member.
3. For each proposed team member, complete the data entry and Save Draft or Submit. The proposed team member will appear on the "Enter Prime Information" page.
4. For each proposed team member, complete the data entry and Save Draft or Submit. The proposed team member will appear on the "Enter Prime Information" page.
5. You may login at any point up until the date specified in the RFP to modify your data and/or proposed teaming member information.

RFP-specific questions should be directed to the contracting officer at seaport_e-poc@navy.mil. Please contact SeaPortSupport@aquilent.com 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.

As you type your company name, the system will provide suggestions that match your entry. If your company name is not suggested, enter the complete name of your team member as it appears in SAM.

* Company Name:
* Desired Name Abbreviation:
* Address: ?
* City:
* State:

Wed 10/7/2015 11:08 AM
SeaPort Support
SeaPort-e Contractor Information Registration Submission (Step 2 of 2)

To: EPOC@primecompany.com

Cc: SeaPort Support

This e-mail has been sent to confirm that you have successfully submitted your company information for consideration (Step 2 of 2 of the registration process). You may continue to update your submission as often as you wish until the registration period closes. Offerors are cautioned that if data is edited after your initial submission, the updated data must be submitted again prior to the RFP response closing date and time.

Please be aware that you can submit your prime information while your team member information is still in draft. Only team members with a status of "Submitted" will be included in the final submission.

Add Team Members

During the Rolling Admission Registration process, registrants have the option to identify teaming partners. Team members can be proposed after the initial submission or added at any point up until the closing date and time specified in the solicitation. Registrants may return to the site to modify the team member information until the Rolling Admissions period closes.

1. Scroll to the bottom of the "Enter Prime Information" page.
2. Click the **Add Team Member** link.
3. Complete all requested information on the "Enter Proposed Team Member Information" page.
4. Click the **Submit** link.
5. Add additional team members, if needed, by repeating steps 1 thru 4.
6. On the "Enter Prime Information" page, click the **Submit** link.

Enter Proposed Team Member Information

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

As you type your team member name, the system will provide suggestions that match your entry. If your team member name is not suggested, enter the complete name of your team member as it appears in SAM.

* Team Member:
* Existing SeaPort-e Prime: ?
* Address: ?
* City:
* State: ?
* ZIP: -
* CAGE Code: ?
* DUNS: ?

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 portal. This person would receive the award documentation if the company should receive an award.

* EPOC First Name:
* EPOC Last Name:

* Note: 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 portal. This person would receive the award documentation if the company should receive an award. If the EPOC (and EPOC alternate) is not already registered in SeaPort, an account will be created for the provided e-mail address. This person will be responsible for registration of additional users.

If additional assistance is needed, contact the Help Desk:
Email: seaportsupport@aquilent.com
Phone: (301) 939-1275