

**DISTRICT OF COLUMBIA COURTS  
VENDOR ESTABLISHMENT PROCESS  
FOR ATTORNEYS AND EXPERTS OF  
THE CJA, CCAN, AND GUARDIANSHIP  
PROGRAMS**

*Defender Services Branch*

*Budget & Finance Division*

This guide is designed to provide guidance in completing the vendor establishment process for payments disbursed from the CJA, CCAN and Guardianship (Probate) programs. There are three steps that you must complete to successfully register yourself as an individual, or an entity to begin to receive payments.

Please take a moment to read the notice below regarding the federal requirement for acquiring an active account with System for Award Management (SAM). This is the first step to beginning the process.

## NOTICE FROM DC COURTS:

*The Internal Revenue Services (IRS) and the Office of Personnel Management (OPM) have released requirements in 2017 for all contractors participating in any Federal Government Payment process. This requirement is called System for Award Management (SAM). Basically, it is required that you register with SAM and obtain a Unique Entity Identifier (UEI). All steps and information are either provided as an attachment within this correspondence, or are located on the SAM website, including any assistance through each agency help desk. Please be reminded that this is a Federal Government Requirement and will be exercised fully starting May 1, 2018. If you do not register by May 1, 2018, this will impact your payments coming from any government agency (including the DC Courts).*

SAM no longer require or accept DUNS numbers. When you go to the site, they have guidance on how to obtain a UEI or convert your current DUNS to a UEI.



You have reached SAM.gov, an official website of the U.S. government. There is no cost to use this site.

## The unique entity identifier used in SAM.gov has changed.

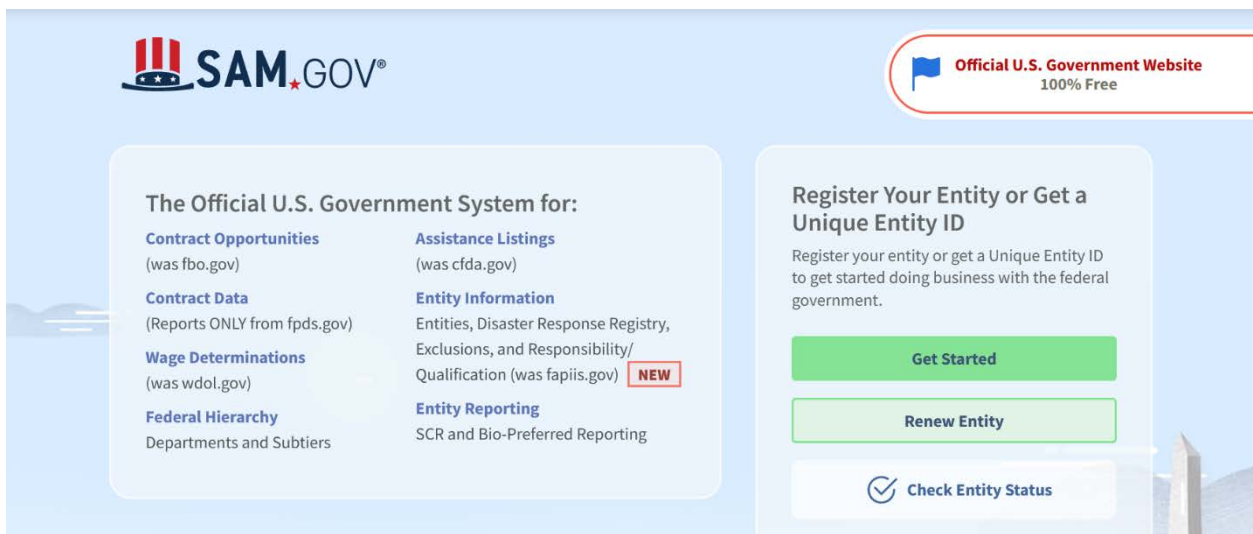
On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
  - As part of this transition, the DUNS Number has been removed from SAM.gov.
  - Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
  - Existing registered entities can find their Unique Entity ID by following the steps
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This process is 100% free and to stay in compliance and avoid payment interruptions, you must maintain an active account. This will require an annual renewal process with SAM. SAM may send you a reminder email 30 days from your expiration date. **It is your responsibility to ensure you renew before your account expires, as the Defender Services Branch does not have access to this information and does not notify vendors when their accounts have expired.** If your account is expired and you have payments scheduled to be disbursed, they will error out of the payroll and cannot be reprocessed until your account is renewed ***and*** active.

### **STEP 1: SAM**

If you are registering as a **new entity**, you must wait until you receive email confirmation from SAM notifying you that your account is active. This email will contain information that will be necessary for you to complete the 2<sup>nd</sup> step in the vendor process. If you have a SAM account but your account is ***expired***, you must renew your account ***first*** and wait for confirmation before moving on to step 2.



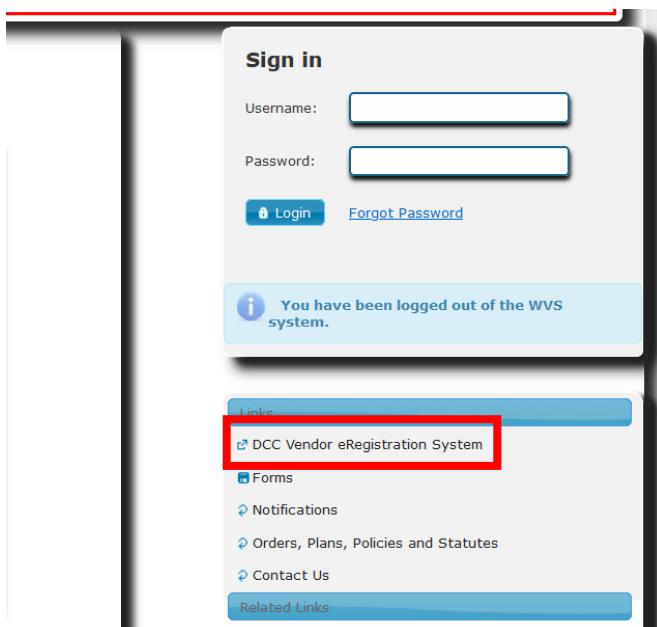
The Defender Services Branch staff cannot assist with the SAM process. DC Courts is not affiliated with SAM and has no knowledge of how to assist in navigating the SAM process. If you encounter any difficulties in the process, you must reach out to the Federal Service help desk for assistance.

## Third-Party Websites:

There are third-party websites who will establish your SAM account for you for a fee. Please note that DC Courts does not encourage the use of these sites. If you give use one of these sites, you are giving authorization to maintain access to your SAM account and you will have to go through them each time you want to make a change or renew. Some companies have charged up to \$500 to renew a SAM account. If you decide to no longer use their services, you will have to contact the Federal Service help desk to regain access to your SAM account. If you have payments pending, this can cause further delays. Remember, SAM is 100% free if you register yourself.

## STEP 2: DC Courts' E-Registration Process

After receiving the confirmation email from SAM which will contain your **UEI** and **Cage Code**, you may proceed to the DCC Vendor e-Registration System link where you will complete an electronic Oracle Supplier Form. Using the information from your email, you will complete this form and submit it electronically. The DCC Vendor e-Registration System link is located on the Web Voucher System (WVS) home page. (*Defender Services has a separate detailed guide available on how to complete this step.*)



This is the next page you will see when clicking the link.



### Instructions for the DC Courts Vendor Establishment Request Form

<b>Form Submission</b>
Submit New Form
Check Status

- All DC Courts suppliers are required to set up and maintain an active DUNS and SAM registration before submitting a New Supplier Form.
- Suppliers who are not registered with SAM may follow the link below for a quick guide and instructions on SAM registration. There are no fees associated with obtaining a DUNS number, registering your entity with SAM, or maintaining your registration.  
[Quick Start Guide for Contract Registrations](#)
- Suppliers who are already registered with SAM may type "quick guide for updating SAM" in the browser search bar to locate the link to a quick guide and instructions on updating and renewing their registration.  
[Quick Start Guide for Updating/Renewing an Entity](#)

You will click on Submit New Form to get to the Oracle Supplier form. If you have renewed your SAM account, but have never registered with DC Courts, you must complete this form as well or the process is not complete.

Required fields for our office are highlighted in red as seen below:

**The information entered below should match your entity's SAM registration.**

Supplier Name *	<input type="text"/>	(** Supplier Name should be the exact entity name registered in SAM **)
Unique Entity Identifier (UEI) *	<input type="text"/>	(** Unique Entity Identifier (UEI) should be the assigned 12-digit alpha and numeric code assigned by SAM to your registered entity **)
Cage Code *	<input type="text"/>	(** SAM Registration activation code **)
Taxpayer ID *	<input type="text"/>	(** Please enter Tax ID registered in SAM **)
ALC (if Federal)	<input type="text"/>	
Trading Partner ID: (if Federal)	<input type="text"/>	
Mailing Address *	<input type="text"/>	(** Please enter the complete mailing address including State and ZIP **)
Bank Name	<input type="text"/>	
Bank Routing Number (ABA)	<input type="text"/>	
Bank Account Number	<input type="text"/>	
Checking/Savings	<input type="radio"/> Checking <input type="radio"/> Saving	

Taxpayer ID refers to either the EIN or SSN you registered in SAM. Banking details are not listed as a required field because while we encourage electronic payment as most efficient, the option to receive hard copy check is still available.

When registering with Defender Services as a vendor, the bottom portion of the Oracle form is a required field. It is very important that you complete this portion, so that your form is not rejected. If your form is rejected, you will have to contact [webvoucherhelp@dccsystem.gov](mailto:webvoucherhelp@dccsystem.gov) to inquire as to why. If you have any questions about completing this form, please reach out to us at the email listed above for assistance.

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**Additional Information Required from Defender Services Suppliers Only**

Attorney Bar No.

Non-attorney

DC Courts Web Voucher System (Select Program) \*

CJA    CCAN    Probate    CRRD

Email Address \*

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**Optional Information**

Alternate Name

Telephone Number

Contact Info

E-mail Address

Always provide us with contact information in case we need to contact you as well.

### **STEP 3:** Access to Web Voucher System and Log-in Credentials

Welcome to the  
District of Columbia Courts

Web Voucher System

**NOTICE TO USER**

You are accessing the District of Columbia Courts information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or a computer on this network. This information system is provided for the District of Columbia Courts authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following:

Unauthorized use of the system is prohibited and subject to criminal and civil penalties and the District of Columbia courts may monitor, intercept, search and seize any communication or data transiting or stored on this information system.

Any communication or data transiting or stored on this information system may be disclosed and used for any lawful Government purpose.

Sign in

Username:

Password:

[Login](#) [Forgot Password](#)

**i** You have been logged out of the WVS system.

The final step to this process is our office receiving confirmation that your Oracle Supplier form has been processed by the Interior Business Center (IBC) and your SAM profile has been successfully tied to your new Oracle vendor profile in the Oracle Federal Financial System. The information you enter in SAM is very important and the banking that you enter must be accurate, because the Oracle system pulls that information directly from your SAM profile.

Additionally, after you are fully established and you need to make changes to your banking information in SAM, do not close your previously used bank account (unless there is an identity/security risk) until SAM has confirmed that the new banking information you have entered has been updated. It takes an additional 24 hours, or next business day for the new information to update into the Oracle system. You may *then* delete any old banking information from your SAM profile.

If you prematurely delete your banking information and you have payments scheduled for the payroll, your payments may not get disbursed and will be delayed.



The acceptance of your Oracle Supplier form by our office means that we have reviewed it for completion and that we can now upload the form to the IBC team to create your Oracle vendor profile.

Our office must wait until we receive confirmation from the IBC team that your profile is established before we can create your Web Voucher System (WVS) profile and give you access. A Defender Services Branch team member will provide you with a welcome email which shall include your log-in ID, link to the WVS website, and log-in guide which contains instructions on how to change your default password.

This final phase of the process takes an **additional 7-14 days after** you have completed the SAM process. The SAM process is based on the individual's personal situation and can be a quick, or lengthy process. You cannot move forward with next steps until SAM is active. We encourage all vendors to complete the vendor establishment process prior to accepting any appointments or contractual work. This is not a process that we can rush for you to receive payments.

### **HELPFUL LINKS:**

**SAM Information and Registration**  
[www.SAM.gov](http://www.SAM.gov)

**SAM Helpdesk**  
<https://www.fsd.gov/fsd-gov/home.do>

**How to Apply for an EIN**  
<https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>

**Web Voucher Help Email**  
[webvoucherhelp@dccsystem.gov](mailto:webvoucherhelp@dccsystem.gov)

**Web Voucher System Homepage**  
<https://www.dccourts.gov/wvs/secure/superiorcourts.xhtml>

**DC Courts Website**  
[www.dccourts.gov](http://www.dccourts.gov)