Discussion Topics

- NVDB Overview
- NASA employee access and features
- Creating Vendor accounts
- Subcontracting Module
- NASA Small Business Awards Portal
NVDB Overview

• The NASA Vendor Database (NVDB) was established in 2008 and allows representatives from both large and small vendors who wish to do business with NASA to post company Capability briefs, marketing materials and receive:
  – E-mail updates regarding Sources Sought Notices,
  – Requests for Information (RFIs)
  – Requests for Proposals (RFPs)
  – Office of Small Business Programs quarterly newsletter
  – Outreach event notifications, and much, much more!
Access the NVDB

- Go to [http://www.osbp.nasa.gov](http://www.osbp.nasa.gov)
  - Navigate to the “How to do business with NASA” Menu
  - Select “NASA Vendor Database”

- Or visit [https://osbp.nasa.gov/vendor_database.html](https://osbp.nasa.gov/vendor_database.html)
Accessing/Creating Vendor Accounts

Click here to register

Registered users login here
Before You Register

• Have your DUNS number available during the registration process

• Visit https://www.sba.gov/contracting/getting-started-contractor/get-d-u-n-s-number for more information
How to Register

- Select “Register for the NASA Vendor Database.”
- Click the “Create Account” button, then enter your username and e-mail address.
- You will receive two separate e-mails containing your username and password, respectively.
- Using your new username and password (we recommend that you cut and paste), you may now enter the NVDB. (Note: Quotation marks are not a part of the password.)
How to Register

• Upon entering the NVDB, you will be prompted to update your password.
How to Register

- Enter your company DUNS number.
How to Register

- Verify that company data on the System for Award Management (SAM) has transferred by clicking on the “CCR” tab and selecting “correct” at the bottom of page.
- If the information is not correct, you must update the information in SAM, not NVDB. NVDB is updated daily from SAM.
- Upload the relevant company information (e.g., capability brief).
How to Register

• Verify that company data on the System for Award Management (SAM) has transferred by clicking on the “CCR” tab and selecting “correct” at the bottom of page.

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Don’t Get Left Behind

When requested, renew your subscription annually. If you have forgotten your password, just request another. Remember that your username is your e-mail address.
Vendor Subcontracting Module

• The subcontracting module is now available as a separate option for registrants.

• By joining the subcontracting module, prime contractors can find subcontracting partners.

• For firms looking for subcontracting opportunities, this module will provide a potential list of NASA partners.

• As with the regular NVDB, the subcontracting module is open to both large and small companies.

• Both current and new registrants must opt in to join the module.
How to Opt into the Subcontracting Module

- After registering in the NVDB, log into your account, open “Manage My Vendor Record.”
- Click on the second tab, “Subcontractor Details.”
- Select “Yes” in the drop down menu to join.
- Fill in the capabilities text box.
- Click Update
Contact OSBP

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E-mail: smallbusiness@nasa.gov

Website: www.osbp.nasa.gov

NASA Vendor Database:
https://vendors.nvdb.nasa.gov
BACKGROUND
How to Register

• Select “Register for the NASA Vendor Database.”
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• Using your new username and password (we recommend that you cut and paste), you may now enter the NVDB. (Note: Quotation marks are not a part of the password.)
• Upon entering the NVDB, you will be prompted to update your password.
• Enter your company DUNS number.
• Verify that company data on the System for Award Management (SAM) has transferred by clicking on the “SAM” tab and selecting “correct” at the bottom of page. If the information is not correct, you must update the information in SAM, not NVDB. NVDB is updated daily from SAM.
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