Purpose of the NASA Vendor Database

The NVDB allows representatives from both small and large vendors who wish to do business with NASA to:

• Post capability briefs
• Receive e-mail updates regarding:
  – Sources Sought Notices
  – Requests for Information (RFIs)
  – Requests for Proposals (RFPs)
  – Office of Small Business Programs (OSBP) newsletter
  – Outreach Events
Benefits

• To NASA:
  – Market Research
  – Expanding knowledge of Agency opportunities to vendors
  – Assist Agency in meeting socio-economic goals

• To Vendor:
  – Agency-wide visibility
  – Vendor-to-vendor access
  – Agency and Center notifications
    • Procurements
    • Events
    • News
    • Surveys
Access the NVDB

- Go to 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
Accessing/Creating Vendor Accounts

NASA Vendor Database

Welcome to the NASA Vendor Database (NVDB). This database is open to all vendors, both large and small, who wish to do business with the National Aeronautics and Space Administration. As company representatives, vendors can post capability briefs in any format and sign up for e-mail messages on Source Sought Notices, the NASA Office of Small Business Programs Newsletter, Requests for Information (RFIs), or Requests for Proposals (RFPs).

Click here to register

Registered users login here
Before You Register

• Data Universal Numbering System (DUNS)
  – Have your DUNS number available during the registration process
  – Visit [https://www.sba.gov/contracting/getting-started-contractor/get-d-u-n-s-number](https://www.sba.gov/contracting/getting-started-contractor/get-d-u-n-s-number) for more information

• System for Award Management (SAM)
  – Verify and update as needed vendor information in SAM
  – NVDB receives automatic updates from SAM nightly
Registration: Account Creation

• 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.)
Upon entering the NVDB, you will be prompted to update your password.
Registration: Vendor Record Management

- Verify that company data on the System for Award Management (SAM) has transferred by selecting “Correct” at the bottom of page and clicking “Confirm Data”.

- 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).
Subcontracting Module

• The subcontracting module is a useful tool that is available as a separate option for registrants.

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

• For firms, colleges, and universities looking for subcontracting opportunities, this module provides 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.
Registration:
Vendor Record Management

• Click “Vendor,” then “Manage My Vendor Record.”
• Enter your company DUNS number.
• 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
Subcontractors Search Criteria

The "key word" search searches within the data fields below for subcontractor(s) only. Any data in these fields containing the "key word" value will be displayed.

- Business Name
- Division Name
- NASA Business Category
- DUNS Number
- DUNS Matching List
- NAICS Number
- NAICS Category
- NAICS Codes
- CAGE Code
- City
- State/Province
- Zip Code

- Both registered NVDB Subcontractor Module users and NASA Employees can search the Subcontractor Database.
• After entering search parameters, select a subcontractor from the generated list.

• Some companies have multiple entries, in which case you’ll click on the “DUNS” link before the “Business Name”
Subcontractor Company Data

- Information displayed for subcontractors/vendors includes subcontractor/vendor-entered data pulled from the System for Award Management (SAM), and uploaded capability statements, if provided.
To Opt-Out of NVDB Emails, select:

- Administration
- Manage Email
- Opt-Out from NVDB E-Mails
- Enter your e-mail address
- Select “Please Remove Me”
Don’t Get Left Behind

• Your NVDB password is getting old:
  – Password update: A password must be changed every 60 days. It must be at least 12 characters in length and satisfy two of these three conditions:
    - Contain an uppercase character
    - Contain a special character
    - Contain a number

• Subscription renewal:
  – When requested, renew your subscription annually. If you have forgotten your password, just request another. Remember that your username is your e-mail address.

• Locked accounts:
  – Send password reset requests to smallbusiness@nasa.gov. Be sure to include your first & last name, company name, and DUNS number in your email.
Contact OSBP

NASA Office of Small Business Programs
Tel: (202) 358-2088
Point of Contact:
Truphelia M. Parker, Program Specialist

E-mail: smallbusiness@nasa.gov
Website: www.osbp.nasa.gov

NASA Vendor Database:
https://vendors.nvdb.nasa.gov