

GovCon365 Vendor Portal

for Microsoft Dynamics 365 Business Central

Give Your Vendors a Secure Front Door to Business Central

GovCon365 Vendor Portal: a secure supplier portal for self-service onboarding, invoicing, and payments on Microsoft Dynamics 365 Business Central.

At a glance

- Self-service onboarding, invoicing, and payments
- Built on Microsoft Dynamics 365 Business Central
- Purpose-built for GovCon (FAR & SAM.gov)
- No per-user fees
- Secure sign-in: email OTP, or password plus MFA
- Sensitive changes governed by BC approval workflows
- Admin console with full audit logging
- Identity confirmation before any bank change

A self-service supplier experience, built on the platform you already run

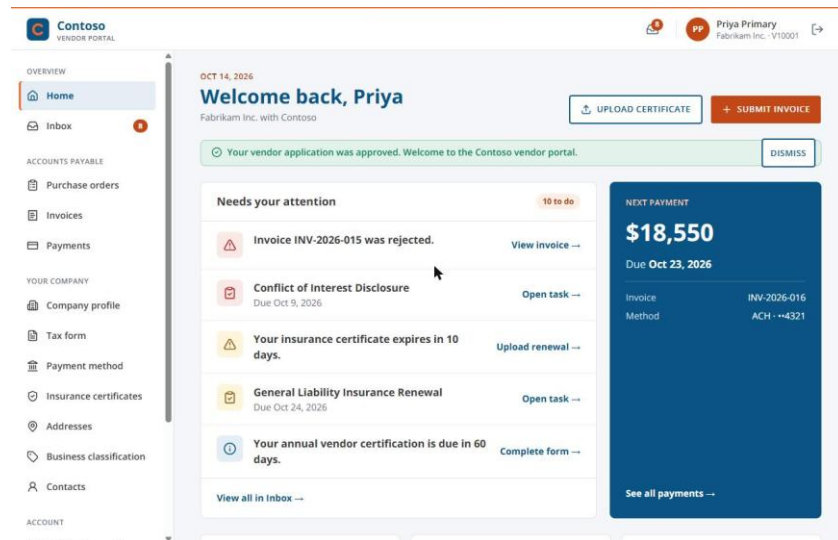


Figure 1 — Vendor dashboard: alerts, balances, and recent activity at a glance.

Your vendors still email PDF invoices, call AP for status, and send banking changes over insecure channels. The GovCon365 Vendor Portal replaces that friction with a secure, self-service front door to your Business Central data.

Vendors view purchase orders, submit and track invoices, monitor payments, and keep tax, banking, insurance, and compliance documents current — while every sensitive change flows back through Business Central approval workflows. There is no new system of record: Business Central remains the single source of truth, and the portal simply extends it to the people who need it most.

Your vendors get answers on their own. Your AP team gets its time back. And Business Central stays your single source of truth.

Why it matters

Less AP workload

Vendors self-serve status, documents, and updates instead of calling and emailing.

Cleaner invoicing

PO-validated submissions reduce errors, exceptions, and rework.

Compliance built in

Tax, insurance, and FAR classifications captured and tracked by design.

No new silo

Business Central stays the system of record; the portal extends it.

Why GovCon365 customers choose it

Built on Business Central

No second database to sync. Your data and approvals carry straight through.

Made for GovCon

SAM.gov lookup and FAR 52.219-1 classification are built into onboarding.

Proven with GovCon365 customers

First built for a federal contractor that provides professional services.

Delivered by your team

The same XTIVIA team that implements and supports GovCon365.

No per-user fees

Invite every vendor and user you need. Cost stays flat as your supplier list grows.

Capabilities

The Vendor Portal spans the full supplier lifecycle — from first invitation through onboarding, transactions, compliance, and ongoing account management — with a dedicated admin experience for your staff.

Onboarding & Registration

- **Secure invitation** — a portal-hosted, verifiable invitation; existing vendors see their record pre-filled.
- **Guided 7-step application** — Business Info, Tax (W-9 / W-8BEN), Banking & ACH, Insurance, SAM.gov lookup, FAR 52.219-1 classification, and Review & Submit.
- **Save & resume** — each step saves as a draft; applicants can return and resume.
- **SAM.gov verification** — live SAM.gov entity lookup by UEI or CAGE for federal vetting and compliance checks.
- **Application status** — applicants can check status (In Review, Approved, Rejected, More Info Requested) after submitting.

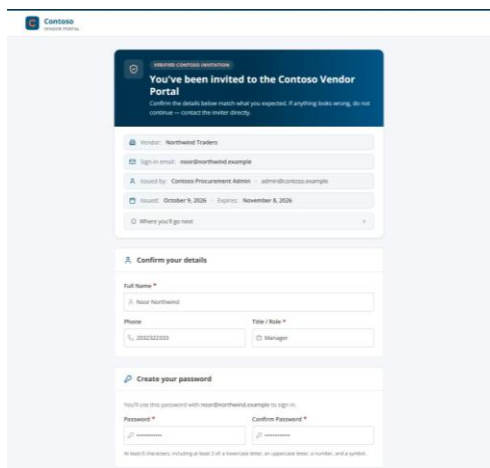


Figure 2 — Verifiable, anti-phishing invitation — confirm details before signing in.

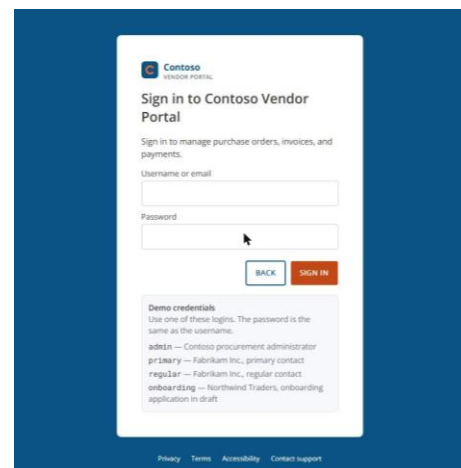


Figure 3 — Secure sign-in: email OTP, or password plus MFA.

Purchasing & Invoicing

- **Purchase order visibility** — ceiling amount, invoiced-to-date, utilization %, remaining balance, end date, and PDF download.
- **Invoice submission** — submit against an open PO with live, line-level ceiling validation, drag-and-drop upload, and a final-invoice flag.
- **No-PO invoices** — invoices without a PO are supported with explicit acknowledgment.
- **Invoice tracking** — filter and search by status with live updates: In Process → Approved → Paid.

Payments

- **Payment history** — filterable payment history sourced from Business Central vendor ledger entries.
- **YTD summary** — year-to-date paid and pending totals.
- **Methods & batches** — ACH and check methods, with batch-payment drill-down to constituent invoices.

Compliance & Documents

- **Compliance task inbox** — vendors see tasks you assign and a Received → Submitted → Under Review → Approved status timeline.
- **Notices** — automated, acknowledgeable notices for invoice and purchase-order events.
- **Tax form management** — upload W-9 / W-8BEN / W-8BEN-E with version retention; downloads of blank forms.
- **Insurance certificates** — upload certificates with version history; your staff records expirations that drive renewal reminders.
- **Broker delegation** — delegate certificate upload to an agent or broker via a secure, single-use, time-limited link — no portal account required.

Figure 4 — Guided onboarding — Step 1 of a 7-step application.

Figure 5 — Invoice submission with live, line-level PO ceiling validation.

Self-Service Account Management

- **Contacts** — Primary and Regular roles, portal invitations, and disable — always preserving at least one primary user.
- **Addresses** — primary, payment-remittance, and other addresses, each optionally linked to a contact.
- **Business classification** — update business size and diversity certifications post-onboarding with full history.
- **Profile & preferences** — organization profile and per-user email notification preferences.

Admin — for Your Staff

- **Vendor directory** — view the full roster with status filters (Approved, In review, More Info Requested, Draft, Rejected), search, and sorting.
- **Invite & resend** — invite new vendors into onboarding and resend invitations.
- **Bulk onboarding** — upload a vendor file exported from Business Central to invite existing vendors in bulk.
- **User management** — per-vendor portal users: invite, change role, disable, and re-enable.
- **Impersonation & audit** — temporarily act as a vendor user to troubleshoot — every action captured in the activity log.

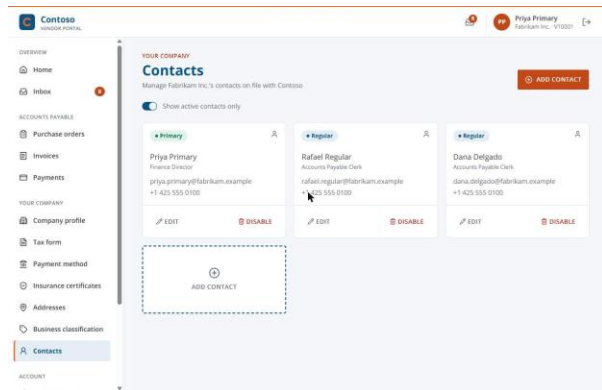


Figure 6 – Self-service contacts – vendors manage their own users.

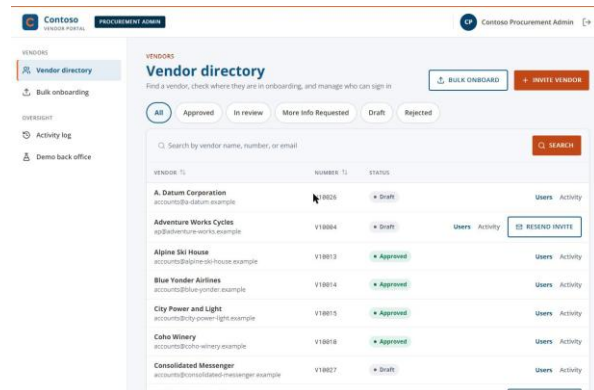
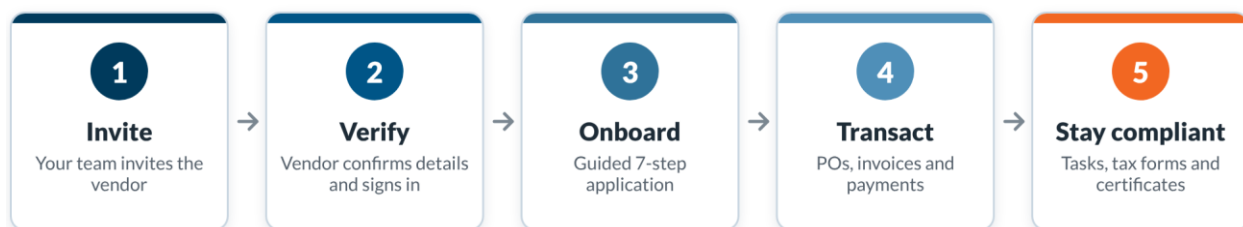


Figure 7 – Admin console – manage the full vendor directory.

Security & Trust, by Design

- **Authentication** – sign-in the way you choose – a one-time passcode (OTP) sent to the vendor user's email, or a password plus multi-factor authentication (MFA).
- **Data isolation** – every Business Central call is scoped to the authenticated vendor server-side; clients cannot override it.
- **Sensitive data** – bank account numbers and TINs are masked in every response and never returned in full.
- **Identity check for bank changes** – bank details stay locked until the vendor verifies their identity again (through a one-time code), and changes are verified by your team before they take effect.
- **Approval workflow** – banking and tax-form changes route through a Business Central approval workflow before taking effect.
- **Document storage** – documents are stored in SharePoint; clients never receive storage URLs.
- **Trust & audit** – anti-phishing verified-invitation pages and comprehensive audit logging of vendor and admin actions.

How It Works



Your team manages the entire vendor lifecycle from the admin console – and because it is built on Business Central, your existing processes and data carry straight through.

Request a demo of the GovCon365 Vendor Portal

Book a demo
Schedule time with our
solution experts

Call us
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