



Certification and Compliance System

Vendor Management Guide

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The system contains thousands of registered vendors. Each vendor account contains information about the vendor’s business, including contact information, certification status, and contract/concession participation.

All vendors are part of the master vendor database. They can be all, none, or any combination of certified firms, prime contractors, subcontractors, and concessions vendors. You create relationships and populate your organization’s vendor database when you contract with or certify vendors.

- TIP:** IMPORTANT NOTE: FOR VENDORS
1. If your firm has an expired certification; the firm will not be visible in the directory.
 2. If your firm submitted a certification application and pending approval; your firm will not appear in the directory until approved and published to the directory by SDDD.

Accessing vendor accounts

You can perform a search to locate the vendor whose information you want to view.

To search for a vendor and view vendor information

1. From the navigation menu, click **Search**.
2. Click **Vendors**.
3. Enter the search parameter(s).
4. Click **Search First 20 Matches** or **Search All Matches**.
5. In the search results, access vendor information by clicking **Go To...**

Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table...

Business Name	Location	Phone Number	Actions
TEST	LARGO, MD	000-000-0000	Go To... ###

Understanding the Vendor Profile

From the Vendor Profile, you can manage vendor information. Each tab is an editable section of the vendor record. Click the tabs to navigate through the complete profile.



Viewing Business Information

In the following example, view general business information and additional information and edit any entry. If editing, click **Save Changes** to save your edits or click **Return** to cancel your edits.

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Adding addresses

You can add addresses from the Vendor Profile: General Information page.

To add addresses

1. Click **New Address**.
2. Enter the address information.
3. Click **Save**.
The Vendor Profile: Business Information page displays.
4. In the **Selected Addresses** box, assign the address as a default, if necessary.
5. Click **Save Changes**.

Viewing profiles

Vendors can maintain a profile page that other users can use to evaluate the business. Vendors can add business and contact information, vendor licenses, and payment and delivery options.

- Order Information. Displays information about the vendor, such as the vendor’s general business hours.
- Customer Service Information. Displays information customers can use to contact the vendor, such as the Customer Service phone numbers.
- Business Information. Displays information about the vendor’s business, such as the vendor’s Web site address, a vendor description, number of employees, and annual revenues.
- Vendor Licenses. Lists industry information, such as

industry licenses, certifications, and organization memberships

Working with users

You can view a list of all user accounts for the business. Vendors can add an unlimited number of active users. You can add, edit, or delete users.

Adding users

Listed are all user accounts for this vendor. To view a user's information, click the user's name. Inactive users that have not accessed their account within the past two years are shaded.

Users					
Name	Title	Contact Role(s)	Last Login	User Number	Actions
Test			8/29/2019	###-0001	Copy Deactivate
Tester, Test (inactive user)	Test Owner	Certifications, Contracts, General, Insurance, Invoicing, Owner, Prevailing Wage, Sales		###-0002	Copy Deactivate

You can add users from the Vendor Profile: Users page.

To add a user

1. To access the Vendor Profile: Users page, search for and open the vendor's profile, and then click the Users tab
2. Click Add User.
3. Enter user information.
4. Click Save.

Editing users

You can edit user information from the Vendor Profile: Users page.

To edit user information

1. To access the Vendor Profile: Users page, search for and open the vendor's profile, and then click the **Users** tab.
2. Click the user's name.
3. Make your changes on the user profile.
4. Click Save Changes.

Deleting users

Vendor users are assigned to different record types in the system. To ensure that your transactions always have a valid point of contact, you must contact Customer Support to delete a vendor user. The support team will review the user assignments and process the account deletion.

Working with commodity codes

You can view a vendor's commodity codes on the Vendor Profile: Commodity Codes page.

TEST System Vendor Number: #####

Listed are commodity and service codes assigned to this business. These codes are unrelated to any other record, including certifications, registrations, and contracts. This list is general in nature and to be used for describing all work areas for the business. Refer to the business' certification record for certified commodity and service codes. To add more commodity or service codes, click **Add Commodity Codes**.

Assigned Commodity Codes			
Type	Code	Description	Action
NAICS	5416	Management, Scientific, and Technical Consulting Services	Delete
NAICS	54161	Management Consulting Services	Delete

Adding a commodity code to the vendor profile

You can add commodity codes to a vendor's profile from the Vendor Console: Commodity Codes page.

To add a commodity code to the vendor's profile

1. To access the Vendor Profile: Commodity Codes page, search for and open the vendor's profile, and then click the **Commodity Codes** tab.
2. Click **Add Commodity Codes**.
3. Search for and locate the code you want to add.

Commodity Codes: Browse

Browse the code list clicking **Drill Down** or the linked code number (available if there are lower tier codes). Click **Search** to search by code number keyword. If multiple code lists are available, you can change the selected list in the drop down list under the search box. Click any **Add** link to select a code; when finished, click **Return** to return to the record.

Actions	Code Type	Code	Code Description
Drill Down Add	NAICS	11	Agriculture, Forestry, Fishing and Hunting (More)
Drill Down Add	NAICS	21	Mining, Quarrying, and Oil and Gas Extraction (More)
Drill Down Add	NAICS	22	Utilities (More)
Drill Down Add	NAICS	23	Construction (More)
Drill Down Add	NAICS	31	Manufacturing (More)
Drill Down Add	NAICS	32	Manufacturing (More)
Drill Down Add	NAICS	33	Manufacturing (More)
Drill Down Add	NAICS	42	Wholesale Trade (More)
Drill Down Add	NAICS	44	Retail Trade (More)
Drill Down Add	NAICS	45	Retail Trade (More)
Drill Down Add	NAICS	48	Transportation and Warehousing (More)
Drill Down Add	NAICS	49	Transportation and Warehousing (More)
Drill Down Add	NAICS	51	Information (More)
Drill Down Add	NAICS	52	Finance and Insurance (More)
Drill Down Add	NAICS	53	Real Estate and Rental and Leasing (More)
Drill Down Add	NAICS	54	Professional, Scientific, and Technical Services (More)
Drill Down Add	NAICS	55	Management of Companies and Enterprises (More)
Drill Down Add	NAICS	56	Administrative and Support and Waste Management and Remediation Services (More)
Drill Down Add	NAICS	61	Educational Services (More)
Drill Down Add	NAICS	62	Health Care and Social Assistance (More)

Drill Down	Add	NAICS	71	Arts, Entertainment, and Recreation (More)
Drill Down	Add	NAICS	72	Accommodation and Food Services (More)
Drill Down	Add	NAICS	81	Other Services (except Public Administration) (More)
Drill Down	Add	NAICS	92	Public Administration (More)

6. Click **Add**.
7. Click **OK** to confirm you want to add the code.
8. Click **Return** to view the list of assigned commodity codes.

Working with contacts and owners

You can view a list of the business primary contacts and owners on the Vendor Profile: Contacts & Owners page.

Vendor Profile: Contacts & Owners

Test	System Vendor Number: #####
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* required entry

Business Contacts	
Select a user for each type of contact.	
Main Contact *	<input type="text"/>
Primary Owner *	<input type="text"/>
Sales Contact *	<input type="text"/>
Contracts Contact *	<input type="text"/>
Certifications Contact *	<input type="text"/>
Invoicing Contact *	<input type="text"/>
Prevailing Wage/Certified Payroll Contact *	<input type="text"/>
Insurance/Risk Management Contact *	<input type="text"/>

Changing the contact for a company account

You can change a vendor's contact information on the Vendor Profile: Contacts & Owners page.

To change a company's contact

1. To access the Vendor Profile: Contacts & Owners page, search for and open the vendor's profile, and then click the **Contacts & Owners** tab.
2. In the **Business Contacts** box, select the contact from the list.
3. Click **Save Changes**.

Test

System Vendor Number: #####

Employee List

Action s	Sele ct	▲ Employee	Status	Emp .#	Positio n	Location	Apprentice
	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	

No records found. Select different filter criteria or add an employee.

Editing owners of a firm

You can change the firm’s owner on the Vendor Profile: Contacts & Owners page.

To change a firm’s owners

1. To access the Vendor Profile: Contacts & Owners page, search for and open the vendor’s profile, and then click the **Contacts & Owners** tab.
2. View the **Owners** box to see owners currently assigned to this firm.
3. In the **Actions** column, click the **Edit** hyperlink for the owner you want to change.
4. Update the information.
5. Click **Save** to complete.

Understanding certifications

You can view certification information for vendors on the Vendor Profile: Certifications page. To view a certification, you can click the **View** hyperlink for the certification for which you want to view details.

Current Certifications

No current certifications

Applications

Status	Application Number	App Type	Organization	Dates	Contact	Actions
Processing Complete	004	CLB New Application	Prince George's County Government	Started: 4/3/2019 Submitted: 4/3/2019 Received: 4/4/2019	Test	View
Ineligible for Certification	000	SBE New Application	Prince George's County Government	Started: 9/15/2015 Submitted: 9/15/2015	Test	View

Submitted, Pending Receipt	001	CBB/CBSB New Application	Prince George's County Government	Locked: 9/15/2015 Received: 9/15/2015 Started: 6/19/2019 Submitted: 6/19/2019	Test	View
Submitted, Pending Receipt	002	MBE Reciprocal Application	Prince George's County Government	Started: 5/27/2019 Submitted: 5/27/2019	Test	View
Submitted, Pending Receipt	003	Recertification Application	Prince George's County Government	Started: 5/27/2019 Submitted: 5/27/2019	Test	View

Questions?

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