

PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Procurement



Vendor Registration Process

1.	Potential Supplier registers online. Registration Link: Click Here https://erpvendorapp.sap.mypgc.us
2.	Registration is received in the SAP supplier inbox
3.	The EIN is sent to the IRS for verification
4.	Once verified, the potential supplier is approved and moved from the inbox to the potential supplier box.
5.	The supplier receives 3 emails. • The first email contains the username • The second email contains the password • The last email contains the questionnaire that must be completed to move from “potential supplier” to supplier. In this step, the supplier must attach the Letter of Good Standing from the state where the company is head quartered and the Certificate of Insurance. The supplier registration is not considered complete until the questionnaire has been completed and submitted.
6.	The supplier will log in to the data maintenance to complete the questionnaire and complete setting up their account profile to include the banking information which is required: Data Maintenance Link Click Here https://erpvendorapp.sap.mypgc.us/sap/bc/bsp/srsmc/s3g_ext/default.htm?sap-client=110&sap-language=EN
7.	The Registration Administrator(s) will review the questionnaire completeness to include the letter of good standing and the certificate of insurance
8.	If accepted, the potential supplier is promoted to supplier and distributed through the software as a registered supplier with Prince George’s County Government. The supplier is considered a purchasing vendor and can receive Purchase Orders and payments through the County’s payment system.