










PRINCE GEORGE'S COUNTY SUPPLIER REGISTRATION PROCESS



1.	Potential Supplier registers online
	 Registration Link https://erpvendorapp.sap.mypgc.us/registration
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
	 <u>Data Maintenance Link</u> https://erpvendorapp.sap.mypgc.us/sap/bc/bsp/srsmc/s3q_ext/default.htm?sap-client=110&sap-language=EN
7.	The Registration Administrator(s) will review the questionnaire for data accuracy 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.



Is your firm a Local, Small, Minority, Disadvantaged and/or Veteran owned business? If so, certifying your firm with Prince George's County's Supplier Development and Diversity (SDDD) Division will allow you to receive preference points when responding to procurement opportunities. Please fill out your [certification application](#) to apply.