Certification and Compliance System

Vendor Registration

&

System Overview

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Certification & Compliance System

Home Page

1. Account Access Account Look Up
2. Search Certified Directory
3. Certification & Compliance Registration
4. CCS System Training
5. About the Certification & Compliance System (CCS)

Account Look Up

Search by parameters such as Business name, location, email, etc. Searching by the Tax identification number is the more effective and quick way to locate your business if you have an account.

1. Select Information for Vendors
2. Select the Account Lookup link (located at the bottom of the pop-up window)
3. Enter your company's information/ Tax ID in parameters
4. If your company is already in the system, the username will appear and you will be able to log in. You can also add a new user to your company here.

How do I login?

1. If you were able to look up your account usually by username (email address) but you do not remember your password
2. Select Request Username and Password to reset your password. Note: If the account doesn't have a current email you will not receive the log in email.
3. Once you have your username and password, proceed to **Login**.

I have my username but how do I change my password?

After you receive the reset e mail password or log in, from the **Edit Settings** menu:

1. Click **Change Password**.
2. In the **Old Password** field, type your old password.
3. In the **New Password** and **Type New Password Again** fields, type your new password.
4. Click **Save**; your new password is effective immediately.

I have an account but I forgot the password/ a previous staff member set up the account

From the system home page:

1. In the **System Access Login** box, click the **Forgot Password** link.
3. Enter your email address, username, or user number (format: ########-###) in the field and click **Submit.**
4. An email and/or fax username/password reminder will be sent to you within minutes.

Registration

Apply for Registration

Apply for Certification & Compliance Registration

Thank you for your interest in doing business with Prince George's County!

Using the Certification & Compliance System, the registration process takes only a couple of minutes. After registering your company, you will automatically be logged into the system and directed to complete our Vendor Certification Application.

Important: If your firm is listed as a Prime or Subcontractor on a current Prince George's County contract, you are required to register your firm even if your firm is not eligible for certification. If you have any questions, please contact OCScontractcompliance@co.pg.md.us.

All firms interested in doing business with Prince George's County are encouraged to complete our Vendor Certification Application. Benefits of registration include the ability to receive notifications of upcoming procurement opportunities and more.

Reminder: You must also register with Contracts and Procurement Online Registration for Procurement Opportunities.

To continue, please select an option below.

New CCS Registration

Your firm is not currently registered.
Create Account

I Forgot My Username & Password.
Lookup CCS Account

Renew or Update Your CCS Registration

I Know My Username & Password
Login

I Forgot My Username & Password
Lookup CCS Account

After logging into your account, you will be directed to the application form. Click **"Apply for Certification"** link on the right side of the **"Dashboard."**

If you require technical assistance while completing the application, please use our online support form.

Important Vendor Information

CLOSE

To become a Prince George's County Registered Procurement Supplier. Your firm must be registered in SAP for Procurement Opportunities. Additionally, to maintain your firms' certification and compliance on a Prince George's County contract, you must also be

Apply for Certification & Compliance Registration

1. New CCS Registration
2. You must have a valid and active e mail address
3. Create a password for yourself, please note this password should not be shared. You will have the opportunity to add additional users to your business profile. Each user may establish a password for their use.

CCS Questionnaire

You must have the following to complete the questionnaire:

1. Tax Identification Number

2. Company Name, Type, Phone, and Email

3. Company Address and P.O. Box if applicable

4. Company District – if your business is headquartered/located in the County, please select the applicable zip code. If your business is not in the County; select N/A.

5. Ethnicity and Gender

6. Previous year Gross revenue

7. Business Designation- Please select (one) 1 of the business categories that reflect the primary service that your company provides

8. Primary contact person information

9. Commodity Codes: search and select your business NAICS codes/descriptions. You may select as many applicable codes as you choose. However we encourage you to select codes that your company directly provides services for to assist with our strategic sourcing and outreach pertaining to procurement opportunities.

10. PGC does not require any documentation for registration or the Questionnaire; however you have the option to attach documents if applicable. You are required to submit documentation for your online application and contracts if applicable in separate modules.

CCS Questionnaire

Apply for Certification & Compliance Registration

Entity Information

Contact for this submission *	Test Tester, Test Owner ▼
	Select a contact person for this record; all notices will be sent to this person.
Primary Company Email *	ocscontractcompliance@co.pg.md.us
Tax ID Number *	000000000 (Federal Tax ID)
Company Type *	LLC ▼
Company Address *	Address
	1801 McCormick Dr
	City
	Largo
	U.S. States/Provinces Canadian Provinces
	MD ▼ or ▼
	U.S. Zip Code Canadian Postal Code
	20774 - or
	Country
	United States ▼
P.O Box Address *	Address
	3225 N Central Ave #120

Company District *	Please select the Council of your corresponding domicile zip code.
	○ **Council 1** - 20704; 20705; 20707; 20708; 20709; 20725; 20726; 20740; 20741; 20783; 20903; 20904
	○ **Council 2** - 20712; 20722; 20781; 20782; 20783; 20788; 20903; 20912
	○ **Council 3** - 20703; 20706; 20737; 20738; 20740; 20741; 20742; 20769; 20770; 20781; 20782; 20783; 20784; 2078
	◉ **Council 4** - 20705; 20706; 20708; 20715; 20716; 20717; 20718; 20719; 20720; 20721; 20768; 20769; 20770; 2077
	○ **Council 5** - 20706; 20710; 2072,0 20721; 20722; 20737; 20743; 20769; 20774; 20781; 20784; 20785
	○ **Council 6** - 20720; 20721; 20743; 20746; 20747; 20753; 20772; 20774; 20775; 20790; 20791; 20792; 20799
	○ **Council 7** - 20731; 20743; 20745; 20746; 20747; 20748; 20752; 20757; 20785
	○ **Council 8** - 20744; 20745; 20746; 20748; 20749; 20750; 20762
	○ **Council 9** - 20601; 20607; 20608; 20613; 20616; 20623; 20735; 20744 20748; 20772; 20773; 20774
	○ N/A
Primary Owner Ethnicity *	◉ African American
	○ Asian American
	○ Caucasian
	○ Eskimo/Aleut
	○ Hispanic American
	○ Native American
	○ Other
	If Other, please enter the ethnicity of the primary owner.
Primary Owner Gender *	○ Male
	◉ Female
Is the primary owner a Disabled Veteran? *	○ Yes
	◉ No
Last Year Gross Revenue *	If not in business last year enter 0.
	20,000
Company Phone Number *	Format as ###-###-####
	301-000-0000
Company Fax Number	Format as ###-###-####
Business Designation *	○ **Construction** - Construction, Architecture/Engineering, Building, Highway, Trade (Construction).

CCS Questionnaire cont.…

CCS Questionnaire cont....

Questionnaire: Review Questionnaire

Please review your entries and click Edit if any require update.

Questionnaire — Edit

Name	PGC's Procurement Questionnaire
Description	Prince George's County Vendor Registration Questionnaire
Status	Pending Submission

Entity Information — Edit

Contact for this submission	Test Tester
Contact Email	OCScontractcompliance@co.pg.md.us
Company Email	ocscontractcompliance@co.pg.md.us
Tax ID Number	000000000
Company Type	LLC
Company Address	1801 McCormick Dr Largo, MD 20774
P.O Box Address	3225 N Central Ave #120 Phoenix, AZ 85014

General Company Information — Edit

Company Website	Not answered.
Company District	Council 4 - 20705; 20706; 20708; 20715; 20716; 20717; 20718; 20719; 20720; 20721; 20768; 20769; 20770; 20771; 20774
Primary Owner Ethnicity	African American
Primary Owner Gender	Female
Is the primary owner a Disabled Veteran?	No
Last Year Gross Revenue	20,000
Company Phone Number	301-000-0000
Company Fax Number	Not answered.
Business Designation	Wholesale/Distribution - Wholesale & Distribution, Wholesale Merchandise, Industrial Manufacturing, Industrial Wholesale.

Primary Business Contact Details — Edit

Title	Ms
First Name	Staff
Last Name	Staffer
Contact Department	Not answered.
Contact Primary Position/Job Title	Owner
Phone Number	301-000-0000
Fax Number	Not answered.
Email	ocscontractcompliance@co.pg.ms.us

Commodity Codes — Edit

NAICS 423	Merchant Wholesalers, Durable Goods (More)
NAICS 423990	Other Miscellaneous Durable Goods Merchant Wholesalers (More)

**Additional Information** — Edit

Comments	

The undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

Signature — Edit

Signature * Type your full, legal name)	
Your Title *	
Your Organization *	Tucson Test 1
Today's Date *	5/27/2019 (mm/dd/yyyy)

☐ I declare that I have completed the information contained in this registration and to the best of my knowledge and belief it is true, correct and complete. I have read the Data Privacy Statement and accept the terms. I understand that the information provided in this Vendor Registration for the Prince George's County will be provided to and used by State Agencies and Universities for official business related to the procurement of State contracts.

CCS Questionnaire cont….
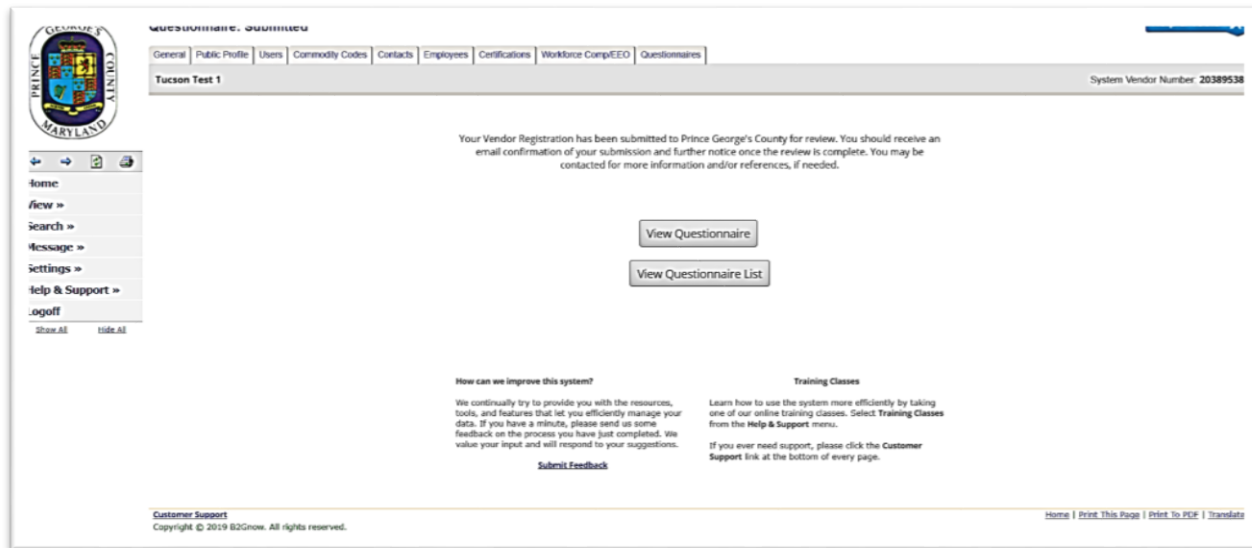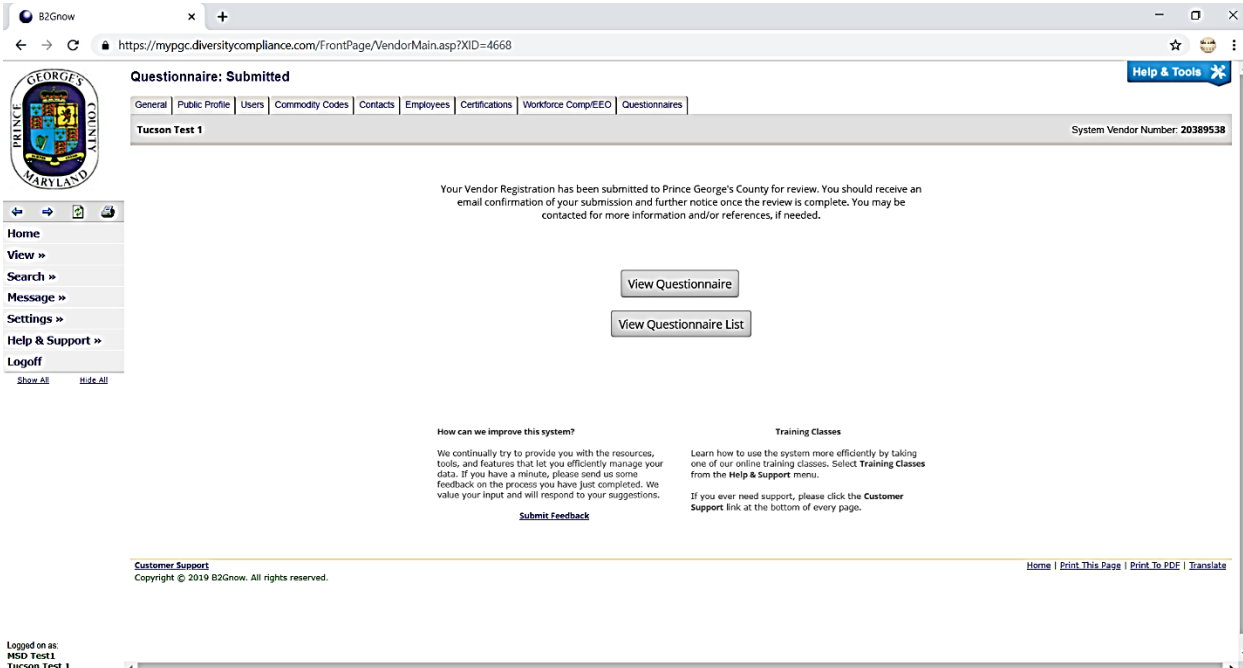
1. Select View Questionnaire to check status of approval
2. Select tabs to above to update General Information including Profile page, users, commodity codes, contacts, and employees.

CCS Questionnaire cont….

From the Vendor Profile Questionnaire:

1. Click on the Home button to Navigate to your Dashboard
2. Begin to customize your dashboard

System Overview

Dashboard

1. Key Actions widget will list Start/Renew Questionnaire, Renew/Apply for Certification, and Take a Training class. The training classes are offered online by B2G Now but these classes are system specific. If you require training on the Prince George's County Certification & Compliance System visit: CCS Homepage

2. Left Column: Home, View, Search, Message, Settings, Help & Support, and Log Off are available to select options

3. Use Blue forward and back arrows to navigate through the system

4. When you complete your Questionnaire and Application they will appear on your dashboard

5. Certification Center: When your certification is complete; you will be able to view your certification

6. Contracts: You will be able to view contracts that your assigned to as a Prime and/or Subcontractor

7. Alerts: Here you will see alerts for expiring certifications, actions needed, and contract payments if applicable

8. System News: Add to wish list, submit missing certification request, set alerts, or RSVP for online system training

9. Configure: You can change your password, edit Business information and edit account settings.

10. Contact Support from any page will screenshot the page your on to assist reporting a problem

Messages

How do I send a message?

1. Click **Messages.**
2. Compose Message, enter email address, and attach files if applicable
3. Review message and send

Account Configuration *and Settings*

How do I edit my own account settings?

From the **Edit Settings** menu:
1. Click **Your Settings.**
2. Select an option link.
3. Complete your changes.

How do I log out?

1. From the left menu, at the bottom, click **Log Off**.
2. Click **OK** in the pop-up alert.

System Menu Options

When you log in to your account, the menu on the left provides quick access to all functions in the system. Click the main categories to reveal additional sub-items, and click those items to link to the selected function in the right display window. *Note: As new functions are added, the menu system is extended and sometimes rearranged for efficiency.*

Menu Item	Description
← Go back	➡ Go forward	⟳ Refresh the page	🖨 Print the page

Quick Search: [ ] GO — Enter a search term and click Go to search the contract, concession, outreach, vendor, and user databases. Because all data types are searched, this can sometimes take longer.

Home — Return to the main page of your account. You can also click the logo in the top left.

View »

My Contracts	A listing of your contracts.
My Contract Audits	A listing of your contract audits.
My Certifications	A listing of your certifications.
My Concessions	A listing of your concessions.
My Concession Audits	A listing of your concession audits.
My Outreach Projects	A listing of outreach available to you.
Messages	A listing of the messages you've sent and received in the system.

Search »

Vendors	Search the entire vendor database.
Certified Vendors	Search the certified vendor directory.
Contracts	Search the contracts database.
Concessions	Search the concessions database.
Outreach Projects	Search the outreach projects database.
Users	Search for a specific system user (staff or vendor).

Message »

Send a Message	Write and send a message to any system user.
Contact Support	Get help with using the system.
Submit Feedback	Contact us with your thoughts and suggestions about the system.
Report a Problem	Report to us an issue that you're having with the system.

Edit Settings »

Change Password	Change your password.
Your Settings	Update your user account settings.
Business Settings »	
Business Info	Update your business information.
Vendor Profile	Update your vendor profile.
User List	View all authorized users in your business.
Add a User	Add a new user to your business.
Account Preferences	Update account preferences for your business.
Commodity Codes	Update commodity codes.
Subscription Services	Manage value-added subscriptions.

Help & Support »

Help System	View the online help for the system.
Forums	View the online forums/knowledge base.
Vendor Quick Guide	Download the Vendor Quick Guide in PDF format.
Vendor Training Manual	Download the Vendor Training Manual in PDF format.
Contact Support	Get help with using the system.
Submit Feedback	Contact us with your thoughts and suggestions about the system.
Report a Problem	Report to us an issue that you're having with the system.

System »

System Status Board	Check the status of the system, including listings of maintenance and upgrades.
Contact B2Gnow	Contact our team.
About B2Gnow	View information about the software that powers the system, including version information.

Logoff — Log off from the system.

| Show All   Hide All | Click to show or hide all of the menu options listed above |

B2Gnow Support
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Questions???
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