

The Maryland National Capital Park and Planning Commission

Supplier Registration Guide

Issued By: Corporate Procurement Services





Supplier Registration Guide

Welcome to our Procurement registration guide! Whether you are signing up for the first time or simply need a refresher, this guide will walk you through the entire registration process. Our goal is to make your experience as smooth and straightforward as possible, so you can quickly get started in the process to become Vendor.

Supplier versus Vendor

The difference between a **supplier** and a **vendor** in this context is primarily based on their status in the procurement process and their eligibility to receive a Purchase Order (PO).

Supplier

- A supplier is a company or individual that has been identified as a potential provider of goods or services.
- Suppliers are added to the bidders list, meaning they are eligible to participate in the bidding process based on their registered commodity code
- A supplier must go through a **conversion process** to become a vendor before they can transact with the organization.

Vendor

- A vendor is a fully onboarded and approved entity in the procurement system.
- Unlike a supplier, a vendor **can receive a PO** and engage in financial transactions with the company.
- Once a supplier is converted into a vendor, they can formally supply goods or services as per the agreement.

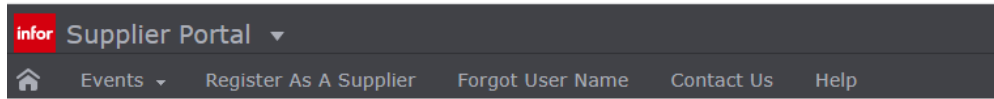
Registering as A New Supplier

1. Navigate to: www.mncppc.org/register
2. Click **Register As A Supplier**





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Events

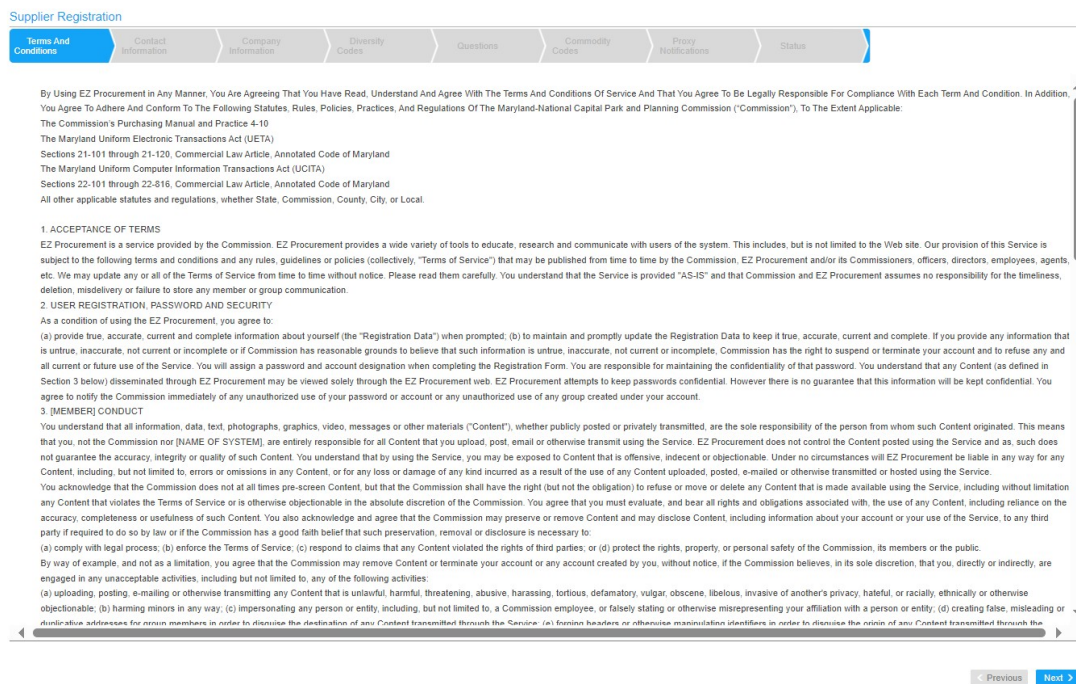
- [Browse Open Events](#)
- [Search Events](#)
- [Bid Tabulations](#)

Supplier Portal

The Supplier Portal facilitates the exchange of information between a b

- Self-service supplier registration and account maintenance
- Support for multiple commodity codes per supplier and contact
- Improved communication via messages, including support of elect
- Document upload capability
- Enables data to be accessible in one location

3. On the **Terms and Conditions** tab, through the terms and conditions. Please be sure to read thoroughly. Click **Accept Terms and Conditions** and then **Next**.



4. On the **Contact Information** tab complete all required fields. The required fields are designated by the asterisk "*". When Registering please remember the following:

- a. **Username:** Your login username is case sensitive and space sensitive. The Username should not contain any spaces or special characters.
- b. **Password:** Your password minimum password length is 8 (eight) characters with **NO REPEAT CHARACTERS**. [i.e., Apple]. Do not use your username





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- c. **Phone Number:** If there is no landline, please enter your mobile phone number in the phone number slot. When entering the phone number, the FIRST field is **INTERNATIONAL PREFIX**. The second field is where you would enter your local phone number. The entire number should be input into the second field in the following format: **XXX-XXX-XXXX**

Supplier Registration

Terms And Conditions <input checked="" type="checkbox"/>	Contact Information	Company Information	Diversity Codes	Questions	Commodity Codes	Proxy Notifications
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Become A Supplier - Create An Account

* User Name:

* Password:

* Confirm Password:

Enter Information About Yourself

Title:

* First Name:

* Last Name:

* Phone Number: Ext: (international prefix, phone number, extension)

Mobile Phone: Ext: (international prefix, phone number, extension)

Fax Number: Ext: (international prefix, fax number, extension)

* Email Address: You will be set to receive email notifications; use update account information to change flag

Don't have an email address? Create one here: [Create Email Address](#)

* = Required

5. When all required fields are completed, Click **Next**
6. On the **Company Information** tab, you will enter information about the company. The required fields are designated by the asterix "*". When Registering please remember the following:
 - a. **Doing Business As:** If there is a Trade Name or DBA, please enter it Here.
 - b. **Remit To Address Is The Same As Mailing Address:** if the Payment Remittance Address is the same as the mailing address, click the checkbox. If it is different, please enter the remittance address.





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Supplier Registration

Terms And Conditions <input checked="" type="checkbox"/>	Contact Information <input checked="" type="checkbox"/>	Company Information	Diversity Codes	Questions	Commodity Codes	Pr Notific
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Company Information

* Company Name:	<input type="text" value="ABCVendor2024"/>	Doing Business As:	<input type="text"/>
Dun & Bradstreet:	<input type="text"/>	Business Type:	<input type="text" value="Corporation"/>
* Tax Id Type:	<input type="text" value="Federal Tax Id"/>		
* Tax Id:	<input type="text" value="234576897"/>	Numbers only. Example: 123456789	
Global Location Number:	<input type="text"/>	Website:	<input type="text"/>

Address Information

		Remit to name and address	
		Remit To First Name:	<input type="text"/>
		Remit To Last Name:	<input type="text"/>
		<input checked="" type="checkbox"/> Check If Remit To Address Is The Same As Mailing Address	
Mailing address			
* Country:	<input type="text" value="United States of America"/>	Country:	<input type="text" value="United States of America"/>
* Address Line 1:	<input type="text" value="6611 Kenilworth Ave"/>	Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text" value="Suite 300"/>	Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>	Address Line 3:	<input type="text"/>
Address Line 4:	<input type="text"/>	Address Line 4:	<input type="text"/>
* City:	<input type="text" value="Riverdale"/>	City:	<input type="text"/>
* State Province:	<input type="text" value="Maryland"/>	State Province:	<input type="text"/>
* Zip Code:	<input type="text" value="20737"/>	Zip Code:	<input type="text"/>
County:	<input type="text"/>	County:	<input type="text"/>

* = Required

Company Name*	In this section you will enter the Legal Business name. If you are registering as an individual, you will enter your Legal Name. *Note- This is the name the check will be made out to.
Doing Business As	A DBA, or "doing business as," is a name that a business uses to operate under, which is different from its legal, registered name. This is also known as an assumed, trade, or fictitious name. Registering a DBA allows a business to conduct operations under a name that may be more recognizable or marketable than its legal name. For example, a sole proprietor named John Smith



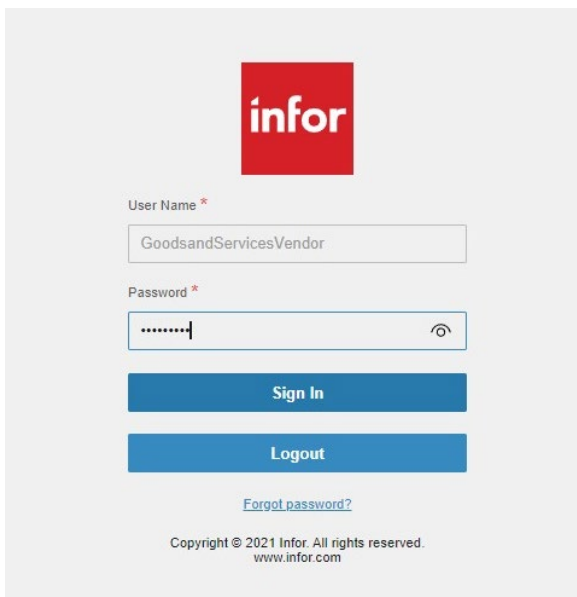


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	might register a DBA to operate as "Smith's Plumbing Services" instead of using his personal name
Dun & Bradstreet	Dun & Bradstreet is known for its Data Universal Numbering System (DUNS numbers), a unique identifier for each business entity.
Global Location Number	A Global Location Number (GLN) is a unique identifier used to identify locations within a business or organization.

7. When all required fields are completed, Click **Next**.

8. After filling out the Company Information tab, you will then proceed to a sign-in page. Input the password you set and verified on the Contact Information tab, then select "Sign In"



The screenshot shows the Infor sign-in interface. At the top is the Infor logo. Below it are two input fields: "User Name *" with the text "GoodsandServicesVendor" and "Password *" with masked characters and a visibility toggle icon. There are two blue buttons: "Sign In" and "Logout". A link for "Forgot password?" is located below the buttons. At the bottom, the copyright notice reads: "Copyright © 2021 Infor. All rights reserved. www.infor.com".

9. After signing in, you will be directed to the **Diversity Code** tab.
 - a. A diversity code is a classification used to identify and categorize businesses based on their ownership by minority, female, or disabled individuals. These codes help organizations track and promote supplier diversity by ensuring that businesses from underrepresented groups have opportunities to participate in procurement processes.
 - b. When registering as a new supplier, if you do not fall under the categories of a Minority, Female, or Disabled vendor, you can skip the diversity code section.



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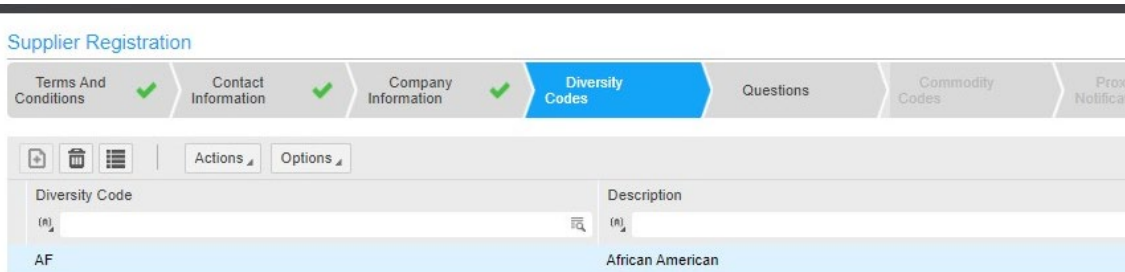
However, if you are an MFD vendor, you should select the appropriate diversity code by clicking on the Helper List

Supplier Registration



Diversity Code	Description
(A) Helper List	(A)

10. The Helper List will open the "**Active Diversity Codes**" list. Select the check box next to the appropriate diversity code, Click **Attach to Supplier** button and then click the **Close** button
 - a. When Selecting a Diversity Code, note the following example:
 - i. **FE-** represents Non-Minority Women



Diversity Code	Description
AF	African American

11. Once the selected Diversity code is attached to the record, all required fields are completed, Click **Next**
12. On the **Questions** Tab, You will need to upload a complete signed and dated W9 form. The answer for question one must be **Yes** and a **W9 form is required** to be uploaded. Complete the remaining required questions. When completing the Questions tab please remember the following:





Supplier Registration Guide

Supplier Registration

Terms And Conditions	Contact Information	Company Information	Diversity Codes	Questions	Com Codes
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1 Do you have a current completed W-9 form for your organization? All vendors must have a current W9 for bid award t
[fw9.pdf](#)
 Both response and attachment are required
 *Answer:
 *Attach document:

- a. **Attach Document:** Once you upload your document, you will see "**C:\fakepath\thenameofyourfile**" This is **NOT** an Error but a security measure to protect your information.
- b. **ACH:** Download the ACH form in question 2. Complete the form according to the Instructions on page one and return it to ACH@mncppc.org. The ACH from should be submitted once you receive your 6 digit Vendor Number.
- c. **Supplier Diversity:** If you are a certified MBE (Minority Business Enterprise); DBE (Disadvantaged Business Enterprise); WBE (Women's Business Enterprise); SBE (Small Business Enterprise); VBE Veteran Business Enterprise; or Other, Be sure to choose **Yes** on questions 3 through 5 and upload your certificate.

2 *The Commission's preferred method of payment is via Automated Clearing House (ACH). This allows the deposit of funds directly into your bank account, making it the fastest, most efficient, and secure way to receive timely payments. In order to receive payment via ACH, you must first be a registered vendor with the Commission and have a vendor number. You may refer to the Vendor Guide to learn more about how this process works and to complete the vendor registration process and obtain a vendor number. Please direct all ACH inquiries and concerns to ACH@mncppc.org.*

Have you Downloaded the ACH form?
[ACH FY24.pdf](#)
 Answer:

3 Is your firm a Small Business?
 Response is required
 *Answer:

4 Is your firm a certified MBE (Minority Business Enterprise); DBE (Disadvantaged Business Enterprise); WBE (Women's Business Enterprise); SBE (Small Business Enterprise); VBE Veteran Business Enterprise; or Other?
 Response is required
 *Answer:
 Attach document:

5 Is your firm a certified diverse firm. ie. (African American, Asian Owned, Disabled Owned, Female Owned, Hispanic Owned, or Native American) If so, please complete the Diverse Code tab.
 Response is required
 *Answer:

13. Once the **Question** tab is complete, Click **Next**


14. After uploading your documents, you will need to choose a **Commodity Code**



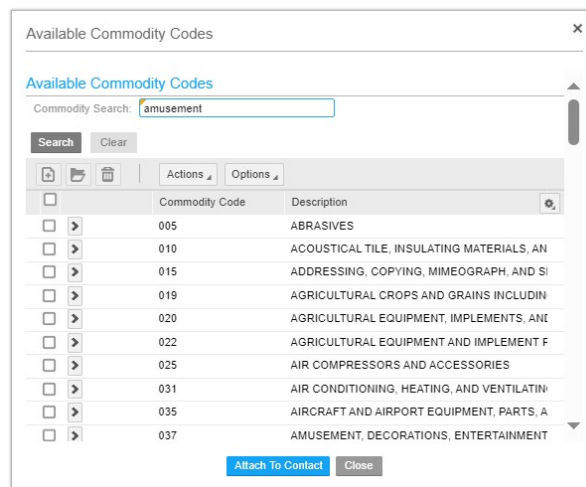


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- a. A commodity code is a standardized identifier used to classify goods and services for procurement purposes. These codes facilitate the organization and categorization of commodities and are essential in matching suppliers with opportunities that suit their products or services.

15. Click the **Helper List** , click into the **Commodity Search** field and type in your service. If no exact commodity is available for your service, choose a similar commodity.

- a. To display codes with a description that includes a specific keyword, enter only that word. **Example:** office.

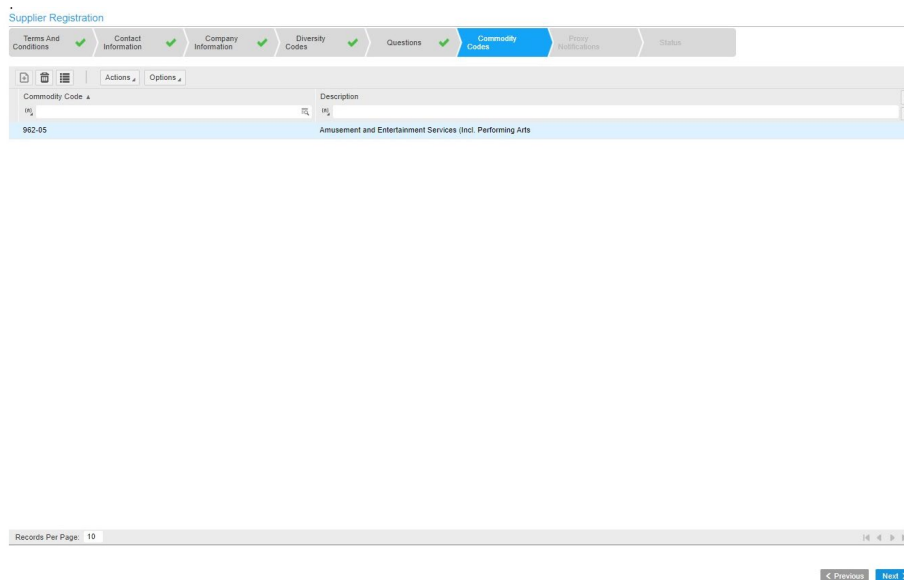


The screenshot shows a dialog box titled "Available Commodity Codes" with a search bar containing "amusement". Below the search bar is a table of commodity codes and descriptions. The table has columns for "Commodity Code" and "Description".

Commodity Code	Description
005	ABRASIVES
010	ACOUSTICAL TILE, INSULATING MATERIALS, AN
015	ADDRESSING, COPYING, MIMEOGRAPH, AND SI
019	AGRICULTURAL CROPS AND GRAINS INCLUDIN
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, ANI
022	AGRICULTURAL EQUIPMENT AND IMPLEMENT F
025	AIR COMPRESSORS AND ACCESSORIES
031	AIR CONDITIONING, HEATING, AND VENTILATIN
035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, A
037	AMUSEMENT, DECORATIONS, ENTERTAINMENT

Buttons at the bottom include "Attach To Contact" and "Close".

16. Find all applicable codes and click **Attach To Contact**. When all are selected, click **Close**.



The screenshot shows the "Supplier Registration" process flow. The "Commodity Codes" step is active. Below the flow, a table displays the selected commodity code and description.

Commodity Code	Description
982-05	Amusement and Entertainment Services (incl. Performing Arts)

At the bottom, there are navigation buttons: "Records Per Page: 10", "Previous", and "Next".





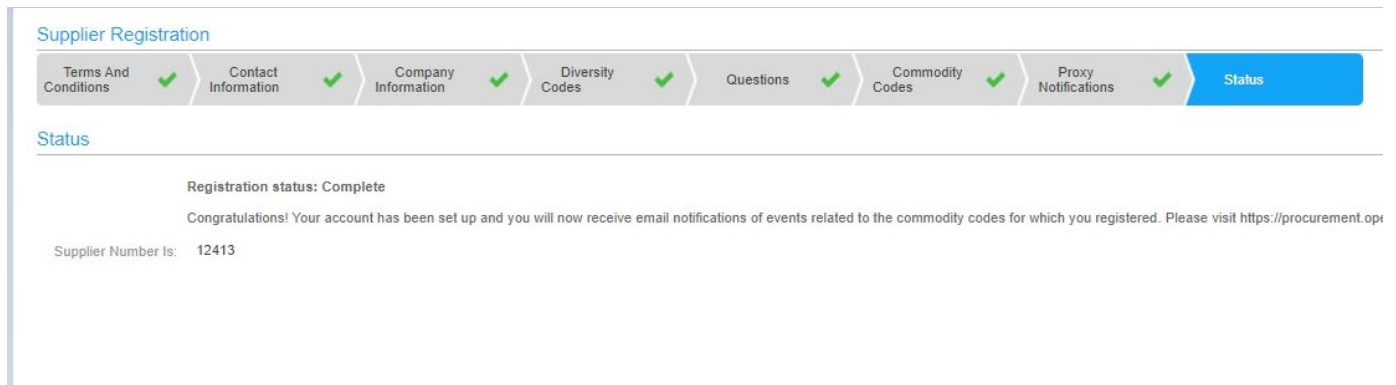
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Note: You must select a commodity code. You will only be notified of events that have commodity code classifications matching your setup. You may select any and all applicable commodity codes specific to your lines of business. You may view and respond to any event listed on our E-Bidding site: Opengov.com

17. Once the **Commodity Codes** tab is complete, Click **Next**

18. Once all tabs have been completed, you will receive a Congratulations message and a **Supplier Number**. The **Supplier Number** should be given to the Commission representative that you are working directly with in order for your profile to be verified and a Vendor Number Assigned by Corporate Procurement and Accounting.

Note: The Supplier Number should be given to the Commission representative that you are working directly with. You will not receive a vendor number following the registration process. The vendor number is a unique identifier utilized for internal procurement processing and will be provided to your internal contact after verification.



The screenshot shows a progress bar for 'Supplier Registration' with the following steps: Terms And Conditions (checked), Contact Information (checked), Company Information (checked), Diversity Codes (checked), Questions (checked), Commodity Codes (checked), Proxy Notifications (checked), and Status (active). Below the progress bar, the status is 'Complete' and the message reads: 'Congratulations! Your account has been set up and you will now receive email notifications of events related to the commodity codes for which you registered. Please visit <https://procurement.op>'. The Supplier Number is listed as 12413.

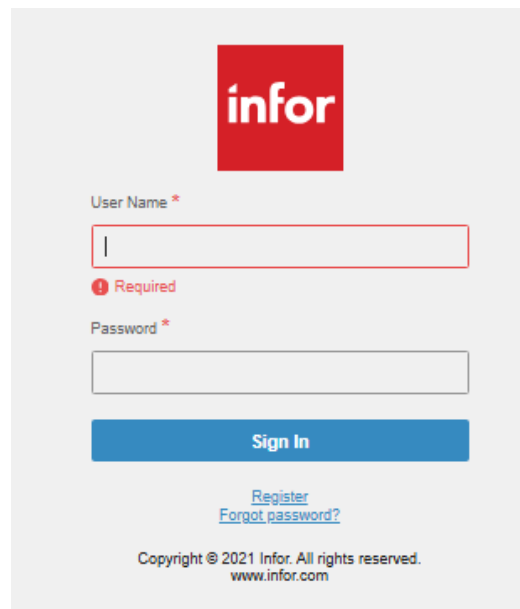




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Maintaining your record

1. Go to the Supplier Portal website: www.mncppc.org/register
2. In the top right corner, find “Anonymous Anonymous” and select “Sign In”



The screenshot shows the Infor login page. At the top center is the Infor logo, a red square with the word "infor" in white. Below the logo are two input fields: "User Name *" and "Password *". The "User Name" field has a red border and a red exclamation mark icon with the word "Required" below it. Below the "Password" field is a blue "Sign In" button. At the bottom of the form are two links: "Register" and "Forgot password?". At the very bottom, there is a copyright notice: "Copyright © 2021 Infor. All rights reserved. www.infor.com".

3. Upon logging in you will be taken to the home screen. The menu on the left will allow you to navigate around your account:
 - **Messages:** Inbox
 - **Orders Management:** Orders, Invoices, Exceptions
 - **My Account:** Update Account Information

Orders Management

The M-NCPPC supplier portal allows vendors access to see their Purchase Orders and their Invoices within their supplier portal record.

After logging in, find the **Order Management** tab, there will be two options: **Order** and **Invoice**

Orders

Under the Orders tab, Vendors will be able to see all purchase orders generated under this vendor number. There are multiple views available to the vendor:





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- Open Purchase Orders
- Shipment not Received
- Shipment Due in the Next Week
- Shipments Overdue
- Open Order Lines
- Closed Orders

PO Number	PO Date	Delivery Date	Amount	USD
563001	2/26/2025	2/26/2025	1,989.84	USD
562999	2/26/2025	2/26/2025	1,469.50	USD
561274-0-SERV	10/30/2024		7,464.00	USD
560708	10/1/2024	10/1/2024	1,968.00	USD
559937-0-SERV	8/19/2024	8/19/2024	1,000.00	USD
559345	7/22/2024	7/22/2024	1,987.50	USD
559089	7/9/2024		2,199.00	USD
558866	6/21/2024	6/28/2024	1,100.00	USD
558855	6/21/2024	6/28/2024	0.00	USD
558438	6/6/2024	6/6/2024	3,768.75	USD
558089	5/21/2024	5/21/2024	1,063.75	USD
557419	4/16/2024	4/16/2024	1,012.50	USD
557352	4/11/2024	4/11/2024	1,079.00	USD
557190	4/2/2024	4/2/2024	1,148.84	USD
557086	3/26/2024	3/26/2024	1,063.50	USD
557010	3/21/2024	3/21/2024	1,200.00	USD
556679-0-SERV	3/5/2024	3/5/2024	1,669.00	USD
556385	2/20/2024	2/20/2024	1,190.00	USD
555571	12/29/2023	1/2/2024	708.00	USD
554742	10/31/2023	3/3/2025	1,521.50	USD

The open purchase orders screen will have all key details including **Purchase Order (PO) Number**, **PO Date**, **Amount** and **PO Status**. If you click on the **Details** button on each purchase order you can see all the details including the separate lines items.

Invoices

Under the Invoice tab, Vendors will be able to see all invoices and their status. There are multiple views available to the vendor:

- Invoice Number
- PO Number
- Type
- Status
- Invoice Date
- Due Date
- Invoice Amount





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Invoice	PO Number	Type	Status	Invoice Date	Due Date	Invoice Amount	
448402324	558438	Credit Memo	Open	8/24/2025	8/24/2025	-2,882.00	USD
448402324	558438	Invoice	Open	8/24/2025	8/24/2025	2,882.00	USD
448402285	558438	Credit Memo	Open	8/24/2025	8/24/2025	-138.25	USD
448402285	558438	Invoice	Open	8/24/2025	8/24/2025	138.25	USD
456784353	559937-0-SERV	Invoice	Paid	2/18/2025	2/18/2025	85.00	USD
456468900	557419	Invoice	Paid	2/8/2025	2/8/2025	88.00	USD
456051289	559937-0-SERV	Invoice	Paid	1/28/2025	1/28/2025	85.00	USD
456016616	556576-0-SERV	Invoice	Paid	1/27/2025	1/27/2025	118.00	USD
455975094	557419	Invoice	Paid	1/25/2025	1/25/2025	86.00	USD
455975013	558089	Invoice	Paid	1/25/2025	1/25/2025	92.50	USD
455974942	548177	Invoice	Paid	1/25/2025	1/25/2025	126.48	USD
455883873	554742	Invoice	Paid	1/21/2025	1/21/2025	86.00	USD
455882711	535874	Invoice	Paid	1/21/2025	1/21/2025	138.25	USD
455740037	555571	Invoice	Paid	1/16/2025	1/16/2025	59.00	USD
455161259	556089	Invoice	Paid	1/15/2025	1/15/2025	171.00	USD
455142141	556576-0-SERV	Invoice	Paid	12/30/2024	12/30/2024	118.00	USD
455101996	558089	Invoice	Paid	12/28/2024	12/28/2024	92.50	USD
455057759	555571	Invoice	Paid	12/26/2024	12/26/2024	59.00	USD
454993339	553465	Invoice	Paid	12/23/2024	12/23/2024	303.00	USD
454891377	557190	Invoice	Paid	12/19/2024	12/19/2024	95.72	USD

The All Invoices screen will have all key details including **Invoice Number, PO Number, Type, Status, Invoice Date, Due Date** and **Invoice Amount** a. If you click on the **Details** button on each invoice you can see all the details.

Update Account Information

Under the Update Account Information tab, vendors will be able to update all information relevant to their account including:

- Contact Information
- Diversity Codes
- Commodity Codes
- Contacts

When making a change, just update the information in the correct location and then the save button will appear in the upper left corner.

Account Information

Save

Supplier Information

