

Dun & Bradstreet's Contractor Management Portal

SYSTEM USER GUIDE

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Introduction

The Contractor Management Portal is a simple Web interface that allows S&L government agencies or vendors wishing to do business with state and local agencies to purchase an SQR (Supplier Qualifier Report) or IBIR (International Business Information Report) in countries where a SQR report is not available, via a Credit Card Transaction.

This enables agencies to automate supplier registration, vet and evaluate existing and potential new suppliers.

For additional help, please contact your D&B Government Representative, or contact D&B's Customer Service Center at 800-424-2495.

TO ACCESS THE D&B'S CONTRACTOR MANAGEMENT PORTAL (CMP), PLEASE CLICK ON THE BELOW LINK OR CUT AND PASTE THE FOLLOWING URL INTO YOUR BROWSER:

<https://supplierportal.dnb.com/webapp/wcs/stores/servlet/SupplierPortal?storeId=11696>

Click on “Find Your Company”

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Dun & Bradstreet Government Solutions Contractor Management Portal


[Find Your Company](#)

WELCOME

D&B's Contractor Management Portal (CMP) allows for a contracting agent to perform supplier evaluations responsibility determinations by purchasing a Supplier Qualifier Report on an existing or potential vendor. This portal is also available for use by a contracting vendor, who wants to submit their own company's Supplier Qualifier Report to a government agency for consideration. To begin your state contractor evaluation or vendor verification process, please register as a new user on the left hand side of this page.

[Customer Support](#) [Privacy Policy](#) [Help](#)

To progress through the portal, use the available navigation buttons. Do not use the back or forward buttons on your browser window

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Seven Easy Steps






FIND YOUR COMPANY

Enter your Company Name, Address, City and State; or if you have your Company D-U-N-S Number enter the 9 digit number & click "Search"

[Help](#) | [Home](#)



Dun & Bradstreet Government Solutions Contractor Management Portal

Step 1 of 1

1 Find Your Company **Company Search** [Select Company](#) [Confirm Company](#)

This service is for the exclusive use of companies who wish to do business with Contractor Management Portal.
Choose one of the options below to search for your company. You may search by company name or D-U-N-S Number. Fill in all required fields and click "Search" to continue.

Search by Name

* Company Name	Address
<input type="text"/>	<input type="text"/>
City	State/Province
<input type="text"/>	<input type="text"/>
Postal Code	* Country
<input type="text"/>	Please select a country <input type="text"/>

Search by D-U-N-S Number

Enter the company's 9 digit D-U-N-S Number below


* D-U-N-S Number

OR

* required

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PLEASE CALL D&B'S GOLD SERVICE AT 800 424-2495 WITH ANY QUESTIONS

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SELECT FROM CANDIDATE LIST

From the search results select the company you want the report on and view company details.
If you do not see a match click change search criteria.

The screenshot shows the 'Find Your Company' page in the Dun & Bradstreet Government Solutions Contractor Management Portal. The page includes a search bar, a list of search results, and navigation buttons. The search results are as follows:

Company Name	Address	City	State/Province	Country	Telephone
<input type="radio"/> GORMAN MANUFACTURING COMPANY, INC.	492 KOLLER ST	SAN FRANCISCO	CA	US	6505550000
<input type="radio"/> GORMAN MANUFACTURING COMPANY, INC.	1073 S BOYLE AVE	LOS ANGELES	CA	US	6505550000
<input type="radio"/> GORMAN MFG CO INC	8125 JUNIPERO ST STE A	SACRAMENTO	CA	US	5306620211
<input type="radio"/> GORMAN, DENNIS	12 W KENTUCKY AVE	WOODLAND	CA	US	5306627750
<input type="radio"/> GORMAN MFG & SUPPLY CO	6516 MATTOS LN	SACRAMENTO	CA	US	9163810282

Buttons at the bottom of the table: View Company Details, Change Search Criteria.

***NOTE: IF YOU CANNOT LOCATE YOUR COMPANY, PLEASE CALL DUN & BRADSTREET'S GOLD SERVICE AT 800.424.2495**

Click “Confirm Selection” if this is the company you want your report on

The screenshot displays the Dun & Bradstreet Government Solutions Contractor Management Portal. The header includes the Dun & Bradstreet logo and the title "Dun & Bradstreet Government Solutions Contractor Management Portal". A navigation bar at the top right contains "Help | Home". The main content area is titled "Step 1 of 1" and "Find Your Company". Below this, there are three tabs: "Company Search", "Select Company", and "Confirm Company", with "Confirm Company" being the active tab. The form contains several input fields with the following values: D-U-N-S Number (804735132), Company Name (GORMAN MANUFACTURING COMPANY), Address (492 KOLLER ST), City (SAN FRANCISCO), State/Province (CA), Postal Code (94110), and Country (US). At the bottom of the form, there are three buttons: "Confirm Selection", "Change Search Criteria", and "Return to View Match Results". The footer includes "Customer Support | Privacy Policy | Help", a progress instruction: "To progress through the portal, use the available navigation buttons. Do not use the back or forward buttons on your browser window", and "Powered by 3".

Help | Home

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Dun & Bradstreet Government Solutions Contractor Management Portal

Step 1 of 1

Find Your Company

1 Find Your Company

Company Search Select Company **Confirm Company**

D-U-N-S Number 804735132

Company Name GORMAN MANUFACTURING COMPANY

Address 492 KOLLER ST

City SAN FRANCISCO

State/Province CA

Postal Code 94110

Country US

Confirm Selection Change Search Criteria Return to View Match Results

Customer Support | Privacy Policy | Help

To progress through the portal, use the available navigation buttons. Do not use the back or forward buttons on your browser window

Powered by 3

Important: Please enter the name, address, and e-mail information for the individual you want to receive a copy of the D&B report. Note: For username, enter full name of report recipient.


The screenshot displays the Dun & Bradstreet Government Solutions Contractor Management Portal. The page is titled "Step 1 of 1" and "Create/Update Supplier Certification". A sidebar on the left indicates the current step is "1 Find Your Company". The main content area contains a form for entering report recipient information. The form fields are as follows:

Field	Value
First Name *	Leslie
Last Name *	Smith
Username *	Leslie Smith
Email Address *	lsmith@goman.com
Address *	492 KOLLER ST
City *	SAN FRANCISCO
State/Province *	California
Postal Code *	94110
Country *	United States

Buttons for "Submit" and "Cancel" are located at the bottom of the form. A small asterisk and the word "required" are visible below the form fields. The footer of the page includes "Customer Support", "Privacy Policy", "Help", a navigation instruction, and "Powered by 3".

Check box and click “confirm” to accept license agreement and move to credit card information screen.

[Help](#) | [Home](#)



Dun & Bradstreet Government Solutions Contractor Management Portal

1 Find Your Company

Payment Confirmation

Please verify your Supplier Certification order

Please confirm the following items in your order are correct and review the End User License Agreement below. Upon acceptance, please click the “Confirm” button to continue.

Company Name	Product	Sub Total	Cost
GORMAN MANUFACTURING COMPANY, INC.	Supplier Portal Registration Product- Yearly	\$91.95	\$91.95
		Tax	\$0.00
		Total Cost	\$91.95

User's License Agreement

End User Licence Agreement

1. Restrictions on Use

1.1 This Dun & Bradstreet, Inc. SQR accessed through the D&B CONTRACTOR MANAGEMENT PORTAL (CMP) web site is subject to this End User Application. The SQR is licensed to you (the 'End User') by Dun & Bradstreet, Inc. ('D&B') for your D&B CONTRACTOR MANAGEMENT PORTAL (CMP) web site supplier application only. Such license is a non-exclusive, non-transferable, limited license for the Term, and it is subject to the restrictions set forth herein. D&B shall also make the SQR available to D&B


Note: Final charges to your credit card will include all applicable sales tax. All charges are in U.S. dollars.

I have read and do accept the User's License Agreement

Confirm
Cancel

[Customer Support](#) | [Privacy Policy](#) | [Help](#)

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The information on this page should come from the user who is paying for the report.

The required fields should represent the information from the users credit card and their billing address to complete the transaction.

Provide your Billing and Credit Card Information

Card Type * American Express ▾

Card Number *

Expiration Date * ▾ ▾

CVV/CID * ([What is this?](#))

First Name * Leslie

Last Name * Smith

Billing Address 1 * 492 KOLLER ST

Billing Address 2

City * SAN FRANCISCO

State * California ▾

Zip/ Postal code * 94110

Country * UNITED STATES ▾

* = required fields



VIEW PRINT RECEIPT AND REPORT

REMEMBER TO VIEW AND PRINT A COPY OF YOUR RECEIPT AND YOUR SQR REPORT

What to do next? Important



View and Print Your Receipt



View and Print Your SQR Report

Special Notes

- When the credit card order is confirmed it is always charged immediately
- In the event that a report is not available, call D&B's Gold Service at 800 424-2495
 - If an investigation is needed, that normally takes between 5 to 7 business days
- Once the report becomes available, it will be automatically delivered
- There is no additional charge for this routine investigation