



Decide with Confidence

# Supplier On Ramp User Guide

for

**D&B's CONTRACTOR MANAGEMENT  
PORTAL**



# Introduction



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Supplier on Ramp is a simple Web interface that allows S&L government agencies or vendors wishing to 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:

[http://www.dnbgov.com/state\\_contractor.php](http://www.dnbgov.com/state_contractor.php)

***NOTE: Supplier On Ramp is compatible with Internet Explorer 5.5+***

# Six Easy Steps...

*To supplier evaluation/registration*



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**1**

Search for  
company

**2**

Select  
from your  
candidate  
list

**3**

Confirm  
registration

**4**

Accept  
license  
agreement

**5**

Process  
secure  
payment  
transaction

**6**

Print  
confirmation  
for your  
records

# Step 1 – Search for a Company



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## Search for a business either by Company Name or D&B's D-U-N-S



### Supplier Registration Process - Step 1: Search For Your Company

This service is for the exclusive use of companies who wish to do business with D&B'S CONTRACTOR MANAGEMENT PORTAL (CMP) .

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 to step 2.

*\*Indicates mandatory field.*

1 Search company		2 Select company		3 Confirm registration	
<a href="#">Company Name (Domestic)</a>	<a href="#">D-U-N-S® Number (Domestic)</a>	<a href="#">Company Name (International)</a>	<a href="#">D-U-N-S® Number (International)</a>		
Company Name:*	<input type="text"/>				
Address :	<input type="text"/>				
City :	<input type="text"/>				
State :*	<input type="text" value="---Please Select a State---"/>				
Zip code :	<input type="text"/>				
					<input type="button" value="Search"/>

[Contact Us](#)

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# Step 2 – Select from Candidate List



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Choose the company you want the report for by clicking the Select button



## Supplier Registration Process - Step 2: Select Your Company

Please select your company from the list below by clicking on the "Select" button. If your company is not listed, you may [revise your search](#) or [start a new search](#).

If you have problems finding your company you may:

1. Contact our Customer Resource Group by clicking on the "Contact Us" link at the bottom of the page.
2. If you need to get a D-U-N-S® Number, [register your company](#) within D&B's database.

1 Search company	2 Select company	3 Confirm registration
	<b>Company Name</b>	<b>Address</b>
<a href="#">Select</a>	GORMAN MANUFACTURING	12 W KENTUCKY AVE , WOODLAND , CA , 956955837 , Ph-5306627750
<a href="#">Select</a>	GORMAN MANUFACTURING COMPANY, INC	492 KOLLER STREET , SAN FRANCISCO , CA , 94110 , Ph-6505550000
<a href="#">Select</a>	GORMAN MFG CO INC	8129 JUNIPERO ST STE A , SACRAMENTO , CA , 958281603 , Ph-5306620211
<a href="#">Select</a>	GORMAN MANUFACTURING COMPANY, INC	1073 S BOYLE AVE , LOS ANGELES , CA , 900231246 , Ph-5306620211

# Step 3 – Confirm Registration



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To complete the registration, click on the Confirm Registration button



Supplier Registration Process - Step 3: Complete Registration

1 Search company	2 Select company	3 Confirm registration
<p><i>D-U-N-S</i> ® Number 804735132</p> <p>GORMAN MANUFACTURING COMPANY, INC 492 KOLLER STREET</p>		
<b>Report</b>		<b>Cost</b>
SQR	Supplier Qualifier Report	\$91.95
<p>Once you have verified all your information is correct, click the "Confirm Registration" button below. The next step in the registration process will ask you to provide your credit card number for purchase of two D&amp;B reports.</p> <p><i>Note: Once you click the "Confirm Registration" button below, you will not be able to edit the information you provided.</i></p>		
<a href="#">◀ Previous</a>		<a href="#">▶ Confirm Registration</a>

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# Step 4 – Accept License Agreement



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## Confirm End User License Agreement and click Complete Registration



### Supplier Registration Process - Step 4: End User License Agreement

\*Indicates mandatory field.

1 Search company	2 Select company	3 Confirm registration
<p>Fill out the requested information below and click the "Complete Registration" button below to receive a confirmation with a copy of your purchased D&amp;B report.</p> <p><i>Note: Once you click the "Complete Registration" button below, you will not be able to edit the information you provided.</i></p> <p>* <b>Company Name:</b> <input type="text"/></p> <p>* <b>Email address:</b> <input type="text"/></p> <p><i>Note: Spam-blockers and other security features on your computer or network could block the email that we send along with the HTML report attachment. Please make sure that you are able to receive emails from <a href="mailto:support@db.com">support@db.com</a>. Add <a href="mailto:support@db.com">support@db.com</a> to your address book or safe send.</i></p> <p><b>End User License</b></p> <p>1. Restrictions on Use.</p> <p>1.1 This Dun &amp; Bradstreet, Inc. SQR accessed through the D&amp;B'S CONTRACTOR MANAGEMENT PORTAL (CMP) web site is subject to this End User Application. The SQR is licensed to you (the 'End User') by Dun &amp; Bradstreet, Inc. (D&amp;B) for your D&amp;B'S CONTRACTOR MANAGEMENT PORTAL (CMP), 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&amp;B shall also make the SQR available to D&amp;B'S CONTRACTOR MANAGEMENT PORTAL (CMP). End User shall not request or make available the SQR for the use of others, including for any parent, subsidiary, affiliated entity.</p> <p><i>Note: Final charges to your credit card will include applicable sales tax. All charges are in U.S. dollars.</i></p> <p><input type="checkbox"/> <b>Yes, I have read and agree to the End User License agreement stated above.</b></p> <p><a href="#">Previous</a> <a href="#">Complete Registration</a></p>		

[Contact Us](#)

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# Step 5 – Process Secure Payment Transaction



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## Select Payment Option and click the Submit button



### Credit Card Information

Enter your credit card information as it appears on your credit card billing statement:

Card Type \*

Card Number \*

Expiration Date \*

CVV \*  [\(What is this?\)](#)

First Name \*

Last Name \*

Billing Address 1 \*

Billing Address 2

City \*

State \*

Zip/ Postal code \*

Country \*

\* = required fields



ABOUT OUR CERTIFICATES



# Step 6 – Print Confirmation



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## Print your Confirmation for your records

### Special Note:

- The end user is always charged immediately.
- In the event that a report is not available, an investigation will automatically be initiated. The investigation 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.