

Georgia Department of Community Health

Instructions for acquiring your Dun & Bradstreet Supplier Qualifier Report (SQR).

Step 1: Go to D&B's Contractor Management Portal:

<http://www.dnb.gov/state-local/contractor-management-portal>

Step 2: Scroll down to the section "State, Local, and Provincial Government"

- Click the arrow "Learn More"

Step 3: Scroll to the middle of the page to "Contractor Management Portal"

- Click the arrow "Get Started"

Step 4: Under the "How well do you know your suppliers?"

- Click "Get Started"

Step 6: To the left of the "Welcome" block, click "Find Your Company"

- You may search for your company or organization by either entering your company's name, address, and country or if you know your DUNS number, you may search for your company or organization by entering your DUNS Number.

Step 7: Select your company or organization from the candidate list. Confirm your selection.

Step 8: Complete the report recipient information (Name and email where you'd like the report sent)

Step 10: Payment Information

- Enter payment method and information and complete registration
- The cost of the preparation of the D&B report shall be the responsibility of the Grantee
- Once the process is complete, the D&B Supplier Qualifier Report will be sent to email address supplied in the form.

{For assistance, the User Guide is on this page or in the following link}

https://www.dnb.com/content/dam/english/dnb-solutions/contractor_management_portal_guide.pdf