

# Supplier Registration

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This information assumes you have already received your temporary log in credentials. If you need to complete the Supplier pre-registration to request your credentials, visit [Supplier Registration page](#).

1. Temporary log in credentials will be sent to the identified company representative via two separate emails, one containing the user ID and one containing the password. These credentials will allow the bidder to establish the Administrative user account in the Fairfax Vendor Internet Portal (VIP). The Administrative user will have the authority to edit company information, contact information, NIGP Product Codes and other procurement options.
2. Follow the link in the email you received to navigate to the Administrative user registration form.

Dear Sir/Madam,

We are pleased to welcome you as supplier VAN'S SHOE COMPANY in our Supplier Portal.

The user ID  
56BB74B85A1  
has been created for you.

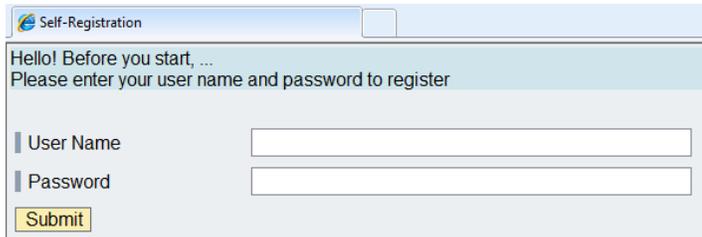
Please log on to  
[https://susabap.fairfaxcounty.gov/sap/bc/bsp/sap/srmsus\\_selfreg/](https://susabap.fairfaxcounty.gov/sap/bc/bsp/sap/srmsus_selfreg/)  
as soon as possible using this User ID.  
You can then create an administration user for your supplier portal that you can then use to create further users and use all other Supplier Portal functions.  
See the Supplier Portal for more information.

Best regards  
Your Supplier Portal Team

If you have any questions, send an e-mail to [Vendorhelpregistration@fairfaxcounty.gov](mailto:Vendorhelpregistration@fairfaxcounty.gov)

You will receive password for registration through a separate mail

3. Insert your Temporary User Name and Password. You can use the cut and paste feature in these fields from the emails you received and then select **Submit**.



The screenshot shows a web browser window titled "Self-Registration". The page content includes a header with a small icon and the text "Self-Registration". Below this is a light blue banner with the text "Hello! Before you start, ..." and "Please enter your user name and password to register". The main form area has two input fields: "User Name" and "Password", each with a corresponding text box. Below the "Password" field is a yellow "Submit" button.

The Administrative User Registration Form will then load:

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Self-Registration

Hello! Before you start, ...  
You will be created as an administrator for your company with the following registration  
Prerequisite for this is that your company has been registered with us  
Fields indicated with a \* must be filled

\*User Name: 9  
\*Password:   
\*Confirm Password:   
\*Title: Sele...  
\*First Name:   
\*Last Name:   
\*E-Mail Address:   
\*Country: Afghanistan  
\*Telephone:   
Fax:   
Department:   
Date Format: MM/DD/YYYY  
Decimal Format: 12,345,687.90  
Time Zone: Eastern Time (New York)

DATA PRIVACY: Information provided through the Fairfax Vendor Internet Portal (VIP) will be used in the purchasing and accounting activities of the County and will not be limited in its use to one County agency.

CERTIFICATION: By submitting information through the Fairfax Vendor Internet Portal (VIP), you certify that: (i) you are authorized to submit the information for, or on behalf of, the person or entity identified; and, (ii) all of the information submitted is true and correct to the best of your knowledge, information, and belief. Any false statements made by you within Fairfax VIP are subject to the penalties of law.

Yes, I have read the data privacy statement and accept the terms.

Create

4. Complete the Administrative user registration form. Required fields are indicated by asterisks (\*). Checking the agreement box at the bottom of the screen will display the **Create** button. Select this to create the Administrative user.

NOTE: User Names are required to begin with the digit 9, no spaces or special characters should be used. **Please record this information as you will need it for the next step.**

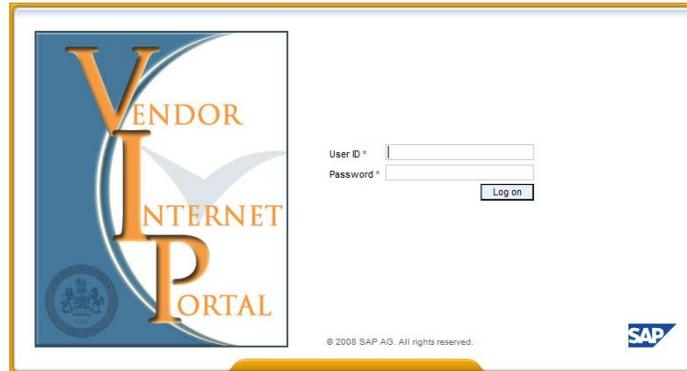
NOTE: create a TEMPORARY PASSWORD. This password must contain a minimum of 8 and a maximum of 14 characters, including:

- 1 uppercase
- 1 lowercase
- 1 number

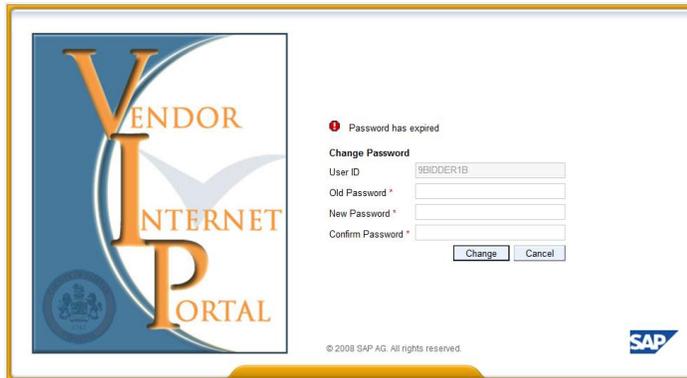
**Please record this information as you will need it for the next step.**

5. If the form is completed correctly you will immediately be directed to login to the portal. You may wish to bookmark this webpage for your convenience. Once the pilot is complete, the webpage will be posted for the general public.
6. Login to the VIP using the User ID and TEMPORARY PASSWORD you created in step 5 and select the **Log on** button.

# Supplier Registration



7. Change password.



You will be required to change the temporary password to gain entry into the VIP. This final password change is required per our security protocols. Please keep this password for your records.

This password must contain a minimum of 8 and a maximum of 14 characters, including:

- 1 uppercase
- 1 lowercase
- 1 number

8. You have completed the registration and are now registered in the portal.

9. You should now be able to view the main toolbar within the Vendor Internet Portal. This includes the Home and Administration tabs and the sub-tabs.

