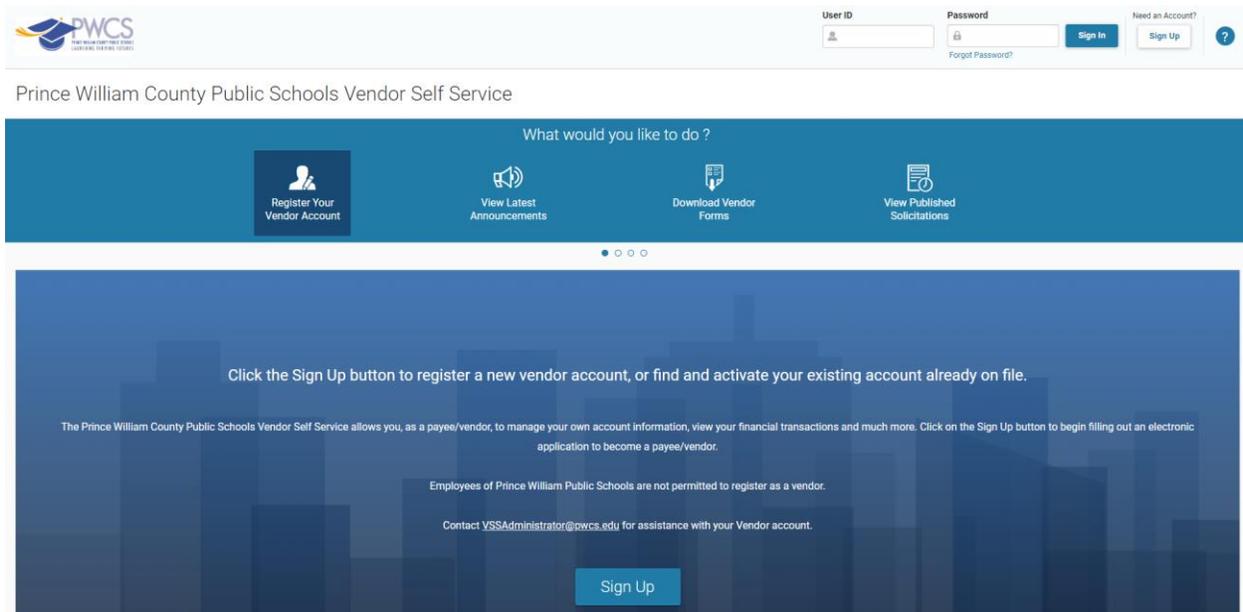


Prince William County Schools Vendor Self-Service Registration

Go to www.pwcs.edu/purchasing. Click on “Vendor Resources” then “Vendor Self Service for Payment and Ordering”.

From the home page, click the “Sign Up” button.



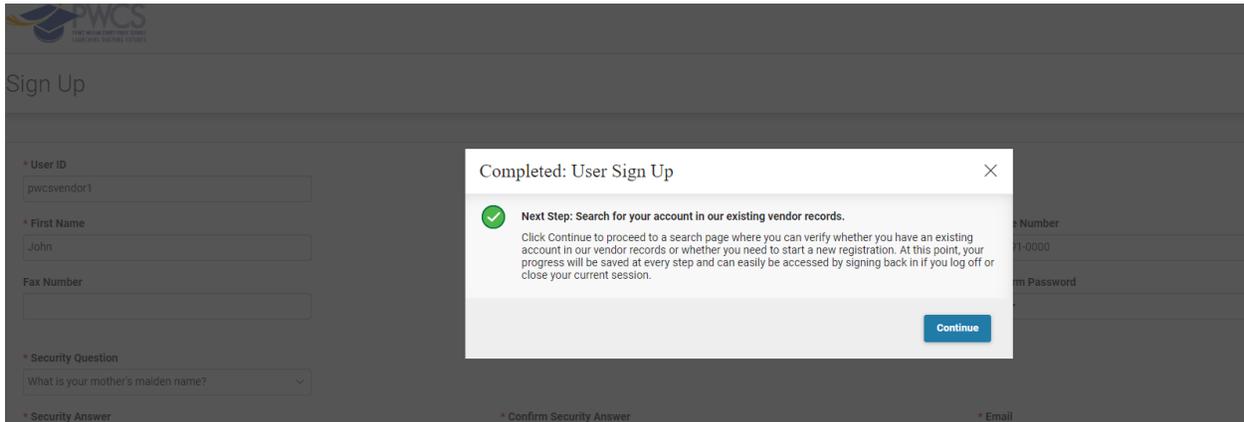
Complete required fields with red asterisk (*). Once you’ve completed the Email field, a button will pop up saying “Send Verification Code”. Click this button, check your email and copy and paste the verification code into the “Email Verification Code” field. Check the box next to “I agree with User Agreement Policy”. Click “Sign Up” at the top, right of the screen.

The screenshot shows the "Sign Up" form with the following fields and options:

- User ID:** pwcvendor1
- First Name:** John
- Last Name:** Doe
- Phone Number:** 703-791-0000
- Fax Number:** (empty)
- Password:** (masked with dots)
- Confirm Password:** (masked with dots)
- Security Question:** What is your favorite color? (dropdown menu)
- Security Answer:** (masked with dots)
- Confirm Security Answer:** (masked with dots)
- Email:** vssadministrator@pwcs.edu
- Email Verification Code:** (empty)
- Agreement:** I agree with User Agreement Policy

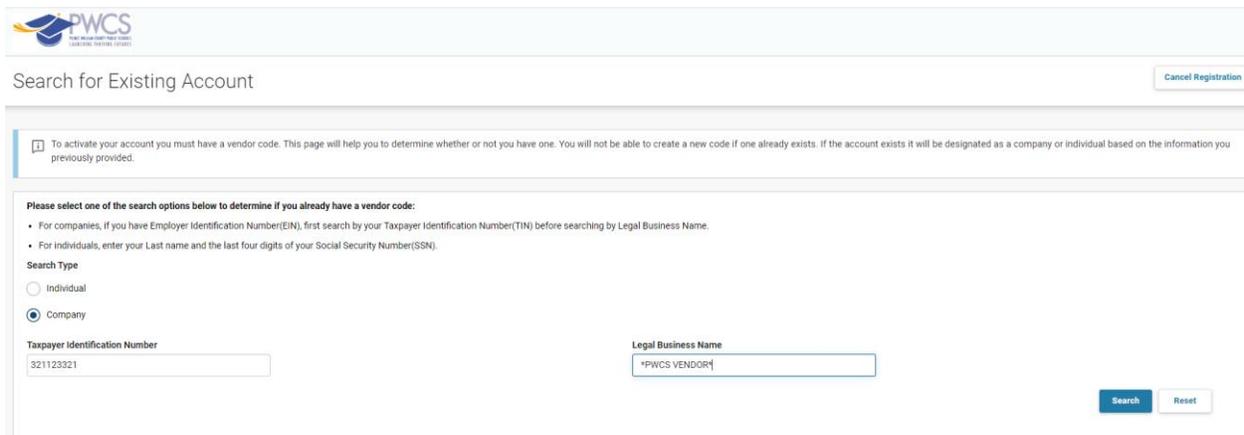
A "Send Verification Code" button is located below the Email field. A "Sign Up" button and a "Cancel" button are located at the top right of the form area. A red asterisk (*) indicates required fields.

Click "Continue".



The screenshot shows the PWCS Sign Up page. A modal dialog titled "Completed: User Sign Up" is displayed in the center. The dialog contains a green checkmark icon and the text: "Next Step: Search for your account in our existing vendor records. Click Continue to proceed to a search page where you can verify whether you have an existing account in our vendor records or whether you need to start a new registration. At this point, your progress will be saved at every step and can easily be accessed by signing back in if you log off or close your current session." A blue "Continue" button is located at the bottom right of the dialog. In the background, the Sign Up form is visible with fields for User ID (pwcsvendor1), First Name (John), Fax Number, Security Question (What is your mother's maiden name?), Security Answer, Confirm Security Answer, and Email.

Select Individual or Company, depending on how you are doing business. This example is going to be a Company. Enter your Taxpayer Identification Number and your Legal Business Name, then click "Search".



The screenshot shows the PWCS Search for Existing Account page. The page title is "Search for Existing Account" and there is a "Cancel Registration" link in the top right. A note states: "To activate your account you must have a vendor code. This page will help you to determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided." Below this, there are instructions: "Please select one of the search options below to determine if you already have a vendor code: For companies, if you have Employer Identification Number(EIN), first search by your Taxpayer Identification Number(TIN) before searching by Legal Business Name. For individuals, enter your Last name and the last four digits of your Social Security Number(SSN)." The "Search Type" section has two radio buttons: "Individual" (unselected) and "Company" (selected). Below this, there are two input fields: "Taxpayer Identification Number" with the value "321123321" and "Legal Business Name" with the value "*PWCS VENDOR". At the bottom right, there are "Search" and "Reset" buttons.

If no records are found, scroll to the bottom of the page and click “New Registration”.

0 Records

View per Page - 20 50 100

Page 0 of 0

Vendor Number	Legal Business Name	Alias/DBA Name	Activated
No Records Found			

Has your account been found and listed above ?

- Yes, but it is already registered**
Please select "Contact your Administration" from the three dot ellipse next to your account record to determine who you need to contact for access
- Yes, but it is not yet registered**
Please select "Activate your Account" from the three dot ellipse next to your account record to initiate the process for activating your account
- No, register now**
Please select "New Registration" button to create a vendor code and account
- Yes, but registration is already in progress**
Please select "Continue Registration" from the three dot ellipse next to your account record to login and continue activate your account
- Yes, but not my business location**
Please select "Add Business Location" from the three dot ellipse next to your account record to add your business location

[New Registration](#)

Complete the required fields, as shown below and then click “Continue”.

Business Registration

Continue Save & Close Cancel Registration

Share with us basic information about your business. Based on the data you provide, additional fields and sections might be displayed so we can gather all the required information about your business.

Account Information

* Organization Type: Company

* 1099 Classification: Corporation

* Taxpayer ID Number Type: EIN

Do you provide Healthcare, Legal or Title services?
 Yes
 No

* Enter Taxpayer ID Number:

* Re-enter Taxpayer ID Number:

* Company Name: PWCS Vendor

Business Name (Alias/DBA):

Name on Check: Legal Name

Tax Return Address

* Address: 123 Main St

* City: Manassas

* State: VA

* ZIP Code: 20114

Complete required fields and any additional fields you would like to complete in the Primary Address and Primary Contact sections, then click "Continue".

PWCS
Public Works & Construction Services

John Doe
Vendor

Business Registration

Previous Continue Save & Close Cancel Registration

Required fields

Account Information **2** Address Information Business Information Summary Information

Please verify your business address and contact information. You can update any of the below fields and if an address type or designated contact is different, please click on it and update with the latest information so we have accurate information on file for your business.

Primary Address

Street 1
123 Main St.

Street 2

City
Manassas

State/Province
VA
Virginia

ZIP/Postal Code
20110

Country
United States

Phone
703-791-0000

Phone Extension

Items below are optional and not required to submit your registration.

DUNS

Extended DUNS

Use the above address for the following address types

Ordering

Payment

Complete fields in the Organization Information section, if necessary (not required). You may register for commodities by clicking “Find Commodity/Service Codes”, if desired (not required). You may select your Business Types and Service Areas if desired (not required). A valid W-9 or W-8 is required and must be attached using the “Add Attachments” button at the bottom of the page. Click “Continue”.



Business Registration John Doe Vendor

[Previous](#) [Continue](#) [Save & Close](#) [Cancel Registration](#)

* Required fields

Account Information ✓ Address Information ✓ **3 Business Information** 4 Summary Information

Provide any additional information about your business. The information you provide here will ensure that your account will be reviewed and activated in a timely manner and that we can accurately identify you for any potential business opportunities published to the site.

Organization Information

Do you accept Pcard? If so, please enter 'YES'

Are you a Disregarded Entity? If so, please enter 'YES'

Foreign Tax ID

W-8 Form
- Select -

Commodities
Register for Goods and Services you provide
[Find Commodity/Service Codes](#)

Business Types
Add the Business Types and Designations that apply to your organization
[Find Business Types](#)



Business Registration John Doe Vendor

[Previous](#) [Continue](#) [Save & Close](#) [Cancel Registration](#)

Commodities
Register for Goods and Services you provide
[Find Commodity/Service Codes](#)

Business Types
Add the Business Types and Designations that apply to your organization
[Find Business Types](#)

Service Areas
Add Service Areas associated with your business
[Find Service Areas](#)

Attachments
Add supporting documents and files for your account. A valid W-9 or W-8 is required to activate your registration. Upload this here.
[Add Attachments](#)

Review your information on the Summary Information page and click “Submit Registration”.

The screenshot shows the 'Business Registration' page for a user named John Doe. The page is titled 'Business Registration' and has a navigation bar with buttons for 'Previous', 'Submit Registration', 'Save & Close', and 'Cancel Registration'. The main content area is divided into four sections: 'Account Information', 'Address Information', 'Business Information', and 'Summary Information'. The 'Summary Information' section is currently active and displays a summary of the registration details. A message at the top of the summary section reads: 'Please review the below to verify all the information is accurate and complete. Click the Submit Registration button to complete the registration process and create your account.' Below this message is a 'Print Summary' button. The summary is organized into two main sections: 'Account Information' and 'Tax Return Address'. Each section has an 'Edit' button. The 'Account Information' section includes fields for Organization Type (Company), 1099 Classification (Incorporated), Taxpayer ID Number (321123321), Taxpayer ID Number Type (EIN), Do you provide Healthcare, Legal or Title services? (No), Business Name (Alias/DBA) (-), and Name on Check (Legal Name). The 'Tax Return Address' section includes fields for Address (123 Main St.), City (Manassas), State (VA), and ZIP Code (20110).

Once registration has been completed, you’ll receive the following confirmation page. You may click the link “Copy of Vendor Registration Application” to save or print a copy of your application.

The screenshot shows the 'Congratulations!' confirmation page. The page has a blue header with the text 'Congratulations!' and a 'Go to Homepage' button. Below the header is a notification bar that says '1 of 1: Transaction submitted successfully'. The main content area contains a green checkmark icon and the text: 'Congratulations, you have completed the registration process. You may now login to Vendor Self-Service using the User ID and Password you just created.' Below this is the Vendor Code: 'Your Vendor Code Is VS0000014969' and a note: 'Please save your Vendor Code for future reference'. The next section is titled 'The following registration forms are available for you .' and lists a link for 'Copy of Vendor Registration Application' with a note: 'A .pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.'

If you have any questions during the registration process, please email the VSS Administrator at VSSAdministrator@pwcs.edu.

6/8/2023