

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.

The screenshot shows the top navigation bar with the PWCS logo on the left and login fields (User ID, Password, Sign In) on the right. Below the navigation bar is a blue banner with the text "What would you like to do?" and four icons: "Register Your Vendor Account", "View Latest Announcements", "Download Vendor Forms", and "View Published Solicitations". Below the banner is a large blue area with the text: "Click the Sign Up button to register a new vendor account, or find and activate your existing account already on file." It also states: "The Prince William County Public Schools Vendor Self Service allows you, as a payee/vendor, to manage your own account information, view your financial transactions and much more. Click on the Sign Up button to begin filling out an electronic application to become a payee/vendor." It includes a note: "Employees of Prince William Public Schools are not permitted to register as a vendor." and a contact email: "Contact YSSAdministrator@pwcs.edu for assistance with your Vendor account." At the bottom of this section is a "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 PWCS logo at the top left. The form has a "Sign Up" button at the top right. The form fields are: "User ID" (pwcsvendor1), "First Name" (John), "Last Name" (Doe), "Phone Number" (703-791-0000), "Fax Number", "Password" (with a strength indicator), "Confirm Password", "Security Question" (What is your favorite color?), "Security Answer" (****), "Confirm Security Answer" (****), "Email" (vssadministrator@pwcs.edu), and "Email Verification Code". A "Send Verification Code" button is located below the Email field. At the bottom, there is a checkbox for "I agree with User Agreement Policy". A red asterisk (*) indicates required fields.

Click “Continue”.



Sign Up

* User ID
pwcsvendor1

* First Name
John

Fax Number

* Security Question
What is your mother's maiden name?

* Security Answer

* Confirm Security Answer

* Email


Completed: User Sign Up

✓ **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.


Continue

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”.



Search for Existing Account

[Cancel Registration](#)

 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.

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).

Search Type

☐ Individual


☒ Company

Taxpayer Identification Number
321123321

Legal Business Name
PWCS VENDOR

[Search](#) [Reset](#)

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



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John Doe
Vendor

Business Registration

< PreviousContinue>Save & CloseCancel Registration

Account InformationAddress InformationBusiness InformationSummary 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.

State/Province

VA

Virginia

Phone

703-791-0000

Street 2

ZIP/Postal Code

20110

City

Manassas

Country

United States

Phone Extension

DUNS

Extended DUNS


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

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”.



?

John Doe
Vendor

Business Registration

< PreviousContinue >Save & CloseCancel Registration

✓ Account Information

✓ Address Information

3 Business Information

4 Summary Information

1

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-9 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



?

John Doe
Vendor

Business Registration

< PreviousContinue >Save & CloseCancel 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 with a progress bar at the top indicating four steps: Account Information, Address Information, Business Information, and Summary Information (the current step, marked with a blue circle and the number 4). The page title is 'Business Registration'. On the right, there are navigation buttons: '< Previous', 'Submit Registration', 'Save & Close', and 'Cancel Registration'. A user profile icon for 'John Doe Vendor' is also visible. Below the progress bar, a message states: '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.' A 'Print Summary' button is located on the right. The main content area is divided into two sections: 'Account Information' and 'Tax Return Address'. 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). Both sections have an 'Edit' button on the right. A red asterisk indicates required fields.

Account Information		
Organization Type Company	1099 Classification Incorporated	Taxpayer ID Number Type EIN
Do you provide Healthcare, Legal or Title services? No	Taxpayer ID Number 321123321	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 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!' page. At the top right is a 'Go to Homepage' button. A blue banner at the top states '1 of 1: Transaction submitted successfully'. The main content area has 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, it says 'Your Vendor Code is VS0000014969' and 'Please save your Vendor Code for future reference'. A section titled 'The following registration forms are available for you .' contains a link 'Copy of Vendor Registration Application' with a PDF icon. A note below the link states: 'A .pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.'

Congratulations!

1 of 1: Transaction submitted successfully

✓ Congratulations, you have completed the registration process. You may now login to Vendor Self-Service using the User ID and Password you just created.

Your Vendor Code is VS0000014969
Please save your Vendor Code for future reference

The following registration forms are available for you .

📄 [Copy of Vendor Registration Application](#)
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.