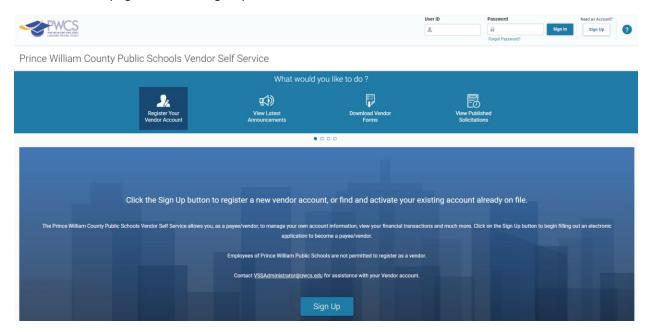
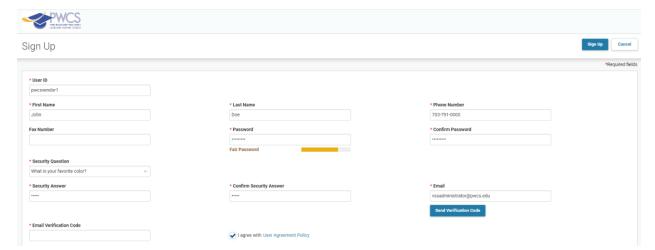
Prince William County Schools Vendor Self-Service Registration

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

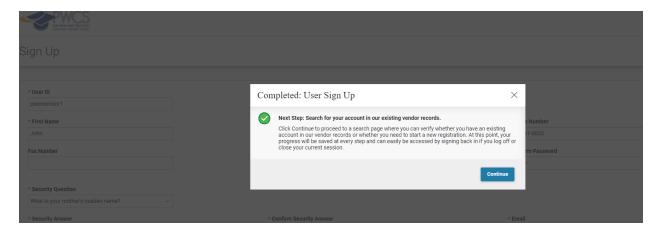
From the home page, click the "Sign Up" button.



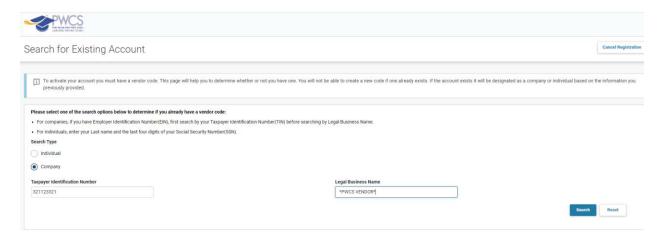
Complete required fields with red asterisk (*). Once you've completed the Email field, a button will pop up saying "Send Verification Code". Click this button, check your email and copy and paste the verification code into the "Email Verification Code" field. Check the box next to "I agree with User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



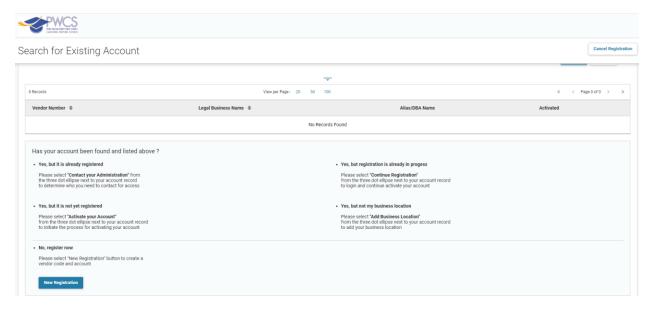
Click "Continue".



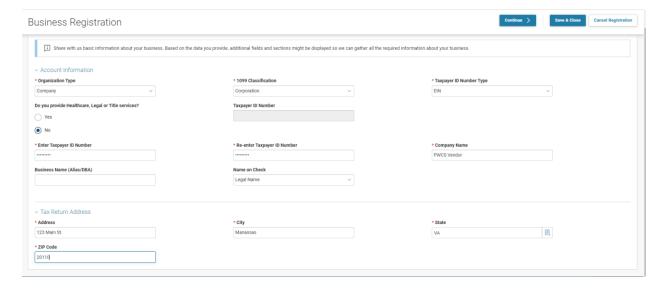
Select Individual or Company, depending on how you are doing business. This example is going to be a Company. Enter your Taxpayer Identification Number and your Legal Business Name, then click "Search".



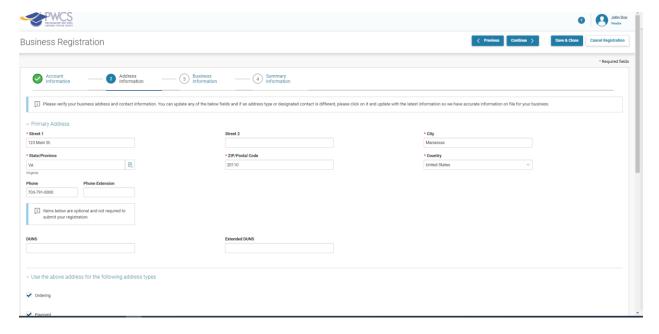
If no records are found, scroll to the bottom of the page and click "New Registration".



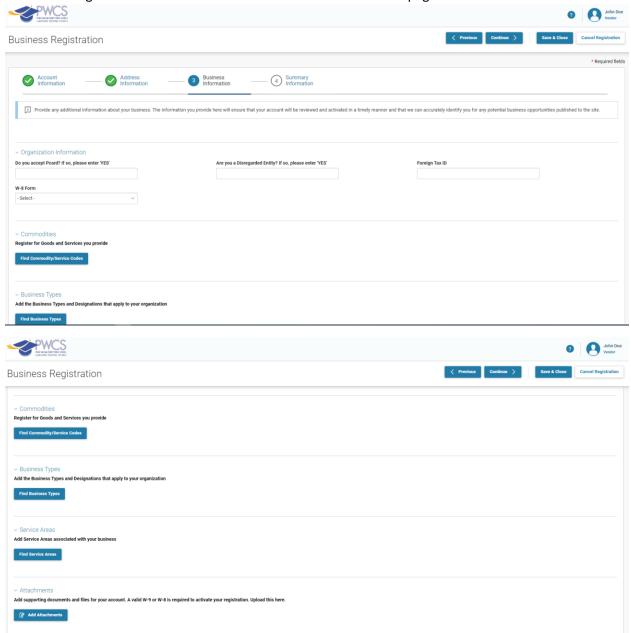
Complete the required fields, as shown below and then click "Continue".



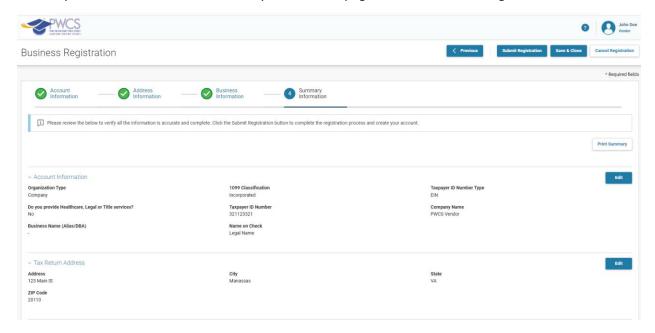
Complete required fields and any additional fields you would like to complete in the Primary Address and Primary Contact sections, then click "Continue".



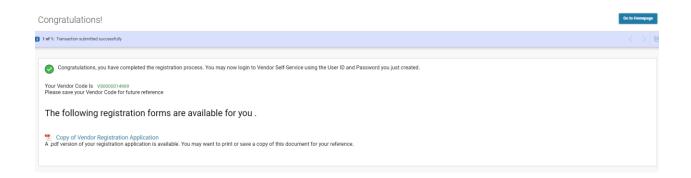
Complete fields in the Organization Information section, if necessary (not required). You may register for commodities by clicking "Find Commodity/Service Codes", if desired (not required). You may select your Business Types and Service Areas if desired (not required). A valid W-9 or W-8 is required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



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



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.



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