PRINCE WILLIAM COUNTY, VA

iSupplier

Prospective Supplier Registration

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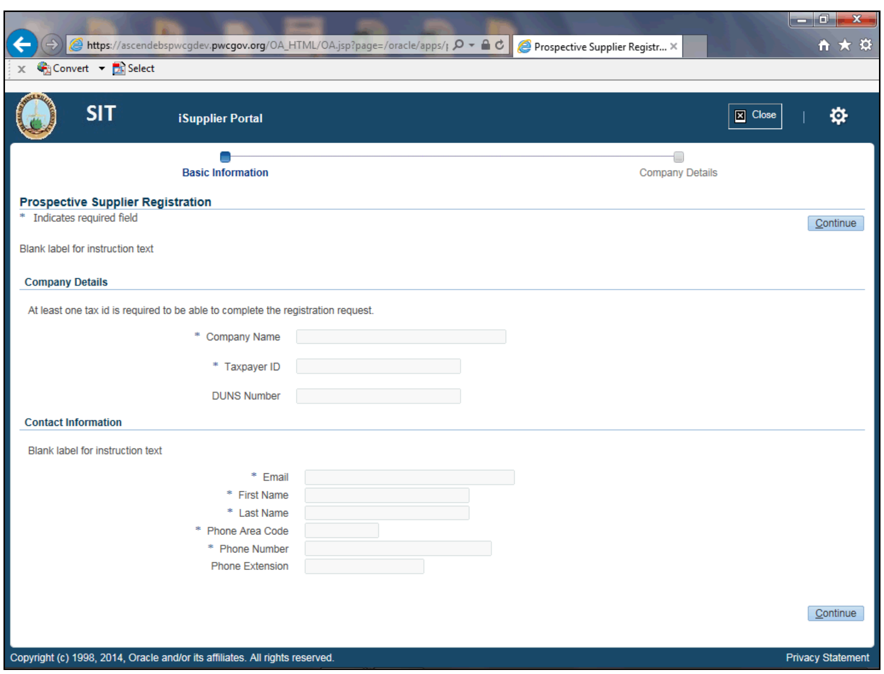
The Purpose of this topic is to demonstrate how to Register a Prospective Supplier. At any time after the first screen, you can click the **Save for Later** button. Your information will be saved, and a link to continue the registration process will be emailed to you.

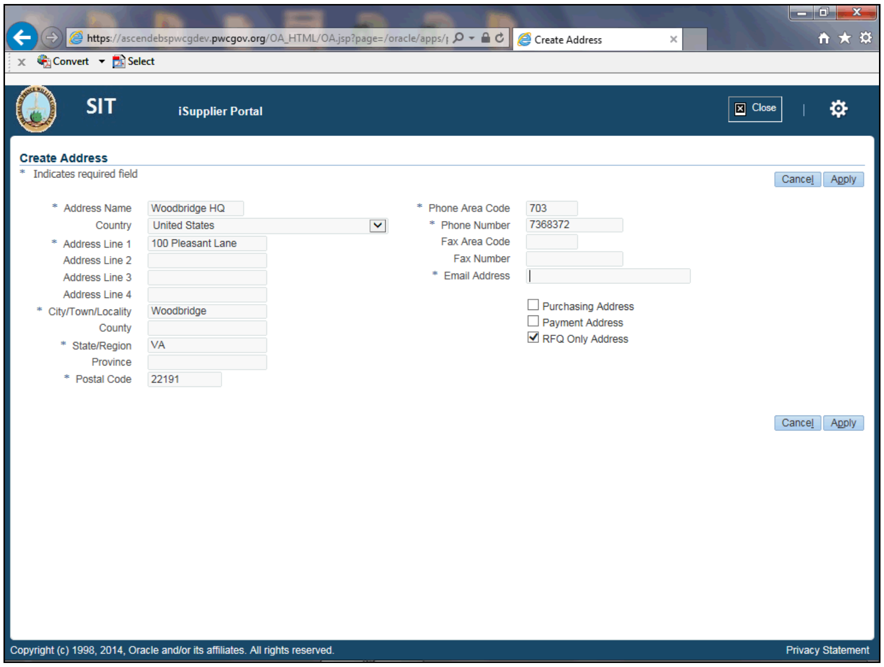
Procedure

This topic covers the following
1) Prospective supplier Registration
2) Creation of Contacts
3) Creation of Addresses
4) Selection of Business Classification
5) Selection of Products and Services
6) Selection of Banking Details



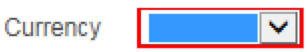
Step	Action
1.	Click in the **Company Name** field. Company Name
2.	No duplicate Company Names are permitted in the system. If your Company Name (with the exact same spelling/spacing/punctuation) is already entered in the system you will receive a message. Company Name
3.	No duplicate Taxpayer IDs are permitted in the system. If your Taxpayer ID has already been entered into the system, you will receive a message when you Submit… Click in the **Taxpayer ID** field. Taxpayer ID
4.	Enter the desired information into the **Taxpayer ID** field. Taxpayer ID
5.	Press **[Tab]**.
6.	Enter the desired information into the **DUNS Number** field. DUNS Number
7.	If possible, enter a central mailbox email address that is accessed by multiple employees to ensure that communications from the system are received. You will be able to enter additional Contacts on the following pages. Click in the **Email** field. Email
8.	Enter the desired information into the **Email** field. Email
9.	Press **[Tab]**.
10.	Enter the desired information into the **First Name** field. First Name
11.	Press **[Tab]**.
12.	Enter the desired information into the **Last Name** field. Last Name
13.	Press **[Tab]**.
14.	Enter the desired information into the **Phone Area Code** field. Phone Area Code
15.	Press **[Tab]**.
16.	Enter the desired information into the **Phone Number** field. Phone Number

Step	Action
17.	Click the **Continue** button. Continue
18.	In the **Address Book** section, click the **Create** button. Create
19.	Click in the **Address Name** field. Address Name
20.	Enter a label for the address into the **Address Name** field (such as “Headquarters”). Address Name
21.	Click in the **Address Line 1** field. Address Line 1
22.	Enter the desired information into the **Address Line 1** field. Address Line 1
23.	Click in the **City/Town/Locality** field. City/Town/Locality
24.	Enter the desired information into the **City/Town/Locality** field. City/Town/Locality
25.	Click in the **State/Region** field. State/Region
26.	Enter the desired information into the **State/Region** field. State/Region
27.	Click in the **Postal Code** field. Postal Code
28.	Enter the desired information into the **Postal Code** field. Postal Code
29.	Click in the **Phone Area Code** field. Phone Area Code
30.	Enter the desired information into the **Phone Area Code** field. Phone Area Code
31.	Click in the **Phone Number** field. Phone Number
32.	Enter the desired information into the **Phone Number** field. Phone Number
33.	Click in the **Email Address** field. Email Address



Step	Action
34.	Enter the desired information into the **Email Address** field. This email address will be associated with the site. Email Address
35.	Click the **Purchasing Address** option. This indicates that the address should be used on Purchase Orders and that this is the email address where Purchase Orders should be emailed. Purchasing Address
36.	Click the **Payment Address** option. This indicates that the address should be used for Payment information and that this is the email address where remit advice should be emailed. Payment Address
37.	Click the **Apply** button. Apply
38.	In the **Contact Directory** section, click the **Create** button. You can create additional contacts associated with the firm here. To give the contact access to manage the Supplier record in iSupplier, click the checkbox for **Create User Account For The Contact**. Create
39.	Click the **Apply** button. Apply

Step	Action
40.	In the **Products and Services** section, click the **Create** button. Products and Services are NIGP commodity codes. You can associate relevant products and services with your account so that Prince William County users know which solicitations you are interested in.
41.	Click the **Search for Specific Code and Product** radio button.
42.	Enter a search term in the Description box. Use % as a wildcard if necessary.
43.	Select the relevant categories by selecting the check box on the right.
44.	When you are finished, click the **Apply** button. Apply
45.	In the **Banking Details** section, click the **Create** button. Create
46.	Click the **Country** list. Country
47.	Click the **United States** list item. United States
48.	Click the **Existing Bank** option. Existing Bank
49.	Click the **Search for Bank Name** button.
50.	Click in the **Search By** field. Search By Bank Name
51.	Enter your bank name into the **Search By** field. Search By Bank Name
52.	Click **Go**.
53.	Click the **Quick Select** button next to the desired bank.
54.	Click the **Existing Branch** option. Existing Branch
55.	Click the **Search for Branch Name** button.
56.	Leave the Search field blank.
57.	Click the **Go** button. Go

Step	Action
58.	Click the **Quick Select** button next to your Routing Number. 
59.	Click in the **Account Number** field. 
60.	Enter the bank account number into the **Account Number** field. 
61.	Press **[Tab]**.
62.	Enter the desired information into the **Account Name** field (such as, “Checking”). 
63.	Press **[Tab]**.
64.	Select the correct currency in the **Currency** field. 
65.	Click the **Apply** button. 
66.	Click the **Submit** button. 
67.	This topic covered the following 1) Prospective supplier Registration 2) Creation of Contacts 3) Creation of Addresses 4) Selection of Business Classification 5) Selection of Products and Services 6) Selection of Banking Details **End of Procedure.**