

iSupplier

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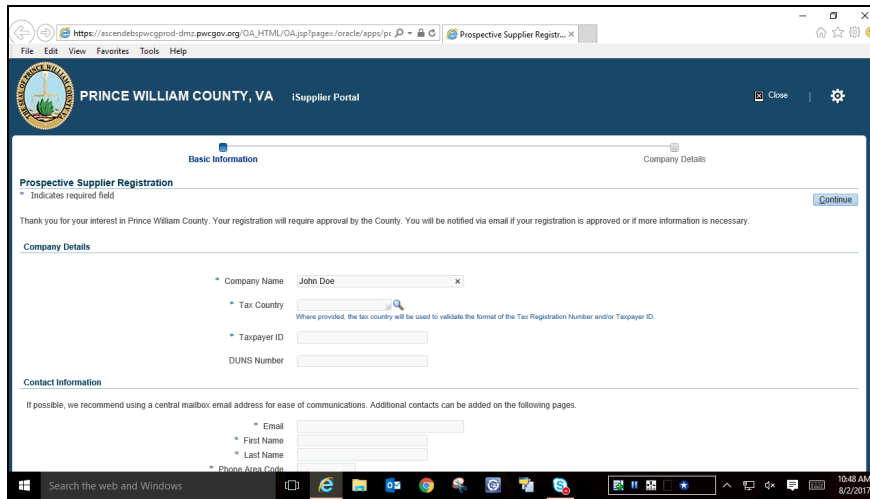
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iSupplier

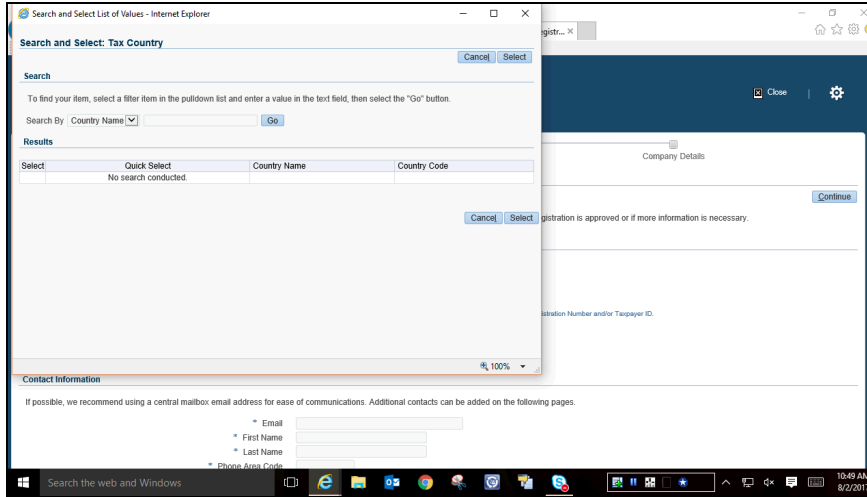
Prospective Supplier Registration

Prospective Supplier Registration1A

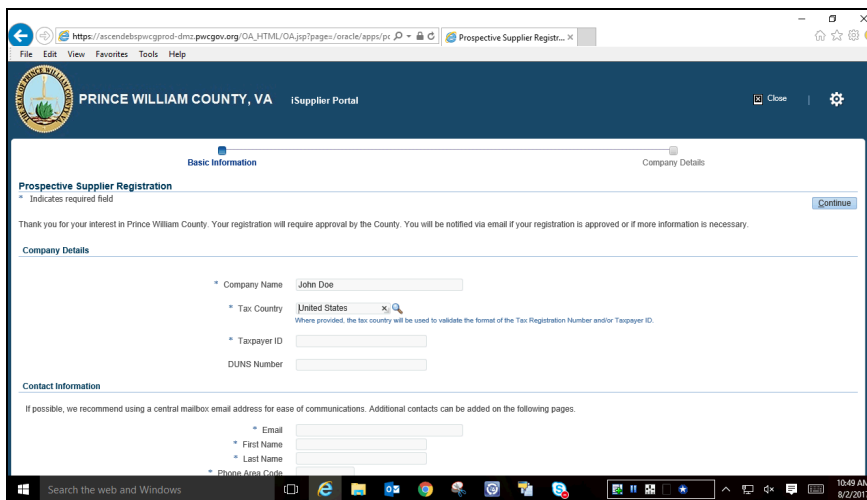
Procedure



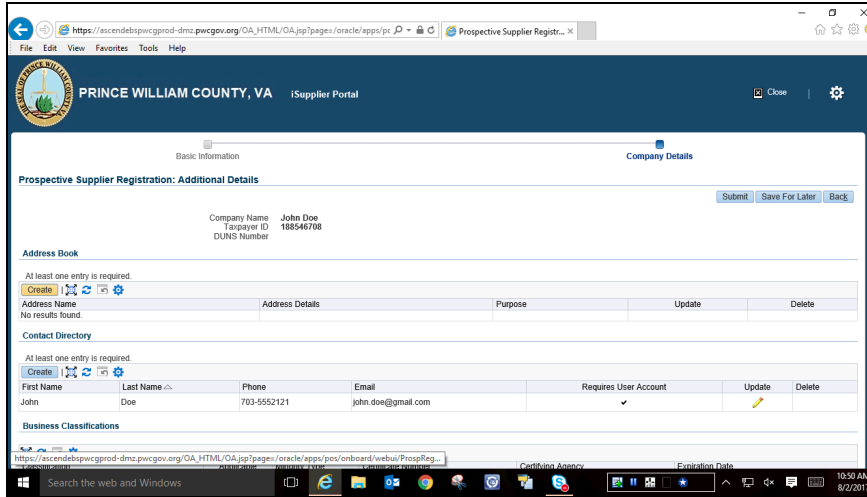
Step	Action
1.	Please type in your companies name or your first and last name if you are registering for yourself. Press [Tab] .
2.	Click the Search for Tax Country button. 




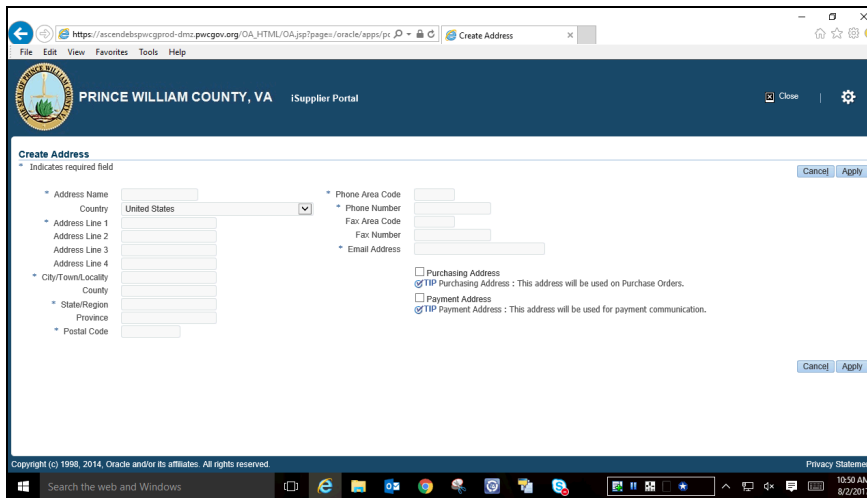
Step	Action
3.	At this point you need to search for the tax country. Click in the Search By field. Search By <input type="text" value="Country Name"/> <input type="text"/>
4.	Enter the desired information into the Search By field. Enter " united ". Search By <input type="text" value="Country Name"/> <input style="border: 2px solid red;" type="text" value=""/>
5.	Click the Go button. <input style="border: 2px solid red;" type="button" value="Go"/>
6.	Click the Quick Select button. <input style="border: 2px solid red;" type="button" value="Quick Select"/>




Step	Action
7.	<p>Your Taxpayer ID is your Tax ID or your social security number. (Please list the number that you would report on your tax returns.)</p> <p>Click in the Taxpayer ID field.</p> <p>Taxpayer ID <input data-bbox="607 447 989 485" type="text"/></p>
8.	<p>Enter the desired information into the Taxpayer ID field. Enter "188546708".</p> <p>Taxpayer ID <input data-bbox="607 548 989 585" type="text"/></p>
9.	<p>Press [Tab].</p>
10.	<p>This option only applies to companies. Individuals registering for themselves will not need a DUNS number.</p> <p>Press [Tab].</p>
11.	<p>Enter the desired information into the Email field. Enter "john.doe@gmail.com".</p> <p>Email <input data-bbox="534 842 1024 879" type="text"/></p>
12.	<p>Press [Tab].</p>
13.	<p>Enter the desired information into the First Name field. Enter "John".</p> <p>First Name <input data-bbox="591 989 976 1026" type="text"/></p>
14.	<p>Press [Tab].</p>
15.	<p>Enter the desired information into the Last Name field. Enter "Doe".</p> <p>Last Name <input data-bbox="591 1136 976 1173" type="text"/></p>
16.	<p>Press [Tab].</p>
17.	<p>Enter the desired information into the Phone Area Code field. Enter "703".</p> <p>Phone Area Code <input data-bbox="667 1283 837 1320" type="text"/></p>
18.	<p>Press [Tab].</p>
19.	<p>Enter the desired information into the Phone Number field. Enter "5552121".</p> <p>Phone Number <input data-bbox="639 1430 1073 1467" type="text"/></p>
20.	<p>Click continue to move to next screen.</p> <p>Click the Continue button.</p> <p><input data-bbox="440 1598 570 1635" type="button" value="Continue"/></p>




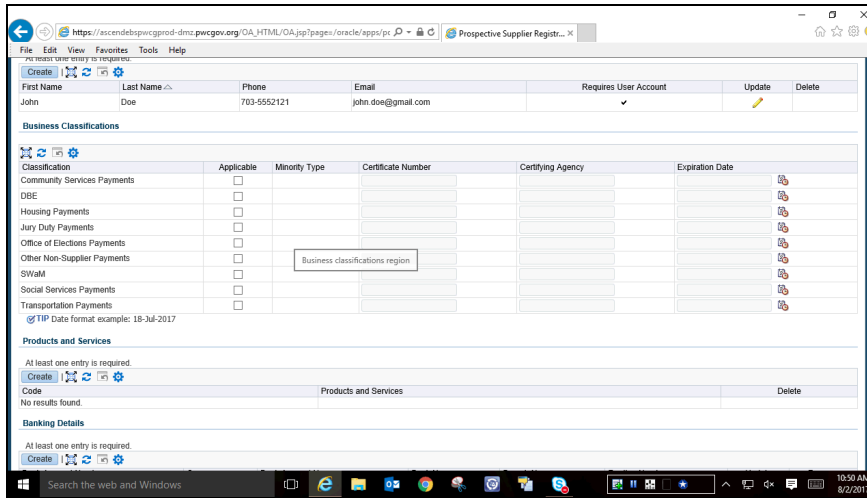
Step	Action
21.	<p>Click create to enter your address.</p> <p>Click the Create button.</p> 

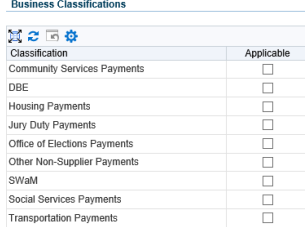



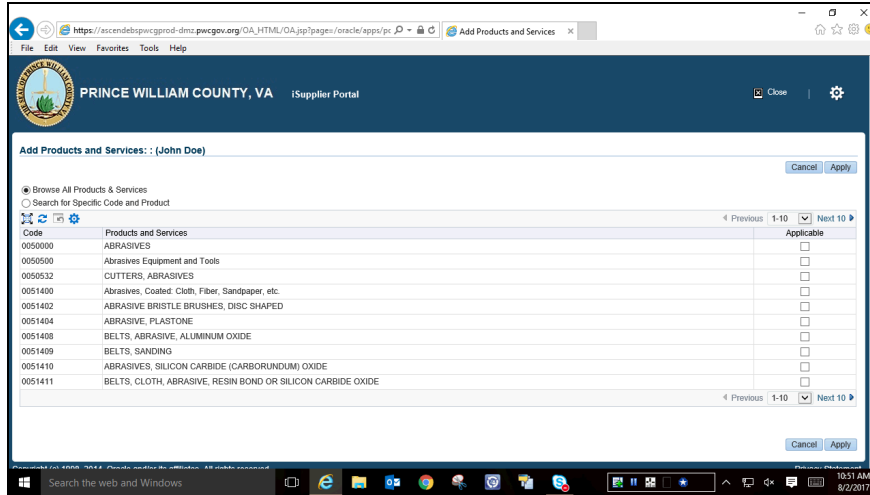
Step	Action
22.	<p>Address name should be your city, the word remit, or the word headquarters if you are listing two different addresses.</p> <p>Click in the Address Name field.</p> <p>Address Name </p>
23.	Press [Tab] .
24.	Press [Tab] .

Step	Action
25.	Enter the desired information into the Address Line 1 field. Enter " 2121 CARLS BAD RD ". Address Line 1 <input type="text"/>
26.	Click Tab until you get to the City/Town/Locality option. Press [Tab] .
27.	Press [Tab] .
28.	Enter the desired information into the City/Town/Locality field. Enter " MANASSAS ". City/Town/Locality <input type="text"/>
29.	Click Tab until you get to State/Region. Press [Tab] .
30.	Enter the desired information into the State/Region field. Enter " VA ". State/Region <input type="text"/>
31.	Click tab until you reach Postal Code. Press [Tab] .
32.	Enter the desired information into the Postal Code field. Enter " 20112 ". Postal Code <input type="text"/>
33.	Click in the Phone Area Code field. Phone Area Code <input type="text"/>
34.	Enter the desired information into the Phone Area Code field. Enter " 703 ". Phone Area Code <input type="text"/>
35.	Press [Tab] .
36.	Enter the desired information into the Phone Number field. Enter " 5552121 ". Phone Number <input type="text"/>
37.	Press [Tab] .
38.	Enter the desired information into the Email Address field. Enter " JOHN.DOE@GMAIL.COM ". Email Address <input type="text"/>
39.	Click the Payment Address option. <input type="checkbox"/> Payment Address
40.	Click the Purchasing Address option. <input type="checkbox"/> Purchasing Address

Step	Action
41.	<p>Clicking apply completes the address portion of the registration.</p> <p>Click the Apply button.</p> 

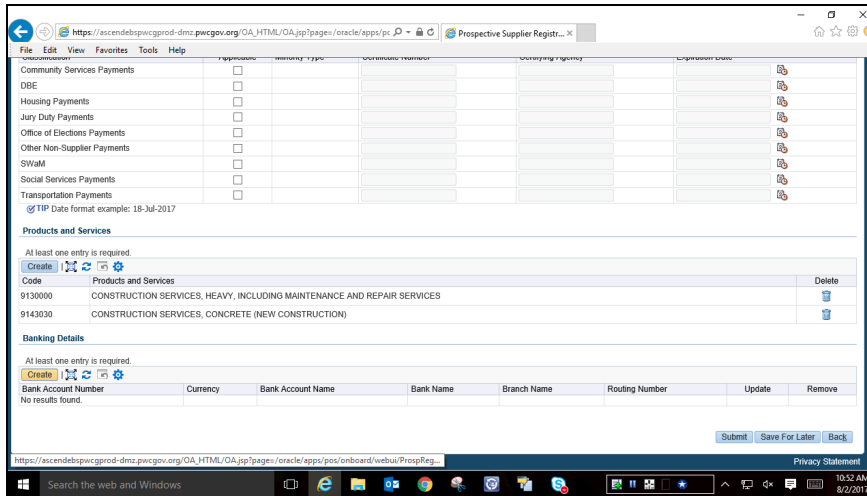



Step	Action
42.	<p>Please <u>only select an option</u> in this listing if it applies for what you are registering for.</p> <p>Scroll the object with the mouse wheel.</p> 
43.	<p>Click the Create button.</p> 

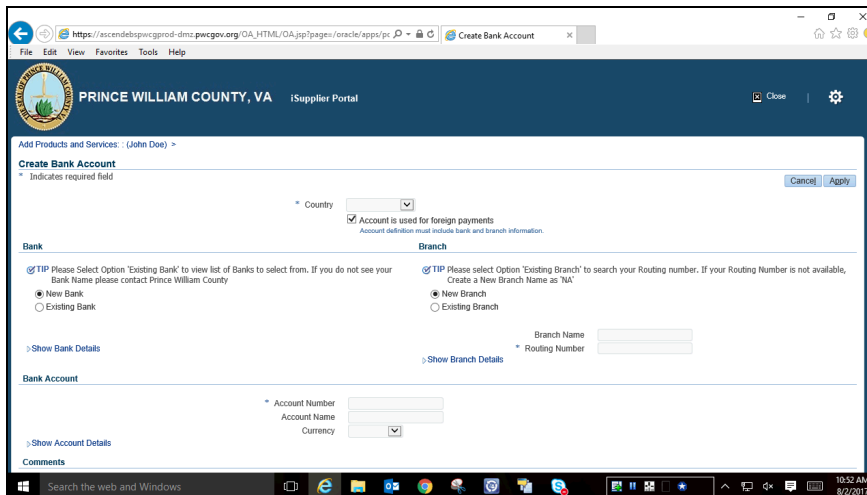



Step	Action
44.	<p>Please change the option from Browse All Products and Services to Search for a Specific Code and Product.</p> <p>Click the Search for Specific Code and Product option.</p> <p><input type="radio"/> Search for Specific Code and Product</p>
45.	<p>Please type in a key word to help you search for the services your want to provide to PWC.</p> <p>Click in the Description field.</p> <p>Description <input type="text"/></p>
46.	<p>Enter the desired information into the Description field. Enter "CONSTRUCTION".</p> <p>Description <input type="text"/></p>
47.	<p>Click the Go button.</p> <p><input type="button" value="Go"/></p>
48.	<p>Click the CONSTRUCTION SERVICES, CONCRETE (NEW CONSTRUCTION) option.</p> <p>CONSTRUCTION SERVICES, CONCRETE (NEW CONSTRUCTION) <input type="checkbox"/></p>
49.	<p>Click the CONSTRUCTION SERVICES, GENERAL, INCLUDING MAINTENANCE AND REPAIR option.</p> <p>CONSTRUCTION SERVICES, GENERAL, INCLUDING MAINTENANCE AND REPAIR SERVICES) <input type="checkbox"/></p>
50.	<p>Click the CONSTRUCTION SERVICES, HEAVY, INCLUDING MAINTENANCE AND REPAIR SE option.</p> <p>CONSTRUCTION SERVICES, HEAVY, INCLUDING MAINTENANCE AND REPAIR SERVICES <input type="checkbox"/></p>

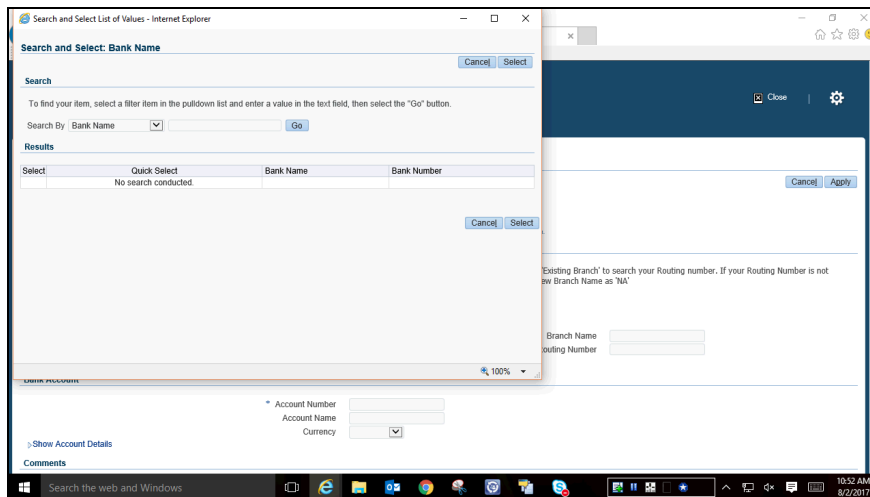
Step	Action
51.	Click the CONSTRUCTION SERVICES, GENERAL, INCLUDING MAINTENANCE AND REPAIR option. 
52.	Click the Apply button. 






Step	Action
53.	Click the Create button. 

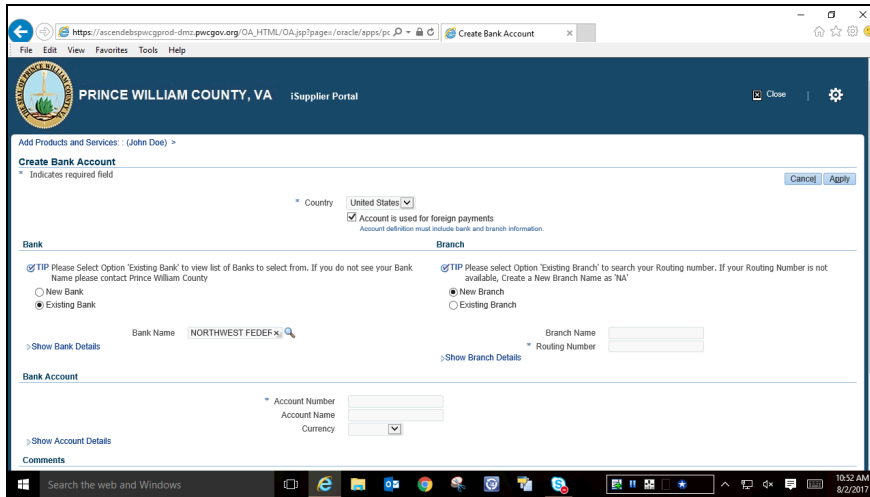




Step	Action
54.	Use the arrow listed to get options for the country. Click the Country list. Country <input type="text"/> ▼
55.	Click the United States list item. United States Canada More...
56.	Click the Existing Bank option. <input type="radio"/> Existing Bank
57.	Click the Search button to find the Bank Name button. 

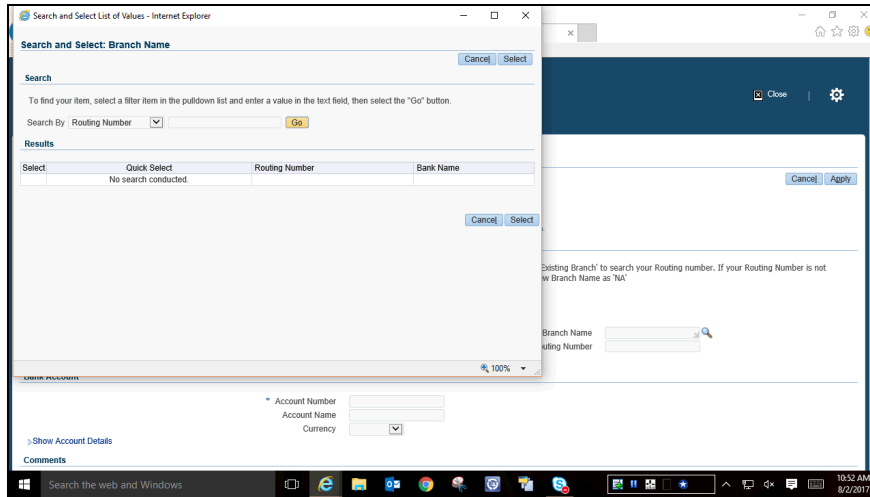




Step	Action
58.	Type in the name of your bank here. Click in the Search By field. Search By Bank Name ▼ <input type="text"/>
59.	Enter the desired information into the Search By field. Enter " NORTH ". Search By Bank Name ▼ <input type="text"/>
60.	Click the Go button. <input type="button" value="Go"/>

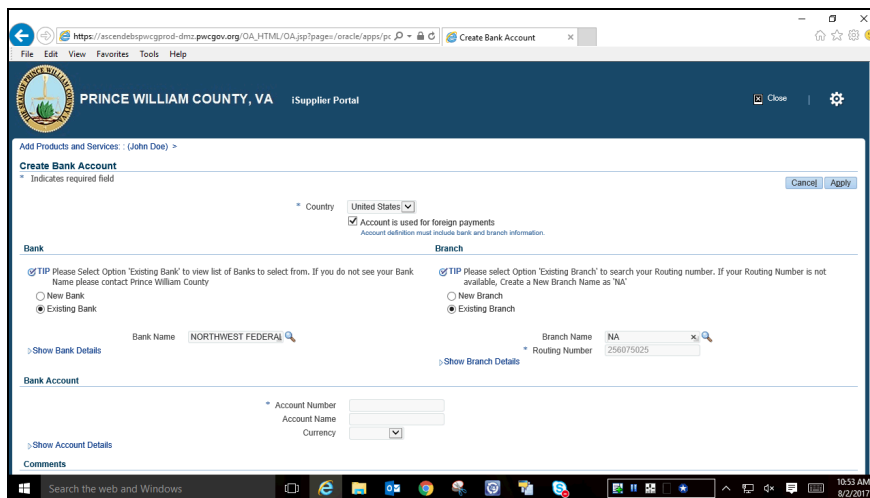
Step	Action
61.	You will continue to click on the next 10 until you find the correct bank name. Click the Next 10 link. 
62.	Click the Next 10 link. 
63.	Once you have found your bank. Click the Quick Select button. 



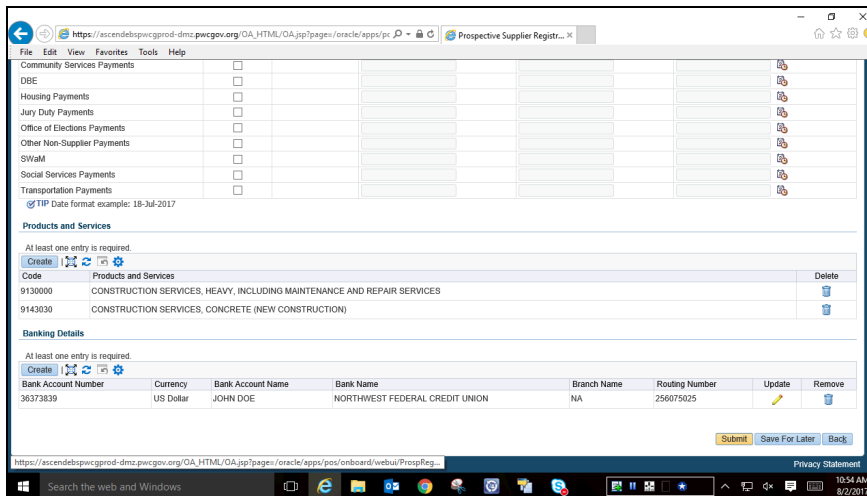
Step	Action
64.	Branch is another name for routing number. Click the Existing Branch option. 
65.	Click the Search Branch button. 



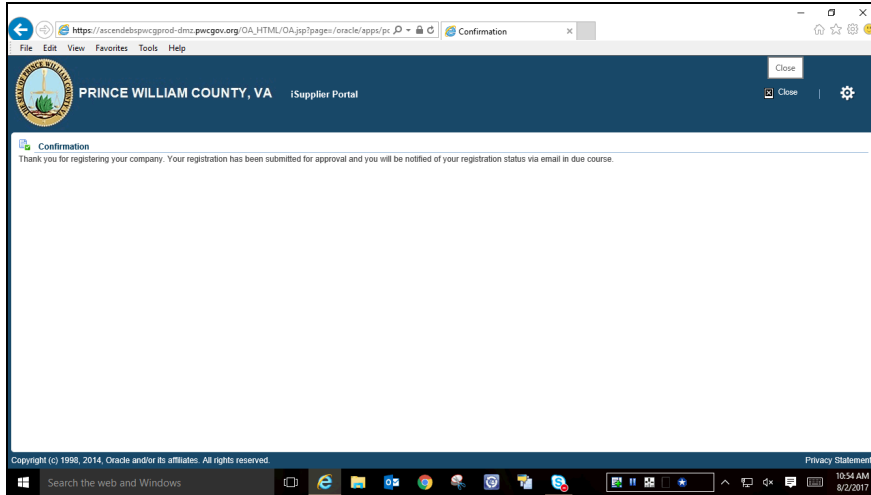
Step	Action
66.	<p>Just click the go button don't list any information.</p> <p>Click the Go button.</p> 
67.	<p>Please select your routing number from the list.</p> <p>Click the Quick Select button.</p> 

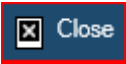


Step	Action
68.	Type in your account number. Click in the Account Number field. Account Number <input type="text"/>
69.	Enter the desired information into the Account Number field. Enter " 36373839 ". Account Number <input type="text"/>
70.	Press [Tab] .
71.	Enter the desired information into the Account Name field. Enter " JOHN DOE ". Account Name <input type="text"/>
72.	Click the Currency list. Currency <input type="text"/>
73.	Click the US Dollar list item. US Dollar
74.	Click the Apply button. Apply



Step	Action
75.	Please review this page and once your have completed your review. Click the Submit button. Submit



Step	Action
76.	Your registration has been submitted. Click the Close button. 
77.	End of Procedure.