

# **PWC ISupplier Portal Registration**

#### STEP 1

## Enter email address to begin registration



STEP 2 Click on Send Access Code





## Type code "ex. LSwBdEXJ" and Click Continue

. alle	
-1110	Enter your code
	Use the code we've sent to email testing101@gmail.com.
	The code expires in 15 minutes.
	Access Code LSwBdEXJ
	Continue
	Get a new code

#### **STEP 4**

# Now you will begin the registration process Enter Company or Individual details ex. Company Name: "Testing 101"

Supplier Registration

# **Company Details**

Please enter the complete details for your company. Please note you must have your Federal Tax ID number to complete registration. If you are an individual, Company name is your First and Last Name and Social Security Number (SSN) is your Federal Tax ID.

Company Testing101	Website	Country 👻
		Required
Taxpayer ID	Tax Registration Number	D-U-N-S Number
Organization Type 🗸	Supplier Type 👻	
Required		



## Enter Country Click dropdown

		1 6	
Country	•	Company Details	
	Required	Contacts	
D-U-N-S Number		Addresses	

## STEP 6

# Type "United States" and select from dropdown

		1  <sub>6</sub>
	Country United States	Company De
	United States	Contacts
Number	United States Minor Outlying Islands	Addresses
		Business Cla

# Enter Taxpayer ID ex. Type "123456789"

Company Testing 101	Website	ł :	
Taxnaver ID			
123456789 Enter 30 or fewer characters.	Tax Reg	istration Number	
Organization Type	▼ Supplier	r Type	•

## **STEP 8**

# Enter Organization Type Click dropdown

Taxpayer ID 123456789		Tax Registration Number	
Enter 30 or fewer characters.			
Organization Type	•	Supplier Type	
	Required		
Note to Approver			



## Click appropriate Organization Type ex. Individual, Corporation, LLC etc

Foreign Individual		
Foreign Partnership		
Government Agency	Website	
Individual	Tax Peristration Number	
Partnership		
Organization Type	✓ Supplier Type	•
	Required	

#### **STEP 10**

## Enter Supplier Type Click dropdown

		United States
	Tax Registration Number	D-U-N-S Number
-	Supplier Type	•
۶r		

Created with Tango

Click appropriate Organization Type ex. Self, Corporation, Local Government etc.

PWCMobius			
nce William County	Employee		
Supplier Registration Company Details	Federal Agency Local Government Other		1 6
Company Testing 101	Partnership	Country United States	Company Details
Taxpayer ID 123456789	Self	D-U-N-S Number	Addresses
Organization Type Individual	Supplier Type	•	Business Classificatio
Note to Approver			Bank Accounts
			Products and Service

## **STEP 12**

## **Click on Self**

y Details	Other	
	Partnership	Country United States
	Proprietorship	
	Self	D-U-N-S Number
	State Agency	*
	Supplier Type	-

Created with Tango

# Enter Notes to Approver ex. Election Officer Registration

Company Testing 101	Website	United States	
Taxpayer ID 123456789	Tax Registration Number	D-U-N-S Number	
Drganization Type ndividual	✓ Supplier Type Self	•	
Note to Approver Elections Officer Registr			

### **STEP 14**

## **Click on Continue**

		Business Classificat
		Bank Accounts
		Products and Servio
Cancel	Save Continue	



## Enter Contact Information ex. First Name "Testing"

Supplier Registration

# Contacts

#### Contact 1

Enter contact details. Registration communications will be sent to this contact.

First Name Testing	Last Name	
Enter 150 or fewer characters.	Req	uired
Job Title	Country US  Mobile +1	
Country US Phone +1	Ext	

#### STEP 16

# Enter Contact Information ex. Last Name "Last Name Testing"

Supplier Registration		
Contacts		
<b>Contact 1</b> Enter contact details. Registration communicat	ions will be sent to this contact.	
First Name Testing	Last Name Last Name Testing	Email testing101@gmail.com
	Country	
Job Title	US +1	



# Verify Contact Email Address "testing101@gmail.com"

		2  <sub>6</sub>
this contact.		 Company Details
sting	Email testing101@gmail.com	Contacts
✓ Mobile +1		Addresses
Ext		Business Classificat

## **STEP 18**

## Enter Contact Job Title or leave blank

ontact 1 Inter contact details	. Registration comm	unications will be sent to this contact.	
First Name Testing		Last Name Last Name Testing	
Job Title		Country US   Mobile +1	2
Country US	Phone +1	Ext	
Country US	Fax +1		

Created with Tango

## Enter Contact Mobile Phone Number ex. Type "+1 703 456 8529"

runications will be sent to this contact.		Company Details
Last Name Last Name Testing	Email testing101@gmail.com	Contacts
Country US   Mobile +1 703 456 8529		Addresses
Ext		Business Classificat
		Bank Accounts
ations from us. • Yes O No		Products and Servic

### **STEP 20**

# Enter additional contact Phone Number or Fax Number ex. Type "+15718529647"

Testing		Last Nam Last Na	e Ime Testing	1
Job Title		Country US	<ul> <li>✓</li> <li>Mobile +1 703</li> </ul>	3 456 8529
Country US	▼ Phone +1571	8529647	Ext	
Country US	► Fax +1			

Created with Tango

# Select if this contact should be a administrative contact and if they will need user account to update account information.

<b>Is this an administrative contact?</b> Administrative contact will receive general communications from us.	• Yes	O No		
<b>Does this contact need a user account?</b> User accounts will provide online access to supplier transactions and se	elf-service tasks	• Yes	() No	

## **Click on Continue**

	Business Classificat
	Bank Accounts
	Products and Servio
Cancel Save Continue	

# Enter Address Name (short name)

Address 1	
Address Name WORK	What's this a
Enter 240 or fewer characters.	
Country/Region United States	
Address Line 1	Address Line

**STEP 23** 

# Enter Address Line 1 information ex. Type "12347 South Lane"

Address Name	Required	What's this address used for?	Select at least 1 purpose.
Country/Region United States			
Address Line 1 12347 South Lan		Address Line 2	
	Required		
State	Required	Postal Code	•



# Enter County Click dropdown

		Addresses
omack ginia	~	Business Classificat
ty	•	Bank Accounts
Ext		Products and Servio

Created with Tango

# Enter selected County ex. Type "Prince William

		•	
	City	•	Addresses
		Required	Business Classificat
•	County Prince Willi	•	Pank Accounts
Required     Phone	<b>Prince Willi</b> am VA		Products and Servic
	<b>Prince Willi</b> am Virginia		
Required     Phone	Prince William VA Prince William Virginia		Bank Accounts Products and Servi

## **STEP 26**

## Enter County Click dropdown

ress used for?	Select at least 1 purpos	e.		Company De
hase Orders	Receive Pay	ments 🔲 Bid on RFQs		company be
			•	Contacts
		City	•	Addresses
	]		Required	Business Cla
	Required	County Prince William	•	Bank Accoun
				Dreducte env



# Enter selected City ex. Type "Dumfries"

	The man, we	
	Catharpin Prince William, VA	
ress used for? Select at least 1 purpose.	Dale City Prince William, VA	Company Dataila
hase Orders 🛛 Receive Paym	Dumfries Prince William, VA	
	Gainesville Prince William, VA	
	City	Addresses
	Required	Business Classifica

## **STEP 28**

## Enter Postal Code Click dropdown

dress Line 2	City Dumfries
stal Code	County Prince William
Intry	Ext

Created with Tango

# Enter selected Zip Code ex. Type 22025

ane	Address Line 2	City Dumfries
	▼ Postal Code	County     Prince William
	22025 Dumfries, Prince William, VA	Ext
	22026 Dumfries Bringe William VA	

## **STEP 30**

## Enter State Click dropdown

Address Line 1		Address Line 2		
State	•	Postal Code		•
	Required			Requi
Email		Country	▼ Phone	



# Enter email address ex. Type "testing101@gmail.com"

Address Line 1 12347 South Lane	Address Line 2	
State VA	▼ Postal Code 22025	•
Email testing101@gmail.com	Country US Phone	
Caumani		

## **STEP 32**

# Enter phone number ex. Type "17035829647"

Address Line 2	City Dumfries	•
Postal Code 22025	▼ County Prince William	•
Country US Phone 17035	829647	Ext



## Select checkbox to associate the contact with the entered address

Country	-	Fax
05		
lich conto	cto ava accar	ciated to this address?
mich conta	cts are assoc	liated to this address?
Test	ing Last Nam	ne Testing
Test	ing Last Nam	ne Testing

### **STEP 34**

The address can be associated with various tasks such as Receive Purchase Orders, Receive Payments and Bid on RFQs If this address should be associated with Receiving Purchase Orders, select checkbox to associate the contact with ability to Receive Purchase Orders

		What's this address used for?	Select at least
me	Required	Receive Purchase Orders	Recei
on tes			
1			



The address can be associated with various tasks such as Receive Purchase Orders, Receive Payments and Bid on RFQs If this address should be associated with Receiving Payments, select checkbox



Created with Tango

The address can be associated with various tasks such as Receive Purchase Orders, Receive Payments and Bid on RFQs If this address should be associated with Bid of RFQs Receiving Payments, select checkbox

used for? Select at least	1 purpose.	団
		•

### **STEP 37**

## Scroll down and click Continue

			Business Classificat
			Bank Accounts
			Products and Servio
Cancel	Save	Continue	

Created with Tango

20 of 29

## **Click on Continue**

		Business Classificat
		Bank Accounts
		Products and Servio
Cancel	Save Continue	

**STEP 39** 

# Enter Classification Click dropdown Select ex. "A2 Woman Owned Business"

Business Classifications	
Select a classification or confirm that none are applicable.	
Classification	•
23 Minority Owned Business	Î
A2 Woman Owned Business	
A4 SBA Certified Small Disadvantaged Business	
A5 Veteran Owned Business	
A6 SBA Certified 8(a) Program Participant	
Community Services Payments	
DBE	



Vendors can enter certifications on portal account Enter Certificate Start Date Select Date

\*this certification will be stored for procurement use. It is your responsibility to update certificate before expiration date to continue to business with Prince William County Government

•	Other Certifying Agency
	Certificate End Date
	•

## STEP 41

## Enter Certificate End Date Select Date

Other Certifying Agency	Certificate Number
Certificate End Date	



# Enter Notes for Certification Example Type "Certification of Eligibility"

Certifying Agency	•	Other Certifying Agency		Certificate Number	
Certificate Start Date 02/05/2025	i	Certificate End Date 03/29/2028	i		
Notor					
ex. Certification of Eligibility	1				
ex. Certification of Eligibility	1				
ex. Certification of Eligibility	/ pporting documents				
ex. Certification of Eligibility ttach current certificates and su Drag and Drop	pporting documents				
ex. Certification of Eligibility ttach current certificates and su Drag and Drop Select or drop files here.	pporting documents				

#### **STEP 43**

## **Click on Continue**

		Business Classif	icat
		Bank Accounts	
		Products and Se	rvio
Cancel Sa	Continue		

Created with Tango

# Enter Banking Details Select Routing Number from dropdown

ank account 1			
<sub>Country</sub> United States			
Routing Number	-	Bank	
	Required		
Account Number		Currency	
	Required		

#### **STEP 45**

# Select Routing Number from dropdown Bank Name will auto populate

Routing Number	Bank	Bank Branch					
122400724	Bank Of America	Bank of Amer	ca_122400724				
125000024	Bank Of America	Bank of Amer	ca_125000024			Program (PCO) 425 . A database of the second of	
255078159	Truist Bank	Truist Bank_2	55078159				5 6
031100393	Chase Bank USA, N.A.	Chase Bank U	SA, N.A031100393				
051404383	Sonabank	Sonabank_05	1404383				Company Details
256078501	Fairfax County Federal C	r Un Fairfax Count	/ Federal Cr Un_256078	501		面	Contacts
071174431	State Farm Bank FSB	State Farm Ba	nk FSB_071174431				
Routing Number	•	Bank	•	Bank Br	nch	•	Addresses
	Required						Business Classifications
Account Number		Currency	•	Account	Туре	•	Bank Accounts
	Required					Required	
Account Holder							Products and Services
					Cancel	ave Continue	



## Enter Account Number Type ex. "154789632"

Routing Number 031100393	<ul> <li>Bank</li> <li>Chase Bank USA, I</li> </ul>	N.A. •
Account Number 154789632	Currency	•
Account Holder		

### **STEP 47**

# Select Currency from dropdown Type ex. "US Dollar" and select from dropdown

-	Bank Chase Bank USA, N.A.	Bank Branch Chase Bank USA, N.A0311
	Currency U	Account Type
	<b>U</b> S Dollar	
nds ago		Cancel Save



# Select Accounting Type from dropdown Select Checking or Savings

			Addresses
5A, N.A.	•	Bank Branch Chase Bank USA, N.A031100393	Business Classificat
	•	Account Type	Bank Accounts
		Checking	Products and Servic
		Savings	

#### **STEP 49**

## **Click on Continue**

	Business Classificat
	Bank Accounts
	Products and Servio
Cancel Save Continue	

Created with Tango

Enter Products and Services that are specific to the type of business you support Example Type "web"

Prince William	County		the state of the state of	
Supplier Re	gistration			
Produ	cts and Services			
Enter at leas	st one products and services ca	ategory.		
Q web				
Cat	egory	Description		

#### **STEP 51**

# Check all Products and Services Categories you would like added to your profile

	Software	Web Site Applic
	208.5494 Web Environment Learning Tools	Web Environm
	E 208.5495 Web Site Development Tool Software	Web Site Devel
Last updated	22 seconds ago	

## Once complete Click Submit button



## **Registration is complete and submitted for review process**

C PWCMobius	
Prince William County	
Success	
Your registration request 2290031 was submitted.	

Created with Tango



Never miss a step again. Visit Tango.ai

