



COUNTY OF PRINCE WILLIAM

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Woodbridge, Virginia 22191-4217
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OFFICE OF HOUSING AND
COMMUNITY DEVELOPMENT

Billy J. Lake
Director

April 29, 2016

Dear Prince William County Vendor,

You are receiving this letter to inform you a recent audit of our processes has determined that the Office of Housing and Community Development (OHCD) will no longer be maintaining profiles in the County's Enterprise Resource Planning system. Previously our office created and maintained vendor profiles for all landlords, tenants, and contractors. The term "*vendor*" is used for any individual, or company being issued a check through the County's Enterprise Resource Planning system which is accessed through the eProcurement portal.

Effective immediately you are required to maintain the profile we created on your behalf via the eProcurement portal. Failure to make any corrections and/or updates in your profile could result in the County being unable to issue you, or can cause a delay in processing, a check. In addition to updating your eProcurement registration you will still need to report changes directly to the OHCD staff, which operate under a separate system approved by HUD.

Enclosed you will find instructions which outline the steps necessary to update your information in eProcurement - <http://www2.pwcgov.org/e-proc>. Your User ID and Password to your profile have been provided below in this letter.

Prince William County will be migrating to a new financial system starting July 2016. Around that time you will receive a notice from the County via the e-mail address you provide in your eProcurement profile. Please make sure the information in your profile is accurate and up-to-date.

Should you have any questions or need assistance, our office (703-792-7530) is here to assist you with the process to ensure that you receive your payments.

Sincerely,

Billy J. Lake
Director



COUNTY OF PRINCE WILLIAM

1 County Complex Court, (MC460) Prince William, Virginia 22192-9201
(703) 792-6770 Metro 631-1703 Fax (703) 792-4611

FINANCE DEPARTMENT
Purchasing Division

Vendor Update Instructions

Vendor #	Company Name:
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PLEASE FOLLOW THE BELOW INSTRUCTIONS TO UPDATE YOUR COMPANY INFORMATION

Please visit our website at <http://www.pwcgov.org/eservices/eprocurement>. Click on Login and enter your User ID and Password.

To use the password recovery feature in eProcurement simply go to the website (<http://www.pwcgov.org/eservices/eprocurement>) and select login, under Password Recovery click on Recover Password. You can use your User ID to have auto generated e-mail containing your password sent to the e-mail address recorded in your company profile.

If your recorded e-mail address in your company profile is no longer valid, or you need additional assistance, please send an e-mail request to purchasing@pwcgov.org. If requesting a User ID and temporary password please e-mail from a valid company e-mail address - the Company name, address, telephone number and tax payer ID number.

To change information in your company file:

- (1) Click on "Vendor Profile"
- (2) Click on "Update Vendor Profile". **Please update both company and payment information.** The top part is your company information.
- (3) Click on "Modify" on the right side. Make changes as needed.
- (4) Click on "Save changes".
- (5) Stroll down to the middle of the page to update Payment Information.
- (6) Click on "Modify" on the right side. Make changes as needed.
- (7) Click on "Save changes".
- (8) Click on "Submit for Approval". You should now receive an email stating: Your "County of Prince William" profile has been updated and awaiting PWC Approval. You will be notified on approval.

To assign multiple users to update your company profile:

- (1) Click on "Vendor Profile".
- (2) Click on "Maintain User Profiles".
- (3) Click on "Add User", and enter user information.
- (4) Click on "Add User" again and you may now click on "Logout" if all action is complete.

To update Commodities Codes:

- (1) Click on "Vendor Profile".
- (2) Click on "View/Update Commodities".
- (3) Search by Category or description. Enter search text and click search.

To select individual commodities, check the box next to the "Commodity number". Once all commodities have been selected on the page, click on the "Add Commodity(s)". You may continue to the next page if available. When all applicable commodities have been added to your profile, click "Complete"

If you have any questions, please feel free to contact the Purchasing Office at (703) 792-6770.

Thank you

Revised 12/2015



PRINCE WILLIAM COUNTY VIRGINIA

BECOME A PWC VENDOR

The Purchasing Office competitively solicits bids and proposals for supplies, services, and construction and awards contracts for Prince William County Government.

DIRECT DEPOSIT/ACH VENDOR PAYMENTS

- To apply for direct deposit (ACH) payments, please submit the agreement form: PWC ACH Agreement
- For questions regarding direct deposit/ACH payments, contact Accounts Payable at 703-792-6743

ePROCUREMENT

Visit eProcurement for access to solicitation and contract information.

[View Open Solicitations Here](#)

Through the County's eProcurement system, vendors may:

- View procurement opportunities
- Request e-mail notification of solicitations
- Perform online tracking of invoices and payments
- Register as a Prince William County vendor: Vendor Registration
- Update existing vendor information, including contact information, remit addresses and commodity codes: Vendor Update Instructions

The Prince William County Purchasing Regulations govern all County procurement activities.

For questions, contact:

Prince William County Purchasing Office

1 County Complex Court

Prince William, Virginia 22192

E-mail: purchasing@pwcgov.org

Phone: 703-792-6770

Fax: 703-792-4611



**PRINCE WILLIAM COUNTY
VIRGINIA**

PWC Home Purchasing Home Registration Solicitations Contracts Links **Login** Help

Welcome to Prince William County Government eProcurement Portal which provides access to solicitation and contract information.

The menu for this page is located in the black bar above.

- If your company is registered, please click on **Login** to access your account information and update your profile.
- If your company is not registered, please click on **Registration**. You need your Tax ID number to register.

Looking for:	Menu:
Update your vendor profile	Login
Register your firm as a vendor	Registration
Open Solicitations	Solicitations
Bid Results	Solicitations
Awards made by contract year	Contracts
Recurring Annual Contracts	Contracts
PWC Purchasing Regulations	Links
Cooperative activity	Links
Small and Minority Owned Business Information	Links
What the County Buys	Links

Certain features of this web site require the use of Adobe Acrobat Reader . You may download this application from [Adobe's web site](#).

Purchasing Office
1 County Complex Court
Prince William, Virginia 22192

Phone: 703-792-6770
Fax: 703-792-4611
email: purchasing@pwcgov.org

**PRINCE WILLIAM COUNTY
VIRGINIA**

[PWC Home](#) [Purchasing Home](#) [Registration](#) [Solicitations](#) [Contracts](#) [Links](#) [Login](#) [Help](#)

Please enter your company name in the form field below to verify if your company has previously registered. A partial or full name will be accepted and the search is not case sensitive.

Once you have entered the information, click on the Go button. Please review listing to verify if your company and location are listed.

- If your company location is listed, please contact the person listed under "Contact" to obtain a login id and password.
- If your company is listed and it is a different location, proceed to the bottom of the page to continue the registration process. Please note: if your company has re-located, please contact the person listed under "Contact" to change the existing account information.
- If your company name and/or location are not listed, proceed to the bottom of the page to continue the registration process.

Please enter your Taxpayer ID and click on the "New Registration" button to continue to the next series of steps to complete your registration.

Before you Register...

Company Search:



**PRINCE WILLIAM COUNTY
VIRGINIA**

[PWC Home](#) [Purchasing Home](#) [Registration](#) [Solicitations](#) [Contracts](#) [Links](#) [Login](#) [Help](#)

Please use the form fields below to login to your account. If you cannot remember your password, please use the Password Recovery system below.

Login

User ID:

Password: (Password is case sensitive)

[Login](#)

Password Recovery

If you have forgotten your password, please click the "Recover Password" button below.

[Recover Password](#)

New Users

If you have not completed the Online Vendor Registration process, please click the "New Registration" button below.

[New Registration](#)



COUNTY OF PRINCE WILLIAM
ACCOUNTS PAYABLE OFFICE – ACH Payments
1 COUNTY COMPLEX COURT MC440
WOODBIDGE, VA 22192-9201
Fax (703) 792-7795 (703) 792-6743
http://www.pwcgov.org

You may return this completed form to the above address for processing.

FINANCE DEPARTMENT
 Accounting Division
 Internal Use Only:

Vendor # _____

Entered by (initials) _____

Date _____

Thank you for your interest in the Prince William County (PWC) ACH payment program. ACH payments are electronically deposited directly into your bank account, saving you the time and cost of waiting for the mail and depositing checks. This program is free, fast, secure and easy. It is available to all registered Prince William County vendors and employees. If you have any questions regarding your electronic payment, please call (703) 792-6743. You may FAX your information to 703 792-7795 or e-mail to financeaccountspayable@pwcgov.org.

Vendor Agreement – Automated Clearing House (ACH) Credits

Vendor Name _____

SSN/ EIN _____ Remit Address 1 _____

Address 2 _____ City _____ State _____ Zip _____

I (Vendor) hereby authorize Prince William County Government, hereinafter called PWC, to initiate credit entries to my Checking Account Savings Account (select one) at the depository financial institution named below, hereinafter called Depository, and to credit the same to such account.

Nine-digit ABA routing number* _____ These numbers are the first nine numbers in the bottom left-hand corner of your checks or savings deposit slip. Note: Some savings deposit slips may have a different ABA number than bank checks. *See below for certain banks' routing numbers.

Account number _____ These numbers are the next group of numbers on the bottom of your check. Please include all the zeros preceding the numbers!

PLEASE ATTACH A VOIDED CHECK OR A COPY OF A CHECK. *Savings deposit slips ABA routing number should be verified in writing before attaching. For Bank of America or SunTrust Bank checks, please note the "**ACH RT number**" and use that for the bank routing number.

A statement from your bank, on bank letterhead, with account information will substitute for a voided check.

Check or statement is not needed for employees if deposited in Payroll Direct Deposit account.

If PWC funds to which I (Vendor) am not entitled are deposited in my account, I (Vendor) authorize PWC to direct the Depository to return those funds. I (Vendor) acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law and the rules set forth by the National Automated Clearing House Association (NACHA).

This authorization is to remain in full force and effect until PWC has received a notice of termination from me, or a vendor representative, in such time and in such manner as to afford PWC a reasonable opportunity to act on it. I (Vendor) further acknowledge that any remittance information associated with payments that I (Vendor) receive will be made available to me through a Notification of Payment sent by PWC to the email address designated by me (Vendor).

Does your company receive any remittance that may be considered confidential, such as patient information protected under HIPAA?

Please check: Yes No

Date _____ Signature _____ Title _____

Print Name _____ Eprocurement User Name (optional) _____

Permanent Email address for Notification of Payment _____

(This email address should be a company specific email, such as accountsreceivable@company.com unless PWC employee, then employeename@pwcgov.org.)

Contact Name (for email) _____ Telephone _____