



PROSPECTIVE SUPPLIER REGISTRATION USER GUIDE



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Introduction to PRISM+ User Guides

What is PRISM+?

PRISM+ is Arlington County's online Oracle cloud-based financial management system. As a supplier, you will use PRISM+ to register in the system and view and respond to solicitations.

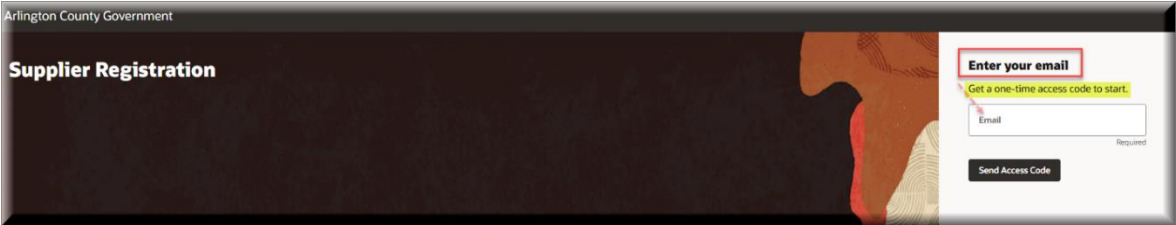
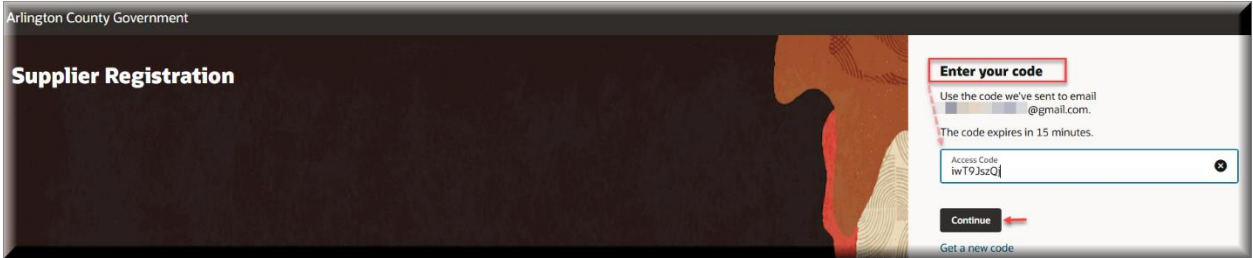
Intended Audience - Prospective Supplier

Audience: External suppliers who will register in PRISM+ in a Prospective status to respond to Arlington County's Negotiations (solicitations).

Purpose: This is a basic guide for external supplier registration. Potential suppliers using this registration portal will be submitted as " Prospective" suppliers. A prospective supplier can participate in negotiations, but cannot have any transactions, nor can you be awarded a contract. The specifics of required registration may change; therefore, this guide is a basic registration policy as it stands today (02/2025)



Prospective Supplier Registration Steps

Step	Action
1.	Click the Supplier Registration link.
2.	Enter Company email.  A screenshot of the Arlington County Government Supplier Registration page. The page has a dark header with the text "Arlington County Government" and "Supplier Registration". The main content area is dark with a large, stylized graphic of a person's head and shoulders. On the right side, there is a white box titled "Enter your email" with the instruction "Get a one-time access code to start." Below this is an "Email" input field with a "Required" label and a "Send Access Code" button.
3.	Enter the code received from the email entered in Step 2, then click Continue .  A screenshot of the Arlington County Government Supplier Registration page, showing the "Enter your code" step. The page has a dark header with the text "Arlington County Government" and "Supplier Registration". The main content area is dark with a large, stylized graphic of a person's head and shoulders. On the right side, there is a white box titled "Enter your code" with the instruction "Use the code we've sent to email @gmail.com. The code expires in 15 minutes." Below this is an "Access Code" input field containing the code "iwT9JszQ" and a "Continue" button. A red arrow points to the "Continue" button. There is also a "Get a new code" link.



4. Enter the **Company Details** in **all caps** by completing the fields highlighted in yellow below.

In the **Attach W9 and Other Relevant Documents** field, drag and drop files or click on the drag and drop box to upload files.

After completing all highlighted fields, click **Continue**.



5. Enter the **Contact** details in the fields highlighted in yellow below. The buttons and checkboxes will automatically populate.

After completing all highlighted fields, click **Continue**.

Supplier Registration

Contacts

2 | 5

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name: Alex
Last Name: Sensation
Email: @gmail.com
Job Title: CEO
Country: US
Mobile: +1 903 228 3500
Country: US
Phone: +1
Country: US
Fax: +1

Is this an administrative contact? ☒ Yes ☐ No
Administrative contact will receive general communications from us.

Does this contact need a user account? ☒ Yes ☐ No
User accounts will provide online access to supplier transactions and self-service tasks.

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

- ☒ **Supplier Self Service Administrator**
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
- ☒ **Supplier Sales Representative**
Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.
- ☐ **Supplier Inventory Manager**
Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors available supplies, materials and products to ensure that customers, employees and production have access to the materials they need.
- ☒ **Supplier Customer Service Representative**
Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.
- ☒ **Supplier Bidder**
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.

Last updated 5 minutes ago

Cancel Save **Continue**

Company Details
Contacts
Addresses
Business Classifications
Products and Services



6. Enter the **Address** details in the fields highlighted in yellow below.

In the **What's this address used for** area, click the **Bid on RFQs** checkbox.

Under the **Which contacts are associated to this address** area, click the checkbox for the appropriate contact.

Click Continue.



7. If applicable, select the Business Classification type from the list of values.
- Enter the details in the fields applicable to the company's classification.
- If the company does not have a classification, please select the None of the classifications are applicable option.

A screenshot of a web application interface for "Supplier Registration". The main heading is "Business Classifications" in a red-bordered box. Below it, a instruction says "Select a classification or confirm that none are applicable." There is a dropdown menu with a yellow arrow icon on the right, currently showing "None of the classifications are applicable". Below the dropdown is a list of classification options: "Hub Zone", "Minority Owned", "Service-disabled Veteran Owned", "Small Business", "Veteran Owned", and "Woman Owned". At the bottom of this list, the option "None of the classifications are applicable" is highlighted with a light blue background. On the right side of the form, there is a vertical sidebar with a progress indicator "4 | 5" at the top. The sidebar contains links: "Company Details", "Contacts", "Addresses", "Business Classifications" (which is highlighted with a red box), and "Products and Services". At the bottom of the form, there are three buttons: "Cancel", "Save", and "Continue". A red arrow points to the "Continue" button. In the bottom left corner of the form, it says "Updated just now".



8. Enter the company's **Products and Services** by entering the first few letters of the description in the search box, then click the Enter key. A list will populate. Select the appropriate categories by clicking the checkboxes.

Alternatively, based on the **Description** column, select the three-digit **Category** code to the left of the screen. You may choose simultaneously multiple category codes (scroll down to see more options).

Click Submit.

9. A confirmation will appear with your registration status.

10. **End of Procedure**