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[www.ping.chesterfield.gov](http://www.ping.chesterfield.gov)

## A Registration Guide for Vendors

PIInG is the new e-procurement system Chesterfield County is transitioning to for soliciting quotes, bids, and proposals for county government and county schools. A

### How will PIInG benefit me?

PIInG will enable registered vendors to receive automatic email notification of upcoming business opportunities for the goods and services they sell. **All vendors, current and new, who wish to do business with Chesterfield County government and schools will need to register with PIInG to receive and respond to solicitations.**

Prior to starting the registration, please make sure to have the following information available:

- Organization's Taxpayer ID Number (TIN)
- Business Type (Corporation, LLC, Sole Proprietorship, etc.)
- Email Address
- Business Classification (minority-owned, women-owned, etc.)

After gathering the necessary information, access PIInG at: [ping.chesterfield.gov](http://ping.chesterfield.gov)

**Step 1** - Click the Registration tab and you will be taken to the instructions section of the registration page. Read through this page and check the box to agree to the terms. Agreeing to the terms is required to advance further in the registration process.

### General Disclaimer:

This site is hosted and maintained by a third party vendor. By confirming your registration and clicking "I agree" below, you acknowledge that Chesterfield County exercises no control over the functionality or security of the website or your use of website. The entire risk as to satisfactory quality, performance, accuracy, and security is with the user. County disclaims all liability for any problems that may result from your use of the website.

**I agree with the terms. \***

Yes, I agree

\*denotes required fields.

### PIInG Procurement Information Gateway



[Vendor registration technical support](#)

866-889-8533

Perfect Commerce - WebProcure Support Center

Registration

Solicitations

Contracts

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PIInG is the new e-procurement system Chesterfield County is transitioning to for soliciting quotes, bids, and proposals.

Phase I is now live and includes the posting and electronic notification of all Chesterfield County solicitations. Postings are available in [Solicitations](#).

Sole Source and Emergency contracts postings are available in [Contracts](#).

During Phase I, electronic submissions will only be accepted for Request for Quotes (labeled as RFQ). All other solicitation types (labeled as ADMIN) shall be submitted in accordance with the solicitation submission instructions within the solicitation document.

## Step 2 - Enter the Organization Information

**Parent/Holding Company** – This is the default designation and applies to your organization if it is the parent or headquarters location of your organization. Also, if you are an individual/sole proprietor, be sure this option is selected.

**Branch/DBA** – If your organization is a child company or branch location of another entity, select this option.

**NOTE:** DUNS Number is only required if you are registering as a DBA/Branch under a Parent/Holding Company.

**Step 3 - Business Classifications**, this section is required. Check all that apply. If none apply, click N/A.

### Organization Information

Please enter the information requested below. (\*) denotes required fields.

Country \*  
United States

This Office is \*  
If you are an individual/ sole proprietor, select "Parent/Holding Company." If your organization has a DBA please register the DBA separately as a "Branch."  
Parent/Holding Company DBA/Branch

Type of Business \*  
Please Select

Federal Employer Identification Number \*  
- Clear

Confirm Federal Employer Identification Number \*  
--OR--

Social Security Number \*  
- Clear

Confirm Social Security Number \*  
- Clear

DUNS Number \*  
Enter DUNS Numl

Confirm DUNS Number  
Confirm DUNS Nl

Legal Name of Entity/Individual \*

Address \*  
30 characters only

Address Line 2  
30 characters only

City \*  
30 characters only  
50 characters left

State/Province \*  
Virginia

Postal / Zip Code \*  
-  
-

### Business Classifications \*

Please select the business classification that applies to your organization from the options below. If your organization does not hold a business classification certification, please select "N/A."

To learn about Chesterfield County Business classifications and how they are defined, visit [here](#)

- Women-Owned Business (WOB)
- Minority-Owned business (MOB)
- Chesterfield Business (CB)
- Service Disabled Veteran-Owned Business (SDVOB)
- Small Business (SB)
- N/A

**Step 4 - The Business Verifications section is not required to complete your registration.** If you choose not to complete during registration, click the Later tab.

If you proceed to complete this section, you have the ability to upload your W-9 and Chesterfield County Business License Information.

\*\*If you are not required to possess a Chesterfield County Business License, enter nothing in these fields and skip this section.

### Business Verifications

Business Verifications are mandatory to receive an award. Providing this information now can expedite the time to receive an award and finalize your contract.

#### Verifications Include:

- Year Company was established
- W-9 Form
- Chesterfield Business Licensure

Would you like to provide this information now or later?

Now

Later

**Step 5 - Organization Contact Information.**  
A Main Contact is required, additional contacts can be added now or later by clicking the appropriate tab at the bottom of the page.

**Step 6 - Select Commodity/Service Codes**  
It is our recommendation that you select all codes that match the goods and services your organization wishes to receive notification of bid opportunities.

### Select Commodity/Service Codes

Select the commodity and service codes below which best apply to your organization's business. Select these codes will subscribe you to receive notifications on solicitations posted by the County. It will also make your organization easier to find when Chesterfield's entities are preparing to make a purchase. If you do not wish to receive solicitation notifications, please select 'Unknown'.

Select the NIGP commodity and/or service code(s) which apply to your organization's business. Choose at least one code. You may add more or update this information later in the Profile Management menu.

Enter a keyword or search phrase and click Search. Check/Select the category to save your changes.

**Note:** Selecting the 3-digit NIGP Product Class will subscribe you to receive notifications about business opportunities for all the 5-digit Item categories within that class. Alternately, you may choose to subscribe to a selected number of 5-digit Item categories within a Product Class.

#### Available Categories

- ABRASIVES (00500)
- ACOUSTICAL TILE, INSULATING MATERIALS, /
- ADDRESSING, COPYING, MIMEOGRAPH, ANC
- AGRICULTURAL CROPS AND GRAINS INCLUD
- AGRICULTURAL EQUIPMENT AND IMPLEMEN
- AGRICULTURAL EQUIPMENT, IMPLEMENTS, /
- AIR COMPRESSORS AND ACCESSORIES (025C
- AIR CONDITIONING, HEATING, AND VENTILA
- AIRCRAFT AND AIRPORT EQUIPMENT, PARTS
- AIRCRAFT AND AIRPORT OPERATIONS SERVI
- AMUSEMENT, DECORATIONS, ENTERTAINME
- ANIMALS, BIRDS, MARINE LIFE, AND POULTR
- APPLIANCES AND EQUIPMENT, HOUSEHOLD
- ARCHITECTURAL AND ENGINEERING SERVI

#### Selected Categories

### Organization Contact Information

#### Main Contact

Please enter the information for your organization's main point of contact for County.

#### Salutation

#### First Name \*

#### Last Name \*

#### Job Title

#### Main Phone Number(10 digits,no spaces or hyphens) \*

Ext

#### Fax Number(10 digits,no spaces or hyphens)

#### Email Address \*

#### User name \*

#### Password \*

#### Confirm Password \*

#### Additional Contacts

The following information is optional, and can be added at a later date. If no information is provided, these additional point of contacts will default to the Main Contact's information.

**NOTE:** This information is for PO submission purposes only. You may create additional users for your account once logged into the system with your main account.

\*denotes required fields.

Once you click "Process My Registration" you are finished. You will receive an email confirmation.

## Logging In/ Editing Your Account



You can log into your account from [ping.chesterfield.gov](http://ping.chesterfield.gov) by selecting the Login tab

- Enter your Username/ Password

- Your account can be edited by selecting "My Account" from the right drop down menu

**Login to PING**

Enter Username

Enter Password

[Forgot password?](#)

Powered by Perfect Commerce

Need Help?

- Usage Terms
- My Account**
- Opportunity Management
- Logout