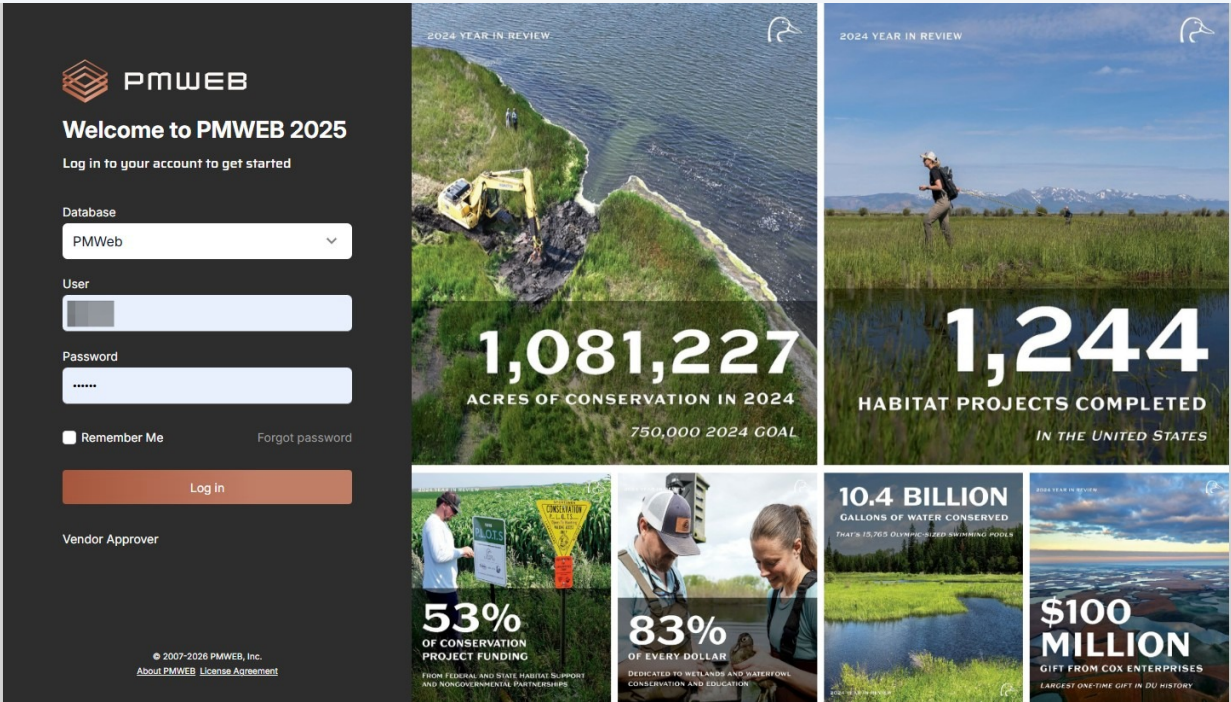
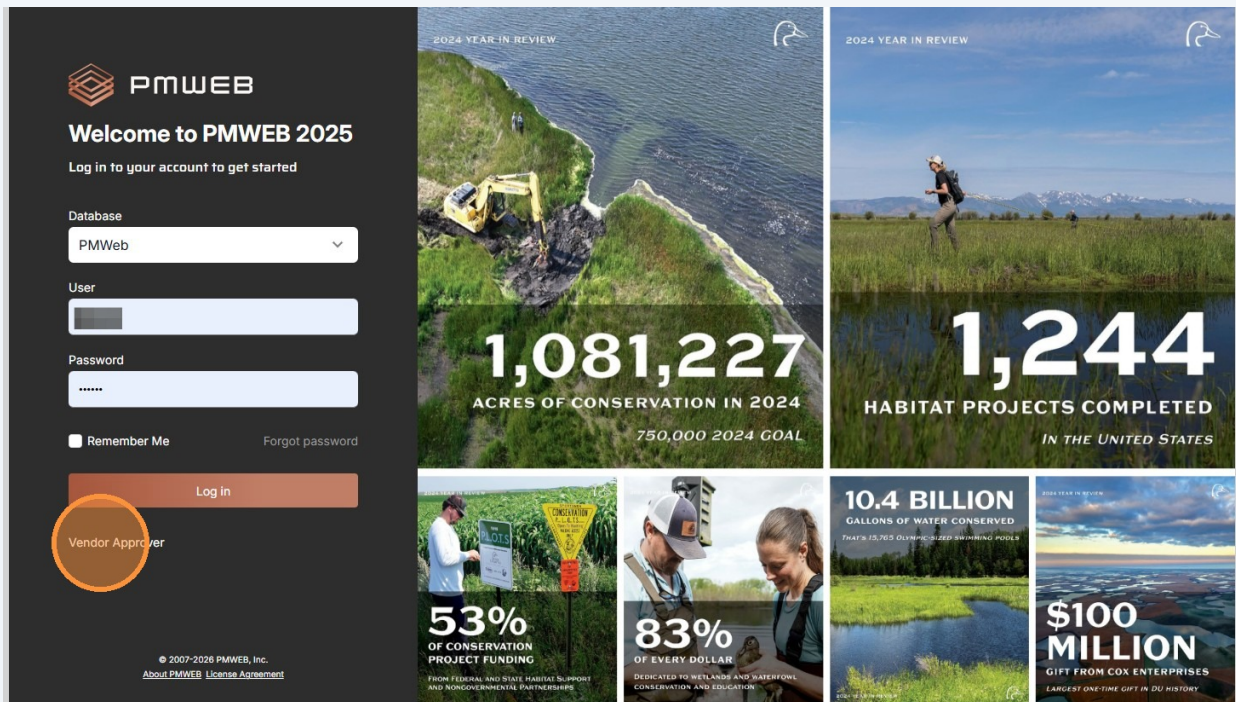


Instructions for Companies wanting to be on DU bid lists

1 Navigate to <https://du.pmweb.com/PMWeb/>



2 Click "Vendor Approver"



3 Fill out all fields. Username will be used as your system login.

The screenshot shows the PMWEB 2025 Vendor Login Page. On the left is a dark sidebar with the PMWEB logo, the text "Welcome to PMWEB 9", and a "Log in to your account to get started" link. Below this are input fields for "User" and "Password". There are checkboxes for "Remember Me" and a "Log in" button. In the main content area, there is a "Submit" button and a "Vendor Login Page" section. The "Vendor Login Page" section includes a thank you message and a link to "PMWeb@ducks.org". Below this is a "Please fill out all the fields. If you have issues, please contact PMWeb@ducks.org" message. The "All fields are required" section lists the following fields: "Company Name*", "Federal Tax ID*", "Country*", "Contact Name*", "Contact Email*", "Contact Phone*", "Username*", "Password*", and "Re-enter Password*". The "Company Name*" field is circled in orange. There is a "GENERATE NEW IMAGE" button and a CAPTCHA image showing the text "Y3FCR". Below the CAPTCHA is a "Type the image text" input field and "APPLY" and "CANCEL" buttons.

4 When all data is entered, click "Apply"

English 

Vendor Login Page

Thank you for your interest in doing business with Ducks Unlimited, Inc.

Please fill out all the fields. If you have issues, please contact PMWeb@ducks.org

All fields are required.

Company Name*

Federal Tax ID*

Country*

Contact Name*

Contact Email*

Contact Phone*

Username*

Password*

Re-enter Password*

[GENERATE NEW IMAGE](#) 

Type the image text

[APPLY](#) [CANCEL](#)

© 2007-2028 PMWeb, Inc.
[About PMWEB](#) [Terms Of Use](#) [Privacy Policy](#)

5 Click "Begin My Application"

an account has been created. You will need to provide the
and the password you entered each time you log into

on below to begin applying for vendor status or to visit your
ails page. Note: you can always start your application from
Details page.

[MY ACCOUNT DETAILS](#)

[BEGIN MY APPLICATION](#)

6 The drop arrows by each section open expanded information.

PMWeb®

- Introduction
- Completing the application
- Company
- Addresses
- Contacts
- Vendor Information
- Vendor Info Form
- Attachments
- Signature

English

Submit

SUBMIT THIS APPLICATION

WA - Northwest			☐
WA - Southwest			☐
OR - Eastern			☐
OR - Western			☐
AK			☐

TOP OF PAGE

VENDOR INFO FORM

<https://www.dropbox.com/scl/fi/77hd373zhdce1lxwghu57/ContractorInfoFormPMWeb-Vendor-Prequal-1.pdf?rikey=4n1kjbe94m6mlr2s4jk4fz9nb&st=v2ukx4jb&dl=0>

TOP OF PAGE

ATTACHMENTS

Save Cancel

DESCRIPTION	FILE	NOTES
	Choose File 6 Tab Test.xlsx	

No records to display.

TOP OF PAGE

SIGNATURE

Application Completed

Completed By

Title

Phone

Ext.

7 Fill out all remaining company information. Some fields will already be complete.

PMWeb®

- Introduction
- Completing the application
- Company
- Addresses
- Contacts
- Vendor Information
- Vendor Info Form
- Attachments
- Signature

English

Submit

SUBMIT THIS APPLICATION

COMPANY

Company Name

Federal Tax ID

Country

Home State

State Tax ID

Status

Submitted

Application Year

PMWEB Account ID

Application ID

ADDRESSES

Edit Add Line Delete Refresh

ID*	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	COUNTRY	PHONE	EXT
No records to display.								

TOP OF PAGE

CONTACTS

Edit Add Line Delete Refresh

FIRST NAME	LAST NAME	ADDRESS	TITLE	PHONE	EXT	FAX	CELL	A
No records to display.								

TOP OF PAGE

VENDOR INFORMATION

DBE CONSTRUCTION... NON-CONSTRU... SUPPLIERS GREAT LAKES - ... GREAT PLAINS R... SOUTHERN REGI... W

Edit

SPECIFICATION	UOM	MEASURE	NOTES
Dis-advantaged Business Enterprise			

8 Click Save icon

The screenshot shows the PMWeb application interface. On the left is a navigation menu with the PMWeb logo and links for Introduction, Completing the application, Company, Addresses, Contacts, Vendor Information, Vendor Info Form, Attachments, and Signature. The main content area is titled 'English' and 'Submit'. It contains a 'SUBMIT THIS APPLICATION' button and a 'Submit' icon. Below this are sections for COMPANY, ADDRESSES, CONTACTS, and VENDOR INFORMATION. The COMPANY section has fields for Company Name, Federal Tax ID, Country (USA), Home State (AK), State Tax ID, Status (Draft), Submitted, Application Year (2026), PMWEB Account ID, and Application ID. The ADDRESSES section has a table with columns: ID*, ADDRESS 1, ADDRESS 2, CITY, STATE, ZIP, COUNTRY, PHONE, EXT. It shows 'No records to display.' and a 'TOP OF PAGE' link. The CONTACTS section has a table with columns: FIRST NAME, LAST NAME, ADDRESS, TITLE, PHONE, EXT, FAX, CELL, A. It also shows 'No records to display.' and a 'TOP OF PAGE' link. The VENDOR INFORMATION section has a tabbed interface with tabs for DBE, CONSTRUCTION..., NON-CONSTRU..., SUPPLIERS, GREAT LAKES - ..., GREAT PLAINS R..., and SOUTHERN REGI... W. The DBE tab is selected, showing a table with columns: SPECIFICATION, UOM, MEASURE, and NOTES. The first row is 'Dis-advantaged Business Enterprise'. The 'Save' icon (a floppy disk) in the top toolbar is circled in orange.

9 Click "Add Line" under Addresses

This screenshot is identical to the one above, showing the PMWeb application interface. The 'Add Line' button in the ADDRESSES section table is circled in orange. The button is located between the 'Edit' and 'Delete' buttons in the table's header row.

- 10 Add all appropriate address information for your company. ID can be whatever you choose as a reminder of which site it is (main, warehouse, etc.)

The screenshot shows the PMWeb application interface. On the left is a navigation menu with options: Introduction, Completing the application, Company, Addresses, Contacts, Vendor Information, Vendor Info Form, Attachments, and Signature. The main area is titled 'English' and 'Submit'. It contains a 'COMPANY' section with fields for Company Name, Federal Tax ID, Country (USA), Home State (AK), State Tax ID, Status (Draft), Submitted, Application Year (2026), PMWEB Account ID, and Application ID. Below this is the 'ADDRESSES' section, which has a table with columns: ID*, ADDRESS 1, ADDRESS 2, CITY, STATE, ZIP, COUNTRY, PHONE, and EXT. The table is currently empty, showing 'No records to display.' An orange circle highlights the 'ID*' column header. Below the addresses table is a 'CONTACTS' section with a table for contact information, also showing 'No records to display.' At the bottom is a 'VENDOR INFORMATION' section with tabs for DBE, CONSTRUCTION..., NON-CONSTRU..., SUPPLIERS, GREAT LAKES..., GREAT PLAINS R..., and SOUTHERN REGI... W. The 'DBE' tab is selected.

- 11 If this address is your primary address, click this checkbox.

This screenshot shows the same PMWeb application interface as the previous one, but with the 'PRIMARY' checkbox in the 'ADDRESSES' table highlighted by an orange circle. The 'PRIMARY' checkbox is located in the 'TYPE' column of the address table. The rest of the interface, including the company information and other sections, remains the same.

12 Click "Save"

The screenshot shows the PMWeb application interface. On the left is a navigation menu with the PMWeb logo and a list of links: Introduction, Completing the application, Company, Addresses, Contacts, Vendor Information, Vendor Info Form, Attachments, and Signature. The main content area is titled 'English' and 'Submit'. It contains several form sections: COMPANY (with fields for Company Name, Federal Tax ID, Country, Home State, and State Tax ID), Status (with a dropdown menu set to 'Draft'), Submitted, Application Year (set to 2026), PMWEB Account ID, and Application ID. Below these is the ADDRESSES section, which has a 'Save' button highlighted with an orange circle. The ADDRESSES table has columns: ID*, ADDRESS 1, ADDRESS 2, CITY, STATE, ZIP, COUNTRY, PHONE, and EXT. It shows 'No records to display.' Below the ADDRESSES section is the CONTACTS section, which has buttons for Edit, Add Line, Delete, and Refresh. The CONTACTS table has columns: FIRST NAME, LAST NAME, ADDRESS, TITLE, PHONE, EXT, FAX, CELL, and A. It also shows 'No records to display.' Below the CONTACTS section is the VENDOR INFORMATION section, which has a dropdown menu set to 'DBE' and a table with columns: SPECIFICATION, UOM, MEASURE, and NOTES. The table contains several rows of vendor information, including 'Dis-advantaged Business Enterprise (DBE, 49 CFR Part 26)', 'HUBZone Certified Business', 'Minority Business Enterprise (MBE)', 'Women Business Enterprise (WBE)', and 'Veteran-Owned Business (VOB)'. The 'Save' button in the ADDRESSES section is highlighted with an orange circle.

13 Under Contacts, click "Add Line"

The screenshot shows the PMWeb application interface, similar to the previous one. The main content area is titled 'English' and 'Submit'. It contains several form sections: State Tax ID, Application ID, ADDRESSES, CONTACTS, and VENDOR INFORMATION. The ADDRESSES section is identical to the previous screenshot. The CONTACTS section has buttons for Edit, Add Line, Delete, and Refresh. The 'Add Line' button is highlighted with an orange circle. The CONTACTS table has columns: FIRST NAME, LAST NAME, ADDRESS, TITLE, PHONE, EXT, FAX, CELL, and A. It shows 'No records to display.' Below the CONTACTS section is the VENDOR INFORMATION section, which has a dropdown menu set to 'DBE' and a table with columns: SPECIFICATION, UOM, MEASURE, and NOTES. The table contains several rows of vendor information, including 'Dis-advantaged Business Enterprise (DBE, 49 CFR Part 26)', 'HUBZone Certified Business', 'Minority Business Enterprise (MBE)', 'Women Business Enterprise (WBE)', and 'Veteran-Owned Business (VOB)'. The 'Add Line' button in the CONTACTS section is highlighted with an orange circle.

14

Add appropriate names and contact information. Entries should include who you want as the main bidding invitation contact, main office contact, and signing authority. These can be selected in the Type column.

PMWeb®

- Introduction
- Completing the application
- Company
- Addresses
- Contacts
- Vendor Information
- Vendor Info Form
- Attachments
- Signature

State Tax ID: [] Application ID: []

ADDRESSES

Save Cancel

ID*	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	COUNTRY	PHONE	EXT
[]	[]	[]	[]	[]	[]	[]	[]	[]

No records to display.

TOP OF PAGE

CONTACTS

Save Cancel

FIRST NAME	LAST NAME	ADDRESS	TITLE	PHONE	EXT	FAX	CELL	A
[]	[]	[]	[]	[]	[]	[]	[]	[]

No records to display.

TOP OF PAGE

VENDOR INFORMATION

DBE CONSTRUCTION... NON-CONSTRU... SUPPLIERS GREAT LAKES - ... GREAT PLAINS R... SOUTHERN REGI... W

Edit

SPECIFICATION	UOM	MEASURE	NOTES
Dis-advantaged Business Enterprise (DBE, 49 CFR Part 26)			☐
HUBZone Certified Business			☐
Minority Business Enterprise (MBE)			☐
Women Business Enterprise (WBE)			☐
Veteran-Owned Business (VOB)			☐

TOP OF PAGE

15

Entries should include who you want as the main bidding invitation contact, main office contact, and signing authority. These can be selected in the Type column.

PMWeb®

- Introduction
- Completing the application
- Company
- Addresses
- Contacts
- Vendor Information
- Vendor Info Form
- Attachments
- Signature

State Tax ID: [] Application ID: []

ADDRESSES

Save Cancel

ID*	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	COUNTRY	PHONE	EXT
[]	[]	[]	[]	[]	[]	[]	[]	[]

No records to display.

TOP OF PAGE

CONTACTS

Save Cancel

EXT	FAX	CELL	ALT. PHONE	EMAIL	WEBSITE	TYPE	PRIMARY	NOTES
[]	[]	[]	[]	[]	[]	[]	☐	[]

No records to display.

TOP OF PAGE

VENDOR INFORMATION

DBE CONSTRUCTION... NON-CONSTRU... SUPPLIERS GREAT LAKES - ... GREAT PLAINS R... SOUTHERN REGI... W

Edit

SPECIFICATION	UOM	MEASURE	NOTES
Dis-advantaged Business Enterprise (DBE, 49 CFR Part 26)			☐
HUBZone Certified Business			☐
Minority Business Enterprise (MBE)			☐
Women Business Enterprise (WBE)			☐
Veteran-Owned Business (VOB)			☐

TOP OF PAGE

16 Click "Save"

- Introduction
- Completing the application
- Company
- Addresses
- Contacts
- Vendor Information
- Vendor Info Form
- Attachments
- Signature

State Tax ID

Application ID

ADDRESSES

ID*	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	COUNTRY	PHONE	EXT

No records to display.

TOP OF PAGE

CONTACTS

FIRST NAME*	LAST NAME	ADDRESS	TITLE	PHONE	EXT	FAX	CELL

No records to display.

TOP OF PAGE

VENDOR INFORMATION

DBE

CONSTRUCTION...

NON-CONSTRU...

SUPPLIERS

GREAT LAKES - ...

GREAT PLAINS R...

SOUTHERN REG...

Edit

SPECIFICATION	UOM	MEASURE	NOTES
Dis-advantaged Business Enterprise (DBE, 49 CFR Part 26)			☐
HUBZone Certified Business			☐
Minority Business Enterprise (MBE)			☐
Women Business Enterprise (WBE)			☐
Veteran-Owned Business (VOB)			☐

TOP OF PAGE

17 In the Vendor Information section, if you click the first row

- Introduction
- Completing the application
- Company
- Addresses
- Contacts
- Vendor Information
- Vendor Info Form
- Attachments
- Signature

ID*

ADDRESS 1

ADDRESS 2

CITY

STATE

ZIP

COUNTRY

PHONE

EXT

Enter the ID

No records to display.

TOP OF PAGE

CONTACTS

FIRST NAME	LAST NAME	ADDRESS	TITLE	PHONE	EXT	FAX	CELL

No records to display.

TOP OF PAGE

VENDOR INFORMATION

DBE

CONSTRUCTION...

NON-CONSTRU...

SUPPLIERS

GREAT LAKES - ...

GREAT PLAINS R...

SOUTHERN REG...

Edit

SPECIFICATION	UOM	MEASURE	NOTES
Dis-advantaged Business Enterprise (DBE, 49 CFR Part 26)			☐
HUBZone Certified Business			☐
Minority Business Enterprise (MBE)			☐
Women Business Enterprise (WBE)			☐
Veteran-Owned Business (VOB)			☐

TOP OF PAGE

18 then hold Shift and click the last row

The screenshot shows the PMWeb application interface. On the left is a navigation menu with the PMWeb logo and a list of links: Introduction, Completing the application, Company, Addresses, Contacts, Vendor Information, Vendor Info Form, Attachments, and Signature. The main content area displays the 'Vendor Information' form. At the top, there are 'Save' and 'Cancel' buttons. Below this is a table with columns: ID*, ADDRESS 1, ADDRESS 2, CITY, STATE, ZIP, COUNTRY, PHONE, and EXT. The 'ID*' field contains the text 'Enter the ID'. Below the table is a 'TOP OF PAGE' link. The 'CONTACTS' section is collapsed. The 'VENDOR INFORMATION' section is expanded, showing a tabbed interface with tabs for DBE, CONSTRUCTION..., NON-CONSTRU..., SUPPLIERS, GREAT LAKES - ..., GREAT PLAINS R..., and SOUTHERN REG. The 'DBE' tab is selected. Below the tabs is an 'Edit' button, which is highlighted with an orange circle. Below the 'Edit' button is a table with columns: SPECIFICATION, UOM, MEASURE, and NOTES. The table contains five rows of data, each with a checkbox in the 'NOTES' column. The rows are: Dis-advantaged Business Enterprise (DBE, 49 CFR Part 26), HUBZone Certified Business, Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran-Owned Business (VOB). Below the table is a 'TOP OF PAGE' link.

PMWeb®

- Introduction
- Completing the application
- Company
- Addresses
- Contacts
- Vendor Information
- Vendor Info Form
- Attachments
- Signature

Save Cancel

ID*	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	COUNTRY	PHONE	EXT
Enter the ID								

No records to display.

TOP OF PAGE

CONTACTS

Save Cancel

FIRST NAME	LAST NAME	ADDRESS	TITLE	PHONE	EXT	FAX	CELL

No records to display.

TOP OF PAGE

VENDOR INFORMATION

DBE CONSTRUCTION... NON-CONSTRU... SUPPLIERS GREAT LAKES - ... GREAT PLAINS R... SOUTHERN REG

Edit

SPECIFICATION	UOM	MEASURE	NOTES
Dis-advantaged Business Enterprise (DBE, 49 CFR Part 26)			☐
HUBZone Certified Business			☐
Minority Business Enterprise (MBE)			☐
Women Business Enterprise (WBE)			☐
Veteran-Owned Business (VOB)			☐

TOP OF PAGE

VENDOR INFO FORM

19 then click "Edit," it will open all fields for editing, saving time. Can also do individual lines and click "Edit" each time.

The screenshot shows the PMWeb application interface. On the left is a navigation menu with the PMWeb logo and a list of links: Introduction, Completing the application, Company, Addresses, Contacts, Vendor Information, Vendor Info Form, Attachments, and Signature. The main content area displays the 'Vendor Information' form. At the top, there are 'Save' and 'Cancel' buttons. Below this is a table with columns: ID*, ADDRESS 1, ADDRESS 2, CITY, STATE, ZIP, COUNTRY, PHONE, and EXT. The 'ID*' field contains the text 'Enter the ID'. Below the table is a 'TOP OF PAGE' link. The 'CONTACTS' section is collapsed. The 'VENDOR INFORMATION' section is expanded, showing a tabbed interface with tabs for DBE, CONSTRUCTION..., NON-CONSTRU..., SUPPLIERS, GREAT LAKES - ..., GREAT PLAINS R..., and SOUTHERN REG. The 'DBE' tab is selected. Below the tabs is an 'Edit' button, which is highlighted with an orange circle. Below the 'Edit' button is a table with columns: SPECIFICATION, UOM, MEASURE, and NOTES. The table contains five rows of data, each with a checkbox in the 'NOTES' column. The rows are: Dis-advantaged Business Enterprise (DBE, 49 CFR Part 26), HUBZone Certified Business, Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran-Owned Business (VOB). Below the table is a 'TOP OF PAGE' link.

PMWeb®

- Introduction
- Completing the application
- Company
- Addresses
- Contacts
- Vendor Information
- Vendor Info Form
- Attachments
- Signature

Save Cancel

ID*	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	COUNTRY	PHONE	EXT
Enter the ID								

No records to display.

TOP OF PAGE

CONTACTS

Save Cancel

FIRST NAME	LAST NAME	ADDRESS	TITLE	PHONE	EXT	FAX	CELL

No records to display.

TOP OF PAGE

VENDOR INFORMATION

DBE CONSTRUCTION... NON-CONSTRU... SUPPLIERS GREAT LAKES - ... GREAT PLAINS R... SOUTHERN REG

Edit

SPECIFICATION	UOM	MEASURE	NOTES
Dis-advantaged Business Enterprise (DBE, 49 CFR Part 26)			☐
HUBZone Certified Business			☐
Minority Business Enterprise (MBE)			☐
Women Business Enterprise (WBE)			☐
Veteran-Owned Business (VOB)			☐

TOP OF PAGE

VENDOR INFO FORM

20 Select all fields that apply by selecting all the applicable Measure boxes

PMWeb

Introduction
Completing the application
Company
Addresses
Contacts
Vendor Information
Vendor Info Form
Attachments
Signature

Save Cancel

ID*	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	COUNTRY	PHONE	EXT

No records to display.

TOP OF PAGE

CONTACTS

Save Cancel

FIRST NAME	LAST NAME	ADDRESS	TITLE	PHONE	EXT	FAX	CELL	A

No records to display.

TOP OF PAGE

VENDOR INFORMATION

DBE CONSTRUCTION... NON-CONSTRU... SUPPLIERS GREAT LAKES - ... GREAT PLAINS R... SOUTHERN REGI... W

Update Records Cancel

SPECIFICATION	UOM	MEASURE	NOTES
Dis-advantaged Business Enterprise (			☐
HUBZone Certified Business			☐
Minority Business Enterprise (MBE)			☐
Women Business Enterprise (WBE)			☐
Veteran-Owned Business (VOB)			☐

TOP OF PAGE

21 Click "Update Records"

PMWeb

Introduction
Completing the application
Company
Addresses
Contacts
Vendor Information
Vendor Info Form
Attachments
Signature

Save Cancel

ID*	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	COUNTRY	PHONE	EXT

No records to display.

TOP OF PAGE

CONTACTS

Save Cancel

FIRST NAME	LAST NAME	ADDRESS	TITLE	PHONE	EXT	FAX	CELL	A

No records to display.

TOP OF PAGE

VENDOR INFORMATION

DBE CONSTRUCTION... NON-CONSTRU... SUPPLIERS GREAT LAKES - ... GREAT PLAINS R... SOUTHERN REGI... W

Update Records Cancel

SPECIFICATION	UOM	MEASURE	NOTES
Dis-advantaged Business Enterprise (			☐
HUBZone Certified Business			☐
Minority Business Enterprise (MBE)			☐
Women Business Enterprise (WBE)			☒
Veteran-Owned Business (VOB)			☐

TOP OF PAGE

22 The same process for Construction work specialties

PMWeb®

- Introduction
- Completing the application
- Company
- Addresses
- Contacts
- Vendor Information
- Vendor Info Form
- Attachments
- Signature

Save Cancel

ID*	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	COUNTRY	PHONE	EXT

Enter the ID

No records to display.

TOP OF PAGE

CONTACTS

Save Cancel

FIRST NAME	LAST NAME	ADDRESS	TITLE	PHONE	EXT	FAX	CELL

No records to display.

TOP OF PAGE

VENDOR INFORMATION

DBE CONSTRUCTION NON-CONSTRU... SUPPLIERS GREAT LAKES - ... GREAT PLAINS R... SOUTHERN REG...

Update Records Cancel

SPECIFICATION	UOM	MEASURE	NOTES
Dis-advantaged Business Enterprise (			☐
HUBZone Certified Business			☐
Minority Business Enterprise (MBE)			☐
Women Business Enterprise (WBE)			☒
Veteran-Owned Business (VOB)			☐

TOP OF PAGE

23 The same for Non Construction work specialties

PMWeb®

- Introduction
- Completing the application
- Company
- Addresses
- Contacts
- Vendor Information
- Vendor Info Form
- Attachments
- Signature

Save Cancel

ID*	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	COUNTRY	PHONE	EXT

No records to display.

TOP OF PAGE

CONTACTS

Save Cancel

FIRST NAME	LAST NAME	ADDRESS	TITLE	PHONE	EXT	FAX	CELL

No records to display.

TOP OF PAGE

VENDOR INFORMATION

DBE CONSTRUCTION NON-CONSTRU... SUPPLIERS GREAT LAKES - ... GREAT PLAINS R... SOUTHERN REG...

Edit

SPECIFICATION	UOM	MEASURE	NOTES
Site Prep - Vegetation and Tree Clearing			☐
Site Prep - General			☐
Site Work - Earthwork			☐
Site Work - Excavation			☐
Site Work - Culverts and Water Control Structures			☐
Site Work - Low Ground Pressure Work			☐
Marine - Dredging			☐
Marine - General			☐
Structural - General			☐

24 Suppliers tab is for manufacturers

PMWeb®

Location
Deleting the application
Many
Issues
Jobs
or Information
or Info Form
Comments
Structure

Save Cancel

ID#	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	COUNTRY	PHONE	EXT

No records to display.

TOP OF PAGE

CONTACTS

Save Cancel

FIRST NAME	LAST NAME	ADDRESS	TITLE	PHONE	EXT	FAX	CELL	A

No records to display.

TOP OF PAGE

VENDOR INFORMATION

DBE CONSTRUCTION... NON-CONSTRU... **SUPPLIERS** GREAT LAKES - ... GREAT PLAINS R... SOUTHERN REGI... W

Edit

SPECIFICATION	UOM	MEASURE	NOTES
Reg - Cultural Resources			☐
Reg - Environmental Site Assessments			☐
Reg - General Permitting			☐
Reg - Wetland Delineation			☐
Engr - Civil Engineering			☐
Engr - Electrical Engineering			☐
Land - Boundary Surveying			☐
Engr - Topographic Surveying			☐
Testing - Inspection Materials Testing			☐

25

To select the geographic areas you want to work in, select the Great Lakes, Great Plains, Southern, and Western as appropriate. Edit and then select the "Measure" box next to each geographic area you want to be considered for bids in. You have to save in each tab before moving to the next one.

PMWeb®

Location
Deleting the application
Many
Issues
Jobs
or Information
or Info Form
Comments
Structure

Save Cancel

ID#	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	COUNTRY	PHONE	EXT

No records to display.

TOP OF PAGE

CONTACTS

Save Cancel

FIRST NAME	LAST NAME	ADDRESS	TITLE	PHONE	EXT	FAX	CELL	A

No records to display.

TOP OF PAGE

VENDOR INFORMATION

DBE CONSTRUCTION... NON-CONSTRU... **SUPPLIERS** **GREAT LAKES** - ... GREAT PLAINS R... SOUTHERN REGI... W

Edit

SPECIFICATION	UOM	MEASURE	NOTES
Supplier - Plant and Seed			☐
Supplier - Water Control Structure			☐
Supplier - Pre-Cast Concrete			☐
Supplier - Pipe			☐
Supplier - Pre-Fab Bridge			☐
Supplier - Pump			☐

TOP OF PAGE

VENDOR INFO FORM

26

Click the hotlink under Vendor Information Form. This will take you to a fillable PDF file that you will download, fill out for equipment and references, save, and then upload in the next step

PMWeb®

- Introduction
- Completing the application
- Company
- Addresses
- Contacts
- Vendor Information
 - Vendor Info Form
 - Attachments
 - Signature

Vendor Information Form

<https://www.dropbox.com/s/...>

ATTACHMENTS

Edit + Add Line Delete Refresh

DESCRIPTION	FILE	NOTES
No records to display.		

SIGNATURE

Application Completed

27

Under Attachments, click "Add Line"

PMWeb®

- Introduction
- Completing the application
- Company
- Addresses
- Contacts
- Vendor Information
 - Vendor Info Form
 - Attachments
 - Signature

Vendor Information Form

<https://www.dropbox.com/s/...>

ATTACHMENTS

Edit + Add Line Delete Refresh

DESCRIPTION	FILE	NOTES
No records to display.		

SIGNATURE

Application Completed

Completed By

Title

Phone

Ext.

28

Click the "Choose File" button. Add the completed Vendor Information Form from the earlier step along with any other requested files.

PMWeb®

- Introduction
- Completing the application
- Company
- Addresses
- Contacts
- Vendor Information
- Vendor Info Form
- Attachments
- Signature

NV			☐	
UT			☐	
WA - Eastern			☐	
WA - Northwest			☐	
WA - Southwest			☐	
OR - Eastern			☐	
OR - Western			☐	
AK			☐	

[TOP OF PAGE](#)

VENDOR INFO FORM

<https://www.dropbox.com/>

[TOP OF PAGE](#)

ATTACHMENTS

DESCRIPTION	FILE	NOTES
	Choose File No file chosen	

No records to display.

[TOP OF PAGE](#)

SIGNATURE

Application Completed

Completed By

Title

Phone

29

Click "Save"

PMWeb®

- Introduction
- Completing the application
- Company
- Addresses
- Contacts
- Vendor Information
- Vendor Info Form
- Attachments
- Signature

NV			☐	
UT			☐	
WA - Eastern			☐	
WA - Northwest			☐	
WA - Southwest			☐	
OR - Eastern			☐	
OR - Western			☐	
AK			☐	

[TOP OF PAGE](#)

VENDOR INFO FORM

<https://www.dropbox.com/>

[TOP OF PAGE](#)

ATTACHMENTS

DESCRIPTION	FILE	NOTES
	Choose File 6 Tab Test.xlsx	

No records to display.

[TOP OF PAGE](#)

SIGNATURE

Application Completed

Completed By

Title

Phone

30 Complete the application by filling out all information in the Signature area.

PMWeb®

- Introduction
- Completing the application
- Company
- Addresses
- Contacts
- Vendor Information
- Vendor Info Form
- Attachments
- Signature

SUBMIT THIS APPLICATION

WA - Northwest			
WA - Southwest			
OR - Eastern			
OR - Western			
AK			

[TOP OF PAGE](#)

VENDOR INFO FORM

<https://www.dropbox.com/>

[TOP OF PAGE](#)

ATTACHMENTS

DESCRIPTION	FILE	NOTES
	Choose File 6 Tab Test.xlsx	

No records to display.

[TOP OF PAGE](#)

SIGNATURE

Application Completed ☐

Completed By

Title

Phone

Ext.

Email

31 When the application is complete, click Save

PMWeb®

- Introduction
- Completing the application
- Company
- Addresses
- Contacts
- Vendor Information
- Vendor Info Form
- Attachments
- Signature

SUBMIT THIS APPLICATION

COMPANY

Company Name Status

Federal Tax ID Submitted

Country Application Year

Home State PMWEB Account ID

State Tax ID Application ID

ADDRESSES

ID	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	COUNTRY	PHONE	EXT
No records to display.								

[TOP OF PAGE](#)

CONTACTS

FIRST NAME	LAST NAME	ADDRESS	TITLE	PHONE	EXT	FAX	CELL	A
No records to display.								

[TOP OF PAGE](#)

VENDOR INFORMATION

DBE CONSTRUCTION... NON-CONSTRU... SUPPLIERS GREAT LAKES - ... GREAT PLAINS R... SOUTHERN REG... W

Save

SPECIFICATION	UOM	MEASURE	NOTES
Dis-advantaged Business Enterprise			

32

When ready to submit, click Submit This Application. NOTE - no edits will be allowed in the system once Submitted.

The screenshot shows the PMWeb application form. The 'Submit This Application' button is highlighted with an orange circle. The form includes sections for Company Information, Addresses, Contacts, and Vendor Information. The 'Submit' button is located at the top right of the form.

COMPANY

Company Name		Status	Draft
Federal Tax ID		Submitted	
Country	USA	Application Year	2026
Home State	AK	PMWEB Account ID	
State Tax ID		Application ID	

ADDRESSES

ID*	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	COUNTRY	PHONE	EXT
No records to display.								

CONTACTS

FIRST NAME	LAST NAME	ADDRESS	TITLE	PHONE	EXT	FAX	CELL	A
No records to display.								

VENDOR INFORMATION

DBE CONSTRUCTION... NON-CONSTRU... SUPPLIERS GREAT LAKES - ... GREAT PLAINS R... SOUTHERN REG... W

SPECIFICATION	UOM	MEASURE	NOTES
Dis-advantaged Business Enterprise			

33

Click "Submit." You will get a pop-up warning that the application cannot be edited after submitting. Click "Ok." You will then get a pop-up message that the application has been submitted.

The screenshot shows the PMWeb application form. The 'Submit This Application' button is highlighted with an orange circle. The form includes sections for Company Information, Addresses, Contacts, and Vendor Information. The 'Submit' button is located at the top right of the form.

COMPANY

Company Name	a	Status	Draft
Federal Tax ID	2	Submitted	
Country	USA	Application Year	2026
Home State	AK	PMWEB Account ID	344124
State Tax ID		Application ID	344124.2026

ADDRESSES

ID*	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	COUNTRY	PHONE	EXT
No records to display.								

CONTACTS

FIRST NAME	LAST NAME	ADDRESS	TITLE	PHONE	EXT	FAX	CELL	AL
No records to display.								

VENDOR INFORMATION

DBE CONSTRUCTION... NON-CONSTRU... SUPPLIERS GREAT LAKES - ... GREAT PLAINS R... SOUTHERN REG... WESTER