



REGISTERING AS A SUPPLIER



**The Commonwealth of Pennsylvania
Department of General Services
Bureau of Procurement**

www.dgs.pa.gov

REGISTERING AS A SUPPLIER

If you have never done business with the Commonwealth of Pennsylvania, by following the four steps described in this guide, your company will become registered with us. These four steps are as follows:

STEP 1 - VENDOR IDENTIFICATION

The screenshot shows the PA Supplier Portal interface. At the top, there is a search bar and links for 'New Session' and 'Log in'. Below the search bar, the page title is 'Vendor Registration, Commonwealth of Pennsylvania.' A progress bar indicates four steps: 1. Vendor Identification (current), 2. Vendor Details, 3. Submit Registration Form, and 4. Create User ID. The 'Vendor Identification' section contains instructions: 'Welcome! Thank you for taking the time to register as a Procurement Vendor with the Commonwealth of Pennsylvania. To begin the process, enter your Employer Identification Number (EIN) or your Social Security Number (SSN), then select the Next button. Please insert Tax Identification Number as a string of numbers without any dashes.' Below the instructions are two input fields: 'Employer Identification Number:' and 'Social Security Number:', with an 'OR' between them. A 'Next' button is located at the bottom left of the form area.

- A. Begin by going to www.pasupplierportal.state.pa.us.
- B. Select Supplier Registration from the left sidebar menu.
- C. Enter your Employer Identification Number (EIN) or your Social Security Number (SSN), then select the Next button.

STEP 2 - VENDOR DETAILS

Vendor Registration, Commonwealth of Pennsylvania.



Instructions

Complete the registration form below and select the **Next** button. Please do not use Parentheses to separate the area code within the telephone or fax numbers. Enter entire number as a string of 10 numbers or use dashes to separate the groups of numbers. Important: Fields with a * indicate that an entry is required.

Vendor Identification

Employer Identification Number (EIN): Social Security Number (SSN):

Address Data

Disregarded Entity: Yes No

* Legal Name:

Name of the Company (if different than Legal Name):

* Name of Person Creating Registration:

* Business Type:

This text will appear on the W-9 Form

Exempt payee code (if any):

Exemption from FATCA reporting code (if any):

* E-Mail Address:

* Telephone:

Extension:

Fax:

Extension:

Street Number and Name: If PO Box is used then Street Number and Name cannot be used

Street 2 (apt. or suite no., room no., floor no. etc.):

* City:

* County:

* State:

* Zip:

* Country:

PO BOX:

If Street Number and Name are used then PO Box cannot be used

PO Box Country:

Which Product Categories can you Deliver?

At least one product category must be selected
* Select the language in which you want to send the questionnaires:

BUILDING & CONSTRUCT MATERIAL/SERVICES

Data Privacy Statement

Data Privacy Statement Terms must be accepted before being able to move to the next page
DISCLAIMER: Registering as a Commonwealth SRM vendor does not guarantee that your business will be awarded any contract or purchase order to provide supplies to or perform services for the Commonwealth of Pennsylvania. Further, registering does not guarantee that your business or organization will receive any financial assistance including state or federal grant monies from the Commonwealth of Pennsylvania. Registering as a Commonwealth SRM vendor should not be construed as applying for any necessary license to deliver supplies or perform services in a regulated industry in Pennsylvania. Your business would need to seek such a license from the appropriate Commonwealth Agency.
DATA PRIVACY: Information provided through the PA Vendor Portal will be used in the purchasing and accounting activities of the Commonwealth and will not be limited in its use to one Commonwealth agency. Information is retained in accordance with existing Commonwealth policy and laws, including the Pennsylvania Right to Know Law, 65 P.S. Section 66.1 et seq.
TERMS: By submitting information through the PA Supplier Portal, you are agreeing on behalf of the person or entity identified to one (1) default remit to address and one (1) Automatic Clearing House (ACH) bank account.
CERTIFICATION: By submitting information through the PA Vendor Portal, you certify that: (1) you are authorized to submit the information for, or on behalf of, the person or entity identified; and, (2) all of the information is true and correct to the best of your knowledge, information, and belief. Any false statements made by you on or in the PA Vendor Portal are subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities).
 Yes, I have read the data privacy statement and accept the terms.

- A. Complete the following fields in the **Address Data** section:
 - **Legal Name:** The primary name by which your company (OR the individual's name if registering with a social security number) is currently listed with the IRS.
 - **Name of the Company:** Complete this field if the name of your company is different than the legal name listed above. Note clearly if this is a DBA (doing business as), a Disregarded Entity, etc.

- **Name of the Person Creating Registration**
- **Business Type:** Select the legal description of your business.
- **Exempt payee code or Exemption from FATCA reporting code** (if any)
- **E-Mail Address:** Enter a valid e-mail address for the person who will set up the Administrative User account for your company.
- **Telephone and Fax:** These fields are each 10 digits and may not contain any dashes.
- **Street:** Enter your company street address. If you use a PO Box, please enter your PO Box in the “PO Box” field further down. *The system will not accept both fields being completed.*
- **City, State, and Country:** Where your company is located.
- **ZIP Code:** Enter your state and entire nine-digit ZIP+4 code. *The ZIP+4 can be found at www.USPS.com.*
- **PO Box:** Enter your company’s PO Box. If none exists, please enter your street address in the “Street” field. *The system will not accept both fields being completed.*

B. Complete the Product Categories section by choosing *Building & Construct and/or Materials/Services* for your company type.

- Below, carefully read the **Disclaimer, Data Privacy, Terms and Certification Notices**, and check the box stating that you accept the terms and conditions.
- Look over the responses carefully.
- Click the “Next” box once.

C. Carefully review the information on the W9 form displayed on the next page. If the information is correct, select the checkbox to confirm your electronic signature on the form and then select the “Submit W9” button to proceed to the confirmation screen. If the information is not correct, select the “Back” button to revise it.

D. Upon submission, an e-mail acknowledgement will be sent that verifies your company information has been successfully received.

After your information has been submitted, check the specified e-mail account for a message from **SRMSVC@pa.gov**. This e-mail should arrive within one business day. *If you do not receive the e-mail within this timeframe, contact the **Help Desk** at (877) 435-7363 and select **Option #1** from the menu.*

A. When you receive your e-mail, read it carefully.

The link contained in this e-mail can only be used once. This e-mail can not be forwarded, copied or pasted, or the link will not work.

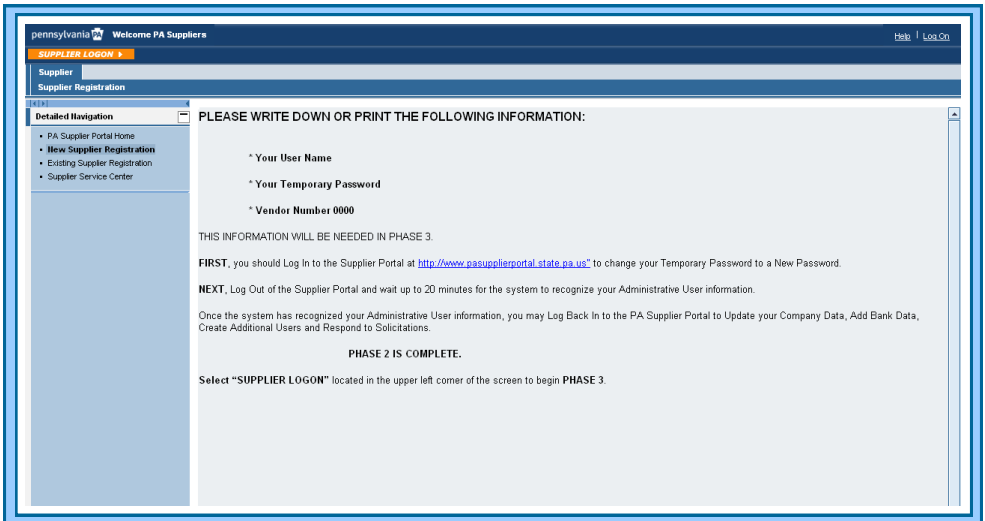
B. Follow the link within the e-mail and complete the following fields:

- **User Name:** Create a user name of your choice.
- **Password:** Create a temporary password that must have at least 7 characters (including at least one upper-case letter, one lower-case letter, one number and one special character). Special characters are the symbols created by holding the SHIFT key and typing any number from 0-9, such as \$, #, @, or *. *This password will need to be changed after the Administrative User is created and may not be re-used. It also cannot contain elements of the User Name.*
- **Confirm Password:** Re-enter the temporary password.
- **Salutation:** Select an option from the drop-down menu.
- **First Name / Last Name:** Enter the administrator's first / last name.
- **E-Mail Address:** Enter a valid e-mail address.
- **Country:** Select from the drop-down menu, if necessary.
- **Language:** Select from the drop-down menu, if necessary.
- **Telephone and Fax:** These fields are each 10 digits and may not contain any dashes.
- **Item and Department:** Use these two fields to help identify additional personnel and items.
- **Date Format:** Select your preferred date format from the drop-down menu.
- **Decimal Format:** Allow the default option to remain.
- **Time Zone:** Select your region's official time zone..
- **Registration ID:** PLEASE DO NOT ENTER OR CHANGE ANYTHING IN THIS FIELD. It contains a default from your encrypted e-mail. *If this field is blank, please call the Help Desk at (877) 435-7363 and select Option #1 from the menu..*

Review your selections to ensure everything is correct. Select the checkbox to confirm that you have read the statements and accept the terms.

C. Select the Create button located below the checkbox. This will complete the "Create Administrative User" process.

Upon submission, a confirmation message displays and states that the User and Password were successfully created. *This message will also contain your newly-assigned Vendor Number and a link to redirect you back to the PA Supplier Portal login page.*



STEP 3 - SUBMIT REGISTRATION LOG IN / MANAGE BIDDER



- A. Follow the Supplier Portal link (www.pasupplierportal.state.pa.us) and log in using your User Name and temporary password.
- B. When prompted, change your temporary password to a new one. Your User Name will default in the User ID field. Please complete the following three fields to complete the process:

- **Old Password:** Type in your temporary password.
- **New Password:** Enter a new password, making sure to follow the previously-outlined requirements (see Phase #2, section B).
- **Confirm Password:** Re-enter your new password.

Select the **Change** button to complete the password change. *You will now be logged in as the Vendor Administrator and taken to the welcome screen.*

C. Once your password is changed, you will need to click “Log Out” in the upper right-hand corner and wait at least 30 minutes for the system to refresh your registration data before attempting to log in again or change any information.

An e-mail titled “W9 Form for Vendor” will be sent to the e-mail address submitted in Phase 1 requesting a signed and dated IRS W9 form. Please be sure to write the vendor number at the top of the W9 prior to returning it via fax or include the vendor number somewhere within the returning email.

Once these three steps are completed, you’ll be officially registered with us. Congratulations on becoming a new supplier, and welcome to the Commonwealth of Pennsylvania!

Now that you are registered with the PA Supplier Portal, please enter and update your Company Data and Administrative Information including the default remit-to address for receipt of payments as applicable. Please click <http://www.pasupplierportal.state.pa.us> to get started. The following actions are also recommended:

- **Enter Bank Data**
This section can be found under the **Manage Bank Data & Product Categories** tab on the left navigation pane, and will enable your company to receive payments via ACH.
- **Register for E-Alerts**
This valuable feature will enable you to “subscribe” to all upcoming solicitations applicable to your company. For more information on E-Alerts or to register online, please visit <http://www.dgsweb.state.pa.us/EAlerts/>.

**For more information about Registering
as a Supplier, please contact:**

**Customer Support Center
(877) 435-7363, Option #1**

**Department of General Services
Bureau of Procurement
555 Walnut Street, 6th Floor
Harrisburg, PA 17101**

www.dgs.state.pa.us/procurement

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