

REGISTRATION GUIDE



REGISTERING AS A SUPPLIER



pennsylvania
DEPARTMENT OF GENERAL SERVICES

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

www.dgs.state.pa.us/procurement

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



PHASE #1 - PROVIDE COMPANY MASTER DATA

pennsylvania Welcome PA Suppliers Help | Log On

SUPPLIER LOGIN

Supplier
Supplier Registration

Detailed Navigation

- PA Supplier Portal Home
- New Supplier Registration**
- Existing Supplier Registration
- Supplier Service Center

Welcome to SRM Supplier Registration!
To register as a new Commonwealth procurement supplier, complete the form below and choose "Submit".

Required Entry

Company Details

Legal Name *
Name of Company (if different than Legal Name)
D.U.N.-S Number
Employer Identification Number (EIN)
Business Type *
Language *

Sole Proprietorship
English

Social Security Number (SSN)

Address Data

E-Mail Address *
Telephone *
Fax
Street
City *
State *
Country *
P.O. Box
PO Box Country

Extension
Extension
County *
Postal Code *

Product Categories.

From the options below, select the product category that your company can provide. * English

☐ BUILDING & CONSTRUCT ☐ MATERIAL/SERVICES

Notice

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 Supplier 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.

CERTIFICATION: By submitting information through the PA Supplier Portal, you certify that: (i) you are authorized to submit the information for, or on behalf of, the person or entity identified, and, (ii) all of

- A. Begin by going to www.pasupplierportal.state.pa.us.
- B. Select New Supplier Registration from the left sidebar menu.
- C. Complete the following fields in the Company Details section:
 - **Legal Name:** Enter your company's name as listed with the IRS.
 - **Name of Company:** Complete this field only if the name of your company is different that the legal name listed above.

- **D-U-N-S Number:** This is a five-digit number issued by The Dun & Bradstreet Corporation. If your company does not have a D-U-N-S number, leave the field blank.
- **Employer ID Number (EIN) or Social Security Number (SSN):** Enter either your 9-digit EIN, which is the tax ID number issued to you by the IRS, or if your company is a sole proprietorship, please enter your SSN instead. *Please complete only one of these fields and do not use any dashes in either one.*
- **Business Type:** Select the description of your business type.
- **Language:** Allow the default value (English) to remain.

D. Complete the following fields in the Address Data section:

- **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's street address. If no street address exists, please enter your PO Box in the "PO Box" field. *The system will not accept both fields being completed.*
- **City:** Enter the city where your company is located.
- **County:** If your company is in PA, select the county you are located in. If your company is not located in PA, choose "Out of State County" from the "County" drop-down menu.
- **State and Postal (ZIP) Code:** Enter your state and ZIP code.
- **PO Box:** Enter your company's PO Box. If no PO Box exists, please enter your street address in the "Street" field. *The system will not accept both fields being completed.*

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

- If you choose "**Building & Construct**", you will receive a Commonwealth e-mail instructing you on the next steps in the registration process, such as submitting your W-9 form.
- If you choose "**Materials/Services**", you can further define the Product Categories that best represent your business.
- In the **Notice** section, carefully read the **Disclaimer**, **Data Privacy** and **Certification Notices**, and check the box stating that you accept the terms.

F. Upon submission, you will receive an acknowledgement that verifies your information has been successfully received.

You are now ready to complete **Phase Two** of the registration process. This section outlines the steps required to set-up your Administrative User account. The Administrative User maintains your company profile information (i.e., product category data, banking data, etc.) and has the authority to create, change, and delete other Administrative Users and Bidders. **The Administrative User Role will also have the Bidder Role assigned to them for your company.** If the Administrative User does not want to have the Bidder Role, they can remove that role at any time.

NOTE: DGS recommends that your company creates more than one Administrative User to ensure continuity of business in the event the primary Administrative User is not available or has left your company.

For assistance, please call the **Help Desk** at **(877) 435-7363** and select **Option #1** from the main menu, or use the self-help options by selecting the **Supplier Service Center** link on the left navigation pane.

PHASE #2 - CREATE ADMINISTRATIVE USER

Welcome to PA Admin User Registration

After Admin User creation, Log into the PA Supplier Portal. Create users & maintain information

Administrative user Registration Form

Fields indicated with a * must be filled

*User Name	
*Password	
*Confirm Password	
Salutation	Mr. v
*First Name	
*Last Name	
*E-Mail Address	
*Country	USA v
Language	English v
Telephone	
Fax	
Item	
Department	
Date Format	MM/DD/YYYY v
Decimal Format	12,345,687.90 v
Time Zone	Eastern Time (New York) v
Registration ID	072F4B11411 Pj>7MVj

Passwords require: Minimum 7 Characters, 1 Special Character, 1 Uppercase, 1 Lowercase, 1 Number

Please note that the password you create at this point is TEMPORARY and will need to be changed to a permanent password upon your initial log on to the Supplier portal

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CERTIFICATION: By submitting information through the PA Supplier Portal, you certify that: (i) you are authorized to submit the information for, or on behalf of, the person or entity identified, and, (ii) all of the information submitted is true and correct to the best of your knowledge, information, and belief. Any false statements made by you or on the PA Supplier Portal are subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

☐ Yes, I have read the above statements and accept their terms.

After Phase #1 is completed and before an **Administrative User** account can be created, monitor the specified e-mail account for a message from SRMSVC@state.pa.us. This e-mail should arrive within one business day. *If you do not receive this e-mail within the one-day 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:** This temporary password must contain a minimum of 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** and **Last Name:** Enter your first and 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 they 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 to the **PA Supplier Portal** main login page.*

pennsylvania Welcome PA Suppliers Help Log On

SUPPLIER LOGON

Supplier
Supplier Registration

Detailed Navigation

- PA Supplier Portal Home
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PLEASE WRITE DOWN OR PRINT THE FOLLOWING INFORMATION:

- * Your User Name
- * Your Temporary Password
- * Vendor Number 0000

THIS INFORMATION WILL BE NEEDED IN PHASE 3.

FIRST, you should Log In to the Supplier Portal at <http://www.pasupplierportal.state.pa.us> to change your Temporary Password to a New Password.

NEXT, Log Out of the Supplier Portal and wait up to 20 minutes for the system to recognize your Administrative User information.

Once the system has recognized your Administrative User information, you may Log Back In to the PA Supplier Portal to Update your Company Data, Add Bank Data, Create Additional Users and Respond to Solicitations.

PHASE 2 IS COMPLETE.

Select "SUPPLIER LOGON" located in the upper left corner of the screen to begin PHASE 3.

PHASE #3 - LOG IN / MANAGE BIDDER INFORMATION

pennsylvania Welcome Help Log Off

Vendor Administrator Bidder

Bidder

History Back Forward

Detailed Navigation

- Welcome Bidder**
- Search/Submit a Bid
- Enterprise ITQ System
- Supplier Service Center

WELCOME BIDDER

As a Company Bidder in the PA Supplier Portal you have the authority to electronically view and respond to Commonwealth Solicitations. Please refer to the "Search/Submit a Bid" link on the left navigational bar to:

- View current solicitations
- Respond to solicitations
- Manage responses to solicitations

The "Supplier Service Center" link located on the left navigation bar contains helpful tools to provide assistance throughout the Bidding Process. To explore Commonwealth Solicitations and view Recent Awards visit PA eMarketplace available via the Supplier Service Center.

The "Help" link located on the upper right corner contains common supplier questions and contact information.

- Follow the **Supplier Portal link** (www.pasupplierportal.state.pa.us) and log in using your User Name and temporary password.
- When prompted, change your temporary password to a new one. Your User Name will default in the User ID field. 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 log out and wait at least 15 minutes for the system to refresh your registration data.

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

For assistance, please call the **Help Desk** at (877) 435-7363 and select **Option #1** from the main menu, or use the self-help options by selecting the **Supplier Service Center** link on the left navigation pane.

Now that you are registered with us, enter and update your Company Data and other Administrative Information as needed. 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.

- **Select Product Categories**

This section can also be found under the **Manage Bank Data & Product Categories** tab on the left navigation pane, and will enable your company to receive electronic notifications of upcoming solicitations based on categories selected.

- **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

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