



# REGISTERING AS A SUPPLIER



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

[www.dgs.pa.gov](http://www.dgs.pa.gov)

## **BEFORE YOU BEGIN** **THE REGISTRATION PROCESS**

- **PA Supplier Portal is compatible with Microsoft Internet Explorer versions 8, 9, 10, and 11.**

Please be aware that other browsers (including Firefox, Chrome, Edge, Safari, etc.) are NOT 100% compatible. If you are unaware of what version of Internet Explorer you are currently using, please press the "F1" key for help.

- **NOTE: Windows 10: Known Compatibility Issues**

The Commonwealth of Pennsylvania makes every effort to provide the best service experience to its business partners and citizens.

In August 2015, Microsoft released its Windows 10 operating system along with a new Internet browser called Edge. This new operating system and web browser have been integrated in many Commonwealth business partner IT environments. However, several compatibility issues are known to remain.

The Office of Administration (OA) is working to identify and address those compatibility issues. During this phase, OA is recommending that commonwealth business partners interface with commonwealth applications and services using computing devices that are running Microsoft Windows 7 operating system and Internet Explorer version 11 browser to avoid compatibility issues and disruption of business processes.

- **Please have the following company information ready before beginning the registration process:**

Your Employer ID Number (EIN) **OR** Social Security Number (SSN)

Your company's current bank data (bank data not required for initial registration)

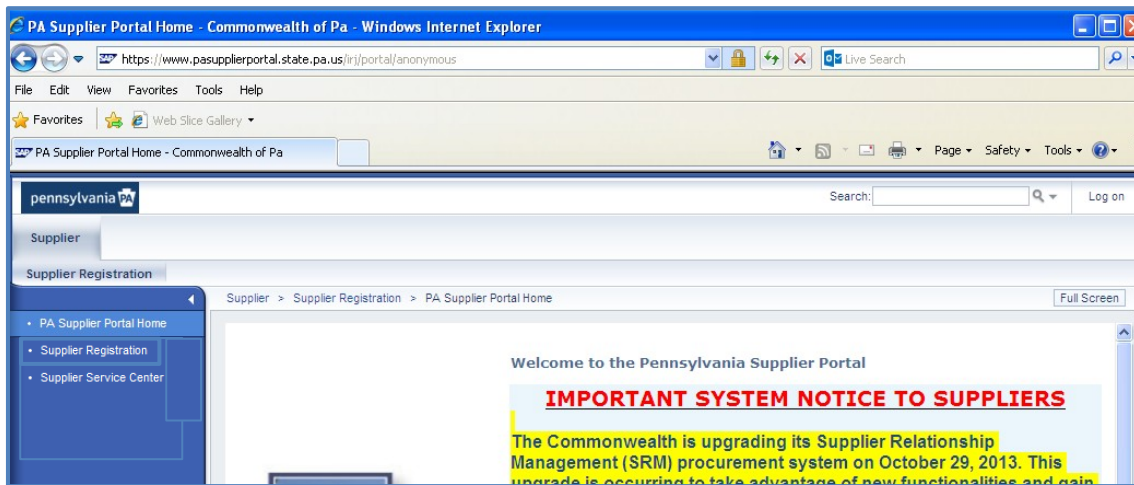
The complete legal name of the business as it is registered with the IRS

# HOW TO REGISTER AS A SUPPLIER

## INTRODUCTION

Go to [Vendor Registration \(www.vendorregistration.state.pa.us\)](http://www.vendorregistration.state.pa.us) to complete the four-step supplier registration process.

1. Select the link for **PA Supplier Portal** above.
2. Select the **Supplier Registration** link to begin.



The **Vendor Registration Wizard** displays assist with the completion of vendor registration.

Help is available on each page within the **Instructions** area of the wizard.

Need help with registration? Call Payable Services at (877) 435-7363 and select Option #1.



**Caution – do not use Internet Explorer’s navigation controls, such as the “Back” or “Forward” arrows, to navigate through PA Supplier Portal.**

### Getting Help:

*If you experience any difficulty during the Supplier Registration process, please contact Payable Services at (877) 435-7363 and choose Option 1, or email: [ra-pscsrportal@pa.gov](mailto:ra-pscsrportal@pa.gov) and be sure to include the tax identification number.*

## **STEP 1 – VENDOR IDENTIFICATION**

1. Enter the **Employer ID Number (EIN)** or **Social Security Number (SSN)** for the business.



Enter **either** the EIN or SSN – do **not** make an entry in **both** fields.  
Use whole numbers and do not include any special characters in the entry.

**Vendor Registration, Commonwealth of Pennsylvania.**

1 Vendor Identification    2 Vendor Details    3 Submit Registration Form    4 Create User ID

**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.

**Vendor Identification**

Employer Identification Number: 2587

OR

Social Security Number:

**Next**

2. Select the **Next** button.

Upon entry of an unregistered EIN or SSN, proceed to Step 2 to provide details about the company.

## STEP 2 – VENDOR DETAILS

1. Complete basic demographic information as seen below.

**Vendor Registration, Commonwealth of Pennsylvania.**

1 Vendor Identification    2 Vendor Details    3 Submit Registration Form    4 Create User ID

**Instructions**

Complete the registration form below and select the Next button.  
Important: Fields with a \* indicate that an entry is required.

**Vendor Identification**

Employer Identification Number (EIN): 20-304    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: \*     *This text will appear on the W-9 Form*

Business Type: \*

E-Mail Address: \*

Telephone: \*     Extension:

Fax:     Extension:

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



**Required fields** are noted with a red asterisk (\*) and include:

- Legal Name- as registered with the IRS
- Name of Person Creating the Registration (person who is authorized to sign the W9)
- Type of Business (Individual / Sole Proprietor, C or S Corporation, Partnership, Limited Liability Company C or S Corp, Limited Liability Company Partnership, Joint Venture, Government, Trust / Estate Tax Exempt, Foreign, Other, or Tax Exempt). Other or Tax Exempt will need to provide validation documents.
- E-Mail Address. It is recommended to use a company specific email address versus an email ending with aol.com or gmail.com.
- Telephone Number
- Street Number and Street Name (or PO Box) –System will not accept both.
- City, State, and Zip Code—Prefer zip plus four.
- County
- Country

For demonstration purposes, an example of a completed form is shown below.

The screenshot shows a form titled "Address Data" with the following fields and values:

- Disregarded Entity:  Yes  No
- Legal Name: \* Klein Commercial Floors Inc
- Name of the Company (if different than Legal Name):
- Name of Person Creating Registration: \* Angela Eshleman (Note: This text will appear on the W-9 Form)
- Business Type: \* Individual/Sole proprietor
- E-Mail Address: \* AESHLEMAN@PA.GOV
- Telephone: \* 717-234-1212 Extension:
- Fax: 717-234-1213 Extension:
- Street Number and Name: 555 Walnut Street (Note: If PO Box is used then Street Number and Name cannot be used)
- Street 2 (apt. or suite no., room no., floor no. etc.): 7th Floor
- City: \* Harrisburg County: \* DAUPHIN
- State: \* Pennsylvania Zip: \* 17101
- Country: \* USA
- PO BOX:
- PO Box Country: USA (Note: If Street Number and Name are used then PO Box cannot be used)

The lower portion of the form contains areas to select the product category for delivery, and to confirm the **Data Privacy Statement**.

- Select the checkbox next to the type(s) of product categories the company can deliver. Both boxes can be checked.
- Carefully read the **Data Privacy Statement Terms**; select the checkbox to accept the terms.
- Select the **Next** button to continue.

The screenshot shows the lower portion of the form with the following sections:

- Country: \* USA
- PO BOX:
- PO Box Country: USA (Note: If Street Number and Name are used then PO Box cannot be used)
- 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: \* English
  - BUILDING & CONSTRUCT  MATERIALS/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.
  - CERTIFICATION: By submitting information through the PA Vendor 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 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.
- Buttons: Back, Next



The supplier registration system contains a United States Postal Service (USPS) address validation. This is the preferred option which verifies:

- The existence of the address
- The +4 in the zip code

If applicable, select the appropriate button when presented with the *Address Validation* prompt.

**Address Validation**

Please review Address validation results

Address	Original Address	USPS Validated Address
Apt./Suite	7TH FLOOR	FL 7
Street/PO Box	555 WALNUT STREET	555 WALNUT ST
City	HARRISBURG	HARRISBURG
State	PA	PA
Zip5	17101	17101
Zip4		1947

Preferred

Use Entered Address   Use USPS Validated Address   Change Entered Address

The screenshot shows a web interface for address validation. At the top, there is a blue header with the text 'Address Validation'. Below this is a section titled 'Please review Address validation results' containing a table with three columns: 'Address', 'Original Address', and 'USPS Validated Address'. The table lists various address components like Apt./Suite, Street/PO Box, City, State, Zip5, and Zip4, comparing the original input with the USPS-validated version. Below the table, there are three buttons: 'Use Entered Address', 'Use USPS Validated Address', and 'Change Entered Address'. A red box highlights these buttons. An arrow points from a callout box labeled 'Preferred' to the 'Use USPS Validated Address' button.

## STEP 3 – SUBMIT REGISTRATION FORM

The completed W-9 Form is displayed for Verification and Electronic Signature. It contains the information entered during Steps 1 and 2.

1. Carefully review the information on the W-9 Form by using the internal scroll bars (see next image).
2. Note: This form cannot be altered on this screen nor can a manual, typed in signature be initiated.

The screenshot shows the 'Vendor Registration, Commonwealth of Pennsylvania' interface. At the top, a progress bar indicates four steps: 1. Vendor Identification, 2. Vendor Details, 3. Submit Registration Form (current step), and 4. Create User ID. Below the progress bar, an 'Instructions' section states: 'Carefully review the information on the W9 Form. If the information is correct, select the checkbox below to confirm your electronic signature on the W-9 form. Then select the Submit W9 and Create User ID button. If the information is not correct, select the Back button and revise the information.' The 'Submit Registration form' section contains a checkbox labeled 'By checking this box, I am digitally signing this document. I agree to the terms stated in this document and further certify that checking this box counts as an electronic signature.' The 'Back' button is highlighted in red. The W-9 form below shows the name 'Ki Commercial Floors Inc' and the business name 'Ki Commercial Floors Inc'. The 'Check appropriate box for federal tax classification' section is partially visible.

3. If the information is not correct, select the **Back** button and revise the information.
4. If the information is is correct, select the checkbox to confirm the electronic signature.

This screenshot shows the same 'Submit Registration form' interface. The checkbox for digital signature is now checked. The 'Submit W9 and Create User ID' button is highlighted in red. The W-9 form below shows the same information as the previous screenshot, including the name 'Ki Commercial Floors Inc' and the business name 'Ki Commercial Floors Inc'. The 'Check appropriate box for federal tax classification' section is now fully visible, showing options for Individual/sole proprietor, C Corporation, S Corporation, Partnership, and Trust/estate.

Select the **Submit W-9 and Create User ID** button. (Please do **NOT** select the button multiple times. This will cause the system to jam and the registration will need to be restarted from the beginning)



Submit Registration form

By checking this box, I am digitally signing this document. I agree to the terms stated in this document and further certify that checking this box counts as an electronic signature.

Submit W9 and Create User ID | Back

1 / 4 88% Sign Find

**W-9**  
Form (Rev. December 2011)  
Department of the Treasury  
Internal Revenue Service


**Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)  
**Kiln Commercial Floors Inc**

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:  
 Individual/sole proprietor  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate

 The supplier registration system contains a validation with the IRS which verifies the EIN/SSN and supplier name.

- When the match is verified continue to Step 4

**Please allow adequate time for the system to establish a vendor number .**

## STEP 4 – CREATE USER ID

Upon advancement to Step 4, your company's unique vendor number will be provided. Retain the vendor number for future use.

**Vendor Registration, Commonwealth of Pennsylvania.**

1 Vendor Identification   2 Vendor Details   3 Submit Registration Form   4 Create User ID

**Instructions**

Your vendor number 000033-61 was successfully created.

Complete the form below to create a User ID so that you may conduct business electronically with the Commonwealth of Pennsylvania; then select the **Create User ID** button.

Important: Passwords require a minimum of 7 Characters, 1 Special Character (such as a @ or #), 1 uppercase letter, 1 lowercase letter, and 1 number.

**Create User ID**

User Name: \*

Password: \*

Confirm Password: \*

Title: \*

First Name: \*

Last Name: \*

Email: \*

Phone: \*

**Create User ID**

1. Complete the form to create the login credentials for the administrative user.

2. Select the **Create User ID** button.



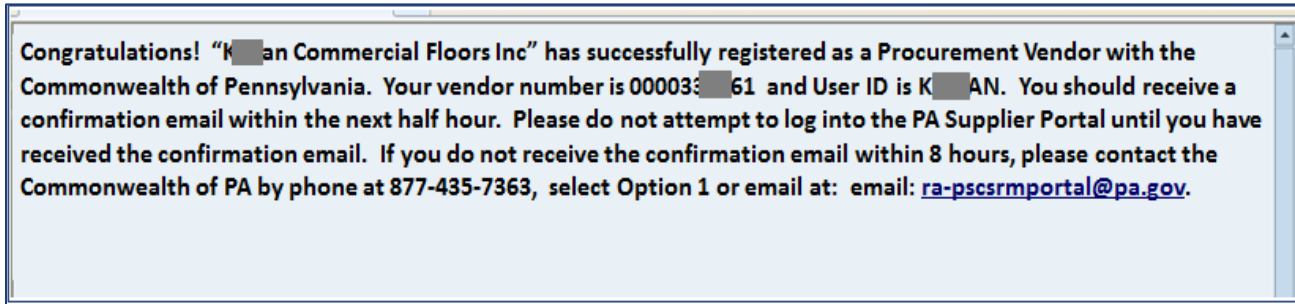
Passwords require a minimum of 7 characters; containing 1 special character (i.e., @ or #), 1 uppercase letter, 1 lowercase letter, and 1 number (**example: Purchase\$1**).

The screenshot shows a web form titled "Create User ID" with a light blue header. The form contains the following fields: "User Name: \*" (text input), "Password: \*" (text input), "Confirm Password: \*" (text input), "Title: \*" (dropdown menu), "First Name: \*" (text input), "Last Name: \*" (text input), "Email: \*" (text input), and "Phone: \*" (text input). A yellow "Create User ID" button is located at the bottom left of the form area.

For demonstration purposes, an example of a completed form is shown below.

The screenshot shows the same "Create User ID" form, but with example data filled in. The fields are: "User Name: \*" (K...AN), "Password: \*" (masked with dots, example: Purchase\$1), "Confirm Password: \*" (masked with dots, example: Purchase\$1), "Title: \*" (Ms.), "First Name: \*" (Angela), "Last Name: \*" (Eshleman), "Email: \*" (aeshleman@pa.gov), and "Phone: \*" (717-234-1212). The "Create User ID" button is still present at the bottom left.

A message is displayed confirming the registration and creation of a User ID. For demonstration purposes, an example is shown below.



Now that the registration is complete with the PA Supplier Portal, a confirmation will be sent via e-mail. After receiving this e-mail, please return to <http://www.pasupplierportal.state.pa.us> to complete the following:

- **Enter Bank Data**

This section can be found under the "Manage Company Data" tab on the left navigation pane, and will enable your company to receive payments via ACH. *If the address for payments is different than the default address registered, add the remittance address under "Maintain Addresses".*

- **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.itgrp.state.pa.us/EAlerts\\_V2/Login.aspx](http://www.itgrp.state.pa.us/EAlerts_V2/Login.aspx).

For more information about [Registering as a Supplier](#),  
please contact:

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

[www.budget.pa.gov](http://www.budget.pa.gov)

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**REVISED June 2017**