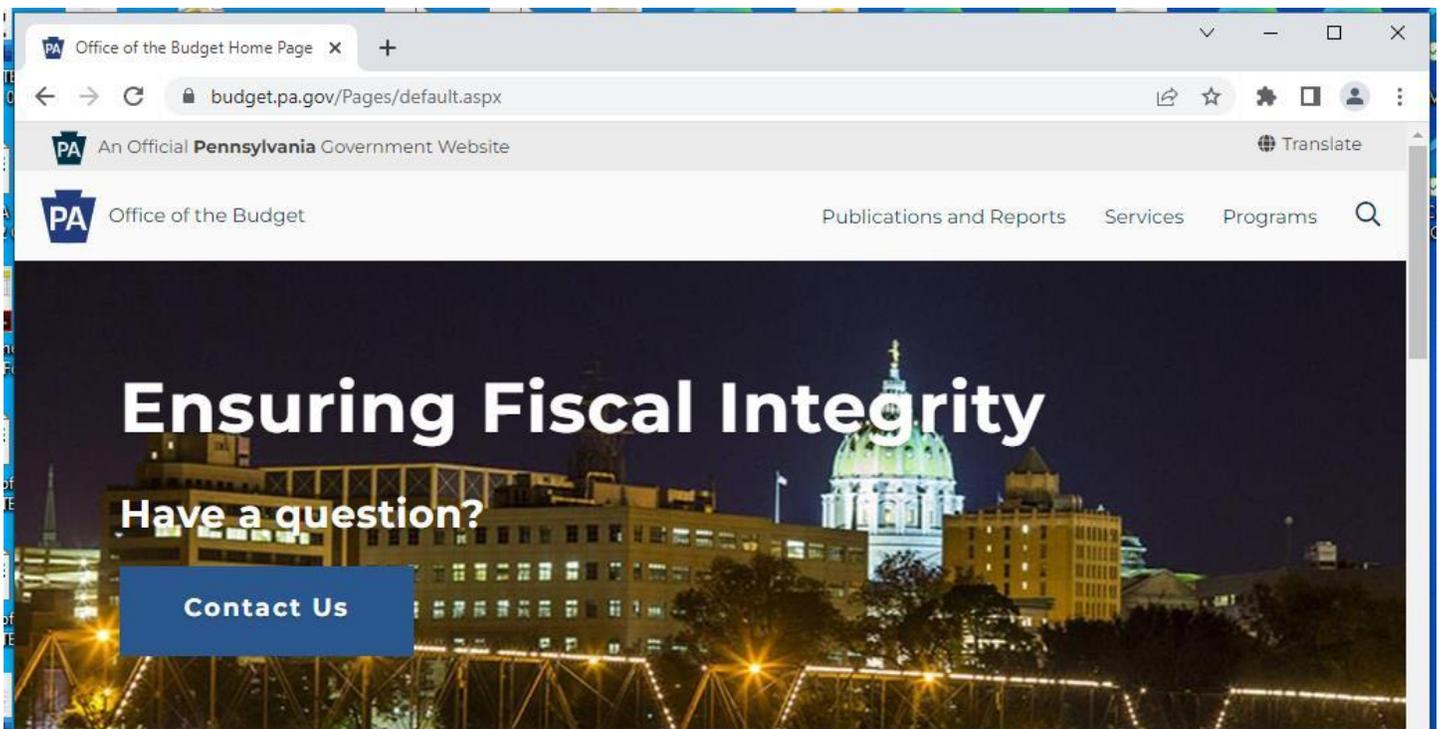
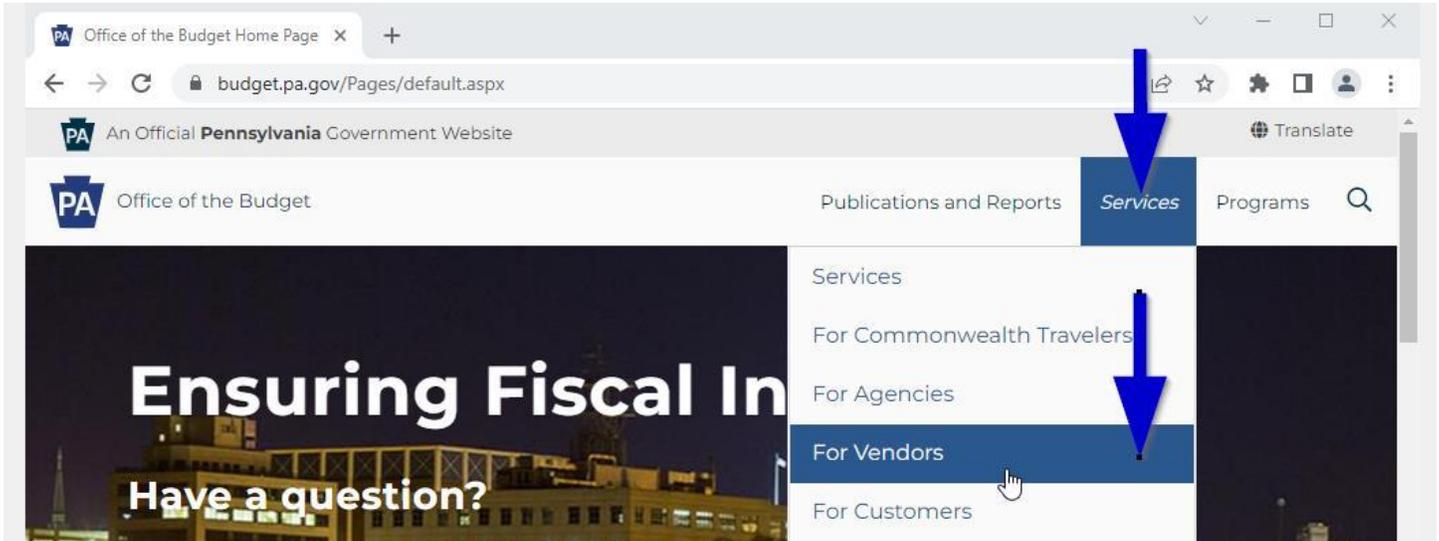


Commonwealth of Pennsylvania PROCUREMENT VENDOR REGISTRATION GUIDE

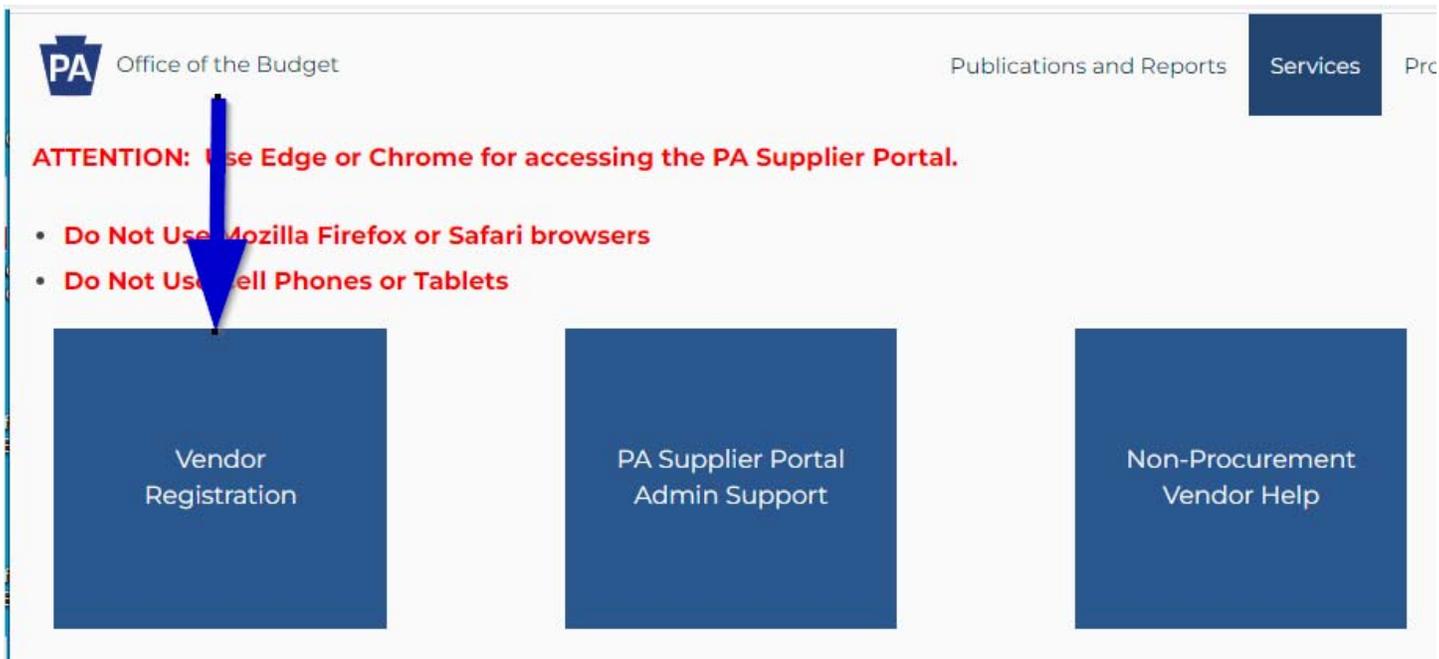
Open Web Page: Use either Microsoft Edge or Chrome Internet browser, open the Office of the Budget website by typing www.budget.pa.gov and clicking enter. **Do not use cell phone or tablets.**



Step 1: Hover the mouse over the word “Services” at the top of the screen and click “For Vendors”.



Step 2: Scroll down until you see the nine (9) blue blocks and click the block entitled: “Vendor Registration”.





Step 3: Scroll down to the hyperlinked vendor registration choices and click “Procurement”.



Vendor Registration

To begin, select the option that best describes you or your organization. Only one registration is permitted.

[Foreign \(Based outside the U.S.\)](#)

[Liquor Supplier to PA Liquor Control Board \(PDF\)](#)

[Non-Procurement](#)

Non-Procurement vendors **cannot** self-certify as a small, diverse business or place bids.

Choose Non-Procurement for the following descriptions: Borrower/Loan Recipient, Day Care, Fire Company, Grantee or Grant Recipient, Government Entities, Other Non-Procurement, Real Estate Leasing or Lessor, School District or Cyber School, Service Provider to Victim of Crime or Victim of Crime, Utility Provider.

For additional assistance, please refer to the [Non-Procurement Registration Guide](#) (PDF). Also available is a recorded version of the [Non-Procurement Registration Guide](#)  (14 minutes) with transcript (MP4).

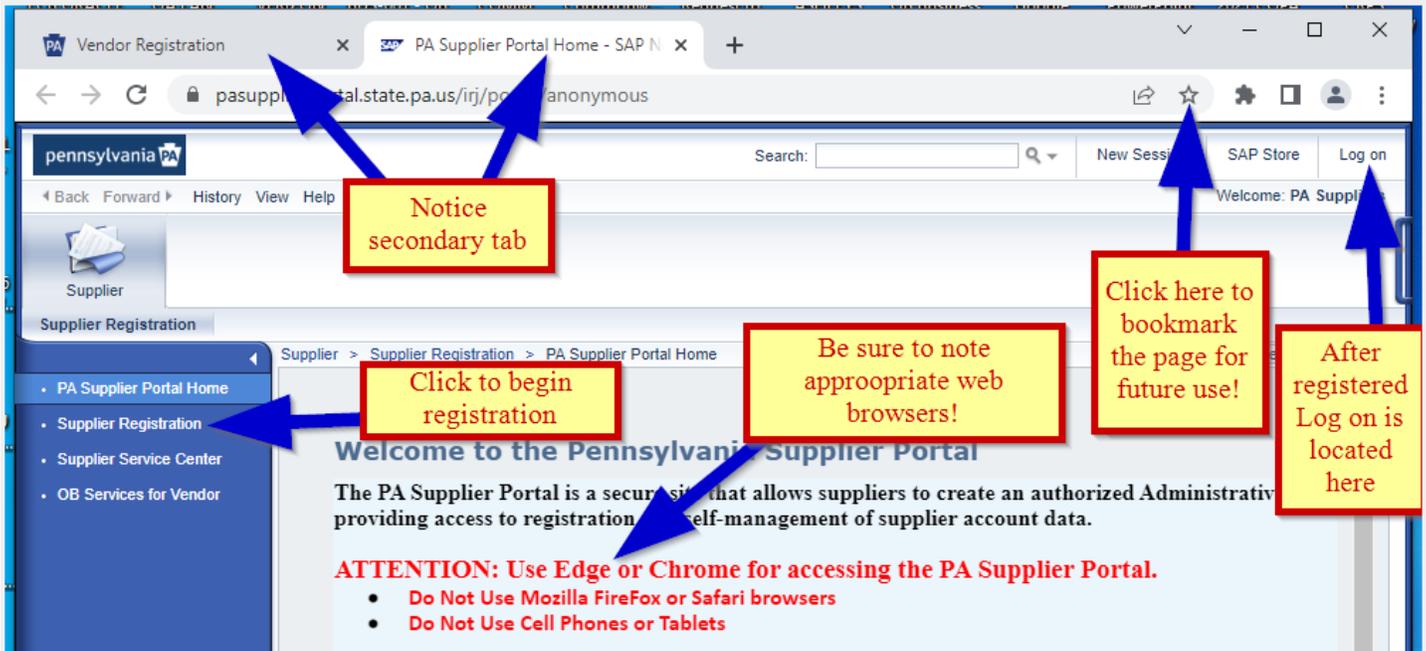
[Procurement](#)



Descriptions: Procurement, COSTARS, Bids, IFB, ITQ, R3-RFQ, RFA, RFGA, RFI, RFP, RFQUAL-P3, SFP, Small Diverse Business, Small Business, Woman-owned Business, Veteran-owned Business, Contracts, Auto ITQ, Construction, eMarketplace.

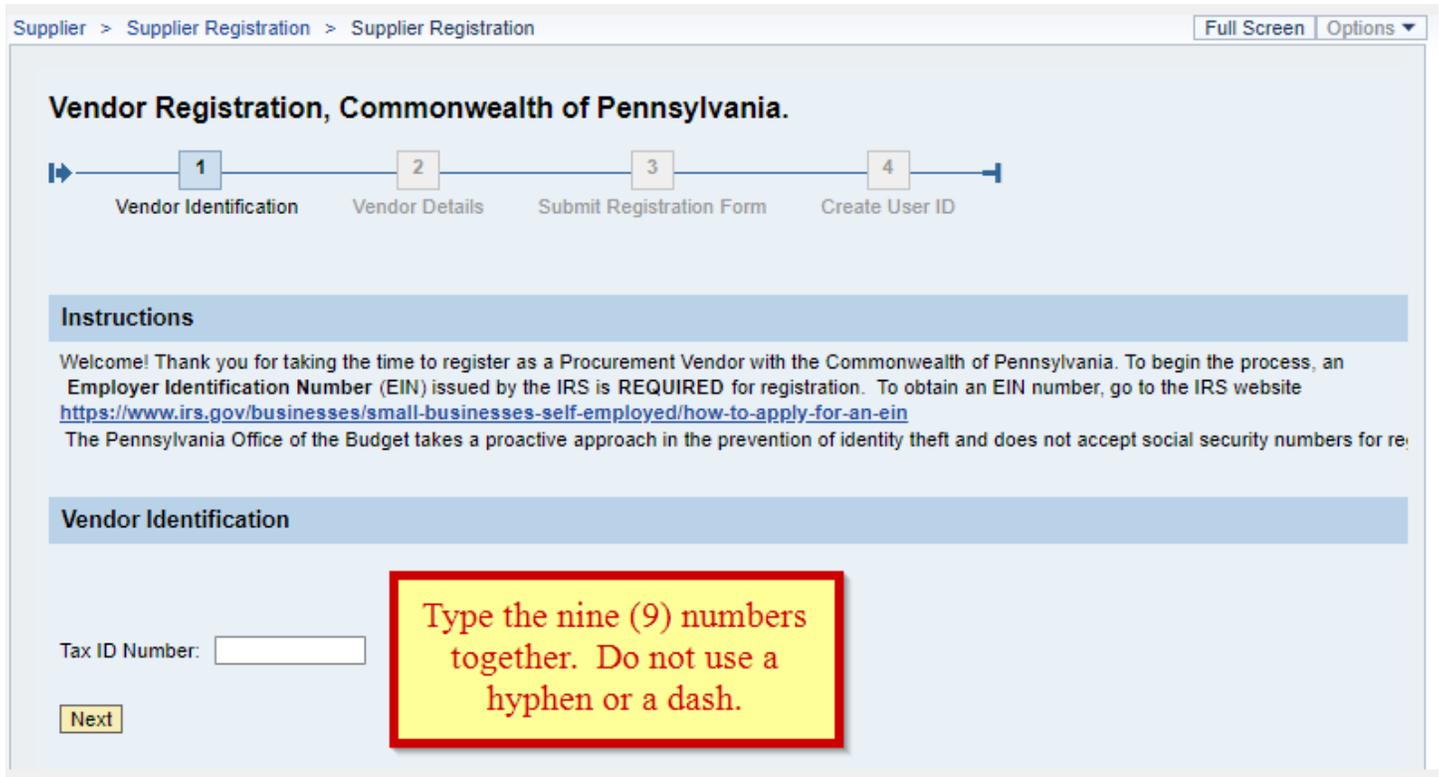
Step 4: Notice at the top of the monitor, another tab has been generated. This is the main page of the Pennsylvania Supplier Portal. It is recommended to pause and bookmark this page for ease in locating it for future use. Use either Microsoft Edge or Chrome.

The PA Supplier Portal is a vendor self-managed site. Registered Administrative User(s) maintain and manage the organization’s information. Note: A sole proprietor, company, or organization must have an Internal Revenue Service (IRS) employer identification number (EIN) to register through the PA Supplier Portal. This site will not work for social security numbers. To start the registration process, click “Supplier Registration” along the left-hand margin.



Step 5: Vendor Identification - Complete the four (4) sections of the Procurement vendor registration process.

Section 1 is “Vendor Identification”. Type in the Employer Identification Number (EIN). Do not use hyphens. Click “Next”.



Supplier > Supplier Registration > Supplier Registration Full Screen Options

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, an Employer Identification Number (EIN) issued by the IRS is REQUIRED for registration. To obtain an EIN number, go to the IRS website <https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>

The Pennsylvania Office of the Budget takes a proactive approach in the prevention of identity theft and does not accept social security numbers for re

Vendor Identification

Tax ID Number:

Next

Type the nine (9) numbers together. Do not use a hyphen or a dash.

Step 6: Complete **Section 2** called “Vendor Details” of the Procurement vendor registration process.

Tip 1: Legal Name- The legal name should match the name on the IRS Letter 147C. If the company or organization invoices under another name, type the additional name in the 2nd box down designated by: Name of the Company (if different than Legal Name).

Tip 2: Business type – Click the down arrow to view the business type choices as designated by the IRS and choose the type the company or organization uses to register and file their federal taxes.

Tip 3: Address – Even though payments will be paid by direct deposit, a valid mailing address must be provided. Input the address mail is received. Under Vendor Details, a street address **OR** a post office box must be typed in. Notice that the details also include the county. If the organization is not

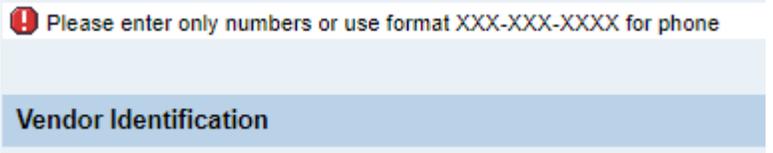


located within the state of Pennsylvania, the system will default to “out of state county”. The telephone number should be input as 717-123-4567 using dashes as separators.

Tip 4: Which Product Categories can the organization deliver? – It is ok to click the box for both Building & Construction and Material/Services.

Tip 5: Data Privacy Statement – Please read all parts of the Data Privacy Statement and click the box next to the “Yes, I have read.....” and “Yes, I certify that.....” When these boxes are clicked, the “Next” is available to click to move to Section 3 of the registration process.

Tip 6: Errors – When you click “Next”, if the screen does not change, scroll to the top of the page as



there may be an error message. Example:

Fix the error, scroll down to the bottom of the page, and click “Next” to proceed.

Tip 7: Address Validation – The system uses address validation through the U.S. Postal Service to attain the correct zip+4. A screen shot will appear as part of this validation process. It is recommended to choose the “USPS Validated Address”.

Example of USPS Validation Screen:

Address Validation

Please review Address validation results

Address	Original Address	USPS Validated Address
Street/PO Box	555 WALNUT ST	555 WALNUT ST
City	HARRIBSIRG	HARRISBURG
State	PA	PA
Zip5	17101	17101
Zip4		1925

The address you entered was located, but additional information is needed (such as an apartment, suite, or box number). Please review the results and choose the proper button below.

Use Entered Address **Use USPS Validated Address** Change Entered Address

Example of Vendor Details Screen:

Address Data

Disregarded Entity: Yes No

* Legal Name:

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

* Name of Person Creating Registration:

* Business Type:

Exempt payee code (if any):

Exemption from FATCA reporting code (if any):

* E-Mail Address:

* Telephone: Extension:

Fax:

Street Number and Name:

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

* City:

* State:

* Country:

PO BOX:

PO Box Country:

* County:

* Zip:

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

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:

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 or loan 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 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 the Commonwealth of Pennsylvania. 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.

Within a reasonable amount of time after either the discovery of a security breach or knowledge that personally identifiable information was obtained, the business or entity that was the source of the information shall notify the Pennsylvania Office of the Budget at RA-PSC_SUPPLIER_REQUESTS@PA.GOV or send fax to 717-214-0140. The notification must include: a detailed description of the nature of the breach of security or unauthorized acquisition or use of personal information; the steps already taken relative to the incident; any steps intended to be taken relative to the incident; and information regarding whether law enforcement is engaged investigating the incident

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) Authorized (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; (2) 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 (relating to unsworn falsification to authorities).

Procurement Code 62 Pa.C.S. §3604 Certification:

The Company certifies that it is not currently engaged, and will not during the duration of any Commonwealth contract, engage in a boycott of a person or an entity based in or doing business in a jurisdiction which the Commonwealth is not prohibited by Congressional statute from engaging in trade or commerce; and is eligible to contract with the Commonwealth under Section 3604 of the Procurement Code, 62 Pa.C.S. §3604.

Yes, I have read the data privacy statement and agree to the terms.

Yes, I certify that Section 3604 of the Procurement Code, 62 Pa.C.S. §3604 statement is upheld.

Click "Yes" if disregarded entity and additional, mandatory fields will appear.

Click down arrow for all choices.

Double check that email is spelled correctly.

Street or PO Box. Not both.

Choose Pennsylvania County

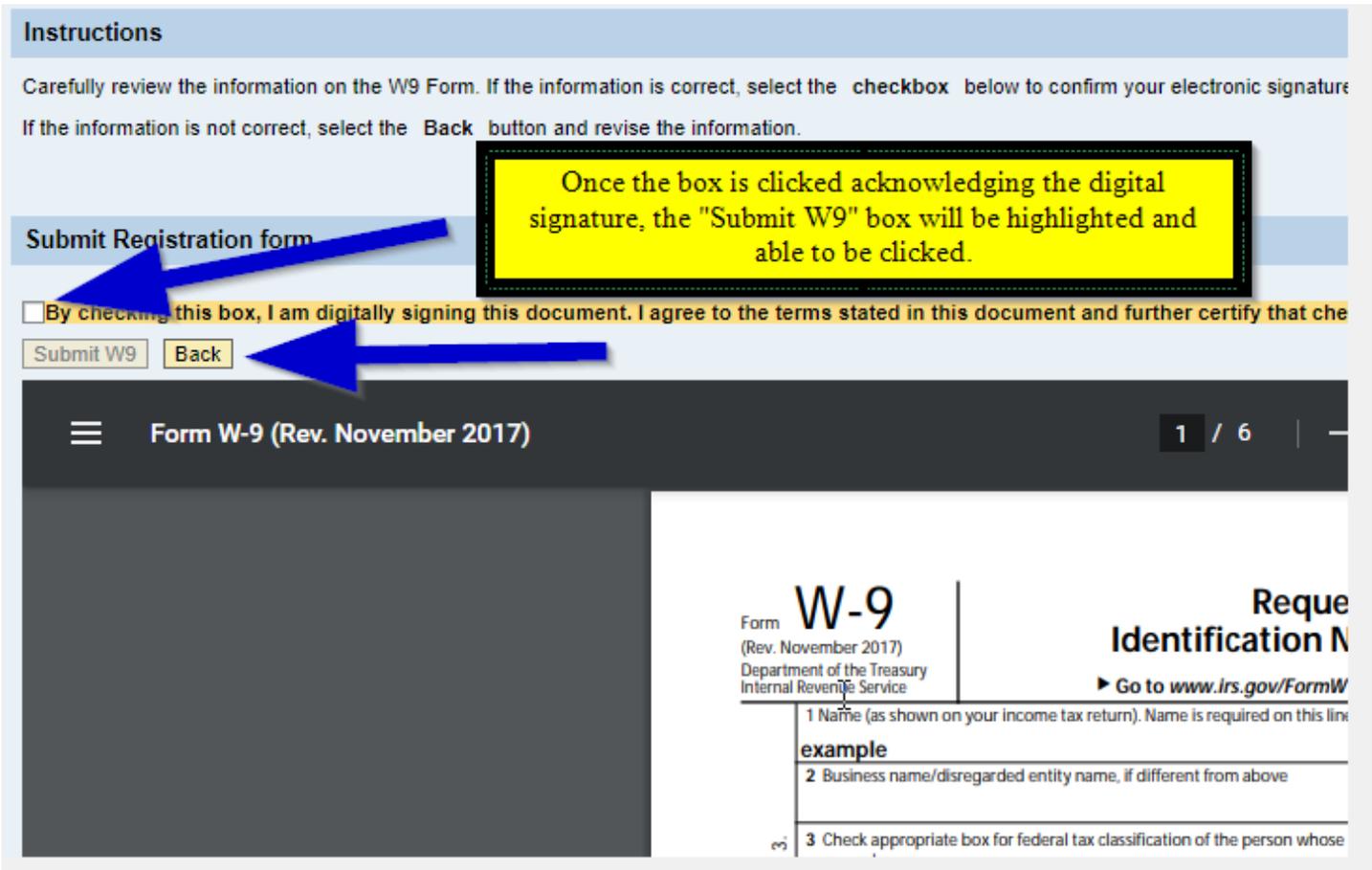
ok to check both boxes

Read, then click both "Yes" boxes.

Next will appear once both "Yes," boxes have been checked.

Step 8: Submit Registration Form Section #3 – The system uses the information typed into Vendor Details to create an electronically signed IRS W9 form. Review the IRS W9 form to confirm that the information is spelled correctly. If there is an error, click the “Back” button to return to the Vendor Details form to correct the error. Otherwise, click the box next to the statement: “By checking this box, I am digitally signing this document....”. Once this box is clicked, the “Submit W9” box will highlight. Click the “Submit W9” box to perform the final step by submitting the IRS W9.

Note: When the “Submit W9” box is clicked, the system is sending the information electronically to the IRS site to validate the legal name and tax identification number. If there is an issue, an error message will appear. Hit the “Back” button and correct the error in the Legal Name. If the error was the mistyping of the tax identification number, the registration will need to be begun all over again. If the error states that the name and Tax ID number do not match, the contact information for the IRS will appear. Please call or go on the IRS website (irs.gov) to request a letter 147C to validate the correct name and Tax ID number.



Instructions

Carefully review the information on the W9 Form. If the information is correct, select the checkbox below to confirm your electronic signature. If the information is not correct, select the Back button and revise the information.

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 che

Submit W9 **Back**

Once the box is clicked acknowledging the digital signature, the "Submit W9" box will be highlighted and able to be clicked.

Form W-9 (Rev. November 2017) Department of the Treasury Internal Revenue Service

Request Identification N

Go to www.irs.gov/FormW

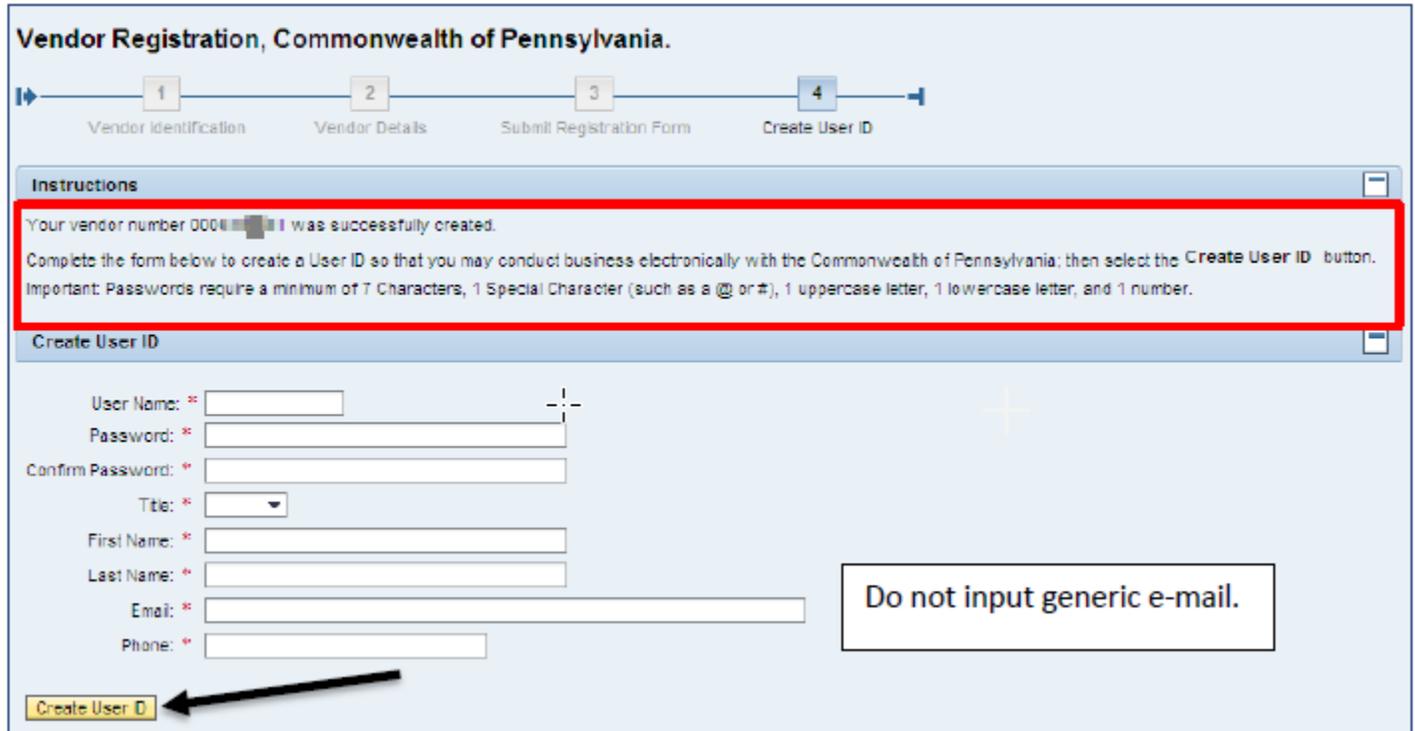
1 Name (as shown on your income tax return). Name is required on this line
example

2 Business name/disregarded entity name, if different from above

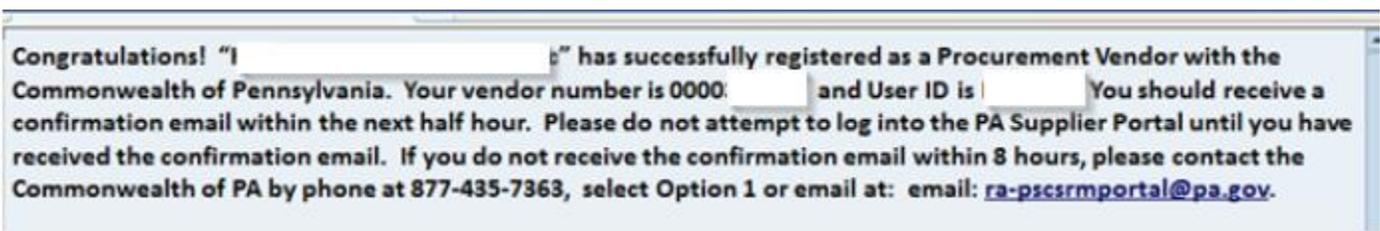
3 Check appropriate box for federal tax classification of the person whose

Step 9: Create User ID - Section 4 – The final section for the procurement registration is the creation of an Administrative User. Input the fields making sure to type the information correctly.

Tip 1: Take a screen shot. It is recommended to take a screen shot of this page prior to clicking the “Create User ID button. Save the information including the password (which will appear only as *****) for future reference.



Step 10: Congratulations Message appears. It is recommended to take a screen shot of this message and include it with the screen shot of the user page also as reference points of the PA Supplier Portal registration completed. Be sure to wait for the confirmation email before attempting to log in to the PA Supplier Portal.





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END OF PROCUREMENT REGISTRATION GUIDE INSTRUCTIONS 2022