REGISTERING AS A SUPPLIER

pennsylvania
DEPARTMENT OF GENERAL SERVICES

The Commonwealth of Pennsylvania
Department of General Services
Bureau of Procurement

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

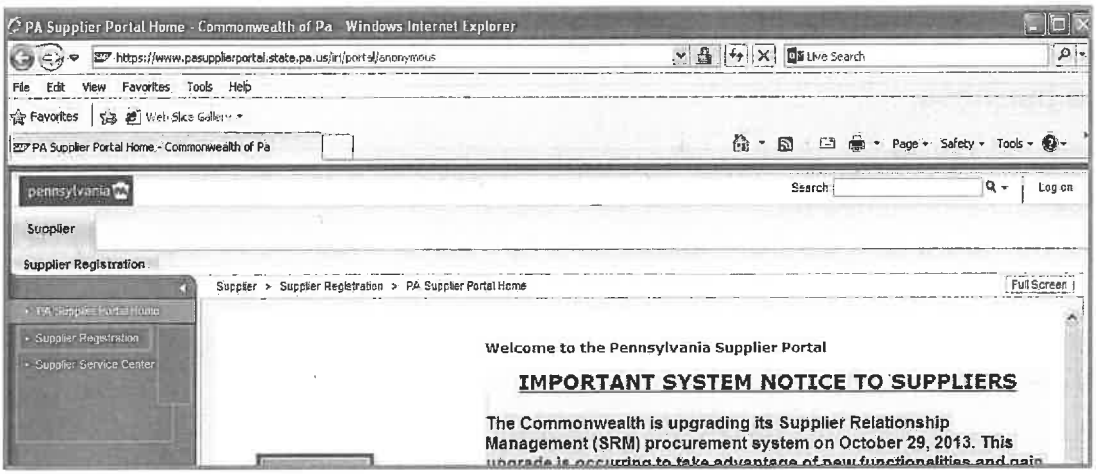
HOW TO REGISTER AS A SUPPLIER

INTRODUCTION

Go to **Vendor Registration (www.vendorregistration.state.pa.us)** to complete the four-step supplier registration process.

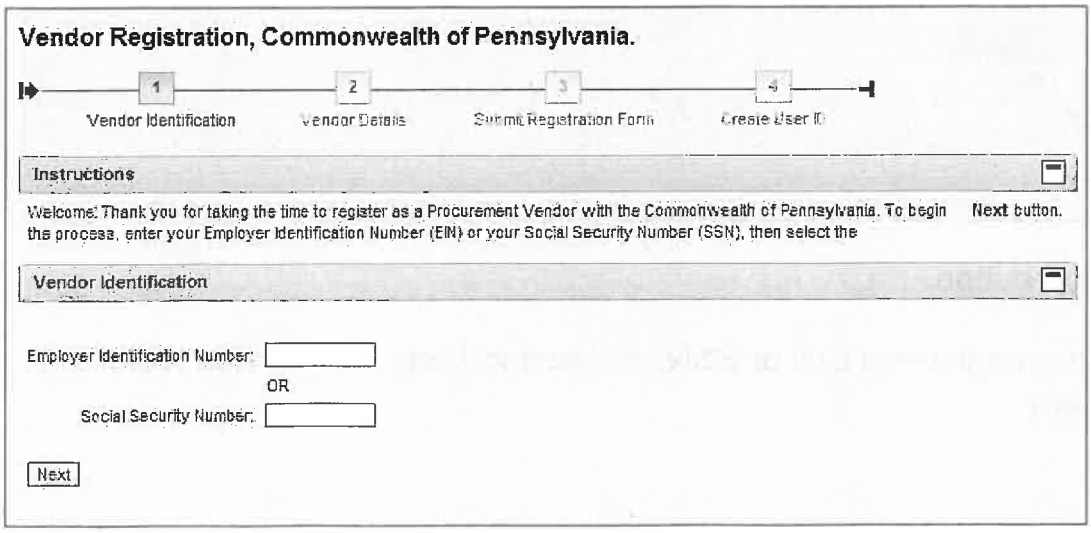
1. Select the link for **PA Supplier Portal** above.

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:

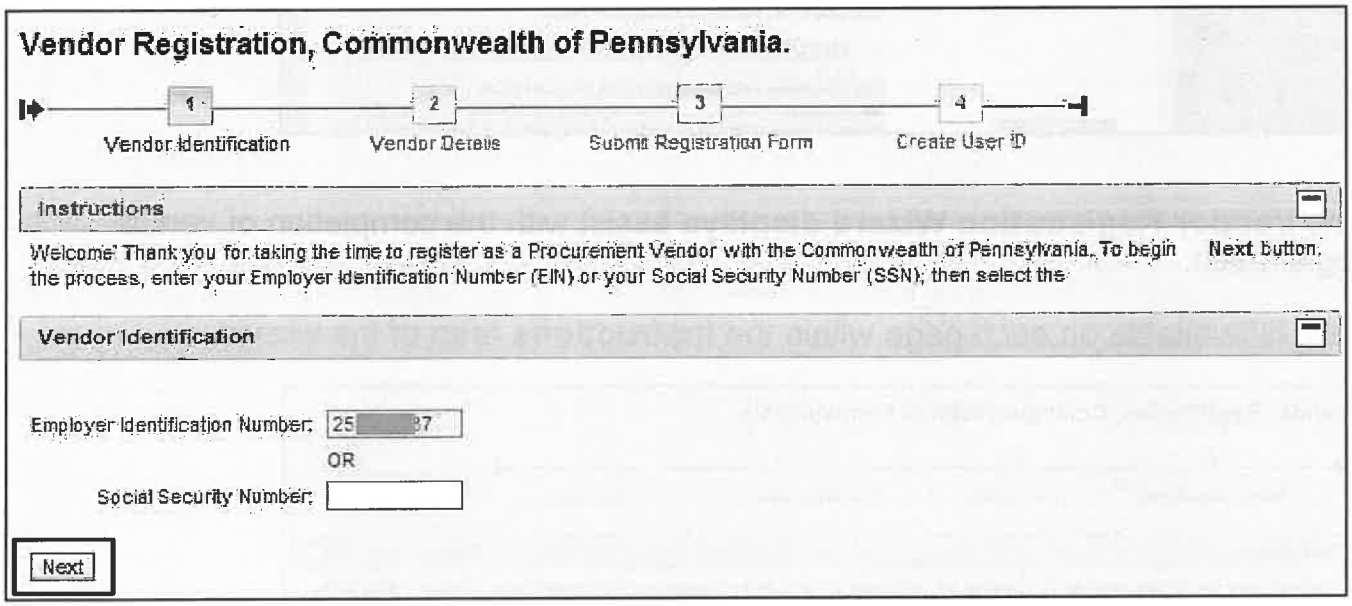
If you experience any difficulty during the Supplier Registration process, please contact Payable Services at (877) 435-7363 and choose Option 1, or email: ra-pscsrmportal@pa.gov and be sure to include the tax identification number.

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.

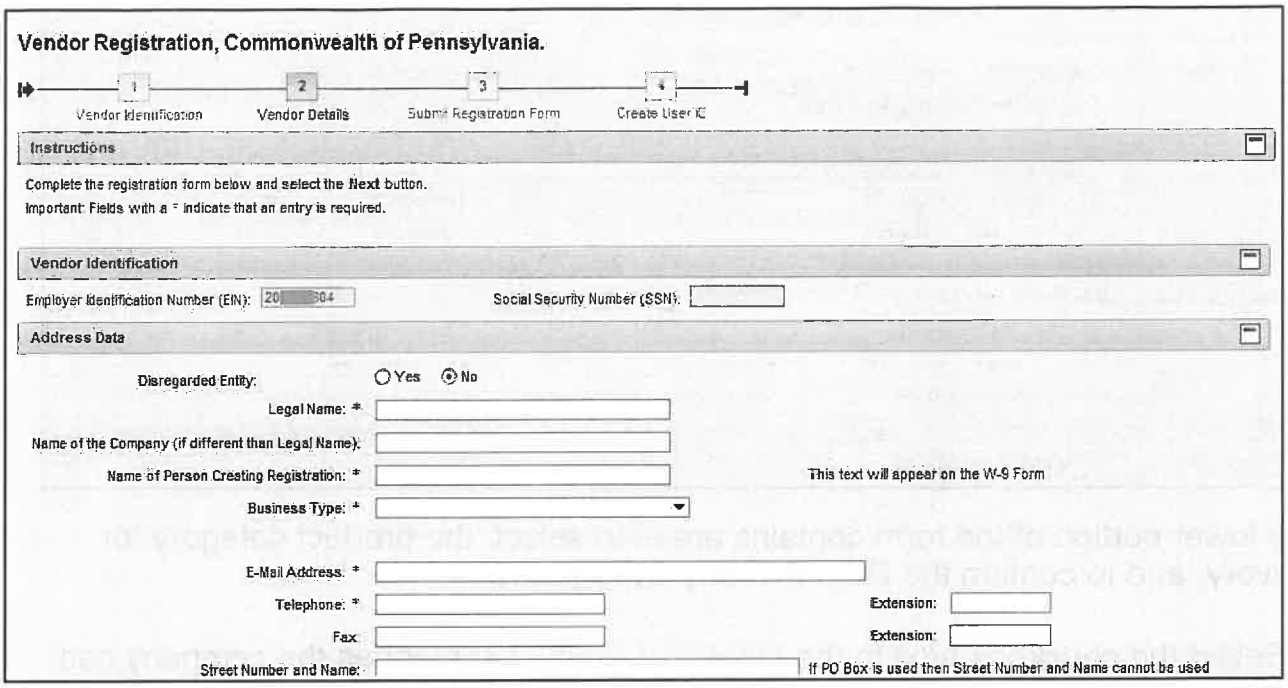


2. Select the **Next** button.

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

STEP 2 – VENDOR DETAILS

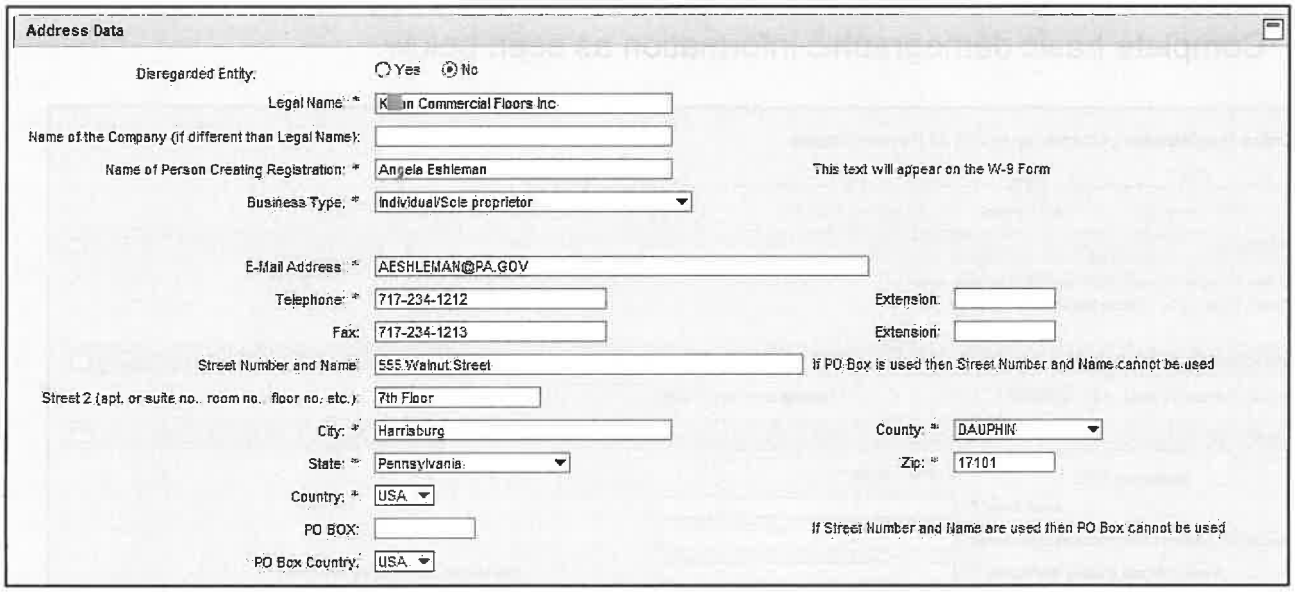
1. Complete basic demographic information as seen below.



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.

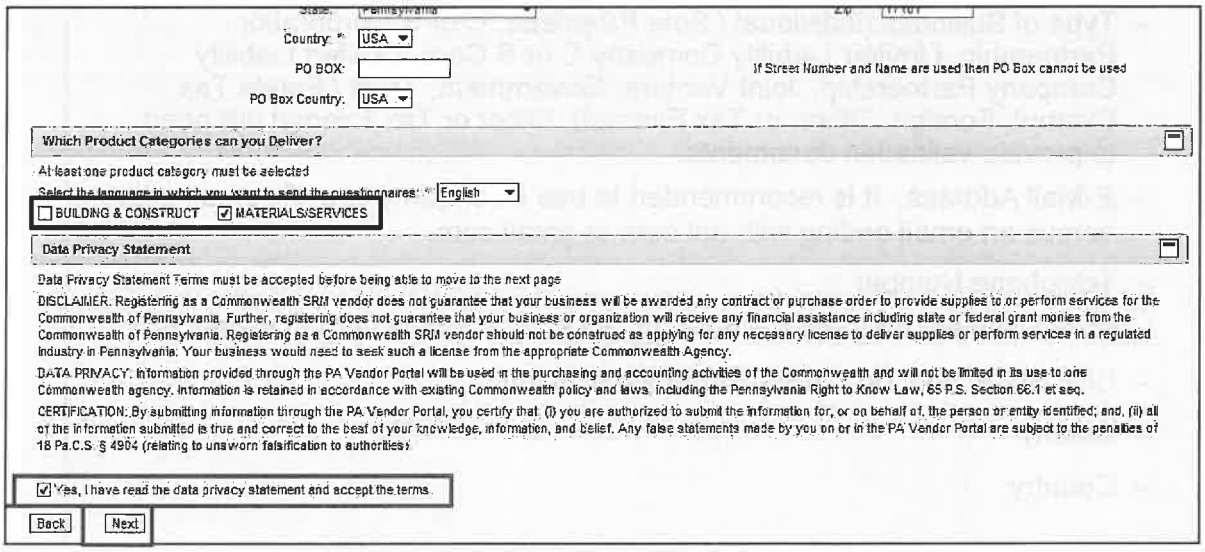


The lower portion of the form contains areas to select the product category for delivery, and to confirm the **Data Privacy Statement**.

a. Select the checkbox next to the type(s) of product categories the company can deliver. Both boxes can be checked.

b. Carefully read the **Data Privacy Statement Terms**; select the checkbox to accept the terms.

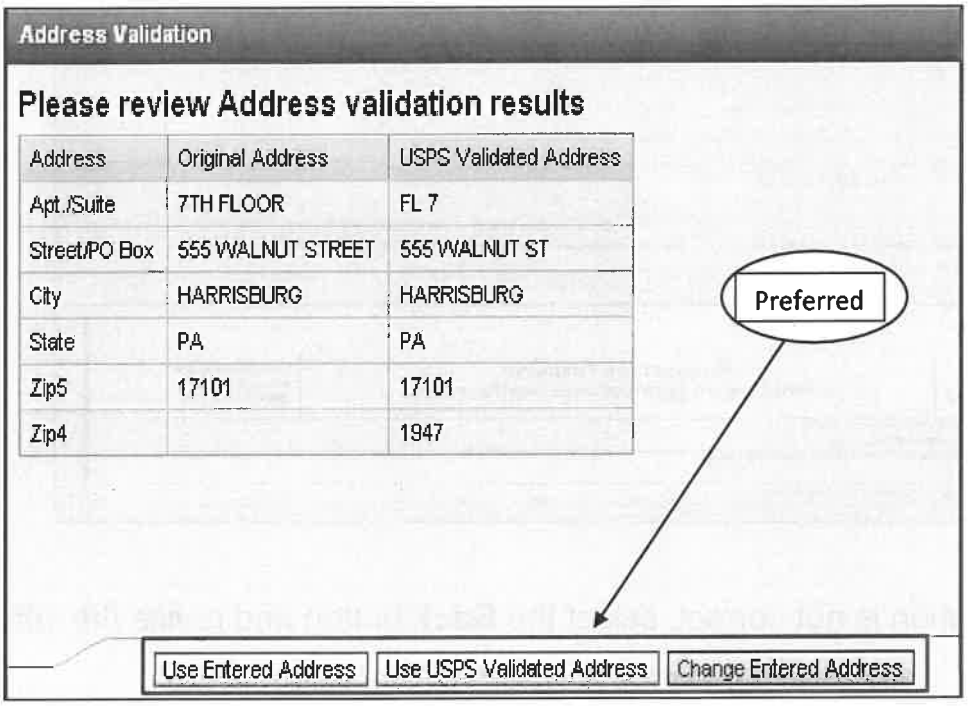
c. Select the **Next** button to continue.



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.

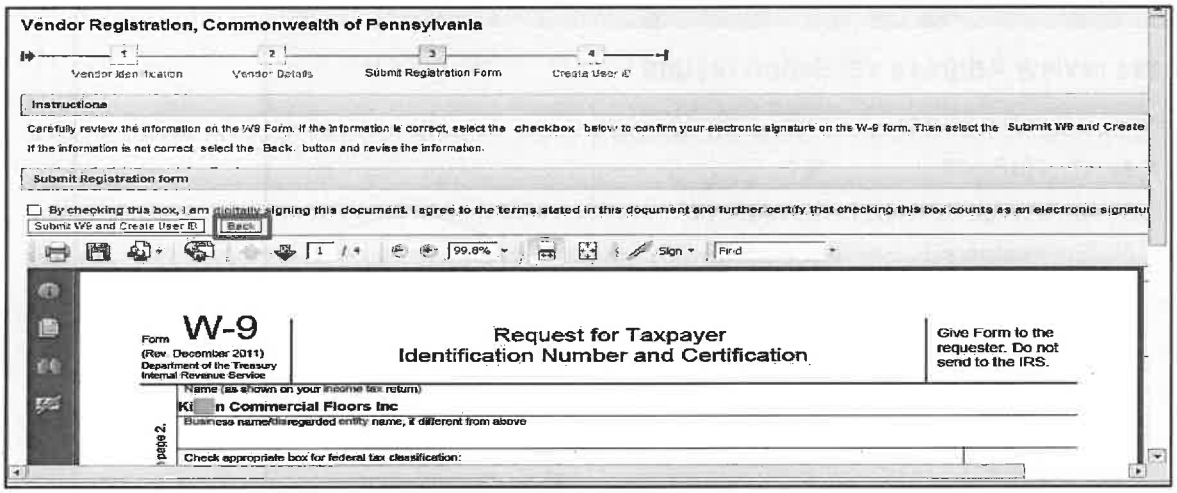


STEP 3 – SUBMIT REGISTRATION FORM

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

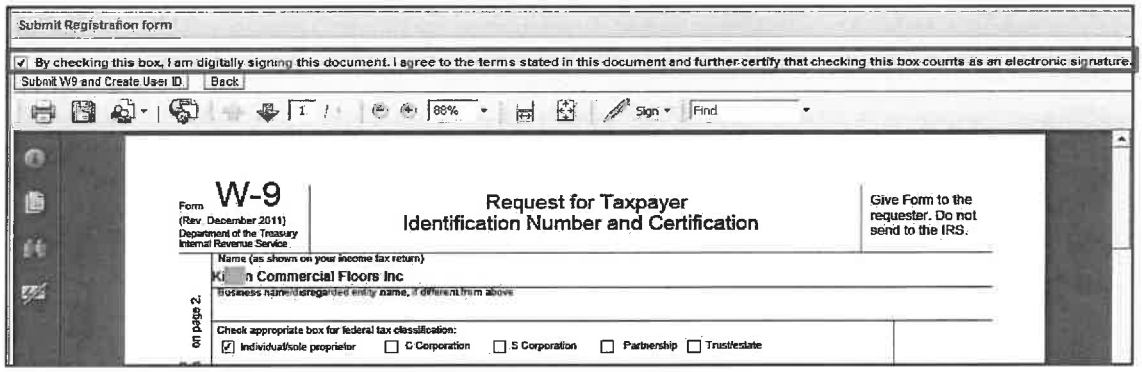
1. Carefully review the information on the W-9 Form by using the internal scroll bars (see next image).

2. Note: This form cannot be altered on this screen nor can a manual, typed in signature be initiated.

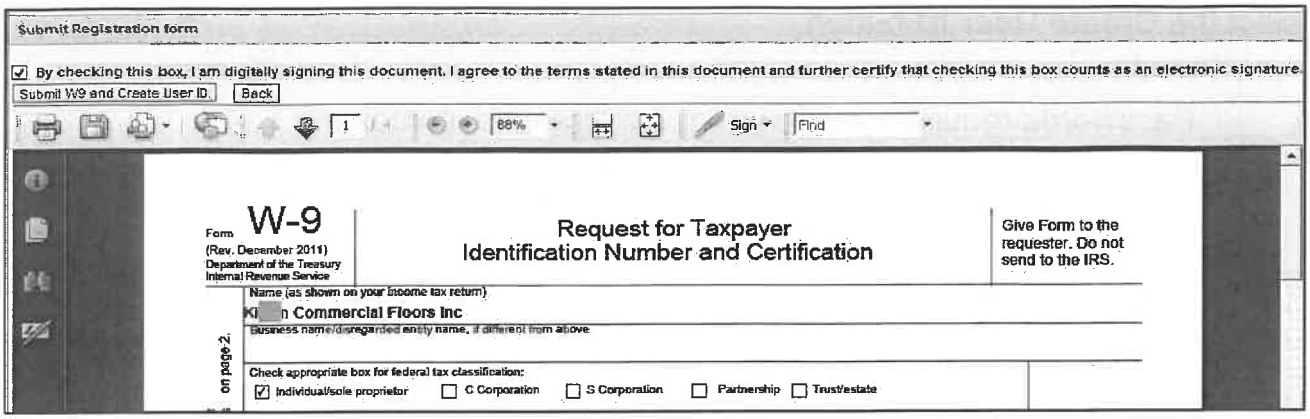


3. If the information <u>is not</u> correct, select the **Back** button and revise the information.

4. If the information <u>is</u> correct, select the checkbox to confirm the electronic signature.



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



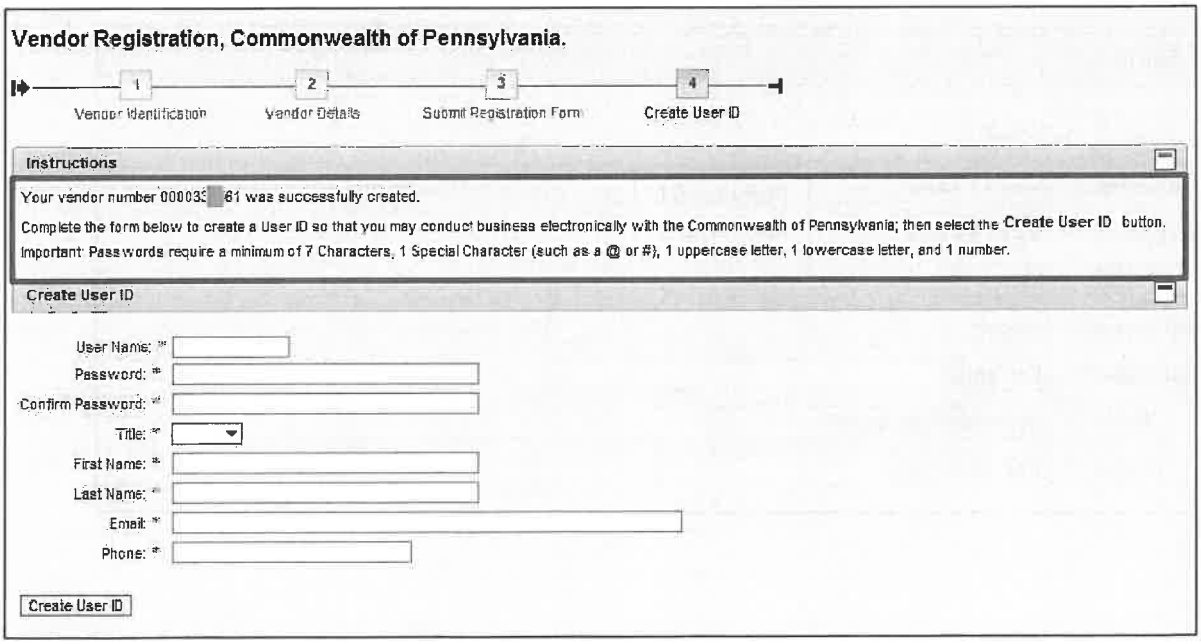
The supplier registration system contains a validation with the IRS which verifies the EIN/SSN and supplier name.

- 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

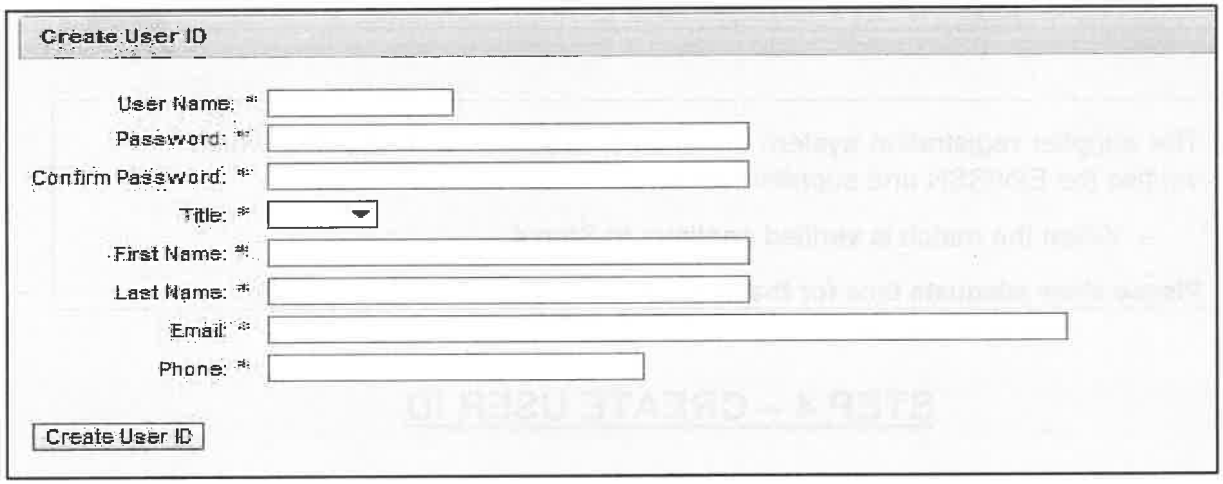
Upon advancement to Step 4, your company's unique vendor number will be provided. Retain the vendor number for future use.



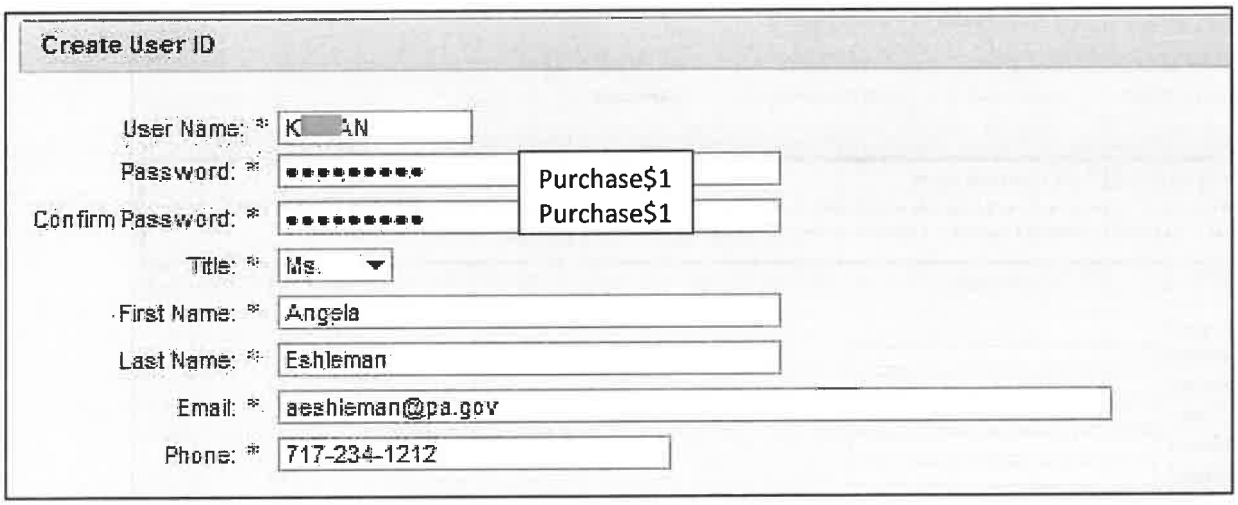
1. Complete the form to create the login credentials for the administrative user.

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

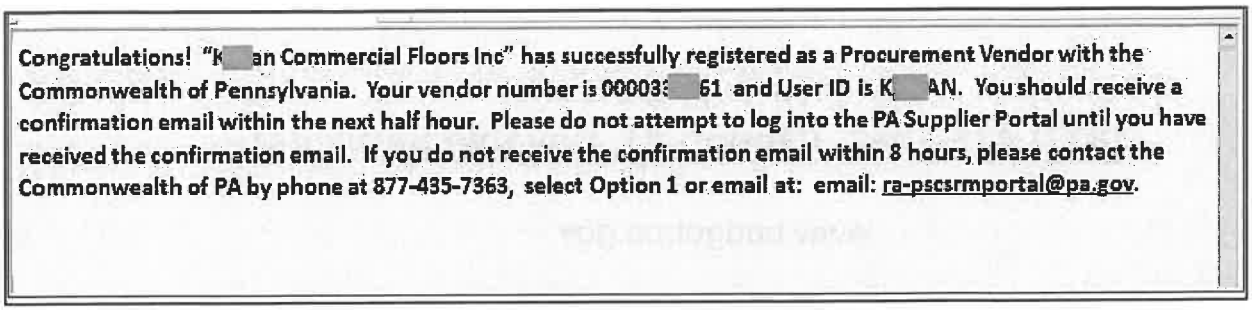
	Passwords require a minimum of 7 characters; containing 1 special character (i.e., @ or #), 1 uppercase letter, 1 lowercase letter, and 1 number **(example: Purchase$1).**



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



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


Congratulations! "K[redacted]an Commercial Floors Inc" has successfully registered as a Procurement Vendor with the Commonwealth of Pennsylvania. Your vendor number is 00003[redacted]61 and User ID is K[redacted]AN. You should receive a confirmation email within the next half hour. Please do not attempt to log into the PA Supplier Portal until you have received the confirmation email. If you do not receive the confirmation email within 8 hours, please contact the Commonwealth of PA by phone at 877-435-7363, select Option 1 or email at: email: ra-pscsrmportal@pa.gov.

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.

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

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

www.budget.pa.gov

Department of General Services
Bureau of Procurement
555 Walnut Street, 6th Floor
Harrisburg, PA 17101-1914

www.dgs.pa.gov

Email: RA-procinternet@pa.gov

Jenny Doherty
Chief Procurement Officer

Ken Hess
Deputy Secretary, Procurement

Curt Topper
Secretary, Department of General Services

Tom Wolf
Governor

REVISED June 2017