

## Commonwealth of Pennsylvania

### PROCUREMENT VENDOR REGISTRATION GUIDE

Procurement vendors provide goods and services through purchase orders or state-wide contracts. If the appropriate criteria are met, they can self-certify as a small, diverse business. Procurement vendors register through a self-managed portal called the PA Supplier Portal. Vendor administrative users maintain the information located in the portal, add one (1) bank account, and create additional users with the role of administrator or bidder.

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**In Preparation:** The following items will be required to complete the registration:

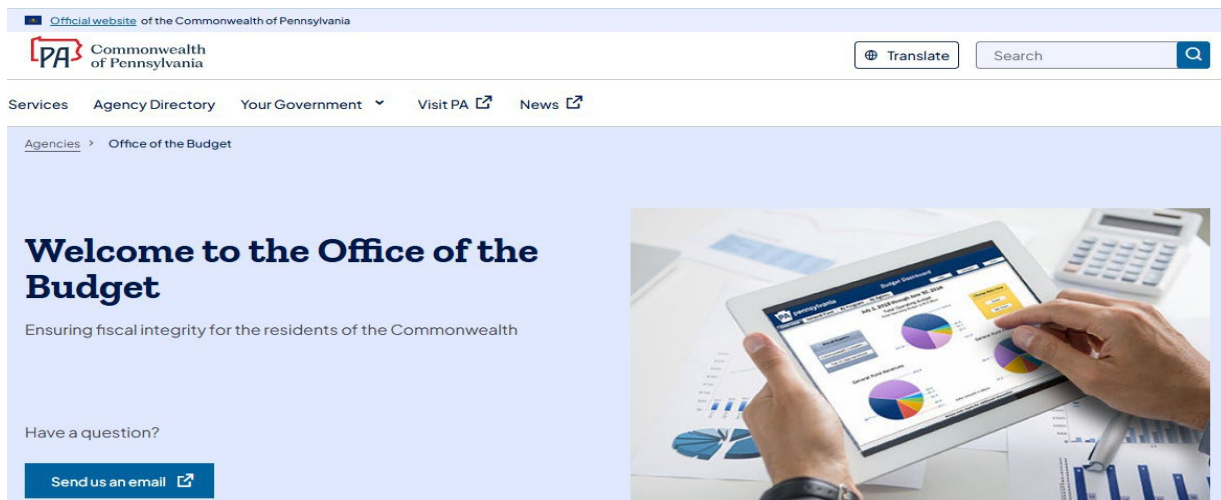
1. Employer identification number (EIN) for organization

*Note: To obtain an EIN, go to <https://www.irs.gov>, click the link "Apply for an Employer ID Number (EIN)". Follow the instructions.*

Correspondence will be via email from @pa.gov. Watch spam folder.

**Open Web Page:** **Do not use cell phone or tablet.** Use either Microsoft Edge or Chrome Internet browser, open the Office of the Budget website by typing

<https://www.budget.pa.gov/agencies/budget> and click "Enter".



Scroll down to Popular topics and click Find Vendor Registration, Information, and Tools.



### Popular topics



Discover the  
Commonwealth Budget



Find Info for  
Commonwealth Business  
Travelers



Walk through the  
Commonwealth Budget  
Process



Find Vendor Registration,  
Information, and Tools



Understand Property Tax  
Relief in the  
Commonwealth



Redevelopment Assistance  
Capital Program (RACP)

Scroll down to Information and Resources and click Vendor Registration.

## Information and Resources

Vendor Registration



PA Supplier Portal Admin  
Support



## Procurement

Scroll down and click Procurement

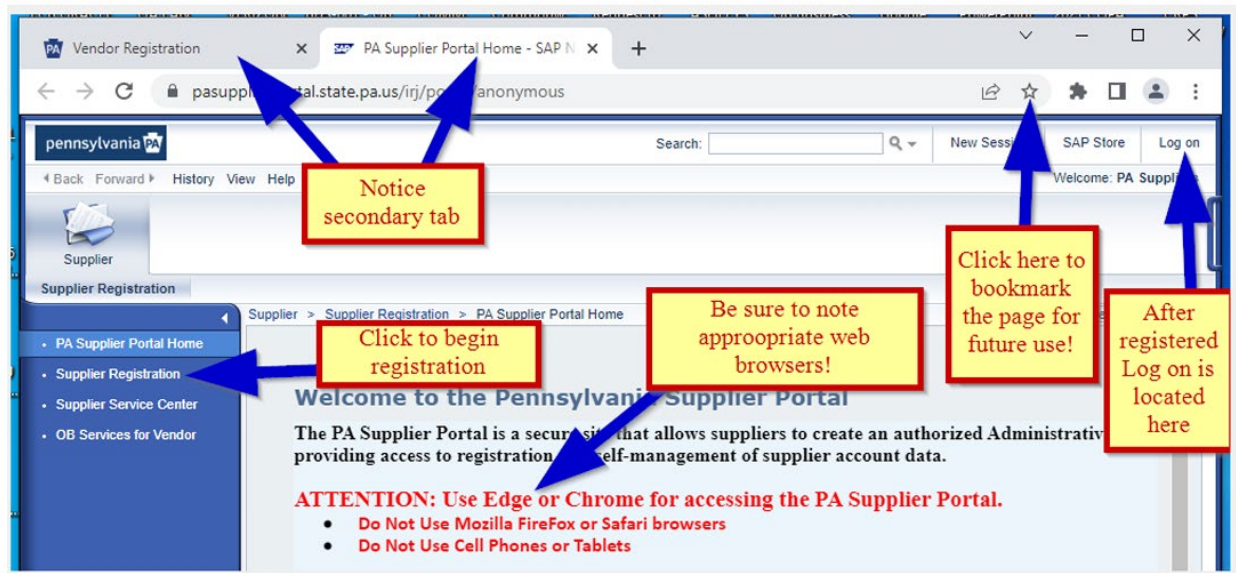


Scroll down and click

**Go to Procurement Vendor Registration (PA Supplier Portal) →**

The main page of the Pennsylvania Supplier Portal appears.

*Look over the following highlighted areas to acclimate to this page.*



Click Supplier Registration along the left-hand margin. There are four (4) easy steps to complete the PA Supplier Portal procurement vendor registration.

#### Step 1 Vendor Identification

Input the nine (9) digit Tax ID Number. This must be an employer identification number (EIN) as registered with the Internal Revenue Service (IRS).

**Next**

Do not use a hyphen. Click Next.

#### Step 2 Vendor Details (Fields with \* are required)

Vendor Identification. Confirm that the Tax ID Number is correct.

*If not, STOP. Click the back button and start all over again.*

## Company Data.

### Disregarded Entity

*What is a "Disregarded Entity"? Most registrants will leave this box defaulted to the "No" birds-eye position. A Disregarded Entity is an Internal Revenue Service (IRS) legal tax term in which one entity may be considered "disregarded" for tax reporting purposes under another entity (the parent entity) to save income taxes. For example, a limited liability company may be "disregarded" for tax reporting purposes under a corporation to save on income tax liability. If the company is disregarded, the employer identification number (EIN) submitted is for the disregarded entity. The EIN for the parent company will be submitted under "Parent Company TIN". The Parent Company Name and Parent Business Type will also need to be provided and will also be verified with the IRS. For additional information, go to [www.irs.gov](http://www.irs.gov) website.*

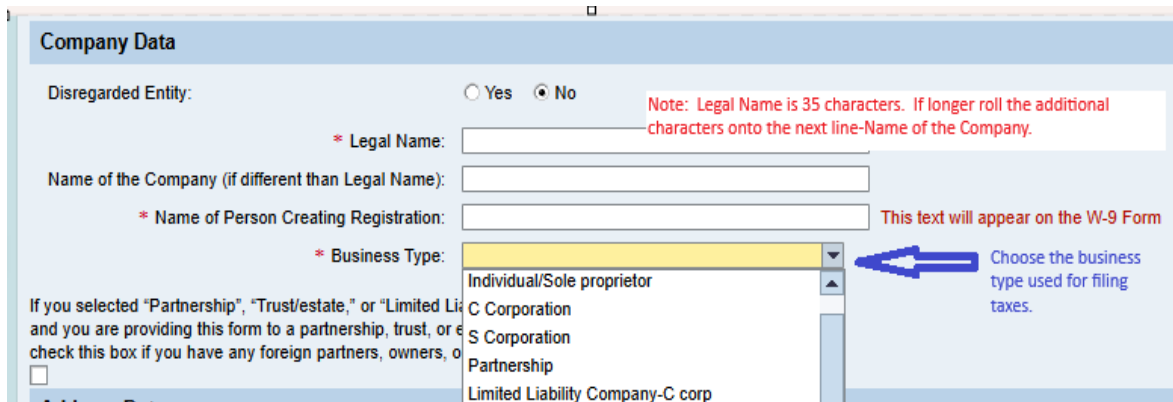
### Legal Name

Type the legal name of the organization. If name length is greater than 35 characters, roll it onto next line Name of the Company (if different than legal name).

Type the name of person creating the registration. Note: This name will appear on the Internal Revenue Service (IRS) W9 as the person who has the authority to sign an electronically generated IRS W9 for the organization.

Choose the appropriate Business Type from the down arrow.

Take note of the special checkbox for partnerships or trust/estates that there are foreign partners, owners, or beneficiaries. There is also a special box for Exempt payee code and Exemption from FATCA reporting code. For additional information, go to [www.irs.gov](http://www.irs.gov) website. Search IRS W9 for more details on these codes.



The screenshot shows the 'Company Data' section of a form. It includes the following fields and annotations:

- Disregarded Entity:** Radio buttons for 'Yes' and 'No' (selected).
- \* Legal Name:** A text input field. A red note above it states: "Note: Legal Name is 35 characters. If longer roll the additional characters onto the next line-Name of the Company."
- Name of the Company (if different than Legal Name):** A text input field.
- \* Name of Person Creating Registration:** A text input field. A red note to its right states: "This text will appear on the W-9 Form".
- \* Business Type:** A dropdown menu with the following options: Individual/Sole proprietor, C Corporation, S Corporation, Partnership, and Limited Liability Company-C corp. A blue arrow points to this dropdown with the text: "Choose the business type used for filing taxes."
- Foreign Partners/Owners/Beneficiaries:** A checkbox labeled "If you selected 'Partnership', 'Trust/estate,' or 'Limited Liability Company' and you are providing this form to a partnership, trust, or estate, check this box if you have any foreign partners, owners, or beneficiaries."

## Address Data

E-mail Address: Be sure to type this correctly as all correspondence will be sent via e-mail.

Telephone: The telephone number should be input as XXX-XXX-XXXX using dashes.

Street Number and Name: Even though payments will be made by direct deposit, a valid mailing address must be provided as listed on invoices. Input a street address **OR** a post office box (**not both!**). Notice that the details also include the Pennsylvania county. If not located within Pennsylvania, the system will default to “out of state county”.

**Address Data**

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:

\* State:

\* Country:

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

PO Box Country:

\* County:

\* Zip:

Which Product Categories can you Deliver? One product category must be selected; however, both can also be selected.

**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 and Terms– Please read and click the box next to the “Yes, I have read.....” and Yes, I certify..... When the boxes are clicked, the “Next” is available to click to move to the next section of the registration process.

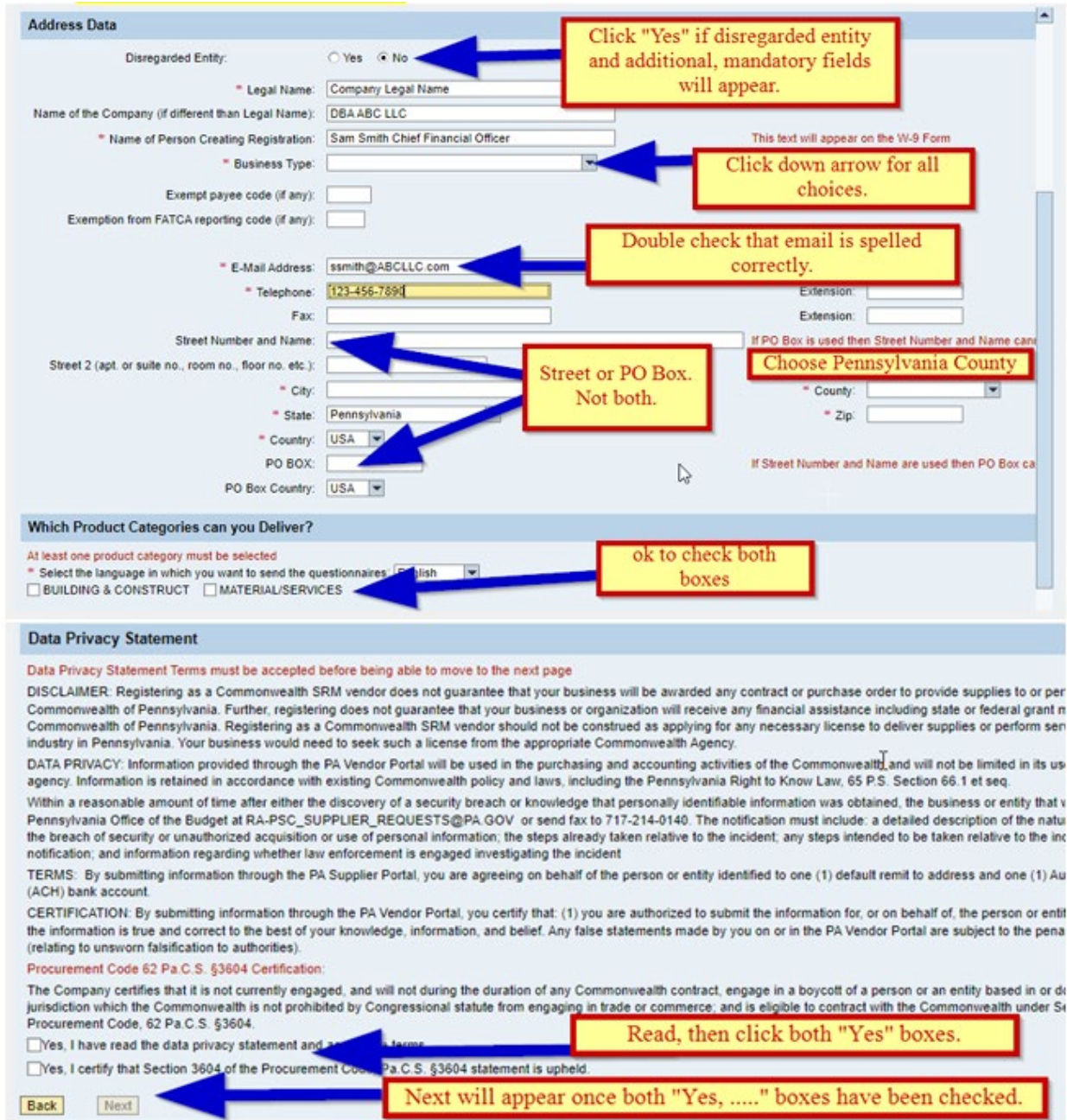
A Word About Errors – When the “Next” is clicked, if the screen does not change, scroll back to the top of the page as there may be an error message.

Example of an Error Message:  Please enter only numbers or use format XXX-XXX-XXXX for phone



Fix the error and click "Next" to proceed.

### Example of the Vendor Details Screen:



The screenshot shows the 'Address Data' section of the PA Vendor Portal. It includes fields for 'Disregarded Entity' (Yes/No), 'Legal Name', 'Name of the Company', 'Name of Person Creating Registration', 'Business Type', 'Exempt payee code', 'Exemption from FATCA reporting code', 'E-Mail Address', 'Telephone', 'Fax', 'Street Number and Name', 'City', 'State', 'Country', 'PO BOX', and 'PO Box Country'. There are also checkboxes for 'Which Product Categories can you Deliver?' (BUILDING & CONSTRUCT, MATERIAL/SERVICES) and a 'Data Privacy Statement' section with a disclaimer and terms. Annotations with arrows point to specific fields and buttons, providing instructions on how to fill out the form correctly.

**Address Data**

Disregarded Entity: ☐ Yes ☒ No

\* Legal Name: Company Legal Name

Name of the Company (if different than Legal Name): DBA ABC LLC

\* Name of Person Creating Registration: Sam Smith Chief Financial Officer

\* Business Type: [Dropdown]

Exempt payee code (if any): [Text]

Exemption from FATCA reporting code (if any): [Text]

\* E-Mail Address: ssmith@ABCCLLC.com

\* Telephone: 123-456-7890

Fax: [Text]

Street Number and Name: [Text]

\* City: [Text]

\* State: Pennsylvania

\* Country: USA

PO BOX: [Text]

PO Box Country: USA

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 ☐ 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 per Commonwealth of Pennsylvania. Further, registering does not guarantee that your business or organization will receive any financial assistance including state or federal grant in 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 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 by 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.

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 v 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) ACH (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; (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 the Commonwealth of Pennsylvania which the Commonwealth is not prohibited by Congressional statute from engaging in trade or commerce; and is eligible to contract with the Commonwealth under the Procurement Code, 62 Pa.C.S. §3604.

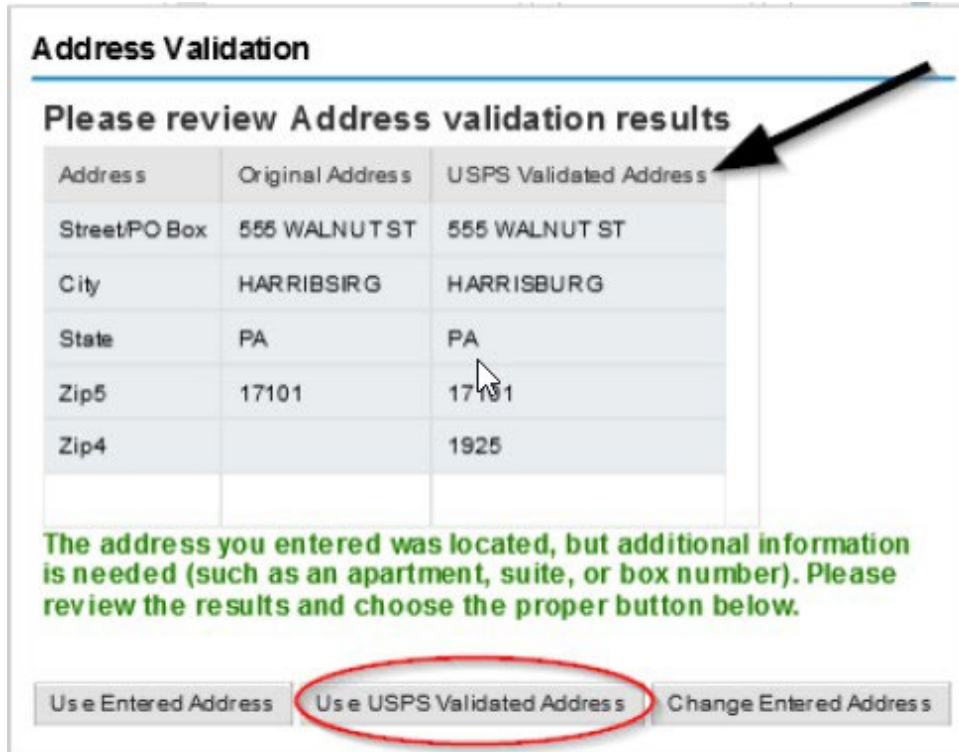
☐ Yes, I have read the data privacy statement and agree to the terms

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

Back Next

Address Validation – The registration 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	HARRISBURG	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.

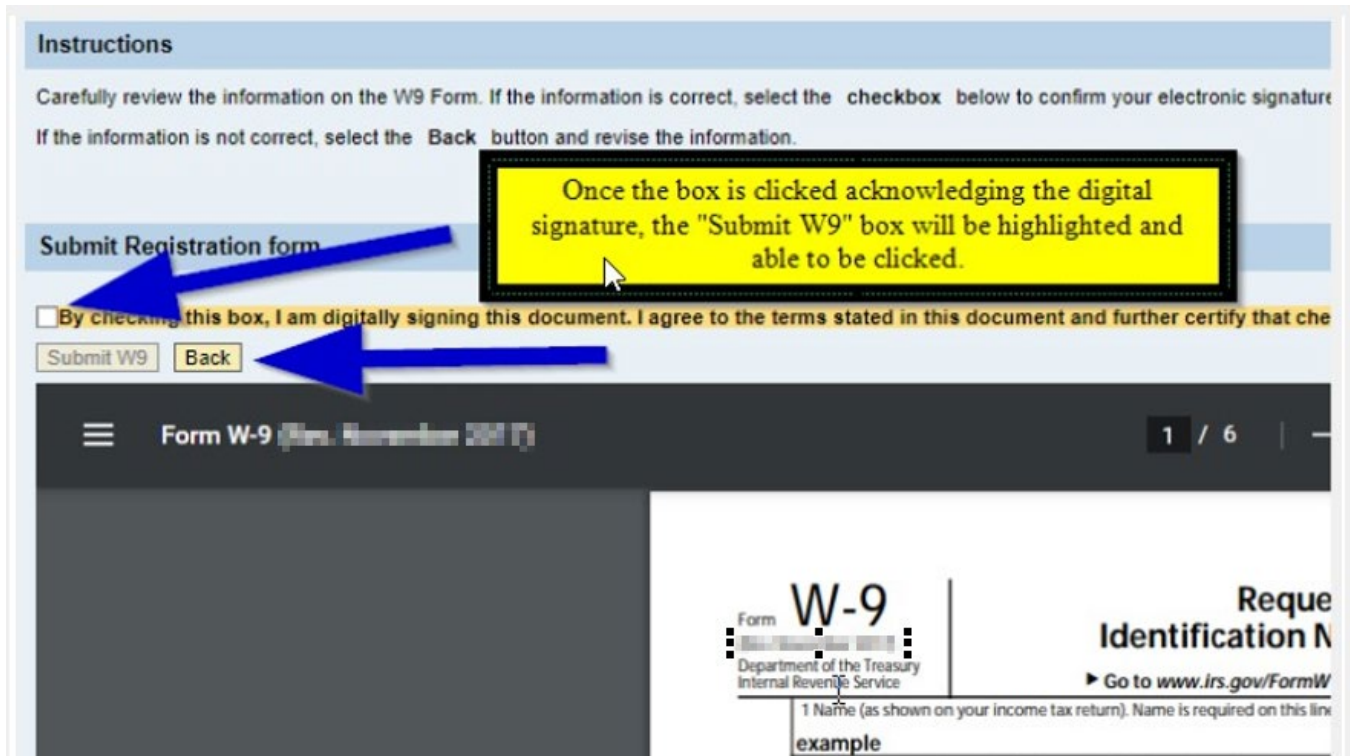
### Step 3 Submit Registration Form

The system uses 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.

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. This will take approximately 15 seconds to clear. 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.



**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)** 1 / 6

**Form W-9**  
Department of the Treasury  
Internal Revenue Service

**Request Identification N**  
Go to [www.irs.gov/FormW](http://www.irs.gov/FormW)

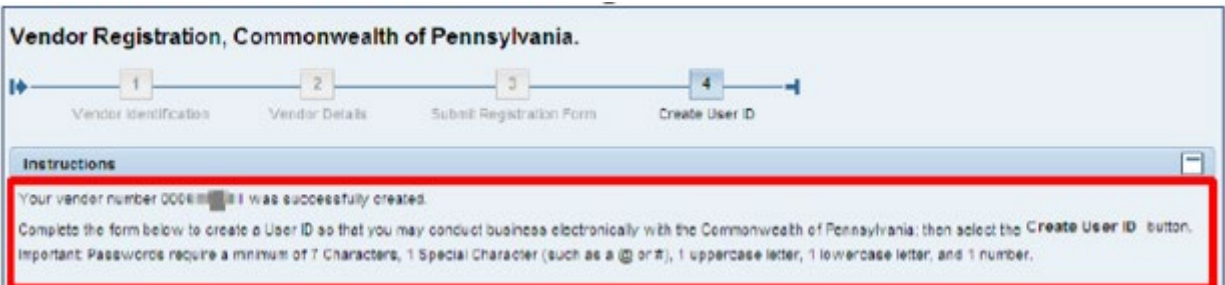
1 Name (as shown on your income tax return). Name is required on this line  
example

**Step 4 Create User ID instructions**-The final step for the procurement registration is the creation of an administrative user. The administrative user is a key role. This individual will create other administrative users or bidder users for the organization through the PA Supplier Portal.

It is recommended to take a screen shot of the vendor number and password requirements for future reference.

Note: The registration is not fully completed until step 4 is completed through the creation of the administrative user. **Don't STOP now!**

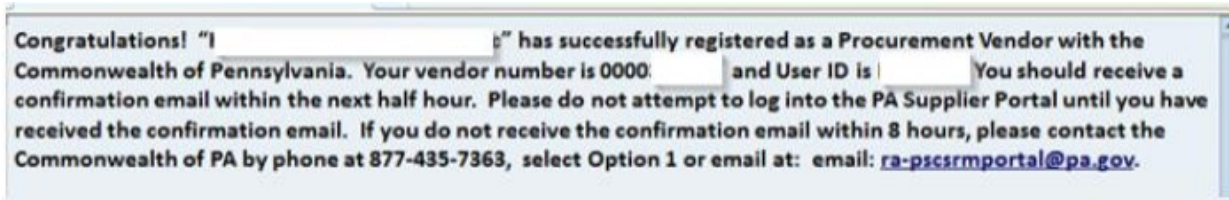






The PA Supplier Portal registration is completed when the following Congratulations message appears; however, do not attempt to log in until the confirmation email is received as directed by the Congratulations message.

*It is recommended to take a screen shot of the Congratulations message.*



For PA Supplier Portal assistance, send an email to [ra-pscsrportal@pa.gov](mailto:ra-pscsrportal@pa.gov).

Include the tax ID number, vendor number, user name, and screen shot of the error for quickest service and response.

Hours: Monday-Friday 7:30 am-4 pm EST

END OF PROCUREMENT REGISTRATION GUIDE INSTRUCTIONS