DGM-04 INSTRUCTIONS

Any organization establishing a formal contract, in this case the grant agreement with the Commonwealth, must be registered in the state vendor system. To see if your organization has a vendor registration, please use the Supplier/Vendor Number Lookup Tool found at: https://www.budget.pa.gov/Services/ForVendors/Pages/default.aspx

Supplier/Vendor Number Lookup Tool

Please follow the below instructions according to the information provided by the Vendor Lookup Tool:

Non-Procurement

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

Non-Procurement vendors **cannot** 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.

A. No Suppliers Found!! No Suppliers Found- Please register as a "Non-Procurement" vendor at https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx

   i. During the registration process, an electronic W9 is created as part of the registration process. https://www.budget.pa.gov/Services/ForVendors/Documents/non-procurement-registration-guide.pdf

   ii. Once The registration has been completed and submitted to the Vendor Data Management Unit (VDMU) for final validations and processing when the "Congratulations" message appears. Normal workflow turn around time is 3-5 business days (i.e., Monday through Friday). The VDMU will reply by email to provide the six (6) digit vendor number. Be sure to check your spam folder as the email ending will be @pa.gov and this sometimes is recognized as spam. The message will appear as below:

   Congratulations! You have successfully completed the registration of XXXXXXXXX as a non-procurement vendor with the Commonwealth of Pennsylvania.

   You will receive an email indicating whether the registration has been approved or rejected. If an email has not been received within five (5) business days, please contact the Vendor Data Management Unit (VDMU) via email: ra-psc_supplier_requests@pa.gov for clarification and assistance.

iii. To add banking information to the vendor registration to allow for direct deposit of funding, either fill out the form attached to the VDMU confirmation email or complete Direct Deposit Form. Please note, that either a "voided" check or a letter from the bank should be uploaded with the form for processing of the direct deposit banking information. To submit the completed Direct Deposit form, please go to the email corresponding to the email address entered into the Direct Deposit form. The email you are searching for comes from Adobe Sign. Please open the email and verify the email address for the form to be submitted.

iv. If you have any issues with vendor registration or linking the banking information, please contact the Vendor Data Management Unit at ra-psc_supplier_requests@pa.gov or call 877-435-7363 Mon-Fri. 8a-4:30 pm

B. If the nonprofit organization has a Vendor registration and it begins with numbers 1,2,3,4 or 5; Please log onto https://pasupplierportal.state.pa.us/irj/portal/anonymous to confirm/update address and banking information. Assistance information is located on the portal.

C. If the nonprofit organization has a Vendor registration that begins with numbers 6,7 or 8; please email the Vendor Data Management Unit at ra-psc_supplier_requests@pa.gov to confirm/modify address and banking information. The email must include the vendor number, the last four digits of the bank account and the current address. Any necessary forms to update information can be located at https://www.budget.pa.gov/Services/ForVendors/Pages/Non-Procurement-Help.aspx

Once the vendor registration is completed, the vendor number is obtained, and the banking information has been linked to the vendor number, please complete the **DGM-04** and upload with your application.