REGISTERING AS A SUPPLIER

The Commonwealth of Pennsylvania
Department of General Services
Bureau of Procurement

www.dgs.state.pa.us/procurement
BEFORE YOU BEGIN
THE REGISTRATION PROCESS

- PA Supplier Portal is only compatible with Microsoft Internet Explorer versions 8, 9, and 10. Please be aware that newer versions (such as 11), as well as other browsers including Mozilla Firefox, Google Chrome, Torch, and Apple Safari are NOT 100% compatible. Internet Explorer version 10 can be downloaded here. If you are unaware of what version of Internet Explorer you have, please press the "F1" key for help,

- Please have the following company info ready before beginning the registration process:
  - Your Employer Identification Number (EIN) OR Social Security Number (SSN)
  - Your company's current bank data
  - The complete legal name of your business

Need help with registration? Call the Help Desk at (877) 435-7363 and select Option #1.
How to Register as a Procurement Supplier

Registering as a Procurement Supplier | Step 1 – Vendor Identification | Step 2 – Vendor Details | Step 3 – Submit Registration Form | Step 4 – Create User ID

Registering as a Procurement Supplier

Go to the PA Supplier Portal to complete the four-step supplier registration process.

1. Open your web browser and enter www.pasupplierportal.state.pa.us.
2. Select the Supplier Registration link to begin.

The vendor registration wizard displays. It will assist you with the completion of your registration. Help is available on each page within the Instructions area of the wizard.

Need help with registration? Call the Help Desk at (877) 435-7363 and select Option #1.
Caution – do not use Internet Explorer’s navigation controls:

Getting Help:

If you experience any difficulty during the Supplier Registration process, please contact our Supplier Service Center at (877) 435-7363 and choose option 1, or email: ra-pscsrmportal@pa.gov.
Step 1 – Vendor Identification

1. Enter the Employer Identification Number (EIN) or Social Security Number (SSN) for your 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 your entry.

2. Select the Next button.

   Upon entry of an unregistered EIN or SSN, you will proceed to Step 2 where you will provide details about your company.

   If you are already a registered vendor, you will be asked to enter your assigned Vendor Number in order to access your company’s profile.

   – If you do not know your Vendor Number, please contact our Supplier Service Center at (877) 435-7363 and choose option 1 or email: ra-pscsrmportal@pa.gov.

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Step 2 – Vendor Details

1. Enter the Employer Identification Number (EIN) or Social Security Number (SSN) for your business.

There are 11 fields in Step 2 which are required to be completed, as noted with a red asterisk (*):

- Legal Name
- Name of Person Creating the Registration
- Type of Business
- Email Address
- Telephone
- Street Number and Name (or PO Box)
- City, State, and Zip Code
- County
- Country

Need help with registration? Call the Help Desk at (877) 435-7363 and select Option #1.
For demonstration purposes, an example of a completed form is shown below.

<table>
<thead>
<tr>
<th>Address Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal Name:</strong></td>
</tr>
<tr>
<td><strong>Name of the Company (if different than Legal Name):</strong></td>
</tr>
<tr>
<td><strong>Name of Person Creating Registration:</strong></td>
</tr>
<tr>
<td><strong>Business Type:</strong></td>
</tr>
<tr>
<td><strong>E-Mail Address:</strong></td>
</tr>
<tr>
<td><strong>Telephone:</strong></td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
</tr>
<tr>
<td><strong>Street Number and Name:</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
</tr>
<tr>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>Country:</strong></td>
</tr>
<tr>
<td><strong>PO BOX:</strong></td>
</tr>
<tr>
<td><strong>PO Box Country:</strong></td>
</tr>
</tbody>
</table>

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

3. Select the checkbox next to the type(s) of product categories your company can deliver.

4. Carefully read the *Data Privacy Statement*; select the checkbox if you accept the terms.

5. Select the **Next** button to continue.
The supplier registration system contains a United States Postal Service (USPS) address validation. This is our 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.

<table>
<thead>
<tr>
<th>Address Validation Results</th>
<th>Original Address</th>
<th>USPS Validated Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apt/Suite</td>
<td>7TH FLOOR</td>
<td>FL 7</td>
</tr>
<tr>
<td>Street/PO Box</td>
<td>555 WALNUT STREET</td>
<td>555 WALNUT ST</td>
</tr>
<tr>
<td>City</td>
<td>HARRISBURG</td>
<td>HARRISBURG</td>
</tr>
<tr>
<td>State</td>
<td>PA</td>
<td>PA</td>
</tr>
<tr>
<td>Zip5</td>
<td>17101</td>
<td>17101</td>
</tr>
<tr>
<td>Zip4</td>
<td>1947</td>
<td></td>
</tr>
</tbody>
</table>
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.

2. If the information is not correct, select the Back button and revise the information.

3. If the information is correct, select the checkbox to confirm your electronic signature.

Need help with registration? Call the Help Desk at (877) 435-7363 and select Option #1.
4. Select the **Submit W-9 and Create User ID** button. (Please do NOT select the button multiple times.)

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

- When the match is verified you will move to Step 4

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

**Step 4 – Create User ID**

Upon advancement to Step 4, you will receive the unique vendor number established for your business. Retain the vendor number for your records.

Need help with registration? Call the Help Desk at (877) 435-7363 and select Option #1.
1. Complete the form to create your company’s login credentials.

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.

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.

Need help with registration? Call the Help Desk at (877) 435-7363 and select Option #1.
Now that you are registered with the PA Supplier Portal, you will receive a confirmation 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 your address for payments is different than the default address registered, add your 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.dgsweb.state.pa.us/EAlerts/.

Need help with registration? Call the Help Desk at (877) 435-7363 and select Option #1.
For more information about Registering as a Supplier, please contact:

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

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