



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

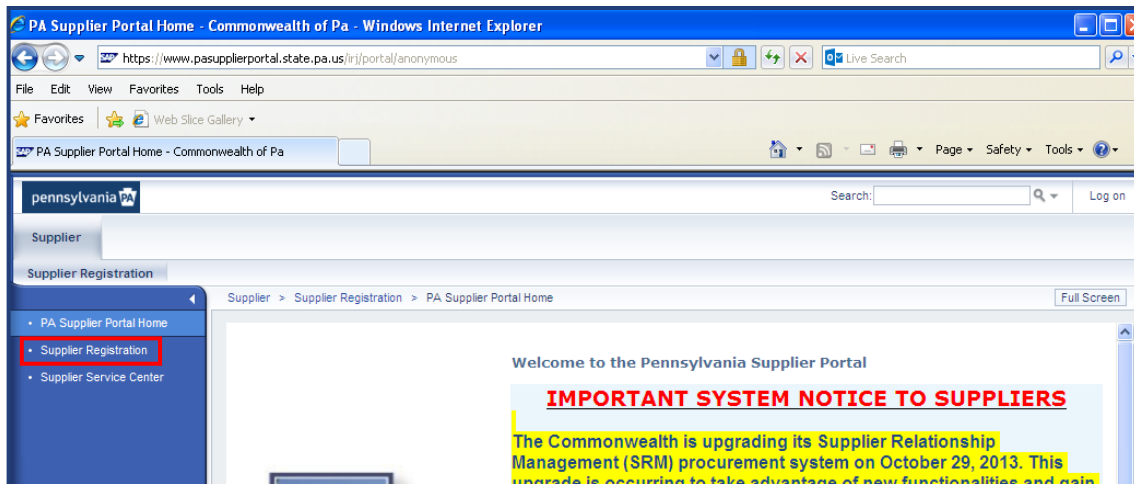
How to Register as a Procurement Supplier

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

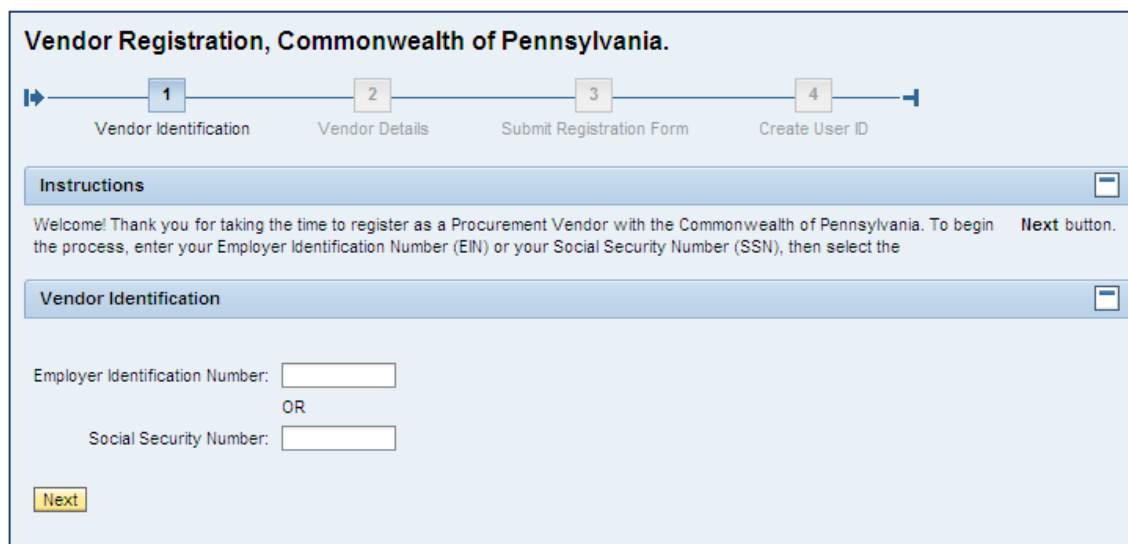
Registering as a Procurement Supplier

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.

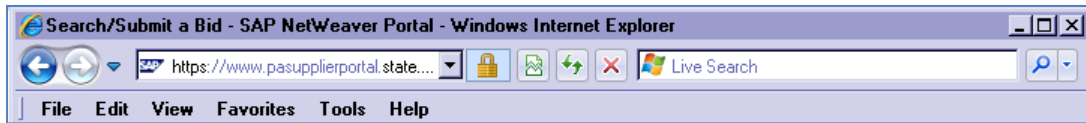


The vendor registration wizard displays. It will assist you with the completion of your registration. Help is available on each page within the *Instructions* area of the wizard.





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-pscsrmpportal@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. .

Vendor Registration, Commonwealth of Pennsylvania.

1 2 3 4
Vendor Identification Vendor Details Submit Registration Form 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, enter your Employer Identification Number (EIN) or your Social Security Number (SSN), then select the **Next** button.

Vendor Identification

Employer Identification Number: 25 37
OR
Social Security Number:

Next

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-pscrmpportal@pa.gov.

Welcome! Thank you for taking the time to register as a Procurement Vendor with the Commonwealth of Pennsylvania. To begin the process, enter your Employer Identification Number (EIN) or your Social Security Number (SSN), then select the **Next** button.

Vendor Identification

Employer Identification Number: 25 37
OR
Social Security Number:

Vendor exists in the system. Please enter Vendor number
Vendor Number:

Next

Step 2 – Vendor Details

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

Vendor Registration, Commonwealth of Pennsylvania.

1

2

3

4

Vendor Identification

Vendor Details

Submit Registration Form

Create User ID

Instructions

Complete the registration form below and select the **Next** button.
Important: Fields with a * indicate that an entry is required.

Vendor Identification

Employer Identification Number (EIN): 20 004 Social Security Number (SSN):

Address Data

Disregarded Entity: ☐ Yes ☒ No

Legal Name: *

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

Name of Person Creating Registration: *

This text will appear on the W-9 Form

Business Type: *

E-Mail Address: *

Telephone: * Extension:

Fax: Extension:

Street Number and Name:

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



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

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

The 'Address Data' form section includes the following fields and options:

- Disregarded Entity: ☐ Yes ☒ No
- Legal Name: * Kilian Commercial Floors Inc
- Name of the Company (if different than Legal Name):
- Name of Person Creating Registration: * Angela Eshleman (Note: This text will appear on the W-9 Form)
- Business Type: * Individual/Sole proprietor
- E-Mail Address: * AESHLEMAN@PA.GOV
- Telephone: * 717-234-1212 (Extension:)
- Fax: 717-234-1213 (Extension:)
- Street Number and Name: 555 Walnut Street (Note: If PO Box is used then Street Number and Name cannot be used)
- Street 2 (apt. or suite no., room no., floor no. etc.): 7th Floor
- City: * Harrisburg
- State: * Pennsylvania
- Country: * USA
- PO BOX: (Note: If Street Number and Name are used then PO Box cannot be used)
- PO Box Country: USA
- County: * DAUPHIN
- Zip: * 17101

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 lower portion of the form includes the following sections:

- 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 ☒ MATERIALS/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 monies 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 a regulated 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 to one Commonwealth 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.
 - CERTIFICATION: By submitting information through the PA Vendor Portal, you certify that: (i) you are authorized to submit the information for, or on behalf of, the person or entity identified; and, (ii) all of the information submitted 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 of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).
 - ☒ Yes, I have read the data privacy statement and accept the terms.
- Buttons: Back, Next



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.

Address Validation

Please review Address validation results

Address	Original Address	USPS Validated Address
Apt./Suite	7TH FLOOR	FL 7
Street/PO Box	555 WALNUT STREET	555 WALNUT ST
City	HARRISBURG	HARRISBURG
State	PA	PA
Zip5	17101	17101
Zip4		1947

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.

Vendor Registration, Commonwealth of Pennsylvania

Progress: 1 Vendor Identification, 2 Vendor Details, 3 **Submit Registration Form**, 4 Create User ID

Instructions
Carefully review the information on the W9 Form. If the information is correct, select the **checkbox** below to confirm your electronic signature on the W-9 form. Then select the **Submit W9 and Create**. 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 checking this box counts as an electronic signature.

Submit W9 and Create User ID **Back**

W-9 Form (Rev. December 2011) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return)
Ki Commercial Floors Inc

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

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

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 checking this box counts as an electronic signature.

Submit W9 and Create User ID **Back**

W-9 Form (Rev. December 2011) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return)
Ki Commercial Floors Inc

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☒ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

4. Select the **Submit W-9 and Create User ID** button. (Please do NOT select the button multiple times.)

The screenshot shows a web browser window titled "Submit Registration form". At the top, there is a checkbox labeled "By checking this box, I am digitally signing this document. I agree to the terms stated in this document and further certify that checking this box counts as an electronic signature." Below this is a toolbar with icons for printing, saving, and navigating. The main content area displays a "W-9" form titled "Request for Taxpayer Identification Number and Certification". The form is for "Kilb Commercial Floors Inc" and includes fields for the business name, address, and federal tax classification. The classification is set to "Individual/sole proprietor". A sidebar on the left contains icons for document management.



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.

The screenshot shows the "Vendor Registration, Commonwealth of Pennsylvania" page. A progress bar at the top indicates four steps: 1. Vendor Identification, 2. Vendor Details, 3. Submit Registration Form, and 4. Create User ID. The "Create User ID" step is currently active. Below the progress bar, there is a section titled "Instructions" which contains the following text: "Your vendor number 00003361 was successfully created. Complete the form below to create a User ID so that you may conduct business electronically with the Commonwealth of Pennsylvania; then select the **Create User ID** button. Important: Passwords require a minimum of 7 Characters, 1 Special Character (such as a @ or #), 1 uppercase letter, 1 lowercase letter, and 1 number." Below the instructions is a form titled "Create User ID" with fields for User Name, Password, Confirm Password, Title, First Name, Last Name, Email, and Phone. A "Create User ID" button is located at the bottom of the form.

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.

The screenshot shows a web form titled "Create User ID". It contains the following fields: "User Name:" with a text box, "Password:" with a text box, "Confirm Password:" with a text box, "Title:" with a dropdown menu, "First Name:" with a text box, "Last Name:" with a text box, "Email:" with a text box, and "Phone:" with a text box. At the bottom left of the form is a yellow button labeled "Create User ID".

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

The screenshot shows the same "Create User ID" form, but with example data filled in. The fields are: "User Name:" with "K[redacted]AN", "Password:" with "*****", "Confirm Password:" with "*****", "Title:" with "Ms.", "First Name:" with "Angela", "Last Name:" with "Eshleman", "Email:" with "aeshleman@pa.gov", and "Phone:" with "717-234-1212".

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

The screenshot shows a confirmation message in a light blue box with a scroll bar. The text reads: "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 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/>.

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

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

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