REGISTERING AS A SUPPLIER

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 only compatible with Microsoft Internet Explorer versions 8, 9, 10, and 11. Please be aware other browsers including Mozilla Firefox, Google Chrome, Torch, and Safari are NOT 100% compatible. 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
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](http://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-pcsrportal@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-pscsrmpportal@pa.gov.

Need help with registration? Call the Help Desk at (877) 435-7363 and select Option #1.
Step 2 – Vendor Details

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

**Vendor Registration, Commonwealth of Pennsylvania.**

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): [Input Field]
- Social Security Number (SSN): [Input Field]

**Address Data**

- Disregarded Entity: [Yes/No]
- Legal Name: [Input Field]
- Name of the Company (if different than Legal Name): [Input Field]
- Name of Person Creating Registration: [Input Field]
- Business Type: [Input Field]
- E-Mail Address: [Input Field]
- Telephone: [Input Field]
- Fax: [Input Field]
- Street Number and Name: [Input Field]

Required fields are noted with a red asterisk (*) and include:

- Legal Name
- Name of Person Creating the Registration
- **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 Tax Exempt)
- E-Mail Address
- Telephone Number
- Street Number and Name (or PO Box)
- City, State, and Zip Code
- County
- Country

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

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</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>
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<td>PA</td>
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<td>Zip5</td>
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<td>17101</td>
</tr>
<tr>
<td>Zip4</td>
<td>1947</td>
<td>1947</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.itqrp.state.pa.us/EAlerts_V2/Login.aspx.

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

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

[www.dgs.pa.gov](http://www.dgs.pa.gov)

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Jenny Doherty
*Chief Procurement Officer*

Ken Hess
*Deputy Secretary, Procurement*

Curt Topper
*Secretary, Department of General Services*

Tom Wolf
*Governor*

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