

Commonwealth of Pennsylvania

NON-PROCUREMENT VENDOR REGISTRATION GUIDE

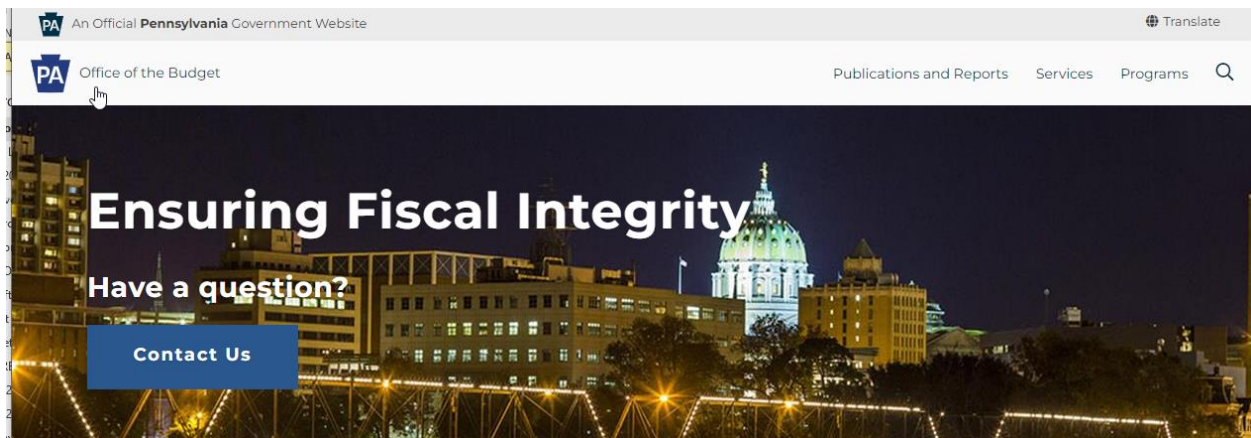
In Preparation: The following items will be required to complete the registration:

1. Tax identification number
 - a. Social security number for individuals
 - b. Employer identification number for organizations, entities, trusts, etc.
2. Financial institution information (confirm with bank representative)
 - a. Nine (9) digit bank routing number
 - b. Bank account number
3. Mailing address including
 - a. County
 - b. Telephone number
 - c. Email address

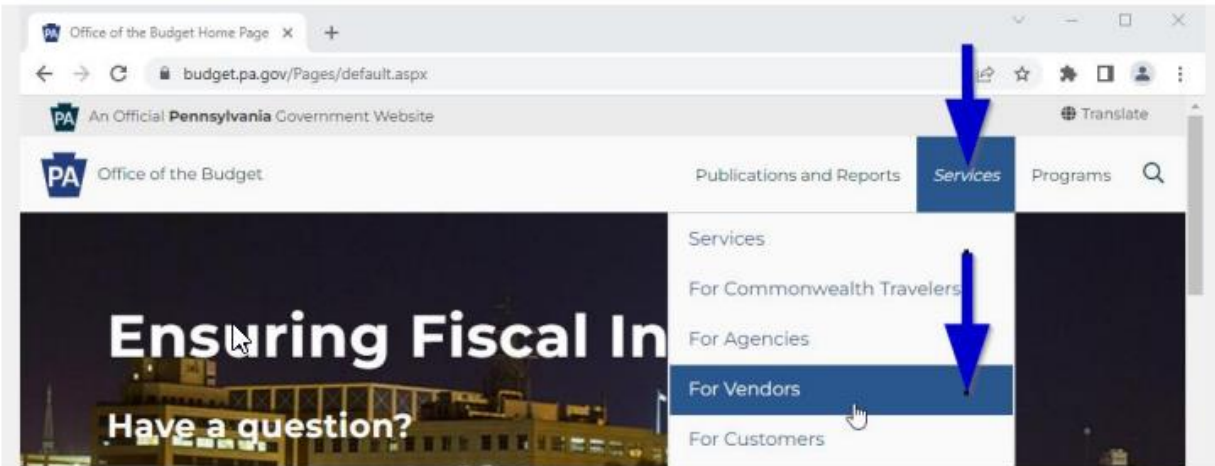
Correspondence will be via email so input @pa.gov as an approved email in settings.

Open Web Page: Use either Microsoft Edge or Chrome Internet browser, open the Office of the Budget website by typing <https://www.budget.pa.gov> and click “Enter”.

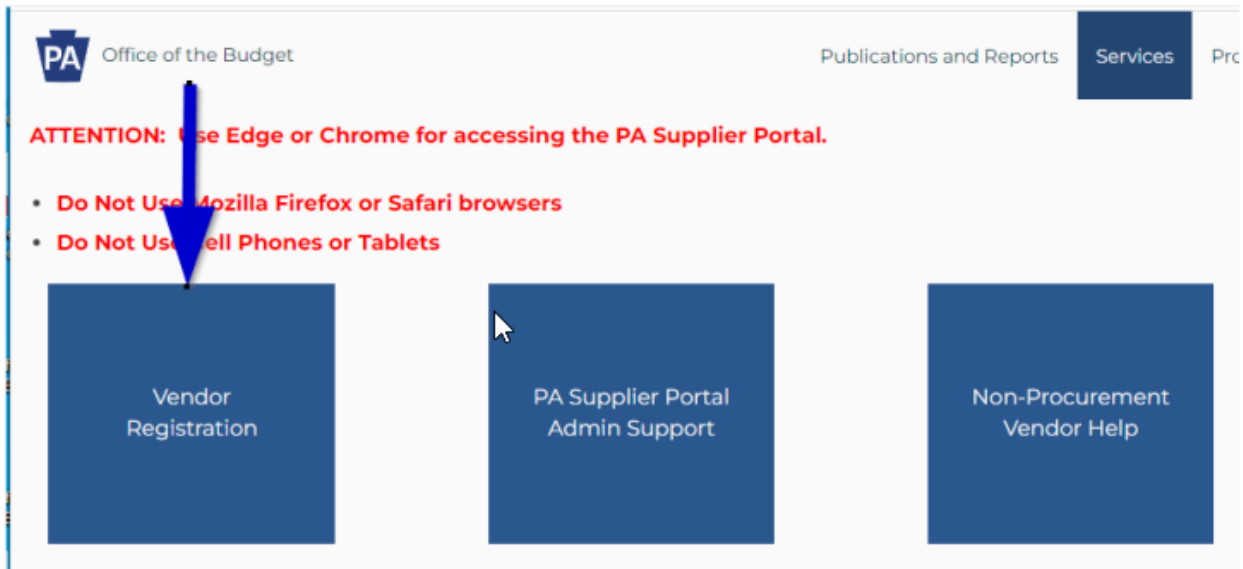
Do not use cell phone or tablet.



Hover the mouse over the word “Services” at the top of the screen and click “For Vendors”.



Scroll down and click the blue block tile entitled “Vendor Registration”



Scroll down and click the Vendor Registration choice: “Non-Procurement”. Note that there are two helpful tutorials available that provide step-by-step instructions. Click on the preferred icon. Note: An Office365 or compatible account is required to view MP4 video.



One is an MP4

video and the other is PDF



version.

Vendor Registration

To begin, select the option that best describes you or your organization. Only one registration is permitted.

arrow (A)

** Click MP4 icon for recorded instructions. Click PDF icon for written step-by-step instructions. **

Please note that at this time an Office365 account is required to view MP4 files. Live.com, MSN, corporate, Hotmail, etc. accounts may be tied to an Office365 account, in which case they would be acceptable.

Foreign (Based outside the U.S.)

Liquor Supplier to PA Liquor Control Board (PDF)

Non-Procurement



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

Procurement



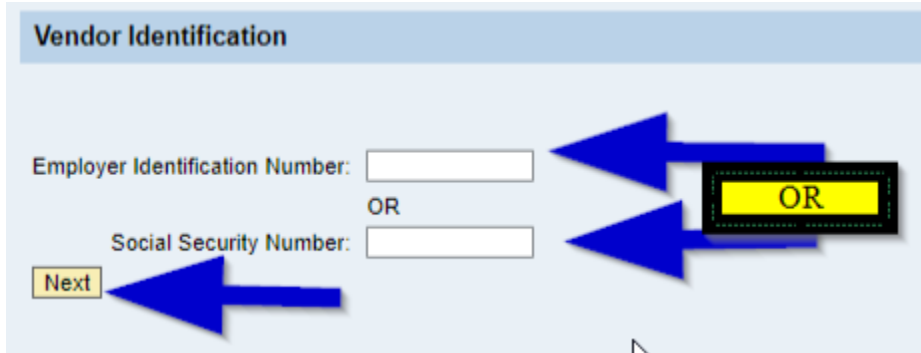
Descriptions: Procurement, COSTARS, Bids, IFB, ITQ, R3-RFQ, RFGA, RFI, RFP, RFQUAL-P3, SFP, Small Diverse Business, Small Business, Woman-owned Business, Veteran-owned Business, Contracts, Auto ITQ, Construction, eMarketplace.

Complete the four (4) sections of the Non-Procurement vendor registration process

Instructions for Section 1 “Vendor Identification”.

Type in the Employer Identification Number (EIN) OR your personal Social Security Number (SSN).

Do not use hyphens. Click “Next”.




Instructions for Section 2 called “Vendor Details”.

DISREGARDED ENTITIES	
Disregarded Entity:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<p>What is a “Disregarded Entity”? Most registrants will leave this box defaulted to the “No” birds-eye position. A Disregarded Entity is a legal tax term in which one entity may be considered “disregarded” for tax reporting purposes under another entity to save income taxes. For example, a limited liability company may be “disregarded” for tax reporting purposes under a Corporation in order to save on income tax liability. If the company is disregarded, the employer identification numbers (EIN) for both entities are submitted for the registration. For more information, see www.IRS.gov.</p>	

Tip 1: Legal Name- Your legal name should match the name on the most current social security card or letter 147C if using an Employer Identification Number (EIN). If your loan or employment is listed in another name(s) such as your maiden name, type the additional name(s) in the 2nd box down designated by: (if different than Legal Name).

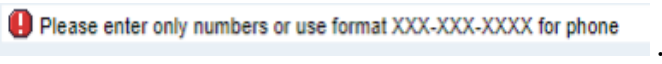
Tip 2: Business type – Click down arrow for multiple choices. The first choice is “Individual/Sole Proprietor”. If you are registering using your Social Security Number (SSN), the appropriate Business Type would be “Individual/Sole Proprietor”.

Tip 3: Address – Even though the payment will be made by direct deposit, a valid mailing address must be provided. Input the address where you receive mail. Under Vendor Details, a street address OR a post office box must be typed in (not both!). Notice that the details also include the Pennsylvania county in which you live. If not located within Pennsylvania, the system will default to “out of state county”. The telephone number should be input as 717-123-4567 using dashes.

 Please enter only numbers or use format XXX-XXX-XXXX for phone

Tip 4: Data Privacy Statement – Please read and click the box next to the “Yes, I have read.....”. When the box is clicked, the “Next” is available to click to move to the next section of the registration process.

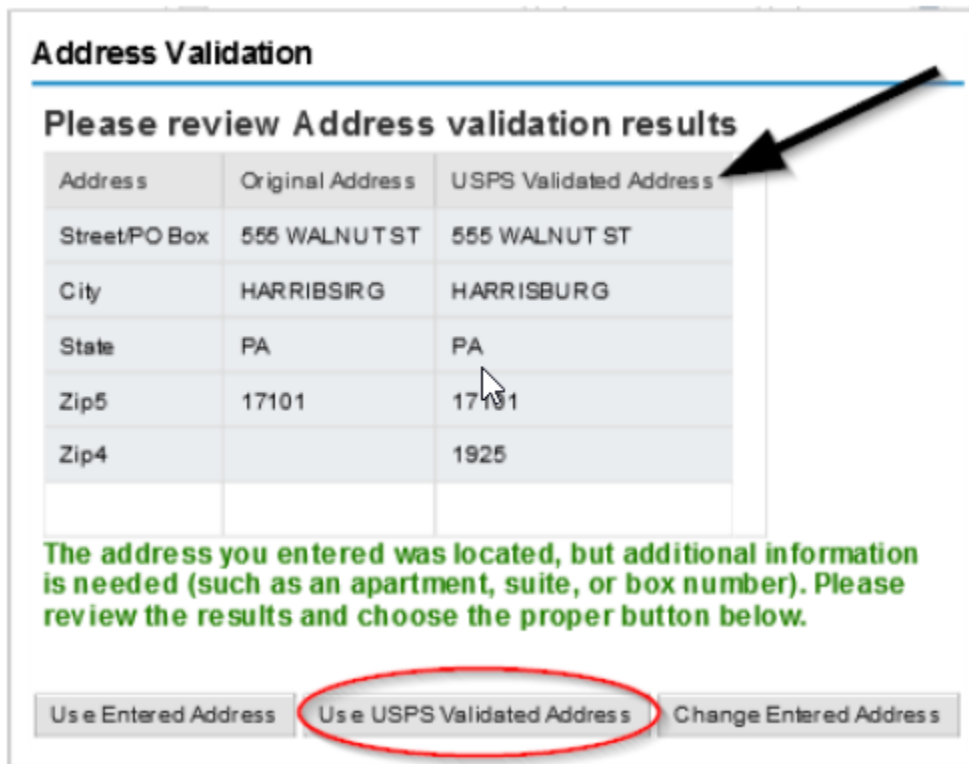
Tip 5: Errors – When you click “Next”, if the screen does not change, scroll back to the top of the page as there may be an error message.

Example of an Error Message: 

Fix the error and click “Next” to proceed.

Tip 6: 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



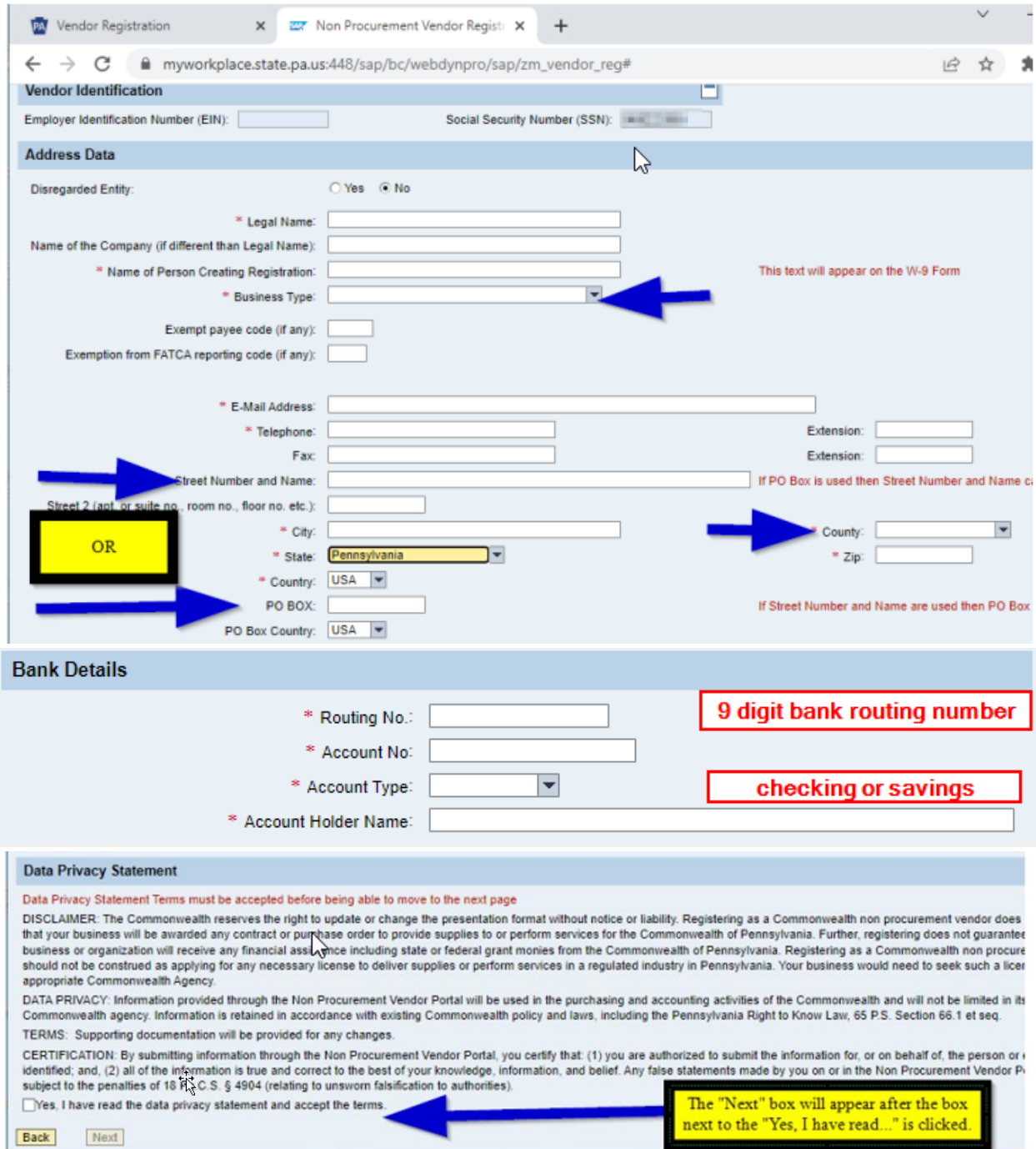
Address Validation

Please review Address validation results

Address	Original Address	USPS Validated Address
Street/PO Box	555 WALNUT ST	555 WALNUT ST
City	HARRIBSIRG	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.

Example of Vendor Details Screen:



Vendor Identification

Employer Identification Number (EIN): 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:

* Business Type: **This text will appear on the W-9 Form**

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 c**

Street 2 (apt. or suite no., room no., floor no., etc.):

* City: **County:**

* State: **Zip:**

* Country:

PO BOX: **If Street Number and Name are used then PO Box**

PO Box Country:

OR

Bank Details

* Routing No.: **9 digit bank routing number**

* Account No.:

* Account Type: **checking or savings**

* Account Holder Name:

Data Privacy Statement

Data Privacy Statement Terms must be accepted before being able to move to the next page

DISCLAIMER: The Commonwealth reserves the right to update or change the presentation format without notice or liability. Registering as a Commonwealth non procurement vendor does 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 business or organization will receive any financial assistance including state or federal grant monies from the Commonwealth of Pennsylvania. Registering as a Commonwealth non procure 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 licer appropriate Commonwealth Agency.

DATA PRIVACY: Information provided through the Non Procurement Vendor Portal will be used in the purchasing and accounting activities of the Commonwealth and will not be limited in its 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.

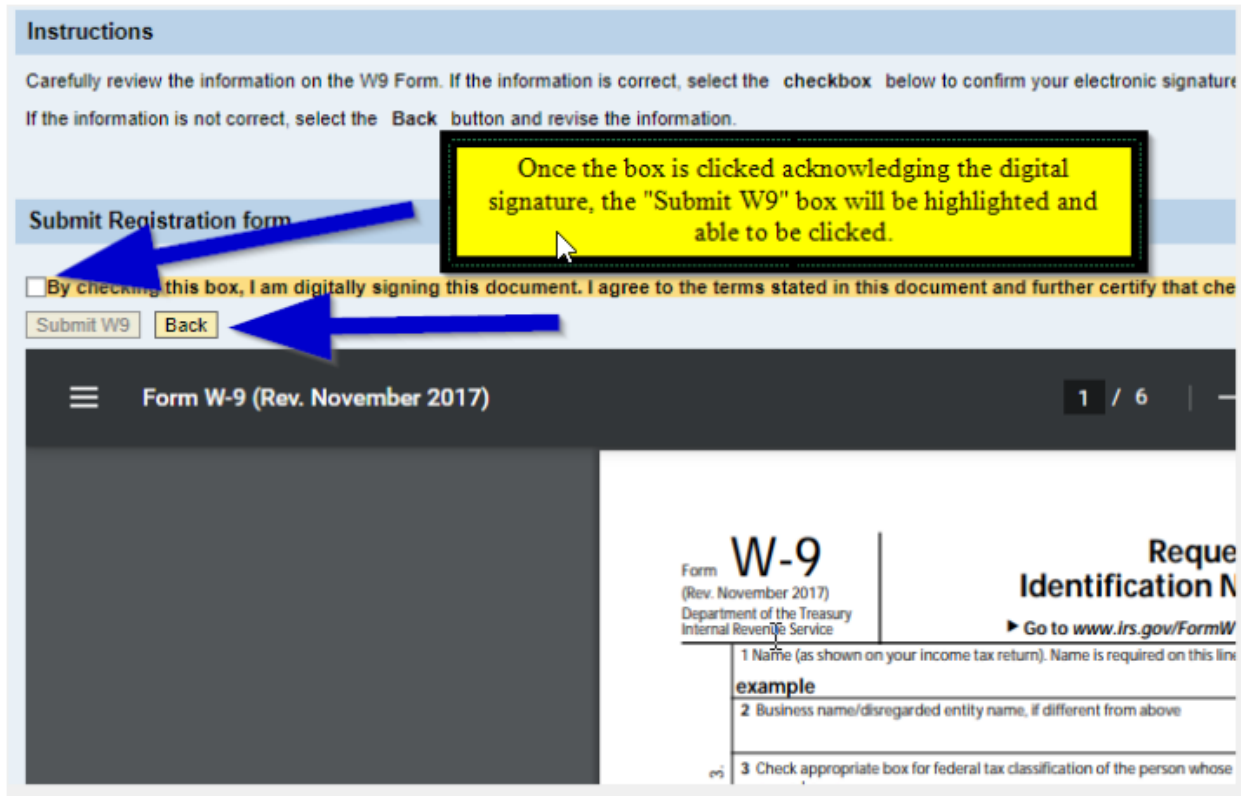
TERMS: Supporting documentation will be provided for any changes.

CERTIFICATION: By submitting information through the Non Procurement Vendor Portal, you certify that: (1) you are authorized to submit the information for, or on behalf of, the person or identified, and, (2) all of 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 Non Procurement Vendor P subject to the penalties of 18 P.S. § 4904 (relating to unsworn falsification to authorities).

Yes, I have read the data privacy statement and accept the terms.

The "Next" box will appear after the box next to the "Yes, I have read..." is clicked.

Instructions for Section 3 called Submit Registration – The system uses the 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.



The screenshot shows a web interface for submitting a W-9 form. At the top, there is an "Instructions" section with text: "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." Below this is a "Submit Registration form" section containing a checkbox with the text: "By checking this box, I am digitally signing this document. I agree to the terms stated in this document and further certify that che". To the right of the checkbox is a yellow callout box with the text: "Once the box is clicked acknowledging the digital signature, the 'Submit W9' box will be highlighted and able to be clicked." Below the checkbox are two buttons: "Submit W9" and "Back". Blue arrows point from the callout box to the checkbox and from the "Back" button to the "Submit W9" button. Below the form is a preview of the IRS Form W-9 (Rev. November 2017) with the title "Request for Identification Number" and a link to "Go to www.irs.gov/FormW". The form fields are partially visible, showing "1 Name (as shown on your income tax return). Name is required on this line" with an "example" below it, and "2 Business name/disregarded entity name, if different from above".

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 7-10 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 as this sometimes is recognized as spam.



Example of registration completion notice:

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 7-10 business days, please contact the Vendor Data Management Unit (VDMU) via email: ra-psc_supplier_requests@pa.gov for clarification and assistance.

A final tip:

1. If you have not received an email providing the six (6) digit vendor number starting with 6, 7, 8, or 9 or an email requesting additional information to help with banking validation within 7-10 business days (do not count Saturday or Sunday), call the Payable Services Call Center toll free at 877-435-7363 option 1 and request the case number and the case status for the registration.

**FOR ASSISTANCE, CALL THE PAYABLE SERVICES CALL CENTER
TOLL FREE 877-435-7363 OPTION 1
8 AM – 4:30 PM MONDAY – FRIDAY EST**

END OF NON-PROCUREMENT REGISTRATION GUIDE INSTRUCTIONS