



## CONTACT US

**Special note for Administrative Users:** The PA Supplier Portal is a vendor self-managed site. Most issues with the PA Supplier Portal are due to system incompatibility.

**Instructions: Complete the form and then submit via email to  
RA-PSCSRMPORTAL@PA.GOV**

For best results, the form should be downloaded and opened in the Adobe desktop application.

Your Name

Your Title

Your Email Address

Your Phone Number (Ex: 111-123-4567)

Company Name/Legal Name

Tax Identification Number (last four (4) digits only) Vendor

Vendor/Supplier Number-**Required**  Click for supplier lookup tool.

Are you an Administrative User on the account?  YES  NO

If yes, above, provide User ID (Do not provide password)

Typed Issue (please be specific)

**Administrative Users: <STOP!> Scroll to bottom of form, note Timeframe, and click Submit. In email, insert/attach Internet Explorer screen shots and/or errors. SEND. If the issue is a lack of Administrative User, continue to fill out the entire form.**

Who is the current Administrative User and why are you stating they are not available (be specific and include name(s), date, issue(s), etc.)?

**ADMINISTRATIVE USER ISSUE:** If requesting a new Administrative User, provide the remaining information which must be **two (2) different individuals and emails** from the requester listed above:

**Person Handling Overall Operations** (i.e. Chief Operating Officer, Chief Executive Officer, Board Chairperson, President, Owner, Manager, Director, etc.)

Name

Specific Title

Phone Number (Ex: 111-123-4567)

Email Address (must be personally identifiable, business email)

**Person Handling Finances, Accounting and Bookkeeping** (i.e. Chief Financial Officer, Comptroller, Accountant, Bookkeeper, Office Manager, etc.)

Name

Specific Title

Phone Number (Ex: 111-123-4567)

Email Address (must be personally identifiable, business email)

**Note:** Emailed requests are handled on a first-come, first-served basis. Because of the potential for fraud and identity theft, additional time is required for information validation before a response can be provided.

**Timeframe:** If you submitted a request and have not received any response within five (5) business days, please re-submit the request noting that it is a second (2<sup>nd</sup>) request in the subject line.

Thank you for your understanding.