



## Logging in with the Multi-Factor Authentication Code (i.e. PASSCODE)

Steps to follow when logging in to the PA Supplier Portal when both the User name and password are known:

### 1) **Have available:**

- a. User Name
- b. Password

If this information is unknown, **STOP**. Use the instructions for locating the User ID through [Forgot User ID \(PDF\)](#) Or Forgot your Password through [Reset My Password \(PDF\)](#).

### 2) **Verify that the computer is using Internet Explorer (IE).**



On the computer keyboard, Press ALT + H at the same time and release.

- a. If no pop-up appears, **STOP!** Internet Explorer is **not** being used. Open a browser window using Internet Explorer and continue. Do **not** use the following. They are not compatible: MAC/Apple, Safari, Mozilla Firefox, Google Chrome or Microsoft Edge
- b. If pop-up shows: “What’s New in Internet Explorer (9-11 version)”, the computer is using IE. **PROCEED** to step 3).

**Now that the system is verified as IE, proceed:**

### 3) **Go to:** [www.budget.pa.gov](http://www.budget.pa.gov)

Hover over the word “Services” at the top of the page and click on “For Vendors”

Click on the Blue Block entitled: “PA Supplier Portal Admin Support”  
(Suggestion: Bookmark this page for future reference.)

The PA Supplier Portal Admin Support provides:

- 1) A hyperlink to the PA Supplier Portal.
- 2) Important alert. Read the alert!
- 3) How to..... <step by step instructions for accessing and managing the PA Supplier Portal.>
- 4) Contact Us--Email link and list of mandatory information to request assistance.

## LOGGING IN TO THE PA SUPPLIER PORTAL

1. Click the hyperlinked: [PA Supplier Portal](#) within the website. Review the important information on the main page of the PA Supplier Portal.
2. Click the “Log on” located in the upper, right-hand corner of the page.



3. Note the important information: Welcome Pennsylvania Suppliers!

### **Important System Notice to Suppliers**

**NOTICE: Multi-Factor Authentication has been enabled. Type in User, Password, and click Log On. Check your email for the emailed six (6) digit numerical passcode that will allow continued access to the PA Supplier Portal screens.**

4. Type your user. Press Tab and type in your password. Click “Log On”.



5. The message changes to:

A screenshot of a login form. At the top, there is a message: "Passcode sent via email. Please enter the passcode to log on." Below this, there are two input fields: "User \*" and "Passcode \*". The "User" field contains the text "exampleuser" and is highlighted with a red border. A large blue arrow points from the right towards the "Passcode" field. At the bottom of the form, there are two buttons: "Log On" and "Cancel".

6. The passcode email will be sent from: [ra-pcsrportal@pa.gov](mailto:ra-pcsrportal@pa.gov). If the passcode is not received within 5 minutes, check the SPAM folder and/or add @pa.gov as an approved domain in your email.
7. Type in the six (6) digit, numerical passcode. Do not save passcode as it expires in 15 minutes. Click “Log On” button.
8. WELCOME VENDOR ADMINISTRATOR or WELCOME BIDDER will appear. You are now logged on.

**WELCOME VENDOR ADMINISTRATOR**

### **Helpful Information and Resources for using the PA Supplier Portal:**

-Go to the Blue Block entitled: “PA Supplier Portal Admin Support” (Suggestion: Bookmark this page.) and scroll down to the “How to...” section for step-by-step instructions. Also the “Contact Us” is listed to the right--be sure to include all information (including screen shots) to receive the quickest assistance.

-After adding or editing information within the PA Supplier Portal, don’t forget to scroll to the top of the page and click the “SAVE” button.

-On the Manage Company Data page, the Business Partner Number listed at the top of the page is the SAP VENDOR NUMBER (0000XXXXXX). It is ok to drop the beginning zeros (0). Maintain this number for future reference.

-Click the “Log off” button in the upper, right-hand corner and click the “Are you sure?--Yes” to completely log off the PA Supplier Portal.

-The Department of General Services (DGS) oversees the following programs and additional information and help can be found on their website:

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

- 1) COSTARS contact information: 866-768-7827 or email: [gs-pacostars@pa.gov](mailto:gs-pacostars@pa.gov)

- 2) eMarketplace: 877-435-7363 option 2 or [www.dgs.pa.gov](http://www.dgs.pa.gov) and click eMarketplace
- 3) Small and Diverse Business: 717-783-3119 or [gs-bdisbo@pa.gov](mailto:gs-bdisbo@pa.gov)
- 4) Automotive Service Providers (ITQ): 717-346-1500 or [rbvm\\_vendor\\_ap@state.pa.us](mailto:rbvm_vendor_ap@state.pa.us)