

**COMMONWEALTH OF PA**

**NON-PROCUREMENT**

**GRANTEES**

**UTILITIES**

**MUNICIPALITIES**

**LOCAL GOVERNMENT**

**SCHOOL DISTRICTS**

**PAYMENT LOOK UP GUIDE**

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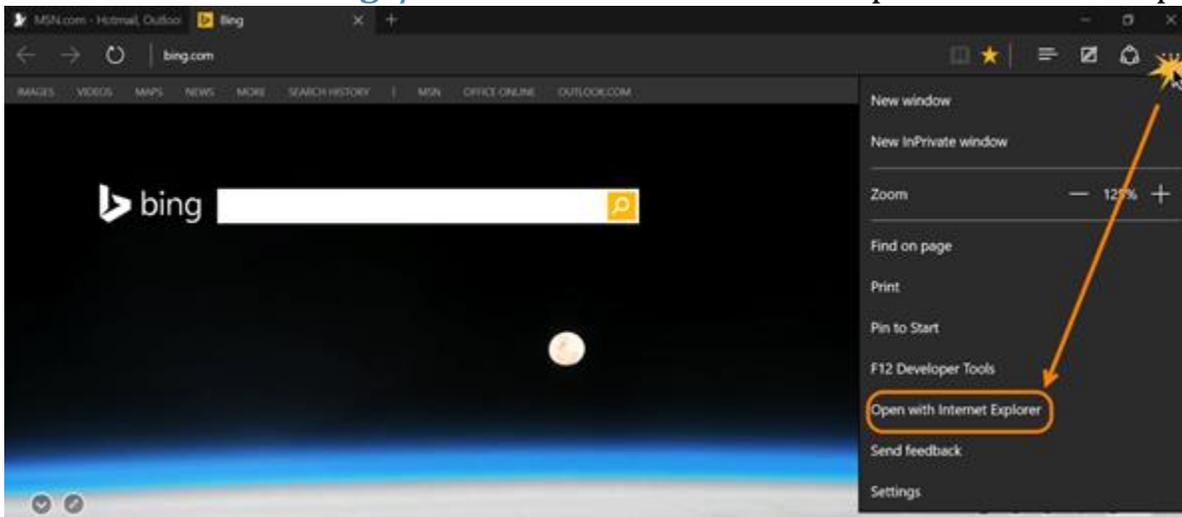
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## WEBSITE COMPATIBILITY

The system is compatible with Internet Explorer 8.0 through 11.0 and Microsoft Windows 7.0, 8.0, and 8.1 ONLY.

The system is NOT compatible with

- MAC/Apple
- Safari
- Mozilla
- Firefox
- Chrome
- **Microsoft Edge/Windows 10**- click on ... to open in Internet Explorer



If any type of pop-up box appears regarding secure/non-secure/show all content-make sure to select a reply that will display both secure and non-secure information or show all content.

OR

Turn off pop-up blocker.

## CREATE USERNAME AND PASSWORD

1. Got to [www.vendorregistration.state.pa.us](http://www.vendorregistration.state.pa.us)
2. Select the link for Vendor Payments and Invoices In-Process Reports

### Commonwealth of Pennsylvania Vendor Registrar

Welcome to the Commonwealth of Pennsylvania Vendor Registration Site!



- If you are a **foreign vendor** located outside of the United States, please contact the Payable Services Call Center at 877-435-7363 Option 1 for registration assistance.
- If you will receive payments from the **Pennsylvania Liquor Control Board (PLCB)**, a separate registration is required. Please contact the PLCB at [RA-LBSUPPLIER@pa.gov](mailto:RA-LBSUPPLIER@pa.gov) for information about the PLCB vendor registration process.
- If you will receive payments from state agencies other than the PLCB, please read the information below and select the appropriate link.

Please select the following link **PA Supplier Portal** if the following applies to you:

- Will receive payments from the Commonwealth of Pennsylvania under a contract
- Will receive Requests for Quotations, Purchase Orders, or other Procurement documents
- If you are a construction vendor
- You are considered a Procurement Vendor.

Please select the following link **Non-Procurement Vendor Registration** if the following applies to you:

- Will receive payments from the Commonwealth of Pennsylvania that are not related to bids, contracts or purchase orders as described above
- If you are a direct utility provider for the Commonwealth
- If you will receive grant or loan money from the Commonwealth
- You are considered a Non-Procurement Vendor.

#### **Vendor Payments and Invoices In-Process Reports**

The Commonwealth's Payable Services Center provides two reports to assist vendors in managing payment transactions with the Commonwealth:

1. The **Vendor Payments Report** provides vendors a report that identifies payments which have completed the invoice review process and have been paid by the Treasury Department.
2. The **Invoices in Process Report** provides vendors a report that identifies the status of unpaid invoices within the Commonwealth's payment request workflow process. Workflow refers to the process that the Commonwealth uses to track and manage invoices as they are reviewed, approved and sent to the Treasury Department for payment.

3. If this is the first time accessing the reports, a username and password must be created.
4. Select the register button to complete the registration and create a username and password.

## Vendor Payments and Invoices-in-Process Reports Sign-In

### Welcome to the Vendor Payments and Invoices-in-Process Reports Registration Page

Non-procurement vendors can gain access to the Vendor Payments report and Invoices-in-Process report by typing the appropriate username and password below.

Username:   
Password:

Non-procurement vendors who need to obtain a username and password, please click on the Register button below. Following registration, activation of the reports will take approximately 24 hours. Remember the username and password you have created.

←

5. After all information is entered select Register.

All items marked with \* are mandatory fields.

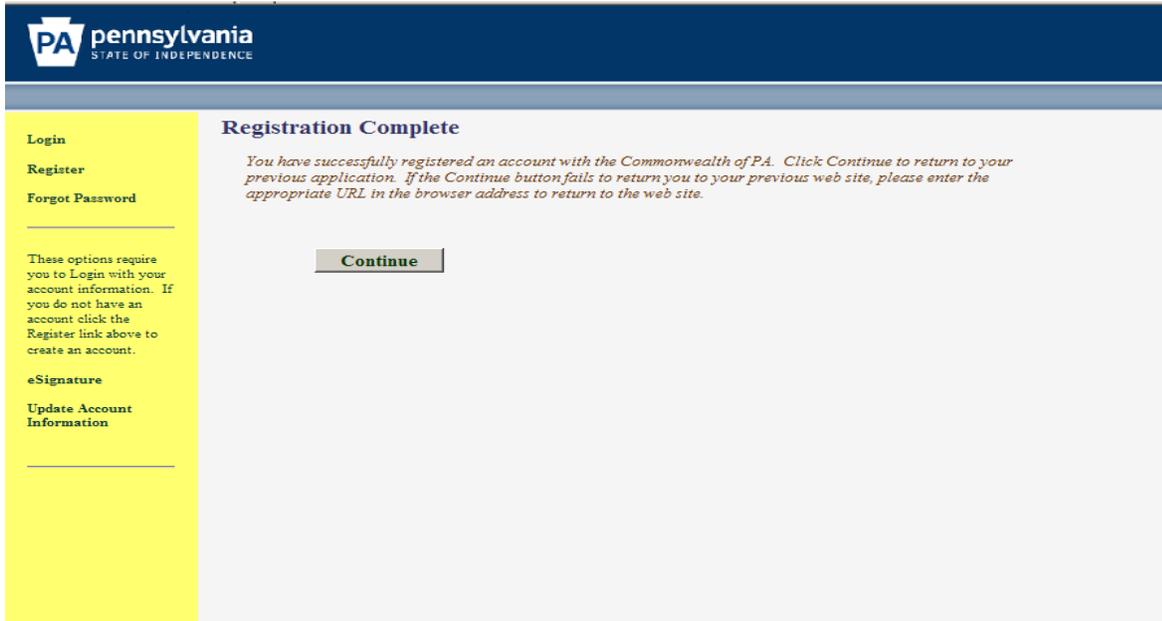
**Register**  
*Fill in the information below to register.*

**Login**  
**Register**  
**Forgot Password**

These options require you to Login with your account information. If you do not have an account click the Register link above to create an account.

**Update Account Information**

Name Prefix:   
First Name:  \*  
Last Name:  \*  
Name Suffix:   
Company:   
Title:   
Address 1:  \*  
Address 2:   
City:  \*  
State:  \*  
Zip:  \*  
Phone:     
Fax:     
Email Address:  \*  
User ID:  \*  
Password:  \*  
Confirm Password:  \*  
*If you ever lose your username or password we will ask you the following question, and need to receive your given answer, to confirm your identity. Please use a question that you will be sure to remember.*  
Question:  \*  
Answer:  \*  
  ←  
\* Denotes a required field.



<DO NOT CLICK CONTINUE> After the registration is completed, close the browser, it will take approximately 24 hours for the reports to activate.

## LOGGING IN

1. Enter Username and Password
2. Select Log In

### **Vendor Payments and Invoices-in-Process Reports Sign-In**

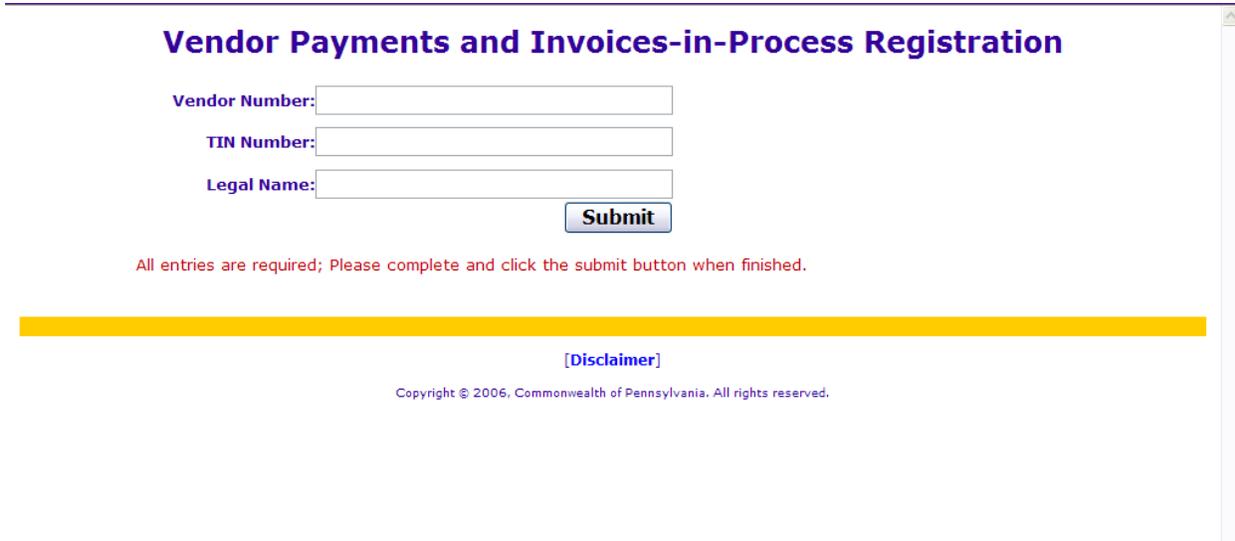
#### **Welcome to the Vendor Payments and Invoices-in-Process Reports Registration Page**

Non-procurement vendors can gain access to the Vendor Payments report and Invoices-in-Process report by typing the appropriate username and password below.

Username:

Password:

3. Enter vendor number, TIN number, and Legal Name. **This process is only done at first time registration. It will not appear again.**
4. Select Submit



**Vendor Payments and Invoices-in-Process Registration**

Vendor Number:

TIN Number:

Legal Name:

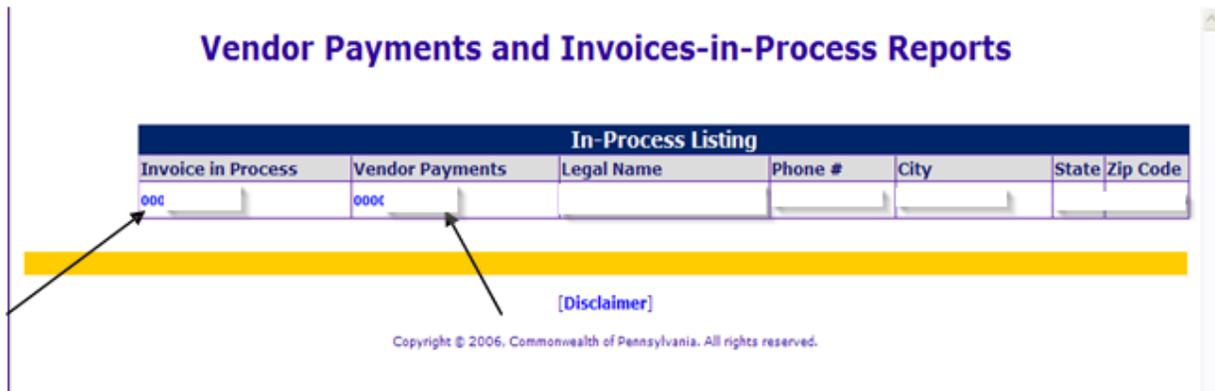
All entries are required; Please complete and click the submit button when finished.

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5. Select the blue link under the report name to access that report.



**Vendor Payments and Invoices-in-Process Reports**

In-Process Listing						
Invoice in Process	Vendor Payments	Legal Name	Phone #	City	State	Zip Code
000	0000					

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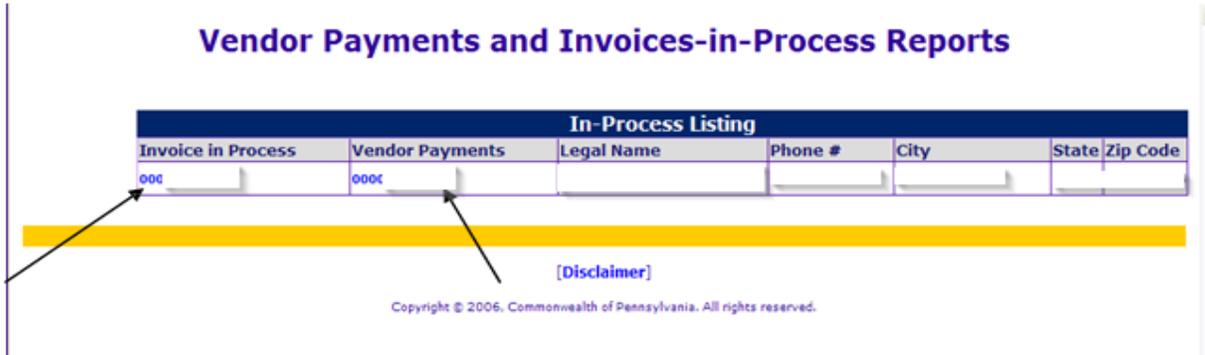
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**\*\* Hit the BACK button to return to Vendor Payments and Invoices – In Process Reports page or close out completely and log back in\*\***

# INVOICES IN PROCESS REPORT

Report of unpaid invoices that provides current invoice status.



Select the blue link under Invoice in Process

Web Intelligence | Filter Bar | Freeze | Outline

Select Invoices (All values) | Vendor Invoice Number (All values)

Print | Search | Export

PA pennsylvania | Page 1/13 | Invoices in Process for [Vendor ID: ] | Status as of 6/20/17

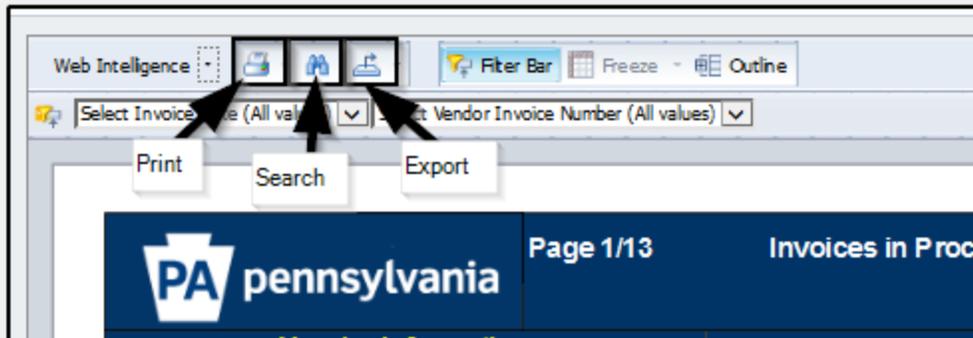
Vendor Information			Commonwealth Processing Status					
Date Invoiced	Vendor Invoice Number	Invoice Amount	Date Invoice Received	Purchasing Document Number	Purchasing Agency	SAP FI Document Number	Current Processing Group	Sent to Treasury for Payment
xx/xx/xxxx	xxxxxxx	\$xxx.xx	xx/xx/xxxx	xxxxxxxxxx	Military & Veterans Affairs	xxxxxxxxxx	TREASURY	xx/xx/xxxx
xx/xx/xxxx	xxxxxxx	\$xxx.xx	xx/xx/xxxx	xxxxxxxxxx	Corrections	xxxxxxxxxx	TREASURY	xx/xx/xxxx
xx/xx/xxxx	xxxxxxx	\$xxx.xx	xx/xx/xxxx		Conservation & Natural Resources	xxxxxxxxxx	TREASURY	xx/xx/xxxx
xx/xx/xxxx	xxxxxxx	\$xxx.xx	xx/xx/xxxx		Conservation & Natural Resources	xxxxxxxxxx	TREASURY	xx/xx/xxxx
xx/xx/xxxx	xxxxxxx	\$xxx.xx	xx/xx/xxxx	xxxxxxxxxx	Conservation & Natural Resources		AGENCY RECONCILER	
xx/xx/xxxx	xxxxxxx	\$xxx.xx	xx/xx/xxxx	xxxxxxxxxx	Corrections	xxxxxxxxxx	TREASURY	xx/xx/xxxx
xx/xx/xxxx	xxxxxxx	\$xxx.xx	xx/xx/xxxx	xxxxxxxxxx	Human Services		AGENCY RECONCILER	
xx/xx/xxxx	xxxxxxx	\$xxx.xx	xx/xx/xxxx	xxxxxxxxxx	Human Services		AGENCY RECONCILER	
xx/xx/xxxx	xxxxxxx	\$xxx.xx	xx/xx/xxxx	xxxxxxxxxx	Human Services		AGENCY RECONCILER	
xx/xx/xxxx	xxxxxxx	\$xxx.xx	xx/xx/xxxx	xxxxxxxxxx	Human Services		AGENCY RECONCILER	
xx/xx/xxxx	xxxxxxx	\$xxx.xx	xx/xx/xxxx	xxxxxxxxxx	Human Services		AGENCY RECONCILER	

Payment Terms: The Commonwealth will make reasonable efforts to make payments by:  
 a. The date on which payment is due under the terms of the Contract, or;  
 b. Thirty (30) days after a proper invoice actually is received at the "Bill To" address if a date on which payment is due is not specified in the Contract, or;  
 c. The payment date specified on the invoice if later than the dates established in (a) or (b) above.

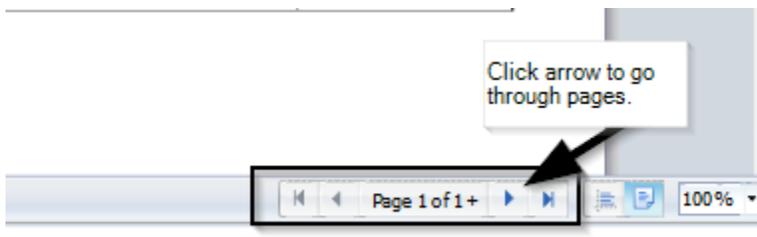
Click arrow to go through pages.

Page 1 of 1+

The report can be printed, searched, or exported by utilizing the appropriate icons.



There may be multiple pages in the report, look at the bottom of the screen to click through the pages.



Please allow 5-7 business days for invoice to be scanned and posted in to the accounting system for it to appear on this report.

If this report indicates that the current processing group is TREASURY, allow 2-4 weeks for payment.

If you are a PENNDOT vendor with questions about a payment or invoice and you don't have an agency contact, please call PENNDOT vendor services at 717-787-8554.

If there are questions related to an invoice that is currently with the AGENCY RECONCILER Processing Group, please call or email your agency contact.

For questions related to an invoice currently with COMPTROLLER OPERATIONS Processing Group or TREASURY, please contact the Payable Services Call Center at 877-435-7363 or [RA-PSCPPaymentInquire@pa.gov](mailto:RA-PSCPPaymentInquire@pa.gov)

## VENDOR PAYMENTS REPORT

Report that provides invoices that have been paid as well as remittance information.

**Vendor Payments and Invoices-in-Process Reports**

In-Process Listing						
Invoice in Process	Vendor Payments	Legal Name	Phone #	City	State	Zip Code
000	0000					

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Select the blue link under Vendor Payments.

Web Intelligence Filter Bar Freeze Outline

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Print Search Export

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Vendor Payments for [Vendor ID: ]

Treasury Pay Dates 4/21/2017 to 6/20/2017

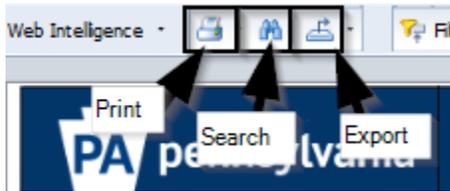
Treasury Pay Date	Warrant No.	Bank-Check No.	Payment Method	Date Invoice Received	Vendor Invoice Number	Amount Invoiced	Amount Paid	Agency Name	Text from Payment Document	FI Document Number
xx/xx/xxxx	xxxxx		CHECK		xxxxxxx		\$497.92	Corrections		xxxxxxxxxxx
xx/xx/xxxx	xxxxx		CHECK		xxxxxxx		\$xxx.xxx	Corrections		xxxxxxxxxxx
xx/xx/xxxx	xxxxx		CHECK		xxxxxxx		\$51.96	Corrections		xxxxxxxxxxx
xx/xx/xxxx	xxxxx		CHECK		xxxxxxx		\$51.96	Corrections		xxxxxxxxxxx
xx/xx/xxxx	xxxxx		CHECK		xxxxxxx		\$51.96	Corrections		xxxxxxxxxxx
xx/xx/xxxx	xxxxx		CHECK		xxxxxxx		\$627.30	Conservation & Natural Resourc		xxxxxxxxxxx
xx/xx/xxxx	xxxxx		CHECK		xxxxxxx		\$42.96	Conservation & Natural Resourc		xxxxxxxxxxx
xx/xx/xxxx	xxxxx		CHECK		xxxxxxx		\$490.00	Transportation		xxxxxxxxxxx
<b>Total Amount Paid to</b>							<b>\$2,388.35</b>			
xx/xx/xxxx	xxxxx		CHECK		xxxxxxx		\$67.80	Transportation		xxxxxxxxxxx
xx/xx/xxxx	xxxxx		CHECK		xxxxxxx		\$3,153.02	Human Services		xxxxxxxxxxx
xx/xx/xxxx	xxxxx		CHECK		xxxxxxx		\$620.00	Human Services		xxxxxxxxxxx
xx/xx/xxxx	xxxxx		CHECK		xxxxxxx		\$117.33	Military & Veterans Affairs		xxxxxxxxxxx
xx/xx/xxxx	xxxxx		CHECK		xxxxxxx		\$826.06	Corrections		xxxxxxxxxxx
<b>Total Amount Paid to</b>							<b>\$943.39</b>			
xx/xx/xxxx	xxxxx		CHECK		xxxxxxx		\$49.85	Corrections		xxxxxxxxxxx

- Report lists payments made in the last 60 days.  
 - The check numbers will appear once the check is cashed/deposited and the file from the bank has returned to the Commonwealth

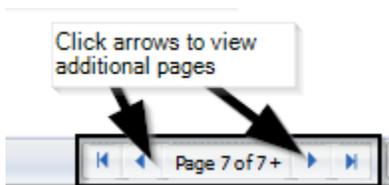
Click arrows to view additional pages

Page 7 of 7+

The report can be printed, searched, or exported by utilizing the appropriate icons.



There may be multiple pages in the report, look at the bottom of the screen to click through the pages.



Report lists payments made in the last 60 days.

The check numbers will appear once the check is cashed/deposited and the file from the bank has returned to the Commonwealth

If the “Invoiced Amount” field is blank, the invoice was submitted electronically and did not enter the Commonwealth’s workflow process.

Date invoice received may not appear on payments prior to 12/31/2011.

If you are a PENNDOT vendor with questions about a payment or invoice and you don’t have an agency contact, please call PENNDOT vendor services at 717-787-8554.

If you have questions, please contact the Payable Services Call Center at 877-435-7363 or [RA-PSCPAYMENTINQUIRE@STATE.PA.US](mailto:RA-PSCPAYMENTINQUIRE@STATE.PA.US)