



COMMONWEALTH OF PENNSYLVANIA

SUPPLIER LOOK UP TOOL

This search tool will provide the registration information as recorded in the commonwealth's supplier/vendor database.

- Search by *either Name or Supplier ID* (SAP Vendor Number)
 - o The following information will be displayed:
 - Supplier ID (SAP Vendor Number)
 - Name 1
 - Name 2
 - Street
 - PO Box
 - City
 - Region (State)
 - Postal Code
- Input the Supplier Name or *part of the Supplier Name*.
 - o Try to filter by using wildcards (*). Wildcards are not required but may help with the search results.
 - o For example: *PENNSYLVANIA*DEPARTMENT*
 - o A search is conducted on the Name Fields.
 - o *It is important to try multiple variations of the Name if the search does not provide the desired results.*
- The “Find” button must be clicked for results to appear and for new results to appear if performing additional searches. Hitting the ‘Enter’ key will not start the search.
- The first 20 results will be displayed. Select the “More” button at the bottom of the results to load an additional 20 results.

NOTE: Internet Explorer does not work for this feature - please use Edge, Chrome, or Firefox browsers instead.

[Click Here for the Supplier Look Up Tool](#)