



PA Supplier Portal - Reset My Password

Follow this information when the PA Supplier Portal User is known; however, the password is unknown. You must have access to the email on file.

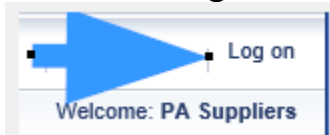
1) Must have available:

- a. User
- b. Access to email on file

2) Use Edge or Chrome Internet browsers for the PA Supplier Portal.

Do **not** use the following: MAC/Apple products, Safari, Firefox Mozilla, tablets, or mobile devices (i.e. cell phone). They are **not** compatible.

1. Click the hyperlinked: [PA Supplier Portal](#) within the website. Review the 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. The following screen appears:

Welcome Pennsylvania Suppliers!

NOTICE: Multi-Factor Authentication (MFA) has been enabled. Type in User, Password, and click Log On. Check your email for the emailed six (6) digit numerical MFA Code that will allow continued access to the PA Supplier Portal screens. Users receive a new MFA Code per each log on attempt.

4. Click “Forgot Your Password?” • [Forgot Your Password?](#)
5. The Logon Help screen opens and states: Having trouble logging in? Type in the required fields and click “Submit”.

Logon Help

Personal information Confirmation

Having trouble logging in?

Provide the following information to receive a new password

Logon ID:* exampleuser

Last Name:* LASTNAME

First Name:* FIRSTNAME

E-Mail:* exampleuser@comp.com

Submit Cancel

TO RETURN TO PREVIOUS PAGE

Click to Submit to receive a temporary password to proceed!

Input required fields. Then click Submit. If needing to return to the previous screen, click Cancel.

6. Click to Submit to receive a temporary password to proceed!
7. The Logon Help screen changes to Confirmation of Password Reset. New password was assigned and sent by e-mail. Click “Continue.”

Logon Help

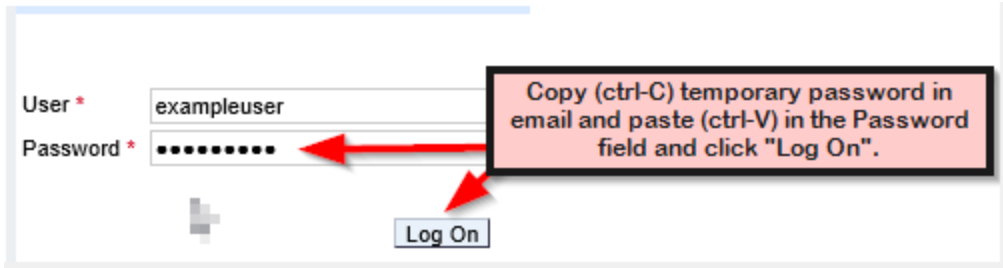
Personal information Confirmation

Confirmation of Password Reset

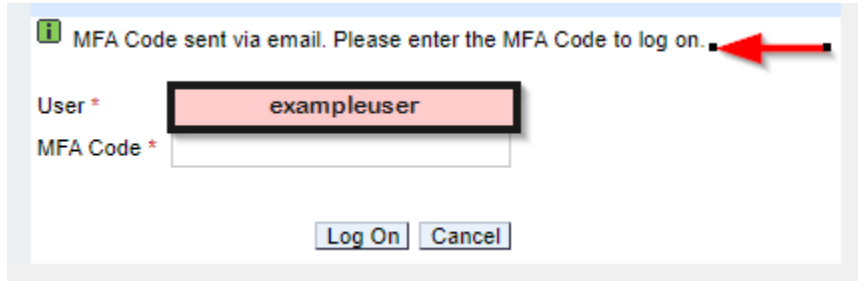
New password was assigned and sent by e-mail

Continue

8. The screen returns to the original “Welcome Pennsylvania Suppliers!” screen.
9. Type your user.
10. Go to your email and highlight/copy (Ctrl-C) the temporary password provided. Note: Do not include any extra space at the beginning or the end of the temporary password (Ex: *2&KNAPP7H543C).
11. Press Tab and paste (Ctrl-V) in the temporary password. Click “Log On”.



12. The message changes to the MFA Code message:

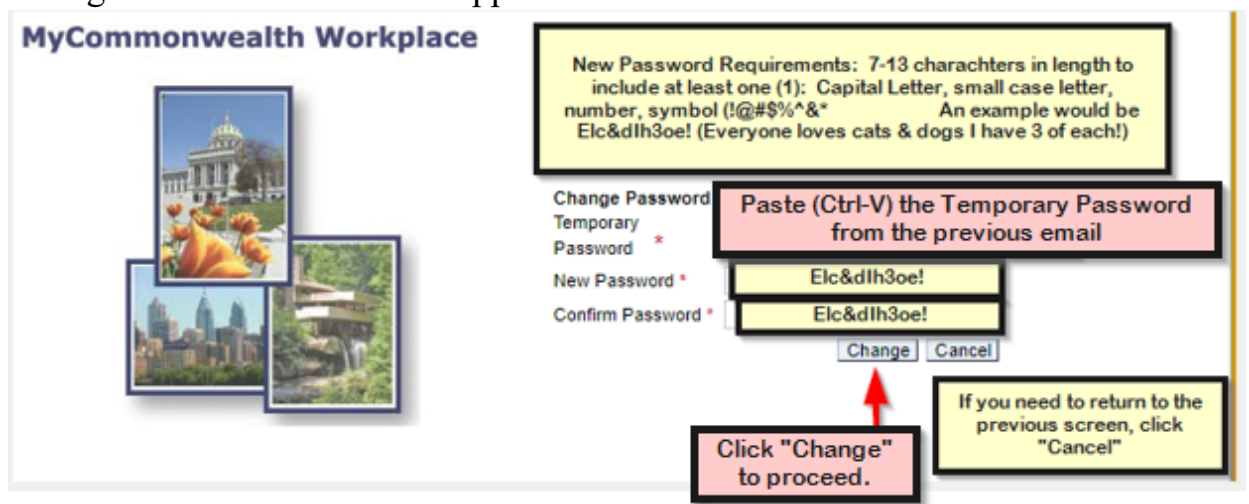


13. Another email will be sent with the subject line: **MFA Code to Log on to PA Supplier Portal**. If the MFA Code is not received within 5 minutes, check your SPAM folder and/or add @pa.gov as an approved domain in your email.

14. Type in the six (6) digit numerical MFA Code. Do not save the MFA Code as it expires in 15 minutes and a new MFA Code is provided for each Log On attempt.

15. Click "Log On" button.

16. Change Password screen will appear.



17. **WELCOME VENDOR ADMINISTRATOR** or **WELCOME BIDDER** will appear with your name in the upper right-hand corner under the “Log Off” button.

You are now logged on.

Helpful Information and Resources for using the PA Supplier Portal:

-www.budget.pa.gov/Services/ForVendors - 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.

-Having trouble? Use the “Contact Us” form along the right-hand margin. Be sure to include all information requested (including screen shots) to receive the quickest assistance.

-When editing information in the PA Supplier Portal, don’t forget to scroll back up to the top of the page and click the “SAVE”.

-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).

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

-The Department of General Services (DGS) oversees the following programs and help can be found on: www.dgs.pa.gov or use the “Supplier Service Center” link.

- 1) COSTARS: 866-768-7827
- 2) eMarketplace: 877-435-7363 option 2
- 3) Small and Diverse Business: 717-783-3119
- 4) Automotive Service Providers (ITQ): 717-787-3162