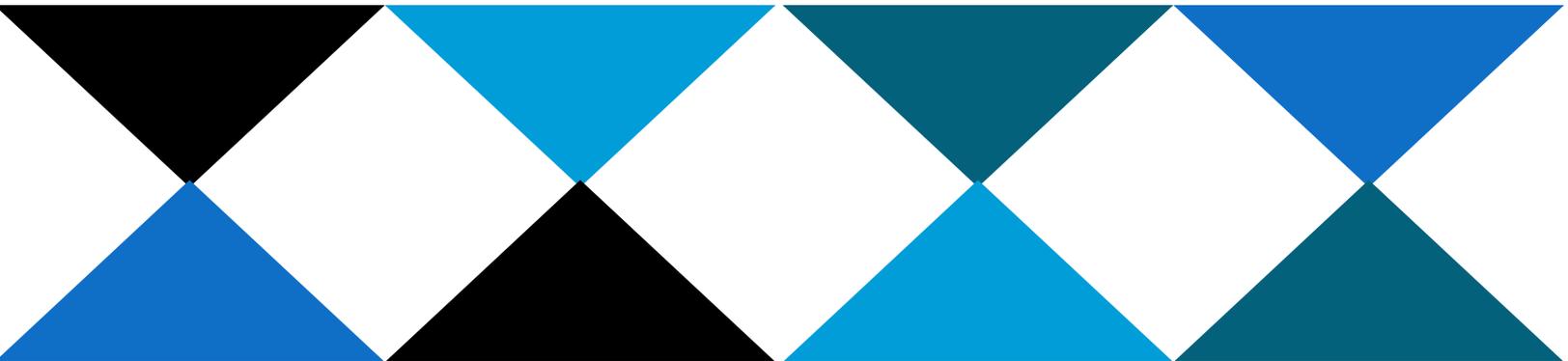


2015 Non Procurement Registration Guide



Non-Procurement Registration Guide

Non-Procurement Vendor Registration applies if:

- It is expected to receive payments from the Commonwealth of Pennsylvania that are not related to bids, contracts or purchase orders
- Direct utility providers for the commonwealth
- It is expected to receive grant or loan money from the commonwealth
- You are considered a Non-Procurement Vendor

Please note that the website is compatible with Internet Explorer only.

IMPORTANT SYSTEM NOTICE TO SUPPLIERS

The PA Supplier Portal is a secure site. The PA Supplier Portal certified browsers are Internet Explorer 8.0 through 11.0. Supported Operating Systems are Microsoft Windows 7.0, 8.0, and 8.1. Other products may work; however, full functionality cannot be assured. Registrations will only be processed during regular Commonwealth work hours.

To complete the registration process, please go to:

www.vendorregistration.state.pa.us

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Commonwealth of Pennsylvania Vendor Registration

Commonwealth of Pennsylvania Vendor Registration

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 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.

Click the link for Non-Procurement Vendor Registration

Step 1 – Vendor Identification

1. Enter the Employer Identification Number (EIN) or Social Security Number (SSN) for the business.

Enter **either** the EIN or SSN – do **not** make an entry in **both** fields.
Use whole numbers and do not include any special characters in your entry.

Vendor Registration, Commonwealth of Pennsylvania.



Instructions

Welcome! Thank you for taking the time to register as a Non-Procurement Vendor with the Commonwealth of Pennsylvania. To begin the process, enter your Employer Identification Number (EIN) or your Social Security Number (SSN), then select the **Next** button. Please insert Tax Identification Number as a string of numbers without any dashes.

Vendor Identification

Employer Identification Number:

OR

Social Security Number:

Step 2 – Vendor Details

1. Enter the Vendor Details for the business.

Vendor Registration, Commonwealth of Pennsylvania.

1 → 2 → 3 →
Vendor Identification Vendor Details Submit Registration Form

Instructions
Complete the registration form below and select the **Next** button. Please do not use Parentheses to separate the area code within the telephone or fax numbers. Enter entire number as a string of 10 numbers or use dashes to separate the groups of numbers.
Important: Fields with a * indicate that an entry is required.

Vendor Identification
Employer Identification Number (EIN): 232855776 Social Security Number (SSN):

Address Data

Disregarded Entity: Yes No

1* Legal Name:

Name of the Company (if different than Legal Name):

2* Name of Person Creating Registration: This text will appear on the W-9 Form

3* Business Type:

Exempt payee code (if any):

Exemption from FATCA reporting code (if any):

4* E-Mail Address:

5* Telephone: Extension:

Fax: Extension:

6 Street Number and Name: If PO Box is used then Street Number and Name cannot be used

Street 2 (apt or suite no., room no., floor no. etc.):

7* City:

8* State:

9* Country:

10* County:

11* Zip:

PO BOX: If Street Number and Name are used then PO Box cannot be used

PO Box Country:

Data Privacy Statement

There are 11 fields which are required to be completed, as noted with a red asterisk (*):

- 1- Legal Name
- 2- Name of Person Creating the Registration
- 3- Type of Business
- 4- Email Address
- 5- Telephone
- 6- Street Number and Name (or PO Box)
- 7- City
- 8- State
- 9- Country
- 10- County
- 11- Zip Code

Carefully read the Data Privacy Statement; select the checkbox to accept the terms.

Data Privacy Statement

Data Privacy Statement Terms must be accepted before being able to move to the next page

DISCLAIMER: The Commonwealth reserves the right to update or change the presentation format without notice or liability. Registering as a Commonwealth non procurement vendor does not guarantee that your business will be awarded any contract or purchase order to provide supplies to or perform services for the Commonwealth of Pennsylvania. Further, registering does not guarantee that your business or organization will receive any financial assistance including state or federal grant monies from the Commonwealth of Pennsylvania. Registering as a Commonwealth non procurement vendor should not be construed as applying for any necessary license to deliver supplies or perform services in a regulated industry in Pennsylvania. Your business would need to seek such a license from the appropriate Commonwealth Agency.

DATA PRIVACY: Information provided through the Non Procurement Vendor Portal will be used in the purchasing and accounting activities of the Commonwealth and will not be limited in its use to one Commonwealth agency. Information is retained in accordance with existing Commonwealth policy and laws, including the Pennsylvania Right to Know Law, 65 P.S. Section 66.1 et seq.

TERMS: Supporting documentation will be provided for any changes.

CERTIFICATION: By submitting information through the Non Procurement Vendor Portal, you certify that (1) you are authorized to submit the information for, or on behalf of, the person or entity identified, and, (2) all of the information is true and correct to the best of your knowledge, information, and belief. Any false statements made by you on or in the Non Procurement Vendor Portal are subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

Yes, I have read the data privacy statement and accept the terms.

2. Select the **Next** button to continue.

The supplier registration system contains a **United States Postal Service (USPS) address validation** which verifies:

- The existence of the address
- The +4 in the zip code

If applicable, select the appropriate button when presented with the *Address Validation* prompt.

Address Validation

Please review Address validation results

Address	Original Address	USPS Validated Address
Street/PO Box	555 WALNUT ST	555 WALNUT ST
City	HARRISBURG	HARRISBURG
State	PA	PA
Zip5	17101	17101
Zip4		1925

The address you entered was located, but additional information is needed (such as an apartment, suite, or box number). Please review the results and choose the proper button below.

Step 3 – Submit Registration Form

The completed W-9 Form is displayed for Verification and Electronic Signature. It contains the information entered during Steps 1 and 2.

1. Carefully review the information on the W-9 Form.

2. If the information is not correct, select the Back button and revise the information.

Vendor Registration, Commonwealth of Pennsylvania

1 Vendor Identification 2 Vendor Details 3 Submit Registration Form

Instructions

Carefully review the information on the WS Form. If the information is correct, select the **checkbox** below to confirm your electronic signature on the W-9 form. Then select the **Submit WS** button. If the information is not correct, select the **Back** button and revise the information.

Submit Registration form

By checking this box, I am digitally signing this document. I agree to the terms stated in this document and further certify that checking this box counts as an electronic signature.

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
int or type instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. EARLS CLEANERS INC	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	5. I am a U.S. citizen or other U.S. person (defined below), and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

By checking this box, I, **COMMONWEALTH OF PA**, am digitally signing this document. Date: **Oct 23, 2015**
I agree to the terms stated in this document and further certify that checking this box counts as an electronic signature.

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)

Vendor Registration, Commonwealth of Pennsylvania



Instructions

Carefully review the information on the W9 Form. If the information is correct, select the **checkbox** below to confirm your electronic signature on the W-9 form. Then select the **Submit W9** button. If the information is not correct, select the **Back** button and revise the information.

Submit Registration form

By checking this box, I am digitally signing this document. I agree to the terms stated in this document and further certify that checking this box counts as an electronic signature.

3. If the information is correct, select the checkbox to confirm electronic signature.

Congratulations! You have successfully completed the registration of ********* as a non-procurement vendor with the Commonwealth of Pennsylvania. You will receive an email indicating whether the registration has been approved or rejected. If an email has not been received within five business days, please contact the Vendor Data Management Unit at [email: RA-PSC_SUPPLIER_REQUESTS@PA.GOV](mailto:RA-PSC_SUPPLIER_REQUESTS@PA.GOV)

An e-mail will be sent indicating whether or not the registration was approved or rejected within 5 business days.

If an e-mail has not been received within the 5 business days, please contact the Vendor Data Management Unit at [RA-PSC Supplier Requests@pa.gov](mailto:RA-PSC_Supplier_Requests@pa.gov) or 877-435-7363 option 1 Monday-Friday 8:00am - 4:30pm est.