



**Vendor Self Service Audit Confirmation Guide for
the OB Business Partner Portal**

July 2023

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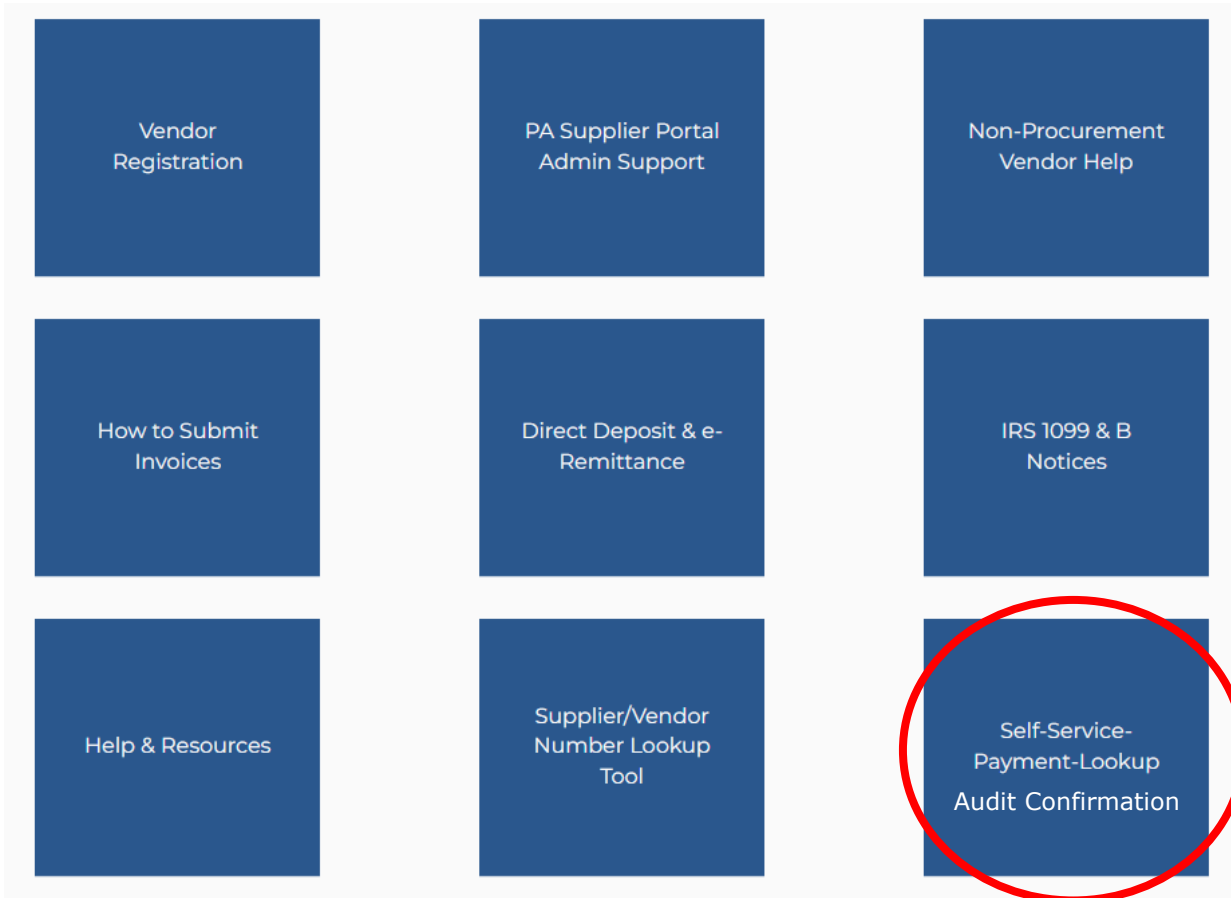
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This document is an instructional resource guide to assist vendors in the successful registration of the Keystone Login and to effectively use the Self-Service Audit Confirmation Tool via OB Business Partner Portal.

Section 1 – Registration Process

- 1.** Navigate to www.budget.pa.gov/services/forvendors and select the Self Service Payment Lookup Audit Confirmation blue box.



- 2.** Scroll down to the **Not Registered For Keystone Login** section, located at the bottom of the page. Select the [KEYSTONE LOGIN](#) link.

Not Registered For Keystone Login?

Visit the [KEYSTONE LOGIN](#) page to register.

3. The PA Keystone Login REGISTER page will open.
Enter your Personal Information, Contact Information, Login Information, and Security Questions. See examples below.

Register

Personal Information:

First Name *	<input type="text" value="John"/>
Last Name *	<input type="text" value="Sample"/>
Date Of Birth *	<input type="text" value="01/01/2000"/>

Contact Information:

Email	<input type="text" value="email@address.com"/>
Mobile Phone Number	<input type="text" value="123-456-7890"/>

Login Information:

Username *	<input type="text" value="johnd@sample.com"/>
Password *	<input type="password" value="*****"/>
Confirm Password *	<input type="password" value="*****"/>

The username should be between 6 and 64 characters and should not contain any spaces.

The password must pass these rules:

Must be between 12 to 128 characters in length.

Do not include any of your username, your first name, or your last name.

The password must pass 3 out of 4 of these rules:

One uppercase letter.

One lowercase letter.

One numeric number.

One non-character (such as !, #, %, ^, etc).

Password Strength: **Strong**

Security Questions:

Security Question 1 *


Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *



Note: Question and answer data is case insensitive. Be aware we will be automatically stripping leading and trailing spaces. Consider this when creating your answers to your security questions. Your answer should not be a word that is part of the security question.

4. After hitting register, the next screen will appear if successful.

Account Management Success

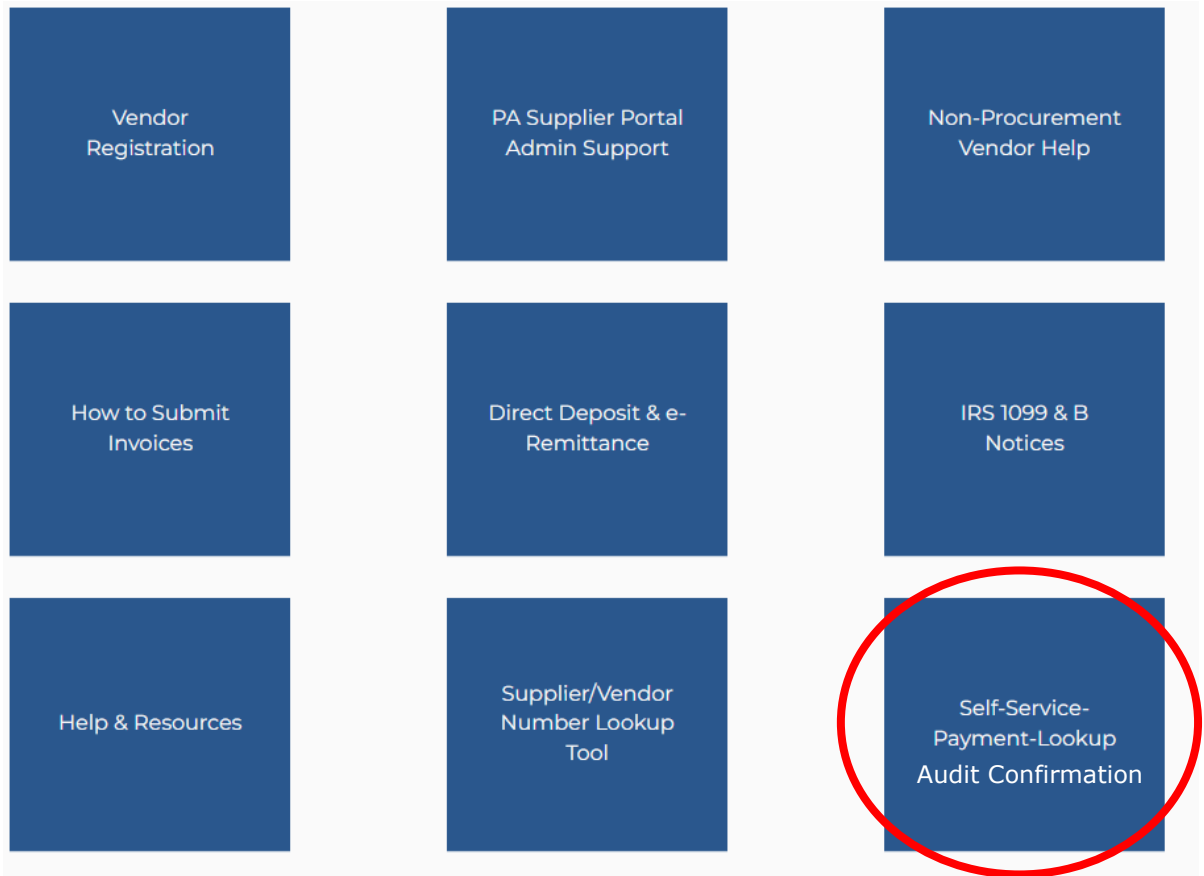
Your account has been created successfully. Please proceed to [Login](#).

5. Close out of this web page window and proceed to the OB Business Partner Portal – Vendor Services at <https://www.bpp.ob.pa.gov> to complete registration and log in.

-END OF SECTION 1- Registration Process

-SECTION 2- Logging into the OB Business Partner Portal

1. Navigate to www.budget.pa.gov/services/forvendors and select the Self Service Payment Lookup Audit Confirmation blue tile box.



2. In the Self Service Payment Lookup Section at the top of the page, select the <https://www.bpp.ob.pa.gov> link.

Self Service Payment Lookup

NEW: April 7, 2022

Visit the OB Business Partner Portal - Vendor Services <https://www.bpp.ob.pa.gov> for access to the Self-Service Lookup reports.

3. Select the **VENDOR blue box.**

Services

Welcome to the OB Business Partner Portal

If you are having issues logging in through Keystone Login then please contact the Keystone Login Help Desk. The help desk can be reached by phone at 877-328-0995 or by email at KeystoneLoginSupport@randstadusa.com.

If you are having issues once you've logged into the Business Partner Portal then please contact the OA Help Desk at 717-783-1087.

If you are having issues with the accuracy of the Business Partner Portal reports related to DCED loans, please contact the Financial Accounting Division at 717-425-6587 or by email at RA-DCEDLoanAcct@pa.gov.

If you are having issues with the accuracy of the Business Partner Portal reports related to PENNVEST, PEMA, or PIB loans, please contact the Financial Accounting Division at 717-425-6622 or by email at RA-LoanAccounting@pa.gov.

See the User Guide for Keystone Login registry [Instructions](#) and related [FAQ's](#)

BORROWER PORTAL

PAYMENT CENTER


VENDOR

- a. Enter the unique username and password previously created during registration and select the LOG IN button.**

Log In

Username

Password



[Forgot Username?](#)
[Forgot Password?](#)
[Migrate an existing PLogin account?](#)
[Keystone Login FAQ](#)
[Do you think you already have a Keystone Login account?](#)

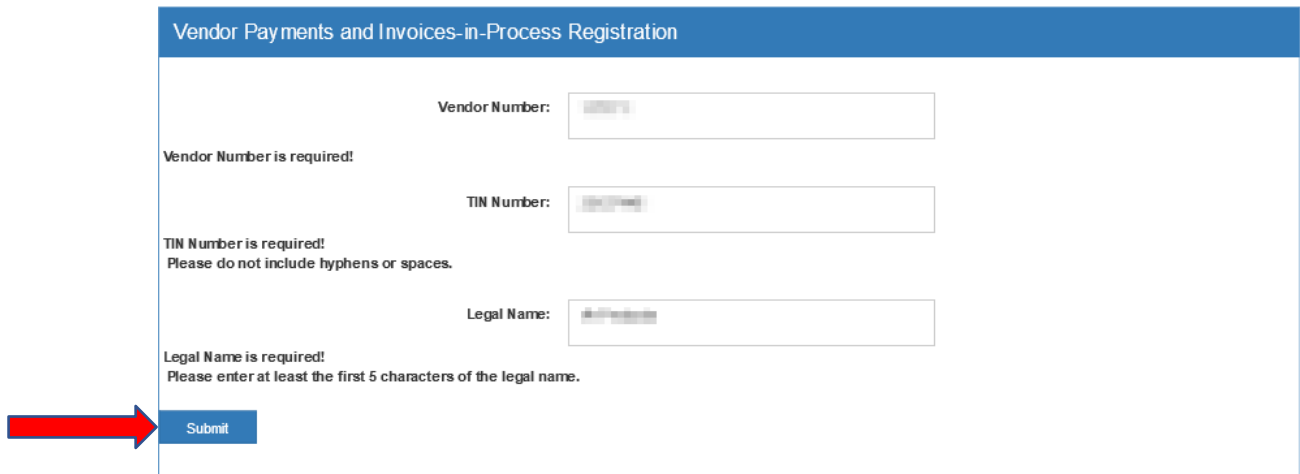
***Notice* The following step will occur only during the first login**

- b.** Enter your SIX (6) digit vendor number. Please note, DO NOT include the leading four (4) zero's (0000) or PARTNER RECORDS in this entry.

Enter your EIN/TAX-ID/TIN without the hyphen. This entry should be numerical digits only.

Provide at least the first FIVE (5) characters of your organization's LEGAL Name as it is registered with the IRS.

VENDOR SERVICES



The screenshot shows a web form titled "Vendor Payments and Invoices-in-Process Registration". It contains three input fields: "Vendor Number", "TIN Number", and "Legal Name". Each field has a corresponding error message: "Vendor Number is required!", "TIN Number is required! Please do not include hyphens or spaces.", and "Legal Name is required! Please enter at least the first 5 characters of the legal name." At the bottom left, a blue "Submit" button is highlighted with a red arrow pointing to it from the left.

Select the Submit button

- c. You will be directed to the VENDOR SERVICES page.
This page will display options to select a service:

- i. **Audit Confirmation** – Allows users to receive SUBS or TOTAL EXPENDITURE Audit Confirmation reports
- ii. **Vendor Payments and Invoices-in-Process** - Displays invoices in process and payment history reports within the 60 day period

VENDOR SERVICES

Vendor Services

Choose a vendor service from the dropdown menu to view available reports.

Select Vendor Service : [View Service](#)

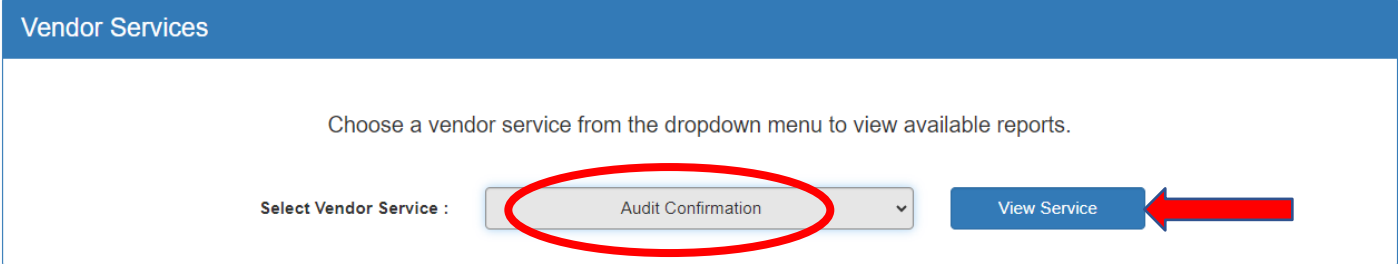
- Audit Confirmation
- Vendor Payments and Invoices-in-Process

-END OF SECTION 2- Logging into the OB Business Partner Portal

-SECTION 3- Audit Confirmation Reports

1. In the Vendor Service dropdown menu, select **Audit Confirmation** , then click **View Service**.

VENDOR SERVICES



The screenshot shows a web interface titled "Vendor Services". Below the title, there is a text prompt: "Choose a vendor service from the dropdown menu to view available reports." Below this, there is a label "Select Vendor Service :" followed by a dropdown menu. The dropdown menu is currently displaying "Audit Confirmation" and is circled in red. To the right of the dropdown menu is a blue button labeled "View Service", which is also circled in red and has a red arrow pointing to it from the right.

2. Complete the Audit Confirmation required report criteria fields.

a. Types of Reports:

Federal Subrecipient Report (SUBS) – Payment report displaying Federally-awarded payments within selected timeframe.

Total Expenditure Report - Payment report displaying State and Federally awarded payments within selected timeframe.

b. Start Date: Enter the beginning timeframe in **mm/dd/yyyy** format

c. End Date: Enter the ending timeframe in **mm/dd/yyyy** format

d. Auditor/Receiver Email: Enter the email address of the point of contact the .pdf Audit Confirmation reports be delivered to.

3. Selecting **View Report offers a 'view only' display of the report**

Audit Confirmation Reports

Select Report :

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

Auditor/Receiver Email :

APR PRODUCTS AND CHEMICALS INC. VENDOR (008044717) TOTAL EXPENDITURES REPORT PAY DATES
07/01/2022 - 06/30/2023

Payee Name1	Payee Name2	Business Area	CFDA Number	Doc Number	Fund	Fund Name	Earmark Fund	Purch Doc	Amount	Vendor Inv Number	Vendor Inv Date	Payment Method	Pay Date	Check Number	Reconcile Date
		Fish & Boat Commission	15.605	5105443234	2003300000	General Operations			1929.39	424259311	2023-05-30	ACH	2023-06-29		0000-00-00

***Notes:** Only one email address can be listed/sent a report at a time.

Changes in report type or receiver email will require an additional "Email Report" submission to distribute additional reports.

For questions related to Audit Confirmations, please contact:

RA-AuditConfirmation@pa.gov

Be sure to include:

- Tax-ID Number
- Vendor Number
- Error Message or Copy of report
- Specific question(s)

-END OF SECTION 3 - Audit Confirmation Reports