Vendor Self Service Payment Registration Guide for the OB Business Partner Portal

May 2022

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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 Help Payment Lookup 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 blue box.
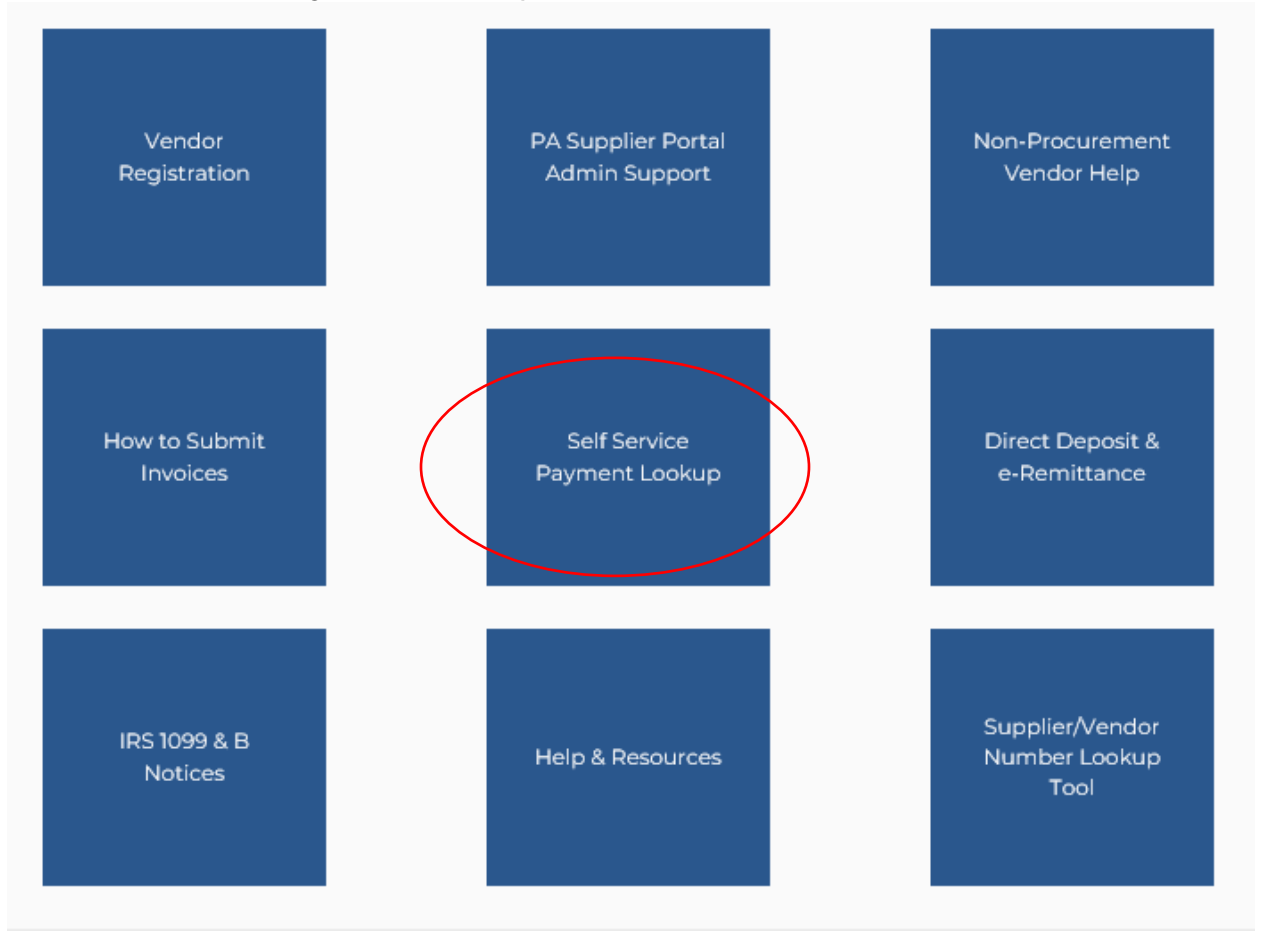
2. Scroll down to the **Not Registered For Keystone Login** section, located at the bottom of the page. Select the **KEYSTONE LOGIN** link.

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

Register

Personal Information:

First Name *	John
Last Name *	Sample
Date Of Birth *	01/01/2000

Contact Information:

Email	email@address.com
Mobile Phone Number	123-456-7890

Login Information:

Username *	
Password *	••••••••••••••••••
Confirm Password *	••••••••••••••••••

The username should 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 *	In what city does your nearest sibling ▾
Security Answer 1 *	[ ]
Security Question 2 *	What is your favorite movie? ▾
Security Answer 2 *	[ ]
Security Question 3 *	Where did you go for your first vacatic ▾
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.

[Register] [Cancel]

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 window and proceed to the OB Business Partner Portal – Vendor Services at https://www.bpp.ob.pa.gov to complete your registration.

-END OF SECTION 1- Registration Process

1. Navigate to **www.budget.pa.gov/services/forvendors** and select the Self Service Payment Lookup 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.

4. Enter the unique username and password previously created during registration and select the LOG IN button.

5. Enter your SIX digit vendor number. Please note, the leading four (4) zero's (0000) and PARTNER RECORDS cannot be included in this entry. Entry will cause your payment records to display incorrectly.

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

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

VENDOR SERVICES

Vendor Payments and Invoices-in-Process Registration	
Vendor Number:	
Vendor Number is required!	
TIN Number:	
TIN Number is required! Please do not include hyphens or spaces.	
Legal Name:	
Legal Name is required! Please enter at least the first 5 characters of the legal name.	
Submit	

Select the Submit button

6. You will be directed to the VENDOR SERVICES page.
   This page will display:

   - The Invoices in Process Report – displays invoices in process within the 60 day period

   - The Vendor Payments Report – Displays payments your organization has received from the Commonwealth

   - Your vendor information-Legal name, phone number, City, State, and ZIP code.

VENDOR SERVICES

Vendor Payments and Invoices-in-Process Reports						
Invoice in Process	Vendor Payments	Legal Name	Phone Number	City	State	Zip

7. To view your organization's Invoices in Process or Vendor Payments reports, select your organization's vendor number under the appropriate report type.

VENDOR SERVICES

Vendor Payments and Invoices-in-Process Reports						
Invoice in Process	Vendor Payments	Legal Name	Phone Number	City	State	Zip

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

1. Select the blue link under Invoice in Process.

VENDOR SERVICES

Vendor Payments and Invoices-in-Process Reports						
Invoice in Process	Vendor Payments	Legal Name	Phone Number	City	State	Zip

2. This action will open the organization's Invoices in Process Report as shown on the following page.

Web Intelligence | Filter Bar | Freeze | Outline

Print | Search | Export

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

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	xxxxxxxxx	Military & Veterans Affairs	xxxxxxxxxx	TREASURY	xx/xx/xxxx
xx/xx/xxxx	xxxxxxx	$xxx.xx	xx/xx/xxxx	xxxxxxxxx	Corrections	xxxxxxxxxx	TREASURY	xx/xx/xxxx
xx/xx/xxxx	xxxxxxx	$xxx.xx	xx/xx/xxxx		Conservation & Natural Resource	xxxxxxxxxx	TREASURY	xx/xx/xxxx
xx/xx/xxxx	xxxxxxx	$xxx.xx	xx/xx/xxxx		Conservation & Natural Resource	xxxxxxxxxx	TREASURY	xx/xx/xxxx
xx/xx/xxxx	xxxxxxx	$xxx.xx	xx/xx/xxxx	xxxxxxxxx	Conservation & Natural Resource		AGENCY RECONCILER	
xx/xx/xxxx	xxxxxxx	$xxx.xx	xx/xx/xxxx	xxxxxxxxx	Corrections	xxxxxxxxxx	TREASURY	xx/xx/xxxx
xx/xx/xxxx	xxxxxxx	$xxx.xx	xx/xx/xxxx	xxxxxxxxx	Human Services		AGENCY RECONCILER	
xx/xx/xxxx	xxxxxxx	$xxx.xx	xx/xx/xxxx	xxxxxxxxx	Human Services		AGENCY RECONCILER	
xx/xx/xxxx	xxxxxxx	$xxx.xx	xx/xx/xxxx	xxxxxxxxx	Human Services		AGENCY RECONCILER	
xx/xx/xxxx	xxxxxxx	$xxx.xx	xx/xx/xxxx	xxxxxxxxx	Human Services		AGENCY RECONCILER	
xx/xx/xxxx	xxxxxxx	$xxx.xx	xx/xx/xxxx	xxxxxxxxx	Human Services		AGENCY RECONCILER	
xx/xx/xxxx	xxxxxxx	$xxx.xx	xx/xx/xxxx	xxxxxxxxx	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+

3. The report may be printed, searched, or exported by utilizing the appropriate icons as shown above in the upper left portion of the report as shown in the red box.

4. There may be multiple pages in the report. Look at the bottom right portion of the report to select which page is displayed as shown in the red box.

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

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

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

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

9. For questions related to an invoice currently with the COMPTROLLER OPERATIONS Processing Group or TREASURY, please contact the Payable Services Call Center at 1-877-435-7363 or RA-PSCPaymentInquire@pa.gov .

-END OF SECTION 3- Using the Reports: Helpful Hints & Information