Commonwealth of Pennsylvania
NON-PROCUREMENT VENDOR REGISTRATION GUIDE

Open Web Page: Use either Microsoft Edge or Chrome Internet browser, open the Office of the Budget website by typing www.budget.pa.gov and clicking enter. **Do not use cell phone or tablets.**

Vendor Data Management Unit Email – ra-psc_supplier_requests@pa.gov
Payable Services Center Phone – 877-435-7363 Monday – Friday 8 am – 4:30 pm EST
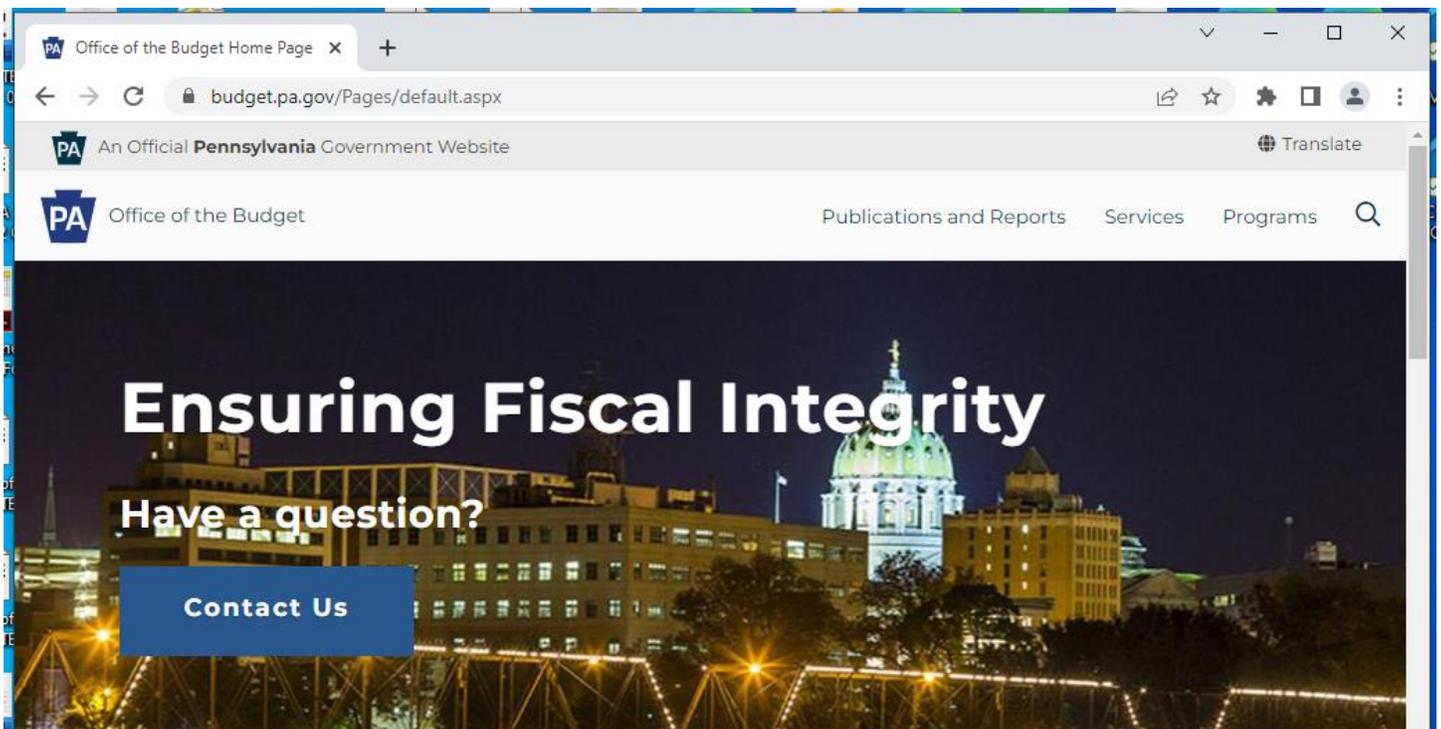
Step 1: Hover the mouse over the word "Services" at the top of the screen and click "For Vendors".
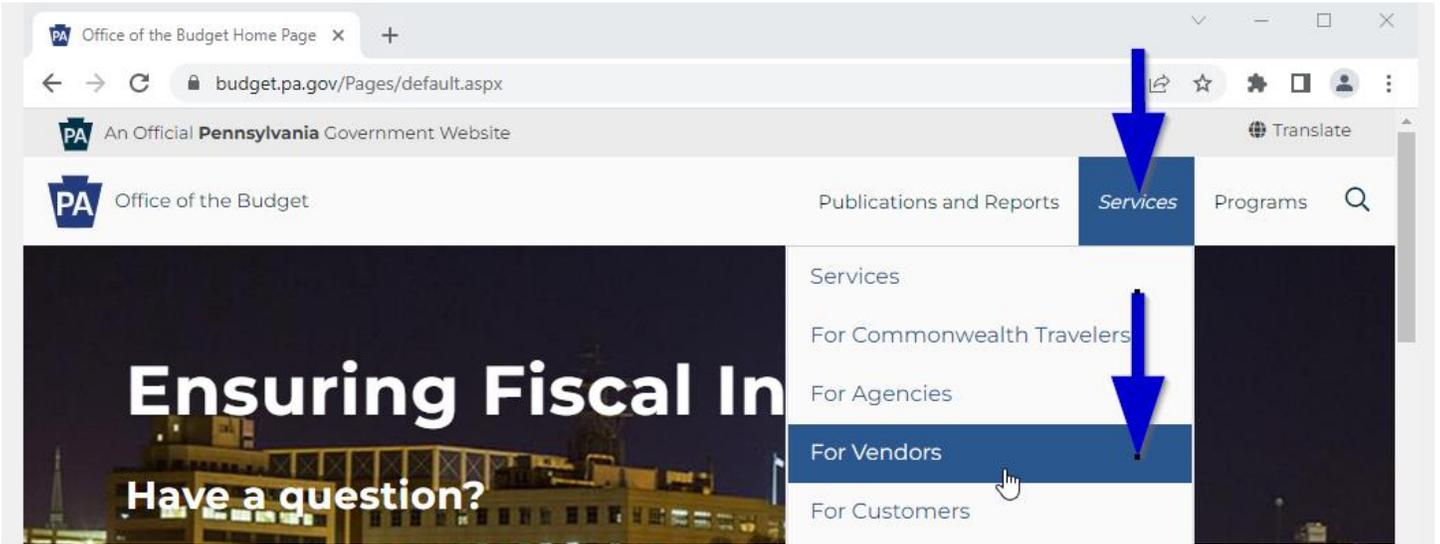
Step 2: Scroll down until you see the nine (9) blue blocks and click the block entitled: "Vendor Registration".
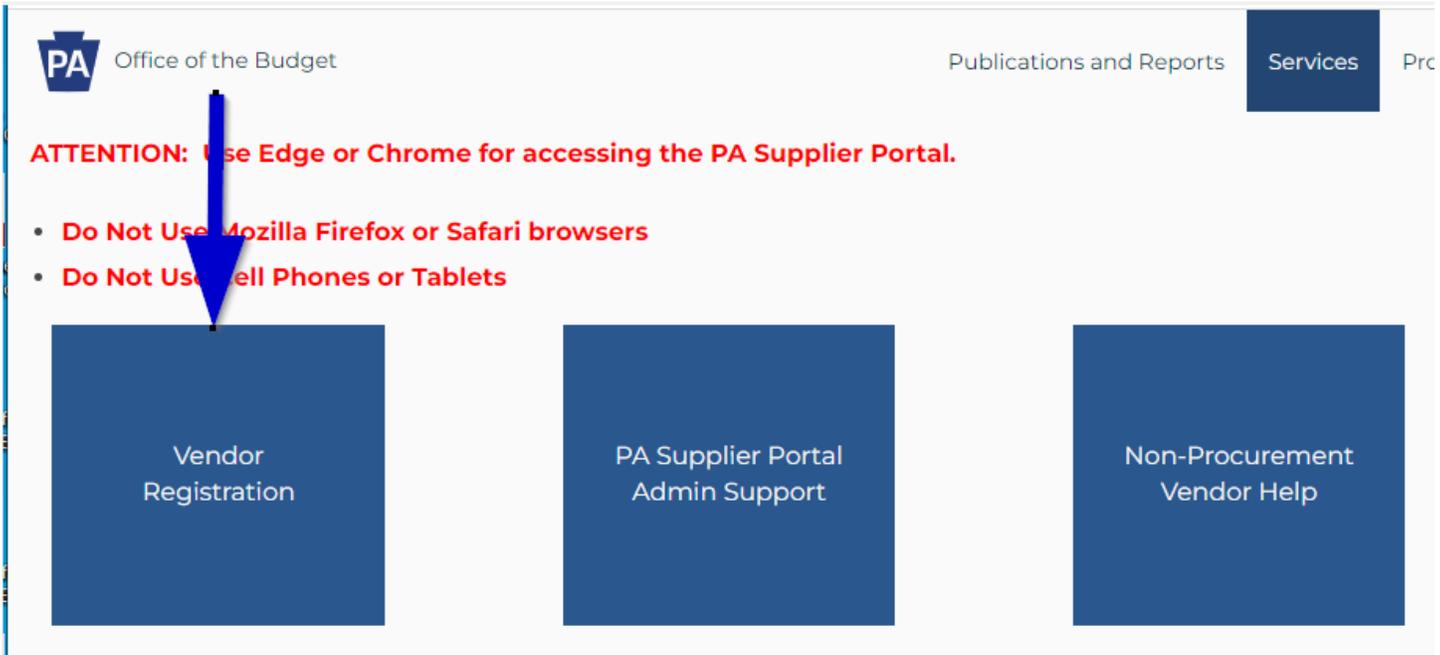
Step 3: Scroll down to the hyperlinked vendor registration choices and click "Non-Procurement".

Vendor Registration

To begin, select the option that best describes you or your organization. Only one registration is permitted.

Foreign (Based outside the U.S.).

Liquor Supplier to PA Liquor Control Board (PDF)

Non-Procurement ←

Non-Procurement vendors **cannot** self-certify as a small, diverse business.

Non-Procurement vendors **cannot** place bids. Choose Non-Procurement for the following descriptions: Borrower/Loan Recipient, Day Care, Fire Company, Grantee or Grant Recipient, Government Entities, Other Non-Procurement, Real Estate Leasing or Lessor, School District or Cyber School, Service Provider to Victim of Crime or Victim of Crime, Utility Provider.

Procurement

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Step 4: Complete the three (3) sections of the Non-Procurement vendor registration process.
Section 1 is "Vendor Identification". Type in the Employer Identification Number (EIN) **OR** your personal Social Security Number (SSN). Do not use hyphens. Click "Next".

Vendor Registration, Commonwealth of Pennsylvania.

1	2	3
Vendor Identification	Vendor Details	Submit Registration Form

Instructions

Welcome! Thank you for taking the time to register as a Non-Procurement Vendor with the Next button. Please insert Tax Identification Number as a string of numbers without any d

Vendor Identification

Employer Identification Number: [   ]

OR

Social Security Number: [   ]

Next

Step 5: Complete **Section 2** called "Vendor Details" of the Non-Procurement vendor registration process.
Tip 1: Legal Name- Your legal name should match the name on the most current social security card or letter 147C if using an Employer Identification Number (EIN). If your loan or employment is listed in another name(s) such as your maiden name, type the additional name(s) in the 2nd box down designated by: (if different than Legal Name).
Tip 2: Business type – The first choice is "Individual/Sole Proprietor". If you are registering using your Social Security Number (SSN), the appropriate Business Type would be "Individual/Sole Proprietor".
Tip 3: Address – Even though the payment will be paid by direct deposit, a valid mailing address must be provided. Input the address where you receive mail. Under Vendor Details, a street address **OR** a

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post office box must be typed in.   Notice that the details also include the county in which you live. If not located within Pennsylvania, the system will default to "out of state county". The telephone number should be input as 717-123-4567 using dashes.

Tip 4: Data Privacy Statement – Please read and click the box next to the "Yes, I have read…..". When the box is clicked, the "Next" is available to click to move to the 3rd and final section of the registration process.

Tip 5: Errors – When you click "Next", if the screen does not change, scroll back to the top as there

> 🛑 Please enter only numbers or use format XXX-XXX-XXXX for phone
>
> **Vendor Identification**
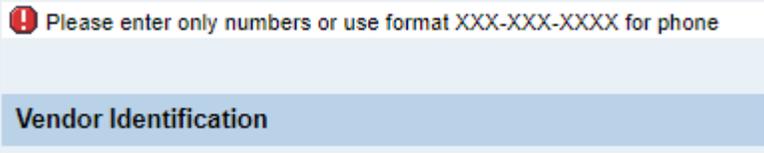
may be an error message. Example: . Fix the error and click "Next" to proceed.

Tip 6: Address Validation – The system uses address validation through the U.S. Postal Service to attain the correct zip+4. A screen shot will appear as part of this validation process. It is recommended to choose the "USPS Validated Address".

Example of USPS Validation Screen:

Address Validation

Please review Address validation results

Address	Original Address	USPS Validated Address
Street/PO Box	555 WALNUT ST	555 WALNUT ST
City	HARRIBSIRG	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.

Use Entered Address | Use USPS Validated Address | Change Entered Address

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Example of Vendor Details Screen:

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Step 6: Submit Registration Form Section #3 – The system uses the information typed into Vendor Details to create an electronically signed IRS W9 form. Review the IRS W9 form to confirm that the information is spelled correctly. If there is an error, click the "Back" button to return to the Vendor Details form to correct the error. Otherwise, click the box next to the statement: "By checking this box, I am digitally signing this document….". Once this box is clicked, the "Submit W9" box will highlight. Click the "Submit W9" box to perform the final step by submitting the IRS W9.

Note: When the "Submit W9" box is clicked, the system is sending the information electronically to the IRS site to validate the legal name and tax identification number. If there is an issue, an error message will appear. Hit the "Back" button and correct the error in the Legal Name. If the error was the mistyping of the tax identification number, the registration will need to be begun all over again.
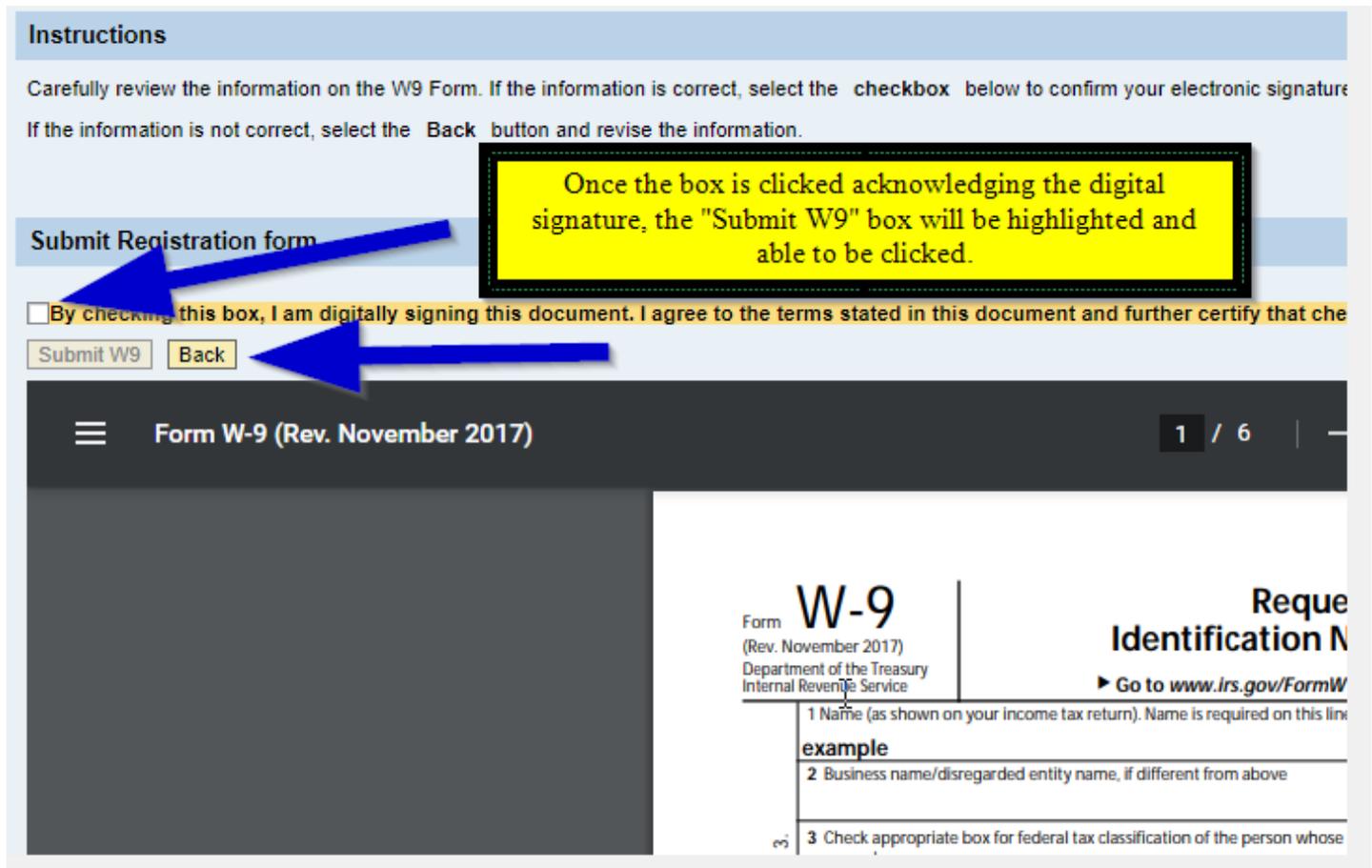
Instructions

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

> Once the box is clicked acknowledging the digital signature, the "Submit W9" box will be highlighted and able to be clicked.

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 che

[Submit W9] [Back]

☰ **Form W-9 (Rev. November 2017)**   1 / 6 | ─

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Reque
Identification N
▶ Go to *www.irs.gov/FormW*

1 Name (as shown on your income tax return). Name is required on this line
example
2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose

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Step 7: Final Notes – The registration has been completed and submitted to the Vendor Data Management Unit (VDMU) for final validations and processing when the "Congratulations" message appears. Normal workflow turn around time is 3-5 business days (i.e., Monday through Friday). The VDMU will reply by email to provide the six (6) digit vendor number. Be sure to check your spam folder as the email ending will be @pa.gov and this sometimes is recognized as spam.

Congratulations! You have successfully completed the registration of XXXXXXXXX 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 (5) business days, please contact the Vendor Data Management Unit (VDMU) via email: ra-psc_supplier_requests@pa.gov for clarification and assistance.

Preparations for Direct Deposit: Once the vendor number has been received, either fill out the form attached to the VDMU confirmation email or follow these steps to add a bank account to the vendor record. Follow the instructions at the beginning of this guide: **Open Web Page** and **Step 1.**

Step 2: Scroll down until you see the nine (9) blue blocks and click the block entitled: "Non-Procurement Vendor Help". Notice the "Contact Us" block along the right-hand margin if you have any questions or need further assistance.

Step 3: Scroll down to the "How to…." Section and click the "Add a New Bank Account". The form is on page 1 and specific instructions are on page 2. Note that either a "voided" check or a letter from the bank should be included with the form for processing of the direct deposit banking. Fill out the form and click the "Submit" button located at the bottom of page 2. If having difficulty with the "Submit" button, it is ok to print the form and scan it to email it along with the attachment to the VDMU.

Processing time for bank forms is 3-5 business days and the VDMU will reply back via email acknowledging that the banking has been processed. The email will include a bank partner code. Please provide the vendor number, vendor name, and the bank partner code to the agency contact for the grant you applied for. This will indicate to the agency that all procedures are complete and payment processing can be initiated.

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END OF NON-PROCUREMENT REGISTRATION GUIDE INSTRUCTIONS 2022