



Log on with the Multi-Factor Authentication (MFA) Code

Follow this information when logging in to the PA Supplier Portal when both the User and Password are known and you have access to the email on file:

- 1) Must have available:
 - a. User
 - b. Password
- 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.

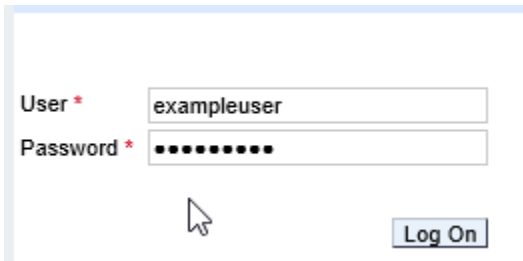


3. The following screen appears:

Welcome Pennsylvania Suppliers!

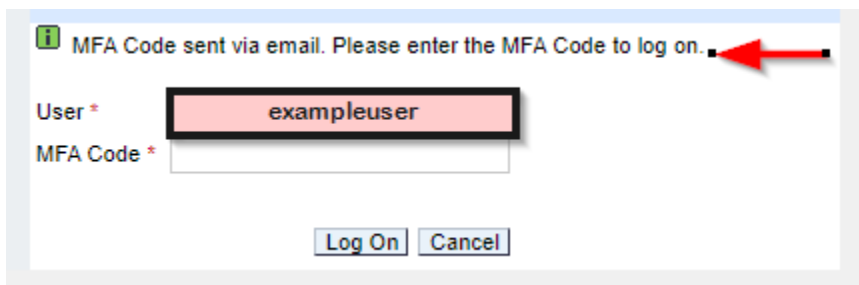
NOTICE: Multi-Factor Authentication (MFA) has been enabled. Type in User, Password, and click Log On. Check your email for the emailed six (6) digit numeric MFA Code that will allow continued access to the PA Supplier Portal screens. Users receive a new MFA Code per each log on attempt.

4. Type your user. Press Tab and type in your password. Click “Log On”.




A screenshot of a login form. It has two input fields: 'User *' containing 'exampleuser' and 'Password *' with masked characters. Below the password field is a mouse cursor. To the right of the password field is a 'Log On' button.

5. The message changes to:



A screenshot of the login form after a message is displayed. The message reads: 'MFA Code sent via email. Please enter the MFA Code to log on.' with a red arrow pointing to the end of the message. The 'User *' field contains 'exampleuser' and the 'MFA Code *' field is empty. There are 'Log On' and 'Cancel' buttons at the bottom.

6. An 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.
7. Type in the six (6) digit numeric 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.
8. Click “Log On” button. 
9. **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:

-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 by clicking the “Supplier Service Center” link along the left-hand margin.

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