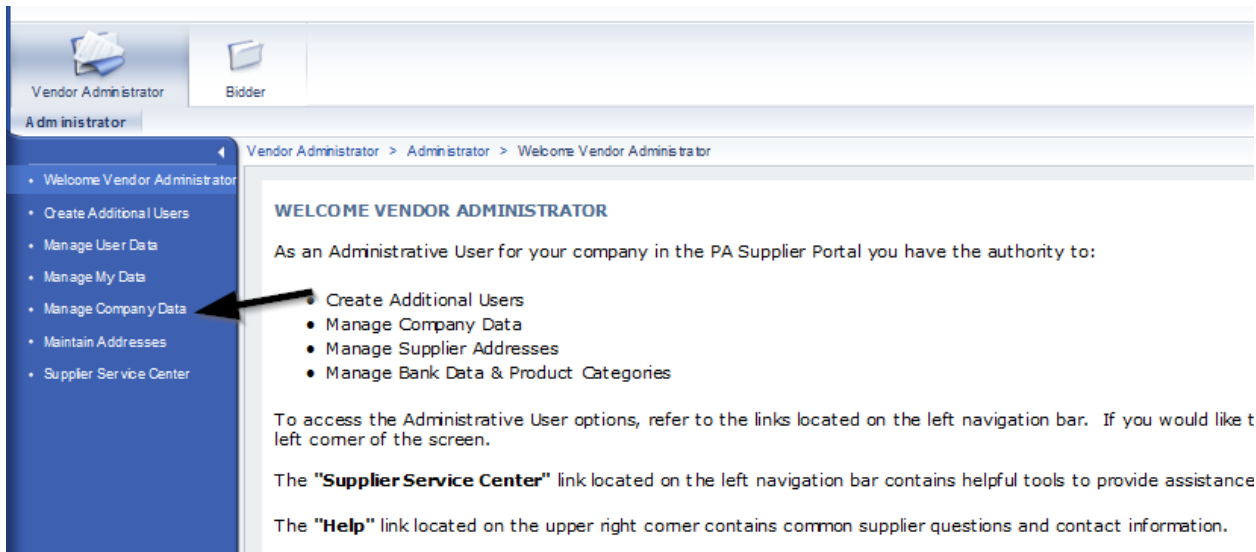


## MANAGE COMPANY DATA

To update the name, business type, e-mail, phone number and/or fax (generic e-mail is acceptable here).

### TO EDIT the COMPANY NAME:

1. To Update the Company name, Click on Manage Company Data



2. Select Change to open the fields that can be edited.



3. Edit the legal name field as needed and add the Name of the Vendor Representative

**Company Data**

Display Save

Business Partner Number: 0000

---

**Company Details**

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

Disregarded Entity:  Yes  No

\* Legal Name: MULTIPLE AWARD VENDOR

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

\* Name of Vendor Representative / Signatory for W-9:

\* Business Type: Government

Exempt payee code (if any):

Exemption from FATCA reporting code (if any):

4. Select **SAVE**– the system then informs that a W9 will need to be submitted due to the name change.

5. Select **Proceed**

er: 00

**Submit W-9**

**W-9 needs submitted due to Name/Disregarded entity change**

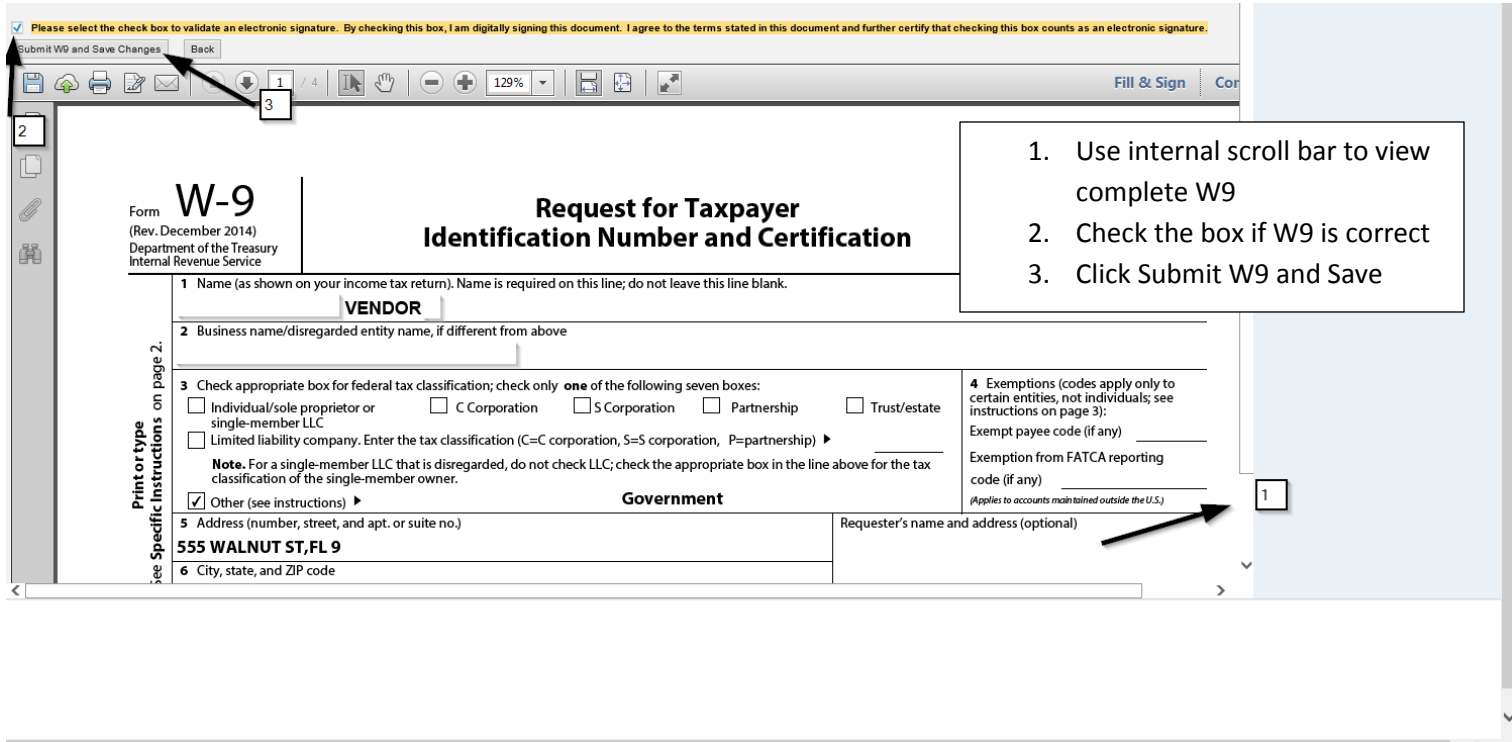
Ident

different than Legal Name):

Business Type: \* S Corporation

Proceed

6. Review the W-9 then check the box to electronically sign the W9 – if not checked, the W9 cannot be submitted. Select Submit W9 and Save Changes



**Form W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

### Request for Taxpayer Identification Number and Certification

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**VENDOR**

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:  
 Individual/sole proprietor or single-member LLC  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶  
 Other (see instructions) ▶ **Government**

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) \_\_\_\_\_  
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)  
**555 WALNUT ST, FL 9**

6 City, state, and ZIP code

Requester's name and address (optional)

1. Use internal scroll bar to view complete W9
2. Check the box if W9 is correct
3. Click Submit W9 and Save

A confirmation of changes saved will be displayed

### Company Data

Business Partner Number: 000

Changes Saved


If a **DBA (Doing Business As)** needs added, input the information in the field **Name of the Company (if different than Legal Name)**

**Company Details**

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

Disregarded Entity:  Yes  No

\* Legal Name:

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

\* Name of Vendor Representative / Signatory for W-9:

\* Business Type:

Exempt payee code (if any):

Exemption from FATCA reporting code (if any):

Select **SAVE**. A confirmation will confirm the changes have been updated.

**Company Data**

Business Partner Number: 000

**Changes Saved**

**TO EDIT the MAIN Address:**

1. Select **CHANGE**
2. Update Address
3. Select **SAVE**

**Company Data**

Change

Business Partner Number: 0000 **6 digit vendor number**

**ADD/UPDATE BANKING:**

1. Click on Manage Company Data

Vendor Administrator Bidder

Administrator

Vendor Administrator > Administrator > Welcome Vendor Administrator

• Welcome Vendor Administrator

• Create Additional Users

• Manage User Data

• Manage My Data

• Manage Company Data

• Maintain Addresses

• Supplier Service Center

**WELCOME VENDOR ADMINISTRATOR**

As an Administrative User for your company in the PA Supplier Portal you have the authority to:

- Create Additional Users
- Manage Company Data
- Manage Supplier Addresses
- Manage Bank Data & Product Categories

To access the Administrative User options, refer to the links located on the left navigation bar. If you would like to see the left corner of the screen.

The "**Supplier Service Center**" link located on the left navigation bar contains helpful tools to provide assistance

The "**Help**" link located on the upper right corner contains common supplier questions and contact information.

2. Select Change to open the fields so they can be edited.

**Company Data**

Change

Business Partner Number: 0000 **6 digit vendor number**

### 3. Scroll down to Bank Details

The screenshot shows a 'Bank details' form with the following fields and callouts:

*Country	*Bank Key	*Bank Account	Control key	*Account Holder
US <span style="border: 1px solid red; padding: 2px;">1</span>	<span style="border: 1px solid red; padding: 2px;">2</span>	<span style="border: 1px solid red; padding: 2px;">3</span>	Checking <span style="border: 1px solid red; padding: 2px;">4</span>	<span style="border: 1px solid red; padding: 2px;">5</span>

1 – Select the Country

2 – Bank Key is the nine (9) digit Routing Number of the account

3 – Bank Account is the account number (double check with the bank and use exact numbers)

4 – Control Key – drop down for checking or savings

5 – Account Holder is the name the account is what's on the top left of the check

\*Scroll to the top and select save!

The screenshot shows a 'Company Data' form with the following elements:

- A 'Change' button.
- A 'Business Partner Number' field with the value '000'.
- A green message: 'Changes Saved'.

**\*\*NOTE\*\*** Want to view remittance information at the same time a direct deposit payment is received? Please sign up for our Electronic Addenda. This form provides the ability to view the remittance information via the bank statement or online banking. Please e-mail [RA-PSCPAYMENTINQUIRE@STATE.PA.US](mailto:RA-PSCPAYMENTINQUIRE@STATE.PA.US) to request a form.