

# HELP & RESOURCES *FOR VENDORS*

A SELF-ASSISTANCE RESOURCE FOR FINDING:

- DEFINITIONS
- TERMINOLOGY
- How To's
- WEBSITES
- AND MORE...



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## CONTACT US

### PAYABLE SERVICES CALL CENTER (PSCC)

- > AVAILABILITY  
MONDAY- FRIDAY  
8:00AM – 4:30PM EST
- > PAYMENT INQUIRIES
- > REGISTRATION
- > SUPPLIER PORTAL WEBSITE ISSUES
- > VENDOR RECORD INFORMATION



- Receives all calls pertaining to payment inquiries, vendor record information, registration, and Supplier Portal website issues.
- Phone Numbers
  - Call Center *(toll free)* 877-435-7363 (Option 1)  
*(local call)* 717-346-2676 (Option 1)
  - DGS/Bids *(toll free)* 877-435-7363 (Option 2)  
*(local call)* 717-346-2676 (Option 2)
  - PSCC Fax Number *(local call)* 717-214-0140
- Mailing Address:  
Commonwealth of PA, Office of the Budget  
9th Floor 555 Walnut St  
Harrisburg PA 17101-1925
- Email Resource Accounts
  - PA Supplier Portal [RA-PSCSRMPortal@pa.gov](mailto:RA-PSCSRMPortal@pa.gov)
  - Payment Inquiry [RA-PSCPayerInquire@pa.gov](mailto:RA-PSCPayerInquire@pa.gov)
  - Supplier Requests [RA-PSC\\_Supplier\\_Requests@pa.gov](mailto:RA-PSC_Supplier_Requests@pa.gov)
  - 1099 [RA-PSC\\_1099@pa.gov](mailto:RA-PSC_1099@pa.gov)

### PAYABLE SERVICES CALL CENTER (PSCC)



- > INVOICE SUBMISSION WHERE AND HOW TO SEND



- By Email -
  - Procurement Vendors (based on Purchase Order)
    - Invoices: [69180@pa.gov](mailto:69180@pa.gov)
  - Non-Procurement Vendors (Non-Purchase Order based)
    - Invoices: [69181@pa.gov](mailto:69181@pa.gov)
    - Utility Invoices: [69182@pa.gov](mailto:69182@pa.gov)
    - Grant Invoices: [69183@pa.gov](mailto:69183@pa.gov)

**Note:** Please refer to our [Commonwealth E-Invoicing Program](#) page for additional details and requirements.
- By Mail (US Postal Services) –
  - Procurement Vendors (based on Purchase Order)
    - Commonwealth of Pennsylvania-PO Invoice  
PO Box 69180  
Harrisburg, PA 17106

**Note:** Please refer to our [Procurement Vendor Information page](#) for more detailed information and invoice requirements.
- Non-Procurement Vendors
  - Non-Purchase-Order Invoices
    - [Insert commonwealth agency name]  
[Insert [Location Code](#) (click to open)]  
PO Box 69181  
Harrisburg, PA 17106

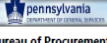
- **Grant Invoices**
    - [Insert commonwealth agency name]  
[Insert [Location Code](#) (click to open)]  
PO Box 69183  
Harrisburg, PA 17106
  - **Utility Invoices**
    - [Insert commonwealth agency name]  
[Insert [Location Code](#) (click to open)]  
PO Box 69182  
Harrisburg, PA 17106
- Note:** Please refer to our [Non-Procurement Vendor Information](#) page for more detailed information and invoice requirements.

**PAYABLE SERVICES CALL CENTER (PSCC)**

> *DIRECT ASSISTANCE FOR CALL AREAS OUTSIDE PSCC*

- Bidding (877) 435-7363 (Option 2)  
[GS-BOPSuppliersVCS@pa.gov](mailto:GS-BOPSuppliersVCS@pa.gov)
- COSTARS (866) 768-7827  
[GS-PACOSTARS@pa.gov](mailto:GS-PACOSTARS@pa.gov)
- eAlerts (877) 435-7363 (Option 2)  
[GS-BOPSuppliersVCS@pa.gov](mailto:GS-BOPSuppliersVCS@pa.gov)
- eMarketplace (877) 435-7363 (Option 2)  
[GS-BOPSupplierSVCS@pa.gov](mailto:GS-BOPSupplierSVCS@pa.gov)
- Invitation To Qualify (ITQ) (877) 495-7363 (Option 2)  
[GS-BOPSupplierSVCS@pa.gov](mailto:GS-BOPSupplierSVCS@pa.gov)
- Invitation To Qualify (ITQ) – Autos (717) 787-5729  
[RA-BVM\\_Vendor\\_AP@pa.gov](mailto:RA-BVM_Vendor_AP@pa.gov)
- MCARE (717) 783-3770
- PROMISE - Payment Assistance (800) 537-8862  
[RA-SmallBusiness@pa.gov](mailto:RA-SmallBusiness@pa.gov)
- Small Business Assistance (DCED) (833) 722-6778
- Small Diversified Business (717) 783-3119
  - Certification Inquiries [RA-SmallBusiness@pa.gov](mailto:RA-SmallBusiness@pa.gov)
  - Verification Inquiries [RA-BSBVerification@pa.gov](mailto:RA-BSBVerification@pa.gov)
  - Opportunities/Requirements [GS-BSBO@pa.gov](mailto:GS-BSBO@pa.gov)
  - Home-State Verify Questions [RA-GSHSV@pa.gov](mailto:RA-GSHSV@pa.gov)

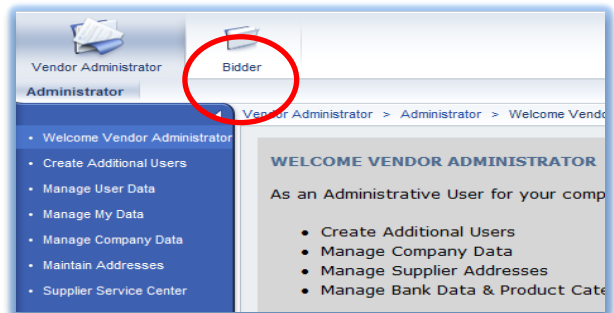
## CATALOG OF DEFINITIONS, FORMS, TERMS, AND WEBSITES

<p><b>1099 - SEE INTERNAL REVENUE SERVICE (IRS)</b></p>	<ul style="list-style-type: none"> <li>Website access via <a href="http://www.irs.gov">www.irs.gov</a></li> <li>1099 MISC</li> <li>1099 S (Real Estate Transactions)</li> <li>1099 INT (Interest)</li> <li>First B Notices</li> <li>Second B Notices</li> </ul>																		
<p><b>ACRONYMS COMMONLY USED FOR PROCUREMENT (DGS - BUREAU OF PROCUREMENT)</b></p>	<ul style="list-style-type: none"> <li>Acronyms (<i>words made up from the abbreviations of other words</i>) are synonymous with government and make useful naming conventions when referring to long titles/names, provided you know what they mean.</li> <li>The Department of General Services' Bureau of Procurement compiled a list of <a href="#">Commonly Used Procurement Acronyms and Abbreviations</a> used within the Commonwealth of Pennsylvania's procurement process</li> <li>Click this link for the complete list - <a href="#">Commonly Used Procurement Acronyms and Abbreviations</a></li> </ul> <div data-bbox="987 531 1550 949" data-label="Table"> <p>Rev. 3/13/15 <span style="float: right;"> Bureau of Procurement</span></p> <p style="text-align: center;"><b>COMMONLY USED PROCUREMENT ACRONYMS</b></p> <table border="1"> <thead> <tr> <th>Acronym</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>ADA</td> <td>Americans with Disabilities Act</td> </tr> <tr> <td>AG</td> <td>Attorney General</td> </tr> <tr> <td>ACRO</td> <td>Agency Open Record Officer</td> </tr> <tr> <td>ASQ</td> <td>American Society for Quality</td> </tr> <tr> <td>BAFO</td> <td>Best and Final Offer</td> </tr> <tr> <td>BCPGB</td> <td>Board of Commissioners of Public Grounds and Buildings</td> </tr> <tr> <td>BEA</td> <td>Bureau of Engineering Architecture</td> </tr> <tr> <td>BOP</td> <td>Bureau of Procurement</td> </tr> </tbody> </table> </div>	Acronym	Meaning	ADA	Americans with Disabilities Act	AG	Attorney General	ACRO	Agency Open Record Officer	ASQ	American Society for Quality	BAFO	Best and Final Offer	BCPGB	Board of Commissioners of Public Grounds and Buildings	BEA	Bureau of Engineering Architecture	BOP	Bureau of Procurement
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<p><b>ADMINISTRATIVE USERS/ ADMINISTRATOR (ADMIN)</b></p>	<ul style="list-style-type: none"> <li>See <a href="#">PA Supplier Portal – Administrator (Admin)</a></li> </ul>																		
<p><b>AGENT</b></p>	<ul style="list-style-type: none"> <li>PSCC staff who answer calls in the Payable Services Call Center, sometimes referred to as a Representative (<i>Rep</i>)</li> </ul>																		
<p><b>AUTOMATED CLEARING HOUSE (ACH) / DIRECT DEPOSIT</b></p>	<ul style="list-style-type: none"> <li>ACH is a paperless entry system controlled by the Federal Reserve.</li> <li>Also known as Direct Deposit.</li> <li>For more information regarding Direct Deposit and how to apply, please see <a href="#">Pennsylvania Electronic Payment Program (PEPP)</a></li> </ul>																		
<p><b>BACKUP WITHHOLDING</b></p>	<ul style="list-style-type: none"> <li>Based on the filing year, a percentage of a reportable payment to a vendor, foreign vendor, contractor, or estate of a former employee, required to be withheld for taxes and remitted to the IRS.</li> </ul>																		
<p><b>BANKING INFORMATION CHANGES/UPDATES</b></p>	<ul style="list-style-type: none"> <li>Procurement Vendors (<i>Vendor/SAP Numbers starting with 1,2,3,4,5</i>)             <ul style="list-style-type: none"> <li>Go to the <a href="#">PA Supplier Portal</a></li> <li>Log On to your account</li> <li>Select Manage Company Data</li> <li>Scroll down to Bank Details to enter/update Bank Data</li> </ul> </li> <li>Non-Procurement Vendors (<i>Vendor/SAP Numbers starting with 6 or 7</i>)</li> </ul> <div data-bbox="868 1570 1559 1890" data-label="Form"> <p>PSC-PEPP-1 07-2015</p> <p style="text-align: center;"><b>Commonwealth of Pennsylvania Pennsylvania Electronic Payment Program (PEPP) Enrollment Form</b></p> <p><b>ACTION REQUESTED:</b> (check one) <input checked="" type="checkbox"/> NEW** <input type="checkbox"/> CHANGE** <input type="checkbox"/> STOP</p> <p><b>** FORM WITH INCOMPLETE FIELDS WILL BE RETURNED. Form WILL NOT be processed without account verification. For verification of a NEW or CHANGE request – Vendor must submit a letter from the bank or a VOIDED check (Q starter checks).</b></p> <p><b>Recipient Information:</b> Enter your Tax Identification Number in the appropriate box. For Individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).</p> <table border="1"> <tr> <td>Social Security Number</td> <td style="text-align: center;">OR</td> <td>Employer Identification Number</td> </tr> <tr> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> </tr> </table> <p style="text-align: right; border: 1px solid red; padding: 2px;"><b>For Authorized Use Only</b></p> <p>VIN: <input type="text"/></p> <p>BPT: <input type="text"/></p> <p>Identify the Type of Payments Anticipated: <input type="text"/></p> </div>	Social Security Number	OR	Employer Identification Number	<input type="text"/>		<input type="text"/>												
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- Complete the [Pennsylvania Electronic Payment Program Form \(PEPP\)](#)
- Scan the signed completed form along with a voided check copy or Bank Account Verification Letter
- Send application by
  - Fax to 717-214-0140
  - Email to [RA-PSC\\_Supplier\\_Requests@pa.gov](mailto:RA-PSC_Supplier_Requests@pa.gov)

**BIDS, BIDDERS, AND THE BIDDING PROCESS (E-MARKETPLACE )**

- Bids (also referred to as "solicitations") are initiated by vendors to provide goods/services to the commonwealth via the DGS Bid Process/website [PA e-Marketplace](#)
- Suppliers must be registered and have a valid Vendor Number through the [PA Supplier Portal](#) in order to submit a bid.
- Vendors are not automatically placed on a state contract after the registration process.
- To bid on commonwealth contracts, vendors should follow instructions for individual bidding opportunities on [PA eMarketplace](#)
- Once registered and logged into their account, Procurement Vendors can select the **Bidders Tab** located at the top of the screen on the Supplier website to access the enterprise Bidders application.



- [DGS – Locating and Responding to a Solicitation - A quick reference tool](#) to learn more about:
  - Locating a Solicitation
  - Viewing the Solicitation
  - Header Tabs
  - Items Tab
  - Responding to the Solicitation
  - Edit a RFX Response
  - Withdraw/Re-Submit a RFX Response

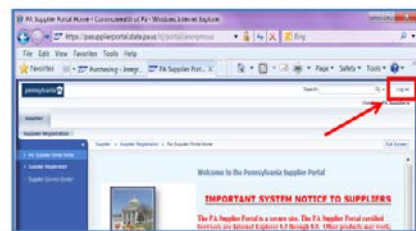
**Locating and Responding to a Solicitation**

[Locating a Solicitation](#) | [Viewing the Solicitation](#) | [Header Tab](#) | [Items Tab](#) | [Responding to the Solicitation](#) | [Edit a RFX Response](#) | [Withdraw/Re-Submit a RFX Response](#)

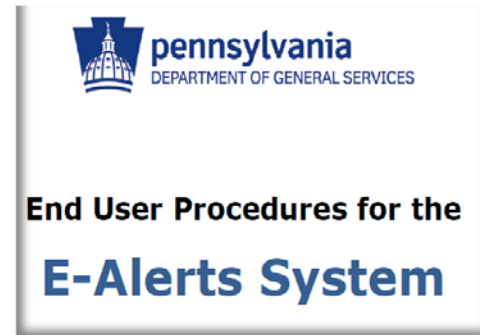
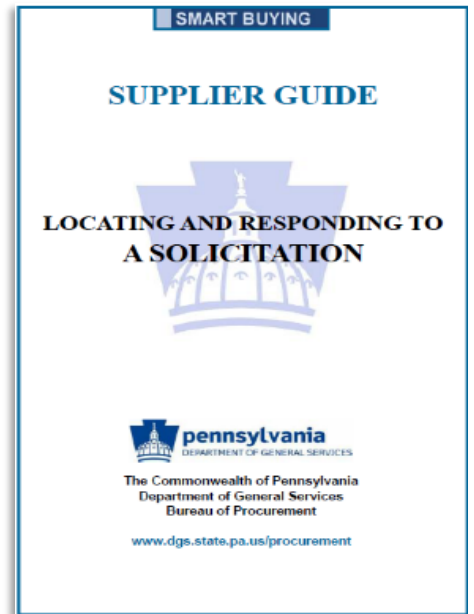
**Locating a Solicitation**

Log into the [PA Supplier Portal](#) to search for and locate a specific Solicitation in SRM.

1. Open your web browser and enter [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us).
2. Please note the important information regarding compatible browsers for the PA Supplier Portal website.
3. Select the **Log on** button.



- [DGS - Supplier Guide – Locating and Responding to a Solicitation](#) –  
This detailed guide provides instructions on how to:
  - Identify relevant solicitations via the [PA e-Marketplace](#) and the [PA Supplier Portal](#)
  - Create appropriate responses to those solicitations
  - Manage responses until the solicitation end date that includes holding, submitting, changing, and deleting responses.
  - **Note:** *These reference guides assume your company has already registered via the PA Supplier Portal and has set-up personnel who are able to perform bidding on its behalf. If your company has not registered, please follow the 3-phase registration process available via the Supplier Service Center at [www.PASupplierPortal.state.pa.us](http://www.PASupplierPortal.state.pa.us)*
- [E-Alerts System](#) -  
Registered Procurement Vendors can also register for E-Alerts which automatically provide subscribers all upcoming solicitations applicable to the goods/services your company can provide to the commonwealth.
  - Click this link for [E-Alerts](#) to register online or for more information, please visit the [DGS Supplier Service Center](#)
- [Attaching Documents to A Bid](#) - Instructions on how to attach documents to an online/electronic bid, please click this link for the DGS' guide to
- For more information, please click this link for DGS' [e-MarketPlace](#) or go to <http://www.emarketplace.state.pa.us/>
- For assistance by phone, please call (877) 435-7363 [Option 2](#)



**BROWSERS**

- See [Internet Issues - Browsers](#)


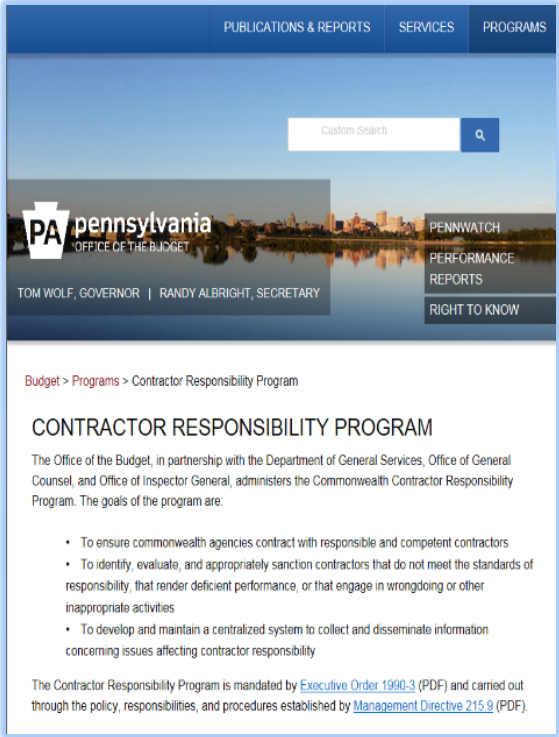

**BUREAU OF PAYABLE SERVICES**

- Provides an array of accounts payable services that includes:
  - Registering suppliers, grantees, customers, and loan recipients to do business with the commonwealth
  - Reviewing and processing purchase orders, contracts, grant agreements, and other procurement documents
  - Advising agencies on financial and service contracting policies and procedures
  - Reviewing and processing supplier and grantee invoices
  - Distributing IRS Forms 1099 and other tax-related documentation to entities receiving payments from the commonwealth
  - Researches invoice status and payment details through the [Payable Services Call Center](#).

**BUSINESS AREA CODE NUMBERS**

- [See SAP Numbers below](#)



<p><b>BUSINESS PARTNER RECORD/NUMBER</b></p>	<ul style="list-style-type: none"> <li>Individual registered with company as Bidder or Administrator with their own system-assigned Business Partner Record Number which can also be recognized as the Vendor Number.</li> </ul>
<p><b>CHECK NUMBER THAT IS PRINTED ON THE CHECK</b></p>	<ul style="list-style-type: none"> <li>PSCC can only see a check number if the check was cashed</li> </ul>
<p><b>CLEARING DOCUMENT</b></p>	<ul style="list-style-type: none"> <li>Number that is used to identify a payment that cleared to Treasury.</li> <li>Always are ten (10) digits</li> </ul>
<p><b>CONTRACTOR RESPONSIBILITY PROGRAM SYSTEM (CRPS)</b></p> 	<ul style="list-style-type: none"> <li>The Office of the Budget, in partnership with the Department of General Services, Office of General Counsel, and Office of Inspector General, administers the <a href="#">Commonwealth Contractor Responsibility Program</a>.</li> <li>CRPS is a web-based system used to collect and disseminate information regarding contractor obligations; suspensions and debarments by the Commonwealth, the federal government, and other government entities; and contractor performance issues.</li> <li>The goals of the program are:             <ul style="list-style-type: none"> <li>To ensure commonwealth agencies contract with responsible and competent contractors</li> <li>To identify, evaluate, and appropriately sanction contractors that do not meet the standards of responsibility, that render deficient performance, or that engage in wrongdoing or other inappropriate activities</li> <li>To develop and maintain a centralized system to collect and disseminate information concerning issues affecting contractor responsibility</li> </ul> </li> <li>The Contractor Responsibility Program is mandated by <a href="#">Executive Order 1990-3 (PDF)</a> and carried out through the policy, responsibilities, and procedures established by <a href="#">Management Directive 215.9 (PDF)</a>.</li> <li>When an invoice is blocked for CRP, the vendor must be notified that they have an obligation and must obtain a Clearance Certificate.</li> <li>When the vendor obtains a Clearance Certificate, it must be sent by             <ul style="list-style-type: none"> <li>Fax to <b>717-425-6572</b> or</li> <li>Email to <a href="mailto:RA-PSCRPClearance@pa.gov">RA-PSCRPClearance@pa.gov</a></li> </ul> </li> <li><a href="#">Contractor Responsibility Program System - Quick Reference Guide (pdf)</a></li> </ul>  

- For more detailed information about the CRPS program, the Department of General Services (DGS) provides the **CRPS Reference Manual**. This manual is comprised of a series documents/chapters and is designed to help users:
  - Understand the Contractor Responsibility Program and how the usage of the CRPS fits into the process
  - Access and navigate through CRPS
  - Use CRPS to execute contractor responsibility checks when needed
  - CRPS Reference Manual (*Each of the following links open the corresponding section of the manual*)
    - [CRPS Reference Manual – Glossary](#)
    - [CRPS Reference Manual – Intro Chapter](#)
    - [CRPS Reference Manual – CRP Check Chapter](#)
    - [CRPS Reference Manual – CRP Search Chapter](#)
    - [CRPS Reference Manual – Generating Reports Chapter](#)
    - [CRPS Reference Manual – Performance Issue Chapter](#)
    - [CRPS Reference Manual – Print-Export-CRP Check Cert Form](#)
    - [EUP Identifying Excluded Entities In The System For Award Management \(Sam\)](#)
    - [FAQS About Sam](#)
    - [What Are Exclusions In Sam?](#)

**COSTARS - COOPERATIVE PURCHASING PROGRAM**



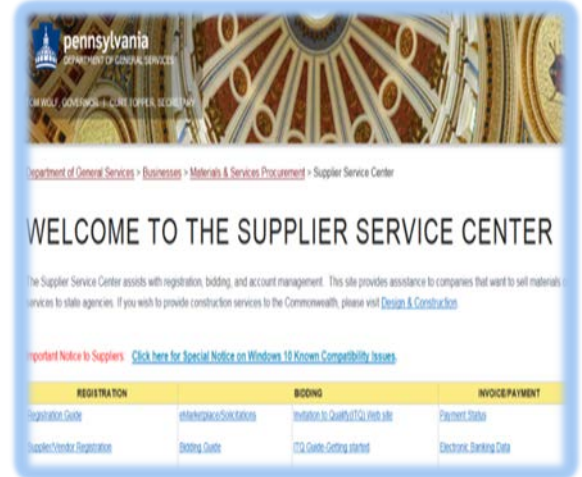
- The Commonwealth of Pennsylvania's Cooperative Purchasing Program is administered by the Department of General Services (DGS) Bureau of Procurement.
- The COSTARS Program provides registered local public procurement units as well as state affiliated entities (members) and suppliers a tool to find and do business with each other effectively using a contract established by DGS.
- COSTARS serves as a conduit for registered Local Public Procurement Units (LPPUs) as well as state-affiliated entities and Suppliers (*together = "members"*) providing a tool to find and do business with each other effectively by leveraging contracts established by DGS
- The Commonwealth [Procurement Code](#) provides the statutory authority for Member entities to engage in cooperative purchasing with the Commonwealth and authorizes DGS to enter into cooperative purchasing contracts solely for the use of its Members.
- The goals of this program are:
  - To encourage, expand and facilitate the opportunities for Members to achieve procurement savings and best value through an interactive partnership with the Commonwealth.
  - To provide increased opportunities for Suppliers of any size to participate and compete for Members' business.
  - To provide contracts with competitive pricing.
- DGS requires eligible LPPUs and state-affiliated entities to register as COSTARS members
- Only those organizations registered with DGS may purchase from a contract.

- A business/supplier (also referred to as [Potential Purchaser](#)) interested in bidding on statewide/COSTARS exclusive contracts must register in the [PA Supplier Portal](#)
- Only LPPUs and state-affiliated entities who have registered with the DGS may participate in the COSTARS purchasing program
- Provided your organization meets the statutory eligibility requirements, you may register your local public procurement unit (LPPU) or state-affiliated entity as a COSTARS member by completing the online [COSTARS Registration Form](#)
- Learn more about COSTARS and how to participate as a COSTARS supplier fee-based costs, and general information:
  - [COSTARS - Homepage](#)
  - Phone 866-768-7827
  - Send email [GS-PACOSTARS@PA.GOV](mailto:GS-PACOSTARS@PA.GOV)
  - [COSTARS Member Brochure](#)
  - To learn more about COSTARS participation for Member entities, click this link for [Member Information - Member Eligibility Requirements](#)
  - [COSTARS Supplier Guide – Program Participation](#)  
This guide acquaints potential suppliers with the Commonwealth of Pennsylvania's cooperative purchasing program, "COSTARS", managed by the Department of General Services (DGS) Bureau of Procurement.

**DEPARTMENT OF GENERAL SERVICES (DGS) SUPPLIER SERVICE CENTER**

- > [REGISTRATION](#)
- > [BIDDING](#)
- > [ACCOUNT MANAGEMENT](#)

- The Supplier Service Center assists with registration, bidding, and account management.
- This site aids companies that want to sell materials or services to state agencies.
  - For more information, please click this link to the [Supplier Services Website](#)
- If you wish to provide construction services to the Commonwealth, please click this link to visit [Design & Construction](#).



**DIRECT DEPOSIT (EFT/ACH/PEPP)**

- > [COMPLETE AUTOMATED AUDIT TRAIL](#)
- > [ELIMINATE DELAYED, LOST, OR STOLEN CHECKS](#)
- > [ENVIRONMENTALLY FRIENDLY](#)
- > [FASTER PAYMENT](#)
- > [FREE UP RECEIVABLES RESOURCES](#)
- > [REDUCED OPERATING COSTS](#)
- > [SAVES TAX REVENUE](#)

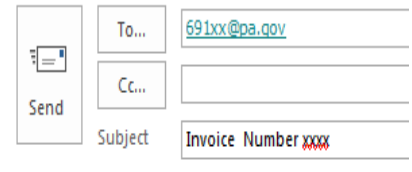
- Vendors can have payments from the commonwealth electronically deposited directly into the bank account of their choice through the Automated Clearing House (ACH) bank network.
- Electronic Funds Transfer (EFT) enhances both the payables and receivables process because it is efficient, cost-effective, accelerates payments, and avoids lost/delayed paper checks.
- It saves commonwealth tax revenue. Business studies estimate the total cost to print, manage, mail, track, and reconcile a single check range from \$2.01 to \$5.45; for ACH, between \$.05 and \$.21. That's more than 80% cost savings.

- To request/setup ACH/Direct Deposit for registered vendors
  - [Procurement Vendors](#) (Vendor/SAP Numbers starting with 1,2,3,4,5)

	<ul style="list-style-type: none"> <li>▪ Go to the <a href="#">PA Supplier Portal</a></li> <li>▪ Log On to your account</li> <li>▪ Select the <b>Change</b> tab</li> <li>▪ Select <b>Company Data</b></li> <li>▪ Scroll down to <b>Bank Details</b> to enter/update Bank Data</li> <li>○ <u>Non-Procurement Vendors</u> (<i>Vendor/SAP Numbers starting with 6 or 7</i>)             <ul style="list-style-type: none"> <li>▪ Complete the <a href="#">Pennsylvania Electronic Payment Program Form (PEPP)</a></li> <li>▪ Scan the signed completed form along with a voided check copy or Bank Account Verification letter</li> <li>▪ Send application by                 <ul style="list-style-type: none"> <li>- Fax to 717-214-0140</li> <li>- Email to <a href="mailto:RA-PSC_Supplier_Requests@pa.gov">RA-PSC_Supplier_Requests@pa.gov</a></li> </ul> </li> </ul> </li> </ul>
<p><b>DISTRICT</b></p>	<ul style="list-style-type: none"> <li>• Usually referred to when addressing school districts</li> </ul>
<p><b>DOCUMENT NUMBER</b></p>	<ul style="list-style-type: none"> <li>• Ten-digit number assigned to payments</li> <li>• Document Numbers are located on Remittance Advices / Check Stubs.</li> <li>• For more information on Document Numbers see <a href="#">SAP – Types of Numbers</a></li> </ul>
<p><b>E-ALERTS</b></p>	<ul style="list-style-type: none"> <li>• The Department of General Services’ (DGS) e-Alerts email system automatically notifies potential bidders of new bidding opportunities or changes to any posted solicitations applicable to their business.</li> <li>• Vendors can apply online for <a href="#">E-Alerts</a> or for more information, please visit the <a href="#">DGS Supplier Service Center</a></li> <li>• For questions or technical assistance, please call the Bidding Help Desk at (877) 435-7363, Option 2.</li> </ul>
<p><b>E-INVOICING</b></p> <ul style="list-style-type: none"> <li>&gt; <i>ACCELERATES PAYMENT PROCESSING</i></li> <li>&gt; <i>ASSURES INVOICE DELIVERY</i></li> <li>&gt; <i>DELIVERS FASTER PAYMENTS</i></li> <li>&gt; <i>ELIMINATES PAPER AND POSTAGE EXPENSE</i></li> <li>&gt; <i>PROVIDES ENHANCED INVOICE TRACKING</i></li> </ul>	<ul style="list-style-type: none"> <li>• The Electronic Invoicing Program (<i>E-Invoicing</i>) allows vendors to submit invoices via email directly to Comptroller Operations’ Invoice Processing Unit.</li> <li>• Benefits:             <ul style="list-style-type: none"> <li>○ Cost savings on                 <ul style="list-style-type: none"> <li>▪ Paper Supplies</li> <li>▪ Printers</li> <li>▪ Postage</li> </ul> </li> <li>○ Time savings                 <ul style="list-style-type: none"> <li>▪ Eliminates days in transporting and processing paper</li> <li>▪ Precludes lost or misdirected paper invoices</li> <li>▪ Reduces payment delays with quicker payment cycles</li> </ul> </li> </ul> </li> </ul>



- Provides better invoice tracking.
  - Requirements:
    - Invoices must be submitted in portable document format (PDF) only. Do not send invoices in Word or Excel formats.
    - Include invoices only. **DO NOT** send delivery/accounting documents (*statements, packing slips, bills of lading, purchase orders, etc.*), correspondence, surveys, requests for payment status, or updates to mailing address or banking information with invoices.
    - Each invoice PDF **MUST** include only one invoice per attachment (*including any required back up documentation*).
    - Each invoice PDF **MUST** be saved and attached using a unique name - for example, name the PDF file "Invoice Number xxxx." Do not use special characters in the name.
    - **DO NOT mail any invoices submitted via email - duplicate submissions will delay payments.**
    - Invoices must not exceed 150KB per page. Individual emails must not exceed 10MB.
    - Invoices exceeding five pages must be made searchable (*allow for text searches within Adobe Acrobat or in third party search tools*).
  - Avoid Delays
    - The email account listed must be the only email account in the "To" field. Copies of the email must be sent using the "CC" field.
    - Do not include any information in the body of the email. All relevant information must be provided on the invoice.
    - Do not use stationery, pictures, or company logos in the body of the email.
  - The E-Invoicing Program does not currently provide processing services for
    - PA Liquor Control Board suppliers
    - Vendors doing business with other independent state agencies ([exception agencies](#)) such as:
      - PA State System of Higher Education (*PASSHE*)
      - PA Higher Education Assistance Agency (*PHEAA*)
      - PA Turnpike Commission (*PTC*)
      - PA Treasury Department
      - Department of the Auditor General (*AG*)
    - **Note:** *\*\*The Commonwealth of Pennsylvania has the right to refuse files that are not accepted by the commonwealth's information technology systems.*
  - Email addresses for e-Invoice submission
    - **Procurement Vendors**
      - All Invoices [69180@pa.gov](mailto:69180@pa.gov)
    - **Non-Procurement vendors**
      - All Invoices (*except Utility/Grant*) [69181@pa.gov](mailto:69181@pa.gov)
      - Utility Invoices: [69182@pa.gov](mailto:69182@pa.gov)
      - Grant Invoices: [69183@pa.gov](mailto:69183@pa.gov)



Send To... [691xx@pa.gov](mailto:691xx@pa.gov)  
 Cc...  
 Subject Invoice Number xxxx



- **Note:** Please refer to our [E-Invoicing Program Terms & Conditions](#) page for more detailed information and invoice requirements.
- For more information, click this link for [E-Invoicing](#)
- For more information on submitting invoices, click this link - [How To Submit Invoices](#)

**ELECTRONIC ADDENDA (EA)**

- > ELIMINATES WAITING DAYS FOR PAPER STATEMENTS
- > INSTANT PAYMENT INFORMATION WITH EACH DEPOSIT
- > QUIT MAKING CALLS FOR PAYMENT INFORMATION
- > STOP LOOKING FOR LOST PAYMENT REMITTANCES

- Provides the electronic documentation of payments from the commonwealth to the vendor's financial institution when the ACH/Direct Deposit payments are deposited in the vendor's bank account.
- Every ACH payment produces a paper payment statement (*check stub*) listing the invoices covered by the deposit which are then mailed to your company via USPS with a 3-5 business day delivery timeframe.
- In many cases, companies are required to call Payable Services to obtain this important information because they cannot wait for the mail.
- With EA, invoice/reference numbers and amounts are transmitted along with the payment directly to your designated banking institution/account, providing the information you need when and where you need it most.
- The Electronic Addenda (EA) program saves company Receivables' staff time from making payment inquiries to track-down invoices cleared by recent ACH deposits – some studies estimate a 5% savings in operational costs can equal increased sales as much as 30%.

- To sign up, simply click this link [EA Form](#) or the form below and follow these steps

- Double click the form to open and download the [EA Form](#):
- Complete, save and print form
- Sign printed form
- Scan/copy signed form along with a voided check copy or Bank Account Verification Letter
- Return the form to:

- E-mail: [RA-PSC Supplier Requests@pa.gov](mailto:RA-PSC_Supplier_Requests@pa.gov)
- Fax: (717) 214-0140
- Mail USPS: Commonwealth of PA, Vendor Data Management Unit, 555 Walnut Street, 9th Floor Forum Place Harrisburg, PA 17101

- For additional assistance regarding the Agreement, please click this link to contact the [Payable Services Call Center](#)

**EMARKETPLACE**

- > AWARDS
- > BIDDING
- > CONTRACT INFORMATION
- > INVITATION TO QUALIFY (ITQ)



- The Department of General Services' online [eMarketPlace](#) was developed to provide Commonwealth Executive Agencies with one place to publicly post bid advertisements, all solicitation documents, bid tabulations and bid awards.

- Its main function is to provide transparency into the goods and services that are bid out by the Commonwealth.



- [eMarketPlace](#) provides information about:
  - Bidding opportunities
  - Awards and contracts
  - Automatic notifications to vendors when new bidding opportunities are available
- For more information regarding Bids, go to [Bids, Bidders, and the Bidding Process](#)
- To learn more, please visit [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us)
- Resource Documents regarding eMarketPlace:
  - [Agency NFP Award](#)
  - [Bid Contract Details Change](#)
  - [Deleting a Tab](#)
  - [Emergency Procurement Approval Request](#)
  - [Exporting Search Results to Excel](#)
  - [How to Delete Bid Tabs on eMarketplace](#)
  - [How to Post Awards on eMarketplace](#)
  - [How to Post Bid Tabs on eMarketplace](#)
  - [Locating Statewide Contracts](#)
  - [Procedures for Simplifying Contract Search in eMarketplace](#)
  - [Request to Advertise Instructions](#)
  - [Request to Advertise Additional Info](#)
  - [Searching Emergency Procurements](#)
  - [Searching Sole Source Procurements](#)



**EMPLOYER IDENTIFICATION NUMBER (EIN)**

- A nine (9) digit tax identification number assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes.

**END-USER PROCEDURE DOCUMENTS**

- **Contracts**
  - [Mass Change of Contract](#)
  - [Printing a Contract](#)
  - [Searching and Displaying Contracts in SRM](#)
  - [Small Business Reserve Indicator Validation](#)
  - [Stand-Alone Contract](#)
- **Contractor Responsibility Program System (CRPS)**
  - [CRPS Quick Reference Guide](#)
  - [CRPS Reference Manual – CRP Check Chapter](#)
  - [CRPS Reference Manual – CRP Search Chapter](#)
  - [CRPS Reference Manual – Generating Reports Chapter](#)
  - [CRPS Reference Manual – Glossary](#)

- [CRPS Reference Manual – Intro Chapter](#)
- [CRPS Reference Manual – Performance Issue Chapter](#)
- [CRPS Reference Manual – Print-Export-CRP Check Cert Form](#)
- [EUP Identifying Excluded Entities in SAM](#)
- [FAQs About SAM](#)
- [What are Exclusions in SAM?](#)
- **COSTARS**
  - [Bid Room Procedures \(DGS Only\)](#)
  - [Management Tech Procedures \(DGS & OA-IT Procurement Only\)](#)
- **eMarketplace**
  - [Agency NFP Award](#)
  - [Bid Contract Details Change](#)
  - [Deleting a Tab](#)
  - [Emergency Procurement Approval Request](#)
  - [Exporting Search Results to Excel](#)
  - [How to Delete Bid Tabs on eMarketplace](#)
  - [How to Post Awards on eMarketplace](#)
  - [How to Post Bid Tabs on eMarketplace](#)
  - [Locating Statewide Contracts](#)
  - [Procedures for Simplifying Contract Search in eMarketplace](#)
  - [Request to Advertise Additional Info](#)
  - [Request to Advertise Instructions](#)
  - [Searching Emergency Procurements](#)
  - [Searching Sole Source Procurements](#)
- **JAGGAER Events**
  - [Adding a Supplier Via the User Interface](#)
  - [Amend an Event](#)
  - [Buyer Attachments](#)
  - [Cancel an Event](#)
  - [Configure Panel Questionnaire](#)
  - [Delete an Event](#)
  - [Event Creation](#)
  - [Event Questions](#)
  - [Event Setup](#)
  - [Export My Questionnaire](#)
  - [Extend an Event](#)
  - [Extend or Re-open a Questionnaire](#)
  - [Line Items](#)
  - [Locating ITQ Supplier Information](#)

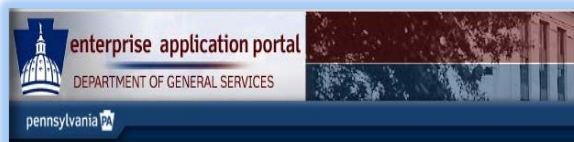
- [Locating Suppliers for ITQ Events](#)
- [Manage the Q&A Board on an Event](#)
- [Manage User Profile & Notification Preferences](#)
- [Manually Invite Suppliers](#)
- [Notice of Forthcoming Procurement \(NFP\) Form](#)
- [Retrieving a Supplier Submittal \(Panelist View\)](#)
- [Review and Submit](#)
- [Review Suppliers Responses](#)
- [Search for an Event](#)
- [Search and View Supplier Profiles](#)
- [Suppliers](#)
- [Update an Event](#)
- [Users, Description, Pre-requisites](#)
- [Withdraw an Event](#)
- **Miscellaneous**
  - [Accessing the Procurement Training Web Site - DGS](#)
  - [Adding Attachments](#)
  - [Changing the Number of Lines Displayed on the POWL](#)
  - [Create and Maintain User Address](#)
  - [Location SAP Requisitions in Carry Out Sourcing](#)
  - [Material Master Request Form](#)
  - [PA Preferred EUP](#)
  - [Printer Set-up SAP/SRM](#)
  - [Request New Ship to Address on DGS Portal](#)
  - [Reviewing and Approving Procurement Documents](#)
  - [Scroll bars not showing in SRM Document - IE 11](#)
  - [Setting up a Default Printer in SRM](#)
  - [Show my Tasks](#)
  - [SRM Errors and Likely Causes](#)
  - [SU3 Setup for Remote Mail \(Auto-PO, Auto-Fax, Alert Transmission\)](#)
- **Plan Driven Procurement(PDP)**
  - [Common Errors with Purchasing Requisitions that Prevent flow to SRM](#)
- **Purchase Orders**
  - [Cancelling a Purchase Order](#)
  - [Create a Non-Contract Stand-Alone Purchase Order](#)
  - [Delete Purchase Orders](#)
  - [Finding Further Addresses for a Vendor](#)
  - [Inventory Account Assignment Change on PO's](#)
  - [Liquidating Purchase Orders and Complete Shopping Cart](#)

- [Liquidating Purchase Orders Received in Full](#)
- [Locating an SAP Requisition in Carry Out Sourcing](#)
- [Notice to Purchasers](#)
- [Order in Full Error Message](#)
- [PO Price-Drop Workaround](#)
- [Printing a Purchase Order](#)
- [Print Preview vs Repeat Output](#)
- [Propose Source of Supply – Carry Out Sourcing](#)
- [Reversing a Cancelled Purchase Order](#)
- [Small Business Reserve Indicator Validation](#)
- [Sourcing a Requirement - Generate a Purchase Order](#)
- [Updating Purchase Order and Shopping Cart Business Partner](#)
- [Utilizing the Purchasing Agent Assignment Report](#)
- [Versioning of POs](#)
- [XML Process - Generic](#)
- **Records Management**
  - [Comprehensive Guide to Versioning in RM](#)
  - [Document Naming Conventions and Records Management](#)
  - [Locating and Viewing a Bid Invitation and Attachments in RM](#)
  - [Locating and Viewing a Contract and Attachments in RM](#)
  - [Locating and Viewing a Purchase Order and Attachments in RM](#)
  - [Procurement Record Basics](#)
  - [Record Folder Guidelines](#)
  - [Right to Know Checklist](#)
  - [Records Management \(RM\) Policy](#)
- **Reports**
  - [Utilizing the Purchasing Agent Assignment Report](#)
- **Replicating Suppliers**
  - [Replication Process for New Suppliers \(All Purchasers\)](#)
- **RFx**
  - [Accepting a Response and Making an Award](#)
  - [Create a Document Builder Document](#)
  - [Create and Maintain User Address](#)
  - [Create a Solicitation](#)
  - [Deleting a Solicitation](#)
  - [Identify the Responses and Awards Tabs in an RFx](#)
- **SAP**
  - [How To Order No Charge Items](#)
  - [ME51N - Create Purchase Requisition](#)

- [MM01 Extending Material Master To Plant](#)
- **SAP Invoicing Plan**
  - [Create Periodic Invoicing Plan](#)
  - [IP with Multiple Account Assignments](#)
  - [Create Multiple Line Item - Multiple FY Invoicing Plan](#)
- **Shopping Cart**
  - [Ad Hoc Process on Rejected Shopping Carts](#)
  - [Complete Shopping Cart](#)
  - [Create a New Cart Using an Approved Cart](#)
  - [Create a Describe Requirement \(Free Text\) Shopping Cart](#)
  - [Creating a Shopping Cart from a Punch-Out Catalog](#)
  - [Create Cart Using Internal Goods Services Catalog](#)
  - [Creating a Warehouse \(STO\) Shopping Cart](#)
  - [Creating a Goods Receipt in MIGO](#)
  - [Creating a Goods Return in MIGO](#)
  - [Creating a Goods Reversal in MIGO](#)
  - [Deleting a Shopping Cart](#)
  - [MSCC Minimum Quantity Shopping Cart](#)
  - [Processing P-Card Requisition](#)
  - [Saving your Goods Receipt Layout](#)
  - [Set up User Attributes \(Change Attributes\)](#)
  - [Create a Shopping cart from the MSCC Catalog](#)
  - [Using the Filter Option to Locate Sources of Supply](#)
  - [Utilizing Team Shopping Cart Functionality](#)
- **Sourcing**
  - [Assigning Work](#)
- **Sole Source**
  - [Sole Source Justification Instructions for Agencies](#)
  - [Sole Source Procedures for Materials \(DGS Only\)](#)
  - [Sole Source Procedures for Services \(DGS Only\)](#)

**ENTERPRISE APPLICATIONS ON THE PA SUPPLIER PORTAL**  
(ADMINISTERED BY DGS)

> [ACCESS TO APPLICATIONS](#)

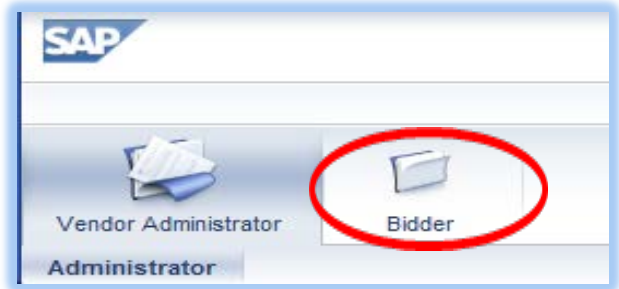


- Steps for Registered Vendors to access Enterprise Applications on the [PA Supplier Portal](#)

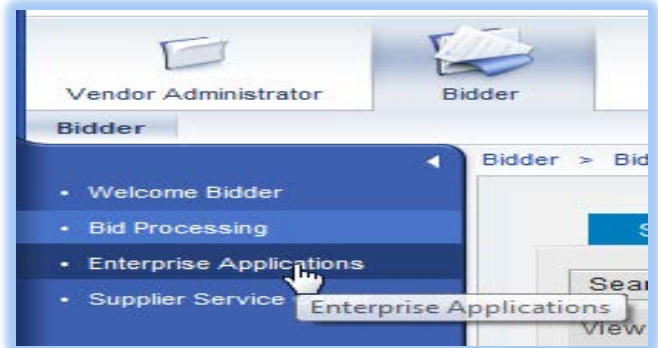
- Log On to your account in the [PA Supplier Portal](#)

<a href="#">New Session</a>	<a href="#">Log on</a>
Welcome: PA Suppliers	

- Select the **Bidder Tab** at the top of the screen

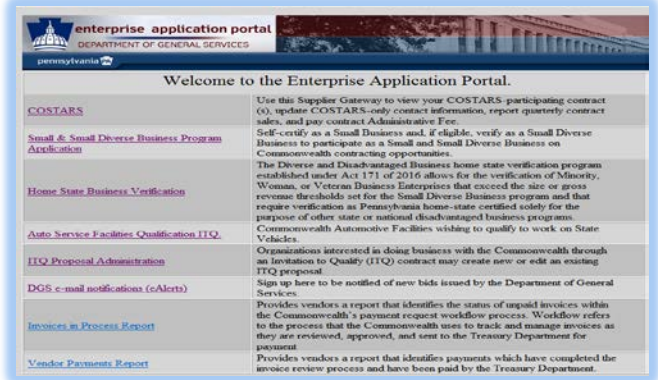


- Select Enterprise Applications



- Select from the following applications:
  -

(see below [Enterprise Applications on the PA Supplier Portal](#))



**Enterprise Applications On the PA Supplier Portal**  
(ADMINISTERED BY DGS)

> APPLICATIONS

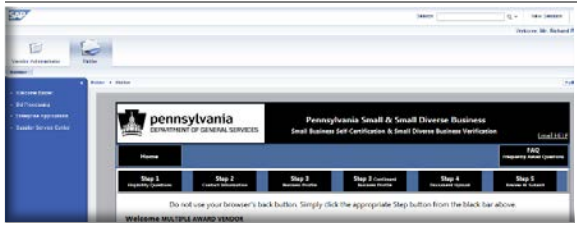


Contract #	Contract Description	End Date	Fee Amount	Select a payment
018-012	LED Traffic Signal Modules and/or Housing		1500.00	<input type="radio"/>

- COSTARS  
(access requires [PA Supplier Portal Registration & Login](#))

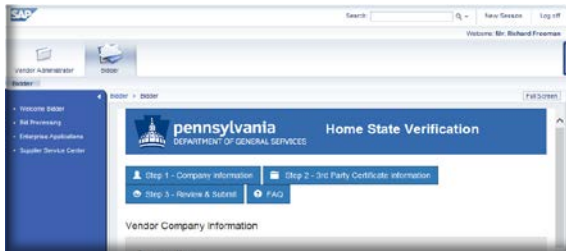
- Use this Supplier Gateway to view your COSTARS-participating contract(s), update COSTARS-only contact information, report quarterly contract sales, and pay contract Administrative Fee.





- Small & Small Diverse Business Program Application  
*(access requires PA Supplier Portal Registration & Login)*

- Self-certify as a Small Business and, if eligible, verify as a Small Diverse Business to participate as a Small and Small Diverse Business on Commonwealth contracting opportunities.



- Home State Business Verification  
*(access requires PA Supplier Portal Registration & Login)*

- The Diverse and Disadvantaged Business home state verification program established under Act 171 of 2016 allows for the verification of Minority, Woman, or Veteran Business Enterprises that exceed the size or gross revenue thresholds set for the Small Diverse Business program and that require verification as Pennsylvania home-state certified solely for other state or national disadvantaged business programs.



- Auto Service Facilities Qualification ITQ  
*(access requires PA Supplier Portal Registration & Login)*

- Commonwealth Automotive Facilities wishing to qualify to work on State Vehicles.



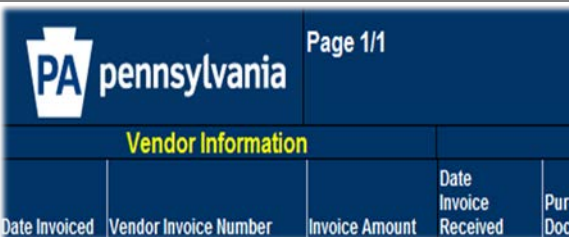
- ITQ Proposal Administration  
*(access requires PA Supplier Portal Registration & Login)*

- Organizations interested in doing business with the Commonwealth through an Invitation to Qualify (ITQ) contract may create new or edit an existing ITQ proposal.



- DGS E-mail Notifications (eAlerts)  
*(access requires PA Supplier Portal Registration & Login)*

- Sign up here to be notified of new bids issued by the Department of General Services.



- Invoices in Process Report  
*(access requires PA Supplier Portal Registration & Login)*

- Provides vendors a report that identifies the status of unpaid invoices within the Commonwealth's payment request workflow process. Workflow refers to the process that the Commonwealth uses to track and manage invoices as they are reviewed, approved, and sent to the Treasury Department for payment

- Vendor Payments Report  
*(access requires PA Supplier Portal Registration & Login)*
- Provides vendors a report that identifies payments which have completed the invoice review process and have been paid by the Treasury Department

 <b>pennsylvania</b>		Page 1/1	<b>NO PAYMENTS FOUND</b> Treasury Pay Dates 8/19/2017 to 10/18/2017							
Treasury Pay Date	Warrant No.	Bank-Check No.	Payment Method	Date Invoice Received	Vendor Invoice Number	Amount Invoiced	Amount Paid	Agency Name	Text from Payment Document	FI Document Number

<p><b><u>EXCEPTION AGENCIES</u></b></p>	<ul style="list-style-type: none"> <li>• Independent agencies that have specific instructions for vendors to submit invoices:                             <ul style="list-style-type: none"> <li>○ Liquor Control Board</li> <li>○ Treasury Department</li> <li>○ Office of Attorney General</li> <li>○ Department of the Auditor General</li> <li>○ Pennsylvania Higher Education Assistance Agency (PHEAA)</li> <li>○ State System of Higher Education (SSHE)</li> <li>○ Pennsylvania Turnpike Commission</li> <li>○ Construction projects for the Department of General Services</li> <li>○ Redevelopment Assistance Capital Program (RACP)</li> </ul> </li> </ul>
<p><b><u>EXCEPTION VENDOR</u></b></p>	<ul style="list-style-type: none"> <li>• Procurement classified vendors that are processed as Non-Procurement Vendors.</li> <li>• Exception Vendor Numbers start with 1 or 2                             <ul style="list-style-type: none"> <li>○ City/County governments</li> <li>○ Fire Departments</li> <li>○ Local municipalities</li> <li>○ School Districts</li> </ul> </li> </ul>
<p><b><u>FUNDS COMMITMENT</u></b></p>	<ul style="list-style-type: none"> <li>• A mechanism used to earmark or set aside funds for a future obligation</li> <li>• Funds Commitment numbers are 10 digits</li> </ul>
<p><b><u>GOODS RECEIPT (GR)</u></b></p>	<ul style="list-style-type: none"> <li>• Agency approval/verification for goods and services received from Procurement Vendors before payment is made on invoices utilizing Purchase Orders (POs).</li> </ul>
<p><b><u>HOME-STATE VERIFICATION FOR SMALL, DIVERSIFIED BUSINESS</u></b></p>	<ul style="list-style-type: none"> <li>• The Home-State Verification program established under Act 171 of 2016 allows for the verification of Minority, Woman, or Veteran Business Enterprises that exceed the size or gross revenue thresholds set for the Small Diverse Business program and that require verification as Pennsylvania Home-State certified solely for other state or national disadvantaged business programs.</li> <li>• The Bureau of Diversity, Inclusion &amp; Small Business Opportunities has established a process to verify diverse or disadvantaged businesses as home-state verified.</li> </ul>



	<ul style="list-style-type: none"> <li>• The Home-State Verification (HSV) is primarily for those diverse or disadvantaged businesses that wish to participate as Minority, Woman, and/or Veteran Business Enterprises in other states' programs but are unable to obtain verification as Small Diverse Businesses with the Commonwealth due to their size.</li> <li>• Businesses that meet the eligibility requirements of the Small Diverse Business program and wish to be recognized as Minority, Woman, Veteran, Service Disabled Veteran, LGBT, or Disability-Owned Business Enterprises by the Commonwealth of Pennsylvania for state contracting are encouraged to verify through the Small Diverse Business program.</li> <li>• Eligible businesses must hold certifications as diverse businesses with one of the Department's approved third-party certification entities:             <ul style="list-style-type: none"> <li>○ <a href="#">Unified Certification Program (UCP)</a> <i>(Every state has its own Unified Certification Program. This links to the Pennsylvania Unified Certification Program.)</i></li> <li>○ <a href="#">Woman Business Enterprise National Council (WBENC)</a></li> <li>○ <a href="#">National Minority Supplier Development Council (NMSDC)</a></li> <li>○ <a href="#">United States Small Business Administration (SBA) 8(a) Program</a></li> <li>○ <a href="#">Vets First Verification Program at vetbiz.gov</a></li> </ul> </li> <li>• For more information about the program, click this link for the <a href="#">Pennsylvania Small &amp; Small Diverse Business Certification</a></li> <li>• For information on how to become certified, click this link for <a href="#">Home-State Verification Application Instructions</a></li> </ul>
<p><b>INCOMPLETE REGISTRATION</b></p>	<ul style="list-style-type: none"> <li>• Records that have been started as Procurement or Non-Procurement vendors but were never completed</li> <li>• For more information or assistance, please click this link to contact the <a href="#">Payable Services Call Center</a></li> </ul>

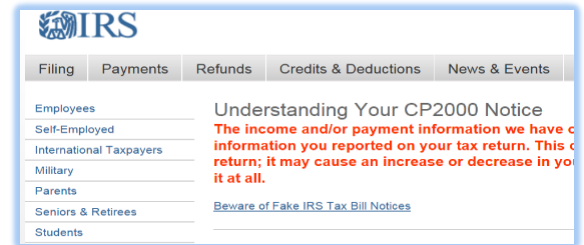
## INTERNAL REVENUE SERVICE (IRS)

### > B-NOTICES (CP2000 NOTICE)



- The Internal Revenue Service (IRS) also refers to the B-Notice as a [CP2000 Notice](#)
- B-Notices are an IRS notice sent to 1099 recipients from the Commonwealth of Pennsylvania's Office of the Budget (OB) as a

requirement of the IRS and are issued via the OB [Payable Services Call Center](#)



- B-Notices indicate that the Vendor Name and Taxpayer Identification Number (TIN) the commonwealth has on record for a business or individual does not match IRS records and needs to be reconciled.
- B-Notices are regarded by the IRS as a backup withholding notice and can legally charge penalties to the commonwealth for each unresolved mismatched record where corrective steps were not taken to correct the record.
- As part of PA Office of the Budget's due-diligence commitment with the IRS, both First and Second B-Notices are generated annually from the IRS Tax Year Report.
- This report highlights the Recipient Name and Tax ID submitted on our 1099 report that do not match IRS records.
- These "mismatches" would result in thousands of dollars per year in penalties to the commonwealth if not for the B-Notice program.
  - *First B-Notice*
    - Sent the year after the Tax Year in question occurs and informs the recipient that we need their updated tax information to resolve the issue.
    - First B-Notice recipients are required to provide a current W-9 in response which is included with the notice.
  - *Second B-Notice*
    - Sent the following year to recipients that did not respond to the first B-Notice informing them that the issue was not resolved the previous tax year and they must comply based on the current notice or be charged tax withholding in the following Tax Year.
    - Second B-Notice recipients are required to provide a letter from the Social Security Administration or the IRS in response to the notice to verify their name and TIN.
- **Completed IRS Form W-9s** and a copy of the B-Notice can be sent to the [Payable Services Call Center](#) by:
  - Fax - 717-214-0140
  - Email - [RA-PSC\\_1099@pa.gov](mailto:RA-PSC_1099@pa.gov)
- **Questions/assistance regarding the B-Notice** you received from the commonwealth, please call the [Payable Services Call Center](#) weekdays 8:00 am to 4:30 pm (EST)
  - 877-435-7363 (toll free) (*Option 1*)
  - 717-346-2676 (local call) (*Option 1*)
- For more information regarding B-Notices/CP2000 Notices, please click this link for the [IRS website](#) or go to <https://www.irs.gov/individuals/understanding-your-cp2000-notice>

> **IRS TAX FORM TYPES FOR VENDORS**

- 1099-MISC (M)

- A 1099 form is required by the federal government to report income, other than standard wages and tips, to the Internal Revenue Service (IRS).

- IRS regulations require the commonwealth to file this form for company/everyone whose total annual payments exceeded the minimum designated amounts for good/services received during the previous tax year which include:

- At least \$10 in royalties or broker payments in lieu of dividends or tax-exempt interest
- At least \$600 in:
  - Rents
  - Services performed by someone who is not your employee
  - Prizes and awards
  - Other income payments;
  - Medical and health care payments
  - Crop insurance proceeds
  - Cash payments for fish (*or other aquatic life*) you purchase from anyone engaged in the trade or business of catching fish
  - Generally, the cash paid from a notional principal contract to an individual, partnership, or estate
  - Payments to an attorney
  - Any fishing boat proceeds

- For more information about the 1099-MISC, please visit <https://www.irs.gov/uac/about-form-1099misc>

- 1099-INT Interest Income

- IRS regulations require the commonwealth to file this form for each company/individual:

- To whom it paid amounts reportable in boxes 1, 3, and 8 of at least \$10
- For whom it withheld and paid any foreign tax on interest
- From whom it withheld (*and did not refund*) any federal income tax under the backup withholding rules regardless of the amount of the payment.
- Interest income (*including payments reported pursuant to an election described in Regulations section 1.1471-4(d)(5)(i)(A) or reported as described in Regulations section 1.1471-4(d)(2)(iii)(A)*); market discount subject to an election under section 1278(b).
- For more information on the 1099-I form, please visit <https://www.irs.gov/uac/form-1099-int-interest-income>



<p>- Foreign Vendors</p>	<ul style="list-style-type: none"> <li>See <a href="#">Foreign Vendor Tax Forms</a></li> </ul>
<p>- Real Estate Transactions</p>	<ul style="list-style-type: none"> <li>Used to report proceeds from Real Estate Transactions, to report the sale or exchange of real estate.                     <ul style="list-style-type: none"> <li>Generally, the commonwealth is required to report a transaction that consists in whole or in part of the sale or exchange for money, indebtedness, property, or services of any present or future ownership interest in any of the following:                             <ul style="list-style-type: none"> <li>Improved or unimproved land, including air space.</li> <li>Inherently permanent structures, including any residential, commercial, or industrial building.</li> <li>A condominium unit and its appurtenant fixtures and common elements, including land.</li> <li>Stock in a cooperative housing corporation (as defined in section 216).</li> <li>Any non-contingent interest in standing timber.</li> </ul> </li> </ul> </li> <li>For more information on the 1099-S form please visit <a href="https://www.irs.gov/uac/form-1099-s-proceeds-from-real-estate-transactions">https://www.irs.gov/uac/form-1099-s-proceeds-from-real-estate-transactions</a></li> </ul>

7575 VOID CORRECTED  
 Form 1099-S  
 2017  
 Proceeds From Real Estate Transactions  
 Copy A For Internal Revenue Service Center File with Form 1096  
 For Privacy Act and Paperwork Reduction Act Notice, see the 2017 General Instructions for Certain Information Returns.  
 Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

<p>- W9</p>	<ul style="list-style-type: none"> <li>The IRS form entitled “Request for Taxpayer Identification Number and Certification” is required by the IRS to provide your correct Tax Identification Number (TIN) and Name to the commonwealth for our annual IRS 1099 report filing.</li> <li>The 1099 Report is based on payments the commonwealth made to a company/individual during the previous tax year such as:                     <ul style="list-style-type: none"> <li>Goods or services totaling more than \$600</li> <li>Real estate transactions</li> <li>Acquisition or abandonment of secured property</li> <li>Interest payments</li> </ul> </li> <li>The W9 is required to be submitted by each company/individual to the commonwealth before any registration can be completed.                     <ul style="list-style-type: none"> <li>To download the latest W9 Form, go to <a href="https://www.irs.gov/pub/irs-pdf/fw9.pdf">https://www.irs.gov/pub/irs-pdf/fw9.pdf</a> or double click the form below</li> </ul> </li> <li>For more information about the W9 Form, please visit <a href="https://www.irs.gov/uac/about-form-w9">https://www.irs.gov/uac/about-form-w9</a></li> </ul>
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Form W-9  
 (Rev. December 2014)  
 Department of the Treasury  
 Internal Revenue Service  
 Request for Taxpayer Identification Number and Certification  
 Give Form to the requester. Do not send to the IRS.  
 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
 2 Business name (disregarded entity name, if differs 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  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)  
 Other (see instructions)  
 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)  
 5 Address (number, street, and apt. or suite no.)  
 6 City, state, and ZIP code  
 7 List account number(s) here (optional)  
 Taxpayer Identification Number (TIN)



- For more information regarding the IRS and its requirements or forms, please visit <https://www.irs.gov/>

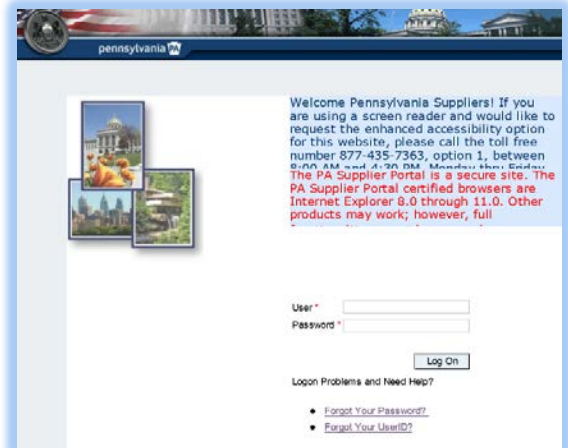
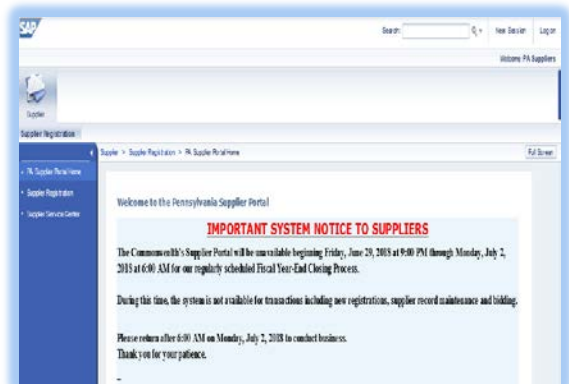
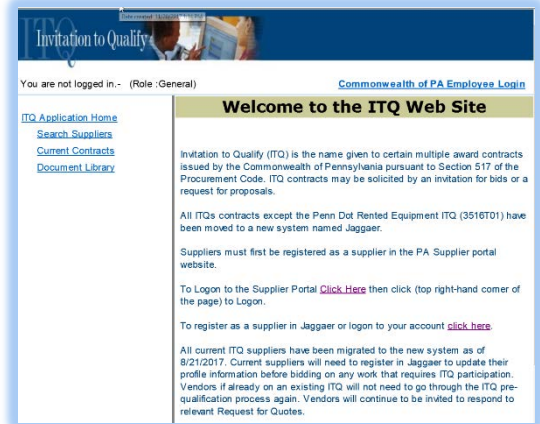


**INVITATION TO QUALIFY (ITQ)**

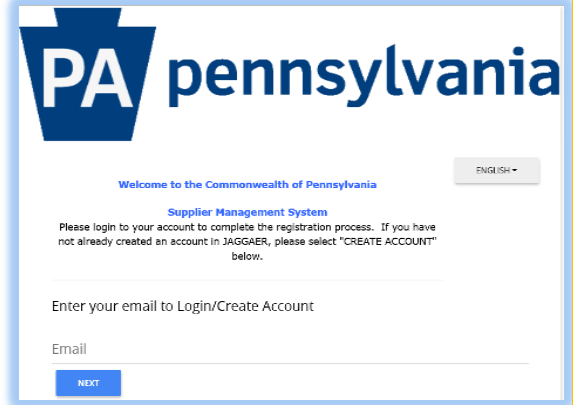
> SUMMARY



- Invitation to Qualify (ITQ) is the name given to certain multiple award contracts issued by the Commonwealth of Pennsylvania pursuant to Section 517 of the Procurement Code.
- The [Invitation to Qualify \(ITQ\) Program](#) establishes statewide contracts for selected services that can be utilized by state agencies to procure services more quickly.
- By qualifying for an ITQ contract you will receive specific requests for quotes or requests for proposals as agencies utilize the ITQ contracts.
- ITQ contracts may be solicited by an invitation for bids or a request for proposals.
- All ITQs contracts except the Penn Dot Rented Equipment ITQ (3516T01) have been moved to a new system named **JAGGAER** as of August 2017
- Suppliers must first be registered as a supplier in the [PA Supplier Portal](#) website.
- Click Here to [Logon to the PA Supplier Portal – Log On](#)



- To register as a supplier in Jaggaer or logon to your account [click here](#)



- Results are posted on PA [eMarketplace](#) under Solicitation Tabulations as soon as possible after the bid opening.
- A brief presentation on how to start the ITQ process
- For more information about the ITQ program, please visit <https://www.dgs.internet.state.pa.us/ITQ/>

> **HOW TO SUBMIT AN ITQ PROPOSAL**

[Invitation to Qualify \(ITQ\)](#)

[How to Submit an ITQ Proposal](#)

To submit a proposal, a supplier must be registered with the Commonwealth of Pennsylvania. If you are not a registered supplier, you may register at the PA Supplier Portal following link, [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us). If required, the Supplier Portal website provides a Supplier Registration Guide and other pertinent information regarding the registration process.

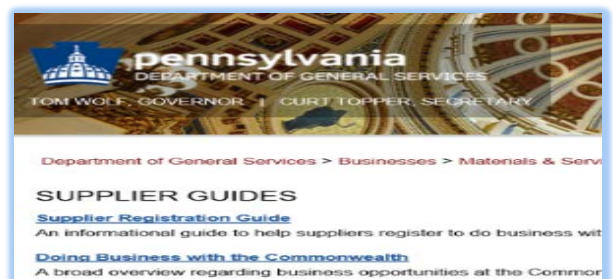
- To submit a proposal, a supplier must be registered with the Commonwealth of Pennsylvania.
- If you are not a registered supplier, click this link to register on the [PA Supplier Portal](#) website or by using this web address - [www.PASupplierPortal.state.pa.us](http://www.PASupplierPortal.state.pa.us).
- Note:** The [PA Supplier Portal](#) is a secure website that requires the Microsoft Internet browser versions 8, 9, 10, and 11 for full functionality - other browsers such as Mozilla Firefox, Google Chrome, Torch, and Safari are not 100% compatible.

**ALSO: DO NOT use the Browser's navigation buttons at any point in the application i.e. the BACK/FORWARD buttons.**

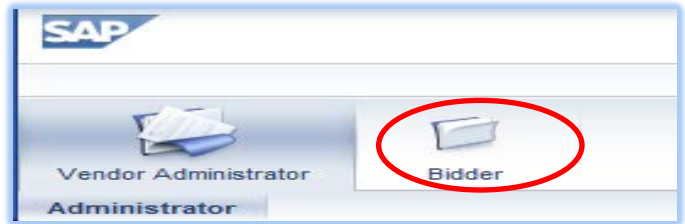


**For more information regarding Internet Browsers/Issues, see**  
[PA Supplier Portal](#)  
 > [Browser Compatibility/Types/ Issues](#)  
 > [Verify Correct Browser](#)

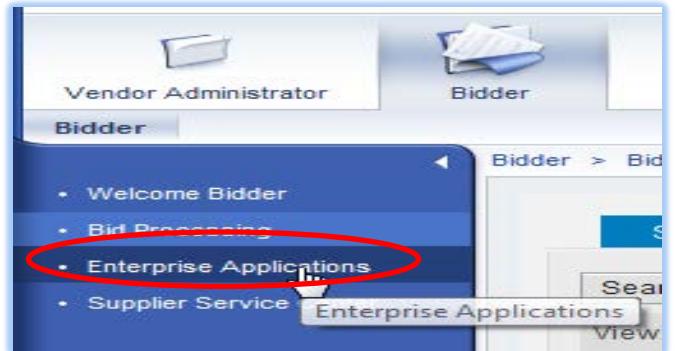
- Steps to access ITQ in the PA Supplier Portal
  - Go to the [PA Supplier Portal](#)
  - Logon (*upper right corner of the screen*)
  - Select **Bidder Tab**
  - Select **Enterprise Applications**
  - Select **ITQ Proposal Administration**
  - Click on **Proposal**
  - Click on **“Create New”**
  - Search and click on **“View”** of ITQ for **“Guaranteed Energy Savings Program”** from the List of Contracts
  - **View ITQ** - To select this ITQ contract you must first review Parts I-IV by scrolling to the bottom of the page.
  - At the bottom of the page check the box to acknowledge you have reviewed them - the screen will refresh.
  - Click on the **SELECT THIS ITQ** button to begin developing a proposal
  - Complete the following steps to become a qualified contractor.
    - Proposal Contact Information
    - Supplier Profile
    - Select your desired Service Categories
    - **Additional Required Documentation** - Suppliers must complete and submit/upload the additional required documentation as stated in Part II, Bid Requirements for their bid to be considered as complete and responsive.
    - These documents are:
      - Company Overview
      - References
    - **Pre-Submission Audit** - Review all sections to ensure “complete” has been captured in all columns.
    - Click on the small instruction box on the left and the **“Submit Proposal”** button will appear.
    - Click on this button when you are ready to submit your proposal.
  - Click this link for the [Supplier Registration Guide](#)
  - Should you require assistance, please contact:
    - Keith Worley at (717) 346- 2679
    - Email [jbanks@pa.gov](mailto:jbanks@pa.gov)
  - For more information to assist with the registration process and obtain Vendor/Supplier informational guides on the DGS website, click this link for the [Supplier Service Center – Supplier Guides](#)



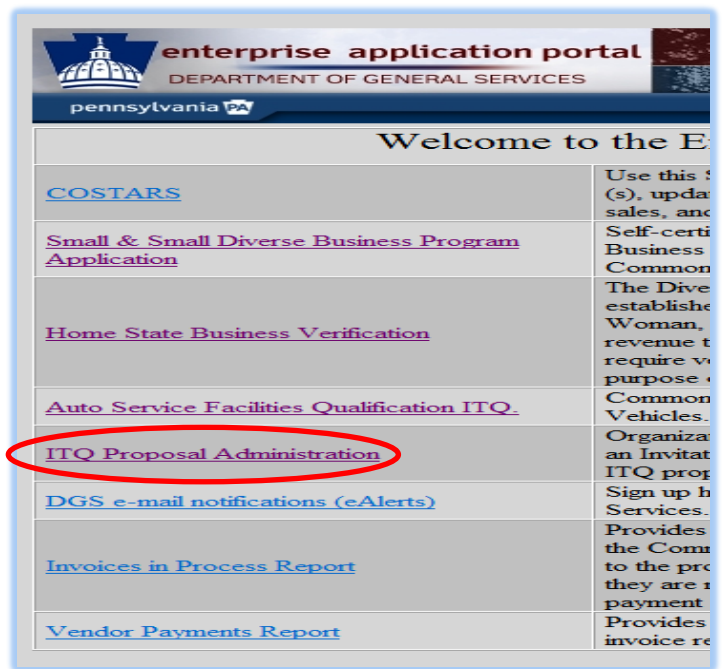
- Select the **Bidder Tab** at the top of the screen



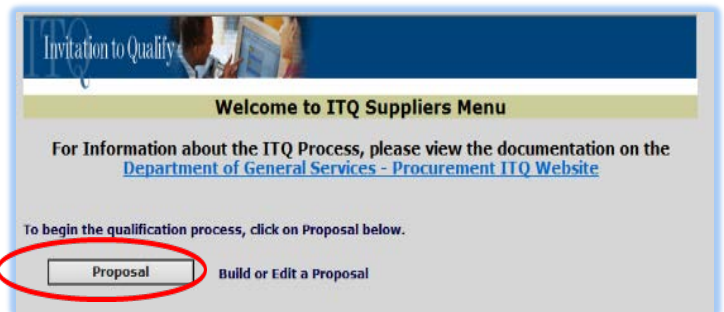
- Select **Enterprise Applications**



- Select **ITQ Proposal Administration**



- Select **Proposal** to start the process



> **JAGGAER / NON-JAGGAER ITQ**

- For more information see, [Invitation to Qualify \(ITQ\) How to Submit an ITQ Proposal](#)

**Invitation to Qualify (ITQ)**  
**How to Submit an ITQ Proposal**

To submit a proposal, a supplier must be registered with the Commonwealth of Pennsylvania. If you are not a registered supplier, you may register at the PA Supplier Portal by going to the following link, [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us). If required, the Supplier Service Center at that website provides a Supplier Registration Guide and other pertinent information to assist with the registration process.

- All ITQ contracts except the Penn Dot Rented Equipment ITQ (3516T01) have been moved to a new system named **JAGGAER** as of August 2017
- JAGGAER is an eProcurement software solution that provides a configurable, guided buying solution allowing your procurements to flow towards strategically contracted suppliers.
- JAGGAER can also track contract compliance, manage catalogs, and improve spend management.
- For more information and instructions, see [ITQ PROCESS \(JAGGAER and Non-JAGGAER\)](#)
- For additional in JAGGAER, also see, [JAGGAER Quick Reference Guides](#)

**ITQ PROCESS**  
**(JAGGAER and Non-JAGGAER)**

The following instructions apply to all projects against an Invitation to Qualify (ITQ). All projects estimated to cost greater than a \$1,000,000 must follow the Competitive Sealed Proposals (i.e. Request for Proposal) process. The Competitive Sealed Proposals process can be found in [Part 1, Chapter 5, Section 8](#) of the Department of General Services (DGS) Procurement Handbook.

**I. GENERAL INFORMATION**

**A. INSTRUCTION:**

1. It is recommended that agencies consult with their Procurement Office,

**INVOICES**

> **NON-PROCUREMENT VENDORS INVOICE INFORMATION**

- Vendors that provide goods or services to the commonwealth which are not associated with a Purchase Order (PO) should follow Non-Procurement invoice submission requirements.
- Certain independent agencies and other programs have different invoicing requirements. *See the list of exceptions at the bottom of this page.*
- Requirements
  - Submit only one copy of each invoice to a single mailing address.
  - Only invoices and credit memos should be submitted to the mailing address.
  - Invoices must include:
    - Supplier name and remit to address
    - [Location Code](#) (as provided by agency – click to open)
    - Invoice date
    - Invoice number
    - Gross/Total amount
    - SAP vendor number (if available)

The screenshot shows the PA Pennsylvaniaportal website header with the logo and names of Governor Tom Wolf and Secretary Randy Albright. Below the header, a navigation breadcrumb reads 'Budget > Services > For Vendors > Info for Non-Procurement Vendors'. The main heading on the page is 'NON-PROCUREMENT VENDOR INFORMATION'.



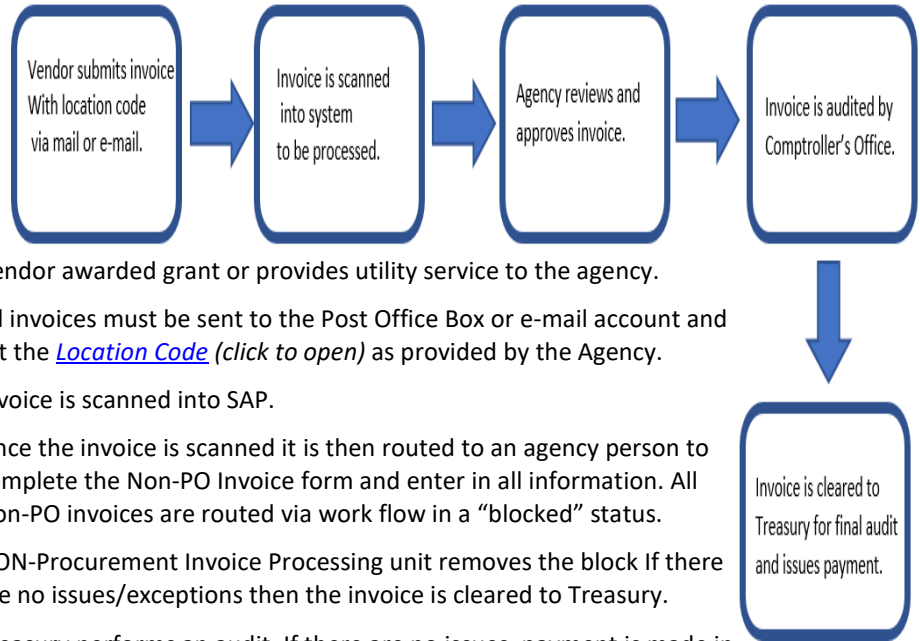
- Supplier email and fax number of the contact person
- Description of invoiced items
- Statements and any other correspondence or confidential data required to process the invoice should be sent to the agency to which goods or services were provided.
- For more information, please click this link to [Non-Procurement Vendor Information](#) or go to <http://www.budget.pa.gov/Services/ForVendors/Pages/Non-Procurement-Help.aspx>
- Submitting Invoices by email:
  - PO Invoices: [69180@pa.gov](mailto:69180@pa.gov)
  - Non-PO Invoices (*non-utility*): [69181@pa.gov](mailto:69181@pa.gov)
  - *Utility Invoices*: [69182@pa.gov](mailto:69182@pa.gov)
  - *Grant Invoices*: [69183@pa.gov](mailto:69183@pa.gov)
- If you are unable to participate in the E-Invoicing Program, mail paper invoices to:
  - Non-Purchase-Order Invoices
    - [Insert commonwealth agency name]  
[Insert [Location Code](#) ( *click to open*)]  
PO Box 69181  
Harrisburg, PA 17106
  - Utility Invoices
    - [Insert commonwealth agency name]  
[Insert [Location Code](#) ( *click to open*)]  
PO Box 69182  
Harrisburg, PA 17106
  - Grant Invoices
    - [Insert commonwealth agency name]  
[Insert [Location Code](#) ( *click to open*)]  
PO Box 69183  
Harrisburg, PA 17106
- For more information on the commonwealth's E-Invoicing Program, please visit our [E-Invoicing Program](#) page for details and requirements or
- For all other invoicing questions, please contact *the* [Payable Services Call Center](#)  
Mon - Fri 8:00 a.m. to 4:30 p.m. EST
  - Phone: 877-435-7363
  - Email: [RA-PSCPaymentInquire@pa.gov](mailto:RA-PSCPaymentInquire@pa.gov)
- For Non-Procurement Vendors to update their mailing address or banking information, please send your request to
  - Email: [RA-PSC\\_Supplier\\_Reqsts@pa.gov](mailto:RA-PSC_Supplier_Reqsts@pa.gov).



**INVOICES**

> *PROCESS FOR NON-PO INVOICE / NON-PROCUREMENT VENDORS*

• **Non-Purchase Order Process**



- Vendor awarded grant or provides utility service to the agency.
- All invoices must be sent to the Post Office Box or e-mail account and list the [Location Code](#) (click to open) as provided by the Agency.
- Invoice is scanned into SAP.
- Once the invoice is scanned it is then routed to an agency person to complete the Non-PO Invoice form and enter in all information. All Non-PO invoices are routed via work flow in a “blocked” status.
- NON-Procurement Invoice Processing unit removes the block If there are no issues/exceptions then the invoice is cleared to Treasury.
- Treasury performs an audit. If there are no issues, payment is made in approximately 2-4 weeks

**INVOICES**

> *PURCHASE ORDER (PO) INVOICE INFORMATION FOR PROCUREMENT VENDORS*

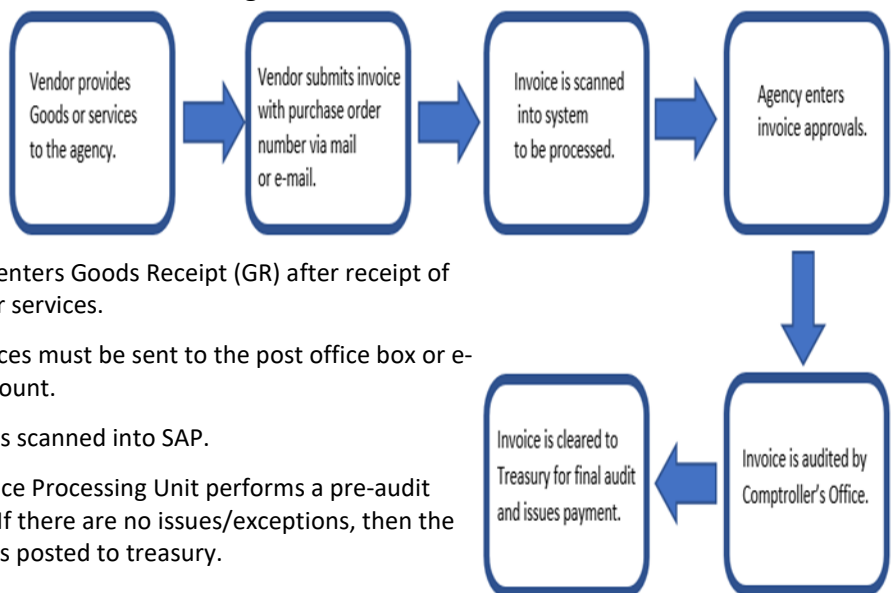
- Invoice status and payment information is online at [www.budget.pa.gov](http://www.budget.pa.gov) under Services and selecting the Vendor link.
- Then choose Self-Service Payment Lookup. Register. View up to 60 days of invoice status information through the Self-Service tool.
- If goods or services are provided to a commonwealth agency through a Purchase Order (PO), follow the instructions on this page.
- Submitting Invoices:
  - Submission by email
    - [69180@pa.gov](mailto:69180@pa.gov).
    - For more information on the commonwealth's E-Invoicing Program, please visit our [E-Invoicing Program](#) webpage.
  - Submission by mail through the US Postal Services to:
    - **Commonwealth of Pennsylvania**  
**PO Box 69180**  
**Harrisburg, PA 17106**
- **PO INVOICE REQUIREMENTS:**
  - Submit only one complete, original invoice against a purchase order to the email or physical mailing address listed above. Include all required supporting documentation.
  - Do **not** mail or email multiple copies of an invoice.
  - The Office of the Budget will not forward service copies or courtesy copies of invoices to other agencies. Please consult the Purchase Order, the purchasing agent or commodities specialist from the agency goods or services are provided to determine if the agency requires a separate copy of the invoice.
  - When submitting PO invoices, the following information is mandatory on the invoice to avoid unnecessary delays in processing:
    - Supplier (Payee) name and remit to address
    - Purchase Order Number

- Invoice date
- Invoice number
- Gross/Total invoice amount
- The following are suggestions for additional information to be listed on the invoice to match the Purchase Order line items:
  - The invoice should be itemized to match the purchase order line items including unit price, extended price, and line item total.
  - Delivery date *(for services, indicate service period begin and end dates)*
  - Quantity per delivery by line item on the invoice
  - Do not combine multiple day deliveries
  - Round to the nearest hundredth *(2 decimal places)*
  - SAP Vendor Number *(if available)*
  - Email address and fax number of supplier contact person
  - Purchase order line item information *(i.e., purchase order line item number, description, material number)*
- Only invoices and credit memos should be submitted to the mailing address. Correspondence, such as statements, order confirmations, and goods receipts should be sent to the agency to which goods or services were provided.
- Do not submit any confidential data along with invoices to the mailing address or email. Continue to send any confidential data required to process the invoice to the agency to which goods or services were provided.
- Click here to see [Mailing Invoices to the Commonwealth - Procurement or Purchase Order Based Invoices](#) guidelines.

**INVOICES**

> PO INVOICE PROCESS

- Purchase Order Processing Process



- Agency enters Goods Receipt (GR) after receipt of goods or services.
- All invoices must be sent to the post office box or e-mail account.
- Invoice is scanned into SAP.
- PO Invoice Processing Unit performs a pre-audit review. If there are no issues/exceptions, then the invoice is posted to treasury.
- Treasury performs an audit. If there are no issues, payment is made in 2-4 weeks.

**INVOICES**

> TO BE MAILED/SUBMITTED

- For general information, please see [Invoice Submission](#)
- For information
  - Select the link for the How to Submit Invoices on the Services to Vendor on the [www.budget.pa.gov](http://www.budget.pa.gov) web page.

**INVOICES**

> *REJECTIONS/ERRORS*

- Invoices with wrong/missing information which are unable to be processed will be returned to the vendor with a Rejection Letter explaining the issue.
- Invoices may be rejected for a variety of reasons, such as:
  - Missing required information
  - Submission to the wrong address
  - Line items that do not correspond with the purchase order referenced on the invoice
  - Services or goods provided outside of valid contract dates.
- If the letter provides resubmission information, please complete the requested steps and resubmit your invoice.
- For more information, please click this link for assistance from the [Payable Services Call Center](#)

**LOCATION CODES**

- The Location Code is a combination of the specific Agency's Business Area Code and an abbreviated name of the area within the agency
- The Location Code List is a comprehensive list of more than 1,000 codes for agencies and the unique value assigned to their specific business area/location:
  - Business Area Code
  - Agency Name
  - Location Code (*Area within specific agency*)
  - Invoice Type (*Grant, Utility, Other*)
  - Description (*Name of area within specific agency*)

Business Area	Agency	Location Code	Invoice Type (Grant, Utility, Other)	Description
10	Aging	10AGING	G	Department of Aging (General)
10	Aging	10AGING	O	Department of Aging (General)
10	Aging	10AGING	U	Department of Aging (General)
10	Aging	10LTLIVING	G	LONG TERM LIVING
10	Aging	10LTLIVING	O	LONG TERM LIVING
10	Aging	10LTLIVING	U	LONG TERM LIVING
10	Aging	10PACE	G	PACE
10	Aging	10PACE	O	PACE
10	Aging	10PACE	U	PACE
11	Corrections	11ADMIN	G	Administration (Correctional Institution)
11	Corrections	11ADMIN	O	Administration (Correctional Institution)
11	Corrections	11ADMIN	U	Administration (Correctional Institution)
11	Corrections	11ALBION	G	Albion (Correctional Institution/Facilit
11	Corrections	11ALBION	O	Albion (Correctional Institution/Facilit
11	Corrections	11ALBION	U	Albion (Correctional Institution/Facilit
11	Corrections	11BENNER	G	BENNER (CORRECTIONAL INSTITUTION/FACIL
11	Corrections	11BENNER	O	BENNER (CORRECTIONAL INSTITUTION/FACIL
11	Corrections	11BENNER	U	BENNER (CORRECTIONAL INSTITUTION/FACIL
11	Corrections	11CAMBSPRG	G	Cambridge Springs (Correctional Institut
11	Corrections	11CAMBSPRG	O	Cambridge Springs (Correctional Institut
11	Corrections	11CAMBSPRG	U	Cambridge Springs (Correctional Institut
11	Corrections	11CAMPBILL	G	Camp Hill (Correctional Institution/Faci

**LOG ON/IN ISSUES**

- See [PA Supplier Portal Log On](#)

**MUNICIPAL**

- Refers to local/city/county governments

**NON-PROCUREMENT VENDOR**

- > [1099S AND OTHER TAX INFO](#)
- > [DIRECT DEPOSIT AND E-REMITTANCE](#)
- > [HELP FOR NON-PROCUREMENT VENDORS](#)
- > [HOW TO SUBMIT INVOICES](#)
- > [SELF SERVICE PAYMENT LOOKUP REPORTS](#)

- Vendors that:
  - Have a Vendor Number that begins with 6, 7, or 8
  - Receive payment from direct utility providers, grants, or loan monies
  - Do not initiate bids
  - Are unable to utilize Purchase Orders
  - How To Guides:
    - [Bank Account - Add New](#) (PDF)
    - [Bank Account - Change Details](#) (PDF)
    - [Bank Account - Stop](#) (PDF)
    - [Business Type - Change](#) (PDF)
    - [Electronic Addenda \(EA\)/Paperless Remittance Information Setup](#) (PDF)
    - [Email Address - Change](#) (PDF)
    - [Legal Name or Name - Change](#) (PDF)
    - [Location Code Lookup](#) (XLSX)
    - [Payment Address – Create/Change](#) (PDF)
    - [Phone or Fax Number - Change](#) (PDF)
    - [Tax Identification Number - Change](#) (PDF)
    - [Unblock or Reopen a Vendor Record](#) (PDF)



**NON-REGISTERED VENDOR**

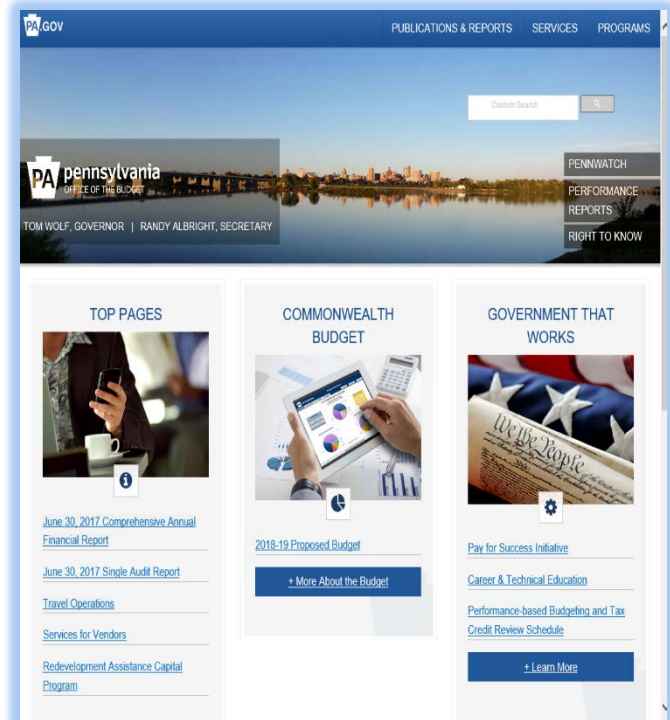
- Typically has a Vendor Number of 599000 / 599001 / 600000 / 600001
- Has provided goods/services to the commonwealth in the past but are not:
  - Registered in the SRM/SAP system
  - Authorized to initiate bids
  - Do not utilize Purchase Orders
- For more information, please see [Registration](#)

**NOTICE OF LEVY**

- Notice from IRS/Department of Revenue that vendor owes back taxes.

**OB OFFICE OF THE BUDGET**

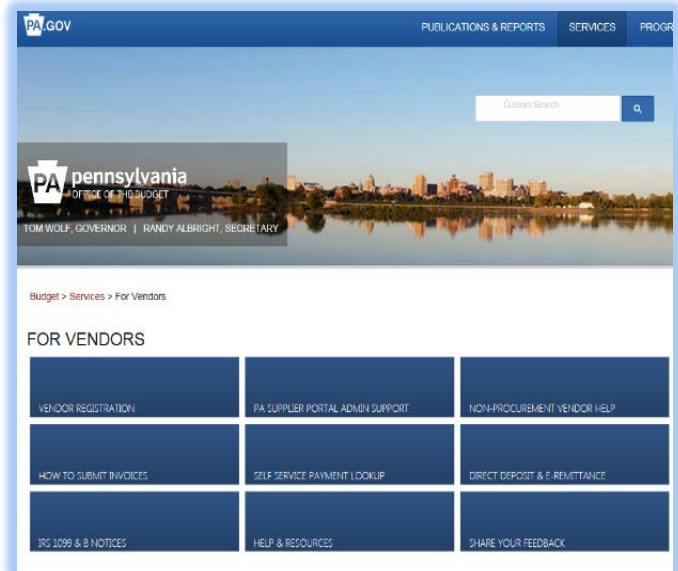
- The Pennsylvania Office of the Budget is responsible for preparing the Governor’s annual budget and then implementing the budget after it is passed by the General Assembly and the current Governor signs the budget into law.
- The budget s implemented by the Comptroller Operations and the Office of the Budget oversees the commonwealth’s accounting, payroll and fiscal reporting. Comptroller Operations also facilitates payments to vendors who do business with Pennsylvania.
- For more information, visit [www.budget.pa.gov](http://www.budget.pa.gov)



**OB OFFICE OF THE BUDGET – SERVICES FOR VENDORS**

- > *NON-PROCUREMENT VENDORS*
- > *PAYMENT LOOKUP*
- > *PROCUREMENT VENDORS*
- > *VENDOR REGISTRATION*

- For more information, visit [www.budget.pa.gov/Services/ForVendors](http://www.budget.pa.gov/Services/ForVendors)



**ONE-TIME VENDOR**

- See [Non-Registered Vendor](#)

**ONLINE PAYMENT PORTAL**

- The [Payable Services Call Center \(PSCC\)](#) can answer your payment status questions Monday – Friday from 8:00 am to 4:30 pm. But, what do you do the other times when you need an immediate answer?
- The Vendor Payment Inquiry Service enables commonwealth vendors, both procurement and non-procurement, to look up invoice and





payment status online 24/7 – Eliminate the wait and register on the Comptroller Operations website for Payment Lookup.

**PA ELECTRONIC PAYMENT PROGRAM FORM (PEPP)**

- Used for Non-Procurement Vendors and Procurement Exception Vendors to update banking information for direct deposit.

- To sign up, simply click the form below and follow these steps

- Double click the form to complete by following the General Instructions at the top of the form, print, and return to:
  - Double click the form to open and download the PEPP Form:
  - Complete, save and print form
  - Sign printed form
  - Scan/copy signed form along with a **Voided Check** copy or **Bank Account Verification Letter**
  - Return the form to:
    - E-mail: [RA-PSC\\_Supplier\\_Requests@pa.gov](mailto:RA-PSC_Supplier_Requests@pa.gov)
    - Fax: (717) 214-0140
    - Mail USPS: Commonwealth of PA, Vendor Data Management Unit  
555 Walnut Street, 9th Floor Forum Place  
Harrisburg, PA 17101
  - Please direct questions regarding the Agreement to the [Payable Services Call Center \(PSCC\)](#)
  - PSCC (toll free) (local call) (877) 435-7363 (Option 1)  
(717) 346-2676 (Option 1)

**PA LOCAL GOVERNMENT INVESTMENT TRUST (PLGIT)**

- PLGIT was created in 1981 to meet the short-term investment needs of local governments, school districts, municipal authorities, and other types of governments in the Commonwealth of Pennsylvania.
- We now serve more than 2,900 public entity investors across the Commonwealth and cooperatively invest more than \$3.9 billion\* across multiple programs.



- Payments for local government go the [PLGIT](#) who then divides the payments based on the local government's instructions.
- Double click the PLGIT Account Application form image → to download and complete
- For more information about PLGIT, please visit <https://www.plgit.com/>

**PA PROMISE™ PROGRAM**

- PA PROMISE™ is the name of the Pennsylvania Department of Public Welfare's (DHS) claims processing and management information system.
- PROMISE™ stands for **P**rovider **R**eimbursement and **O**perations **M**anagement **I**nformation **S**ystem
- It serves as a coordinated statewide campaign to raise awareness about the value of quality early learning and to build responsibility among every Pennsylvanian for the early learning of the children in their lives.
- PA PROMISE™ incorporates the claims processing and information activities of the following DHS program areas:
  - Office of Medical Assistance Programs (DHS)
  - Office of Developmental Programs (ODP)
  - Office of Mental Health and Substance Abuse Services (OMHSAS)
  - Office of Long Term Living (OLTL)
  - Healthy Beginnings Plus (HBP)
- This campaign helps families make good choices about their child's early learning and choose quality early learning programs that are right for their family.
- The Pennsylvania Office of Child Development and Early Learning (OCDEL) supports families and their children, from prenatal through school age, by using data, research and stakeholder guidance to assure high quality services.
  - OCDEL provides families access to high quality services to prepare children for school and life success, and strives to:
    - Work effectively, collaboratively, creatively and successfully to ensure that all families have access to high quality programs for their children.
    - Engage stakeholders in actionable ways that provide guidance on programs and policies.
    - Identify and use key data and research to improve policies and practices.
  - For more information, please visit the PA Keys website.



- The Pennsylvania Office of Early Learning and Development (*OCDEL*) is the primary partner in PA Promise.
- The Commonwealth of Pennsylvania Department of Human Services offers state of the art technology with PROMISE™, the claims processing and management information system.
- For more information on PROMISE, please click this link for the [PROMISE](#) website
- For PROMISE Payment Inquiries, call **800-537-8862**

**PA PROMISE PROGRAM**

> [PROVIDER PORTAL](#)

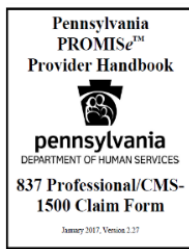
- The Commonwealth of Pennsylvania Department of Human Services offers state of the art technology with PROMISE™, the claims processing and management information system.
- Please take advantage of online training to use the system to its full advantage.
- This site requires, at minimum, Internet Explorer version 6 with 128-bit encryption
- For more information, click this link for the [PROMISE Internet](#)



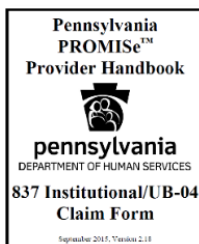
**PA PROMISE™ PROGRAM**

> [PROVIDER HANDBOOKS DESIGNED TO ASSIST PA PROMISE™ PROVIDERS](#)

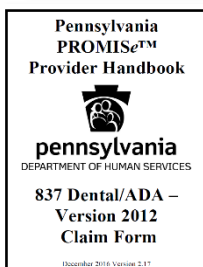
- The PA PROMISE™ Provider Handbooks were written for the Pennsylvania Provider Reimbursement and Operations Management Information System (PA PROMISE™) providers who submit claims via the 837 Professional format or the CMS-1500 Claim Form, the 837 Institutional format or the UB-04 Claim Form, the NCPDP Version 5.1 Pharmacy transactions, and the 837 Dental format or the ADA Claim Form – Version 2012.



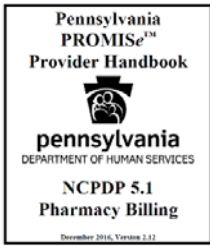
- [PA PROMISE™ Provider Handbook for the 837 Professional/CMS-1500 Claim Form](#)
  - Details the PA PROMISE™ providers who should access the PA PROMISE™ Provider Handbook for the 837 Professional/CMS-1500 Claim Form, a general overview of each section of the handbook, and how to obtain a hardcopy PA PROMISE™ Provider Handbook for the CMS-1500 Claim Form.



- [PA PROMISE™ Provider Handbook for the 837 Institutional/UB-04 Claim Form](#)
  - Details which PA PROMISE™ providers should access the PA PROMISE™ Handbook for the 837 Institutional/UB-04 Claim Form to obtain general information, provider specific policies, eligibility information, and billing instructions.



- [PA PROMISE™ Provider Handbook for the 837 Dental/ADA Claim Form – Version 2012](#)
  - This is for dental providers serving beneficiaries receiving Medical Assistance (MA) services through the Fee-For-Service (FFS) delivery system and presents an overview of:
    - The MA Program in Pennsylvania
    - Includes administration by the Department of Human Services (DHS)
    - Nondiscrimination



- Freedom of choice
- Invoicing options
- Payment process
- Inquiries
- Time limits for claim submission
- The 180-Day Exception Request Process
- Claim adjustments
- Prescription procedures
- MA forms and ADA Claim Form – Version 2012 ordering instructions

- [PA PROMISE™ Provider Handbook for NCPDP 5.1/Pharmacy Billing](#)
  - Other PA Promise Provider Handbooks and Billing Guides can be found by clicking this link for [PROMISE Provider Handbooks and Billing Guides](#)

**NOTE:** *The PA PROMISE™ Provider Handbooks have been designed to be fully functional as paper-based documents; however, providers will realize the full benefit of the handbooks when they access them in their online version.*

## PA SUPPLIER PORTAL

> [ADMINISTRATIVE USER/  
ADMINISTRATOR \(ADMIN\)](#)

**Note:** *ONLY use Microsoft  
Windows OS & Internet  
Explorer 8, 9, 10, 11*

*For more information, see  
PA Supplier Portal  
> [Browser Compatibility/  
Types/ Issues](#)  
> [Verify Correct Browser](#)*

- The [PA Supplier Portal](#) is a web-based procurement vendor self-managed portal to the commonwealth's SAP system.
- The portal requires each procurement vendor to be registered to access/manage their company data.
- The Administrative User(s)/Administrator/Admin is:
  - Authorized by their organization to manage and maintain the procurement vendor's records in SAP
  - Created during the initial registration process.
  - The only company employee(s) who can access/change company data (it is strongly recommended that a vendor have more than one administrator.)
  - Added/changed/deleted according to vendor/SAP requirements as needed after registration.
  - The ONLY person who can add/change/delete company data including:
    - Company tax information i.e. W-9 Form and TIN
    - Contact information
    - Addresses for location/payment
    - Banking information including Account and Routing Numbers
- Data security is very important – As Administrator changes do occur, it is critical that vendor Administrator information is accurately updated *as soon as possible* to ensure that changes to company data is initiated by current authorized personnel.
- If you are not an Administrator and need assistance, please contact your organization's Admin. If you do not know who your Administrator/Admin is, please see below for - [Administrator/Admin/User Name – How to Identify](#) follow the steps below to locate and contact the Administrator's name for your organization.
- If you are an Administrator and need your User ID/Password to log into your account, please follow the self-help steps below.

- Or, for more comprehensive information, including registration, please see [www.budget.pa.gov/services/forvendors](http://www.budget.pa.gov/services/forvendors)

## PA SUPPLIER PORTAL –

### > ADMINISTRATOR SUPPORT

**Note:** ONLY use Microsoft Windows OS & Internet Explorer 8, 9, 10, 11

For more information, see PA Supplier Portal

> Browser Compatibility/Types/ Issues

> Verify Correct Browser

- The PA Supplier Portal is a self-service website for administrators to manage and update their accounts. If you have a vendor account number and you are the designated administrator, select from the topics below for help.
- [Addresses - Add a Default Remit-To Address, Ordering Addresses, or Delivery Addresses](#) (PDF)
- [Administrators: Create Additional Admin/User](#) (PDF)
- [Administrators: Delete Admin/User](#) (PDF)
- [Administrators: Admin/User - Add/Change/Delete](#) (PDF)
- [Administrators: Admin/User Name – How to Identify](#)
- [Banking Information - Add to Receive Direct Deposits](#) (PDF)
- [Blank or White Screen - Troubleshooting](#) (PDF)
- [Browser & Website - Confirm Compatibility](#) (PDF)
- [Email Address - Change My User When I'm Unable to Reset the Password](#) (PDF)
- [Invoices - Lookup Paid and In-Process](#) (PDF)
- [Password Reset](#) (PDF)
- [Tax Identification Number - Change](#) (PDF)
- [Vendor Information - Edit or Update Name, Business Type, Address, Phone, Fax, Email, or Banking Info](#) (PDF)



## PA SUPPLIER PORTAL

### > ADMINISTRATOR/ADMIN/USER NAME – HOW TO IDENTIFY

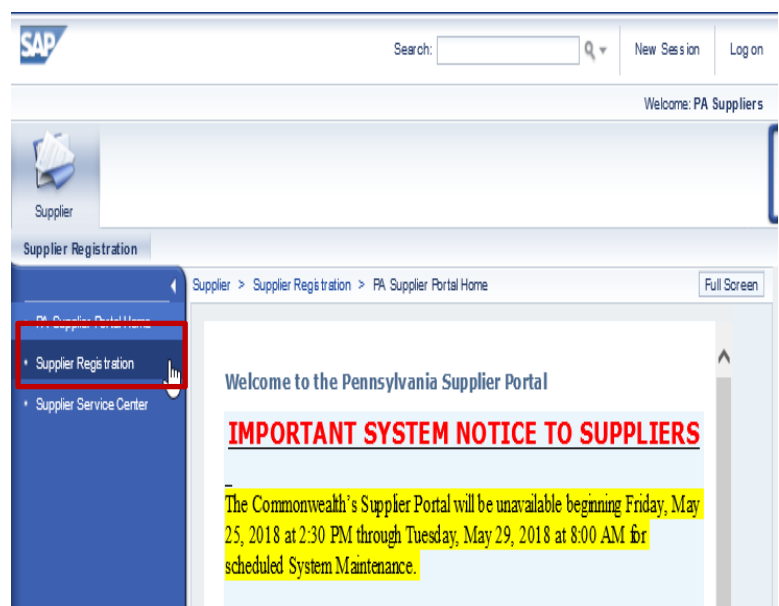
**Note:** ONLY use Microsoft Windows OS & Internet Explorer 8, 9, 10, 11

For more information, see PA Supplier Portal

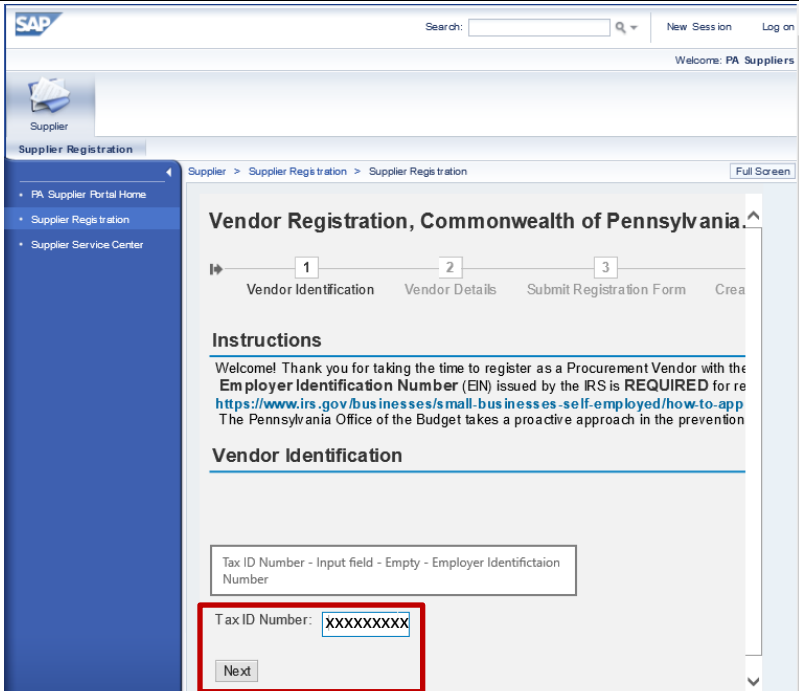
> Browser Compatibility/Types/ Issues

> Verify Correct Browser

- Go to [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us)
- Click the **SUPPLIER REGISTRATION** button located in the blue navigation pane on the left side of the screen.



- Input the **TAX ID NUMBER**
- Click **NEXT**



SAP Search: [ ] New Session Log on

Welcome: PA Suppliers

Supplier

Supplier Registration

Supplier > Supplier Registration > Supplier Registration Full Screen

### Vendor Registration, Commonwealth of Pennsylvania

1 2 3

Vendor Identification Vendor Details Submit Registration Form Create User

#### Instructions

Welcome! Thank you for taking the time to register as a Procurement Vendor with the Commonwealth of Pennsylvania. An **Employer Identification Number (EIN)** issued by the IRS is **REQUIRED** for registration. For more information, please visit <https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-employer-identification-number-ein>. The Pennsylvania Office of the Budget takes a proactive approach in the prevention of identity theft.

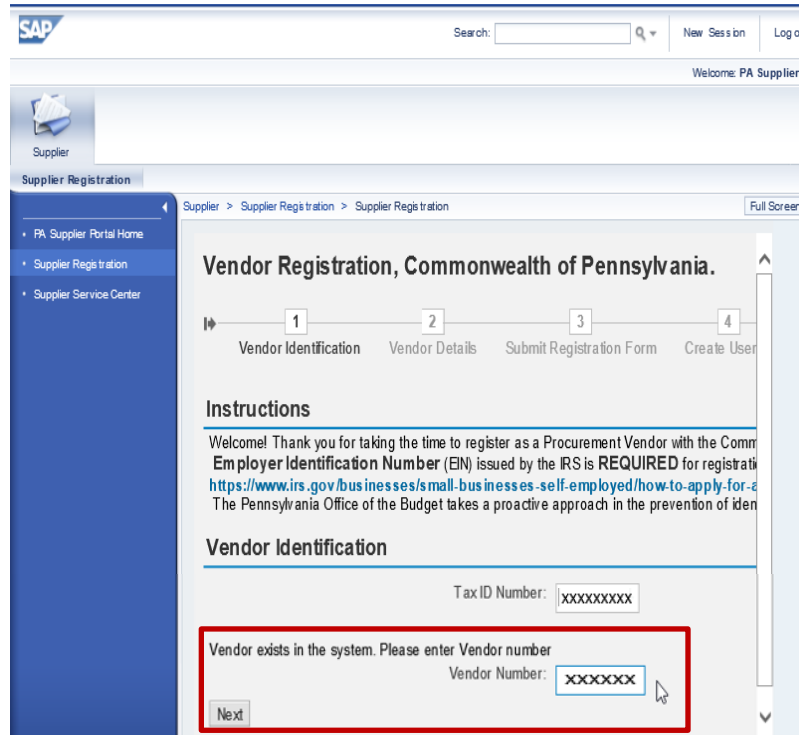
#### Vendor Identification

Tax ID Number - Input field - Empty - Employer Identification Number

Tax ID Number:

Next

- If Vendor exists in the system, you will be prompted to enter the six-digit **VENDOR NUMBER**
- Click **NEXT**



SAP Search: [ ] New Session Log on

Welcome: PA Suppliers

Supplier

Supplier Registration

Supplier > Supplier Registration > Supplier Registration Full Screen

### Vendor Registration, Commonwealth of Pennsylvania

1 2 3 4

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#### Vendor Identification

Tax ID Number:

Vendor exists in the system. Please enter Vendor number

Vendor Number:

Next



- Under Vendor Identification, contact the **COMPANY ADMINISTRATOR** listed

**PA Supplier Portal**


> **BROWSER COMPATIBILITY/TYPES/ ISSUES**

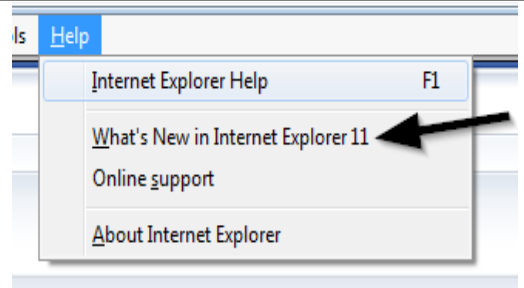



- If you are having trouble viewing, accessing, loading, or submitting information through this site, most likely it's due to using the wrong browser.
- Due to SAP system requirements, the Microsoft Windows operating system and Internet Explorer (IE) is the only software with full functionality while working interactively inside the [PA Supplier Portal website](#).
- SAP is compatible ONLY with Microsoft -
  - Windows 7.0, 8.0, 8.1, and 10
  - Internet Explorer 8, 9, 10, and 11
- The following software/operating platforms do **NOT** meet system requirements and will **NOT** function:
  - Apple operating system
  - Apple Safari
  - Google Chrome
  - Microsoft Edge (new Internet browser in Windows 10)
  - Mozilla FireFox
  - If a pop-up appears, choose to SEE ALL CONTENT
- Typically, IE is the preinstalled Internet browser in most Windows based operating systems. With the release of Windows 10 where Microsoft changed their default browser to the new Edge application (*see next page for more information on Edge.*)
- Follow these steps to confirm if you are using the correct browser:

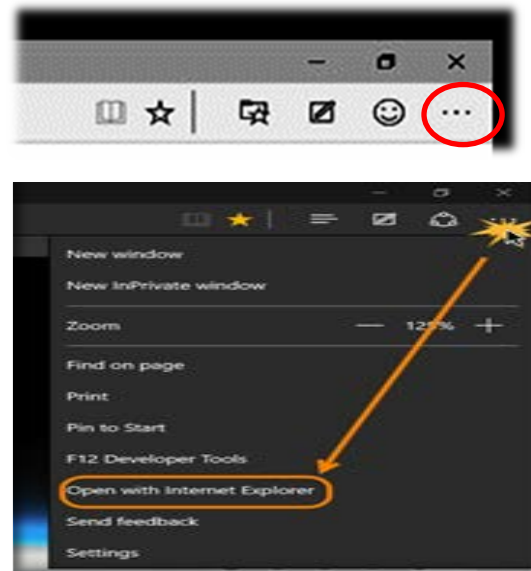





-  **Internet Explorer 11 or higher browser:**
  - Hold down the **Alt** and **H** keys at the same time
  - The Help Menu drops down and will provide the version of Internet Explorer.
  - If nothing appears, this indicates that the browser is not Internet Explorer.




-  **Microsoft Edge**
  - Windows 10 operating system uses Microsoft's new Edge Internet browser as their default browser
  - Edge uses a similar icon to the old Internet Explorer browser leading many users to think they are using IE but, in fact, are using Edge instead.
  - If you are using the Windows 10 operating system and have your Edge Internet browser open, you can still access the SAP network via Internet Explorer by following these simple steps:
    - Look at the top right-hand side of your screen
    - Locate 3 horizontal dots
    - Right click on the 3 dots
    - Look towards the bottom of the drop-down menu
    - Select **Open with Internet Explorer**
- For more information on Microsoft Edge Browser, click this link for [Microsoft Edge](#)



-  **Mozilla Firefox**
  - Mozilla Firefox (*known simply as Firefox*) is a free and open-source web browser developed by the Mozilla Foundation and its subsidiary, the Mozilla Corporation.
  - Firefox is available for Windows, OS X and Linux operating systems, with its mobile versions available for Android and Firefox OS.
  - Firefox is not supported in SAP and will not work within the PA Supplier Portal



-  **Safari (Apple)**
  - Safari is the web browser developed by Apple based on the WebKit engine.
  - First released in 2003 with Mac OS X Panther, a mobile version has been included in iOS devices since the introduction of the iPhone in 2007.
  - It is the default browser on Apple devices.

- A Windows version was available from 2007 to 2012 but was discontinued.
- Currently, Safari *is not* supported in SAP and *will not* work within the [PA Supplier Portal](#)



SAP's Community Website has additional technical and compatibility information regarding the various Internet browsers and how they interact within the SAP network. Here are few that you may find helpful:

- [How to find which Web Browsers are supported by SAP CRM Interaction Center](#)
  - [SAP NetWeaver 7.5 Browser Support](#)
  - [Internet Explorer and SAP Portal, IE browser document mode, Quirks, Standards, Edge](#)
- For additional information or assistance, click this link to contact the [Payable Services Call Center](#)

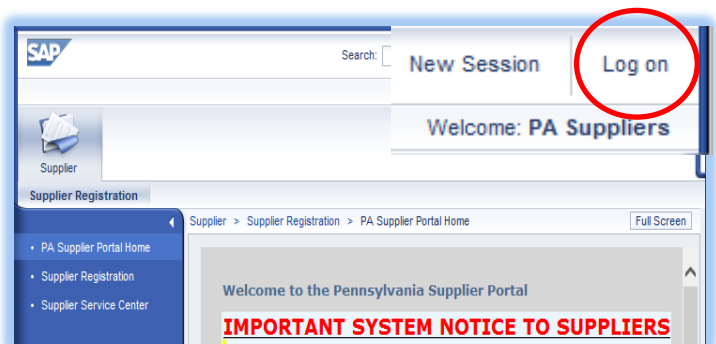
**PA SUPPLIER PORTAL**

> Log On

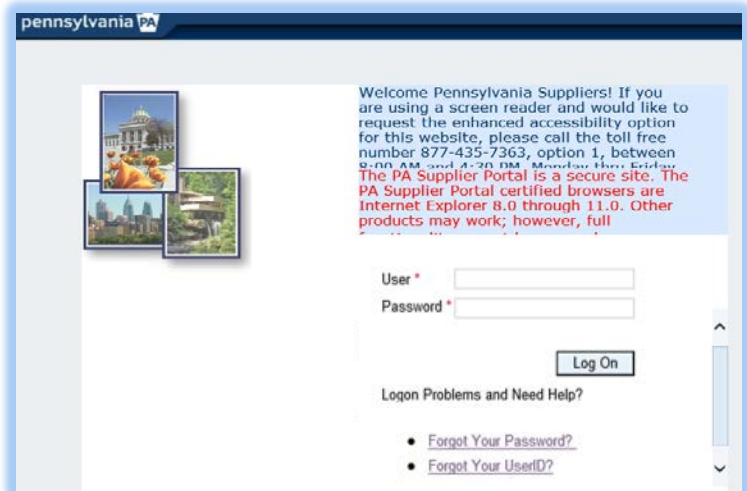
**Note:** ONLY use Microsoft Windows OS & Internet Explorer 8, 9, 10, 11

For more information, see [PA Supplier Portal](#)  
> [Browser Compatibility/Types/ Issues](#)  
> [Verify Correct Browser](#)

- Go to the [PA Supplier Portal](#)
- Select the **Log on** button at top right of the screen.



- Enter your **USER ID**
- Enter **PASSWORD**



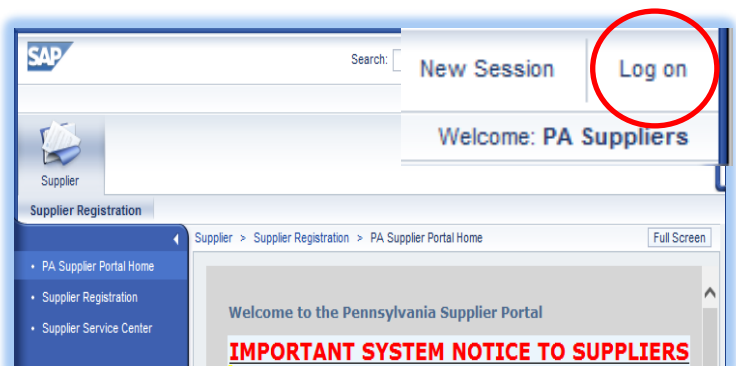
**PA SUPPLIER PORTAL**

> Forgot Password/ Password Reset

**Note:** ONLY use Microsoft Windows OS & Internet Explorer 8, 9, 10, 11

For more information, see [PA Supplier Portal](#)  
> [Browser Compatibility/Types/ Issues](#)  
> [Verify Correct Browser](#)

- Go to the [PA Supplier Portal](#)
- Select the **LOG ON** button at top right of the screen.



- Look below **USER**, **PASSWORD**, fields and **LOG ON** button for **Logon Problems and Need Help?**
- Click on **FORGOT YOUR PASSWORD?**

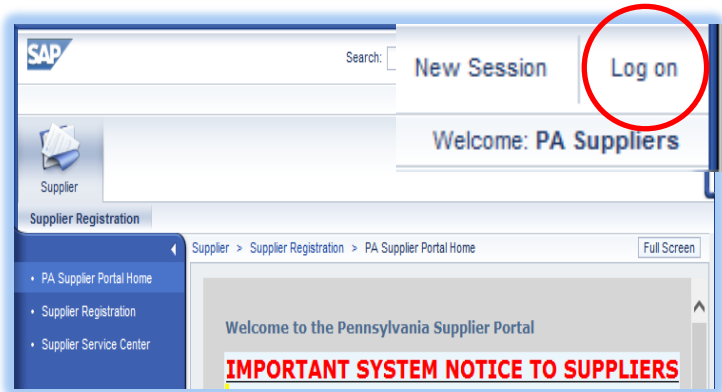
- On the **Having trouble logging on?** page
- Choose **PASSWORD RESET**
- Click **SUBMIT**.

- Look below **USER**, **PASSWORD**, fields and **LOG ON** button
- Select **REPLACE PASSWORD**

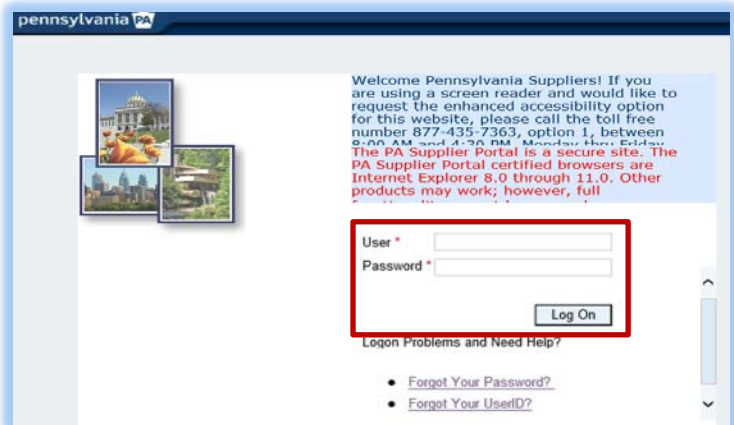
- Complete ALL fields
- **Note:** The information must match, exactly, the information provided by the Administrator during registration as part of the validation process
- Click **SUBMIT**

- A system-generated temporary password will be automatically sent to the email address provided by the Administrator.
- **Note:** Allow approximately 30 minutes or less to receive the notification
- Open the email
- Copy the Temporary Password provided

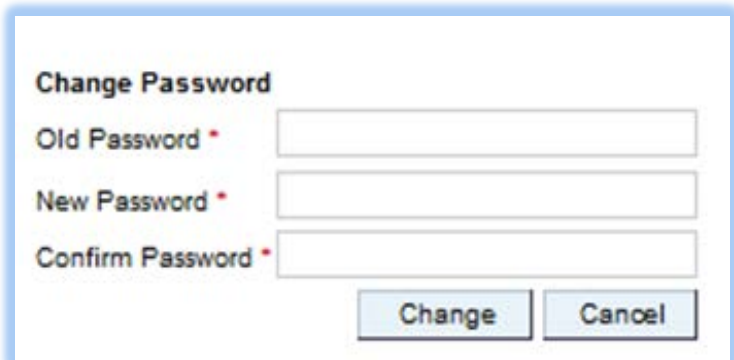
- Go back to the [PA Supplier Portal](#) ([www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us)) homepage
- Select **LOG ON**



- Enter your **USER NAME**
- Paste the Temporary Password in the **PASSWORD** field
- Select **LOG ON**



- After logging in with the Temporary Password, the system will prompt the User to create a new password.
- The **OLD PASSWORD** is the Temporary Password that was just used to log on from the email notice
- Create **NEW PASSWORD**
  - A new Password must be:
    - 7-13 characters long and must contain:
    - At least 1 lower case letter
    - At least 1 upper case letter
    - At least 1 number
    - At least 1 special character (such as: ! @ # \$ % ^ & \*)
  - **Note:** It is not suggested to start with a symbol or special character
- Retype **NEW PASSWORD** in **CONFIRM PASSWORD** field
- Select **CHANGE**
- If you need further assistance, please click this link to contact [the Payables Services Call Center](#)





**PA SUPPLIER PORTAL**

> Forgot User Name/ID

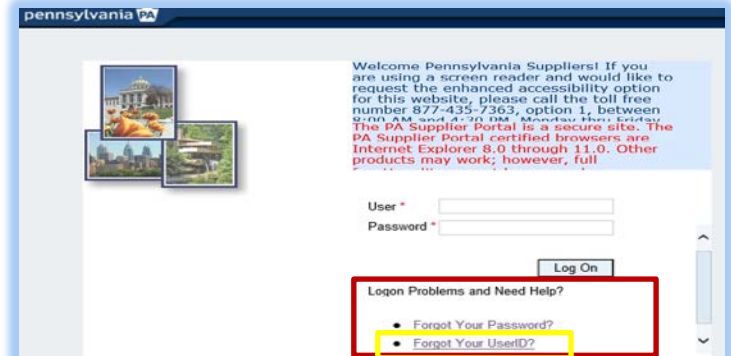
**Note:** ONLY use Microsoft Windows OS & Internet Explorer 8, 9, 10, 11

For more information, see PA Supplier Portal  
> Browser Compatibility/Types/ Issues  
> Verify Correct Browser

- Go to the [PA Supplier Portal](http://www.pasupplierportal.state.pa.us) ([www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us))
- Select the **LOG ON** button at top right of the screen.



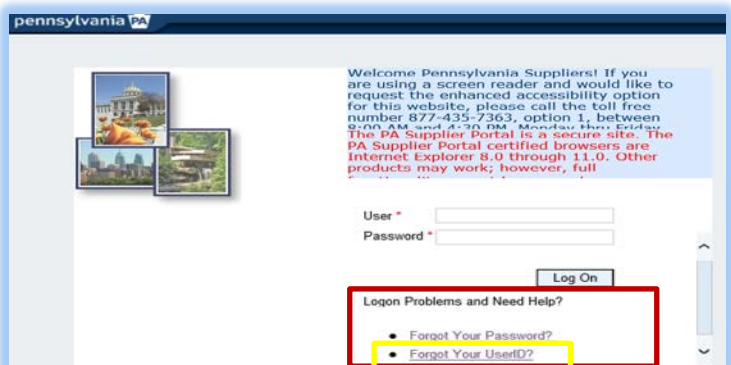
- Look below the **USER, PASSWORD**, fields and **LOG ON** button for **Logon Problems and Need Help?**
- Click on **FORGOT YOUR UserID?**

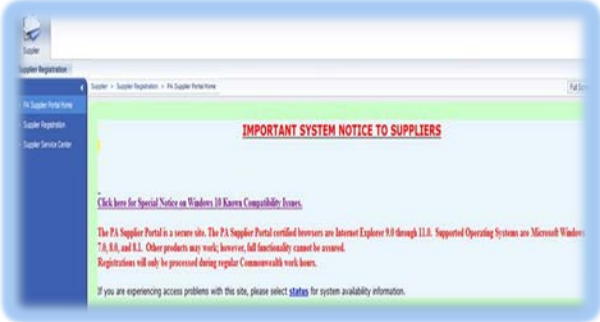


- Input the requested information with no dashes, slashes or hyphens
  - **TAX ID NUMBER**
  - **VENDOR NUMBER**
  - **EMAIL**
- Click **VALIDATE**
- **Note:** A system-generated email with user information will be automatically sent within approximately 30 minutes to the email address provided by the Administrator.



- Look below the **USER, PASSWORD**, fields and **LOG ON** button for **Logon Problems and Need Help?**
- Click on **FORGOT YOUR UserID?**



	<ul style="list-style-type: none"> <li>Input the requested information with no dashes, slashes or hyphens             <ul style="list-style-type: none"> <li><b>TAX ID NUMBER</b></li> <li><b>VENDOR NUMBER</b></li> <li><b>EMAIL</b></li> </ul> </li> <li>Click <b>VALIDATE</b></li> <li><b>Note:</b> A system-generated email with user information will be automatically sent within approximately 30 minutes or less to the email address provided by the Administrator.</li> </ul>
<p><b>PA SUPPLIER PORTAL</b></p> <ul style="list-style-type: none"> <li>&gt; <i>INVOICES IN-PROCESS REPORTS</i></li> <li>&gt; <i>NON-PROCUREMENT VENDORS</i></li> <li>&gt; <i>PROCUREMENT VENDORS</i></li> <li>&gt; <i>VENDOR PAYMENTS</i></li> </ul> <p><b>Note:</b> ONLY use Microsoft Windows OS &amp; Internet Explorer 8, 9, 10, 11</p> <p>For more information, see PA Supplier Portal</p> <ul style="list-style-type: none"> <li>&gt; <i>Browser Compatibility/Types/ Issues</i></li> <li>&gt; <i>Verify Correct Browser</i></li> </ul>	<ul style="list-style-type: none"> <li>The PA Supplier Portal website allows vendors to register their company as a Commonwealth of Pennsylvania Vendor</li> <li>Registered procurement Vendors can access and manage their company data located in the commonwealth SAP system via the Internet.</li> <li>Only registered Procurement vendors are permitted to:             <ul style="list-style-type: none"> <li>Have access to the PA Supplier Portal.</li> <li>Have User Names and Passwords to log on with established roles that are assigned to each user.</li> <li>Update company information via their assigned Administrator to                 <ul style="list-style-type: none"> <li>Change company data,</li> <li>Add/delete users</li> </ul> </li> <li>Place/pparticipate in electronic bidding opportunities</li> <li>Look up payment information</li> <li>Access <a href="#">Enterprise Applications</a></li> </ul> </li> <li>Vendors previously registered as a Non Procurement Vendor (<i>Vendor Number starts with a 6 or 7</i>) and would like to switch to Procurement, should submit a request to VDMU/Supplier Requests at <a href="mailto:RA-PSC_Supplier_Requests@pa.gov">RA-PSC_Supplier_Requests@pa.gov</a></li> <li>For detailed steps on how to register, please click this link to see/download the <a href="#">PA Administrator Guide</a></li> <li>For more information, go to <a href="http://www.PASupplierPortal.state.pa.us">www.PASupplierPortal.state.pa.us</a></li> </ul> 
<p><b>PARTNER</b></p>	<ul style="list-style-type: none"> <li>Abbreviated term for an Individual registered with a company as a Bidder or Administrator with their own individual SAP-assigned Business Partner Record Number OR the Business/Partner Record of the company that reflects alternative payment options including addresses/banking information.</li> </ul>
<p><b>PARTNER RECORD</b></p>	<ul style="list-style-type: none"> <li>A 3-digit extension to the Vendor Number that can add additional remit to addresses and banking. Non-procurement vendor's can have an unlimited amount of partner records. Procurement vendors typically only have the 901.</li> </ul>
<p><b>PASSWORD RESET</b></p>	<ul style="list-style-type: none"> <li>See <a href="#">PA Supplier Portal Password Reset</a></li> </ul>
<p><b>PAYMENTS</b></p>	<ul style="list-style-type: none"> <li>Vendors, who submit invoices to the following, should be directed to the agency for assistance in submitting the invoices:             <ul style="list-style-type: none"> <li>PCCD-Victims Crime</li> </ul> </li> </ul>

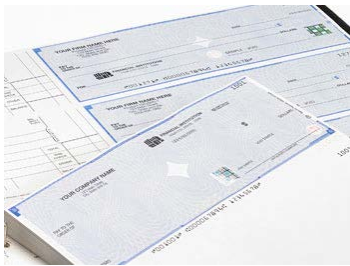


<p>&gt; <i>AGENCY-SPECIFIC PAYMENT INQUIRIES</i></p>	<ul style="list-style-type: none"> <li>○ OVR</li> <li>○ TRA</li> <li>○ Workers Comp</li> <li>○ LCB</li> <li>○ PROMISE</li> <li>○ Treasury Department</li> <li>○ Office of Attorney General</li> <li>○ Department of the Auditor General</li> <li>○ Pennsylvania Higher Education Assistance Agency (<i>PHEAA</i>)</li> <li>○ State System of Higher Education (<i>SSHE</i>)</li> <li>○ Pennsylvania Turnpike Commission</li> <li>○ Construction projects for the Department of General Services</li> <li>○ Redevelopment Assistance Capital Program (<i>RACP</i>)</li> <li>● Lease Payments             <ul style="list-style-type: none"> <li>○ Lessors do not submit invoices for rent payments.</li> </ul> </li> <li>● Purchase Orders             <ul style="list-style-type: none"> <li>○ Have instructions on how an invoice should be submitted</li> </ul> </li> </ul>
<p><b>PAYMENTS</b></p> <p>&gt; <i>PAYMENT BLOCKS</i></p>	<ul style="list-style-type: none"> <li>● There are several reasons an invoice may appear in SAP as Blocked. The two most common:             <ul style="list-style-type: none"> <li>○ <i>R Block</i> - Awaiting agency approval</li> <li>○ <i>Z Block</i> - Occurs when a Vendor's Number is flagged in the Contractor's Responsibility Program system (<i>CRPs</i>) due to a prior funds obligation, tax filing, or performance issue that must be resolved with a Clearance Certificate before payment will be issued for goods/services provided to the commonwealth. For more information, see <a href="#">Contractor Responsibility Program</a></li> </ul> </li> </ul>
<p><b>PAYMENTS</b></p> <p>&gt; <i>TO THE COMMONWEALTH FROM CUSTOMERS</i></p>	<ul style="list-style-type: none"> <li>● To make a payment via check or money order, please see the following guidelines to ensure prompt and proper credit to your account:             <ul style="list-style-type: none"> <li>○ Include your customer number and SAP invoice number (<i>located on your invoice</i>) on your check</li> <li>○ Checks should be made payable to the billing agency listed on the invoice or, in the absence of other instruction, to the Commonwealth of Pennsylvania and mailed to the appropriate address listed below:                 <ul style="list-style-type: none"> <li>▪ PENNDOT APRAS Payments</li> <li>▪ Office of Comptroller Operations A/R PENNDOT – APRAS P.O. Box 15560 Harrisburg, PA 17105</li> <li>▪ PENNDOT Non-APRAS Payments</li> <li>▪ Office of Comptroller Operations A/R PENNDOT Non-APRAS P.O. Box 15758 Harrisburg, PA 17105</li> <li>▪ Department of Corrections Payments</li> <li>▪ Office of Comptroller Operations</li> </ul> </li> </ul> </li> </ul>

- A/R Corrections
- P.O. Box 2743
- Harrisburg, PA 17105
- All Other Customer Payments
- Office of Comptroller Operations
- Accounts Receivable
- P.O. Box 2833
- Harrisburg, PA 17105
- Physical Address for Overnight Mail
- Office of Comptroller Operations  
Accounts Receivable Unit  
555 Walnut Street, 9th Floor  
Harrisburg, PA 17101
- Questions about your payment may be directed to
  - Office of Comptroller Operations -  
Accounts Receivable Section 717-425-6724

**PAYMENTS**

> **BY CHECK**



- If the vendor did not apply for Direct Deposit, the commonwealth will automatically pay by check.
- Any invoice that is received for a vendor record without Banking Information i.e. Account Number, Routing Number, and Bank Name will be paid by check.
- If payment by check was specifically requested on the invoice even though Direct Deposit was setup for the vendor
- Commonwealth payment processors may, at times, inaccurately select payment via check even though banking data for that vendor record exists.
- Multiple records may exist for any given vendor, some with banking data and some without.
  - If the processor selects a record with no banking data, payment will be made by check.
  - Vendors should contact the Payable Services Call Center at 877-435-7363 to review all records and determine if any banking data is missing.

> **BY DIRECT DEPOSIT**



- Direct Deposit for:
  - Procurement Vendors
    - Changes may be made directly by clicking this link to the [PA Supplier Portal](#)
    - Log On to your account
    - Select Company Data
    - Scroll down to Bank Details
    - Enter Bank Data
    - Verify that the information entered for Bank Data is correct and complete.
    - Payments not received or in wrong Bank Account
      - Verify correct Banking Information
      - Or, contact the [Payable Services Call Center](#)
  - Non-Procurement Vendors
    - To set up Direct Deposit, please click this link and complete the [PA Electronic Payment Program Form \(PEPP\)](#)
    - For changes/issues related to Direct Deposit
      - Changes related to banking data that were recently submitted may experience a delay due to the processing time required for the User Acceptance Agreement.

> **DIRECT DEPOSIT PAYMENTS TO WRONG ACCOUNT**

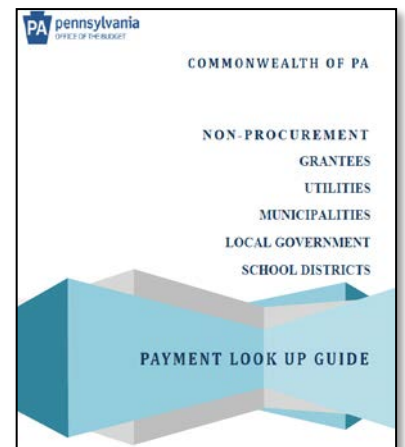
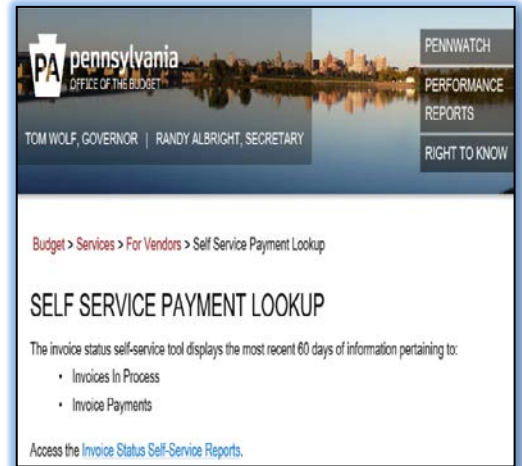


- Processing time may take up to two weeks
- If you receive or continue to receive payments to a wrong or incorrect account for more than two weeks after submitting a change, please contact the [Payable Services Call Center](#)
- By phone 877-435-7363 (Option 1)
- By email [RA-PSC\\_Supplier\\_Requests@pa.gov](mailto:RA-PSC_Supplier_Requests@pa.gov)

**PAYMENTS**

> *LOOKUP ONLINE – VENDOR PAYMENT INQUIRY NON-PENNSYLVANIA LIQUOR CONTROL BOARD (NON-PLCB) VENDORS*

- The Office of the Budget provides an online Vendor Payment Inquiry service that enables most commonwealth vendors to obtain the status of any invoice submitted to the commonwealth for payment.
- The invoice status self-service tool displays the most recent 60 days of information pertaining to:
  - Invoices In Process
  - Invoice Payments
- For more information, click this link for [Self Service Payment Lookup](#)
- For additional assistance, please email your request to the Payable Services Center at [RA-PSCPaymentInquire@pa.gov](mailto:RA-PSCPaymentInquire@pa.gov) with the following information:
  - Company Name
  - Invoice Number
  - Date of Invoice
  - Amount of Invoice
  - Your Contact Information
- For more detailed information regarding payments to:
  - Non-Procurement Vendors
  - Recipients of Grants
  - Utilities
  - Local Government Entities
  - School Districts
  - Click this link for the [Commonwealth of PA Payment Lookup Guide](#)



**PAYMENTS**

- > [LOOKUP ONLINE – VENDOR PAYMENT INQUIRY \(PENNSYLVANIA LIQUOR CONTROL BOARD \(PLCB\) VENDORS](#)



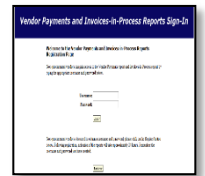
- Pennsylvania Liquor Control Board (PLCB) supplier payment information does not appear in the Vendor Payment Inquiry service.
- PLCB suppliers can visit [www.lcb.state.pa.us](http://www.lcb.state.pa.us) and look under **LINKS** for the [PLCB Regulatory System](#) for vendor log-in options and additional information about payments.



**PAYMENTS**

- > [FIND REMITTANCE INFORMATION](#)
- > [LOOK UP INVOICE STATUS](#)
- > [PAYMENT & INVOICE IN-PROCESS REPORTS](#)

- The Commonwealth's Payable Services Center provides two reports to assist vendors in managing payment transactions with the Commonwealth:
  - Vendor Payments Report
    - Provides vendors a report that identifies payments which have completed the invoice review process and have been paid by the Treasury Department.
  - Invoices in Process Report
    - Provides vendors a report that identifies the status of unpaid invoices within the Commonwealth's payment request workflow process.
    - Workflow refers to the process that the Commonwealth uses to track and manage invoices as they are reviewed, approved and sent to the Treasury Department for payment.



- Click this link to go to the [Vendor Payments Report and Invoices-in-Process Report](#)
- Enter the appropriate Username and Password fields.

- Non-Procurement vendors who need to obtain a User Name and Password, please click this link to [Register](#) or select the **Register** button on the webpage.

**Register**

Fill in the information below to register.

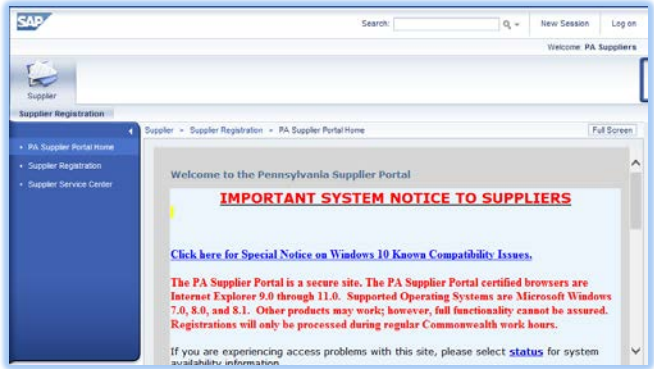
Name Prefix:    
 First Name:   
 Last Name:   
 Name Suffix:

- Remember the Username and Password you have created.
- Activation of the reports will take approximately 24 hours after registration.
- For more information, please click this link for [Vendor Registration](#) or go to <https://www.VendorRegistration.state.pa.us/>

<p><b>PAYMENTS</b></p> <p>&gt; <i>PAYMENT STATUS</i></p>	<ul style="list-style-type: none"> <li>• Check the status of most invoices on our Payment Lookup page.</li> <li>• You will need your company's             <ul style="list-style-type: none"> <li>○ Invoice Number</li> <li>○ Invoice Date</li> <li>○ Invoice Amount.</li> <li>○ <b>Note:</b> <i>Your commonwealth-assigned Vendor Number is recommended but not required.</i></li> </ul> </li> <li>• For more detailed information, please click this link to the <a href="http://www.budget.pa.gov/Services/ForVendors/Pages/Self-Service-Payment-Lookup.aspx">Self Service Payment Lookup</a> web page or go to <a href="http://www.budget.pa.gov/Services/ForVendors/Pages/Self-Service-Payment-Lookup.aspx">http://www.budget.pa.gov/Services/ForVendors/Pages/Self-Service-Payment-Lookup.aspx</a></li> <li>• For more information on how to view the status of invoices in-process / paid, click this link for the new <a href="#">Self Service Payment Lookup</a> webpage.</li> </ul>
<p><b>PRE-AUDIT REVIEW</b></p>	<ul style="list-style-type: none"> <li>• Review of key elements of a PO or Non-PO invoice that requires payment.</li> <li>• Review is completed by Invoice Processing.</li> </ul>
<p><b>PROCUREMENT</b></p> <p>&gt; <i>PROCUREMENT FORMS</i></p>	<ul style="list-style-type: none"> <li>• <a href="#">Contract Preparation</a></li> <li>• <a href="#">IFB Preparation</a></li> <li>• <a href="#">ITQ Documents</a></li> <li>• <a href="#">Miscellaneous Documents</a></li> <li>• <a href="#">RFP Preparation</a></li> <li>• <a href="#">RFP Additional Documentation and Instruction</a></li> <li>• <a href="#">Sole Source Preparation</a></li> </ul> <div data-bbox="1013 827 1528 1205" data-label="Image"> </div>
<p><b>PROCUREMENT</b></p> <p>&gt; <i>MATERIALS AND SERVICES</i></p>	<ul style="list-style-type: none"> <li>• The Bureau of Procurement is responsible for purchasing, or contracting for, equipment, supplies and services for the Commonwealth.</li> <li>• As the central procurement organization, the bureau provides guidance and consultation to state agencies, boards and commissions on their individual procurements.             <ul style="list-style-type: none"> <li>○ eMarketplace is the central source to <a href="#">advertise procurements</a> and search <a href="#">awarded contracts</a>.</li> <li>○ Agency Training and Resources</li> </ul> </li> <li>• <a href="#">Access Training</a></li> <li>• <a href="#">Disaster Emergency Procurement</a></li> <li>• <a href="#">Procurement Forms</a></li> <li>• <a href="#">Procurement Handbook</a> <ul style="list-style-type: none"> <li>○ Additional information/assistance</li> <li>○ DGS, Bureau of Procurement  <a href="#">555 Walnut Street, 6th Floor</a> <i>(On Google Maps)</i>                      Harrisburg, PA 17101-1914                      Phone: (877) 435-7363                      Email: <a href="mailto:gs-procure@pa.gov">gs-procure@pa.gov</a></li> </ul> </li> </ul> <p><b>Additional Contact Information:</b></p>



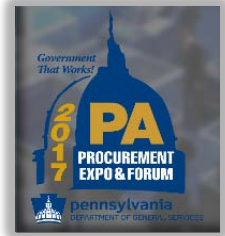
	<p style="text-align: center;"> <a href="#">Organizational Chart</a>  <a href="#">Personnel List</a> </p>
<p><b>PROCUREMENT VENDORS</b></p>	<ul style="list-style-type: none"> <li>See <a href="#">Registration – Procurement Vendors</a></li> </ul>
<p><b>PURCHASE ORDERS (PO)</b></p>	<ul style="list-style-type: none"> <li>The Purchase Order (PO) is used by all commonwealth agencies to order items from agency-wide or multiple agency contracts.</li> <li>A purchase order constitutes an authorization to the supplier to deliver goods or services to the commonwealth.</li> <li>Purchase Orders are used with Procurement Vendors.</li> <li>At the time of the issuance, a Purchase Order that is created against a contract includes:             <ul style="list-style-type: none"> <li>Definite quantity commitments</li> <li>Definite dollar commitments.</li> </ul> </li> <li>POs are used to track the procurement process for goods/services provided to the commonwealth to ensure appropriate/accurate delivery and billing.</li> <li><b>Note:</b> A PO is not a source of supply</li> <li>Click this link to see the <a href="#">Overview of the Purchase Order Create to Release</a> process flowchart.</li> <li>Click this link for more information regarding the Department of General Services’ (DGS) <a href="#">Standard Purchase Order Terms and Conditions (Electronic Purchase Order)</a></li> </ul>
<p><b>REGISTRATION</b></p> <p>&gt; <i>PROCUREMENT / NON-PROCUREMENT VENDORS</i></p>	<ul style="list-style-type: none"> <li>A Registered Vendor is an approved business in the SRM/SAP system/network to provide goods/services to the Commonwealth of Pennsylvania.</li> <li>There are two basic types of Registered Vendors:             <ul style="list-style-type: none"> <li><a href="#">Procurement Vendors</a> <ul style="list-style-type: none"> <li>Have a Vendor Number that starts with 1,2,3,4, or 5</li> <li>Utilize Purchase Orders (POs), and Contracts</li> <li>Submit electronic bids</li> <li>Monitor invoice status within the payment process and to secure invoice remittance information</li> <li>Manage their company’s information online in the <a href="#">PA Supplier Portal</a> to add/delete/update                     <ul style="list-style-type: none"> <li>Company data</li> <li>Users/Administrators</li> <li>Banking information</li> <li>Addresses for Ship-From, Ordering, and Remit to Addresses.</li> </ul> </li> </ul> </li> </ul> </li> </ul>







- [Procurement Vendor Registration Process Overview - Show Me the Money presentation](#) –given at the 2017 Procurement Expo & Forum sponsored by the Pennsylvania Department of General Services  
For more information on the PA Procurement Expo and Forum event, click this link [PA Procurement Expo & Forum](#)
- For detailed steps on how to become a registered Procurement Vendor, please click this link for [Registering As A Supplier Guide](#)
- To start the registration process, please click this link for [Vendor Registration](#)
- [Non-Procurement Vendors](#)
  - Have a Vendor Number that starts with 6 or 7
  - Do not use bids, PO's, or contracts when conducting business with the commonwealth.
  - Are not registered on the [PA Supplier Portal](#) as a Procurement Vendor
  - To learn more, please click this link for [Non-Procurement Vendor Help](#)
- For more information regarding the Registration process, please click this link for [Vendor Registration](#) or go to [www.VendorRegistration.state.pa.us](http://www.VendorRegistration.state.pa.us)

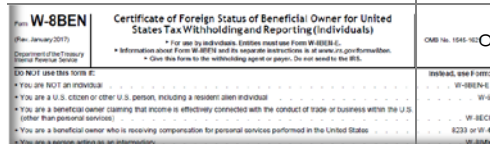


**REGISTRATION**

> [FOREIGN VENDORS](#)



- Foreign Suppliers completing the Supplier Registration process must update the "Country" field in the Supplier Registration Form and are exempt from providing Employer Identification Numbers or Social Security Numbers.
- The Internal Revenue Service (IRS) requires vendors based outside the United States to provide a Form W8, which identifies the entity's Foreign Tax Identification Number (FTIN).
- [Foreign Vendor Registration Form](#) - Foreign Vendors must complete the paper.
  - Only one form may be submitted for each organization.
  - Foreign Vendor Registration Forms must include a FTIN to be processed.
- [Foreign Vendor Tax Forms](#) - In addition, each Foreign Vendor must complete an Internal Revenue Service (IRS) W8 Form that pertains to their specific type of entity which are listed below with a brief description:



**W-8BEN**

Certificate of Foreign Status for Beneficial Owner - US Tax Withholding and Reporting (Individual) (PDF)

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ <b>Do NOT use this form if:</b> <ul style="list-style-type: none"> <li>• You are NOT an individual</li> <li>• You are a U.S. citizen or other U.S. person, including a resident alien individual</li> </ul> </li> </ul> | <p><b>Instead use Form:</b></p> <ul style="list-style-type: none"> <li>• W-8BEN-E</li> <li>• W-9</li> </ul> |
|--|---|

	<ul style="list-style-type: none"> <li>You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the U.S. (other than personal services)</li> </ul>	<ul style="list-style-type: none"> <li>W-8ECI</li> </ul>
	<ul style="list-style-type: none"> <li>You are a beneficial owner who is receiving compensation for personal services performed in the United States</li> </ul>	<ul style="list-style-type: none"> <li>8233 or W-4</li> </ul>
	<ul style="list-style-type: none"> <li>You are a person acting as an intermediary</li> </ul>	<ul style="list-style-type: none"> <li>W-8IMY</li> </ul>

**W-8BEN-E** Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)  
OMB No. 1545-0047

**W-8BEN-E**

**Certificate of Status of Beneficial Owner - US Tax Withholding and Reporting (Entities) (PDF)**

**Do NOT use this form for:**

- U.S. entity or U.S. citizen or resident
- A foreign individual
- A foreign individual or entity claiming that income is effectively connected with the conduct of trade or business within the U.S. (unless claiming treaty benefits)
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (unless claiming treaty benefits) (see instructions for exceptions)
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession claiming that income is effectively connected U.S. income or that is claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (unless claiming treaty benefits) (see instructions for other exceptions)
- Any person acting as an intermediary

**Instead use Form:**

- W-9
- W-8BEN (Individual) or Form 8233
- W-8ECI
- W-8IMY
- W-8ECI or W-8EXP
- W-8IMY

**W-8CE** Notice of Expatriation and Waiver of Treaty Benefits  
OMB No. 1545-0047

**W-8CE -**

**Notice of Expatriation and Waiver of Treaty Benefits (PDF)**

Use this form to notify the payer that you are a covered expatriate individual (person living outside their native country) subject to special tax rules

**W-8ECI** Certificate of Foreign Person's Claim That Income Is Effectively Connected With the Conduct of a Trade or Business in the United States  
OMB No. 1545-0047

**W-8ECI -**

**Certificate of Foreign Person's Claim That Income Is Effectively Connected with the Conduct of a Trade or Business in the United States (PDF)**


**Do NOT use this form for:**


- A beneficial owner solely claiming foreign status or treaty benefits
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession claiming

**Instead use Form:**

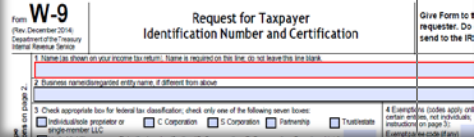
- W-8BEN or W-8BEN-E
- W-8EXP

	<p>the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b)</p> <ul style="list-style-type: none"> <li>• <b>Note.</b> These entities should use Form W-8ECI if they received effectively connected income and are not eligible to claim an exemption for chapter 3 or 4 purposes on Form W-8EXP.</li> <li>• A foreign partnership or a foreign trust (unless claiming an exemption from U.S. withholding on income effectively connected with the conduct of a trade or business in the United States)</li> <li>• A person acting as an intermediary</li> <li>• W-8BEN-E or W-8IMY</li> <li>• W-8IMY</li> </ul>
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	<p>○ <b>W-8EXP</b> Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting (PDF)</p> <p><b>Do NOT use this form for:</b></p> <ul style="list-style-type: none"> <li>• A foreign government or other foreign organization that is not claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b)</li> <li>• A beneficial owner solely claiming foreign status or treaty benefits</li> <li>• A foreign partnership or a foreign trust</li> <li>• A person claiming that income is effectively connected with the conduct of a trade or business in the United States</li> <li>• A person acting as an intermediary</li> </ul> <p><b>Instead use Form:</b></p> <ul style="list-style-type: none"> <li>• W-8BEN-E or W-8ECI</li> <li>• W-8BEN or W-8BEN-E</li> <li>• W-8BEN-E or W-8IMY</li> <li>• W-8ECI</li> <li>• W-8IMY</li> </ul>
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	<p>○ <b>W-8IMY</b> Certificate of Foreign Intermediary, Foreign Flow-Through Entity, or Certain US Branches for US Tax Withholding and Reporting (PDF)</p> <p><b>Do NOT use this form for:</b></p> <ul style="list-style-type: none"> <li>• A beneficial owner solely claiming foreign status or treaty benefits</li> <li>• A hybrid entity claiming treaty benefits on its own behalf</li> <li>• A foreign person claiming that income is effectively connected with the conduct of a trade or business in the United States</li> <li>• A disregarded entity with a single foreign owner that is the beneficial owner of the income to which this form relates. Instead, the single foreign owner should use</li> <li>• A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b)</li> </ul> <p><b>Instead use Form:</b></p> <ul style="list-style-type: none"> <li>• W-8BEN or W-8BEN-E</li> <li>• W-8BEN-E</li> <li>• W-8ECI</li> <li>• W-8BEN, W-8ECI, or W-8BEN-E</li> <li>• W-8EXP</li> </ul>
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	<ul style="list-style-type: none"> <li>• U.S. entity or U.S. citizen or resident</li> <li>• A foreign person documenting themselves for purposes of section 6050W</li> <li>• W-9</li> <li>• W-8BEN, W-8BEN-E, or W-8ECI</li> </ul>
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	<p>Give Form to requester. Do not send to the IR:</p> <p><input type="radio"/> W-9 Request for Taxpayer Identification Number and Certification (PDF)</p> <ul style="list-style-type: none"> <li>• If you are a foreign vendor located outside of the United States, please contact the Payable Services Call Center for additional registration assistance: <ul style="list-style-type: none"> <li>○ Phone (Harrisburg, Pennsylvania, USA area): (717) 346-2676</li> <li>○ Fax: (717) 214-0140</li> <li>○ Email: <a href="mailto:RA-PSC_Supplier_Requests@pa.gov">RA-PSC_Supplier_Requests@pa.gov</a></li> </ul> </li> </ul>
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<p><b>REMITTANCE/REMIT TO ADDRESS</b></p>	<ul style="list-style-type: none"> <li>• Remittance information directs where the company's payment is to be sent, which may or <i>may not</i> be the same address/location of the company.</li> <li>• Payments will be sent to this address, which is commonly referred to as the Invoicing Party Address</li> <li>• For more information, please see <a href="#">Registration</a></li> </ul>
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<p><b>SAP (SYSTEMS, APPLICATIONS, AND PRODUCTS)</b></p>	<ul style="list-style-type: none"> <li>• The German company that developed the commonwealth's enterprise software system to centralize business data and facilitate the flow of information between all business functions inside the boundaries of the organization and manage the connections to outside stakeholders</li> </ul>
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<p><b>SAP</b></p> <p>&gt; NUMBER TYPES</p>	<ul style="list-style-type: none"> <li>• These numbers represent something to help locate Invoice/Payment information.</li> <li>• <b>Purchase Order Number (PO)</b> are ten digits and begin with: <ul style="list-style-type: none"> <li>○ 4300</li> <li>○ 4500</li> <li>○ 7800</li> </ul> </li> <li>• <b>Document Number</b> is ten digits and begins with: <ul style="list-style-type: none"> <li>○ 109- payment was reversed</li> <li>○ 150- advancement account</li> <li>○ 170- payment was reversed</li> <li>○ 190- document manually entered</li> <li>○ 220- interface payment</li> <li>○ 221- interface payment</li> <li>○ 510- interface payment</li> </ul> </li> <li>• <b>Clearing Document Number</b> is ten digits and begins with: <ul style="list-style-type: none"> <li>○ 201</li> <li>○ 202</li> </ul> </li> <li>• <b>Funds Commitment</b> is ten digits and begins with: <ul style="list-style-type: none"> <li>○ 3900</li> </ul> </li> </ul>
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- 4000
- 4100
- Funds Reservations
  - 4800
- **Vendor Numbers** are six digits and begin with:
  - Procurement Vendors
    - Begin with 1, 2, 3, 4, 5
    - Access to their records via the PA Supplier Portal website [www.PASupplierPortal.state.pa.us](http://www.PASupplierPortal.state.pa.us) and Purchase Order
    - A 901-Partner Record is for Procurement Vendors only which is used to provide a separate payment address other than the company's actual location address.
    - Procurement Vendors are allowed only one **Remit to Address** for payment to a different location other than the company address.
  - Exception Vendor Types
    - Vendors with Procurement Vendor Numbers but are processed as Non-Procurement Vendors
    - Do not have access to their records via the PA Supplier Portal Website
    - Exception Vendor types are:
      - Boroughs
      - Cities
      - Counties
      - Municipalities
      - School Districts
      - Townships
  - Non-Procurement Vendors
    - Begin with 6, 7 or 8
    - Do NOT use the PA Portal or Purchase Orders
- **Tax ID Numbers (TIN)**
  - Number issued by the Internal Revenue Service (IRS) and is used to register the company with the Commonwealth of Pennsylvania.
  - This number is verified with the IRS at time of registration and must match IRS records before registration can be successfully completed.
  - This number can be referred to as a:
    - Business
      - Tax Identification Number (TIN) or
      - Employee Identification Number (EIN)
    - Individual
      - Social Security Number (SSN)
- **Bank Information**
  - 01-checking

- 02-savings
- **Payment Information**
- 1-check
- 2-direct deposit

**SAP**

> *BUSINESS AREA CODE NUMBERS*

<b>- Business Area Code Number (In Numerical Number by Business Area)</b>			
<b>Bus Code</b>	<b>Agency Name</b>	<b>Bus Code</b>	<b>Agency Name</b>
10	Aging	58	Commonwealth Court
11	Corrections	59	Commonwealth Court District Justices of Peace
12	Labor & Industry	60	Administrative Office of PA Courts
13	Military & Veterans' Affairs	61	Philadelphia Traffic Court
14	Attorney General	62	Philadelphia Municipal Court
15	General Services	63	Regulatory Review Commission
16	Education	64	Thaddeus Stevens College of Tech
17	Public Utility Commission	65	Gaming Control Board
18	Revenue	67	Health
19	State	68	Agriculture
20	State Police	70	State Employees Retirement System
21	Human Services	71	Municipal Retirement System
22	Fish & Boat Commission	72	Public School Employees Retirement Sys
23	Game Commission	73	Treasury
24	Community & Economic Development	74	Drug and Alcohol Programs
25	Probation & Parole Board	75	Banking
26	Liquor Control Board	76	Insurance Fraud Prevention
27	Milk Marketing Board	77	Automobile Theft Prevention
28	Lieutenant Governor's Office	78	Transportation
30	Historical & Museum Commission	79	Insurance
31	PA Emergency Management Agency	81	Executive Offices
32	Civil Service Commission	81	EO African American Affairs Comm
33	PENNVEST-PA Infrastructure Investment	81	EO Asian-American Affairs Comm
35	Environmental Protection	81	EO Commission for Women
36	State Tax Equalization Board	81	EO Comm on Crime & Delinquency
37	Environmental Hearing Board	81	EO Council on Rural Affairs
38	Conservation & Natural Resources	81	EO Council on the Arts
39	Higher Education Assistance Agency	81	EO Human Relations Commission
40	Ethics Commission	81	EO Juvenile Court Judges' Comm
41	Senate	81	EO Latino Affairs Commission
42	House of Representatives	81	EO Office of Administration



43	Health Care Cost Containment Council	81	EO Office General Counsel
44	Legislative Reference Bureau	81	EO Office of Health Care Reform
45	Capital Preservation Committee	81	EO Office of Inspector General
45	Independent Regulatory Review Comm	81	EO Office of the Budget
45	Judicial Conduct Board	81	EO Public Employee Retirement Sys
45	Legislative Miscellaneous & Commission	88	Port Authorities- Philadelphia
45	Republican Caucus Services	88	Port Authorities- Pittsburgh
46	Joint State Government Commission	90	State System of Higher Education
47	Legislative Budget & Finance Committee	91	Turnpike Commission
48	Legislative Data Processing Committee	92	Auditor General
49	Joint Legislative Conservation Committee	94	Housing Finance Agency
50	Sentencing Commission	95	Intergovernmental CO-OP
51	Supreme Court	97	Highway & Bridge Authority
52	Superior Court	98	Public School Building Authority
53	Court of Common Pleas	99	Governor's Office
57	Miscellaneous Judges		

- **Business Area Code Number (In Alphabetical Order by Agency Name)**

Agency Name Order	Code	Agency Name	Code
Administrative Office of PA Courts	60		
Aging	10	Human Services	21
Agriculture	68	Independent Regulatory Review Comm	45
Attorney General	14	Insurance	79
Auditor General	92	Insurance Fraud Prevention	76
Automobile Theft Prevention	77	Intergovernmental CO-OP	95
Banking	75	Joint Legislative Conservation Committee	49
Capital Preservation Committee	45	Joint State Government Commission	46
Civil Service Commission	32	Judicial Conduct Board	45
Commonwealth Court	58	Labor & Industry	12
Commonwealth Court District Justices of Peace	59	Legislative Budget & Finance Committee	47
Community & Economic Development	24	Legislative Data Processing Committee	48
Conservation & Natural Resources	38	Legislative Miscellaneous & Commission	45
Corrections	11	Legislative Reference Bureau	44
Court of Common Pleas	53	Lieutenant Governor's Office	28
Drug and Alcohol Programs	74	Liquor Control Board	26
Education	16	Military & Veterans' Affairs	13
Environmental Hearing Board	37	Milk Marketing Board	27
Environmental Protection	35	Miscellaneous Judges	57
EO African American Affairs Comm	81	Municipal Retirement System	71
EO Asian-American Affairs Comm	81	PA Emergency Management Agency	31

EO Comm on Crime & Delinquency	81	PENNVEST-PA Infrastructure Investment	33
EO Commission for Women	81	Philadelphia Municipal Court	62
EO Council on Rural Affairs	81	Philadelphia Traffic Court	61
EO Council on the Arts	81	Port Authorities- Philadelphia	88
EO Human Relations Commission	81	Port Authorities- Pittsburgh	88
EO Juvenile Court Judges' Comm	81	Probation & Parole Board	25
EO Latino Affairs Commission	81	Public School Building Authority	98
EO Office General Counsel	81	Public School Employees Retirement Sys	72
EO Office of Administration	81	Public Utility Commission	17
EO Office of Health Care Reform	81	Regulatory Review Commission	63
EO Office of Inspector General	81	Republican Caucus Services	45
EO Office of the Budget	81	Revenue	18
EO Public Employee Retirement Sys	81	Securities Commission	66
Ethics Commission	40	Senate	41
Executive Offices	81	Sentencing Commission	50
Fish & Boat Commission	22	State	19
Game Commission	23	State Employees Retirement System	70
Gaming Control Board	65	State Police	20
General Services	15	State System of Higher Education	90
Governor's Office	99	State Tax Equalization Board	36
Health	67	Superior Court	52
Health Care Cost Containment Council	43	Supreme Court	51
Higher Education Assistance Agency	39	Thaddeus Stevens College of Tech	64
Highway & Bridge Authority	97	Transportation	78
Historical & Museum Commission	30	Treasury	73
House of Representatives	42	Turnpike Commission	91
Housing Finance Agency	94		

<p><b>SAP</b></p> <p>&gt; <i>SAP NUMBER/VENDOR NUMBER</i></p>	<ul style="list-style-type: none"> <li>• Unique six (6) digit number assigned to each registered vendor in the Commonwealth's enterprise database system, also referred to as Vendor Number</li> </ul>
<p><b>SCHOOL DISTRICT</b></p>	<ul style="list-style-type: none"> <li>• Groups of schools within a local government administrative/geographic area. Referred to as an Exempt Vendor (<i>procurement vendors that are not required to update their records via the PA Supplier Portal</i>)</li> </ul>

**SMALL BUSINESS**

- > *SMALL BUSINESS ASSISTANCE - BUSINESS ONE-STOP SHOP (BOSS)*
- Department of Community and Economic Development (DCED)



the [Pennsylvania Business One-Stop Shop flyer](#)



- Click here to visit the [PA Business One-Stop Shop website](#)

- Click here to see the [DCED Small Business Assistance Network website](#)

- The Small Business Assistance webpage shows how Pennsylvania Business One-Stop Shop is the go-to resource for planning, registering, operating, and growing a business while working smart and living happy in Pennsylvania.

- Click here for



**SMALL BUSINESS**

- > *CONTRACTING*



- The Commonwealth, through the [Small Business Contracting Program](#), maintains a strong commitment to providing opportunities for small businesses to compete for prime contracting opportunities with the goal of promoting the economic growth and success of small businesses.
- Companies interested in participating in the Small Business Contracting Program must first register to do business with the Commonwealth at the [PA Supplier Portal](#) and then self-certify as a “small business.”

- To self-certify and participate in the program, a small business must:

- Be a for-profit in the United States business.
- Be independently owned.
- Not be dominant in its field of operation.
- Not employ more than 100 full-time equivalent employees.
- Not exceed a three-year average gross sale for their category of business

\$7 Million	\$20 Million	\$25 Million
• Building Design Services	• Procurement Goods • Procurement Services • Construction Goods & Services	• Information Technology Goods & Services

- For more information on Small Business Self-Certification Registration, please visit <http://www.dqs.pa.gov/Businesses/Small Business Contracting Program>.

**SMALL BUSINESS**

- [The Bureau of Diversity, Inclusion & Small Business Opportunities \(BDISBO\)](#) verifies self-certified Small Businesses that wish to participate as Minority, Woman, Veteran, Service Disabled Veteran, LGBT, and Disability-Owned Business Enterprises through the Small Diverse Businesses program. Eligible Small Business must hold certifications as diverse businesses with one of the Department’s approved third-party certification entities.
- If you are a registered vendor and would like to register as a Small Business or Small Diverse Business, follow these steps
  - Go to [PA Supplier Portal](#)
  - Log On

> [DIVERSITY, INCLUSION & SMALL BUSINESS OPPORTUNITIES \(BDISBO\)](#)



- Select Bidder tab
- Select Enterprise Applications in the left navigation pane
- Select Small & Small Diverse Business Program Application
- Follow the instructions

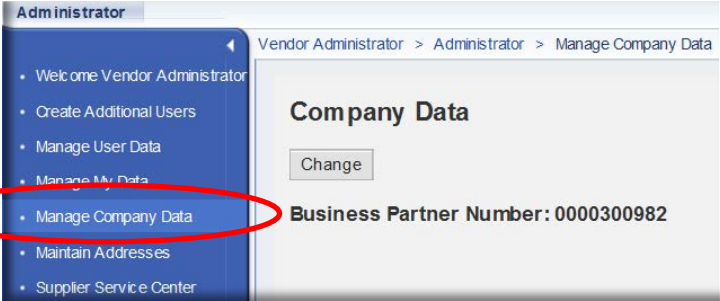


- For more detailed information on Small Diverse Businesses, please visit <http://www.dgs.pa.gov/Businesses/Small Diverse Business Program/Small Diverse Business Verification>
- For details on submitting the SB/SDB application, click this link for instructions on how to complete the [Small Business/Small Diverse Business Application Guide](#)

[SUPPLIER GUIDES - DEPT OF GENERAL SERVICES \(DGS\)](#)



- [Agency Ship To Address List](#)  
A comprehensive list of all state agency shipping addresses.
- [Attaching Documents To Our Bid](#)  
This guide provides instructions for attaching documents to electronic bids in the [PA Supplier Portal](#).
- [Bidding Reference Guide](#)  
This detailed guide provides step by step instructions for responding to electronic solicitations in the [PA Supplier Portal](#).
- [Doing Business with the Commonwealth](#)  
A broad overview regarding business opportunities at the Commonwealth of Pennsylvania.
- [E-Alerts Guide](#)  
An overview of the email notification system that alerts suppliers of current bid opportunities on [eMarketplace](#).
- [ITQ Guide-Getting Started](#)  
An informational guide to help suppliers locate ITQ contracts that are currently open for qualification and provide further guidance on how to become pre-qualified.
- [Locating and Responding to a Solicitation](#)  
An informational guide to help suppliers locate solicitations in [PA eMarketplace](#) and how to enter a bid in the PA Supplier Portal.
- [Protest Procedures](#)  
Instructions on how to file a bid protest.
- [Reciprocal Limitations Act Preferences List](#)  
A list of states which have been found to have applied a preference for in-state supplies. The Reciprocal Limitations Act requires the Commonwealth to give preference to those bidders offering supplies produced, manufactured, mined or grown in Pennsylvania.
- [Supplier Manual](#)  
This manual acquaints potential suppliers with the procurement policies and procedures of the Commonwealth of PA, Department of General Services (DGS), Bureau of Procurement (BOP)
- [Supplier Registration Guide](#)  
An informational guide to help suppliers register to do business with the Commonwealth.

<p><b>SUPPLIER RELATIONSHIP MANAGER (SRM)</b></p>	<ul style="list-style-type: none"> <li>Application software designed for the optimization of procurement operations with an integrated, scalable platform and business user interface that enables a full source-to-pay process.</li> </ul>
<p><b>SYSTEM FOR AWARD MANAGEMENT (SAM)</b></p>	<ul style="list-style-type: none"> <li>A database via the website that replaced the Excluded Parties List System (EPLS) in June 2012.</li> <li>The database is used as a resource to find the list maintained and disseminated by the United States General Services Administration (GSA) containing information about persons prohibited from participating in specified federal procurement or non-procurement transactions or prohibited from being a participant in covered transactions, whether the person has been suspended; debarred; proposed for debarment under 48 CFR part 9, subpart 9.4; or voluntarily excluded.</li> <li>Click this link for more information on SAM</li> </ul>
<p><b>TAX IDENTIFICATION NUMBER (TIN)</b></p>	<ul style="list-style-type: none"> <li>Nine (9) digit number assigned by the federal government's Internal Revenue Service (IRS).</li> <li>For businesses, it is referred to as their Federal Identification Number (FIN) or Employee Identification Number (EIN).</li> <li>For individual's it is referred to as the Social Security Number (SSN)</li> </ul>
<p><b>UNITED STATES POSTAL SERVICE (USPS)</b></p>	<ul style="list-style-type: none"> <li>Addressing standards issued by the USPS for mailing purposes.</li> </ul>
<p><b>VENDOR</b></p>	<ul style="list-style-type: none"> <li>Company/organization that provides goods/services to commonwealth</li> <li>Click this link for more <a href="#">Registration</a> information</li> </ul>
<p><b>VENDOR DATA MANAGEMENT UNIT (VDMU)</b></p>	<ul style="list-style-type: none"> <li>Manages vendor records for Office of the Budget within Comptroller Operations</li> </ul>
<p><b>VENDOR MASTER DATABASE</b></p>	<ul style="list-style-type: none"> <li>Central database containing information for all vendor records.</li> </ul>
<p><b>VENDOR NUMBER / SAP NUMBER</b></p>	<ul style="list-style-type: none"> <li>The Vendor Number is a unique six (6) digit number assigned to each registered vendor in the Commonwealth's enterprise database system, also referred to as a SAP Number or Supplier Number.</li> <li>Registered Vendors can view their Vendor Number by logging into their account on the <a href="#">PA Supplier Portal</a> and accessing "Manage Company Data"</li> <li>The Vendor Number will be labeled "Business Partner Number."</li> </ul> 
<p><b>WARRANT ID</b></p>	<ul style="list-style-type: none"> <li>Located on the check as well as ACH deposits; utilize Warrant ID search. Warrant IDs are recycled; Be sure to have payment amount and date before searching!</li> </ul>
<p><b>WORKFLOW</b></p>	<ul style="list-style-type: none"> <li>Process used to assign work in sequence.</li> </ul>





**SEPTEMBER 6-7, 2017**  
[www.paprocurementexpo.com](http://www.paprocurementexpo.com)

## SHOW ME THE MONEY



Presented by representatives from Payable Services, Comptroller Office

- Ashley Jackson, Supervisor, Vendor Data Management Unit
- Barbara Yessel, Assistant Director, Payable Services Center

↓ **Scroll down to view slide presentation** ↓



# SHOW ME THE MONEY

## Session Overview



- 1. PA Supplier Portal Registration** overview of the 4 simple steps, system requirements and helpful hints!
- 2. ACH Direct Deposit** –Receive payments via direct deposit and keep the cash flowing.
- 3. Paperless Remittance/Electronic Addenda** – Go green and save time via paperless remittance information through online banking services.
- 4. E-Invoicing** – Save money on paper and postage. Save time. Submit invoices via email.
- 5. Online Payment Look Up Tool** – Open 24/7 at your convenience! View the most current 60 days of invoice status and invoices paid.

# Procurement Vendors

Register via the PA Supplier Portal

- Prerequisite for:
  - Receiving payments from the Commonwealth of PA
  - Bidding on solicitations and open contracts
  - Applying for Invitations to Qualify (ITQ), Jaegger, etc.
  - Registering for COSTARS: a (\$\$) fee based membership
  - Certifying as a Small Diverse Business

# Procurement Vendors

## PA Supplier Portal Registration

1. Open an Internet Explorer Web Browser\*.
2. Go to [www.budget.pa.gov](http://www.budget.pa.gov)
3. Click >Services> For Vendors

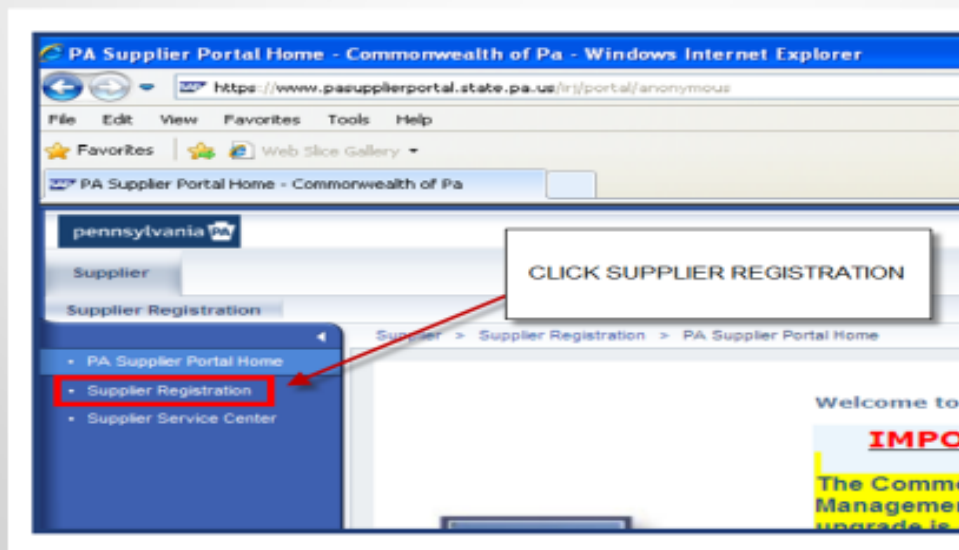


4. Select “New Vendors CLICK HERE to Register”
5. Click the “Procurement, Bids, ITQs, RFQs”

# Procurement Vendors

## PA Supplier Portal Registration

### Important System Notice to Suppliers



# Procurement Vendors

## PA Supplier Portal Registration

### Step 1-Vendor Identification

**Vendor Registration, Commonwealth of Pennsylvania.**

1 Vendor Identification 2 Vendor Details 3 Submit Registration Form 4 Create User ID

**Instructions**

Welcome! Thank you for taking the time to register as a Procurement Vendor with the Commonwealth of Pennsylvania. To begin the process, enter your Employer Identification Number (EIN) or your Social Security Number (SSN), then select the **Next** button.

**Vendor Identification**

Employer Identification Number:

OR

Social Security Number:

**Next**

Submit the organization's EIN  
OR  
the individual's SSN  
-DO NOT ATTEMPT TO SUBMIT BOTH-  
Then click "NEXT".

6



# Procurement Vendors

## PA Supplier Portal Registration

### Step 2 – Vendor Details

- Complete the demographic registration form
- Use the organization’s IRS W9 form as a guide
- Person creating registration: Authoritative individual to sign IRS W9

The screenshot shows a web browser window with a navigation bar at the top containing four tabs: "Vendor Identification", "Vendor Details", "Submit Registration Form", and "Create User". The "Vendor Details" tab is active. Below the navigation bar, there is a section titled "Instructions" with the text: "Complete the registration form below and select the Next button. Important: Fields with a \* indicate that an entry is required." Below this are three sections: "Vendor Identification" with fields for "Employer Identification Number (EIN):" (containing "20-0000004") and "Social Security Number (SSN):"; "Address Data" with a "Disregarded Entry:" checkbox (set to "No") and a "Legal Name:" dropdown menu; and a section for "Name of the Company (if different than Legal Name):", "Name of Person Creating Registration:", "Business Type:" (with a dropdown arrow), "E-Mail Address:", "Telephone:", "Fax:", and "Street Number and Name:". Each field in the form has a red asterisk indicating it is required.

# Procurement Vendors

## PA Supplier Portal Registration

### Step 2 – Vendor Details cont.

- Product Categories (Suggestion: choose both).

Which Product Categories can you Deliver?

At least one product category must be selected

\*Select the language in which you want to send the questionnaires: English

BUILDING & CONSTRUCT  MATERIAL/SERVICES

OK to choose both!

# Procurement Vendors

## PA Supplier Portal Registration

### Step 2 – Vendor Details cont.

- US Postal Service (USPS) Validation Screen

**Address Validation**

Please review Address validation results

Address	Original Address	USPS Validated Address
Apt./Suite	7TH FLOOR	FL 7
Street/PO Box	555 WALNUT STREET	555 WALNUT ST
City	HARRISBURG	HARRISBURG
State	PA	PA
Zip5	17101	17101
Zip4		1947

The "PREFERRED" choice is the USPS Validated

Use Entered Address    Use USPS Validated Address    Change Entered Address

# Procurement Vendors

## PA Supplier Portal Registration

### Step 3 – Submit Registration Form

- Creation of the Electronic W-9
- Use Internal scroll bars to view document

Submit Registration form

Submit button activates after checking the box.

By checking this box, I am digitally signing this document, I agree to the terms stated in this document and further certify that checking this box counts as an electronic signature.

Submit W9 and Create User ID

W-9 Request for Taxpayer Identification Number and Certification

Form (Rev. December 2015) Department of the Treasury Internal Revenue Service

Name (as shown on your income tax return)  
K... Commercial Floors Inc.

Business name (sole proprietorship name, if different from above)

Check appropriate box for federal tax classification:  
 Individual/sole proprietor  C Corporation  S Corporation  Partnership  Trust/estate

Give Form to the requester. Do not send to the IRS.

24

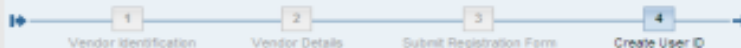
# Procurement Vendors

## PA Supplier Portal Registration

### Step 4 – Create Administrative User ID

- System prompts to immediately create user
- Confirmation lists password criteria

#### Vendor Registration, Commonwealth of Pennsylvania.



#### Instructions

Your vendor number 0060337561 was successfully created.

Complete the form below to create a User ID so that you may conduct business electronically with the Commonwealth of Pennsylvania; then select the **Create User ID** button.  
Important: Passwords require a minimum of 7 Characters, 1 Special Character (such as a @ or #), 1 uppercase letter, 1 lowercase letter, and 1 number.

#### Create User ID

User Name:

Password:

Confirm Password:

Title:

First Name:

Last Name:

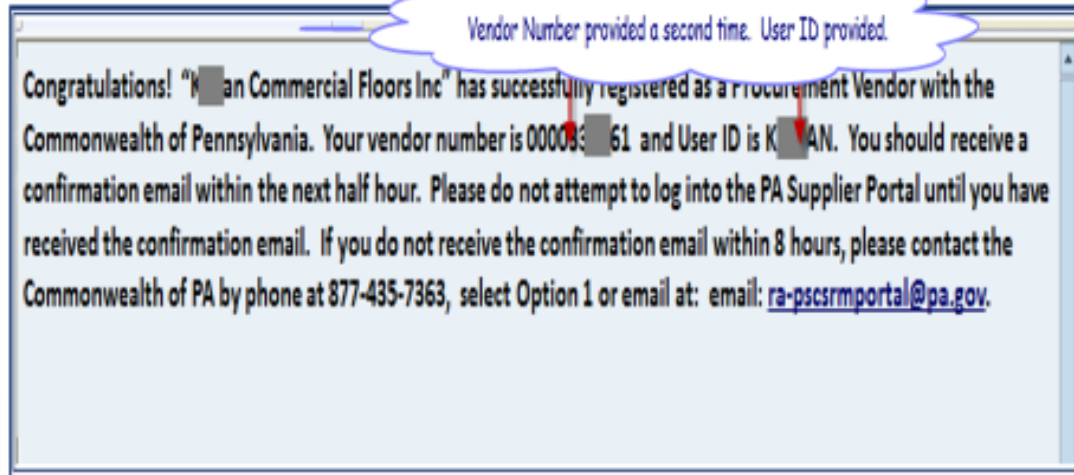
Email:

Phone:

**Create User ID**

# PA Supplier Portal Registration Complete as a Bidder

- Recommendation: **PRINT THIS PAGE!**





# Replication Process

- Vendor status is BIDDER until agency awards bid.
- Agency purchasing agent requests visibility of the vendor number in the Commonwealth's payment system.
- VDMU confirms and validates information.
- Administrative User may receive VDMU emails for clarification (abbreviations, etc.).
- Once approved, Vendor Administrative User and Agency purchasing agent will receive a confirmation email.



# Replication Process cont.

## Sample Email Confirmation

has been successfully replicated to ECC. Please allow an overnight processing to occur in order to proceed with performing a CRF check, creating a contract and/or creating a purchase order. Thank You. Suppliers: Please log into the PA Supplier Portal and verify the accuracy of the following.

1. Designate the default Remit-To Address (including the zip +4) by adding an Invoicing Party Address. Ensure this address is listed on all invoices. If applicable, all paper check payments and/or paper remittances are mailed to this address. Instructions for creating the Invoicing Partner Address are located within the PA SUP PORTAL Portal Address Update.Doc. This document is located at the Vendor Resources section of the Comptroller Operations Web Site [Vendor Resources](#)
2. Input Automatic Clearing House (ACH) banking information. This allows direct deposit payments which are the quickest way to receive payments from the Commonwealth of Pennsylvania. Fill out and return the Electronic Addenda (EA) form which will enable the sending of electronic remittance information at the same time as the payment and will allow Accounts Receivable to access the posting information immediately with the payment. This form is located at the Vendor Resources section of the Comptroller Operations Web Site. [Vendor Resources](#) Browse through to the FORMS within the Resources site. \*The EA form can be faxed to the attention of Vendor Data Management Unit at 717-214-0148 or scanned and emailed to: [Email-PA-PSC\\_SUPPLIER\\_REQUESTS@PA.GOV](mailto:Email-PA-PSC_SUPPLIER_REQUESTS@PA.GOV)
3. Vendor name is spelled correctly and matches name on invoices.
4. Confirm your User Data is accurate including email and contact phone numbers.
5. Add at least one (1) additional Administrative User to the account as back up. Instructions to do so are within the PA SUP PORTAL Creating Additional Users in the Portal.Doc located at the Vendor Resources section of the Comptroller Operations Web Site.
6. Vendor Company address is listed correctly. If applicable, 1099 would be mailed to this address.
7. Add Ordering addresses (if applicable). Instructions for this are within the PA SUP PORTAL Portal Address Update.Doc.
8. Add Ship-From addresses (if applicable). Instructions for this are within the PA SUP PORTAL Portal Address Update.Doc.

If additional assistance is needed, please send an email to: [Email-PA-PSCSRMPortal@PA.GOV](mailto:Email-PA-PSCSRMPortal@PA.GOV) or call toll free 877-435-7363 option 1. Thank You.

## SHOW ME THE MONEY DIRECT DEPOSIT



- Administrative user inputs banking details in the PA Supplier Portal (5 fields)

Bank details

Delete

Country: US 1

Bank Key: 2

Bank Account: 3

Control key: checking 4

Account Holder: 5

- Save time! No waiting on mail
- No waiting in line at the bank to make deposit.
- Money is in the bank on pay date

# SHOW ME THE MONEY



## E-REMITTANCE/ELECTRONIC ADDENDA

- Paperless remittance/Electronic Addenda (EA) sends 16 digit remittance information in conjunction with payment visible through online banking
- EA Form is located under [www.budget.pa.gov](http://www.budget.pa.gov) under >Services > For Vendors >Direct Deposit & E-Remittance
- Save time and keep accounting records straight by receiving vital invoice number and payment information at the same time!



# SHOW ME THE MONEY

## E-Invoicing



- Submit invoices via email to [69180@pa.gov](mailto:69180@pa.gov)
- GO GREEN! Eliminate paper, envelopes and postage
- For system requirements, go to [www.budget.pa.gov](http://www.budget.pa.gov) > Services > For Vendors > "How to Submit Invoices"



# SHOW ME THE MONEY



## SELF-SERVICE INVOICE STATUS TOOL

- Open 24/7 (updates once daily overnight)
- View current invoice(s) in process\*
- View invoices paid (last 60 days)
- Access via [www.budget.pa.gov](http://www.budget.pa.gov) > Services> For Vendors> and select "Self- Service Payment Lookup".





SHOW ME THE MONEY



OVERVIEW OF WEBSITE

[www.budget.pa.gov](http://www.budget.pa.gov)

> Services> For Vendors>

## VENDOR DATA MANAGEMENT (VDMU) CONTACT INFORMATION

### Payable Services Call Center

- Open Monday-Friday 8 am – 4:30 EST (except holidays)
  - Toll free 877-435-7363 option 1
  - Local 717-346-2676 option 1
- Fax: 717-214-0140
- Registration issues email: [ra-pscsrportal@pa.gov](mailto:ra-pscsrportal@pa.gov)
- Email for VDMU: [ra-psc\\_supplier\\_requests@pa.gov](mailto:ra-psc_supplier_requests@pa.gov)
- Payment Inquiries email: [ra-pscpaymentinquire@pa.gov](mailto:ra-pscpaymentinquire@pa.gov)





