

- Complete the five sections (General Info, Legal Address, Mailing Address, Administrator Info and Authorized Signatory). After completing scroll down to the bottom of the page click on the button that says "Submit."
- Register with the Commonwealth to obtain a SAP Vendor Number. The registration form can be found at <https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx>.

II. AFTER BEING APPROVED AS A BUSINESS PARTNER

The Administrator will receive an E-Mail stating you are approved and to setup a Password once the paper agreement has been executed.

Be aware that all Commonwealth Systems will time out after 30 minutes of inactivity.

PC REQUIREMENTS

- Microsoft Edge Internet Browser and enabling Internet Explorer Mode.
- 20 MB of free hard drivespace for the IDM Document Viewer.

INTERNET CONNECTION

- Access to a Computer (PC) that is connected to the Internet.

Getting Help

Online help is available to guide you through our website www.ecms.penndot.pa.gov/ECMS/. If you need further assistance, please contact: **PennDOT Information Technology Service Desk at (717) 783-8330 or (855) 783-8330.**

Hours available:
Monday to Friday, 8:00AM to 4:30PM,
excluding state holidays.

Commonwealth of Pennsylvania

Pennsylvania Department of Transportation
Bureau of Construction and Materials.

ECMS Business Partnership Guide

For Government Agencies,
Private Sector and Enhancement
Projects help in ECMS.

**Bureau of Construction
and Materials**



I. INITIAL STEP

1. Log on to the PennDOT ECMS homepage at <http://www.dot2.state.pa.us>.
2. Click on "Business Partner."
3. Click on "Registration."
4. Click on "Private Sector Organization."
5. Click on "Business Partner Agreement".pdf.
6. Complete Electronically pages six through eight and Email completed Agreement to the Department of ra-pd-bpreistration@pa.gov.
7. Click on "Registration" on left of page under Business Partner.
8. Scroll down to the bottom of the page and click on the "Register" Button.
9. Complete the five sections (General Info, Legal Address, Mailing Address, Administrator Info and Authorized Signatory). After completing, scroll down to the bottom of the page click on the button that says "Submit."
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I. INITIAL STEP

Enhancement and Sponsor Projects are those projects that are for either Beautification or Rail-Trails projects.

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8. Click on "Registration" then scroll down to the bottom of the page and click on the "Register" Button. Under the tab General Information as Business Type click on "Government Agency."

