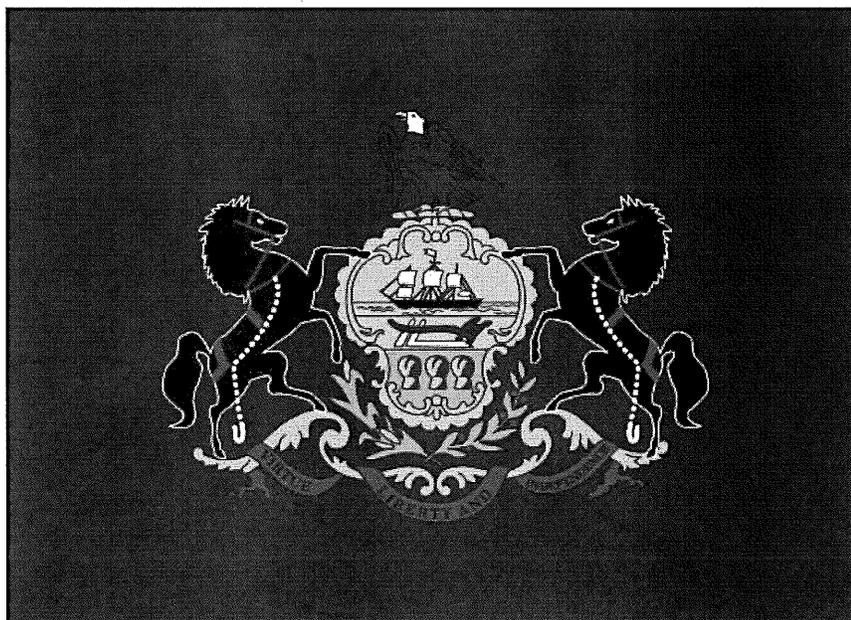


Non Procurement Registration Guide

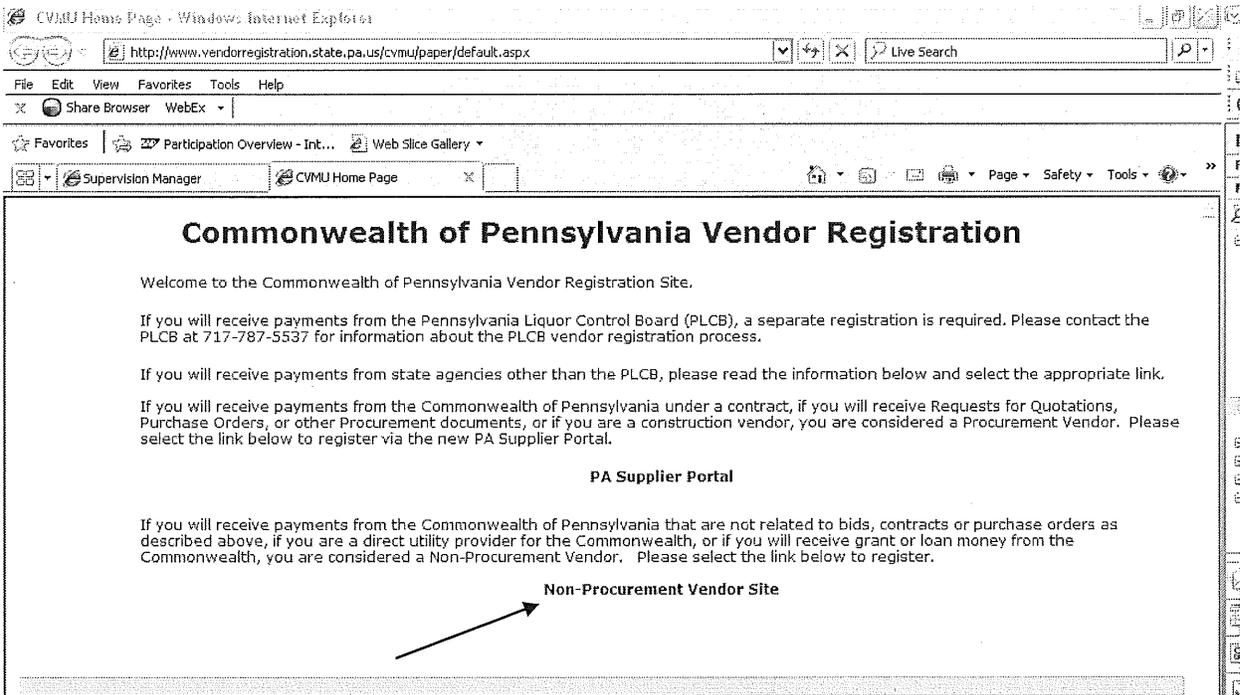


Non Procurement Registration Guide

1. Log on to www.vendorregistration.state.pa.us

PLEASE NOTE: Website is ONLY compatible with Internet Explorer 8.0-10.0

- Click Non- Procurement Vendor Site



2. Select "Non Procurement Registration Form"

Commonwealth of Pennsylvania Vendor Registration

Non-Procurement Registration Form

All questions about registration should be directed to the Payable Services Call Center at 717-346-2676 (Harrisburg area) or 877-435-7363 (toll free) or ra-psc_supplier_requests@pa.gov.

Vendor Payments and Invoices In-Process Reports

The Commonwealth's Payable Services Center provides two reports to assist vendors in managing payment transactions with the Commonwealth:

1. The **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.
2. The **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.

Note: Some invoices received by the Commonwealth do not enter workflow. These invoices will not appear on this report.

Examples are:

- XML invoices (submitted electronically)
- EDI invoices (submitted electronically)
- Redevelopment Assistance Capital Program (RACP) invoices
- Department of General Services (DGS) construction invoices
- Real Estate lease invoices

3. Registration: Enter in Tax ID number (Social Security or EIN), Legal Name, and the Doing Business As name if applicable. Select submit.

- a. If the company is already registered, the 6 digit vendor number will be displayed.
- b. If the company is registered and is listed under a different name; there will be a message displayed to email the resource account for assistance. Provide company name and Tax ID number.
- c. If the company is NOT registered; please click the Non Procurement Registration form which will be displayed in order to register

Commonwealth of Pennsylvania Vendor Registration

You may already be registered as a vendor. To determine if you are already registered, enter your Taxpayer Identification Number (TIN), Legal Name (at least the first 5 characters) and Trading/Doing Business As (if applicable) below.

Newly registered vendors should wait for at least 3 to 5 business days before using this tool. If you have a vendor number and require a change to your vendor record, you must email a written change request to RA-PSC_Supplier_Requests@pa.gov or fax the change request to 717-214-0140.

TIN:

235545688

Legal Name:

Bumble Bee Express

Trading/Doing Business
As:

No vendor number found for the TIN and Legal Name entered. Please select the Non Procurement Registration link to register.

Non-Procurement Registration Form

Non-Procurement Vendor Registration Form

Required FIELDS are Preceded by an Asterisk (*)
Please do not use commas when filling out this form.

*Name

Legal Name: *

Legal Name
Continued
and/or
Trading/Doing
Business As:

*Address

Street
Address1: *

OR PO Box
Number:

Street
Address2:

City: *

State/Province: PA - Pennsylvania

Zip Code: *

xxxxx-xxxx

Click **USPS** if
last 4
unknown

** Please click the USPS
link if the last 4 digit of
zip code is unknown**

Provide
Pennsylvania
County
for Address:

Provide
Country of
Address: **USA**

*Contact Information

Contact
Name: *

Email
Address:

Phone: xxx- *
xxx-xxxx

Extension:

**** Enter phone number as shown xxx-xxx-xxxx****

Fax: xxx-xxx-
xxxx

**** Enter fax
number as
shown xxx-xxx-
xxxx****

***Taxpayer Identification Number (Do not enter hyphens or spaces)**

Social
Security
Number
(SSN):

**** Enter Social Security number OR Employer
Identification number, NOT both****

Employer
Identification
Number
(EIN):

Submission Information

Before submitting the form, click on the link to IRS Form W-9, and print the form. After submitting the registration form, complete, sign and fax the IRS Form W-9 to the Vendor Data Management Unit at 717-214-0140. Your registration will be processed after the completed Form W-9 is received, and you will be notified of your vendor number by email or phone.

The legal name associated with your taxpayer identification number as recognized by the IRS should be entered in the registration form and the Form W-9.

If any of the following situations apply to you, please contact the Central Vendor Management Unit for instructions before completing and submitting the registration:

- ***You are applying for a grant under a different name and/or address associated with the same taxpayer identification number***
- ***You already have a vendor number and any of the information in your vendor record has changed***
- ***You do not have a taxpayer identification number***
- ***Your legal address is outside of the United States***

Contact the Vendor Data Management Unit at 717-346-2676 or toll free at 1-877-435-7363.

Click [here for W-9 Online Form](#).

If unable to fax form W-9, please mail to:

Commonwealth of Pennsylvania
Vendor Data Management Unit
Bureau of Payable Service
555 Walnut Street 9th Floor
Harrisburg, PA 17101-1925

Registration will not be processed before the completed, signed W-9 is received.

Electronic Funds Transfer Information

If you would like to have payments from the Commonwealth of Pennsylvania deposited to your bank account, click on the **EFT Enrollment Form** to download the Form. The completed and signed form should be faxed to the Vendor Data Management Unit at 717-214-0140.

By completing and submitting this Registration Form, you certify that: (i) you are authorized to submit this Form for, or on behalf of, the person or entity named in the Form; and, (ii) all of the information on or in this Form is true and correct to the best of your knowledge, information, and belief. Any false statements made by you on or in this *Non-Procurement Vendor Registration Form* are subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

4. Vendor Payments and Invoices in Process Reports

- a. To view payments in process or vendor payments, please click the link displayed below.

Commonwealth of Pennsylvania Vendor Registration

Non-Procurement Registration Form

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Vendor Payments and Invoices In-Process Reports

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- Real Estate lease invoices

5. Vendor Payment Registration

- a. If this is the first time accessing the reports, a username and password will have to be created.
- b. Please select the register button.
- c. Follow the prompts to complete registration.

Vendor Payments and Invoices-in-Process Reports Sign-In

Welcome to the Vendor Payments and Invoices-in-Process Reports Registration Page

Non-procurement vendors can gain access to the Vendor Payments report and Invoices-in-Process report by typing the appropriate username and password below.

its.

Username:

Password:

Non-procurement vendors who need to obtain a username and password, please click on the Register button below. Following registration, activation of the reports will take approximately 24 hours. Remember the username and password you have created.

Non-procurement vendors who need to obtain a username and password, please click on the Register button below. Following registration, activation of the reports will take approximately 24 hours. Remember the username and password you have created.

[Register](#)

[Forgot Password?](#)

Forgot your password?
Retrieve it here!

[Privacy Policy](#) | [Security Policy](#)
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6. Vendor Payments and Invoices in Process Reports

- a. Log in to access payment information
- b. Click the blue link under **Invoice in Process** in order to see invoices that are awaiting approval or have cleared to Treasury
- c. Click the blue link under **Vendor Payments** to view payments that have paid within the last 60 days.

Vendor Payments and Invoices-in-Process Reports

In-Process Listing						
Invoice in Process	Vendor Payments	Legal Name	Phone #	City	State	Zip Code
0000177599	0000177599	SICKLE CELL DISEASE ASSOC OF	215-471-8885	PHILADELPHIA	PA	19139-4616

[Disclaimer]

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If further assistance is needed, please contact the Payable Services Call Center at
877-435-7363 Option 1 (toll free) or 717-346-2676 Option 1 (local)

Monday-Friday 8:00am- 4:30pm EST.