
**SMALL BUSINESS/SMALL
DIVERSE BUSINESS
APPLICATION INSTRUCTIONS**

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Bureau of Diversity, Inclusion & Small Business Opportunities
North Office Building
401 North Street, Room 601
Harrisburg, PA 17120-0500
717.783.3119
717.787.7052 F
gs-bdisbo@pa.gov

QUICK CONTACT LIST:

Login Problems: Supplier Service Center, 877.435.7363, Option 1

Enterprise Applications (Blank page after following [Troubleshooting Tips](#)): Supplier Service Center, 877.435.7363, Option 1

Upload Issues: Bureau of Diversity, Inclusion & Small Business Opportunities, 717.783.3119, RA-SmallBusiness@pa.gov

Online Application Questions (Steps 1 – 8 of online application): Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO), 717.783.3119, RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov

QUICK ACCESS INSTRUCTIONS

SMALL BUSINESS

1. Go to the PA Supplier Portal at www.pasupplierportal.state.pa.us.
2. Click the **Log on** button in the upper right and login. TIP: If you do not have your log on information, contact the Supplier Service Center at (877) 435-7363, option 1.
3. Click **“Bidder”** → **“Enterprise Applications”** → **“Small & Small Diverse Business Program Application”**.
4. Scroll to the bottom of the page, check the box, and click **“Continue to Self-Certification”** or **“Continue to Recertification”**.
5. Click through any pop-up boxes to enter the application.

SMALL DIVERSE BUSINESS

1. Follow the Small Business instructions above to access the Small Business Application.
2. If you’ve just submitted a new small business certification or a recertification: Scroll down to the bottom of the Congratulations page and click **Yes** at “Do you also wish to verify as a Small Diverse Business?” TIP: If this page does not appear, follow the instruction on the next line.

OR

Click the **Step 5** tab, and click on the **“Verify as an SDB”** button at the bottom of the page.

3. Upload your third party proof of certification in Step 6, click **“Save”**, and then click **“Save and Continue”**. Repeat for all third party certifications if you are submitting more than one. TIP: The UCP, SBA 8(a), and VetBiz verifications have two or three fields for the upload of documentation. All fields must be completed for these verifications before saving.

As a reminder, BDISBO is no longer certifying companies as Minority, Woman, Veteran, Service Disabled Veteran, LGBT, or Disability-owned. You must have a current certification from one of seven approved third party organizations. You can find the list at www.dgs.pa.gov → **BUSINESSES** → **SMALL DIVERSE BUSINESS PROGRAM** → **SMALL DIVERSE BUSINESS VERIFICATION**. If you are renewing your Small Diverse Business verification and you have submitted an application to a new third party certifier or recertification application to your current third party certifier but it is still in process, you may complete the AFFIDAVIT TO REQUEST EXTENSION FOR SMALL DIVERSE BUSINESS DESIGNATION to submit in place of the certification while it is still in process. It will act as a placeholder until the application is approved and you can forward the proof of third party certification. Contact BDISBO at GS-SmallBusiness@pa.gov or 717.783.3119 for a copy of the affidavit.

Please note that you must have submitted the application for certification to a new third party certifier at least 30 days prior to your SDB expiration date to be eligible to use the Affidavit; otherwise, you must wait until the third party application is approved for certification before reapplying for SDB verification.

SYSTEM REQUIREMENTS

Certified Browsers

Internet Explorer 8.0, 9.0, 10.0, 11.0

Supported Operating Systems

Microsoft Windows 7.0, 8.0, 8.1

(See important notice regarding Windows 10 below)

Technology

PCs

Other Browsers, Operating Systems & Technology

Full functionality not assured

NOTE: The PA Supplier Portal may work with other Browsers, Operating Systems, and Technology. See the Other Browsers, Operating Systems, and Technology in the [Troubleshooting Tips](#) section of this guide.

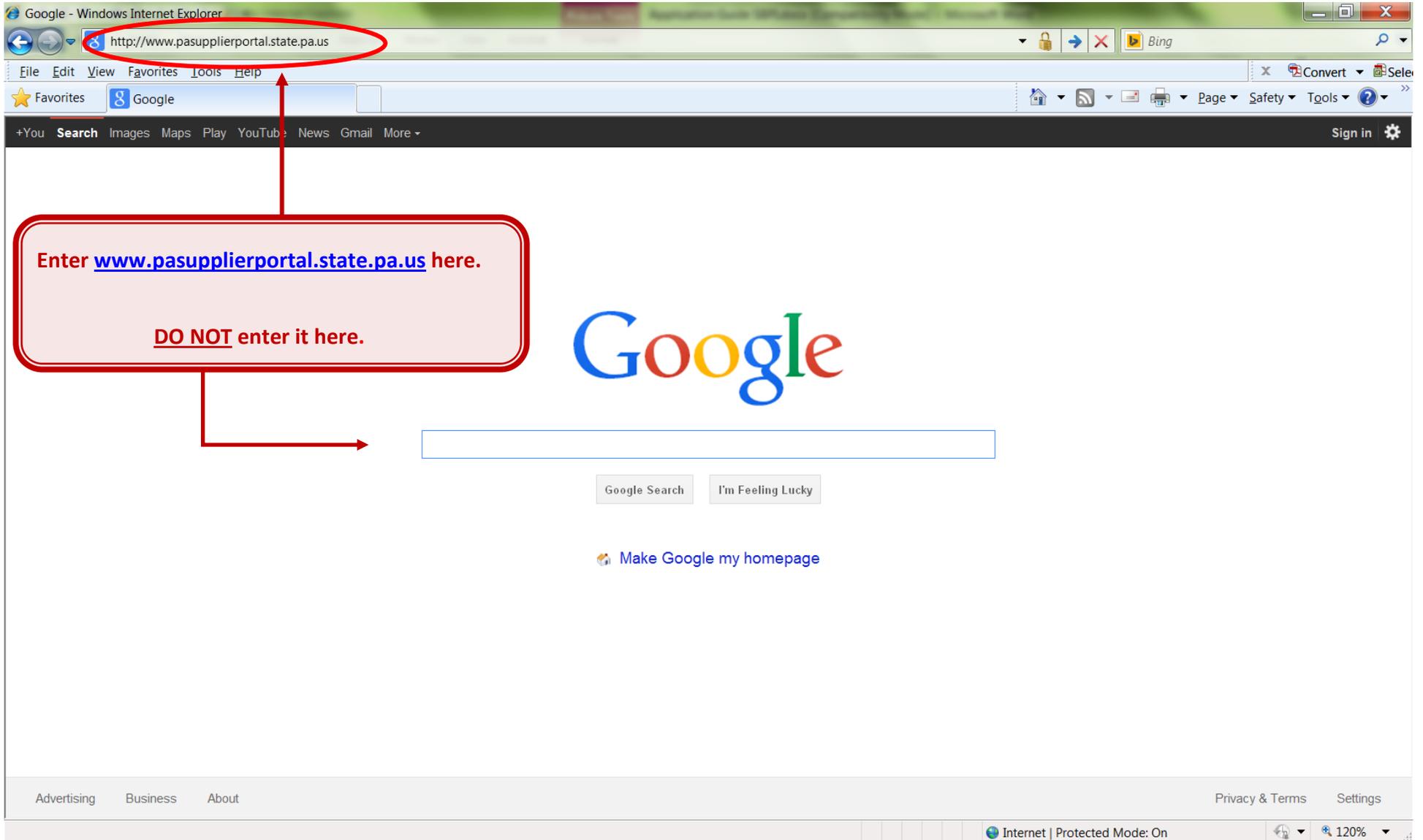
IMPORTANT NOTICE: Windows 10 Known Compatibility Issues

In August 2015, Microsoft released its Windows 10 operating system along with a new Internet browser called Edge. This new operating system and web browser have been integrated in many commonwealth business partner IT environments. However, several compatibility issues are known to remain.

The Office of Administration (OA) is working to identify and address those compatibility issues. During this phase, OA is recommending that commonwealth business partners interface with commonwealth applications and services using computing devices that are running Microsoft Windows 7 operating system and Internet Explorer version 11 browser to avoid compatibility issues and disruption of business processes.

INSTRUCTIONS

1. Enter www.pasupplierportal.state.pa.us in address bar at top of screen.



2. You should now be on the PA Supplier Portal. Click on the **Log on** button at the top right.

https://pasupplierportal.state.pa.us/irj/portal/anonymous

Search: New Session Log on

Welcome: PA Suppliers

Supplier

Supplier Registration

Supplier > Supplier Registration > PA Supplier Portal Home

Full Screen

Welcome to the Pennsylvania Supplier Portal

IMPORTANT SYSTEM NOTICE TO SUPPLIERS

The PA Supplier Portal is a secure site. The PA Supplier Portal certified browsers are Internet Explorer 8.0 through 11.0. Supported Operating Systems are Microsoft Windows 7.0, 8.0, and 8.1. Other products may work; however, full functionality cannot be assured. Registrations will only be processed during regular Commonwealth work hours.

If you are experiencing access problems with this site, please select [status](#) for system availability information.

The Pennsylvania Supplier Portal enables suppliers to participate in electronic bidding opportunities with the Commonwealth, and also Manage User and Company Data. Problems

with your password? Select the log on link at the top of this page, then select the "**Reset Password**" link located at the bottom of the page.

The "**Supplier Service Center**" link located on the left navigation bar contains helpful tools to provide assistance throughout the Supplier Registration and Bidding Processes.

115%

3. Login with your **User Name** and **Password**. If you do not know your **User Name** and/or **Password**, contact the Supplier Service Center at 717-346-2676 or 877-435-7363, option 1.

SAP NetWeaver Portal - Windows Internet Explorer
https://pasupplierportal.state.pa.us/irj/portal/anonymous/login

File Edit View Favorites Tools Help

★ Favorites SAP NetWeaver Portal

pennsylvania PA

Welcome Pennsylvania Suppliers! If you are using a screen reader and would like to request the enhanced accessibility option for this website, please call the toll free number 877-435-7363, option 1, between 8:00 AM and 4:30 PM, Monday thru Friday.

The PA Supplier Portal is a secure site. The PA Supplier Portal certified browsers are Internet Explorer 6.0 through 8.0. Other products may work; however, full functionality cannot be assured.

User *
Password *

Log On

Logon Problems? [Replace Password](#)
Forgot your User ID? Contact the Payable Service Call Center at 877-435-7363 - option 1 Or email RA-PSCSRMPORTAL@pa.gov

Done Local intranet | Protected Mode: Off

4. Once logged in, select the **Bidder** tab.

The screenshot shows a web browser window with the URL <https://pasupplierportal.state.pa.us/irj/portal/anonymous/login>. The page title is "Welcome Vendor Administrator - Commonwealth of Pa - Windows Internet Explorer". The browser's address bar shows the URL. The page content includes a search bar, a "Welcome: Jane Doe" message, and a navigation menu. The "Bidder" tab is highlighted with a red box. The main content area displays a "WELCOME VENDOR ADMINISTRATOR" message with a list of links: "Create Additional Users", "Manage Company Data", "Manage Supplier Addresses", and "Manage Bank Data & Product Categories". Below the list, there are three paragraphs of text providing instructions on how to access administrative user options, the Supplier Service Center, and the Help link.

Vendor Administrator > Administrator > Welcome Vendor Administrator

WELCOME VENDOR ADMINISTRATOR

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

To access the Administrative User options, refer to the links located on the left navigation bar. If you would like to view and respond to Commonwealth Solicitations, select the **"Bidder"** tab located in the upper left corner of the screen.

The **"Supplier Service Center"** link located on the left navigation bar contains helpful tools to provide assistance throughout the Supplier Registration and Bidding Processes.

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

5. Click on “Enterprise Applications”.

The screenshot shows a web browser window with the URL <https://pasupplierportal.state.pa.us/irj/portal/anonymous/login>. The page title is "Bid Processing - Commonwealth of Pa". The navigation menu includes "Vendor Administrator" and "Bidder". The "Bidder" tab is active, and the "Enterprise Applications" menu item is highlighted with a red box. The main content area displays a table of solicitations under the "Solicitations - All" tab. The table has columns for Solicitation Number, Solicitation Description, Solicitation Type, Solicitation Status, Start Date, End Date, Response Number, Response Status, Solicitation Version, and Response. The table contains 8 rows of data.

Solicitation Number	Solicitation Description	Solicitation Type	Solicitation Status	Start Date	End Date	Response Number	Response Status	Solicitation Version	Response
6100028301	1152 PIZZA	Invitation For Bid	Published	02-25-2014	03-05-2014		No Bid Created	1	
6100028291	Copy of 6100028263	Invitation For Bid	Published	02-25-2014	03-11-2014		No Bid Created	1	
6100028283	1176 Frozen Beef/Pork Products 02/24/14	Invitation For Bid	Published	02-25-2014	03-17-2014		No Bid Created		
6100028280	1152 BEEF PATTIES, FRZ	Invitation For Bid	Published	02-25-2014	03-18-2014		No Bid Created		
6100028279	1152 CHICKEN PRODUCTS, FRZ	Invitation For Bid	Published	02-25-2014	03-12-2014		No Bid Created	2	
6100028278	1152 BREADED FISH	Invitation For Bid	Published	02-25-2014	03-11-2014		No Bid Created	2	
6100028274	1153 Produce - April	Invitation For Bid	Published	02-24-2014	03-05-2014		No Bid Created		
6100028273	P00041552 02/24/2014 09:56:44	Invitation For Bid	Published	02-25-2014	03-12-2014		No Bid Created	1	

If this page is blank after selecting Enterprise Applications, logout and log back into the application, click on **Vendor Administrator** tab (to the left of the **Bidder** tab) → **Bidder** tab → **Enterprise Applications** → **Small & Small Diverse Business Program Application**.

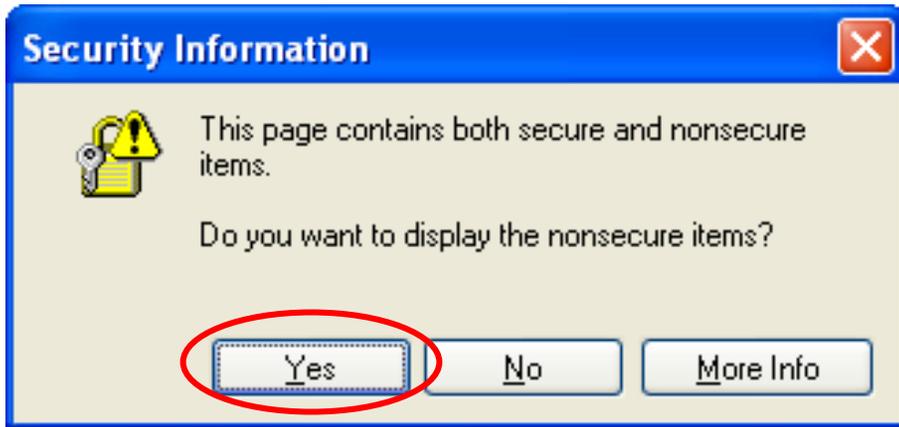
OTHER POSSIBLE ISSUES

- You have not given permission to view all content.
- You are not using Internet Explorer (IE) 8.0, 9.0, 10.0, or 11.0.
- You are using IE 11.0 but running it in Compatibility Mode hasn't resolved the problem.
- You are running Windows 10 (run Windows 7).
- You are using a Mac system.

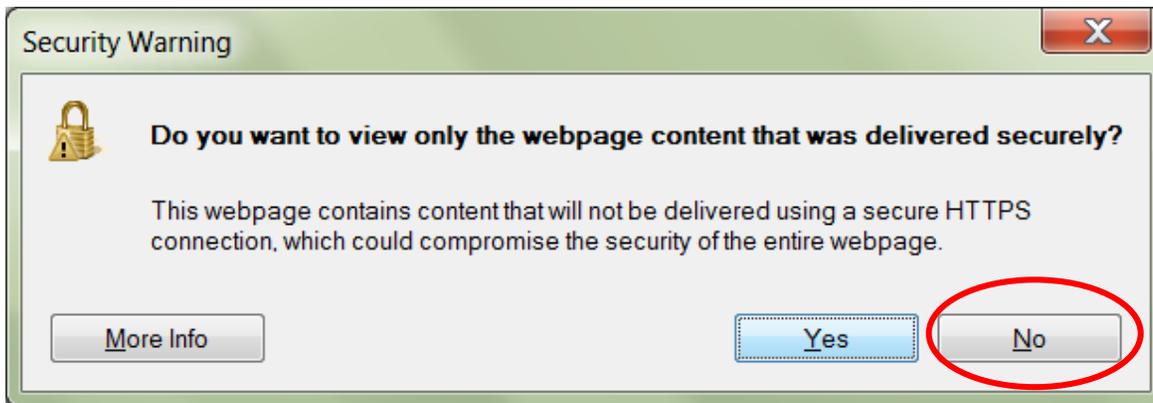
See the [Troubleshooting Tips](#) at the end of this guide.

CONTACT THE SUPPLIER SERVICE CENTER AT 877-435-7363, OPTION 1 IF YOU CONTINUE EXPERIENCING ISSUES AFTER FOLLOWING THE TROUBLESHOOTING TIPS.

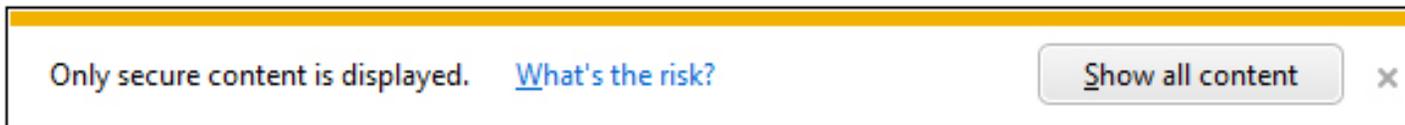
6. If a security box pops up, hit “Yes” if it looks like this . . .



. . . or “No” if it looks like this.



Or click the “Show all content” button if this appears at the bottom of the window. NOTE: Click “Show all content” may route you back to the Welcome Vendor Administrator page. Click **Bidder** > **Enterprise Applications** again if this happens.



If the security warning does not appear, continue to the next step. It may appear later in the process. If it does, follow the directions above. The goal is to be able to view all information, secure and nonsecure. For additional pointers, please see the [Troubleshooting Tips](#) for Viewing Secure and Nonsecure Content at the end of this guide.

7. Click on **Small & Small Diverse Business Program Application**.

The screenshot shows a web browser window with the URL <https://pasupplierportal.state.pa.us/irj/portal/anonymous/login>. The browser title is "Enterprise Applications - C...". The page header includes the Pennsylvania logo and the text "enterprise application portal" and "DEPARTMENT OF GENERAL SERVICES". A left-hand navigation menu is visible, with the "Bidder" link highlighted in green. Below the "Bidder" link, a dropdown menu is open, listing "Welcome Bidder", "Bid Processing", "Enterprise Applications", and "Supplier Service Center". The main content area features a banner with the Pennsylvania logo and the text "enterprise application portal" and "DEPARTMENT OF GENERAL SERVICES". Below the banner, a red notice states: "NOTICE: The ITQ application certified browser is Internet Explorer 6.0. Other browsers may work, but full functionality cannot be assured." The main heading is "Welcome to the Enterprise Application Portal." Below this, there are two links: "COSTARS" and "Small & Small Diverse Business Program Application". The "Small & Small Diverse Business Program Application" link is highlighted with a red border. The description for this link is: "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."

enterprise application portal
DEPARTMENT OF GENERAL SERVICES
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NOTICE: The ITQ application certified browser is Internet Explorer 6.0. Other browsers may work, but full functionality cannot be assured.

Welcome to the Enterprise Application Portal.

COSTARS	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	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.

8. You have reached the application welcome screen.



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Pennsylvania Small & Small Diverse Business
Small Business Self-Certification & Small Diverse Business Verification

[Email HELP](#)

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Do not use your browser's back button. Simply click the appropriate Step button from the black bar above.

Welcome XYZ ENTERPRISES

Eligibility Requirements

Businesses interested in participating in the Small and Small Diverse Business Programs must first become certified as a Small Business. To self-certify, a business must meet each of the following requirements:

- The business must be a for-profit, United States business.
- The business must be independently owned.
- The business may not be dominant in its field of operation.
- The business may not be a subsidiary of another business.
- The business may not employ more than 100 full-time equivalent employees.
- The business, by type, may not exceed the following three-year average gross sales:

\$7 Million	\$20 Million	\$25 Million
<ul style="list-style-type: none">• Building Design Services	<ul style="list-style-type: none">• Procurement Goods• Procurement Services• Construction Contractor & Supplier	<ul style="list-style-type: none">• Information Technology Goods & Services

If a business has not existed for three years, the average gross sales are computed for the period of the business's existence. For newly formed businesses, the determination is based upon projected gross sales. In order for a business to operate in more than one of the five general business classifications, its combined operations cannot exceed the lowest three-year average gross sales for the business types selected.

9. Scroll down to the bottom of the page, check the box.

\$7 Million	\$20 Million	\$25 Million
<ul style="list-style-type: none">• Building Design Services	<ul style="list-style-type: none">• Procurement Goods• Procurement Services• Construction Contractor & Supplier	<ul style="list-style-type: none">• Information Technology Goods & Services

If a business has not existed for three years, the average gross sales are computed for the period of the business's existence. For newly formed businesses, the determination is based upon projected gross sales. In order for a business to operate in more than one of the five general business classifications, its combined operations cannot exceed the lowest three-year average gross sales for the business types selected.

Provision of False Information

Any applicant providing false information to the Commonwealth of Pennsylvania in connection with this Small Business self-certification or Small Diverse Business verification for or as part of the bidding process may be subject to the following:

- Debarment or suspension under [62 Pa.C.S. §531](#);
- Exclusion of the company and owner(s) from the Small Business Program and, if applicable, Small Diverse Business Program;
- A determination by the procuring agency that a bidder is not responsible as found in [Management Directive 215.9, Commonwealth Contractor Responsibility Program](#);
- A determination by the procuring agency to terminate any contract entered into with the agency; and/or
- Criminal prosecution and/or any other legal actions permitted by law.

By checking this box, I certify that I have read the Program Overview and Eligibility Requirements, and I fully understand the potential consequences of providing false information as a part of this self-certification process.

Note: Clicking No Thanks will redirect you back to the DGS website.

10. Click the **Continue to Self-Certification** button in the Confirmation box.

The business, by type, may not exceed the following three-year average gross sales:

\$7 Million	\$20 Million	\$25 Million
<ul style="list-style-type: none">• Building Design Services	<ul style="list-style-type: none">• Procurement Goods• Procurement Services• Construction Contractor & Supplier	<ul style="list-style-type: none">• Information Technology Goods & Services

If a business has not existed for three years, the average gross sales are computed for the period of the business's existence. For newly formed businesses, the determination is based upon projected gross sales. In order for a business to operate in more than one of the five general business classifications, its combined operations cannot exceed the sales limits for the business types selected.

Provision of False Information

Any applicant providing false information as part of the Business verification for or as part of the Business Program:

- Debarment or suspension under [62 Pa.C.S.](#)
- Exclusion of the company and owner from the Business Program;
- A determination by the procuring authority under [§ 215.9, Commonwealth Contractor Responsibility Program](#);
- A determination by the procuring authority under [§ 215.9, Commonwealth Contractor Responsibility Program](#);
- Criminal prosecution and/or any other legal action.

CONFIRMATION

I certify that the information I will be entering here is true and correct and understand that the Commonwealth shall treat any misstatement as fraudulent concealment of the true facts punishable as a crime under Section 4904 of the Pennsylvania Crimes Code, Title 18, of Pa. Consolidated Statutes relating to unsworn falsification to authorities.

Continue to Self-Certification Cancel

By checking this box, I certify that I have read the Program Overview and Eligibility Requirements, and I fully understand the potential consequences of providing false information as a part of this self-certification process.

11. Once in the application, you can navigate to a given Step by clicking the appropriate tab at the top of the application. If you have not yet started the application, you will begin in Step 1. If you have already submitted the application, Steps 1 and 4 will be locked. You must contact the Bureau of Diversity, Inclusion & Small Business Opportunities at RA-smallbusiness@pa.gov to request that they be unlocked for editing.

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Do not use your browser's back button. Simply click the appropriate Step button from the black bar above.

Step 1

Is your business a US business? [?](#) Yes No

Is your business independently owned? [?](#) Yes No

Does your business exercise influence or major control within its industry? [?](#) Yes No

Is your business a subsidiary of another company? [?](#) Yes No

SMALL DIVERSE BUSINESS VERIFICATION

1a. The Small Diverse Business (SDB) verification application is accessible through the Small Business Self-Certification application. If you have just submitted your small business self-certification, click **Continue to SDB Verification** at the bottom of the Congratulations page.

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Do not use your browser's back button. Simply click the appropriate Step button from the black bar above.

Congratulations! XYZ ENTERPRISES has been self-certified as a Small Business by the Pennsylvania Department of General Services.

A certificate has been emailed to the primary email address for the company. Copies of the certificate may be printed from this application anytime while the company is certified. To do so, log in, proceed to Step 5 and click on the "Print Certificate" button located on the bottom left corner of the screen. You are also encouraged to review the related Program Guidelines for any further eligibility requirements.

The certification will remain in effect for one year as indicated on the certificate. The company must recertify annually to keep the Small Business certification status active. Automated email reminders to recertify will be sent approximately thirty (30) days and fifteen (15) days prior to the expiration of the certification; however, it is the company's responsibility to complete the recertification process on or before the expiration date. If the company fails to recertify on or before the certification's expiration date, the certification will lapse and the company will not be eligible for certification.

Please enable your cookies and other future cookies. Additionally, if you have any questions or submit your inquiry, please contact us.

Verification of Small Diverse Business Status

Do you also wish to verify as a Minority, Woman, Veteran, Service Disabled Veteran, LGBT (Lesbian, Gay, Bi-sexual and Transgender), or Disability-Owned Business Enterprise? If so, click the button below to verify as a Small Diverse Business, or you may return later, proceed to Step 5, and click on the "Verify as an SDB" button which will be located on the bottom left corner of the screen.

Please have prepared your proof of current certification from one or more of the following third parties: >

- [The Unified Certification Program \(UCP\) *](#)
- [The National Minority Supplier Development Council \(NMSDC\)](#)
- [The Women's Business Enterprise National Council \(WBENC\)](#)
- [The United States Small Business Administration \(SBA\) 8\(A\) Business Development Program *](#)
- [The Vets First Verification Program \(Vetbiz.gov\)](#)
- [National Gay & Lesbian Chamber of Commerce](#)
- [US Business Leadership Network](#)

Continue to SDB Verification

- 1b. If you submitted your small business self-certification at an earlier time or the Congratulations page does not appear, click the Step 5 tab and then the **Verify as an SDB** button which will appear at the bottom of the page. NOTE: This button will not appear until the small business self-certification or recertification has been completed and submitted.

Step 4 Data

2015 [2015.pdf](#)

2014 [2014.pdf](#)

2013 [2013.pdf](#)

3 Year Average Sales

Your 3 year average sales: \$3,016,673

Acknowledgment Statement

By checking this box, I certify that the information I have entered is true and correct and understand that the Commonwealth shall treat any misstatement as fraudulent concealment of the true facts punishable as a crime under Section 4904 of the Pennsylvania Crimes Code, Title 18, of Pa. Consolidated Statutes relating to unsworn falsification to authorities.

I want to receive program information* via email.

* Solicitations can be viewed on [eMarketplace](#). Vendors wishing to receive email updates on solicitations are strongly encouraged to [sign up for e-Alerts](#).

Signature: Date: 6/22/2016

Title:

By electronically signing above, I hereby affirm that the information provided is true and correct and that I am the owner or person authorized to act on behalf of the company. I further understand that the statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

Click "I Acknowledge and Electronically Sign" to process the application or "Save and Certify Later" to save the application without submitting. Please only click once.

2. Complete Steps 6 – 7, Verification of Small Diverse Business Status.



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Review & Submit SDB

Do not use your browser's back button. Simply click the appropriate Step button from the black bar above.



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Verification of Small Diverse Business Status

Step 6

Please select the third-party certification(s) for which your business is seeking verification. Multiple third-party certifications may be selected; however, the supporting documentation listed will be required for each third-party certification for which your business seeks verification. Expired certifications from any entity will **not** be accepted.

Uniform/Unified Certification Program (UCP): (Click to show details...)

National Minority Supplier Development Council (NMSDC): (Click to show details...)

TROUBLESHOOTING TIPS

[COMPATIBILITY MODE](#)

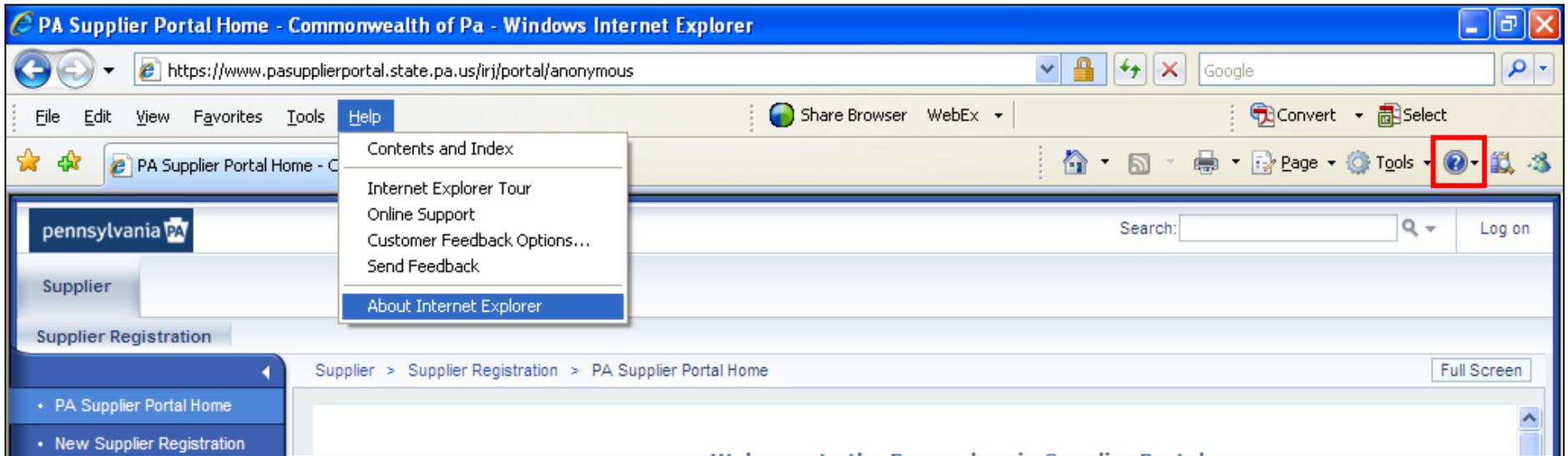
[ADDITIONAL SETTINGS FOR IE 11.0](#)

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COMPATIBILITY MODE

To determine what version of Internet Explorer you are using, click **Help** → **About Internet Explorer**.



OR

Click the  → **About Internet Explorer**.



INTERNET EXPLORER

The PA Supplier Portal is compatible with the Internet Explorer (IE) browser versions 8.0, 9.0, 10.0, and 11.0. If you are running IE 10.0 or 11.0, you may need to run it in Compatibility Mode:

Click this button () if it appears in the Address Bar.

OR

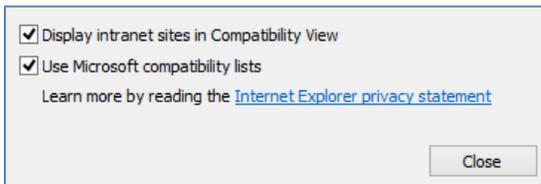
1. Open Internet Explorer.
2. Press the Alt key to display the Menu bar (or right-click the Address bar and then select Menu bar).
3. Click **Tools** → **Compatibility View settings** (ALT + T + B).

OR

1. Press the Alt key to display the Menu bar (or right-click the Address bar and then select Menu bar).
2. Click **Tools** (alternatively you can just press the **F12** key on your keyboard)
3. Click **Browser Mode** and then click on the Internet Explorer version you want to simulate.

OR (Internet Explorer 11)

1. Tap or click the **Tools** button  → **Compatibility View settings**.
2. Under **Add** this website, enter the URL of the site you want to add to the list, and then tap or click **Add**.



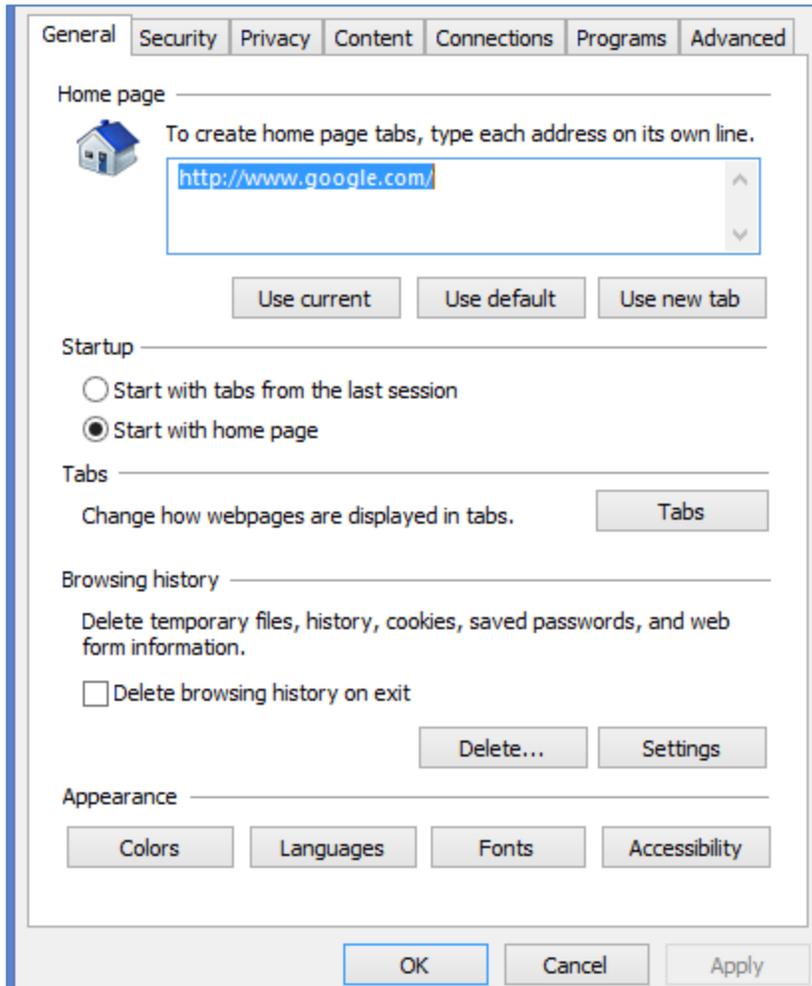
PLEASE USE A COMPATIBLE BROWSER, (IE 8.0, 9.0, 10.0, OR 11.0) FOR COMPATIBILITY.

ADDITIONAL SETTINGS FOR IE 11.0

If you continue experiencing issues while using IE 11.0, try the following Internet options settings.

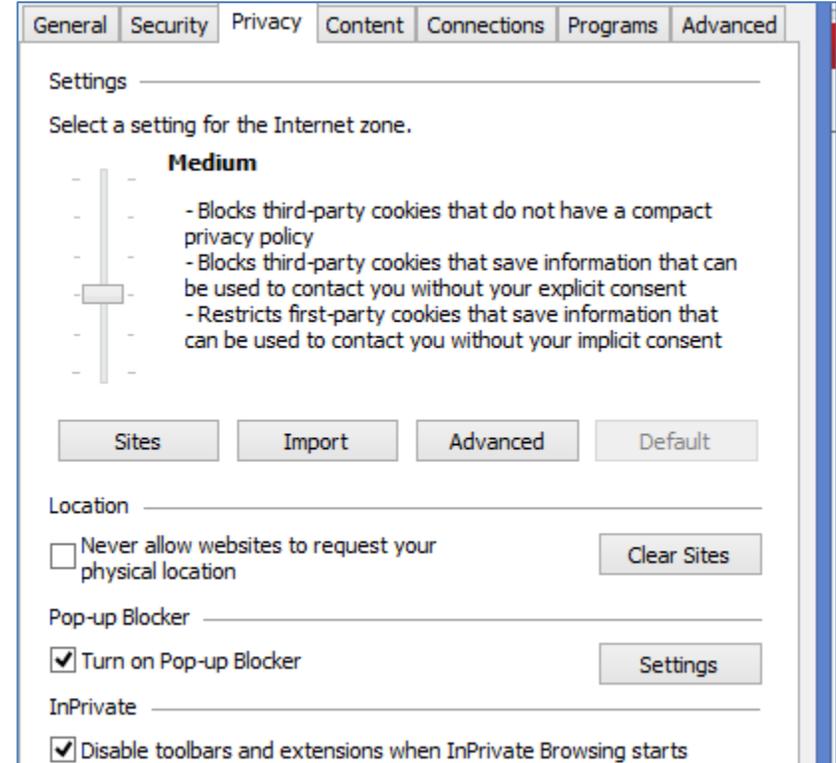
1. Tap or click the **Tools** button , and then tap or click **Internet options**.

GENERAL TAB



The screenshot shows the 'General' tab of the Internet Options dialog box. It features several sections: 'Home page' with a text box containing 'http://www.google.com' and buttons for 'Use current', 'Use default', and 'Use new tab'; 'Startup' with radio buttons for 'Start with tabs from the last session' and 'Start with home page'; 'Tabs' with a 'Change how webpages are displayed in tabs' section and a 'Tabs' button; 'Browsing history' with a checkbox for 'Delete browsing history on exit' and buttons for 'Delete...' and 'Settings'; and 'Appearance' with buttons for 'Colors', 'Languages', 'Fonts', and 'Accessibility'. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

PRIVACY TAB



The screenshot shows the 'Privacy' tab of the Internet Options dialog box. It features a 'Settings' section with a slider set to 'Medium' and a list of descriptions: '- Blocks third-party cookies that do not have a compact privacy policy', '- Blocks third-party cookies that save information that can be used to contact you without your explicit consent', and '- Restricts first-party cookies that save information that can be used to contact you without your implicit consent'. Below the slider are buttons for 'Sites', 'Import', 'Advanced', and 'Default'. The 'Location' section has a checkbox for 'Never allow websites to request your physical location' and a 'Clear Sites' button. The 'Pop-up Blocker' section has a checked checkbox for 'Turn on Pop-up Blocker' and a 'Settings' button. The 'InPrivate' section has a checked checkbox for 'Disable toolbars and extensions when InPrivate Browsing starts'.

SECURITY TAB – INTERNET

Select a zone to view or change security settings.

Internet Sites

 This zone is for Internet websites, except those listed in trusted and restricted zones.

Security level for this zone

Custom
Custom settings.
- To change the settings, click Custom level.
- To use the recommended settings, click Default level.

Enable Protected Mode (requires restarting Internet Explorer)

Custom level... Default level

Reset all zones to default level

SECURITY TAB – LOCAL INTRANET

Select a zone to view or change security settings.

Local intranet Sites

 This zone is for all websites that are found on your intranet.

Security level for this zone

Allowed levels for this zone: All

 **Medium-low**
- Appropriate for websites on your local network (intranet)
- Most content will be run without prompting you
- Unsigned ActiveX controls will not be downloaded
- Same as Medium level without prompts

Enable Protected Mode (requires restarting Internet Explorer)

Custom level... Default level

Reset all zones to default level

SECURITY TAB – TRUSTED SITES

Select a zone to view or change security settings.

 Internet  Local intranet  **Trusted sites**  Restricted sites

Trusted sites
 This zone contains websites that you trust not to damage your computer or your files. Sites

Security level for this zone
Allowed levels for this zone: All

Medium

- Prompts before downloading potentially unsafe content
- Unsigned ActiveX controls will not be downloaded

Enable Protected Mode (requires restarting Internet Explorer)

TRUSTED SITES AFTER SELECTING "SITES"

Trusted sites ✕

 You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.

Add this website to the zone:
 Add

Websites:
 Remove

Require server verification (https:) for all sites in this zone

Close

ADVANCED SETTINGS

Accelerated graphics

Use software rendering instead of GPU rendering*

Accessibility

Always expand ALT text for images

Enable Caret Browsing for new windows and tabs

Move system caret with focus/selection changes

Play system sounds

Reset text size to medium for new windows and tabs

Reset zoom level for new windows and tabs

Browsing

Always record developer console messages

Close unused folders in History and Favorites*

Disable script debugging (Internet Explorer)

Disable script debugging (Other)

Display a notification about every script error

Enable automatic crash recovery*

Enable flip ahead with page prediction

Enable FTP folder view (outside of Internet Explorer)

Enable Suggested Sites

Enable third-party browser extensions*

Enable visual styles on buttons and controls in webpages

Go to an intranet site for a single word entry in the Address bar

Load sites and content in the background to optimize performance

Notify when downloads complete

Show friendly HTTP error messages

Tell me if Internet Explorer is not the default web browser

Underline links

Always

Hover

Never

Use inline AutoComplete in File Explorer and Run Dialog

Use inline AutoComplete in the Internet Explorer Address bar

Use most recent order when switching tabs with Ctrl+Tab

Use Passive FTP (for firewall and DSL modem compatibility)

Use smooth scrolling

HTTP settings

Use HTTP 1.1

Use HTTP 1.1 through proxy connections

Use SPDY/3

ADVANCED SETTINGS CONTINUED

International*

Always show encoded addresses

Send IDN server names for Intranet URLs

Send IDN server names for non-Intranet URLs

Send URL path as UTF-8

Send UTF-8 query strings for Intranet URLs

Send UTF-8 query strings for non-Intranet URLs

Show Notification bar for encoded addresses

Multimedia

Enable alternative codecs in HTML5 media elements*

Enable automatic image resizing

Play animations in webpages*

Play sounds in webpages

Show image download placeholders

Show pictures

Security

Allow active content from CDs to run on My Computer*

Allow active content to run in files on My Computer*

Allow software to run or install even if the signature is invalid

Block unsecured images with other mixed content

Check for publisher's certificate revocation

Check for server certificate revocation*

Check for signatures on downloaded programs

Do not save encrypted pages to disk

Empty Temporary Internet Files folder when browser is closed

Enable 64-bit processes for Enhanced Protected Mode*

Enable DOM Storage

Enable Enhanced Protected Mode*

Enable Integrated Windows Authentication*

Enable native XMLHTTP support

Enable SmartScreen Filter

Enable Strict P3P Validation*

Send Do Not Track requests to sites you visit in Internet Explorer

Use SSL 2.0

Use SSL 3.0

Use TLS 1.0

Use TLS 1.1

Use TLS 1.2

Warn about certificate address mismatch*

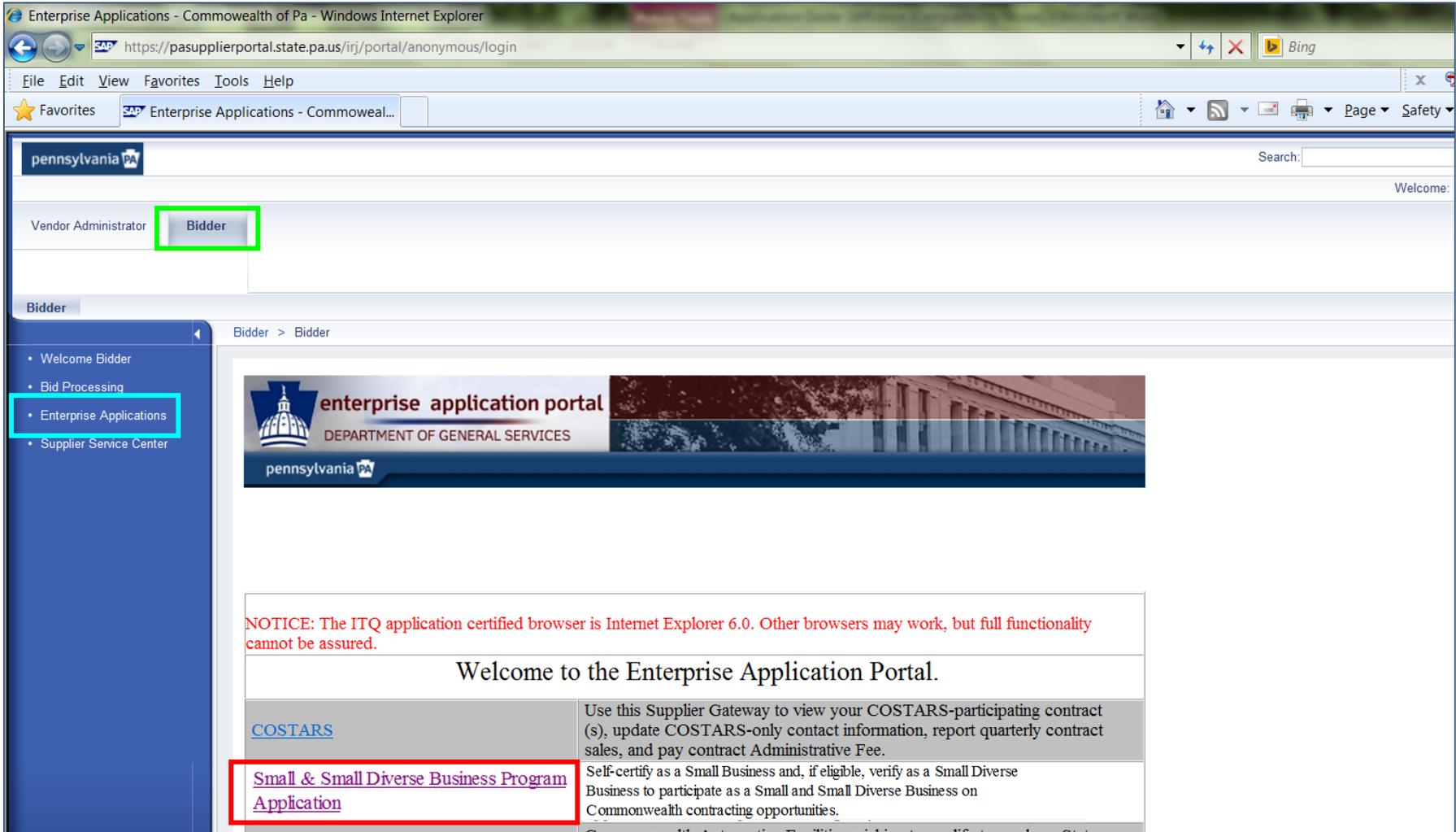
Warn if changing between secure and not secure mode

Warn if POST submittal is redirected to a zone that does not allow it

2. The following Security warning message appears at the bottom of the screen when returning to **Enterprise Applications**. Select **Show all content**.



3. You will be returned back to the welcome vendor administrator page. Hit the **Bidder** Tab > **Enterprise Applications** > **Small & Small Diverse Business Application Guide**.



When viewing a website in Internet Explorer 9 or later, you receive a message that says "Only secure content is displayed."

This message is telling you that there may be both secure and non-secure content on the page. Secure and non-secure content, or mixed content, means that a webpage is trying to display elements using both secure (HTTPS/SSL) and non-secure (HTTP) web server connections. This often happens with online stores or financial sites that display images, banners, or scripts that are coming from a server that is not secured. The risk of displaying mixed content is that a non-secure webpage or script might be able to access information from the secure content.

INTERNET EXPLORER BLOCKS NON-SECURE CONTENT BY DEFAULT and is set to prompt you when this is happening.

WINDOWS 7, WINDOWS VISTA, AND WINDOWS XP

To Disable/Enable/Prompt the "Only secure content is displayed" message:

1. Start Internet Explorer.
2. On the **Tools** menu, click **Internet Options**.
3. Click the **Security** tab, and then click **Internet** and then **Custom Level**.
4. In the Settings box, scroll down to the **Miscellaneous** section, and under **Display mixed content** choose from the following options:
 - **Disable**, will not display non-secure items.*
 - **Enable**, will always display non-secure items without asking
 - **Prompt**, will prompt you when a webpage is using non-secure content

WINDOWS 8

To Disable/Enable/Prompt the "Only secure content is displayed" message:

1. From the start screen, type **Internet Options**.
2. Tap or click the **Settings** option below the Search box, and then tap or click Internet Options.
3. Tap or click the **Security** tab, and then tap or click **Custom Level**.
4. In the Settings box, scroll down to the **Miscellaneous** section, and under **Display mixed content** choose from the following options:
 - **Disable**, will not display non-secure items.*
 - **Enable**, will always display non-secure items without asking
 - **Prompt**, will prompt you when a webpage is using non-secure content

*If Display mixed content is set to **Disable**, select **Enable** or **Prompt**. If it is set to **Prompt** and all content is still not displayed, set to **Enable**.

Internet Explorer blocks non-secure content to keep your information safe and is set to **Prompt** by default. When this setting is set to **Enable**, Internet Explorer does not prompt you with the "Only secure content is displayed" message even if the webpage is using non-secure elements.

NOTE: If you are still logged into the PA Supplier Portal when resetting the **Display mixed content** setting, please log out and log back in to be able to view content based on the new setting.

Full functionality with the PA Supplier Portal is guaranteed only when certain system requirements have been met. However, in some situations, the following tips may allow the PA Supplier Portal to function on other browsers, operating systems, and technology.

GOOGLE CHROME

Blank Screens

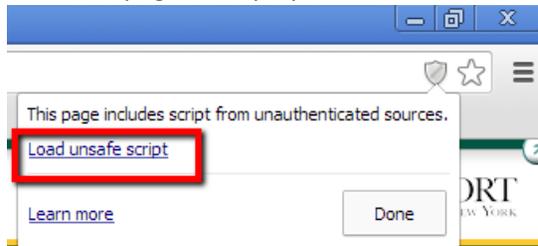
A blank screen is the result of a security feature in Google Chrome called Mixed Content Blocking. This feature blocks non-https content from displaying in an https page by default unless specifically allowed during each page visit.

To allow all content to display in Google Chrome:

1. Check the upper right corner of your screen for the Shield icon. This icon indicates that Google Chrome has blocked the page from displaying.



2. Click on the Shield icon and a box will pop-up asking if you want to “Load unsafe script”. Click the “Load unsafe script” or “Load anyway” text to allow the page to display.



3. Google Chrome will refresh your screen and you may need to navigate back to the appropriate link or content item in the PA Supplier Portal.
4. Now when you click the link, the page should display. The address bar in your browser will display the https URL in red with a line through it to denote that mixed content is being displayed in Google Chrome.



5. **Note:** Due to the security in Google Chrome, you will have to follow this process every time you encounter the blank screen and see the Shield icon in the upper right corner of your screen.

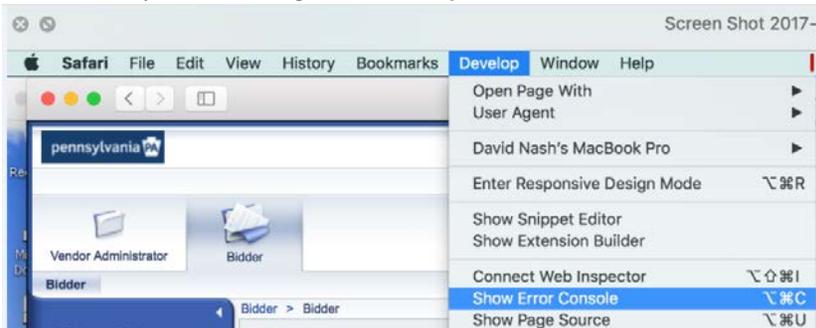
To set your Chrome browser to *always* allow mixed content (**Note:** If using this option, Chrome will no longer check for unsecured content for any website or webpage.)

1. In an open Chrome browser, press **Ctrl + Shift + Q** on your keyboard to force close Chrome. Chrome must be fully closed before the next steps.
2. Right-click the Google Chrome desktop icon (or Start Menu link).
3. Select **Properties**.
4. At the end of the existing information in the **Target** field, add: "`--allow-running-insecure-content`" (There is a space before the first dash.)
5. Click **OK**.
6. Open Chrome and try to launch the content that was blocked earlier.

MACINTOSH – SAFARI

The PA Supplier Portal is not compatible with Mac systems; however, users have had success accessing the Supplier Portal following the instructions below.

1. Open **Safari > Preferences** from the menu bar.
2. Click on the **Advanced** tab.
3. At the bottom, check the "**Show Develop menu in menu bar**" box.
4. Quit and relaunch Safari.
5. From the top menu bar, go to **Develop > User Agent** and select "**Google Chrome – Windows**".
6. Log into the [PA Supplier Portal](#).
7. From the top menu bar, go to **Develop > Show Error Console**.



8. In the Error Console, click the link http://www.dgs.internet.state.pa.us/ITQ_Vendor/Welcome.aspx to display insecure data content.

Other users have had or [Opera](#) browser.