

## About CRP Searches

Because the requirements for executing a [CRP Check](#) are very stringent, i.e., a Name and taxpayer identification number ([TIN](#)) are both required and the issues included in the results are specific, the system provides search capabilities that allow additional flexibility to research a contractor. The CRPS has three search options: a Name Search, a TIN Search, and a Name/TIN Search. All of the searches by default include [obligations](#). The user has the option to also include [performance issues](#), history, [suspensions/debarments](#) or a combination thereof. Depending on the choices the user makes, the results returned vary. These searches do not meet the definition of a true CRP Check; therefore, the ability to print the [CRP Check Certification Form](#) and to register for clearance notifications is not available.

This chapter will review the following activities:

1. [Execute a CRP Name Search](#)
2. [Execute a CRP TIN Search](#)
3. [Execute a CRP Name/TIN Search](#)

# Executing a CRP Name Search

## Executing a CRP Name Search Overview

If desired you may search the CRP data using a *Name* search. This search can be a partial name search. Therefore, you may execute a search on a combination of letters, a certain portion of a name, etc. There are many different options. This will most likely generate a number of results. In addition, you may execute a Name search for more than one name at a time.

If desired you have the option to include history, performance issues and suspensions/debarments. If you choose to include history, all obligations including the obligations stored in the history table each time a new obligation file is received are returned. If an obligation exists for an extended period of time for the contractor, multiple records for the same obligation are returned in the results. If you include performance issue, [approved performance issues](#) are returned unless you have also included history in which case the [resolved performance issues](#) are also returned. If you include suspensions/debarments, the Commonwealth suspensions/debarments from the past 5 years are returned unless you have also included history in which case all Commonwealth suspensions/debarments are returned. To determine if the prospective contractor is suspended or debarred by a federal agency, you must perform a search manually in the SAM database by visiting <http://www.sam.gov>. For instructions refer to "*Identifying Excluded Entities in SAM*". The records returned based on the filters chosen are documented in [Demo 2](#) within this section.

This section will review the following activities:

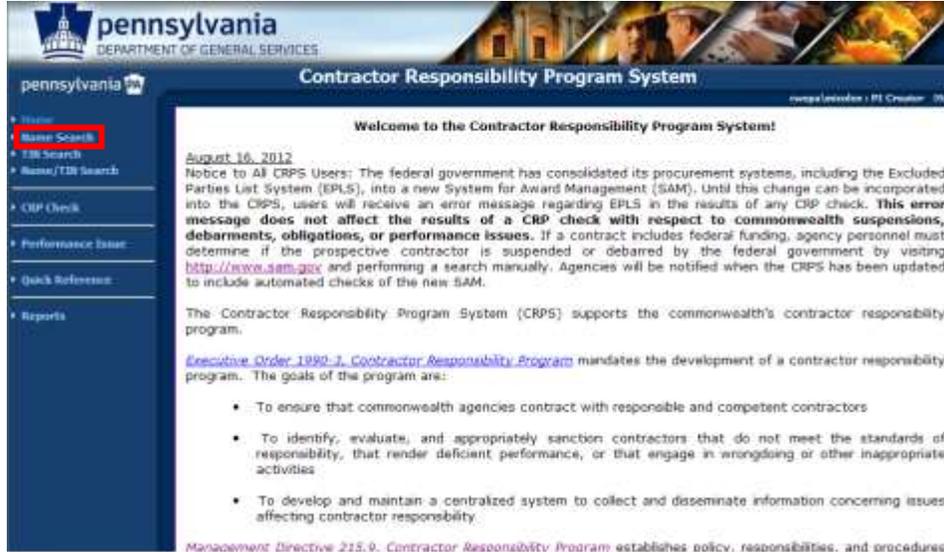
1. [Execute a CRP Name Search with no filters](#)
2. [Execute a CRP Name Search with filters](#)

## Executing a CRP Name Search At-A-Glance

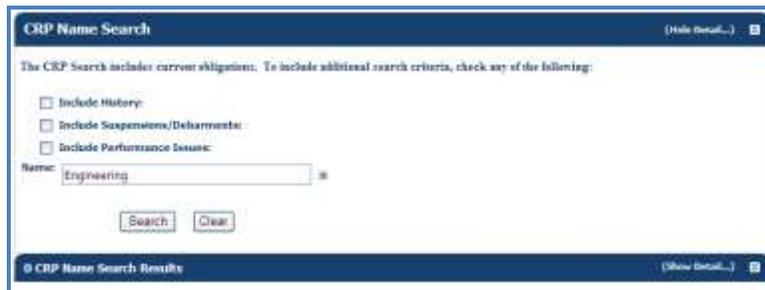
User	PI Creator	PI Approver	Administrator	Task/Demo
X	X	X	X	<p>1. <a href="#">Execute a CRP Name Search with no filters</a></p> <ul style="list-style-type: none"> <li>➤ Enter a contractor name or partial name without checking any of the checkboxes and the obligation data stored in the CRPS database is searched.</li> <li>➤ Note: If the agency storing the obligation does not provide the contractor name in the data supplied to the CRPS, then this search will not find the contractor.</li> </ul>
X	X	X	X	<p>2. <a href="#">Execute a CRP Name Search with filters</a></p> <ul style="list-style-type: none"> <li>➤ You may choose to include History, Performance Issues, and/or suspensions/debarments. You can also choose a combination of these. Depending on the choices made, the results vary.</li> <li>➤ Choosing suspensions/debarments does not include Federal suspensions/debarments. You must perform a search manually in the SAM database.</li> <li>➤ The data supplied varies depending on the type of issue because of the data that is available in the data source.</li> </ul>

## Demonstration 1: Execute a CRP Name Search with no filters

1. Access the CRPS and select the **Name Search** link on the left navigation pane.



2. Enter the contractor's name in the **Name** field. This can be a partial name or a full name. If a partial name is entered, it must be a minimum of 3 characters. The search will look for that combination of letters anywhere in the name field in the data sources. Wildcard characters cannot be used.





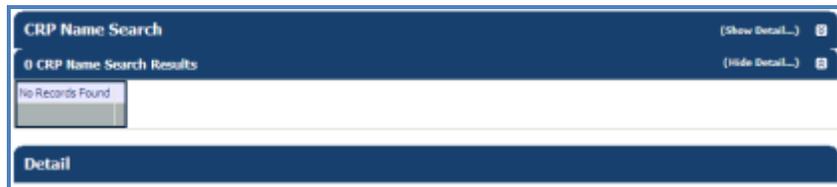
If you wish to execute a search for more than one name at a time, select the “+” symbol and enter the additional name(s) to be included.



	<p>Do not select any of the checkboxes. By default, this search only includes obligations. No performance issues or suspensions/debarments are returned for this search.</p>
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3. Select the **Search** button.

If no results are found for the contractor, the following is displayed:



Proceed with the next search.

	<p>To execute another search from the search results, select the <b>Show Detail</b> icon in the upper hand corner of the <i>CRP Name Search</i> bar.</p>
	
<p>The search panel expands; select the <b>Clear</b> button and then enter the new search criteria.</p>	
	

If results are found for the contractor, the following is displayed:



Type	Status	Vendor	TIN	Agency	Contact	Phone	Email
Detail	Obligation	AMY CARLOS FISCUS DBA ABC CORNER	134346382	L&I	OFFICE OF UC TAX SERVICES	(866) 403-6383	UCTIDES@STATE.PA.US
Detail	Obligation	AMY DUROVEY DBA SERVICEMASTER SUPERIOR CLEARING	203642214	L&I	OFFICE OF UC TAX SERVICES	(866) 403-6383	UCTIDES@STATE.PA.US
Detail	Obligation	BELL AMY E	173882193	Revenue	CSCS	(717) 783-3000	
Detail	Obligation	BELLAMY MICHAEL G	165481992	Revenue	CSCS	(717) 783-3000	
Detail	Obligation	BELLAMY MICHAEL G	165481992	Revenue	CSCS	(717) 783-3000	
Detail	Obligation	BERTUCCI AMY J	202381417	Revenue	CSCS	(717) 783-3000	
Detail	Obligation	BOGUSH AMY L	197580118	Revenue	CSCS	(717) 783-3000	
Detail	Obligation	BURT AMY L	18588072	Revenue	CSCS	(717) 783-3000	
Detail	Obligation	CHEUNG AMY L	203727986	Revenue	CSCS	(717) 783-3000	
Detail	Obligation	CRISWELL AMY L	181448610	Revenue	CSCS	(717) 783-3000	



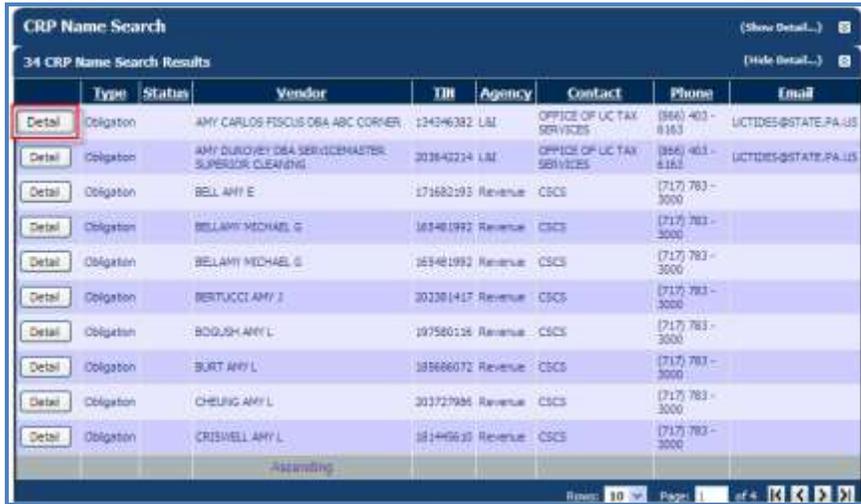
To sort the results, select a column heading. The column data will sort in ascending or descending order, depending on the number of times the column heading is selected. The bottom row of the page indicates which column the results are sorted by and the order.

To navigate through multiple pages of results, use the buttons in the bottom right corner.



Type	Status	Vendor	TIN	Agency	Contact	Phone	Email
Detail	Obligation	AMY CARLOS FISCUS DBA ABC CORNER	134346382	L&I	OFFICE OF UC TAX SERVICES	(866) 403-6383	UCTIDES@STATE.PA.US
Detail	Obligation	AMY DUROVEY DBA SERVICEMASTER SUPERIOR CLEARING	203642214	L&I	OFFICE OF UC TAX SERVICES	(866) 403-6383	UCTIDES@STATE.PA.US
Detail	Obligation	BELL AMY E	173882193	Revenue	CSCS	(717) 783-3000	
Detail	Obligation	BELLAMY MICHAEL G	165481992	Revenue	CSCS	(717) 783-3000	
Detail	Obligation	BELLAMY MICHAEL G	165481992	Revenue	CSCS	(717) 783-3000	
Detail	Obligation	BERTUCCI AMY J	202381417	Revenue	CSCS	(717) 783-3000	
Detail	Obligation	BOGUSH AMY L	197580118	Revenue	CSCS	(717) 783-3000	
Detail	Obligation	BURT AMY L	18588072	Revenue	CSCS	(717) 783-3000	
Detail	Obligation	CHEUNG AMY L	203727986	Revenue	CSCS	(717) 783-3000	
Detail	Obligation	CRISWELL AMY L	181448610	Revenue	CSCS	(717) 783-3000	

- Select the **Detail** button to view the detail information about the record.



	Type	Status	Vendor	TIN	Agency	Contact	Phone	Email
<a href="#">Detail</a>	Obligation		AMY CARLOS FISCUS DBA ABC CORNER	134346382	L&I	OFFICE OF UC TAX SERVICES	(866) 403-8163	UCTIDES@STATE.PA.US
<a href="#">Detail</a>	Obligation		AMY DUROVEY DBA SERVICEMASTER SUPERIOR CLEANING	203640224	L&I	OFFICE OF UC TAX SERVICES	(866) 403-8163	UCTIDES@STATE.PA.US
<a href="#">Detail</a>	Obligation		BEL AMY E	171682193	Revenue	CSCS	(717) 783-3000	
<a href="#">Detail</a>	Obligation		BELLAMY MICHAEL G	161481992	Revenue	CSCS	(717) 783-3000	
<a href="#">Detail</a>	Obligation		BELLAMY MICHAEL G	161481992	Revenue	CSCS	(717) 783-3000	
<a href="#">Detail</a>	Obligation		BERTUCCI AMY J	202301417	Revenue	CSCS	(717) 783-3000	
<a href="#">Detail</a>	Obligation		BODUSH AMY L	197580126	Revenue	CSCS	(717) 783-3000	
<a href="#">Detail</a>	Obligation		BURT AMY L	103666072	Revenue	CSCS	(717) 783-3000	
<a href="#">Detail</a>	Obligation		CHEUNG AMY L	203727986	Revenue	CSCS	(717) 783-3000	
<a href="#">Detail</a>	Obligation		CRISWELL AMY L	161496630	Revenue	CSCS	(717) 783-3000	

The information displays. The content varies depending on the type of issue displayed and the data available in the record being viewed.



**Detail**

Vendor Name: AMY CARLOS FISCUS DBA ABC CORNER

Vendor Address: 406 N BUHL FARM DR, HERMITAGE, PA, 161481666

SAP Vendor ID: 0000754962

TIN: 134346382

SSN:

Type Of Block: Obligation

Begin Date: 8/11/2010 12:00:00 AM

End Date: 8/11/2010 12:00:00 AM

Agency: L&I

Contact Person: OFFICE OF UC TAX SERVICES

Contact Information: 8664036163, UCTIDES@STATE.PA.US

[Return To Result](#)

- Select the **Return to Result** button to view the search results and choose another record to display.



**Detail**

Vendor Name: AMY CARLOS FISCUS DBA ABC CORNER

Vendor Address: 406 N BUHL FARM DR, HERMITAGE, PA, 161481666

SAP Vendor ID: 0000754962

TIN: 134346382

SSN:

Type Of Block: Obligation

Begin Date: 8/11/2010 12:00:00 AM

End Date: 8/11/2010 12:00:00 AM

Agency: L&I

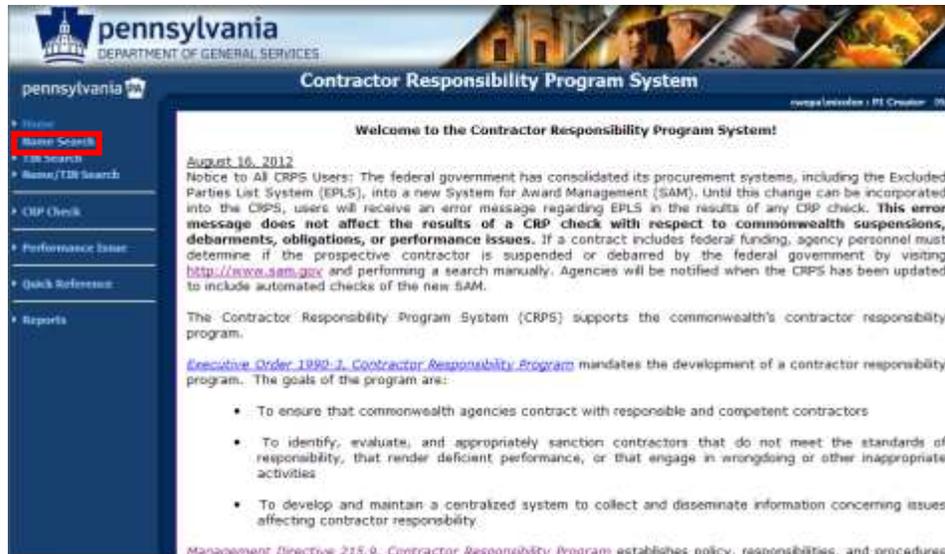
Contact Person: OFFICE OF UC TAX SERVICES

Contact Information: 8664036163, UCTIDES@STATE.PA.US

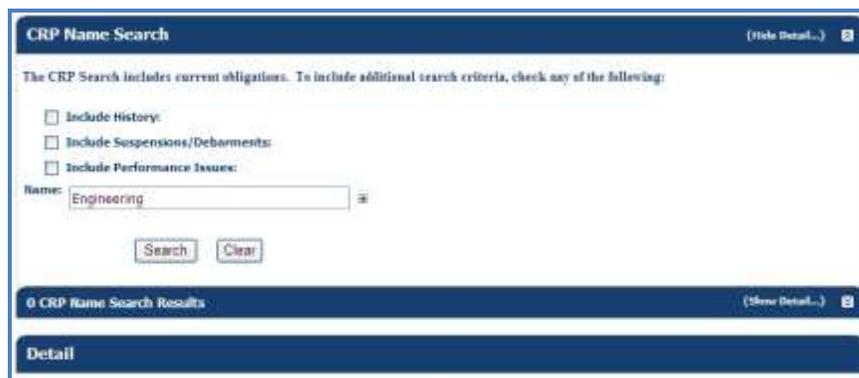
[Return To Result](#)

## Demonstration 2: Execute a CRP Name Search with filters

1. Access the CRPS and select the **Name Search** link on the left navigation pane.



2. Enter the contractor's name in the **Name** field. This can be a partial name or a full name. If a partial name is entered, it must be a minimum of 3 characters. The search will look for that combination of letters anywhere in the name field in the data sources. Wildcard characters cannot be used.



3. Select the filter(s) to be included. You may choose to include history, suspensions/debarments, performance issues, or a combination thereof. Because this is a **Name** search, choosing suspensions/debarments does not include Federal suspensions/debarments. You must perform a search manually in the SAM database. Historical obligations include all obligations received for the contractor in the history of the system. Historical Commonwealth suspensions/debarments include all suspensions/debarments recorded for the contractor by DGS.

Below is a chart that summarizes the results that you may receive for a *Name* search using the various filters:

	Current obligations	Historical obligations	Current commonwealth suspensions / debarments	Historical commonwealth suspensions / debarments	Approved performance issues	Resolved performance issues	Current federal suspensions / debarments
History	X	X					
Suspensions / Debarments	X		X				
Performance issues	X				X		
History and suspensions / debarments	X	X	X	X			
History and performance issues	X	X			X	X	
History, performance issues, suspensions / debarments	X	X	X	X	X	X	

4. Select the **Search** button.

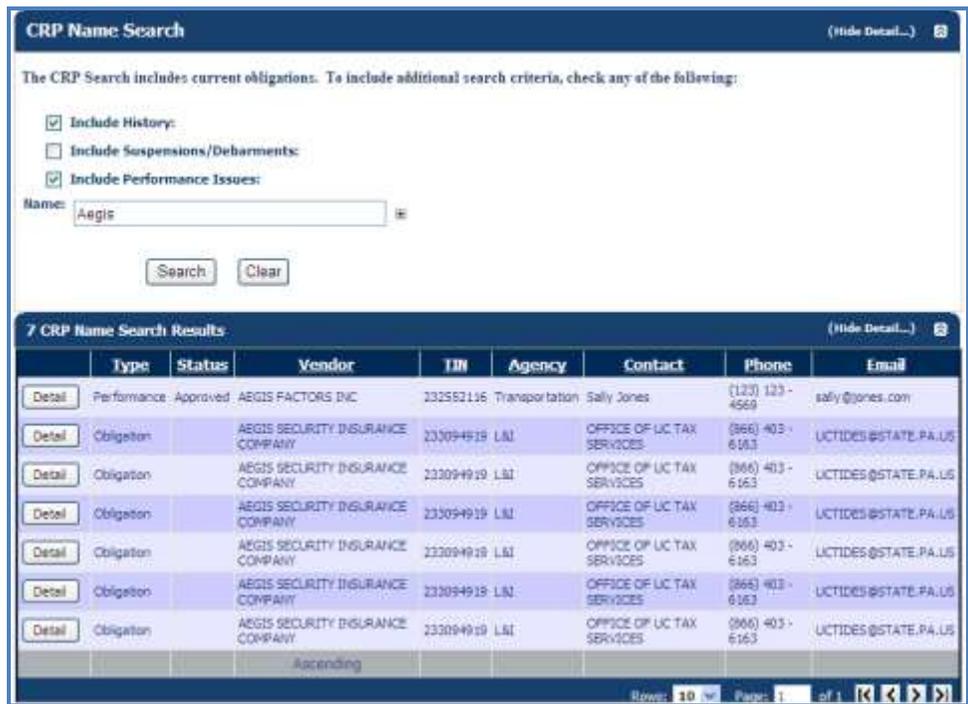


If no results are found for the contractor, the following is displayed:



Proceed with the next search.

If results are found for the contractor, the following is displayed:



The CRP Search includes current obligations. To include additional search criteria, check any of the following:

- Include History:
- Include Suspensions/Debarments:
- Include Performance Issues:

Name:

7 CRP Name Search Results								
	Type	Status	Vendor	TIN	Agency	Contact	Phone	Email
<input type="button" value="Detail"/>	Performance	Approved	AEGIS FACTORS INC	232552116	Transportation	Sally Jones	(123) 123 - 4569	sally@jones.com
<input type="button" value="Detail"/>	Obligation		AEGIS SECURITY INSURANCE COMPANY	232094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
<input type="button" value="Detail"/>	Obligation		AEGIS SECURITY INSURANCE COMPANY	232094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
<input type="button" value="Detail"/>	Obligation		AEGIS SECURITY INSURANCE COMPANY	232094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
<input type="button" value="Detail"/>	Obligation		AEGIS SECURITY INSURANCE COMPANY	232094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
<input type="button" value="Detail"/>	Obligation		AEGIS SECURITY INSURANCE COMPANY	232094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
<input type="button" value="Detail"/>	Obligation		AEGIS SECURITY INSURANCE COMPANY	232094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US

Ascending

Rows: 10 | Page: 1 of 1

- Select the **Detail** button to view the information about the record.

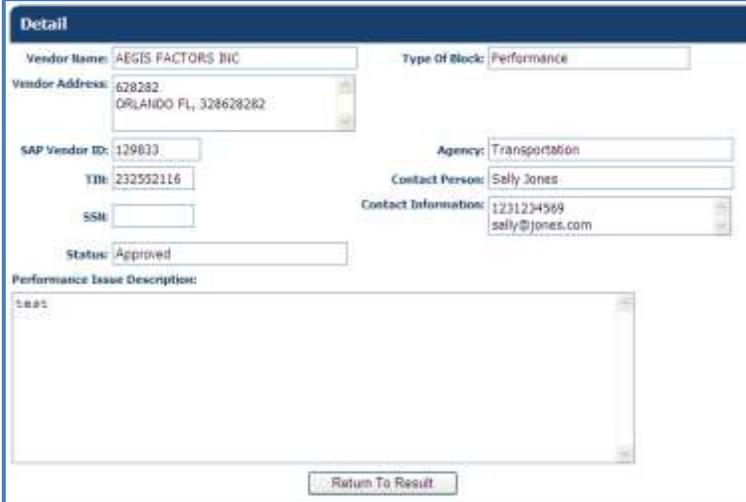


7 CRP Name Search Results								
	Type	Status	Vendor	TIN	Agency	Contact	Phone	Email
<input type="button" value="Detail"/>	Performance	Approved	AEGIS FACTORS INC	232552116	Transportation	Sally Jones	(123) 123 - 4569	sally@jones.com
<input type="button" value="Detail"/>	Obligation		AEGIS SECURITY INSURANCE COMPANY	232094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
<input type="button" value="Detail"/>	Obligation		AEGIS SECURITY INSURANCE COMPANY	232094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
<input type="button" value="Detail"/>	Obligation		AEGIS SECURITY INSURANCE COMPANY	232094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
<input type="button" value="Detail"/>	Obligation		AEGIS SECURITY INSURANCE COMPANY	232094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
<input type="button" value="Detail"/>	Obligation		AEGIS SECURITY INSURANCE COMPANY	232094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
<input type="button" value="Detail"/>	Obligation		AEGIS SECURITY INSURANCE COMPANY	232094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US

Ascending

Rows: 10 | Page: 1 of 1

The information displays. The content varies depending on the type of issue displayed and the data available in the record being viewed.



**Detail**

Vendor Name: AEGIS FACTORS INC      Type Of Block: Performance

Vendor Address: 628282  
ORLANDO FL, 328628282

SAP Vendor ID: 129833      Agency: Transportation

Title: 232552116      Contact Person: Sally Jones

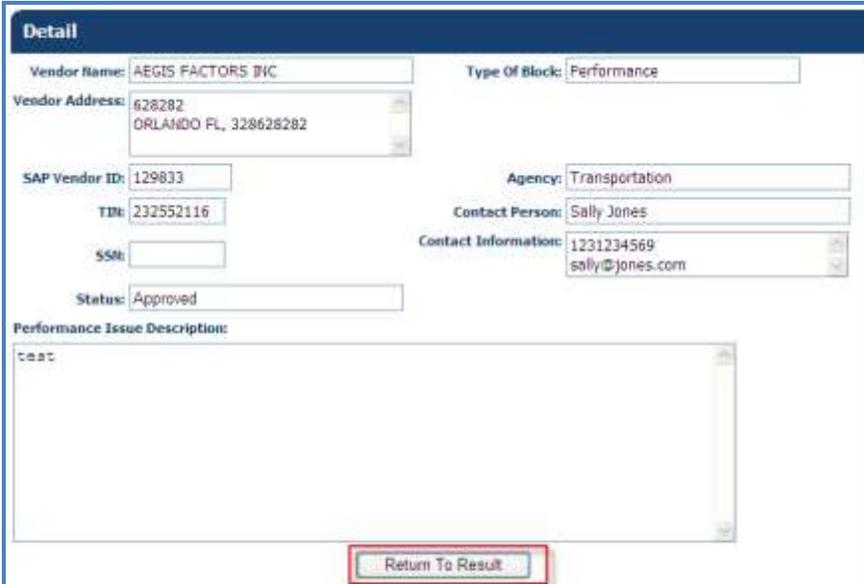
SSN:      Contact Information: 1231234569  
sally@jones.com

Status: Approved

Performance Issue Description:  
test

Return To Result

6. Select the **Return to Result** button to view search results and choose a record to display.



**Detail**

Vendor Name: AEGIS FACTORS INC      Type Of Block: Performance

Vendor Address: 628282  
ORLANDO FL, 328628282

SAP Vendor ID: 129833      Agency: Transportation

Title: 232552116      Contact Person: Sally Jones

SSN:      Contact Information: 1231234569  
sally@jones.com

Status: Approved

Performance Issue Description:  
test

Return To Result



To execute another search from the search results, select the **Show Detail** icon in the upper hand corner of the *CRP Name Search* bar.



The search panel expands; select the **Clear** button and then enter the new search criteria.



# Executing a CRP TIN Search

## Executing a CRP TIN Search Overview

If desired you may search the CRP data using a TIN search. You may execute a *TIN* search for more than one TIN at a time. Because this data is much more specific, the result set should include fewer records than a *Name* search.

If desired you have the option to include history, performance issues and suspensions/debarments. If you choose to include history, all obligations including the obligations stored in the history table each time a new obligation file is received are returned. If an obligation exists for an extended period of time for the contractor, multiple records for the same obligation are returned in the results. If you include performance issue, approved performance issues are returned unless you have also included history in which case the resolved performance issues are also returned. If you include suspensions/debarments, the Commonwealth suspensions/debarments from the past 5 years are returned unless you have also included history in which case all Commonwealth suspensions/debarments are returned. To determine if the prospective contractor is suspended or debarred by a federal agency, you must perform a search manually in the SAM database by visiting <http://www.sam.gov>. For instructions refer to "*Identifying Excluded Entities in SAM*". The possible results to be returned based on the filters chosen are documented in [Demo 2](#) within this section.

This section will review the following activities:

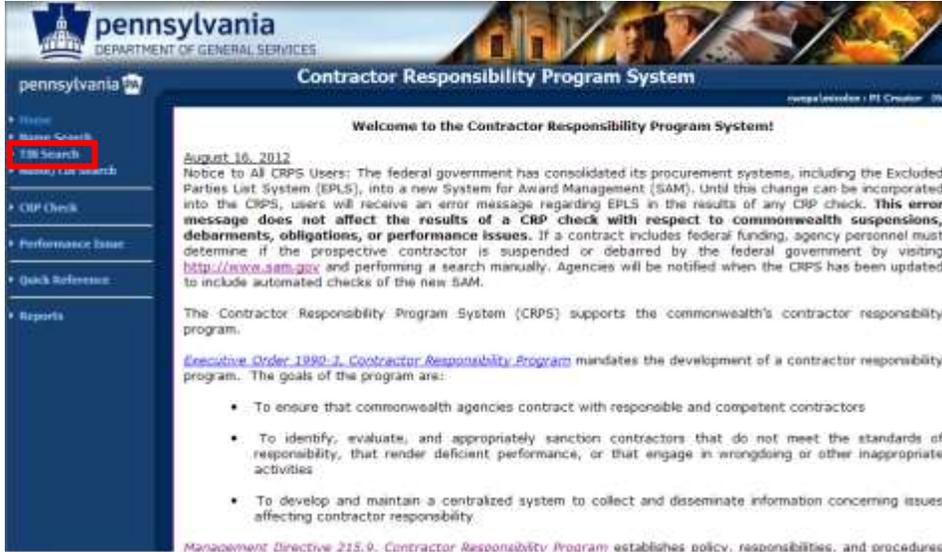
1. [Execute a CRP TIN Search with no filters](#)
2. [Execute a CRP TIN Search with filters](#)

## Executing a CRP TIN Search At-A-Glance

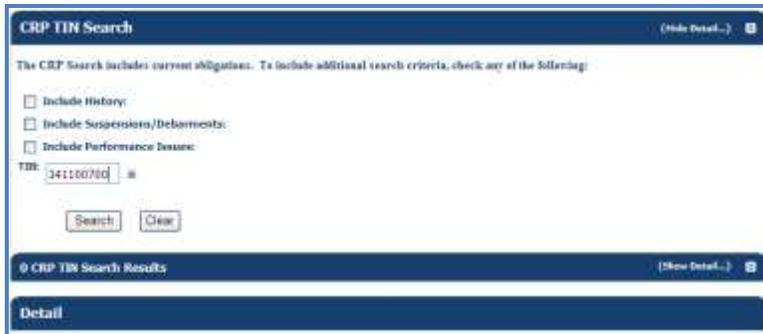
<i>User</i>	<i>PI Creator</i>	<i>PI Approver</i>	<i>Administrator</i>	<b>Task/Demo</b>
X	X	X	X	<p>1. <a href="#">Execute a CRP TIN Search with no filters</a></p> <ul style="list-style-type: none"> <li>➤ Enter a contractor TIN without checking any of the checkboxes, and the current obligation data stored in the CRPS database is searched.</li> </ul>
X	X	X	X	<p>2. <a href="#">Execute a CRP TIN Search with filters</a></p> <ul style="list-style-type: none"> <li>➤ You may choose to include History, Performance Issues, and/or Suspensions/Debarments. You can also choose a combination of these. Depending on the choices made, the results vary.</li> <li>➤ Choosing suspensions/debarments does not include Federal suspensions/debarments. You must perform a search manually in the SAM database.</li> <li>➤ The data supplied varies depending on the type of issue because of the data that is available in the data source.</li> </ul>

# Demonstration 1: Execute a CRP TIN Search with no filters

1. Access the CRPS and select the **TIN Search** link on the left navigation pane.



2. Enter the contractor's taxpayer identification number in the **TIN** field. This must be a 9 digit number without dashes. Wildcard characters cannot be used.





If you wish to execute a search for more than one TIN number at a time, select the “+” symbol and enter the additional TIN(s) to be included.





Do not select any of the checkboxes. By default, this search only includes obligations. No performance issues or suspensions/debarments are returned for this search.

3. Select the **Search** button.

If no results are found for the contractor, the following is displayed:



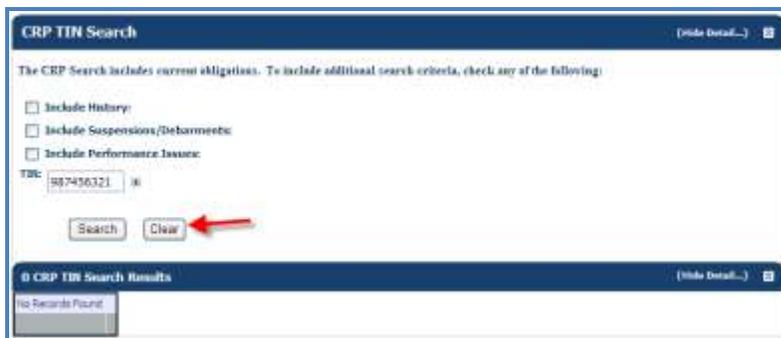
Proceed with the next search.



To execute another search from the search results, select the **Show Detail** icon in the upper hand corner of the *CRP TIN Search* bar.



The search panel expands; select the **Clear** button and then enter the new search criteria.



If results are found for the contractor, the following is displayed:

CRP TIN Search (Show Detail...)

2 CRP TIN Search Results (Hide Detail...)

	Type	Status	Vendor	TIN	Agency	Contact	Phone	Email
<a href="#">Detail</a>	Obligation		CAPCO CONTRACTING CO INC	251710316	L&I	OFFICE OF UC TAX SERVICES	(866) 403-6163	UCTIDES@STATE.PA.US
<a href="#">Detail</a>	Obligation		CAPCO CONTRACTING COMPANY	251710316	Revenue	CORP CLEARANCE COLLECTION	(717) 772-2480	

Ascending

Rows: 5 Page: 1 of 1

[Detail](#)

- Select the **Detail** button to view the information about the record.

CRP TIN Search (Show Detail...)

2 CRP TIN Search Results (Hide Detail...)

	Type	Status	Vendor	TIN	Agency	Contact	Phone	Email
<a href="#">Detail</a>	Obligation		CAPCO CONTRACTING CO INC	251710316	L&I	OFFICE OF UC TAX SERVICES	(866) 403-6163	UCTIDES@STATE.PA.US
<a href="#">Detail</a>	Obligation		CAPCO CONTRACTING COMPANY	251710316	Revenue	CORP CLEARANCE COLLECTION	(717) 772-2480	

Ascending

Rows: 5 Page: 1 of 1

[Detail](#)

The information displays. The content varies depending on the type of issue displayed and the data available in the record being viewed.

**Detail**

Vendor Name: CAPCO CONTRACTING CO INC	Type Of Block: Obligation
Vendor Address: 3711 WALNUT ST MC KEESPORT PA, 151327339	Begin Date: 8/11/2010 12:00:00 AM End Date: 8/11/2010 12:00:00 AM
SAP Vendor ID: 0000154331	Agency: L&I
TIN: 251710316	Contact Person: OFFICE OF UC TAX SERVICES
SSN:	Contact Information: 8664036163 UCTIDES@STATE.PA.US

[Return To Result](#)

- Select the **Return to Result** button to view the search results and choose another record to display.

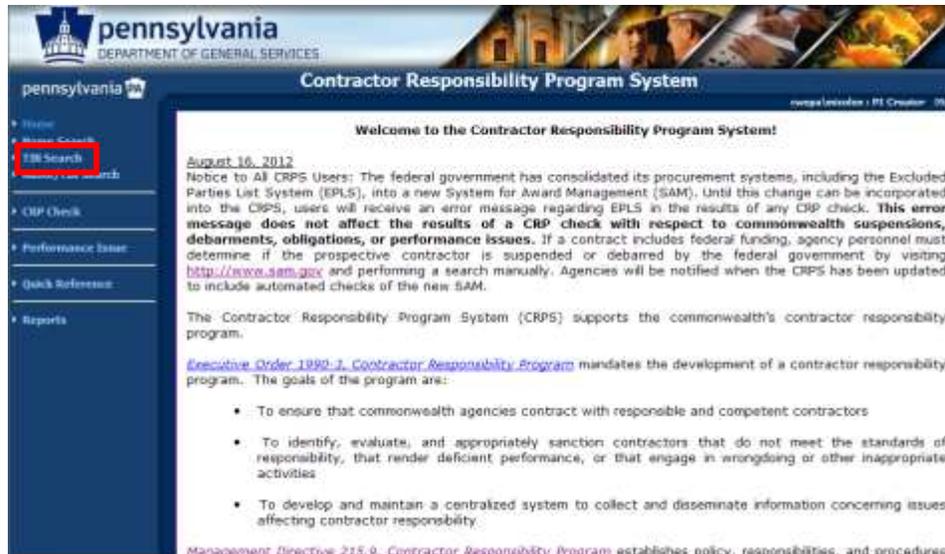
**Detail**

Vendor Name:	CAPCO CONTRACTING CO INC	Type Of Block:	Obligation
Vendor Address:	3711 WALNUT ST MC KEESPORT PA, 151327339	Begin Date:	8/11/2010 12:00:00 AM
SAP Vendor ID:	0000154331	End Date:	8/11/2010 12:00:00 AM
Title:	251710316	Agency:	LB1
SSN:		Contact Person:	OFFICE OF UC TAX SERVICES
		Contact Information:	8664036163 UCTIDES@STATE.PA.US

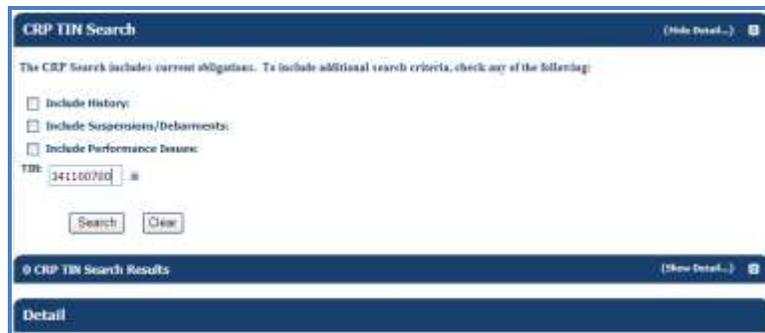
[Return To Result](#)

## Demonstration 2: Execute a CRP TIN Search with filters

1. Access the CRPS and select the **TIN Search** link on the left navigation pane.



2. Enter the contractor's taxpayer identification number in the **TIN** field. This must be a 9 digit number without dashes.

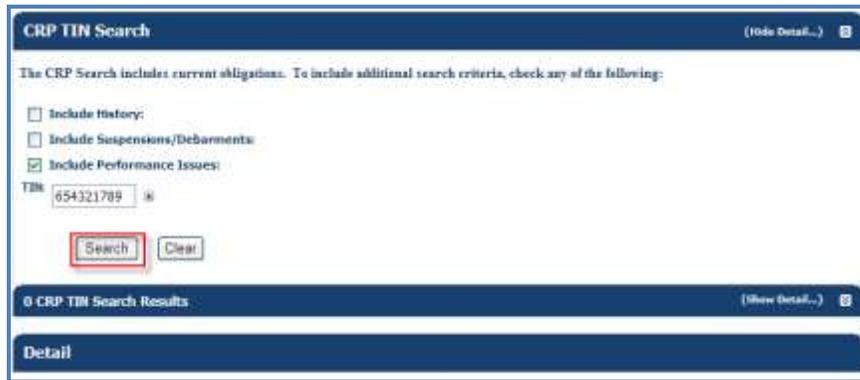


3. Select the filter(s) to be included. You may choose to include history, suspensions/debarments, performance issues, or a combination thereof. Because this is a **TIN** search, choosing suspensions/debarments does not include Federal suspensions/debarments. You must perform a search manually in the SAM database. Historical obligations include all obligations received for the contractor in the history of the system. Historical Commonwealth suspensions/debarments include all suspensions/debarments recorded for the contractor by DGS.

Below is a chart that summarizes the results that you may receive for a *TIN* search using the various filters:

	Current obligations	Historical obligations	Current commonwealth suspensions / debarments	Historical commonwealth suspensions / debarments	Approved performance issues	Resolved performance issues	Current federal suspensions / debarments
History	X	X					
Suspensions / Debarments	X		X				
Performance issues	X				X		
History and suspensions / debarments	X	X	X	X			
History and performance issues	X	X			X	X	
History, performance issues, suspensions / debarments	X	X	X	X	X	X	

4. Select the **Search** button.



If no results are found for the contractor, the following is displayed:



Proceed with the next search.

If results are found for the contractor, the following is displayed:



**CRP TIN Search** (Hide Detail...)

The CRP Search includes current obligations. To include additional search criteria, check any of the following:

Include History:  
 Include Suspensions/Debarments:  
 Include Performance Issues:

TIN:

**2 CRP TIN Search Results** (Hide Detail...)

	Type	Status	Vendor	TIN	Agency	Contact	Phone	Email
<input type="button" value="Detail"/>	Obligation		ACME STEAK CO INC	341100700	Revenue	HARRISBURG PHONE UNIT	(717) 783 - 8434	
<input type="button" value="Detail"/>	Debarred/Suspended		Acme Steak Co.	341100700	DGS			

Rows: 2 Page: 1 of 1

**Detail**

5. Select the **Detail** button to view the information about the record.



**CRP TIN Search** (Hide Detail...)

The CRP Search includes current obligations. To include additional search criteria, check any of the following:

Include History:  
 Include Suspensions/Debarments:  
 Include Performance Issues:

TIN:

**2 CRP TIN Search Results** (Hide Detail...)

	Type	Status	Vendor	TIN	Agency	Contact	Phone	Email
<input type="button" value="Detail"/>	Obligation		ACME STEAK CO INC	341100700	Revenue	HARRISBURG PHONE UNIT	(717) 783 - 8434	
<input type="button" value="Detail"/>	Debarred/Suspended		Acme Steak Co.	341100700	DGS			

Rows: 2 Page: 1 of 1

**Detail**

The information displays. The content varies depending on the type of issue displayed and the data available in the record being viewed.



**Detail**

Vendor Name:  Type Of Block:

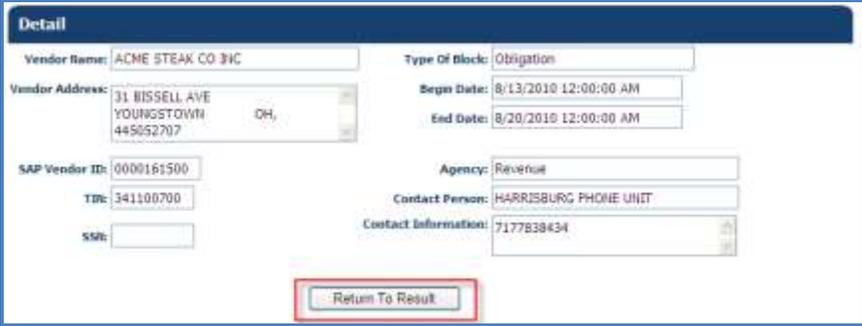
Vendor Address:

SAP Vendor ID:  Agency:

TIN:  Contact Person:

SSN:  Contact Information:

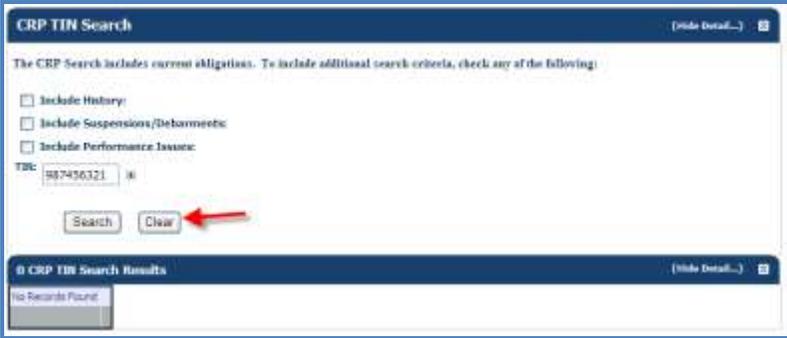
- Select the **Return to Result** button to view the search results and choose another record to display.




To execute another search from the search results, select the **Show Detail** icon in the upper hand corner of the **CRP TIN Search** bar.



The search panel expands; select the **Clear** button and then enter the new search criteria.



# Executing a CRP Name/TIN Search

## Executing a CRP Name/TIN Search Overview

If desired, you may search the CRP data using both Name and TIN. In addition, you may execute a Name/TIN search for more than one name/TIN combination at a time. This search requires the same parameters as a CRP Check, but it is not considered a CRP Check because you have the ability to select from a number of filters.

If desired, you have the option to include history, performance issues and suspensions/debarments. If you choose to include history, all obligations including the obligations stored in the history table each time a new obligation file is received are returned. If an obligation exists for an extended period of time for the contractor, multiple records for the same obligation are returned in the results. If you include performance issue, approved performance issues are returned unless you have also included history in which case the resolved performance issues are also returned. If you include suspensions/debarments, the Commonwealth suspensions/debarments from the past 5 years are returned unless you have also included history in which case all Commonwealth suspensions/debarments are returned. To determine if the prospective contractor is suspended or debarred by a federal agency, you must perform a search manually in the SAM database by visiting <http://www.sam.gov>. For instructions refer to *"Identifying Excluded Entities in SAM"*. The records returned based on the filters chosen are documented in [Demo 2](#) within this section.

This section will review the following activities:

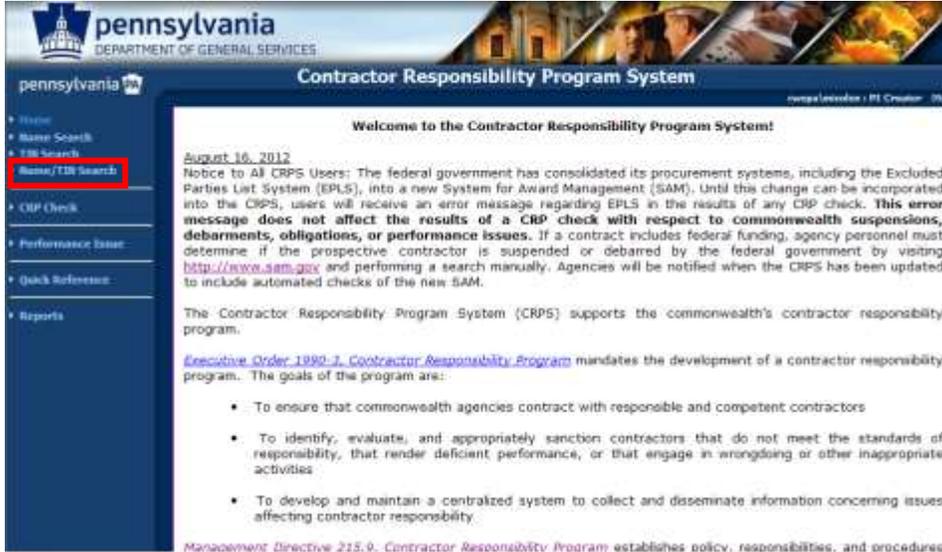
1. [Execute a CRP Name/TIN Search with no filters](#)
2. [Execute a CRP Name/TIN Search with filters](#)

## Executing a CRP Name/TIN Search At-A-Glance

<i>User</i>	<i>PI Creator</i>	<i>PI Approver</i>	<i>Administrator</i>	<b>Task/Demo</b>
X	X	X	X	<p>1. <a href="#">Execute a CRP Name/TIN Search with no filters</a></p> <ul style="list-style-type: none"> <li>➤ Enter a contractor name and TIN without checking any of the checkboxes, and the obligation data stored in the CRPS database is searched. The search is executed just like a CRP Check where the TIN is used to find all obligations stored in the CRPS database.</li> </ul>
X	X	X	X	<p>2. <a href="#">Execute a CRP Name/TIN Search with filters</a></p> <ul style="list-style-type: none"> <li>➤ You may choose to include History, Performance Issues, and/or Suspensions/Debarments. You can also choose a combination of these. Depending on the choices made, the results vary.</li> <li>➤ Choosing suspensions/debarments does not include Federal suspensions/debarments. You must perform a search manually in the SAM database.</li> <li>➤ The data supplied varies depending on the type of issue because of the data that is available in the data source.</li> </ul>

# Demonstration 1: Execute a CRP Name/TIN Search with no filters

1. Access the CRPS and select the **Name/TIN Search** link on the left navigation pane.



2. Enter the contractor's name in Name in the **Name** field. This must be a minimum of 3 characters. Enter the contractor's taxpayer identification number in **TIN** field. This must be a nine digit number without dashes.





If you want to execute a search for more than one Name/TIN combination at a time, select the “+” symbol and enter the additional name(s) and TIN(s) for which you want to search.




Do not select any of the checkboxes. By default this search only includes obligations. No performance issues or suspensions/debarments are returned for this search.

3. Select the **Search** button.

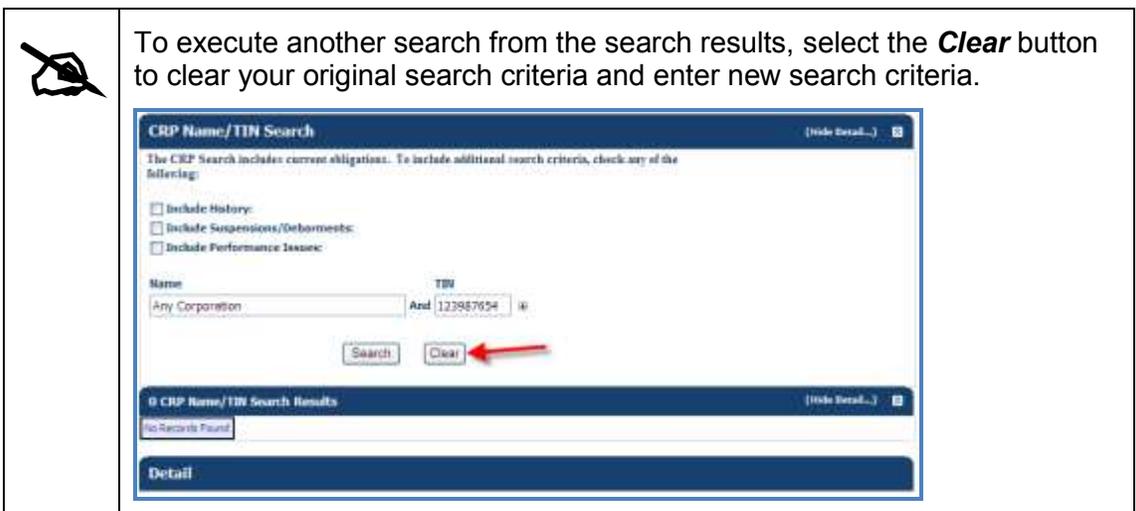
If no results are found for the contractor, the following is displayed:



Proceed with the next search.



To execute another search from the search results, select the **Clear** button to clear your original search criteria and enter new search criteria.



If results are found for the contractor, the following is displayed:



Type	Status	Vendor	TIN	Agency	Contact	Phone	Email
<a href="#">Detail</a>	Obligation	CAPCO CONTRACTING CO INC	251710316	L&I	OFFICE OF UC TAX SERVICES	(866) 403-4163	UCTIDES@STATE.PA.US
<a href="#">Detail</a>	Obligation	CAPCO CONTRACTING COMPANY	251710316	Revenue	CORP CLEARANCE COLLECTION	(717) 772-2460	

- Select the **Detail** button to view the detail information about the record.



Type	Status	Vendor	TIN	Agency	Contact	Phone	Email
<a href="#">Detail</a>	Obligation	CAPCO CONTRACTING CO INC	251710316	L&I	OFFICE OF UC TAX SERVICES	(866) 403-4163	UCTIDES@STATE.PA.US
<a href="#">Detail</a>	Obligation	CAPCO CONTRACTING COMPANY	251710316	Revenue	CORP CLEARANCE COLLECTION	(717) 772-2460	

The information displays with the content varying depending on the data available for the record being viewed.



**Detail**

Vendor Name: CAPCO CONTRACTING CO INC      Type Of Block: Obligation

Vendor Address: 3711 WALNUT ST, MC KEESPORT PA, 151327339      Begin Date: 8/11/2010 12:00:00 AM  
 End Date: 8/11/2010 12:00:00 AM

SAP Vendor ID: 0000154331      Agency: L&I

TIN: 251710316      Contact Person: OFFICE OF UC TAX SERVICES

SSN:      Contact Information: 8664036163, UCTIDES@STATE.PA.US

[Return To Result](#)

- Select the **Return to Result** button to view the search results and choose another record to display.



**Detail**

Vendor Name: CAPCO CONTRACTING CO INC      Type Of Block: Obligation

Vendor Address: 3711 WALNUT ST, MC KEESPORT PA, 151327339      Begin Date: 8/11/2010 12:00:00 AM  
 End Date: 8/11/2010 12:00:00 AM

SAP Vendor ID: 0000154331      Agency: L&I

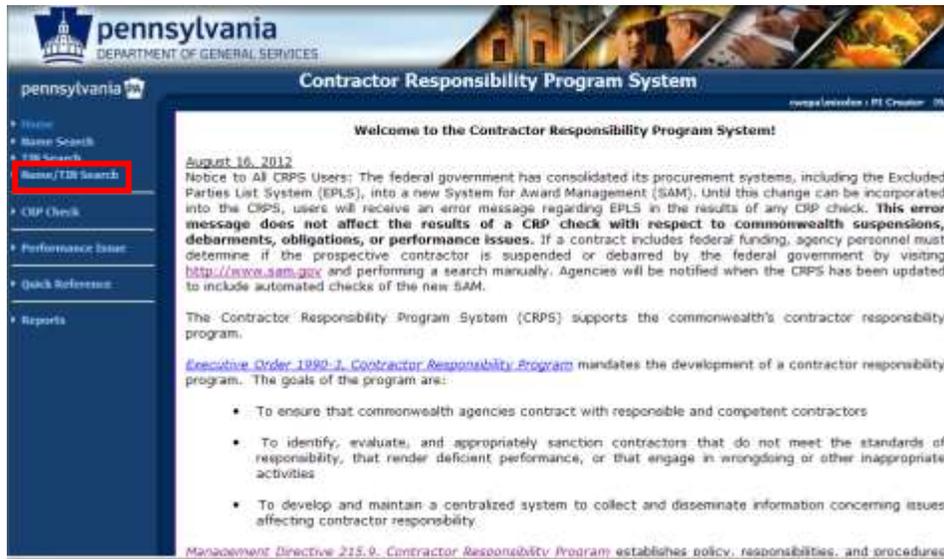
TIN: 251710316      Contact Person: OFFICE OF UC TAX SERVICES

SSN:      Contact Information: 8664036163, UCTIDES@STATE.PA.US

[Return To Result](#)

## Demonstration 2: Execute a CRP Name/TIN Search with filters

1. Access the CRPS and select the **Name/TIN Search** link on the left navigation pane.



2. Enter the contractor's name in the **Name** field. This must be a minimum of 3 characters. Enter the contractor's taxpayer identification number in TIN **field**. This must be a nine digit number without dashes.



3. Select the filter(s) to be included. You may choose to include history, suspensions/debarments, performance issues, or a combination thereof. Choosing suspensions/debarments should include federal suspensions/debarments only if the SAM database provides a matching result to CRPS of the exact name match found. Therefore, to determine if a prospective contractor is indeed suspended/debarred, you must perform a search manually in the SAM database. Refer to "Identifying Excluded Entities in SAM". Historical obligations include all obligations received for the contractor in the history of the system. Historical Commonwealth suspensions/debarments include all suspensions/debarments recorded for the contractor by DGS.

On the next page is a chart that summarizes the results that you may receive for a **Name/TIN** search using the various filters.

	Current obligations	Historical obligations	Current commonwealth suspensions / debarments	Historical commonwealth suspensions / debarments	Approved performance issues	Resolved performance issues	Current federal suspensions / debarments
History	X	X					
Suspensions / Debarments	X		X				X
Performance issues	X				X		
History and suspensions / debarments	X	X	X	X			X
History and performance issues	X	X			X	X	
History, performance issues, suspensions / debarments	X	X	X	X	X	X	X

4. Select the **Search** button.

If no results are found for the contractor, the following is displayed:



Proceed with the next search.

If results are found for the contractor, the following is displayed:

