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
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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, or Service Disabled owned. You must have a current certification from one of five approved third party organizations. You can find the list at www.dgs.pa.gov → **BUSINESSES** → **MINORITY, WOMEN & VETERAN BUSINESSES** → **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.

Certified Browsers	Internet Explorer 8.0, 9.0, 10.0, 11.0
Supported Operating Systems **(See important notice regarding Windows 10 below)**	Microsoft Windows 7.0, 8.0, 8.1
Technology	PCs
Other Browsers, Operating Systems & Technology	Full functionality not assured

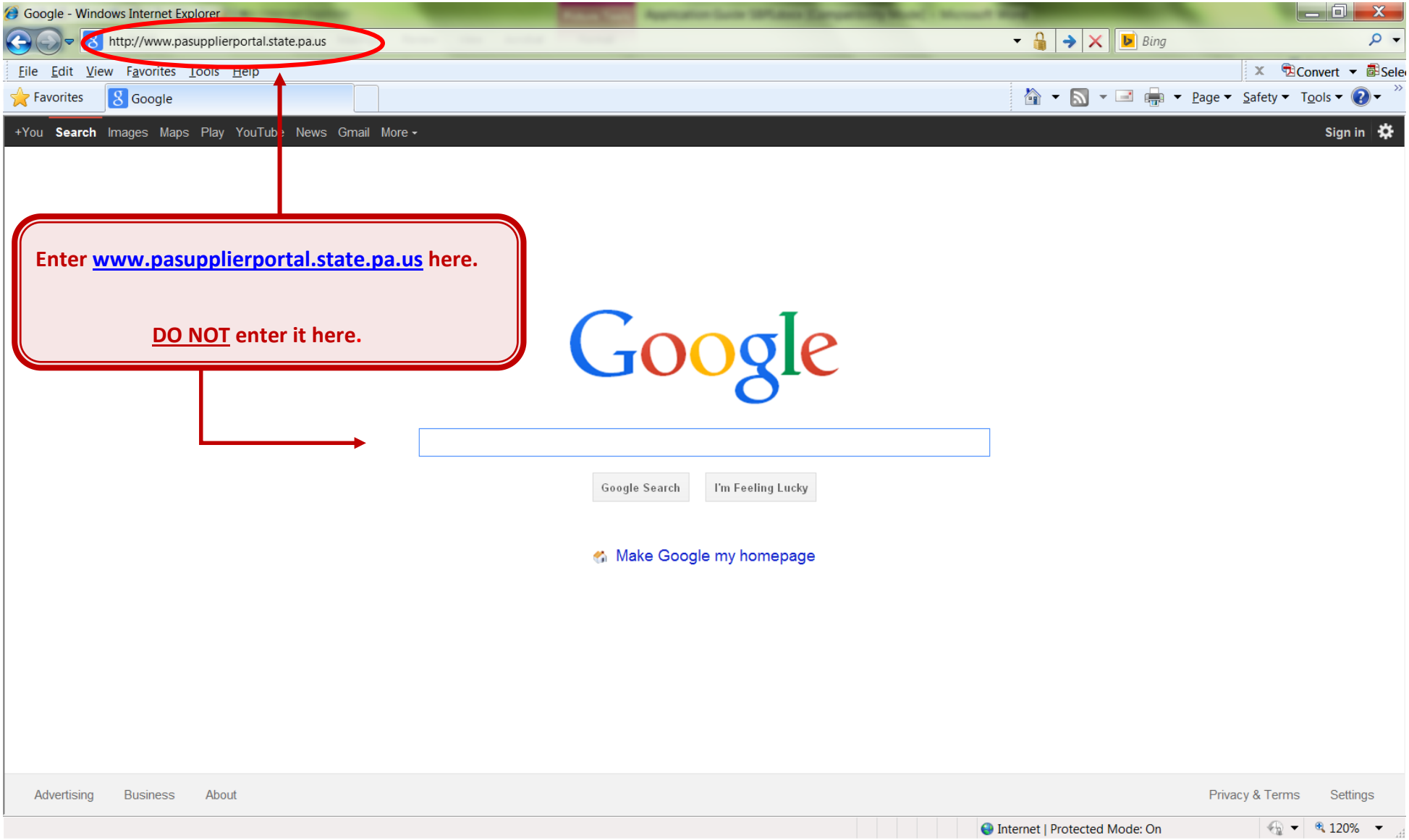
NOTE: The PA Supplier Portal may work with other Browsers, Operating Systems, and Technology. See the Other Browsers, Operating Systems, and Technology in the Troubleshooting Tips section of this guide.

IMPORTANT NOTICE: Windows 10 Known Compatibility Issues

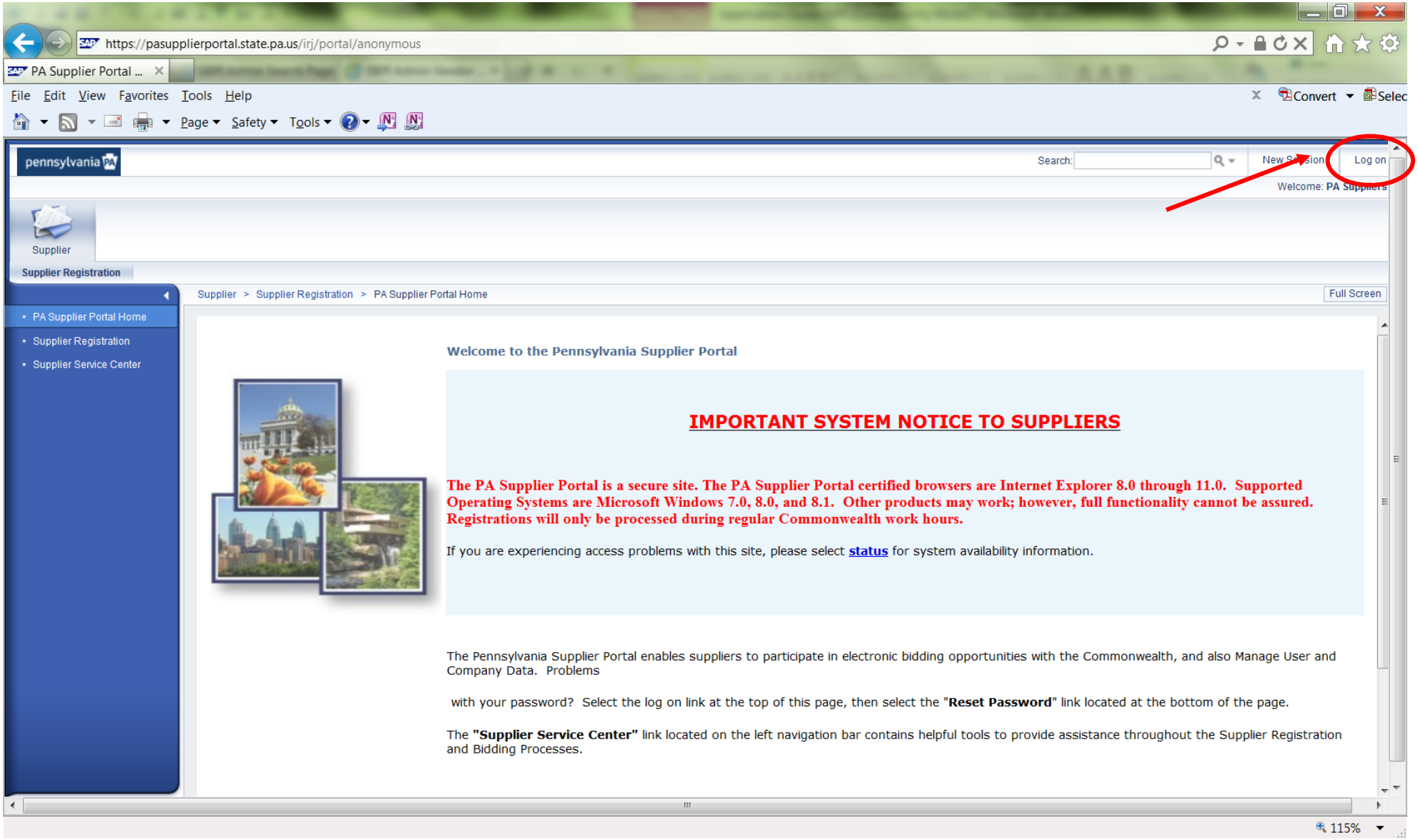
In August 2015, Microsoft released its Windows 10 operating system along with a new Internet browser called Edge. This new operating system and web browser have been integrated in many commonwealth business partner IT environments. However, several compatibility issues are known to remain.

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.

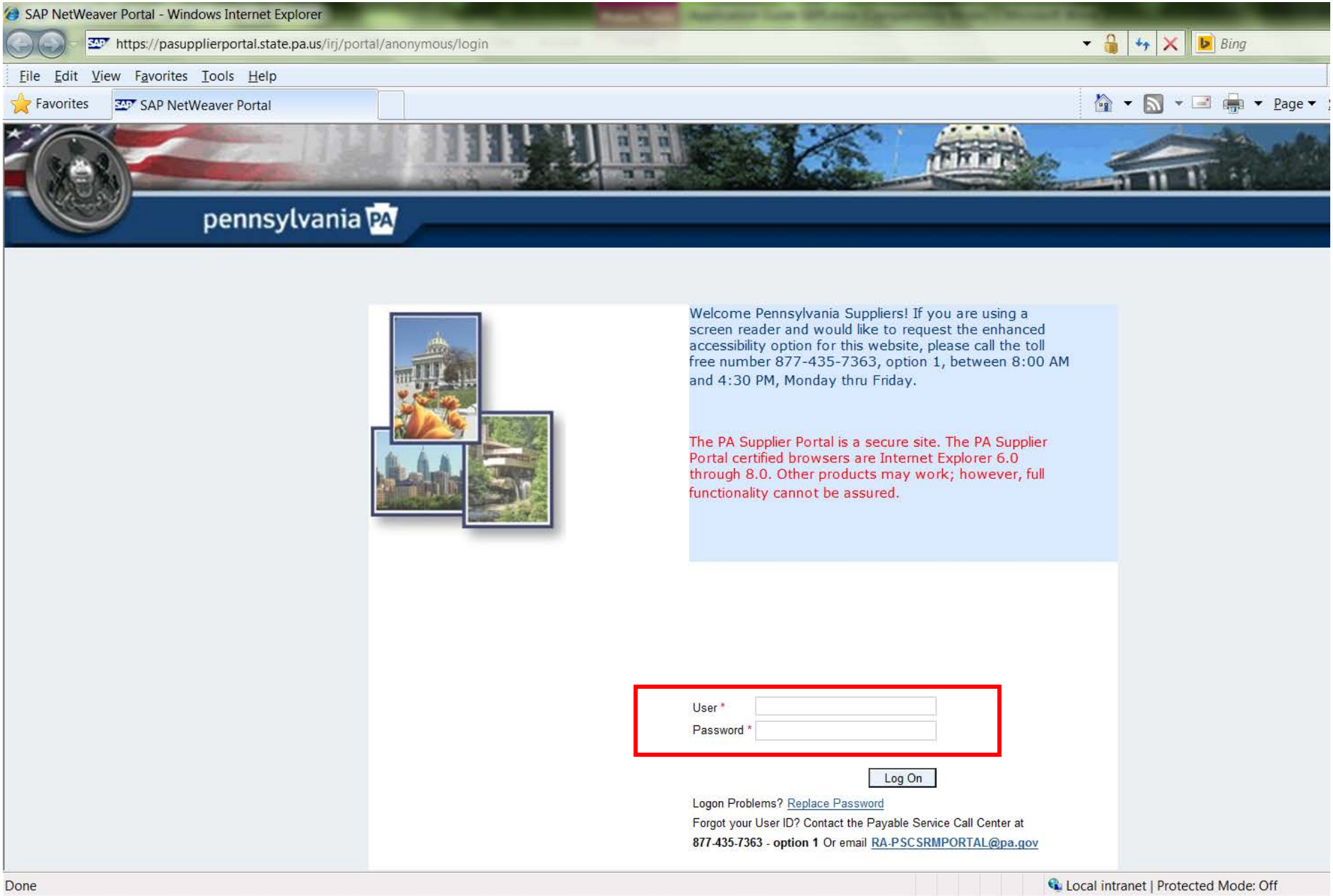
1. Enter www.pasupplierportal.state.pa.us in address bar at top of screen.



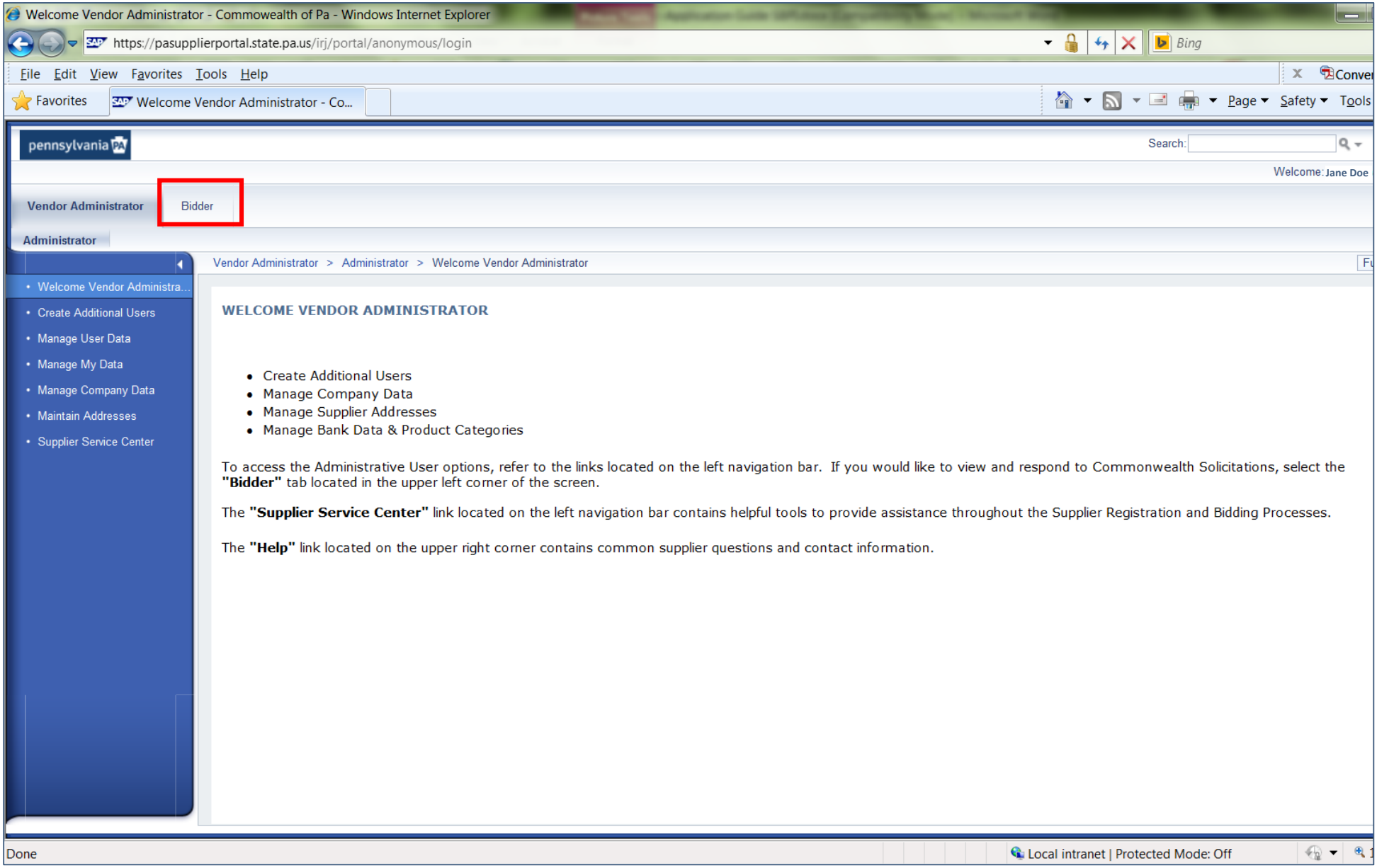
2. You should now be on the PA Supplier Portal. Click on the **Log on** button at the top right.



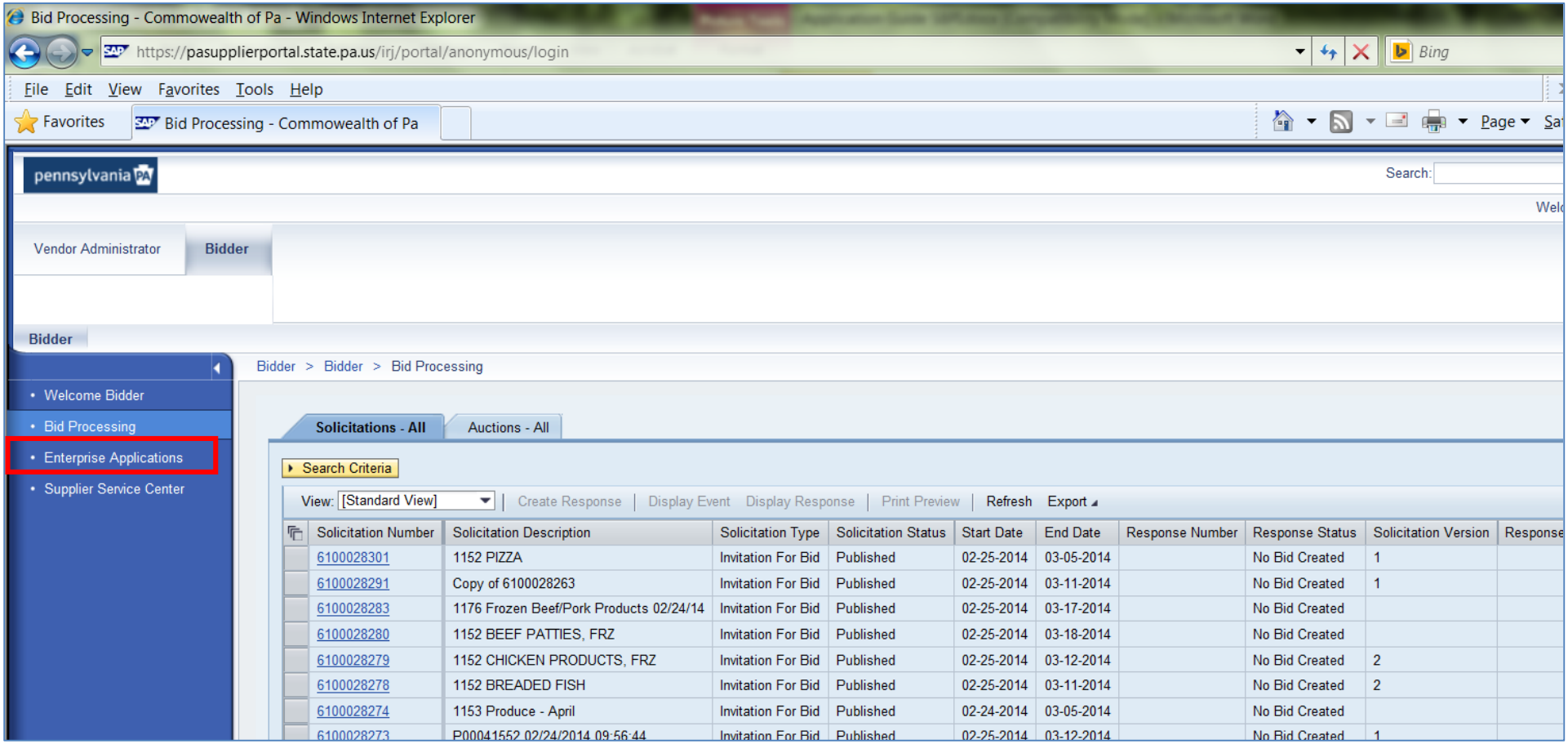
3. Login with your **User Name** and **Password**. If you do not know your **User Name** and/or **Password**, contact the Supplier Service Center at 717-346-2676 or 877-435-7363, option 1.



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



5. Click on "**Enterprise Applications**".



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 Business Procurement Initiative**.

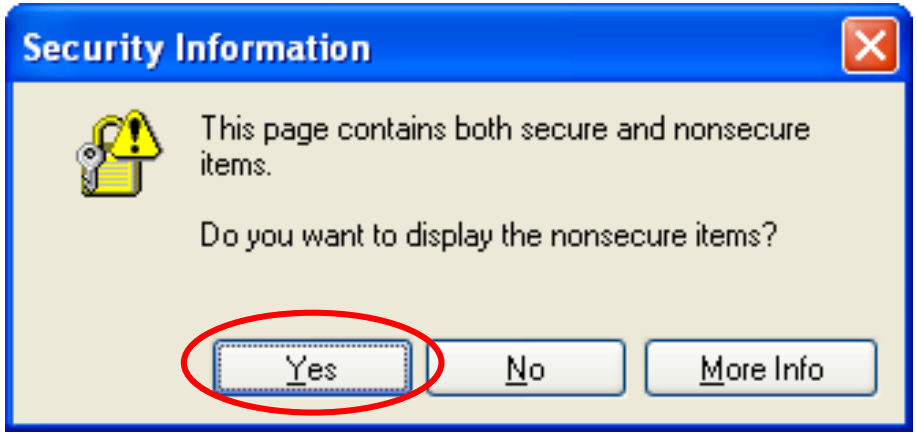
OTHER POSSIBLE ISSUES

- 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.

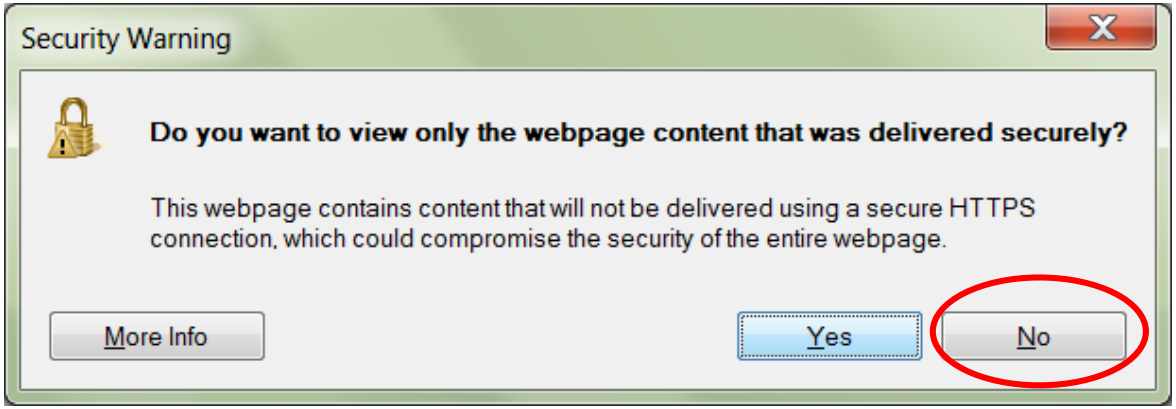
See the Troubleshooting Tips at the end of this guide.

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 . . .



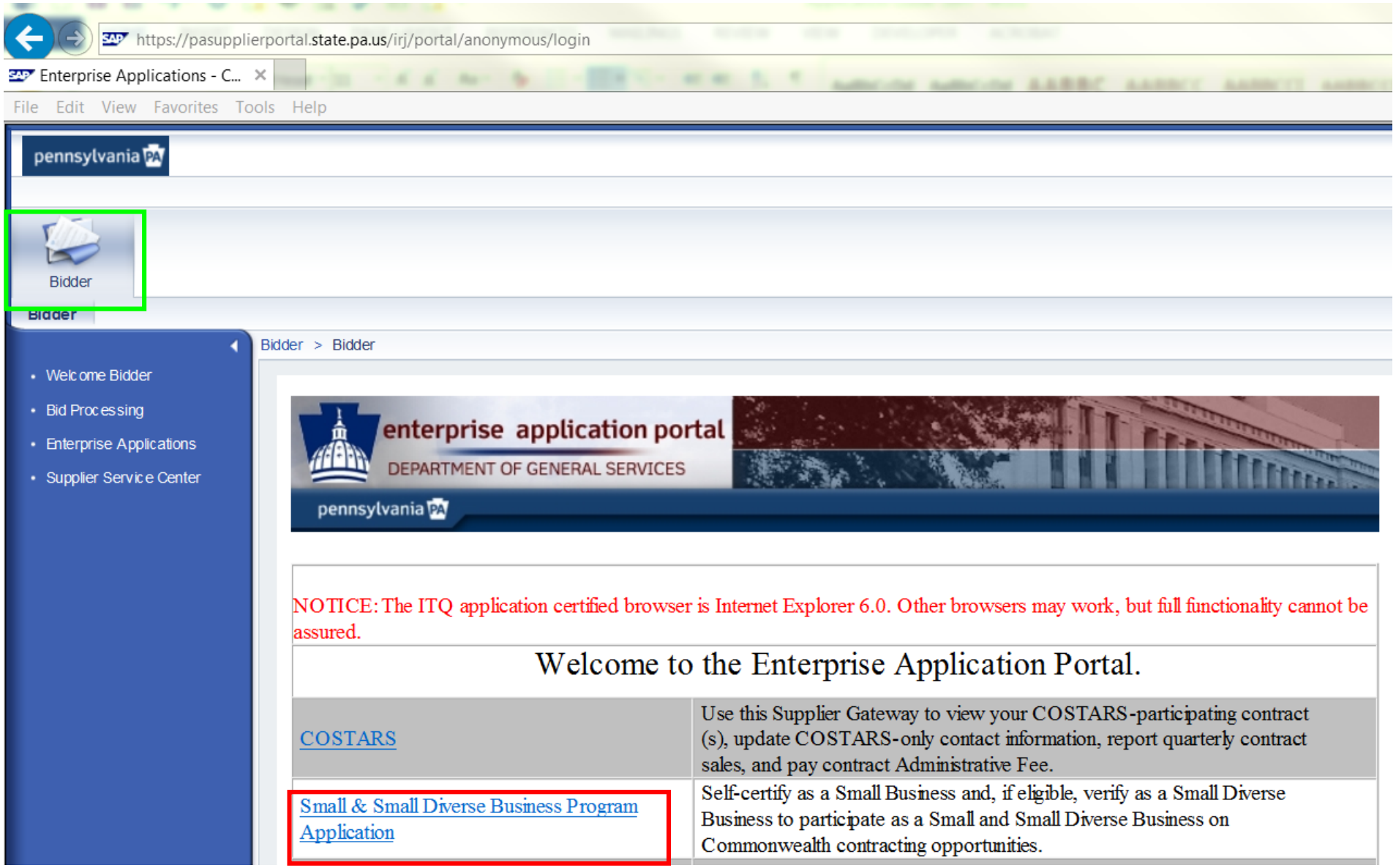
. . . or “No” if it looks like this.



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**.



8. You have reached the SBPI application welcome screen.

pennsylvania
DEPARTMENT OF GENERAL SERVICES

Pennsylvania Small & Small Diverse Business

Small Business Self-Certification & Small Diverse Business Verification

Email HELP

Home

FAQ
Frequently Asked Questions

Step 1 Eligibility Questions	Step 2 Contact Information	Step 3 Business Profile	Step 3 Continued Business Profile	Step 4 Document Upload	Step 5 Review & Submit

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
• Building Design Services	• Procurement Goods • Procurement Services • Construction Contractor & Supplier	• 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
• Building Design Services	• Procurement Goods • Procurement Services • Construction Contractor & Supplier	• 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

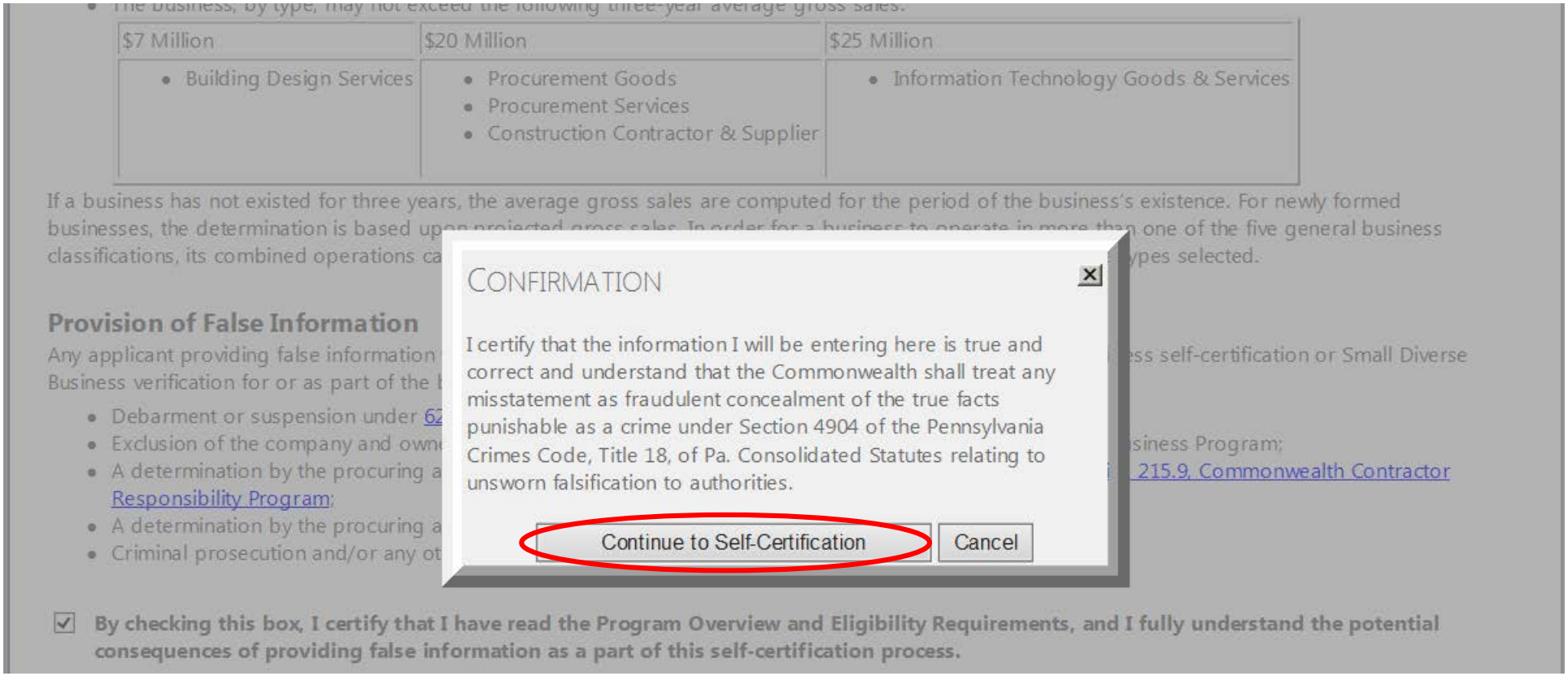
Any applicant providing false information to the Commonwealth of Pennsylvania in connection with this Small Business self-certification or Small Diverse Business verification for or as part of the bidding process may be subject to the following:

- 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.

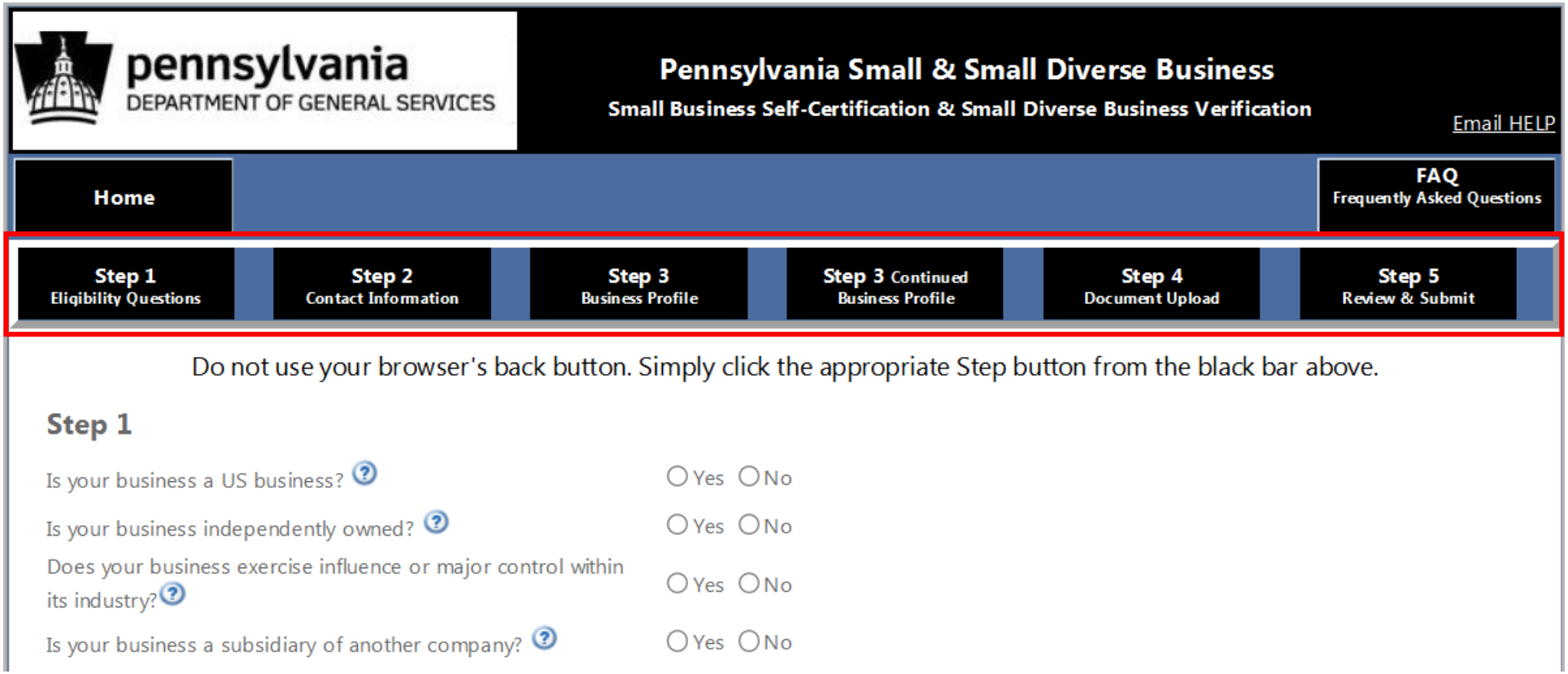
☑ **By checking this box, I certify that I have read the Program Overview and Eligibility Requirements, and I fully understand the potential consequences of providing false information as a part of this self-certification process.**

Continue to Self-Certification | No Thanks | Note: Clicking No Thanks will redirect you back to the DGS website.

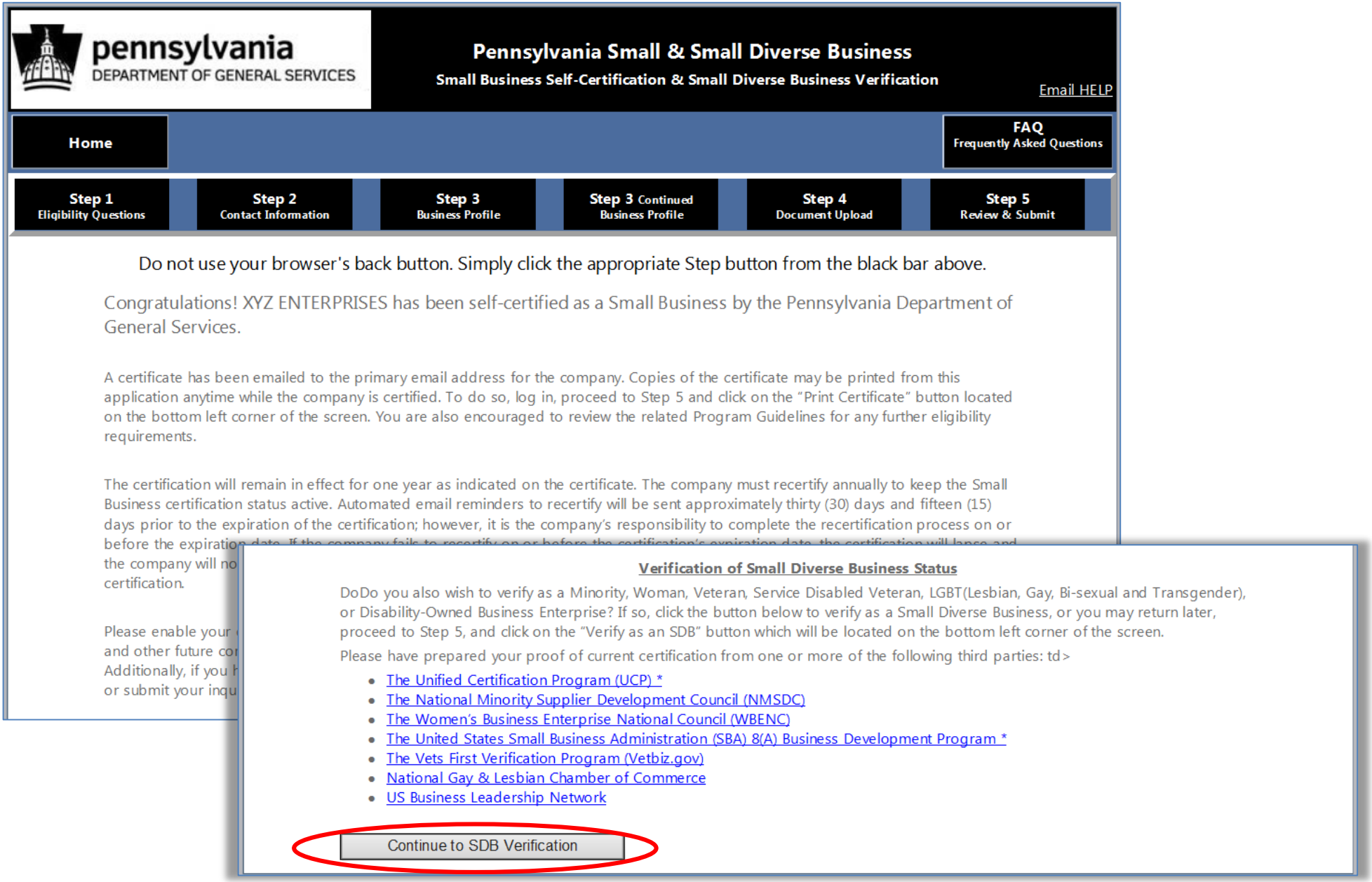
10. Click the **Continue to Self-Certification** button in the Confirmation box.



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.



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.



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).*

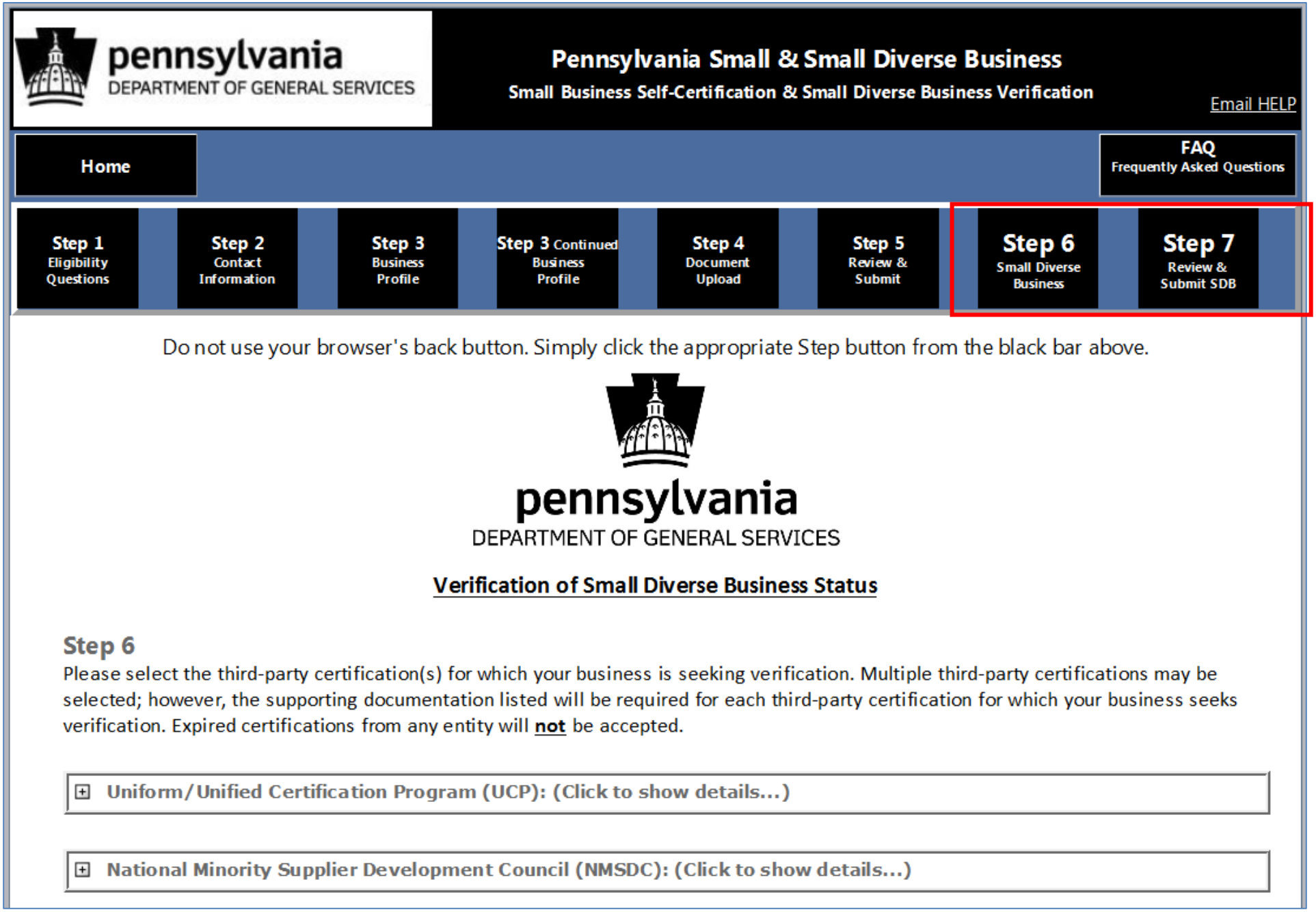
Click "I Acknowledge and Electronically Sign" to process the application or "Save and Certify Later" to save the application without submitting. Please only click once.

Save Profile Updates

Print Certificate

Verify as an SDB

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



TROUBLESHOOTING TIPS

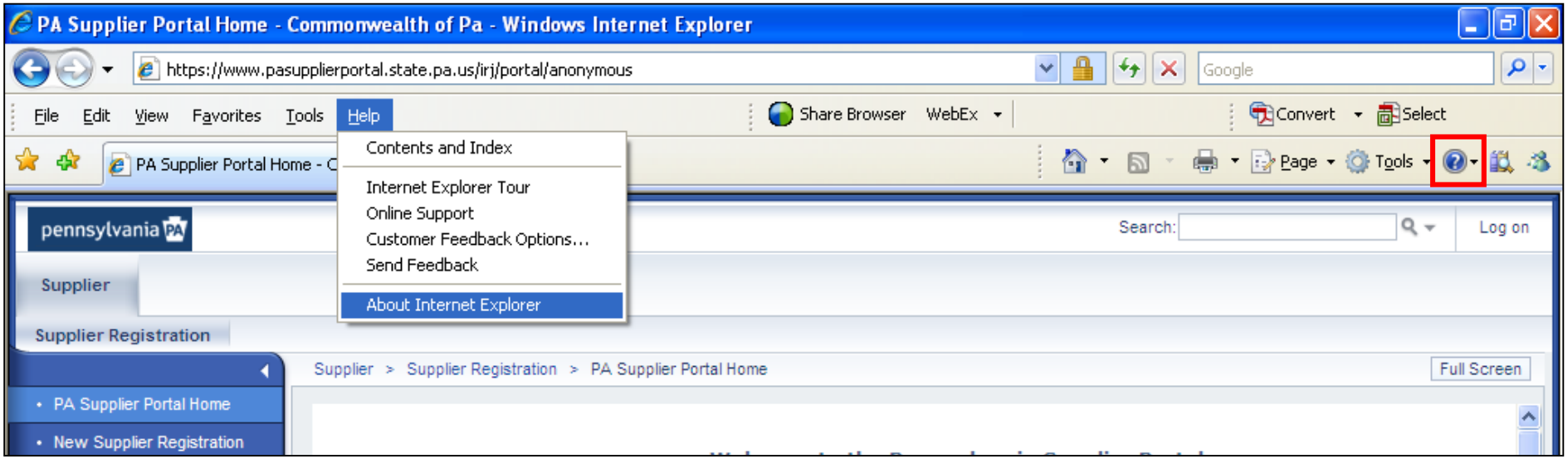
COMPATIBILITY MODE

ADDITIONAL SETTINGS FOR IE 11.0

VIEWING SECURE AND NONSECURE CONTENT

OTHER BROWSERS, OPERATING SYSTEMS, AND TECHNOLOGY

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

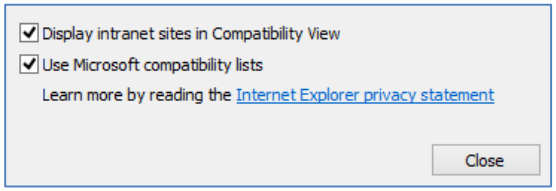
1. Open Internet Explorer.
2. Press the Alt key to display the Menu bar (or right–click the Address bar and then select Menu bar).
3. Click **Tools** → **Compatibility View settings** (ALT + T + B).

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**.

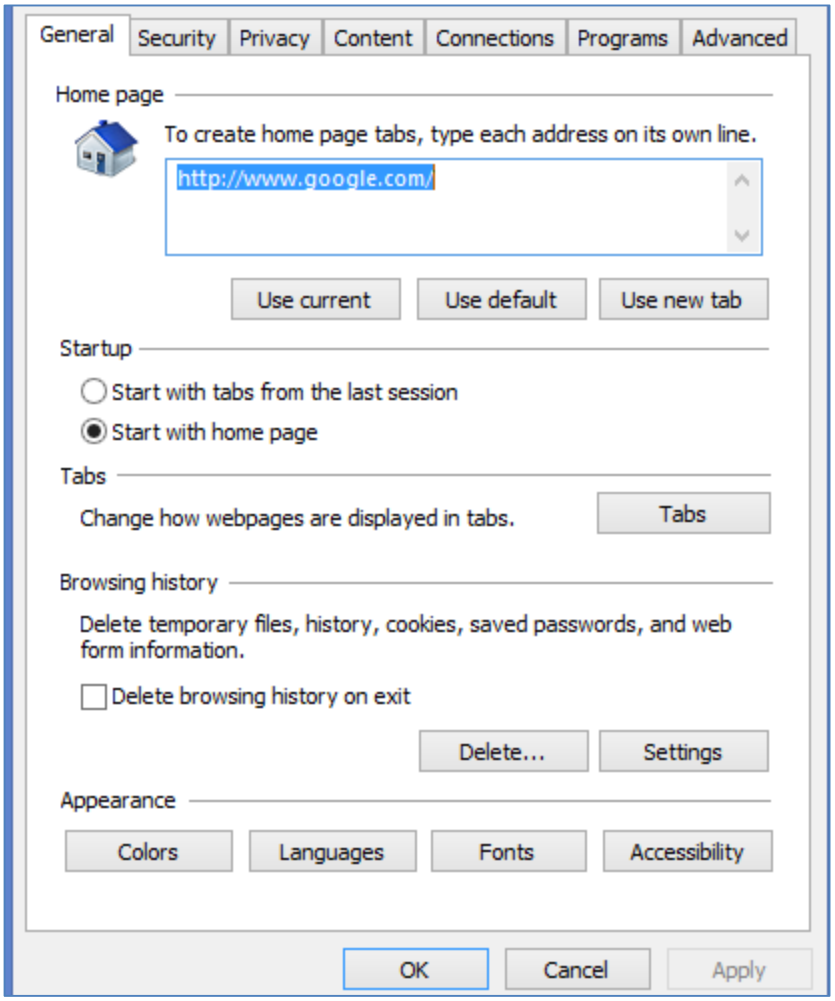


PLEASE USE A COMPATIBLE BROWSER, (IE 8.0, 9.0, 10.0, OR 11.0) FOR COMPATIBILITY.

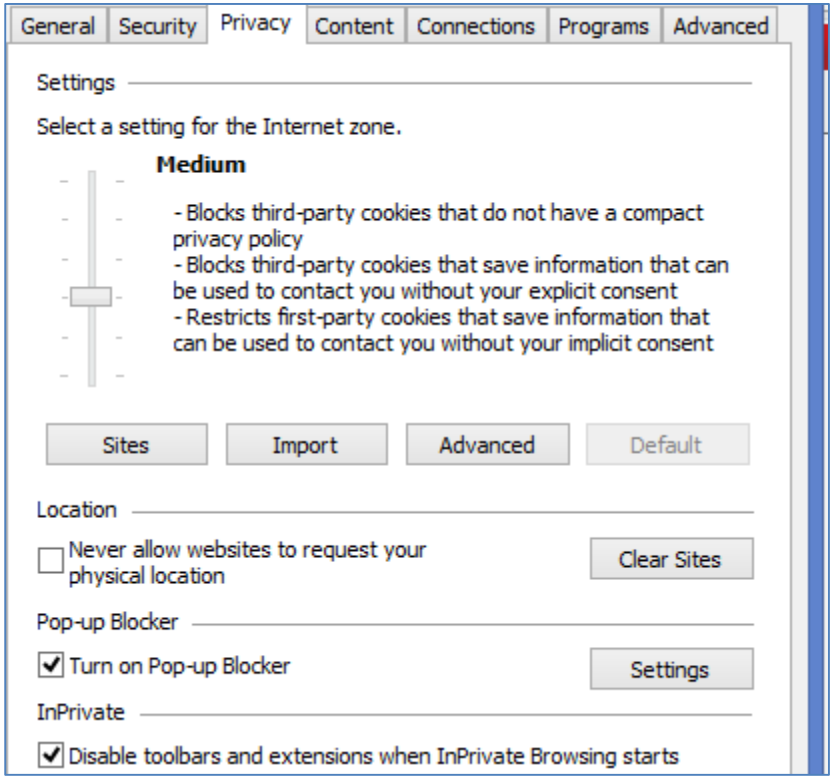
If you continue experiencing issues while using IE 11.0, try the following Internet options settings.

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

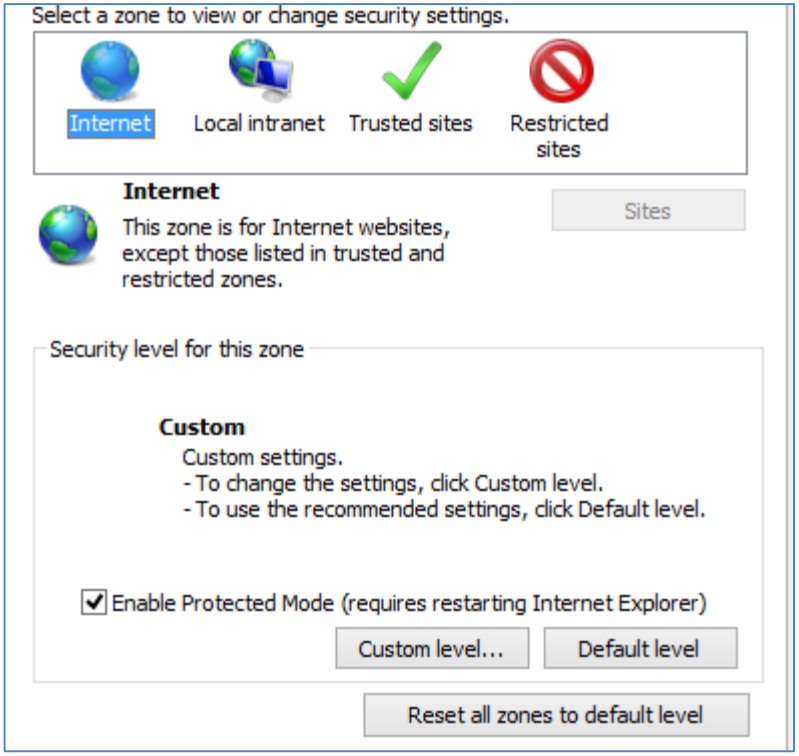
GENERAL TAB



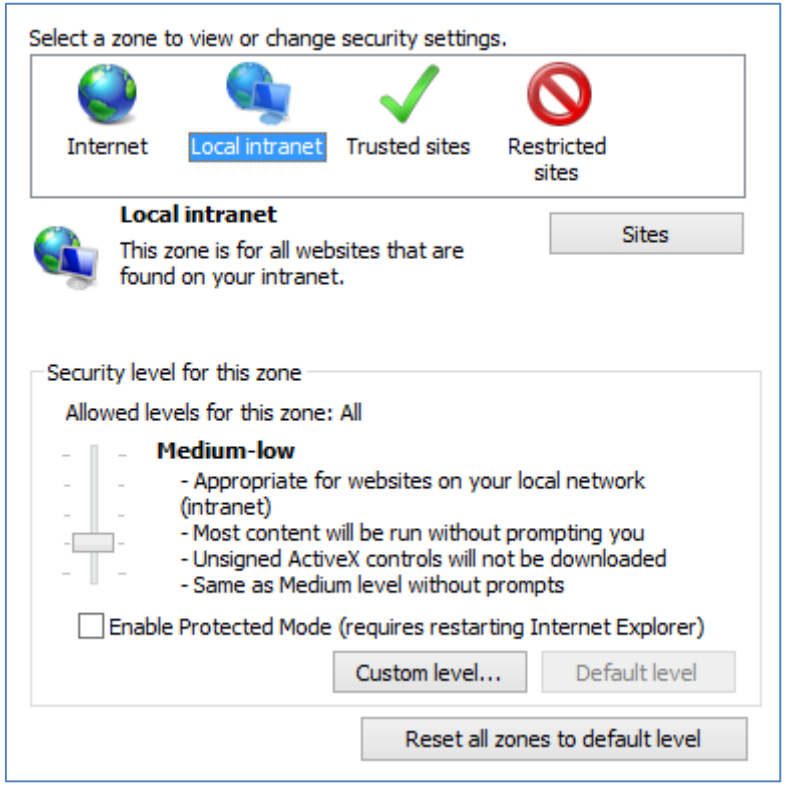
PRIVACY TAB



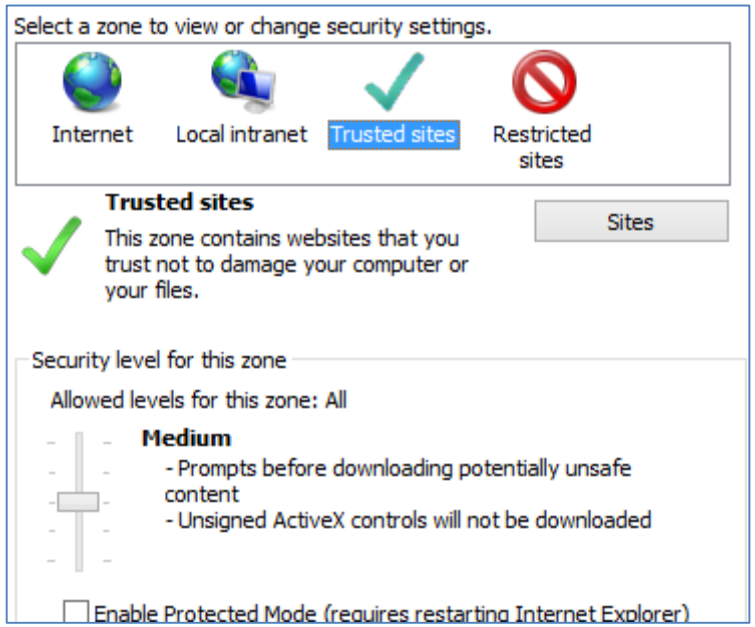
SECURITY TAB – INTERNET



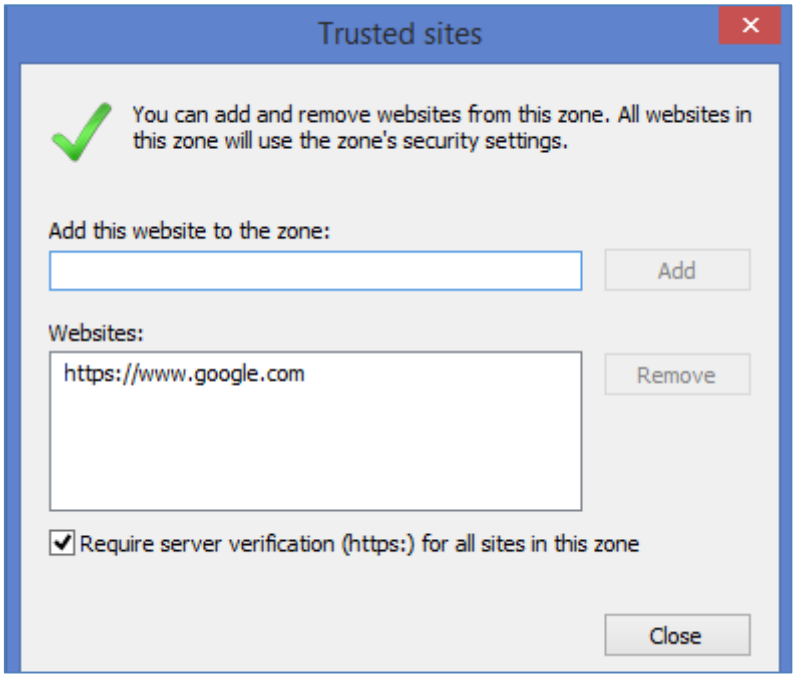
SECURITY TAB – LOCAL INTRANET



SECURITY TAB – TRUSTED SITES



TRUSTED SITES AFTER SELECTING "SITES"



ADVANCED SETTINGS

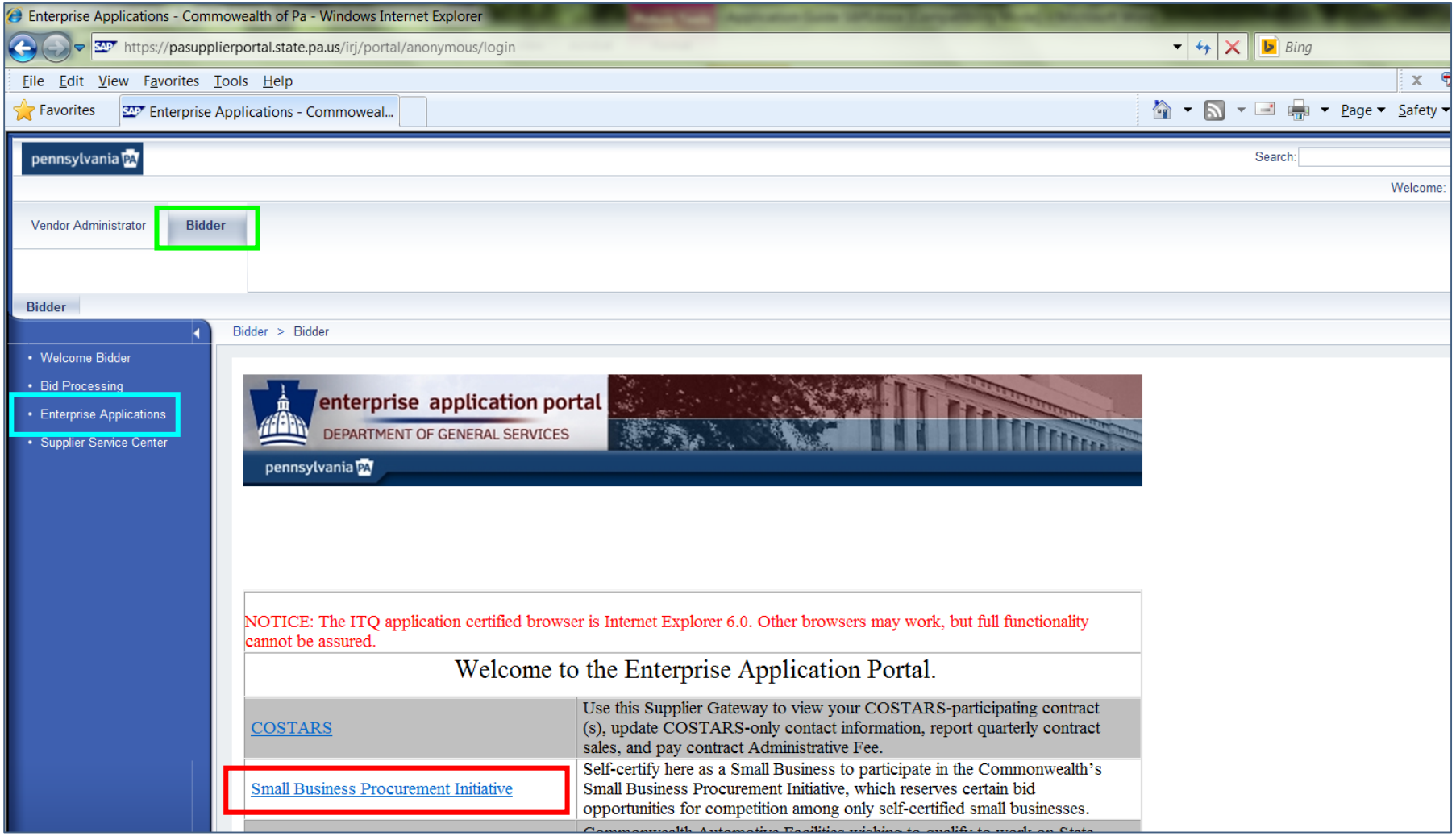
- Accelerated graphics
  - [ ] Use software rendering instead of GPU rendering*
- Accessibility
  - [ ] Always expand ALT text for images
  - [ ] Enable Caret Browsing for new windows and tabs
  - [ ] Move system caret with focus/selection changes
  - [ ] Play system sounds
  - [ ] Reset text size to 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*
  - [x] Disable script debugging (Internet Explorer)
  - [x] Disable script debugging (Other)
  - [ ] Display a notification about every script error
  - [x] Enable automatic crash recovery*
  - [x] Enable flip ahead with page prediction
  - [x] Enable FTP folder view (outside of Internet Explorer)
  - [ ] Enable Suggested Sites
  - [x] Enable third-party browser extensions*
  - [x] Enable visual styles on buttons and controls in webpages
  - [ ] Go to an intranet site for a single word entry in the Addre
  - [x] Load sites and content in the background to optimize perf
  - [x] Notify when downloads complete
  - [x] Show friendly HTTP error messages
  - [x] 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
  - [x] Use inline AutoComplete in the Internet Explorer Address
  - [ ] Use most recent order when switching tabs with Ctrl+Tab
  - [x] Use Passive FTP (for firewall and DSL modem compatibility
  - [x] Use smooth scrolling
- HTTP settings
  - [x] Use HTTP 1.1
  - [x] Use HTTP 1.1 through proxy connections
  - [x] Use SPDY/3

ADVANCED SETTINGS CONTINUED

- International*
  - [ ] Always show encoded addresses
  - [ ] Send IDN server names for Intranet URLs
  - [x] Send IDN server names for non-Intranet URLs
  - [x] Send URL path as UTF-8
  - [ ] Send UTF-8 query strings for Intranet URLs
  - [ ] Send UTF-8 query strings for non-Intranet URLs
  - [x] Show Notification bar for encoded addresses
- Multimedia
  - [x] Enable alternative codecs in HTML5 media elements*
  - [x] Enable automatic image resizing
  - [x] Play animations in webpages*
  - [x] Play sounds in webpages
  - [ ] Show image download placeholders
  - [x] 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 inv
  - [ ] Block unsecured images with other mixed content
  - [x] Check for publisher's certificate revocation
  - [ ] Check for server certificate revocation*
  - [x] Check for signatures on downloaded programs
  - [ ] Do not save encrypted pages to disk
  - [ ] Empty Temporary Internet Files folder when browser is cl
  - [ ] Enable 64-bit processes for Enhanced Protected Mode*
  - [x] Enable DOM Storage
  - [ ] Enable Enhanced Protected Mode*
  - [x] Enable Integrated Windows Authentication*
  - [x] Enable native XMLHTTP support
  - [x] Enable SmartScreen Filter
  - [ ] Enable Strict P3P Validation*
  - [x] Send Do Not Track requests to sites you visit in Internet E
  - [ ] Use SSL 2.0
  - [x] Use SSL 3.0
  - [x] Use TLS 1.0
  - [x] Use TLS 1.1
  - [x] Use TLS 1.2
  - [x] Warn about certificate address mismatch*
  - [ ] Warn if changing between secure and not secure mode
  - [x] Warn if POST submittal is redirected to a zone that does n

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 Business Procurement Initiative**.



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 contact 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

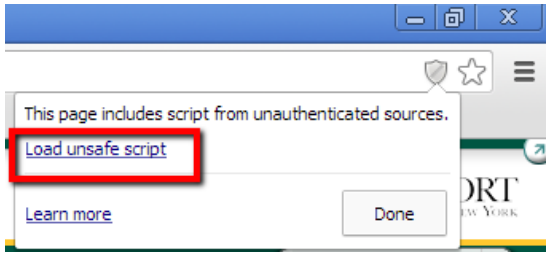
Blank Screens

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.

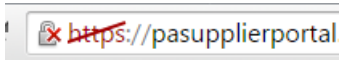
To allow all content to display in Google Chrome:

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"** 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.

MACINTOSH

The PA Supplier Portal is not compatible with Mac systems; however, users have had success accessing the Supplier Portal using the Opera browser.