

# NEW VENDOR REGISTRATION

The 2016-2017 Auto Service Facilities Application is now open and available. This contract, effective from July 1, 2016 through June 30, 2017, will allow your business to continue maintaining and repairing Commonwealth vehicles. In order to continue to maintain and repair a Commonwealth vehicle, you must re-register and accept the 2016-2017 rates (instructions listed below). Applications will be accepted online only. Paper applications are not available. Applications and Certificates of Insurance must be submitted by June 30, 2016 in order to begin providing maintenance and repair services to Commonwealth vehicles when the new contract takes effect July 1, 2016.

**Please review and print a copy of these instructions, as you will be going to another website to complete the necessary steps.**

In order to complete the 2016-2017 Auto Service Facilities Application, entities must:

**Step 1:** View Standard Rates by County and agree to the Terms and Conditions

**Step 2:** Register through the Commonwealth of Pennsylvania's Supplier Relationship Management (SRM) system.

**Step 3:** Complete the application for Auto Service Facilities

## ***Instructions for 2016-2017 Auto Service Facilities Application***

### **Step 1: Standard Rates by County and Terms and Conditions:**

**View Standard Rates by County:** [Click here](#) and you will be redirected to the Standard Rates by County page, select the counties in which you do business and click "Show" to review the rates listed. If you agree to these rates, proceed to and review the Terms and Conditions.

**Select and read Terms and Conditions** - [Terms and Conditions 2016-2017](#). If you agree to the rates and these Terms and Conditions, proceed to Step 2.

### **Step 2: Register as a New Supplier:**

Please go to <https://pasupplierportal.state.pa.us> and click the "New Supplier Registration" link located on the left navigation menu. You may select the "Supplier Service Center" link at any time to access instructions and help documents for the registration process.

**NOTE:** The PA Supplier Portal **ONLY** works on computers using Windows 7.0, 8.0, and 8.1 with Internet Explorer 9.0 through 11.0

Registering through the Pennsylvania Supplier Portal will provide the Commonwealth legal information with which it will conduct its business with you. It will also provide an IRS Form 1099 for your review.

**Important:** When selecting "Which Product Categories can you Deliver, select the **"Materials & Services"** box. This initiates an update to our vendor records with your company information and continues the vendor registration process.

After completing this portion of the "SRM" registration, you will be prompted to create a User Name and Password, then enter the name and email address of the person who is to be the Administrator on this account. When complete, you will see a notification message at the top of the screen that you have successfully registered as a Procurement Vendor and receive your Vendor Number. The Vendor Number will start with four (4) zeros (0000), you may disregard this and focus on the last 6 numbers. This will be your six (6) digit SAP Vendor Number. You will enter this number at the top of every estimate and invoice you send to the Department of General Services for processing. After a minimum of 30 minutes, you will eventually receive an email confirming your successful registration and be able to continue on to **Step 3** to complete the Service Application for Auto Service Facilities.

### **Step 3: Complete Service Application:**

Log in to the SRM supplier portal at <https://pasupplierportal.state.pa.us> by selecting the **Log on** box in the upper right hand corner and entering the User Name and Password you just created. Select **Bidder** in the upper left hand corner. Select the link for **Enterprise Applications**. Select the link for **Auto Service Facilities Qualification ITQ**.

In order to continue, check the box that says:  **I have read and accepted the Terms and Conditions.**

Select the **"Create Account Information"** button.

## **SERVICE APPLICATION**

### **APPLICANT INFORMATION TAB:**

Review and update the information if needed on the Applicant Information screen. No special characters are allowed in the official legal name or "other name" (.,'&"/). Please keep in mind that upon completion of this application, your Certificate of Insurance must be sent to our office in order to work on Commonwealth vehicles. Instructions for submitting the certificate can be found in the [Certificate of Insurance Reminder](#) section below. Select "Next".

### **SERVICE LOCATIONS TAB:**

Enter the address and services available at that location by selecting the "Check if accepted" box and select "Save". After selecting "Save", the form will re-set and additional locations can be entered. To verify the addresses and services previously entered for your business locations use the scroll bar located at the right of the screen and scroll down. After all of your business locations and services have been entered, select "Next".

### **REVIEW AND SUBMIT TAB:**

Scroll down, reviewing all of the information entered for your business, including:

- a) Applicant Legal and Insurance Information
- b) Business Location(s) and Services available at each of these locations

The "Submitter" field must be entered by an individual who has the authority to accept the Terms and Conditions on behalf of the applicant. By selecting the "Submit" button, the submitter is agreeing to the Terms and Conditions and that individual name has the authority to accept those Terms and Conditions.

Print a copy of the completed application for your records. You will also receive a confirmation email to the address provided in your application indicating the Commonwealth has received your application.

### **Certificate of Insurance Reminder**

The Commonwealth requires a current Certificate of Insurance, naming the Commonwealth as additional insured and showing the types and liability amounts of your coverage. The declaration page cannot be substituted for the certificate. You will not be approved unless we receive this Certificate. Please refer to the ***Automotive Service Prequalification Terms and Conditions, Section 8*** for further information.

Upon completion of the application, please mail, fax, or email your Certificate of Insurance to:

Department of General Services  
Bureau of Vehicle Management  
2221 Forster Street  
Harrisburg, PA 17103

Email: [RA-BVM\\_Vendor\\_Ap@pa.gov](mailto:RA-BVM_Vendor_Ap@pa.gov)  
FAX (717)787-0276

If you have any questions or need assistance with the application process, please contact us at:

[RA-BVM\\_Vendor\\_Ap@pa.gov](mailto:RA-BVM_Vendor_Ap@pa.gov)

*This email account is monitored to ensure timely responses to your concerns.*

Or by contacting:

**Ray Vega:** 717-787-5729  
**Tonya Kendall:** 717-783-4256  
**Danielle Gibson:** 717-346-3821

## ***ADDITIONAL REMINDERS***

### **ESTIMATE SUBMISSION FOR APPROVAL:**

Estimates are to be submitted prior to performing any service to a Commonwealth vehicle.

Please fax them to: 717-265-7781

Or email them to: [RA-DGS\\_BVM\\_Estimates@pa.gov](mailto:RA-DGS_BVM_Estimates@pa.gov)

Include on your fax:

1. The name of the Customer Service Representative the driver spoke with.
2. The Work Order # assigned by Customer Service.
3. The Equipment # of the vehicle.

The representative will contact you back with the approval/denial for the service requested.

A cover sheet with the necessary information requested is included for your convenience if you so choose to utilize it.

[Click here to access the cover sheet.](#)

### **INVOICE PROCESSING:**

**ALL** invoices must be clearly labeled "**FINAL INVOICE**". Invoices can be submitted either by:

Faxing them to: 717-265-7781

Or mailing them to:

Department of General Services  
Bureau of Vehicle Management  
2221 Forster Street  
Harrisburg, PA 17103