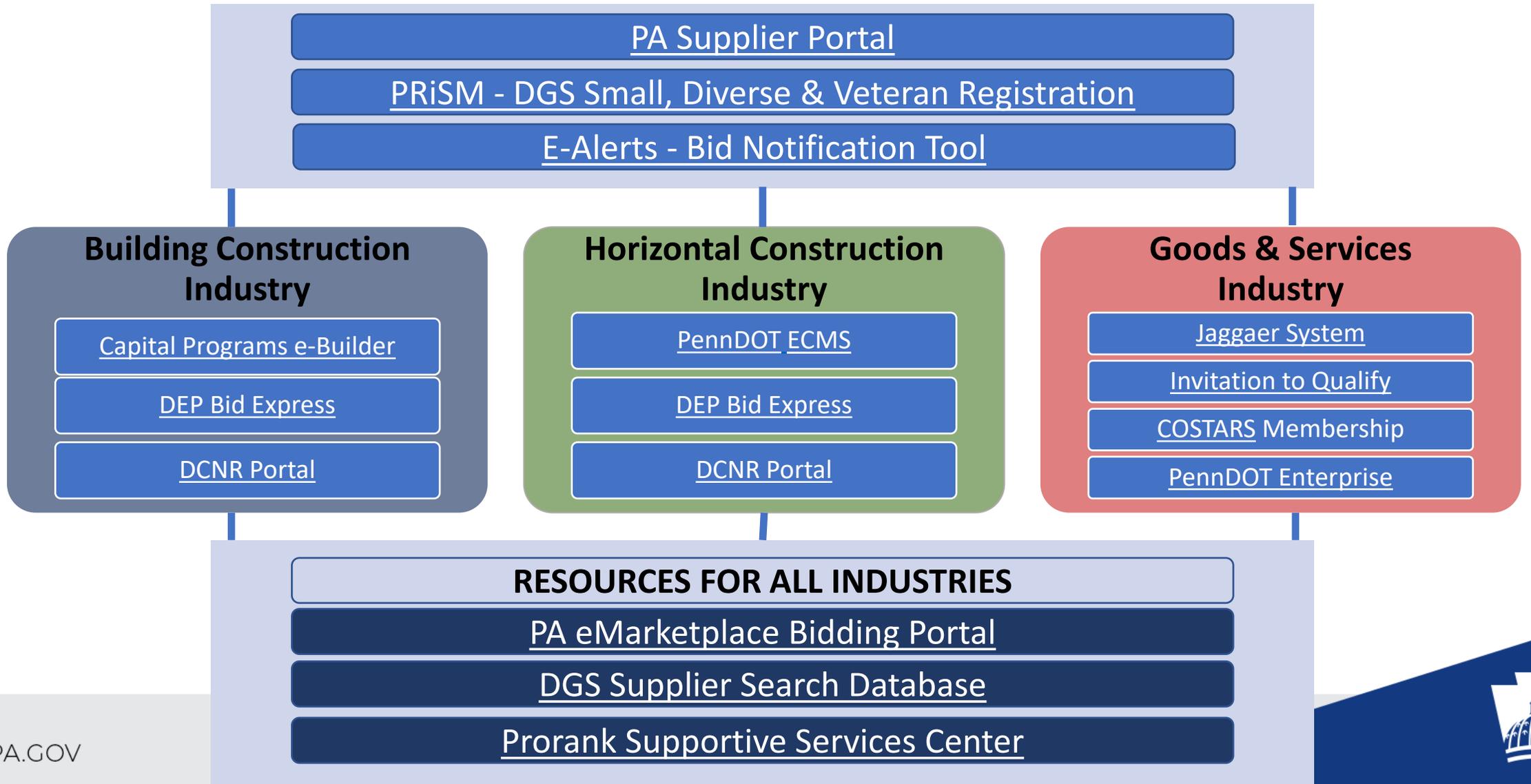


# VENDOR REGISTRATION PORTALS



# VENDOR REGISTRATION PORTALS



## 1. REGISTER AS A VENDOR IN THE PA SUPPLIER PORTAL - REQUIRED

<input type="checkbox"/>	Go to the PA Supplier Portal at <a href="http://www.pasupplierportal.state.pa.us">www.pasupplierportal.state.pa.us</a> .
<input type="checkbox"/>	Click on <b>Supplier Registration</b> from the left sidebar menu and follow the instructions. TIP: View the <a href="#">New Vendor Registration Guide.pdf</a> for tips and step-by-step instructions
<input type="checkbox"/>	Enter your Employer Identification Number (EIN) or your Social Security Number (SSN), then select the Next button.
<input type="checkbox"/>	Upon submission, a confirmation message displays and states that the User and Password were successfully created. This message will also contain your newly assigned Vendor Number and a link to redirect you back to the PA Supplier Portal login page.
<input type="checkbox"/>	SUBMIT REGISTRATION LOG IN / MANAGE BIDDER - When prompted, change your temporary password to a new one. Your Username will default in the User ID field. Please complete the following three fields to complete the process: <ol style="list-style-type: none"> <li>1. Old Password: Type in your temporary password.</li> <li>2. New Password: Enter a new password, making sure to follow the previously outlined requirements (see Phase #2, section B).</li> <li>3. Confirm Password: Re-enter your new password.</li> </ol>
<input type="checkbox"/>	Once your password is changed, you will need to click "Log Out" in the upper right-hand corner and wait at least 30 minutes for the system to refresh your registration data before attempting to log in again or change any information.
<input type="checkbox"/>	Congratulations on becoming a new supplier, and welcome to the Commonwealth of Pennsylvania!
<input type="checkbox"/>	Now that you are registered with the PA Supplier Portal, please enter, and update your Company Data and Administrative Information including the default remit-to address for receipt of payments as applicable. Please click <a href="http://www.pasupplierportal.state.pa.us">http://www.pasupplierportal.state.pa.us</a> to get started. The following actions are also recommended: <ul style="list-style-type: none"> <li>• Enter Bank Data This section can be found under the Manage Bank Data &amp; Product Categories tab on the left navigation pane and will enable your company to receive payments via ACH.</li> <li>• Register for E-Alerts This valuable feature will enable you to "subscribe" to all upcoming solicitations applicable to your company. For more information on E-Alerts or to register online, please visit <a href="http://www.dgsweb.state.pa.us/EAlerts/">http://www.dgsweb.state.pa.us/EAlerts/</a>.</li> </ul>

Customer Support Center (877) 435-7363, Option #1

## 2. REGISTER AS A SMALL BUSINESS OR SMALL DIVERSE BUSINESS - REQUIRED

<input type="checkbox"/>	Go to the PRISM Portal at <a href="https://bdisbo.prismcompliance.com/CustomCertApp/ApplicationStart.aspx?j=9qoWxXGezrY%3D&amp;t=101">https://bdisbo.prismcompliance.com/CustomCertApp/ApplicationStart.aspx?j=9qoWxXGezrY%3D&amp;t=101</a>
<input type="checkbox"/>	Have prepared your company's federal tax returns for the past three most recently completed tax years. You will need page 1 of Federal form 1120, 1120S, 1065, OR the Schedule C filed with your Form 1040. These will be uploaded to the online application in support of your company's gross sales.

<input type="checkbox"/>	Click <b>Start Application &gt; Start Application</b> Enter your company's Tax ID (without spaces or dashes) and 6-digit Vendor ID which you will find as the first six digits of your certification number on your Small Business certificate.
<input type="checkbox"/>	Click <b>Find Me</b>
<input type="checkbox"/>	Click <b>SB Only</b> if applying as a Small Business or <b>SB &amp; SDB</b> if applying as a Small and Small Diverse Business ( <b>NOTE: You must have a current certification from an approved third-party to apply as SB/SDB.</b> )
<input type="checkbox"/>	Continue through the application to self-certify as a Small Business and, if applicable, verify as a Small Diverse Business. The attached <i>Small Business Application Guide</i> provides additional information.

Contact BDISBO at 717-783-3119 or [GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov)

### 3. REGISTER AS A SUPPLIER IN JAGGAER - RECOMMENDED

The purpose of this Registration Guide is to assist suppliers in registering in the Commonwealth of Pennsylvania's JAGGAER Supplier Management System. This Registration Guide is for those suppliers that wish to respond to Requests for Proposals (RFPs) and Requests for Quotations (RFQs) against an Invitation to Qualify (ITQ) Contract.

<input type="checkbox"/>	Prior to registering in the Commonwealth of Pennsylvania's JAGGAER Supplier Management System, suppliers must first be registered as a supplier in the Commonwealth of Pennsylvania's PA Supplier Portal.
<input type="checkbox"/>	Go to the <a href="#">JAGGAER Registration / Login</a> .
<input type="checkbox"/>	Login to your account to complete the registration process. If you have not already created an account in JAGGAER, please select "CREATE ACCOUNT".
<input type="checkbox"/>	If you are a new supplier, please enter your email address, click on the Next button, and follow the instructions to register.
<input type="checkbox"/>	A screen should display stating that you do not have an account. a. Select the CREATE ACCOUNT button and proceed to Step 4 b. If you did not receive the message about not having an account, then apparently you have an account. You will need to enter your password. If you do not know your password, it will need to be reset. contact JAGGAER Supplier Support at 1-800-233-1121 Opt. 2. Disregard the remainder of this document.
<input type="checkbox"/>	Select the CONTINUE WITH REGISTRATION button. a. On the left navigation are three links, a Registration Checklist, a Registration FAQ, and a Registration Tutorial that will assist you in the Registration process.
<input type="checkbox"/>	Start by entering at minimum the mandatory information. This will be marked with a red asterisk (*). a. Select the Security Check. b. Select the CREATE ACCOUNT button
<input type="checkbox"/>	You will receive an email with a link to complete the Registration process. Once the email is validated, select the SUBMIT button to proceed with the creation of your account.
<input type="checkbox"/>	Log into the Commonwealth of Pennsylvania's JAGGAER Supplier Management System to complete the registration process. 1. Enter Email address 2. Enter Password. Select the LOGIN button.
<input type="checkbox"/>	Once logged into the system, complete the Company Overview, Business Details, Contacts and finalize everything on Certify and Submit. Complete the fields on each page. Select the SAVE CHANGES button to save changes and stay on the current page OR select the NEXT button to save changes and advance to the next page.
<input type="checkbox"/>	The last screen is the Certify and Submit screen. If any items were not answered, an error message will appear requesting that you answer them prior to finishing.

Contact JAGGAER at 1-800-233-1121, Option 2, for technical issues such as password resets and log-in assistance.

#### 4. REGISTER FOR AN INVITATION TO QUALIFY (ITQ) - OPTIONAL

<input type="checkbox"/>	An ITQ Contract is the name given to certain multiple award contracts issued by the Commonwealth of Pennsylvania pursuant to Section 517 of the Procurement Code.
<input type="checkbox"/>	To prequalify as an ITQ supplier, review each ITQ Contract's Statement of Work (SOW) to identify the appropriate contract and commodity code. Click here to view all ITQ contracts on the <a href="#">DGS ITQ website</a> .
<input type="checkbox"/>	Select the commodity code identified with an "ITQ-###" extension (ex. 53100000-ITQ1). The commodity codes are defined under the Material/Service Categories. If you need further assistance, please contact the Issuing Officer listed on the SOW.
<input type="checkbox"/>	All current ITQ suppliers have been migrated to the new system as of 8/21/2017. Current suppliers will need to register in Jaggaer to update their profile information before bidding on any work that requires ITQ participation. Vendors if already on an existing ITQ will not need to go through the ITQ pre-qualification process again.
<input type="checkbox"/>	Vendors should ensure its contact information is up to date in JAGGAER and monitor JAGGAER for solicitations. Request for Quote solicitations are restricted to suppliers that have been awarded an ITQ contract. The supplier must have been awarded a contract prior to the solicitation opening for proposals.

CONTACT 717-783-6241 OR EMAIL: [RA-procinternet@pa.gov](mailto:RA-procinternet@pa.gov)

#### 5. REGISTER AS A COSTARS VENDOR - OPTIONAL

**COSTARS is a cooperative purchasing program managed by the Bureau of Procurement. It encourages a partnership between local public procurement units and state-affiliated entities ("members") and the Commonwealth.**

<input type="checkbox"/>	Go to the <a href="#">COSTARS</a> website. Businesses interested in participating in the COSTARS program as Suppliers are required to register in the PA Supplier Portal to receive a six-digit vendor number as a prerequisite to bidding on statewide or COSTARS-exclusive contracts.
<input type="checkbox"/>	To become a COSTARS supplier, one needs to respond to bidding opportunities that are published on the DGS COSTARS or PA eMarketplace websites. A supplier that successfully responds to a contract solicitation may be awarded a contract.
<input type="checkbox"/>	Under Pennsylvania Law, every proceeding for the organization of corporations, both for-profit and nonprofit, and every ancillary transaction relating to such corporations is required to be filed with the Department of State Corporation Bureau. Other businesses registering with the Bureau include professional corporations, municipal authorities, and limited partnerships, foreign corporations (incorporated outside of Pennsylvania) qualifying to do business in the Commonwealth and individuals and corporations conducting business under an assumed or fictitious name. DGS asks all bidders other than individuals using their given names to supply evidence with their bids to show compliance with these requirements. If your business is not incorporated or registered in Pennsylvania, you must take action to register prior to being approved for a COSTARS-exclusive contract. Forms for registering with the Department of State can be found on their website at <a href="http://www.dos.pa.gov/BusinessCharities/Business/RegistrationForms/Pages/default.aspx">http://www.dos.pa.gov/BusinessCharities/Business/RegistrationForms/Pages/default.aspx</a> .
<input type="checkbox"/>	DGS uses the Competitive Sealed Bidding process to establish COSTARS-exclusive contracts. Suppliers participate in the COSTARS Program as contractors by submitting a responsible and responsive bid to a COSTARS Invitation for Bids (IFB) to receive a COSTARS-exclusive contract award. Refer to the Instructions to Bidders for COSTARS Contracts for detailed information on submission of bids. Administrative Fee – Suppliers are required to pay the appropriate fee in each contract period, for each contract, and according to the following criteria: Bidder Classification Required Administrative Fee Department of General Services Verified Small Diverse Business -\$166 Department of General Services Self-Certified Small Business -\$500 All Other Bidders - \$1,500

## 6. REGISTER AS A VENDOR WITH PennDOT – OPTIONAL

If your organization desires to work with PennDOT as a construction contractor, engineering consultant or in another capacity, your organization must register as a business partner. This will allow use of PennDOT's Engineering and Construction Management System (ECMS) to conduct business (e.g., submit bids on PennDOT projects) with PennDOT.

<input type="checkbox"/>	Go to <a href="http://www.dot2.state.pa.us">www.dot2.state.pa.us</a> to access the online registration. You must use Internet Explorer (up to version 11) to access the online registration. Note that there are two parts to the Business Partner registration process, completion of a paper legal agreement and completion of registration information on-line. Both parts must be completed prior to approval as a Business Partner.
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>•Click on Business Partner on the navigation pane on the left side of the screen.</li> <li>•Click on Registration. The Business Partner Registration home page is displayed.</li> </ul>
<input type="checkbox"/>	Select the radio button next to "Private Sector Organization" if your organization is a business. Select "Government Agency" if your organization is a municipality or municipal authority. Ensure that the correct selection is made because the Business Partner Agreement for public and private sector entities are different. Click on Business Partner Agreement PDF icon to access the correct agreement. The <i>Download or Print Instructions</i> link provides instructions on downloading and printing the form.
<input type="checkbox"/>	Complete the agreement as indicated on the Instruction page. Please follow these instructions closely. If the agreement is not completed properly, this will delay your approval as a business partner. Mail the three pages of the agreement marked as Pages 1 through 3 of 3 Pages <b>AND</b> the Checklist to: System Registration PA Department of Transportation Bureau of Project Delivery, Systems Management Section 400 North Street, 7th Floor Harrisburg, PA 17120
<input type="checkbox"/>	Complete and submit the electronic registration form.

PennDOT IT Service Desk Phone Numbers: (717) 783-8330 or (855) 783-8330

## 7. FIND BIDDING OPPORTUNITIES - OPTIONAL

The **Pennsylvania E-Marketplace Portal** is your one-stop shop for Bidding, Awards and Contract Information.

<input type="checkbox"/>	Go to <a href="http://www.emarketplace.state.pa.us">www.emarketplace.state.pa.us</a> to find all current and archived bidding opportunities. Other solicitations can be found by contacting the agency's procurement office.
<input type="checkbox"/>	Key features include: <ul style="list-style-type: none"> <li>• Solicitations – Search and view current opportunities.</li> <li>• Solicitation Tabulations – An overview of the suppliers and pricing for previous solicitations. These do not constitute an official award.</li> <li>• Awards – A list of all recent awards in response to Solicitations.</li> <li>• Search Contracts – Search the Commonwealth database for state contracts awarded by DGS and other agency-selected contracts.</li> <li>• Sole Source Procurements – Includes all agency requests for sole source purchases of supplies and services which require DGS approval.</li> <li>• ITQ – Descriptions of open ITQ (Invitation To Qualify) contracts and instructions on how to pre-qualify.</li> <li>• Upcoming Procurements – A list of procurements before the formal advertisement is posted.</li> </ul>
<input type="checkbox"/>	Common types of solicitations include: <ul style="list-style-type: none"> <li>• IFB (Invitation for Bids): Competitive sealed bidding for a product or service, awarded to the lowest responsive and responsible bidder.</li> </ul>

	<ul style="list-style-type: none"> <li>• RFP (Request for Proposals): Competitive sealed proposals are used when an agency is seeking a solution. Award is based on points established for cost, technical and disadvantaged business.</li> <li>• ITQ (Invitation to Qualify): A prequalification process for multiple-award contracts. Award to individual contractors can be done on a low cost or best value basis.</li> <li>• RFQ (Request for Quote): Used when an agency is seeking a price from suppliers on a contract established through the ITQ process (exception: IT ITQ).</li> <li>• RFQ IT ITQ (Information Technology Invitation to Qualify): Used for a price quote from suppliers on the IT ITQ contract when the procurement is less than \$5 million.</li> </ul>
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**Bidding Help: (877) 435-7363 Choose option 2**

## 8. REGISTER FOR E-ALERTS - RECOMMENDED

The e-Alert system is a notification tool that emails information about upcoming solicitations or changes to posted solicitations. This tool is available to both registered Commonwealth Suppliers and the general public.

<input type="checkbox"/>	Use this link to the DGS Procurement website's <a href="#">E-Alert subscription form</a> .
<input type="checkbox"/>	The general public can access the e-Alert system from the Supplier Service Center. Or, if already registered on the PA Supplier Portal at <a href="http://www.pasupplierportal.state.pa.us">www.pasupplierportal.state.pa.us</a> , log in using your PA Supplier Portal credentials, and then follow the menu path: "Bidder" tab, "Enterprise Applications", "DGS e-mail Notifications (eAlerts)" and select the categories your company may qualify for. If you fail to select a category you will not receive any e-Alert notifications.
<input type="checkbox"/>	The system will allow you to enter multiple email addresses to receive these notifications. You can do this by selecting "Set Alternate email Address" at the top of the eAlerts page once logged in. Not setting an alternate address will have your email default to the address provided from your PA Supplier account.
<input type="checkbox"/>	DGS uses the Competitive Sealed Bidding process to establish COSTARS-exclusive contracts. Suppliers participate in the COSTARS Program as contractors by submitting a responsible and responsive bid to a COSTARS Invitation for Bids (IFB) to receive a COSTARS-exclusive contract award.
<input type="checkbox"/>	Refer to the Instructions to Bidders for COSTARS Contracts for detailed information on submission of bids.
<input type="checkbox"/>	Administrative Fee – Suppliers are required to pay the appropriate fee in each contract period, for each contract, and according to the following criteria: Bidder Classification Required Administrative Fee Department of General Services Verified Small Diverse Business -\$166 Department of General Services Self-Certified Small Business -\$500 All Other Bidders - \$1,500

**Contact Us:** [gs-procure@state.pa.us](mailto:gs-procure@state.pa.us)

## 9. REGISTER AT THE DEP BID EXPRESS PORTAL – OPTIONAL

<input type="checkbox"/>	Go to <a href="http://www.bidexpress.com/login">www.bidexpress.com/login</a> to register and login with the Department of Environmental Protection (DEP). Members receive full <b>bid and proposal submission</b> access to the Bid Express service for 150+ owner-agencies. There is a membership fee associated with this service.
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# Bid Express<sup>®</sup>

FOR AGENCIES

FOR VENDORS

CONTACT

Est. time remaining: 35 Minutes, 1 Second

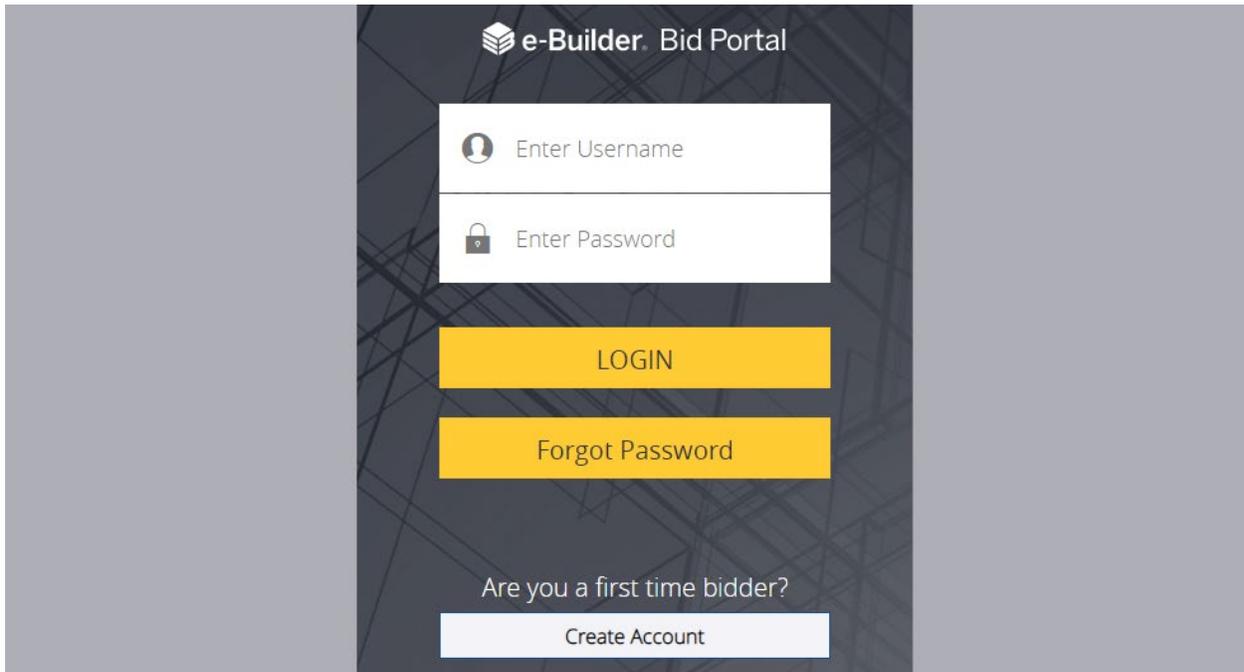
## A secure Internet bidding and proposal service that manages construction and general procurement solicitations.

I intend to submit this bid and I acknowledge that by clicking "Submit" on the Bid Express service to use my Digital ID to sign and encrypt this bid.

[LOGIN TO BID EXPRESS](#)

## 10. REGISTER AS A VENDOR IN THE E-BUILDER PORTAL - OPTIONAL

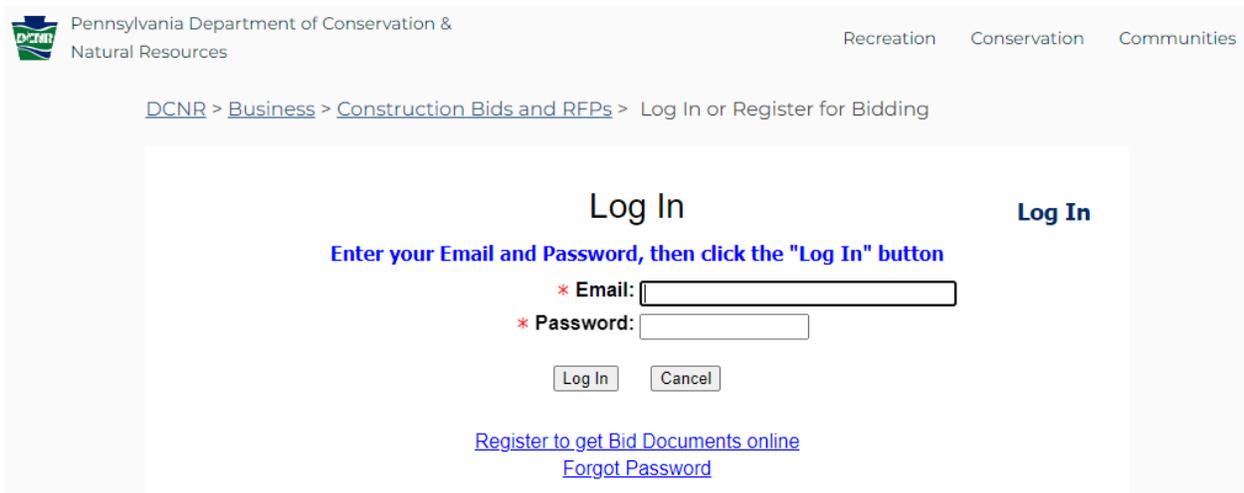
- Go to <https://gateway.app.e-builder.net/app/bidders/bidderlogin?> to register and login to e-Builder for building construction opportunities.



The screenshot shows the 'e-Builder Bid Portal' login interface. At the top, there is a logo and the text 'e-Builder Bid Portal'. Below this, there are two input fields: 'Enter Username' with a person icon and 'Enter Password' with a lock icon. A yellow 'LOGIN' button is positioned below the password field, followed by a yellow 'Forgot Password' button. At the bottom, there is a question 'Are you a first time bidder?' and a white 'Create Account' button.

## 11. REGISTER AT THE DCNR PORTAL FOR OPPORTUNITIES – OPTIONAL

- Go to [www.dcnr.pa.gov/Business/ConstructionBids/LogInorRegisterforBidding](http://www.dcnr.pa.gov/Business/ConstructionBids/LogInorRegisterforBidding) to register and login for opportunities with the Department of Conservation and Natural Resources.



The screenshot shows the DCNR portal login page. At the top left is the DCNR logo and the text 'Pennsylvania Department of Conservation & Natural Resources'. At the top right are links for 'Recreation', 'Conservation', and 'Communities'. Below this is a breadcrumb trail: 'DCNR > Business > Construction Bids and RFPs > Log In or Register for Bidding'. The main content area is titled 'Log In' and contains the instruction 'Enter your Email and Password, then click the "Log In" button'. There are two input fields: '\* Email:' and '\* Password:'. Below these are 'Log In' and 'Cancel' buttons. At the bottom, there are links for 'Register to get Bid Documents online' and 'Forgot Password'.

## 12. SEARCH DGS' BDISBO SMALL & SMALL DIVERSE CERTIFIED BUSINESSES

- Go to <https://www.dgs.internet.state.pa.us/suppliersearch> to find all suppliers that are registered with the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) as a small business or small diverse business..



## Supplier Search

Home PA eMarketplace - Search Contracts -

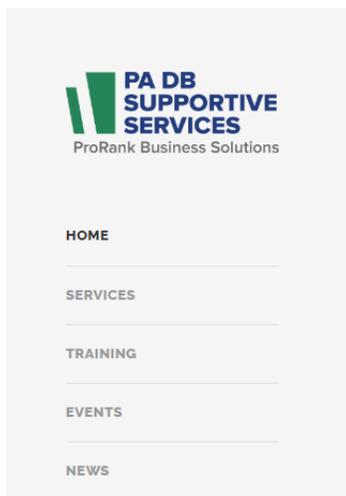
**Note:** The below searches (Quick Search and Advanced Search) will search suppliers who are qualified for one or more Invitation to Qualify (ITQ) Contracts AND suppliers registered with the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) as a small business or small diverse business. Use the Quick Search to search by Vendor Name or Vendor Number. Use the Advanced Search to search by Small, Small Diverse, ITQ Contracts, COSTARS and UNSPC codes. Click [here](#) for help understanding how to use DGS Supplier Search.

Quick Search

Supplier Name or SAP Number

## 13. VENDORS – SUPPORTIVE SERVICES THROUGH PRORANK - OPTIONAL

- Go to [PA DB Supportive Services Center](#) - Eligible firms receive services from the PADBSSC at no cost. The Pennsylvania Diverse Business (DB) Supportive Services offers a wide variety of services to fulfill your small business needs.



**"Please allow us to reintroduce ourselves."**

(833) SSC-4DBS  
 [mail@padbscc.com](mailto:mail@padbscc.com)  
 [padbssc.com](http://padbssc.com)

ProRank is now the home of the PA DB Supportive Services Center!



## 14. DOT ePROCUREMENT - OPTIONAL

Go to [PennDOT Enterprise Login \(pa.gov\)](https://pa.gov) to register and login.

