

PA Direct Deposit of CD Funding

Dirt Gravel and Low
Volume Road Program

WEBINAR

4/13/23, 1pm

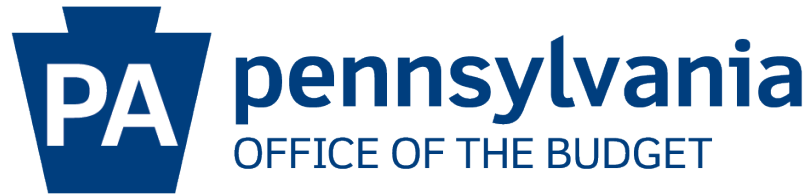
Presenters:

- Ashley Jackson
Supervisor, Vendor Data Management Unit
- Barbara Yessel
Assistant Director, Payable Services Call Center

SCC
Sherri Law
shlaw@pa.gov

Roy Richardson
rrichardso@pa.gov

Includes both the Bureau of Payable Services and SCC
Presentations.



Bureau of Payable Services

April 13th, 2023

*Welcome to
The Payable Services Center*

Presenters:

- Ashley Jackson
Supervisor, Vendor Data Management Unit
- Barbara Yessel
Assistant Director, Payable Services Call Center



Overview

- Basic vendor number categories
- Non-Procurement vendors (NP)
- Procurement vendors
- Misconceptions
- Contact information
- Open questions

Basic Vendor Categories

Vendors

- Procurement Vendor Numbers	Start with a 1, 2, 3, 4, or 5
- Non-Procurement Vendor Numbers	Start with a 6, 7, or 8
- Exception Vendors	Registered Procurement Vendors that are counties, municipalities, school districts, and fire departments
- All Vendor Numbers	Used by all Agencies

• 3 Points to Remember

- | | |
|--|---|
| • Procurement Vendor Numbers | Can be used to pay both Procurement <u>and</u> Non-Procurement invoices

Cannot register using a social security number (SSN) |
| • Non-Procurement Vendor Numbers | Can <u>only</u> pay Non-Procurement invoices |
| • Vendor Data Management Unit & Payable Services Call Center | Will <u>not</u> update a vendor record by phone. |

Payables Services Call Center

- Bureau of Payable Services Call Center staff can assist:
 - Payment inquiries
 - Registration
 - Master Data Changes
 - Audit Confirmation
 - Available Mon- Fri 8 a.m. -4:30 p.m. (except holidays)
 - Toll Free 877-435-7363 / Local 717-346-2676

➤ Non-Procurement Vendor Maintenance

- Vendor record updates *must* be submitted in writing for the following:

Change	Requirement
- Name	Complete the form located here: https://www.budget.pa.gov/Services/ForVendors/Pages/Non-Procurement-Help.aspx
- Address	Complete the form located here: https://www.budget.pa.gov/Services/ForVendors/Pages/Non-Procurement-Help.aspx
- Partner Record/Add additional payment address	Thorough explanation must be provided along with create new payment address form located here: https://www.budget.pa.gov/Services/ForVendors/Pages/Non-Procurement-Help.aspx

Non-Procurement Vendor Maintenance

Change	Requirement
- Electronic Banking	Pennsylvania Electronic Payment Program Allows vendors to add/change/remove banking to the vendor record
	Direct Deposit Enrollment Form must be fully completed and signed
	Voided check to confirm account and routing numbers is required
	Form located on website > www.budget.pa.gov > SERVICES> FOR VENDORS > Non-Procurement help

➤ Non-Procurement Vendor Maintenance

Change	Requirement
- Email Remittance	Email Remittance- allows vendors to receive the remittance information via email.
- Electronic Addenda	No more paper remittance advice. Form located: https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx
	Electronic Addenda (<i>EA</i>) Vendors receive remittance information with ACH deposit through on-line banking.
	Form located on website > www.budget.pa.gov > Services> For Vendors > Direct Deposit & E-Remittance

Procurement Vendor Maintenance

- Registration completed via the PA Supplier Portal

www.pasupplierportal.state.pa.us

The screenshot displays the Pennsylvania Supplier Portal website. The browser address bar shows the URL www.pasupplierportal.state.pa.us. The page features a navigation menu on the left with options like "PA Supplier Portal Home", "Supplier Registration", "Supplier Service Center", and "OB Services for Vendor". The main content area includes a welcome message, system compatibility requirements, latest news, and registration instructions.

Welcome to the Pennsylvania Supplier Portal

The PA Supplier Portal is a secure site that allows suppliers to create an authorized Administrative User providing access to registration and self-management of supplier account data. If you are using a screen reader and would like to request the enhanced accessibility option for this website, please call the toll free number 877-435-7363, option 1, between 8:00AM and 4:30PM, Monday thru Friday.

System Compatibility: VERY IMPORTANT – PLEASE REVIEW

- **Internet Explorer 9.0 through 11.0** are the only certified browsers
 - o To confirm the current Internet Explorer version in use, go to About Internet Explorer (Alt + H)
- **Unsupported browsers with known compatibility issues:**
 - o Google Chrome; Microsoft Edge; Mozilla Firefox; Safari; and other browsers.
- **Microsoft Windows 7.0, 8.0, and 8.1** are the only supported Operating Systems

Latest News:

- **The Bureau of Diversity, Inclusion and Small Business Opportunities** is excited to announce the release of our new Small Business, Small Diverse Business and Veteran Business Enterprise vendor management system, PRISM Compliance Software. [Click Here for more information.](#)
- **Emailed remittance notifications** are now available before the payment date for Purchase Order invoices. The commonwealth is transitioning from paper-based remittance advices sent via the United States Postal Service to e-mailed remittance notifications.
Please visit the Office of the Budget – Services – For Vendors – Direct Deposit & e-Remittance website. [<Click Here>](#) for more information.

New Registration:

- Click **Supplier Registration** located on the left navigation bar.
 - o Registration is required to participate in electronic bidding opportunities and allows for self-service management of supplier account data.
 - o Establish an Administrative User that is authorized to self-manage the account information.
 - To display the current account administrator, enter the Tax ID Number and Vendor Number.

Already registered as an Administrative User for the PA Supplier Portal:

- Click the **Log On** box at the upper right-hand corner to **log in or reset your password.**

Resources/Assistance:

- The "**Supplier Service Center**" link, located on the left navigation bar, assists with registration, bidding, and account management. This site helps companies that want to sell materials or services to state agencies.
- The "**OB Services for Vendors**" link, located on the left navigation bar, directs suppliers to the Office of the Budget web site dedicated to vendor information.

Procurement Vendor Maintenance

- Registered Vendors can:
 - Bid on job opportunities with the Commonwealth of PA
 - Apply for Invitations to Qualify (ITQ)
 - Participate in COSTARS
 - Register for Jaggaer/ Small Business/WBE opportunities
 - Supplier Service Center
 - OB Services for Vendor



Fraud - Identity Theft - Email Hacking

PII =

- tax identification numbers
- bank account numbers and information

Helpful Tips:

- 1.Minimize potential for fraud by removing PII from screen shots or vendor communications.
- 2.Pay close attention to email for email hacking.

Note: Hacker can possibly create an email that is only one letter or digit off from the actual.

VDMU Processes

<ul style="list-style-type: none">• Due Diligence	IRS Verification/(W-9) Review as potential for fines
	Bank Validation < banking is required before approval of Replication >
	Validation of request by authorized official (fraud)
	Address validation
<ul style="list-style-type: none">• Management Directives	County names cannot be changed due to Management Directive 305.4 http://www.oa.pa.gov/Policies/md/Documents/305_4.pdf

VDMU Contact Information for PSCC

Phone :

- **Toll free:** 877-435-7363/**Local:**717-346-2676
- **Fax:** 717-214-0140

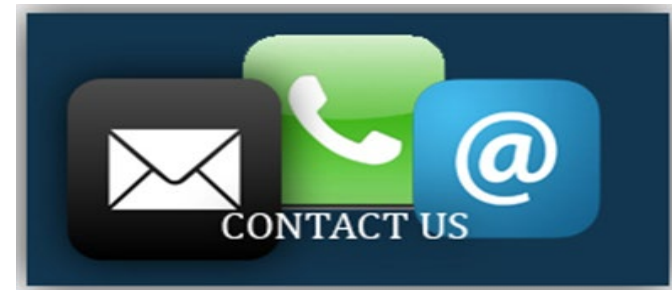
Phone Options:

1. Vendor Number
2. Payment Inquiry
3. Master Data Changes
4. 1099/B notice
5. PA Supplier Portal Administrative Support

Open: Mon-Fri 8 a.m. – 4:30 p.m. EST except holidays

Email:

- VDMU or W9s: ra-psc_supplier_requests@pa.gov
- Audit Confirmations: ra-auditconfirmation@pa.gov
- Payment Inquiries: ra-pscpaymentinquire@pa.gov



Other Resources And Information

- The OB Website Homepage www.budget.pa.gov

Office of the Budget

Publications & Reports Services Programs

Ensuring Fiscal Integrity

Have a question?

Contact Us

PENNWATCH Performance Reports Right To Know Publications & Reports

Participate In The 2020 U.S. Census To Shape Your Future In PA. Learn More At PA.gov/Census.

POPULAR ON BUDGET.PA.GOV

Last 24 Hours	Last 7 Days	Last 30 Days	Last 365 Days
For Commonwealth Travelers	SAP Concur		
Ground Transportation	For Vendors		
Commonwealth Budget	RACP		
Self Service Payment Lookup	Travel Forms & Resources		
PA Supplier Portal Admin Support	Travel Training		

<https://www.budget.pa.gov/Services/ForVendors/Pages/default.aspx>

Other Resources And Information

- The OB Website for VENDORS www.budget.pa.gov/services/forvendors

Budget > Services > For Vendors

For Vendors

ALERT: GO PAPERLESS!

How to Submit Invoices:

To mitigate the spread of COVID-19 in Pennsylvania, the number of our employees permitted in the Capitol Complex is very limited. Paper invoices mailed for payment may be delayed! Submit invoices for payment via email. To reduce the risk of fraud, vendors are reminded **NOT** to include employer identification numbers, Social Security numbers, bank account information, or other personally identifiable information on their invoices.

See the **How to Submit Invoices** tile below for more information.

ACH Deposit and e-Remittance:

ACH Payments - ACH payment is required for most contract, purchase order, and grant agreement terms and conditions. For all other payments, ACH is highly recommended to ensure prompt and secure payment.

E-Remittance - Remittance notification emails are sent on or before the payment date. Paper-based remittance advices sent via USPS are not needed for ACH payments.

Please visit the **Direct Deposit & e-Remittance** tile below for more information.

Vendor Registration	PA Supplier Portal Admin Support	Non-Procurement Vendor Help
How to Submit Invoices	Self Service Payment Lookup	Direct Deposit & e-Remittance
IRS 1099 & B Notices	Help & Resources	Supplier/Vendor Number Look Up Tool

Other Resources And Information

- The OB Website for VENDORS www.budget.pa.gov/services/forvendors

PA Supplier Portal Administrator Support

The [PA Supplier Portal](#) is a secure self-service website providing authorized account administrative users access to self-management of their account data. The [PA Supplier Portal](#) is the **only** method to maintain supplier information. **The Office of the Budget will not make changes to supplier data via any other process.**

- If you have a vendor number that begins with 1, 2, 3, 4, or 5 **and** you are the designated administrator, select from the topics below under the "How To ..." section for help. **See below for forgotten User ID, password assistance, and multifactor authentication (MFA).**
- To display the current account administrator, enter the [PA Supplier Portal](#), select Supplier Registration on the left navigation bar, and enter the Tax ID Number and Vendor Number.
- If you do not have a PA Supplier Portal vendor account, return to the [Vendor Registration page](#) to begin the registration process.

ATTENTION: Use Edge or Chrome for accessing the PA Supplier Portal.

- **Do Not Use Mozilla Firefox or Safari browsers**
- **Do Not Use Cell Phones or Tablets**

How To ...

[Confirm Website and Browser Compatibility](#) (PDF)

[Troubleshoot for a Blank or White Screen](#) (PDF)

[Log On With MFA](#) (PDF)

[Reset My Password](#) (PDF)

For additional help

Contact Us

Email the Payable Services Center
ra-pscsrmpportal@pa.gov

All emails to include (PDF):

- ✓ Tax identification number
- ✓ Vendor number
- ✓ Specific reason for request and/or screen shots documenting error/information
- ✓ If requesting a new Administrative User, be sure to include:
 - » Chief Operating Officer's (person handling overall operations)
 - Name and title
 - Email address (personally identifiable, business email)
 - Phone number
 - » Chief Financial Officer's (person handling accounting operations):
 - Name and title
 - Email address (personally identifiable, business email)
 - Phone number

Other Resources And Information

- The OB Website for VENDORS www.budget.pa.gov/services/forvendors


Non-Procurement Vendor Help

If you are one of the following types of entities or have a vendor account number beginning with 6, 7, or 8, select from the list of "How To" actions for help.

If you do not have a vendor account, return to the [Vendor Registration page](#) to begin the registration process.

- Borrowers
- Boroughs
- Cities
- Counties
- Cyber Schools
- Daycares
- Federal Government
- Fire Companies
- Grantees or Grant Recipients
- Lessors
- Local Governments
- Loan Recipients
- Municipalities
- Other Non-Procurement Vendors
- School Districts
- Service Providers to Victims of Crime
- State Governments
- Townships
- Utility Providers
- Victims of Crime

How to...

[Change a Legal Name or Name](#) 

[Change Tax Identification Number](#) 


[Change Business Type](#) 

[Change Payment Address or Create a New Payment Address](#) 

[Change Phone or Fax Number](#) 

[Change Email Address](#) 

[Direct Deposit Enrollment Form](#)  - Use this form to add a new bank account, change an existing bank account, stop an existing bank account, or add electronic addenda (online banking paperless payment remittance information) on the vendor record.

[Switch to a Procurement Vendor](#) 

Other Resources And Information

- The OB Website for VENDORS www.budget.pa.gov/services/forvendors

Budget > Services > For Vendors > Self-Service-Payment-Lookup

Self Service Payment Lookup

Visit the **OB Business Partner Portal - Vendor Services** <https://www.bpp.ob.pa.gov> for access to the Self-Service Lookup reports.

The invoice status self-service tool displays the most recent 60 days of information pertaining to:

- Invoices In Process
- Invoice Payments

Keystone Login is required.

Each individual user is required to register through the Keystone Login registry to access the reports. See the User Guide for Keystone Login registry [Instructions](#) and related [FAQ's](#).

Note: The following invoice types will not appear on the invoice status self-service tool:

- Invoices submitted electronically via XML or EDI
- Real Estate lease invoices
- Department of General Services (DGS) construction invoices
- Liquor Control Board invoices
- Invoices submitted via agency interface systems

Not Registered For Keystone Login?

Visit the [KEYSTONE LOGIN](#) page to register.

Resources

- [OB Business Partner Portal](#)
- [Vendor Registration Guide](#)

Other Resources And Information

- The OB Website for VENDORS www.budget.pa.gov/services/forvendors

[Budget](#) > [Services](#) > [For Vendors](#) > Direct Deposit & e-Remittance

Direct Deposit (ACH Payment)

Commonwealth of PA policy has been updated to require ACH payment.

If you do not have a vendor account or you are unsure of your vendor account number, return to the [Vendor Registration page](#) to register or recover your account number by looking up the number with the [Supplier/Vendor Number Lookup Tool](#).

Procurement Vendors (Purchase Order Invoices)

(Vendor account numbers beginning with 1, 2, 3, 4 or 5)

Procurement vendors must maintain bank account information via the PA Supplier Portal: <https://pasupplierportal.state.pa.us/>. A single bank account is permitted for procurement vendors.

Instructions on updating bank account information: [Add or Update Banking Information](#) (PDF)

Non-Procurement / Government Vendors & Grantees

(Vendor account numbers beginning with 6, 7, 8 or 9)

Non-procurement vendors must maintain bank account information by submitting the attached form along with a letter from the bank or a voided check.

[Direct Deposit Enrollment Form](#) - Use this form to add a new bank account, change an existing bank account, stop an existing bank account, or add electronic addenda (online banking paperless payment remittance information) on the vendor record.

e-Remittance

The Office of the Budget offers 3 ways to receive paperless payment remittance information. Paperless remittance information is the standard process to receive this information as paper-based remittances are being phased out.

1. Email remittance
2. Electronic addenda
3. Self-Service Payment Lookup tool

Email Remittance: Receive remittance notification emails on or before the payment date. Emails are delivered to the person(s) or email account(s) of your choice by completing the sign-up form. If this form is not completed, the remittance

Other Resources And Information

- The OB Website for VENDORS www.budget.pa.gov/services/forvendors

Click Here for the Supplier Look Up Tool

Commonwealth of Pennsylvania Supplier Lookup

PHILADELPHIA CITY

OR

Supplier ID ...

Find

0000177575	PHILADELPHIA CITY TREASURER		1401 JFKENNEDY BLVD	PHILADEL PHIA	PA
0000177750	PHILADELPHIA CITY TREASURER	CLERK OF QUARTER SESSIONS	1301 FILBERT ST ROOM 310A	PHILADEL PHIA	PA
0000177813	PHILADELPHIA CITY TREASURER		1401 J F KENNEDY BLVD	PHILADEL PHIA	PA
0000177878	PHILADELPHIA CITY TREASURER	PROTHONOTARY	34 S 11TH ST RM 500	PHILADEL PHIA	PA

Other Resources And Information

- The OB Website for AGENCIES:

<https://collab.pa.gov/ob/intranet/ComptrollerOperations/BPSPORTAL/Pages/Home.aspx>

Bureau of Payable Services Portal

Welcome to the Bureau of Payable Services'
Customer Service Portal

Contracts Division

Invoice Processing Division

Payable Services Center Division

About BPS

Contracts
Division

Invoice Processing
Division

Payable Services
Center Division

FAQs

Resource
Accounts

Calendar

[JOIN OUR EMAIL LIST HERE!](#)

[MANAGEMENT DIRECTIVE 310.40 / AUTOMATED CLEARING HOUSE \(ACH\) PAYMENTS INFORMATION](#)

BPS News

Invoicing Webinar (Wednesday, July 26, 2023, 10:00AM – 12:00PM) - Various speakers from the Bureau of Payable Services will be presenting information regarding the entire invoice process from the start of an invoice until it pays. We will be discussing the various invoicing methods, proper invoice submission process, types of blocks, Treasury's review process, and other related topics. Please be advised that if the number of registered participants exceeds a certain number, this will be changed to a Live Event. We will email the registered participants if this change occurs. To submit questions in advance, please email [OB, BPS_SUMMIT \(RA-OBBPS_SUMMIT@pa.gov\)](mailto:OB_BPS_SUMMIT@pa.gov) with a subject of 'Invoicing Webinar – Question'. Click [here](#) to register for the Invoicing Webinar. After you are registered, you will receive an email with the link to join the webinar.

Agency FYE Information Webinar - Various speakers from the Bureau of Payable Services presented information on March 28, 2023, regarding recent and upcoming

Questions



Questions are the path to learning

- Registration
- Payable Service Call Center
- Budget Website
- Bureau of Payable Services portal
- Other

THANK YOU





Updating Vendor Info for the DGLVR Program

PA State Conservation
Commission

Sherri Law

Conservation Program Specialist 1

GIS hosts quarterly reporting and generates replenishment requests



Quarterly Report

Select Quarter: [dropdown] | Select County: [dropdown]

Dirt and Gravel | Low Volume | Activity Report | **Managers** | Date Submitted: [text]

ACH Bank Info*

SAP Vendor ID: [text]
DGR Bank Partner No: [text]
LVR Bank Partner No: [text]

Agreement Info

FIPS: [text] EIN: [text]
Current Agreement No: [text]
Previous Agreement No: [text]

Dirt and Gravel Replenishment Current Agreement

Invoice No: [text]
Document No: [text]
Process Date: [text]

Low Volume Replenishment Current Agreement

Invoice No: [text]
Document No: [text]
Process Date: [text]

Report Checklist

Income & Expenses Balances Verified
 Activity Report All Contracts Valid

SCC Use Only

Accept Date: [text] By: [text]
 Replenishment Processed Expenses Approved

GIS hosts quarterly reporting and generates replenishment requests



Quarterly Report

Select Quarter: [dropdown] | Select County: [dropdown]

Dirt and Gravel | Low Volume | Activity Report | **Managers** | Date Submitted: [text]

Dirt and Gravel

Administrative: \$ [text]
Education: \$ [text]

Low Volume

Administrative: \$ [text]
Education: \$ [text]

Vendor Information*

Name: [text]
Address: [text]
City: [text] State: [text] Zip Code: [text]

** You must contact Vendor Services at (717) 346-2676 to make any changes to the ACH account or Vendor information. You can also make changes online at the [PA Office of the Budget](#).*

Report Checklist

Income & Expenses Balances Verified
 Activity Report All Contracts Valid

SCC Use Only

Accept Date: [text] By: [text]
 Replenishment Processed Expenses Approved

GIS hosts quarterly reporting and generates replenishment requests



PA State Conservation Commission

Revised 4/2020

Dirt, Gravel, & Low-Volume Roads Maintenance Form

Application for Replenishment of Advance Working Capital for the

Dirt & Gravel Road Maintenance Program

Vendor Name:	COUNTY CONSERVATION DISTRICT	SAP Vendor ID:	
Vendor Invoice Number:	09-30-2019-DG-CUR-	Vendor Invoice Date:	09/01/2022
Address:			
Agreement #		Time Period:	07/01/2019 - 09/30/2019
<input checked="" type="checkbox"/> Use ACH Bank Transfer	Electronic Funds Transfer - Bank Account:		BN01

Administrative expenses claimed this period.....	\$	0.00
Education & training expenses claimed this period.....	\$	0.00

Who to Contact



- Roy Richardson and Sherri Law
 - To verify that new information has been updated in state system
 - rrichardso@pa.gov
 - shlaw@pa.gov
- Ken Corradini
 - will update GIS accordingly
 - kjc139@psu.edu
- Information to include
 - Let us know you recently updated information with Vendor Services
 - Let us know what the new info is

Who to Contact - ACAP



- Amy Ewing
 - amewing@pa.gov
- Eric Cromer
 - ecromer@pa.gov
- Justin Challenger
 - jchallenge@pa.gov
- Information to include
 - Let us know you recently updated information with Vendor Services
 - Let us know what the new info is



Updating Vendor Info for the CDFAP Program

Department of Environmental
Protection

Karen Books

Environmental Group Manager

Who to Contact



- Karen Books and Jaci Kerstetter
 - To verify that new information has been updated in state system
 - kbooks@pa.gov
 - jackerstet@pa.gov
- Information to include
 - Let us know you recently updated information with Vendor Services
 - Exact address provided to Vendor Services
 - Updated Bank Partner Number

Applies to CDFAP Manager/ Tech, ACT and Administrative Assistance