

## **FREQUENTLY ASKED QUESTIONS FOR VENDORS/GRANTEES**

### **1. What is a Bank Partner Type?**

- a. Nickname for Commonwealth Banking information (example BN01, BN02).
- b. The Bank Partner Type functionality allows the selection of desired supplier payee bank account for invoice processing and payment.

### **2. How can a grantee obtain their Bank Partner Type?**

- a. Call the Vendor Data Management Unit (VDMU) at 1-877-435-7363, open Monday – Friday 8:00 a.m. to 4:30 p.m. Have Tax ID number and Vendor number ready as well as the bank account number for which the Bank Partner Type is needed for.
- b. Email VDMU at [ra-psc\\_supplier\\_requests@pa.gov](mailto:ra-psc_supplier_requests@pa.gov) providing Tax ID number and Vendor number and last 3 digits of the bank account the Bank Partner Type is needed for.
- c. Fax VDMU at 717-214-0140.

### **3. What is a vendor number?**

- a. The Vendor Number is a unique six-digit number assigned to a registered Commonwealth Supplier.
- b. This is sometimes referred to as a Supplier Number.

### **4. How does a grantee make changes to SAP vendor record, such as bank account information or an address change if vendor number begins with a 1, 2, 3, 4 or 5?**

- a. Any changes to your vendor information must be completed by visiting the PA Supplier Portal at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us).
- b. Use Edge or Chrome for accessing the PA Supplier Portal.
- c. 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.**

### **5. How does a grantee make changes to SAP vendor record, such as bank account information or an address change if vendor number begins with a 6, 7, or 8?**

- a. Any changes to vendor banking information, must be completed on the PEPP form.
- b. Any changes to vendor address information, must be completed on the Payment Address Change or New Payment Address form.

- c. Email VDMU at [ra-psc\\_supplier\\_requests@pa.gov](mailto:ra-psc_supplier_requests@pa.gov).
- 6. Does a PEPP form need to be completed each time a grantee receives a grant award?**
    - a. No, only if information needs to be updated and cannot be updated on the supplier portal.
  - 7. How does a grantee know if they received a grant award and how much is the award for?**
    - a. If a grantee receives a grant award, a congratulations email will be sent. The email will contain the amount of the grant award, which grant program it is for, the project title, documentation that needs reviewed and returned, and signatory information.
  - 8. What are the next steps after signatory information and documentation have been returned by grantee?**
    - a. Grants Center staff will review documentation, add signatory information, merge Grant Agreement, send to program area for approval.
    - b. Signatory email will be sent to the 1<sup>st</sup> signatory requesting grantee approval request.
    - c. Once 1<sup>st</sup> signatory request is completed, a signatory email will be sent to the 2<sup>nd</sup> signatory requesting grantee approval request.
    - d. If both signatories **do not sign within 20 days**, the entire signatory process starts all over, even if the 1<sup>st</sup> signatory already signed.
    - e. Once signed by both signatories, the Grant Agreement will go through the Commonwealth Signature Process, which includes, Fiscal, Executive Staff, Legal and Comptroller's Office.
    - f. Grants Center staff will send fully, executed Grant Agreement to grantee.
  - 9. How long does it take to receive a fully, executed Grant Agreement?**
    - a. Once grantee returns documentation and signatory information back to Grants Center, Grants Center staff reviews and if any items need to be addressed, this can hold the process up.
    - b. If no items need to be addressed, you should most likely receive the fully, executed Grant Agreement within 30 days, dependent upon workload of the Grants Center staff.

**10. What is a CRP obligation and what needs done to clear the obligation?**

- a. Contractor Responsibility Program (CRP) is a check that is completed by Grants Center staff to ensure that commonwealth agencies contract with responsible and competent contractors.
- b. Grants Center verifies that grantee is not tax delinquent with the Department of Revenue and the Department of Labor and Industry.
- c. If any obligations exist, the grantee will be notified by Grants Center staff. The grantee will be provided with the agency that the obligation exists, a contact number or email address to contact for further information. Grants Center staff does not receive any additional information regarding what the obligation is for.
- d. Grantee will need to provide the Grants Center staff with a Certificate of Clearance.

**11. How long does it take to receive payment once a reimbursement request has been submitted?**

- a. Reimbursement requests go to program area/project advisor for review, to ensure all costs are eligible, then sent to Grants Center staff for reimbursement.
- b. Grants Center staff completes a CRP check on grantee and any subcontractors, if not already previously checked.
- c. Grants Center staff reviews vendor record information verifying no discrepancies exist. If discrepancies exist, this will hold up payment to grantee until resolved.
- d. Once payment is submitted to the Comptroller's Office, it takes approximately 30 days to receive payment.
- e. All grantees are paid via ACH, Commonwealth policy.

**12. What is an ACH payment?**

- a. ACH stands for Automated Clearing House.
- b. This is an electronic payment program that replaces payment by check with electronic transfer of funds directly to the grantees designated bank account.

**13. I'm trying to login to the Electronic Single Application (ESA/eGrants) system (or, I'm trying to login to complete my eSignature), but I don't remember my username and password.**

- a. The ESA and eSignature systems utilize the Commonwealth's Keystone Login System to handle access control to these services.

11/28/2022

- b.** If you do not remember your username or password, you will need to contact Keystone Login HelpDesk by phone at 877-328-0995 or by email at [KeystoneLoginSupport@randstadusa.com](mailto:KeystoneLoginSupport@randstadusa.com).
  
- 14. I'm trying to register in order to access the Electronic Single Application (ESA/eGrants) system (or, I'm trying to register to complete my eSignature), but I'm having problems. It keeps saying Invalid Login Attempt.**
  - a.** You may have selected a username that is already in use, or the email you've entered into the registration form may already be associated with another account. Please contact the Keystone Login HelpDesk by phone at 877-328-0995 or by email at [KeystoneLoginSupport@randstadusa.com](mailto:KeystoneLoginSupport@randstadusa.com) for assistance.