

Vendor Self Service Payment Registration Guide for the OB Business Partner Portal

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This document is an instructional resource guide to assist vendors in the successful registration of the Keystone Login and to effectively use the Self Help Payment Lookup Tool via OB Business Partner Portal.

-SECTION 1- Registration Process

1. Navigate to <u>www.budget.pa.gov/services/forvendors</u> and select the Self Service Payment Lookup blue box.



2. Scroll down to the **Not Registered For Keystone Login** section, located at the bottom of the page. Select the **KEYSTONE LOGIN** link.



3. The PA Keystone Login REGISTER page will open. Enter your Personal Information, Contact Information, Login Information, and Security Questions. See example below.

Register	
Personal Information	n:
First Name *	John
Last Name *	Sample
Date Of Birth *	01/01/2000
Contact Information	
Email	email@address.com
Mobile Phone Number	123-456-7890

Login Information:

Username *	Menal langled
Password *	••••
Confirm Password *	•••••

The username should between 6 and 64 characters and should not contain any spaces. The password must pass these rules: Must be between 12 to 128 characters in length. Do not include any of your username, your first name, or your last name. The password must pass 3 out of 4 of these rules: One uppercase letter. One lowercase letter. One numeric number. One non-character (such as !,#,%,^, etc). Password Strength: Strong

Security Questions:		
Security Question 1 *	In what city does your nearest sibling \checkmark	Note: Question and answer data is case insensitive. Be aware we will be automatically stripping leading and trailing spaces.
Security Answer 1 *		Consider this when creating your answers to your security questions. Your answer should not be a word that is part of the security question.
Security Question 2 *	What is your favorite movie?	
Security Answer 2*		
Security Question 3*	Where did you go for your first vacatie	
Security Answer 3 *		
	Register Cancel	

4. After hitting register, the next screen will appear if successful.

Account Management Success

Your account has been created successfully. Please proceed to Login.

 Close out of this window and proceed to the OB Business Partner Portal – Vendor Services at <u>https://www.bpp.ob.pa.gov</u> to complete your registration.

-END OF SECTION 1- Registration Process

-SECTION 2- Logging into the OB Business Partner Portal

1. Navigate to <u>www.budget.pa.gov/services/forvendors</u> and select the Self Service Payment Lookup blue tile box.



 In the Self Service Payment Lookup Section at the top of the page, select the <u>https://www.bpp.ob.pa.gov</u> link.



3. Select the **VENDOR** blue box.

Services
Welcome to the OB Business Partner Portal
If you are having issues logging in through Keystone Login then please contact the Keystone Login Help Desk. The help desk can be reached by phone at 877-328-0995 or by email at KeystoneLoginSupport@randstadusa.com.
If you are having issues once you've logged into the Business Partner Portal then please contact the OA Help Desk at 717-783-1087.
If you are having issues with the accuracy of the Business Partner Portal reports related to DCED loans, please contact the Financial Accounting Division at 717-425-6587 or by email at RA-DCEDLoanAcct@pa.gov.
If you are having issues with the accuracy of the Business Partner Portal reports related to PENNVEST, PEMA, or PIB loans, please contact the Financial Accounting Division at 717- 425-6622 or by email at RAL conAccounting@pa.gov.
See the User Guide for Keystone Login registry Instructions and related FAQ's
BORROWER PORTAL PAYMENT CENTER VENDOR

4. Enter the unique username and password previously created during registration and select the LOG IN button.

Log In	
Username	
assword	•••••
	Log In G Sign in with Google
	Forgot Username? Forgot Password? Migrate an existing PALogin account? Keystone Login FAQ Do you think you already have a Keystone Login account?

Notice The following step will occur only during the first login

Enter your SIX digit vendor number. Please note, the leading four
(4) zero's (0000) and PARTNER RECORDS cannot be included in this entry. Entry will cause your payment records to display incorrectly.

Enter your EIN/TAX-ID/TIN without the hyphen. This entry should be numerical digits only.

Provide at least the first 5 characters of your organization's LEGAL Name as it is registered with the IRS.

VENDOR SERVICES

Vendor Payments and Invoices-in-Process Registration				
Vendor Number:	1020273			
Vendor Number is required!				
TIN Number:	30296			
TIN Number is required! Please do not include hyphens or spaces.				
Legal Name:	#174848			
Legal Name is required! Please enter at least the first 5 characters of the legal nam	e.			
Submit				

Select the Submit button

- 6. You will be directed to the VENDOR SERVICES page. This page will display:
 - The Invoices in Process Report displays invoices in process within the 60 day period
 - The Vendor Payments Report Displays payments your organization has received from the Commonwealth
 - Your vendor information-Legal name, phone number, City, State, and ZIP code.

VENDOR SERVICES

Vendor Payments and Invoices-in-Process Reports							
Invoice in Process	Vendor Payments	Legal Name	Phone Number	City	State	Zip	
1000010101	R04 10/10/1	ARE INCOLUCITS AND	101-101-000	ALL DRIVEN	100	1000-040	

7. To view your organization's Invoices in Process or Vendor Payments reports, select your organization's vendor number under the appropriate report type.

VENDOR SERVICES



-END OF SECTION 2- Logging into the OB Business Partner Portal

-SECTION 3- Using the Reports: Helpful Hints & Information

1. Select the blue link under Invoice in Process.

VENDOR SERVICES



2. This action will open the organization's Invoices in Process Report as shown on the following page.

Invoice	(All value) v Stat Vender In	nvolle Number (All valu	es) 🗸					
	pennsylvania	Page 1/13	Invol	ces in Process fo	r Status as of 6	(V 3/20/17	(endor ID:)	
_	Vendor Informatio	n			Commonwea	Ith Processing Sta	tus	
Date Involced	Vendor involee Number	Invoice Amount	Date Invoice Received	Purchasing Document Number	Purchasing Agency	SAP FI Document Number	Current Processing Group	Sent to Treasury for Payment
xxbox/xxax	XXXXXXXX	\$XXX XX	2003/200/200	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Military & Veterans Affairs	XXXXXXXXXX	TREASURY	χουκλούκχ
xxbcx/xxdxx	*****	\$xxx xx	xxxxxxxxxxx	000000000000000000000000000000000000000	Corrections	3000000000	TREASURY	xxxxxxxxxxx
	2000000	\$xxxx.xx	xxxbxx/xxxxx		Conservation & Natural Resource	3000000000	TREASURY	xxxxxxxxxxx
30000000000	****	\$KOCK.XX	xxxxxxxxxxx		Conservation & Natural Resource	10000000000	TREASURY	κασκλαάλακ
xxxx/xxXxx	XXXXXXXXX	\$xxxxxx	200/200/2000	200000000	Conservation & Natural Resource		AGENCYRECONGILER	
xxxxx/xxxxx	NOCKOOCK	\$XXXX.XX	xxxbxx/xxdxxx	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Corrections	1000000000	TREASURY	χοοκ/χοζικχ
****	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$KOKX.XX	xxxxxxxxx	2000000000	Human Services		AGENCYRECONCILER	
xxxx/xxxxxx	X00000X	\$XXX XX	χαράχορο	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Human Services		AGENCYRECONCILER	
xxxx/xxdxx	ххжжжж	\$xxxx.xx	xxxxxxxxxxx	****	Human Services		AGENCYRECONCILER	
xxxx/xx/xxx	NOXXOOX	\$KOCK.XXX	sastestastes	XXXXXXXXXXXX	Human Services		AGENCYRECONCILER	
xxbx/xbxx	XXX000X	\$xxxx.xx	xxx/xxx/xxxxx	000000000000000000000000000000000000000	Human Services		AGENCYRECONCILER	
xxxx/xxx	30000000	\$XXX.XXX	xxxxxxxxxxxx	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Human Services		AGENCYRECONCILER	

Payment Terms: The Commonwealth will make reasonable efforts to make payments by:

a. The date on which payment is due under the terms of the Contract, or:

b. Thirty (30) days after a proper invoice actually is received at the "Bill To" address if a date on which payment is due is not specified in the Contract, or.
c. The payment date specified on the invoice if later than the dates established in (a) or (b) above.



- 3. The report may be printed, searched, or exported by utilizing the appropriate icons as shown above in the upper left portion of the report as shown in the red box.
- 4. There may be multiple pages in the report. Look at the bottom right portion of the report to select which page is displayed as shown in the red box.
- 5. Please allow 5-7 business days for the invoice to be scanned and posted into the accounting system to appear on this report.
- 6. If this report indicates that the current processing group is TREASURY, allow 2-4 weeks for payment.
- If you are a PENNDOT vendor with questions about a payment or invoice and you do not have an agency contact, please call PENNDOT vendor services at 717-787-8554.
- 8. If there are questions related to an invoice that is currently with the AGENCY RECONCILER Processing Group, please call or email your agency contact.
- For questions related to an invoice currently with the COMPTROLLER OPERATIONS Processing Group or TREASURY, please contact the Payable Services Call Center at 1-877-435-7363 or <u>RA-PSCPaymentInquire@pa.gov</u>.

-END OF SECTION 3- Using the Reports: Helpful Hints & Information