COMMONWEALTH OF PENNSYLVANIA
VENDOR NUMBER PROCESS

Summer Food Service Program (SFSP)

Vendor Number Instructions

Any entity that receives payment from the Commonwealth of Pennsylvania must have a “VENDOR NUMBER.” If you do not have a Commonwealth VENDOR NUMBER, below are the instructions on how to obtain your VENDOR NUMBER.

1. Go to this website -- www.vendorregistration.state.pa.us.

2. Click on Non-Procurement Registration Form.

3. Complete the required online information.

4. Follow the instructions at the bottom of the online form under “Submission Information” which will include printing and faxing a W-9 form and an Electronic Funds Transfer Information (direct deposit form).

5. Once you complete the online form and fax both the W-9 and Electronic Funds Transfer Information forms to the fax number listed under Submission Information, you will be notified of your Vendor Number, via e-mail or telephone, by the Vendor Distribution Management Unit.

6. Once you obtain this number, insert the number onto the Summer Food Service Program Policy Statement in the SFSP Application Packet. This number is REQUIRED before submitting the SFSP Application Packet.

7. If your SFSP Application Packet is received without the Vendor Number, it will be returned to you for completion.