

Introduction

The “How to Register on Buy4Michigan” Quick Reference Guide is designed to provide the minimum steps necessary to register as a Vendor.

Pre-Requisites

In order to receive notifications about Bid opportunities or to be issued a PO through Buy4Michigan, you must be registered within Buy4Michigan.

Steps

<p>Step 1:</p> <p>a.) To register as a Vendor, click the Register Link from the login screen on the Homepage of Buy4Michigan.</p>	<p>Welcome To Buy4Michigan TRAIN</p> <p>Buy4Michigan</p> <p>Welcome to Buy4Michigan.com; the State of Michigan's online eProcurement solution.</p> <p>Vendors - Instructions on Completing Registration, Quick Reference Guides, Screen Walks and other Training Materials.</p> <p>View general information about doing business with the State.</p> <p>Michigan School Districts, Universities, Colleges, and all other Local Units of Government Users - Registering as an Agency, Instructions on Posting a Solicitation, Screen Walks, Quick Reference Guides, and other Training Materials.</p> <p>State of Michigan Departments and Agency Users - State of Michigan Employee User Access Form and Training Materials.</p> <p>Contact the Help Desk</p> <p>REMINDER: Buy4Michigan requires a unique login and password. Login IDs and passwords from the previous system, Bid4Michigan, will not work.</p> <p>Register Register here to begin using Buy4Michigan TRAIN. Vendors, please read this disclaimer prior to registering.</p> <p>Complete Registration</p>
<p>Step 2:</p> <p>The Registration pop-up window will display.</p> <p>a.) Enter in all required information (tax ID, Company name, EIN or SSN, Country, email).</p> <p>b.) Click the Submit button.</p> <p>Note: If your Tax ID is already registered, you will be notified that you cannot complete registration, which indicates your entity may already be registered.</p>	<p>Tax ID - Windows Internet Explorer</p> <p>https://test.buy4michigan.com/bsa/external/fidCheck.jsp?sessionid=5076</p> <p>Tax ID*: [Redacted] Show</p> <p>Company Name*: Vendorformation</p> <p>Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? International Vendors, select EIN.</p> <p><input type="radio"/> EIN <input checked="" type="radio"/> SSN</p> <p>Country*: US - United States of America</p> <p>Email Address*: Vendor3@donotre</p> <p>Submit</p> <p>Internet Protected Mode: On 125%</p> <p>Login ID: Vendor</p>

Step 3:

The **Registration page** displays, defaulted to the **Company Information Tab**.

- a.) Enter all required & necessary information.
- b.) Click the **Save & Continue Registration** button.

Note: The Vendor's legal name must match what the IRS has on file for your Tax ID in order to receive awarded PO's.

After completing the Company Information tab, you will receive an email listing your Buy4Michigan vendor number and email address.

Register - JRR - j@gmail.com

Company Information | Administrator | Address | Terms | Categories & Certifications | Commodity/Service Code

Company Name*: JRR Vendor Legal Name*: JRR

Business Description:

Mailing Address Line 1*:

Address Line 2:

Address Line 3:

Address Line 4:

Country*: US - United States of America

City*:

State/Province*:

ZIP*:

County:

Company Phone*:

Company FAX:

Company Email*: j@gmail.com Tax ID #* Show

Save & Continue Registration | Reset | Cancel

After completing the **Company Information Tab** above, you should receive an email notification listing your contact info. and Vendor #.

Contact Name	Phone Number	Email Address
OFM Helpdesk	(888) 734-9749	dmb-vendor@michigan.gov

Vendor #: 00027331
 Company Name: Screenwalk
 Email Address:

Thank you,
 Michigan Department of Technology Management and Budget

Use this link to log on to Buy4Michigan: <https://www.buy4michigan.com/bs/login.sdo>

Step 4:

The system defaults to the **Administrator Tab**.

- a.) Enter all required and necessary information.
- b.) Click the **Save & Continue Registration** button.

Note: This password is temporary & you will be required to change it on your first login. You should have at least 8 characters that include letters/numbers **only**.

Register - JRR - j@gmail.com

Company Information | Administrator | Address | Terms | Categories & Certifications | Commodity/Service Codes | Summary

Administrative User Information

Salutation:

First Name*:

Last Name*:

Job Title*:

Department:

Email*:

Phone*:

Login ID*:

New Password*:

Confirm Password*:

Login Question*:

Login Answer*:

Save & Continue Registration | Reset | Cancel

<p>Step 5:</p> <p>The Maintain Addresses page displays, defaulted to the Address Tab.</p> <ol style="list-style-type: none"> Confirm that your information is correct. Click the Continue Registration button. <p>Note: You have the option to add an additional address by clicking the Add Another Address button.</p>	
<p>Step 6:</p> <p>The page defaults to the Terms Tab.</p> <ol style="list-style-type: none"> This Section is <u>OPTIONAL</u>: enter in your payment & shipping terms if applicable. Click the Save & Continue Registration button if fields are entered or Continue Registration if bypassed. <p>Note: The State of MI policy is FOB Destination for Freight & Shipping Terms.</p>	
<p>Step 7:</p> <p>The Categories & Certifications Tab displays.</p> <ol style="list-style-type: none"> Mark each “category” check box that pertains to your Organization. Click the Save & Continue Registration button once complete. 	

Step 8:

The **Commodity/Service Codes** page displays.

- a.) Select the appropriate **Commodity Code(s)** services that your organization provides by using any of the search fields provided.
- b.) Click the **Save & Continue Registration** button.

Note: The NIGP Keyword search field is very helpful if you are not sure which codes you should use.

You must select at least one NIGP code to continue registration.

Register - JRR - j@gmail.com

Company Information Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

Search

NIGP Class [Dropdown]
 NIGP Class Item [Dropdown]
 NIGP Keyword
 Search using ALL of the criteria [Dropdown]

<input type="checkbox"/>	936-48	Industrial Equipment (Not Construction and Repair, or HVAC) Maintenance and Repair
<input checked="" type="checkbox"/>	941-55	HVAC Systems Maintenance and Repair, Power Plant
<input type="checkbox"/>	967-02	Air Conditioning, Heating, and Ventilating Equipment (HVAC) Manufacturing Services

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 1 2 3 4 5 6 7 8 9

Step 9:

The **Summary Tab** page displays.

- a.) Review all your information and at the bottom of the page click the **Complete Registration** button.

Register - JRR - j@gmail.com

Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes **Summary**

Category: Authorization to Verify information provided by vendor

Description: I authorize the State to verify that all information provided in this registration, bidding and contracting documents, attachments and processes are accurate.

I authorize the State to verify that all information provided in this registration, in bidding and contracting documents, and any attachments or supplement documents are accurate.

Step 10:

A Thank You Registration page displays.

- a.) Click the **OK** button.

Note: You will receive an email with your Login, password, and Vendor # information.

Thank You

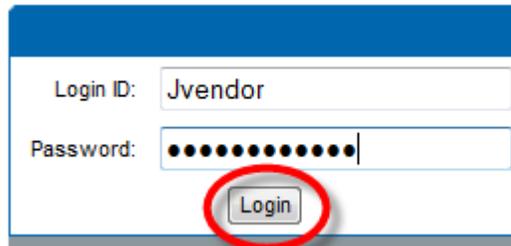
Thank you for registering with Buy4Michigan Test 12.5.
 Registration confirmation will be emailed to you.
 For questions or comments please contact Michigan Department of Technology Management and Budget at (888) 734-9749.

Step 11:

a.) Log into Buy4Michigan using your login and password you just created.

Note: You will be prompted to change your current password you just entered.

-  [Register](#)
Register here to begin using Buy4Michigan TRAIN.
Vendors, please read this [disclaimer](#) prior to registering.
-  [Complete Registration](#)
Complete registration here to begin using Buy4Michigan TRAIN.
Vendors, please read this [disclaimer](#) prior to completing registration.
-  [Open Bids](#)
Browse open bid opportunities.
-  [Active Contracts](#)
Browse active Contracts/Blankets.
-  [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.



Step 12:

a.) Change your password and click **Submit**.

You should now be logged into Buy4Michigan.

