

Vendor Frequently Asked Questions (FAQ)

1. How do I register?
 - a. Go to www.buy4michigan.com and click on “Register”
2. What about Certifications and Representations?
 - a. Certifications and Representations are no longer a separate form in the system. The registration process itself now includes all certs and reps under the Terms and Conditions tab. Reminders will be sent annually to all vendors at the same time (end of May each year consistent with the Phase I go-live) directing all vendors to review their profile, terms and categories.
3. How do I upload an electronic copy of my bid in the system?
 - a. To upload your proposal, you must “submit a Quote,” completing each relevant tab and attaching all documents. A screen walk is posted on this same site providing step by step directions.
4. When do I call the help desk for assistance and when do I call the buyer?
 - a. If you have questions about how to complete various activities on the system (post a bid, register, and update your profile) call the help desk.
 - b. If you have questions about the bid response itself or the specifications, etc. contact the buyer.
5. What file formats should I use for my quote attachments?
 - a. Some bids include instructions within attachment documents regarding what formats are required for submission attachments; otherwise it’s best to use the same format as the documents which were posted by the buyer if at all possible.
 - b. The Buy4Michigan system will accept files with all extension types/formats except those in the following table

File Types Not Allowed in the Attachment Repository

.acm	.ade	.adp	.asp	.asx	.avb	.bas	.bin	.chm	.cla
.class	.cmd	.cnv	.com	.cpl	.cpt	.crt	.dll	.drv	.dvb
.eml	.exe	.frm	.hqx	.hlp	.hta	.htt	.inf	.ini	.ins
.isp	.js	.jse	.lnk	.mda	.mdb	.mde	.mdt	.mdw	.mdz
.mht	.mhtml	.mpd	.mpp	.mpt	.msc	.msg	.msi	.msp	.mst
.nws	.obd	.ocx	.ov	.pcd	.pif	.pl	.pm	.pot	.qpw
.reg	.scf	.scr	.sct	.shb	.shs	.shw	.smm	.sys	.tlb
.tsp	.url	.vb	.vbe	.vbs	.vxd	.wbk	.wbt	.wiz	.wmf
.wpd	.ws	.wsc	.wsf	.wsh					

6. Should I use the “Notes” tab to provide information and/or comments around my quote to the buyer?
 - a. No. The notes tab will only be visible to individuals within your vendor organization profile (Sellers and Seller Administrators). The buyer cannot what you’ve entered into the notes fields.

7. How do I submit a quote to respond to a zero dollar line item?
 - a. The default before entering a unit cost is for the No Bid box to remain checked.

Quote 0001089 - CMster

General **Items** Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

General Notes

Sort by Column: [Print Sequence](#) Sort Descending [Go](#)

Item #	Print Sequence	Questions Exist	Description								No Bid	No Charge
			Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount			
1	1.0	Yes	furnace	1.0	EA	0.00	0.0	<input type="checkbox"/>	0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Alternate Description:									
2	2.0	No	filter	2.0	EA	0.00	0.0	<input type="checkbox"/>	0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Alternate Description:									
Quote Response Total										\$0.00		

i Discount only quotes indicate discount amount off of list catalog price.

[Save & Continue](#)

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- b. Once a unit cost is entered the No Bid check disappears.

Quote 00001089 - CMster

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General Notes

Sort by Column: Sort Descending

Item #	Print Sequence	Questions Exist	Description								
			Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1	1.0	Yes	furnace								
			1.0	EA	30000.00	0.00		0.00	\$30000.00	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Description:			<input type="text"/>								
2	2.0	No	filter								
			2.0	EA	0.00	0.00		0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alternate Description:			<input type="text"/>								
Quote Response Total									\$30000.00		

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- c. If you are bidding zero dollars for a line item, click on the No Charge box for that line item.

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Item #	Print Sequence	Questions Exist	Description								
			Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1	1.0	Yes	furnace								
			1.0	EA	30000.00	0.00		0.00	\$30000.00	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Description:			<input type="text"/>								
2	2.0	No	filter								
			2.0	EA	0.00	0.00		0.00	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternate Description:			<input type="text"/>								
Quote Response Total									\$30000.00		

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