

## Introduction

The “How to Complete Registration” Quick Reference Guide is designed to provide the minimum steps necessary for Vendors to complete their “In Progress” Registration.

## Steps

<p><b>Step 1:</b></p> <p>a.) From the home screen, select the <b>Complete Registration</b> link.</p>	<ul style="list-style-type: none"> <li><a href="#">Register</a> Register here to begin using Buy4Michigan TRAIN. Vendors, please read this <a href="#">disclaimer</a> prior to registering.</li> <li><b><a href="#">Complete Registration</a></b> Complete registration here to begin using Buy4Michigan TRAIN. Vendors, please read this <a href="#">disclaimer</a> prior to completing registration.</li> <li><a href="#">Open Bids</a> Browse open bid opportunities.</li> <li><a href="#">Active Contracts</a> Browse active Contracts/Blankets.</li> <li><a href="#">Contract &amp; Bid Search</a> Search for Bids and active Contracts/Blankets.</li> </ul>
<p><b>Step 2:</b></p> <p>The <b>In Progress Verification</b> pop-up window displays.</p> <p>a.) Enter in your Vendor # which should begin with “000”.</p> <p>b.) Enter in your email address from your Vendor Pre-registration notification email.</p> <p>c.) Click <b>Submit</b> once complete.</p>	<p><b>In-Progress Verification</b></p> <p>Please enter the vendor # and email address from your Vendor Pre-Registration Notification email and submit.</p> <p>Vendor #*: <input type="text"/></p> <p>Email Address*: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>
<p><b>Step 3:</b></p> <p>The page will default to the <b>Summary Tab</b> with the in-completed Validation Error questions.</p> <p>a.) Click on the <b>first RED</b> validation question link.</p> <p>b.) Complete <b>ALL</b> remaining questions.</p>	<p>Register - Apple%27s - test@test.com</p> <p>Company Information Administrator Address Terms Categories &amp; Certifications Commodity/Service Codes <b>Summary</b></p> <p><b>Overall Validation Errors</b></p> <ul style="list-style-type: none"> <li>• <b>Company information is required.</b></li> <li>• <a href="#">Administrator information is required.</a></li> <li>• <a href="#">Required Category - Business Structure selection required.</a></li> <li>• <a href="#">Required Category - Delivery Zones selection required.</a></li> <li>• <a href="#">Required Category - MAIN Registration Acknowledgement selection required.</a></li> <li>• <a href="#">Required Category - EFT Registration Acknowledgement selection required.</a></li> </ul>

<p>The page will then default to the Company Info. Tab.</p> <p>c.) Fill out <b>ALL</b> required fields.</p> <p>d.) Click the <b>Save &amp; Continue Registration</b> button once complete.</p>	
<p><b>Step 5:</b></p> <p>a.) Move from left to right on the header tabs and follow the same steps until you get to the <b>Summary Tab</b>.</p> <p>When you complete a header tab, the page will default to the next Tab.</p> <p>b.) From the Summary Tab, review all your info. for accuracy &amp; click the <b>Complete Registration</b> button once complete.</p>	