

The Michigan Gaming Control Board's (MGCB) Administrative Rule 432.1322(3) requires a person to hold a Supplier's License if non-gaming related business transactions with a casino licensee exceed certain monetary thresholds.

The MGCB requires anyone providing nongaming-related goods or services in excess of \$600 in any rolling 12-month period to obtain a Vendor Registration Number. A Vendor Registration Number is issued by the MGCB upon receipt of a Vendor Registration Short Form or a Vendor Registration Application from a casino licensee. An active Vendor Registration number enables vendors to conduct business with all three Detroit casinos.

- A Vendor Registration Short Form may be filed for vendors providing goods or services between \$600 - \$49,999 in a rolling 12-month period, and is completed by the casino licensee based on vendor information on file with the casino licensee.
- The Vendor Registration Application is required for vendors providing goods or services between \$50,000 - \$199,999 and must be prepared and signed by the vendor and submitted to the casino licensee.

A vendor must submit a supplier application to the MGCB if the following conditions exist:

- A vendor has a direct contract with a casino licensee that exceeds \$200,000 in any 12-month period.
- A vendor has contracts with more than one casino licensee that combined exceed \$400,000 in any 12-month period.
- A construction vendor has contract(s) with another contractor for a major portion of a casino construction project that exceeds \$500,000 in any 12-month period.
- A construction vendor has combined contracts with another contractor(s) for a major portion of

more than one casino construction project exceeding \$1 million within any 12-month period.

### *How do I apply for a vendor registration number?*

1. A casino licensee and a person reach an agreement to conduct business. The person must obtain instructions for completing a Vendor Registration Application or Vendor Registration Short Form from the casino licensee. Each casino licensee has its own process for completing the MGCB forms.
  - The Vendor Registration Application and Vendor Registration Short Form is available for viewing on the MGCB website ([www.michigan.gov/mgcb](http://www.michigan.gov/mgcb)). However, you must obtain the forms by directly contacting the casino licensee.
2. Submit the Vendor Registration Application or Vendor Registration Short Form to the casino licensee, and then the casino licensee will submit the information to the MGCB. **A person cannot submit a Vendor Registration Application or Vendor Registration Short Form directly to the MGCB.**
3. After the MGCB issues a vendor registration number, the MGCB will notify the casino licensee and vendor. **Note: A vendor may begin providing goods or services to the casino licensees once a vendor registration number has been issued by the MGCB. Should the MGCB place the vendor registration number on the MGCB Inactive Vendors Report, the casino licensee must cease conducting business with the vendor.**
4. Following the issuance of a vendor registration number, the MGCB will monitor the vendor's total sales of goods and services to the casino licensee.

**PLEASE NOTE: The MGCB reserves the right to require any vendor to apply for a supplier's license, even if monetary thresholds have not been met, if deemed necessary to protect the public interest or accomplish the policies and purposes of the state casino law and administrative rules of the MGCB.**

*Is there a fee for obtaining a vendor registration number?* No. The MGCB does not require a fee to process and issue a vendor registration number.

*How long does it take the MGCB to issue a vendor registration number?* The MGCB will make every effort to issue a vendor registration number within one week from the date the vendor information is received. However, the MGCB will take whatever time necessary to conduct a thorough review of the vendor information.

*Am I required to obtain a separate vendor registration number from each casino licensee?* No. Only one vendor registration number is required for conducting business with all three casino licensees; however, each casino licensee is required to notify the MGCB that a vendor has agreed to provide goods and services if the casino licensee is not the original filer of the vendor information.

*Am I required to report my total sales of goods and services to the MGCB?* No. The casino licensee is responsible for reporting your total sales of goods and services to the MGCB.

**If I know prior to conducting business with a casino licensee that I will exceed the monetary thresholds for a vendor, am I required to file a non-gaming supplier license application?** Yes. However, you are still required to file a Vendor Registration Application or Vendor Registration Short Form as part of the application process.

*For more information*  
Michigan Gaming Control Board  
Licensing Division  
Cadillac Place  
3062 W. Grand Blvd., L-700  
Detroit, MI 48202

Phone: (313) 456-4100

*Visit our website at*  
[www.michigan.gov/mgcb/](http://www.michigan.gov/mgcb/)

How to obtain a  
**Vendor  
Registration  
Number**  
from the



**For supplying  
goods or services  
to a Detroit casino**

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