

Vendor Reporting Instructions

Reports: Vendors are required to report to the State of Michigan any purchases made by MiDEAL Member and/or State of Michigan Agencies. Reports are to be sent to MiDEAL@michigan.gov quarterly, no later than 30 days after the end of each quarter. Send an email that says "no sales" if no purchases were made from a contract during the quarter.

Administrative Fees: All administrative fees are to be paid online quarterly by credit/debit card (MasterCard, Visa, Discover or American Express) or e-check (an electronic version of a paper check processed using a checking or savings account.) The online payment system is available 24 hours a day, 7 days a week. The State's Financial Services office is not equipped to accept ACH/EFT payments and will not provide routing details for the State's Treasury bank account.

Link to pay both MiDEAL and State of MI administrative fees:

<https://www.thepayplace.com/mi/dtmb/adminfee>

State of Michigan quarters:

- Quarter 1: October 1 – December 31
- Quarter 2: January 1 – March 31
- Quarter 3: April 1 – June 30
- Quarter 4: July 1 – September 30

Contact Mary Hanses with questions at MiDEAL@michigan.gov or to request another copy of the reporting template.