



Address Page – Required Information

Filling out the vendor registration profile most common issue is getting stuck on the Address Page. The system requires the vendor to add an address for Fulfillment and physical, although most vendors have only one address. If a contract has been awarded, the vendor will then need to add a Remittance address as well (even if it is the same information).

This guide will show you how to add those two address types to move forward with completing your registration.

Entering in Addresses

On the Addresses page/tab, it is showing that the required information needed is Fulfillment and Physical. **Note:** you will also see Remittance, but if your profile doesn't, you can move forward.

- Click on the Add Address button. From there follow the address wizard.

- Label the address whatever you choose, here it is labeled Main.

- All of the boxes are checked, since there is already a Remittance address uncheck the box next to it.

NOTE: If you are doing the initial registration, make sure you have Fulfillment and Physical checked. Don't worry about Remittance.

Add Address ✕

Address Details (Step 2 of 3) ?

How would you like to receive purchase orders for this fulfillment address?

Country *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province *

Postal Code *
Example: 12345 or 12345-6789

Phone
International phone numbers must begin with +

Toll Free Phone
International phone numbers must begin with +

Fax
International phone numbers must begin with +

* Required to Complete Registration ◀ Previous Next ▶

- Enter in the fields that have a star next to them. Click Next.
- The next window mark the radial button next to Not Applicable. We will enter in our contacts on the Contacts Page.

Add Address ✕

Primary Contact For This Address (Step 3 of 3) ?

You can also update and add Contacts later from the Contacts page.

Enter New Contact Not Applicable

Click [Save Changes](#) to skip this step and Add Address.

* Required to Complete Registration ◀ Previous Save Changes

- Once complete, the addresses will show on the address page.

The screenshot shows the 'Addresses' management page for a user named 'Bobs' Burgers'. The page is part of the Montana.gov registration system. On the left, a navigation menu shows 'Addresses' as the current step, marked with a green checkmark. The main content area displays a table of addresses. One address is listed with the label 'Main', address type 'Physical (Primary)', and the address '54 helena, Montana, 59601 United States'. A red arrow points to the 'Physical (Primary)' type. Below the table is an 'Add Address' button. At the bottom of the page, there are 'Previous' and 'Next' navigation buttons.

Address Label	Address Types	Address
Main	Fulfillment (Primary) Physical (Primary)	54 helena, Montana, 59601 United States

Questions or Comments

Contact

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