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.

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

Questions or Comments

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