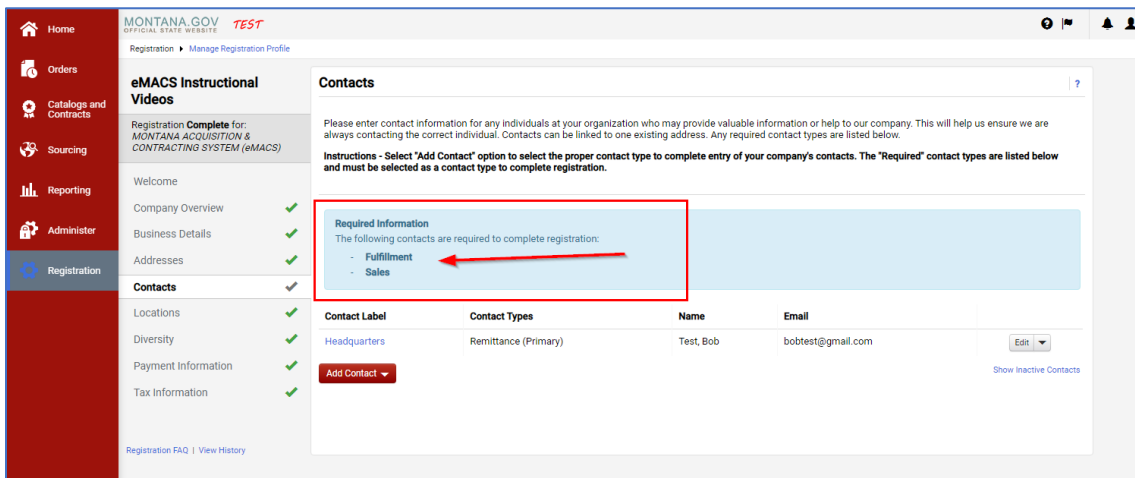




Contacts Page – Required Information

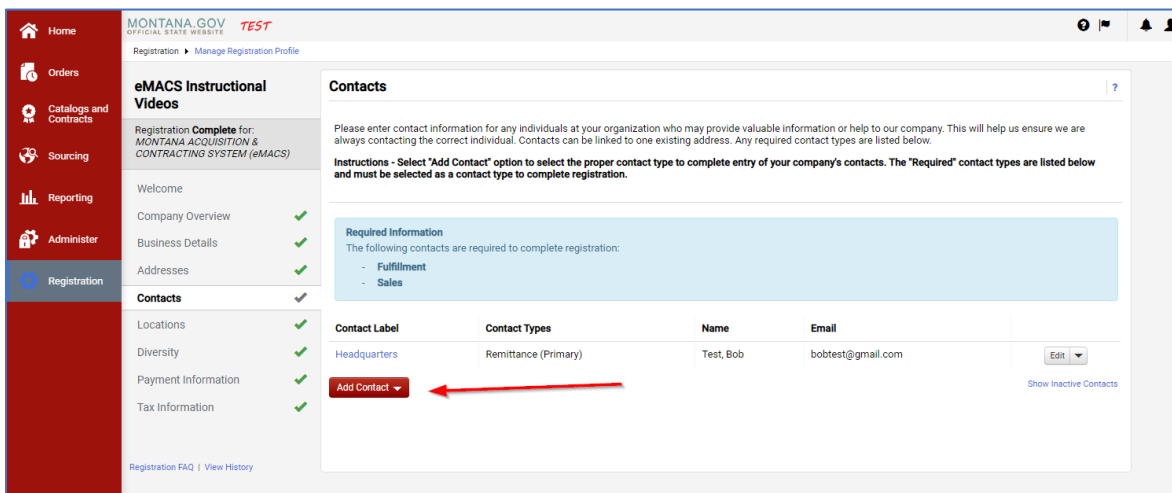
Filling out the vendor registration profile most common issue is getting stuck on the Contacts Page. The system requires the vendor to add a contact/location for Sales and for Fulfillment, although most vendors have only one contact and/or location. If a contract has been awarded, the vendor will then need to add a Remittance contact/location as well.

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

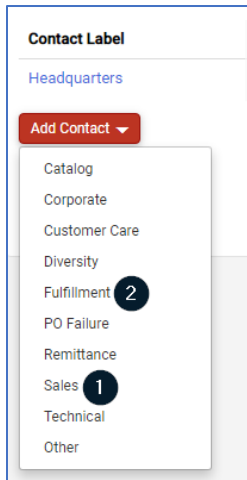


How to add a new contact type

- When in the registration profile on the Contacts Page, go to the Add Contact button.



- Once the Add Contact button is clicked a drop down will appear with a list of contact types.



- Start by selecting Sales and enter in your information (even if it is the same for all types). A new window box will pop up and that is where you will enter your information.

- As seen in the screenshot above “Which of the following business activities apply to this contact?” has Sales next to it, you know it is the correct contact type.
- Next, at the very bottom the “Create new user account for this contact?” will have a check mark next to it, uncheck it.
- After you select Save Changes, it will take you back to the Contact Page and it will now only show
- Fulfillment as Required Information.



- Follow the same steps as above but select Fulfillment as the contact type.

- After the information has been entered for Fulfillment, it will take you back again to the Contacts Page. It will now show Fulfillment, Sales, and (if necessary) Remittance.

NOTE: If it is not requiring you to enter Remittance, just move forward.

- Next to the Contacts tab on the left-hand side of the screen, a green check mark will appear. This means the profile can be submitted.

Questions or Comments

Contact

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