

Instructions for Vendors (Individuals) to Activate or Register an Account on the State's Accounting System

Revision: December 6, 2010

Activating an account on AdvantageME allows a vendor to perform account maintenance such as updating an address.

AdvantageME Vendor Self Service Vendor Registration or Activation Instructions

All Vendors must be registered or must activate their account with the State of Maine prior to the release of any payments. Below are the instructions for vendors to complete either a full registration or activation. (**Full Registration** – is for vendors that have not done business with the State of Maine previously. **Activation** – is for those vendors that have done business with the State of Maine)

1. To start the process go to the following link:

<http://www.maine.gov/purchases/vendorinfo/vss.htm>

Click on the web address under: *For Windows*, Vendor Access

The screenshot shows the Maine.gov website interface. At the top, there is a navigation bar with 'Maine.gov' and 'Agencies | Online Services | Help'. Below this is the 'Division of Purchases' header. The main content area is titled 'Vendor Self Service (VSS)'. A left-hand navigation menu lists various categories, with 'Vendor Self Service' highlighted. The main content area contains the following text:

Vendor Self Service (VSS)

What is Vendor Self Service?

The Vendor Self Service (VSS) portal provides vendors with a single entry point to register, identify the commodities/services that their company provides, scan for opportunities and respond to solicitations using the web. Once a vendor registers, they will receive email confirmation for a new bid, cancelled solicitation, amendment, or notification of award. The vendor will also be able to view commodity history, ask questions, and browse for awards (pending and completed). If you have questions, please call the Division of Purchases' VSS Help Desk at (207) 624-7889 or email VSS_helpdesk@maine.gov.

Vendor Registration or Activation Step by Step Instructions:

- [Window Users](#)
- [MAC Users](#)

Production Environment (VSS)

For Windows

Vendor Access: <https://portals.bisoex.maine.gov/webapp/VSSPROD/Advantage>
State User Access: <https://portals.bisoe.state.me.us/webapp/VSSPROD/Advantage>

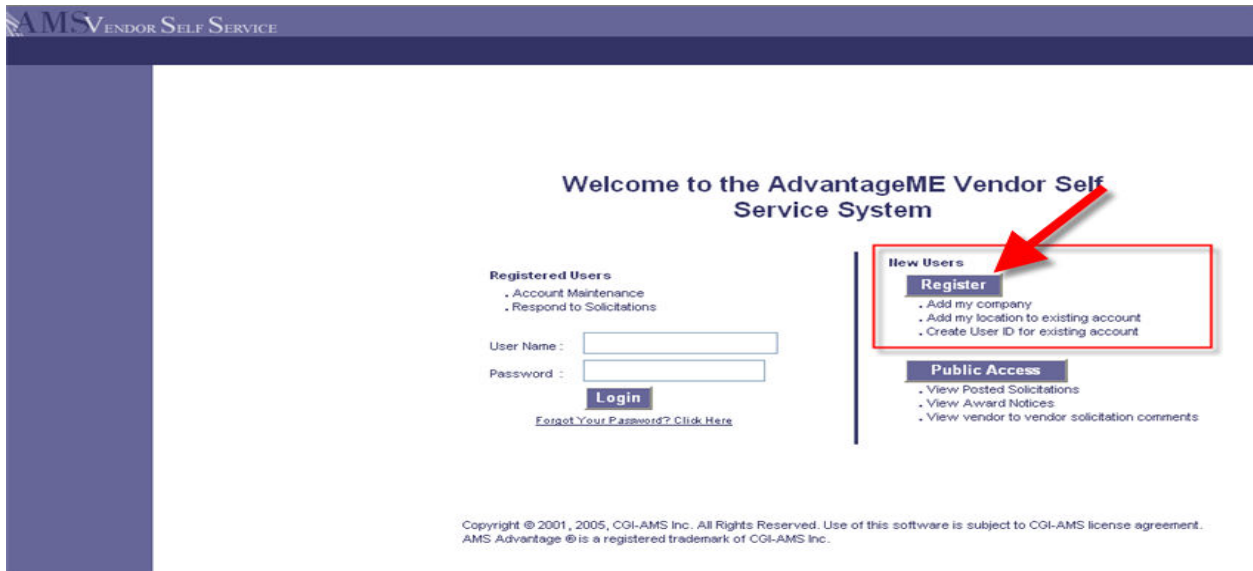
For MAC

https://www.maine.gov/purchases/advantage_vss_prod.html

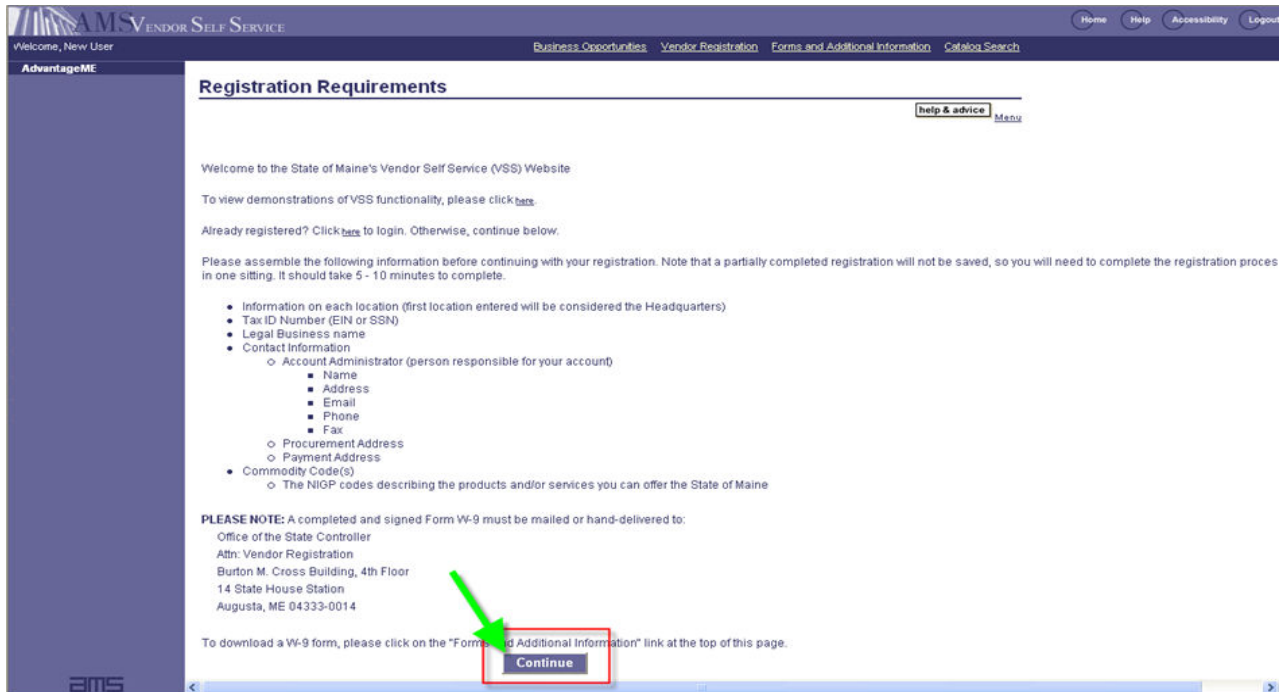
See below Demos for login instructions.

Vendor Demos

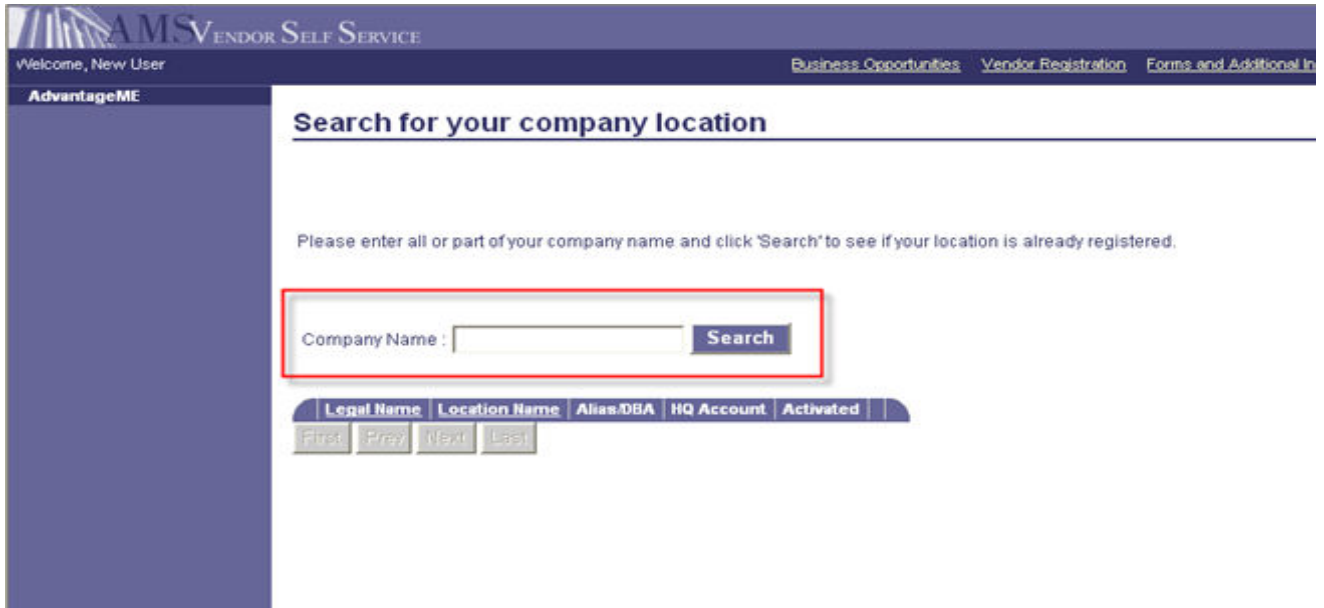
2. Once on the VSS Login screen, you will need to go to “New Users” and click on the blue register button.



3. On the next screen, you will first need to **print the page** so that you have all the necessary information needed to complete a Full Registration (if applicable). Then scroll to the very bottom of the page and click on the blue “continue” button.

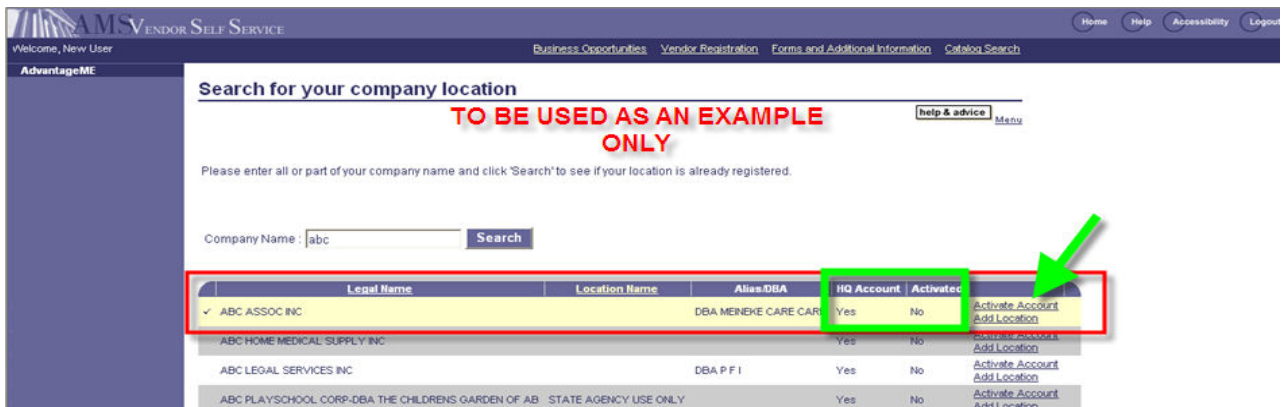


- On the next screen, you will need to enter your last name; then select the “search” button. Continue to hit “next” until you locate yourself or get to the end of list and determine that your name isn’t on it.



- If you only need to **Activate** your information, you should see this view with your name listed, it should have a “yes” in the Headquarters column and “no” in the Activated column, then select “activate account” which you will see to the right side of the screen on the highlighted line with your information. If you only need to activate your information, please proceed to Page 5 to continue the process.

If “yes” appears in both columns, then your account has already been activated. If you do not know your User ID or password, please call the Division of Purchases' VSS Help Desk at (207) 624-7889 or email VSS.helpdesk@maine.gov.



OR YOU MAY SEE

- Another view does not have your name listed; in which case you will need to register fully and would select the blue “New Registration” button. If you are completing a “New Registration,” skip to the instructions beginning on Page 8.

The screenshot shows the AMS Vendor Self Service interface. At the top, there is a navigation bar with links for Business Opportunities, Vendor Registration, Forms and Additional Information, and Catalog Search. Below this is a search section titled "Search for your company location" with a "help & advice" link. A text box prompts the user to enter a company name and click "Search". Below the search box are tabs for Legal Name, Location Name, Alias/DBA, HQ Account, and Activated, with navigation buttons (First, Prev, Next, Last). A section titled "Is your company listed?" contains four options with arrows pointing to actions: "Yes, but my Location is not activated" points to "Click Activate Account"; "Yes, I found my Headquarters but not my Location" points to "Click Add Location"; "Yes, my Accounts are activated but I don't know the right" points to "Contact your Headquarters for assistance"; and "No, Register Now" points to a blue "New Registration" button. The "New Registration" button and its corresponding text are enclosed in a green rectangular box, and a red arrow points to the "New Registration" button.

7. ACTIVATION ONLY INSTRUCTIONS

- a) On the next screen, you will find a box for vendor verification password. Here you will need to enter your Social Security number then select the submit button. (Enter your Social Security number with no dashes or spaces, only the digits)

AMS VENDOR SELF SERVICE

Welcome, New User [Business Opportunities](#) [Vendor Registration](#) [Forms and Additional Information](#) [Catalog Search](#)

AdvantageME

Verification Required

[help & advice](#)

Vendor Verification Password:

Tax ID Numbers must be 9 digits, no dashes

Headquarters:

Account Administrator Passwords are set by your Account Administrator. If you don't know the password, see the contact information below.

Principal Contact:

Email:

Phone:

- b) The next screen will be a Memorandum of Agreement. You will need to read the terms and select the “accept terms” button in order to proceed with the rest of the process.

WWW.STATE.ME.US VENDOR SELF SERVICE

Welcome, New User [Business Opportunities](#) [Vendor Registration](#) [Forms and Additional Information](#)

AdvantageME

Memorandum of Agreement

State of Maine
Vendor Self Service (VSS)

Thank you for your interest in providing goods and/or services to the State of Maine. In order to register as a Vendor with Maine's Vendor Self Service (VSS) Memorandum of Agreement.

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized by the Vendor to:

1. register the Vendor;
2. file, on behalf of the Vendor, all of the information requested in this registration process; and
3. enter into this Agreement on behalf of the Vendor.

Furthermore, you hereby agree on behalf of the Vendor and for the benefit of each authorized State agency that:

1. All procurement transactions made, in whole or in part, utilizing the State of Maine's electronic procurement solution shall with
2. The Vendor shall use VSS vendor registration update functionality to update the Vendor's registration information whenever ne accurate and complete at all times.
3. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration update functionality shall warrants that each authorized State agency shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information provided by the Vendor through the VSS registration and registration update functionality as of a given date even if different information is or has been available to or received by the State of Maine through other means.

This Agreement shall remain in effect for as long as the Vendor is registered as a VSS vendor. All rights are reserved to cancel the Vendor's registration if the Vendor is not active for a period of 12 months. If the Vendor's registration is cancelled, the Vendor shall remain bound to this Agreement in regard to the completion of any contract, purchase order or other agreement administered in whole or in part using VSS.

Accept Terms **Reject Terms**

ams

- c) On the next screen, you will need to fill in blocks. Those that have a “*” (red asterisk) are required; then select the blue “next” button.

ACTIVATION ONLY

The screen below is for those vendors that are activating their information only. This is what you will see after selecting the “accept terms” button

The screenshot shows the 'User Information' registration page. The page header includes 'AMS VENDOR SELF SERVICE' and navigation links like 'Home', 'Help', 'Accessibility', and 'Logout'. A breadcrumb trail shows 'Business Opportunities > Vendor Registration > Forms and Additional Information > Catalog Search'. The page is divided into two steps: 'Step 1: User Information' (active) and 'Step 2: Submit Registration'. The 'User Information' section contains a 'help & advice' button and a 'Please establish a unique User ID (Login ID) and Password. Passwords and User ID's are case sensitive and should be alphanumeric.' instruction. Below this are several input fields: 'Legal Name', '*User Name (case sensitive):' (with 'Case Sensitive' label), '*Password:' (with 'Case Sensitive' label), '*First Name:', '*Last Name:', '*Email:', '*Phone:' (with 'Format XXX-XXX-XXXX' label and 'Extension:' field), '*Retype Password:', '*Security Question:' (dropdown menu), '*Security Answer:', '*Retype Security Answer:', and 'Fax:' (with 'Format XXX-XXX-XXXX' label). A 'Next >' button is positioned below the form, and a 'Cancel Registration' button is at the bottom right. Blue arrows point to the asterisks on the User Name, Password, First Name, Last Name, Security Question, Security Answer, Retype Security Answer, and Phone fields.

After clicking the “next” button, your account activation is complete. In the upper right hand corner, click Logout; this will return you to the “Welcome to AdvantageME” screen.

You can now use your newly created user name and password to log in to perform account maintenance, such as updating your address or phone number.

If you could not locate yourself in AdvantageME, click on “New Registration”

NEW FULL REGISTRATION-For individuals that are doing business with the State of Maine for the first time.

For those vendors that are completing a Full Registration the screen on the next page is what you will see after selecting the “accept terms” button; again blocks that have a “*” (red asterisk) next to the words must be filled in. There are 9 steps in a full registration before you are able to finalize and submit.

NOTE: This site does not automatically SAVE when you exit. Please resolve any errors and do not exit this site until you receive a confirmation of successful registration. Failure to complete registration will require all fields to be re-entered when you return to the site.

Step 1:

In the block “Location Verification,” go to the pull-down menu next to “Verify My Locations by” and select: Taxpayer ID

In the “Location Information and Legal Name” block, select “Individual” from the “Organization Type” and “Classification” pull-down menus.

Enter your first name, middle name or initial and last name
Click “Next”

DO NOT enter your banking information in the EFT section during your initial registration.

Once you have been fully approved by the State of Maine as a vendor and have received an approval email you can then login and enter your banking information if you so desire to receive electronic payments. You will also be required to complete the form at:

www.maine.gov/osc/pdf/forms/eftactivate_v3.pdf

The signed form along with a voided check or deposit slip will then need to be mailed to:

OFFICE OF THE STATE CONTROLLER
ATTN ACCOUNTING STAFF
14 STATE HOUSE STATION
AUGUSTA ME 04333-0014

Incomplete forms will not be processed.

- ✓ Step 1: Business Information
- Location Verification
- Location Information and Legal Name
- EFT Information
- Email and Organization Information
- Step 2: User Information
- Step 3: W-9 Information
- Step 4: Account Administration
- Step 5: Procurement Address
- Step 6: Payment Address
- Step 7: Billing Address
- Step 8: Bidding Interests
- Step 9: Preview & Submit Registration

help & advice

Step 1: Business Information

This page allows you to enter general information about your organization. Fields with a red asterisk (*) indicate required fields. Fields without an asterisk are optional fields that do not require information to complete vendor registration.

NOTE: This site **does not** automatically Save when you exit. Please resolve any errors and do not exit this site until you receive a confirmation of successful registration. Failure to complete registration will require all fields to be re-entered when you return to the site.

Next >

Location Verification

This section will be used to establish a password that other locations within your company will be required to use when registering a new location for your company.

*Verify My Locations by:

The below fields are required only if you selected "Create My Own" above.

Vendor Verification Based on:

Vendor Verification Password:

Confirm Verification:

Location Information and Legal Name

Please complete this information that will be used to define your organization and create your legal name. **Values entered in either the First, Middle, and Last Name fields, or the Company Name field, will be used to create your Legal Name.**

*Organization Type: *Classification:

If your TIN Type is SSN, select Individual. If your TIN Type is EIN, select Company.

Legal Name:

Alias/DBA:

First Name: Location Name:

Middle Name: Web Address:

Last Name: W-8 Form:

Company Name:

EFT Information

If you would like to use Electronic Funds Transfer (EFT) to receive your payments, please complete the information within this section.

ABA Number: Account Number:

Bank Name: Routing ID Number:

Account Type:

Specific account number if account number is a pooled account

EFT Status:

Email and Organization Information

Please provide your email address and organization information.

DO NOT ENTER YOUR BANKING INFORMATION IN THE EFT SECTION DURING YOUR INITIAL REGISTRATION; ONCE YOU HAVE BEEN FULLY APPROVED BY THE STATE OF MAINE AS A VENDOR AND HAVE RECEIVED AN APPROVAL EMAIL YOU CAN THEN LOGIN AND ENTER YOUR BANKING INFORMATION IF YOU SO DESIRE TO RECEIVE ELECTRONIC PAYMENTS. ENTERING

Next >



Step 2:

Fill in all of the required fields as noted by the “*” (red asterisk)

Click “Next”

The screenshot shows a web browser window displaying the AMSV Vendor Self Service registration process. The page title is "Welcome, New User" and the navigation menu includes "Business Opportunities", "Vendor Registration", "Forms and Additional Information", and "Catalog Search". The current step is "Step 2: User Information", which is highlighted in the left sidebar. The main content area contains the following text:

Step 2: User Information
Please establish a unique User ID (Login ID) and Password for your VBS Account Administrator. Passwords and User ID's are case sensitive and should be alphanumeric. **Please make note of your User ID and Password for future reference.**

Buttons: [help & advice](#), [Back](#), [Next >](#)

User Name: Lisa Baldini

User Information

*User ID: <input type="text"/>	*Password: <input type="text"/>
<small>Case Sensitive and must be between 4 and 16 characters in length.</small>	<small>Case Sensitive and must be between 5 and 16 characters in length.</small>
*First Name: <input type="text"/>	*Retype Password: <input type="text"/>
*Last Name: <input type="text"/>	*Security Question: <input type="text"/>
*Email: <input type="text"/>	*Security Answer: <input type="text"/>
*Phone: <input type="text"/>	*Retype Security Answer: <input type="text"/>
<small>Format XXX-XXX-XXXX</small>	
Extension: <input type="text"/>	
Fax: <input type="text"/>	

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A highlighted error notification message will be displayed at the top of the page.
 - Click the "Here" link in that notification to see the errors.
 - You must correct the errors indicated before continuing to the next step.

Buttons: [Back](#), [Next >](#)

Step 3:

- Fill in your Social Security number in the “Taxpayer ID Number” block.
- Choose SSN from the “Taxpayer ID Number Type” pull-down menu.
- Fill in your name and address, leaving the “Business Name” block empty.
- Click “Next”

If you enter a taxpayer ID number that is already registered, you will receive an error message and won't be able to continue. If this occurs you should click logout and attempt to locate yourself using the instructions on page 2.

Step 3: W-9 Information
Please enter information from your W-9 form (Request for Taxpayer Identification Number and Certification).

[Add New Taxpayer ID Number](#)
Add a new Taxpayer ID Number by completing the information below.

Taxpayer ID Number:
No spaces or dashes

Taxpayer ID Number Type:

Legal Name on W-9:

Business Name:
If different from Legal Name

Address:

City:

State:

ZIP Code:

Taxpayer ID Number Already Registered
OR use a Taxpayer ID Number already on file by entering the Taxpayer ID Number and Type here. This option may apply if more than one business location shares the same Taxpayer ID Number and is already registered in this system.

Use Existing Taxpayer ID Number:

Taxpayer ID Number Type:

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A highlighted error notification message will be displayed at the top of the page.
 - Click the "Here" link in that notification to see the errors.
 - You must correct the errors indicated before continuing to the next step.

Step 4:

You are the Account Administrator, enter your data here.

Click "Next"

Step 4: Account Administrator Address
Please enter the address of the administrator of this account. Please note that **Account Administrator, Procurement and Payment addresses are required** for vendor registration.

[< Back](#) [Next >](#)

▼ Address Information
Please complete the address information below for your Account Administrator.

*Street 1 : *Phone :
Street 2 : Phone Extension :
*City : Country : United States
*State/Province : Additional Address Info. :
*Zip/Postal Code :

▼ Contact Information
Please complete the contact information below for your Account Administrator.

*Principal Contact : *Phone : Alternate Phone :
Email : Phone Extension : Alternate Phone Extension :
Correspondence Type : Fax : Alternate Fax :

► Contact Address
Complete this section ONLY if you are adding a Contact and the Contact uses a different address than the address listed below.

Additional Resources & Information:

[< Back](#) [Next >](#)

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A highlighted error notification message will be displayed at the top of the page.
 - Click the "Here" link in that notification to see the errors.
 - You must correct the errors indicated before continuing to the next step.

Once you have entered your data as the account administrator, you can click the Account Administer button for the Procurement and Payment addresses, Step 5 and 6 and the data will auto fill.

Step 5:

Click in the circle next to “Account Administrator.” The form should automatically fill in the needed information.

Click “Next”

Welcome, New User

Business Opportunities Vendor Registration Forms and Additional Information Catalog Search

Step 1: Business Information
Step 2: User Information
Step 3: W-9 Information
Step 4: Account Administration
Step 5: Procurement Address
Address Information
Contact Information
Contact Address
Step 6: Payment Address
Step 7: Billing Address
Step 8: Bidding Interests
Step 9: Preview & Submit Registration

Step 5: Procurement Address

Please enter the address where we should send your purchase orders. A Procurement Address is required for vendor registration. If you need to add more than one Procurement address, you may do so under "Account Maintenance" after you complete your registration and log in.

Copy Address and Contact Information From: Account Administrator

< Back Next >

Address Information

Add a new Procurement Address by completing the information below.

*Street 1: *Phone:
Street 2: Phone Extension:
*City: Country:
*State/Province: Additional Address Info:
*Zip/Postal Code:

Contact Information

Provide a contact for your Procurement Address by completing the information below.

Principal Contact: Phone: Alternate Phone:
Email: Phone Extension: Alternate Phone Extension:
Correspondence Type: Fax: Alternate Fax:

Contact Address

Complete this section ONLY if you are adding a Contact and the Contact uses a different address than the address listed below.

Additional Resources & Information:

< Back Next >

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A highlighted error notification message will be displayed at the top of the page.
 - Click the "Here" link in that notification to see the errors.
 - You must correct the errors indicated before continuing to the next step.

Step 6:

Click in the circle next to “Account Administrator. The form should automatically fill in the needed information.

Click “Next”

Welcome, New User

Business Opportunities Vendor Registration Forms and Additional Information Catalog Search

Step 1: Business Information
Step 2: User Information
Step 3: W-9 Information
Step 4: Account Administrator
Step 5: Procurement Address
Step 6: Payment Address
Address Information
Contact Information
Contact Address
Step 7: Billing Address
Step 8: Bidding Interests
Step 9: Preview & Submit Registration

Step 6: Payment Address

Please enter the address where we should send your payments. A Payment Address is required for vendor registration. If you need to add more than one payment address, you may do so under "Account Maintenance" after you complete your registration and log in.

Copy Address and Contact Information From:

Account Administrator
 Procurement

< Back Next >

Address Information
Add a new Payment Address by completing the information below.

*Street 1 :
Street 2 :
*City :
*State/Province :
*Zip/Postal Code :
*Phone :
Phone Extension :
Country : United States
Additional Address Info :

Contact Information
Provide a contact for your Payment Address by completing the information below.

Principal Contact :
Phone :
Alternate Phone :
Email :
Phone Extension :
Alternate Phone Extension :
Correspondence Type :
Fax :
Alternate Fax :

Contact Address
Complete this section ONLY if you are adding a Contact and the Contact uses a different address than the address listed below.

Additional Resources & Information:

< Back Next >

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A highlighted error notification message will be displayed at the top of the page.
 - Click the "Here" link in that notification to see the errors.
 - You must correct the errors indicated before continuing to the next step.

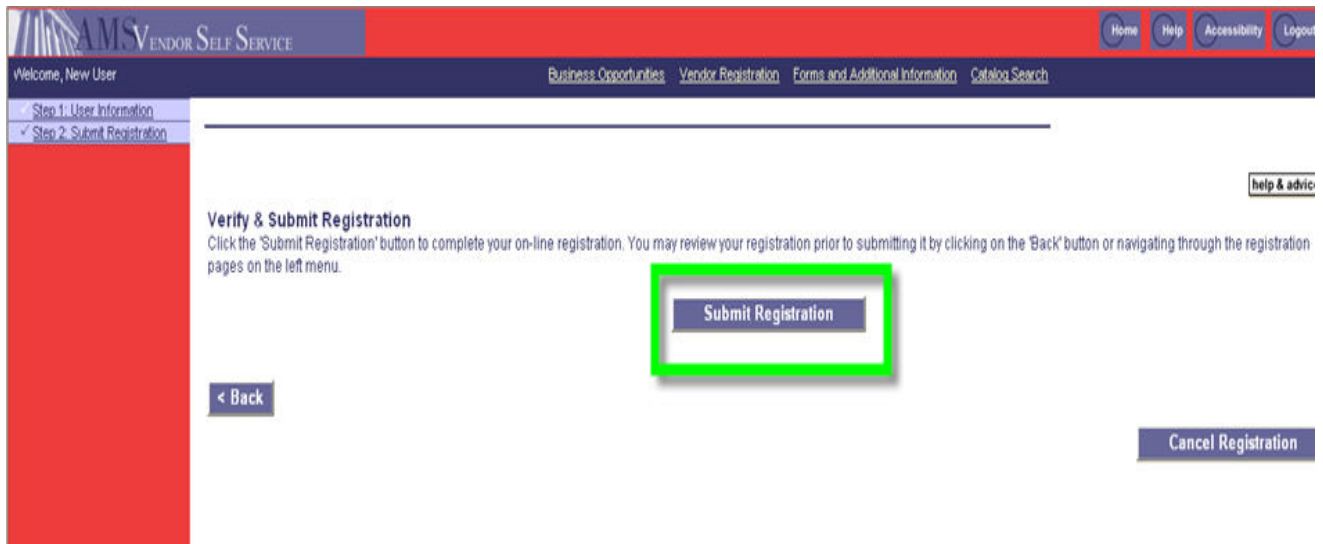
Steps 7 and 8: Click “next”

Step 9: Preview & Submit Registration

This page displays a summary of all information entered in the previous steps. Please review your registration information below and **print** a copy for your records. **If you need to make a change, click the 'Back' button or navigate directly to the appropriate step using the left menu.**

Click 'Submit' to complete your on-line registration. **Canceling your registration will result in the loss of all entered information.**

d) On the final page click on “submit registration”



e) This will be the last page you will see if the activation was submitted correctly.

