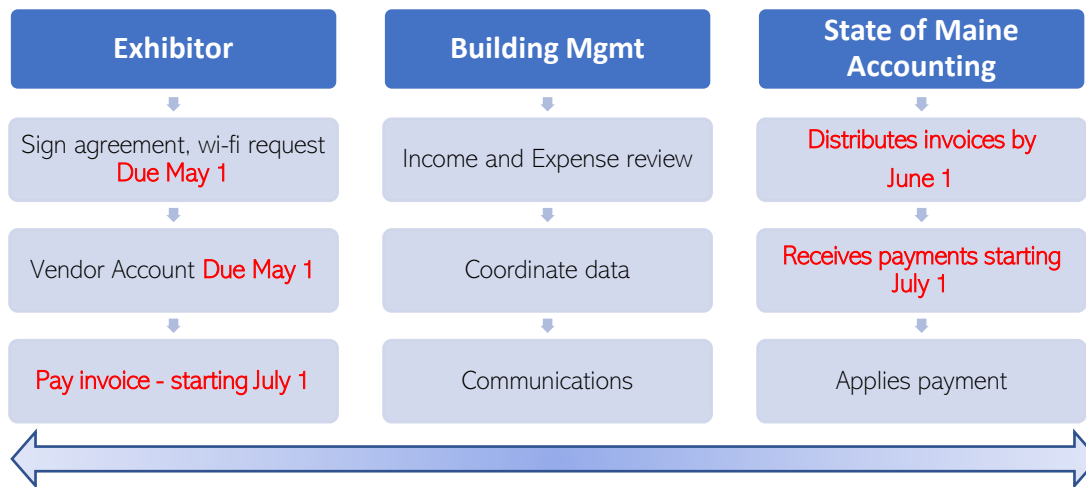




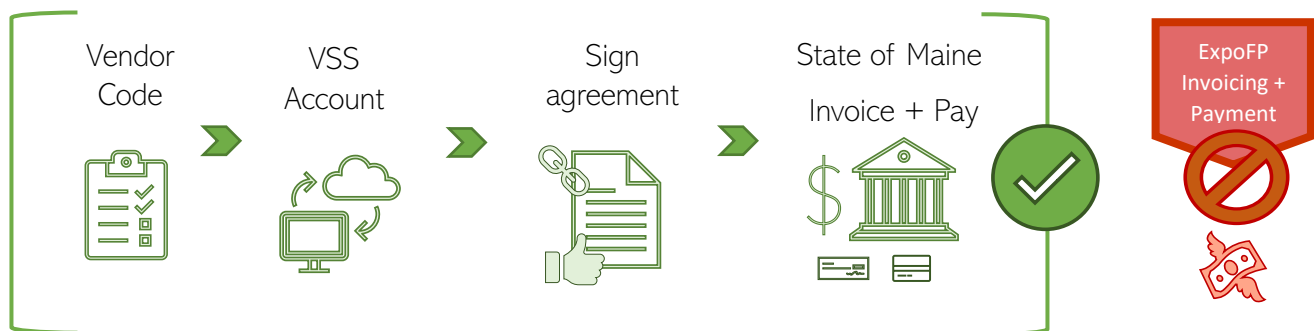
Maine Building Invoice and Payment Process Overview Updated 4/2023

Overview of how Exhibitors pay their State of Maine invoice. Excludes of third-party amenities and services that Exhibitors use.

Who's Involved



Payment process steps and reminders



State of Maine vendor code + Vendor Form (W-9)

! All Exhibitors need a State of Maine Vendor Code for payment processing. To be eligible for reimbursement of qualified marketing expenses, you must also have a W-9 on file.

Submit a Vendor Form (new vendors or vendors without a current W-9):


1. [Request a secure email from Building Management](#) – this sets up an encrypted email.
 - a. Download, complete, and save a [State of Maine Vendor Form](#)
 - b. Reply to the secure email and attach your completed Vendor Form
 - c. Allow for at least 12 business days to process
2. Use the VSS portal to begin creating your online account




If you already have a vendor code:

1. Use the [Vendor Self Service \(VSS\) portal](#) to verify your vendor code. Note: it's possible to have a code, but no online account. If you have a code, but no account, use the VSS portal to create your online account. You should verify the accuracy of your profile information.

Create your State of Maine Vendor Self Service (VSS) account

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1. Set aside 5-10 minutes to create an online account for [State of Maine's Vendor Self Service \(VSS\) portal](#)
 2. Follow the prompts to create your VSS account.


Be prepared to provide the following information to create your VSS account

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1. Information on each location (If you only have one location, use your primary business location. If you have multiple locations, enter your primary – “Headquarters” first.)
 2. Tax ID Number (EIN or SSN)
 3. Legal Business name (This might be different than your Exhibitor booth name)
 4. Contact Information
 5. Account Administrator (person responsible for your account)
 6. Name
 7. Address
 8. Email
 9. Phone
 10. Procurement Address (billing address)
 11. Payment Address (billing address)



Make a payment – Refer to your State of Maine Invoice

Please reference your **State of Maine invoice**, for the amount due and instructions.


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- The State of Maine accounting center is the only approved secure payment processor for invoices and payments.






Do not use ExpoFP to make a payment or for invoicing.

Payments accepted – Check, Card, Money Order. Do not send cash.

💰 **RE: /memo for all payment methods:** Invoice number (typically includes M697) + vendor code

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- There is a 3% credit card processing fee.
 - Deduct credit card processing fee amount if paying by check.

  **Paper check or money order payable to:** Treasurer, State of Maine Mailing address: DACF- M697 Attn: Chris George 155 State House Station Augusta, ME 04333-0155

   **Call for credit cards:** Call 207-624-6371 - Mondays through Fridays 9 AM - 3 PM (except for [State Holidays](#)).