



Vendor Self Service

The State of Maine's **Vendor Self Service (VSS)** is a web portal designed for vendors. Here, you can:

- ✓ Register for an account tied to your **State of Maine vendor code** (if applicable)
- ✓ Identify **commodities or services** that you provide, and sign up to receive email notifications when new **business opportunities** related to these goods/services are published
- ✓ Manage the **address and contact information** for your vendor account
- ✓ Submit **bids or responses** on solicitations posted through VSS

Additionally, any user with or without an account can:

- ✓ Browse open and historical **business opportunities**
- ✓ View publicly posted **Service Contract** information

If you are a vendor who does business with the State of Maine or is looking to start, this guide will help you to create and navigate an account in Vendor Self Service.

How Can We Help?



ACCESSING VENDOR SELF SERVICE

*Vendor Self Service Homepage and Logging In
Sign Up for a VSS Account*



BUSINESS OPPORTUNITIES

*View Open Opportunities
Solicitation Q&A
Submit A Bid
View Or Modify A Bid
Clarification Questions
Public Bid Readings & Award Notifications*



SERVICE CONTRACT SEARCH



VENDOR ACCOUNT

*Vendor Homepage & Account Information
Addresses & Contacts
Commodities*



USER ACCOUNT ACCESS

*My Profile
Adding & Manage Existing Users Within My Organization*



CONTACT US



ACCESSING VENDOR SELF SERVICE

Vendor Self Service Homepage & Logging In

Welcome to Vendor Self Service! In the blue carousel ribbon, see the pages available without a login. Users who already have an account can **Sign In** at the top of the page, and anyone who wishes to register can click the **Sign Up** link.

The screenshot shows the Vendor Self Service homepage. At the top, there is a navigation bar with the State of Maine logo, a "Sign In" button, and a "Sign Up" button. Below this is a blue carousel ribbon with the text "What would you like to do ?" and five icons: "Register Your Vendor Account", "View Latest Announcements", "Vendor Resources", "Find Department Contacts", and "View Published Solicitations". Below the carousel is a large blue banner with the text "Welcome to the State of Maine's CGI Advantage Vendor Self Service System" and a "Sign Up" button. Red arrows point to the "Sign Up" button in the navigation bar and the "Sign Up" button in the carousel.



TIP

If you forget your username or password, use the links on the homepage to reset your account. If other members of your organization also have logins to the VSS account, they may be able to reset your password. You may also contact the VSS Help Desk at (207) 624-7889 or VSS.helpdesk@maine.gov.

Logging In



Logging into Vendor Self Service now requires Dual Factor Authentication, meaning you'll need to provide a code sent to the email you registered with in order to sign in. Follow the steps below.

Step 1. Enter your User ID and Password on the homepage, click **Sign In**.

The screenshot shows the login form on the Vendor Self Service homepage. It includes fields for "User ID" (containing "username") and "Password" (containing "*****"). Below the fields are links for "Forgot User ID?" and "Forgot Password?". To the right of the fields is a "Sign In" button. Red arrows point to the "Sign In" button and the "Forgot Password?" link.



Step 2. On the Sign In Verification page, click **Next**.

State of Maine

Sign In Verification

Choose an Authentication Type

☒ Email to e*****.*****u@.com

Next Cancel

Step 3. Check your email from the advantageme.sysadmin@maine.gov. Copy the Access Code provided.

advantageme.sysadmin@maine.gov

To [redacted]

Reply Reply All Forward

Hello Testing Vendor,

CGI Advantage - Please enter the following one time access code: [redacted]

This code will expire in 30 minutes.

If you didn't initiate this request, please contact your System Administrator immediately.

Step 4. Return to your browser and paste in the code from the email. Click **Verify**.

State of Maine

Sign In Verification

* Access Code (Access Code has been sent to: e*****.*****u@.com)

123456

Access Code will expire in: 29:16 minutes

Verify Resend Cancel

Step 5. If the code is correct, you'll be signed in and directed to the **Contact Information Verification** page.

- If your email address is outdated or needs to be updated, **enter the new email address** and click **Confirm**. This ensures that all access codes will be sent to the updated email address.
- If the email shown is accurate, click **Confirm** to proceed.

Verify DFA Contact Information

* Required Field

Please verify your contact information existing in the application. If the information is correct, confirm to proceed. If any details are outdated, update them before confirming.

* Registered Email

vendor@vendor.com

Confirm



Sign Up for a VSS Account

Anyone who has existing business with the State of Maine, or who is interested in conducting business with the State, can create a VSS account login. Creating an account will allow you access to additional features, such as the ability to submit bids in response to solicitations.

Each organization should only register ONE account on Vendor Self Service. If another user in your organization has already registered an account in VSS, they can add you as an authorized user, as explained in the [Adding & Manage Existing Users Within My Organization](#) section of this guide.

! You must have the **Taxpayer ID Number** of the organization or individual you are registering for in order to complete the registration.



While the registration process can be saved, it is strongly recommended that you complete the process in one sitting. Saving and returning to the registration process can cause issues if long gaps of time are left between starting and completing the process.

To sign up for a new VSS Account, follow the below steps. Note that the system will help you to check for an existing vendor record with the State of Maine as part of the sign up process.

Step 6. On the VSS Homepage, click **Sign Up**. (Available at the top right and bottom center of the screen.)

The screenshot shows the VSS Homepage. At the top, there is a header with the State of Maine logo and name. To the right of the header are fields for User ID and Password, with links for 'Forgot User ID?' and 'Forgot Password?'. A 'Sign In' button is next to the Password field. To the right of the 'Sign In' button is a 'Sign Up' button, which is highlighted with a red arrow. Below the header is a navigation bar with five icons: 'Register Your Vendor Account', 'View Latest Announcements', 'Vendor Resources', 'Find Department Contacts', and 'View Published Solicitations'. Below the navigation bar is a large blue banner with the text 'Welcome to the State of Maine's CGI Advantage Vendor Self Service System'. Below the banner is a paragraph of text explaining the VSS system. At the bottom center of the banner is a 'Sign Up' button, which is also highlighted with a red arrow.

Step 7. Read the **Registration Tips** presented. Click **Next**.

The screenshot shows the 'Registration Tips' screen. At the top, there is a header with the State of Maine logo and name. Below the header is a large blue banner with the text 'Registration Tips'. At the bottom right of the banner are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a red arrow.

- Step 8. On the resulting Sign Up page, fill in the information to create your profile.
- Select a **User ID**
 - Enter your **First** and **Last Name**
 - Enter your **Phone Number**
 - Create a **Password**, and **Confirm Password**
 - Select a **Security Question**
 - Enter a **Security Answer**, and **Confirm Security Answer**
 - Enter your **Email** address. *Ensure this is an address you have immediate access to!*

 State of Maine

Sign Up

Sign UpCancel

*Required fields

* User ID

userguidevendor

* First Name

Vendor

* Phone Number

2071234567

* Password

.....
Strong Password

* Security Question

What is your favorite color?

* Security Answer

.....

* Email

testvendor@email.c

* Last Name

User

Fax Number

enadeau

* Confirm Password

.....

* Confirm Security Answer

.....

* Email Verification Code

Click eye icon to see as you type
System will show alert if password does not meet requirements

☐ * I agree with [User Agreement Policy](#)



TIP

If you see a message stating that your password does not meet required criteria, click back on that password field to see a pop-up explaining which criteria you're missing:

* Last Name

* Password

✖ The password does not meet the criteria

Password Criteria

✔ Password must be between 8 to 16 characters

✖ At least one uppercase letter

✔ At least one lowercase letter

✔ At least one number



Step 9. Once you have finished typing your email, a button will appear labeled **Send Verification Code**. Click this button.

* Email testvendor@email.com Send Verification Code	* Email Verification Code
--	--

A verification message will display.

* User ID userguidevendor * First Name Vendor * Phone Number 207-123-4567 * Password 	Confirmation Email Verification code has been sent Check your email address for the verification code and click Continue to proceed. Continue	
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Step 10. Check your email for an email from AdvantageME.SysAdm@maine.gov with a verification code. Enter the code in the **Email Verification Code** field.

Step 11. Read and check to agree with the **User Agreement Policy**.

Step 12. Click **Sign Up**.

Sign Up		Sign Up	Cancel
		7	*Required fields
* User ID userguidevendor			
* First Name Vendor	* Last Name User		
* Phone Number 207-123-4567	Fax Number enadeau		
* Password Strong Password	* Confirm Password 		
* Security Question What is your favorite color?			
* Security Answer 	* Confirm Security Answer 		
* Email testvendor@email.com Resend Verification Code	* Email Verification Code 12345678900000000000	5	
☒ * I agree with User Agreement Policy			



Step 13. If the verification code is accepted, your user ID will be created, and you will see the below message.



Logging into Vendor Self Service now requires Dual Factor Authentication, meaning you'll need to provide a code sent to the email you registered with in order to sign in. Follow the steps below.

Step 14. Next, you'll need to confirm email access to sign in (Dual Factor Authentication). This is the same process you'll complete each time you sign in.

Step 15. On the Sign In Verification page, click **Next**.

Step 16. Check your email from the advantageme.sysadmin@maine.gov. Copy the Access Code provided.



Step 17. Return to your browser and paste in the code from the email. Click **Verify**.

State of Maine

Sign In Verification

* **Access Code** (Access Code has been sent to:
e*****.*****u@.com)

123456

Access Code will expire in: 29:16 minutes

Verify Resend Cancel

Step 18. If the code is correct, you'll be signed in to continue the registration process.

Step 19. You'll now need to search for an existing account. This step ensures that if your organization already has a vendor customer code assigned by the State of Maine, your user ID will be linked to that existing code.

Step 20. Indicate if you are registering as an **Individual** or on behalf of your **Company**.

State of Maine

Search for Existing Account [Cancel Registration](#)

i To activate your account you must have a vendor code. This page will help you to determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided.

Please select one of the search options below to determine if you already have a vendor code:

- For companies, if you have Employer Identification Number(EIN), first search by your Taxpayer Identification Number(TIN) before searching by Legal Business Name.
- For individuals, enter your Last name and the last four digits of your Social Security Number(SSN).

Search Type

☐ Individual

☐ Company

Search **Reset**



Step 21. Search fields will appear depending on your selection.

a.To search as an Individual, enter your Last Name, and the Last 4 Digits of your SSN.

b.To search as a Company, enter the organization's Taxpayer ID Number, OR the Legal Business Name.

Avoid entering characters; use numbers only. The asterisks shown are added automatically by the system.

Individual Search

Please select one of the search options below to determine if you already have a vendor code:

- For companies, if you have Employer Identification Number(EIN), first search by your Taxpayer Identification Number(TIN) before searching by Legal Business Name.
- For individuals, enter your Last name and the last four digits of your Social Security Number(SSN).

Search Type

☒ Individual

☐ Company

Last Name

LASTNAME

Last 4 digits of SSN

1234

Search **Reset**

Company Search

Please select one of the search options below to determine if you already have a vendor code:

- For companies, if you have Employer Identification Number(EIN), first search by your Taxpayer Identification Number(TIN) before searching by Legal Business Name.
- For individuals, enter your Last name and the last four digits of your Social Security Number(SSN).

Search Type

☐ Individual

☒ Company

Taxpayer Identification Number

123456789

Legal Business Name

COMPANY INC

Search **Reset**

Step 22. Click **Search**. The system will now compare the details you've provided against existing vendor records with the State of Maine to check for existing vendor records.

1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1

Vendor Number	Legal Business Name	Alias/DBA Name	Activated
VC0000	TRAINING VENDOR	-	No

Has your account been found and listed above ?

- Yes, but it is already registered**
Please select "Contact your Administration" from the three dot ellipse next to your account record to determine who you need to contact for access
- Yes, but registration is already in progress**
Please select "Continue Registration" from the three dot ellipse next to your account record to login and continue activate your account
- Yes, but it is not yet registered**
Please select "Activate your Account" from the three dot ellipse next to your account record to initiate the process for activating your account
- Yes, but not my business location**
Please select "Add Business Location" from the three dot ellipse next to your account record to add your business location
- No, register now**
Please select "New Registration" button to create a vendor code and account

New Registration



TIP If no results are found, but you believe you are an established vendor with the State of Maine (i.e., you have done business with the State before), try searching again. If you are searching by Legal Business Name, what you entered may not exactly match the Legal Name that the State has on file. For example, if you entered “Company, Inc.” and found no results, try entering “Company”.

Understanding Search Results

Result	Meaning	Next Step
Your account is found, and shown as Activated: No	You’ve located your vendor record. No one in your organization has activated a VSS account for your organization yet, so you may do so now.	Link your user ID to your vendor code by clicking Activate Your Account . Follow the steps under Activate an Existing Account .
Your account is found, and is shown as Activated: Yes	You’ve located your vendor record. Someone in your organization has already activated a VSS account for your organization. <i>If you are not a new location to this account...</i> In order to gain access, you must Contact your Administrator to request access. <i>If you need to create a new business location for the listed vendor...</i> You may click this option and instead follow the steps in the Create a New Vendor Registration section. This will allow you to create a brand new vendor record, but it will be connected to the existing Headquarter record.	<i>If you are not a new location to this account...</i> Click the Contact Your Administrator option to view the name of the person who has already registered. You can then contact that person within your organization to be granted a login, as shown in the Adding and Managing VSS Logins for Your Organization section. <i>If you need to create a new business location for the listed vendor...</i> Click Add Business Location and follow the steps in the Create a New Vendor Registration section of this guide.
No matching record is found	If you believe this is a mistake, perform another search. Otherwise, proceed with a new registration.	Create a new account by selecting the New Registration button. Follow the steps in this guide to Create a New Vendor Registration .

Activating An Existing Account

- Step 1. Continuing from the search steps above, on the vendor search results page, click the three-dot menu beside your vendor account and click **Activate Your Account**.

Search for Existing Account

Cancel Registration

Taxpayer Identification Number

111222333

Legal Business Name

Search

Reset

1 - 1 of 1 Records

View per Page - 20 50 100

<<

<

Page 1 of 1

>

>>

Vendor Number	Legal Business Name	Alias/DBA Name	Activated
VC0000279842	TRAINING VENDOR	-	No

Activate your Account



- Step 2. You will be taken to an Account Verification page, where you will be prompted to verify that you are authorized to activate the account.
- Step 3. In the **Vendor Verification Password** field, enter a valid TIN (Taxpayer Identification Number – SSN or EIN). You must have this number to activate the account. Enter the value and click **Activate Account**.

Account Verification

[Back](#)[Activate Account](#)[Save & Close](#)[Cancel Registration](#)

* Required fields

Vendor Verification Hint

Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number, please contact the Account Administrator for your Headquarters.

* **Vendor Verification Password** (Tax ID Numbers must be 9 digits, no dashes)

- Step 4. The system navigates to Account verification page. Verify your contact details. Ensure you have access to the email address listed. Click on **Verify**.

Account Verification

[Verify](#)

1 of 5: User access privileges have been changed to Account Administrator. (A5439)

Please take a moment to verify your user information before proceeding into your account.

* **First Name**

* **Last Name**

* **Email**

* **Phone** (XXX-XXX-XXXX)

Extension

Fax (XXX-XXX-XXXX)

- Step 5. You are now logged in! You should see your homepage. You can also expect a welcome email.

Account Maintena...

Service Contract...

Business Opportun...

My Responses

My Watchlist

Check/EFTs

Scheduled Payments

Submit a General...



Create a New Vendor Registration

If you were unable to find an existing record for your organization or individual, you can create a new registration to record a new vendor record. Once you have completed registration, the information you entered will be added to the State of Maine's system as a new vendor record. You will also have access to a VSS account where you will have access to the full capabilities of the site.



TIP

New Registration is most often used by vendors who do not yet have business with the State but would like to be considered for contracts. As a registered vendor, you will be able to submit bids in response to Solicitations. Your vendor record will be reviewed by the State before you can be selected for award.

Continue from the steps above in the

Logging In

Logging into Vendor Self Service now requires Dual Factor Authentication, meaning you'll need to provide a code sent to the email you registered with in order to sign in. Follow the steps below.

Step 23. Enter your User ID and Password on the homepage, click **Sign In**.

State of Maine

User ID: Password:

[Forgot User ID?](#) [Forgot Password?](#) [Sign In](#) [Sign Up](#) [?](#)

Step 24. On the Sign In Verification page, click **Next**.

State of Maine

Sign In Verification

Choose an Authentication Type

☒ Email to e*****.*****u@.com

[Next](#) [Cancel](#)

Step 25. Check your email from the advantageme.sysadmin@maine.gov. Copy the Access Code provided.

advantageme.sysadmin@maine.gov

To: [redacted]

Hello Testing Vendor,

CGI Advantage - Please enter the following one time access code: [redacted]

This code will expire in 30 minutes.

If you didn't initiate this request, please contact your System Administrator immediately.

Step 26. Return to your browser and paste in the code from the email. Click **Verify**.



Sign In Verification

* Access Code (Access Code has been sent to: e*****@*****.com)

123456

Access Code will expire in: 29:16 minutes

Verify Resend Cancel

- Step 27. If the code is correct, you'll be signed in and directed to the **Contact Information Verification** page.
- If your email address is outdated or needs to be updated, **enter the new email address** and click **Confirm**. This ensures that all access codes will be sent to the updated email address.
 - If the email shown is accurate, click **Confirm** to proceed.

Verify DFA Contact Information

* Required Field

Please verify your contact information existing in the application. If the information is correct, confirm to proceed. If any details are outdated, update them before confirming.

* Registered Email

vendor@vendor.com

Confirm

- Step 1. **Sign Up for a VSS Account** section. You should be on the Search for Existing Account page.
- Step 2. On the bottom of the page, click **New Registration**.



Search for Existing Account

[Cancel Registration](#)

0 Records	View per Page - 20 50 100	« < Page 0 of 0 > »
Vendor Number	Legal Business Name	Alias/DBA Name
No Records Found		

Has your account been found and listed above ?

- **Yes, but it is already registered**

Please select "**Contact your Administration**" from the three dot ellipse next to your account record to determine who you need to contact for access

- **Yes, but registration is already in progress**

Please select "**Continue Registration**" from the three dot ellipse next to your account record to login and continue activate your account

- **Yes, but it is not yet registered**

Please select "**Activate your Account**" from the three dot ellipse next to your account record to initiate the process for activating your account

- **Yes, but not my business location**

Please select "**Add Business Location**" from the three dot ellipse next to your account record to add your business location

- **No, register now**

Please select "New Registration" button to create a vendor code and account

[New Registration](#)

Business Registration

The system will now walk you through a wizard to enter needed details to record your vendor record.



TIP

- ➔ If you have any issues during registration, click the **Submit Question** button at the top of the page.
- ➔ You may log out via **Save & Close** at any point during the registration process and log back in with the username and password created in previous steps to return to the process where you left off.

Business Registration

[Continue >](#)

[Save & Close](#)

[Submit Question](#)

[Cancel Registration](#)

* Required fields

1 Account Information

2 Address Information

3 Business Information

4 Summary Information



(1) Account Information

Step 3. On the Account Information tab, you'll first need to select your **Organization Type**, **1099 Classification**, and **Taxpayer ID Number Type**. Once entered, additional fields will display. At a minimum, complete all fields marked as required (indicated by a red asterisk *). When done, click **Continue**.

(2) Address Information

You entered your Legal address in the previous step. In this step, the system will ask you questions regarding three additional types of addresses. VSS collects an address for:

- **Procurement Address**—an address for Ordering from you;
- **Payment Address**—an address for sending Payments to you;
- **Billing Address**—an optional address for Billing you if you owe fees or other payments.

You can choose to specify the same address or different addresses for each of these four address types.

- Step 4. On the **Address Information** tab, verify the information in the **Primary Address** section (inferred based on what you entered on the first tab).
- Step 5. Scroll to the section titled **Use the above address for the following address types**.



▼ Primary Contact

* Principal Contact

Vendor User

Title/Role

Permissions

☐ Authorized Representative

* Contact Phone

2071234567

Contact Phone Extension

Alternate Phone

Alternate Phone Extension

☒ English Spoken

Fax

Fax Extension

Alternate Fax

Alternate Fax Extension

Email

trainingvendor@email.com

Correspondence Type

- Select -

▼ Use above contact for below address types

☒ Ordering

☒ Payment

☒ Billing

Step 10. If you have unchecked any address or contact boxes to enter unique address or contact information for a specific address type, new fields will appear for you to fill out this information.

▼ Use the above address for the following address types

☐ Procurement

☒ Payment

☒ Billing

▼ Procurement Address

* Street 1

123 Main Street

Street 2

* City

Augusta

* State/Province

ME

* ZIP/Postal Code

04330

* Country

United States of America

Maine

Note: If you would prefer not to setup a billing address at this time, uncheck the Billing checkbox before proceeding.

Step 11. When all address and contact information is complete, click **Continue**.

Business Registration

< Previous Continue >

Save & Close Submit Question Cancel Registration

* Required fields

1 Account Information

2 Address Information

3 Business Information

4 Summary Information



(3) Business Information

- Step 12. The **Business Information** section allows you to enter additional or optional information about your company. No information on this tab is required. Some items to consider:
- Location Verification** – this section defines what information would be required to create a new ‘location’ to your account. (I.e., if your organization has multiple locations and each needs a unique vendor code.) This defaults to the TIN number and does not need to be edited.
 - The **Find Commodity/Service Codes** button allows you to register your account for specific commodity codes. If a solicitation is posted with a commodity code you are registered for, you’ll receive an email notification. This can be done here during registration, or later once logged into your account.
 - Attachments** – here, you may attach any documents you wish to be part of your vendor file.

Some sections of this page collapsed in the below screenshot.

Business Registration

< Previous Continue > Save & Close Submit Question Cancel Registration

✓ Account Information ✓ Address Information 3 Business Information 4 Summary Information

✓ Location Verification

* Verify My Locations by
Use My TIN Number

Vendor Verification Password

Vendor Verification Based on

Confirm Verification Password

> Organization Information

✓ Commodities

Register for Goods and Services you provide

Find Commodity/Service Codes

> Business Types

> Service Areas

✓ Attachments

Add supporting documents and files for your account

Add Attachments



Step 13. Click **Continue**.

Business Registration

< Previous Continue > Save & Close Submit Question Cancel Registration

✓ Account Information — ✓ Address Information — 3 Business Information — 4 Summary Information

(4) Summary Information

On the final page, you will see the Summary information page (abbreviated version shown below). This page displays all the information that you have entered thus far for your review.

Step 14. Review the information to ensure everything is correct. If you need to make any updates, click the **Edit** option on that specific section. You will be brought back to that page where you can make your updates.

Step 15. Once you have verified all information is correct, click **Submit Registration**.

Business Registration

< Previous Submit Registration Save & Close Submit Question Cancel Registration

✓ Account Information — ✓ Address Information — ✓ Business Information — 4 Summary Information

Please review the below to verify all the information is accurate and complete. Click the Submit Registration button to complete the registration process and create your account.

Print Summary

> Account Information Edit

✓ Tax Return Address Edit

Address	City
123 Main Street	Augusta
State	ZIP Code
ME	04330
Maine	
Country	
-	

✓ Primary Address Edit

Street 1	Street 2
123 Main Street	-
City	State/Province
Augusta	ME
	Maine



Error Messages

At any point during registration, you may see an error message indicating that information you entered is incorrect or incomplete. Error Messages will appear just under the Save button in an orange bar.

You will see an icon indicating the severity of the message (**error**, **warning**, or **informational**). You will also see a count of the number of issues encountered (e.g., **1 of 1**). On the righthand side of the message bar, click the **Show More** icon. This will open a **Message Panel** on the right showing any and all messages received, and a more detailed explanation of the error.

The screenshot shows the 'Business Registration' page. At the top, there are buttons: 'Continue >', 'Save & Close', 'Submit Question', and 'Cancel Registration'. Below these, a red callout points to the 'Severity' icon (a red 'x') and the 'Message Text' '1 of 1: The City, State, ZIP combination is not valid. (A8228)'. Another red callout points to the 'Show More' icon (three horizontal lines). Below the message bar, a red callout points to the 'Error Count' '1 of 1'. The main content area has a progress bar with three steps: '1 Account Information', '2 Address Information', and '3 Business Information'. A red callout points to the 'Full Message Panel' on the right. The message panel shows the error message with a description: 'The combination of City, State, and ZIP does not exist on the City State ZIP table.' and a table with 'Line' and 'Message Code' columns. A red callout points to the 'Filter by "Message Code" or "Message text"' dropdown.

Correct the error message by providing or correcting information based on the error message provided.

This screenshot shows the same 'Business Registration' page. A red arrow points to the question mark icon in the top right corner, next to the 'Vendor Company Vendor' profile. Another red arrow points to the 'Submit Question' button. The error message and message panel are still visible on the left side of the page.

If you are unable to resolve the error on your own, click the question mark icon for **Help** details, or click **Submit a Question**. If submitting a question, please click **Copy** next to the error message you are having an issue with, and paste this as part of your message so that we may see the exact error you are encountering. Please include as much detail as possible in your message.

Not all messages require correction!

- **Informational** and **Warning** messages will not stop you from submitting your registration.
- **Error** messages (showing the red x icon) must be fixed before you may submit.

TIP

ERROR	WARNING	INFORMATIONAL



Submit Registration

Step 16. After submitting your registration, you should see the Congratulations page below. A success email will also be triggered once the vendor registration process is complete.

You have now completed the registration process! Going forward, login to VSS using your User ID and Password via the VSS Homepage. Take note of the recommended forms to complete below.

Congratulations!

[Go to Homepage](#)

1 of 1: Transaction submitted successfully

Congratulations, you have completed the registration process. You may now login to Vendor Self-Service using the User ID and Password you just created.

Your Vendor Code Is **VS0000031550**
Please save your Vendor Code for future reference

The following registration forms are available for you .

[Download Substitute W-9 Certification Form](#)
Click the link above to print the Substitute W-9 Certification form. Sign the form and mail or fax it to the address or fax number indicated on the form.

[Vendor Registration Application](#)
A .pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.

[EFT Registration Form](#)
If you have not provided EFT information during the registration process and would like to register for EFT payments, you may download the EFT Registration Form above.

Recommended Forms

The Congratulations page includes instructions on how to Download a Substitute W-9 Certification Form PDF document. **It is highly recommended that you complete this step at this time.** Fill out the form and Fax or Mail to the State.

Completing this form ensures that the State has all the necessary information. Should you later be chosen for a contract, having the form already completed will prevent delays in the award process.

Both the Substitute W-9 Certification Form and the EFT Registration form can be sent to:

Office of the State Controller
Attn: Vendor Registration
Burton M. Cross Building, 4th Floor
14 State House Station
Augusta, ME 04333-0014
(207) 626-8447



TIP

If you would like to be set up for EFT (Electronic Funds Transfer), download the EFT Registration form and submit to the financial office of the State Department that you are doing business with.



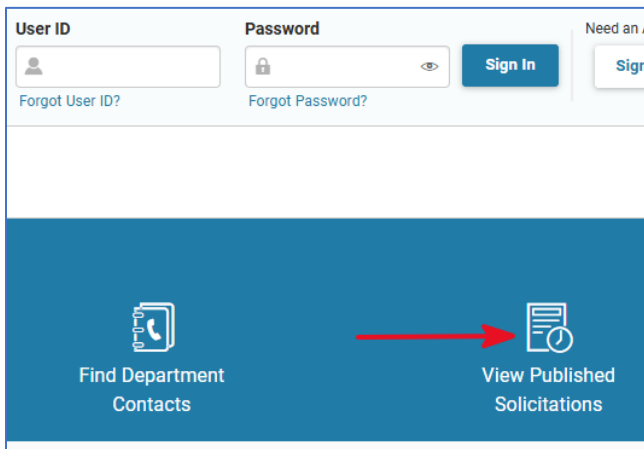
BUSINESS OPPORTUNITIES

The State of Maine posts Solicitations (Requests for Quotes, Request for Proposals etc.) to the VSS website when they are looking to procure certain goods or services. Anyone can view requests are currently open and view the detailed information, with or without a VSS account. Registered users may also submit a bid if they wish to be considered for a contract. **All bids must be received prior to the closing date & time, which are shown in detail in the page.** Once a solicitation has closed, bids will no longer be accepted. The status of the solicitation is shown as “Closed” in the page.

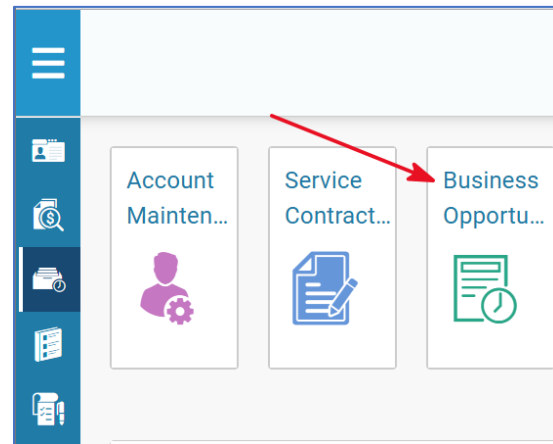
View Open Opportunities

- Step 1. To view opportunities, click Business Opportunities on the Home Page – this button will be available whether or not you are logged into VSS.

VSS Homepage (without logging in):



VSS Vendor Homepage (after login):



- Step 2. By default, you'll see only Open opportunities sorted to show those that are closing soonest at the top.
- Step 3. Click the **Show More** icon and use the available search options to perform a more specific search.
- Step 4. In the results, click the **arrow** to view summary details of the solicitation, or click the **solicitation number** to open the full posting. [RFP-10A-2606090000000000055-1](#)

Published Solicitations

Published Solicitations

Search

Show Me: Open

Keyword Search

Show More (All Search Options)

Search Reset

Grid Actions (Print/Download Results)

View per Page: 20 50 100

Description	Department / Buyer	Solicitation Number / Type / Category	Closing Date and Time/Status	Initiate Response
RFP For Training	DEPT OF HUMAN SERVICES Thomas Paquette	RFP-10A-2606090000000000055-1 Request for Proposals (RFP)	12:00 PM EDT 0 Days, 05:20:47 Open	Respond
RFP For Training	DEPT OF HUMAN SERVICES	RFP-10A-2606090000000000054-1	07/31/2026 04:00 PM EDT	Respond



Step 5. Once you've clicked the solicitation number, you'll see the full posting. The page will open to the General Information tab with summary details of the posting. You'll also see:

- The **Time Left** on the solicitation. Any responses must be completed and submitted before the clock reaches 0.
- Respond Online** (for logged in vendors only), which will allow you to initiate a bid/response
- Ask A Question** to open a question form for the VSS Helpdesk. Note that this form should be used to ask **system related questions only**. If you have a question on the specifics of the solicitation, use the **Solicitation Q&A** tab.
- A three-dot menu showing additional actions, such as **Add to Watchlist**, which will add the solicitation to your home screen for easy return, or **View Responses** to see any responses you've already created for this posting.

Solicitation View Page (RFP) ☆

Document ID: RFP-10A-26060900000000000055-1 Time Left : 0 Days, 05:02:30

General Information Commodity Lines Attachments

Respond Online Back Ask a Question

Related Actions Related Pages

Add to Watchlist Bulletin Board

Print Response View Responses

Step 6. Click the Commodity Lines tab, which will show the details of the goods or services being procured. Some postings will have multiple lines, while others may only have one.

Solicitation View Page (RFP) ☆

Document ID: RFP-10A-26060900000000000055-1 Time Left : 0 Days, 05:12:04

General Information Commodity Lines Attachments Solicitation Instructions

Respond Online Back Ask a Question

Group 1 Default Number of Lines: 1

Line Number	Extended Description	Commodity Line Description	Details	Requested
1	CONSULTING SERVICES	Specifications	Commodity Code 91800	Service From 06/01/2027 Service To 05/31/2028

View Purchase History Additional Information

Step 7. Click the Attachments tab. Click the link of any available attachments to download. Review each attachment to understand the full details of the solicitation.

Solicitation View Page (RFP) ☆

Document ID: RFP-10A-26060900000000000055-1 Time Left : 0 Days, 05:12:04

General Information Commodity Lines Attachments Solicitation Instructions Evaluation Criteria

Respond Online Back Ask a Question

1 - 1 of 1 Records View per Page - 20 50 100

File Name

RFP 202601011 PQVL Environmental Consulting Services - amendmenet.docx



- Step 8. Continue through the tabs to see all details of the posting. If you cannot see all the tabs on your screen, use the arrows to scroll left and right. Or, click the three-dot menu to see a list of all tabs, and select the tab you'd like to view.

Solicitation View Page (RFP)

Respond Online

Back

Ask a Question

Document ID: RFP-10A-26060900000000000055-1 | Time Left : 0 Days, 05:07:00

Commodity Lines

Attachments

Solicitation Instructions

▼ Group 1 Default

Line Number	Extended Description	Commodity Line Description	Details
1		CONSULTING SERVICES	Specifications Commodity Code 91800

Attachments

Solicitation Instructions

Evaluation Criteria

Terms & Conditions

Events

Q&A List

Bulletin Board

Solicitation Q&A

- Step 9. On the Q&A List, view any questions that have been asked by other vendors. If you are logged in, you will also see the option to **Submit a Question**.
- Questions are accepted up to 7 days prior to the closing date of the solicitation. At that time, the buyer will download a list of all questions and post a compiled list of answers to the **Attachments** tab.

Terms & Condit...

Events

Q&A List

Ask a Question

▼ Questions & Answers

1 - 2 of 2 Records

View per Page - 20 50 100

Page 1 of 1

Question	Question Date	Answer	Answer Date
Are any special qualifications required?	06/09/2026	-	
What factors will determine the winning bid?	06/09/2026	-	



Submit A Bid

To respond to a solicitation or submit a bid, follow the steps below.

Step 1. Click **Respond Online**, from the main Business Opportunities page or from the solicitation details page.

 **REMINDER**

You must be logged in to create a response. Responses must be created & submitted prior to the close date & time listed on the posting.

▶ RFP For Training	DEPT OF HUMAN SERVICES	RFP-10A-2606090000000000054-1	07/31/2026 04:00 PM EDT	Respond
	Thomas Paquette	Request for Proposals (RFP)	52 Days, 08:49:51	
		-	Open	

Solicitation View Page (RFP) ☆ [✱ Respond Online](#) [← Back](#) [Ask a Question](#) ⋮

Document ID: RFP-10A-2606090000000000054-1 | Time Left : 52 Days, 08:50:31

Step 2. Your response will open. A **unique SR ID** will be assigned to your response.

Step 3. The system will select all lines for your response. If there are multiple lines on the posting and you do not intend to respond to all, you may **uncheck** any lines that do not apply. Click **Continue**.

Solicitation Response (SR) [Continue >](#) [Save & Close](#) [Exit](#) ⋮

SR-10A-ESR2606090000000000087 

1 Select Lines

2 Respond To Lines

3 Respond To Criteria

4 A

▼ ☒ Group 1 Default Number of Lines: 1

☒ Line 1 CONSULTING SERVICES

If you are responding to a bid that has multiple commodity lines, each commodity line will be listed.



TIP

- ➔ IF YOU DO NOT WANT TO BID ON A SPECIFIC LINE, uncheck the line here on tab 1. This will default the **Response Type** to **No Bid** for that line on tab 2.
- ➔ IF YOU DO WANT TO BID ON THE LINE, leave the checkbox checked. On the next tab (tab 2) your **Response Type** will default to **Bid** for that line, and you will need to enter your bid information.



- Step 4. On tab 2, enter bids for all lines. If you are bidding on a service contract, you'll see a **Bid Amount** for a total bid for the line. If you are bidding on goods, you will instead provide a **Unit Price** and **Delivery Days**. Comments and Additional Specs are optional. Click **Continue**.

Solicitation Response (SR)

[< Previous](#)[Continue >](#)[Save & Close](#)[Exit](#)

SR-10A-ESR26060900000000087

1 Select Lines

2 Respond To Lines

3 Respond To Criteria

4 Add Attachments

Group 1 Default Number of Lines: 1

Line Number	Commodity Line Details	My Offer	
1	Extended Description Commodity Specifications Commodity Line Description CONSULTING SERVICES	Response Type Bid Alternate Specs Submitted No Comments Comments entered here. This field is optional.	Bid Contract Amount 10000 Additional Specs Line Item Preference

- Step 5. On tab 3, scroll down under the Respond to criteria section. Click on **each row** and enter your answer in **My Response**. Note the **Response Type Expected** column. For example, Date lines will show a calendar icon to accept a date. Number lines will only accept numeric responses.

Please respond to each of the criteria below. These criteria will be used in the solicitation response evaluation process.

1 - 5 of 5 Records

View per Page - 20 50 100

Page 1 of 1

Criteria	Evaluation Criteria	Description	Response Type Expected	My Response
Default	01	Pricing:Pricing and Revenue Sharing	Text	Writing a text response to question 01
Default	02	Qualifications:Qualifications	Text	Writing a text response to question 02
Default	-	Certification:Date of Certification	Date	06/16/2027
Default	04	Experience:Years in Business	Number	100
Default	14	Code of Conduct:Are you in compliance with the Code of Conduct?	Yes/No	Yes



Step 6. After all Rows are completed, click **Continue**.

Step 7. Most solicitations will require attachments as part of the response. The details on the requirements can be found within the attached details of each posting. To attach a file, first click **Add Attachments**.

Solicitation Response (SR)

SR-10A-ESR26060900000000087

Navigation: < Previous | Continue > | Save & Close | Exit

Progress: 1 Select Lines — 2 Respond To Lines — 3 Respond To Criteria — 4 Add Attachments —

Add Attachments

Step 8. Follow the prompts to upload your file. You'll be able to **Browse** or **Drag & Drop**.

Step 9. Once you've input your file, be sure to check the checkbox and click Upload to attach it to your response.

Attachments

Upload

Drop | Browse

Upload (1)

☒ ☐ PROOF OF INSURANCE.pdf

165.76 KB Click Upload to continue

Type: Standard

Comment: 0/255

Browse Or Drop files above

Upload Close

NOTE The maximum file size allowed is **15 MB** per file. Filenames are limited to **200 characters**.

Step 10. Once completed, you will see a list of all the attachments on your response. Verify all the files are uploaded successfully, and then click **Continue**.

Solicitation Response (SR)

SR-10A-ESR26060900000000087

Navigation: < Previous | **Continue** > | Save & Close | Exit

Progress: 1 Select Lines — 2 Respond To Lines — 3 Respond To Criteria — 4 Add Attachments — 5 Review & Submit

Add Attachments

Use this page to attach files to your bid response, click the **Add Attachments** button.

1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1

File Name	Date	User ID	Attachment Type	Description
PROOF OF INSURANCE.pdf	06/09/2026	trainingvendor	Standard	Delete



Step 11. Review the summary of your response to ensure everything is correct. Click on **Submit Response**.

Solicitation Response (SR)

SR-10A-ESR26060900000000087

< Previous

Submit Response

Save & Close

Exit

Error Messages

At any point while working on a bid, you may see an error message indicating that information you entered is incorrect or incomplete. Error Messages will appear just under the Save button in an orange bar.

You will see an icon indicating the severity of the message (**error**, **warning**, or **informational**). You will also see a count of the number of issues encountered. On the righthand side of the message bar, click the **Show More** icon to open a **Message Panel** showing any and all messages received, and a more detailed explanation of the error.

ALL 9 1 of 9: Evaluation Criteria Response is required. (B0038) < > Show More

Severity Error Count Message Text

1 Select Lines 2 Respond To Lines 3

Response Summary

Response ID	Legal Name
ESR26060900000000089	TRAINING VENDOR
Vendor Customer Code	Response Status
VC0000 2	Rejected

Message Panel (9)

Filter by "Message code" or "Message text"

- ✖ Evaluation Criteria Response is required. (B0038)
- ✖ Please upload at least one attachment before submitting your response. (ME531)

Correct the error message by providing or correcting information based on the error message provided.

Home ? Training Vendor Vendor

ERROR WARNING INFORMATIONAL

For more details, click the question mark icon for **Help**.



Not all messages require correction!

- TIP**
- **Informational** and **Warning** messages will not stop you from submitting your registration.
 - **Error** messages (showing the red x icon) must be fixed before you may submit.

Step 12. Once submitted successfully, you'll see a success message, and the system will take you to the **My Responses** page where you can see the response you've just submitted.

My Responses

1 of 2: Thank you for your response. It has been successfully submitted.

Grid Actions

1 - 4 of 4 Records

View per Page

20

50

100

Link to Response

Response Status

Response Date

Solicitation ID

SR-10A-ESR26060900000000089-1

Accepted

06/09/2026

RFP-10A-260609000000000001-1



NOTE

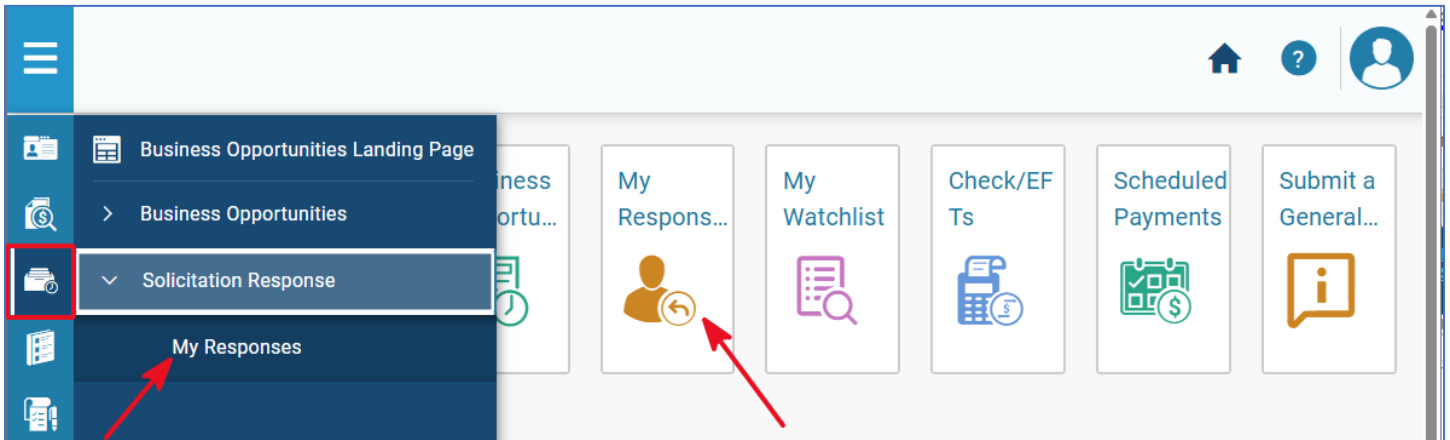
The Buyer will not see any bid information until the solicitation Close Date and Time has passed.

If they Buyer makes changes to the Solicitation (allowed up until the Closing Date and Time), the status on the VSS Site will show as "Amended".



View Or Modify A Bid

Draft or submitted responses can be viewed by clicking the My Responses link on your Homepage or through the lefthand navigation.



The My Responses page shows a list of all your responses. You can see your Response Status (such as Draft, Accepted, or Withdrawn). You can click on the SR link to open the response.

Grid Actions							
1 - 1 of 1 Records						View per Page -	20 50 100
						Page 1 of 1	
Link to Response	Response Status	Response Date	Solicitation ID	Status	Closing Date		
SR-10A-ESR2606090000000087-1	Accepted	06/09/2026	RFP-10A-2606090000000000055-1	Open	06/09/2026 12:00 PM EDT		

Within the Solicitation Response (after clicking the SR link on the previous page), IF the solicitation is still open, you will see options to Edit or Withdraw the response if needed. If modifying the response, be sure to submit the updated version prior to the close time.

Solicitation Response (SR)

SR-10A-ESR2606090000000087

[Continue >](#)[Edit Response](#)[Exit](#)

Related Actions

[Hide No Bid Lines](#)[Withdraw](#)[Print Response](#)

Related Pages

[View Solicitation](#)

1 Select Lines

2 Respond To Lines

3

Group 1 Default

Number of Lines: 1

Line 1 CONSULTING SERVICES



Clarification Questions

While reviewing the bids received for a solicitation, a Buyer may determine they need additional information on a specific response. If this occurs, you may receive an email requesting that you provide clarification.

After you've received the question, log in to your VSS account and use the My Responses link to open the response.

On the My Responses page, you will see the status as **Clarification Requested**.

The screenshot shows the 'My Responses' page. At the top, there is a search bar with a 'Show Me' dropdown set to 'All' and a 'Keyword Search' input field. Below this is a 'Grid Actions' dropdown. The table below has columns: 'Link to Response', 'Response Status', 'Response Date', 'Solicitation ID', and 'Status'. The first row shows the SR number 'SR-01A-ESR25012800000000051-1', a status of 'Clarification Requested' (highlighted with a red box), a response date of '01/28/2025', a solicitation ID of 'RFQ-01A-2501270000000000354-1', and a status of 'Closed'.

Step 1. Open the response by clicking on the SR number.

Step 2. If a clarification has been requested, you will see a clarification section, with the requested **Clarification Details**. A **Clarification Due Date** is also shown. Your response must be submitted by this date.

Step 3. To response, click **Edit Response**.

The screenshot shows the 'Solicitation Response (SR)' page for SR-01A-ESR25012800000000051. At the top right are 'Continue' and 'Edit Response' buttons. A red arrow points to the 'Edit Response' button. Below the header is a message: '1 of 1: Lot 1 Line 1: EPP information has been left blank. Please fill out EPP information if applicable. (A8581)'. A progress bar shows four steps: 1. Clarification Request (active), 2. Select Lines, 3. Respond To Lines, and 4. Respond To Criteria. Below the progress bar, the 'Clarification Request' section displays: 'Clarification Due Date: 01/29/2025', 'Allow Pricing Changes: No', 'Allow only Attachment Updates: No', and 'Clarification Details: This is for testing purpose enter yes/no?'. A red arrow points to the 'Clarification Request' step in the progress bar.

Step 4. Enter your response and click Save & Close.

Step 5. Your response will be sent to the buyer, and you will receive a confirmation email.



Public Bid Readings & Award Notifications

Once the Buyer has selected a bid to award, the details of the award will be posted on the original solicitation. A Public Bid Reading may also be posted, with summary information of all responses received. These can be viewed on the original posting. Once the award has been finalized, the status will update to **Awarded**.

Public Bid Reading

Evaluation Criteria	Terms & Conditions	Events	Q&A List	Public Bid Reading															
1 - 4 of 4 Records View per Page - 20 50 100 Page 1 of 1 <table><thead><tr><th>Vendor</th><th>Description</th><th>Quantity/Unit</th><th>Unit Price</th><th>Bid Contract Amount</th></tr></thead><tbody><tr><td></td><td>16' GYPSY TRI-HULL WITH JOHNSON 75 HORSE POWER MOTOR - SPECS ARE ATTACHED</td><td>50.00000 EA</td><td>\$1,300.00</td><td>-</td></tr><tr><td></td><td>16' GYPSY TRI-HULL WITH JOHNSON 75 HORSE POWER MOTOR - SPECS ARE ATTACHED</td><td>50.00000 EA</td><td>\$12,000.00</td><td>-</td></tr></tbody></table>					Vendor	Description	Quantity/Unit	Unit Price	Bid Contract Amount		16' GYPSY TRI-HULL WITH JOHNSON 75 HORSE POWER MOTOR - SPECS ARE ATTACHED	50.00000 EA	\$1,300.00	-		16' GYPSY TRI-HULL WITH JOHNSON 75 HORSE POWER MOTOR - SPECS ARE ATTACHED	50.00000 EA	\$12,000.00	-
Vendor	Description	Quantity/Unit	Unit Price	Bid Contract Amount															
	16' GYPSY TRI-HULL WITH JOHNSON 75 HORSE POWER MOTOR - SPECS ARE ATTACHED	50.00000 EA	\$1,300.00	-															
	16' GYPSY TRI-HULL WITH JOHNSON 75 HORSE POWER MOTOR - SPECS ARE ATTACHED	50.00000 EA	\$12,000.00	-															

Notice of Award

General Information	Notice of Award	Commodity Lines	Attachments	Solicitation Instructions										
1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1 <table><thead><tr><th>Vendor</th><th>Description</th><th>Quantity/Unit</th><th>Award Unit Price</th><th>Award Contract Amount</th></tr></thead><tbody><tr><td></td><td>16' GYPSY TRI-HULL WITH JOHNSON 75 HORSE POWER MOTOR - SPECS ARE ATTACHED</td><td>50.00000 EA</td><td>-</td><td>-</td></tr></tbody></table>					Vendor	Description	Quantity/Unit	Award Unit Price	Award Contract Amount		16' GYPSY TRI-HULL WITH JOHNSON 75 HORSE POWER MOTOR - SPECS ARE ATTACHED	50.00000 EA	-	-
Vendor	Description	Quantity/Unit	Award Unit Price	Award Contract Amount										
	16' GYPSY TRI-HULL WITH JOHNSON 75 HORSE POWER MOTOR - SPECS ARE ATTACHED	50.00000 EA	-	-										

Details of Service Contracts are also posted to the Service Contract Search page, which is accessible to public and registered users. See the next section for more information.

SERVICE CONTRACT SEARCH

The Service Contract Search page displays overview information on all service contracts held by the State of Maine. Here, you can search for a particular contract, and view any information, including attachments, that has been made public for that contract.

 This page was activated on February 28, 2022. Contracts finalized prior to this date cannot be viewed on this page, and should instead be searched on the historical Service Contract Search page at the link below:
NOTE <https://www.maine.gov/dafs/bbm/procurementservices/reports/service-contract-search>

A login is not required to access this page—it can be accessed right from the homepage. Logged in users will also see a link to the page on their homepage and/or lefthand navigation.



State of Maine

User ID

Forgot User ID?

Password

Forgot Password?

Need an Account?

Sign In

Sign Up



Welcome to the AdvantageME Vendor Self Service System

What would you like to do ?

<

View Published Solicitations

View Recent Purchase History

View Catalog Items

View Bulletin Board

Service Contract Search

>



Here, you will be able to see the details made public for that contract in the search results grid. Any attachments that have been made public will also be shown as a link, which you can click to open the attachment.

A new line is shown for each attachment available for that contract. For example, if a contract has two attachments available to view, there will be two lines in the results grid for that contract.

Service Contract Search

Search

Contract Number

Amount

Department

From Contract Record Date

Vendor Name

To Contract Record Date

04/01/2025

MM/DD/YYYY

Apply

Reset

Grid Actions

1 - 20 of 20+ Records

View per Page - 20 50 100

Page 1 of 1+

☐	Contract Type	Contract Number	Contract Phase	Vendor Name	Department Name	Amount	Record Date	File Name
☒	CT		New		INLAND FISHERIES & WILDLIFE	\$10,000.00	03/27/2026	CT_09A_2026032000000_1.PDF
☐	CT		New		ARTS & HUMANITIES ADMIN	\$1,000.00	03/27/2026	CT_94W_202603160000_1.PDF
☐	CT		New		ARTS & HUMANITIES ADMIN	\$1,000.00	03/27/2026	CT_94W_202603160000_1.PDF

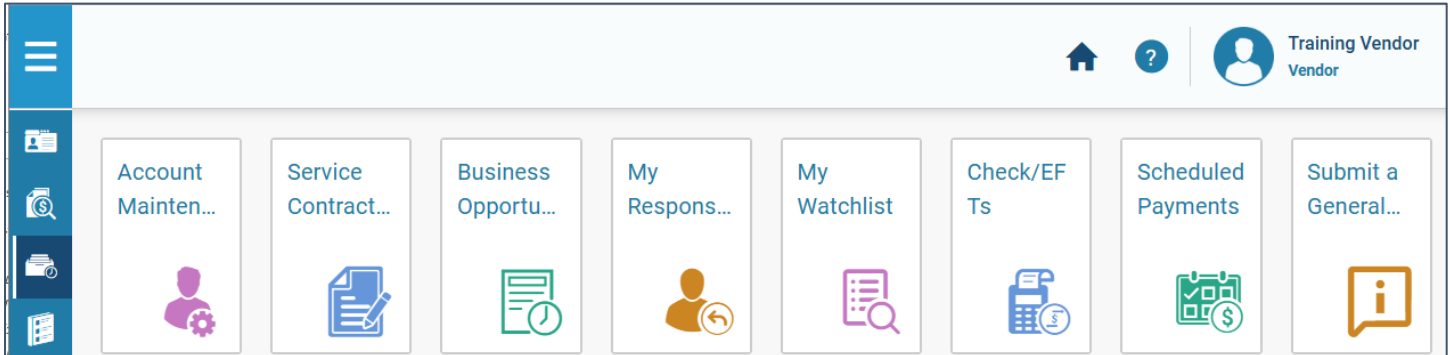


VENDOR ACCOUNT

Upon logging into your vendor account in VSS, you will be brought to the vendor homepage, where summary details are displayed.

Vendor Homepage & Account Information

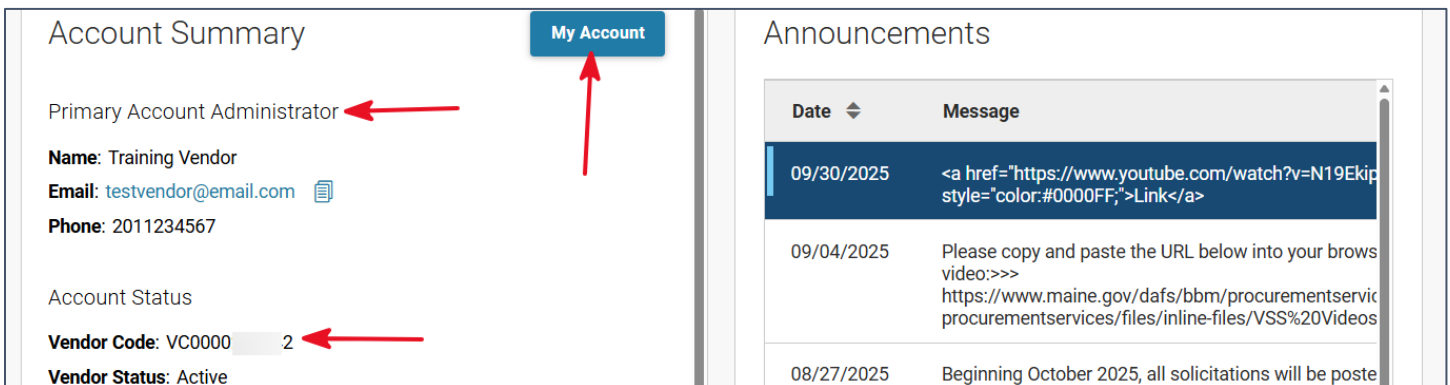
On your homepage, you will see links across the top to the most common pages. You can also click the blue bar on the lefthand side of the page (lefthand navigation) to view all links available in your account.



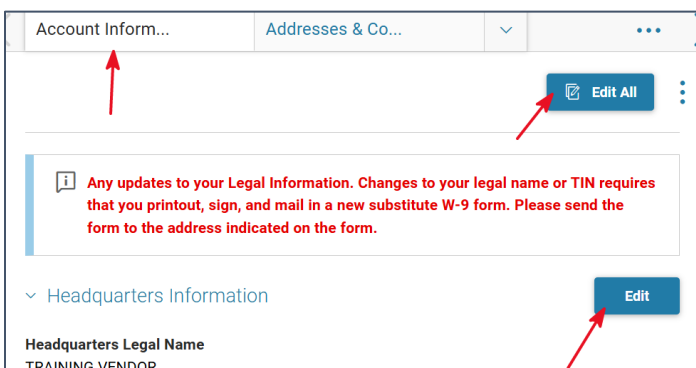
You will also see various widgets, such as your Account Summary, Announcements from system administrators, a summary of your Financial Balance, and a list of solicitations you've added to your watchlist.

Under Account Summary, you can see the **Primary Account Administrator** for your organization. This indicates the user who originally registered your organization for VSS, and who can manage other users' access to VSS linked to your organization.

Your Account Summary will also show your **Vendor Code**. This is the key identifier of your vendor account for the State of Maine, and you should make note of your Vendor Code. Click **My Account** to see more information.



On the resulting My Account page, you will see more detailed information on your account. You can click Edit on any of the shown sections to submit a change. Any change submitted will be routed for review through the State of Maine before being applied to your vendor record.



If you did not complete your Substitute W-9 Certification Form during registration, you can download a copy on this page by hovering over to the three-dot menu option available in right side of the page. Instructions for how to fax or mail in the completed form are included at the bottom of the downloaded PDF. Ensuring that your Substitute W-9 Certification Form is up to date will prevent delays should you be selected for a contract.



Addresses & Contacts

On the Addresses & Contacts tab, you can review and update the address and contact information for your vendor record. You'll see a card for each address that exist for your vendor record.

Edit My Account

← Back

TRAINING VENDOR | Email: testvendor@email.com | Phone Number: 2011234567 | Vendor Status: Active

Account Information

Addresses & Contacts

Users

Commodities

Addresses

Contacts

Create Address

AD001
PO BOX 0
Portland, ME 04101
Show more

AD002
PO BOX 0
Portland, ME 04101
Show more

Addresses & Contacts are categorized by 'type' in the State of Maine's system:

Address Type	Purpose
Procurement	The Procurement Address tells us where a department may send orders to. These would include purchase orders and contract information.
Payment	The Payment Address tells us where to send your payments.
Billing	The Billing Address tells us where to send information for any payment you may owe us.
Administrative	The Administrative Address tells us where the main administrative functions for your organization take place besides Ordering, Payment, and Billing.

On each Address Card, click **Show More** to see which Address Type the address is used for, and if it is the default address. Click the three-dot menu if you need to **Edit** or **Delete** the selected address. You may also use Create Address to add a completely new address to your vendor record.

Account Inform...

Addresses & Co...

Users

Commodities

...

Addresses

Contacts

Create Address

AD001
PO BOX 0
Portland, ME 04101
Show less

AD002
PO BOX 0
Portland, ME 04101
Show more

Edit

Delete

Procurement

Payment

Billing

Web Registrar

Contact Information

Address Information



If you need to update the address information, do so on the **Edit Address** page (clicking the above 'Edit' option on the address card). If you need to change which Address Types are associated with the address, you may do so at the bottom of the Edit Address page in the **Assigned Address Types** grid. Finally, you may assign a new Address Type to this address using the **Add Address Type** button.

Edit Address

Save & CloseAdd Address TypeCancel

Address: PO BOX 0, Portland, ME, 04101 | Address used for: Billing, Payment, Procurement

* Phone
5555555555

Ext.

Additional Information

DUNS

Extended DUNS

Unique Entity Identifier

CAGE Code

Assigned Address Types

Address Type	Active From	Active To	Contact Name	Contact Phone
Billing	03/31/2026	-	-	-
Payment	03/31/2026	-	-	-

Editing Contacts

If you need to Edit which contact is assigned to a specific address, first go to the Edit Address page as shown above. Then on the Assigned Address Types grid, click the three-dot menu. Select if you'd like to **Edit** the contact, **Add a New Contact**, or **Select an Existing Contact** to link to this specific Address Type. *Editing the contact will edit the contact information for the existing contact assigned to this address type.*

Assigned Address Types

Address Type	Active From	Active To	Contact Name	Related Actions
Billing	03/31/2026	-	-	Edit Delete Assign New Contact Select Existing Contact
Payment	03/31/2026	-	-	
Procurement	03/31/2026	-	-	

You may also edit contact information via the Contacts sub-tab on the Addresses & Contacts page.

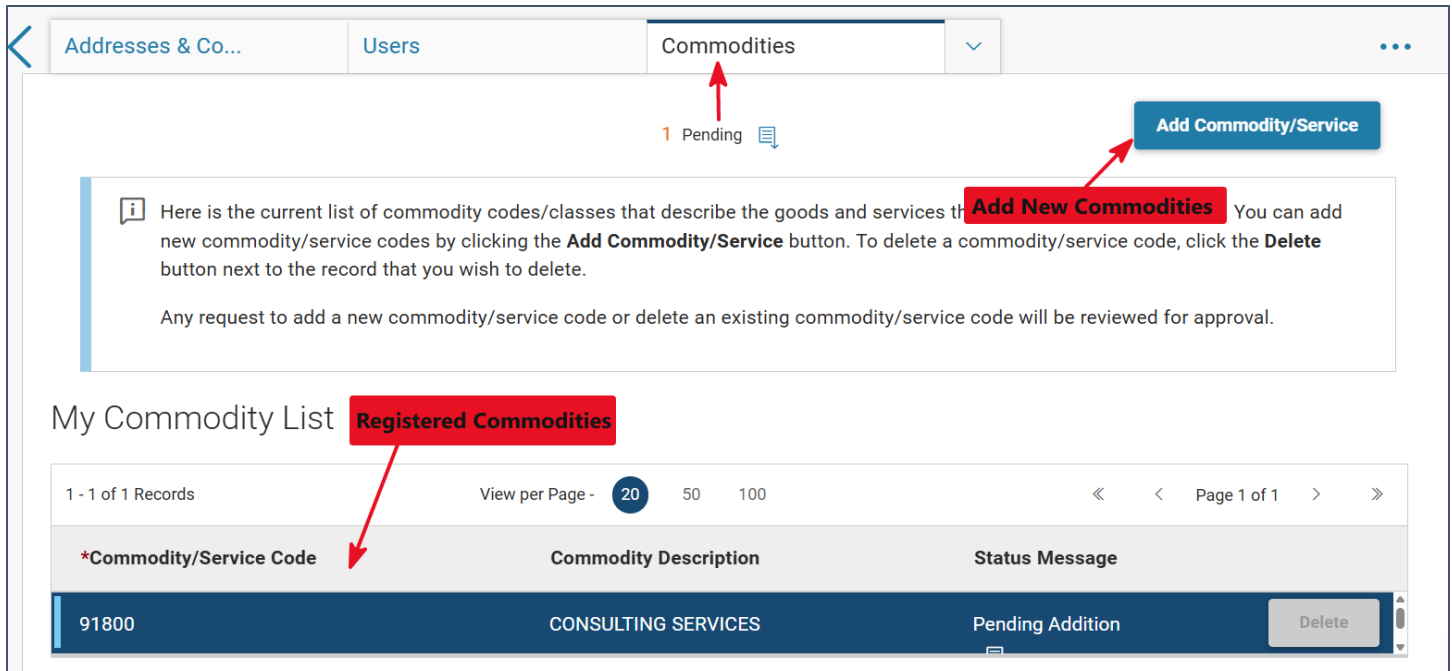


Commodities

You can register your vendor record with specific Commodity Codes in VSS. Registering for a Commodity Code will allow you to receive email notifications if a solicitation is posted to VSS using a commodity code you are registered for. Use the Commodities tab (under the My Account section) to manage your Commodity Code registration.

IMPORTANT

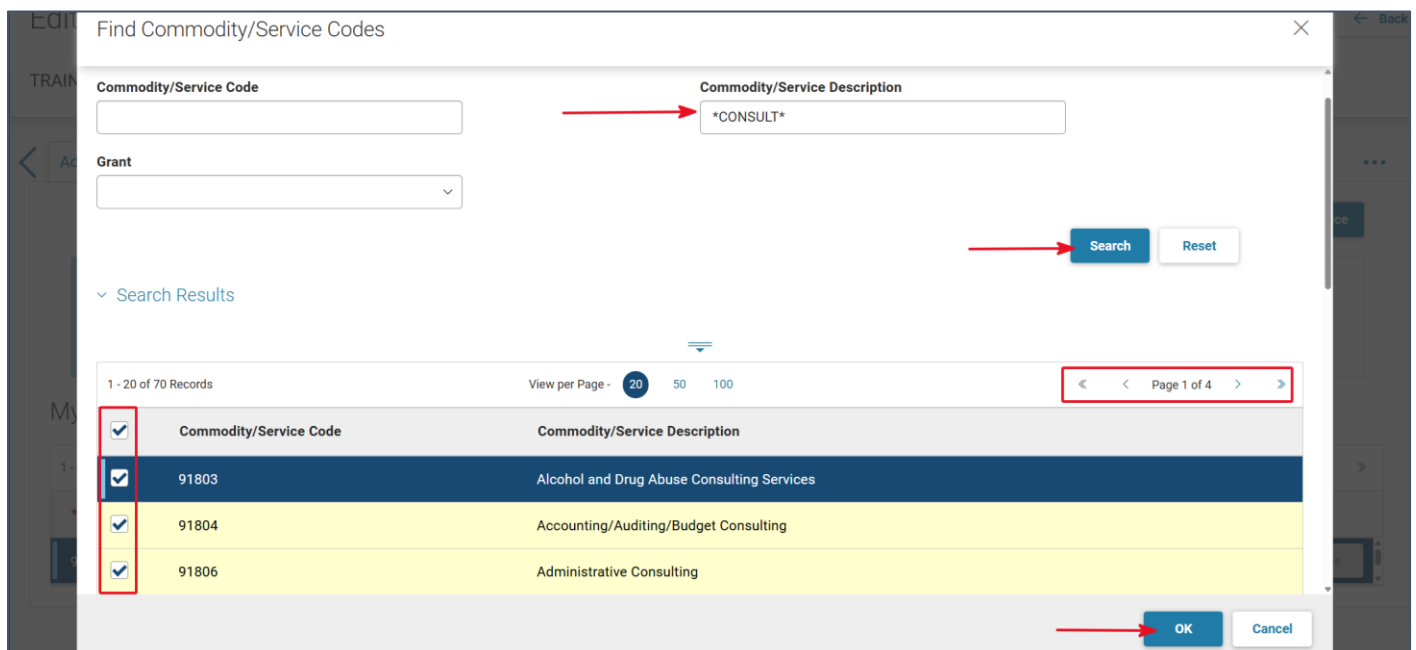
Because there are hundreds of very specific commodities, it is possible that you will miss some of the commodity codes that apply to your business. To ensure you see all relevant opportunities, it's recommended to review posted solicitations to VSS regularly.



*Commodity/Service Code	Commodity Description	Status Message
91800	CONSULTING SERVICES	Pending Addition

To register for a new commodity, click **Add Commodity/Service**. In the resulting pop-up, enter the description of the service or good you wish to register for. (The system will automatically put asterisks* around your search text to improve the search results. Do not remove these.)

Check the box next to all commodities you would like to register for. You may use the checkbox at the top to select all rows on the page. Page through results as needed. Once you have selected all the items you want, click the **Ok** button.



Commodity/Service Code	Commodity/Service Description
91803	Alcohol and Drug Abuse Consulting Services
91804	Accounting/Auditing/Budget Consulting
91806	Administrative Consulting

The changes will be processed and added to your vendor account. Please allow 2-3 days for processing before you will receive notifications for these commodity codes.

Users	Commodities	Service Areas	Business Types
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21 Pending 

▼ Addition

Field	Added By	Added On	Status
Commodity Code: 91800	trainingvendor	06/09/2026	New Addition



Ensure your Email Address and Email Notification settings are up to date to ensure the Commodity Code emails reach you! See the [My Profile](#) section for details.

USER ACCOUNT ACCESS

Vendor Self Service allows vendor organizations to create multiple logins associated with their single vendor code. This section explains how to manage your account, as well as other users within your organization (if applicable).

My Profile

Managing your own information in VSS can be done by clicking your name in the upper right corner and clicking **My Profile**. This will bring you to the User Information page, where you can manage your name, contact information, password, and notification settings.

[illegible]



Edit any of your information as needed and click Save & Close. Unlike information tied to your vendor's business record, your VSS User information does not require any review by the State of Maine and will take effect immediately.

To update your password, click the **Password Management** tab and make the necessary changes.

Be sure to keep your Email Address up to date and confirm your **Email Notification** settings to ensure you receive emails from Vendor Self Service when expected.

User Information

<

Personal Information

Password Management

Email Notifications

>

☒

Registration

☒

Account Maintenance

☒

Recent Financial Transactions

Adding & Manage Existing Users Within My Organization

As explained above, your vendor organization may have more than one VSS account user associated with it.

When a user initially creates a VSS account, they will automatically be designated the **Primary Account Administrator** for that vendor record. The Primary Account Administrator can then create and manage additional logins for other users in their organization. These users will be tied to the same vendor record in the State of Maine's system.

Before we review how to add and manage these accounts, let's review the Access Levels available for vendor users:

Access Level

Account Administrator	will have full access to the vendor account and will be able to create and manage other vendor users under their account. The Primary Account Administrator (the individual who initially created/registered the vendor account) will automatically be granted this role. There can be multiple Account Administrators, but only one Primary Account Administrators.
Full Access	will be able to view and edit all information, but will not be able to manage other vendor users
Display Only	will be able to log into VSS, but will not be able to edit any information

If you are an Account Administrator, manage users who have access to your account on the Edit My Account page. Click **Account Maintenance** or **My Account** on the Homepage, then go to the **Users** tab.

Account Maintenance...

Service Contract...

Business Opportunit...

My Responses

Account Summary

My Account

Edit My Account

TRAINING VENDOR Email: testvendor@email.com | PH

Addresses & Contacts

Users



Here, you'll have the option to **Add a User** to your organization's VSS account. This will allow you to create a new login with access levels specific to this user.

You can also **Edit** existing users by clicking the three-dot menu next to their name. Here, you can:

- **Edit** the user—manage their information, access levels, etc.
- **Delete** the user—remove users who should not longer have access to your account
- **Reset Password**—reset the password for a user in your organization who has forgotten their login

Edit My Account

← Back

TRAINING VENDOR Email: testvendor@email.com | Phone Number: 2011234567 | Vendor Status: Active

Addresses & Contacts

Users

Commodities

Service Areas

21 Pending

Add User

Listed in the grid are all the users for your VSS account. You may add account users by selecting the **Add User** button. To edit/delete existing user information choose row level action next to the corresponding record.

1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1

*User ID	*First Name	*Last Name	Access Level	*Account Status	
▶ trainingvendor	Training	Vendor	Account Administrator	Active	⋮ Edit Delete Reset Password

CONTACT US

Scheduled Payments

Submit a General...

Several resources are available within the VSS application. On all pages, you'll see an **information icon** in the top right corner, which will open in a new window with details on whatever page you are on. You may also **submit questions** to the VSS Helpdesk via the button on the Homepage.

For **Account Maintenance** help or password resets, please call the State of Maine IT help desk at (207) 624-7889 or VSS.helpdesk@maine.gov

If you run into any issues while trying to submit a bid, you can contact the Buyer listed on the Solicitation, or any member of the Procurement Services Staff to assist you in completing your bid. Purchasing Staff information can be located on the Division of Procurement Services website at: <http://www.maine.gov/purchases/info/contact.shtml>