

# Vendor Self-Service System

## What is Vendor Self Service?

The Vendor Self Service (VSS) web portal provides vendors with a single entry point to register, identify the commodities/services that their company provides, look for business opportunities and respond to solicitations.

Once a vendor creates a VSS account, they can 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.

This guide provides steps on how to create a VSS account, and how to navigate the different features in VSS.

Note: If you need your **password reset** or need your **login information**, please call the VSS Help Desk at (207) 624-7889 or email [VSS.helpdesk@maine.gov](mailto:VSS.helpdesk@maine.gov). If you have **general questions** about VSS or about a specific solicitation, please call The Division of Procurement Services at (207) 624-7340.

If you have any questions regarding any RFQ, you must submit your questions thru the Question and Answer link on the Solicitation Details View page. Your answer will appear there as well. It is the vendor's responsibility to log in to view all questions and answers posted there. Questions and Answers obtained any other way will not be valid for any RFQ.

The features covered in this guide include:

→ **[Creating a VSS Account](#)**

Create a login to manage your account and access the features below. Vendors who have existing business with the State of Maine can activate an account to maintain their information and respond to future bids. Vendors who do not yet have business with the State can create an account if they would like to submit bids in hopes of obtaining a contract with the State in the future.

→ **[Accessing VSS Without an Account](#)**

Certain information on VSS can be accessed by anyone, without the need for a VSS login. This includes viewing solicitations (Requests for Quotes), and viewing Purchasing History and Service Contract information that has been posted publicly by the State.

→ **[Viewing and Managing Your Vendor Information](#)**

Vendors with a login will be able to manage certain information regarding their account, such as addresses, registered commodities, and other business details.

→ **[Adding and Managing VSS Logins for Your Organization](#)**

Once a user from the vendor organization registers a VSS account by creating a login, they will have the ability to maintain access to VSS for their organization. The user can add other logins and manage the users they've added.

→ **[Business Opportunities and Purchase History](#)**

Anyone can view available business opportunities and purchase history information on VSS. Vendors who have registered an account will also be able to submit bid responses online.

# Creating 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.

Note that 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 and Managing VSS Logins for Your Organization](#) section of this guide.

The system will walk you through steps to verify if a user from your organization has already registered an account.

Note that 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 register an account, follow the steps below.

## Search for An Existing Account

1. On the VSS homepage, click the Register button.

**Welcome to the State of Maine's CGI Advantage Vendor Self Service System**

The State of Maine's CGI Advantage Vendor Self Service (VSS) system allows you, as a vendor, to manage your own account information, view and respond to Requests for Quotes (RFQs) for commodities, and view your financial transactions. Please login if you are already a user, or click on the Register button to begin filling out an electronic application to activate a VSS account or register as a new vendor for the State of Maine. Please disable your pop-up blocker in order to access all parts of the site.

Login with Existing Account	Create a new account	Continue as guest
<p>* User ID <input type="text"/></p> <p>* Password <input type="text"/></p> <p><b>Sign In</b></p> <p>Login into new or existing account.</p> <p><b>Reset Password</b></p>	<p><b>Register</b></p> <p>Register new/existing account.</p>	<p><b>Public Access</b></p> <p>View solicitations/contracts without a login.</p>

2. You will be asked to review a **Memorandum of Agreement** before continuing. Review the text and click Accept Terms or Reject Terms.
3. You will then see **Registration Tips**. Review the text to ensure you have the information listed before continuing.

- You will then be prompted to **Search for an Existing Account**. If you are registering on behalf of your company/organization, use the Company Search. If you are registered as an individual, enter your personal details in the Individual Search. For the most accurate results, search by Federal ID number or Social Security number. Enter the search details and click **Search**.

*Searching for a Company:*

### Search for an Existing Account

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code 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

▼ **Company Search**

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

**Taxpayer Identification Number**  **OR** **Legal Business Name**

OR

▼ **Individual Search**

*Searching for an Individual:*

### Search for an Existing Account

To activate your account you must have a vendor code. This page will help you 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.

▼ **Company Search**

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

**Taxpayer Identification Number**  **OR** **Legal Business Name**

OR

▼ **Individual Search**

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

**Last Name**  **AND** **Last 4 digits of SSN**

- After clicking **Search**, the system will compare the details you've provided against existing vendor records with the State of Maine. This will ensure that if you have existing contracts or transactions with the State, your account will be linked to this existing information.

The search results will display at the bottom of the page. There are three possible outcomes of your search, as explained below.

Note that the system will compare the information you enter to the exact names and taxpayer ID numbers in the system. 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". Or search by the Taxpayer ID Number instead.

- The information matches an existing record with the State of Maine, and it has not yet been activated. You may then activate the account, which will create a login that is directly tied to the existing vendor record with the State of Maine. Jump to the [Activate an Existing Account](#) section to continue.

**The following exists for the information you entered:**

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?
V [REDACTED]	Training Guide Vendor		No <a href="#">Click here to activate your account</a>

- The information matches an existing record with the State of Maine, but it has already been registered by another user within the organization. This likely means that another person in your organization has already activated a VSS account.

You can click the **Contact Your Administrator** link 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.

Multiple accounts/logins can be tied to a single vendor record, and this is managed by the vendor users.

The **Add Business Location** link is available for additional locations connected to a Headquarter account. If your organization's Headquarter location is already registered, you can click this link when the Headquarter account is found in the results. You will be able to create a brand new vendor record, but it will be connected to the existing Headquarter record.

**The following exists for the information you entered:**

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?
V [REDACTED]	Training Guide Vendor		Yes <a href="#">Contact your Administrator</a> <a href="#">Add Business Location</a>

C. No matching record is found in the system. As noted above, search again if you believe you have an existing vendor record with the State.

If no vendor record is found, you will be able to register as a new vendor, which will create a VSS login. Jump to the [Create a New Vendor Registration](#) section to continue.

**No results have been found for your account. Please perform further research or select the New Registration button to create a new account.**

[New Registration](#)

If your account has NOT been found, and you are a new grantee/vendor that is interested in applying for grants, please contact your Grant Manager with the State of Maine.

### Activate an Existing Account

If your vendor record is found in the above search, and the “Activated?” column says “No”, you will see a link labeled “Click here to activate your account”.

To activate the account, follow the steps below. Continued from the [Search for An Existing Account](#) section above.

1. Click on the **Click here to activate your account** link.

**The following exists for the information you entered:**

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?
V [REDACTED]	Training Guide Vendor		No <a href="#">Click here to activate your account</a>

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.

The Account Verification page requires the valid TIN (Taxpayer Identification Number – SSN or EIN) be entered to authenticate this account. Enter your TIN and click the “Submit” button to continue.

### Account Verification.

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.

Vendor Verification Password :

*Tax ID Numbers must be 9 digits, no dashes*

Headquarters :

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

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Principal Contact :

Email :

Phone :

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Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for error, if there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the frequently Asked Question accessible from the left hand navigation bar.

3. Once the information has been verified by the system you will see the “My User Information” page. Complete all of the fields indicated with a red asterisk and click on the **Next** button to continue.

**Be sure to remember the username and password you enter, as this will now be your login for VSS.**

### My User Information

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

▼ **General Information**

\*User ID (case sensitive):   
(User ID should be between 4 and 16 characters in length)

\*First Name:

\*Last Name:

\*Email:

\*Re-enter Email:

\*Phone:  Ext.:   
xxx-xxx-xxxx

Fax:   
xxx-xxx-xxxx

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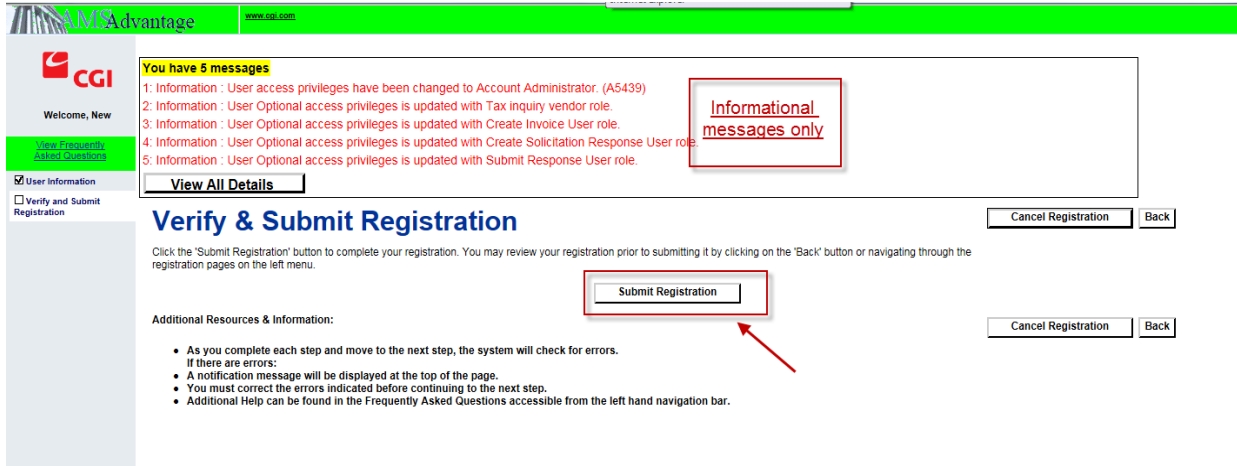
▼ **Password**

\*Password (case sensitive):   
(Passwords should be between 5 and 16 characters in length)

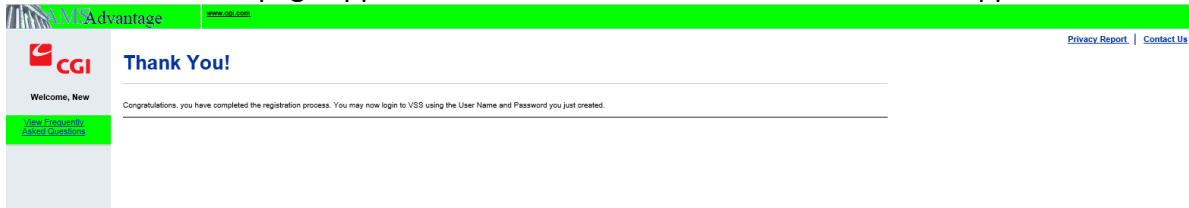
\*Re-enter Password:

\*Security Question:

4. You will be prompted to verify and submit your registration. Click the “Submit Registration” button to continue. A confirmation email will be sent to your email address.



5. The Thank You page appears. Close the browser to exit from the VSS application.



You should receive a WELCOME TO ADVANTAGEMEME VSS email within the hour. You have now activated your account, and can login using the link below using the username and password you created.

<https://mevss.hostams.com/PRDVSS1X1/AltSelfService>

## Create a New Vendor Registration

If you were unable to find an existing record for your organization or individual, you can click the New Registration button. You will be prompted to create a VSS login. You will then need to enter all the required information for your organization/individual before the process will be complete.

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.

Note: 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 RFQs. Note that your vendor record will need to be reviewed by the State before you can be selected for award.



To register a new account, follow the steps below. Continued from the [Search for An Existing Account](#) section above.

1. Continuing from above, **click New Registration.**

**No results have been found for your account. Please perform further research or select the New Registration button to create a new account.**

**New Registration**

2. On the following screen, you will be prompted to enter user information. Complete the screen and click Next.

**Be sure to remember the username and password you enter, as this will now be your login for VSS. Your username and password are case sensitive.**

### My User Information

Cancel Registration Back **Next**

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

#### General Information

\*User ID (case sensitive):   
(User ID should be between 4 and 16 characters in length)

\*First Name:

\*Last Name:

\*Email:

\*Re-enter Email:

\*Phone:  Ext.:   
xxx-xxx-xxxx

Fax:   
xxx-xxx-xxxx

#### Password

\*Password (case sensitive):  (Passwords should be between 5 and 16 characters in length)

\*Re-enter Password:

\*Security Question:

3. A message will display explaining that you must verify your email address before continuing. Click **Next**.

## Verify Email Address

To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts : **AdvantageME.SysAdm@maine.gov**

Click on **Next** so that an email will be sent to the following address : **training@vendor.com**

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**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 notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

4. On the next page, read the message provided, and click **Close Browser**. You will receive an email from VSS to continue your registration.

## Thank You!

**A verification email was sent to you.**

1. Open the email
2. Click the link provided in the email

**Cannot click the link in the email?**

1. Copy the link from the email
2. Paste it into your browser

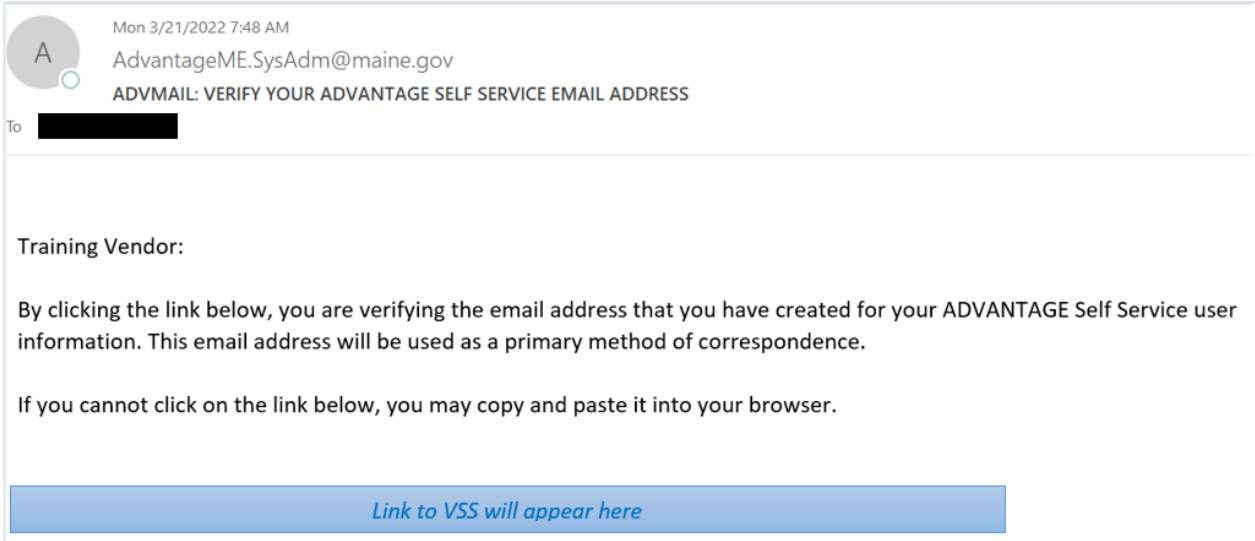
**Have not received a Verification Email?**

1. Login to VSS as an Activated User using your User ID and Password
2. Correct your email address and click Next
3. Click Next again to verify your email address

5. Wait for the email to arrive.

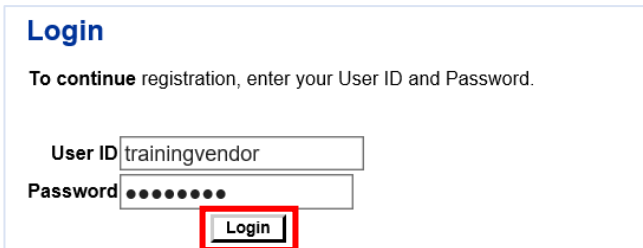
Note: If you need the verification email to be resent, go to the VSS homepage and login with the credentials you just created. You will be brought back to the Verify Email Address page, and can repeat steps 3 & 4 to resend the email.

6. In the verification email, click the link provided to verify your account.



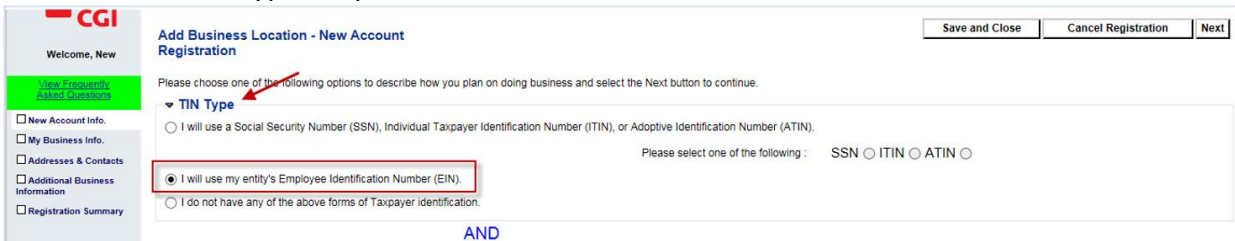
7. After clicking the link, you will be transitioned to a VSS login page. Enter the User ID and Password that you created in step 2, and click **Login**. Remember that both User ID and Password are case sensitive.

Note: Do not bookmark this page. You will be logging in from the VSS home page once your registration is complete.



Once logged in, you will be prompted to begin the registration process. Note that at any time during the registration process, you can click "Save and Close". You can then login with your credentials through the VSS homepage (as you have already verified your email address, you do not need to use the link in the email), and resume the registration process.

8. Select the TIN Type for your account.



9. On the same page, select the Classification that applies to your business or individual account. Click **Next**.

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Welcome, New

Classification AND

I plan to do business using the following classifications. Please select only one.

Select	Classification
<input type="radio"/>	Individual
<input type="radio"/>	Sole Proprietor
<input type="radio"/>	Partnership
<input type="radio"/>	Corporation
<input type="radio"/>	Nonresident Alien
<input type="radio"/>	Trust
<input type="radio"/>	Foreign Business Entity
<input type="radio"/>	State Government
<input checked="" type="radio"/>	Other Government
<input type="radio"/>	Other
<input type="radio"/>	Other Non-Profit Org
<input type="radio"/>	Employee
<input type="radio"/>	Estate
<input type="radio"/>	Federal Government

Hint: Use the Frequently Asked Questions to obtain a definition of the classifications.

Question OR

If you need assistance select the Submit Question button to send us your questions.

Submit Question

Save and Close Cancel Registration **Next**

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 notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

Note: If you have any issues with how you should answer any of these questions, click the “Submit Question” button at the bottom of the page. After you submit your question, click “Save and Close” to exit the application. VSS will save the information that you already entered and will remember your progress. Once you receive an answer to your question you can log back in and VSS will return you to the place where you left off.

10. The next step is the “My Business Information” page. A few fields on this page will be pre-populated by answers you provided on the previous page. The fields with red asterisks (\*) are required to move forward. However, if any of the other fields are applicable to you, we recommend you complete them

**NOTE:** If you have a DBA (Doing Business As) select Both for Name on Check (this will trigger the system to print both names on the check)

**Step 2: My Business Information** Save and Close Cancel Registration Back Next

Welcome, New

Please enter the general information below. Fields with a red asterisk (\*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

**Location Verification**  
 This section will be used to establish a verification code that other locations within your company will be required to use when registering a new location for your company.  
 \*Verify My Locations by: Use My TIN Number  
*The below fields are required only if you selected "Create My Own" above.*  
 Vendor Verification Based on:   
 Vendor Verification Password:   
 Confirm Verification Password:

**Organization Information**  
 \*Organization Type: Company Change Foreign Tax ID:   
 W-8 Form:   
 \*A Change to this field will remove all data previously entered.  
 \*Classification: Other Government  
 Location Name:   
 Location Web Address:   
 Number of Employees:   
 Annual Income:

**Legal Name Information**  
 \*Legal Name on W-9: New School Business Name (Alias/DBA):  Name on Check: Legal Name  
*If you have a DBA, select Both*

**1099 TIN Information**  
 Create Taxpayer ID Number:  Taxpayer ID Number: 234567894  
 Re-enter Taxpayer ID Number:  Taxpayer ID Number Type: EIN  
 1099 Reportable: Yes

**Legal (1099) Address Information**  
 \*Street 1: 555 MAIN STREET  
 \*City: ANYWHERE  
 \*State/ Province: Maine  
 \*Zip/Postal Code: 04333

**Discount Information**  
 If appropriate, please enter any Discount Terms you offer for prompt payment of invoices.  
 Number of Days 1:  Discount Percent 1:   
 Number of Days 2:  Discount Percent 2:   
 Number of Days 3:  Discount Percent 3:   
 Number of Days 4:  Discount Percent 4:

Save and Close Cancel Registration Back Next

**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 notification message will be displayed at the top of the page.
  - You must correct the errors indicated before continuing to the next step.
  - Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

11. You entered your Legal address in the previous step. In this step, the system will ask you questions regarding four additional types of addresses. VSS collects an address for Administrative correspondence, an address for Ordering from you, an address for sending Payments to you, and 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.

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**Add Business Location - Address Information Questionnaire** | Save and Close | Cancel Registration | Back | Next

Welcome, New

Please enter the following information about your Administrative, Procurement, Payment, and Billing addresses.

**Legal Address Information**

Address : 555 MAIN STREET  
 City : ANYWHERE  
 State : ME  
 Zip/Postal Code : 04333

**Address Questions**

**A** Should your legal address listed above be used for any other type of address (Administrative, Procurement, Payment or Billing)?  
 No  
 Yes

**B** Is your address information the same for Administrative, Procurement, Payment, and Billing addresses? :  
 No  
 Yes

**C** Do you have the same contact for all address types (Administrative, Procurement, Payment, or Billing)? :  
 No  
 Yes

Save and Close | Cancel Registration | Back | **Next**

**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 notification message will be displayed at the top of the page.
  - You must correct the errors indicated before continuing to the next step.
  - Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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The three address questions above are labeled A, B, and C in this example. Here is a short explanation for each question.

**A:** If your Legal Address is the same address as any one of the additional four address types (Administrative, Ordering, Payment, and Billing) then choose “Yes” on A. Otherwise, choose “No”.

**B:** Regardless if you choose “Yes” or “No” on A above, if your Administrative, Ordering, Payment, and Billing addresses are all the same address, choose “Yes” on B. Otherwise, choose “No”.

**C:** If you want a single contact person for all four address types, choose “Yes” on C. Otherwise, choose “No”.

Below is an example of what the Addresses and Contacts page will look like if you answered “Yes” to all of the previous questions.

Complete your address and contact information and then click the “Next” button. If you answered “No” to the second or third questions then you will be transitioned to a series of pages to collect information for each of the address types.

Note: If you would prefer not to setup a billing address at this time then uncheck the Billing checkbox at the top of the page before clicking “Next”.

**Step 3: Addresses and Contacts** [Save and Close] [Cancel Registration] [Back] [Next]

Welcome, New

**CGI**

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Procurement, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

\*Administrative  
 \* Procurement  
 \*Payment  
 Billing \*Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

**Address Information**

\*Street 1: 555 MAIN STREET  
Street Address, P.O. Box, Company Name, etc.  
Street 2:  
Street Address, P.O. Box, Company Name, etc.  
\*City: ANYWHERE  
\*State/Province: Maine  
Zip/Postal Code: 04333  
Country: United States  
County:  
\*Phone: 207-555-5555 Ext.:  
XXX-XXX-XXXX  
Additional Address Info:  
Division/Department:

**Contact Information**  
For the address type shown above, please enter a contact person.

\*Principal Contact: Test User Fax:  
\*Phone: 207-555-5555 Fax Extension:  
Phone Extension: Alternate Fax:  
Alternate Phone: Alternate Fax Extension:  
Alternate Phone Extension: Email:  
English Spoken: Correspondence Type:

[Save and Close] [Cancel Registration] [Back] [Next]

**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 notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

12. Additional Business Information allows you to enter additional optional information about your company. **Individuals & Grantees can skip this section. Select Next.**

13. After you have completed the above sections, you will see the Registration Summary page (abbreviated version shown below). This page displays all of the information that you have entered thus far for your review.

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

If everything is correct and you are ready to continue, click **Submit Registration**.

Note that the same buttons are available at the bottom of the page.



14. After submitting your registration, you will see the Thank You page as shown below.

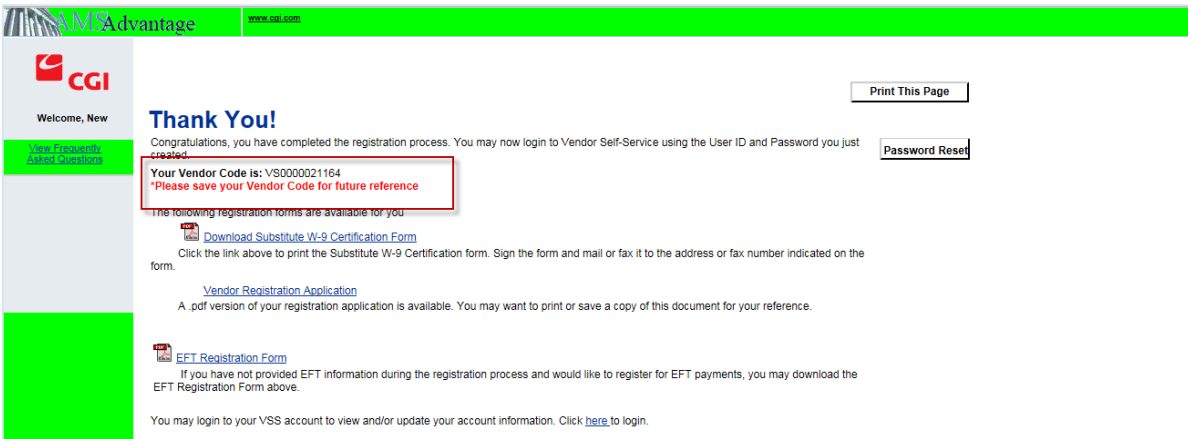
You have now completed the registration process, and going forward, can login to VSS using your User ID and Password via the VSS Homepage. Please note that your User ID and Password are both case sensitive.

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

If you would like to be setup 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.

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



## Accessing VSS Without an Account

Individuals who do not wish to create a VSS account may still access certain information through the Public Access button. This allows any member of the public to view information that has been posted publicly without requiring them to create a login.

Note: All pages accessed through Public Access can also be accessed by a registered user through their account when they are logged in. More details on what is available for a user logged into their VSS account is available in subsequent sections.

A brief description of the Public Access section of the website is below.

Use the Public Access button on the homepage to access the site without a login:

**CGI Advantage** [www.cgi.com](http://www.cgi.com)

**Welcome to the State of Maine's CGI Advantage Vendor Self Service System**

The State of Maine's CGI Advantage Vendor Self Service (VSS) system allows you, as a vendor, to manage your own account information, view and respond to Requests for Quotes (RFQs) for commodities, and view your financial transactions. Please login if you are already a user, or click on the Register button to begin filling out an electronic application to activate a VSS account or register as a new vendor for the State of Maine. Please disable your pop-up blocker in order to access all parts of the site.

Login with Existing Account	Create a new account	Continue as guest
<p>* User ID <input type="text"/></p> <p>* Password <input type="password"/></p> <p><b>Sign In</b></p> <p>Login into new or existing account.</p> <p><b>Reset Password</b></p>	<p><b>Register</b></p> <p>Register new/existing account.</p>	<p><b>Public Access</b></p> <p>View solicitations/contracts without a login.</p>

Here, you can view the following:

### Solicitations

The State of Maine posts Requests for Quotes (RFQs) to the VSS website when they are looking to procure certain goods. The Solicitations tab in VSS allows anyone (a public guest or registered user) to view what requests are currently open, and view the detailed information. 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 red text towards the right-hand side of the page. Once a solicitation has closed, bids will no longer be accepted. The status of the RFQ is shown in the right-most column of the page.

The Solicitations page is automatically sorted to show the RFQs closing soonest at the top of the page. For each Solicitation, click the Summary button to see summary information, or Details to see all posted information on the Solicitation.

If you would like to bid on an open solicitation, you must login to VSS. If you do not have an account, see the [Creating a VSS Account](#) section of this guide.

The screenshot shows the CGI Advantage website interface. The top navigation bar includes links for Home, Accessible Help, Site Map, and Logout. Below this, there are tabs for Business Opportunities, Catalog Management, Vendor Registration, and Grant Opportunities. The main content area is titled 'Solicitations' and features a search bar with a 'Keyword Search' field and a 'Go' button. A table of solicitations is displayed with the following columns: Solicitation, Doc. Dept/Buyer/Category/Solicitation Type, Dates, and Status. The table contains four rows of data, with the first row highlighted in red. The first row details a Yamaha 25 Hp outboard motor with a closing date of 3/23/22 4:00 PM EDT and a status of 'Reopened'. The second and third rows are 'Open' and the fourth is 'Open'. Red boxes in the image highlight the 'Summary' and 'Details' buttons for the first row, and the 'Closing On' and 'Time Left' information for the first three rows.

Solicitation	Doc. Dept/Buyer/Category/Solicitation Type	Dates	Status
Yamaha 25 Hp outboard motor Model F25LWTC RFQ - 08A - 22030300000000000215 <a href="#">Summary</a> <a href="#">Details</a>	INLAND FISHERIES & WILDLIFE William Allen Request for Quotes(RFQ)	Published On : 3/3/22 Amended On : 3/17/22 Closing On : 3/23/22 4:00 PM EDT Time Left : 2 Days, 05:13:07	Reopened
Used Refrigerator Box Truck, Class 5, 2015 or Newer, Diesel RFQ - 03A - 22031000000000000226 <a href="#">Summary</a> <a href="#">Details</a>	CORRECTIONS William Allen Request for Quotes(RFQ)	Published On : 3/10/22 Amended On : Closing On : 3/23/22 4:00 PM EDT Time Left : 2 Days, 05:13:07	Open
Dust Cleaning for Armory Facilities RFQ - 15A - 22030900000000000225 <a href="#">Summary</a> <a href="#">Details</a>	DEFENSE VETERANS & EMERG MGMT William Allen Request for Quotes(RFQ)	Published On : 3/10/22 Amended On : Closing On : 3/23/22 4:00 PM EDT Time Left : 2 Days, 05:13:07	Open
Above Ground Fuel Storage Tank with Dispenser - 8,000 Gallon RFQ - 17D - 22031000000000000228 <a href="#">Summary</a> <a href="#">Details</a>	MOTOR TRANSPORT William Allen	Published On : 3/10/22 Amended On : 3/10/22 Closing On : 3/24/22 4:00 PM EDT	Open

## 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.

Note that 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:

<https://www.maine.gov/dafs/bbm/procurementservices/reports/service-contract-search>

The Service Contract Search page requires the searcher to input at least one piece of search criteria before clicking the **Search** button. No one specific search field is required, so long as at any one search field is populated. You may also search by multiple search criteria.

Once the results are found, 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.

**CGI Advantage** [www.cai.com](http://www.cai.com)

Home | Accessible Help | Site Map | Logout

Business Opportunities | Catalog Management | Vendor Registration | Grant Opportunities

Solicitations | Purchase History | Bulletin Board | **Service Contract Search**

## Service Contract Search

The Division of Procurement Services reviews, processes and approves over 8,000 service contracts for Departments in the Executive and Judicial Branches of State Government. Contracts processed from January 2013 through February 2022 can be found on the Procurement Services website (<https://www.maine.gov/dafs/bm/procurementservices/reports/service-contract-search>) through our Service Contract Search. Contracts finalized on or after February 28, 2022 are available through Vendor Self Service (VSS) using the search feature below. If you are not able to locate a recent contract in VSS, please check maine.gov (<https://www.maine.gov/dafs/bm/procurementservices/reports/service-contract-search>). If you have difficulty using the search feature, please call us at 207-624-7340, and our staff can assist you.

Search - To search for contracts, enter search criteria and click the "Search" button.  
 Download - To download contract attachment results, click on "File Name" link.

Search for Contracts

Contract Number:  Amount:

Department:   From Contract Record Date:

Vendor Name:  To Contract Record Date:

Contract Type	Contract Number	Contract Phase	Department Name	Vendor Name	Amount	Record Date	File Name	Description
Contract	2022-██████████	New	DEPT OF HUMAN SERVICES	██████████	\$1,250.00	03/11/2022	CT_10A_██████████_1.PDF	Approval Details
Contract	2022-██████████	New	DEPT OF HUMAN SERVICES	██████████	\$1,250.00	03/11/2022	SC_██████████.pdf	

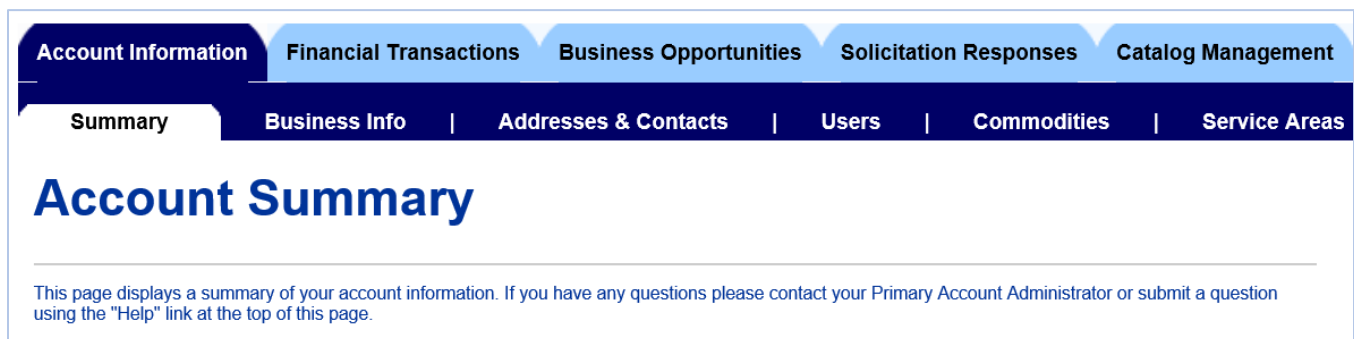
## Viewing and Managing Your Vendor Information

Upon logging into your vendor account in VSS, you will have the opportunity to view and update information related to your vendor account.

Using the tabs below, you can maintain your [Business Information](#), update your [Addresses & Contacts](#), add [Commodity codes](#) to your profile, and designate your Service Areas.

VSS user information for your account can also be managed under Account Information, as covered in the next section, [Adding and Managing VSS Logins for Your Organization](#).

Keeping your e-mail address and commodity codes updated in your profile will assure that you will receive e-mail notifications from the system when RFQs (bids) that you would be interested in are posted.



The screenshot shows a navigation menu with the following tabs: Account Information (selected), Financial Transactions, Business Opportunities, Solicitation Responses, and Catalog Management. Below this, a secondary menu has tabs for Summary, Business Info, Addresses & Contacts, Users, Commodities, and Service Areas. The main content area displays the heading "Account Summary" and a note: "This page displays a summary of your account information. If you have any questions please contact your Primary Account Administrator or submit a question using the 'Help' link at the top of this page."

### Business Info

The Business Information tab will allow you to view the basic information about your vendor record that the State of Maine has on record. Some of this information can be changed using the **Update** button at the top of the page.

Note that not all information on this page can be updated in VSS.

Once you have made and saved your changes, the changes will need to be processed before they are finalized. The **Pending Changes** checkbox will be checked if changes are still being processed on your account. Click the **View Pending Changes** link to see more details.

If you did not complete your Substitute W-9 Certification Form during registration, you can download a copy on this 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.

Home | [Accessible Help](#) | [Site Map](#) | [Logout](#)

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Summary | **Business Info** | Addresses & Contacts | Users | Commodities | Service Areas

## My Business Information

This is your Business Information. The buttons described below are conditionally displayed based on your organizations system settings. Contact your Primary Account Administrator if you have questions regarding these buttons. Select the 'Update' button to modify your general information. Select the 'Change TIN' button if you need to change your Taxpayer ID. Refer to the FAQs to modify your organization information. Select the 'Pending 1099 Additions' button to display requested TIN changes that are not approved yet. Select the 'View Pending Changes' button to display other Business Information changes that are awaiting approval. Click the 'Add Business Location' button to register new locations for this headquarters Account.

[Update](#) | [View Pending Changes](#) | [Pending 1099 Additions](#) | [Change TIN](#) | [Add Business Location](#)

Pending Changes :

[Download Substitute W-9 Certification Form](#)

## Addresses & Contacts

Select the Addresses & Contacts tab to view your current address and contact information.

There are three sections on the Addresses & Contacts page:

1. Existing Address & Contact Assignments
2. Update Addresses
3. Update Contacts

The second section, Update Addresses, is where individual addresses associated with your vendor record are displayed.

The third section, Update Contacts, is where individual contacts associated with your vendor record are displayed.

The first section shows how the individual addresses and contacts are assigned. For example, you may have two addresses listed in section 2, and two contacts shown in section 3, as with the example below. Those addresses and contacts can be used in different combinations to make up your different Address Types. Perhaps your Billing and Payment addresses are the same, but have different contacts. The first section will show which address and contact is assigned to each Address Type.

Therefore, if you would like to make updates:

1. If you would like to update the details on a specific address (for example, correct a misspelling on a street name), click **View/Update** next to the address in the "Update Addresses" section. Jump to the [Update an Address](#) section below for step-by-step instructions.

2. If you would like to update the details on a specific contact (for example, update a contact’s phone number), click **View/Update** next to the address in the “Update Contacts” section. Jump to the [Update a Contact](#) section below for step-by-step instructions.
  
3. If you would like to reassign how the contacts are associated with an Address Type (for example, you would like to change the contact for your Billing Address from the first contact listed to the second contact listed), click **View/Update** next to the “Existing Address & Contact Assignments” section. Jump to the [Update Contact Assignments & Deactivate or Delete Addresses](#) section below for step-by-step instructions.
  
4. You can also add new address or contact information using the **Assign/Create Addresses & Contacts** button. Though you cannot change the address associated with an address type listed in the first section, you can deactivate or delete an old address (see the previous bullet point), and setup a new Address & Contact combination. Jump to the [Add Addresses & Contacts](#) section below for step-by-step instructions.

The screenshot shows the 'Addresses & Contacts' section of a web application. At the top, there is a navigation bar with tabs for Summary, Business Info, Addresses & Contacts (selected), Users, Commodities, Service Areas, and Attachments. Below the navigation bar is the main heading 'Addresses & Contacts' and a brief introductory text. The main content area is divided into three sections: 'Existing Address & Contact Assignments', 'Update Addresses', and 'Update Contacts'. Each section contains a table of data and a 'View/Update' link. Red boxes and numbers 1, 2, 3, and 4 highlight specific elements: 1 points to the 'View/Update' link in the 'Update Addresses' table; 2 points to the 'View/Update' link in the 'Update Contacts' table; 3 points to the 'View/Update' link in the 'Existing Address & Contact Assignments' table; and 4 points to the 'Assign/Create Addresses & Contacts' button located below the 'Existing Address & Contact Assignments' table. Navigation buttons like 'First', 'Prev', 'Next', and 'Last' are present at the bottom of each table.

## Update an Address

If you would like to update the details for an address, follow the steps below.

Note that updating the address will update the same details for that specific address in the “Addresses & Contacts” section, as shown below.

1. Find the address you would like to update in the Update Addresses section.

Note that the address being selected below is also used as the Billing address for this vendor.

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Service Areas

### Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify ac to the appropriate record under the Update Addresses and Update Contacts sections.

**Existing Address & Contact Assignments**

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Pr
AD003	Payment	1 Main Street, Augusta, ME, 04001	Jane Smith		No
AD003	Procurement	1 Main Street, Augusta, ME, 04001	Jane Smith		No
AD003	Account Administrator	1 Main Street, Augusta, ME, 04001	Jane Smith		No
AD007	Billing	1 Main Street, Acton, ME, 04001	Jane Doe		No

First | Prev | Next | Last | **Assign/Create Addresses & Contacts**

**Update Addresses**

Address ID	Address	Pending Changes		
AD003	1 Main Street, Augusta, ME, 04001	<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>
AD007	1 Main Street, Acton, ME, 04001	<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>



2. On the following page, make the necessary changes to the address. Click Save.

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Service Areas

## View/Update Available Address

Modify or delete your address here. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to undo all updates entered.  
 A modified address will be validated according to postal standards. Review the changes and choose either the address you entered or the one that was validated.

**Save** **Delete** **Cancel**

▼ **Address Information**

Address ID :

\*Street 1 :

**Street 2** :

\*City :

\*State/Province :

\*Zip/Postal Code :

\*Country :

County :

\*Phone :  Ext :   
XXX-XXX-XXXX

DUNS :

Extended DUNS :

CAGE Code :

\* Indicates a required field

Upon Save, the address will show as having Pending changes.

**Update Addresses**

Address ID	Address	Pending Changes		
AD003	1 Main Street, Augusta, ME, 04001	<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>
AD007	1 Main Street, Acton, ME, 04001	<input checked="" type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>

**First** **Prev** **Next** **Last**

Once the change is processed (this should happen within about 2 hours during business hours), the change will show on the Addresses & Contacts page. Because this address was used as the Billing address, the Billing address is also updated.

## Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to appropriate record under the Update Addresses and Update Contacts sections.

### Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To
AD003	Payment	1 Main Street, Augusta, ME, 04001	Jane Smith		No	12/17/2019	
AD003	Procurement	1 Main Street, Augusta, ME, 04001	Jane Smith		No	12/17/2019	
AD003	Account Administrator	1 Main Street, Augusta, ME, 04001	Jane Smith		No	12/17/2019	
AD007	Billing	1 Main Street, Unit 1, Acton, ME, 04001	Jane Doe		No	03/22/2022	

[First](#)
[Prev](#)
[Next](#)
[Last](#)

[Assign/Create Addresses & Contacts](#)

[View Pending Additions](#)

### Update Addresses

Address ID	Address	Pending Changes		
AD003	1 Main Street, Augusta, ME, 04001	<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>
AD007	1 Main Street, Unit 1, Acton, ME, 04001	<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>

[First](#)
[Prev](#)
[Next](#)
[Last](#)

## Update a Contact

If you would like to update the details for a contact, follow the steps below.

Note that updating the contact will update the same details for that specific contact in the “Addresses & Contacts” section, as shown below.

1. Find the contact you would like to update in the Update Contacts section.

Note that the contact being selected below is also used as the Billing address for this vendor.

Account Information
Financial Transactions
Business Opportunities
Solicitation Responses
Catalog Management

Summary
Business Info
Addresses & Contacts
Users
Commodities
Service Areas

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify an appropriate record under the Update Addresses and Update Contacts sections.

#### Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New
AD003	Payment	1 Main Street, Augusta, ME, 04001	Jane Smith		No
AD003	Procurement	1 Main Street, Augusta, ME, 04001	Jane Smith		No
AD003	Account Administrator	1 Main Street, Augusta, ME, 04001	Jane Smith		No
AD007	Billing	1 Main Street, Unit 1, Acton, ME, 04001	Jane Doe		No

First
Prev
Next
Last
Assign/Create Addresses & Contacts

#### Update Addresses

Address ID	Address	Pending Changes		
AD003	1 Main Street, Augusta, ME, 04001	<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>
AD007	1 Main Street, Unit 1, Acton, ME, 04001	<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>

First
Prev
Next
Last

#### Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes		
PC003	Jane Smith	1 Main Street, Augusta, ME, 04001	<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>
PC007	Jane Doe	1 Main Street, Unit 1, Acton, ME, 04001	<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>

First
Prev
Next
Last

2. On the following page, make the necessary changes to the contact. Click Save.

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Service Areas

## View/Update Available Contact

Modify or delete your contact here. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to undo all updates entered.

**Save** Delete Cancel

▼ **Contact Information**

Contact ID : PC007

\*Contact Name : Jane Doe, Jr

Title/Role :

Permissions :

Authorized Representative :

Email :

Phone : 1231231234  
XXX-XXX-XXXX

Phone Extension :

Alternate Phone :   
XXX-XXX-XXXX

Alternate Phone Extension :

Fax :   
XXX-XXX-XXXX

Fax Extension :

Alternate Fax :   
XXX-XXX-XXXX

Alternate Fax Extension :

\* Indicates a required field

Upon Save, the contact will show as having Pending changes.

Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes		
PC003	Jane Smith	1 Main Street, Augusta, ME, 04001	<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>
PC007	Jane Doe	1 Main Street, Unit 1, Acton, ME, 04001	<input checked="" type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>

First Prev Next Last

Once the change is processed (this should happen within about 2 hours during business hours), the change will show on the Addresses & Contacts page. Because this contact was used for the Billing address, the Billing address is also updated.

Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes		
PC003	Jane Smith	1 Main Street, Augusta, ME, 04001	<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>
PC007	Jane Doe, Jr	1 Main Street, Unit 1, Acton, ME, 04001	<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>

First Prev Next Last

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To
AD003	Payment	1 Main Street, Augusta, ME, 04001	Jane Smith		No	12/17/2019	
AD003	Procurement	1 Main Street, Augusta, ME, 04001	Jane Smith		No	12/17/2019	
AD003	Account Administrator	1 Main Street, Augusta, ME, 04001	Jane Smith		No	12/17/2019	
AD004	Procurement	123 Main Street, Augusta, MA, 04038	John Smith		No	03/22/2022	
AD005	Payment	123 Main Street, Gorham, ME, 04038	John Smith Jr.		No	03/22/2022	
AD007	Billing	1 Main Street, Unit 1, Acton, ME, 04001	Jane Doe, Jr		No	03/22/2022	

[First](#) [Prev](#) [Next](#) [Last](#)
[Assign/Create Addresses & Contacts](#)
[View Pending Additions](#)

## Update Contact Assignments & Deactivate or Delete Addresses

Once the details of the addresses and contacts are correct, you may need to update contacts assigned to each address type. For example, you may need to switch which contact should be listed for ordering, or you may need to change other details or delete old addresses. You can do so by following the steps below.

Note that you cannot update address/contact details (street name, phone number, etc.) using these steps. If you need to update those details, see the previous sections.

You also cannot replace an address assignment using these steps. If you need to designate a different address as your payment, billing, procurement, or account administrator address, you can do so by following the steps in the next section, [Add Addresses & Contacts](#).

1. On the Address & Contacts tab, select the View/Update link next to the address/contact assignment you would like to update.

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Service Areas | Attachments

### Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes
AD003	Payment	1 Main Street, Augusta, ME, 04001	Jane Smith		No	12/17/2019		<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>
AD003	Procurement	1 Main Street, Augusta, ME, 04001	Jane Smith		No	12/17/2019		<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>
AD003	Account Administrator	1 Main Street, Augusta, ME, 04001	Jane Smith		No	12/17/2019		<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>
AD004	Procurement	123 Main Street, Augusta, MA, 04038	John Smith		No	03/22/2022		<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>
AD005	Payment	123 Main Street, Gorham, ME, 04038	John Smith Jr.		No	03/22/2022		<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>
AD007	Billing	1 Main Street, Unit 1, Acton, ME, 04001	Jane Doe, Jr		No	03/22/2022		<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>

[First](#) [Prev](#) [Next](#) [Last](#)
[Assign/Create Addresses & Contacts](#)
[View Pending Additions](#)

2. On the following page, update the information as needed. Expand the Contact section and use the **Find** button to select a different contact if needed. When you are done making your

changes, click **Save**. A **Delete** button is available at the top of the page if you'd like to delete the entry altogether.

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Service Areas

### View/Update Assigned Address & Contact

Here you can let us know how long your address will be valid or provide additional information. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to return to the previous page.

**Save** **Delete** **Cancel**

▼ **General Information**

Address Type:  Correspondence Type:   
 \*Active From:    
 Active To:    
 Contact English Spoken:   
 Default Record:   
 Additional Address Info:   
 Division/Department:

► **Address**

▼ **Principal Contact**

Principal Contact ID:  **Find** Alternate Phone:   
 Principal Contact:  Alternate Phone Extension:

Once saved, the pending changes box will be checked until the changes are processed by the system. Once the changes are processed (usually within about 2 hours during business hours), the change will be reflected and the pending changes box will no longer be checked.

Summary | Business Info | Addresses & Contacts | Users | Commodities | Service Areas | Attachments

### Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

**Existing Address & Contact Assignments**

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Ch
AD003	Payment	1 Main Street, Augusta, ME, 04001	Jane Smith		No	12/17/2019		<input type="checkbox"/>
AD003	Procurement	1 Main Street, Augusta, ME, 04001	Jane Smith		No	12/17/2019		<input type="checkbox"/>
AD003	Account Administrator	1 Main Street, Augusta, ME, 04001	Jane Smith		No	12/17/2019		<input checked="" type="checkbox"/>
AD004	Procurement	100 Main Street, Augusta, ME, 04002	Jane Smith		No	03/02/2022		<input type="checkbox"/>

## Add Addresses & Contacts

If you would like to add a new address & contact combination, you can do so by following the steps below. These steps can be followed to setup a new address & contact combination for any address type (billing, payment, procurement, or account administrator). You will be able to use the existing addresses & contacts available on the page, or enter new address/contact details.

1. On the Addresses & Contacts tab, click **Assign/Create Addresses & Contacts**.

The screenshot shows a navigation bar with tabs: Summary, Business Info, **Addresses & Contacts**, Users, Commodities, Service Areas, and Attachments. Below the navigation bar is the heading "Addresses & Contacts". A descriptive paragraph follows, explaining that users can add new addresses and contacts by clicking the "Assign/Create Addresses & Contacts" button. Below this is a table titled "Existing Address & Contact Assignments" with columns: Address ID, Address Type, Address, Principal Contact, EFT Status, Prevent New Processing, and Active From. The table contains seven rows of data. At the bottom of the table are navigation buttons: First, Prev, Next, Last, **Assign/Create Addresses & Contacts** (highlighted with a red box), and View Pending Additions.

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From
AD003	Payment	1 Main Street, Augusta, ME, 04001	Jane Smith		No	12/17/201
AD003	Procurement	1 Main Street, Augusta, ME, 04001	Jane Smith		No	12/17/201
AD003	Account Administrator	1 Main Street, Augusta, ME, 04001	Jane Smith		No	12/17/201
AD004	Procurement	123 Main Street, Augusta, MA, 04038	John Smith		No	03/22/202
AD005	Payment	123 Main Street, Gorham, ME, 04038	John Smith Jr.		No	03/22/202
AD007	Billing	1 Main Street, Unit 1, Acton, ME, 04001	Jane Doe, Jr		No	03/22/202

2. On the following page, select which address type(s) you would like to set up. You will need to set an **Active From** date for any address type you selected. Leave the **Active To** field blank to prevent your addresses & contacts from expiring. If populated, the address and contact will no longer be active after the "Active To" date entered.

The screenshot shows the "Assign / Create Addresses & Contacts - Step 1 of 3" form. It includes a "Next" and "Cancel" button at the top. Below is a section titled "Address Types" with a list of checkboxes:  Account Administrator,  Ordering,  Payment, and  Billing. To the right of these checkboxes are columns for "Active From", "Active To", "Default Record", "Department/Division", and "Additional Address Information". The "Active From" field for "Account Administrator" is highlighted with a red box and contains the date "03/01/2022". Below the "Address Types" section is a section titled "Address".

3. In the address section:

- a. If you wish to use an existing address, use the **Find** button to select the address. The address details will populate automatically and you will not be able to edit them. Note: if you want to change the details of the address, you will need to follow the steps in the [Update an Address](#) section.

▼ Address

\*Address ID : AD003 **Find**

\*Street 1 : 1 Main Street

Street 2 :

\*City : Augusta

\*State/Province : Maine

\*Zip/Postal Code : 04001

Country Name : United States of America

County :

Phone : 1231231234 Ext :   
 XXX-XXX-XXXX

DUNS :

Extended DUNS :

CAGE Code :

- b. If you wish to set up a new address, leave the **Address ID** field blank. Populate the address details. If you are entering new address details, it is important to leave Address ID blank, as the system will generate a new Address ID. Please enter a **Phone Number** for the address.

▼ Address

\*Address ID :  **Find**

\*Street 1 : 123 West Street

Street 2 :

\*City : Portland

\*State/Province : Maine

\*Zip/Postal Code : 04001

Country Name : United States of America

County :

Phone : 123-123-1234 Ext :   
 XXX-XXX-XXXX

DUNS :

Extended DUNS :

CAGE Code :

4. At the top of the page, click **Next**.

## Assign / Create Addresses & Contacts - Step 1 of 3

Enter your new address information here and select all appropriate address types. Click the 'Next' button to add a contact.

Your address may be validated according to postal standards. If prompted, review the changes and choose either the address you entered or the one that was validated.

**Next**

Cancel



- On step 2, enter the Contact details. As with the address, use the **Find** button to select an existing contact, OR leave the **Contact ID** blank and enter new contact details. Enter a name, phone number, and any other relevant details. When finished, click **Next**.

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Service Areas | Attachments

### Assign / Create Addresses & Contacts - Step 2 of 3

Select an existing or enter a new contact for the address you entered on the previous page. If you have different contacts for one or more of the address types you may de-select the checkbox(s) below. You will be prompted with additional pages to enter the associated contact information.

**Next** | Back | Cancel

▼ Address Types

	Active From	Active To	Default Record	Department/Division	Additional Address Information
<input checked="" type="checkbox"/> Account Administrator	03/01/2022		<input type="checkbox"/>		
<input type="checkbox"/> Ordering			<input type="checkbox"/>		
<input type="checkbox"/> Payment			<input type="checkbox"/>		
<input type="checkbox"/> Billing			<input type="checkbox"/>		

▼ Principal Contact

\*Principal Contact ID :  **Find**

\*Contact Name : Sarah Smith

Title/Role :

Permissions :

Authorized Representative :

Alternate Phone :

Alternate Phone Extension :

Fax :

Fax Extension :

Alternate Fax :

- Review the details and click **Save** to confirm.

### Assign / Create Addresses & Contacts - Step 3 of 3

Please review the address and contact information you have entered. Click the 'Save' button to submit them.

Address Type	Active From	Active To	Address ID	Address	Principal Contact
<input checked="" type="checkbox"/> Account Administrator	03/01/2022		AD008	123 West Street, Portland, ME, 04001	Sarah Smith

First | Prev | Next | Last

**Save** | Back | Cancel

The new Address & Contact assignment will be available under the **View Pending Additions** button on the Addresses & Contacts tab until it is processed and added to the page.

## Commodities

You can register your vendor record for Commodity Codes in VSS. When an RFQ solicitation is posted requesting goods that fall under your registered commodity code, you will receive an email notification. Registering for the commodity codes you provide can help ensure that you do not miss an opportunity to bid on a solicitation.

In the example below, the vendor already has commodities in their profile. To add more, click the Add Items button.

**Commodities**

Here is the current list of commodity codes/classes that describe the goods and services that your organization provides. You can add new commodity/service codes by clicking the "Add Items" button. To delete a commodity/service codes, click the "Delete" link next to the record in the grid that you wish to delete.

Any request to add a new Commodity that is awaiting approval can be viewed by clicking the 'View Pending Additions' button. Any request to delete an existing Commodity that is awaiting approval is noted in the 'Pending Deletion' column.

---

**Existing Commodities**

Commodity/Service Code	Commodity Description	Pending Deletion
00500	ABRASIVES	<input checked="" type="checkbox"/> <a href="#">Delete</a>
00505	Abrasive Equipment and Tools	<input type="checkbox"/> <a href="#">Delete</a>
00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	<input type="checkbox"/> <a href="#">Delete</a>
02015	Cutters and Shredders (Mowers), Heavy Duty, Flat Tow Type	<input type="checkbox"/> <a href="#">Delete</a>
02204	Brush Chipper, Cutter and Saw Parts	<input type="checkbox"/> <a href="#">Delete</a>
03509	Aircraft Communications Radio	<input type="checkbox"/> <a href="#">Delete</a>
05288	Wood Carvings and Woodcuts	<input type="checkbox"/> <a href="#">Delete</a>
05574	Racks, Vehicle (Gun, Hat, etc.)	<input type="checkbox"/> <a href="#">Delete</a>
06000	AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS	<input type="checkbox"/> <a href="#">Delete</a>
06508	Bodies, Animal Control	<input type="checkbox"/> <a href="#">Delete</a>

If you do not know the commodity code of the item you want to add, enter the **Commodity Description** to look for the item by name. Use the \* wildcard on both sides of the word. Doing so will bring up all lines that have the word specified in that line. Enter the **Commodity Description** and click **Browse**.

Commodity/Service Code :

Commodity Description :

<u>Commodity Description</u>	<u>Commodity/Service Code</u>
<input type="checkbox"/> Encoder/Decoder with Printer (Vehicle)	72519
<input type="checkbox"/> Cables: Printer, Disk, Network, etc.	20413
<input type="checkbox"/> Printer Sharing Devices	20474
<input type="checkbox"/> Printers, Dot Matrix	20475
<input type="checkbox"/> Printers, Inkjet	20476
<input type="checkbox"/> Printers, Laser	20477
<input type="checkbox"/> Printers, Pen Plotter	20478
<input type="checkbox"/> Printers, Digital	20479
<input type="checkbox"/> Printers, Thermal	20480
<input type="checkbox"/> Printers, Microcomputer (Not Otherwise Classified)	20482

Check the box next to all commodities you would like to register for. Click **Next** to see the next page of results.

Once you have selected all the items you want click the Ok button.

Commodity/Service Code :

Commodity Description :

Commodity Description	Commodity/Service Code
<input type="checkbox"/> Encoder/Decoder with Printer (Vehicle)	72519
<input type="checkbox"/> Cables: Printer, Disk, Network, etc.	20413
<input type="checkbox"/> Printer Sharing Devices	20474
<input checked="" type="checkbox"/> Printers, Dot Matrix	20475
<input checked="" type="checkbox"/> Printers, Inkjet	20476
<input checked="" type="checkbox"/> Printers, Laser	20477
<input type="checkbox"/> Printers, Pen Plotter	20478
<input type="checkbox"/> Printers, Digital	20479
<input type="checkbox"/> Printers, Thermal	20480
<input type="checkbox"/> Printers, Microcomputer (Not Otherwise Classified)	20482

➔

The changes will be added to the “View Pending Additions” page while the system processes the changes. Once the changes are processed, you will see your registered commodities immediately upon clicking the Commodities tab.

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. While the notification emails are a helpful tool, it is highly recommended that you also log in to review bidding opportunities so that you do not miss out on any bid posted.

## Adding and Managing VSS Logins for Your Organization

Under the Users tab, you will find all VSS logins associated with your vendor account.

When a user initially creates a VSS account, they will automatically be designated the Primary Account Administrator for that vendor record. The Account Administrator can then create 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.

This section discusses how to add and maintain logins within VSS.

### VSS User Access Levels

Each VSS user will be granted an access level which determines what permissions they have in VSS. The available levels are as follows:

- Account Administrator – account administrators 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 – full access vendor users will be able to view and edit all information, but will not be able to manage other vendor users
- Display Only – vendor users with this role will be able to log into VSS, but will not be able to edit any information

### My Profile

All users in VSS have access to the My Profile page, regardless of their user access level.

Here, the user can maintain their own information, including updating their contact information, name, security question, and password. Use the **Password Reset** or **Modify** buttons at the bottom of the page to make changes.

## Managing Existing Users

VSS users with an Account Administrator role will see all available users for their vendor record under the Users' tab. Here, Account Administrators can click View/Modify to update the users information. They will also see buttons at the bottom of the Modify screen to update the users' access roles, or change their password.

**Summary** | **Business Info** | **Addresses & Contacts** | **Users** | **Commodities** | **Service Areas**

### Account Users

Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You may view or modify existing users by selecting the 'View/Modify' link. You may delete users by selecting the 'Delete' link next to the corresponding record.

User ID	First Name	Last Name	Access Level	Account Status	
testvend1	test	vend1	Account Administrator	Active	<a href="#">View/Modify</a> <a href="#">Delete</a>
testvend1full	testvend	1fullaccess	Full Access	Active	<a href="#">View/Modify</a> <a href="#">Delete</a>

[First](#) [Prev](#) [Next](#) [Last](#)

At the bottom of the View/Modify page:

► **Security Questions and Answers**

\*Security Question :  ▼

\*Security Answer :

\*Retype Security Answer :

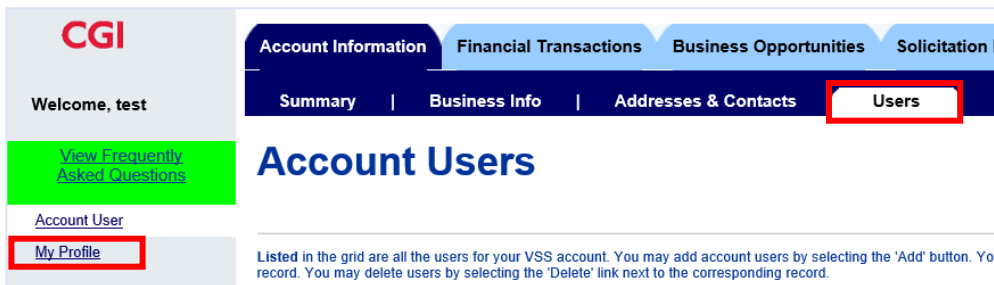
\* Indicates a required field

[Change Password](#) [Change Access Levels](#) [Save](#) [Cancel](#)

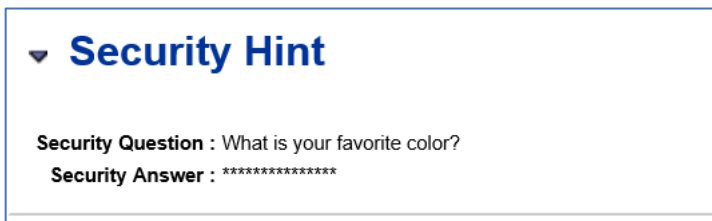
## Setting Up A Security Hint

The VSS login page has a “Reset Password” link that allows you to reset your password if you have forgotten it. In order to use this feature, you will need to have your Security Hint setup. Setup your Security Hint using the steps below, so that you may use the Reset Password link if you ever need it.

1. Login to your account and click the Users tab.
2. Select My Profile on the left-hand side.



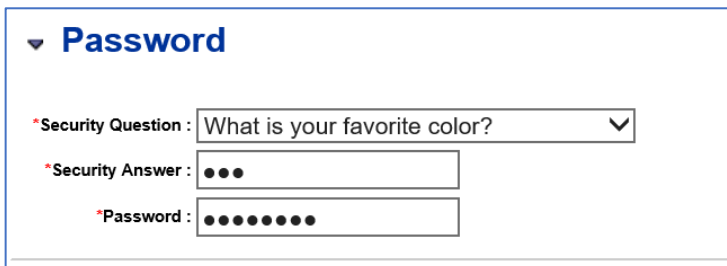
3. On the resulting page, you will see a Security Hint. If the hint has already been setup, this will be indicated by asterisks.



4. To setup or modify your Security Hint, click Modify at the bottom of the page.



5. Under Password, select a Security Question
6. Enter the answer to the security question.
7. Enter your login password to confirm the change.
8. Click Save at the bottom of the page.



You will now have access to reset your VSS vendor user password using the Forgot Password link on the VSS homepage.

When the link is selected, you will be prompted to enter your username, followed by your security answer.

If answered correctly, you will be emailed a temporary password to the email address associated with your user.

## Adding New Users

VSS users with an Account Administrator role will see an “Add” button on the Users tab, where they can create a VSS login for a new user under their organization. Clicking this button will walk the user through a series of pages where they will create a username and password for the new user, enter their name and contact details, and set the new user’s [access levels](#).

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant

Summary | Business Info | Addresses & Contacts | **Users** | Commodities | Service Areas

## Account Users

Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You may view or modify existing users by selecting the 'View/Modify' link next to the corresponding record. You may delete users by selecting the 'Delete' link next to the corresponding record.

User ID	First Name	Last Name	Access Level	Account Status		
testvend1	test	vend1	Account Administrator	Active	<a href="#">View/Modify</a>	<a href="#">Delete</a>
testvend1full	testvend	1fullaccess	Full Access	Active	<a href="#">View/Modify</a>	<a href="#">Delete</a>

First Prev Next Last

Add

# Business Opportunities and Purchase History

## Solicitations

The State of Maine posts Requests for Quotes (RFQs) to the VSS website when they are looking to procure certain goods. The Solicitations tab in VSS allows anyone (a public guest or registered user) to view what requests are currently open, and view the detailed information. 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 red text towards the right-hand side of the page. Once a solicitation has closed, bids will no longer be accepted. The status of the RFQ is shown in the right-most column of the page.

The Solicitations page is automatically sorted to show the RFQs closing soonest at the top of the page. For each Solicitation, click the Summary button to see summary information, or Details to see all posted information on the Solicitation.

As a registered user, you can submit online bids for the open solicitations. If you do not have a VSS login but would like to submit a bid, see the [Creating A VSS Account](#) section.

A Buyer may choose to reopen a solicitation after it has closed if no bids were received, or if none of the submitted bids were selected. The status will be "Reopened", and new bids will be accepted. Vendors who previously responded to the original solicitation will have to submit a new response.

Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates	Status
Yamaha 25 Hp outboard motor Model F25LWTC RFQ - 09A - 220303000000000000215 <a href="#">Summary</a> <a href="#">Details</a>	INLAND FISHERIES & WILDLIFE William Allen Request for Quotes(RFQ)	Published On : 3/3/22 Amended On : 3/17/22 Closing On : 3/23/22 4:00 PM EDT Time Left: 2 Days, 05:13:07 Intent Posted On:	Reopened
Used Refrigerator Box Truck, Class 5, 2015 or Newer, Diesel RFQ - 03A - 220310000000000000226 <a href="#">Summary</a> <a href="#">Details</a>	CORRECTIONS William Allen Request for Quotes(RFQ)	Published On : 3/10/22 Amended On : Closing On : 3/23/22 4:00 PM EDT Time Left: 2 Days, 05:13:07 Intent Posted On:	Open
Dust Cleaning for Armory Facilities RFQ - 15A - 220309000000000000225 <a href="#">Summary</a> <a href="#">Details</a>	DEFENSE VETERANS & EMERG MGMT William Allen Request for Quotes(RFQ)	Published On : 3/10/22 Amended On : Closing On : 3/23/22 4:00 PM EDT Time Left: 2 Days, 05:13:07 Intent Posted On:	Open
Above Ground Fuel Storage Tank with Dispenser - 8,000 Gallon RFQ - 17D - 220310000000000000228 <a href="#">Summary</a> <a href="#">Details</a>	MOTOR TRANSPORT William Allen	Published On : 3/10/22 Amended On : 3/10/22 Closing On : 3/24/22 4:00 PM EDT	Open



## Searching & Viewing Opportunities

Follow the steps below to find and view different solicitations.

1. After logging in, or through the Public Access button, click on the **Business Opportunities** tab.
2. You will see all available solicitations.  
 There are several ways you can narrow down your search. Use the sub-tabs at the top of the page to view only Open Solicitations, those closing soon, those published recently, etc. Use the Keyword Search, or click the Advanced Search link, to search by specific content of the RFQ you are looking for.



On the below example of an open solicitation, you will notice the RFQ number, the item, the contact person, when it was published and when it closes.

It will also display how much time you have left to respond.

Clicking on the Summary button will disclose the same information.

Solicitation	Agency/Buyer/Category	Dates	Status
Rain gear- full suit - size 3XL Pink RFQ : 14052900000000000636	PUBLIC SAFETY Kathy Paquette	Published On : 5/29/14 Amended On : Closing On : 6/29/15 2:00 PM EDT Time Left : 251 Days, 00:16:55 Intent Posted On:	Open

Solicitation	Agency/Buyer/Category
Rain gear- full suit - size 3XL Pink RFQ : 14052900000000000636	PUBLIC SAFETY Kathy Paquette

Summary Details

**Rain gear- full suit - size 3XL Pink ( RFQ : 14052900000000000636)**

<b>Closing Date:</b>	06/29/15 2:00pm EDT	<b>Agency:</b>	PUBLIC SAFETY
<b>Time Left:</b>	251 Days, 00:14:39	<b>Buyer:</b>	Kathy Paquette
<b>Bid Opening Date:</b>	05/29/14 4:05pm EDT	<b>Category:</b>	

Rain gear- full suit - size 3XL Pink

**# of Attachments:** 0


**Buyer Contact Information:** [REDACTED]

- Click the **Details** button to open the solicitation itself.  
Click through each tab to view all the details related to the solicitation.  
All bids will have documents attached. Click on the **Attachment** tab to download and print off these documents. Some documents you may have to save to your computer to fill out to attach to your response.

[Show Me ...](#)
[All Solicitations](#)
[My Commodities](#)
[Open Solicitations](#)
[Close](#)

Keyword Search :

Solicitation	Agency/Buyer/Category
Rain gear- full suit - size 3XL Pink RFQ : 1405290000000000636	PUBLIC SAFETY Kathy Paquette



**Solicitation: 1405290000000000636**    **Rain gear- full suit - size 3XL Pink**  
 Issued: 5/29/14    Last Amended:    **Current Status: Open**

**Closing Date:** 6/29/15 2:00 PM EDT    **Agency:** PUBLIC SAFETY    [Add this item to Watch List](#)  
**Time Left:** 251 Days, 00:10:57    **Buyer:** Kathy Paquette  
**Category:**

**Response Options**  
   

**Buyer Information** [Redacted]    **Additional Dates**    **Bid Opening Date:**    **Award Date:**  
**Intent Posted Date:**    **More...** [see Events tab](#)

[Print Solicitation](#)

[Lots/Lines](#)    [Attachments](#)    [Additional Information](#)    [Terms](#)    [Criteria](#)    [Events](#)    [Q & A List](#)    [Amendment History](#)    [Bulletin Board](#)

Lot 1: Default

Description	Requested	More Information
RAIN GEAR- FULL SUIT - SIZE 3XL PINK	<b>Quantity :</b> 10.00000 <b>Unit :</b> Each <b>Requested Delivery Date :</b>	<a href="#">View Purchase History</a> <a href="#">Expand All</a> <a href="#">Product Specs</a> <a href="#">Shipping/Billing</a> <a href="#">Shipping Specs</a>

## Submitting a Bid

Once you have found the solicitation you would like to bid on, you may submit a bid through the online portal. Note that you must be logged in to submit a bid. As a registered user, you can submit online bids for the open solicitations. If you do not have a VSS login but would like to submit a bid, see the [Creating A VSS Account](#) section.

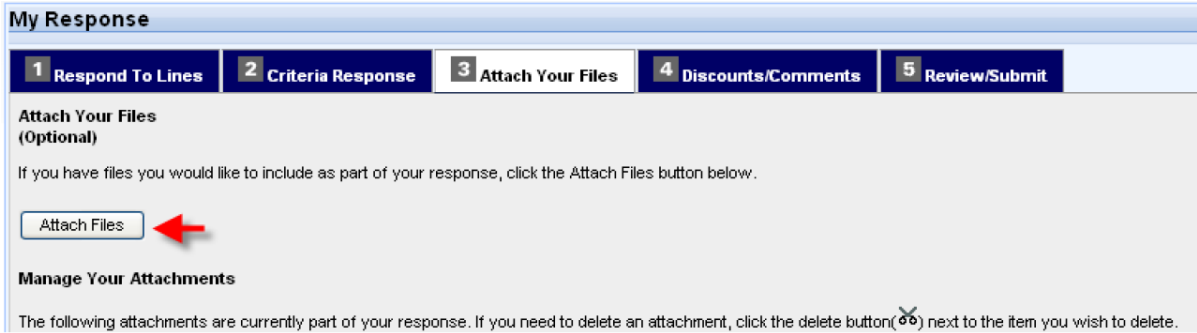
If you have questions about the solicitation or how to submit a bid, see the [Asking Questions on a Solicitation](#) section below.

1. Once you have located the solicitation you would like to respond to, you would click on the “Respond Online” Button. You must be on the Details view to see this button, as shown in the previous section.

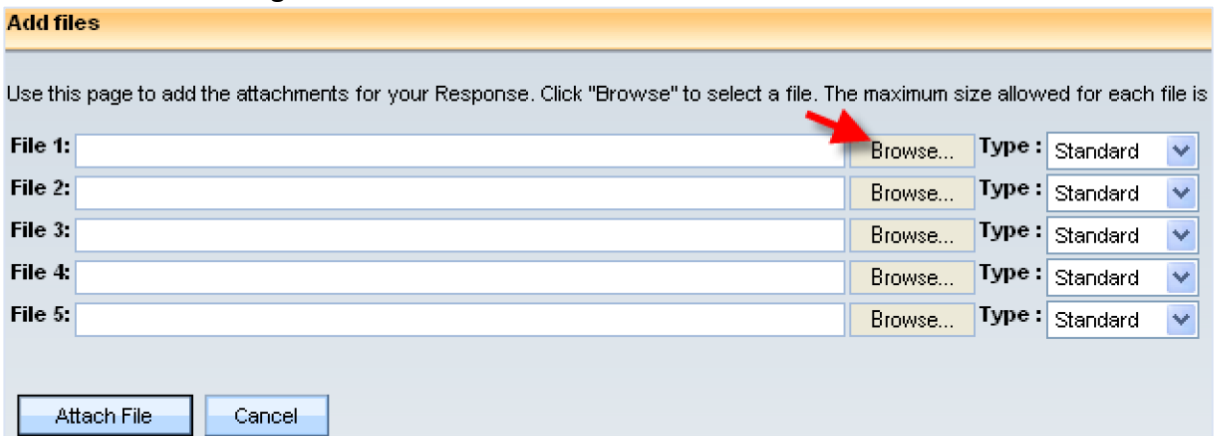
2. Scroll down to the **My Response** section of the RFQ. Fill in the **Unit Price** and **Delivery Days** for your bid. You may also enter comments (optional).  
 Note: Delivery Days should be entered numerically. I.e., for one week, put ‘7’ to indicate 7 days. The system will not allow you to enter 1 week.  
 When finished, click **Save**, and **Go To Step 2**.

If you are responding to a bid that has multiple commodity lines, each commodity line will be listed on the **Respond To Lines** tab. You must respond to each commodity line in order for your bid to successfully submit. If you wish to bid on a line, enter the Unit Price and Delivery Days as shown above. If you do not wish to bid on a line, change the **Response Type** to No Bid. You will need to enter a comment for that line. You may also use the No Response for Lot to change all lines to No Bid.

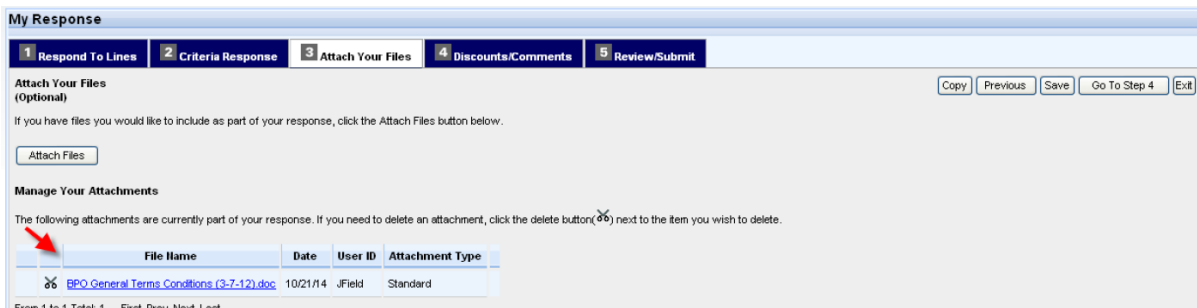
- If any questions are listed under the Criteria Response tab, enter your responses. Note that not all solicitations will have questions listed.
- On the Attach Your Files tab, upload any attachments you would like to include as part of your bid.



After clicking Attach Files, you will be brought to the Add Files page. Here, you can Browse your computer to select up to 5 files. The limit for each file is 5 MB. If you need to attach more than 5 files, select the first 5 and click Attach File. Then, click the Attach Files button again to attach more.

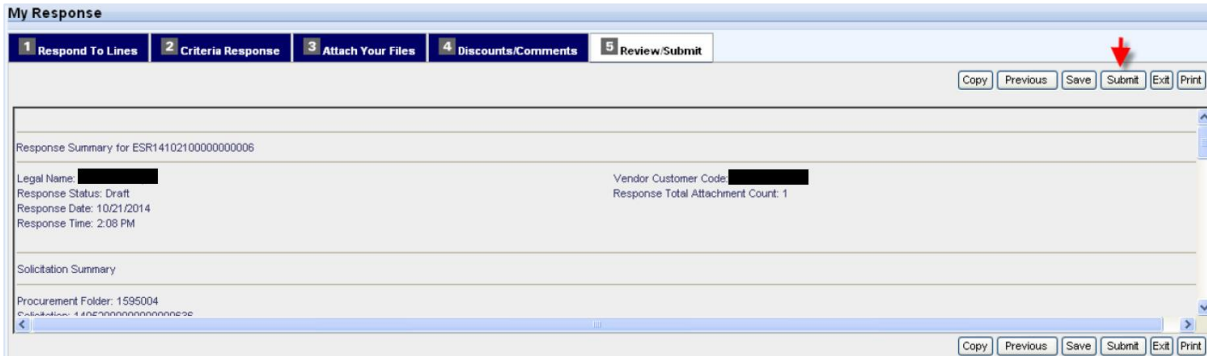


Once the files are successfully attached, you will see them under the Manage Your Attachments section.

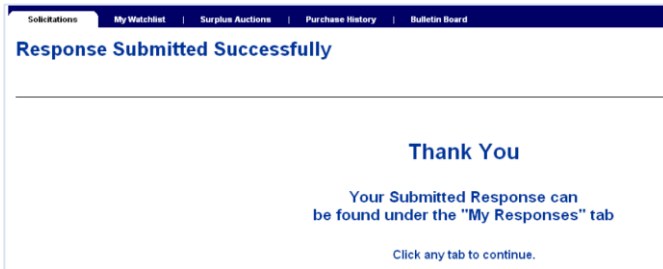


Note: While attaching, you may receive an informational message that your bid has not yet been submitted. This is just to inform you that you have not yet completed the bid process.

- On tab 4, you will be able to enter any discounts or overall comments for your bid.
- On tab 5, you will be prompted to review your bid before submitting. If you see any changes that need to be made, click on the previous tabs and make your changes. Be sure to click Save on the updated tab before returning to tab 5. Once you are ready to submit your bid, click **Submit**.



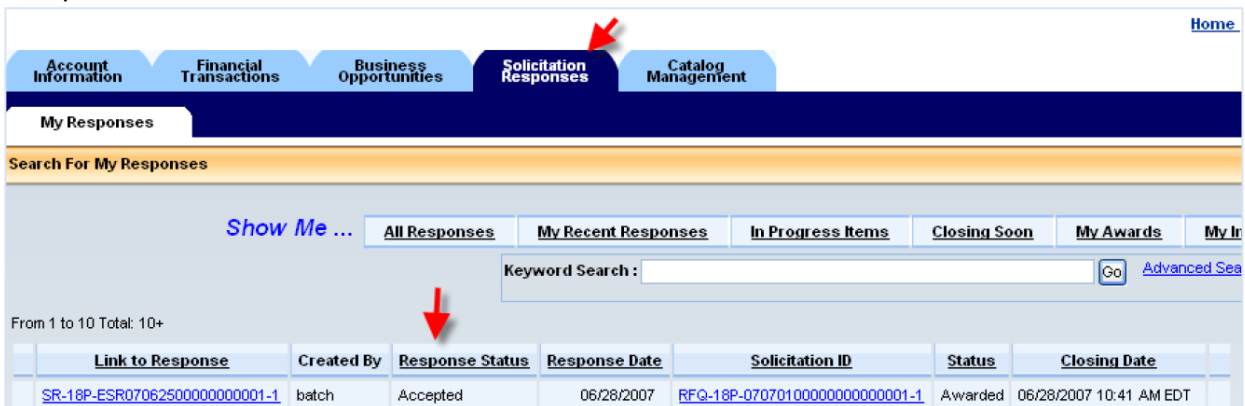
- You will be shown a Thank You message once your response is submitted.



The Buyer will not be able to see any bid details from any vendors until after the solicitation has closed.

Your draft and submitted bids are shown under the Solicitation Responses tab. If it was submitted successfully, the Response Status will be Accepted, and you will receive an email confirmation.

You will be able to submit Draft responses, or modify Accepted responses up until the Close Date/Time. See the next section for more information.



It is possible that the Buyer may make changes to the Solicitation details after it has been posted. When an amendment is made, the change will be reflected in the associated section of the RFQ. It will also be detailed under the Amendment History tab.

Lots/Lines	Attachments	Additional Information	Terms	Criteria	Events	Q & A List	<b>Amendment History</b>	Bulletin Board
No Records found.								
Amendment	Location	Action	Description Text	Date				
From 0 to 0 Total: 0 <input type="button" value="First"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="Last"/>								

### Modifying Your Bid

If you need to make a change to a bid you have already submitted, you will be able to do so up until the closing date & time on the solicitation.

You can do so by going to the Solicitation Responses tab, locating the correct response, and click the link in the first column to open the response. You can then click **Edit** to make your changes. Note that you must Submit the edited version of your bid prior to the solicitation’s closing date & time in order for your changes to be considered.

Account Information	Financial Transactions	Business Opportunities	<b>Solicitation Responses</b>	Catalog Management
<b>My Responses</b>				
Search For My Responses				
<i>Show Me ...</i>	All Responses	My Recent Responses	In Progress Items	Closing Soon
Keyword Search : *004*				
From 1 to 10 Total: 10+				
<u>Link to Response</u>	<u>Created By</u>	<u>Response Status</u>	<u>Response Date</u>	<u>Solicitation ID</u>
<a href="#">SR-05A-ESR190904000000000004-1</a>			09/04/2019	RFQ-05A-0000000000000000020-2

## Clarification Questions

When the Buyer receives a bid for a solicitation, they may determine they need additional information from the vendor. If this occurs, you may receive an email requesting that you provide a clarification. If this occurs, follow the steps below to provide the response to the Buyer.

1. Log into your account and go to the Solicitation Responses tab. Locate the solicitation response that requires clarification. All responses will show by default. If necessary, use the Keyword Search box to narrow the results and find the response you are looking for. The Response Status of your response under the Solicitation Response tab in your VSS account will also show as "Clarification Requested"

The screenshot shows the 'Solicitation Responses' tab selected in the top navigation bar. Below it, the 'My Responses' section is active. A search bar labeled 'Search For My Responses' is present, with a 'Keyword Search' box containing '\*004\*'. Below the search bar, there are buttons for 'Show Me ...', 'All Responses', 'My Recent Responses', 'In Progress Items', 'Closing Soon', and 'My A...'. A table below shows a list of responses with columns: 'Link to Response', 'Created By', 'Response Status', 'Response Date', and 'Solicitation ID'. The first row shows a response with 'SR-05A-ESR190904000000000004-1' as the link, 'Clarification Requested' as the status, '09/04/2019' as the date, and 'RFQ-05A-0000000000000000020-2' as the ID.

2. Open the response by clicking on the SR number
3. If a clarification has been requested, you will see a clarification tab, with the requested **Clarification Details**. A **Clarification Due Date** is also shown. Your response must be submitted by this date.

The screenshot shows the 'My Response' page with the 'Clarification Request' tab selected. The 'Clarification Request' section displays the following information: 'Clarification Due Date : 04/09/2019', 'Allow Pricing Update : No', and 'Allow only Attachment Updates : No'. The 'Clarification Details' section shows the question: 'What is the delivery timeframe?'. Below this, there is a 'Vendor Response' section with a text input area.

#### 4. Respond to the request using the **Vendor Response** field & submit your response.

Your clarification response will be sent back to the buyer.

You will receive an email confirming that the response was submitted.

### Asking Questions on a Solicitation

If you would like to ask a question about the solicitation, you can do so using the Q&A List tab, as shown in the steps below.

If you have a question regarding an RFQ, **you must submit your questions through the Q & A List tab** on the Solicitation page. Once the buyer has responded, the response will also show publicly, to ensure that all potential bidders have the same information. It is the vendor's responsibility to log in to view all questions and answers posted there.

**Questions and Answers obtained any other way will not be valid.**

The only exception is if you are having trouble submitting a bid, in which case you may contact the buyer using the details shown at the top of the solicitation page.

1. From within the solicitation Details view, click on the **Q & A List**.

2. Click the **Ask a Question** button and enter your question.

Your question, as well as any response from the Buyer, will appear publicly on this page.

Question	Question Date	Answer	Answer Date
will you accept color: Purple?	6/3/14	Yes, Purple is acceptable. should accept. 512 characters. BID LANGUAGE: CODE OF CONDUCT ANTI-SWEATSHOP FEE: Any Vendor who is awarded a contract or purchase order for apparel, footwear or textiles from the State of Maine shall be subject to a 1% fee of the total amount of the contract or purchase order. This fee will be applied to the costs of implementing and administering the Code of Conduct, including the development of a consortium to monitor and investigate alleged violations of the Code. Payment	6/4/14

From 1 to 1 Total: 1 [First](#) [Prev](#) [Next](#) [Last](#)

[Ask a Question](#)



## Viewing the Award & Response Details

Once the Buyer has selected a bid to award, the details of the award will be posted on the original solicitation. Overall details of each response will also be posted.

1. On the original bid, click the **Details** tab.
2. The Public Bid Reading tab will show the details of who responded, and what their bids were.
3. The Notice of Award tab will show the vendor that was selected for award.

Because the State of Maine awards by best value, the low bidder may not be the awarded bidder.

<a href="#">Public Bid Reading</a>		
<a href="#">Notice of Award</a>		
Lot 1: Default Commodity Group		
Description	Requested	More Information
BOAT	Quantity : 1.00000 Unit : Each Requested Delivery Date :	<a href="#">View Purchase History</a> <a href="#">Expand All</a> <a href="#">Product Specs</a> <a href="#">Shipping/Billing</a> <a href="#">Shipping Specs</a>

## 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.

Note that 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:

<https://www.maine.gov/dafs/bbm/procurementservices/reports/service-contract-search>

The Service Contract Search page requires the searcher to input at least one piece of search criteria before clicking the **Search** button. No one specific search field is required, so long as at any one search field is populated. You may also search by multiple search criteria.

Once the results are found, 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.

**CGI Advantage** [www.cgi.com](http://www.cgi.com)

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Business Opportunities | Catalog Management | Vendor Registration | Grant Opportunities

Solicitations | Purchase History | Bulletin Board | **Service Contract Search**

### Service Contract Search

The Division of Procurement Services reviews, processes and approves over 8,000 service contracts for Departments in the Executive and Judicial Branches of State Government. Contracts processed from January 2013 through February 2022 can be found on the Procurement Services website (<https://www.maine.gov/dafs/bbm/procurementservices/reports/service-contract-search>) through our Service Contract Search. Contracts finalized on or after February 28, 2022 are available through Vendor Self Service (VSS) using the search feature below. If you are not able to locate a recent contract in VSS, please check [maine.gov \(https://www.maine.gov/dafs/bbm/procurementservices/reports/service-contract-search\)](https://www.maine.gov/dafs/bbm/procurementservices/reports/service-contract-search). If you have difficulty using the search feature, please call us at 207-624-7340, and our staff can assist you.

Search - To search for contracts, enter search criteria and click the "Search" button.  
Download - To download contract attachment results, click on "File Name" link.

Search for Contracts

Contract Number:  Amount:

Department:   From Contract Record Date:

Vendor Name:  To Contract Record Date:

Contract Type	Contract Number	Contract Phase	Department Name	Vendor Name	Amount	Record Date	File Name	Description
Contract	2022	New	DEPT OF HUMAN SERVICES		\$1,250.00	03/11/2022	CT 10A	1.PDF Approval Details
Contract	2022	New	DEPT OF HUMAN SERVICES		\$1,250.00	03/11/2022	SC	.pdf

## Contact Us

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