



Vendor Registration Instructions for



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Introduction

The City of Midland, MI has partnered with the MITN Purchasing Group which can be found through the [BidNet Direct website](#). The [Michigan bid system](#) provides a way for local government agencies in Michigan to more effectively notify vendors of RFP and bid opportunities, while using shared resources to increase efficiency and reduce costs. The procurement solution delivers suppliers centralized online location to view and receive [Michigan RFPs and bid opportunities](#) from over 100 Michigan local government agencies.

MITN offers vendors two different registration options for vendors. Vendors may choose to register for free or for the paid option. Both options provide vendors access to hundreds of bid postings from all participating agencies. The paid option offers vendors auto email notifications for bid postings and addendums on all selected NGIP codes. The free search registration option requires the vendor to access the MITN site to manually search for bid opportunities and addendum postings.

Questions regarding registration or the website should be directed to vendor support at (800) – 835-4603 or by email at support@bidnet.com. For more information about the benefits of becoming a registered vendor please visit the [vendor information page](#).

The document is intended to provide a general overview of vendor registration instructions and not to replace the MITN vendor support.

Paid Vendor Registration

Step 1: SIGN UP

Click on this link: <https://www.bidnetdirect.com/register/> or copy and paste into any web browser.

Enter all required Company and Contact information. An * denotes required information.

Click

REGISTRATION

- 1- Identification
- 2- Subscription
- 3- Payment
- 4- Confirmation

Organization Information

Organization Name*

Address*

City*

Country*

State/Province*

Zip/Postal Code*

Contact Information

Job Title

First Name* Initial

Last Name*

Phone* ext.

Email*

Email Confirmation*

Time Zone*

Login Credentials

Desired Username*

Desired Password*

Password Confirmation*

Terms and Conditions

I agree to the [Terms & Conditions](#) stated herein.
I am an authorized representative of the above-named organization.

Step 2: Subscription

Select the purchasing groups you would like to subscribe to

Click

NEXT

REGISTRATION

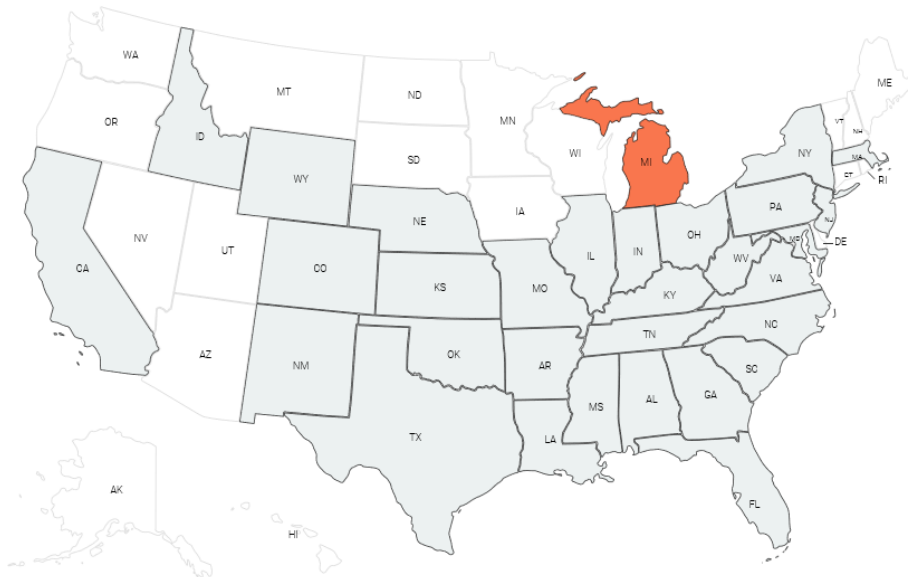
1- Identification 2- Subscription 3- Payment 4- Confirmation

PREVIOUS

NEXT

[Select All Available Purchasing Groups](#)

- Alabama Purchasing Group
- Arkansas Purchasing Group
- California Purchasing Group
- Empire State Purchasing Group
- Florida Purchasing Group
- Georgia Purchasing Group
- Idaho Purchasing Group
- Illinois Purchasing Group
- Indiana Purchasing Group
- Kansas Purchasing Group
- Kentucky Purchasing Group
- Louisiana Purchasing Group
- Maryland Purchasing Group
- Massachusetts Purchasing Group
- Mississippi Purchasing Group
- Missouri Purchasing Group
- MITN Purchasing Group
- Nebraska Purchasing Group
- New Jersey Purchasing Group
- New Mexico Purchasing Group
- North Carolina Purchasing Group
- Ohio Purchasing Group
- Oklahoma Purchasing Group



Step 3: Select plan for each group

Click **NEXT**

REGISTRATION

1- Identification 2- Subscription 3- Payment 4- Confirmation

Select a plan for each state

	Limited Access	Purchasing Groups	MAXIMUM BID OPPORTUNITIES
	\$0	\$9 / month (billed annually) Discount for 3+ groups	Statewide Bids \$29 / month (billed annually) Discount for 3+ states
Access Bids from Purchasing Group Agencies	✓	✓	✓
Receive matching bid & addenda notifications	✗	✓	✓
Filter bids through advanced search	✗	✓	✓
Access a dashboard of your bid history	✗	✓	✓
Receive expiring term contract opportunities	✗	✓	✓
Access more bids through the entire State	✗	✗	✓
Filter statewide bids through advanced search	✗	✗	✓
Receive notice of additional State & Local bids	✗	✗	✓

GROUPS

MITN Purchasing Group	<input type="button" value="SELECT"/>	<small>187 agencies</small> <input type="button" value="SELECT"/>	<small>529 agencies</small> <input type="button" value="SELECT"/>
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+ Add More Groups

LIMITED SERVICE

Step 4: ACTIVATION

These are the steps for the PAID registration which provides real time alerts to open bid opportunities from participating local government agencies. For steps to register for the free Search Registration option skip to page 8.

Select subscription option and enter payment information.

Click **COMPLETE REGISTRATION**

Registration is complete.

REGISTRATION

1- Identification 2- Subscription 3- Payment 4- Confirmation

Subscription Details

Please review the following registration details and enter your credit card information.

This information will be used to process the charges below. It will be securely stored in your profile and be used for any subsequent charges.

Subscription Type One Year Subscription: (05/09/2018 to 05/08/2019)




Transaction Details

The following charges will be placed against your credit card immediately.

MITN Group Notification (\$7.20/month)

Total


Credit Card Information

Credit Card Type*   

Card Number*

Expiration Date* -- Month -- -- Year --

Card Holder's Name*

Security Code* 

Prices are in US Dollars. All fees are non-refundable.
Subscription is automatically renewed unless cancelled before the date of renewal.

Search Only Registration

Step 1: SIGN UP

Click on this link: : <https://www.bidnetdirect.com/register/> or copy and paste into any web browser.

Enter all required Company and Contact information. An * denotes required information.

Click

Step 2: Subscriptions

Select the purchasing groups you would like to subscribe to.

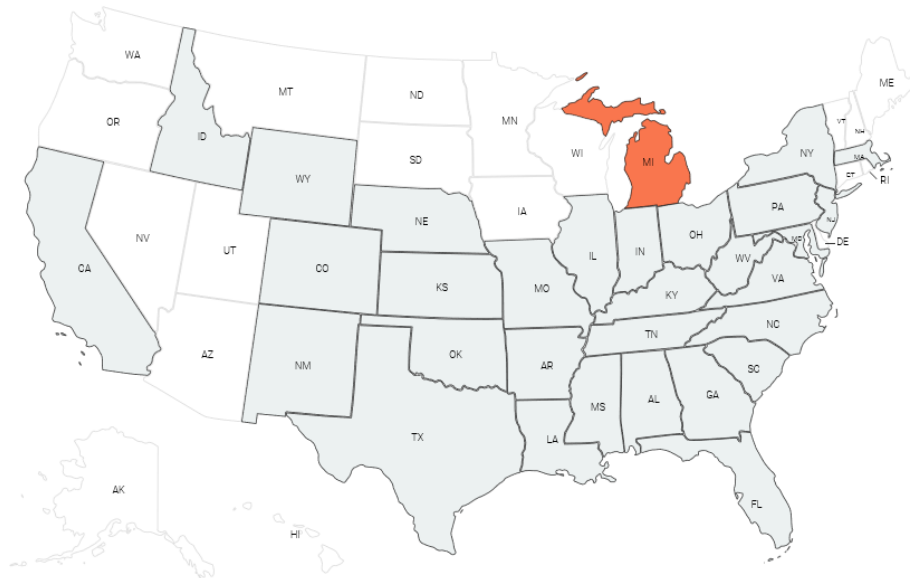
Click

REGISTRATION

1- Identification 2- Subscription 3- Payment 4- Confirmation

[Select All Available Purchasing Groups](#)

- Alabama Purchasing Group
- Arkansas Purchasing Group
- California Purchasing Group
- Empire State Purchasing Group
- Florida Purchasing Group
- Georgia Purchasing Group
- Idaho Purchasing Group
- Illinois Purchasing Group
- Indiana Purchasing Group
- Kansas Purchasing Group
- Kentucky Purchasing Group
- Louisiana Purchasing Group
- Maryland Purchasing Group
- Massachusetts Purchasing Group
- Mississippi Purchasing Group
- Missouri Purchasing Group
- MITN Purchasing Group
- Nebraska Purchasing Group
- New Jersey Purchasing Group
- New Mexico Purchasing Group
- North Carolina Purchasing Group
- Ohio Purchasing Group
- Oklahoma Purchasing Group



Step 3: Select plan for each group

Click **NEXT**

REGISTRATION

1- Identification 2- Subscription 3- Payment 4- Confirmation

Select a plan for each state

	Limited Access	Purchasing Groups	MAXIMUM BID OPPORTUNITIES Statewide Bids
	\$0	\$9 / month (billed annually) Discount for 3+ groups	\$29 / month (billed annually) Discount for 3+ states
Access Bids from Purchasing Group Agencies	✓	✓	✓
Receive matching bid & addenda notifications	✗	✓	✓
Filter bids through advanced search	✗	✓	✓
Access a dashboard of your bid history	✗	✓	✓
Receive expiring term contract opportunities	✗	✓	✓
Access more bids through the entire State	✗	✗	✓
Filter statewide bids through advanced search	✗	✗	✓
Receive notice of additional State & Local bids	✗	✗	✓

GROUPS

MITN Purchasing Group	SELECT	187 agencies SELECT	529 agencies SELECT
+ Add More Groups			

LIMITED SERVICE

Step 4: ACTIVATION

This step will complete the FREE Search Only registration option. Vendors will not receive email notifications of new postings but will have access to all of the same documents via search.

Select the limited access subscription and click **NEXT**

REGISTRATION

1- Identification 2- Subscription 3- Payment 4- Confirmation

Subscription Details

Please review the following registration details:

Subscription Term: 12-Month Subscription (05/09/2018 to 05/09/2019)

Group(s): MITN Purchasing Group

PREVIOUS

COMPLETE REGISTRATION

Click **COMPLETE REGISTRATION**

A "Thank you for Registering" page will appear.