

The Michigan Inter-governmental Trade Network (MITN)

Registering and Placing Bids

The Michigan Inter-governmental Trade Network (MITN) is an online network that allows vendors/providers to bid on services that buyers require. After registration, vendors can search the site for any buyer and any services they may want to bid on. All necessary documents will be made available to vendors through the website. MITN will keep track of who downloads these documents in an effort to maintain integrity and security.

Vendors may choose one of two service packages from MITN. They are the Automatic Email package and Search Only package.

The Automatic Email package costs \$50 per year and may be renewed for 1-2 years. Vendors who choose this package will receive an email whenever a buyer requests services that fit the vendor's industry code(s) as well as having access to the MITN site. By clicking on the links in the email, information will be available.

The Search Only package is free and the registration is good for 6 months and can be renewed. With this package, vendors are able to manually search the MITN site for buyers and place bids.

Note: This is a secure website and confidential information will be protected.

If there are any questions or concerns of any kind relating to MITN, click the ***Support*** button in the upper-right hand corner of the main menu.

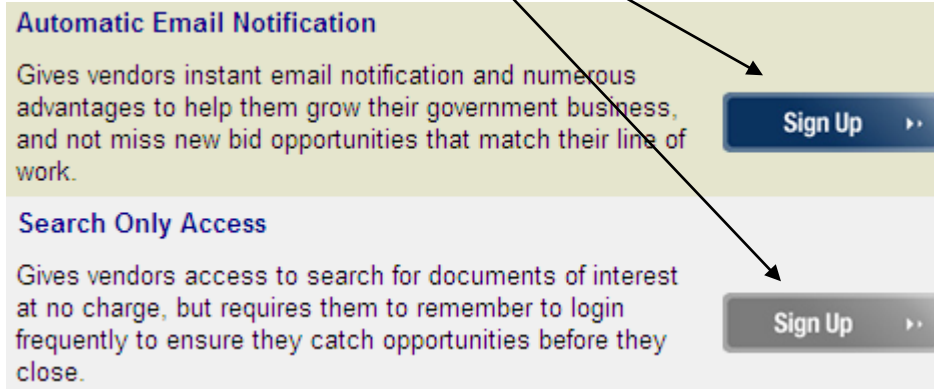


To Register

1. Open an internet browser and enter mitn.info into the address bar to be taken to the MITN homepage.

2.

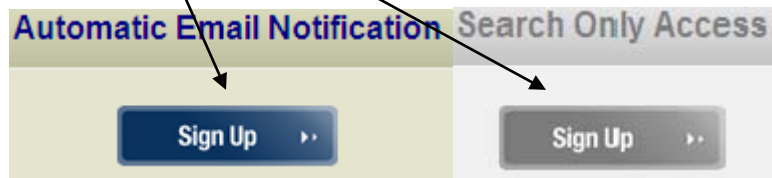
- a. On the MITN homepage, click **Sign Up** next to either Automatic Email Notification or Search Only Access



- b. Or, click Vendor Registration in the center of the top portion of the screen.

[Vendor Login](#)

- c. Then, click **Sign Up** next to either Automatic Email Notification or Search Only Access.



Note: Clicking these buttons will bring you to the same window as from part a.

3. Once a service package has been selected, read the paragraph in the pop-up window and click the box confirming that your company is not a reseller of bids.

My company is not a reseller of bid information.

4. Select a salutation from the drop-down menu.

Salutation:

▾

5. Enter a first and last name in the corresponding fields.

First Name:

Last Name:

6. Click the ***Proceed to Registration Form*** button.

7. The next form will require:

- a. Either Federal Identification Number or Social Security Number
 - b. Company Name and Mailing Address
 - c. City, State, and Zip
 - d. New York State Tax (only if company is located in NY)
 - e. Website Address (optional)
8. The form also requires personal information of the main contact as well as contact information for purchase orders, payment/remittance, and contacts authorized to sign bids, offers and contracts.

(There is a ***Copy Main Contact Info*** button for each field following the Main Contact Info field if one person fills all of these roles.)



Copy Main Contact Info

This form requires:

- a. Salutation
- b. First and Last name
- c. Title
- d. Telephone Number
- e. Fax Number
- f. Email Address (optional)
- g. Purchase Order Address

- h. City, State, Zip
- 9. The final field asks for Company History Information
 - a. Business Type: Minority or Woman-Owned (optional)
 - b. Owner Ethnicity
 - c. Physical Status
 - d. Minority Status
 - e. State of MI Minority ID#
 - f. Other Minority Certifications
 - g. Other Certification Names

10. After entering all of this information, select or search for a NIGP code.

NIGP Code Selection - Required to Match with Bids

1. To begin, click on any letter of the alphabet below (or view all categories), to retrieve a list of those NIGP categories. [Product categories will be displayed in bla](#)
2. Click on any category number (the grey boxes), to view the specific codes under that category.
3. You may also search for codes by keyword. Please search for [one word at a time](#) to optimize the matches.
4. Most importantly, be sure to select codes for every product or service your company provides. If you do not select the right codes you will not match with the ri
Category 99800 - Sale of Surplus & Obsolete Items.

Enter keyword here:

Automatic Email Notification

If the Automatic Email Notification service package is selected, MITN will send the vendor an email whenever a bid is available and matches the vendor's industry code. This email will contain links to the bid as well as any necessary documents. It is important to note that responses must be submitted before the deadline and that some buyers require a hard copy.

Example notification email:

You are receiving this message because the codes on your account matched the codes assigned to this new RFP.

The notice below only contains brief information. More information can be found online. All responses must be received by 4/8/2010 prior to 2:00 PM E.D.T.

This solicitation requires your company to respond by hardcopy. All responses must be received before the deadline specified.

RFP Number:	RFP-AY-This is a test
Requisition #:	
Date Issued:	3/8/2010
Issuing Agency:	Washtenaw Community Health Organization
Department:	This is a test
Delivery Point:	This is a test
Type of Purchase:	One Time Purchase
Deadline Date:	4/8/2010
Deadline Time:	prior to 2:00 PM E.D.T.
Delivery Date:	This is a test
Title of Notice:	This is a test
Specifications:	This is a test.
Special Notices:	Insurance Required Local Service Required Prebid Conference Mandatory: 03/26/2010 07:00 AM E.D.T. @ This is a test

[Click here to review more information.](#)

If this RFP does not match your product or service line, please also [click here to check / modify the NIGP codes shown on your account](#)

DO NOT FORWARD this message to any unauthorized user or another person outside of your company. This information is only intended for the recipient shown at Buyer's Copy.

Search Only Access


Search Only Access subscribers will need to go online to the MITN website and search for RFP's

1. Open an internet browser and enter mitn.info into the address bar to be taken to the MITN homepage.
2. Click the **Vendor Login** button to be taken to the Vendor Login page.
3. Enter the Username and Password, then click the **Login** button.

The diagram shows a login form with two input fields and a button. The first field is labeled 'Username:' and the second is labeled 'Password:'. Below these fields is a button labeled 'Login'. Three arrows originate from the text in step 3 of the list above: one points to the Username field, one points to the Password field, and one points to the Login button.

4. After logging on, click the [Search for Open Bids and Addenda](#) by Agency link.

[Search for Open Bids and Addenda by Agency](#)



5. Select an agency from the provided list and click on the link.
6. This page displays all open solicitation put out by the chosen agency. Select an item and click the corresponding link.
7. After selecting a solicitation, a screen will appear with basic information about the solicitation. Click the ***Specification*** or ***Addenda*** button to see a list of related documents.
8. Clicking the links for the documents will cause them to open in Adobe or Microsoft Word. Most solicitations will require a hard copy response.

Revised 3/9/2010