



# STATE OF MONTANA Office of State Public Defender

44 West Park Street Butte, Montana 59701  
ph: (406) 496-6080 fx: (406) 496-6098

## eMACS Vendor Registration

The Office of State Public Defender utilizes the Montana Acquisition and Contracting System, known as eMACS, for MOU creation and management. Each contractor approved to receive an MOU is required to complete a Vendor Profile on the eMACS website. This profile allows you to manage and update your personal information, quickly and easily apply for a new MOU, and receive advance notice of proficiency determination obligations or MOU expiration.

For all questions or issues regarding registering in eMACS, please visit the Vendor Resources page at <https://vendorresources.mt.gov>, or contact the eMACS Help Desk at (406) 444-2575 or [emacs@mt.gov](mailto:emacs@mt.gov). You may also contact the Contracts Program Assistant listed [here](#).

### **Completing Your Vendor Profile:**

When you have been approved to receive an MOU, you will receive an email invite from eMACS to complete your registration. Simply click the “Register Now” button within the email to begin.

You will be taken to a new page. Click “Continue with Registration” as shown below:

Register Now ← Click Register Now


Thank you,  
MONTANA ACQUISITION & CONTRACTING SYSTEM (eMACS)

If you have any technical questions, please contact State Procurement Bureau at +1 406-444-2575 for assistance and identify yourself as registering in the MONTANA ACQUISITION & CONTRACTING SYSTEM (eMACS) Vendor Network.

**Registration Checklist**

- Registration FAQ
- Registration Tutorial

Welcome to Vendor Registration ENGLISH ▾



The eMACS Vendor Registration is a free service allowing you to enter your business information and select applicable commodity codes for which you would like to receive notice of solicitations.

For complete step-by-step instructions on the registration, please click here.

CONTINUE WITH REGISTRATION ← Click Continue with Registration

If you created a basic Vendor Profile when applying for an MOU, this will launch the eMACS Vendor Registration Wizard. If you haven't already created the basic Vendor Profile, you will be asked to create one by providing your name, contact information, and setting a Vendor Profile password. Enter the required information and click "Create Account." This will then launch the eMACS Vendor Registration Wizard.

The screenshot shows the 'Solicitation User Registration' page. At the top, there are links for 'Registration Tutorial' and a language dropdown set to 'ENGLISH'. Below the header, there is instructional text: 'For step-by-step instructions, please click on this link. For additional assistance, contact information is listed at the bottom of this page.' A warning message states: 'Please keep your account access information in a secure location. You are responsible for all updates to your registration information.'

The main section is titled 'What company are you with?'. It contains several fields:

- 'Legal Company Name \*' with the value 'Brett Schandelson'. A red arrow points to this field with the text 'Enter Your Name as Legal Company Name'.
- 'Tax ID Number Type \*' with a dropdown menu set to 'Choose your option'.
- 'Tax Id' (empty)
- 'DUNS Number' (empty)

The next section is 'Your Contact Info':

- 'First Name \*' (Brett), 'Last Name \*' (Schandelson), and 'Title' (empty).
- 'Phone Number \*' ((406) 523-5142) with an 'ext.' field.
- 'Preferred Time Zone \*' (MDT/MST - Mountain Standard Time (US/Mountain)).

The 'Your Login' section includes:

- 'Email \*' (brett.schandelson@mt.gov) and 'Confirm Email \*' (brett.schandelson@mt.gov).
- 'Password \*' and 'Re-Enter Password \*' fields, both masked with dots.
- 'Account Recovery Question \*' (What was the name of your elementary school?) with a dropdown arrow.
- 'Answer \*' and 'Confirm Answer \*' fields, both masked with dots.

At the bottom, there is a security check section: 'Select the Security Check shown below.' It features a 'I'm not a robot' checkbox (checked) and a reCAPTCHA logo. A blue 'CREATE ACCOUNT' button is located at the bottom right of the form.

# eMACS Vendor Registration Wizard

The following steps occur within the eMACS Vendor Registration wizard. Instructions for each section are found below. You can move forward and back throughout the registration and save your progress at any time. When a section has been completed a green check will appear. Each section must have a green check to complete your registration.

## 1. Welcome

On the Welcome screen, you will be asked to provide your “Legal Company Name.”

- For registration as an OPD Vendor, please enter **YOUR NAME** here. You will complete information about your firm or business in the next section.

**Brett Schandelson**

Registration In Progress for:  
MONTANA ACQUISITION &  
CONTRACTING SYSTEM (eMACS)

1 of 8 Steps Complete

**Welcome**

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Locations ✓

Diversity ✓

Payment Information ✓

Tax Information ✓

Certify & Submit

Registration FAQ | View History

**Welcome to Supplier Registration**

The eMACS Vendor Registration is a free service allowing you to enter your business information and select applicable commodity codes for which you would like to receive notice of solicitations.

For complete step-by-step instructions on the registration, please click here.

**Required to Start Registration**

Legal Company Name \*  Enter YOUR NAME as the Legal Company Name

★ Required to Complete Registration

Click Next

Next > Save Changes

## 2. Company Overview

In the Company Overview section, you will be asked for more information about your business.

- If you work for, or do business as, a firm, business, or legal entity, enter that name in the “Doing Business As” section.
- Select the appropriate legal structure for the **entity** and provide the **entity’s** TaxID.
- Select if you have a DUNS number, and if so, provide it.
- Provide your business’s Montana Secretary of State registration number.

**Company Overview** ?

The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system.

Doing Business As (DBA)  **Enter Your Business Name Here**

Country of Origin

Does your business have a DUNS number?  Yes  No

Legal Structure is used by the IRS to classify the form of a business organization and ultimately determines which tax documentation is required. Please provide the appropriate Legal Structure information as it is currently stated with the IRS. For more information about business structures, please visit [www.irs.gov](http://www.irs.gov).

Legal Structure  **Select the Correct Legal Structure**

Tax ID Number  **Enter Your Business's Tax ID#**

Website

---

**Additional Questions**

Are you Registered with Secretary of State Office? Businesses intending to transact business in MT must register with Secretary of State, per § 35-1-1026 and 35-8-1001, MCA. For information please call (406) 444-3665 or visit <http://sos.mt.gov>.

Yes  
 No

Please provide your registration number  **Provide Your Montana Secretary of State Registration #**

Are you a Construction Contractor? Construction contractors register with Department of Labor and Industry per Montana Code Annotated §39-9-201. For further information please visit <http://erd.dli.mt.gov/work-comp-regulations/montana-contractor>

Yes  
 No

**Click Next**

★ Required to Complete Registration

### 3. Business Details

In the Business Details section, you will be asked to select a Commodity Code. All OPD MOUs are under the 3920 (Professional Services – Legal Services) Commodity Code.

- Click “Edit” to bring up a list of commodity codes.
- Enter “Legal” to search for the correct code.
- Click on 3920 (Professional Services – Legal Services).
- Click Done, then Click Next.

**Commodity Codes**

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

Legal ← Type Legal

Search ← Click Search

**1 Selected Codes**

Showing 1 - 1 of 1 Results

Results Per Page 20 ← Click on Commodity Code Sort by: Commodity Code Page 1 of 1 ?

Commodity Code	Description
3920	Professional Services - Legal Services

Click Done → Done Close

### 4. Addresses

In the Addresses section, you will be required to add a business address. You will also add a contact and location through the Addresses Wizard.

- Click Add Address. This will launch the Address Wizard which will guide you through the rest of this section.

**Addresses**

Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

**Required Information**  
The following address types are required to complete registration:

- Fulfillment
- Physical
- Remittance

No addresses have been entered

Add Address ← Click Add Address Hide Inactive Addresses

- Give your address a label, such as Office. Leave all three checkmarks selected. Click Next.

**Add Address** ×

**Basic Information** (Step 1 of 4) ?

What would you like to label this address? \*

Office

*Example: Headquarters, Houston Office*

Which of the following business activities take place at this address? (select all that apply) \*

Takes Orders (fulfillment)

Receives Payment (remittance)

Other (physical)

\* Required to Complete Registration

Next >

- Enter your business address and click next.

**Add Address** ×

**Address Details** (Step 2 of 4) ?

How would you like to receive purchase orders for this fulfillment address? Mail

Country \* United States

Address Line 1 \* 610 Woody Street

Address Line 2

Address Line 3

City/Town \* Missoula

State/Province \* Montana

Postal Code \* 59802

*Example: 12345 or 12345-6789*

Phone ext.

International phone numbers must begin with +

Toll Free Phone ext.

International phone numbers must begin with +

Fax ext.

International phone numbers must begin with +

\* Required to Complete Registration

< Previous Next >

- Enter your information as a contact.
- Check the “Sales” box.
- Uncheck “Create New User Account.”
- Click Next.

### Add Address ×

**Primary Contact For This Address** *(Step 3 of 4)* ?

You can also update and add Contacts later from the Contacts page.

Enter New Contact     Not Applicable

Select additional contact type(s) to apply

- Takes Orders *(fulfillment)*
- Receives Payment *(remittance)*
- Other *(physical)*
- Catalog
- Corporate
- Customer Care
- Sales ← Check Sales
- Technical
- PO Failure

Contact Label \*  ← Enter Your Name

First Name \*

Last Name \*

Position Title

Email \*

Phone \*   International phone numbers must begin with +

Toll Free Phone   International phone numbers must begin with +

Fax  International phone numbers must begin with +

Selecting this option will automatically send an email to this contact inviting them to register for an account

Create new user account for this contact?  Create new user account for this contact? ← Uncheck

\* Required to Complete Registration

Click Next ← Previous Next >

- Add a label and description to your address.

**Add Address** ×

**Assign this Address to a Location** *(Step 4 of 4)* ?

You can also update and add Locations later from the Locations page.

Locations represent the various places in which your business operates. Some examples of locations are regional offices, fulfillment centers, divisions, etc. If your organization only operates out of one location, please enter "Main Office" for the Location Label.

Enter New Location

What would you like to label this location? \*

Office ← Add Label

Location Type \*

Headquarters ▼

Description \*

Home Office ← Add Description

689 characters remaining

← Previous Save Changes ← Click Save Changes

\* Required to Complete Registration

- You should now see your address listed in the Address section. Click Next.

**Addresses** ?

Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

Address Label	Address Types	Address	
Office	Physical (Primary) Fulfillment (Primary) Remittance (Primary)	610 Woody Street Missoula, MT 59802 US	Edit ▼

Add Address Show Inactive Addresses



## 5. Contacts

- If you added your contact correctly, you will see it listed here. Click Next.

### Contacts

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

Contact Label	Contact Types	Name	Email	
Brett Schandelson	Sales (Primary) Fulfillment (Primary) Remittance (Primary) Other (Primary)	Schandelson, Brett	brett.schandelson@mt.gov	Edit

[Add Contact](#) [Show Inactive Contacts](#)

## 6. Locations

- If you added your address correctly, you will see it listed here. Click Next.

### Locations

Locations can be used to organize contacts and addresses. For instance, if your company operates from multiple addresses in one vicinity on the East Coast, you can create an East Coast location and designate appropriate contacts and locations.

Location Label	Location Type	
Office	Headquarters (Primary)	Edit

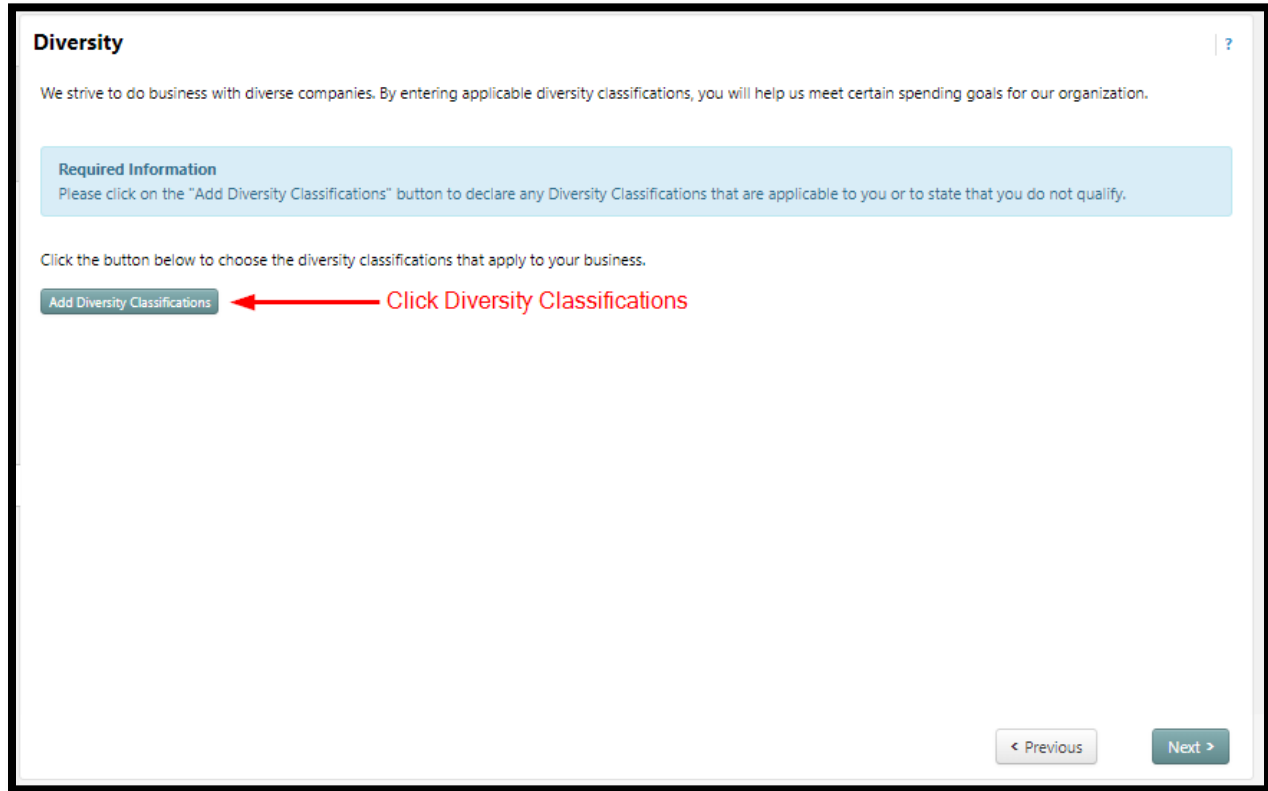
[Add Location](#) [Hide Inactive Locations](#)

[< Previous](#) [Next >](#)

## 7. Diversity

In the Diversity section you will be asked to select any applicable diversity classifications or decline to respond.

- Click “Add Diversity Classifications”



**Diversity** ?

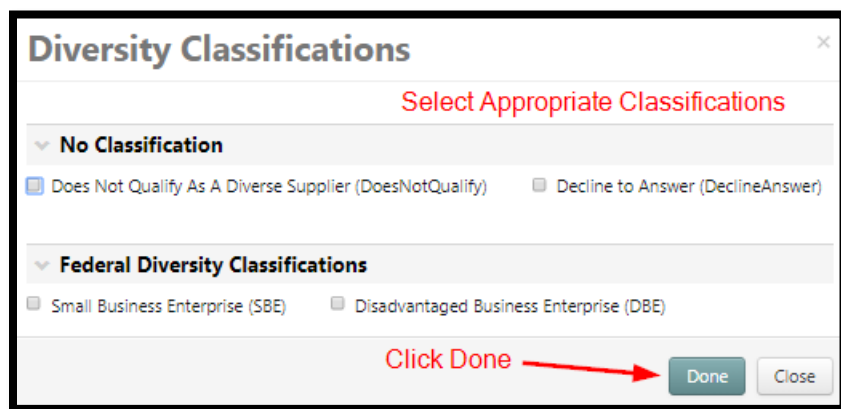
We strive to do business with diverse companies. By entering applicable diversity classifications, you will help us meet certain spending goals for our organization.

**Required Information**  
Please click on the “Add Diversity Classifications” button to declare any Diversity Classifications that are applicable to you or to state that you do not qualify.

Click the button below to choose the diversity classifications that apply to your business.

← Click Diversity Classifications

- Check the appropriate classifications or Decline to Answer, and click done.



**Diversity Classifications** ×

Select Appropriate Classifications

**No Classification**

Does Not Qualify As A Diverse Supplier (DoesNotQualify)     Decline to Answer (DeclineAnswer)

**Federal Diversity Classifications**

Small Business Enterprise (SBE)     Disadvantaged Business Enterprise (DBE)

Click Done →

- Click Next.

## 8. Payment Information

In the Payment Information section, you will be asked to provide the necessary information to receive payment for your services from OPD.

- Click “Add Payment Information”

**Payment Information** | ?

Information on this page is used to determine how and where you will receive payment.  
If you have any Account Payable questions please contact the State Accounting Bureau helpdesk at (406) 444-3092.

**Required Information**  
At least one payment type is required to complete this section.

No payment information has been entered.

**Add Payment Information** ← Click Add Payment Information

**Additional Questions**

Did you select ACH as Payment Method? \*

Yes  
 No

< Previous    Next >    Save Changes

- Select whether you’d like to receive payment via ACH (Direct Deposit) or check (mailed).

No payment information has been entered.

**Add Payment Information** ▼

Direct Deposit (ACH)

Check

**Additional Questions**

Did you select ACH as Payment Method? \*

Yes  
 No

- Fill out your banking information for ACH or mailing information for Check and Click “Save Changes.”

- If you've selected ACH, select "Yes" and upload either a voided check or Direct Deposit form from your bank, then click Next.

**Payment Information** ?

Information on this page is used to determine how and where you will receive payment.  
If you have any Account Payable questions please contact the State Accounting Bureau helpdesk at (406) 444-3092.

Title ▾	Payment Type	Currency	Active	
Checking	Direct Deposit (ACH)	USD	Yes	<a href="#">Edit</a>

[Add Payment Information ▾](#)

---

**Additional Questions**

Did you select ACH as Payment Method? \*

Yes ← Select Yes if You've Chosen to Recieve Payment via ACH  
 No

Direct Deposit (ACH) Documentation (Direct Deposit form signed by bank representative or copy of a voided check) \*

Select file Done ✓

Voiced Check.pdf ↓ 100% ×

← Upload Voiced Check or Direct Deposit Form

Click Next

[< Previous](#)   [Next >](#)   [Save Changes](#)

## 9. Tax Information

In the Tax Information section, you'll be asked to provide a W9 form. You'll be able to generate a pre-populated W9 and electronically sign it within the registration wizard.

- Click "Add Tax Document"
- Select W9

**Tax Information** ?

Tax information is used for payment and the tax document should be uploaded using a PDF format.  
If you have any tax information questions please contact the State Accounting Bureau helpdesk at (406) 444-3092.

**Required Information**

The following tax document are required to complete registration:

- W-9

No tax information has been entered

[Add Tax Document ▾](#) ← Click Add Tax Document

- Next, click on “Download Pre-populated Tax Document”

- Open the Downloaded W9, complete it, and save it. Ensure the W9 reflects your firm, business, or legal entity’s information, which, except the name, should be prepopulated.

- Upload the saved W9, check the box to certify, name the tax document, select the tax year, and type your Vendor Portal password to electronically sign the W9, and click “Save Changes.”

**Add Tax Document**

Tax Type \* W-9

Tax Document Name \* W9

Tax Document Year 2018

Signature Status Not Signed

Tax Documentation \* W9.pdf 100% x

I certify this tax document

**Electronic System Submission**

Under penalties of perjury, I certify that:

- I am the same person (or payee's agent) accessing the system and submitting this form as identified on this form.
- By submitting this form electronically, I am offering my electronic signature as the payee identified on this form and I agree my electronic signature is the legal equivalent of my manual signature.

eSignature Enter Portal Password

Save Changes Close

- Confirm your W9 is correctly entered and “Click Next.”

**Tax Information**

Tax information is used for payment and the tax document should be uploaded using a PDF format. If you have any tax information questions please contact the State Accounting Bureau helpdesk at (406) 444-3092.

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation	e-Signed	Signature Status
W9	W-9	2018	<a href="#">View Document</a>	✓	e-Signed

Next >

## 10. Certify & Submit

In the Certify & Submit section, you will finalize your Vendor Registration and click submit.

- Ensure all sections have been completed and have green checks.
- Add your title.
- Check the box to certify your registration.
- Click “Submit.”

**Brett Schandelson**

Registration In Progress for:  
MONTANA ACQUISITION &  
CONTRACTING SYSTEM (eMACS)

8 of 8 Steps Complete

Welcome **Make Sure All Sections Have Green Check**

Company Overview ✓  
Business Details ✓  
Addresses ✓  
Contacts ✓  
Locations ✓  
Diversity ✓  
Payment Information ✓  
Tax Information ✓

**Certify & Submit**

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.

Preparer's Initials \*

Preparer's Name \*

Preparer's Title \*  **Add Your Title**

Preparer's Email Address \*

Today's Date 7/24/2018

Certification \*  I certify that all information provided is true and accurate. **Check this Box to Certify Your Registration**

**Click Submit**

★ Required to Complete Registration

Registration FAQ | View History

You will see this screen when your registration is complete.

**Thank You for Registering**

✓ Registration Complete for Brett Schandelson!

**Next Steps**

- You will receive a confirmation email with information on what to expect next.
- Bookmark this site in your browser so you can easily make updates to your business profile.
- Send new user request to an additional portal user.
- Return to the homepage and check for any other outstanding tasks.
- Return to Registration Profile

**Congratulations, you have completed your OPD eMACS Vendor Registration!**