

# **Registration Instructions: Accessing Solicitations on the Michigan Intergovernmental Trade Network (MITN) for the City of Livonia, Michigan**

- Go to [www.MITN.info](http://www.MITN.info)
- Click on the “Vendor Registration” or “Register Now” orange buttons

## **“Registration”:**

- Complete the Vendor Registration form (Identification).
- At the Bottom of Vendor Registration page click on “NEXT”.

## **Additional Information:**

- Select NIGP codes for every product or service that your business provides
- When selection is completed click on “NEXT” found at the bottom of the page.

## **Subscription:**

- Select a plan: “Limited Access (Free)”; “Purchasing Groups”; or “Statewide Bids”
- When selection is completed click on “NEXT” found at the bottom of the page.
- Get the Competitive Advantage (Optional) - Thousands of companies use this system to respond to government bids. Add the Enhanced Advertising Profile to let buyers know what sets YOU apart!
- Confirmation of your Registration
- Complete Registration

You will receive an email & need to click a link to activate your account.

Should you not receive this email within minutes, or if you need assistance, please call BidNet Direct’s Support Department at 800-835-4603. Technical support for this online bidding system is available Monday-Friday from 8:00 am to 8:00 pm (EST).

For all technical assistance please contact Vendor Support at 800-835-4603 Monday – Friday 8:00 am – 8:00 pm (EST).