

**FOREIGN VENDORS/PAYEES MUST REGISTER ON THE
STATE VENDOR FILE TO:**

(Updated 3/26/2010)

- Receive payments from the State of Michigan - Payments are issued using a Tax Identification number assigned by the U.S. Federal government (FEIN, ITIN, or social security number) and an address/mail code.
- Sign up for Electronic Funds Transfer (EFT) – Direct Deposit of the above payments into a U.S. bank account
- View EFT payment detail.

How to Register on the State Vendor File

Log-on to Contract & Payment Express, (C&PE) at Michigan.gov/cpexpress. If you have never accessed C&PE before, review the Welcome Page instructions and then click on the ‘Go to C&P Express’ arrow. On the C&PE Home Page, click on ‘New Users’ and complete the easy-to-follow instructions.

- Registration will require a Tax Identification number (TIN), name, and address information.
- If the password letter has to be directed to a specific person/area other than the name attached to the TIN, enter the information on the address attention line when entering the information.
- The appropriate Internal Revenue Service W-8 form must be completed, signed, and submitted by fax or mail to the OFM Help Desk.
- Many questions may be answered by clicking on ‘[FAQs](#)’ or ‘keywords’ at the top of the C&PE Welcome page.
- If you need assistance, contact the OFM Help Desk.

Once registered, a password will be mailed via the U.S. Postal Service the following day. Refrain from accessing C&PE again until you have received your password in the mail, because you could accidentally inactivate your password.

When you receive the password, access C&PE, enter the User ID you created and the password received in the mail. You will be prompted to change the password. Once completed, you can log-in, change address information as necessary, sign up to receive your payments via EFT, and view EFT payment detail.

Cannot Enter My Address

If C&PE does not prompt you to enter address information, but instead displays an address, this indicates you are already on our vendor database even though you have not registered on C&PE. If the address is correct, continue to complete the registration. You will be unable to make changes to the address. If the address is incorrect, submit a letter, on business letterhead, if possible, explaining the address changes needed. The information can be sent by fax or mail to the OFM Help Desk. (Information below)

Forgot User ID and/or Password

If you have forgotten your User ID or password, click on the applicable hyper-link below the box used to enter your User ID or password. Once created, the User ID remains the same so if you request your User ID, you will be mailed a copy of the User ID you created the first time you visited C&PE. To request a password you must know your User ID. If you request a password, a new password will be generated and mailed to you. For security reasons, we cannot provide the User ID or password over the phone or through email. Refrain from accessing C&PE again until you have received your password in the mail, because you could accidentally inactivate your password.

How to Sign up to Begin Receiving Your Payments via EFT (Direct Deposit)

1. Access C&PE, at michigan.gov/cpexpress.
2. Once you are logged in, click on 'Update Registration Details,' click on 'Add Direct Deposit Account' and enter the banking information requested.
3. Select the addresses/mail codes you would like associated with the bank account and click on 'submit.'
4. Review the 'Submit Direct Deposit Authorization' form, click on the box at the bottom of the form agreeing to the terms and conditions, and click on 'submit.'

You will be ready to receive payments by EFT in approximately 10 business days.

NOTE: When signing up for direct deposit, if you would like to receive email notification when funds are deposited into your bank account, enter your email address. Many vendors have numerous addresses on the vendor file. To ensure email notification for all payments deposited into your bank account, enter an email address for each active address on your vendor record. Email notification will occur approximately 2 days before funds are deposited into your bank account.

OFM Help Desk Address Information

Mailing Address:

State of Michigan
DTMB - Office of Financial Management
P.O. Box 30026
Lansing, MI 48909

Fax Number:

517/373-6458

e-Mail Address:

dmb-vendor@michigan.gov