

Entering Your Vendor Code into Petpoint

Municipalities who participate in online licensing will need to ensure their agency (municipality) record is complete, including their **VENDOR CODE** being entered into the **UNIT** field. Each town has a unique vendor code that would have been issued the first time the town was set up to receive any payment from the State of Maine. Please check with your finance person/people/office. Only if the municipality does not have a vendor code, submit a [Maine Substitute W9 & Vendor Authorization Form](#) to obtain one.

<input type="text" value="Primary"/>	<input type="text" value="clerk@pretendmunicipality.com"/>		
Phone +			
Type	Number	Extension	
<input type="text" value="Primary"/>	<input type="text" value="(207) 555-1212"/>	<input type="text"/>	
Address +			
Type	Street	Unit	
<input type="text" value="Primary"/>	<input type="text" value="123 Pretend Street"/>	<input type="text" value="VC0001223456"/>	
Zip/Postal Code	City	State	Country
<input type="text" value="12345"/>	<input type="text" value="Pretend City"/>	<input type="text" value="Maine"/>	<input type="text" value="United States"/>
City Alias			
<input type="text" value="Schenectady"/>			
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