

Manson Construction Co. is a direct contractor with the government of the United States (federal contractor)

As a federal contractor, Manson must collect certain compliance information including tax status, representations about legal compliance and the socioeconomic status of our business partners. For this purpose, Manson has created the Manson Vendor Portal (MVP) to provide a single, secure, electronic way to collect this information from your business.

Manson will use this information to both maintain current vendor data and to evaluate businesses for future opportunities to work with us.

Information collection applies to *all* vendors, subcontractors, service providers, suppliers, and other business partners on no less than an annual basis. **Failure to participate may result in delay or withholding of invoice payments.**

Manson may also elect to collect information on a project-specific basis through this portal.

Key Information

MVP Account Set-up for Secured Access

1. Select a responsible person to set up your business record in this portal. This will become your business' Primary Account holder. A unique business email address is required to create this account.
2. Only one Primary Account can be created per business, even when there are multiple branches owned and operated by the same entity.
 - After setup, the Primary Account holder can add secondary users to the business record by sending an invitation through the MVP directly. Unique business email addresses are required, and users will be required to create their own individual secured access to the Primary Account through the MVP. The Primary Account holder will be able to see the individuals and emails associated with the Primary Account and manage them directly.
 - All secondary users added by the Primary Account holder will be able to edit or renew your business information, including verifying your business entity's Taxpayer Identification Number (TIN) for tax reporting purposes.
3. Any user – Primary Account holder or secondary user - must have a unique text-enabled phone number in order to receive 2-Factor Authentication (2FA) SMS-text Messages when creating a log-in. **A 2FA secured log-in cannot be created using a landline or non-text enabled phone.**
 - 2-Factor Authentication is not required to create an account, however, Manson strongly recommends all users of the MVP enable this function to better secure the business' record.
 - After users create their log-in, they can provide additional phone number(s) for future Manson business-related telephone communications.

Completing and Submitting the Business Record Form

After account set-up, you can create a business record for the year listed under "My Forms." Once the data has been supplied to your satisfaction, you must complete the signature block on the Review tab to

validate your information before clicking the “Submit to Manson for Review” button.

1. Make sure the Legal Business Name matches your Business License.
2. If you have a registered Trade Name, list it in the separate Business Trade Name field further down the form to improve visibility within Manson’s search results and allow Manson employees to better match you with potential opportunities.
3. The MVP has an internal messaging system for communications with the System Administrator. Manson will only make requests for confirmation or request additional information about an active MVP record submission through the internal MVP messaging system.
4. Questions should be sent through the MVP messaging system or emailed to VIF@MansonConstruction.com.

Note: Inquires related to invoices and payment processing, estimating, contracts, or other non-MVP matters cannot be addressed through the MVP. Please direct these inquiries to the appropriate Manson contact.

A full guide can be found in the MVP using the link located in the FAQ Section.

Visit <https://mvp.mansonconstruction.com/Authentication> to access the MVP directly.