



State of Michigan VSS User Guide for New Vendors

Version 3.11

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Introduction

The State of Michigan (SOM) Vendor Self Service System (VSS) allows you, as a vendor/grantee or payee to manage your account information, view and create financial transactions, including payments and Procurement Business Opportunities. (For detailed information on the SIGMA VSS Grantee functionality, please see the State of Michigan Grantee User Guide shown on the SIGMA VSS Home Page.)

This VSS training guide provides detailed instructions for registering a new account and modifying your existing account.

(Note: State of Michigan existing vendors should refer to the State of Michigan Vendor Self Service (VSS) Existing Account Activation guide for user instructions.)

Key Information

- To avoid browser compatibility issues, SIGMA VSS is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6. Please disable your pop-up blocker in order to access all parts of the site. Watch for browser updates in the Announcements section of the VSS Home Page.
- Within the various SIGMA VSS pages Frequently Asked Questions (FAQs) links are available to provide additional user information. These are located on the left side column of the application as a link to select. When navigating from one tab to another the frequently asked questions will update to correspond to the page being viewed.

Section 1: Register New Vendor Account

Step 1.1 Select **Register** to create new account.

SIGMA Vendor Self Service www.michigan.gov www.michigan.gov/miccontractconnect04541732530258...00.html www.michigan.gov/miccontractconnect

Welcome to State of Michigan SIGMA Vendor Self Service (VSS)

The State of Michigan SIGMA Vendor Self Service (VSS) system allows you, as a payee/vendor/grantee, to manage your information, view your financial transactions, view business and grant opportunities and much more. Click on the Register button to begin filling out an electronic application to become a payee/vendor/grantee. Please disable your pop-up blocker in order to access all parts of the site.

This site is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6.

If you have questions, please contact the State of Michigan VSS (SOM VSS) Support Center at DMB-Vendor@michigan.gov or 1-888-734-9749. The State of Michigan VSS (SOM VSS) Support Center Office Hours are 8:00 AM until 5:00 PM EST, Monday-Friday.

Announcements

03/29/2017
Test UAT Announcement
[View All Announcements](#)

Contacts

Click on link below to view the list of department contacts.

[Agency Contacts](#)

Forms and Reference Documents

Click on a form below to either save it to your desktop or open it in Adobe.

- [SOM VSS Vendor Registration User Guide](#)
- [SOM VSS Vendor Existing Account Activation User Guide](#)
- [SOM VSS Grantee User Guide](#)

Forms used by Foreign payees:

- Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding (Form W-8BEN) <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
- Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding and Reporting (Entities) (Form W-8BEN-E) <https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>
- Certificate of Foreign Person's Claim for Exemption from Withholding (Form W-8ECI) <https://www.irs.gov/pub/irs-pdf/fw8eci.pdf>
- Certificate of Foreign Government or other Foreign Organization for U.S. Tax Withholding (Form W-8EXP) <https://www.irs.gov/pub/irs-pdf/fw8exp.pdf>
- Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual (Form 8233) <https://www.irs.gov/pub/irs-pdf/8233.pdf>

Step 1.2 Review Memorandum of Agreement information and select **Accept Terms** to accept the agreement or **Reject Terms** to reject the agreement.

VSS returns to VSS Home page when Reject Terms is selected.

SIGMA Vendor Self Service
[Privacy Report](#) | [Contact Us](#)

Memorandum of Agreement

To register as a vendor, payee/recipient, or grantee user (collectively, "User") with the State of Michigan Vendor Self-Service System (VSS), you must accept the terms of this Agreement. If you choose not to accept these terms, you will be returned to the Home Page for public access. You may click on the Help button for more information. By accepting, you can register as a User and agree to the following:

- 1) You are authorized by the vendor, payee/recipient, or grantee, to:
 - a) Register
 - b) File all of the information requested in the VSS registration process
 - c) Enter into this Agreement
 - d) Add users and assign security roles
- 2) User will use VSS to update information and ensure information remains accurate and complete at all times even if different information is available or has been received by other means than VSS.
- 3) All transactions made, in whole or in part, utilizing VSS email, without exception, be governed by the laws of the State of Michigan. User will follow all State of Michigan system, acquisition and payment policies and procedures, including Terms of Use for Michigan.gov, Security, Accessibility, Privacy and Link Policy (<http://michigan.gov/dm0255027-150-0174-251400-00.htm>)
- 4) After the registration is completed, the User is responsible for maintaining strict confidentiality, and safe guarding User's password. User is solely responsible for all messages, acts or omissions that occur through the use of User's ID and password. User agrees not to share registration information, including User ID and password, with unauthorized persons. The State of Michigan is not responsible if other parties access VSS using the User's ID and password. If your password or security information has been lost or stolen, call us immediately toll free at (888) 734-9749.
- 5) User understands that VSS is not required to notify Users when opportunities are available. Users should view the website for opportunities. However, as part of the registration process, Users may sign up to receive notifications.
- 6) User agrees that, when User clicks on an I Agree, "I Accept" or another similar worded "button" or entry field with User's mouse, keyboard or other device, User's agreement is legally binding, and is the legal equivalent of User's signature. User assumes all responsibility for any claim, demand or damage resulting from actions through the User's ID and password.
- 7) While using VSS, User will not:
 - a) Take any action that imposes or may impose, in our sole discretion, a disproportionately large load on our infrastructure
 - b) Interfere or attempt to interfere with the proper working of VSS or any activities conducted on the sites
 - c) Attempt to modify, reuse, decompile, reverse engineer or otherwise attempt to gain access to any technology or source code underlying any service
 - d) Post content or items in an inappropriate category or areas on VSS
 - e) Upload, post, e-mail or otherwise transmit any material that contains viruses or any other computer codes, files or programs which may interrupt, limit or interfere with the functionality of any computer software, hardware or telecommunications equipment
 - f) Violate any laws, third party rights, or our policies
 - g) Collect or store personal data, User IDs, or passwords of other users
 - h) Attempt to gain unauthorized access to the system or any other system through the system, nor attempt to log in through another User's account

The User should report problems, offensive content, or policy violations to the State of Michigan immediately toll free at (888) 734-9749.

7) Except as explicitly stated otherwise, legal notices may be served to the e-mail address Users have provided and maintain. Notice shall be deemed given 24 hours after e-mail is sent, unless the sending party is notified that the e-mail address is invalid. Alternatively, we may give the User legal notice by mail to the address provided during the registration process. In such cases, notice shall be deemed given thirty (30) days after the date of mailing.

8) The State of Michigan retains all title to and ownership of the system (including without limitation its layout, interfaces, functionality, incorporated images, text, and any and all documents and information contained therein) and all copyright, patent, trademark, and other intellectual property rights related thereto.

9) The system and any applications, services, materials or information contained within the system is provided on an "as is" basis with no representations or warranties of any kind. To the fullest extent permissible by applicable law, the State of Michigan disclaims all warranties, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, title, and non-infringement. User assumes total responsibility and risk for its use of the system and any system-related services or information or materials. In addition, the State of Michigan does not warrant that the functions of the system will be uninterrupted or error-free, or that defects in the system will be corrected. The State of Michigan does not warrant or make any representations regarding the system or results of the use of the system, specific services or applications provided through the system, or any materials or information on the system, in terms of their correctness, accuracy, reliability, legal compliance or otherwise.

10) Under no circumstances shall the State of Michigan, its agencies, departments or divisions be responsible or liable for any direct, indirect, incidental, consequential, special, exemplary, punitive or other damages, whether based in contract, tort or otherwise, arising out of or relating in any way to use of the system, the services available on the system, information contained within the system, or reliance on any information, materials or results provided to or received through the system, even if the State of Michigan has been advised of the possibility of such damages.

11) This agreement remains in effect as long as User is registered. Failure to comply with the terms of this Agreement may result in cancellation of your registration. State of Michigan may change the terms of this Agreement at any time and shall notify User by posting a message on this website. State of Michigan reserves the right, in its sole discretion, to cancel a registration and restrict access at any time without notice or liability. In the event User's registration is cancelled, User remains bound to this Agreement in regard to completion of any contract, purchase order, grant or other electronic transaction that was made or administered, in whole or in part, using VSS.

[Accept Terms](#) [Reject Terms](#)

Step 1.3 Select **Next** to continue or **Back** to return to previous screen.

SIGMA Vendor Self Service
[Privacy Report](#) | [Contact Us](#)

Registration Tips

Welcome, New

[View Frequently Asked Questions](#)

Already registered? Click [here](#) to login. Otherwise, click Next to continue.

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters):
 - Tax ID Number
 - Legal Business name
 - DUNS Number
 - A free number issued by Dun & Bradstreet for each business location
 - Call toll free at 888-814-1435 to obtain/verify your number
 - Indicate that you are doing business with a Government entity
- Contact Information (name, address, email, phone and fax):
 - Account Administrator (person responsible for your account)
 - Ordering
 - Payment
- Descriptions of your products and services (for example, commodity codes)

[Back](#) [Next](#)

Step 1.4 Use either of the two (2) fields under **Company Search** or **Individual Search** to enter your information. (This step will let you know if you are already registered.)

Step 1.5 Select **Search** to search for an Existing Account.

SIGMA Vendor Self Service www.michigan.gov www.michigan.gov/miccontractconnect0,4541,7-226-50558--00.html www.michigan.gov/miccontractconnect

[Privacy Report](#) | [Contact Us](#)

Search for an Existing Account

[Cancel Registration](#) [Back](#)


Welcome, New
[View Frequently Asked Questions](#)

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name



OR

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number:

Last Name AND Last 4 digits of SSN

[Cancel Registration](#) [Back](#)

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.

If no results are found, continue on to Step 1.6. (If results are found, continue to Sections 2 - 6 of this guide and follow steps for viewing and modifying your existing account.)

Step 1.6 Select **New Registration** to begin registration.

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Search for an Existing Account/Results Not Found

[Cancel Registration](#) [Back](#)

Welcome, New
[View Frequently Asked Questions](#)

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

▼ **Company Search**

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN.

Taxpayer Identification Number OR Legal Business Name

OR

▼ **Individual Search**

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name AND Last 4 digits of SSN

No results have been found for your account. Please perform further research or select the New Registration button to create a new account. [New Registration](#) [Cancel Registration](#) [Back](#)

Additional Resources & Information:

Step 1.7 Enter User Information in General Information. Required fields are marked with an asterisk symbol:

SIGMA Vendor Self Service | [Privacy Report](#) | [Contact Us](#)

My User Information

[Cancel Registration](#) [Back](#) [Next](#)

Welcome, New
[View Frequently Asked Questions](#)

☐ User Information
Verify and Submit Registration

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

▼ **General Information**

*User ID (case sensitive):
(User ID should be between 1 and 16 characters in length)

*First Name:

*Last Name:

*Email:

*Re-enter Email:

*Phone: Ext.:
XXX-XXX-XXXX

Fax:
XXX-XXX-XXXX

Step 1.8 Enter your Password and security question information in the **Password** section.

Passwords must be between 8 and 16 characters. Password must contain a number, an upper case letter, a lower case letter and one of the following symbols: @ \$ # %. The password cannot contain the User ID and it cannot contain the word **password**.

Step 1.9 Select **Next** to continue.

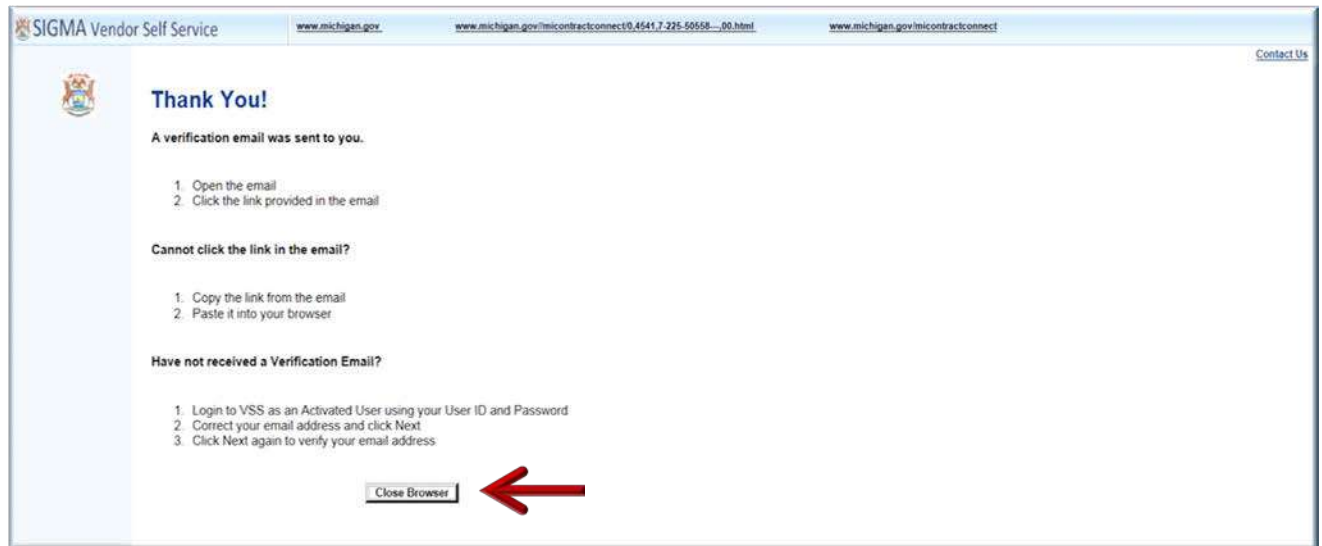
The screenshot shows the 'Password' section of the SIGMA Vendor Self Service registration process. A red arrow points to the 'Password' section header. The form includes fields for 'Re-enter Email', 'Phone', 'Ext.', 'Fax', 'Password (case sensitive)', 'Re-enter Password', 'Security Question' (a dropdown menu), 'Security Answer (case sensitive)', and 'Re-enter Security Answer'. A red arrow points to the 'Next' button at the bottom right. The page also includes a 'Privacy Report' link, a 'Contact Us' link, and a 'Welcome, New' message. A sidebar on the left contains links for 'View Frequently Asked Questions' and 'User Information'. A footer section contains additional resources and information.

Verify Email Address is correct.

Step 1.10 Select **Next**.

The screenshot shows the 'Verify Email Address' section of the SIGMA Vendor Self Service registration process. The page title is 'Verify Email Address'. The text explains that the user must verify their email address by following a link provided in an email. It also provides instructions on how to prevent the email from being blocked by adding a specific address to the user's email contacts. A red arrow points to the 'Next' button at the bottom right. The page includes a 'Privacy Report' link, a 'Contact Us' link, and a 'Welcome, New' message. A sidebar on the left contains links for 'View Frequently Asked Questions' and 'User Information'. A footer section contains additional resources and information.

Step 1.11 Select **Close Browser**.



Your registration is started but your account is not active yet.

1.1: Verify Your Personal Email Address

VSS sends a verification email to the email account entered in Step 1.7. A message similar to the message shown below will appear in your Inbox. Follow the instructions as shown below to access VSS.

Step 1.1.1 Access your email account entered in Step 1.7.

Step 1.1.2 Select the link to access VSS.



VSS transitions to the SIGMA Vendor Self Service Login Screen.

Step 1.1.3 Enter your User ID and Password.

Step 1.1.4 Select **Login**.



VSS transitions to the VSS New Account screen.

1.2: Complete New Vendor Account Information

The Add Business Location – New Account Registration section is used to enter your Tax Identification Number (TIN) Type and Business Classification information.

Enter required New Account information for Tax Identification Number (TIN) Type or EIN and Classification in the New Account Information section. (Please Note: EIN Type and Corporation Classification are used as an example in this guide.)

Step 1.2.1 Select the appropriate TIN Type option. (If the first option is selected, also select **SSN**, **ITIN**, or **ATIN** below it.)

Step 1.2.2 Select the appropriate Classification Type.

VSS will close or place a check mark in the box as you complete each section.

SIGMA Vendor Self Service | www.michigan.gov | www.michigan.gov/micontractconnect/0,4541,7,225-50558--,00.html | www.michigan.gov/micontractconnect

[Privacy Report](#) | [Contact Us](#)

Add Business Location - New Account Registration

Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.

▼ TIN Type ←

☐ I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN).

Please select one of the following: ☐ SSN ☐ ITIN ☐ ATIN ☐

☐ I will use my entity's Employer Identification Number (EIN).

☐ I do not have any of the above forms of Taxpayer identification.

AND

▼ Classification ←

I plan to do business using the following classifications. Please select only one.

Select	Classification
<input type="radio"/>	Individual
<input type="radio"/>	Sole Proprietor
<input type="radio"/>	Partnership
<input type="radio"/>	Corporation
<input type="radio"/>	Nonresident Alien

VSS defaults to **No** option for non-Healthcare Providers.

Step 1.2.3 If Healthcare Provider, select **Yes** and continue.

Step 1.2.4 Select **Next** to continue.

VSS continues to the My Business Information section.

The screenshot displays the SIGMA Vendor Self Service interface. The top navigation bar includes the site name and several URLs. A left sidebar contains a 'Welcome, Lawson' message and a list of menu items: 'New Account Info', 'My Business Info', 'Addresses & Contacts', 'Additional Business Information', and 'Registration Summary'. The main content area features a 'Privacy Report' and 'Contact Us' link at the top. Below these are radio buttons for 'LLC Filing as Sole Prop.', 'Church/Religious Org.', 'Federal Government', and 'Resident Alien'. A 'Hint' states: 'Use the Frequently Asked Questions to obtain a definition of the classifications.' The 'Healthcare Provider' section is expanded, showing the question 'Are you a Healthcare Provider that receives payments from us?' with 'Yes' and 'No' radio buttons; 'No' is selected. Below this is a 'Question' section with a note: 'If you need assistance select the Submit Question button to send us your questions.' At the bottom right, three buttons are visible: 'Save and Close', 'Cancel Registration', and 'Next'. A large red arrow points down to the 'Next' button.

My Business Information section is used to enter your Location Verification and Organization Information.

Note: Some of the fields are pre-populated from questions you previously answered.

Step 1.2.5 Enter information for Vendor Verification Based on; Vendor Verification Password; Confirm Verification Password fields.

Use of word “Password” is used as an example in “Verification Based On” field. Vendor may enter any word or text of choice in the “Verification Based On” field.

Healthcare Provider Instructions:

Step 1.2.5.1 Enter National Provider Information (NPI) in the National Provider ID field.

SIGMA Vendor Self Service

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Step 2: My Business Information

Please enter the general information below. Fields with a red asterisk (*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

Location Verification

This section will be used to establish a verification code that other locations within your company will be required to use when registering a new location for your company.

*Verify My Locations by:
The below fields are required only if you selected "Create My Own" above

Vendor Verification Based on:

Vendor Verification Password:

Confirm Verification Password:

Organization Information

*Organization Type:

Foreign Tax ID:

*Classification:

Location Name:

Location Web Address:

Number of Employees:

National Provider ID:

Assigning Authority:

CAGE Code:

NOTE: If you have more than one NPI you only need to enter one of them. We are required by Federal Law to capture this information.

Step 1.2.6 Enter your Legal Name; 1099 TIN; and Legal Address Information in the required fields (red asterisk symbol).

Note: Some of the fields are pre-populated from questions you previously answered.

The EFT (Electronic Funds Transfer) section is used to enter your banking information.

Step 1.2.7 Enter bank's ABA Number, Select Account Type and Enter your Account Number.

SIGMA Vendor Self Service

Privacy Report | Contact Us

Legal Name Information

*Legal Name on W-9: Business Name (Alias/DBA): Name on Check:

1099 TIN Information

Create Taxpayer ID Number: Taxpayer ID Number:

Re-enter Taxpayer ID Number: Taxpayer ID Number Type: 1099 Reportable:

Legal (1099) Address Information

*Street 1: *City: *State/Province: *Zip/Postal Code:

EFT Information

ABA Number: Account Number: Routing ID Number:

Account Type:

Healthcare Provider EFT Enrollment Instructions:

Step 1.2.7.1 Enter Financial Institution Information.

Step 1.2.7.2 Select appropriate Account Number Linkage to Provider Identifier.

Example: Provider Tax Identification Number (TIN)

The screenshot shows the 'Health Care Provider EFT Enrollment' form. The left sidebar contains a 'Welcome, Health' message and a list of links: 'View Frequently Asked Questions', 'New Account Info.' (checked), 'My Business Info.', 'Addresses & Contacts', 'Additional Business Information', and 'Registration Summary'. The main content area has tabs for 'Privacy Report' and 'Contact Us'. Below the title, a note states: 'The following four sections display and capture the information as required by the Federal Law for Health Care Provider EFT Enrollment. If you choose to enroll in EFT as part of the registration, fill out the Financial Institution information'. The form is divided into four sections: 'Provider Information' (Provider Name: Health Test 1), 'Provider Identifiers Information' (Provider Federal Tax Identification Number (TIN) or Employee Identification Number (EIN): 555444333, National Provider Identifier (NPI): 9876543210), 'Financial Institution Information' (highlighted with a red arrow), and 'Submission Information'. The 'Financial Institution Information' section includes fields for 'Financial Institution Name' (011000015, with a 'Find' button), 'Financial Institution Routing Number' (123444555), 'Type of Account at Financial Institution' (Checking), and 'Provider's Account Number with Financial Institution' (444555666). A note below these fields states: 'NOTE: We are required by Federal law to capture this information'. The 'Account Number Linkage to Provider Identifier' dropdown is set to 'Provider Tax Identification Number (TIN)' and is highlighted with a red arrow. The 'Submission Information' section shows 'Reason for Submission' as 'New Enrollment' and 'Authorized Signature - Electronic Signature of Person Submitting Enrollment' as checked.

Privacy Report | Contact Us

Health Care Provider EFT Enrollment

The following four sections display and capture the information as required by the Federal Law for Health Care Provider EFT Enrollment. If you choose to enroll in EFT as part of the registration, fill out the Financial Institution information

▼ Provider Information

Provider Name : Health Test 1

▼ Provider Identifiers Information

Provider Federal Tax Identification Number (TIN)
or Employee Identification Number (EIN) : 555444333

National Provider Identifier (NPI) : 9876543210

▼ Financial Institution Information

Financial Institution Name : 011000015 **Find**

FEDERAL RESERVE BANK

Financial Institution Routing Number : 123444555

Type of Account at Financial Institution : Checking

Provider's Account Number with Financial Institution : 444555666

NOTE: We are required by Federal law to capture this information

Account Number Linkage to Provider Identifier : Provider Tax Identification Number (TIN)

▼ Submission Information

Reason for Submission : New Enrollment

Authorized Signature - Electronic Signature of Person Submitting Enrollment : ☒

Step 1.2.8 Select **Next**.

SIGMA Vendor Self Service

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*State/Province: Michigan

*Zip/Postal Code: 48922

Welcome, Lawson

[View Frequently Asked Questions](#)

☒ New Account Info

☐ My Business Info

☐ Addresses & Contacts

☐ Additional Business Information

☐ Registration Summary

EFT Information

ABA Number: 011000138 [Find](#) Account Number: 444455557777

BANK OF AMERICA, N.A.

Account Type: Checking Routing ID Number:

Discount Information

If appropriate, please enter any Discount Terms you offer for prompt payment of invoices.

Number of Days	Discount Percent
Number of Days 1:	Discount Percent 1:
Number of Days 2:	Discount Percent 2:
Number of Days 3:	Discount Percent 3:
Number of Days 4:	Discount Percent 4:

Executive Compensation

Officer Name	Officer Compensation
Officer Name 1:	Officer Compensation 1:
Officer Name 2:	Officer Compensation 2:
Officer Name 3:	Officer Compensation 3:
Officer Name 4:	Officer Compensation 4:
Officer Name 5:	Officer Compensation 5:

Back and Close Cancel Registration Back Next

VSS validates the address entered against an external database of valid postal code standards. A Postal Code Standards message is presented at the top of the screen. The system defaults to the **Corrected Address** as shown by the check mark. You have the option to use the Original Address as entered or accept the Corrected Address option.

Step 1.2.9 After choosing correct address, select **Next** to continue.

SIGMA Vendor Self Service www.michigan.gov www.michigan.gov/miccontractconnect/0,4541,7,225-50558-...00.html www.michigan.gov/miccontractconnect

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1099 TIN Information

Create Taxpayer ID Number : Taxpayer ID Number : 211331101
 Re-enter Taxpayer ID Number : Taxpayer ID Number Type : EIN
 1099 Reportable : Yes

Legal (1099) Address Information

Original Address
☐ Select Address
 *Street 1 : 1901 Canal Avenue
 *City : Lansing
 *State/ Province : Michigan
 *Zip/Postal Code : 48922

Corrected Address
☒ Select Address
 Street 1 : 1901 Canal Ave
 City : Lansing
 State/ Province : Michigan
 Zip/Postal Code : 48922-0001

EFT Information

ABA Number : 011000138 [Find](#) Account Number : 444455557777
 BANK OF AMERICA, N.A. Routing ID Number :
 Account Type : Checking

Step 1.2.10 Select **Yes** or **No** to respond to the three questions on the Address Information Questionnaire screen.

Step 1.2.11 Select **Next**.

The screenshot shows the SIGMA Vendor Self Service portal. The header includes the SIGMA logo and navigation links: www.michigan.gov, www.michigan.gov/miccontractconnect/0,4541,7-225-59258--,00.html, and www.michigan.gov/miccontractconnect. The page title is "Add Business Location - Address Information Questionnaire". Below the title, it says "Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses." The main content area is divided into two sections: "Legal Address Information" and "Address Questions".

Legal Address Information

Address: 1921 Canal Ave.
 City: Lansing
 State: MI
 Zip/Postal Code: 48922-0001

Address Questions

Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)?
☐ No
☒ Yes

Is your address information the same for Administrative, Ordering, Payment, and Billing addresses?
☐ No
☒ Yes

Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)?
☐ No
☒ Yes

At the bottom right, there are four buttons: "Save and Close", "Cancel Registration", "Back", and "Next". A red arrow points to the "Next" button.

VSS transitions to the Addresses & Contacts section.

Step 1.2.12 Read the user instructions at the top of the screen carefully before continuing with entering your Address and Contacts information.

Step 1.2.13 Enter phone number in the Phone field in Address Information section.

SIGMA Vendor Self Service | www.michigan.gov | www.michigan.gov/miccontractconnect045417325-50526--00.html | www.michigan.gov/miccontractconnect

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Step 3: Addresses and Contacts

Based on the answers you provided on the previous page, additional information is required about your address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type, enter all the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button. Please note that Billing address information is optional. If you do have separate address and contact combinations for each address type, you may go back to the previous page and change the answers so you can provide different address and contact information.

☒ Administrative
☒ Ordering
☒ Payment
☒ Billing *Entering a Billing Address is optional. Please uncheck this box prior to clicking "Next" if you would prefer to enter a Billing Address at a later time.

Address Information

*Street 1:
Street Address, P.O. Box, Company Name, etc.
 Street 2:
Street Address, P.O. Box, Company Name, etc.
 *City:
 *State/Province:
 Zip/Postal Code:
 Country:
 County:
 *Phone: Ext.
XXX-XXX-XXXX
 Additional Address Info:

Step 1.2.14 Enter required information for Principal Contact and Phone. Email address is not required, but preferred.

Step 1.2.15 Select **Next**.

The screenshot displays the SIGMA Vendor Self Service interface. The top navigation bar includes links for Privacy Report, Contact Us, and several Michigan government URLs. The left sidebar shows a 'Welcome, Lawson' message and a list of navigation options: View Frequently Asked Questions, New Account Info, My Business Info, Addresses & Contacts, Additional Business Information, and Registration Summary. The main content area is titled 'Contact Information' and contains a form for entering contact details. The form includes fields for County, Phone, Ext, Additional Address Info, Division/Department, DUNS, Extended DUNS, CAGE Code, Principal Contact (Lawson Woodward), Title/Role, Permissions, Authorized Representative, Phone, Phone Extension, Alternate Phone, Alternate Phone Extension, English Spoken, Fax, Fax Extension, Alternate Fax, Alternate Fax Extension, Email, and Correspondence Type. A red arrow points to the 'Contact Information' tab, and another red arrow points to the 'Add' button at the bottom right of the form.

The Additional Business Section is used to **Add** information for Attachments, Commodities, Business Types and Service Areas.

Step 1.2.16 Select **Add** to add commodities to your account. Adding commodities to your account gives you the ability to receive email notifications regarding State of Michigan Business and Grant Opportunities. (See SIGMA VSS Grantee User Guide for more information related to grant commodity codes.)

SIGMA Vendor Self Service

www.michigan.gov | www.michigan.gov/micontractconnect0,4541,7-225-50558-...00.html | www.michigan.gov/micontractconnect

[Privacy Report](#) | [Contact Us](#)

Step 4: Additional Business Information

Save and Close | Cancel Registration | Back | Next

Welcome, Lawson

[View Frequently Asked Questions](#)

- ☒ New Account Info
- ☒ My Business Info
- ☒ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

Attachments

Click the "Add" button to add supporting documents and files to your vendor account. This information is optional.

Add

File Name	Date	User ID	Attachment Type	Description
First	Prev	Next	Last	

Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Add

Commodity/Service Code	Commodity Description
------------------------	-----------------------

VSS displays screen for selecting commodity code types.

For a **Quick Search** of the Commodity page, you may use the asterisk symbol before and after at least one or two words that describe your commodity type. (Example: *printing services*)

Step 1.2.17 Enter your commodity description in Commodity Description field.

Step 1.2.18 Select **Browse**.

VSS returns results for Printing Services.

SIGMA Vendor Self Service | www.michigan.gov | www.michigan.gov/micontractconnect/0,4541,7-225-50558--,00.html | www.michigan.gov/micontractconnect

[Privacy Report](#) | [Contact Us](#)

Choose

Welcome, Lawson

[View Frequently Asked Questions](#)

Select one or more commodity codes or classes that describes the goods and services that your organization provides by clicking the checkbox next to the commodities you want to add. To search for a specific commodity code, class, or, description, enter a valid value in the Commodity/Service code or Commodity Description search field and click the "Browse" link. Wildcard (*) search capabilities are available on the Commodity fields, please consult the online Help for details. Once your selection is made, click the "Ok" button to add the selected commodities to your organization. Click the "Cancel" button to cancel your changes and return to the Commodities page.

[Browse](#) [Clear](#)

Commodity/Service Code:

Commodity Description:

Grant:

Commodity Description	Commodity/Service Code
<input type="checkbox"/> Blue Printing Services: Blue Prints, Blue Line, Large Engine	96214
<input type="checkbox"/> Electrostatic Printing Services	96627
<input type="checkbox"/> Imprinting Services	96642
<input type="checkbox"/> Licenses and Back Tags Printing Services (Hunting, Fishing,	96652
<input type="checkbox"/> Print-On-Demand Printing Services (Including Print and Distr	96676
<input checked="" type="checkbox"/> Fingerprinting Services	99041

[First](#) [Prev](#) [Next](#) [Last](#)

Step 1.2.19 Select (check mark) any commodities for which you would like to receive email notifications regarding State of Michigan Business and Grant Opportunities.

Step 1.2.20 Select **OK**.

SIGMA Vendor Self Service | www.michigan.gov | www.michigan.gov/micontractconnect/0,4541,7-225-50558--,00.html | www.michigan.gov/micontractconnect

[Privacy Report](#) | [Contact Us](#)

Choose

Welcome, Lawson

[View Frequently Asked Questions](#)

Select one or more commodity codes or classes that describes the goods and services that your organization provides by clicking the checkbox next to the commodities you want to add. To search for a specific commodity code, class, or, description, enter a valid value in the Commodity/Service code or Commodity Description search field and click the "Browse" link. Wildcard (*) search capabilities are available on the Commodity fields, please consult the online Help for details. Once your selection is made, click the "Ok" button to add the selected commodities to your organization. Click the "Cancel" button to cancel your changes and return to the Commodities page.

[Browse](#) [Clear](#)

Commodity/Service Code:

Commodity Description:

Grant:

Commodity Description	Commodity/Service Code
<input type="checkbox"/> Blue Printing Services: Blue Prints, Blue Line, Large Engine	96214
<input type="checkbox"/> Electrostatic Printing Services	96627
<input type="checkbox"/> Imprinting Services	96642
<input type="checkbox"/> Licenses and Back Tags Printing Services (Hunting, Fishing,	96652
<input type="checkbox"/> Print-On-Demand Printing Services (Including Print and Distr	96676
<input checked="" type="checkbox"/> Fingerprinting Services	99041

[First](#) [Prev](#) [Next](#) [Last](#)

VSS adds selected commodity to Additional Business Information section. Instructions for adding Business Type and Service Areas to your account are covered in Section 2 – View and Modify Account Information.

Step 1.2.21 Select **Next** to continue.

SIGMA Vendor Self Service | www.michigan.gov | www.michigan.gov/miccontractconnect/0,4541,7-225-50558-...,00.html | www.michigan.gov/miccontractconnect

[Privacy Report](#) | [Contact Us](#)

Step 4: Additional Business Information Save and Close Cancel Registration Back Next

Welcome, Lawson

[View Frequently Asked Questions](#)

- ☒ New Account Info.
- ☒ My Business Info.
- ☒ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

Attachments

Click the "Add" button to add supporting documents and files to your vendor account. This information is optional.

[Add](#)

File Name	Date	User ID	Attachment Type	Description
First Prev Next Last				

Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

[Add](#)

Commodity/Service Code	Commodity Description	Delete
99041	Fingerprinting Services	Delete

VSS transitions to Registration Summary Screen.

SIGMA Vendor Self Service www.michigan.gov www.michigan.gov/miccontractconnect/65417322-5059--10.html www.michigan.gov/miccontractconnect

[Privacy Report](#) | [Contact Us](#)

Welcome, Lawson

[View Frequently Asked Questions](#)

- ☒ New Account Info
- ☒ My Business Info
- ☒ Addresses & Contacts
- ☒ Additional Business Information
- ☐ Registration Summary

Registration Summary

The SUMMARY below is based on the information you entered. If changes are needed, please select the Update Information link. This will navigate you back to the appropriate screen for you to make your change.

[Save and Close](#) [Cancel Registration](#) [Back](#) [Submit Registration](#) [Print This Page](#)

▼ **Location Verification**

Verify My Locations by : Create My Own
Vendor Verification Based on : PASSWORD [Update Information](#)

▼ **Organization Information**

Organization Type : Company	Foreign Tax ID :
1099 Classification : Corporation	National Provider ID :
Location Name :	Assigning Authority :
Location Web Address :	CAGE Code :
Number of Employees :	GIN :
Annual Income :	W-9 Form :
Healthcare Provider : No	DUNS :
	Extended DUNS :
	Internet Catalog :
	Preferred Ordering Method :
	Pcard Acceptance Level :

[Update Information](#)

▼ **Legal Name Information**

Legal Name : Lawson Woodward	First Name :	Name on Check :
Business Name (Alias/ DBA) : Lawson Woodward Printing Services	Middle Name :	
Name Control : LAWS	Last Name :	

[Update Information](#)

▼ **1099 TIN Information**

Use the vertical scroll bar to review the information. The Update Information links on the right hand side can be used to edit/change your information before completing the registration.

Step 1.2.22 Select **Submit Registration** to complete and submit the online vendor registration form.

SIGMA Vendor Self Service

Welcome, Lawson

[View Frequently Asked Questions](#)

☒ New Account Info
☒ My Business Info
☒ Addresses & Contacts
☒ Additional Business Information
☐ Registration Summary

Attachments

File Name	Date	User ID	Attachment Type	Description

Commodities

Commodity/Service Code	Commodity Description
99041	Fingerprinting Services

Business Types

Business Type ID	Certification Number	Certification Start Date	Certification End Date	Minority Type

Service Areas

Service Area Code	Service Area Zone

[Save and Close](#) [Cancel Registration](#) [Back](#) [Submit Registration](#)

Additional Resources & Information:
 • As you complete each step and move to the next step, the system will check for errors.

The IRS Perjury Statement popup appears.

1.2.23 Review the IRS W-9 Perjury Statement.

1.2.24 Select **OK** to continue.

SIGMA Vendor Self Service

Welcome, Lawson

[View Frequently Asked Questions](#)

☒ New Account Info
☒ My Business Info
☒ Addresses & Contacts
☒ Additional Business Information
☐ Registration Summary

Attachments

File Name	Date	User ID	Attachment Type	Description

Commodities

Commodity/Service Code	Commodity Description
99041	Fingerprinting Services

Business Types

Business Type ID	Certification Number	Certification Start Date	Certification End Date	Minority Type

Service Areas

Service Area Code	Service Area Zone

[Save and Close](#) [Cancel Registration](#) [Back](#) [Submit Registration](#)

Additional Resources & Information:
 • As you complete each step and move to the next step, the system will check for errors.

Message from webpage

Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding. 3. I am a U.S. citizen or other U.S. Person. (An individual who is a U.S. citizen or U.S. resident alien; a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States; an estate (other than a foreign estate); or a domestic trust (as defined in IRS Regulations section 301.7701-7)).

[OK](#) [Cancel](#)

The VSS EFT Perjury Statement popup appears.

Step 1.2.25 Review the EFT Perjury Statement.

Step 1.2.26 Select **OK** to continue.

The screenshot displays the SIGMA Vendor Self Service portal. On the left, a navigation menu includes links for 'Welcome, Lewson', 'View Frequently Asked Questions', and checkboxes for 'New Account Info', 'My Business Info', 'Addresses & Contacts', 'Additional Business Information', and 'Registration Summary'. The main content area is divided into sections: 'Attachments' (with columns for File Name, Date, User ID, Attachment Type, and Description), 'Commodities' (with columns for Commodity/Service Code, Commodity Description, and Fingerprint), 'Business Types' (with columns for Business Type ID, Certification Number, and Certification Start Date), and 'Service Areas' (with columns for Service Area Code and Service Area Zone). A modal dialog box titled 'Message from webpage' is centered on the screen, containing a perjury statement and 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. At the bottom of the page, there are buttons for 'Save and Close', 'Cancel Registration', 'Back', and 'Submit Registration'.

The VSS Thank You! page appears.

1.2.27 Keep a record of your new Vendor Customer ID. (Ex: VS0001058).

1.2.28 Download your Substitute W-9 form for your record.

1.2.29 Select **Print this Page** to print hard copy of your registration form.

1.2.30 Select the red X to close the Browser.

SIGMA Vendor Self Service | www.michigan.gov | www.michigan.gov/mcontractconnect/0,4541,7-225-50558---,00.html | www.michigan.gov/mcontractconnect

[Privacy Report](#) | [Contact Us](#)

Thank You!

Welcome, Lawson

[View Frequently Asked Questions](#)

Congratulations, you have completed the registration process. You may now login to Vendor Self-Service using the User ID and Password you just created.

Your Vendor Code is: VS0001058 ← (Red arrow points here)

**Please save your Vendor Code for future reference*

[Password Reset](#) | [Print This Page](#) ← (Red arrow points here)

The following registration forms are available for you .

[Download Substitute W-9 Certification Form](#)

Click the link above to download the Substitute W-9 form and then save or print a copy of this document for your own reference.

You may login to your VSS account to view and/or update your account information. Click [here](#) to login.

1.2.31 Access the VSS link to return to the VSS Home Page.

1.2.32 Enter your User ID and Password to access your new vendor account.

1.2.33 Select **Login** to access your account.

SIGMA Vendor Self Service | www.michigan.gov | www.michigan.gov/mcontractconnect/0,4541,7-225-50558---,00.html | www.michigan.gov/mcontractconnect

Welcome to State of Michigan SIGMA Vendor Self Service (VSS)

The State of Michigan SIGMA Vendor Self Service (VSS) system allows you, as a payee/vendor/grantee, to manage your information, view your financial transactions, view business and grant opportunities and much more. Click on the Register button to begin filling out an electronic application to become a payee/vendor/grantee. Please disable your pop-up blocker in order to access all parts of the site.

This site is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6.

If you have questions, please contact the State of Michigan VSS (SOM VSS) Support Center at DMB-Vendor@michigan.gov or 1-888-734-9749. The State of Michigan VSS (SOM VSS) Support Center Office Hours are 8:00 AM until 5:00 PM EST, Monday-Friday.

Announcements

03/29/2017
Test UAT Announcement
[View All Announcements](#)

Contacts

Click on link below to view the list of department contacts.

[Agency Contacts](#)

Forms and Reference Documents

Click on a form below to either save it to your desktop or open it in Adobe:

[SOM VSS Vendor Registration User Guide](#)
 [SOM VSS Vendor Existing Account Activation User Guide](#)
 [SOM VSS Grantee User Guide](#)

Forms used by Foreign payees:

- Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding (Form W-8BEN) <https://www.irs.gov/pub/irs-pdf/w8ben.pdf>
- Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding and Reporting (Entities) (Form W-8BEN-E) <https://www.irs.gov/pub/irs-pdf/w8bens.pdf>
- Certificate of Foreign Person's Claim for Exemption from Withholding (Form W-8ECI) <https://www.irs.gov/pub/irs-pdf/w8eci.pdf>
- Certificate of Foreign Government or other Foreign Organization for U.S. Tax Withholding (Form W-8EXP) <https://www.irs.gov/pub/irs-pdf/w8exp.pdf>
- Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual (Form 8233) <https://www.irs.gov/pub/irs-pdf/8233.pdf>

Login Section:

* **User ID** (Required)

* **Password** (Required)

[Login](#) ← (Red arrow points here)

[Password Reset](#)

Click the Register button to register a new or existing account.

[Register](#)

[Guest Access](#)

Section 2: View and Modify Your On-line Vendor Account Information

Step 2.1 Enter your User ID and Password.

Step 2.2 Select **Login**.

SIGMA Vendor Self Service

www.michigan.gov www.michigan.gov/micronetaccess@4041.2.225.50508...00.html www.michigan.gov/micronetaccess

Welcome to State of Michigan SIGMA Vendor Self Service (VSS)

The State of Michigan SIGMA Vendor Self Service (VSS) system allows you, as a payee/vendor/grantee, to manage your information, view your financial transactions, view business and grant opportunities and much more. Click on the Register button to begin filling out an electronic application to become a payee/vendor/grantee. Please disable your pop-up blocker in order to access all parts of the site.

This site is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6.

If you have questions, please contact the State of Michigan VSS (SOM VSS) Support Center at DMB-Vendor@michigan.gov or 1-888-734-9749. The State of Michigan VSS (SOM VSS) Support Center Office Hours are 8:00 AM until 5:00 PM EST, Monday-Friday.

*** = Required**

User ID

Password

Login

[Password Reset](#)

Click the Register button to register a new or existing account.

Register

Guest Access

Announcements

03/29/2017
Test UAT Announcement
[View All Announcements](#)

Contacts

Click on link below to view the list of department contacts.

[Agency Contacts](#)

Forms and Reference Documents

Click on a form below to either save it to your desktop or open it in Adobe.

[SOM VSS Vendor Registration User Guide](#)

[SOM VSS Vendor Existing Account Activation User Guide](#)

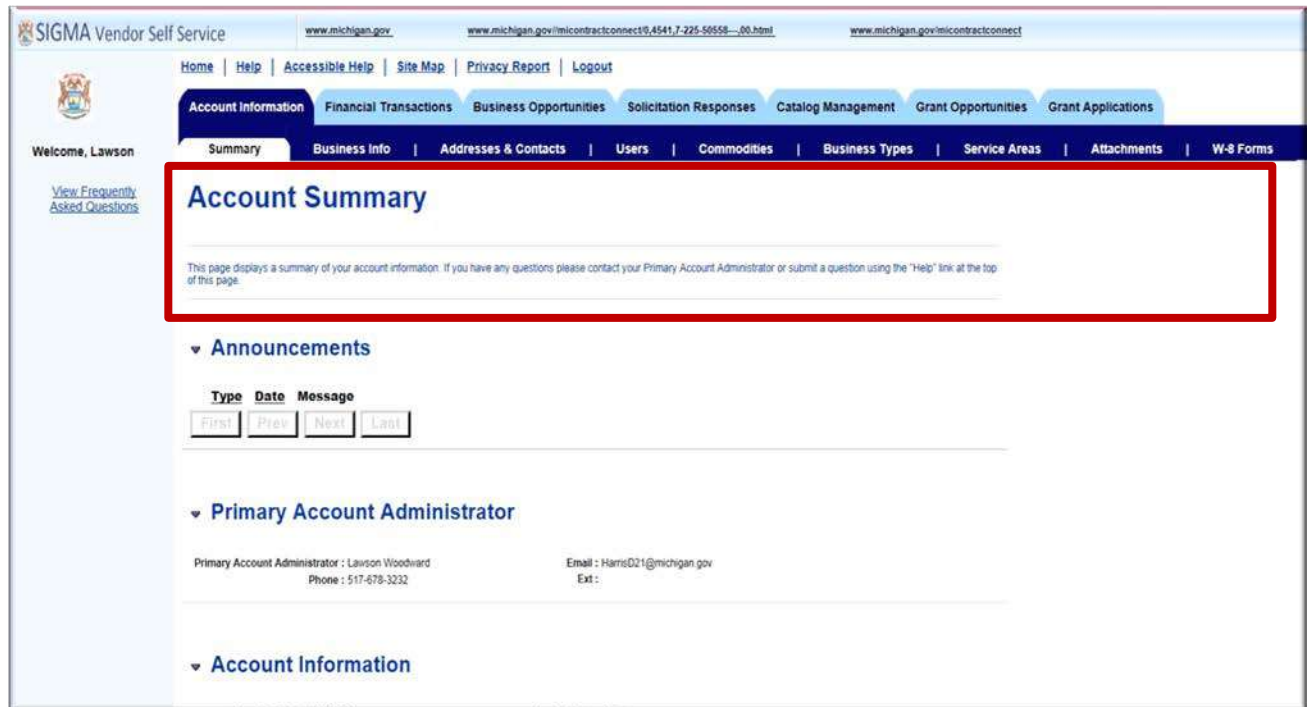
[SOM VSS Grantee User Guide](#)

Forms used by Foreign payees:

- Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding (Form W-8BEN) <https://www.irs.gov/pub/irs-pdf/w8ben.pdf>
- Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding and Reporting (Entities) (Form W-8BEN-E) <https://www.irs.gov/pub/irs-pdf/w8bens.pdf>
- Certificate of Foreign Person's Claim for Exemption from Withholding (Form W-8ECI) <https://www.irs.gov/pub/irs-pdf/w8eci.pdf>
- Certificate of Foreign Government or other Foreign Organization for U.S. Tax Withholding (Form W-8EXP) <https://www.irs.gov/pub/irs-pdf/w8exp.pdf>
- Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual (Form 8233) <https://www.irs.gov/pub/irs-pdf/8233.pdf>

VSS transitions to your Account Summary screen.

Step 2.3 Select the vertical scroll bar on the right side of your screen to review your Account Summary for Announcements, Primary Account Administrator, Account Information, EFT Information and more.



Step 2.4 Select the **Business Info** tab.

Step 2.5 Select the vertical scroll bar on the right side of your screen to review your My Business Information for Headquarters Information, Organization Information, Legal Name Information, 1099 TIN Information and more.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Welcome, Lawson

View Frequently Asked Questions

My Business Information

Contact your Primary Account Administrator if you have questions regarding the buttons shown on this page. Select the 'Update' button to modify your general information. Select the 'Change TIN' button if you need to change your Taxpayer ID. Refer to the FAQs to modify your organization information. Select the 'Pending 1099 Additions' button to display requested TIN changes that are not approved yet. Select the 'View Pending Changes' button to display other Business Information changes that are awaiting approval. Select the 'Add Business Location' button to register new locations for this headquarters Account.

Update | View Pending Changes | Pending 1099 Additions | Change TIN | Add Business Location

Pending Changes: ☐

Download Substitute W-9 Certification Form

Headquarters Information

Headquarters Legal Name : Lawson Woodard
 Headquarters Account Code : VS0001029
 1099 Status : Yes
 Taxpayer ID Number : 211331100
 Taxpayer ID Number Type : EIN

Franchise Account : No
 Headquarters Web Address :
 Catalog DUNS :
 Catalog Extended DUNS :

Organization Information

Step 2.6 Select the **Addresses & Contacts** tab.

Step 2.7 Select the vertical scroll bar on the right side of your screen to review your Addresses & Contacts for **Payment and Ordering**. You can also create new or update existing addresses and contacts on this page as well as view pending changes.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Welcome, Lawson

View Frequently Asked Questions

Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes	
AD002	Billing	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	No	03/31/2017		<input type="checkbox"/>	View/Upd
AD002	Payment	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	No	03/31/2017		<input type="checkbox"/>	View/Upd
AD002	Ordering	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	No	03/31/2017		<input type="checkbox"/>	View/Upd
AD002	Web Registrar	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	No	03/31/2017		<input type="checkbox"/>	View/Upd

First | Prev | Next | Last

Assign/Create Addresses & Contacts | View Pending Additions

Update Addresses

Address ID	Address	Pending Changes	
AD002	1901 Canal St, Lansing, MI, 48922-0001	<input type="checkbox"/>	View/Update View Pending Changes

Create a new Ordering address.

Step 2.8 Select **Assign/Create Addresses & Contacts**.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Business Types | Service Areas | Attachments | W-8 Forms

Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses section.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes	
AD002	Billing	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	No	03/31/2017		<input type="checkbox"/>	View/Upd
AD002	Payment	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	No	03/31/2017		<input type="checkbox"/>	View/Upd
AD002	Ordering	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	No	03/31/2017		<input type="checkbox"/>	View/Upd
AD002	Web Registrar	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	No	03/31/2017		<input type="checkbox"/>	View/Upd

[First](#) [Prev](#) [Next](#) [Last](#)

Assign/Create Addresses & Contacts **View Pending Additions**

Update Addresses

Address ID	Address	Pending Changes	
AD002	1901 Canal St, Lansing, MI, 48922-0001	<input type="checkbox"/>	View/Update View Pending Changes

VSS transitions to the Addresses & Contacts Update page.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Business Types | Service Areas | Attachments | W-8 Forms

Your address may be validated according to postal standards if prompted; review the changes and choose either the address you entered or the one that was validated.

[Next](#) [Cancel](#)

Address Types

	*Active From	Active To	Default Record	Department/Division	Additional Address Information
<input type="checkbox"/> Account Administrator	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Ordering	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Payment	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Billing	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Address

*Address ID: [Find](#)

*Street 1:

Street 2:

*City:

*State/Province:

*Zip/Postal Code:

Country Name: United States of America

County:

*Phone: Ext:

Step 2.9 Select Address Type (ex: Ordering).

Step 2.10 Enter **Active From** date.

Step 2.11 Enter **Address** information in Address section.

Step 2.12 Select **Next** to continue.

The screenshot shows the SIGMA Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this is a secondary navigation bar with tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The main navigation bar includes Summary, Business Info, Addresses & Contacts, Users, Commodities, Business Types, Service Areas, Attachments, and W-9 Forms. The user is logged in as Lawson. The page title is 'Addresses & Contacts'. There is a 'Next' button and a 'Cancel' button. Below these is a section for 'Address Types' with a table. The table has columns for 'Active From', 'Active To', 'Default Record', 'Department/Division', and 'Additional Address Information'. The table contains four rows: 'Account Administrator', 'Ordering' (checked), 'Payment', and 'Billing'. The 'Ordering' row has a date of 4/11/2017 in the 'Active From' column. Below the table is an 'Address' section with form fields for Address ID, Street 1, Street 2, City, State/Province, Zip/Postal Code, Country Name, County, and Phone. The 'Address' section also has a 'Find' button. Red arrows point to the 'Next' button, the 'Address Types' section, and the 'Ordering' checkbox.

	*Active From	Active To	Default Record	Department/Division	Additional Address Information
<input type="checkbox"/> Account Administrator			<input type="checkbox"/>		
<input checked="" type="checkbox"/> Ordering	4/11/2017		<input type="checkbox"/>		
<input type="checkbox"/> Payment			<input type="checkbox"/>		
<input type="checkbox"/> Billing			<input type="checkbox"/>		

Address

*Address ID: Find

*Street 1: 2100 Windsor Avenue

Street 2:

*City: Lansing

*State/Province: Michigan

*Zip/Postal Code: 48922

Country Name: United States of America

County:

*Phone: 517-678-2222 Ext:

VSS validates the address entered against an external database of valid postal code standards. A Postal Code Standards message is presented at the top of the screen. The system defaults to the **Corrected Address** as shown by the check mark. You have the option to use the Original Address as entered or accept the Corrected Address option.

Step 2.13 Accept the **Corrected Address** format or check mark the **Original Address** format.

The screenshot shows the SIGMA Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this is a secondary navigation bar with tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The main content area is titled 'Address' and contains a form for entering address information. The form includes fields for Address ID, Street 1, Street 2, City, State/Province, Zip/Postal Code, Country Name, County, Phone, DUNS, Extended DUNS, and CAGE Code. A red arrow points to the 'Next Address' checkbox in the 'Confirmed Address' section.

Step 2.14 Select **Next** at top of page.

VSS transitions to Step 2 of 3 for Assign/Create Addresses & Contacts.

Step 2.15 Enter required Principal Contact information in Principal Contact section for a new contact. If Principal Contact is same as existing contact, use the Find key to search for and select same Principal Contact.

Step 2.16 Select **Next**.

SIGMA Vendor Self Service www.michigan.gov www.michigan.gov/miscontractconnect09.45417.325-50558--00.html www.michigan.gov/miscontractconnect

[Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Privacy Report](#) | [Logout](#)

Account Information | **Financial Transactions** | **Business Opportunities** | **Solicitation Responses** | **Catalog Management** | **Grant Opportunities** | **Grant Applications**

Summary | **Business Info** | **Addresses & Contacts** | **Users** | **Commodities** | **Business Types** | **Service Areas** | **Attachments** | **W-8 Forms**

[Next](#) | [Back](#) | [Cancel](#)

Address Types

	Active From	Active To	Default Record	Department/Division	Additional Address Information
<input type="checkbox"/> Account Administrator			<input type="checkbox"/>		
<input checked="" type="checkbox"/> Ordering	04/11/2017		<input type="checkbox"/>		
<input type="checkbox"/> Payment			<input type="checkbox"/>		
<input type="checkbox"/> Billing			<input type="checkbox"/>		

Principal Contact

Principal Contact ID: [Find](#)

Contact Name: Alternate Phone:

Title/Role: Alternate Phone Extension:

Permissions: Fax:

Authorized Representative: ☐ Fax Extension:

Email: Alternate Fax:

Correspondence Type: Alternate Fax Extension:

English Spoken: ☒

Phone: XXX-XXX-XXXX

Phone Extension:

VSS updates Addresses & Contacts section for Address Type, Principal Contact ID and Address ID.

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Account Information | **Financial Transactions** | **Business Opportunities** | **Solicitation Responses** | **Catalog Management** | **Grant Opportunities** | **Grant Applications**

Summary | **Business Info** | **Addresses & Contacts** | **Users** | **Commodities** | **Business Types** | **Service Areas** | **Attachments** | **W-8 Forms**

Assign / Create Addresses & Contacts - Step 3 of 3

Please review the address and contact information you have entered. Click the 'Save' button to submit them.

Address Type	Active From	Active To	Address ID	Address	Principal Contact
<input checked="" type="checkbox"/> Ordering	04/11/2017		AD006	2100 Windsor Ave, Lansing, MI, 48922-0001	Andre Woodard

[Find](#) | [Print](#) | [Back](#) | [Cancel](#)

[Save](#) | [Back](#) | [Cancel](#)

General Information

Address Type: Department / Division:

Active From: Additional Address Information:

Active To:

Default Record: ☐

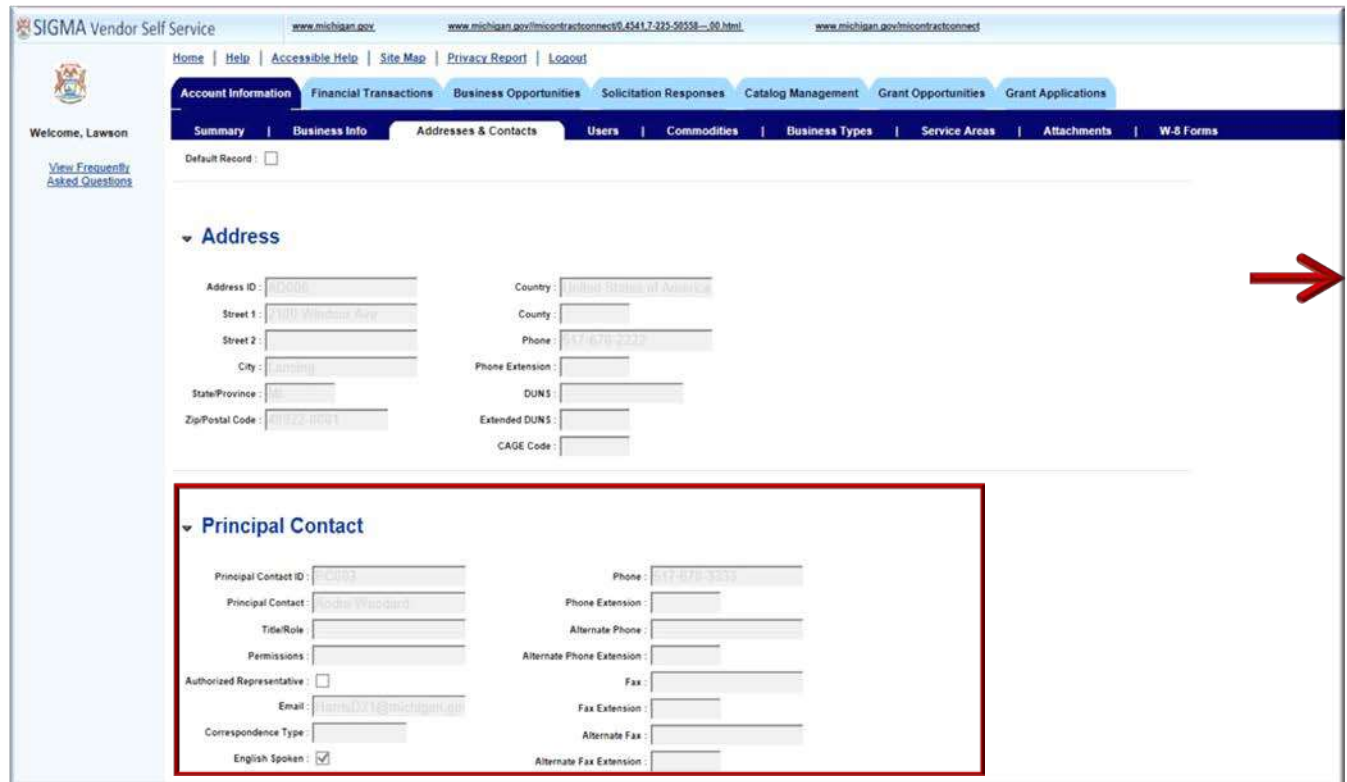
Address

Address ID: Country:

Street 1: County:

Street 2: Phone:

Step 2.17 Select the vertical scroll bar on right side of screen to see updated Principal Contact information. (Vertical scroll bar not shown on screen shot below, but should appear on your screen.)



SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Business Types | Service Areas | Attachments | W-9 Forms

Welcome, Lawson

[View Frequently Asked Questions](#)

Default Record: ☐

▼ Address

Address ID: Country:

Street 1: County:

Street 2: Phone:

City: Phone Extension:

State/Province: DUNS:

Zip/Postal Code: Extended DUNS:

CAGE Code:

▼ Principal Contact

Principal Contact ID: Phone:

Principal Contact: Phone Extension:

Title/Role: Alternate Phone:

Permissions: Alternate Phone Extension:

Authorized Representative: ☐ Fax:

Email: Fax Extension:

Correspondence Type: Alternate Fax:

English Spoken: ☒ Alternate Fax Extension:

Step 2.18 Select **Save** to continue.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Business Types | Service Areas | Attachments | W-9 Forms

Assign / Create Addresses & Contacts - Step 3 of 3

Please review the address and contact information you have entered. Click the 'Save' button to submit them.

Address Type	Active From	Active To	Address ID	Address	Principal Contact
Ordering	04/11/2017		AD006	2100 Windsor Ave, Lansing, MI 48922-0001	Andre Woodard

First | Prev | Next | Last

Save | Back | Cancel

General Information

Address Type: Department / Division:

Active From: Additional Address Information:

Active To:

Default Record: ☐

Address

Address ID: Country:

Street 1: Country:

Street 2: Phone:

VSS updates the **Addresses & Contacts** tab with new contact information.

Step 2.19 Select **View Pending Additions** to see pending Contact information.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Business Types | Service Areas | Attachments | W-9 Forms

Welcome, Lawson

[View Frequently Asked Questions](#)

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes
AD002	Billing	1901 Canal St, Lansing, MI 48922-0001	Lawson Woodard	No	No	03/31/2017		<input type="checkbox"/> View/Update View Pending Changes
AD002	Payment	1901 Canal St, Lansing, MI 48922-0001	Lawson Woodard	No	No	03/31/2017		<input type="checkbox"/> View/Update View Pending Changes
AD002	Ordering	1901 Canal St, Lansing, MI 48922-0001	Lawson Woodard	No	No	03/31/2017		<input type="checkbox"/> View/Update View Pending Changes
AD002	Web Registrar	1901 Canal St, Lansing, MI 48922-0001	Lawson Woodard	No	No	03/31/2017		<input type="checkbox"/> View/Update View Pending Changes

First | Prev | Next | Last

[Assign/Create Addresses & Contacts](#) [View Pending Additions](#)

Update Addresses

Address ID	Address	Pending Changes
AD002	1901 Canal St, Lansing, MI 48922-0001	<input type="checkbox"/> View/Update View Pending Changes

First | Prev | Next | Last

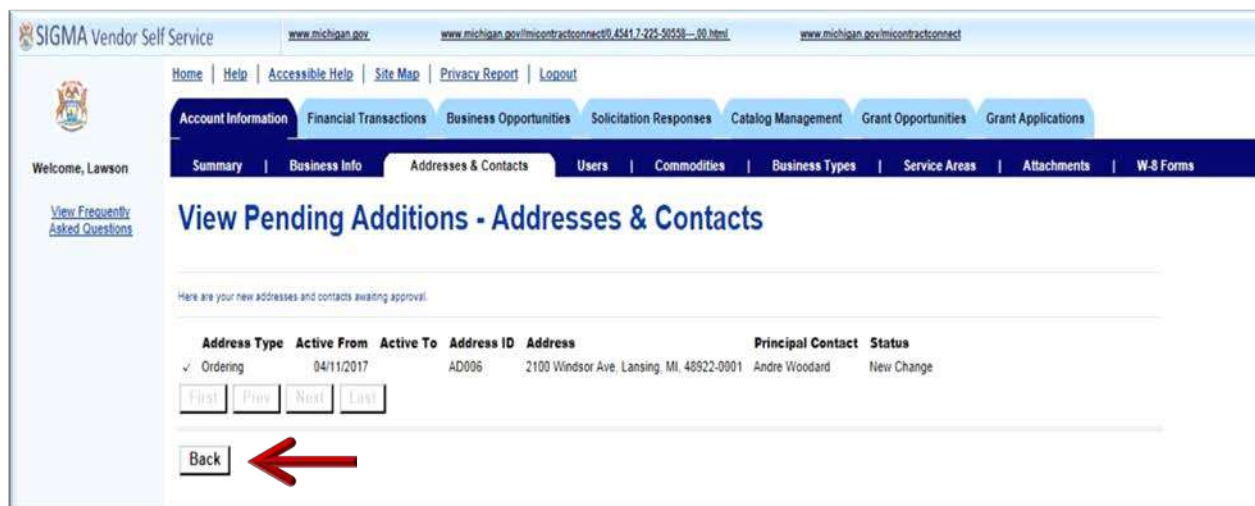
Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes
PC002	Lawson Woodard	1901 Canal St, Lansing, MI 48922-0001	<input type="checkbox"/> View/Update View Pending Changes

First | Prev | Next | Last

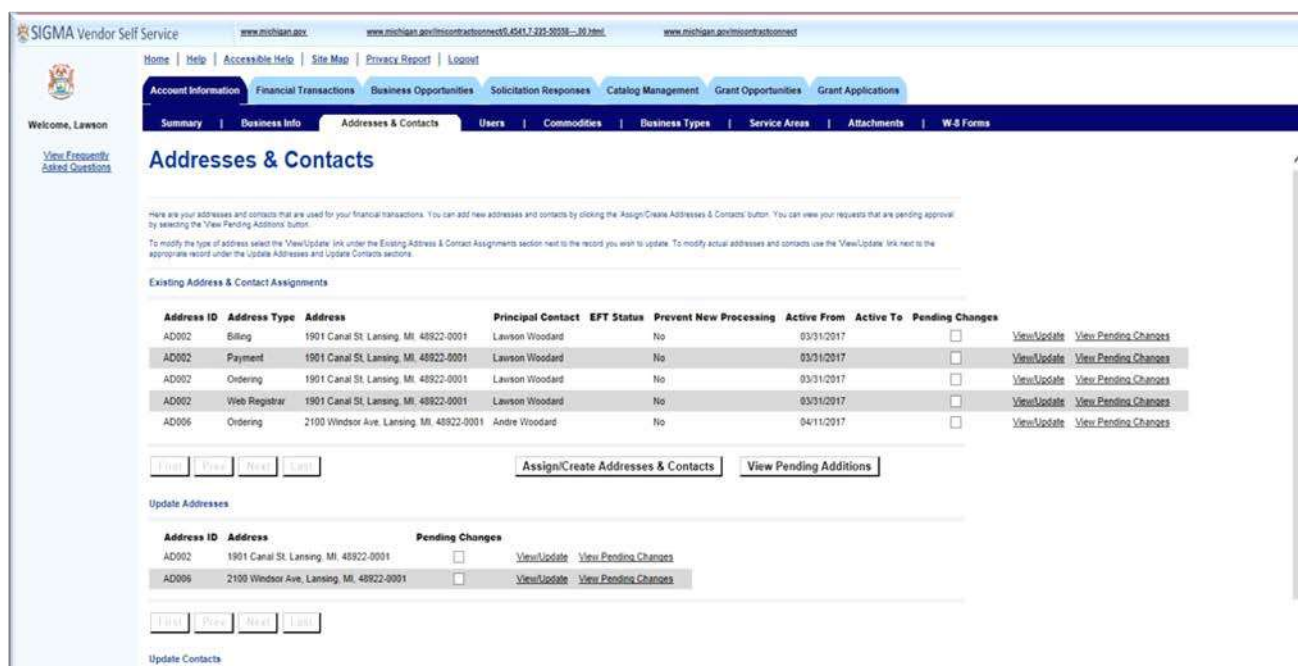
VSS displays View Pending Additions – Addresses & Contacts information.

Step 2.20 Select **Back** to exit the page.



The next few steps provide instructions on modifying/updating existing address information on the Addresses & Contacts page.

Step 2.20.1 Select **View/Update** link in the Update Addresses section for the address you wish to modify/update. (The Payment Address is used in the example.)



VSS transitions to the View/Update Available Address page.

Step 2.20.2 Modify the address as necessary. (The Street 1 Address will be changed to 2100 Canal St in the example.)

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Account Information | **Financial Transactions** | **Business Opportunities** | **Solicitation Responses** | **Catalog Management** | **Grant Opportunities** | **Grant Applications**

Summary | **Business Info** | **Addresses & Contacts** | **Users** | **Commodities** | **Business Types** | **Service Areas** | **Attachments** | **W-8 Forms**

Welcome, Lawson

[View Frequently Asked Questions](#)

View/Update Available Address

Modify or delete your address here. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to undo all updates entered.
A modified address will be validated according to postal standards. Review the changes and choose either the address you entered or the one that was validated.

▼ Address Information

Address ID:

*Street 1:

Street 2:

*City:

*State/Province:

*Zip/Postal Code:

*Country:

County:

*Phone: Ext:

XXX-XXX-XXXX

DUNS:

Extended DUNS:

CAGE Code:

* Indicates a required field

Step 2.20.3 Select **Save** to save change.

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Account Information | **Financial Transactions** | **Business Opportunities** | **Solicitation Responses** | **Catalog Management** | **Grant Opportunities** | **Grant Applications**

Summary | **Business Info** | **Addresses & Contacts** | **Users** | **Commodities** | **Business Types** | **Service Areas** | **Attachments** | **W-8 Forms**

Welcome, Lawson

[View Frequently Asked Questions](#)

View/Update Available Address

Modify or delete your address here. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to undo all updates entered.
A modified address will be validated according to postal standards. Review the changes and choose either the address you entered or the one that was validated.

▼ Address Information

Address ID:

*Street 1:

Street 2:

*City:

*State/Province:

*Zip/Postal Code:

*Country:

County:

*Phone: Ext:

XXX-XXX-XXXX

DUNS:

Extended DUNS:

CAGE Code:

* Indicates a required field

VSS transitions to the Addresses & Contacts page and places a check mark in the Pending Changes field. Updates to your account will be reflected after VSS has completed its routine automated update cycle. The automated update cycle runs every two (2) hours 8 AM to 5 PM EST State of Michigan business days.

Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes		
AD002	Billing	1901 Canal St Lansing, MI 48922-0001	Lawson Woodward	No	No	03/31/2017		<input checked="" type="checkbox"/>	View/Update	View Pending Changes
AD002	Payment	1901 Canal St Lansing, MI 48922-0001	Lawson Woodward	No	No	03/31/2017		<input type="checkbox"/>	View/Update	View Pending Changes
AD002	Ordering	1901 Canal St Lansing, MI 48922-0001	Lawson Woodward	No	No	03/31/2017		<input type="checkbox"/>	View/Update	View Pending Changes
AD002	Web Registrar	1901 Canal St Lansing, MI 48922-0001	Lawson Woodward	No	No	03/31/2017		<input type="checkbox"/>	View/Update	View Pending Changes
AD006	Ordering	2100 Windsor Ave, Lansing, MI 48922-0001	Andre Woodward	No	No	04/11/2017		<input type="checkbox"/>	View/Update	View Pending Changes

[First](#) [Prev](#) [Next](#) [Last](#) [Assign/Create Addresses & Contacts](#) [View Pending Additions](#)

Update Addresses

Address ID	Address	Pending Changes		
AD002	1901 Canal St Lansing, MI 48922-0001	<input checked="" type="checkbox"/>	View/Update	View Pending Changes
AD006	2100 Windsor Ave, Lansing, MI 48922-0001	<input type="checkbox"/>	View/Update	View Pending Changes

[First](#) [Prev](#) [Next](#) [Last](#)

Update Contacts

Step 2.21 Select the **Users** tab.

Step 2.22 Select the **My Profile** link on the left navigation panel to view your Account Profile.

Account Users

Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You may view or modify existing users by selecting the 'View/Modify' link next to the corresponding record. You may delete users by selecting the 'Delete' link next to the corresponding record.

User ID	First Name	Last Name	Access Level	Account Status		
Lawson01	Lawson	Woodward	Account Administrator	Active	View/Modify	Delete

[First](#) [Prev](#) [Next](#) [Last](#) [Add](#)

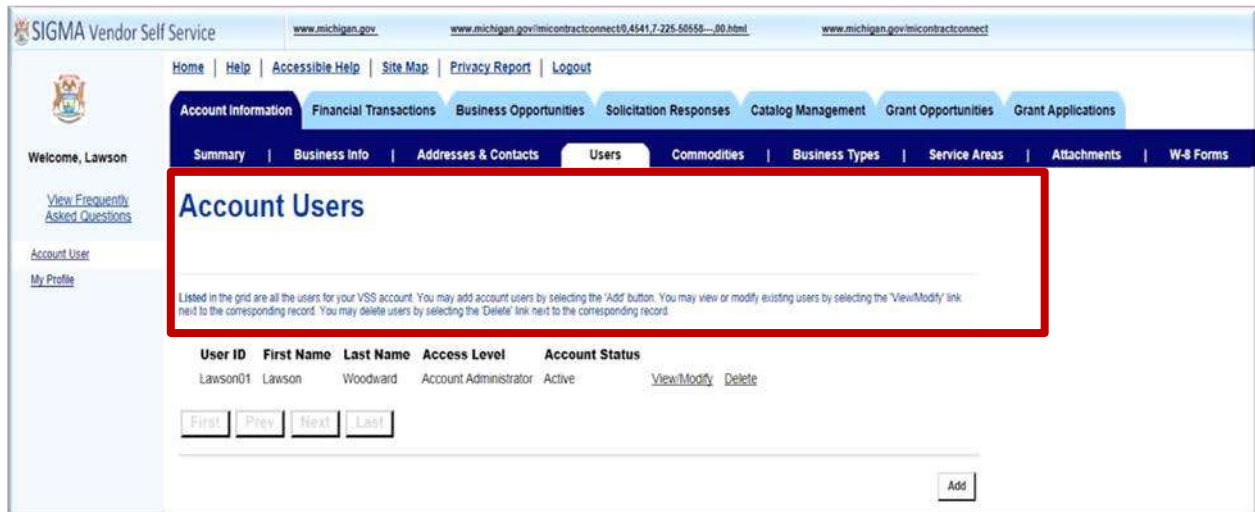
VSS transitions to My Profile page.

The My Profile page is used to view or modify your account for General Information, Security Hint, Email Notification types, and Access Levels. **Modify** is used to make edits/changes. The **Password Reset** is used to change your password.

The screenshot displays the SIGMA Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. The main menu features tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The left sidebar shows a welcome message for 'Lawson' and links for View Frequently Asked Questions, Account User, and My Profile. The My Profile page contains sections for General Information (User ID, First Name, Last Name, Email, Phone, Ext, Fax), Security Hint (Security Question, Security Answer), and Email Notifications (Registration, Account Maintenance, Recent Financial Transactions). At the bottom, the Access Levels section shows the Primary Access Level as Account Administrator and Optional Access Levels as Create Invoice, Create Solicitation Response, Submit Response, and Query Tax Information. Two red arrows point to the Password Reset and Modify buttons.

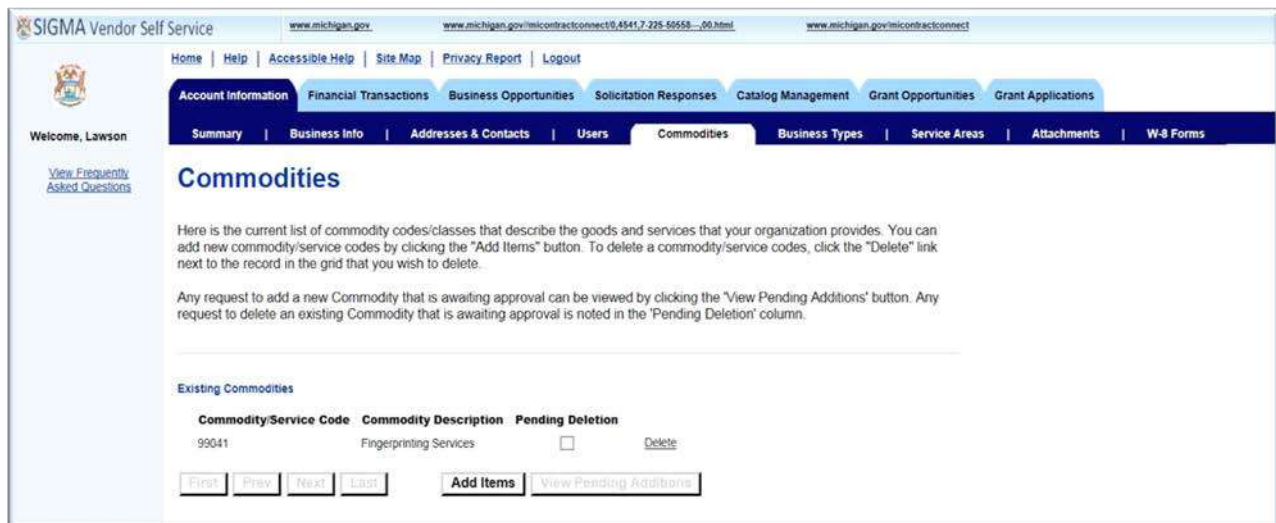
Step 2.23 Select the **Account User** link to navigate back to Account User page.

VSS displays the Account Users page.



Step 2.24 Select the **Commodities** tab.

The Commodities page is used to add new Commodity Items for which you are interested in receiving solicitation notifications or delete existing commodities that you provide.



Step 2.25 Select the **Business Types** tab.

The **Business Types** page is used to add your Business Type to your Account.

Step 2.26 Select **Add Items**.

SIGMA Vendor Self Service

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Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Welcome, Lawson

View Frequently Asked Questions

Business Types

Here is the current list of business types associated with your organization. You can add new business types by clicking the "Add Items" button. To modify Business Type information click the "View/Update" link under the Existing Business Types Assignments section next to the record you wish to update. To delete a business type, click the "Delete" link next to the record in the grid that you wish to delete.

Any request to add a new Business Type that is awaiting approval can be viewed by clicking the "View Pending Additions" button. Any request to update an existing Business Type that is awaiting approval can be viewed by clicking the "View Pending Changes" button.

Existing Business Types

Business Type ID	Business Type	Certification No	Certification Start Date	Certification End Date	Minority Type	Pending Changes
First	Prev	Next	Last	Add Items	View Pending Additions	

VSS transitions to the Business Type Choose page.

Step 2.27 Select **Next** to view Business Types options.

Step 2.28 Select your Business Type. (Example: Professional Service.)

Step 2.29 Select **OK** to continue.

SIGMA Vendor Self Service

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Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Welcome, Lawson

View Frequently Asked Questions

Choose

Select one or more business types to associate to your organization by clicking the checkbox next to the business types you want to add. To search for a specific Business Type, enter a valid business type in the Business Type search field and click the Browse link. Once your business type(s) have been selected, click the OK button to add the selected records to the Business Types Enter/Update page where additional information can be entered for the selected business types. Click the Cancel button to cancel your changes and return to the Business Types page.

Browse Clear

Business Type:

Business Type ID	Business Type
<input checked="" type="checkbox"/> PROF	PROFESSIONAL SERVICE
<input type="checkbox"/> RTLR	RETAILER
<input type="checkbox"/> SDVO	SERVICE DISABLED VETERAN OWNED
<input type="checkbox"/> SMLB	SMALL BUSINESS < 500 Employees
<input type="checkbox"/> SRVC	SERVICE/MAINTENANCE
<input type="checkbox"/> VNTR	VOLUNTEER
<input type="checkbox"/> VTRN	VETERAN OWNED
<input type="checkbox"/> WHCA	WHITE/CAUCASIAN OWNED
<input type="checkbox"/> WHLS	WHOLESALE
<input type="checkbox"/> WHSP	SHELTERED WORKSHOP

First Prev **Next** Last

OK Cancel

VSS transitions to Enter/Update – Business Types page and displays your selected Business Type.

Step 2.30 Select **Cancel** to leave this page. Certification information is not required by State of Michigan.

The screenshot shows the 'Enter/Update - Business Types' page in the SIGMA Vendor Self Service system. The page has a header with the system name and navigation links. Below the header, there are tabs for 'Account Information', 'Financial Transactions', 'Business Opportunities', 'Solicitation Responses', 'Catalog Management', 'Grant Opportunities', and 'Grant Applications'. The 'Business Types' tab is selected. The main content area shows a form with fields for 'Business Type ID', 'Business Type', 'Certification No.', 'Certification Start Date', 'Certification End Date', and 'Minority Type'. The 'Business Type' field is populated with 'PROF. PROFESSIONAL SERVICE'. There are 'Save' and 'Cancel' buttons at the bottom right of the form. A red arrow points to the 'Cancel' button.

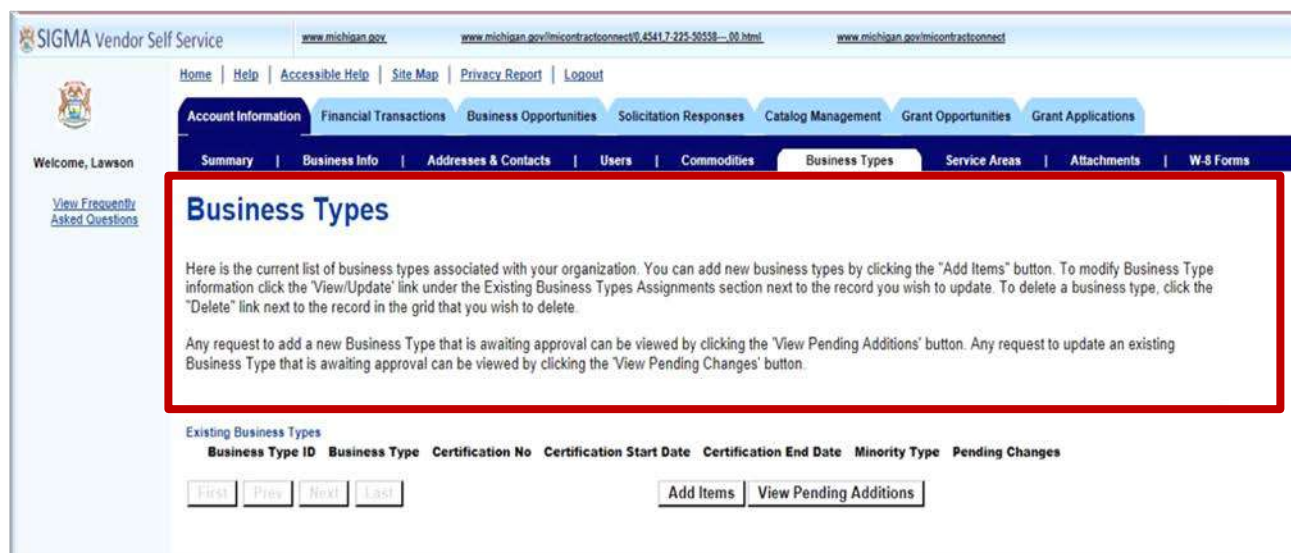
VSS displays the View Pending Additions – Business Types page. Updates to your account will be reflected after VSS has completed its routine automated update cycle. The automated update cycle runs every two (2) hours 8 AM to 5 PM EST State of Michigan business days. Updates/changes to vendor TIN or 1099 information is updated after it has been reviewed and approved by State of Michigan Vendor Customer Support Center.

Step 2.31 Select **Back** to return to the Business Types page.

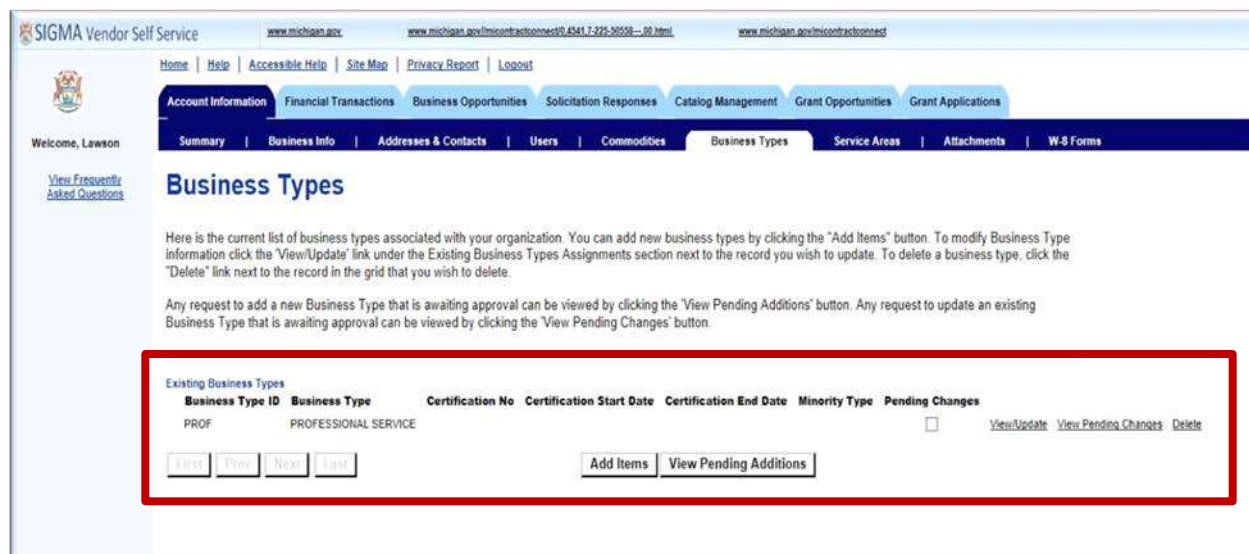
The screenshot shows the 'View Pending Additions - Business Types' page in the SIGMA Vendor Self Service system. The page has a header with the system name and navigation links. Below the header, there are tabs for 'Account Information', 'Financial Transactions', 'Business Opportunities', 'Solicitation Responses', 'Catalog Management', 'Grant Opportunities', and 'Grant Applications'. The 'Business Types' tab is selected. The main content area shows a table with columns for 'Business Type ID', 'Certification No.', 'Certification Start Date', 'Certification End Date', 'Minority Type', and 'Status'. The table contains one row with the value 'PROF' in the 'Business Type ID' column and 'New Change' in the 'Status' column. There are 'First', 'Prev', 'Next', and 'Last' buttons at the bottom left of the table. A red arrow points to the 'Back' button.

VSS displays the Business Types page. Request to add new Business Type that is awaiting automated approval can be viewed by selecting the **View Pending Additions**.

Request to update an existing Business Type that is awaiting automated approval can be viewed by clicking **View Pending Changes**. Training example reflects View Pending Additions.



Once the Add Business Type request has been processed and approved, your account Business Types page will update with your new Business Type. This is illustrated in next screen shot example. (Example: PROF for Professional Service). Business Types updates and deletions can be made from this page.



Step 2.32 Select the **Service Area** tab.

Service Areas page is used to add Service Areas to your profile. Service Areas page lists State of Michigan counties for which you may provide goods or services (commodities). Service Areas also includes Statewide, Lower and Upper Peninsula.

Step 2.33 Select **Add Items** to see list of State of Michigan Service Areas.

SIGMA Vendor Self Service

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Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types | **Service Areas** | Attachments | W-9 Forms

Service Areas

Here is the current list of Service Areas on file for your location. You can add new Service Areas by clicking the "Add Items" button. To delete a Service Area, click the "Delete" link next to the record in the grid that you wish to delete.

Any request to add a new Service Area that is awaiting approval can be viewed by clicking the 'View Pending Additions' button. Any request to delete an existing Service Area that is awaiting approval is noted in the 'Pending Deletion' column.

Existing Service Areas

Service Area Code	Service Area Zone	Pending Deletion
-------------------	-------------------	------------------

[First](#) [Prev](#) [Next](#) [Last](#) [Add Items](#) [View Pending Additions](#)

VSS displays the Service Areas Choose page.

Step 2.34 Select your Service Area.

Step 2.35 Select **OK**.

SIGMA Vendor Self Service

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Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types | **Service Areas** | Attachments | W-9 Forms

Choose

Select one or more service area zones to associate to your organization by clicking the checkbox next to the service area zones you want to add. To search for a specific service area zone, enter a valid service area zone in the Service Area Zone search field and click the Browse button. Once your service area zones have been selected, click the OK button. Click the Cancel button to cancel your changes and return to the Service Areas page.

[Browse](#) [Clear](#)

Service Area Zone:

Service Area Zone

- ☐ Alcona County
- ☐ Alger County
- ☐ Allegan County
- ☐ Alpena County
- ☐ Antrim County
- ☐ Arenac County
- ☐ Baraga County
- ☐ Barry County
- ☐ Bay County
- ☐ Benzie County

[First](#) [Prev](#) [Next](#) [Last](#) [OK](#) [Cancel](#)

VSS displays the Service Area page.

Step 2.36 Select **View Pending Additions** to view pending additions.

The screenshot shows the 'SIGMA Vendor Self Service' interface. The user is logged in as 'Lawson'. The 'Service Areas' tab is selected in the top navigation bar. The page title is 'Service Areas'. Below the title, there is a paragraph explaining the functionality: 'Here is the current list of Service Areas on file for your location. You can add new Service Areas by clicking the "Add Items" button. To delete a Service Area, click the "Delete" link next to the record in the grid that you wish to delete.' Another paragraph states: 'Any request to add a new Service Area that is awaiting approval can be viewed by clicking the "View Pending Additions" button. Any request to delete an existing Service Area that is awaiting approval is noted in the "Pending Deletion" column.'

Below the text, there is a section titled 'Existing Service Areas'. It contains a table with columns: 'Service Area Code', 'Service Area Zone', and 'Pending Deletion'. Below the table, there are navigation buttons: 'First', 'Prev', 'Next', 'Last', 'Add Items', and 'View Pending Additions'. The 'View Pending Additions' button is highlighted with a red arrow.

Similar to the Business Types update, VSS displays View Pending Additions – Service Areas page that shows the Service Area you have selected to add to your vendor record.

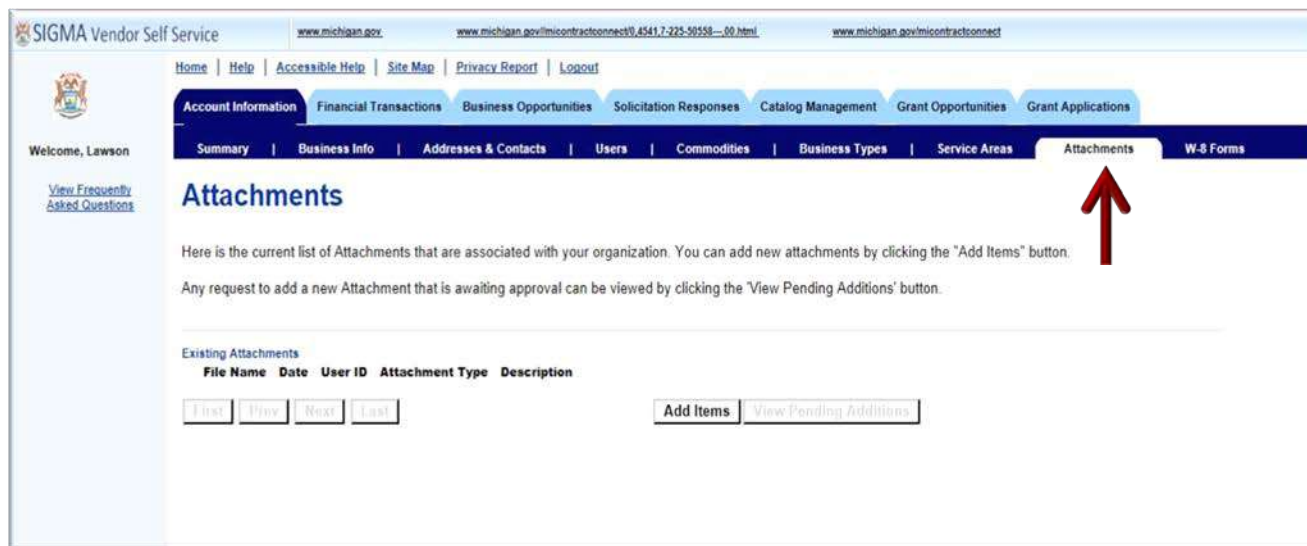
Step 2.37 Select **Back** to continue.

The screenshot shows the 'View Pending Additions - Service Areas' page. The user is logged in as 'Lawson'. The 'View Pending Additions' button is selected in the top navigation bar. The page title is 'View Pending Additions - Service Areas'. Below the title, there is a paragraph: 'Here are your new service areas awaiting approval.'

Below the paragraph, there is a table with columns: 'Service Area Code', 'Service Area Zone', and 'Status'. The table contains one row with the following data: '1', 'Alcona County', and 'New Change'. Below the table, there are navigation buttons: 'First', 'Prev', 'Next', 'Last', and 'Back'. A red arrow points to the 'Back' button.

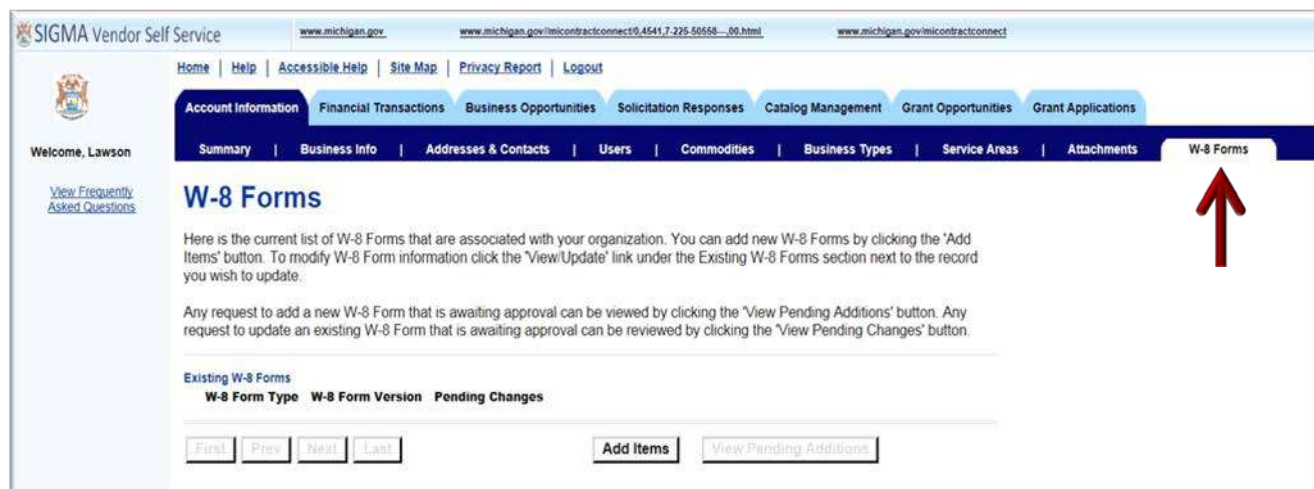
Step 2.38 Select the **Attachments** tab.

The Attachments page is used to Add new attachments to your vendor record or view existing attachment. Attachment file size is limited to 6 MB per document.



Step 2.39 Select the **W-8 Forms** tab.

VSS displays the W-8 Forms tab.



The W-8 Forms tab is used by Foreign Vendors. It will display existing W-8 Forms associated with the foreign vendor account. This section is used to Add Items or View/Update existing form information if available.

Refer to Section 7 – Register Foreign Vendor registration instructions if Foreign Vendor.

Section 3: View Financial Transactions

Step 3.1 Select the **Financial Transactions** tab.

Review the **Agreement Summary Search** options displayed to search for, reference and download your information.

The screenshot shows the SIGMA Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this is a secondary navigation bar with tabs for Account Information, Financial Transactions (selected), Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. A third navigation bar shows sub-tabs for Agreements, Scheduled Payments, Checks/EFTs, Tax Information, and Invoices/Requests. The main content area is titled "Agreement Summary Search" and includes a search form with fields for Agreement Type, Department, Agreement ID, Agreement Held?, Closed?, Transaction From, and Transaction To. A "Search" button and a "Clear" button are provided. Below the search form is a table with columns: Select, Agreement Type, Department, Agreement ID, Tracking Number, Transaction Date, Not To Exceed Amount, Encumbered, Expended, Retained, Outstanding, Agreement Held?, and Closed?. The table has navigation buttons (First, Prev, Next, Last) and a row of action buttons (Create Invoice/Request, Details, Download, PDF, Reference).

Step 3.2 Select the drop-down list to see the options for **Agreement Type**. Examples: Contracts, Delivery Orders, Master Agreements and Purchase Orders. Note: Grant agreements will be listed as Contracts.

The screenshot shows the 'Agreement Summary Search' page in the SIGMA Vendor Self Service system. The page includes a navigation bar with links like Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this is a sub-navigation bar with tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The main content area is titled 'Agreement Summary Search' and contains a search form. A red arrow points to the 'Agreement Type' dropdown menu. The search form includes fields for Agreement Type, Department, Agreement ID, Agreement Held?, Closed?, Transaction From, and Transaction To. Below the search form is a table with columns for Select, Agreement Type, Department, Agreement ID, Tracking Number, Transaction Date, Not To Exceed Amount, Encumbered, Expended, Retained, Outstanding, Agreement Held?, and Closed?. At the bottom of the page are buttons for Create Invoice/Request, Details, Download, PDF, and Reference.

Step 3.3 Select **Purchase Order** from the Agreement Type drop-down list.

Step 3.4 Select **Search**.

VSS displays Purchase Orders in the grid below.

The grid displays the Agreement Type, Department, Agreement ID, Transaction Date, Not to Exceed Amount and more.

Agreement Summary Search

Search - To search for agreements, enter search criteria and click the 'Search' button.
 Agreement Results - To sort agreement results, click a column heading.
 Create Invoice/Request - To create new invoices or funding requests, select an agreement and click the 'Create Invoice/Request' button.
 Details - To view more details about an agreement, select an agreement from the results and click the 'Details' button.
 Download - To download agreement results to a .CSV file, click the 'Download' button.
 PDF - To View, Save, or Print a PDF version of an agreement, select an agreement and click the 'PDF' button.
 Reference - To view referenced agreement, scheduled payment and disbursement information for selected invoice, click the 'Reference' button.

Search for Agreements

Agreement Type: **Purchase Order** Agreement Held?: Both Transaction From: 4/1/2014
 Department: Find Closed?: Both Transaction To: Find
 Agreement ID: Address ID: Find

Search **Clear**

Select	Agreement Type	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
<input type="checkbox"/>	Purchase Order	171	170000000020		01/04/2017	0.00	495.00	0.00	0.00	495.00	No	No
<input type="checkbox"/>	Purchase Order	171	170000000026		01/04/2017	0.00	495.00	495.00	0.00	0.00	No	Yes

First Prev Next Last

VSS returns results for Agreement Type selected. (Example: Purchase Order)

Step 3.5 Select the Purchase Order you wish to view.

Choose one of the options: Details, Download, PDF or Reference to see more information on the Purchase Order.

Step 3.6 Select **Details**.

Agreement Summary Search

Search - To search for agreements, enter search criteria and click the 'Search' button.
 Agreement Results - To sort agreement results, click a column heading.
 Create Invoice/Request - To create new invoices or funding requests, select an agreement and click the 'Create Invoice/Request' button.
 Details - To view more details about an agreement, select an agreement from the results and click the 'Details' button.
 Download - To download agreement results to a .CSV file, click the 'Download' button.
 PDF - To View, Save, or Print a PDF version of an agreement, select an agreement and click the 'PDF' button.
 Reference - To view referenced agreement, scheduled payment and disbursement information for selected invoice, click the 'Reference' button.

Search for Agreements

Agreement Type: **Purchase Order** Agreement Held?: Both Transaction From: 4/1/2014
 Department: Find Closed?: Both Transaction To: Find
 Agreement ID: Address ID: Find

Search **Clear**

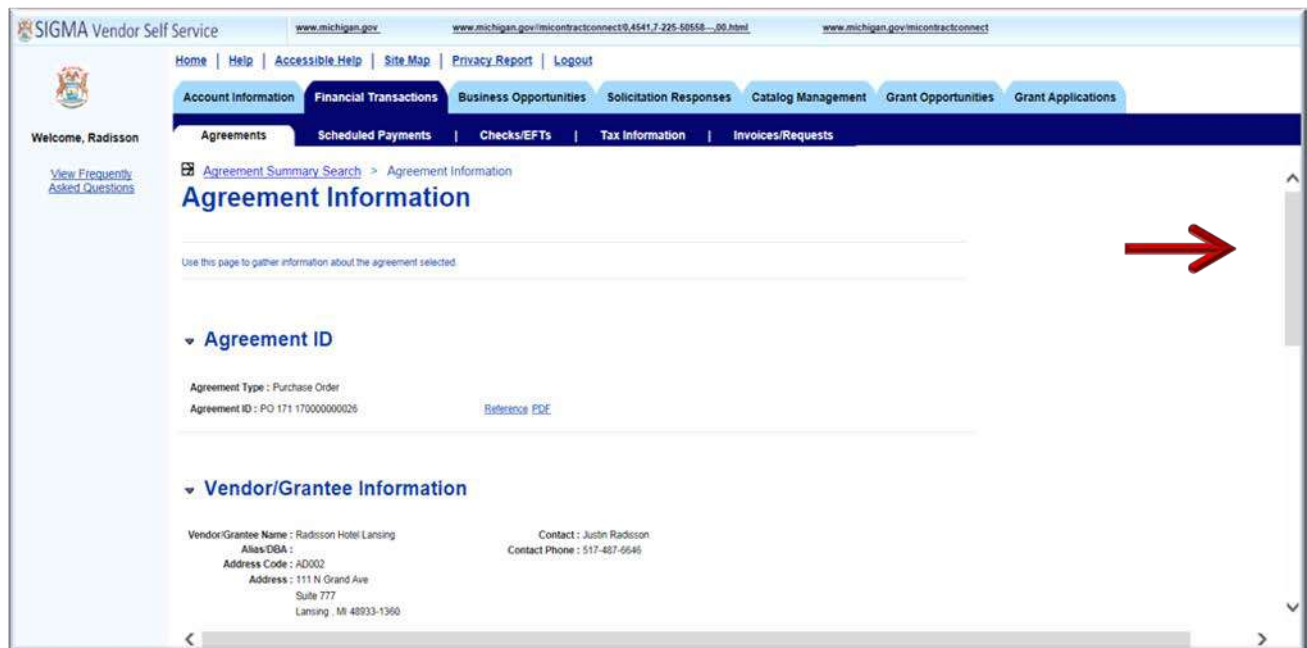
Select	Agreement Type	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
<input type="checkbox"/>	Purchase Order	171	170000000020		01/04/2017	0.00	495.00	0.00	0.00	495.00	No	No
<input checked="" type="checkbox"/>	Purchase Order	171	170000000026		01/04/2017	0.00	495.00	495.00	0.00	0.00	No	Yes

First Prev Next Last

Create Invoice/Request **Details** Download PDF Reference

VSS displays the Agreement Information page.

Step 3.7 Select the vertical scroll bar on the right side of your screen to view more details about your order.



Additional information displays for Shipping & Billing, Buyer's Info and Commodity Line/Grant Information.

The Ship To: Bill To and Additional Details links can be used to see more information on your order.

Step 3.8 Select the **Reference** link to view payment information for your order.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | **Financial Transactions** | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Agreements | **Scheduled Payments** | Checks/EFTs | Tax Information | Invoices/Requests

Welcome, Radisson

[View Frequently Asked Questions](#)

Tracking Number: Not to Exceed Amount: 0.00
 Acceptance Date: 01/04/2017 Encumbered: 400.00
 Agreement Start Date: Expanded: 400.00
 Agreement End Date: Retained: 0.00
 Closed? Yes Outstanding: 0.00
 Closed Date: 01/04/2017 Contract Description: TFS 15750
 Agreement Held? No

Primary Agreement Shipping and Billing Information

Shipping Information
 Location Name:
 Shipping Street 1:
 Shipping Street 2:
 Shipping City:
 Shipping State/Province:
 Shipping Zip/Postal Code:
 Delivery Date:

Billing Information
 Location Name:
 Billing Street 1:
 Billing Street 2:
 Billing City:
 Billing State/Province:
 Billing Zip/Postal Code:

Buyer/Coordinator Information

Buyer/Grant Coordinator: Travis Hassig
 Buyer/Coordinator Phone: 2813303004

Commodity Line/Grant Component Information

Line	Line Type	Commodity Code	Commodity Description	Quantity	Unit Cost	Service Line Amount	Total Cost	
1	Item	97130	Hotel/Motel Accommodations (incl. Lodges, Resorts, Bed/Break)	5.00000	99.000000	0.00	495.00	Ship To: Bill To: Additional Details

[References](#)

VSS displays the Referenced Payments by Agreements page.

The Checks/EFTs grid below displays information for: Invoice Number, Invoice Line Number, Invoice Received Date, Check/EFT (Electronic File Transfer) Number, Payment ID, Status, and Amount.

Step 3.9 Select the **Details** link to view more detail and use the Navigation links at the top of the page to navigate back to Agreement Summary, Agreement Information and Agreement References.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | **Financial Transactions** | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Agreements | **Scheduled Payments** | Checks/EFTs | Tax Information | Invoices/Requests

Agreement Summary Search > Agreement Information > Agreement References

Referenced Payments by Agreement

This page displays payment request and disbursement information related to the agreement selected. Click 'Details' to view a summary of related transaction.

Agreement Information

Agreement ID : PO 171 170000000028
 Encumbered Amount : 495.00
 Date : 01/04/2017 [View Details](#)

Scheduled Payment

Invoice/Request Number	Invoice/Request Line No.	Received Date	Payment Request ID	Status	Scheduled	Amount
RAD15783	1		1060003939	EFT 171 1700000005014	Paid	495.00

Checks/EFTs

Invoice/Request Number	Invoice/Request Line No.	Received Date	Check/EFT Number	Payment ID	Status	Status Date	Amount	Details
RAD15783	1		1060003939	EFT 171 1700000005014	Paid		495.00	Details

VSS displays the Check/EFT Information Details page.

Step 3.10 Select the vertical scroll bar on the right side of your screen to view more details about your Check/EFT Information. (Vertical scroll bar is not shown on screen shot below, but should appear on your screen.)

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | **Financial Transactions** | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Agreements | **Scheduled Payments** | Checks/EFTs | Tax Information | Invoices/Requests

Agreement Summary Search > Agreement Information > Agreement References > Check/EFT Information

Check/EFT Information

Use this page to get further information about the disbursement selected. Select the Additional Details link to view details on the payment line.

Check/EFT Information

Check/EFT Number : 1060003939
 Payment ID : EFT 171 1700000005014
 Status Date : 01/13/2017
 Status : Paid

[Reference PDF](#)

Vendor/Grantee Information

Vendor/Grantee Name : Radisson Hotel Lansing
 Vendor/Grantee Code : VS0000501
 Vendor/Grantee Address : 111 N Grand Ave
 Suite 777
 Lansing, MI 48933-1360

Assignee Vendor Name :
 Assignee Alias/DBA :
 Assignee Vendor Code :
 Assignee Address :

Step 3.11 Select the **Scheduled Payments** tab.

The VSS Scheduled Payments tab is used to view scheduled payment information for invoices and funding requests. Refer to the View Frequently Asked Questions link on the left navigation panel for more information on Scheduled Payments functionality.

Step 3.12 Select **Search** to view all Scheduled Payments, if any, or enter specific search criteria in the fields shown. (Example: Invoice/Request Number, Address ID, Department, Payment Scheduled From, Payment Scheduled To, Payment Status fields).

The screenshot displays the 'SIGMA Vendor Self Service' interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this, a secondary navigation bar contains tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The 'Scheduled Payments' tab is selected and highlighted. The main content area is titled 'Scheduled Payment Search' and contains a list of instructions for using the search functionality. A red box highlights this section and the search input field. Below the instructions, there are input fields for Invoice/Request Number, Address ID, Department, Payment Scheduled From, Payment Scheduled To, and Payment Status. A red arrow points to the 'Search' button. At the bottom, there is a table with columns for Select, Invoice/Request Number, Received Date, Department, Payment Request ID, Payment Status, Scheduled, and Amount. Navigation buttons (First, Prev, Next, Last) and action buttons (Details, Download, Reference) are also present.

Scheduled Payment Search

- Search - To search for scheduled payments for your invoices and funding requests, enter search criteria and click the 'Search' button.
- Scheduled Payment Results - To sort scheduled payment results, click a column heading.
- Details - To view more details about a scheduled payment, select a payment from the results and then click the 'Details' button.
- References - To view referenced agreements information select a scheduled payment and click the 'Reference' button.
- Download - To download search results to a CSV file, click the 'Download' button.

Search for Scheduled Payments

Invoice/Request Number : Payment Scheduled From : 4/1/2014

Address ID : Find Payment Scheduled To :

Department : Find Payment Status :

Select	Invoice/Request Number	Received Date	Department	Payment Request ID	Payment Status	Scheduled	Amount
<input type="button" value="First"/>	<input type="button" value="Prev"/>	<input type="button" value="Next"/>	<input type="button" value="Last"/>				

Step 3.13 Select the **Checks/EFTs** tab.

VSS displays the Checks/EFTs Summary Search page.

The screenshot shows the SIGMA Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this is a secondary navigation bar with tabs for Account Information, Financial Transactions (selected), Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. A third navigation bar contains links for Agreements, Scheduled Payments, Checks/EFTs (selected), Tax Information, and Invoices/Requests.

On the left sidebar, there is a 'Welcome, Radisson' message and links for 'View Frequently Asked Questions', 'Checks/EFTs Summary Search' (highlighted), and 'Checks/EFTs Line Search'.

The main content area is titled 'Check/EFT Summary Search' with a red arrow pointing to it. Below the title is a help section with the following instructions:

- Search** - To search for Checks/EFTs, enter search criteria and click the 'Search' button.
- Results** - To sort results, click a column heading.
- Details** - To view more details about a payment, select a payment from the results and then click the 'Details' button.
- PDF** - To View, Save, or Print a PDF version of an payment, select a payment and click the 'PDF' button.
- References** - To view referenced agreement and scheduled payment information for selected Payment, and click the 'Reference' button.
- Download** - To download the search results to a CSV file, click the 'Download' button.

Below the instructions is a search form with the following fields:

- Search for Checks/EFTs:** A large text input field.
- Check/EFT Number:** A text input field.
- Check/EFT Status:** A dropdown menu.
- Payment From:** A date input field with a calendar icon, showing '4/1/2014'.
- Payment To:** A date input field with a calendar icon.

Below the search form are 'Search' and 'Clear' buttons. Below the search form is a table with the following columns: **Select**, **Status**, **Date**, **Check/EFT Number**, **Payment ID**, **Check/EFT Status**, and **Amount**. Below the table are navigation buttons: 'First', 'Prev', 'Next', and 'Last'. At the bottom right of the table area are buttons for 'Details', 'Download', 'PDF', and 'Reference'.

This page is used to search for Checks/EFTs information by Check/EFT Number, Check/EFT Status, Payment From and Payment To Date range.

Step 3.14 Select **Search** to view all Check/EFTs information or enter specific search criteria in the Check/EFT Number, Check/EFT Status, Payment From and/or Payment To fields.

VSS displays Checks/EFTs information on the grid below.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices/Requests

Welcome, Radisson

[View Frequently Asked Questions](#)

[Checks/EFTs Summary Search](#)

[Checks/EFTs Line Search](#)

Search - To search for Checks/EFTs, enter search criteria and click the 'Search' button.
 Results - To sort results, click a column heading.
 Details - To view more details about a payment, select a payment from the results and then click the 'Details' button.
 PDF - To View, Save, or Print a PDF version of an payment, select a payment and click the 'PDF' button.
 References - To view referenced agreement and scheduled payment information for selected Payment, and click the 'Reference' button.
 Download - To download the search results to a CSV file, click the 'Download' button.

Search for Checks/EFTs

Check/EFT Number: Payment From: 4/1/2014

Check/EFT Status: Payment To:

Select	Status	Date	Check/EFT Number	Payment ID	Check/EFT Status	Amount
<input type="checkbox"/>		01/20/2017	1180004321	EFT 171 170000005338	Paid	912.00
<input type="checkbox"/>		01/13/2017	1060003939	EFT 171 170000005014	Paid	495.00

Step 3.15 Select the Check/EFT you wish to view.

Step 3.16 Select **Reference**.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices/Requests

Welcome, Radisson

[View Frequently Asked Questions](#)

[Checks/EFTs Summary Search](#)

[Checks/EFTs Line Search](#)

Search - To search for Checks/EFTs, enter search criteria and click the 'Search' button.
 Results - To sort results, click a column heading.
 Details - To view more details about a payment, select a payment from the results and then click the 'Details' button.
 PDF - To View, Save, or Print a PDF version of an payment, select a payment and click the 'PDF' button.
 References - To view referenced agreement and scheduled payment information for selected Payment, and click the 'Reference' button.
 Download - To download the search results to a CSV file, click the 'Download' button.

Search for Checks/EFTs

Check/EFT Number: Payment From: 4/1/2014

Check/EFT Status: Payment To:

Select	Status	Date	Check/EFT Number	Payment ID	Check/EFT Status	Amount
<input type="checkbox"/>		01/20/2017	1180004321	EFT 171 170000005338	Paid	912.00
<input checked="" type="checkbox"/>		01/13/2017	1060003939	EFT 171 170000005014	Paid	495.00

VSS displays the Referenced Agreements by Check/EFT page. This page displays agreement (purchase order) information related to the Check/EFT selected.

Step 3.17 Select **View Details** to view detailed information related to the Check/EFT.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | **Financial Transactions** | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Agreements | Scheduled Payments | **Checks/EFTs** | Tax Information | Invoices/Requests

Checks/EFTs Summary Search > Referenced Agreements by Check/EFT

Referenced Agreements by Check/EFT

This page displays agreement information related to the Check/EFT selected. Click 'Details' link to view more information about the related transaction.

Check/EFT Details

Check/EFT Number : 1060003939
 Payment ID : EFT 171 170000005014
 Check/EFT Amount : 495.00
 Check/EFT Date : 01/09/2017

[View Details](#)

Agreement ID	Tracking Number	Transaction Date	Not to Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
PO 171 170000000026		01/04/2017	495.00	495.00	495.00	0.00	0.00	No	Yes

[First](#) [Prev](#) [Next](#) [Last](#) [Details](#)

Step 3.18 Select the vertical scroll bar on the right side of your screen to see more details about the disbursement. (Vertical scroll bar not shown in screen shot below, but should appear on your screen.)

The **Payment Allocation by Line** section displays information for Department, Invoice Number, Payment and Net Payment Line Amounts. (Reminder: The **Additional Details** link can be used to view information on referenced items and date by Line Detail.)

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | **Financial Transactions** | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Agreements | Scheduled Payments | **Checks/EFTs** | Tax Information | Invoices/Requests

Vendor/Grantee Information

Vendor/Grantee Name : Radisson Hotel Lansing
 Alias/DBA :
 Vendor/Grantee Code : VS0000501
 Vendor/Grantee Address : 111 N Grand Ave
 Suite 777
 Lansing, MI 48933-1360

Assignee Vendor Name :
 Assignee Alias/DBA :
 Assignee Vendor Code :
 Assignee Address :

Total Payment Allocation

Payment : 495.00
 Discount : 0.00
 Penalty : 0.00
 Interest : 0.00
 Backup Withholding : 0.00
 Contract Withholding : 0.00
 Retained : 0.00

Intercepted : 0.00
 Default Intercept Fee : 0.00
 Supplementary Intercept Fee : 0.00
 Use Tax : 0.00
 Tax : 0.00
 Net Payment : 495.00

Payment Allocation by Line

Department	Invoice/Grantee Request No.	Payment Line Amount	Net Payment Line Amount
Technology, Management and Budget	RAD15783	495.00	495.00

[First](#) [Prev](#) [Next](#) [Last](#) [Additional Details](#)

Step 3.19 Select the **Checks/EFT Summary Search** link at the top of the page.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices/Requests

Welcome, Radisson

[View Frequently Asked Questions](#)

[Checks/EFTs Summary Search](#)

[Checks/EFTs Line Search](#)

[Checks/EFTs Summary Search](#) > Referenced Agreements by Check/EFT

Referenced Agreements by Check/EFT

This page displays agreement information related to the Check/EFT selected. Click 'Details' link to view more information about the related transaction.

Check/EFT Details

Check/EFT Number : 1060003939
 Payment ID : EFT 171 170000005014
 Check/EFT Amount : 495.00
 Check/EFT Date : 01/09/2017

[View Details](#)

Agreement ID	Tracking Number	Transaction Date	Not to Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
PO 171 170000000026		01/04/2017	495.00	495.00	495.00	0.00	0.00	No	Yes

[First](#) [Prev](#) [Next](#) [Last](#)

VSS returns to the **Checks/EFT Summary Search** page.

Step 3.20 Select **PDF** to download the remittance information related to the check you have selected.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices/Requests

Welcome, Radisson

[View Frequently Asked Questions](#)

[Checks/EFTs Summary Search](#)

[Checks/EFTs Line Search](#)

Check/EFT Summary Search

Search - To search for Checks/EFTs, enter search criteria and click the 'Search' button.
 Results - To sort results, click a column heading.
 Details - To view more details about a payment, select a payment from the results and then click the 'Details' button.
 PDF - To View, Save, or Print a PDF version of an payment, select a payment and click the 'PDF' button.
 References - To view referenced agreement and scheduled payment information for selected Payment, and click the 'Reference' button.
 Download - To download the search results to a CSV file, click the 'Download' button.

Search for Checks/EFTs

Check/EFT Number : Payment From : 4/1/2014

Check/EFT Status : Payment To :

[Search](#) [Clear](#)

Select	Status Date	Check/EFT Number	Payment ID	Check/EFT Status	Amount
<input type="checkbox"/>	01/20/2017	1180004321	EFT 171 170000005338	Paid	912.00
<input checked="" type="checkbox"/>	01/13/2017	1060003939	EFT 171 170000005014	Paid	495.00

[First](#) [Prev](#) [Next](#) [Last](#)

[Details](#) [Download](#) [PDF](#) [Reference](#)

VSS downloads the Remittance Advice form.

The Remittance Advice forms displays Check/EFT Number, Check/EFT Date, Check/EFT Number, Vendor Code, and more.

Notice: This is not an official check or EFT notification. It may not be used as a substitute for the original document received.

STATE OF MICHIGAN
REMITTANCE ADVICE

Check/EFT No: 1060003939
Check/EFT Date: 1/9/2017

Vendor Code: VS0000501

Vendor Name: Radisson Hotel Lansing

Alias/DBA:

Assignee Name:

Assignee Alias/DBA:

Document ID #: EFT 171 170000005014

Check/EFT Amount: 495.00

Amount includes freight and/or is net of discount

DEPARTMENT NAME	INVOICE DATE	VENDOR INV #	INVOICE AMOUNT	LINE AMOUNT	CHECK/EFT DESCRIPTION
Technology, Management and Budget		RAD15783	495.00	495.00	PO Check Description

Step 3.21 Select the **Tax Information** tab.

VSS displays Tax Information Search page. Tax Information page is used to search for Tax Forms previously issued to you.

The screenshot shows the SIGMA Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this is a secondary navigation bar with tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The 'Financial Transactions' tab is selected, and within it, the 'Tax Information' sub-tab is active. The main heading is 'Tax Information Search'. Below the heading is a search area with a 'Calendar Year' dropdown menu and 'Search' and 'Clear' buttons. At the bottom, there is a table with columns: Calendar Year, Tax Type, 1099-S Form Number, Payer Name, Amount, Tax Summary, Payments, and Tax Forms. The table has navigation buttons: First, Prev, Next, Last.

Step 3.22 Enter Tax Year in the Calendar Year field.

Step 3.23 Select **Search**.

VSS displays Calendar Year tax information on the grid shown below.

The screenshot shows the SIGMA Vendor Self Service portal. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this is a secondary navigation bar with tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The 'Financial Transactions' tab is active, and within it, the 'Invoices/Requests' sub-tab is selected. The main content area is titled 'Tax Information Search' and contains a search form with a 'Calendar Year' dropdown set to 2017, and 'Search' and 'Clear' buttons. Below the search form is a table with the following data:

Calendar Year	Tax Type	1099-S Form Number	Payer Name	Amount	Tax Summary	Payments	Tax Forms
2017	1099-MISC		State of Michigan Office of Financial Mgmt	901.00	View	View	PDF

At the bottom of the table are navigation buttons: First, Prev, Next, and Last.

Step 3.24 Select the **Invoices/Requests** tab.

VSS displays the Invoices/Request Summary Search page. Similar to Checks/EFTS tab and functionality, vendors use the Invoices/Requests tab to search for existing invoices or create new invoices that will reference an agreement (contract) or purchase order.

Note: Create Invoice/Request functionality can also be accessed from the Agreements Tab as shown in the screen shot below:

The next few steps cover instructions on how to “Create Invoice for Grant Funding Request (GFR)” for Grants users (grantees).

There are four steps for completing an invoice (GFR):

- Header Information
- Line Information
- Comments/Attachments
- Funding Request Summary

Step 3.25 Select **Search** to search for Agreement Types equal Contracts.

VSS returns results for Contracts.

Account Information | **Financial Transactions** | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices/Requests

Agreement Summary Search

Search - To search for agreements, enter search criteria and click the 'Search' button.
 Agreement Results - To sort agreement results, click a column heading.
 Create Invoice/Request - To create new invoices or funding requests, select an agreement and click the 'Create Invoice/Request' button.
 Details - To view more details about an agreement, select an agreement from the results and click the 'Details' button.
 Download - To download agreement results to a .CSV file, click the 'Download' button.
 PDF - To View, Save, or Print a PDF version of an agreement, select an agreement and click the 'PDF' button.
 Reference - To view referenced agreement, scheduled payment and disbursement information for selected invoice, click the 'Reference' button.

Search for Agreements

Agreement Type: Agreement Held?: Transaction From: 5/1/2014
 Department: Find Closed?: Transaction To:
 Agreement ID: Address ID: Find

Search **Clear**

Select	Agreement Type	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
<input type="checkbox"/>	Contract	751	170000000008		05/01/2017	0.00	7,000.00	0.00	0.00	12,000.00	No	No
<input type="checkbox"/>	Contract	751	170000000070		05/01/2017	0.00	5,000.00	0.00	0.00	9,999.00	No	No
<input type="checkbox"/>	Contract	751	170000000062		04/20/2017	0.00	0.00	0.00	0.00	15,000.00	No	No
<input type="checkbox"/>	Contract	751	170000000038		04/10/2017	0.00	25,250.00	1,250.00	0.00	24,000.00	No	No
<input type="checkbox"/>	Contract	751	170000000014		03/30/2017	0.00	15,000.000.00	11,250.00	0.00	1,514,988,750.00	No	No
<input type="checkbox"/>	Contract	751	170000000006		03/20/2017	0.00	15,000.00	0.00	0.00	15,000.00	No	No

First Prev Next Last

Create Invoice/Request **Details** **Download** **PDF** **Reference**

Step 3.26 Select (check mark) the Contract for wish you will create an invoice/request.

Step 3.27 Select **Create Invoice/Request**.

Account Information | **Financial Transactions** | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices/Requests

View All Details **Submit Question**

Agreement Summary Search

Search - To search for agreements, enter search criteria and click the 'Search' button.
 Agreement Results - To sort agreement results, click a column heading.
 Create Invoice/Request - To create new invoices or funding requests, select an agreement and click the 'Create Invoice/Request' button.
 Details - To view more details about an agreement, select an agreement from the results and click the 'Details' button.
 Download - To download agreement results to a .CSV file, click the 'Download' button.
 PDF - To View, Save, or Print a PDF version of an agreement, select an agreement and click the 'PDF' button.
 Reference - To view referenced agreement, scheduled payment and disbursement information for selected invoice, click the 'Reference' button.

Search for Agreements

Agreement Type: Agreement Held?: Transaction From: 5/1/2014
 Department: Find Closed?: Transaction To:
 Agreement ID: Address ID: Find

Search **Clear**

Select	Agreement Type	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
<input type="checkbox"/>	Contract	751	170000000008		05/01/2017	0.00	7,000.00	0.00	0.00	12,000.00	No	No
<input type="checkbox"/>	Contract	751	170000000070		05/01/2017	0.00	5,000.00	0.00	0.00	9,999.00	No	No
<input type="checkbox"/>	Contract	751	170000000062		04/20/2017	0.00	0.00	0.00	0.00	15,000.00	No	No
<input checked="" type="checkbox"/>	Contract	751	170000000038		04/10/2017	0.00	25,250.00	1,250.00	0.00	24,000.00	No	No
<input type="checkbox"/>	Contract	751	170000000014		03/30/2017	0.00	15,000.000.00	11,250.00	0.00	1,514,988,750.00	No	No
<input type="checkbox"/>	Contract	751	170000000006		03/20/2017	0.00	15,000.00	0.00	0.00	15,000.00	No	No

First Prev Next Last

Create Invoice/Request **Details** **Download** **PDF** **Reference**

VSS transitions to Header Information tab.

Step 3.28 Enter Total Amount requested in the Total Amount field. (Example: 1000 for \$1000.00)

Step 3.29 Select **Go to Next Step**.

The screenshot displays the 'Header Information' tab in a software application. The top navigation bar includes tabs for 'Account Information', 'Financial Transactions', 'Business Opportunities', 'Solicitation Responses', 'Catalog Management', 'Grant Opportunities', and 'Grant Applications'. Below this, a sub-navigation bar shows 'Agreements', 'Scheduled Payments', 'Checks/EFTs', 'Tax Information', and 'Invoices/Requests'. The main content area is divided into four sections: '1 Header Information', '2 Component Information', '3 Comments & Attachments', and '4 Funding Request Summary'. The 'Header Information' section contains the following fields: 'Grantee Name : Kendall Rodas', 'Grantee Request Number : GFR4000000000000001', 'Agreement ID : 170000000038', 'Total Amount : 1000', and 'Total Request Date : 05/02/2017'. A red arrow points to the 'Total Amount' field. Below this is the 'Payment Address Information' section with fields for 'Address ID : AD002', 'Street 1 : 201 N Washington Sq', 'Street 2 :', 'City : Lansing', 'State/Province : MI', 'Zip Code : 48933-1321', and 'Country : US'. At the bottom is the 'Contact Information' section with fields for 'Contact ID : PC002', 'Contact Name : Kelly Parker', 'Contact Phone : 1234567890', 'Contact Phone Ext. :', and 'Contact Email :'. A red arrow points to the 'Go To Next Step' button at the bottom right of the form. There are also 'Cancel Request' buttons in the top right and bottom right corners of the form area.

VSS transitions to Component Information tab.

Step 3.30 Select the Line Number (Line No) in Component Information tab.

Step 3.31 Enter Amount in the Amount field. (Example: 1000 for \$1000.00)

Comments are optional.

If there are multiple components they will show up within this section. Once the Line No (number) is chosen, the amount field will be open to add the amount requested. The current amount remaining will default into this field. If not requesting the full amount remaining, remove the amount and enter in the correct amount. If Budget type categories (sometimes used in grants functionality) are used, choose the drop down to include each amount requested by category. If category is blank there is no specific budget category defined. If another line is needed for another category select Add Line and continue. There are options to add/delete lines as you need them. Note: may receive warning message related to funding request if the amounts do not match or the request is not for the full amount remaining. These are warnings only.

Step 3.32 Select **Go to Next Step** button.

VSS transitions to Comments/Attachments tab.

The screenshot shows the 'Comments & Attachments' tab in the VSS interface. The 'Funding Request Summary' section displays the following information:

Line No	Description	Information for New Request	Information From Agreement	Comments (Optional)
1	MAEAP Technical Assistance Non-Match	Period From: 05/01/2017 Period To: 04/30/2018 Amount: 1000 Category: [Dropdown] Remaining Amount: \$0.00	Grant Start Period: 05/01/2017 Grant End Period: 04/30/2018 Component Amount: \$25,250.00 Ref Comp Number: 1	Testing

At the bottom of the form, there are buttons: 'Add Line', 'Delete Line', 'Select All Lines', 'UnSelect All Lines', 'Cancel Request', 'Previous', and 'Go To Next Step'. A red arrow points to the 'Go To Next Step' button.

Step 3.33 Select **Attach Files**. Most requests will require additional documentation which should be attached here.

The screenshot shows the 'Comments & Attachments' tab in the VSS interface. The 'Attach Your Files (Optional)' section is highlighted. It contains the following text:

Attach Your Files (Optional)
If you have files that you want to include as part of your request, click the 'Attach Files' button.

[Attach Files](#) (indicated by a red arrow)

Manage Your Attachments

The following attachments are currently part of your response. If you need to delete an attachment, click the delete button (X) next to the item you wish to delete.

File Name	Date	User ID	Proprietary Flag
-----------	------	---------	------------------

Below the table, there are navigation links: 'First', 'Prev', 'Next', 'Last'. A 'Comments' text area is also visible.

At the bottom right, there are buttons: 'Cancel Request', 'Previous', and 'Go To Next Step'.

Step 3.34 Select files to attach by selecting Browse and Attach Files. Files attached will display within Comments & Attachment section when added (see screenshot in Step 3.35.)

VSS displays Add Files page.

Step 3.35 Enter additional comments for the overall request in the Comments section.
(Comments are limited to 60 characters.)

Step 3.36 Select **Go To Next Step**.

VSS transitions to Funding Request Summary tab.

Step 3.37 Review Funding Request Summary information.

Step 3.38 Select **Submit**. (Optionally, select Cancel Request to cancel or select **Previous** to go back to prior sections for updating information.)

Account Information | **Financial Transactions** | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Agreements | **Scheduled Payments** | Checks/EFTs | Tax Information | Invoices/Requests

1 Header Information | 2 Component Information | 3 Comments & Attachments | **4 Funding Request Summary**

Cancel Request Previous

Header Information

Grantee Name : Kendall Rodas Grantee request Number : GFR4000000000000017
 Agreement ID : 170000000038 Request Date : 05/02/2017
 Total Request Amount : 1000.00 Comments : See attached files for required documentation.

Payment Address Information

Street 1 : 201 N Washington Sq
 Street 2 :
 City : Lansing
 State/Province : MI
 Zip Code : 48933-1321
 Country : US

Contact Information

Contact Name : Kelly Parker
 Contact Phone : 1234567890
 Contact Phone Ext :
 Contact Email :

Component Line	Description	Quantity	Unit	Unit Amount	Period From	Period To	Amount	Category	Remaining Amount	Comments (Optional)
1	MAEAP Technical Assistance Non-Match				05/01/2017	04/30/2018	\$1,000.00		\$0.00	Testing

File Name Proprietary Flag

Testing for VSS.docx Standard

Cancel Request Previous **Submit Request**

VSS transitions to Thank You! page.

The Thank You! page displays additional information on how to check status of your request.

Account Information | **Financial Transactions** | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Agreements | **Scheduled Payments** | Checks/EFTs | Tax Information | Invoices/Requests

Thank You!

Thank you for submitting your grant funding request.

Navigate to the 'Invoices/Requests' tab within 'Financial Transactions' to periodically check the status of your grant funding request. This will take you to the 'Invoice/Request Summary Search' page where you can search for and select the desired grant funding request.

Click the Print button to print a copy of your grant funding request.

Click the 'Close' button to return to the Agreements Summary Search page.

When the 'Thank You' page is closed the system will take you back to the 'Agreement Summary Search' page where additional grant funding requests can be entered.

Close **Print**

Use the **Print** to print a copy of your Grant Funding Request.

Similarly, the same steps used to create Grant Funding Request are followed to create an invoice for an open purchase order.

Step 3.39 Select **Search** to search for existing purchase order for which you would like to create invoice.

VSS displays list of purchase orders as shown below.

Step 3.40 Place a check mark by the purchase order line.

Step 3.41 Select **Create Invoice/Request**.

Repeat the steps 3.28 – 3.38 to complete and submit the invoice. If you need assistance with this process, please contact the SIGMA Help Desk.

The screenshot shows the SIGMA Vendor Self Service interface. The 'Invoices/Requests' tab is selected. The 'Search for Agreements' section includes fields for Agreement Type, Department, Agreement ID, Transaction From, and Transaction To. Below this is a table of agreements. The first row, 'Purchase Order', is selected with a checkmark. The 'Create Invoice/Request' button is highlighted with a red arrow.

Select	Agreement Type	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
<input checked="" type="checkbox"/>	Purchase Order	171	1700000000218		05/02/2017	100,000.00	56,790.00	0.00	0.00	56,790.00	No	No
<input type="checkbox"/>	Master Agreement	171	1700000000007		04/06/2017	1,000,000.00	0.00	0.00	0.00	1,000,000.00	No	No

The next few steps cover **Search for Existing Invoices**.

Step 3.42 Select **Invoices/Requests** tab.

Step 3.43 Select **Search** to search for existing invoices.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | **Financial Transactions** | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | **Invoices/Requests**

Welcome, Radisson

[View Frequently Asked Questions](#)

Invoice/Request Summary Search

Search - To search for invoices and funding requests for your account, enter search criteria and click the 'Search' button.
 Search Results - To sort results, click a column heading.
 Create Invoice/Request - To create new invoices or funding requests, click the 'Create Invoice/Request' button to navigate to the Agreement Summary Search page.
 Details - Select a record from the results and click the 'Details' button.
 Download - To download results to a CSV file, click the 'Download' button.
 PDF - To View, Save, or Print a PDF version of an invoice or request, select the record and click the 'PDF' button.
 Reference - To view referenced agreement, scheduled payment and disbursement information for the selected record, click the Reference button.

Search for Invoices/Requests

Invoice/Request Number: Fully Paid?: No Invoice/Request From: 4/1/2014
 Total Amount: Address ID: Find Invoice/Request To:
 Invoice/Request Status: Agreement ID:

Select **Invoice/Request Number** Record Date Total Amount Invoice/Request Status Total By Status Transaction ID Scheduled Paid Amount Fully Paid?

Step 3.44 Select the Invoice line you wish to view.

Step 3.45 Select **Reference**.

SIGMA Vendor Self Service

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | **Financial Transactions** | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | **Invoices/Requests**

Welcome, Radisson

[View Frequently Asked Questions](#)

Invoice/Request Summary Search

Search - To search for invoices and funding requests for your account, enter search criteria and click the 'Search' button.
 Search Results - To sort results, click a column heading.
 Create Invoice/Request - To create new invoices or funding requests, click the 'Create Invoice/Request' button to navigate to the Agreement Summary Search page.
 Details - Select a record from the results and click the 'Details' button.
 Download - To download results to a CSV file, click the 'Download' button.
 PDF - To View, Save, or Print a PDF version of an invoice or request, select the record and click the 'PDF' button.
 Reference - To view referenced agreement, scheduled payment and disbursement information for the selected record, click the Reference button.

Search for Invoices/Requests

Invoice/Request Number: Fully Paid?: No Invoice/Request From: 4/1/2014
 Total Amount: Address ID: Find Invoice/Request To:
 Invoice/Request Status: Agreement ID:

Select **Invoice/Request Number** Record Date Total Amount Invoice/Request Status Total By Status Transaction ID Scheduled Paid Amount Fully Paid?

☒ TFS15783 01/04/2017 \$495.00 Pending Approval \$495.00 INVSS 171 17000000003 \$0.00 No

VSS displays Referenced Transactions by Invoice/Request page.

Step 3.46 Select **Details**.

Referenced Transactions by Invoice/Request

Details - To view more details about a transaction, select a transaction and click 'Details' link next to the desired transaction.

Transaction Information

Transaction ID : INVSS 171 17000000003
 Invoice/Request Number : TFS15783
 Total Amount : \$495.00

Agreement

Agreement ID	Tracking Number	Transaction Date	Not to Exceed	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
PO 171 170000000020		01/04/2017	495.00	495.00	0.00		495.00	No	No

[Details](#)

Scheduled Payment

VSS displays more detailed information about the invoice selected.

Step 3.47 Select the vertical scroll bar on the right side of your screen to see more information, including Commodity information.

Step 3.48 Select the **PDF** link in the Agreement ID area of the page.

Agreement Information

Use this page to gather information about the agreement selected.

Agreement ID

Agreement Type : Purchase Order
 Agreement ID : PO 171 170000000020

[Reference PDF](#)

Vendor/Grantee Information

Vendor/Grantee Name : Radisson Hotel Lansing
 Alias/DBA :
 Address Code : AD002
 Address : 111 N Grand Ave
 Suite 777
 Lansing, MI 48933-1390

Contact : Justin Radisson
 Contact Phone : 517-487-6645

VSS displays a PDF version of the Notice of Award Final.

Notice: This is not an official contract document. It may not be used as a replacement for the original award.

STATE OF MICHIGAN
NOTICE OF AWARD
FINAL

Agreement Number: PO 171 17000000020
Modification Number:
Page: 1

Vendor: VS0000501
Vendor Name: Radisson Hotel Lansing
Alias/DBA:
Contact: Justin Radisson

Buyer Information:

Name:
Phone Number:
Email:

Contact Phone: 517-487-6646
111 N Grand Ave
Suite 777
Lansing, MI 48933-1360

Issuing Office:

Name: Dept. ### Procurement Buyer
Phone Number: 2813308004
Email: travis.hassig@cgt.com

Document Description: TFS 15780
Modification Reason:
Original Start:
Revised Start:

Original Amount: \$495.00
Revised Amount: \$495.00

LINE INFORMATION

<u>COMMODITY</u> <u>LINE #</u>	<u>LINE TYPE</u>	<u>COMMODITY</u>	<u>COMMODITY LINE</u> <u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>DISCOUNT%</u>	<u>LINE UNIT AMOUNT</u>	<u>SERVICE</u> <u>START DATE</u>	<u>SERVICE END</u> <u>DATE</u>	<u>LINE TOTAL AMOUNT</u>
1	Item	97130	Hotel/Motel Accommodations (Incl. Lodges, Resorts, Bed Break	5.00000	DAY		99.00			495.00

Step 3.49 Select **Exit** to close the Notice of Award Final PDF.

Section 4: View Business Opportunities/Solicitations

Step 4.1 Select the **Business Opportunities** tab.

The screenshot shows the SIGMA Vendor Self Service portal. The 'Business Opportunities' tab is selected. A red arrow points to the 'Show Me ...' link. Below the navigation bar, there is a search bar and a list of solicitations. The list has columns for Solicitation, Doc. Dept/Buyer/Category/Solicitation Type, Dates, and Status.

Solicitation	Doc. Dept/Buyer/Category/Solicitation Type	Dates	Status
Testing the NIA1 NIA1 - 171 - 17000000000000000003 Summary Details	Technology, Management and Budget KIMBERLY DAVIS Firearms & Ammo	Published On : 4/5/17 Amended On : Closing On : 7/5/17 11:59 PM EDT Time Left: 83 Days, 09:04:23 Intent Posted On:	Open
State of Michigan RFQ for multiple items RFQ - 171 - 17000000000000000028 Summary Details	Technology, Management and Budget ARLENE WITTENBERG Construction	Published On : 4/13/17 Amended On : Closing On : 4/27/17 7:55 AM EDT Time Left: 13 Days, 16:57:23 Intent Posted On:	Open
test RFQ - 171 - 17000000000000000025 Summary Details	Technology, Management and Budget CHENOA REYES	Published On : 4/7/17 Amended On : Closing On : 4/19/17 7:55 AM EDT Time Left: 5 Days, 16:57:23 Intent Posted On:	Open
rc test serial # RFQ - 171 - 17000000000000000024 Summary Details	Technology, Management and Budget KELSEY DROSTE	Published On : 2/27/17 Amended On : Closing On : 2/27/17 11:00 AM EST Time Left: Expired	Awarded

A summary of all Solicitations can be found by selecting the Solicitations sub-tab under the Business Opportunities tab. This list contains all Solicitations. From here, you can view summary and detailed information about the Solicitations. You can refine your search for solicitations by selecting one of the following quick links:

- All Solicitations - View all solicitations in the system. This is the default view.
- My Commodities - View solicitations only for your registered commodities.
- Open Solicitations - View solicitations with the solicitation status of Open.
- Closing Soon - View solicitations that are closing within the next 10 days.
- Recently Published - View solicitations that have been published within the past 7 days.
- Recent Amendments - View solicitations that have been amended within the past 14 days.
- Recent Intents - View solicitations that have Intent to Award created for them in the past 14 days

- Recent Awards - View all solicitations that have been awarded in the past 14 days.

Step 4.2 Select the **Advanced Search** link.

Advanced Search

The screenshot shows the SIGMA Vendor Self Service portal. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this, there are tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The 'Solicitation Responses' tab is selected, and the 'Advanced Search' link is highlighted with a red arrow. The main content area displays a table of solicitations with columns for Solicitation, Doc Dept/Buyer/Category/Solicitation Type, Dates, and Status. The table lists four solicitations: 'Testing the NIA1', 'State of Michigan RFQ for multiple items', 'test', and 'rc test serial #'. Each row includes details such as the solicitation number, department, buyer name, and dates. The status of the first three is 'Open' and the last one is 'Awarded'.

Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates	Status
Testing the NIA1 NIA1 - 171 - 1700000000000000003 Summary Details	Technology, Management and Budget KIMBERLY DAVIS Firearms & Ammo	Published On : 4/5/17 Amended On : Closing On : 7/5/17 11:59 PM EDT Time Left : 83 Days, 09:01:23 Intent Posted On :	Open
State of Michigan RFQ for multiple items RFQ - 171 - 1700000000000000028 Summary Details	Technology, Management and Budget ARLENE WITTENBERG Construction	Published On : 4/13/17 Amended On : Closing On : 6/27/17 7:55 AM EDT Time Left : 13 Days, 16:57:23 Intent Posted On :	Open
test RFQ - 171 - 1700000000000000025 Summary Details	Technology, Management and Budget CHENOA REYES	Published On : 4/7/17 Amended On : Closing On : 4/19/17 7:55 AM EDT Time Left : 5 Days, 16:57:23 Intent Posted On :	Open
rc test serial # RFP - 171 - 1700000000000000024 Summary Details	Technology, Management and Budget KELSEY DROSTE	Published On : 2/27/17 Amended On : Closing On : 2/27/17 11:00 AM EST Time Left : Expired	Awarded

You can refine your solicitation searches by using the Advanced Search link on the Search for Solicitations page. Selecting the Advanced Search link allows you to narrow your search using the following search criteria:

- Keyword Search - Narrow the search using a term in the text field. The Keyword Search scans the Solicitation Number, Solicitation Description, Department, Commodity Description, and Buyer Name for the keyword.
- Status - Narrow the search by selecting a solicitation status from the drop-down menu to display solicitations with the selected status.
- Type - Narrow the search by selecting a value from the drop-down menu to display solicitations with the selected type.
- Category - Narrow the search by selecting a category from the drop-down menu to display solicitations with the selected Solicitation Category.

Step 4.3 Enter your information in the Advanced Search fields.

Step 4.4 Select **Go** to search.

[www.michigan.gov](#)
[www.michigan.gov/miccontractconnect004541232656558---00.html](#)
[www.michigan.gov/miccontractconnect](#)

[Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Privacy Report](#) | [Logout](#)

[Account Information](#) | [Financial Transactions](#) | [Business Opportunities](#) | [Solicitation Responses](#) | [Catalog Management](#) | [Grant Opportunities](#) | [Grant Applications](#)

[Solicitations](#) | [My Watchlist](#) | [Purchase History](#)

[View Frequently Asked Questions](#)

[Show Me ...](#)
[All Solicitations](#)
[My Commodities](#)
[Open Solicitations](#)
[Closing Soon](#)
[Recently Published](#)
[Recent Amendments](#)
[Recent Intents](#)
[Recent Awards](#)

Keyword Search :
Status : Open
Type : Direct Solicitation

Go
Close Advanced Search

First
Prev
Next
Last

Solicitation	Doc Desc/Buyer/Category/Solicitation Type	Dates	Status
Testing the NIA1 NIA1 - 171 - 17000000000000000003 Summary Details	Technology, Management and Budget KIMBERLY DAVIS Firearms & Ammo	Published On : 4/5/17 Amended On : Closing On : 7/5/17 11:55 PM EDT Time Left: 82 Days, 13:37:04 Intent Posted On:	Open
State of Michigan RFQ for multiple items RFQ - 171 - 17000000000000000028 Summary Details	Technology, Management and Budget ARLENE WITTENBERG Construction	Published On : 4/13/17 Amended On : Closing On : 4/27/17 7:55 AM EDT Time Left: 12 Days, 21:33:04 Intent Posted On:	Open
test RFQ - 171 - 17000000000000000025 Summary Details	Technology, Management and Budget CHENOA REYES	Published On : 4/7/17 Amended On : Closing On : 4/19/17 7:55 AM EDT Time Left: 4 Days, 21:33:04 Intent Posted On:	Open
rc test serial # RFQ - 171 - 17000000000000000024	Technology, Management and Budget KEI KEY NGUYEN	Published On : 2/27/17 Amended On :	Awarded

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4.1: Respond to Solicitations

Step 4.1.1 Choose the solicitation to which you will respond.

Step 4.1.2 Select **Details**.

The screenshot shows the SIGMA Vendor Self Service interface. The user is logged in as 'Lawson'. The 'Solicitations' tab is selected. The 'Show Me ...' dropdown is set to 'All Solicitations'. A search bar is present with a 'Go' button and a link to 'Advanced Search'. The table below lists four solicitations. A red arrow points to the 'Details' link for the second solicitation, 'State of Michigan RFQ for multiple items'.

Solicitation	Doc Dept/Boxer/Category/Solicitation Type	Dates	Status
Testing the NIA1 NIA1 - 171 - 17000000000000000003 Summary Details	Technology, Management and Budget KIMBERLY DAVIS Firearms & Ammo	Published On : 4/5/17 Amended On : Closing On : 7/5/17 11:59 PM EDT Time Left: 83 Days, 88:36:55 Intent Posted On:	Open
State of Michigan RFQ for multiple items RFQ - 171 - 17000000000000000025 Summary Details	Technology, Management and Budget ARLENE WITTENBERG Construction	Published On : 4/13/17 Amended On : Closing On : 4/27/17 7:55 AM EDT Time Left: 13 Days, 16:32:55 Intent Posted On:	Open
test RFQ - 171 - 17000000000000000025 Summary Details	Technology, Management and Budget CHENOA REYES	Published On : 4/7/17 Amended On : Closing On : 4/19/17 7:55 AM EDT Time Left: 5 Days, 16:32:55 Intent Posted On:	Open
rc test serial # RFP - 171 - 17000000000000000024 Summary Details	Technology, Management and Budget KELSEY DROSTE	Published On : 2/27/17 Amended On : Closing On : 2/27/17 11:00 AM EST Time Left: Expired Intent Posted On: 2/27/17	Awarded

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VSS displays the Solicitation Response page.

Step 4.1.3 Select **Respond Online**.

SIGMA Vendor Self Service | [www.michigan.gov](#) | [www.michigan.gov/miccontractconnect/0,4541,7-228-90558--00.html](#) | [www.michigan.gov/miccontractconnect](#)

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | **Business Opportunities** | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Solicitations | My Watchlist | Purchase History

Welcome, Lawson

[View Frequently Asked Questions](#)

Solicitation: 170000000028 State of Michigan RFQ for multiple items
 Issued: 4/13/17 Last Amended: **Current Status: Open**

Closing Date: 4/27/17 7:55 AM EDT
 Time Left: **13 Days, 16:31:58**

Doc Dept: Technology, Management and Budget
 Buyer Name: ARLENE WITTENBERG
 Category: Construction
 Type: Request for Quotes(RFQ)

Buyer Information: [ARLENE.WITTENBERG@micohsac.gov](#)
 Phone: Fax:

Additional Dates: Bid Opening Date: Intent Posted Date: Award Date: More... [see Events tab](#)

[Add this item to Watch List](#)

Response Options
[Respond Online](#) [Print for Mailing](#)

[Print Solicitation](#)

Lots/Lines | Attachments | Additional Information | Terms | Criteria | Events | Q & A List | Amendment History

Lot 1: Default

Description	Requested	More Information
1. BRICKS, CONCRETE	Specifications : Quantity : 25000.00000 Unit : Square Foot Requested Delivery Date :	View Purchase History Expand All <input type="checkbox"/> Product Specs Commodity Code : 21015 Bricks, Concrete Manufacturer : Manufacturer Part Number : Product/Category Number : Serial Number : Alternate Specifications Allowed : Yes Drawing Number : Piece Number : Color :

You can respond to a solicitation by selecting **Respond Online** on the Solicitations Details page found within the Solicitations tab. This navigates you to the Solicitation Response page where you can enter your response.

SIGMA Vendor Self Service | [www.michigan.gov](#) | [www.michigan.gov/miccontractconnect/0,4541,7-228-90558--00.html](#) | [www.michigan.gov/miccontractconnect](#)

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Respond To Lines **Criteria Response** **Attach Your Files** **Discounts/Comments** **Review/Submit**

Respond to Lines [No Response for Solicitation](#) [Undo No Response for Solicitation](#)

[Copy/Save/Go To Step 2/Exit](#)

Lot 1 of 1: Default

Description	Your Offer	Comments
1. BRICKS, CONCRETE Specifications : <input type="checkbox"/> Additional Specs <input type="checkbox"/> Line Item Preference	Requested Quantity : 25000 SF Response Type : <input type="text" value="Bid"/> Unit Price : \$10.00 Delivery Days : 13 Total : \$250,000.00 Alternate Specs Submitted : <input type="checkbox"/>	

Lot 1 of 1: Default

Description	Your Offer	Comments
2. GENERAL CONSTRUCTION - ARCHITECTURAL	Response Type : <input type="text" value="Bid"/> Contract Amount : 1400.00	

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There are five (5) steps in the Respond to Solicitation process.

1. Respond to Lines
2. Criteria Response
3. Attach Your Files
4. Discounts/Comments
5. Review/Submit

Step 4.1.4 Select the appropriate Response Type option from the Response Type drop-down. (Example: Bid)

If indicated enter the Unit Price and Delivery Days for each commodity line. Alternatively, you can enter the Contract Amount if indicated. You can also enter Comments in the Comments field. If Specifications are populated and you have alternatives you can select the Alternate Specs Submitted flag and attach any specifications to the Solicitation Response in Part 3: Attach Your Files.

Step 4.1.5 Select **Go to Step 2**.

The screenshot displays the SIGMA Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this, a secondary navigation bar contains tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses (currently selected), Catalog Management, Grant Opportunities, and Grant Applications. The main content area is titled 'Respond to Lines' and features a progress bar with five steps: 1. Respond to Lines (active), 2. Criteria Response, 3. Attach Your Files, 4. Discounts/Comments, and 5. Review/Submit. The 'Respond to Lines' section shows a table with two rows of items. The first row is 'BRICKS, CONCRETE' with a 'Response Type' of 'Bid', 'Unit Price' of '\$10.00', and 'Delivery Days' of '13'. The second row is 'GENERAL CONSTRUCTION - ARCHITECTURAL' with a 'Response Type' of 'Bid' and a 'Contract Amount' of '\$1,000.00'. A red arrow points to the 'Go To Step 2' button in the top right corner of the form.

VSS transitions to the Criteria Response page.

Step 4.1.6 Enter appropriate information for Criteria Response.

This section will contain specific criteria on which the response will be evaluated. Some criteria may have a required response and must be completed before the response can be submitted. If the response type is Text and there is insufficient room in the field to

complete your response, you may type “See Attached” and then attach detailed response information in Part 3: Attach your Files.

Step 4.1.7 Select **Go To Step 3**.

The screenshot displays the SIGMA Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this, a secondary navigation bar lists Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The main content area is titled 'Solicitations' and shows details for a solicitation from Lansing, MI. It includes sections for Attachments (Sample.docx, Sample.xls), Contact Information, and a 'My Response' section. The 'My Response' section has a progress bar with five steps: 1. Respond To Lines, 2. Criteria Response, 3. Attach Your Files, 4. Discounts/Comments, and 5. Review/Submit. A red arrow points to the 'Go To Step 3' button in the top right corner of the 'My Response' section. Below the progress bar, there is a table for Business Type entries and a section for evaluation criteria.

Business Type	Business Type Name	Weighting Factor %	Dollar Value Cap \$	Include ?
PROF	PROFESSIONAL SERVICE			<input type="checkbox"/>

Criteria	Description	Response Required	Mandatory YES Answer	Response Type Expected	Text Response	Yes/No Response	Date Response	Number Response
From 0 to 0 Total: 0	First	Next	Prev	Last				

VSS transitions to Attach Your Files page.

Attach relevant files to the response. Allowable file types are: .doc, .docx, .pdf, .xls, .xlsx, .zip, .jpg, .txt, .xps and .bmp. Attachment file size is limited to 6 MB per document.

Step 4.1.8 Select **Go to Step 4**.

VSS displays the Discounts/Comments page.

The Discounts/Comments page is used to add Net discounts and make overall comments regarding the Solicitation.

Step 4.1.9 Select **Go to Step 5**.

VSS transitions to the Review/Submit Response page.

Step 4.1.10 Review your Solicitation Response information.

Step 4.1.11 Select **Submit** to submit your Solicitation Response.

SIGMA Vendor Self Service

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[Review / Submit](#)

Contact Information
ARLENE WITTENBERG
E-mail: wittenberg@michigan.gov
Phone:
Fax:

Other Events
1: 4/28/2017
2: 4/16/2017
3: 4/20/2017
Background Checks
Vendor Demonstration
Samples

My Response

1 Respond To Lines | 2 Criteria Response | 3 Attach Your Files | 4 Discounts/Comments | 5 Review/Submit

Copy Previous Save Submit Exit Print

Response Summary for ESR170000040
Legal Name: Lawson Woodward
Response Status: Draft
Response Date: 4/13/2017
Response Time: 5:06 PM
Responded By User ID: Lawson01
First Name: Lawson
Last Name: Woodward
Email: HamisD21@michigan.gov
Phone: 517-678-3232
Vendor Customer Code: VS0001029
Response Total Attachment Count: 0

Solicitation Summary
Procurement Folder: 14501
Solicitation: 170000000028
Solicitation Type: Request for Quotes
Closing Date: 4/27/2017

Copy Previous Save Submit Exit Print

VSS displays **Response Submitted Successfully** page.

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You have 1 messages

1: Information - Thank You: Your Submitted Response can be found under the "My Responses" tab. Navigate to any tab to continue.

[View All Details](#) | [Submit Question](#)

Response Submitted Successfully

Thank You

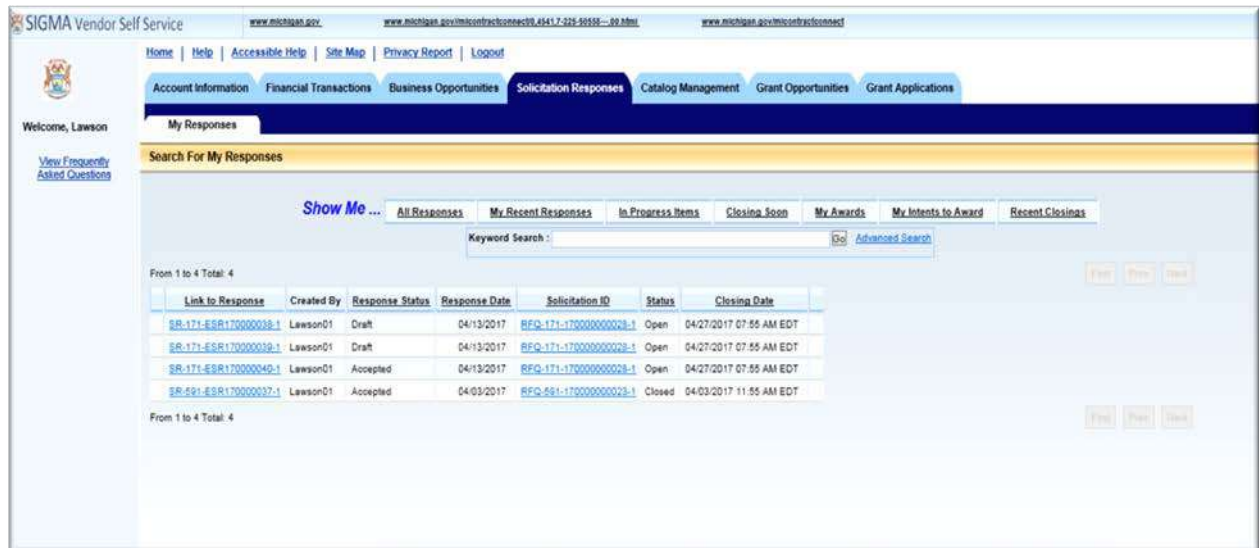
Your Submitted Response can be found under the "My Responses" tab

Click any tab to continue.

Your response has been submitted. You may modify the response any time prior to the Solicitation Close Date/Time. This will be covered in Section 5 Solicitation Responses.

Section 5: Review and Modify Solicitation Responses

Step 5.1 Select the **Solicitation Responses** tab.



VSS displays the Solicitation – My Responses page.

The My Online Response page is organized into the following sections:

- **Error Summary:** Displays error messages related to your response and allows you to ask questions about the error. This section is only displayed when there are messages related to the response. Click “View All Details” to view multiple messages. Click “Submit Question” to submit questions about your response, Clarification Requests and/or any error message you are receiving.
- **Time Left Summary:** Displays the amount of time left to respond to the Solicitations.
- **Solicitation Summary:** Displays the Solicitation summary and the attachments associated with it.
- **My Response:** Respond to the solicitation.

There are seven sub-tabs under the Solicitation Responses tab. Below is a description each tab:

- **All Responses** - Lists all of the responses that have been created by the vendors.
- **My Recent Responses** –View all responses created within the past 7 days.
- **In Progress Items** –View responses that have a Response Status of Draft and a Solicitation Status of Open.

- Closing Soon –View responses for solicitations closing within the next 7 days.
- My Awards –View responses that have been awarded to you.
- My Intents to Award –View responses that are intended to be awarded to you.
- Recent Closings –View responses for a solicitation that have closed within the past 7 days.

The screenshot shows the SIGMA Vendor Self Service interface. The 'My Responses' tab is selected. A red box highlights the 'Show Me ...' filter area, which includes tabs for 'All Responses', 'My Recent Responses', 'In Progress Items', 'Closing Soon', 'My Awards', 'My Intents to Award', and 'Recent Closings'. Below this is a 'Keyword Search' field and an 'Advanced Search' link. A table displays a list of responses with columns: Link to Response, Created By, Response Status, Response Date, Solicitation ID, Status, and Closing Date. A red arrow points to the first row of the table.

Link to Response	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date
SR-171-ESR170000038-1	Lawson01	Draft	04/13/2017	RFQ-171-170000000028-1	Open	04/27/2017 07:55 AM EDT
SR-171-ESR170000039-1	Lawson01	Draft	04/13/2017	RFQ-171-170000000028-1	Open	04/27/2017 07:55 AM EDT
SR-171-ESR170000040-1	Lawson01	Accepted	04/13/2017	RFQ-171-170000000028-1	Open	04/27/2017 07:55 AM EDT
SR-591-ESR170000037-1	Lawson01	Accepted	04/03/2017	RFQ-591-170000000023-1	Closed	04/03/2017 11:55 AM EDT

Step 5.2 Select the **Response** you would like to Modify.VSS displays the My Online Responses page.

Step 5.3 Select **Edit**.

SIGMA Vendor Self Service www.michigan.gov www.michigan.gov/miscontractconnect0045417-020-00000000.html www.michigan.gov/miscontractconnect

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My Responses

My Online Response
Time Left: 13 Days, 13:38:05

Solicitation: 1700000000028

Solicitation Summary **Attachments**

Solicitation 1700000000028
 Procurement Folder: 14501
 Solicitation: 1700000000028
 Solicitation Type: Request for Quotes
 Description: State of Michigan RFQ for multiple items

Solicitation Version Number: 1
 Status: Open
 Issued Date: 4/13/2017
 Closing Date: 4/27/2017
 Closing Time: 7:55 AM
 Time Left: 14 Days
 Public Bid Open Date:
 Public Bid Open Time:
 Phone: 555-000-0000
 Online Responses Prohibited: No

On Behalf Of Office: Lansing
 Preparer Office: Lansing
 Category: CONSTRUCTION
 Mail Responses To: Lansing

My Response

1 Respond To Lines **2 Criteria Response** **3 Attach Your Files** **4 Discounts/Comments** **5 Review/Submit**

Respond to Lines

Lot 1 of 1 : Default

Description	Your Offer

[Edit/Copy](#) [Go To Step 2](#) [Exit](#) [Withdraw](#)

Step 5.4 Make necessary changes for the Response.

Step 5.5 Select **Submit** to submit your Response.

Section 6: Catalog Management

Catalogs are a means for the State to upload a large number of items via a preset Excel file format. Vendors may need to provide the items, description, part number, unit price etc., if required by the State. If the Solicitation does not call for catalog bid submissions or if you have not been awarded a Catalog Master Agreement then skip this section.

Step 6.1 Select the **Catalog Management** tab.

A summary of all Catalogs can be found by selecting the Catalog Search sub-tab that is found under the Catalog Management tab. Catalog Search list contains all Catalogs. From here, you can view summary and detailed information about the Catalogs. You can refine your search for Catalogs by selecting one of the following quick links:

- All Catalogs - View all Catalogs in the system. This is the default view.
- My Catalogs - View Catalogs only in your catalog file.

The screenshot shows the SIGMA Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this, a secondary navigation bar contains tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management (selected), Grant Opportunities, and Grant Applications. Under the Catalog Management tab, there are two sub-tabs: Catalog Search (selected) and Catalog Upload. The Catalog Search sub-tab displays a 'Show Me ...' section with two buttons: 'All Catalogs' and 'My Catalogs'. A red arrow points to the 'My Catalogs' button. Below the buttons is a 'Keyword Search' input field with a 'Go' button and a link to 'Advanced Search'. At the bottom, there is a table with columns: Supplier Part Number, Vendor Name, Alias/DBA, Item Description, Manufacturer, Mfr Part Number, Unit, Unit Cost, and Image. The table is currently empty, and there are 'First', 'Prev', and 'Next' navigation buttons at the bottom right.

6.1: Search for Existing Catalogs

Step 6.1.1 Select the **Advanced Search** link.

The screenshot shows the SIGMA Vendor Self Service interface. The 'Catalog Search' tab is active. A red arrow points to the 'Advanced Search' link next to the 'Go' button in the 'Keyword Search' field.

VSS displays Advanced Search option fields.

The screenshot shows the 'Advanced Search' form expanded. The form is highlighted with a red rectangle and contains the following fields:

- Keyword Search :
- Vendor Name :
- Supplier Part Number :
- Manufacturer :

There is a 'Go' button and a 'Close Advanced Search' link. The table below the form has columns: Supplier Part Number, Vendor Name, Alias/DBA, Item Description, Manufacturer, Mfr Part Number, Unit, Unit Cost, and Image. The table has 'First', 'Prev', and 'Next' buttons at the bottom right.

You can refine your Catalog searches by using the Advanced Search link on the Catalog Search page. Selecting the Advanced Search link allows you to narrow your search using the following search criteria:

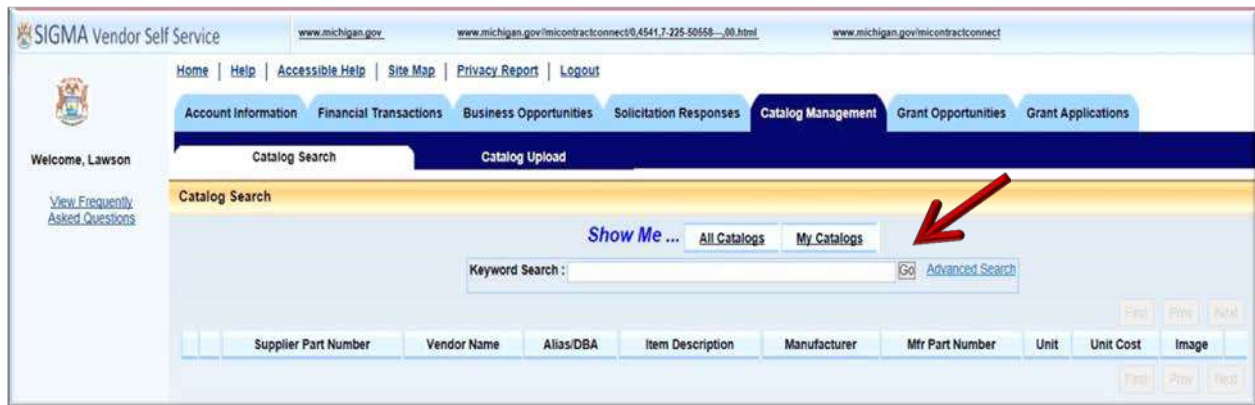
- **Keyword Search** - Narrow the search using a term in the text field. The Keyword Search scans the Catalog Number, Supplier Part Number, Vendor, Alias/DBA, Item Description, Manufacturer, Manufacturer Part Number, Unit, Unit Cost, and Image for the keyword.
- **Vendor Name** - Allows you to narrow the search by entering one Vendor Name in the field to display all solicitations with the selected Vendor Name.

- Supplier Part Number - Narrow the search by entering one Supplier Part Number in the field to display all solicitations with the selected Supplier Part Numbers.
- Manufacturer - Narrow the search by entering one Manufacturer in the field to display all solicitations with the selected Manufacturer.

Step 6.1.2 Enter your information in the Advanced Search fields.

Step 6.1.3 Select **Go** to perform the search.

VSS displays results based on search criteria.



The screenshot displays the SIGMA Vendor Self Service interface. At the top, there are navigation links: Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below these are tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management (selected), Grant Opportunities, and Grant Applications. The main section is titled 'Catalog Search' and includes a 'Catalog Upload' link. A search bar with the text 'Show Me ...' is present, with buttons for 'All Catalogs' and 'My Catalogs'. A red arrow points to the 'Go' button next to the search bar. Below the search bar is a table with columns: Supplier Part Number, Vendor Name, Alias/DBA, Item Description, Manufacturer, Mfr Part Number, Unit, Unit Cost, and Image. The 'Go' button is highlighted with a red arrow.

6.2: Catalog Upload

Step 6.2.1 Select the **Catalog Upload** sub-tab.

VSS displays the Upload Catalog File Instructions page.

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Upload Catalog File Instructions:

Catalog File Name: Please select a File Type and then click the Browse button to locate and select the Catalog File to be uploaded. Once the Catalog File and Picture File (Optional) has been located, click the Upload Button. If any issues are encountered during the upload you will receive one or more messages to alert you to the information that needs to be corrected in the Catalog or Picture files. Once information is corrected and file is saved, repeat the Upload file process again. When the Upload file process completes successfully, an email will be sent to the Catalog Administrator and Vendor Contact indicated below.

Picture File Name: Picture files are optional. If included, the files must be loaded with the Catalog File. The picture files must end in .jpg, .jpeg, .bmp or .gif file extensions and must be in a ZIP file format. Each picture must have the same Picture File Name as the Picture File Name value entered for each corresponding record in the Catalog File. Click the Browse button to locate and select the Catalog Picture Zip file to be uploaded.

Upload

General Information

*Catalog Administrator Name :	<input type="text"/>	Discount Effective From :	<input type="text"/>
*Catalog Administrator Email :	<input type="text"/>	Discount Effective To :	<input type="text"/>
*Vendor Contact Name :	Lawson Woodward	Discount Percentage :	0.00%
*Vendor Contact Email :	HarnsD21@michigan.gov	Other Information :	<div></div>
*Vendor Contact Phone :	517-678-3232		
*Catalog Name :	<input type="text"/>		
*Catalog Effective From :	<input type="text"/>		
*Catalog Effective To :	<input type="text"/>		

Step 6.2.2 Enter your information in the General Information required fields.

Catalog File Type is always equal to Excel File.

Step 6.2.3 Select **Browse** to search for Catalog file.

https://sigma-prodqa2.michigan.gov/webapp/MA2VSS2X1/AltSelfService

SIGMA Vendor Self Service | www.michigan.gov | www.michigan.gov/micontractconnect/0,4541,7-225-50558-...,00.html | www.michigan.gov/micontractconnect

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Catalog Search | **Catalog Upload**

Picture File Name as the Picture File Name value entered for each corresponding record in the Catalog File.
Click the Browse button to locate and select the Catalog Picture Zip file to be uploaded.

Upload

General Information

*Catalog Administrator Name: Lawson Woodward
 *Catalog Administrator Email: larrisD21@michigan.gov
 *Vendor Contact Name: Lawson Woodward
 *Vendor Contact Email: HarrisD21@michigan.gov
 *Vendor Contact Phone: 517-678-3232
 *Catalog Name: Catalog.xlsx
 *Catalog Effective From: 4/1/2017
 *Catalog Effective To: 3/31/2018

Discount Effective From:
 Discount Effective To:
 Discount Percentage: 0.00%
 Other Information:

Catalog Upload Information

*Catalog File Type: Excel File
 *Catalog File Name: Browse...
 Picture File Name: Browse...

Step 6.2.4 Retrieve your Catalog file from file location.

VSS populates the Catalog File Name field with your file.

https://sigma-prodqa2.michigan.gov/webapp/MA2VSS2X1/AltSelfService

SIGMA Vendor Self Service | www.michigan.gov | www.michigan.gov/micontractconnect/0,4541,7-225-50558-...,00.html | www.michigan.gov/micontractconnect

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Catalog Search | **Catalog Upload**

Picture File Name as the Picture File Name value entered for each corresponding record in the Catalog File.
Click the Browse button to locate and select the Catalog Picture Zip file to be uploaded.

Upload

General Information

*Catalog Administrator Name: Lawson Woodward
 *Catalog Administrator Email: larrisD21@michigan.gov
 *Vendor Contact Name: Lawson Woodward
 *Vendor Contact Email: HarrisD21@michigan.gov
 *Vendor Contact Phone: 517-678-3232
 *Catalog Name: Catalog.xlsx
 *Catalog Effective From: 4/1/2017
 *Catalog Effective To: 3/31/2018

Discount Effective From:
 Discount Effective To:
 Discount Percentage: 0.00%
 Other Information:

Catalog Upload Information

*Catalog File Type: Excel File
 *Catalog File Name: C:\My_Data\Catalog.xlsx
 Picture File Name: Browse...

Step 6.2.5 Select **Upload**.

https://sigma-prodqa2.michigan.gov/webapp/MA2VSS2X1/AltSelfService

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Catalog Search | **Catalog Upload**

Picture File Name as the Picture File Name value entered for each corresponding record in the Catalog File.
Click the Browse button to locate and select the Catalog Picture Zip file to be uploaded.

Upload

General Information

*Catalog Administrator Name: Lawson Woodward
*Catalog Administrator Email: larrisD21@michigan.gov
*Vendor Contact Name: Lawson Woodward
*Vendor Contact Email: HarrisD21@michigan.gov
*Vendor Contact Phone: 517-678-3232
*Catalog Name: Catalog.xlsx
*Catalog Effective From: 4/1/2017
*Catalog Effective To: 3/31/2018

Discount Effective From:
Discount Effective To:
Discount Percentage: 0.00%
Other Information:

Catalog Upload Information

*Catalog File Type: Excel File
*Catalog File Name: C:\My_Data\Catalog.xlsx
Browse...
Picture File Name:
Browse...

If any errors are encountered, the catalog file is not uploaded and all errors are displayed. Please fix any errors in the catalog file or the picture zip file and select the **Upload** again. If no errors are encountered, and the catalog file is uploaded successfully, an email is sent to the Catalog Administrator and Vendor Contact in the General Information section.

https://sigma-prodqa2.michigan.gov/webapp/MA2VSS2X1/AltSelfService

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Catalog Search | **Catalog Upload**

You have 2 messages

1. Information : Email notification sent to the specified Vendor Contact Email ID. (A6938)
2. Information : Email notification sent to the specified Catalog Administrator Email ID. (A6938)

[View All Details](#) | [Submit Question](#)

Catalog Search

Show Me ... All Catalogs My Catalogs

Keyword Search : Go [Advanced Search](#)

Supplier Part Number	Vendor Name	Alias/DBA	Item Description	Manufacturer	Mfr Part Number	Unit	Unit Cost
----------------------	-------------	-----------	------------------	--------------	-----------------	------	-----------

After successful upload, the State of Michigan will create the award document that the catalog will be attached. You will receive separate email notification when that process is completed.

Section 7: Foreign Vendor Account Registration

Please note that foreign vendors without a valid U.S. or Canadian address will need to send a completed W-8 form (available on the VSS Home Page) to the SIGMA Help Desk by fax 517-763-0300 or email SIGMA-Vendor@michigan.gov to register with the State of Michigan. If you have any questions, please contact the SIGMA Help Desk at 1-888-734-9749.

Step 7.1 Select **Register** to create new account.

The screenshot shows the SIGMA Vendor Self Service (VSS) home page. The page has a header with the SIGMA logo and the title 'Welcome to State of Michigan SIGMA Vendor Self Service (VSS)'. Below the header, there is a welcome message and a note about the system. The main content area is divided into several sections: 'Announcements' with a date and a link to 'View All Announcements'; 'Contacts' with a link to 'Click on link below to view the list of department contacts'; 'Agency Contacts'; 'Forms and Reference Documents' with a link to 'Click on a form below to either save it to your desktop or open it in Adobe'; and a list of 'Forms used by Foreign payees' including 'Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding (Form W-8BEN)', 'Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding and Reporting (Entities) (Form W-8BEN-E)', 'Certificate of Foreign Person's Claim for Exemption from Withholding (Form W-8ECI)', 'Certificate of Foreign Government or other Foreign Organization for U.S. Tax Withholding (Form W-8EXP)', and 'Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual (Form 8233)'. On the left side, there is a login section with fields for 'User ID' and 'Password', and buttons for 'Login', 'Password Reset', 'Register', and 'Guest Access'. A red arrow points to the 'Register' button.

Step 7.2 Review and select **Accept Terms** to accept the agreement or **Reject Terms** to reject agreement.

VSS returns to the VSS Home Page when **Reject Terms** is selected.

SIGMA Vendor Self Service
[Privacy Report](#) | [Contact Us](#)

Memorandum of Agreement

To register as a vendor, payee/recipient, or grantee user (collectively, "User") with the State of Michigan Vendor Self-Service System (VSS), you must accept the terms of this Agreement. If you choose not to accept these terms, you will be returned to the Home Page for public access. You may click on the Help button for more information. By accepting, you can register as a User and agree to the following:

- 1) You are authorized by the vendor, payee/recipient, or grantee, to:
 - a) Register
 - b) File all of the information requested in the VSS registration process
 - c) Enter into this Agreement
 - d) Add users and assign security roles
- 2) User will use VSS to update information and ensure information remains accurate and complete at all times even if different information is available or has been received by other means than VSS.
- 3) All transactions made, in whole or in part, utilizing VSS email, without exception, be governed by the laws of the State of Michigan. User will follow all State of Michigan system, acquisition and payment policies and procedures, including Terms of Use for Michigan.gov, Security, Accessibility, Privacy and Link Policy (<http://michigan.gov/dm/0,5552,7-150-0174-251400-00.htm>)
- 4) After the registration is completed, the User is responsible for maintaining strict confidentiality, and safe guarding User's password. User is solely responsible for all messages, acts or omissions that occur through the use of User's ID and password. User agrees not to share registration information, including User ID and password, with unauthorized persons. The State of Michigan is not responsible if other parties access VSS using the User's ID and password. If your password or security information has been lost or stolen, call us immediately toll free at (888) 734-9749.
- 5) User understands that VSS is not required to notify Users when opportunities are available. Users should view the website for opportunities. However, as part of the registration process, Users may sign up to receive notifications.
- 6) User agrees that, when User clicks on an I Agree, "I Accept" or another similar worded "button" or entry field with User's mouse, keyboard or other device, User's agreement is legally binding, and is the legal equivalent of User's signature. User assumes all responsibility for any claim, demand or damage resulting from actions through the User's ID and password.
- 7) While using VSS, User will not:
 - a) Take any action that imposes or may impose, in our sole discretion, a disproportionately large load on our infrastructure
 - b) Interfere or attempt to interfere with the proper working of VSS or any activities conducted on the sites
 - c) Attempt to modify, reuse, decompile, reverse engineer or otherwise attempt to gain access to any technology or source code underlying any service
 - d) Post content or items in an inappropriate category or areas on VSS
 - e) Upload, post, e-mail or otherwise transmit any material that contains viruses or any other computer codes, files or programs which may interrupt, limit or interfere with the functionality of any computer software, hardware or telecommunications equipment
 - f) Violate any laws, third party rights, or our policies
 - g) Collect or store personal data, User IDs, or passwords of other users
 - h) Attempt to gain unauthorized access to the system or any other system through the system, nor attempt to log in through another User's account

The User should report problems, offensive content, or policy violations to the State of Michigan immediately toll free at (888) 734-9749.

7) Except as explicitly stated otherwise, legal notices may be served to the e-mail address Users have provided and maintain. Notice shall be deemed given 24 hours after e-mail is sent, unless the sending party is notified that the e-mail address is invalid. Alternatively, we may give the User legal notice by mail to the address provided during the registration process. In such cases, notice shall be deemed given thirty (30) days after the date of mailing.

8) The State of Michigan retains all title to and ownership of the system (including without limitation its layout, interfaces, functionality, incorporated images, text, and any and all documents and information contained therein) and all copyright, patent, trademark, and other intellectual property rights related thereto.

9) The system and any applications, services, materials or information contained within the system is provided on an "as is" basis with no representations or warranties of any kind. To the fullest extent permissible by applicable law, the State of Michigan disclaims all warranties, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose, title, and non-infringement. User assumes total responsibility and risk for its use of the system and any system-related services or information or materials. In addition, the State of Michigan does not warrant that the functions of the system will be uninterrupted or error-free, or that defects in the system will be corrected. The State of Michigan does not warrant or make any representations regarding the system or results of the use of the system, specific services or applications provided through the system, or any materials or information on the system, in terms of their correctness, accuracy, reliability, legal compliance or otherwise.

10) Under no circumstances shall the State of Michigan, its agencies, departments or divisions be responsible or liable for any direct, indirect, incidental, consequential, special, exemplary, punitive or other damages, whether based in contract, tort or otherwise, arising out of or relating in any way to use of the system, the services available on the system, information contained within the system, or reliance on any information, materials or results provided to or received through the system, even if the State of Michigan has been advised of the possibility of such damages.

11) This agreement remains in effect as long as User is registered. Failure to comply with the terms of this Agreement may result in cancellation of your registration. State of Michigan may change the terms of this Agreement at any time and shall notify User by posting a message on this website. State of Michigan reserves the right, in its sole discretion, to cancel a registration and restrict access at any time without notice or liability. In the event User's registration is cancelled, User remains bound to this Agreement in regard to completion of any contract, purchase order, grant or other electronic transaction that was made or administered, in whole or in part, using VSS.

[Accept Terms](#) [Reject Terms](#)

Step 7.3 Select **Next** to continue or **Back** to return to previous screen.

SIGMA Vendor Self Service
[Privacy Report](#) | [Contact Us](#)

Registration Tips

Welcome, New

[View Frequently Asked Questions](#)

Already registered? Click [here](#) to login. Otherwise, click Next to continue.

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters):
 - Tax ID Number
 - Legal Business name
 - DUNS Number
 - A free number issued by Dun & Bradstreet for each business location
 - Call toll free at 888-814-1435 to obtain/verify your number
 - Indicate that you are doing business with a Government entity
- Contact Information (name, address, email, phone and fax):
 - Account Administrator (person responsible for your account)
 - Ordering
 - Payment
- Descriptions of your products and services (for example, commodity codes)

[Back](#) [Next](#)

Step 7.4 Use either of the two (2) fields under **Company Search** or **Individual Search** to enter your information.

Step 7.5 Select **Search** to search for an Existing Account.

SIGMA Vendor Self Service | www.michigan.gov | www.michigan.gov/miccontractconnect0,4541,7-225-50558--00.html | www.michigan.gov/miccontractconnect

[Privacy Report](#) | [Contact Us](#)

Search for an Existing Account

[Cancel Registration](#) [Back](#)


Welcome, New
[View Frequently Asked Questions](#)

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

▼ **Company Search**

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name



OR

▼ **Individual Search**

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number:

Last Name AND Last 4 digits of SSN

[Cancel Registration](#) [Back](#)

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.

If no results are found, continue on to Step 7.6. If results are found, follow steps in State of Michigan Activate Existing Account User Guide.

Step 7.6 Select **New Registration** to begin registration.

SIGMA Vendor Self Service | [Privacy Report](#) | [Contact Us](#)

Search for an Existing Account/Results Not Found

[Cancel Registration](#) [Back](#)

Welcome, New
[View Frequently Asked Questions](#)

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

▼ **Company Search**

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN.

Taxpayer Identification Number OR Legal Business Name

OR

▼ **Individual Search**

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name AND Last 4 digits of SSN

No results have been found for your account. Please perform further research or select the New Registration button to create a new account. [New Registration](#) [Cancel Registration](#) [Back](#)

Additional Resources & Information:

Step 7.7 Enter User Information in General Information. Required fields are marked with an asterisk:

SIGMA Vendor Self Service | [Privacy Report](#) | [Contact Us](#)

My User Information

[Cancel Registration](#) [Back](#) [Next](#)

Welcome, New
[View Frequently Asked Questions](#)

☐ User Information
Verify and Submit Registration

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

▼ **General Information**

*User ID (case sensitive):
(User ID should be between 1 and 16 characters in length)

*First Name:

*Last Name:

*Email:

*Re-enter Email:

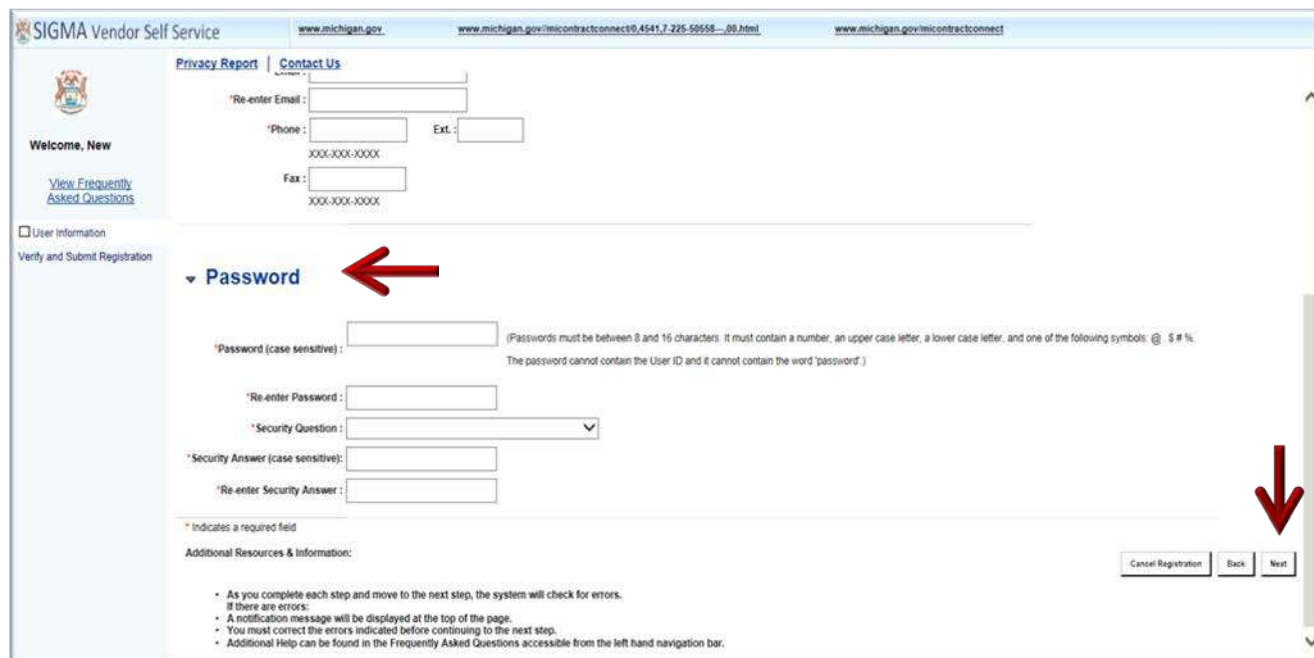
*Phone: Ext.:
XXX-XXX-XXXX

Fax:
XXX-XXX-XXXX

Step 7.8 Enter your Password information in the Password section.

Passwords must be between 8 and 16 characters. Password must contain a number, an upper case letter, a lower case letter and one of the following symbols: @ \$ # %. The password cannot contain the User ID and it cannot contain the word **password**.

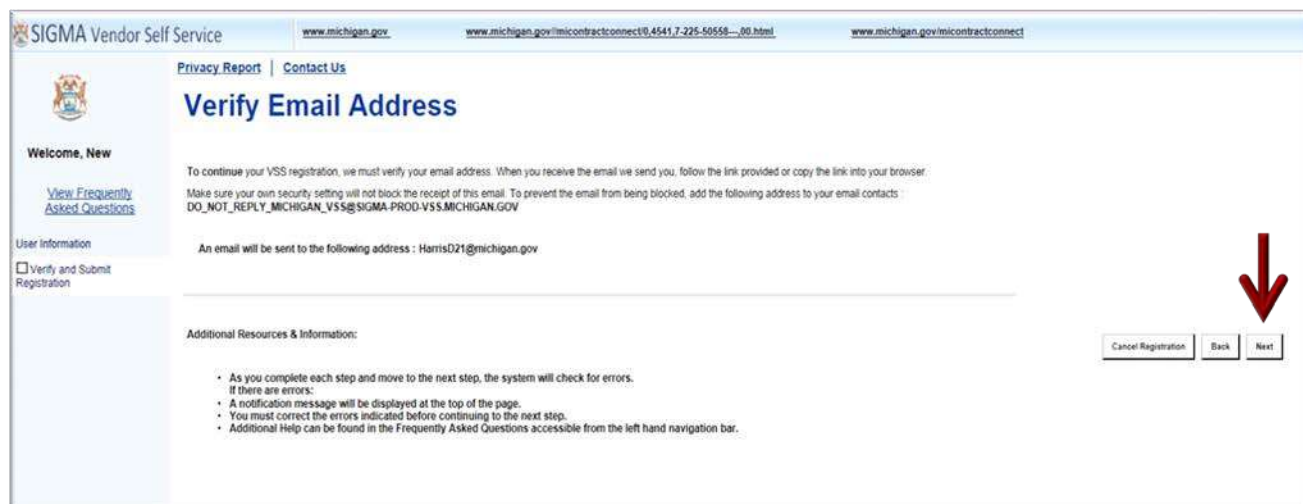
Step 7.9 Select **Next** to continue.



The screenshot shows the 'Password' section of the SIGMA Vendor Self Service registration process. A red arrow points to the 'Password' section header. The form includes fields for 'Re-enter Email', 'Phone', 'Ext.', 'Fax', 'Password (case sensitive)', 'Re-enter Password', 'Security Question', 'Security Answer (case sensitive)', and 'Re-enter Security Answer'. A red arrow points to the 'Next' button. The page also includes a 'Cancel Registration' button and a 'Back' button. A red arrow points to the 'Next' button.

Verify Email Address is correct.

Step 7.10 Select **Next**.



The screenshot shows the 'Verify Email Address' section of the SIGMA Vendor Self Service registration process. The page title is 'Verify Email Address'. The text states: 'To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser. Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts: DO_NOT_REPLY_MICHIGAN_VSS@SIGMA-PROD-VSS.MICHIGAN.GOV'. Below this, it says 'An email will be sent to the following address: HarrisD21@michigan.gov'. At the bottom right, there are buttons for 'Cancel Registration', 'Back', and 'Next'. A red arrow points to the 'Next' button.

Step 7.11 Select **“Close Browser”**.


SIGMA Vendor Self Service

[www.michigan.gov](#)

[www.michigan.gov/micontractconnect04641722550558--00.html](#)

[www.michigan.gov/micontractconnect](#)

Contact Us



Thank You!

A verification email was sent to you.

1. Open the email
2. Click the link provided in the email


Cannot click the link in the email?

1. Copy the link from the email
2. Paste it into your browser

Have not received a Verification Email?

1. Login to VSS as an Activated User using your User ID and Password
2. Correct your email address and click Next
3. Click Next again to verify your email address

Close Browser



7.1: Foreign Vendor - Verify Your Personal Email Address

VSS sends a verification email to the email account entered in Step 7.7. Email Token is emailed to your personal email account. A message similar to the message shown below will appear in your Inbox. Follow the instructions as shown below to access VSS.

Step 7.1.1 Access email account entered in Step 1.7.

Step 7.1.2 Select the link to access VSS.



VSS transitions to the SIGMA Vendor Self Service Login Screen.

Step 7.1.3 Enter your User ID and Password.

Step 7.1.4 Select **Login**.



VSS transitions to the VSS New Account screen.

7.2: Foreign Vendor - Complete New Vendor Account Information

The Add Business Location – New Account Registration section is used to enter your Tax Identification Number (TIN), Employer Identification Number (EIN) Type and Business Classification information.

Enter required New Account information for Tax Identification Number (TIN) Type or EIN and Classification in the New Account Information section. Please Note: EIN Type and Corporation Classification is used as an example in this guide.

Step 7.2.1 Select the appropriate TIN Type option. If the first option is selected, also select **SSN**, **ITIN**, or **ATIN** below it.

Step 7.2.2 Select the **Foreign Business Entity** option for Classification Type.

VSS will close or place check mark in each box as you complete each section.

The screenshot shows the SIGMA Vendor Self Service portal. The left sidebar contains a navigation menu with the following items: 'Welcome, Claude', 'View Frequently Asked Questions', 'New Account Info', 'My Business Info', 'Addresses & Contacts', 'Additional Business Information', and 'Registration Summary'. The main content area is titled 'New Account Information' and is divided into two sections: 'TIN Type' and 'Classification'. In the 'TIN Type' section, the first option 'I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN)' is selected. Below this, there are radio buttons for 'SSN', 'ITIN', and 'ATIN'. A red arrow points to the 'EIN' option, which is also selected. In the 'Classification' section, the 'Foreign Business Entity' option is selected. A red arrow points to this option. The page also includes a 'Welcome, Claude' message and a 'View Frequently Asked Questions' link.

Step 7.2.3 Select **Next** to continue.

The screenshot displays the SIGMA Vendor Self Service interface. At the top, there are navigation links for Privacy Report and Contact Us. The main content area includes a 'Welcome, Claude' message and a 'View Frequently Asked Questions' link. A sidebar on the left contains checkboxes for 'New Account Info', 'My Business Info', 'Addresses & Contacts', 'Additional Business Information', and 'Registration Summary'. The main content area features a 'Healthcare Provider' section with a question 'Are you a Healthcare Provider that receives payments from us?' and radio buttons for 'Yes' and 'No'. Below this is a 'Question' section with a 'Submit Question' button. A red arrow points to the 'Next' button in the bottom right corner.

My Business Information section is used to enter your Location Verification and Organization Information.

Note: Some of the fields are pre-populated from questions you previously answered.

Step 7.2.4 Enter information for Vendor Verification Based on; Vendor Verification Password; Confirm Verification Password fields.

Use of word "Password" is used as an example in "Verification Based On" field. Vendor may enter any word or text of choice in the "Verification Based On" field.

Step 7.2.5 Select the appropriate W-8 form from the W-8 Form field.

SIGMA Vendor Self Service

Privacy Report | Contact Us

Welcome, Claude

[View Frequently Asked Questions](#)

☒ New Account Info
☐ My Business Info
☐ Addresses & Contacts
☐ Additional Business Information
☐ Registration Summary

Location Verification

This section will be used to establish a verification code that other locations within your company will be required to use when registering a new location for your company.

*Verify My Locations by: **Create My Own** ▼
The below fields are required only if you selected "Create My Own" above.

Vendor Verification Based on: **PASSWORD**
 Vendor Verification Password: *********
 Confirm Verification Password: *********

Organization Information

*Organization Type: **Foreign Business Entity**
* A Change to this field will remove all data previously entered.

*Classification: **Foreign Business Entity** ▼
 Location Name:
 Location Web Address:
 Number of Employees:
 Annual Income:

Foreign Tax ID: **235421157**
NOTE: If you have more than one NPI you only need to enter one of them. One are required by Federal Law to capture this information.

National Provider ID:
 Assigning Authority:
 CAGE Code:
 GIN:
 W-8 Form: **W-8BEN** ▼
 DUNS:

Step 7.2.6 Enter information for Legal Name; 1099 Taxpayer ID Number; Legal (1099) Address Information. If no U.S. or Canadian address, foreign vendor should use the City field to enter both the City and the State/Province (if applicable).

SIGMA Vendor Self Service

Privacy Report | Contact Us

Welcome, Claude

[View Frequently Asked Questions](#)

☒ New Account Info
☐ My Business Info
☐ Addresses & Contacts
☐ Additional Business Information
☐ Registration Summary

Board Acceptance Level:

Legal Name Information

*Legal Name on W-9: **Claude Beauvier II** Business Name (Alias/DBA): **auvier II Printing Agency** Name on Check:

1099 TIN Information

Create Taxpayer ID Number:
 Re-enter Taxpayer ID Number:

Taxpayer ID Number: **235421157**
 Taxpayer ID Number Type: EIN
 1099 Reportable: No

Legal (1099) Address Information

*Street 1: **608 Eagles Landing**
 *City: **Belleville**
 *State/Province: **Ontario** ▼
 *Zip/Postal Code: **K8NSW6**

Step 7.2.7 Enter the EFT (Electronic Funds Transfer) banking information for ABA Number; Select Account Type and Enter your Account Number. Routing ID Number is not required. Foreign vendors cannot register non U.S. bank.

SIGMA Vendor Self Service | [www.michigan.gov](#) | [www.michigan.gov/micontractconnect/0,4541,7-225-50558--00.html](#) | [www.michigan.gov/micontractconnect](#)

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1099 TIN Information

Create Taxpayer ID Number:
 Re-enter Taxpayer ID Number:

Taxpayer ID Number: 235421157
 Taxpayer ID Number Type: EIN
 1099 Reportable: No

Legal (1099) Address Information

*Street 1: 608 Eagles Landing
 *City: Belleville
 *State/Province: Ontario
 *Zip/Postal Code: K8NSW6

EFT Information

ABA Number: 011000138 [Find](#) Account Number: 1222333449902
 BANK OF AMERICA, N.A.
 Account Type: Checking Routing ID Number:

Welcome, Claude
[View Frequently Asked Questions](#)
☒ New Account Info
☐ My Business Info
☐ Addresses & Contacts
☐ Additional Business Information
☐ Registration Summary

Step 7.2.8 Select **Next** to continue.

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[Privacy Report](#) | [Contact Us](#)

*State/Province: Michigan
 *Zip/Postal Code: 48922

EFT Information

ABA Number: 011000138 [Find](#) Account Number: 444455557777
 BANK OF AMERICA, N.A.
 Account Type: Checking Routing ID Number:

Discount Information

If appropriate, please enter any Discount Terms you offer for prompt payment of invoices.

Number of Days 1:	<input type="text"/>	Discount Percent 1:	<input type="text"/>
Number of Days 2:	<input type="text"/>	Discount Percent 2:	<input type="text"/>
Number of Days 3:	<input type="text"/>	Discount Percent 3:	<input type="text"/>
Number of Days 4:	<input type="text"/>	Discount Percent 4:	<input type="text"/>

Executive Compensation

Officer Name 1:	<input type="text"/>	Officer Compensation 1:	<input type="text"/>
Officer Name 2:	<input type="text"/>	Officer Compensation 2:	<input type="text"/>
Officer Name 3:	<input type="text"/>	Officer Compensation 3:	<input type="text"/>
Officer Name 4:	<input type="text"/>	Officer Compensation 4:	<input type="text"/>
Officer Name 5:	<input type="text"/>	Officer Compensation 5:	<input type="text"/>

[Save and Close](#) [Cancel Registration](#) [Back](#) [Next](#)

VSS displays Error Message that system was unable to validate the address for postal standards. For non-U.S. Address, vendor may select the **Bypass indicator** to continue.

SIGMA Vendor Self Service www.michigan.gov www.michigan.gov/miccontractconnect0.4541.7-225-50558--00.html www.michigan.gov/miccontractconnect

Privacy Report | Contact Us

You have 1 messages

1 Error: The system was unable to validate the address against postal standards. Please correct the address entry or select the Bypass indicator to continue. (A5448)

[View All Details](#) [Submit Question](#)

Step 2: My Business Information

Please enter the general information below. Fields with a red asterisk (*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

[Save and Close](#) [Cancel Registration](#) [Back](#) [Next](#)

Location Verification

This section will be used to establish a verification code that other locations within your company will be required to use when registering a new location for your company.

Verify My Locations by: The below fields are required only if you selected "Create My Own" above.

Vendor Verification Based on:

Vendor Verification Password:

Confirm Verification Password:

Organization Information

*Organization Type:

*Classification:

Location Name:

Location Web Address:

Number of Employees:

Annual Income:

Foreign Tax ID:

National Provider ID:

Assigning Authority:

CAGE Code:

GIN:

W-8 Form:

DUNS:

Extended EIN/RES:

NOTE: If you have more than one NPI you only need to enter one of them. You are required by Federal Law to capture this information.

Step 7.2.9 Select (check mark) the **Bypass Address Validation** option.

Step 7.2.10 Select **Next** to continue.

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Privacy Report | Contact Us

Legal Name Information

*Legal Name on W-9: Business Name (Alias/DBA): Name on Check:

1099 TIN Information

Create Taxpayer ID Number: Taxpayer ID Number:

Re-enter Taxpayer ID Number: Taxpayer ID Number Type: 1099 Reportable:

Legal (1099) Address Information

Original Address

☒ Bypass Address Validation

*Street 1:

*City:

*State/Province:

*Zip/Postal Code:

EFT Information

ABA Number: Account Number:

BANK OF AMERICA, N.A.

Account Type: Routing ID Number:

VSS displays the on-line W-8 Form. The five fields shown with a red asterisk symbol are required fields.

Step 7.2.11 Enter required information for Fields 1- 5.

SIGMA Vendor Self Service

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W-8 Form Information

Based on the answers you provided on previous pages regarding your W-8 Form and Foreign Vendor status, additional information is required to capture your complete vendor status for certification.

W-8 Form Type: [Change](#)

W-8 Form Information

*1 Name of individual or organization that is the beneficial owner

*2 Country of citizenship

*3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.

*City or town, state or province. Include postal code where appropriate.

*Country

4 Mailing address (if different from above)

City or town, state or province. Include postal code where appropriate.

Country

*5 U.S. taxpayer identification number (required - see IRS W-8BEN instructions)

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W-8 Form Information

Based on the answers you provided on previous pages regarding your W-8 Form and Foreign Vendor status, additional information is required to capture your complete vendor status for certification.

W-8 Form Type: [Change](#)

W-8 Form Information

*1 Name of individual or organization that is the beneficial owner

*2 Country of citizenship

*3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.

*City or town, state or province. Include postal code where appropriate.

*Country

4 Mailing address (if different from above)

City or town, state or province. Include postal code where appropriate.

Country

*5 U.S. taxpayer identification number (required - see IRS W-8BEN instructions)

The remaining fields are optional.

Step 7.2.12 Select **Next** to continue.

SIGMA Vendor Self Service

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Welcome, Claude

[View Frequently Asked Questions](#)

☒ New Account Info
☒ My Business Info
☐ Addresses & Contacts
☐ Additional Business Information
☐ Registration Summary

Country:

*U.S. taxpayer identification number (required - see IRS W-8BEN instructions):

6 Foreign tax identifying number (see IRS W-8BEN instructions):

7 Reference number(s) (see IRS W-8BEN instructions):

9 I certify that the beneficial owner is a resident of the specified location within the meaning of the income tax treaty between the United States and that country:

10 Name of Article for treaty:

Special rates and conditions (see IRS W-8BEN instructions):

Specify type of income:

Special rates and conditions (see IRS W-8BEN instructions):

Explain the reasons the beneficial owner meets the terms of the treaty article:

Signature of beneficial owner (or individual authorized to sign for the beneficial owner):

Print name of signer:

Capacity in which acting (if form is not signed by beneficial owner):

8 Date of birth (MM-DD-YYYY):

Date (MM-DD-YYYY):

Percentage % rate:

Special rates and conditions (see IRS W-8BEN instructions):

[Save and Close](#) [Cancel Registration](#) [Back](#) [Next](#)

Step 7.2.13 Select **No** for first question.

Step 7.2.14 Select **Yes** for the last two questions in the questionnaire.

Step 7.2.15 Select **Next** to continue.

SIGMA Vendor Self Service

[Privacy Report](#) | [Contact Us](#)

Welcome, Claude

[View Frequently Asked Questions](#)

☒ New Account Info
☒ My Business Info
☐ Addresses & Contacts
☐ Additional Business Information
☐ Registration Summary

Add Business Location - Address Information Questionnaire

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses:

Legal Address Information

Address:
City:
State:
Zip/Postal Code:

Address Questions

Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)? ☒ No ☐ Yes

Is your address information the same for Administrative, Ordering, Payment, and Billing addresses? ☐ No ☒ Yes

Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)? ☐ No ☒ Yes

[Save and Close](#) [Cancel Registration](#) [Back](#) [Next](#)

VSS transitions to the Addresses & Contacts page (Step 3 of Registration process).

Step 7.2.16 Enter Address Information in the required fields.

The screenshot shows the 'SIGMA Vendor Self Service' interface. The top navigation bar includes links for 'Privacy Report' and 'Contact Us'. The main heading is 'Step 3: Addresses and Contacts'. Below this, a paragraph explains that additional information is required for each address type. A list of checkboxes on the left indicates that 'Administrative', 'Ordering', 'Payment', and 'Billing' are all selected. The 'Billing' checkbox has a red note: 'Entering a Billing Address is optional. Please uncheck this box prior to clicking "Next" if you would prefer to enter a Billing Address at a later time.' The 'Address Information' section is highlighted with a red arrow. It contains several input fields: 'Street 1' (with '808 Eagles Landing' entered), 'Street 2', 'City' (with 'Belleville' entered), 'State/Province' (with 'Ontario' selected in a dropdown), 'Zip/Postal Code' (with 'K8N5W6' entered), 'Country' (with 'Canada' selected in a dropdown), 'County', 'Phone' (with '575-901-1725' entered), and 'Ext.'. There is also a text area for 'Additional Address Info'.

Step 7.2.17 Enter Contact Information for Principal Contact and Phone Number. Email and Correspondence Type information is optional.

SIGMA Vendor Self Service

Privacy Report | Contact Us

Welcome, Claude

[View Frequently Asked Questions](#)

☒ New Account Info

☒ My Business Info

☐ Addresses & Contacts

☐ Additional Business Information

☐ Registration Summary

▼ Contact Information

For the address type shown above, please enter a contact person

Principal Contact: Claude Beauvier II

Title/Role:

Permissions:

Authorized Representative: ☐

Phone: 575-901-1725

Phone Extension:

Alternate Phone:

Alternate Phone Extension:

English Spoken: ☒

Fax:

Fax Extension:

Alternate Fax:

Alternate Fax Extension:

Email: harris021@michigan.gov

Correspondence Type: Email

Back and Close | Cancel Registration | Back | Next

VSS transitions to the Additional Business Information section (Step 4 of Registration process).

The Additional Business Section is used to Add vendor profile information for Attachments, Commodities, Business Types and Service Areas.

Repeat Section 1 - Steps 1.2.14 – 1.2.18 to Add Commodities to your vendor record.

SIGMA Vendor Self Service

Privacy Report | Contact Us

Step 4: Additional Business Information

Save and Close | Cancel Registration | Back | Next

Welcome, Claude

[View Frequently Asked Questions](#)

- ☒ New Account Info
- ☒ My Business Info
- ☒ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

Attachments

Click the "Add" button to add supporting documents and files to your vendor account. This information is optional.

Add

File Name	Date	User ID	Attachment Type	Description
<p>First Prev Next Last</p>				

Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Add

Commodity/Service Code	Commodity Description
<p>First Prev Next Last</p>	

Step 7.2.17 Select the **Add** to add Business Type to your vendor record.

SIGMA Vendor Self Service

Privacy Report | Contact Us

First Prev Next Last

Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Add

Commodity/Service Code	Commodity Description	Delete
99041	Fingerprinting Services	Delete

First Prev Next Last

Business Types

Click the "Add" button to identify the appropriate business types for your organization. This information is optional.

Add

Business Type ID	Certification Number	Certification Start Date	Certification End Date	Minority Type
<p>First Prev Next Last</p>				

VSS transitions to the Business Types Choose page.

Step 7.2.18 Select **Next** to search for your business type.

Step 7.2.19 Select Business Type from list. (Example: Professional Service.)

Step 7.2.20 Select **OK** to continue.

SIGMA Vendor Self Service

[Privacy Report](#) | [Contact Us](#)

Welcome, Claude

[View Frequently Asked Questions](#)

Choose

Select one or more Business Types to associate to your organization by clicking the checkbox next to the commodities you want to add. To search for a specific Business Type, enter a valid business type in Business Type search field and click the "Browse" link. Once your Business type(s) have been selected, click the "Ok" button to add the selected records to the Business Types Enter/Update page where additional information can be entered for the selected business types. Click the "Cancel" button to cancel your changes and return to the Business Types page.

[Browse](#) [Clear](#)

Business Type:

Business Type

- ☒ PROFESSIONAL SERVICE
- ☐ RETAILER
- ☐ SERVICE DISABLED VETERAN OWNED
- ☐ SMALL BUSINESS < 500 Employees
- ☐ SERVICE/MAINTENANCE
- ☐ VOLUNTEER
- ☐ VETERAN OWNED
- ☐ WHITE/CAUCASIAN OWNED
- ☐ WHOLESALER
- ☐ SHELTERED WORKSHOP

[First](#) [Prev](#) [Next](#) [Last](#)

OK **Cancel**

VSS adds Business Type to your Vendor Record.

Step 7.2.21 Select **Add** to Add Service Area.

SIGMA Vendor Self Service

[Privacy Report](#) | [Contact Us](#)

Welcome, Claude

[View Frequently Asked Questions](#)

☒ New Account Info
☒ My Business Info
☒ Addresses & Contacts
☐ Additional Business Information
☐ Registration Summary

Add

Business Type ID	Certification Number	Certification Start Date	Certification End Date	Minority Type	
PROFESSIONAL SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

[First](#) [Prev](#) [Next](#) [Last](#)

Service Areas

Click the "Add" button to identify the appropriate service area zone for your organization. This information is optional.

Add

Service Area Code	Service Area Zone
-------------------	-------------------

[First](#) [Prev](#) [Next](#) [Last](#)

[Save and Close](#) [Cancel Registration](#) [Back](#) [Next](#)

VSS transitions to Service Area Choose page. Service Areas page lists State of Michigan counties for which you may provide goods or services (commodities). Service Areas also includes statewide, Lower and Upper Peninsula.

Step 7.2.22 Select **Next** to search for your Service Area.

Step 7.2.23 Select (check mark) your Service Area. (Example Allegan County)

Step 7.2.24 Select **OK** to continue.

The screenshot shows the 'SIGMA Vendor Self Service' interface. The header includes the Michigan state logo and the text 'SIGMA Vendor Self Service'. Below the header, there are links for 'Privacy Report' and 'Contact Us'. The main heading is 'Choose'. A message states: 'Select one or more Service Area zones to associate to your organization by clicking the checkbox next to the service area zones you want to add. To search for a specific service area zone, enter in a valid service area zone in the Service Area Zone search field and click the "Browse" button. Once your service area zones have been selected, click the "OK" button. Click the "Cancel" button to cancel your changes and return to the Service Areas page.' Below this message is a search field labeled 'Service Area Zone' with a 'Browse' button and a 'Clear' button. A list of counties is displayed, each with a checkbox: Alcona County, Alger County, Allegan County (checked), Alpena County, Antrim County, Arenac County, Baraga County, Barry County, Bay County, and Benzie County. A red arrow points to the 'Allegan County' checkbox. At the bottom of the list are 'First', 'Prev', 'Next', and 'Last' links. Below the list are 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button.

VSS adds Service Area to your vendor record.

Step 7.2.25 Select **Next** to continue.

SIGMA Vendor Self Service

Welcome, Claude

[View Frequently Asked Questions](#)

☒ New Account Info
☒ My Business Info
☒ Addresses & Contacts
☐ Additional Business Information
☐ Registration Summary

Add

Business Type ID	Certification Number	Certification Start Date	Certification End Date	Minority Type	
PROFESSIONAL SERVICE					Delete

First Prev Next Last

Service Areas

Click the "Add" button to identify the appropriate service area zone for your organization. This information is optional.

Add

Service Area Code	Service Area Zone	
3	Allegan County	Delete

First Prev Next Last

Save and Close Cancel Registration Back **Next**

Step 7.2.26 Select the vertical scroll bar on right side of your screen to review all information. Use the **Update Information** link to make changes to information you have entered.

SIGMA Vendor Self Service

Welcome, Claude

[View Frequently Asked Questions](#)

☒ New Account Info
☒ My Business Info
☒ Addresses & Contacts
☒ Additional Business Information
☐ Registration Summary

Registration Summary

The SUMMARY below is based on the information you entered. If changes are needed, please select the Update Information link. This will navigate you back to the appropriate screen for you to make your change.

Save and Close Cancel Registration Back Submit Registration Print This Page

Location Verification

Verify My Locations by : Create My Own
 Vendor Verification Based on : PASSWORD

Organization Information

Organization Type : Company	Foreign Tax ID : 235421157
1099 Classification : Foreign Business Entity	National Provider ID :
Location Name :	Assigning Authority :
Location Web Address :	CAGE Code :
Number of Employees :	GIN :
Annual Income :	W-8 Form : W-8BEN
Healthcare Provider : No	DUNS :
	Extended DUNS :
	Internet Catalog :
	Preferred Ordering Method :
	Card Acceptance Level :

[Update Information](#)

[Update Information](#)

Review W-8 Form information you have provided.

The screenshot shows the SIGMA Vendor Self Service interface. The top navigation bar includes links for Privacy Report, Contact Us, and W-8 Form. A red arrow points to the W-8 Form link. The left sidebar contains a welcome message for Claude and a list of navigation links: View Frequently Asked Questions, New Account Info, My Business Info, Addresses & Contacts, Additional Business Information, and Registration Summary. The main content area displays the W-8 Form fields, including: 1 Name of individual or organization that is the beneficial owner (Claude Beauver II), 2 Country of citizenship (Canada), 3 Permanent residence address (608 Eagles Landing, Belleville), 4 Mailing address (Belleville), 5 U.S. taxpayer identification number (235421157), 6 Foreign tax identifying number, 7 Reference number(s), 9 I certify that the beneficial owner is a resident of the specified location within the meaning of the income tax treaty between the United States and that country, 10 Name of Article for treaty, Specify type of income, Explain the reasons the beneficial owner meets the terms of the treaty article, Signature of beneficial owner (or individual authorized to sign for the beneficial owner), Print name of signer, Capacity in which acting (if form is not signed by beneficial owner), 8 Date of birth (MM-DD-YYYY), Date (MM-DD-YYYY), and Percentage % rate.

Step 7.2.27 Select **Submit Registration** to submit your vendor registration.

The screenshot shows the SIGMA Vendor Self Service interface. The top navigation bar includes links for Privacy Report, Contact Us, and Commodities. The left sidebar contains a welcome message for Claude and a list of navigation links: View Frequently Asked Questions, New Account Info, My Business Info, Addresses & Contacts, Additional Business Information, and Registration Summary. The main content area displays the Commodities and Business Types sections. The Commodities section shows a table with columns: Commodity/Service Code, Commodity Description, and Update Information. The Business Types section shows a table with columns: Business Type ID, Certification Number, Certification Start Date, Certification End Date, and Minority Type. The Service Areas section shows a table with columns: Service Area Code, Service Area Zone, and Update Information. At the bottom right, there is a red arrow pointing to the 'Submit Registration' button. Other buttons include 'Save and Close', 'Cancel Registration', and 'Back'.

VSS displays W-8 Perjury Statement popup.

Step 7.2.28 Review the W-8 Perjury Statement popup.

Step 7.2.29 Select **OK** to continue.

The screenshot shows the SIGMA Vendor Self Service interface. The left sidebar contains a welcome message for 'Claude' and a list of navigation links: 'View Frequently Asked Questions', 'New Account Info', 'My Business Info', 'Addresses & Contacts', 'Additional Business Information', and 'Registration Summary'. The main content area is divided into three sections: 'Commodities', 'Business Types', and 'Service Areas'. The 'Commodities' section shows '99041 Fingerprinting Services'. The 'Business Types' section shows 'PROF'. The 'Service Areas' section shows '3 Allegan County'. A 'Message from webpage' popup is displayed in the center, containing a perjury statement. A red arrow points to the 'OK' button in the popup. At the bottom right, there are buttons for 'Save and Close', 'Cancel Registration', 'Back', and 'Submit Registration'.

SIGMA Vendor Self Service
www.michigan.gov www.michigan.gov/miccontractconnect0.4541.7.225-50558--00.html www.michigan.gov/miccontractconnect

[Privacy Report](#) | [Contact Us](#)

Commodities

Commodity/Service Code	Commodity Description
99041	Fingerprinting Services

[Update Information](#)

Business Types

Business Type ID	Certification Number
PROF	

[Update Information](#)

Service Areas

Service Area Code	Service Area Zone
3	Allegan County

[Update Information](#)

Message from webpage

I hereby certify under penalty of perjury as follows that I am a duly appointed, qualified and acting officer; that the within claim is in all respects true, correct, and in accordance with law; that the services mentioned herein were actually rendered and supplies delivered to the state agency in accordance with the contract and law; that authorizations for purchases have been duly obtained wherever required and that amounts claimed and articles delivered comply therewith; that the amounts of any refunds to claimants indicated herein were received from such claimants by the herein named agency in excess of that legally due it under the law, or are otherwise lawfully due such claimants.

OK **Cancel**

Save and Close **Cancel Registration** **Back** **Submit Registration**

VSS displays W-9 Perjury Statement popup.

Step 7.2.30 Review the W-9 Perjury Statement popup.

Step 7.2.31 Select **OK** to continue.

The screenshot shows the SIGMA Vendor Self Service interface, similar to the previous one. The 'Message from webpage' popup is displayed, containing a perjury statement. A red arrow points to the 'OK' button in the popup. At the bottom right, there are buttons for 'Save and Close', 'Cancel Registration', 'Back', and 'Submit Registration'.

SIGMA Vendor Self Service
www.michigan.gov www.michigan.gov/miccontractconnect0.4541.7.225-50558--00.html www.michigan.gov/miccontractconnect

[Privacy Report](#) | [Contact Us](#)

Commodities

Commodity/Service Code	Commodity Description
99041	Fingerprinting Services

[Update Information](#)

Business Types

Business Type ID	Certification Number
PROF	

[Update Information](#)

Service Areas

Service Area Code	Service Area Zone
3	Allegan County

[Update Information](#)

Message from webpage

Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends; or (c) the IRS has notified me that I am no longer subject to backup withholding; 3. I am a U.S. citizen or other U.S. Person. (An individual who is a U.S. citizen or U.S. resident alien; a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States; an estate (other than a foreign estate); or a domestic trust (as defined in IRS Regulations section 301.7701-7)).

OK **Cancel**

Save and Close **Cancel Registration** **Back** **Submit Registration**

VSS displays EFT Perjury Statement popup.

Step 7.2.32 Review EFT Perjury Statement popup.

Step 7.2.33 Select **OK** to continue.

The screenshot displays the SIGMA Vendor Self Service interface. The main content area is divided into three sections: Commodities, Business Types, and Service Areas. A modal window titled "Message from webpage" is overlaid on the page, containing the EFT Perjury Statement. The statement text is as follows:

I authorize the State of Michigan to deposit payments owed to me by the State, by electronic funds transfer into the designated financial institution and account number. I also authorize the State of Michigan to make corrections from this account in the event that a deposit from the State of Michigan is made in error. Further, I agree not to hold the State of Michigan responsible for any delay or loss of funds due to incorrect information I have supplied on this authorization form. I understand this authorization remains in effect until cancellation: (a) in writing by the Payee or Payee's Authorized Signatory, (b) by the State of Michigan, or (c) by accessing your State of Michigan vendor record in the Vendor Self Service application and canceling electronically. I consent to and agree to comply with the National Automated Clearing House Association Rules and Regulations and the State of Michigan's rules about electronic funds transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repealed. Michigan law governs electronic funds transactions authorized by this agreement in all respects except as otherwise superseded by federal law.

At the bottom of the modal window, there are two buttons: "OK" and "Cancel". A red arrow points to the "OK" button. The background page shows the following data:

Commodity/Service Code	Commodity Description
99041	Fingerprinting Services

Business Type ID	Certification Number
PROF	

Service Area Code	Service Area Zone
3	Allegan County

The VSS Thank You! page appears.

Step 7.2.34 Record your new State of Michigan Vendor Customer ID. (Ex: VS0001031)

Step 7.2.35 Download your Substitute W-8 form for your record.

Step 7.2.36 Select **Print this Page** to print hard copy of your registration form.

Step 7.2.37 Select the red X to close the Browser.

SIGMA Vendor Self Service www.michigan.gov www.michigan.gov/miccontractconnect/0,4541,7-225-50558--,00.html www.michigan.gov/miccontractconnect


[Privacy Report](#) | [Contact Us](#)


Welcome, Claude

[View Frequently Asked Questions](#)


Thank You!


Congratulations, you have completed the registration process. You may now login to Vendor Self-Service using the User ID and Password you just created.

Your Vendor Code is: VS0001060 
**Please save your Vendor Code for future reference*

[Password Reset](#) [Print This Page](#) 

The following registration forms are available for you:

 [Download Substitute W-9 Certification Form](#)
 Click the link above to download the Substitute W-9 form and then save or print a copy of this document for your own reference.

 [Download W-8 Form](#)
 Click the link above to download the Substitute W-8 form and then save or print a copy of this document for your own reference.

You may login to your VSS account to view and/or update your account information. Click [here](#) to login.

Step 7.2.38 Access the VSS link to return to the VSS Home Page.

Step 7.2.39 Enter your User ID and Password to access your new vendor account.

Step 7.2.40 Select **Login** to access your account.

SIGMA Vendor Self Service www.michigan.gov www.michigan.gov/miccontractconnect/0,4541,7-225-50558--,00.html www.michigan.gov/miccontractconnect

Welcome to State of Michigan SIGMA Vendor Self Service (VSS)

The State of Michigan SIGMA Vendor Self Service (VSS) system allows you, as a payee/vendor/grantee, to manage your information, view your financial transactions, view business and grant opportunities and much more. Click on the Register button to begin filling out an electronic application to become a payee/vendor/grantee. Please disable your pop-up blocker in order to access all parts of the site.

This site is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6.

If you have questions, please contact the State of Michigan VSS (SOM VSS) Support Center at DMB-Vendor@michigan.gov or 1-888-734-9749. The State of Michigan VSS (SOM VSS) Support Center Office Hours are 8:00 AM until 5:00 PM EST, Monday-Friday.

Announcements

03/29/2017
 Test UAT Announcement
[View All Announcements](#)




Contacts

Click on link below to view the list of department contacts.

[Agency Contacts](#)


Forms and Reference Documents

Click on a form below to either save it to your desktop or open it in Adobe.

 [SOM VSS Vendor Registration User Guide](#)
 [SOM VSS Vendor Existing Account Activation User Guide](#)
 [SOM VSS Grantee User Guide](#)

Forms used by Foreign payees:

- Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding (Form W-8BEN) <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
- Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding and Reporting (Entities) (Form W-8BEN-E) <https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>
- Certificate of Foreign Person's Claim for Exemption from Withholding (Form W-8ECI) <https://www.irs.gov/pub/irs-pdf/fw8eci.pdf>
- Certificate of Foreign Government or other Foreign Organization for U.S. Tax Withholding (Form W-8EXP) <https://www.irs.gov/pub/irs-pdf/fw8exp.pdf>
- Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual (Form 8233) <https://www.irs.gov/pub/irs-pdf/8233.pdf>

Login 

[Password Reset](#)

Click the Register button to register a new or existing account.

[Register](#) [Guest Access](#)

To View and Modify Your On-line Account information see Section 2.

To View Financial Transactions see Section 3.

To View Business Opportunities/Solicitations see Section 4.

For Solicitations Responses see Section 5.

For Catalog Management see Section 6.

For Foreign Vendor Account Registration see Section 7.