

****CONTRACTOR ANNOUNCEMENT****

Statewide Integrated Government Management Application (SIGMA) Additional Information and Reminders

As a reminder, beginning October 3, 2017, the State of Michigan (SOM) will use the Statewide Integrated Governmental Management Application (SIGMA) financial system for SOM financial activities. Instead of using Contract & Payment Express (C&PE) to verify and update your company information, you will be using a module in SIGMA called Vendor Self Service (VSS) for the current C&PE functionality. The 8/22/17 Contractor Announcement emphasized the importance of activating and verifying the accuracy of your company's account information, to ensure accurate payment.

The [VSS User Guide for Existing Contractors and Consultants](#) provides step-by-step instructions on how to activate your company's account and verify your company's account information is accurate. ***It is your company's responsibility to ensure that your account is activated and account information is up-to-date, including contact information and bank (EFT) account numbers.***

If you need any assistance with VSS, please contact the SIGMA End User Help Desk at 1-800-856-6246.

During the transition to SIGMA, it is important to note the following:

- Contractor payment dates with transfer dates (date payment is authorized by Contractor Payments Unit and transferred to MDOT's Accounting Section for payment) of September 25th & 26th, 2017, will be paid on **Friday, September 29, 2017**.
- There will be no transfers from September 27th through October 2nd, 2017, as the former system, MAIN, will no longer be operational and the conversion to SIGMA will be taking place.
- Transfers resume on October 3, 2017, and payments will be made on **Friday, October 6, 2017**.
- ***After the October 3, 2017, transfer and subsequent payment, the payment process will resume on the regular schedule.***

In addition, Contract & Payment Express (C&PE) will have restricted access as of Friday, September 22, 2017.

The C&PE website will have restricted access to vendors/payees beginning Friday, September 22, 2017, at 4 p.m. Vendors and payees will not be able to update any address or banking information after this time. New vendors or payees will not be able to register on the website after this time. Vendors and payees will still have access to look at their EFT payments for the 45 days after the payment date.

A final download of new vendors that have registered in C&PE since June 30th will be conducted prior to batch run on Friday, September 22, 2017, after 4 p.m. This download will be loaded as new vendors into SIGMA Financial and VSS for use after October 3, 2017, when SIGMA is live.