******<u>CONTRACTOR ANNOUNCEMENT</u>**

Prequalified Maintenance Contracting Program Update

The Prequalified Maintenance Contracting (PMC) process is a streamlined procurement process for soliciting and awarding individual state funded maintenance contracts based on low bid. The projects are advertised and bids submitted through the SIGMA system.

Contractors eligible to submit bids for PMC projects must be on the MDOT <u>Construction Prequalified</u> <u>Contractors</u> List. The prequalification classifications included in the PMC program, and the corresponding Commodity Codes are:

Prequalification Classification	Commodity Code
Ba (Concrete Pavement Patching)	91371 Maintenance and Repair, Highway and
	Road
Ca (Chip Seals)	91371
Cb (HMA/Bituminous Paving)	91371 (and/or 91395 Paving/Resurfacing,
Constructing HMA/Bituminous pavements,	Highway and Road
shoulders, and approaches	
Fa (Bridges and Special Structures)	91366
J (Concrete, C, and C&G)	91362 Construction, Concrete, Pour-In-Place,
Work shall consist of constructing concrete curb,	Form, Place, Finish
curb and gutter, sidewalk, barrier wall, driveways,	
sidewalk ramps, and other incidental	
construction	
L (Electrical)	96882 Traffic Signal Installation or
Work necessary to provide complete and	96883 Traffic Signal Maintenance and Repair
operating traffic and pedestrian signals, etc.	
N4 (Bridge Painting)	91366
N6 (Signs)	96880 Traffic Sign Installation and/or Removal
Installing cantilever/truss overhead signs,	Services
installing ground mounted roadside signs	
N9-1A (Bridge Deck Repairs)	91366
N9-1B (Bridge Railing Replacement)	91366
N9-1C (Concrete Structure Repair)	91366
N9-1D (Concrete Bridge Railing)	91366
N9-1E (Structural Crack Repair)	91366
N9-3E (Overband Crack Fill)	91371
N9-3F (Joint or Crack Filling)	91371
N9-6L (Guardrail)	91371
This work consists of constructing,	96246
reconstructing, and erecting guardrail, etc.	

In order to receive email notifications of these PMC project advertisements, Contractors must go into SIGMA, Self Service, and choose the specific commodity code(s), for which you are interested in submitting bids on. For instructions on how to choose the commodity code(s), please follow the instructions, starting with Section 1.2.16 of the attached document. As stated above, a contractor must be prequalified to bid on the projects. The required prequalification classifications(s) will be identified in the advertisement.

Lansing, MI 3/9/2022





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.

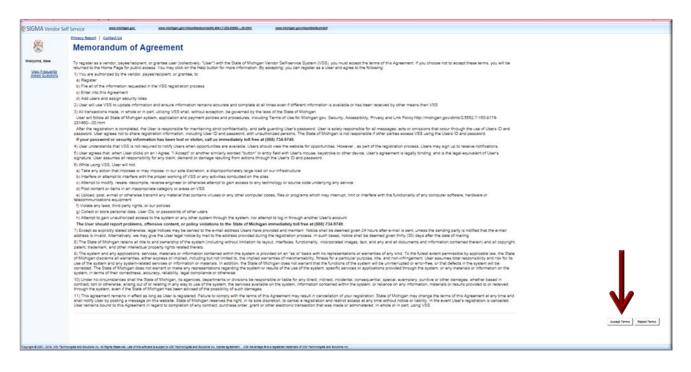
Section 1: Register New Vendor Account

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

SIGMA Vendor Sel	If Service www.michigan.gov/m	noontractionnest9.45417-225-505808.html. www.mistigan.gov/micontractionnest	
Required	The State of Michigan SIGMA Vendor Self Service (VSS) system more. Click on the Register button to begin filling out an electron This site is best viewed with Internet Explorer 11 and Firefox 3.5	e to State of Michigan SIGMA Vendor Self Service (VSS) mallows you, as a payeelvendor/grantee, to manage your information, view your financial transcations, view business and grant opportunities and much application to become a payeelvendor/grantee. Please disable your pop-up blocker in order to access all parts of the site. or 3.6. (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	Help Contact U Policies
User ID	8.00 AM until 5.00 PM EST, Monday-Friday.	Contacts	
Password	03/29/2017 Test UAT Announcement	Click on link below to view the list of department contacts.	
Login assword Reset	View All Announcements	Agency Contacts	
leit the Register don to register a wor existing count Register Guest Access	←	Forms and Reference Documents Click on a form below to either save it to your desktop or open it in Adobe. Image: Som VSS Vendor Registration User Guide Image: Som VSS Vendor Registration User Guide Image: Som VSS Vendor Existing Account Activation User Guide Image: Som VSS Vendor Existing Account Activation User Guide Image: Som VSS Grantee User Guide Image: Som VSS Some Status of Beneficial Owner for U S Tax Withholding (Form W-8BEN) Interview In graphybrics of Theoleging Image Image: Some Some Some Some Some Some Some Some	

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.



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



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 S	elf Service	www.michigan.gov	www.michigan.govilmicontractconnect0,4541,7-225-50558,00.html	www.michigan.gov/micontractconnect	
®	Search	ALCONTRACTOR .	ting Account		Cancel Registration Back
Welcome, New View Frequently Asked Questions	individual based or Comp To see if you hav	n the information you previously prov	This page will help you determine whether or not you have one. You will not be able to or ded. Please select one of the search options below to determine if you already have a ver ver identification Number (EIR) on file, first search by TIN.		If be designated as a company or
			OR		
	To see if you hav	dual Search e a vendor code and have a Social S Last Name Search	ecurity Number (SSN) on file enter your Last Name and last four digits of your Social Sec AND Last 4 digits of SSN	utly Number.	
	Additional Resou	rces & information:			Cancel Registration Back
	If there a • A notific	complete each step and move to th are errors: ation message will be displayed at it correct the errors indicated hefe	e next step, the system will check for errors. the top of the page. e.continuino.the.next.sten.		

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.

SIGMA Vendor Si	If Service www.michigan.gov www.michigan.gov/imicontractconnect@4541,2	7-225-5055800.html www.michigan.gov/micontractconnect	
VAAr	Privacy Report Contact Us		
	Search for an Existing Account/Result	ts Not Found East	1
Welcome, New	To activate your account you must have a vendor code. This page will help you determine whether or not you have individual based on the information you previously provided. Please select one of the search options below to det	re 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 emme if you already have a vender code.	
View Frequently Asked Questions			
	To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN.		
	Taxpayer Identification Number 235421155 OR Legal Business N	lame	
	Search		
	OR	ł	
	✓ Individual Search		
	To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and la	st four digits of your Social Security Number.	
	Last Name AND Last 4 digi	its of SSN	
	Search		
	No results have been found for your account. Please perform further research or select	the New Registration button to create a new account.	
	Additional Resources & Information:	Cancel Registration Back	

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

SIGMA Vendor Sel	f Service 📟	ww.michigan.gov	www.michigan.gov/imicontractconnect0,4541,7-225-50558,00.html	www.michigan.gov/micontractconnect	
®	Privacy Report Cont		n		Cancel Registration Back Next
Welcome, New View Frequently Asked Questions	Create your user ID here. Yo Administrator role	ou will be assigned the role	e of Primary Account Administrator. Please see the Frequently Asked Questions	for additional details about the Primary Account	
User Information Verify and Submit Registration		formation	\leftarrow		
	"First Name : "Last Name : "Email : "Re-enter Email : "Phone : Fax :	User ID should be between	n 1 and 16 characters in length)		

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

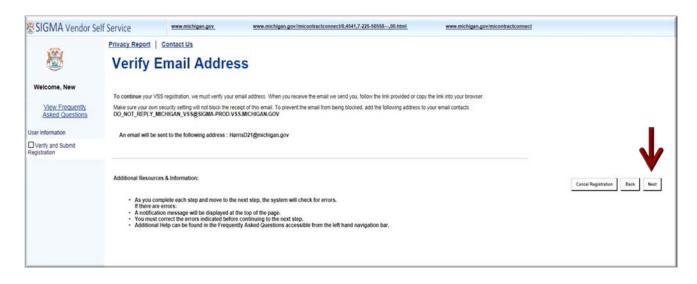
Passwords must be between 8 and 16 characters. Password must contain a number, an upper case letter, a lower case letter and one of the following symbols: @ \$ # %. The password cannot contain the User ID and it cannot contain the word **password**.

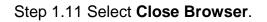
SIGMA Vendor Se	If Service www.michiga	1.gov ww	v.michigan.govilmicontractconnect0,45	41,7-225-50558,00.html	www.michigan.gov/micontractconnect	
Welcome, New View Frequently Asked Questions	Privacy Report Contact Us 'Re-enter Email : 'Phone : X000:300:3 Fax : X000:300:3					^
User Information Verify and Submit Registration	✓ Password	←				
	'Password (case sensitive) : 'Re-enter Password :	• 		nd 15 characters. It must contain a l User ID and it cannot contain the w	number, an upper case lefter, a lower case lefter, and one of ord "password".)	I the following symbols: (2), 5 # %.
	'Security Question : 'Security Answer (case sensitive): 'Re-enter Security Answer :		~			Ť
	If there are errors: • A notification message will t • You must correct the errors	e displayed at the top of t adicated before continuin	the system will check for errors. he page, g to the next step, questions accessible from the left han	d navigation bar.		Cancel Reportation Back Next

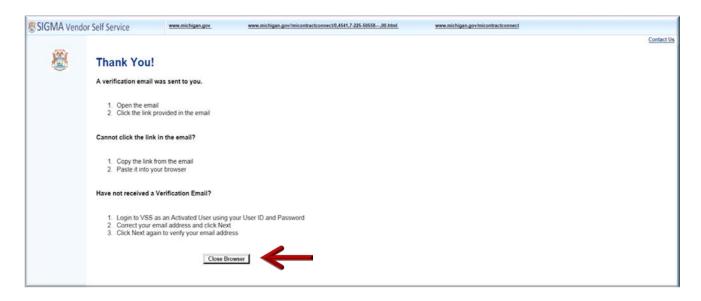
Step 1.9 Select **Next** to continue.

Verify Email Address is correct.

Step 1.10 Select Next.







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.

SIGMA Vend	or Self Service	www.michigan.gov	www.michigan.goviimicontractconnect0,4541,7-225-50558,00.html	www.michigan.govimicontractconnect	
8	Login To continue registra User ID Password	ation, enter your User ID and	Password		Heig Contact U

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 S	elf Service	www.michigan.gov	www.michigan.gov/imicontractconnect0,4541,7-225-50558,00.html	www.michigan.govimicontractconnect	
X		ort <u>Contact Us</u> ess Location - New Account in			Save and Close Cancel Registration Next
Welcome, Lawson	Please choose	e one of the following options to describe	how you plan on doing business and select the Next button to continue.		
View Frequently Asked Questions	→ TIN	Туре	_		
New Account Info					
My Business Info.	🔿 I will i	use a Social Security Number (SSN), Indi	vidual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN).		
Additional Business Information		use my entity's Employer Identification Nu not have any of the above forms of Taxpay		ng: SSN () ITIN () ATIN ()	
			AND		
		ssification susing the following classification	5. Please select only one.		
	Select	Classification			
	0	Individual			
	0	Sole Proprietor			
	0	Partnership			
	0	Corporation			
	0	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.

SIGMA Vendor S	elf Service www.michigan.gov	www.michigan.gov/imicontractconnect0,4541,7-225-50558,00.html	www.michigan.gov/micontractconnect	
Welcome, Lawson Were Frequently Asked Questions New Account Info My Business Info Addresses & Contacts Addresses Addresses & Contacts Addresses Addresse		AND		
	Question If you need assistance select the Submit Question b	OR uttor to send us your questions.		Save and Disse Cancel Registration Next

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 Se	If Service www.michigan.gov. www.michigan.gov/micontractoonnect9.4541,7-225-5555600.html www.michigan.gov/micontractoonnect
Welcome, Lawson	Privacy Report Contact Us Step 2: My Business Information Env and Close Teleform Delow. Fields With a red a startisk (r) 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.
View Frequently Asked Questions	- Location Verification
My Business Info.	This asstor 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.
Addresses & Contacts	"Wirity My Locations by : Create My Own 🗸
Additional Business Information	The balos fields are negated only if you belond "Onesis My Dun" above Wendor Verification Based on : PASSWORD
Registration Summary	Vendor Verification Password :
	Vender Verification Password:
	*Organization Type : Control The Foreign Tax 10 :
	*A Change the fact will write all data previously ensered. NOTE if you have wrong you and INTy to day years to short one of them, they are majorited by Matorial Lates paylow the short of the short o
	*Classification: Corporation National Provider ID:
	Location Name :
	Location Web Address : Assigning Authority :
	Number of Employees : CAGE Code :

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.

	elf Service www.michigan.gov	www.michigan.gov/micontractoonnect0.4541.7-225-50538 50.html	www.michigan.gov/micontractconnect
	Privacy Report Contact Us		
Welcome, Lawson	 Legal Name Information 	\leftarrow	
View Frequently Asked Questions	'Legal Name on W-8: Lawson Woodward	Business Name (Alas/DBA) - Lowson Woodward Prin	Name on Check :
New Account Info			
] Ny Business Info.] Addresses & Contacts		\leftarrow	
Additional Business Itomation	Create Taspayer ID Number	Taxpayer 10 Number : 211331101	
Registration Summary	Re-enter Taxpayer ID Number :	Taxpayer ID Number Type : EN 1098 Reportable : Yes	
	Legal (1099) Address Inf "beet 1: [1901 Canal Avenue "ch" (Lansing "bate/Prevince Michigan "bate/star Cole: 48922	ormation	
	"Sover 1: [1901 Canal Avenue "Soly: [Lansing "Sola: Previne: [Michigan		

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)

	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
Welcome, Health	Provider Information Provider Name : Health Test 1
View Frequently Asked Questions	▼ Provider Identifiers Information
New Account Info.	Provider Federal Tax Identification Number (TIN)
My Business Info.	or Employee Identification Number (EIN) : 555444333 National Provider Identifier (NPI) : 9878543210
Addresses & Contacts	
Additional Business	▼ Financial Institution Information
Registration Summary	Financial Institution Name : 011000015
	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) V
	▼ Submission Information
	Reason for Submission : New Enrollment V Authorized Signature - Electronic Signature of Person Submitting Enrollment : 👽

Step 1.2.8 Select Next.

SIGMA Vendor Se	elf Service mmx.michiaen.aex.	www.michigan.gov/imicontractionnect/0.4541.7-225-5055800.html	ternostastnormentering www.	
Welcome, Lawson	Privacy Report Contact Us "State: Province Michigan "ZipPostal Code: (48922			^
View Erequently Asked Questions				
D My Business Info	ABA Number: 011000138 Find	Account Number : 4444555577777		
Addresses & Contacts	BANK OF AMERICA, N.A.	Routing ID Number :		
Additional Business Information	Account Type : Checking 🗸			
Registration Summary				
	Discount Information /* appropries, plasse error any Discount Terms you or Number of Days 1: Number of Days 2: Number of Days 3:	fer for prompt payment of involoes. Discount Persent 1: Discount Persent 2: Discount Persent 2: Discount Persent 2: Discount Persent 4: Discount Persent 4:		
	- Executive Compensat	ion		
	Officer Name 1 :	Officer Compensation 1 :		
	Officer Name 2	Officer Compensation 2 :		
	Officer Name 3 :	Officer Compensation 3 :		
	Officer Name 2 :	Officer Compensation 4		•
	Officer Name 5 :	Officer Compensation 5		

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 S	elf Service www.michigan.gov	www.michigan.gov/imicontractconnect/0,4541,7-225-50558,00.html	www.michigan.gov/micontractconnect	
8	Privacy Report Contact Us • 1099 TIN Informatio	n		~
Welcome, Lawson	Create Taxpayer ID Number :	Taxpayer ID Number : 211331101]	
View Frequently Asked Questions	Re-enter Taxpayer ID Number :	Taxpayer ID Number Type : EIN 1099 Reportable : Yes		
New Account Info.				
My Business Info.				
Addresses & Contacts	 Legal (1099) Addres 	s Information		
Additional Business Information	Original Address	Corrected Address		
Registration Summary	Select Address	Select Address		
	"Street 1: 1901 Canal Avenue	Street 1: 1901 Canal Ave		
	'City : Lansing	City: Lansing		
	*Statel Province : Michigan	Statel Province : Michigan		
	*ZipiPostal Code : 48922	Zip:Postal Code : 48922-0001		
		Find Account Number : 4444555577777		
	ABA Number : 011000138 BANK OF AMERICA, N.A.			
	Account Type : Checking V	Routing ID Number :		V
	<			>

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.

SIGMA Vendor S	elf Service	www.michigan.gov	www.michigan.govi/micontractoonnect0,4541,7-225-5055800	teni www.michigan.gov/micontractoonnect	
8		Contact Us ocation - Address Information should your Adm			Rane and Disse Sound Registration Root South
Welcome, Lawson	Payment, and Billing	addresses	narawe, ordering.		
View Frequently Asked Questions	- Legal	Address Inform	ation		
New Account Info. My Business Info.		1901 Canal Ave			
Addresses & Contacts Addresses & Contacts Additional Business Information		Lanang Mi 48922-0001			
Registration Summary	- Addres	ss Questions			
	Should your legal	address listed above be used for a	ny other type of address (Administrative, Ordering, Payment or Billing)?	⊖ Na ● Yes	
	is your address int	formation the same for Administra	stive. Ordering. Payment, and Billing addresses?	O No	
				• Yes	
	Do you have the s	ame contact for all address types	(Administrative, Ordering, Payment, or Billing)?	O No ● Yes	√
					anve and Dive Cancel Registration Rack Next

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 Se	elf Service 📟	w michigan gov. www.michigan.gov/lincostractormet/L/5417.223.303302.html www.michigan.gov/lincostractormet/
-	Privacy Report Conta	<u>atlin</u>
义部	Step 3: Addresses and	Doe not Close Contacts
Welcome, Lawson	contact combination for	ou 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 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 r each address type, you may go back to the previous page and change the answers so you can provide different address and contact information.
View Frequently Asked Questions	V *Administrative	
New Account Info.	🗹 "Ordering	
My Business Info.	📝 *Payment	
Addresses & Contacts	[A] Ashusu	
Additional Business formation	Billing "Entering a l	billing Address is optional. Please uncheck this boa prior to clicking West If you would profer to enter a Billing Address at a later time.
	 Address In 	formation
		1901 Canal Ave
	100-00-0	Dreef Address P.D. Soc. Congany Name, etc.
	Street 2 :	Cover Actoress P D Gos Concern Name etc
		Lansing
	StateProvince :	
	Zo:Postal Code :	
	Child State (Second	United States of America
	County :	V
		517-678-3333
	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.

	elf Service						
100	Privacy Report Contact	Us					
圈	County :						
0	Phone 5	17-678-3333	Ext				
Nelcome, Lawson		x-300x-3000x					
View Frequently Asked Questions	Additional Address Info :			~ ~			
lew Account Info.	Division/Department :		-				
ly Business Info.	DUNS						
threases & Contacts							
óótonal Business nation	Extended DUNS :						
Registration Summary	CAGE Code :						
	Contact Info For the address type shown all		-				
	For the address type shown at "Principal Contact			fai :			
	For the address type shown al "Principal Contact TitleRole	ova, please enter a contact p	Fai	x Extension			
	For the address type shown al "Principal Contact TitleRole Permissions	ove, please enter a contact o Lawrson Woodward	Faa Aa	x Extension :			
	For the address type shown at "Principal Contact TitleRole Permissions Authorized Representative	ove, please errar a conact o Lawson Woodward	Fai	a Extension			
	For the address type shown at "Principal Contect TeleRole Permissions Authorized Representative "Phone	ove, please enter a contact o Lawrson Woodward	Faa Al Alternate Faa	x Extension			
	For the address type show at Principal Contact Takakole Permission Authorized Representative Phone Phone Extension	ove, please errar a conact o Lawson Woodward	Faa Aa	x Extension	V		
	For the address type show at Principal Contact TakeNoir Permission Authorized Representative Phone Phone Estension Alternate Phone	ove, please errar a conact o Lawson Woodward	Faa Al Alternate Faa	x Extension	V		
	For the schema type show at Principal Contact Tdestace Permasions Authorized Representative Phone Extension Alternate Phone Extension Alternate Phone Extension	ow, please emer a control p Lawson Woodward 517-678-3333	Faa Al Alternate Faa	x Extension	v		
	For the address type show at Principal Contact TakeNoir Permission Authorized Representative Phone Phone Estension Alternate Phone	ow, please emer a control p Lawson Woodward 517-678-3333	Faa Al Alternate Faa	x Extension	v		
	For the schema type show at Principal Contact Tdestace Permasions Authorized Representative Phone Extension Alternate Phone Extension Alternate Phone Extension	ow, please emer a control p Lawson Woodward 517-678-3333	Faa Al Alternate Faa	x Extension	v		

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.)

	Privacy Report Contact Us	
<u></u>	Step 4: Additional Business Information	Save and Close Cancel Registration Back Next
Welcome, Lawson View Frequently Asked Questions	Attachments Click the "Add" button to add supporting documents and files to your vendor account. This information is optional.	
New Account Info.	Add	
Addresses & Contacts Additional Business Information	File Name Date User ID Attachment Type Description	
Registration Summary	First Prev Nod Last	
	Commodities	
	Select the commodity codesciclasses 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 Se	elf Service www.michigan.gov www.michig	gan.gov//micontractconnect/0,4541,7-225-50558,00.html www.michigan.gov/micontractconnect				
100	Privacy Report Contact Us					
	Choose					
Welcome, Lawson	Select one or more commodity codes or classes that de	escribes the goods and services that your organization provides by clicking the				
View Frequently		search for a specific commodity code, class, or, description, enter a valid value in n search field and click the "Browse" link. Wildcard (*) search capabilities are				
Asked Questions	available on the Commodity fields, please consult the o	online Help for details. Once your selection is made, click the "Ok" button to add				
	the selected commodities to your organization. Click the	e "Cancel" button to cancel your changes and return to the Commodities page.				
	Brouse Clear					
	Browse Clear Commodity/Service Code :					
	Commodity Description : "PRINTING SERVICES"					
	Grant :	Commoditu/Comico Codo				
	Commodity Description	Commodity/Service Code				
	Commodity Description Blue Printing Services: Blue Prints, Blue Line, Large Eng	pine 96214				
	Commodity Description Blue Printing Services: Blue Prints, Blue Line, Large Eng Electrostatic Printing Services					
	Commodity Description Blue Printing Services: Blue Prints, Blue Line, Large Eng Electrostatic Printing Services Imprinting Services	jine 96214 96627 96642				
	Commodity Description Blue Printing Services: Blue Prints, Blue Line, Large Eng Electrostatic Printing Services	pine 96214 96627 96642 hing, 96652				
	Commodity Description Blue Printing Services: Blue Prints, Blue Line, Large Eng Electrostatic Printing Services Imprinting Services Licenses and Back Tags Printing Services (Hunting, Fish Print-On-Demand Printing Services (Including Print and I	pine 96214 96627 96642 hing, 96652				
	Commodity Description Blue Printing Services: Blue Prints, Blue Line, Large Eng Electrostatic Printing Services Imprinting Services Licenses and Back Tags Printing Services (Hunting, Fish Print-On-Demand Printing Services (Including Print and I	pine 96214 96627 96642 hing, 96652 Distr 96676				

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.

THAT I	Privacy Report Contact Us						
3	Choose						
Velcome, 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 "Cance" button to cancel your changes and return to the Commodity Bage.						
	Bronst Citat Commodity/Service Code : Commodity Description: "PRINTING SERVICES" Grant: V						
	Commodity Description	Commodity/Service Code					
	Blue Printing Services: Blue Prints, Blue Line, Large Engine	96214					
	Electrostatic Printing Services	96627					
	Imprinting Services	96642					
	Licenses and Back Tags Printing Services (Hunting, Fishing,	96652					
	Print-On-Demand Printing Services (Including Print and Distr	96676					
	Fingerprinting Services	99041					
	Frat Prev Next Last	OK Cancel					

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 S	elf Service	www.michigan.gov	www.michigan.gov/imicontractconnect0,4541,7-225-50558,00	<u>Ahtmi ww</u>	ww.michigan.gov/micontractcon	nect		
8	Privacy Report	<u>Contact Us</u> tional Business Inform	ation			Save and Close	Cancel Registration	Back Next
Welcome, Lawson View Frequently Asked Questions	Attachment Click the "Add" but		d files to your vendor account. This information is optional.					
New Account Info. My Business Info.	Add							
Addresses & Contacts Additional Business formation	File Name	Date User ID Attac	hment Type Description					
Registration Summary	First Pro							
	Commoditie Select the commod appropriate commo		ds and services that your organization provides. Click the "Add" button to i ormation is optional.	dentify the				
	Add							
	Commodit 99041	•	modity Description printing Services Delete					

VSS transitions to Registration Summary Screen.

SIGMA Vendor Se	If Service www.mishigan.gov www.mis	higan gevilinicontractoonnect(0.4541,7-225-5055809.html	www.michigan.gov/micontectormect
巖	Privacy Report Contact Us		
0	Registration Summary		Save end Duce. Center Registration Basic Autorit Registration Mriet Tris Page
Welcome, Lawson	The SUMMARY below is based on the information you entered. If changes are needed, please select the Upd	ate Information link. This will navigate you back to t	he appropriate screen for you to make your change.
Asked Questions	- Location Verification		
Wy Business Info.	Verity My Locations by : Create My Own		
Addresses & Contacts	Vendor Verification Based on : PASSWORD		
Additional Business Information			Vodate Information
Registration Summary			
	Organization Information		
	Organization Type: Company 1989 Cassification: Corporation Location Name: Location Web Addens: Number of Employees Annual Income Healthcare Provider: No	Fonign Tas D National Provider D Assign Aktionhy CADE Cole Otik Will Form DONS Estinded DUNS Internet Casing Prefered Octaining Method Paraf Acceptione Liver	
			Update Information
	- Legal Name Information		
	Legal Kame : Lawson Woodward Business Name (Alias/ DBA) : Lawson Woodward Printing Services Name Control : LAWS	First Name : Middle Name : Last Name :	Name on Check :
			Update Information
	= 1000 TIN Information		

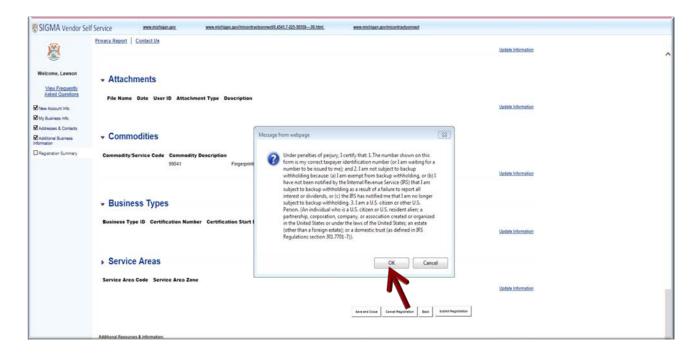
Use the vertical scroll bar to review the information. The Update Information links on the right hand side can be used to edit/change your information before completing the registration.

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

SIGMA Vendor Se	If Service www.michian.aov www.michian.gov/micontractonnext0.45417.325.5053800.html www.michian.gov/micontractonnext		
8	Privacy Report Contact Un	Stadate Information	
Welcome, Lawson	- Attachments		
View Frequently Asked Questions	File Name Date User ID Attachment Type Description		
Z New Account Info.		Update Information	
My Business Info			
Addresses & Contacts	- Commodities		
romator			
Repistation Summery	CommodityService Code Commodity Description 99041 Fingerprinting Services	Sodala Information	
	- Business Types		
	Business Type ID Certification Number Certification Start Date Certification End Date Minority Type	Update Information	
	Service Areas		
	Service Area Code Service Area Zone	Vodate Information	
	Raws and Doos Canical Republication Section Republication Section Republication	~	

The IRS Perjury Statement popup appears.

- 1.2.23 Review the IRS W-9 Perjury Statement.
- 1.2.24 Select OK to continue.



The VSS EFT Perjury Statement popup appears.

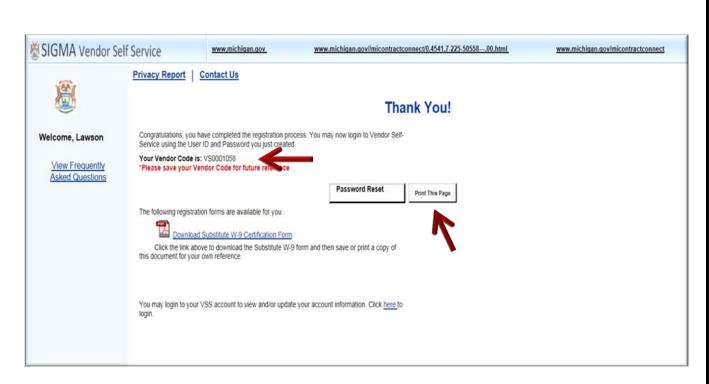
Step 1.2.25 Review the EFT Perjury Statement.

Step 1.2.26 Select **OK** to continue.

B	Privacy.Report Contect.Us		Update Information	
Welcome, Lawson	→ Attachments File Name Date User ID Attachment Type Description		Update Information	
W Sushess Info.		Message from webpage	8	
Addresses & Contacts	 Commodities 			
Additional Business Information	 Commodities 	I authorize the State of Michigan to deposit payments owed to me by the State, by electronic funds transfer into the designated financial		
Repatration Summary	Commodity Service Code Commodity Description 99041 Fregerptent • Business Types	institution and account number. Jako authonize the State of Michigan to make corrections from this account in the event that a deposit from the State of Michigan is made in errer. 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 authonization form. I understand this authonization remains in effect until cancellations (a) for writing by the Payee or Payee's Authonized Signatory, (b) by the State of Michigan, or (c) by accessing your State of Michigan vender record in	Staddate Information	
	Business Type ID Certification Number Certification Start C	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 a 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.	Studies Information	
	Service Areas			
	Service Area Code Service Area Zone	OK Cancel	Stadate Information	
			luised 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.



- 1.2.31Access 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 mean michigan any.	www.michigan.gov/micontactionnext8.4541.7.225.5558	www.michigan.gov/micanity.channest		
*• Required	more. Click on the Register button to be This site is best viewed with Internet Exp	elf Service (VSS) system allows you, as a payeelvendor/grantee, gin filling out an electronic application to become a payeelvendor/ skorer 11 and Firefox 3.5 or 3.6. e State of Michigan VSS (SOM VSS) Support Center at DMB-Ven	SIGMA Vendor Self Service (VSS) to manage your information, view your financial transactions, view business and grant opportunities and much grantee. Please disable your pop-up blocker in order to access all parts of the site.	Help Po	Contact Us licios
	Announcements		Contacts		
* Password	03/29/2017 Test UAT Announcement View All Announcements		Click on link below to view the list of department contacts.		
Login	ANY AL AUTOSTOCIONIS		Agency Contacts		
Password Reset			Forms and Reference Documents		
Click the Register button to register a new or avisiting account Register Guest Access			Click on a form below to either save it to your desktop or open it in Adobe.		
			Certificate of Foreign Status of Beneficial Owner for U.S.Tax Withholding (Form W-88EN) <u>https://www.irs.got/tw/drs.got/fix/dben.gdf</u> Certificate of Foreign Status of Beneficial Owner for U.S.Tax Withholding and Reporting (Entities) (Form W-88EEN; <u>https://www.irs.gov/publics-pdf/Mobbens.pdf</u> Certificate of Foreign Person's Claim for Exemption from Withholding (Form W-8ECI) <u>https://www.irs.gov/publics-pdf/Mobers.pdf</u> Certificate of Foreign Powerment or other Foreign Organization for U.S. Tax Withholding (Form W- 8EXP) <u>https://www.irs.gov/publics-pdf/Mobers.pdf</u> Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal		

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 Sel	f Service www.michigan.gov.	www.michigan.gov/hisoontractionmentR45417-225-5555830.html	www.michigan.gov/microff.acficament	
· - Required	more. Click on the Register button to be This site is best viewed with Internet Exp	elf Service (VSS) system allows you, as a payeelvendor/grantee, jn filling out an electronic application to become a payeelvendor/ lorer 11 and Firefox 3.5 or 3.6.	SIGMA Vendor Self Service (VSS) to manage your information, view your financial transactions, view business and grant opportunities and much grantee. Please disable your pop-up blocker in order to access all parts of the site.	Hélp Contact Us Policien
User ID	Announcements	otale of micrigan VSS (SUM VSS) Support Center at Unito-Ven Say.	Contacts	
Password	03/29/2017 Test UAT Announcement		Click on link below to view the list of department contacts.	
Login Password Reset	Sev. All Announcements		Agency Contexts	
Click the Register button to register a			Forms and Reference Documents Click on a form below to either save it to your desktop or open it in Adobe.	
new or existing account. Register Guest Access			SOM VSS Vendor Registration User Guide	
			COM VSS Grantee User Guide Forms used by Foreign payses:	
			Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding (Form W-8BEN) <u>https://www.irs.gor/sub/irs.gof/th/ben.gof</u> Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding and Reporting (Entities) (Form W-8BEN+5) <u>thtps://www.irs.gov/pubrits-goffWebBene.gof</u> Certificate of Foreign Parson's Claim for Examption from Withholding (Form W-8ECI) <u>https://www.irs.gov/pubrits-goffWebBene.goff</u> Organization of Claim for U.S. Tax Withholding (Form W-8ECI) <u>https://www.irs.gov/pubrits-goffWebBene.goff</u> Organization for U.S. Tax Withholding (Form W- Benerpton FirmWebBene) Examption FirmWebBene goff 2007 (Status and Mon 2003) Monte of Integene Certain Dependent(Personal Services of a Noversited Alem Beneficial Horm.2003) Monte one-Beneficial Owner.gov/ Services of a Noversited Alem Beneficial Horm.2003) Monte one-Benefician Certain Dependent(Personal Services of a Noversited Alem Beneficial Horm.2003) Monte Owner Services of Horm.	

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.

	Home Help Accessible Help Site Map Privacy Report Logout
	Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications
Velcome, Lawson	Summary Business Info Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-8 Form
View Frequently Asked Questions	Account Summary
	This page displays a summary of your account information. If you have any questions please contact your Primary Account Administrator or submit a question using the "Help" link at the top of this page.
	Type Date Mossage First Prev Next Last
	Primary Account Administrator : Lawson Woodward Email : HarrisD21@michigan.gov Phone : 517-678-3232 Ext :

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.

8	Home Help Accessible Help Site Map Privacy Report Logout Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management	Grant Opportunities Grant Applications
elcome, Lawson	Summary Business Info Addresses & Contacts Users Commodities Business Type	es Service Areas Attachments W-8 Forms
View Frequently Asked Questions	My Business Information Control your Primary Account Administrator If you have questions reparing the buttors shown on this page. Select the "Update" buttors to modify your general information Control for Administrator If you have questions reparing the buttors shown on this page. Select the "Update" buttors to modify your general information Control for Administrator If you have questions: Dealer to the FAge to modify your general information.	Son Select the
	charges in course of the second states of the secon	departement inv d Business Location
	Update View Pending Changes Pending 1039 Additions Change TN Add Business Location	Pending Changes :
		Download Substitute W-9 Certification Form
	Headquarters Legal Name : Lawson Woodard Franchise Account : No Headquarters Account Code : V90001029 Headquarters Web Address : 1099 Status : Yei Columna : Catalog DUNS : Taxpayet ID Number : 211331100 Catalog Extended DUNS :	
	Taxpayer ID Number Type : EIN	

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.

Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications Welcome, Lawson Summary Business Info Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-9 Forquently Mew Frequently Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-9 Forquently Asked Ducisions Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-9 Forquently Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-9 Forquently Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-9 Fordue Addresses & Contacts Methods Addresses & Contacts Section Fordue Fordue Section Fordue <th>Web Franceial Transaction Business Opportunities Solicitation Response Catalog Management Grant Opportunities Grant Applications Web Frequently Asked Catalogs Business Type Business Types Service Areas Attachments W-8 Forms Here are your addresses and contacts Business Type Commodities Business Types Service Areas Attachments W-8 Forms To modify the type of address searce or facts Business Type Contact Service Areas Attachments W-8 Forms Existing Address ID Address Type Address Service Areas Attachments W-8 Forms ADD02 Billing 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 Web ADD02 Ordering 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 Web ADD02 Ordering 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 Web ADD02 Ordering 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 Web ADD02 Ordering 1901 Canal St, Lansing, MI, 48922-0001</th> <th></th> <th>Home Help </th> <th>Accessible Help</th> <th>Site Map Privacy Report Logo</th> <th>***</th> <th></th> <th></th> <th></th> <th></th>	Web Franceial Transaction Business Opportunities Solicitation Response Catalog Management Grant Opportunities Grant Applications Web Frequently Asked Catalogs Business Type Business Types Service Areas Attachments W-8 Forms Here are your addresses and contacts Business Type Commodities Business Types Service Areas Attachments W-8 Forms To modify the type of address searce or facts Business Type Contact Service Areas Attachments W-8 Forms Existing Address ID Address Type Address Service Areas Attachments W-8 Forms ADD02 Billing 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 Web ADD02 Ordering 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 Web ADD02 Ordering 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 Web ADD02 Ordering 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 Web ADD02 Ordering 1901 Canal St, Lansing, MI, 48922-0001		Home Help	Accessible Help	Site Map Privacy Report Logo	***				
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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, 45922-0001 Lawson Woodard No 03/31/2017	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 03/31/2017 View AD002 Payment 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 View AD002 Ordering 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 View AD002 Ordering 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 View AD002 Web Registrar 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 View		To modify the type of	address select the "View	WUpdate' link under the Existing Address & Contact	t Assignments section next to the record you	u wish to update. To modify actual addresse	is and contacts use the "Vew/Update	e' link next	
Address ID 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 03/31/2017	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 03/31/2017 View AD002 Payment 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 View AD002 Ordering 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 View AD002 Ordering 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 View AD002 Web Registrar 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 View		to the appropriate rec	ord under the Update A	ddresses and Update Contacts sections.					
AD002 Billing 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017	AD002 Billing 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 Veck AD002 Payment 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 Veck AD002 Ordering 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 Veck AD002 Ordering 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 Veck AD002 Web Registrar 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 Veck									
	AD002 Payment 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 Lawson AD002 Ordering 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 View AD002 Web Registrar 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 View		Existing Address	& Contact Assign	ments					
AD002 Payment 1901 Canal St, Lansing, MI, 45922-0001 Lawson Woodard No 03/31/2017	AD002 Ordering 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 View AD002 Web Registrar 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 View		-			Principal Contact EFT Stat	tus Prevent New Processing	Active From Active T	o Pending Change	" V
	AD002 Web Registrar 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017 View		Address ID	Address Type	Address		• • • • • • • • • • • • • • • • • • •		o Pending Change	
AD002 Ordering 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017			Address ID AD002	Address Type Billing	Address 1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	03/31/2017	o Pending Change	View/U
AD002 Web Registrar 1901 Canal St, Lansing, MI, 48922-0001 Lawson Woodard No 03/31/2017	First Prev Next Last Assign/Create Addresses & Contacts View Pending Additions		Address ID AD002 AD002	Address Type Billing Payment	Address 1901 Canal St, Lansing, MI, 48922-0001 1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard Lawson Woodard	No No	03/31/2017 03/31/2017	o Pending Change	es View/Us View/Us View/Us
			Address ID AD002 AD002 AD002 AD002	Address Type Billing Payment Ordering Web Registrar	Address 1901 Canal St, Lansing, MI, 48922-0001 1901 Canal St, Lansing, MI, 48922-0001 1901 Canal St, Lansing, MI, 48922-0001 1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard Lawson Woodard Lawson Woodard Lawson Woodard	No No No	03/31/2017 03/31/2017 03/31/2017 03/31/2017	o Pending Change	View/3
Update Addresses	Update Addresses		Address ID AD002 AD002 AD002 AD002 Firm1 Pre-	Address Type Billing Payment Ordering Web Registrar	Address 1901 Canal St, Lansing, MI, 48922-0001 1901 Canal St, Lansing, MI, 48922-0001 1901 Canal St, Lansing, MI, 48922-0001 1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard Lawson Woodard Lawson Woodard Lawson Woodard	No No No	03/31/2017 03/31/2017 03/31/2017 03/31/2017	o Pending Change	View/
Update Addresses Address ID Address Pending Changes			Address ID A0002 A0002 A0002 A0002 First Prev Update Addresse	Address Type Billing Payment Ordering Web Registrar V Noxt La	Address 1901 Canal St, Lansing, MI, 46922-0001 1901 Canal St, Lansing, MI, 46922-0001 1901 Canal St, Lansing, MI, 46922-0001	Lawson Woodard Lawson Woodard Lawson Woodard Lawson Woodard Lawson Woodard Assign/Create Addresse	No No No	03/31/2017 03/31/2017 03/31/2017 03/31/2017	o Pending Changu	View/ View/

Create a new Ordering address.

Step 2.8 Select Assign/Create Addresses & Contacts.

SIGMA Vendor Se	elf Service	www.michigan.g	ov www.michigan.gov/Imicontrac	tconnect0,4541,7-225-5055800.html	www.michigan.govimicontra	ciconnect			
100 a	Home Help	Accessible Help	Site Map Privacy Report Logo	ut.					
<u> </u>	Account Informa	ation Financial	Transactions Business Opportunities	s Solicitation Responses Catal	og Management Grant Opp	ortunities Grant Applications			
Welcome, Lawson	Summary	Business Info	Addresses & Contacts	Users Commodities	Business Types Se	rvice Areas Attachment	s W-8 Form	s	
View Frequently Asked Questions	Addres	ses & C	ontacts						
	Here are your addres pending approval by	ses and contacts that a selecting the 'View Peri	re used for your financial transactions. You can add ding Additions' button.	new addresses and contacts by clicking the 'As	sign'Create Addresses & Contacts' bulb	on. You can view your requests that are			
	To modify the type of to the appropriate rec	address select the 'Vie cord under the Update A	w/Update/ link under the Existing Address & Contact iddresses and Update Contacts sections.	t Assignments section next to the record you wit	sh to update. To modify actual addresse	s and contacts use the 'ViewUpdate' link	nert		
	Existing Address & Contact Assignments								
	Address ID	Address Type	Address	Principal Contact EFT Status	Prevent New Processing	Active From Active To F	ending Changes		
	AD002	Billing	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	03/31/2017		View/U	
	AD002	Payment	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	03/31/2017		Viewil	
	AD002	Ordering	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	03/31/2017		Viewit	
	AD002	Web Registrar	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	03/31/2017		View/U	
	First Pre	v Next L	ant -	Assign/Create Addresses 8	Contacts View Pen	ding Additions			
	Update Address	es							
	Address ID AD002		Pending Chang	ges View/Update View Pending Cl	hannes				
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VSS transitions to the Addresses & Contacts Update page.

MA Vendor Se	elf Service www.	sichigan.gov.	www.michigan.govilmico	ntractconnect/0.4541.7	225-5055800.html	www.michigan.gov/micontra	stconnest					
-	Home Help Accessib	le Help Site Map	Privacy Report L	tuogo								
灪	Account Information	nancial Transactions	Business Opportun	ities Solicitatio	n Responses Catalog	Management Grant Oppo	ortunities Grant Applications					
	Summary Busin	ess Info Add	resses & Contacts	Users	Commodities	Business Types Ser	vice Areas Attachments	W-8 Forms				
come, Lawson	Your address may be validated ac					Contraction of the second second	vice Areas Attachments	W-5 Forms				
View Frequently Asked Questions	was validated.											
	Next Cancel											
	 Address Typ 	es										
	, Hudrood Typ											
		Active From	Active To	Default Record	Department/Division	Additional Address Inform	ation					
	Account Administrator											
	Ordering [
	Payment [
	Billing											
	 Address 											
			and the second se									
	*Address ID :		Find									
	*Street 1 :											
	Street 2 :											
	*City : *State/Province :		~									
	*Zip/Postal Code :		•									
		d 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.

IGMA Vendor S	elf Service 📟	w michigan.gov	www.michigan.gov/	inicontractoo	nnect(0,4541,	7-225-50558,00.html	www.michigan.gov/micontractconny	ed	
100	Home Help Access	ible Help Site Map	Privacy Report	Logout					
邎	Account Information	Financial Transaction	Business Oppo	ortunities	Solicitati	on Responses Catalog I	Management Grant Opportunit	ties Grant Applications	
~	_								
come, Lawson	Summary Bu	siness Info A	ddresses & Contact		Jsers	Commodities E	lusiness Types Service A	Areas Attachments	W-8 Forms
New Frequently sked Questions									
SHAR SPEED	Next Cancel								
	 Address Ty 	pes							
		•							
		Active Frem	Active Te		ult Record	Department/Division	Additional Address Information		
	Account Administrator	-							
	Ordering					e:			
	Payment	L				1			
	Billing								
	- Address								
	Address ID :		Find						
	*Street 1 : 210	0 Windsor Avenue							
	Street 2 :		1						
	"City : Lar	ising							
	*State/Province : Mic	higan	~						
	*Zip/Postal Code : 489	22							
	Country Name : Uni	ited States of Ameri	са		~				
	County :			~					
		7-678-2222	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.

SIGMA Vendor Self	Service		ww.michigan.gov		www.michigan.g	pylimicontracto	connect/0.4541.7-22	5-50558-00 html	www.michig	an povimicontractconnect		
100	Home H	elp Acces	ssible Help	Site Map	Privacy Repo	t Logout	t					
	Account la	formation	Financial Tra	nsactions	Business Op	portunities	Solicitation	Responses	Catalog Management	Grant Opportunities	Grant Applications	
felcome, Lawson	Summa	ny B	usiness Info	Add	resses & Conta	cts	Users	Commodities	Business Type	s Service Areas	Attachments	W-8 Forms
View Frequently Asked Questions	+ Add	Iress										
	Original A	ddress										
	Selec	Address										
	"Add	iress ID :			Find							
		Street 1 : 21	00 Windsor A	venue								
		Street 2 :										
		"City : La	ansing									
	*State/P	rovince : M	ichigan		~							
	"Zip/Post	al Code : 4	3922									
	Count	y Name : U	nited States o	f America	6		~					
		County :				~						
			17-678-2222 x.xxx.xxxx		Ext:							
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	Extende											
		E Code :										
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	Address (C	2100 Wind:	or Aug									
	Iteets	2 TOU WIND:	SOI AVE	1								
		Lansing										
		consing										

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.

VIA vendor S	self Service mm	michigan.gov	www.michigan.govilmi	contractconnect/0.4541.7	-225-50538-00.html	www.mishis	aan.govimicontractconnect		
SFR.	Home Help Access	ble Help Site Map	Privacy Report	Logout					
E	Account Information	Financial Transactions	Business Opports	unities Solicitatio	on Responses Cat	alog Management	Grant Opportunities	Grant Applications	
lcome, Lawson	Summary Bus	iness Info Addre	esses & Contacts	Users	Commodities	Business Type	s Service Area	s Attachments	W-8 Forms
iew Frequently sked Questions	Next Back Ca	incel							
	 Address Typ 	pes							
		Active From		Active To	Default Reco	ord Departs	mentOlvision	Additional Address Information	é,
	Account Administrator								
	Ordering	041122017	2			E.	[
	Payment								
	Billing								
	• Principal Co	ontact		_				1	
			Fee	Alternate Phone :				1	
	Principal Co			nate Phone Extension :				1	
	Principal Co	ec						1	
	Principal Cot Principal Contact ID Contact Name	ec		nate Phone Extension :]	
	Principal Contact D "Principal Contact D "Contact Name TitleRole	Andre Woodard		nate Phone Extension : Fax :]	
	Principal Contact ID "Principal Contact ID "Contact Name TateRole Permissions suthorized Representative	Andre Woodard	Alter	nate Phone Extension : Fax : Fax Extension :]	
	Principal Contact ID "Principal Contact ID "Contact Name TateRole Permissions suthorized Representative	Andre Woodard	Alter	nate Phone Extension : Fax : Fax Extension : Alternate Fax :]	
	Principal Contact TO Principal Contact TO "Contact Name ToteRole Permissions Suthorized Representative Email	Andre Woodard	Alter	nate Phone Extension : Fax : Fax Extension : Alternate Fax :					
	Principal Contact D Principal Contact D "Contact Name TeleRole Permissions Authorized Representative Email Correspondence Type English Spoken	Andre Woodard HarrisD21@michigan	Alter	nate Phone Extension : Fax : Fax Extension : Alternate Fax :]	
	Principal Contact D Principal Contact D "Contact Name TeleRole Permissions Authorized Representative Email Correspondence Type English Spoken	Andre Woodard	Alter	nate Phone Extension : Fax : Fax Extension : Alternate Fax :]	

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

SIGMA Vendor Se	
1	Home Helip Account Site Map Privacy Report Logout Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications
Welcome, Lawson	Summary Business Info Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-& Forms
View Frequently Asked Questions	Assign / Create Addresses & Contacts - Step 3 of 3
	Please revew 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, 45922-0001 Andre Woodard
	Save Back Cancel
	- General Information
	Address Type : Department / Division :
	Active From: Additional Address Information :
	Default Record :
	- Address
	Address ID : Country : Country :
	Street 1: 2100 Window Ave. County:
	Street 2 Phone 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.)

Account information Prancial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications		Home Help Accessit	ble Help Site Map	Privacy Report Logo	tut				
Drawniew		Account Information F	Financial Transactions	Business Opportunities	s Solicitation Respon	ses Catalog Management	Grant Opportunities	Grant Applications	
	e, Lawson	Summary Busi	iness Info Ad	dresses & Contacts	Users Comm	dities Business Typ	es Service Areas	Attachments	W-8 Forms
Address ID: County: Co	Frequently Questions	Default Record :							
Street 1: County: Street 2: Phone Extension : StateProvince: DUNS : ZipPostal Code : Extended DUNS : CAGE Code : Principal Contact ID: Phone Extension : Principal Contact ID: Fax Extension :		- Address							
Street 2: City: Phone Extension : StateProvince: DUNS : ZipPostal Code : Principal Contact ID: Principal Cont		Address ID :		Country :	Just States of Administ	1			
City:		Street 1 :	Indian friter	County :					
State Province : DUNS : Zip/Postal Code : Extended DUNS : CAGE Code : CAGE Code : Principal Contact ID: Phone : <td></td> <td>Street 2 :</td> <td></td> <td>Phone :</td> <td>11670-2222</td> <td>1</td> <td></td> <td></td> <td></td>		Street 2 :		Phone :	11670-2222	1			
ZipPostal Code : DESCRICTI Extended DUNS : CAGE Code :		City :		Phone Extension :					
CAGE Code :		State/Province :		DUNS					
Principal Contact		Zip/Postal Code :	661	Extended DUNS :					
Principal Centact ID: COURS Phone : SYT-670-3233 Principal Centact ID: COURS Phone Extension : ToteRole : Alternate Phone Extension : Permissions : Alternate Phone Extension : Authorized Representative : Fax : Email: Course Course Part Extension :				CAGE Code :	-				
Principal Contact Index Web card Title Role Alternate Phone Extension : Permissions : Alternate Phone Extension : Authorized Representative : Fax : Email: Fax Extension :									
Title Role Alternate Phone Permissions Alternate Phone Extension Authorized Representative : Fax = Email: Fax = Email: Fax Extension :			ntact						
Permission : Alternate Phone Extension : Authorized Representative : Fax		Principal Contact ID :			Phone :	3333			
Authorized Representative : Fax: Fax: Fax: Fax: Fax: Fax: Fax: Fa		Principal Contact ID : Principal Contact :	2003	Ph		3233			
Email: Flamin D21 @michiguni.com		Principal Contact ID : Principal Contact : Title/Role :	2003	A	hone Extension	2222			
		Principal Contact ID : [Principal Contact :] Title/Role [Permissions :]	PC003 Andre Wandstod	A	hone Extension :	2522			
		Principal Contact ID : Principal Contact : TitleRole : Permissions : Authorized Representative :	PC003 Noder Webaind	Alternate Ph	hone Extension :	2522			

Step 2.18 Select **Save** to continue.

SIGMA Vendor Se	elf Service www.minisaan.axx www.minisaan.axviimisaa
(A)	Home Heliz Accessible Heliz Site Map Powecy Report Logout
1	Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications
Velcome, Lawson	Summary Business Info Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-8 Forms
View Frequently Asked Questions	Assign / Create Addresses & Contacts - Step 3 of 3
CERTAR AND ADDRESS	
	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, 4592-0001 Andre Woodard
	First Prev. Next Last
	Save Back Cancel
	- General Information
	Address Type : Department / Division :
	Additional Address Information :
	Active To :
	Default Record :
	✓ Address
	Address ID Country
	Street 1
	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.

IGMA Vendor Sel		in the second second							
1 Al	Home Help	Accessible Help	Site Map Privacy Report Logo	đ					
3	Account Informa	tion Financial 1	Fransactions Business Opportunities	Solicitation Responses Catal	og Management Grant Opp	ortunities Grant Applicatio	ins		
ome, Lawson	Summary	Business Info	Addresses & Contacts	Users Commodities	Business Types Se	rvice Areas Attachm	ents W-8 Form		
lew Frequently sked Questions									
	Here are your address by selecting the View	es and contacts that an Pending Additions' but	e used for your financial transactions. You can add on.	new addresses and corracts by cicking the Ass	ign Create Addresses & Contacts but	on. You can view your requests that a	is pending approval		
	To modify the type of appropriate record un	address select the 'View der the Update Address	Update link under the Existing Address & Contact es and Update Contacts sections	Assignments section next to the record you wis	h to update. To modify actual addresse	s and contacts use the View/Update/	ink next to the		
	Existing Address	& Contact Assign	ments						
	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	03/31/2017		<u>View/Update</u>	View Pending Changes
	AD002	Payment	1901 Canal St. Lansing. MI, 48922-0001	Lawson Woodard	No	03/31/2017		Vew/Update	View Pending Changes
	AD002	Ordering	1901 Canal St. Lansing. MI, 48922-0001	Lawson Woodard	No	03/31/2017		Vew/Update	View Pending Changes
	AD002	Web Registrar	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	03/31/2017		<u>ViewUpdate</u>	View Pending Changes
	Flat Pos	I Next I La		Assign/Create Addre	eses & Contacte	w Pending Additions			
				Assigniciente Addre	sses a contacts	TW Pending Additions			
	Update Addresse								
	Address ID		Pending Chang						
	AD002		nsing. MI. 48922-0001	View/Update View Pending Ch	anges				
	Tiest Pro	Not	ni						
	Update Contacts								
	Contact ID	Contact Name	Contact Address	Pending Changes					
	PC002	Lawson Woodard	1901 Canal St. Lansing, MI, 48922-0001	Vew/Update	View Pending Changes				
	Film I Pos	T Not Lite							

VSS displays View Pending Additions – Addresses & Contacts information.

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

(A)	Home Help Ac	cessible Help Site Map	Privacy Report	Logout					
۱	Account Informatio	n Financial Transactions	Business Oppo	ortunities Solicitation Responses Ca	talog Management	Grant Opportunities	Grant Applications		
icome, Lawson	Summary [Business Info Addr	esses & Contact	s Users Commodities	Business Types	Service Areas	Attachments	W-8 Forms	
View Frequently Asked Questions	View Pending Additions - Addresses & Contacts								

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.)

hA.I	Home Help	Accessible Help	Site Map Privacy Report Logout						
	Account Informa	tion Financial	Transactions Business Opportunities	Solicitation Responses Catalog N	Management Grant Opportu	nities Grant Applications			
me, Lawson	Summary	Business Info	Addresses & Contacts	sers Commodities B	usiness Types Servic	e Areas Attachments	W-8 Forms		
w Frequently ed Questions	Addres	ses & C	ontacts						
	Here are your address by selecting the View	ees and contacts that a Pending Additions' but	re used for your financial transactions. You can add new ton.	addresses and contacts by clicking the Assign C	Create Addresses & Contacts' Suiton, Y	ou can view your requests that are pending a	oproval		
	To modify the type of appropriate record un	address select the Vie der the Update Addres	wUpdate' link under the Existing Address & Contact Ass ses and Update Contacts sections.	griments section next to the record you wish to a	ipdate. To modify actual addresses and	contacts use the VewUpdate link next to th	•		
	Existing Address	& Contact Assign	nments						
	Address ID	Address Type	Address	Principal Contact EFT Status	Prevent New Processing	Active From Active To Per	ding Changes		
	AD002	Billing	1901 Canal St. Lansing, MI, 48922-0001	Lawson Woodard	No	03/31/2017		View/Update	View Pending Changes
	AD002	Payment	1901 Canal St. Lansing, MI, 48922-0001	Lawson Woodard	No	03/31/2017		<u>ViewUpdate</u>	View Pending Changes
	AD992	Ordering	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	03/31/2017		View Update	View Pending Changes
	AD002	Web Registrar	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard	No	03/31/2017		View/Update	Vew Pending Changes
	AD006	Ordering	2100 Windsor Ave, Lansing, MI, 48922-0001	Andre Woodard	No	04/11/2017		ViewUpdate	View Pending Changes
	First Pre-	e Reat 5	411	Assign/Create Addresse	s & Contacts View I	Pending Additions			
	Update Addresse								
	Address ID	Address	Pending Chan	jes					
	AD002	1901 Canal St. La	msing, MI, 48922-0001	VewUpdate Vew Pending Ch	anges				
	AD005	2100 Windsor Av	e, Lansing, MI, 48922-0001	View/Update View Pending Ch	MORES.				
	Titut Pre	(I Norl) I	and Î						

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.)

Ser.	Home Hele Accessible Hele Site Mag Privacy Report Logout
10	Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications
lcome, Lawson	Summary Business Info Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-& Form
<u>View Frequently</u> Asked Questions	View/Update Available Address
	Modify or delate 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 istandards. Review the changes and choose either the address you entered of the one that was validated Save Delete Cancel
	- Address Information
	Address ID :
	*Street 1 : 1901 Canal St
	Street 2 :
	*City : Lansing
	*State/Province : Michigan
	*Zip/Postal Code : 48922-0001
	*County : United States of America
	Ext:
	DUNS :
	DUNS :

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

SIGMA Vendor Se	
)A	Home Help Ascessible Help Site Map Privacy Report Logout
	Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications
Welcome, Lawson	Summary Business Info Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-8 Forms
View Frequently Asked Questions	View/Update Available Address
	Modify or delete your address here. Click the "Saw" button once all updates have been made. Click the "Cance" button to undo all updates entered. A modified address will be visitidated according to postal standards. Review the changes and choose either the address you entered of the one that was validated.
	Save Delete Cancel
	✓ Address Information
	Address ID :
	*Street 1: 2100 Canal St
	Street 2 :
	*City: Lansing
	*State/Province : Michigan
	*Zip/Postal Code : 48922-0001
	*Country : United States of America
	County:
	*Phone: 517-678-3232 Ext:
	DUS:
	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.

12 C	tions tielo	Accessible Help	Site Map Privacy Report Logost						
	Account Informa	tion Financial	Transactions Business Opportunities	Solicitation Responses	Catalog Management Grant C	pportunities Grant Applications			
come, Lawson	Summary	Business Info	Addresses & Contacts	sers Commodities	Business Types	Service Areas Attachments	W-8 Forms		
View Exequently laked Gwestions	Addres								
		es and contacts that an Pending Additions' but	is used for your financial transactions. You can add new	addresses and contacts by clicking th	he Vasign Create Addresses & Contocts'	button. You can view your requests that are pending ap	proval		
	To modify the type of	address select the Ver	WUpdate' first under the Existing Address & Contact Ass ses and Update Contacts sections.	gements sector next to the record yo	ou wan to update. To modify actual adds	uses and contacts use the WewUpdate link next to the	ġ.		
	Existing Address	& Contact Assign	nments						
	Address ID	Address Type	Address	Principal Contact EFT	Status Prevent New Proce	ssing Active From Active To Pen	ding Changes		
	AD002	Eilling	1901 Canal St. Lansing, MI, 48922-0001	Lawson Woodard	No	03/31/2017		ViewSipdate	View Pending Changes
	AD002	Payment	1901 Canal St. Lansing, MI, 48922-0001	Lawson Woodard	No	03/31/2017		View-Update	View Pending Changes
	AD/002	Ordering	1901 Canal St. Lansing, MI. 48922-0001	Lawson Woodard	No	03/31/2017		View/Update	View Pending Changes
	AD002	Web Registrar	1901 Canal St. Lansing, MI, 48922-0001	Lawson Woodard	No	03/31/2017	10	ViewUpdate	View Pending Changes
	AD006	Ordering	2100 Windsor Ave, Lansing, MI, 46922-0001	Andre Woodard	No	04/11/2017		ViewUpdate	View Pending Changes
	foot Pre	(Beat A	est.	Assign/Create Ad	dresses & Contacts	View Pending Additions			
	Update Addresse								
	Address ID	Address	Pending Chan	jes .					
	AD002	1901 Canal St. La	nsing. MI, 48922-0001 😥	View/Update View Pe	ending Changes				
	AD006	2100 Windsor Ave	r, Lansing, MI, 48922-0001	Vew/Update View Pe	ending Changes				
	Flast Pre-	Coll West 1511	151.						

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.

۲	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
View Frequently Asked Questions	Account Users
y Profile	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 'Vew/Modify' link next to the corresponding record.
Γ	User ID First Name Last Name Access Level Account Status Lawson Woodward Account Administrator Active View/Modify Delete First Prev Next Last

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.

GMA Vendor Self Se	ervice	www.michigan.gov.	www.michigan.gov//micontrac	connect/0.4541.7-225-5055800.html	www.michis	an govimicontractconnect		
(B)	ome Help (Accessible Help Site Map	Privacy Report Logo	đ				
	Account Informat	on Financial Transactions	Business Opportunities	Solicitation Responses	Catalog Management	Grant Opportunities	Grant Applications	
Icome, Lawson	Summary	Business Info Addr	resses & Contacts	Users Commodifies	Business Type	s Service Areas	Attachments	W-8 Form
View Frequently Asked Questions	My Prof	ile						
COLUMNE.	Select the Modify butto	in below to update your user information	C					
Profie								
• •	 General 	Information						
	User ID (case sensit	ve) : Lawson01						
	First Na Last Na	me : Lawson me : Woodward						
	Ph	nail : HarrisD21@michigan.gov one : 517-678-3232						
		Ext. : Fax :						
	 Security 	Hint						
	Security Question : Security Answer :	What is your favorite color?						
	 Email N 	otifications						
	R	gistration :						
		intenance : 🖌						
	Recent Financial Tra	nsactions : 📝						
 Access 	Levels							
Drimon Arrest	and - Annual Frair	etestar						
	evel : Account Admin vels : Create Invoice	strator Create Solicitation Response,Submit R	Response Query Tax Information				1 1	
		and the second sec						E.
							VV	
							assword Reset Modify	

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

VSS displays the Account Users page.

	Grant Applications	ement Grant Opportunities	Responses Catalog Ma	ortunities Sol	and Alexandra	And activation of the	A REAL PROPERTY OF A REAL PROPERTY OF	and the second s
nments W-8 For				onunines so	tions Business Oppo	Financial Transac	Account Information	8
	Attachments	is Types Service Areas	Commodities Bus	us Users	Addresses & Contacts	Business Info	Summary Bi	leicome, Lawson
						Jsers	Account U	View Frequently Asked Questions
								count User
		selecting the 'Vew/Modify' link	ou may view or modify existing user	s by selecting the 'Add next to the correspon	nt. You may add account users i s by selecting the 'Delete' link n	users for your VSS accoun cord. You may delete users	Listed in the grid are all the us next to the corresponding reco	Profile
			w/Modify Delete	Account Sta	Access Level Account Administrator	Name Last Name Noodward	Lawson01 Lawson	
		selecting the 'Vew/Modify' link		Account Sta	s by selecting the 'Delete' link n Access Level	cord. You may delete users Name Last Name	User ID First N	Account User

Step 2.24 Select the **Commodities** tab.

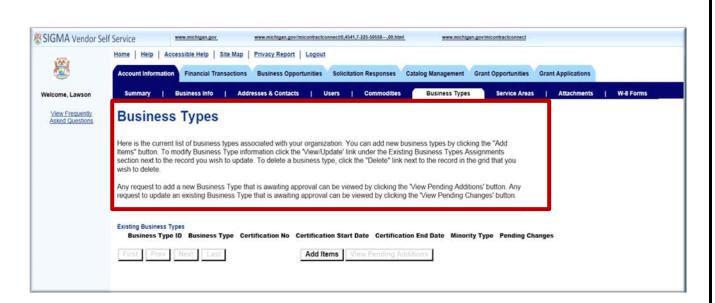
The Commodities page is used to add new Commodity Items for which you are interested in receiving solicitation notifications or delete existing commodities that you provide.

SIGMA Vendor Si	Home Help Accessible Help Site Map Privacy Report Logout
B	Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications
Velcome, Lawson	Summary Business Info Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-8 Forms
View Frequently Asked Questions	Commodities
	Here is the current list of commodity codes/classes that describe the goods and services that your organization provides. You can add new commodity/service codes by clicking the "Add Items" button. To delete a commodity/service codes, click the "Delete" link next to the record in the grid that you wish to delete. Any request to add a new Commodity that is awaiting approval can be viewed by clicking the "View Pending Additions' button. Any request to delete an existing Commodity that is awaiting approval is noted in the 'Pending Deletion' column.
	Existing Commodities Commodity/Service Code Commodity Description Pending Deletion 99041 Fingeprinting Services Delete First Prev Next Last Add Items View Pending Additions

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.



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.

1001	Home Help Acce	asible Help Site Map Privacy Report Lopout	
	Account Information	Financial Transactions Business Opportunities Solicitation Responses Catalog Management	Grant Opportunities Grant Applications
elcome, Lawson	Summary E	Business Info Addresses & Contacts Users Commodities Business Type	Service Areas Attachments W-8 Form
View Frequently Asked Questions	Choose		
	Type, enter a valid b the selected records	pusiness types to associate to your organization by clicking the checkbox next to the business ty usiness type in the Business Type search field and click the Browse link. Once your business to to the Business Types Enter/Update page where additional information can be entered for the s and return to the Business Types page.	pe(s) have been selected, click the OK button to add
	Business Type :		
		e ID Business Type	
	PROF	PROFESSIONAL SERVICE	
	RTLR	RETAILER	
	SDVO	SERVICE DISABLED VETERAN OWNED SMALL BUSINESS < 500 Employees	
	SRVC	SERVICEMAINTENANCE	
	VNTR	VOLUNTEER	
	a construction of the second s	VETERAN OWNED	
	VTRN		
	VTRN	WHITE/CAUCASIAN OWNED	
	and the state of the second	WHITE/CAUCASIAN OWNED WHOLESALER	
	WHCA		
	WHCA WHLS WHSP	WHOLESALER	

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.

(B)	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	Summary Business Info Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-8 Forms
View Frequently Asked Questions	Enter/Update - Business Types
	Here you can enter or update Business Type information
	Business Type ID Business Type Certification No Certification Start Date Minority Type PROF PROFESSIONAL SERVICE Image: Certification Start Date Image: C
	Find Prev Nort Land Save Cancel

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.

SIGMA Vendor S	elf Service www.michigan.gov www.michigan.gov/micontractoonnect/0.4541.7.225-5053800.html www.michigan.gov/micontractoonnect
B	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	Summary Business Info Addresses & Contacts Users Commodifies Business Types Service Areas Attachments W-8 Forms
View Frequently Asked Questions	View Pending Additions - Business Types
	Here are your new business types awaiting approval.
	Business Type ID Certification No Certification Start Date Certification End Date Minority Type Status PROF New Change
	First. Prov. Next. Lint. Back

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.

®	Home Help Accessible Help Site Map Privacy Report Logout Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications		
elcome, Lawson	Summary Business Info Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-8 Forms		
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 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 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		

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.

SIGMA Vendor Se	elf Service www.michiaan.aox www.michiaan.aox////www.michiaan.aov//micontactoonnect/0.4541.7-225-5055800.html www.michiaan.aov/micontactoonnect Home Helia Accessible Helia Site Mag Privacy Report Logout
B	Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications
Welcome, Lawson	Summary Business Info Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-& Forms
<u>View Frequently</u> <u>Asked Questions</u>	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 Additions" button.
	Existing Business Type ID Business Type ID Business Type ID Certification No Certification Start Date Certification End Date Minority Type Pending Changes PROF PROFESSIONAL SERVICE

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 S	elf Service www.michigan.gov. www.michigan.gov/lmicontractoonnect0.4541.7.225.5055800.html www.michigan.gov/micontractoonnect
8	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	Summary Business Info Addresses & Contacts Users Commodifies Business Types Service Areas Attachments W-& Forms
View Frequently Asked Questions	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 Trist 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.

8	Home Help Accessible Help Site Map Privacy Report Logout	
19-19		
-	Account Information Financial Transactions Business Opportunities Solicitation	Responses Catalog Management Grant Opportunities Grant Applications
elcome, Lawson	Summary Business Info Addresses & Contacts Users	Commodifies Business Types Service Areas Attachments W-8 Forms
View Frequently Asked Questions	Choose	
	Select one or more service area zones to associate to your organization by clicki service area zone, enter a valid service area zone in the Service Area Zone sear- click the OK button. Click the Cancel button to cancel your changes and return to	ig the checkbox next to the service area zones you want to add. To search for a specific h field and click the Browse button. Once your service area zones have been selected, 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	
		(I Count I
	0	Cancel

VSS displays the Service Area page.

Step 2.36 Select View Pending Additions to view pending additions.

Ø	Home Help Accessible Help Site Map Privacy Report Logout Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications
elcome, Lawson	Summary Business Info Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-8 Forms
View Frequently Asked Questions	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

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.

®	Home Help Accessible Help Account Information Financia	Site Map Privacy Report Logo Transactions Business Opportunities		Catalog Management Gr	ant Opportunities Gran	t Applications	
Welcome, Lawson	Summary Business In	o Addresses & Contacts	Users Commodities	Business Types	Service Areas	Attachments W-	8 Forms
View Frequently Asked Questions	View Pending	Additions - Servic	e Areas				
	Service Area Code 1 First Pure Next La Back	Service Area Zone Alcona County			Status New Change	r.	

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.

SIGMA Vendor Se	elf Service www.michigan.gov. www.michigan.gov/lmicontractoonnect/0.4541.7-225-5055800.html www.michigan.gov/micontractoonnect
窻	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	Summary Business Info Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-8 Forms
View Frequently Asked Questions	Attachments
	Here is the current list of Attachments that are associated with your organization. You can add new attachments by clicking the "Add Items" button.
	Any request to add a new Attachment that is awaiting approval can be viewed by clicking the 'View Pending Additions' button.
	Existing Attachments File Name Date User ID Attachment Type Description
	Lisst Prev Next Last Add Items View Pending Additions

Step 2.39 Select the W-8 Forms tab.

VSS displays the W-8 Forms tab.

SIGMA Vendor Se	If Service www.michigan.gov www.michigan.gov/imicontractronnect0,4541,7.225.5655600.html www.michigan.gov/micontractronnect
X	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	Summary Business Info Addresses & Contacts Users Commodities Business Types Service Areas Attachments W-8 Forms
View Frequently Asked Questions	W-8 Forms
	Here is the current list of W-8 Forms that are associated with your organization. You can add new W-8 Forms by clicking the 'Add Items' button. To modify W-8 Form information click the 'View/Update' link under the Existing W-8 Forms section next to the record you wish to update.
	Any request to add a new W-8 Form that is awaiting approval can be viewed by clicking the "View Pending Additions' button. Any request to update an existing W-8 Form that is awaiting approval can be reviewed by clicking the "View Pending Changes' button.
	Existing W-8 Forms W-8 Form Type W-8 Form Version Pending Changes
	First Prev Next Last Add Items View Pending Additions

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.

GMA Vendor Se	Service www.mishiaan.aov. www.mishiaan.aov/misontractionnest/0.4541.7-223-5058900.html. www.mishiaan.aov/misontractionnest/	
B	Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications	
lcome, Radisson	Agreements Scheduled Payments Checks/EFTs Tax Information Invoices/Requests	
View Frequently Asked Questions	Agreement Summary Search	
	Search To search for agreements, enter search ortenia and click the Search button. Agreement Results To not agreement results, click a column heading Create Invoice/Request To create new invoices of funding requests, select an agreement and click the "Create Invoice/Request" button. Details To rever more details about an agreement, select an agreement and click the "Create Invoice/Request" button. Details To ever 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 "Origin and discustement and click the PDF" button. PDF To veew more about a pDF version of an agreement select an agreement and click the PDF" button. Reference To veew more about a point and discustement information for selected and unclice, lick the Reference button.	
	Search for Agreements	
	Agreement Type: V Agreement Held?: Both V Transaction From: 4/1/2014 Department: rmd Closed?: Both V Transaction From: 4/1/2014 Agreement ID: Address ID: rmd	
	Search Clear Agreement Agreement Tracking Transaction Not To Exceed Agreement	
	Select Type Department ID Number Date Amount Encumbered Expended Retained Outstanding Held? Close	<u>d?</u>
	Create Invoice/Request Details Download PDF Reference	e

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.

B	Home Help Accessible Help Site Map Privacy Report Logout Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications
lelcome, Radisson	Agreements Scheduled Payments Checks/EFTs Tax Information Invoices/Requests
View Frequently Asked Questions	Agreement Summary Search
	Saxoh - To search for agreements, series acado criste and click the "Search" button. Agreement Reuter - To sort agreement maufts, click a column heading. Datalis - To rower new involces of hunge represents, select an agreement and click the "Drease Involce Request" button. Datalis - To vower nove detail about an agreement, select an agreement and click the "Drease Involce Request" button. Download - To download agreement results. Select an agreement and click the "Drease Involce Request" button. Download - To download agreement results. Select an agreement and click the "Drease Involce Request" button. Download - To download agreement results. Select an agreement and click the "Drease Involce "Drease Involce "Drease Involce" button. PDF - To View. Seve. or Print # DDF vection. d'an agreement. select an agreement information for selected Involce. click the Reference' button. Search for Agreement - To view referenced agreement select an agreement information for selected Involce. click the Reference' button. Search for Agreement Bit - - To see reference" agreement information for selected Involce. click the Reference' button. Search for Agreement Bit - - - - Agreement Bit - - - -
	Search Clear Select Agreement Type Department ID Agreement Number Transaction Date Not To Exceed Amount Encumbered Retained Outstanding Agreement Held? Closed? First Prov Next Last Create Invoice/Request Details Download PDF 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.

	If Service												
SAR 1	Home He	Ip Accessible	Help Site Ma	Privacy Re	eport Log	gout							
<u>s</u>	Account Int	ormation Fina	ancial Transactio	ns Business	Opportunit	ies Solicitatio	n Responses Ca	atalog Managemen	t Grant O	pportunities	Grant Applic	ations	
ome, Radisson	Agreem	ents Sch	neduled Paymen	ts Chec	ks/EFTs	Tax Informa	ation Invok	ces/Requests					
View Frequently Asked Questions	Agre	ement S	Summa	ry Sear	ch								
		earch preement Results		greements, enter sea ent results, click a co		t click the 'Search' but	ton.						
		reate Invoice/Request	- To create new i	nvoices or funding re	quests, select		k the 'Create Invoice/Re						
	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.												
	PC	DF	 To View, Save. 	or Print a PDF version	on of an agreen	nent, select an agreen	nent and click the 'PDF' t						
	Re	eference	 To view referen 	ced agreement, sch	eduled payment	t and disbursement in	formation for selected inv	oice, click the Reference	ce' button.				
	Search for	Agreements	_										
	Agreement T	ype: Purchase (Order 🗸	Agree	ment Held? :	Both 🗸		Transaction Fro	m: 4/1/201	4			
	Departm	sent :	Find		Closed? :	Both 🗸		Transaction 1					
	Agreemen	ein-		-	Address ID :		Find	Transaction					
•		· · ·											
	Search	Clear											
		Agreement	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
	Select	Туре											
-	Select	Type Purchase Order	171	17000000020		01/04/2017	0.00	495.00	0.00	0.00	495.00	No	No

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**.

Water Resisted Name Name Opportunitie Solicitation Responses Catalog Management Grant Opportunities Grant Applications Very Frequently Marced Duessions Name Name Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications Very Frequently Marced Duessions Name Poperation Interference Interference </th <th>1000</th> <th>Home He</th> <th>Accessible</th> <th>Help Site Ma</th> <th>Privacy Re</th> <th>eport Log</th> <th>out</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	1000	Home He	Accessible	Help Site Ma	Privacy Re	eport Log	out							
Were requestive View Frequestive Search		Account Int	formation Fina	ancial Transactio	Business	Opportuniti	es Solicitation	Responses Ca	italog Managemei	nt Grant O	pportunities	Grant Applic	ations	
Wew Frequently Asked Questions Search To search for agreement, setter search citrits and cick the "Search" button. Agreement Result: To create invoices risk-dig requests, select an agreement and cick the "Orate invoices Request" button. Dealed To downlow and a greement settist. Download To download agreement result. Download agree	elcome, Radisson	Agreem	ents Sch	neduled Paymen	ts Chec	ks/EFTs	Tax Informa	tion Invoid	es/Requests					
Select Agreement Type Department ID Agreement Date Transaction Date Not To Exceed Amount Encumbered Expended Retained Outstanding Agreement Heid? Closed? Purchase Order 171 170000000020 01/04/2017 0.00 495.00 0.00 495.00 No No No		Si Aç Di Di Pr Ri Search for Agreement T Departm Agreemen	arch preement Results eade Invoice Request table swinicad ference Agreements ypp : Purchase went :	To search for a To sort agreem To create new To view more c To download a To View, Save, To view refered Order	greements, enter sec ent results, click a co invoices or funding n etails about an agree greement results to a or Print a PDF versi ced agreement, sch	arch criteria and plumn heading requests, select an or CSV file, click to on of an agreem eduled payment ment Held? : [Closed? : [n agreement and clic agreement from the the 'Download' button ent, select an agreem and disbursement inf	k the "Create Invoice/Rec esuits and click the 'Defs ent and click the 'POF' b similation for selected inv	alls' button utton oice, click the 'Referen Transaction Fre	sm : 4/1/201				
			Agreement	Department					Encumbered	Expended	Retained	Outstanding		Closed?
Purchase Order 171 17000000025 01/04/2017 0.00 495.00 405.00 0.00 0.00 No Yes			Purchase Order	171	17000000020		01/04/2017	0.00	495.00	0.00	0.00	495.00	No	No
		~	Purchase Order	171	17000000026		01/04/2017	0.00	495.00	495.00	0.00	0.00	No	Yes

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.

GMA Vendor Se		
®	Home Help Accessible Help Site Map Privacy Report Logout Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications	
lcome, Radisson	Agreements Scheduled Payments Checks/EFTs Tax Information Invoices/Requests	
View Frequently Asked Questions	B Agreement Summary Search > Agreement Information Agreement Information	
	Use this page to patter information about the agreement selected	•
	→ Agreement ID	
	Agreement Type : Purchase Order Agreement ID : PO 171 17000000025 Beforence PDE	
	✓ Vendor/Grantee Information	
	VendorkGrantee Name : Radisson Hotel Lansing Contact : Justin Radisson Allas/DBA : Contact Phone : 517-487-6546 Address : Color Address : Chi N Grand Ave Suble 777 Lansing, M 48033-1560	

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.

GMA Vendor Se	elf Service	www.michigan.pov	www.michigan.gov/micontraction	nect0.4541.7.225-50558	ni www.mish	igan povimicontractconnect					
and a	Home Help A	ccessible Help Site Map	Privacy Report Logout								
<u> </u>	Account Information	Financial Transactions	Business Opportunities	Solicitation Responses	Catalog Management	Grant Opportunities	Grant Applications				
come, Radisson	Agreements	Scheduled Payments	Checks/EFTs	Tax Information	nvoices/Requests						
View Frequently	Tracking Number Acceptance Date		Not to Exceed Amoun Encumbered								
Asked Questions	Agreement Start Date		Expended								
	Agreement End Date		Retained								
	Closed?	1: 185 1: 01/04/2017	Outstanding	0.00							
	Agreement Held?		Contract Description	n; TFS 15780							
	 Primary Shipping Inform Bringping Bri Bringping Bri Bringping StateProv Shipping Zip-Postal Delivery 	untion ame : ret 1 : ret 2 : City : ince : iode :	Ding and Billing Ir Biling Irla Location Biling 5 Biling Statific Biling Sphotal	mation Same : vet 1 : vet 2 : c Dy : vince :							
	Buyer/Construction Buyer/Construction Buyer/Coordinator Pil		nation								
	Commod	Commodity Line/Grant Component Information									
	Line Line 1 liem	Type Commodity Code 97130	Commodity Description Hotel/Motel Accommodations	(Incl. Lodges, Resorts, Bed		It Cost Service Line / 000000		3 0 <u>Ship To: Bill To.</u>	Additional Details		

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.

	If Service www.michigan.gov/micontractoonnect/0.4541.7-225-5055800.html www.michigan.gov/micontractoonnect											
(A)	Home Help Accessible Help Site Map Privacy Report Logout											
	Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications											
Icome, Radisson	Agreements Scheduled Payments Checks/EFTs Tax Information Involces/Requests											
View Frequently	Agreement Summary Search > Agreement Information > Agreement References											
Asked Questions	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 17000000026											
	Encumbered Amount : 495.00 Date : 01:04/2017 View Datals											
	Scheduled Payment											
	Scheduled Payment											
	Invoice/Request Number Invoice/Request Line No. Received Date Payment Request ID Status Scheduled Amount											
	Invoice/Request Number Invoice/Request Line No. Received Date Payment Request ID Status Scheduled Amount Text Prev Next Last Checks/EFTs											
	Invoice/Request Number Invoice/Request Line No. Received Date Payment Request ID Status Scheduled Amount Tirst Prev Next Last											

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 Se	elf Service www.michigan.gov www.michigan.gov/imicontractconnect0.4541,7-226-66558,00.html www.michigan.gov/imicontractconnect
8	Home Help Accessible Help Site Map Privacy Report Logout Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications
Welcome, Radisson	Agreements Scheduled Payments Checks/EFTs Tax Information Invoices/Requests
View Frequently Asked Questions	Agreement Summary Search > Agreement Information > Agreement References > Check/EFT Information Check/EFT Information
	Check/EFT Information Check/EFT Number: 1050003939 Reterence PDE Payment ID: EFT 171 17000005014 Status Chel: 0/132017 Status : Paid
	Vendor/Grantee Information Vendor/Grantee Name : Radisson Hotel Lansing Assignee Vendor Name : Assignee Alias DBA : Assignee Alias DBA : Assignee Alias DBA : Assignee Vendor Coe : Vendor/Grantee Address : 111 N Gran Ave Assignee Address : Sub 77

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.

SIGMA Vendor Se	Home Help Accessible Help Site Map Privacy Report Logout Account Information Financial Transactions Business provide station Responses Catalog Management Grant Opportunities Grant Applications
Welcome, Radisson	Agreements Scheduled Payments Checks/EFTs Tax Information Invoices/Requests
View Frequently Asked Questions	Search To search for scheduled payments for your invoices and funding requests, enter search orteria and click the "Search" button. Scheduled Payment Results To search for scheduled payment setures, click a column heading. Details To view more details about a scheduled payment, select a payment for the results and then click the "Details" button. References To view referenced agreements information select a scheduled payment and click the "Reference" button. Details To view referenced agreements information select a scheduled payment and click the "Reference" button. Devinicad To download search results to a CSV file, click the "Download" button.
	Invoice/Request Number : Payment Scheduled From : 4/1/2014 Address ID : Fine Payment Scheduled To : Department : Fine Payment Status : Search Clear Select Invoice/Request Number Received Date Department Payment Request ID Payment Status Scheduled Amount First Prev Next List Details Download Reference

Step 3.13 Select the Checks/EFTs tab.

VSS displays the Checks/EFTs Summary Search page.

8	Home Help Accessible Help Site Map Privacy Report Logout Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications
Velcome, Radisson	Agreements Scheduled Payments Checks/EFTs Tax Information Involces/Requests
View Frequently Asked Questions	Check/EFT Summary Search
Checks:EFTs Summary rch Checks:EFTs Line Search	Search - To search for Checks/EFTs, enter search criteria and click the 'Search' button. Results - To text 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 Referenceb touton. 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 : V Payment To : Image: Check/EFT Status : Search Clear

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 Sel		cessible Help Site Map	Privacy Report Logout	onnect/0,4541,7-225-50558,00.ht		an.govimicontractconnect	
	Account Informatio	Constant of the second s	Business Opportunities	Solicitation Responses	Catalog Management	Grant Opportunities	Grant Applications
Welcome, Radisson	Agreements	Scheduled Payments	Checks/EFTs	Tax Information In	voices/Requests		
View Frequently Asked Questions	Check/E	FT Summary	Search				
Checks/EFTs Summary earch Checks/EFTs Line Search	Search Results Details PDF References Download Search for Checks/EI	To sort results, click a column h To view more details about a pa and then click the 'Details' butto To View, Save, or Print a PDF ' To view referenced agreement and click the 'Reference' button To download the search results	yment, select a payment from the re	sults ent and click the 'PDF' button. or selected Payment,			
	Check/EFT Number : [Check/EFT Status : [Search Clea	r	Payment From : 4/1	2014	_		
	01/2	S Date Check/EFT Number 20/2017 1180004321 13/2017 1060003939	EFT 171 170000005014		12.00 495.00		
	First Prev	Next Last					

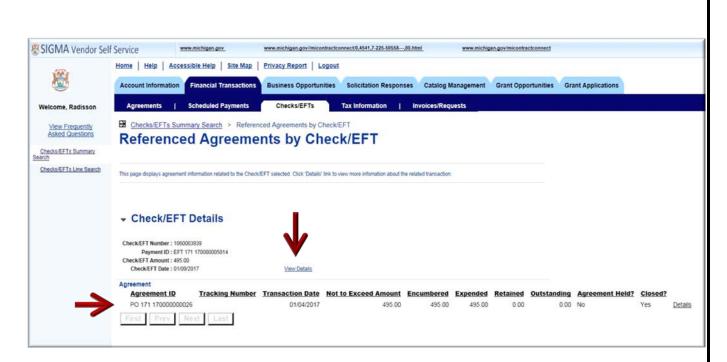
Step 3.15 Select the Check/EFT you wish to view.

Step 3.16 Select Reference.

SIGMA Vendor Se	
®	Home Help Accessible Help Site Map Privacy Report Legout Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications
Welcome, Radisson	Agreements Scheduled Payments Checks/EFTs Tax Information Invoices/Requests
View Frequently Asked Questions	Check/EFT Summary Search
Checks/EFTs Summary earch	Search - To search for Checks/EFTs, enter search criteria and click the 'Search' button. Results - To sort results, click a column heading
Checks/EFTs Line Search	Details - To view more details about a payment, select a payment from the results and then click the Detail's fution
	PDF - To View, Save, or Print a PDF version of an payment, select a payment and click the "PDF button. References - To view references 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
	O1/20/2017 1180004321 EFT 171 170000005338 Paid 912.00 O1/13/2017 1060003939 EFT 171 1700000005014 Paid 495.00
	First Prev Next Lest

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.



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 Se	elf Service www.michigan.gov www.michigan.gov/imicontractconnect0.4541.7-228-5655800.html www.michigan.gov/imicontractconnect	
8	Home Help Accessible Help Site Map Privacy Report Logout Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities	Grant Applications
Welcome, Radisson	Agreements Scheduled Payments Checks/EFTs Tax Information Invoices/Requests	2
View Frequently Asked Questions	Vendor/Grantee Information	
Checks/EFTs Summary Checks/EFTs Summary Checks/EFTs Line Search	Vendor/Grantee Name : Radisson Hotel Lansing Assignee Vendor Name : Alias/DBA : Assignee Alias/DBA : Vendor/Grantee Code : VS0000501 Assignee Vendor Code : Vendor/Grantee Address : 111 N Grand Ave Assignee Address : Sulte 777 Lansing . MI 48933-1360	→
	Payment : 495.00 Intercepted : 0.00 Discount : 0.00 Default Intercept Fee : 0.00 Penalty : 0.00 Supplementary Intercept Fee : 0.00 Interest : 0.00 Backup Withholding : 0.00 Backup Withholding : 0.00 Tax : 0.00 Retained : 0.00 Net Payment : 495.00	
	Payment Allocation by Line Invoice/Grantee Request No. Payment Line Amount Net Payment Line Amount Department Invoice/Grantee Request No. Payment Line Amount Additional Details Technology, Management and Budget RAD15783 495.00 Additional Details	5
	First Prev Next Last	

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

100	Home Help Accessible Help	Site Map Privar	cy Report Lo	gout						
®	Account Information Financial T	Transactions Busi	ness Opportuni	ities Solicitation Respon	ses Catalog M	lanagement	Grant Oppo	ortunities Gra	ant Applications	
elcome, Radisson	Agreements Scheduled	Payments C	hecks/EFTs	Tax Information	Invoices/Requ	uests				
View Frequently Asked Questions	Checks/EFTs Summary Search Referenced Age									
ecks/EFTs Line Search	This page displays agreement information rela	ited to the Check/EFT sele	cled Click Details' I	ink to view more information about t	e related transaction.					
	 Check/EFT Details 	\$								
	Check/EFT Details Check/EFT Number : 1050003939 Payment ID: EFT 371 100000005 Check/EFT Anomat: 495 00 Check/EFT Date : 01092017		View Details							

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.

	Home Help Accessible Help Site Map Privacy Report Logout
X	Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications
Welcome, Radisson	Agreements Scheduled Payments Checks/EFTS Tax Information Invoices/Requests
View Frequently Asked Questions	Check/EFT Summary Search
Checks/EFTs Summary earch 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. Saw, or Print # DFD version of an payment, select a payment and click the "PDF" button. References • To view reference button. Download • To download the search results to a CSV file, click the "Download" button. Search for Checks/EFTs Payment From: [4/1/2014] Check/EFT Status: • Search Clear
	Select Status Date Check/EFT Number Payment ID Check/EFT Status Amount 01/20/2017 1180004321 EFT 171 170000005338 Paid 912.00 01/13/2017 1060003399 EFT 171 170000005014 Paid 495.00
	C PERCENT RECOVERED EFT. IT I TOUCOUR PART 450.00

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.		3	STATE OF MICHIGAN REMITTANCE ADVICE			Check/EFT No: 1060003939 Check/EFT Date: 1/9/2017
Vendor Code: VS0000501				Document ID #:	EFT 171	170000005014
Vendor Name: Radisson Hotel Lansing				Check/EFT Amou	mt: 495.00	
Alias/DBA:				Amount includes	freight and/or is 1	aet of discount
Assignee Name:						
Assignee Alias/DBA:						
DEPARTMENT NAME	INVOICE DATE	VENDOR INV #	INVOICE AMOUNT	LINE AMOUNT	CHECK/EFT	DESCRIPTION
Fechnology, Management and Budget		RAD15783	495.00	495.00	PO Check De	scription

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.

SIGMA Vendor Se	If Service www.michigan.gov www.michigan.gov/imicontractconnect0.4541,7-225-50558,00.html www.michigan.gov/micontractconnect
1001	Home Help Accessible Help Site Map Privacy Report Logout
8	Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications
Welcome, Radisson	Agreements Scheduled Payments Checks/EFTs Tax Information Invoices/Requests
View Frequently Asked Questions	Tax Information Search
	Use this page to search for Tax Forms which have been previously issued to you. Please direct any questions, regarding the accuracy of the Tax forms presented, to the appropriate agency.
	Calendar Year :
	Search Clear
	Calendar Year Tax Type 1099-S Form Number Payer Name Amount Tax Summary Payments Tax Forms

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.

(R)	Home Help Accessible Help Site Map Privacy Report Logout
<u>s</u>	Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Application
come, Radisson	Agreements Scheduled Payments Checks/EFTs Tax Information Invoices/Requests
View Frequently sked Questions	Tax Information Search
	Use this page to search for Tax Forms which have been previously issued to you. Please direct any questions, regarding the accuracy of the Tax forms presented, to the appropriate agency.
	Use this page to search for Tax Forms which have been previously issued to you. Please direct any questions, regarding the accuracy of the Tax forms presented, to the appropriate agency.
	Calendar Year : 2017

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.

Agreeme	ents S	cheduled Payme	ents Ch	ecks/EFTs	Tax Inform	nation Inve	oices/Requests					
gree	ement	Summa	ary Sea	rch								
Se	arch	- To search fo	r agreements, enter s	earch criteria an	d click the 'Search' b	utton.						
	reement Results		ement results, click a				2018					
	eate Invoice/Reque taits					lick the 'Create Invoice/F e results and click the 'D						
	wnload		d agreement results to									
PD						ement and click the 'PDF		10.0022-12.00				
Re	ference	 To view refer 	renced agreement, si	cheduled payme	nt and disbursement	information for selected	invoice, click the 'Refe	rence' button.				
earch for a	Agreements											
reement Ty	vpe :	~	Aar	eement Held? :	Both V		Transaction	From : 5/1/20				
	· · · · · · · · · · · · · · · · · · ·				Both V		Transaction	-10m - [5/ 1/20				
Departm	ent :	Find		Closeur,	Botti 🗸		Transactio	m To :	1			
Agreemen	t ID :			Address ID :		Find						
earch	Clear											
earch	Clear											
	Agreement Type	Department	Agreement	Tracking Number	Transaction Date	Not To Exceed	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
	Contract	751	17000000008		05/01/2017	0.00	7,000.00	0.00	0.00	12,000.00		No
	Contract	751	17000000070		05/01/2017	0.00	5,000.00	0.00	0.00	9,999.00	No	No
	Contract	751	17000000062		04/20/2017	0.00	0.00	0.00	0.00	15,000.00	No	No
	Contract	751	17000000038		04/10/2017	0.00	25,250.00	1,250.00	0.00	24,000.00	No	No
	Contract	751	17000000014		03/30/2017	0.00	15,000,000.00	11,250.00	0.00	1,514,988,750.00	No	No
	Contract	751	17000000006		03/20/2017	0.00	15,000.00	0.00	0.00	15,000.00	No	No
tend to be												

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

Step 3.27 Select Create Invoice/Request.

	Details S	Submit Question	on									
\gre	ement	Summa	ary Sea	rch								
s	Search	- To search for	agreements, enter s	search criteria an	nd click the 'Search' b	ution.						
	vgreement Results Create Invoice/Reque		ment results, click a			lick the 'Create Invoice/F	envest hutton					
C	Details	- To view more	e details about an ag	reement, select a	an agreement from th	e results and click the 'D						
	Download POF				k the 'Download' but ment select an acre	ton. ement and click the 'PDF	button					
	Reference					information for selected i		rence' button.				
Search for	r Agreements											
greement												
	Type :	~	Agr	eement Held? :			Transaction	From: 5/1/20	14			
Depart		Find	Agr		Both V Both V		Transaction I					
	ment :		Agr			Find						
Depart	ment :		Agr	Closed? :		Find						
Depart Agreeme	ment :		Agr	Closed? :		Find						
Depart Agreeme Search	ment :		Agr Agreement ID	Closed? :		Find Not To Exceed Amount		n To :			Agreement Held?	Closed?
Depart Agreeme Search	ment : int ID : Clear Agreement	Fed	Agreement	Closed? : Address ID : <u>Tracking</u>	Both V	Not To Exceed	Transactio	n To :			Held?	Closed? No
Depart Agreeme Search	ment : mt ID : Clear Agreement Type	Pepartment	Agreement ID	Closed? : Address ID : <u>Tracking</u>	Both V Transaction Date	Not To Exceed Amount	Transactio	Expended	Retained	Outstanding	Held? No	
Depart Agreeme	Agreement Type Contract	Fre Department 751	Agreement ID 17000000008	Closed? : Address ID : <u>Tracking</u>	Both V Transaction Date 05/01/2017	Not To Exceed Amount 0.00	Transaction Encumbered 7,000.00	Expended	Retained 0.00	Outstanding 12,000.00	Held? No No	No
Depart Agreeme Search	ment : mt ID : Clear Agreement Type Contract Contract	Department 751 751	Agreement ID 17000000008 170000000070	Closed? : Address ID : <u>Tracking</u>	Both V Transaction Date 05/01/2017 05/01/2017	Not To Exceed Amount 0 00 0.00	Transaction Encumbered 7.000.00 5.000.00	en To : Expended 0.00 0.00	Retained 0.00 0.00	Outstanding 12.000 00 9.999.00	Held? No No	No No
Depart Agreeme Search Select	ment : mt ID : Clear Agreement Type Contract Contract Contract	Department 751 751 751	Agreement ID 1700000000000 170000000000 170000000002	Closed? : Address ID : <u>Tracking</u>	Both V Transaction Date 05/01/2017 05/01/2017 04/20/2017	Not To Exceed Amount 0 00 0.00 0 00	Transaction Encumbered 7.000 00 5.000 00 0 00	en To : Expended 0.00 0.00 0.00	Retained 0.00 0.00 0.00	Outstanding 12.000 00 9.999.00 15.000 00	Held? No No No No	No No No

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.

Account Information Financial Transactions Bus	iness Opportunities Solicitation	Responses Catalog Management	drant Opportunities Gra	ant Applications
Agreements Scheduled Payments	Checks/EFTs Tax Informat	ion Invoices/Requests		
Header Information	Comments & Attachments	Funding Request Summary		
				Cancel Request Go To Next Step
Header Information				
Grantee Name : Kendall Rodes Grantee Request Num	ber : GFR40000000000000001			
	unt : 1000			
	ate : 05/02/2017			
Payment Address Information				
Address ID : AD002 Find				
Street 1: 201 N Washington Sg				
Street 2 :				
City : Lansing				
State/Province : MI				
Zip Code : 48933-1321				
Country : US				
 Contact Information 				
Contact ID : PC002 Find				
Contact Name : Kelly Parker				
Contact Phone : 1234567890				
Contact Phone Ext. :				
Contact Email :				•
				Cancel Request Go To Next Step

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.

Agreements	Scheduled Payments C	hecks/EFTs Tax Informati	on Invoices/Requests		
Header Informat	on Component Information	Comments & Attachments	Funding Request Summary	6	
dd Line Delete	Line Select All Lines UnSelect A	I Lines Cancel Request Previo	Go To Next Step		
Line No	Description	Information 1	or New Request	Information From Agreement	Comments (Optional)
1 🗹	MAEAP Technical Assistance Non-Match	Period To : 04	101/2017 III 130/2018 III	Grant Start Period : 05/01/2017 Grant End Period : 04/30/2018 Component Amount : \$25,250.00	Testing
		Category : Remaining Amount : \$0		Ref Comp Number: 1	↓

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

Account Information	Financial Transactions Busin	ess Opportunities Solicitation R	tesponses Catalog Management	Grant Opportunities	Grant Applications	
Agreements	Scheduled Payments C	hecks/EFTs Tax Informatio	n Invoices/Requests			
	mation for New Grant Funding Requ	est does not match Amount for same lii	ine in information from Agreement.			
Header Informatio	Component Information	Comments & Attachments	Funding Request Summary			
Attach Files Manage Your Attack The following attachmen	want to include as part of your reque		click the delete button(\mathfrak{F}) next to the it	em you wish to delete		
4 h						
Comments :	0					
					Cancel Request	Previous 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.

Agreements	Scheduled Payments	Checks/EFTs	Tax Information	Invoices/	Reque	sts	
dd files							
uu mee							
this page to a	dd attachments to your requ	est Click 'Browse' to	select a file				
uns page to a			oor a mo.				
e 1:				Browse	Type :	Standard V	
1				Browse	Type : Type :	Standard V	
2:				-			
e 1: 2: 3: 4:				Browse	Type	Standard V	

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.

Header Information	Component Informa	tion Comments	& Attachments	nding Request Summary		
Attach Files Manage Your Attachment	s are currently part of your resp Date User ID	Proprietary Flag		delete button($\widetilde{m{\omega}}$) next to the f	tem you wish to delete.	
Comments : See attache documenta		_				

VSS transitions to Funding Request Summary tab.

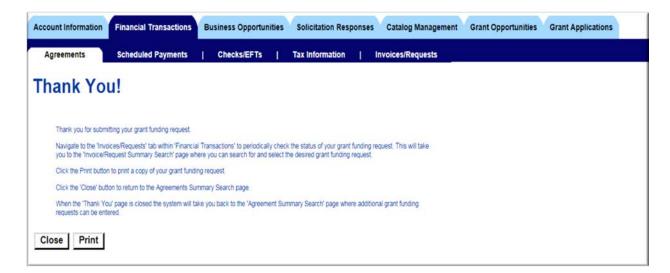
Step 3.37 Review Funding Request Summary information.

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

a start das to for second and	2	Comments	and the second	4						
Header Information	Component Information	IL Comments	& Attachments	4 Funding Rec	uest Summar	y				
* *									Cancel Request	Previous
V Header Informatio										(interesting)
Agreement ID :	Kendall Rodes Grantee request									
otal Request Amount :		est Date : 05/02/2								
otal Request Amount :	1000.00	omments : See atta	ached files for require	d documentation						
Payment Address	s Information									
Street 1 : 201 N W	Vashington Sg									
Street 2 :										
City : Lansing										
tate/Province : MI										
Zip Code : 48933-1	321									
Zip Code : 48933-1 Country : US	321									
Country : US	ion									
Country : US Contact Informati Contact Name : Kel	ion Ily Parker									
Country : US	ion Ily Parker									
Country : US Contact Informati Contact Name : Kell Contact Phone : 123	ion Ily Parker									
Country : US Contact Informati Contact Name : Kell Contact Phone : 123 ontact Phone Ext. :	ion Ily Parker	Quantity	Unit Unit Amoun	Period From	Period To	Amount	Category	Remaining Amount	Comments (Optional)	
Country : US Contact Informati Contact Name : Kell Contact Phone : 123 ontact Phone Ext : Contact Email : Component Line	ion Ily Parker 34567890		Unit Unit Amoun	Period From 05/01/2017	Period To 04/30/2018		Category	Remaining Amount	Comments (Optional) Testing	

VSS transitions to Thank You! page.

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



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.

1 Aug	Home He	Ip Accessible He	Ip Site Map	Privacy Repo	rt Logou	đ							
10	Account In	ormation Financ	ial Transaction	Business O	pportunities	Solicitation F	tesponses Cata	log Management	Grant Opp	ortunities	Grant Applicati	ons	
elcome, Snow	Agreem	ants Sched	uled Payments	Checks	EFTS	Tax Informatio	n Invoice:	s/Requests					
View Frequently Asked Questions	A O D D P	earch - greement Results - eate Invoice/Request - stais - swnload - OF - eference -	To sort agreement To create new invi- To view more deta To download agre To View, Save, or	results, click a colum pices or funding requi its about an agreeme ement results to a .C. Print a PDF version of	in heading ests, select an a int, select an ag SV file, click the of an agreement	reement from the res "Download button. I select an agreement	e 'Create Invoice/Reque its and click the 'Defails and click the 'PDF' but ation for selected invoic	f button.	button.				
	Search for	Agreements									1		
	Agreement T	ype :	~	Agreeme	nt Held? : Bo	th 🗸		Transaction From	5/1/2014				
	Departm	ient :	Find		Closed?: Bo	th 🗸		Transaction To					
•	Agreemer	· · ·		Ad	dress ID :		Find						
\rightarrow	Search	Clear											
	Select	Agreement Type	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
		Purchase Order	171	17000000218		05/02/2017	100,000.00	56,790.00	0.00	0.00	56,790.00	No	No
		Master Agreement	171	17000000007		04/06/2017	1,000,000.00	0.00	0.00	0.00	1,000,000.00	No	No
\rightarrow													
\rightarrow	First	Prev Next	Last										

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.

100	Home Help Accessible Help Site Map Privacy Report Logout								
	Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications								
elcome, Radisson	Agreements Scheduled Payments Checks/EFTs Tax Information Involces/Requests								
View Frequently Asked Questions	Invoice/Request Summary Search								
	Search - To search for invoices and funding requests for your account, enter search orbenia and click the "Search" button. Search Results - To sort results, click a column heading Create Invoice/Repuest - To create new invoices or funding requests, click the "Create Invoice/Repuest" button to navigate to the Agreement Summary Search page. Details - Search for Invoice/Repuest Download - To download creatits to a CSV file, click the "Download" button. PDF - To download results to a CSV file, click the "Download" button. PDF - To download results to a CSV file, click the "Download" button. PDF - To download agreement, scheduled payment and disbursement information for the sealected record, click the Reference button.								
	Invoice/Request Number : Fully Paid? : No V Invoice/Request From : 4/1/2014								
	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.

100 C	Home Help Accessible Help Site Map. Privacy.Report Logout										
E	Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications										
elcome, Radisson	Agreements Scheduled Payments Checks/EFTs Tax Information Involces/Requests										
View Frequently Asked Questions	Invoice/Request Summary Search										
	Search - To search for moleces and funding requests for your account, enter search criteria and click the "Search" button. Search Results - To sort insults, click a column heading. Create InvoiceRequest: - To reate new moleces or funding requests, click the "Create InvoiceRequest 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 the "Details" 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 discursement information for the selected record, click the Reference button.										
	Invoice/Request Number : Fully Paid? : No V Invoice/Request From : 4/1/2014										
\rightarrow	Select Invoice/Request Number Record Date Total Amount Invoice/Request Status Total By Status Transaction ID Scheduled Paid Amount Fully Paid? Image: TPS15783 01/04/2017 \$495.00 Pending Approval \$495.00 INV/SS 171 170000000003 \$0.00 No First Prev Next Last Image: TPS15783 TPS15783 TPS15783 TPS15783 TPS15783 S0.00 No										

VSS displays Referenced Transactions by Invoice/Request page.

Step 3.46 Select Details.

8	Home Help Accessible Help Site Map Privacy.Report Logout Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications	
icome, Radisson	Agreements Scheduled Payments Checks/EFTs Tax Information Invoices/Requests	
View Frequently Asked Questions	Invoice Summary Search PReferenced Transactions by Invoice/Request 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 : IFS15783 Total Amount : \$495.00 Details	
	Agreement ID PO 171 17000000020 01/04/2017 495:00 495:00 0.00 495:00 No No <u>Details</u>	

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.

Home Help Access	ible Mate Cite Man							
	ible neip site map i	Privacy Report Logout						
Account Information	Financial Transactions	Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications						
Agreements S	cheduled Payments	Checks/EFTs Tax Information Involces/Requests						
Agreement	t Informatio	n						
Use this page to gather informat	ion about the agreement selected	1						
- Agreement	ID							
Agreement Type : Purchase	Order							
Agreement ID : PO 171 1700	00000020	Reference EQE						
✓ Vendor/Grantee Information								
Alias/DBA :		Contact : Justin Radisson Contact Phone : 517-481-6649						
Address : 111 Suite	N Grand Ave 777							
	Agreements) S Minimized Summary Se Agreement Use this page to gather informat - Agreement Type : Purchase Agreement Type :	Agreements Scheduled Payments Image: Number of the second fraction of the second	Agreements Scheduled Payments Checks/EFTs Tax Information Imvoice Summary Search Referenced Transactions by Invoice/Request Agreement Information Agreement Information Agreement Information Use his page to gather information about the agreement selected • Agreement ID Agreement ID: Po 171 17000000020 Reference Information • Vendor/Grantee Information Vendor/Grantee Information Maters Code: Addres Address T111 K Grand Are Sur 77					

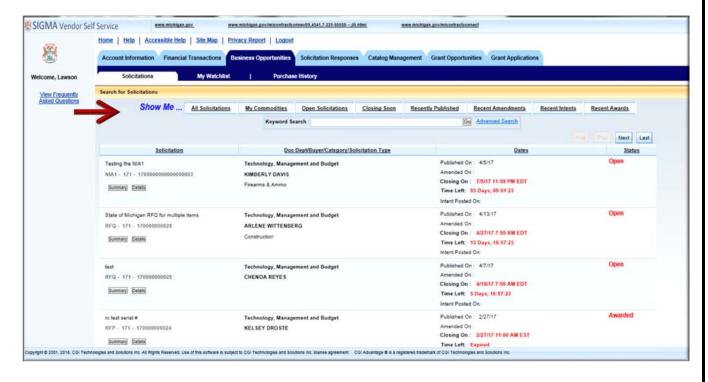
VSS displays a PDF version of the Notice of Award Final.

		l contract document. I the original award.	ft may not	NOTIC	OF MICHIGAN E OF AWARD FINAL		Agreement Number: PO Modification Number: Page: 1	171 1700000000	20	
Vendor:	VS0000501				Buyer	Information:				
Vendor 1	Name: Radisson Hot	el Lansing				Name:				
Alias/DE	BA:			Phone Number:						
Contact:	Justin Radisson					Email:				
Contact	Phone: 517-487-664	6			Issuin	ag Office:				
111 N G	Frand Ave					Name: Dept.	### Procurement Buyer			
Suite 777				Phone Number: 2813308004						
Lansing	, MI 48933-1360					Email: travis	hassig@cgi.com			
Docume	ent Description: TFS	15780								
Modifica	ation Reason:									
Original	Start:									
Revised	Start:									
Original	Amount: \$495.00									
Revised	Amount: \$495.00									
					LINE INFOR	MATION				
COMMO	DITY LINE TYPE	COMMODITY	COMMODITY LINE DESCRIPTION	QTY	UNIT	DISCOUNT%	LINE UNIT AMOUNT	SERVICE START DATE	SERVICE END LINE TOTAL AMOU DATE	
1	Item	97130	Hotel/Motel Accommodations (Incl. Lodges, Resorts, Bed/ Break	5.00000	DAY		99.00		49	

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

Section 4: View Business Opportunities/Solicitations





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.

Adanced Search SIGMA Vendor Self Service www.michigan.govilmiconfractionnect0,4541,7-225-50558-_00.html www.michigan.gov www.michigan.govimicontractconnec Home | Help | Accessible Help | Site Map | Privacy Report | Logout n Financial Trans ctions Business Opportunities Solicitation Respo nses Catalog Management Grant Opportunities Grant Appl Welcome, Lawson My Wa Search for Solicitations View Frequently Asked Questions Show Me ... All Solicitations **Open Solicitations** Closing Soon Recently Published Recent Amendments Recent Awards My Commodities Keyword Search Go Advanced Search Next Last Doc Dept/Buyer/Category/Solicitation Type Status Solicitation Dates Published On : 4/5/17 Open Testing the NIA1 Technology, Management and Budget Amended On NIA1 - 171 - 1700000000000000000 KIMBERLY DAVIS Closing On : 7/5/17 11:59 PM EDT Firearms & Ammo Summary Details Time Left: 83 Days, 09:01:23 Intent Posted On State of Michigan RFQ for multiple items Published On : 4/13/17 Technology, Management and Budget Open Amended On RFQ - 171 - 17000000028 ARLENE WITTENBERG Closing On : 4/27/17 7:55 AM EDT Summary Details Construction Time Left: 13 Days, 16:57:23 Intent Posted Or Published On : 4/7/17 Oper Technology, Management and Budget RFQ - 171 - 17000000025 Amended On CHENOA REYES Closing On : 4/19/17 7:55 AM EDT Summary Details Time Left: 5 Days, 16:57:23 Intent Posted On: Published On : 2/27/12 rc test serial # Technology, Management and Budget Amended On RFP - 171 - 17000000024 KELSEY DROSTE Closing On : 2/27/17 11:00 AM EST Summary Details Time Left: Expired 2016, CGI Technologies and Solutions Inc. All Rights Reserved. Use of this software is subject to CGI Technologies and Solutions Inc. Romae agreement. CGI Advantage & is a registered trademark of CGI T

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.

in remoti se		michigan govimiconfractconnect0,4541,7-225-50558,		eww.michigan.govimicontractico	COLUMN .							
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÷.	Account Information Financial Transactions Bu	siness Opportunities Solicitation Respons	es Catalog Mana	gement Grant Opports	inities Grant Applicatio	ins						
e, Lawson	Solicitations My Watchlist	Purchase History										
View Frequently	Search for Solicitations											
d Questions	Show Me All Solicitations	My Commodities Open Solicitations	Closing Soon	Recently Published	Recently Published Recent Amendments Recent Intents							
		Keyword Search :		Go Close Advanced Search								
		Status : Open			STATE FOR THE STATE STATES							
		Type : Direct Solicitation	~									
					•		Next Last					
	Solicitation	Doc Dept/Buyer/Category/S		Datas								
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	NIA1 - 171 - 17000000000000000000000	KIMBERLY DAVIS		Amended 0								
	Summary Datates	Firearms & Ammo		Closing Or								
				Intent Post	82 Days, 13:37:04							
	State of Michigan RFQ for multiple items	Technology, Management and Budget		Fublished (Open							
	RFQ - 171 - 170000000028	ARLENE WITTENBERG		Amended 0								
	RFG - 171 - 17000000028			Closing Or								
	Summary Details	Construction		Time Left:								
				Intent Post	ed On							
	test	Technology, Management and Budget		Published (Dn: 4/7/17		Open					
	RFQ - 171 - 17000000025	CHENOA REYES		Amended 0								
				Closing Or	: 4/19/17 7:55 AM EDT							
	Summary Details			Time Left:	4 Days, 21:33:04							
				Intent Post	ed On							
				Published (Awarded					

4.1: Respond to Solicitations

Step 4.1.1 Choose the solicitation to which you will respond.

Step 4.1.2 Select Details.

۲	Home Help Accessible Help Site Map Privacy Report Lopout									
<u>e</u>	Account Information Financial Transactions E	usiness Opportunities Solicitation Responses	Catalog Manageme	nt Grant Opportuni	ties Grant Application	8				
come, Lawson	Solicitations My Watchlist	Purchase History								
View Frequently	Search for Solicitations									
Asked Questions	Show Me All Solicitations	My Commodities Open Solicitations	Closing Soon E	Recently Published	Recent Amendments	Recent Intents	Recent Awards			
		Keyword Search :	Keyword Search :			Go Advanced Search				
	Collecteday (Doc Dept/Buyer/Category/St	Visitation Ture		Datas	the second second				
	Solicitation	1000 M Dr. 250 00 00 000 M	sicitation Type	Published C	Dates	<u>Status</u> Open				
	Testing the NIA1 NIA1 - 171 - 1700000000000000000 Summary Details	Technology, Management and Budget KIMBERLY DAVIS Firearms & Ammo		7/5/17 11:59 PM EDT 83 Days, 08:36:55						
	State of Michigan RFG for multiple items RFQ - 171 - 17000000029 jummary [System]	Technology, Management and Budget ARLENE WITTENBERG Construction		Published C Amended C Closing On Time Left: Intent Poste	Open					
	test RFQ - 171 - 17000000025 Bumman): Desail	Technology, Management and Budget CHENOA REYES		Published C Amended O Closing On Time Left: Intent Poste						
	rc test serial # RFP - 171 - 170000000024 journary [Detate]	Technology, Management and Budget KELSEY DROSTE	Amended O	Published On : 2/27/17 Amended On : Closing On : 2/27/17 11:00 AM EST						

VSS displays the Solicitation Response page.

Step 4.1.3 Select **Respond Online**.

Storn termon st	If Service www.michigan.gov. www.mich	Igan.govilmiconfractionnect/0,4541,7-225-50558,00.html	www.michigan.go+imicontractoonnect	
X		Report Lopout ss Opportunities Solicitation Responses Catalog	Management Grant Opportunities Grant Applications	
Welcome, Lawson	Solicitations My Watchlist	Purchase History		
View Frequently Asked Questions	Solicitation: 17000000028 State Issued: 413/17 Last Amended:	of Michigan RFQ for multiple items Current Status:	New Search Open	M Print Friendly Ask Buyer
	Closing Date: 4/27/17 7:55 AM EDT Time Left: 13 Days, 16:31:58	Doo Dept: Technology, Management and Buyer Name: ARLENE WITTENBERG Category: Construction Type: Request for Quotes(RFQ)	Response Opt	
	Buyer Information ARLENE WITTENBERGLwittenberge Run Phone: Fax:	shiamaexi Print So	Additional Dates Bid Opening Date: Award Date: Intent Posted Date: More See Events to	2
	Lots/Lines Attachments Additional Information		mendment History	
	Lot 1: Default			
	Description	Requested	More Information	

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 Sel		eww.michtgan.gov. www.micht essible.Help Site Map Privacy F	gan govilmicontracticonnect/9,4541,7-225-50551	i— <u>,00 Atmi</u> www.michigan.govim	icontractionnect	
8	Account Information			onses Catalog Management Grant	Opportunities Grant Applications	
Welcome, Lawson	Solicitations	My Watchlist	Purchase History			
View Frequently Asked Questions	Respond To Line	es Criteria Response	ttach Your Files	nments Submit		
Assessed To Lines	Respond to Lines	io Response for Solicitation Undo No Re				Copy Save Go To Step 2 Exit
tlach Your Files	Lot 1 of 1 : Default		No Response for Lot Undo No F	Response for Lot		
Discounts / Comments Review / Submit		Description		Your Offer		
	1. Specifications :	BRICKS, CONCRETE	Requested Quantity : Response Type : Unit Price : Delivery Days :	Bid V \$10.00	Comments:	Ĵ
	(i) <u>Additional Spa</u> (ii) <u>Line item Prefe</u>		Alternate Specs Submitted :			
	Lot 1 of 1 : Default	Description		Your Offer		
	2	GENERAL CONSTRUCTION - ARCHITECTURAL	Response Type : Contract Amount :		Comments:	

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 dropdown. (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 Alternative 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.

SIGMA Vendor Se	If Service www.michigan.gov.	www.michigan.gov/imicontractconnect0.4541,7-22	5-56553 — 69 html www.michigan.gov/miconfract	iconnect	
8	Home Help Accessible Help Site Map Account Information Financial Transaction		Responses Catalog Management Grant Oppor	tunities Grant Applications	
Welcome, Lawson	Solicitations My Wat	chlist Purchase History			
View Frequently Asked Questions	Respond To Lines	nse Attach Your Files Discount	ts/Comments		
Respond To Lines Criteria Response	Respond to Lines No Response for Solicitation				Copy Save Go To Step 2 Exit
Attach Your Files	Lot 1 of 1 : Default	No Response for Lot Und	o No Response for Lot		
Discounts / Comments Review / Submit	Description		Your Offer		
	1. BRICKS, CONCRETE	Delivery D	ype: Bid V rice: \$10.00 ays: 13 otal: \$250.000.00	Comments:	0
	Additional Searce Line Item Preference Lot 1 of 1 : Delaut Description		Your Offer		
Comment & 2024 2444 - Con Taxe	2. GENERAL CONSTRUCT ARCHITECTURAL	Contract Ame	unt : 1500.00	Comments:	

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.

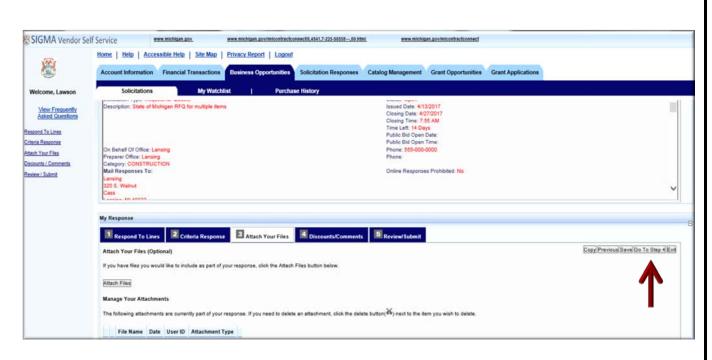
Step 4.1.7 Select Go To Step 3.

Welcome, Lawson	Home Help Accessible Help Site Map Account Information Financial Transaction Solicitations My Wat	Business Opportunities Solicitation Res	ponses Catalog Management	-	
	Solicitations My Wat			Grant Opportunities Grant Applica	tions
		chlist Purchase History			
<u>View Frequently</u> <u>Asked Constitute</u> <u>Ensend To Lines</u> <u>Criteria Response</u> <u>Attach You Files</u> <u>Disconta / Commenta</u> <u>Beview / Submit</u>	Multi Responses To: Lansing 200 S. Walnut Cass Lansing, MI 48933 Attachments Attachment Name: <u>Sample docs</u> Attachment Name: <u>Sample docs</u> Attachment Name: <u>Sample docs</u> Attachment Name: <u>Sample docs</u> My Response	Description: Sample Attachment Description: Sample Attachment 2	Online Respon	ses Prohibited' No	
	Respond To Lines Criteria Respo The Business Type entries displayed below are fi	nse Attach Your Files DiscountaiC			Copy Previous Serve Do. To Step 3 East
	Business Type Business Type Name	Weighting Factor % Dollar Value Cap \$ Inclus	le ?		
	PROF PROFESSIONAL SERVICE				
	There are no evaluation criteria associated wi Criteria Description Response Require	se criteria will be used in the solicitation response ev th this Solicitation. d Mandatory YES Answer Response Type Ex		Response Date Response Number Re	sponse .
	From 0 to 0 Total: 0 First Next Prev Last				Copy Previous Sevel Go To Step 3 Exit

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.

SIGMA Vendor Se	If Service www.michtam.gov. www.michtam.gov/micontractionnect0.4541.7.225-0035100.html www.michtam.gov/micontractionnect	
	Home Help Accessible Help Site Map Privacy Report Logout	
1	Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management Grant Opportunities Grant Applications	
Welcome, Lawson	Solicitations My Watchlist Purchase History	
View Frequently Asked Questions	Other Events	¥
Respond To Lines	My Response	
Criteria Response	I Respond To Lines Criteria Response Attach Your Files Discounts/Comments E Review/Submit	
Attach Your Files Discounts / Comments	1 Respond To Lines Criteria Response Attach Your Files Attach Your Files	Copy Previous Save Go To Step 5 Exit
Beview / Submit	Discounts (Optional)	
	If you would like to offer a discount for early payment, please complete the following optional information.	
	I will offer a 1% discount for payments made within days of Invoice	
	I will offer a % discount for payments made within days of involce	
	I will offer a % discount for payments made within days of Invoice	
	I will offer a % discount for payments made within days of invoice	
	Overall Response Comment (Optional)	
	If you would like to include an overall response commant, please complete the following optional information. If you need more than 1500 characters or have multiple comments, please provide your comments as a file attachment on the 'Attach Your Files' step.	
	~	
	1500 characters left.	
		Copy Previous Save Go To Step 5 Exit

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
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	ervice www.michigan.gov. www.mich	higan govimiconfracticonnect9.4541.7 225-5955500 htmi www.michigan.govimiconfracticonnect
	tome Help Accessible Help Site Map Privacy	(Report Logout
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requently Questions		
	Contact Information ARLENE WITTENBERG	Phone:
163	Email: wittenberga@michigan.gov	rnone. Fax
124	100 B B B	
83	Other Events	
mments.	1: 4/28/2017 2: 4/19/2017	Background Checks Vendor Demonstration
4	3 4/20/2017	Randes
	Respond To Lines Criteria Response	Atlach Your Files Discounts/Comments Review/Submit Cop/Previous Seek Submit
	Response Summary for ESR170000040	
	Response Summary for ESR170000040 Legal Name: Lawson Woodard	Vendor Customer Code: VS0001029
	Legal Name: Lawson Woodard Response Status: Draft	Vendor Customer Code: V50001029 Response Total Attachment Count: 0
	Legal Name: Lawson Woodard Response Status: Draft Response Date: 4/13/2017 Response Time: 5:00 PM	
	Legal Name: Lawson Woodard Response Status: Draft Response Date: 413/2017 Response Time: 5:00 PM Responded by User ID: Lawson01	
	Legal Name: Lawson-Woodard Response Status: Draft Response Date: 4/13/2017 Response Time: 5:00 PM Responded By User ID: Lawson1 First Name: Lewson Last Name: Woodward	
	Legal Name: Lawson Woodard Response Status: Draft Response Distu: 4/13/2017 Response Time: 5:00 PM Responded By User ID: Lawson01 Finit Name: Lawson	
	Legal Name. Lewson-Woodand Response Date. Unit Response Date. 4(13)2017 Response Tute. 500 PM Responded By User ID. Lewson01 First Name: Lewson Last Name: Woodward Email: Hernitozi (Benichigan gov	
	Legal Name Lawson-Woodard Response Status: Draft Response Time: 5:00 PM Response Time: 5:00 PM Responded By User ID: Lawson01 First Name: Lewson Last Name: Woodward Email: HarrisD21@michigan.gov Phone: 517-678-3232 Soliotation Summary Procurement Folder: 14501	
	Legal Name Lawson-Woodard Response Date: Voltaria Response Date: 4132017. Response Date: 500 PM Responded By User ID: Lawson01 First Name: Lawson Last Name: Woodward Email: Norotheraid Email: Norotheraid Email: Norotheraid Email: Norotheraid Phone: 517-073-2322 Boliotation Summary	

VSS displays **Response Submitted Successfully** page.

SIGMA Vendor Se	If Service www.michtgan.gov. www.michtgan.gov/micontractionnect@.4547.7225.6665869.html www.michtgan.gov/micontractionnect
8	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	Solicitations My Watchlist Purchase History
View Frequently Asked Questions	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.

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9	Account Information Fina	incial Transa	ctions Business	Opportunities	Solicitation Responses	Catalog	Management Grant Opp	portunities G	irant Applications			
, Lawson	My Responses											
Frequently Questions	Search For My Responses	Search For My Responses										
(Lauessons)		Chow	Me All Ress									
		SHOW	Me All Ress			Progress	tems Closing Soon	My Awards	My Intents to Award	Recent Closings		
	Keyword Search : Do Advanced Search											
	From 1 to 4 Total: 4											
	Link to Response	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date					
	SR-171-ESR170000038-1	Lewson01	Draft	04/13/2017	REQ-171-17000000028	1 Open	04/27/2017 07:55 AM EDT					
	SR-171-ESR170000039-1	Lawson01	Draft	04/13/2017	RFQ-171-17000000028	1 Open	04/27/2017 07:55 AM EDT					
	SR-171-ESR170000040-1	Lewson01	Accepted	04/13/2017	REQ-171-17000000025	1 Open	04/27/2017 07:55 AM EDT					
	SR-591-ESR170000037-1	Lewson01	Accepted	04/03/2017	RFQ-591-17000000023	1 Closed	04/03/2017 11:55 AM EDT					
	From 1 to 4 Total: 4											

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.

1	Home Help Accessible.					0	200	and the second second			
	Account Information Final	ncial Transa	ctions Business	Opportunities	Solicitation Responses	Catalog	Management Grant Opp	ortunities Gr	rant Applications		
e, Lawson	My Responses										
Frequently	Search For My Responses										
d Questions											
		Show	Me All Ress	ponses My R	ecent Responses In P	rogress I	ems Closing Soon	My Awards	My Intents to Award	Recent Closings	
				Keyword	Search :			Go Adva	enced Search		
	From 1 to 4 Total: 4										_
		Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date				
	SR-171-ESR170000038-1	Lawson01	Draft	04/13/2017	REQ-171-17000000028-1	Open	04/27/2017 07:55 AM EDT				
	SR-171-ESR170000039-1	Lawson01	Draft	04/13/2017	RFQ-171-17000000028-1	Open	04/27/2017 07:55 AM EDT				
-	SR-171-ESR170000040-1	Lewson01	Accepted	04/13/2017	RFQ-171-17000000028-1	Open	04/27/2017 07:55 AM EDT				
	SR-591-ESR170000037-1	Lawson01	Accepted	04/03/2017	RFQ-591-17000000023-1	Closed	04/03/2017 11:55 AM EDT				
	From 1 to 4 Total: 4										

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 S	If Service www.michtgan.gov. www.michtgan.goviimicontracticonnect	9.4541.7-225-6555869.html www.michigan.gov/micontractionnect	
1944	Home Help Accessible Help Site Map Privacy Report Logout		
	Account Information Financial Transactions Business Opportunities Sol	icitation Responses Catalog Management Grant Opportunities Grant Applications	
Welcome, Lawson	My Responses		
View Frequently	My Online Response		
Asked Questions	Time Left: 13 Days, 13:38:05		
Respond To Lines	Solicitation: 17000000028		
Criteria Response Attach Your Files	Solicitation Summary Attachments		
Discounts / Comments			
Review / Submit	Solicitation 17000000028 Procurement Folder: 14501	Solicitation Version Number: 1	^
	Solicitation: 17000000028 Solicitation Type: Request for Quotes	Status: Open	
	Description: State of Michigan RFQ for multiple items	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:	
	On Behalf Of Office: Lansing Preparer Office: Lansing	Phone: 555-000-0000 Phone:	
	Category: CONSTRUCTION		
	Mail Responses To: Lansing	Online Responses Prohibited: No	×
	My Response		-
	Respond To Lines Criteria Response Attach Your Files	Discounts/Comments	
	Respond to Lines		Edit[Copy] Go To Step 2 Exit Withdraw
	Lot 1 of 1 : Default		
	SALE OF A CONTRACT		

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.

SIGMA Vendor Sel	If Service	www.michigan.gov	www.mich	igan.gov/imicontractconn	ect/0,4541,7-225-50558,00.htt	nl www.michig	an.gov/micontractconnect			
(R)	Home Help A	ccessible Help S	ite Map Privacy I	Report Logout						
Ø	Account Informati	on Financial Tran	sactions Busine	ss Opportunities	Solicitation Responses	Catalog Management	Grant Opportunities	Grant Applications		
Welcome, Lawson	Catalo	og Search	Cata	alog Upload		44 				
View Frequently Asked Questions	Catalog Search									
Concu succinity				She	ow Me All Catalo	ogs <u>My Catalogs</u>	\leftarrow			
			Keywo	ord Search :			Go Advanced Search			
	Suppl	ier Part Number	Vendor Name	Alias/DBA	Item Description	Manufacturer	Mfr Part Number	Unit Unit Cost	Imag	•

6.1: Search for Existing Catalogs

Step 6.1.1 Select the Advanced Search link.

Ser.	Home Help Acces	sible Help Site	Map Privacy Rep	ort Logout					
B	Account Information	Financial Transa	actions Business	Opportunities	Solicitation Responses	Catalog Management	Grant Opportunities	Grant Application	15
lcome, Lawson	Catalog Se	arch	Catalo	g Upload					
View Frequently Asked Questions	Catalog Search			Shr	w Me All Catalogs	the Catalogue			
			Keyword		All catalogs	My Catalogs	Go Advanced Search	-	
	And been all the second s	art Number	Vendor Name	Alias/DBA	Item Description	Manufacturer	Mfr Part Number	Unit Unit C	cost Image

VSS displays Advanced Search option fields.

B	Home Help Accessible Help Si Account Information Financial Trans			sponses Catalog Managem	ent Grant Opportunities	Grant Applications	
come, Lawson	Catalog Search	Catalog Upload					
View Frequently	Catalog Search						
Asked Questions			Show Me	All Catalogs My Catalogs			
		Keyword Search : Vendor Name :			Go Close Advanced Se	arch	
		Supplier Part Number :					
		Manufacturer :					
						70	
	Supplier Part Number	Vendor Name Alias/DE	BA Item Des	cription Manufacturer	Mfr Part Number	Unit Unit Cost	Image

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.

SIGMA Vendor Se	elf Service	www.michigan.gov	www.michiga	an.govilmicontractconne	cci0,4541,7-225-50558,00.htm	www.michig	an.govimicontractconnect				
(A)	Home Help	Accessible Help S	ite Map Privacy Re	port Logout							
1	Account Informat	tion Financial Tran	sactions Business	Opportunities S	Solicitation Responses	Catalog Management	Grant Opportunities	Grant App	lications		
Welcome, Lawson	Cata	log Search	Catalo	xg Upload							
View Frequently	Catalog Search						/				
Asked Questions				Sho	w Me All Catalog	as My Catalogs	K				
			Keyword	Search :			Go Advanced Search				
	Sup	plier Part Number	Vendor Name	Alias/DBA	Item Description	Manufacturer	Mfr Part Number	Unit	Unit Cost	Image	e

6.2: Catalog Upload

Step 6.2.1 Select the Catalog Upload sub-tab.

VSS displays the Upload Catalog File Instructions page.

-	Home Help Accessible	e Help Site Map Pri	vacy Report Logout				
X	Account Information Fina	ancial Transactions Bi	usiness Opportunities Solicitation	on Responses Catalog Ma	inagement Grant Opportuni	ties Grant Applications	
Welcome, Lawson	Catalog Search	- (Catalog Upload				
View Frequently Asked Questions	Upload Cata	log File Ins	tructions:				
		Once the Catalog File and encountered during the up needs to be corrected in th Upload file process again. Catalog Administrator and	and then click the Browse button to lo Picture File (Optional) has been local load you will receive one or more men the Catalog or Picture files. Once inform When the Upload file process comple Vendor Contact indicated below. f included, the files must be loaded will	ited, click the Upload Button. If a ssages to alert you to the inform mation is corrected and file is sa etes successfully, an email will the successfully.	any issues are nation that aved, repeat the be sent to the		
		in jpg, jpeg, bmp or gif f Picture File Name as the F	lie extensions and must be in a ZIP file Picture File Name value entered for ea locate and select the Catalog Picture	le format. Each picture must hai ach corresponding record in the	ve the same		
	General Information	in jpg, jpeg, bmp or gif f Picture File Name as the F	lie extensions and must be in a ZIP file Picture File Name value entered for ea	le format. Each picture must hai ach corresponding record in the	ve the same	Upload	
		in jpg, jpg, bmp or gif f Picture File Name as the f Click the Browse button to	lie extensions and must be in a ZIP file Picture File Name value entered for ea	le format. Each picture must ha ach corresponding record in the 2 lip file to be uploaded.	ve the same	Upload	
	General Information	in jpg, jpeg, bmp or gift Picture File Name as the F Click the Browse button to	lie extensions and must be in a ZIP fill Cicture File Name value entered for ea locate and select the Catalog Picture	le format. Each picture must ha ach corresponding record in the 2 bip file to be uploaded.	ve the same	Upload	
	General Information "Catalog Administrator Name : "Catalog Administrator Enail :	in jpg, jpeg, bmp or gift Picture File Name as the F Click the Browse button to	lie extensions and must be in a ZIP fil Pricture File Name value entered for ea locate and select the Catalog Picture Discount Effective From	le format. Each picture must ha ach corresponding record in the Zip file to be uploaded.	ve the same	Upload	
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	General Information "Catalog Administrator Name : "Catalog Administrator Email : "Vendor Contact Name : "Vendor Contact Email : "Vendor Contact Email :	in jpg jpgt, bmö or grif P Picture File Name as the f Click the Browse button to Click the Browse button to Lawson Woodward HarrisD21@michigan	Vie extensions and must be in a ZIP fil Pricture File Name value entered for ea locate and select the Catalog Picture Discount Effective From Discount Effective From Discount Effective To Discount Percentage	le format. Each picture must ha ach corresponding record in the Zip file to be uploaded.	ve the same	Upload	
	General Information "Catalog Administrator Name : "Catalog Administrator Email : "Vendor Contact Name : "Vendor Contact Name :	in jpg jpg, timo or gri / Picture File Name as the F Click the Browse button to Lawson Woodward HarrisD21@michigan. 517-678-3232	Ve extensions and must be in a ZIP fill Pricture File Name value entered for ea Iocate and select the Catalog Picture Discount Effective From Discount Effective To Discount Effective To Discount Percentage g0	le format. Each picture must ha ach corresponding record in the Zip file to be uploaded.	ve the same	Upload	

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.

SIGMA Vendor S	elf Service www.mik	higan.gov www.michiga	n.gov//micontractconnect/0,45	41,7-225-50558,00.htm	www.michig	an.gov/micontractconnect	
AND I	Home Help Accessible	Help Site Map Privacy Re	port Logout				
2	Account Information Fin	ancial Transactions Business	Opportunities Solicit	ation Responses	Catalog Management	Grant Opportunities	6
elcome, Lawson	Catalog Search	Catalog	Upload				
View Frequently Asked Questions		Picture File Name as the Picture F Click the Browse button to locate a					Jplo
	General Information						
	*Catalog Administrator Name :	Lawson Woodward	Discount Effective Fr	om :			
	*Catalog Administrator Email :	larrisD21@michigan.gov	Discount Effective	To :			
	*Vendor Contact Name :	Lawson Woodward	Discount Percenta	age: 0.00%			
		HarrisD21@michigan.go				~	
	Vendor Contact Phone :		Other Informat	ion :			
	"Catalog Name :	Catalog xlsx					
	*Catalog Effective From :						
	*Catalog Effective To :	3/31/2018					
	Catalog Upload Information				/		
	*Catalog File Type : Excel I	File 🗸					
	*Catalog File Name :		E	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.

SIGMA Vendor S	elf Service www.michigan.gov www.m	ichigan.gov//micontractconnect/0,4	4541,7-225-50558,00.html	www.michigan.gov	vimicontractconnect	
SAA .	Home Help Accessible Help Site Map Privac	y Report Logout				
	Account Information Financial Transactions Busin	ness Opportunities Solic	itation Responses Cat	alog Management Gr	ant Opportunities	Grant Applicatio
Welcome, Lawson	Catalog Search Cat	alog Upload				
View Frequently Asked Questions		ture File Name value entered f cate and select the Catalog Pi		d in the Catalog File.	U	bload
	General Information					
	*Catalog Administrator Name : Lawson Woodward	Discount Effective	From :			
	Catalog Administrator Email: larrisD21@michigan.gov	Discount Effectiv	ve To :			
	*Vendor Contact Name : Lawson Woodward	Discount Percer	ntage : 0.00%			
	Vendor Contact Email : HarrisD21@michigan.go	n				
	"Vendor Contact Phone : 517-678-3232	Other Inform	ation :		0	
	"Catalog Name : Catalog xIsx					
	*Catalog Effective From : 4/1/2017					
	*Catalog Effective To: 3/31/2018					
	Catalog Upload Information	/				
	"Catalog File Type : Excel File 🗸					
	*Catalog File Name : C:\My_Data\Catalog.xlsx	1	Browse			
	Picture File Name :		Browse			



SIGMA Vendor Se		Report Logout		nigan.govimicontractconnect	
X	Account Information Financial Transactions Busine	ss Opportunities Solicitation	Responses Catalog Management	Grant Opportunities	Grant Applicati
Welcome, Lawson	Catalog Search Catal	og Upload			
View Frequently Asked Questions		e File Name value entered for each te and select the Catalog Picture ZI	n corresponding record in the Catalog F ip file to be uploaded.		pload
	General Information				
	'Catalog Administrator Name : Lawson Woodward	Discount Effective From :			$\mathbf{\Lambda}$
	*Catalog Administrator Email : larrisD21@michigan.gov	Discount Effective To :			
	"Vendor Contact Name : Lawson Woodward	Discount Percentage : (0.00%		
	'Vendor Contact Email : HarrisD21@michigan.go	Ē.			
	*Vendor Contact Phone : 517-678-3232	Other Information :		0	
	*Catalog Name : Catalog.xlsx			×	
	*Catalog Effective From: 4/1/2017				
	*Catalog Effective To : 3/31/2018				
	Catalog Upload Information				
	*Catalog File Type : Excel File V				
	Catalog File Name : C:\My_Data\Catalog.xlsx	Brows	Se		
	Picture File Name :	Brow	se		

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.

A https://sigma-prodqa	a2 michigan.gov/webap	p/MA2VSS2X1/AltSelfSe	rvice						
SIGMA Vendor Se	If Service	www.michigan.gov	www.michigar	n.gov//micontractcon	nect/0,4541,7-225-50558,00.h	tml www.michig	an.gov/micontractconnect		
®	Home Help A	ccessible Help Site N		port Logout Opportunities	Solicitation Responses	Catalog Management	Grant Opportunities	Grant Ap	oplications
Welcome, Lawson	Catalog	Search	Catalog	Upload					
View Frequently Asked Questions	2: Information : Email r	s notification sent to the spect notification sent to the spect Submit Question				_			
	Catalog Search								
				Sh	ow Me All Cata	logs My Catalogs			
			Keyword	Search :			Go Advanced Search		
	Suppl	ier 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

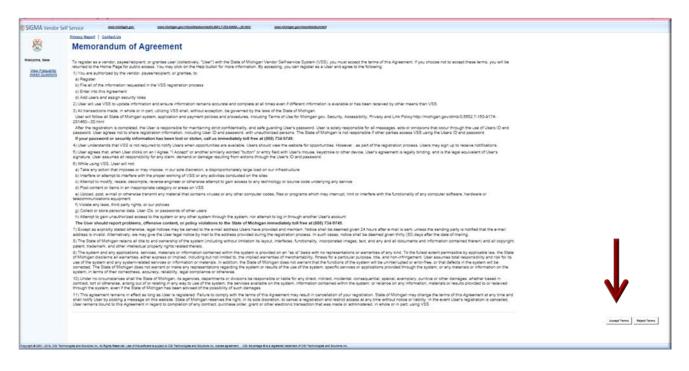
Please note that foreign vendors without a valid U.S. or Canadian address will need to send a completed W-8 form (available on the VSS Home Page) to the SIGMA Help Desk by fax 517-763-0300 or email SIGMA-Vendor@michigan.gov to register with the State of Michigan. If you have any questions, please contact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

Step 7.1 Select Register to create new account.

SIGMA Vendor Sel	f Service www.michigan.gov.	www.michigan.gov/Imicontractopneut/9.4541.7.225.55558	www.michigan.pov/misoritive/connect		
·- Required	more. Click on the Register button to This site is best viewed with Internet	or Self Service (VSS) system allows you, as a payeel/vendor/grantee, begin filling out an electronic application to become a payeel/vendor Explorer 11 and Firefox 3.5 or 3.6. tt the State of Michigan VSS (SOM VSS) Support Center at DMB-Ve	To manage your information, view your financial transactions, view business and grant opportunities and much igrantee. Please disable your pop-up blocker in order to access all parts of the site.	Help	Contact Us Policies
	Announcements		Contacts		
Password Login Login Zassword Reset Case Count to register a new or existing Count to register a Guest Access	03/29/2017 Test UAT Announcement View Al Announcements		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. Click on a form below to either save it to your desktop or open it in Adobe. Click on a form below to either save it to your desktop or open it in Adobe. Click on a form below to either save it to your desktop or open it in Adobe. Click on a form below to either save it to your desktop or open it in Adobe. Click on a form below to either save it to your desktop or open it in Adobe. Click on a form below to either save it to your desktop or open it in Adobe. Click on a form below to either save it to your desktop or open it in Adobe. Click on a form below to either save it to your desktop or open it in Adobe. Click on a form below to either save it to your desktop or open it in Adobe. Click on a form below to either save it to your desktop or open it in Adobe. Click on a form below to either save it to your desktop or open it in Adobe. Click on a form below to either save it to your desktop or open it in Adobe. Click on a form below to either save it to your desktop or open it in Adobe. Click on a form below to either Save for Save Save Save Save Save Save Save Save		

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.



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



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 Se	elf Service	www.michigan.gov	www.michigan.gov/imicontractconnect/0,4541,7-225-50558,00.html	www.michigan.gov/micontractconnect	
®	Searc	i contact.Us	ing Account		Cancel Registration Back
Welcome, New View Frequently Asked Questions	individual beised of COM To see if you ha	n the information you previously provi	This page will help you determine whether or not you have one. You will not be able to or ed. Please select one of the search options below to determine if you already have a ver re identification Number (EIN) on file, first search by TIN.		If be designated as a company or
	In all of	Idual Count	OR		
		idual Search we a vendor code and have a Social Si Last Name Search	curity Number (SSN) on file enter your Last Name and last four digits of your Social Sec AND Last 4 digits of SSN	urity Number.	
	Additional Reso	arces & Information:			Cancel Registration Back
	If there • A notifi	complete each step and move to the are errors: cation message will be displayed at at corract the errors indicated before	next step, the system will check for errors, the top of the page, acceleration of the page.		

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 Si	If Service www.michigan.gov www.michigan.gov/imicontractconnect@4541,2	7-225-5055800.html www.michigan.gov/micontractconnect	
VAAr	Privacy Report Contact Us		
	Search for an Existing Account/Result	ts Not Found East	1
Welcome, New	To activate your account you must have a vendor code. This page will help you determine whether or not you have individual based on the information you previously provided. Please select one of the search options below to det	re 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 emme if you already have a vendor code.	
View Frequently Asked Questions			
	To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN.		
	Taxpayer Identification Number 235421155 OR Legal Business N	lame	
	Search		
	OR	ł	
	✓ Individual Search		
	To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and la	tist four digits of your Social Security Number.	
	Last Name AND Last 4 digi	its of SSN	
	Search		
	No results have been found for your account. Please perform further research or select	the New Registration button to create a new account.	
	Additional Resources & Information:	Cancel Registration Back	

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

SIGMA Vendor Sel	f Service 🖷	ww.michigan.gov	www.michigan.gov/micontractconnect0,4541,7-225-50558,00.html	www.michigan.gov/micontractconnect	
®	My User I	nformation	1		Cancel Registration Back Next
Welcome, New View Erequently Asked Questions	Create your user ID here Ye Administrator role	ou will be assigned the role of	of Primary Account Administrator. Please see the Frequently Asked Questions for	additional details about the Primary Account	
User Information Verify and Submit Registration		formation	\leftarrow		
	"User ID (case sensitive) "First Name "Last Name "Email "Re-enter Email "Phone : "Fax	(User ID should be between	1 and 16 characters in length)		

Step 7.8 Enter your Password information in the Password section.

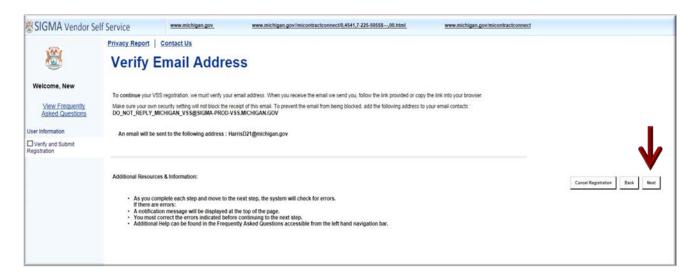
Passwords must be between 8 and 16 characters. Password must contain a number, an upper case letter, a lower case letter and one of the following symbols: @ \$ # %. The password cannot contain the User ID and it cannot contain the word **password**.

SIGMA Vendor Se	If Service www.michigan.gov	www.michigan.govilmicontractconnect0,4541,7-225-50558,00.html	www.michigan.gov/micontractconnect
Welcome, New View Frequently Asked Questions	Privacy Report Contact Us 'Re-enter Email :	Ext :	
User Information			
Verify and Submit Registration	- Password	-	
	*Password (case sensitive) :	(Passwords must be between 8 and 16 characters. It must contain The password cannot contain the User ID and it cannot contain the	a number, an upper case letter, a lower case letter, and one of the following symbols: (2) § # %, word "password")
	'Re-enter Password :		
	'Security Question :	~	_
	"Security Answer (case sensitive):		
	'Re-enter Security Answer :		
	* Indicates a required field Additional Resources & Information: • As you complete each step and move to t	he next step, the system will check for errors.	Cancel Registration Back Next
	If there are errors: • A notification message will be displayed a • You must correct the errors indicated before		

Step 7.9 Select Next to continue.

Verify Email Address is correct.

Step 7.10 Select Next.



Step 7.11 Select "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.

From: DO_NOT_REPLY_MICHIGAN_VSS@SIGMA-PROD-VSS.MICHIGAN.GOV <do_not_reply_michigan_vss@sigma-prod-vss.michigan.gov></do_not_reply_michigan_vss@sigma-prod-vss.michigan.gov>
Sent: Wednesday, June 7, 2017 10:12 AM
To:
Subject: SIGMA PROD VSS: VERIFY YOUR STATE OF MICHIGAN VENDOR SELF SERVICE (SOM VSS) EMAIL ADDRESS.
Brandon Martin:
By clicking the link below, you are verifying the email address that you have created for your State of Michigan Vendor Self Service (SOM VSS) user information. This email address will be used as a primary method of correspondence.
if you cannot click on the link below, you may copy and paste it into your browser.
https://sigma.michigan.gov/webaop/PRDVSS2X1/AltSelfService?EmailToken=06989501472358782341
If you have questions, please contact the State of Michigan VSS (SOM VSS) Support Center at OMB-Vendor@michigan.gov or 1-888-734-9749.

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.

SIGMA Vendo	r Self Service	www.michigan.gov	www.michigan.govilmicontractconnect0,4541,7-225-50558,00.html	www.michigan.govimicontractconnect	Halp Contact
X	Login To continue regist User ID Password	tration, enter your User ID and	d Password.		Help Contact U

VSS transitions to the VSS New Account screen.

7.2: Foreign Vendor - Complete New Vendor Account Information

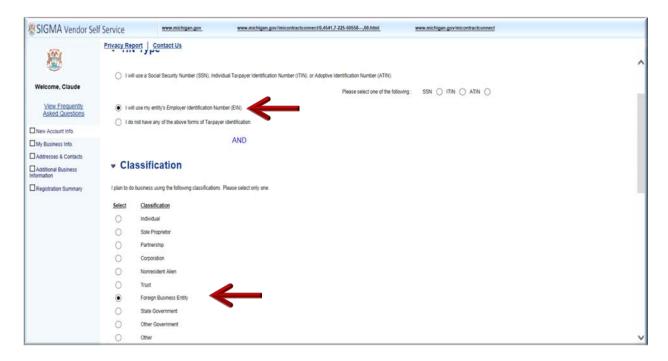
The Add Business Location – New Account Registration section is used to enter your Tax Identification Number (TIN), Employer Identification Number (EIN) Type and Business Classification information.

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.



Step 7.2.3 Select Next to continue.

SIGMA Vendor Se				
	Privacy Report Contact		n a definition of the classifications.	
Welcome, Claude			AND	
View Frequently Asked Questions	- Healthcare	Provider		
New Account Info.				
My Business Info.	Are you a Healtcare Provider t	hat receives payments fr	mus?	
Addresses & Contacts	○ Yes ● No			
Additional Business				
Registration Summary			OR	_
	Question			
	If you need assistance select t	the Submit Question butto	n to send us your questions	
				Save and Close Cancel Registration Next

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.

•	Self Service www.michigan.gov www.michigan.gov/micontractconnect0,4541,7-225-5655800.html www.michigan.gov/micontractconnect	
®	Privacy Report Contact Us	,
Welcome, Claude	Location Verification	
View Frequently Asked Questions	This section will be used to establish a verification code that other locations within your company will be required to use when replacing a new location for your company. Werify My Locations by: Create My Own The balance fields are required only if you selections are My Own above.	
New Account Info.	Vendor Verification Based on : PASSWORD	
My Business Info.	Vendor Verification Password :	
Addresses & Contacts	Confirm Verification Password :	
Registration Summary		
	*Organization Type : Change Foreign Tax ID : 235421157	
	* A Charge Is the first will remove all data previously entered. * Classification: Foreign Business Entity ♥ Location Name : National Provider ID:	
	Location Web Address : Assigning Authority : CAGE Code :	
	Annual lincome : GIN:	

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 S	elf Service www.michigan.gov	www.michigan.govlimicontractconnect0,4541,7-225-50558,00.html	www.michigan.govimicontractconnect
®	Privacy Report Contact Us	Poard Acceptance Level :	Y
Welcome, Claude <u>View Frequently</u> <u>Asked Questions</u> My Rusiness Info	✓ Legal Name Informa "Legal Name on ₩.9 : Claude Beauvier		Name on Check :
Addresses a Contacto Addresses Information Registration Summary	togg TIN Information Create Taxpayer ID Number : Re-enter Taxpayer ID Number :	Texpayer ID Number : [235421157 Taxpayer ID Number Type : EIN 1099 Reportable : No]
	✓ Legal (1099) Addres Street 1: 608 Eagles Landing 'Cay: Belleville 'Statu Province: Ontario 'Zip Postal Code: K&NSW6		

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 S	elf Service www.michigan.gov www.michigan.govimicontractconnect0.4541,7-225-50558,00.html www.michigan.govimicontract	connect
Welcome, Claude	Privacy Report Contact Us • 1099 TIN Information Create Taxpayer ID Number : Taxpayer ID Number : Taxpayer ID Number : Taxpayer ID Number :	,
Asked Questions	Re-enter Taxpayer ID Number : 1099 Reportable : No	
My Business Info. Addresses & Contacts Additional Business Information	✓ Legal (1099) Address Information	
Registration Summary	*Street 1: 608 Eagles Landing 'Cay : Belleville *State Province : Ontario	
	✓ EFT Information ABA Number: 011000138 Find Account Number: 1222333449902 BANK OF AMERICA. N.A Routing ID Number: Account Type: Checking ✓	

Step 7.2.8 Select **Next** to continue.

SIGMA Vendor Se	elf Service www.mishiaan.aov.	www.michigan.gov/micontractonnest/0.4541.7-325-5855860.html	www.michigan.gov/micontractconnect	
Ø	Privacy Report Contact Us *Statel Province Michigan	- v		
(2)	*Zo/Fostal Code : 48922			
Welcome, Lawson				
View Frequently Asked Questions				
New Account Info.				
My Business Info	ABA Number: 011000138	Account Number: 4444555577777		
Addresses & Contacts	BANK OF AMERICA, N.A.	Routing ID Number		
Additional Business ormation	Account Type : Checking 🌱			
Registration Summary				
	 Discount Information 			
	If appropriate, please enter any Discount Terms you	offer for prompt payment of involces.		
	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 	tion		-
	Officer Name 1 :	Officer Compensation 1 :		
	Officer Name 2	Officer Compensation 2:		
	Officer Name 3 :	Officer Compensation 3 :		
	Officer Name 4	Officer Compensation 4 :		V
	Officer Name 5	Officer Compensation 5		
	1.		laws and Class Cancel Registration files	
			Text and Create Called Trajetterian Text	<u> </u>

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.

-	Privacy Report Contact Us			
X	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			
elcome, Claude <u>View Frequently</u> <u>Asked Questions</u> w Account Info y Business Info.	San 2 Mi Builana Information	e and Clove Cancel Resolution	1 1	pu
dresses & Contacts dison diverses alson gatistion Summary	Location Verification The sector set leader settleder as settleder as the leader set leader and leader registering a new location by parameters of parameters of the sequence to the set leader and lea			

Step 7.2.9 Select (check mark) the **Bypass Address Validation** option.

Step 7.2.10 Select **Next** to continue.

SIGMA Vendor Se	elf Service www.michigan.gov.	www.michigan.gov/imicontractsonnect0,4541,7-225-5055800.html	www.michigan.gov/micontractconnect
1	Privacy Report Contact Us	ation	
Welcome, Claude			
View Frequently Asked Questions	"Legal Name on W-9 : Claude Beauvier	II Business Name (Alias/DBA) : Claude Beauvier II Printin	Name on Check
New Account Info.	 1099 TIN Information 		
My Business Info.	• 1055 multionation		
Addresses & Contacts Additional Business	Create Taxpayer ID Number :	Taxpayer ID Number : 235421157	
Registration Summary	Re-enter Taxpayer ID Number :	Taxpayer ID Number Type : EIN 1099 Reportable : No	
2	Legal (1099) Addres	s Information	
2	Original Address		
2	Original Address Di Bypass Address Validation *Street 1: [608 Eagles Landing		
3	Original Address		
3	Original Address D Bypass Address Validation *Street 1: 608 Eagles Landing *City : Belleville	9	
3	Original Address Ø Bypass Address Valdation *Street 1: [608 Eagles Landing *City: [Belleville *State Province: Ontario *ZipiPostal Code: [K8NSW6	9	
3	Original Address Di Bypass Address Valdation *Storet 1: [608 Eagles Landing *City: [Belleville *State Province: Ontario *Zie/Postal Code: K8NSW6 ► EFT Information		
3	Original Address Ø Bypass Address Valdation *Stevet 1: 608 Eagles Landing *City: Belleville *State Province: Ontario *ZipiPostal Code: K8NSW6 ▼ EFT Information	9	

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 S	elf Service	www.michigan.gov	www.michigan.govimicontractconnect/0,4541,7-225-50558,00.html	www.michigan.gov/micontractconnect	1
		, rmation nswers you provided on pre		[Save and Close Canoel Registration Back Next
Welcome, Claude	pages regardin W-8 Form Type		In Vendor status, additional information is required to capture your o	complete vendor status for certification.	
New Account Info.	▼ W-8 F	orm Information	\leftarrow		
My Business Info.					
Addresses & Contacts	"1 Name of indiv	vidual or organization that is the t	eneficial owner		
Additional Business Information	*2 Country of ci	tizenship			
Carreyotaturi duinney	"3 Permanent re Do not use a P.C	esidence address (street, apt. or s) box or in-care-of-address.	uite no., or rural route).		
	*City or town, st	tate or province. Include postal co	ide where appropriate.		
	*Country				
	4 Mailing addre	ss (if different from above)			
	City or town, sta	ate or province. Include postal co	de where appropriate.		
	Country				
	*5 U.S. taxpayer	r identification number (required -	see IR\$ W-88EN instructions)		~

SIGMA Vendor S	elf Service	www.michigan.gov	www.michigan.gov/imicontractconnect0,4541,7-225-50558,00.html	www.michigan.gov/micontractconnect	
8	Privacy Report W-8 Form Infor	mation		Save and Close Cancel Registration Back Next	,
Welcome, Claude View Frequently Asked Questions			vious n Vendor status, additional information is required to capture your co Change	omplete vendor status for certification.	
New Account Info.	▼ W-8 F	orm Information			
My Business Info Addresses & Contacts Addresses & Contacts Information Registration Summary	Claude Bea 2 Country of cit Canada 3 Permanent re Do not use a P O 608 Eagles City or town, st Belleville *Country	izenship sidence address (street, apt. or si box or in-care-of-address.	uite no., or rural route).		
	City or town, sta	s (if different from above) te or province. Include postal cor			

The remaining fields are optional.

Step 7.2.12 Select Next to continue.

SIGMA Vendor Se	If Service www.michigan.gov/micontractionnect0.45417-225.5055800.html www.michigan.gov/micontractionnect	
8	Privacy Report Contact Un Country	
Welcome, Claude	3U.5. taxpayer identification number (required - see IRS W-BEN instructions) 235421157	
View Frequently Asked Questions	6 Foreign tax identifying number (see IR3 W-BER instructions)	
New Account info.	7 Reference number(s) (see IRS W-BEEN instructions)	
Ny Business Info. J Addresses & Contacts	3 I cently that the beneficial owner is a resident of the specified location within the meaning of the income tax threaty between the United States and that country	
) Additional Business formation) Registration Summary	10 Name of Anticle for thruly Spatial mass and conditions (see IPS W-48EN instructions)	
	Specify type of income Specify rates and sondtons (see IRS W-88EN 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)	
	1. Case of birth (MM-20-YYYY)	
	Cute (MALOC YYYY)	
	Foreastage N znik Special mass and candidors (see IRS 3448EN instructions)	V
		Investant Dives Conver Pegebration Rais Auch

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 Sel	f Service	www.michigan.pov	www.michigan.gov/inicontractoonnect9.4541.7-225-50558001	ttel. www.michigan.gov/microntacticonnect	
8		Location - Address Informat			Term and Cours Converting/Chatter Back Inst.
Weicome, Claude	Page erter the to Payment, and Billin	lowing information about your Admi g addresses	istanie, Urderny,		
View Frequently Asked Questions		Address Inform	ation		
New Account Info. Ny Business Info Addresses & Contacts Addresses Kontacts Information	City	608 Exgles Landing Belleville ON KBNSING			
Registration Summary		ss Questions			
	Should your legal	address listed above be used for a	ty offer type of address (Administrative, Ordering, Payment or Billing)?	● ^{No} ○ ^{Yes}	
	la your address in	formation the same for Administra	tive, Ordering, Payment, and Billing addresses?	O № ® Yes	
	Do you have the	same contact for all address types (Administrative, Ordering, Payment, or Billing 1	O ™ ⊛ ^{Yes}	V
					tere and Disor Consel Registration East Kerd

VSS transitions to the Addresses & Contacts page (Step 3 of Registration process).

Step 7.2.16 Enter Address Information in the required fields.

SIGMA Vendor Si	elf Service www.nichigan.or	gov www.michigan.gov/imicontractormect0.4541.7.225.5053800.html	www.michigan.gov/miconfractionnest
-	Privacy Report Contact Us		
1	Step 3: Addresses and Contacts		Anov and Disas Connar Regulation Easis Vani
Welcome, Claude	contact combination for each type,	ted on the previous page, additional information is required about your addr e, enter all the required fields below related to your Administrative, Ordering ddress type, you may go back to the previous page and change the answers	ess and contact details for each of your different address Styles. If you wish to enter the same address and p. Payment, and Billing address and select the Next button. Please note that Billing address information is optional. If you do have separate address and so you can provide different address and contact information.
View Frequently Asked Questions	🗹 'Administrative		
New Account Info	🕢 *Ordering		
My Business Info.			
Addresses & Contacts	Payment		
Additional Business Information	Billing "Entering a Billing Address	tess is optional. Please uncheck this box prior to clicking Next' if you would prefer to enter	a Billing Address at a later time
Repistation Summary		•	
	 Address Information 	ation	
	*Street 1: 608 Eagle	les Landing	
	Street Address	iss, P.O. Box, Company Name, etc.	
	Street 2		
		iss. P.O. Box, Company Name, etc.	
	'Cay Belleville	8	
	State Province : Ontario	v	
	ZipiPostal Code KBNSW6	5	
	Country: Canada	~	
	County	~	
	Phone 575-901-		
	Additional Address Info	~	

Step 7.2.17 Enter Contact Information for Principal Contact and Phone Number. Email and Correspondence Type information is optional.

-	Privacy Report Contact	Us				
B			Y			
	Division/Department :					
Welcome, Claude	DUNS :					
View Frequently Asked Questions	Extended DUNS :					
New Account Info.	CAGE Code :					
Ny Business Info.						
Addresses & Contacts						
Additional Business Information	- Contact Info	ormation				
Registration Summary	For the address type shown at	ove, please enter a contact person.				
	Principal Contact	Claude Beauvier II	Fax:			
	TitleRole		Fas Estension :			
	Permissions		Alternate Fax :			
	Authorized Representative	D	Alternate Fax Extension			
	Phone	575-901-1725	Enal	larrisD21@michigan gov		
	Phone Extension		Correspondence Type :	Email 🗸		
	Alternate Phone]			
	Alternate Phone Extension					
	English Spoken	2				
						Ame and Cours Canoe Republic Rais Send
						and the cost costs regeneration and set

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.

125	Privacy Report Contact Us	
	Step 4: Additional Business Information	Save and Close Cancel Registration Back Next
Welcome, Claude	Attachments	
View Frequently Asked Questions	Click the "Add" button to add supporting documents and files to your vendor account. This information is optional.	
New Account Info.	Add	
Addresses & Contacts	File Name Date User ID Attachment Type Description	
Registration Summary		
	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	

Step 7.2.17 Select the Add to add Business Type to your vendor record.

SIGMA Vendor Se	Privacy Report Contact Us	
8	Fest Provi Noxt Last	,
Welcome, Claude View Frequently Asked Questions	Commodities Select the commodity codesicilasses that describe goods and services that your organization provides. Click the "Add" button to identity the approxime commodifies for your organization. This information is optional.	
M New Account Info. My Business Info. Addresses & Contacts	Add	
Additional Business Information	Commodity/Service Code Commodity Description 99041 Fingerprinting Services Delete	
	Business Types Click the 'Add' button to identify the appropriate business types for your organization. This information is optional.	
	Add Second State Second State	

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 Se	If Service www.michigan.gov www.michigan.gov/micontractonnett9.65417-225-5855800.html www.michigan.gov/micontractonnect	
8	Privace Report Contact Us Choose	help & advice
Welcome, Claude View Frequently Asked Questions	Select one or more Business Types to associate to your organization by clicking the checkbox next to the commodifies 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 Entert/Update page where additional information can be entered for the selected cusiness types. Click the "Cancel" button to cancel your changes and return to the Business Types page.	
	Brown Char Business Type:	
	Business Type	
	RETAILER	
	SERVICE DISABLED VETERAN OWNED	
	SMALL BUSINESS < 500 Employees	
	SERVICEMAINTENAINCE	
	VOLUNTEER	
	VETERAN OWNED	
	WHITE/CAUCASIAN OWNED	
	WHOLESALER	
	SHELTERED WORKSHOP	
	First Base Mark Last OK Cancel	

VSS adds Business Type to your Vendor Record.

Step 7.2.21 Select Add to Add Service Area.

8	Add	
Welcome, Claude View Frequently Asked Questions	Business Type ID Certification Number Certification Start Date Certification End Date Minority Type PROFESSIONAL SERVICE Image: Certification Start Date Image: Certification Start Date Image: Certification Start Date Image: Certification Start Date Minority Type	Delete
New Account Info.		
My Business Info.		
Addresses & Contacts		
Additional Business formation	Service Areas	
Registration Summary	Click the "Add" button to identify the appropriate service area zone for your organization. This information is optional.	
	Service Area Code Service Area Zone	
	First Prov. 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.

10000	Privacy Report Contact Us		
B	Choose		
Welcome, Claude	service area zone, enter in a vali	a zones to associate to your organization by clicking the checkbox next id service area zone in the Service Area Zone search field and click the Cancel" button to cancel your changes and return to the Service Areas p	"Browse" button. Once your service area zones have been selected,
	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	V	
	Benzie County	•	
	First Prev Next Last	OK Cancel	

VSS adds Service Area to your vendor record.

Step 7.2.25 Select Next to continue.

YAAT	Privacy Report Contact Us	
B	Add	
Velcome, Claude	Business Type ID Certification Number Certification Start Date Certification End Date Minority Type	
View Frequently Asked Questions	PROFESSIONAL SERVICE	Delete
lew Account Info.		
Business Info.		
dtional Business		
ation gistration Summary	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	-
		1

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 S	elf Service	www.michigan.gov	www.michigan.govi/micontractconnect/0,4541,7-225-50558,00.html	www.michigan.gov/micontractconnect
8	Privacy Report			Save and Close Cancel Registration Back Submit Registration Print This Page
Welcome, Claude		below is based on the informa changes are needed, please se	tion lect the Update Information link. This will navigate you back to the	
View Frequently Asked Questions	▼ Locati	on Verification		•
My Business Info.		Locations by : Create My Own on Based on : PASSWORD		
Additional Business				Update Information
Registration Summary				
	👻 Organ	ization Informatio	n	
		ddress : loyees :	Foreign Tax ID : 235421157 National Provider ID : Assigning Authority : CAGE Code : GBI : W4 From : W-8EEN	
	Healthcare Pr	ovider : No	DUNS : Extended DUNS : internet Catalog : Preferred Ordering Method : Pcard Acceptance Level :	Update Information
	<			>

Review W-8 Form information you have provided.

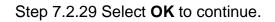
SIGMA Vendor S	elf Service www.michigan.gov www.michigan.gov/micontractoonect0.4541,7-225-5055800.html www.michigan.gov/micontractoonect				
	Privacy Report Contact Us				
B	→ W-8 Form				
Welcome, Claude	1 Name of individual or organization that is the beneficial owner Claude Beauvier II				
View Frequently	2 Country of citizenship Canada				
Asked Questions	3 Permanent residence address (street, apt. or suite no., or nural route). Do not use a P.O. bor or in-care-di-address. 606 Eaget: Landing				
My Business Info	City or town, state or province. Include postal code where appropriate. Believille				
Addresses & Contacts	Country Canada				
Additional Business	4 Mailing address (if different from above)				
	City or town, state or province. Include postal code where appropriate.				
Registration Summary	Country				
	5 U.S. taxpayer identification number (required - see IRS W-88EN instructions) 235421157				
	6 Foreign tax identifying number (see IRS W-88EN instructions)				
	7 Reference number(s) (see IRS W-38EN 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-88EN instructions)				
	Specify type of income Special rates and conditions (see IRS W-88EN 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-SBEN instructions).	`			

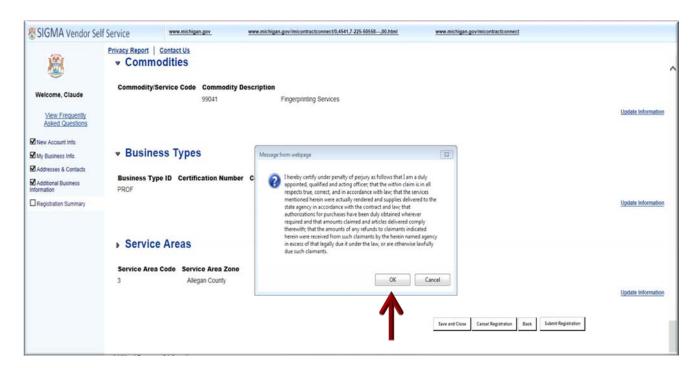
Step 7.2.27 Select **Submit Registration** to submit your vendor registration.

SIGMA Vendor Se	If Service www.michigan.gov www.michigan.gov/imicontractconnect0.4541,7-225.5055800.html www.michigan.gov/imicontractconnect	
Welcome, Claude	Privacy Report Contact Us Commodities Commodity/Service Code 29041 Fingerprinting Services	Update Information
New Account Info. My Business Info. Addresses & Contacts	■ Business Types Business Type ID Certification Number Certification Start Date Certification End Date Minority Type	
Additional Business Information	PROF 07/02/2017	Update Information
	Service Areas Service Area Zone Allegan County	Update Information
	Additional Resources & Information:	Apprent, smoot republik

VSS displays W-8 Perjury Statement popup.

Step 7.2.28 Review the W-8 Perjury Statement popup.

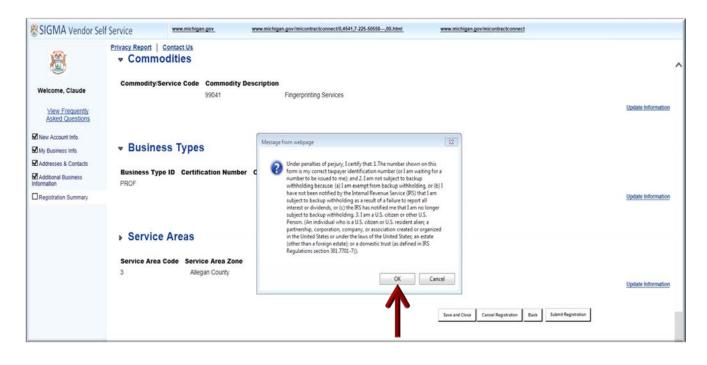




VSS displays W-9 Perjury Statement popup.

Step 7.2.30 Review the W-9 Perjury Statement popup.

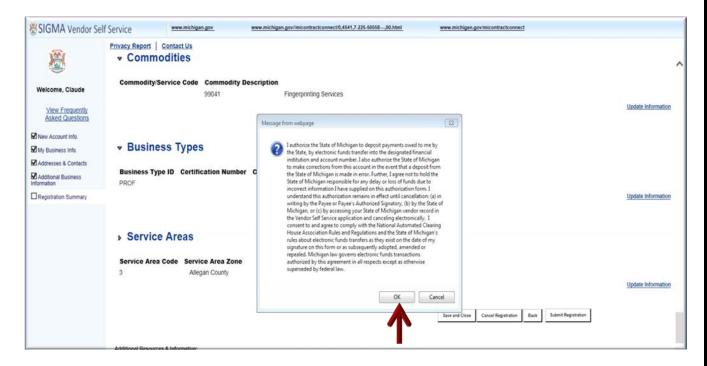
Step 7.2.31 Select **OK** to continue.



VSS displays EFT Perjury Statement popup.

Step 7.2.32 Review EFT Perjury Statement popup.

Step 7.2.33 Select **OK** to continue.



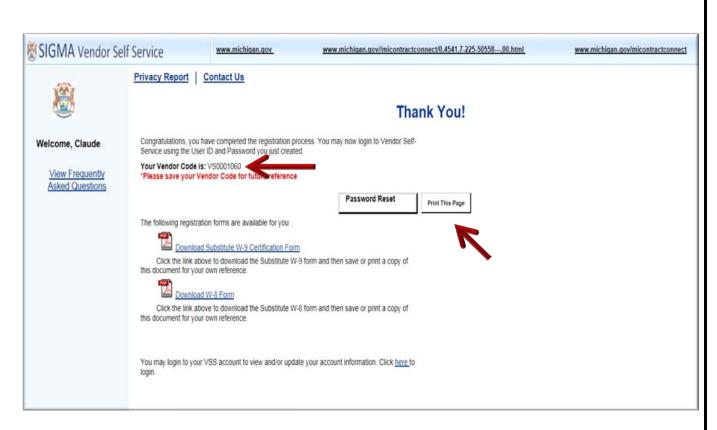
The VSS Thank You! page appears.

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.



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 Se	If Service www.michigan.gov.	www.mishigan.gov/micontractionnect%.4541,7-225-5055838.html	www.mishigan.gov/miconfractionmed			
X	Welcome to State of Michigan SIGMA Vendor Self Service (VSS) The State of Michigan SIGMA Vendor Self Service (VSS) system allows you, as a payselvendorigrantee, 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 payselvendorigrantee. 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 Fredox 3.5 or 3.6.					
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	Announcements		Contacts			
Password Login Isstword Reset ick the Register then to register a wor existing count. Register Guest Access	03292017 Test UAT Announcement Very All Announcements		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. Click on a form below to either save it to your desktop or open it in Adobe. Som VSS Vandor Registration User Guide Som VSS Vandor Existing Account Activation User Guide Cont 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.in.gov/publics.pdf.FindBan.pdf Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding and Reporting (Entities)			
			 Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding (Form W-88EN) https://www.irs.gov/pub/firs-pdf/s/dben.pdf 			

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.