

# **\*\*CONTRACTOR ANNOUNCEMENT\*\***

## **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 [Construction Prequalified Contractors](#) List. The prequalification classifications included in the PMC program, and the corresponding Commodity Codes are:

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

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.)

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## Key Information

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

## Section 1: Register New Vendor Account

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

SIGMA Vendor Self Service

www.michigan.gov

www.michigan.gov/miscontractconnect@454173253055--00.html

www.michigan.gov/miscontractconnect

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

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

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

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

**Announcements**

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

**Contacts**

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

[Agency Contacts](#)

**Forms and Reference Documents**

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

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

Forms used by Foreign payees:

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

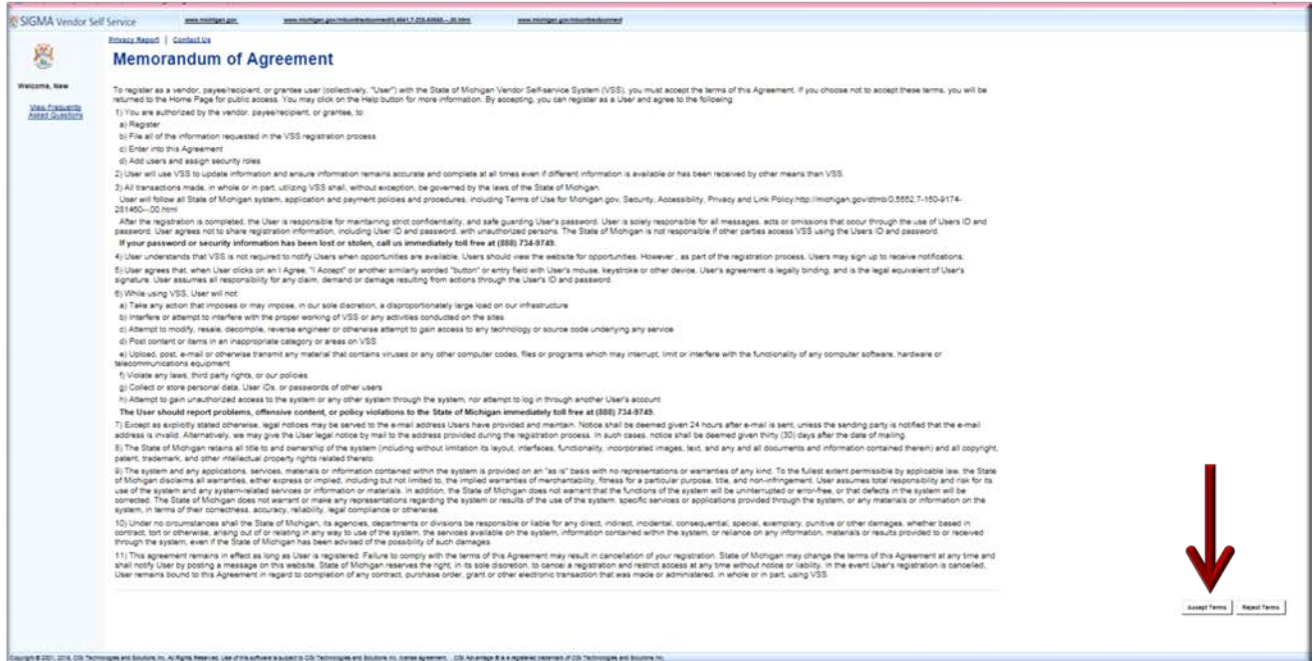
Click the Register button to register a new or existing account.

**Register**

Guest Access

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

Privacy Report | Contact Us

## Search for an Existing Account

Cancel Registration | Back

Welcome, New


[View Frequently Asked Questions](#)

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

▼ Company Search

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

Taxpayer Identification Number  OR Legal Business Name



OR

▼ Individual Search

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

Last Name  AND Last 4 digits of SSN

Cancel Registration | Back

Additional Resources & Information:

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

If no results are found, continue on to Step 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.

The screenshot shows the 'Search for an Existing Account/Results Not Found' page. It includes a sidebar with 'Welcome, New' and 'View Frequently Asked Questions'. The main content area has two search sections: 'Company Search' and 'Individual Search'. The 'Company Search' section has input fields for 'Taxpayer Identification Number' (with '235421155' entered) and 'Legal Business Name', with a 'Search' button. The 'Individual Search' section has input fields for 'Last Name' and 'Last 4 digits of SSN', with a 'Search' button. Below the search sections, a message states 'No results have been found for your account. Please perform further research or select the New Registration button to create a new account.' A red arrow points to the 'New Registration' button. There are also 'Cancel Registration' and 'Back' buttons at the top right and bottom right of the main content area.

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

The screenshot shows the 'My User Information' page. It includes a sidebar with 'Welcome, New' and 'View Frequently Asked Questions'. The main content area has a 'General Information' section, which is expanded and highlighted with a red arrow. This section contains several required fields marked with an asterisk: '\*User ID (case sensitive)', '\*First Name', '\*Last Name', '\*Email', '\*Re-enter Email', '\*Phone', and '\*Fax'. There are also 'Cancel Registration', 'Back', and 'Next' buttons at the top right of the main content area.

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

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

Step 1.9 Select **Next** to continue.

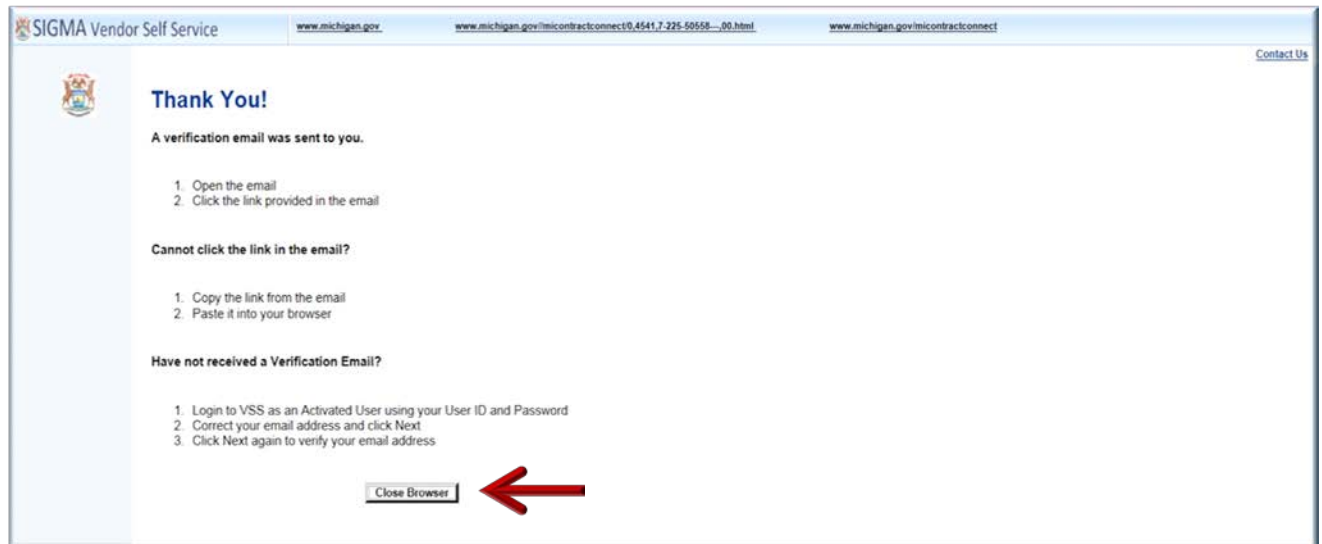
The screenshot shows the 'Password' section of the registration process. A red arrow points to the 'Password' section header. Below it are input fields for 'Password (case sensitive)', 'Re-enter Password', 'Security Question' (a dropdown menu), 'Security Answer (case sensitive)', and 'Re-enter Security Answer'. A note specifies that passwords must be 8-16 characters and contain a number, upper and lower case letter, and a symbol, but cannot contain the user ID or the word 'password'. At the bottom right, there are 'Cancel Registration', 'Back', and 'Next' buttons. A red arrow points down to the 'Next' button.

Verify Email Address is correct.

Step 1.10 Select **Next**.

The screenshot shows the 'Verify Email Address' step. It includes instructions to verify the email address and provides the email address: HarrisD21@michigan.gov. At the bottom right, there are 'Cancel Registration', 'Back', and 'Next' buttons. A red arrow points down to the 'Next' button.

## Step 1.11 Select **Close Browser**.



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

## 1.1: Verify Your Personal Email Address

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

Step 1.1.1 Access your email account entered in Step 1.7.

Step 1.1.2 Select the link to access VSS.



VSS transitions to the SIGMA Vendor Self Service Login Screen.

Step 1.1.3 Enter your User ID and Password.

Step 1.1.4 Select **Login**.



VSS transitions to the VSS New Account screen.

## 1.2: Complete New Vendor Account Information

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

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

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

Step 1.2.2 Select the appropriate Classification Type.

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

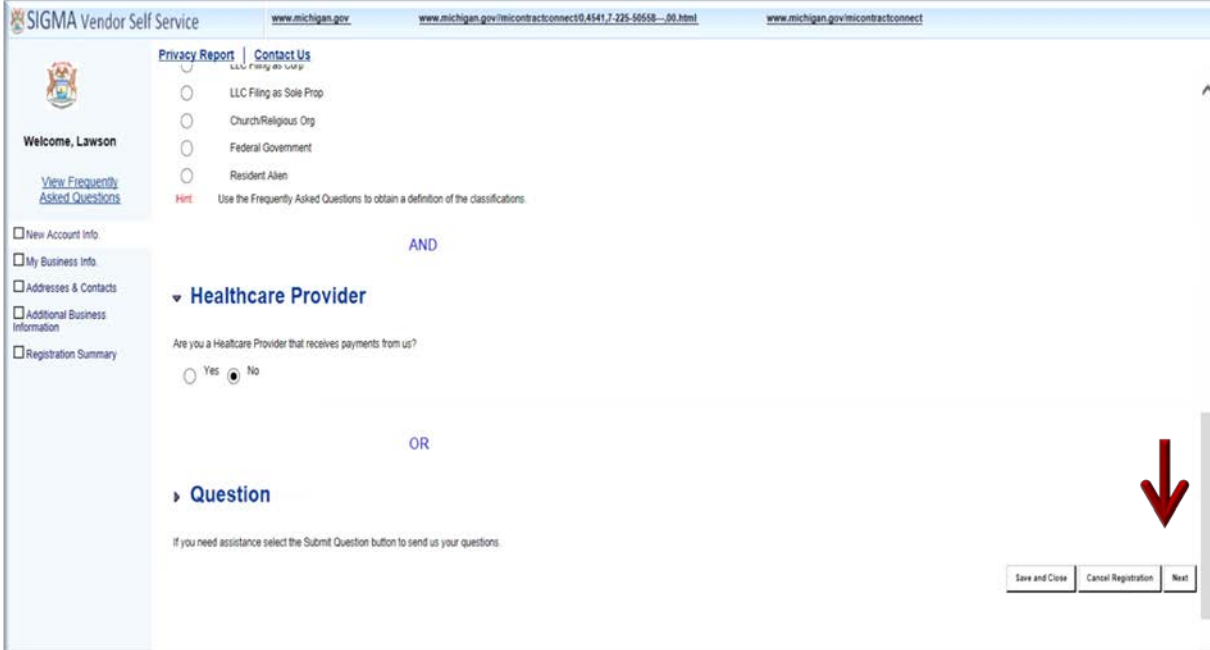
The screenshot shows the 'SIGMA Vendor Self Service' interface. The main heading is 'Add Business Location - New Account Registration'. Below the heading, there is a prompt: 'Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.' The 'TIN Type' section is expanded, showing three radio button options: 'I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN)', 'I will use my entity's Employer Identification Number (EIN)', and 'I do not have any of the above forms of Taxpayer Identification'. Below these options, there is a text input field for 'Please select one of the following: SSN ITIN ATIN'. The 'Classification' section is also expanded, showing a table with radio button options for 'Individual', 'Sole Proprietor', 'Partnership', 'Corporation', and 'Nonresident Alien'. A sidebar on the left contains navigation links and a 'Welcome, Lawson' message. The top of the page includes the Michigan state logo and several URLs.

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

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

Step 1.2.4 Select **Next** to continue.

VSS continues to the My Business Information section.



The screenshot shows the SIGMA Vendor Self Service interface. The top navigation bar includes the SIGMA logo, the text "SIGMA Vendor Self Service", and three website URLs: "www.michigan.gov", "www.michigan.gov/miccontractconnect0.4541.7-225-5558--00.html", and "www.michigan.gov/miccontractconnect". Below the navigation bar, there are links for "Privacy Report" and "Contact Us". The main content area is titled "Welcome, Lawson" and includes a "View Frequently Asked Questions" link. On the left side, there is a sidebar with a list of menu items: "New Account Info", "My Business Info", "Addresses & Contacts", "Additional Business Information", and "Registration Summary". The main content area displays a "Healthcare Provider" section with the question "Are you a Healthcare Provider that receives payments from us?". There are two radio button options: "Yes" and "No", with "No" selected. Above the question, there are several radio button options for business types: "LLC Filing as Sole Prop", "Church/Religious Org", "Federal Government", and "Resident Alien". A "Hint" states: "Use the Frequently Asked Questions to obtain a definition of the classifications." Below the question, there is a "Question" section with a "Submit Question" button. At the bottom right, there are three buttons: "Save and Close", "Cancel Registration", and "Next". A red arrow points down to the "Next" button.

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

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

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

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

### **Healthcare Provider Instructions:**

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

**SIGMA Vendor Self Service** | www.michigan.gov | www.michigan.gov/michigancontractconnect@4541.7.225-50558--09.html | www.michigan.gov/michigancontractconnect

Privacy Report | Contact Us

**Step 2: My Business Information**

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

**Location Verification**

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

Vendor Verification Based on:

Vendor Verification Password:

Confirm Verification Password:

**Organization Information**

\*Organization Type:

\*Classification:

Location Name:

Location Web Address:

Number of Employees:

Foreign Tax ID:

National Provider ID:

Assigning Authority:

CAGE Code:

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

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

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

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

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

**SIGMA Vendor Self Service** | www.michigan.gov | www.michigan.gov/michigancontractconnect@4541.7.225-50558--09.html | www.michigan.gov/michigancontractconnect

Privacy Report | Contact Us

**Legal Name Information**

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

**1099 TIN Information**

Create Taxpayer ID Number:  Taxpayer ID Number:

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

**Legal (1099) Address Information**

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

**EFT Information**

ABA Number:   Account Number:  Routing ID Number:

Account Type:

## Healthcare Provider EFT Enrollment Instructions:

Step 1.2.7.1 Enter Financial Institution Information.

Step 1.2.7.2 Select appropriate Account Number Linkage to Provider Identifier.

Example: Provider Tax Identification Number (TIN)

The screenshot shows the 'Health Care Provider EFT Enrollment' form. The left sidebar contains navigation links: 'Welcome, Health', 'View Frequently Asked Questions', and a list of checkboxes for 'New Account Info.', 'My Business Info.', 'Addresses & Contacts', 'Additional Business Information', and 'Registration Summary'. The main content area is divided into sections: 'Provider Information' (Provider Name: Health Test 1), 'Provider Identifiers Information' (Provider Federal Tax Identification Number (TIN) or Employee Identification Number (EIN): 555444333, National Provider Identifier (NPI): 9876543210), 'Financial Institution Information', and 'Submission Information'. The 'Financial Institution Information' section includes fields for 'Financial Institution Name' (011000015), 'Financial Institution Routing Number' (123444555), 'Type of Account at Financial Institution' (Checking), and 'Provider's Account Number with Financial Institution' (444555666). A 'Find' button is next to the institution name. Below these fields is a 'NOTE: We are required by Federal law to capture this information'. The 'Account Number Linkage to Provider Identifier' dropdown is set to 'Provider Tax Identification Number (TIN)'. The 'Submission Information' section shows 'Reason for Submission' as 'New Enrollment' and 'Authorized Signature - Electronic Signature of Person Submitting Enrollment' as checked. Two red arrows point to the 'Financial Institution Information' section header and the 'Account Number Linkage to Provider Identifier' dropdown.

Step 1.2.8 Select **Next**.



The screenshot displays the SIGMA Vendor Self Service interface. At the top, there are navigation links for Privacy Report and Contact Us. Below this, a dropdown menu shows 'State/Province' set to 'Michigan' and a 'Zip/Postal Code' field containing '48922'. A 'Find' button is visible next to the zip code field. The 'EFT Information' section includes fields for ABA Number (011000138), Account Number (444455557777), and Routing ID Number. The account type is set to 'Checking'. The 'Discount Information' section has a heading and a note: 'If appropriate, please enter any Discount Terms you offer for prompt payment of invoices.' It contains four pairs of input fields for 'Number of Days' and 'Discount Percent'. The 'Executive Compensation' section has five pairs of input fields for 'Officer Name' and 'Officer Compensation'. At the bottom right, there are buttons for 'Back and Close', 'Cancel Registration', 'Back', and 'Next'. A large red arrow points to the 'Next' button.

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

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

SIGMA Vendor Self Service [www.michigan.gov](http://www.michigan.gov) [www.michigan.gov/imicontractconnect/0,4541,7,225-50558-...00.html](http://www.michigan.gov/imicontractconnect/0,4541,7,225-50558-...00.html) [www.michigan.gov/imicontractconnect](http://www.michigan.gov/imicontractconnect)

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

**1099 TIN Information**

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

**Legal (1099) Address Information**

Select Address Original Address  Select Address Corrected Address

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

**EFT Information**

ABA Number :   Account Number :   
 BANK OF AMERICA, N.A. Routing ID Number :   
 Account Type :

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 Self Service** | [www.michigan.gov](http://www.michigan.gov) | [www.michigan.gov/miccontractconnect/0\\_45417-225-50258--00.html](http://www.michigan.gov/miccontractconnect/0_45417-225-50258--00.html) | [www.michigan.gov/miccontractconnect](http://www.michigan.gov/miccontractconnect)

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

**Add Business Location - Address Information Questionnaire**

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses.

**Legal Address Information**

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

**Address Questions**

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

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

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

Navigation buttons: Save and Close, Cancel Registration, Back, Next

Navigation buttons: Save and Close, Cancel Registration, Back, 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 Self Service [www.michigan.gov](http://www.michigan.gov) [www.michigan.gov/miccontractconnect@045417225-50526--00.html](http://www.michigan.gov/miccontractconnect@045417225-50526--00.html) [www.michigan.gov/miccontractconnect](http://www.michigan.gov/miccontractconnect)


Privacy Report | Contact Us

Step 3: Addresses and Contacts Back and Close Cancel Registration Back Next

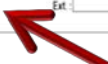
Based on the answers you provided on the previous page, additional information is required about your address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type, enter all the required fields below related to your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

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

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

Address Information 

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



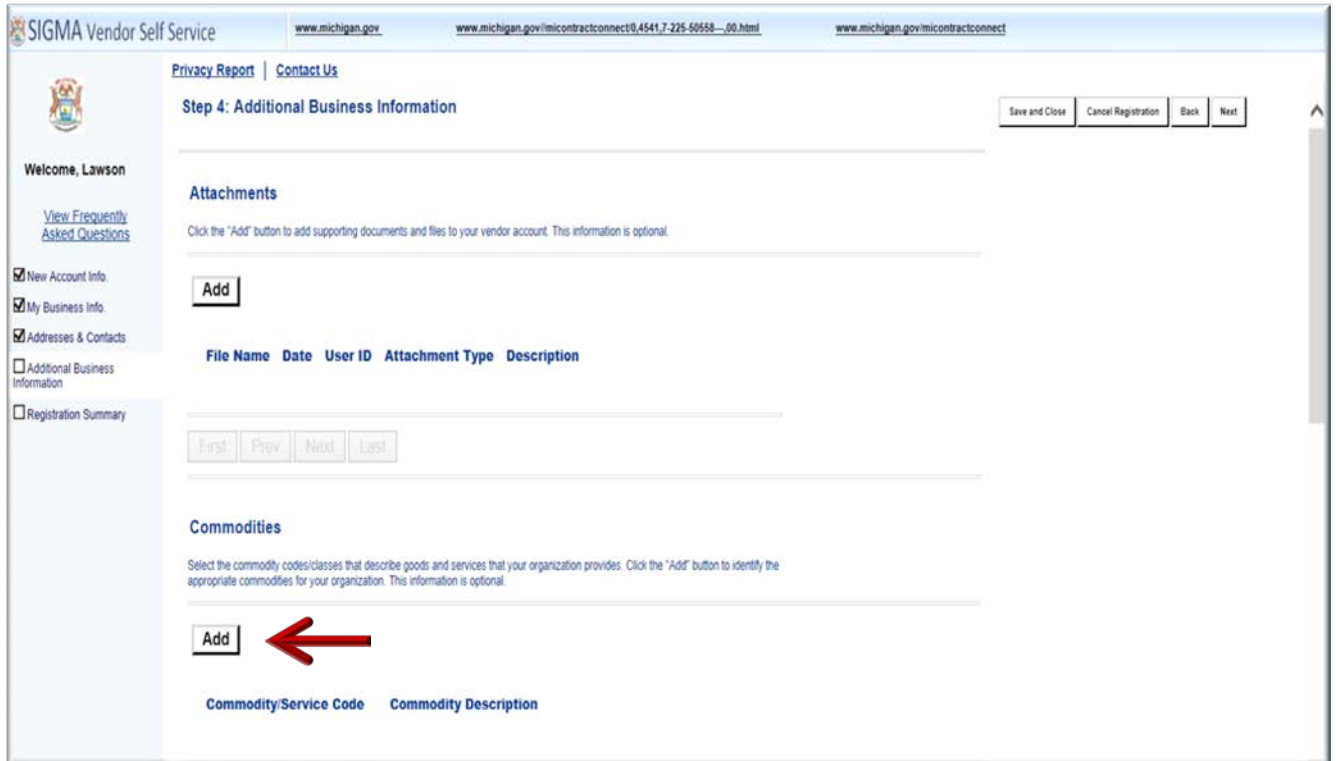
Step 1.2.14 Enter required information for Principal Contact and Phone. Email address is not required, but preferred.

Step 1.2.15 Select **Next**.

The screenshot shows the SIGMA Vendor Self Service interface. The top navigation bar includes the logo and several URLs: [www.michigan.gov](http://www.michigan.gov), [www.michigan.gov/miscontractconnect/0,4511-1-225-50358--00.html](http://www.michigan.gov/miscontractconnect/0,4511-1-225-50358--00.html), and [www.michigan.gov/miscontractconnect](http://www.michigan.gov/miscontractconnect). The main content area is titled 'Contact Information' and contains a form for entering contact details. The form includes fields for County, Phone (517-678-3333), Ext., Additional Address Info, Division/Department, DUNS, Extended DUNS, CAGE Code, Principal Contact (Lawson Woodward), Title/Role, Permissions, Authorized Representative, Phone (517-678-3333), Phone Extension, Alternate Phone, Alternate Phone Extension, English Spoken (checked), Fax, Fax Extension, Alternate Fax, Alternate Fax Extension, Email, and Correspondence Type. A red arrow points to the 'Contact Information' heading, and another red arrow points to the 'Add' button at the bottom right of the form.

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

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



VSS displays screen for selecting commodity code types.

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

Step 1.2.17 Enter your commodity description in Commodity Description field.

Step 1.2.18 Select **Browse**.

VSS returns results for Printing Services.

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

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

## Choose

Welcome, Lawson

[View Frequently Asked Questions](#)

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

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

Commodity/Service Code:

Commodity Description: \*PRINTING SERVICES\*

Grant:

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

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

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

Step 1.2.20 Select **OK**.

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

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

## Choose

Welcome, Lawson

[View Frequently Asked Questions](#)

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

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

Commodity/Service Code:

Commodity Description: \*PRINTING SERVICES\*

Grant:

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

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

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

Step 1.2.21 Select **Next** to continue.

The screenshot displays the SIGMA Vendor Self Service interface. The top navigation bar includes the logo and the text "SIGMA Vendor Self Service" along with several URLs. The main content area is titled "Step 4: Additional Business Information" and features a "Next" button in the top right corner. The left sidebar contains a "Welcome, Lawson" message and a list of menu items, including "View Frequently Asked Questions" and "Registration Summary". The main content area is divided into two sections: "Attachments" and "Commodities". The "Attachments" section includes an "Add" button and a table with columns for "File Name", "Date", "User ID", "Attachment Type", and "Description". The "Commodities" section includes an "Add" button and a table with columns for "Commodity/Service Code" and "Commodity Description". A red arrow points to the "Fingerprinting Services" entry in the Commodities table.

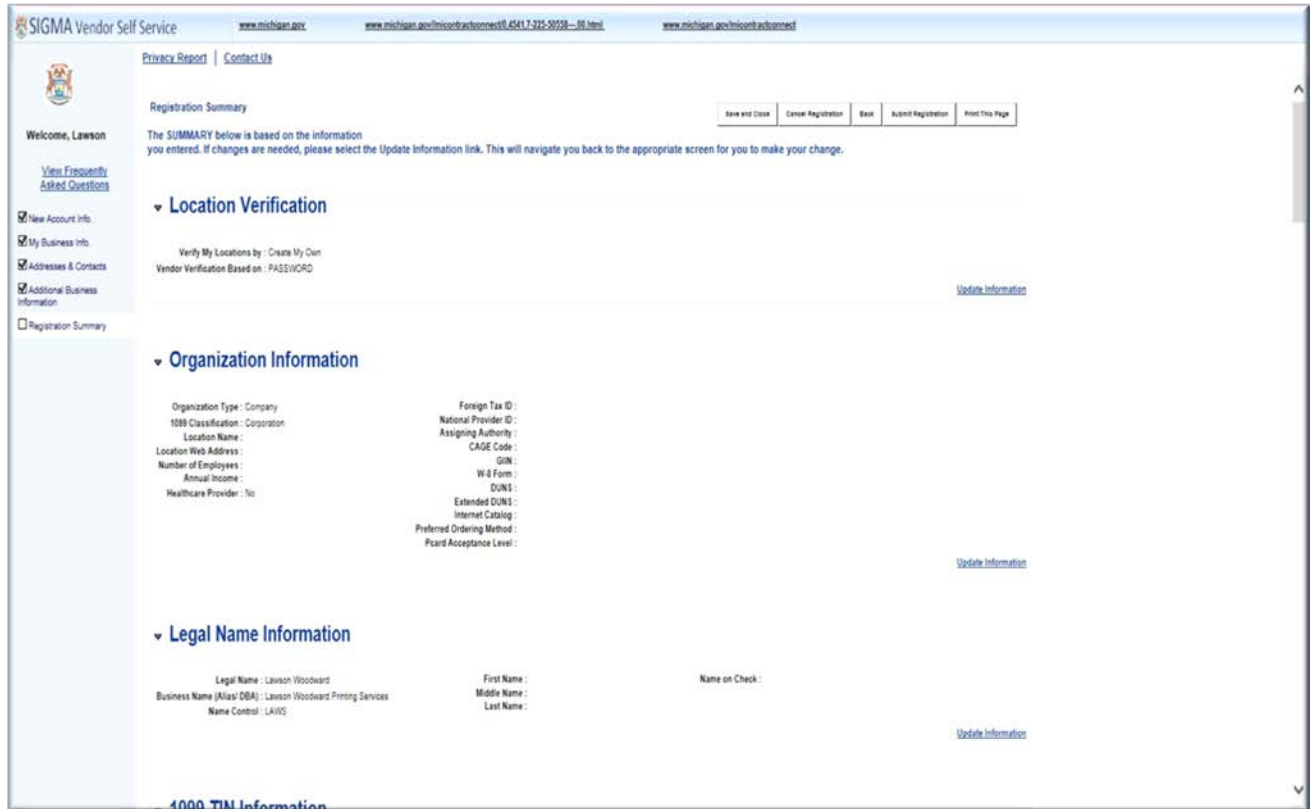
File Name	Date	User ID	Attachment Type	Description

Commodity/Service Code	Commodity Description	Delete
99041	Fingerprinting Services	<a href="#">Delete</a>

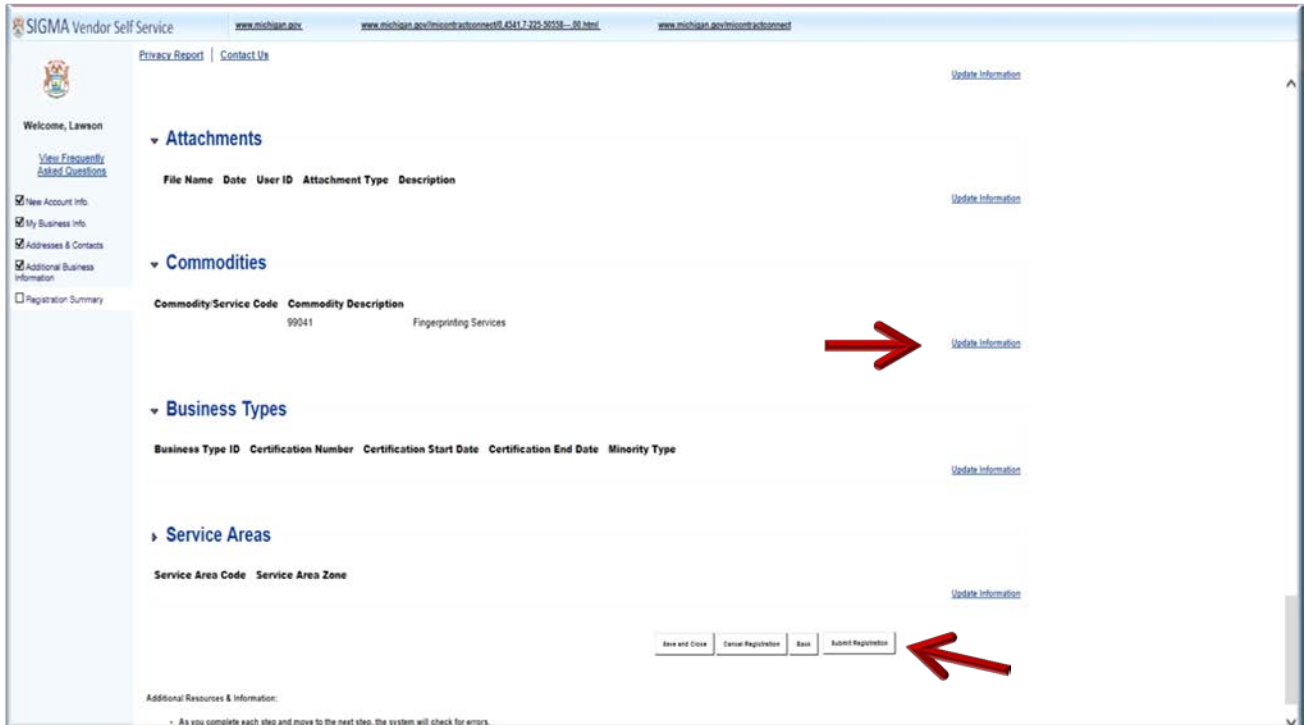
VSS transitions to Registration Summary Screen.





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.

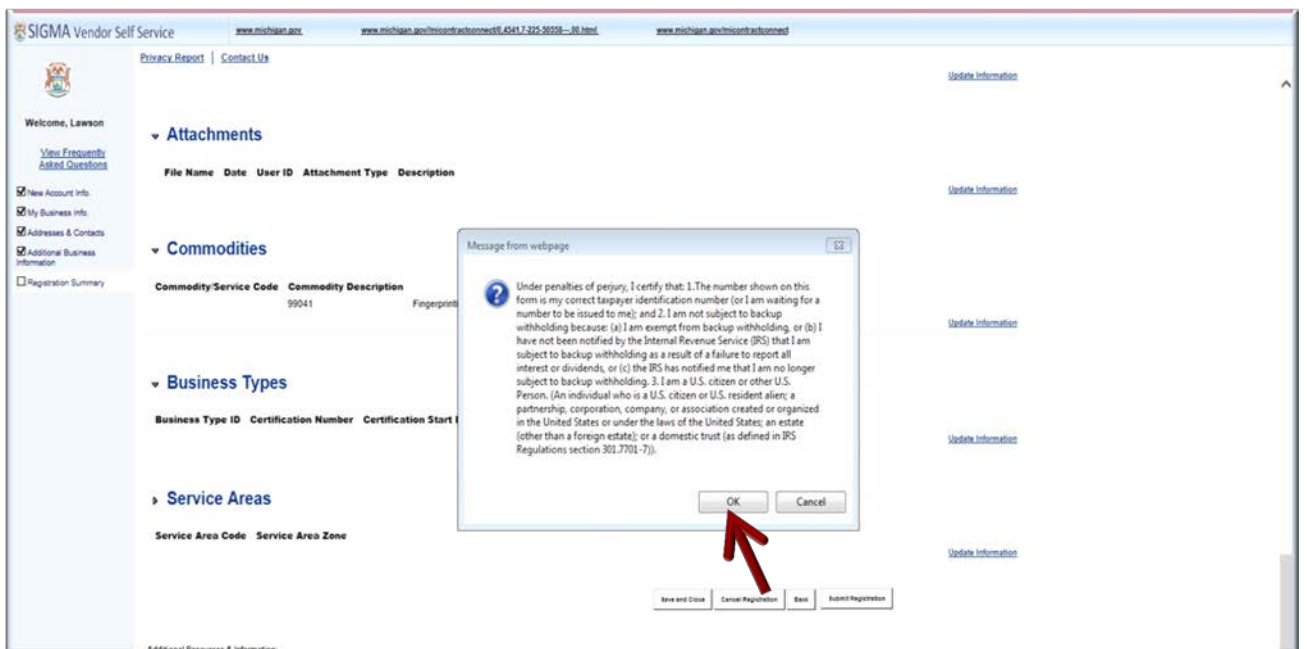
Step 1.2.22 Select **Submit Registration** to complete and submit the online vendor registration form.



The IRS Perjury Statement popup appears.

1.2.23 Review the IRS W-9 Perjury Statement.

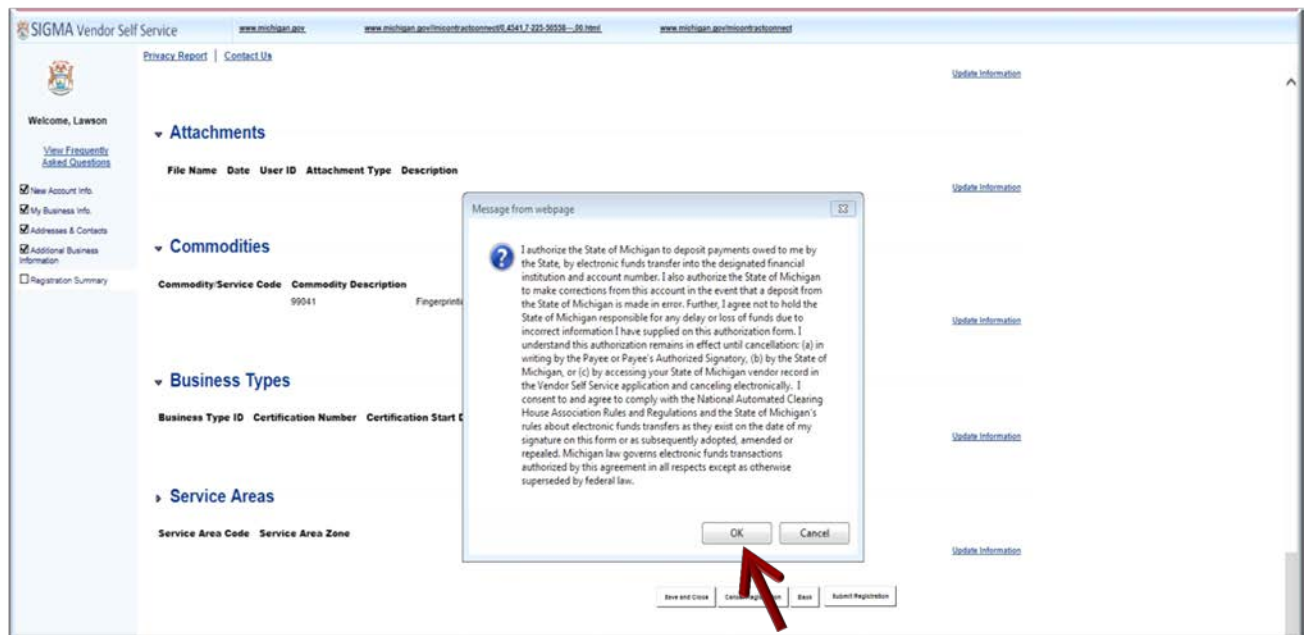
1.2.24 Select **OK** to continue.



The VSS EFT Perjury Statement popup appears.

Step 1.2.25 Review the EFT Perjury Statement.

Step 1.2.26 Select **OK** to continue.



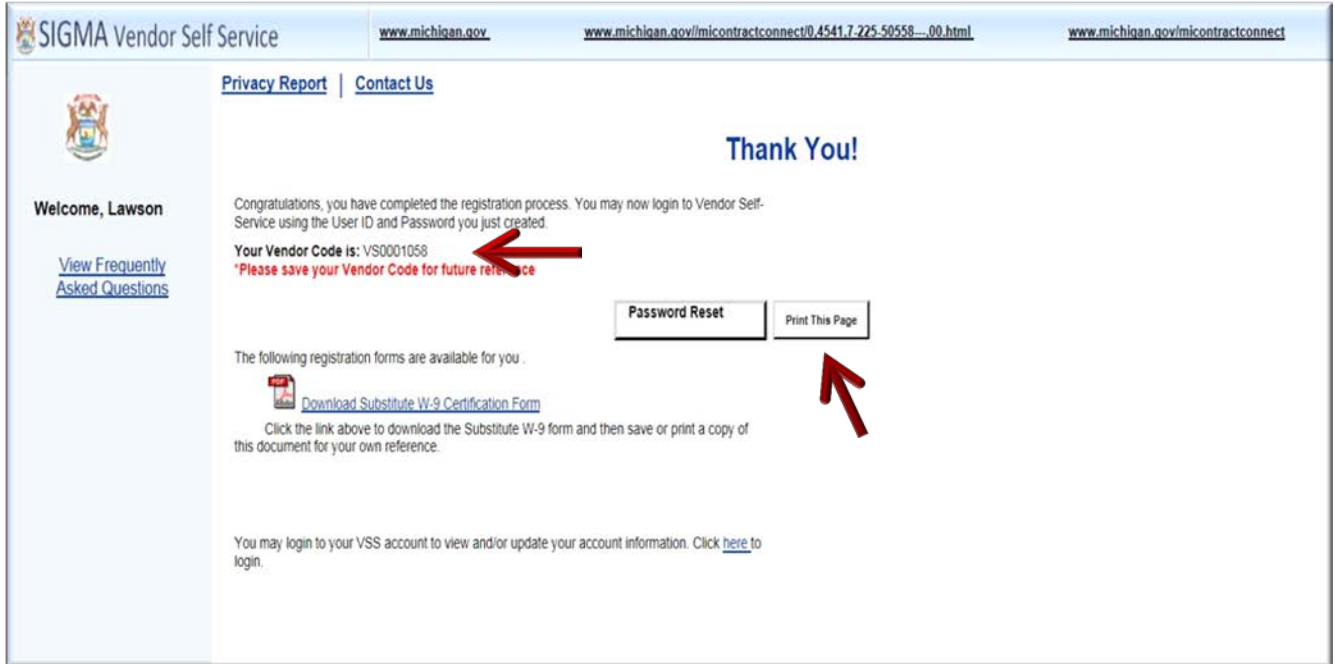
The VSS Thank You! page appears.

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.



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

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

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



## 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**.

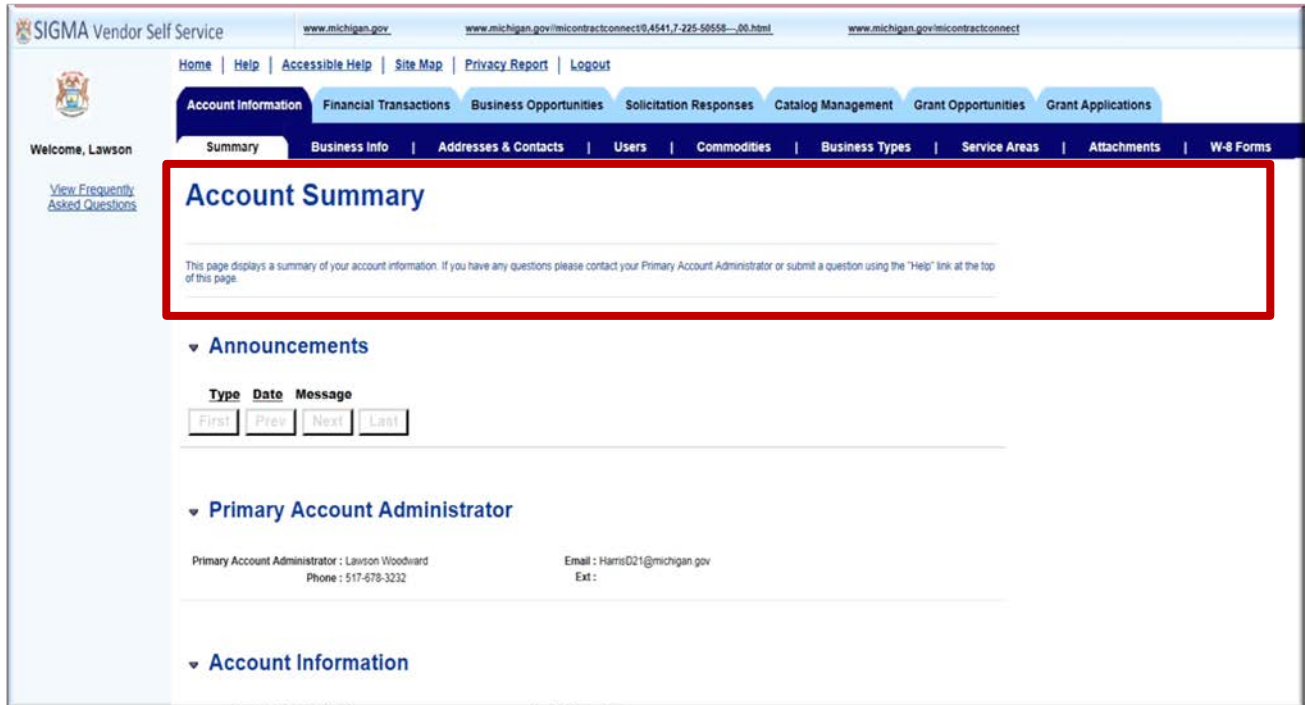
The screenshot shows the State of Michigan SIGMA Vendor Self Service (VSS) login page. The page title is "Welcome to State of Michigan SIGMA Vendor Self Service (VSS)". The page contains a login form with the following elements:

- User ID:** A text input field with a red asterisk indicating it is required.
- Password:** A text input field with a red asterisk indicating it is required.
- Login:** A button to submit the login information.
- Password Reset:** A link to reset the password.

A red arrow points to the "Login" button. The page also includes sections for "Announcements", "Contacts", "Forms and Reference Documents", and "Forms used by Foreign payees".

VSS transitions to your Account Summary screen.

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



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

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

**My Business Information**

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

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

Pending Changes:

Download Substitute W-9 Certification Form

**Headquarters Information**

Headquarters Legal Name : Lawson Woodard Franchise Account : No  
 Headquarters Account Code : VS0001029 Headquarters Web Address :  
 1099 Status : Yes Catalog DUNS :  
 Taxpayer ID Number : 211331100 Catalog Extended DUNS :  
 Taxpayer ID Number Type : EIN

**Organization Information**

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

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

**Addresses & Contacts**

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

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

Existing Address & Contact Assignments

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

First Prev Next Last

Assign/Create Addresses & Contacts View Pending Additions

Update Addresses

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

Create a new Ordering address.

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

The screenshot shows the 'Addresses & Contacts' page in the SIGMA Vendor Self Service. The page header includes navigation links like Home, Help, and Account Information. Below the header, there are tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The main content area is titled 'Addresses & Contacts' and contains a table of existing address assignments. A red arrow points to the 'Assign/Create Addresses & Contacts' button.

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

VSS transitions to the Addresses & Contacts Update page.

The screenshot shows the 'Addresses & Contacts Update' page in the SIGMA Vendor Self Service. The page header includes navigation links like Home, Help, and Account Information. Below the header, there are tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The main content area is titled 'Addresses & Contacts Update' and contains a form for updating an address. The form includes fields for Address ID, Street, City, State/Province, Zip/Postal Code, Country Name, County, and Phone.

Step 2.9 Select Address Type (ex: Ordering).



Step 2.10 Enter **Active From** date.

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

Step 2.12 Select **Next** to continue.

The screenshot displays the SIGMA Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. The main menu features categories like Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The current page is titled 'Addresses & Contacts' and includes a 'Next' button and a 'Cancel' button. Below these buttons, the 'Address Types' section is expanded, showing a table with columns for 'Active From', 'Active To', 'Default Record', 'Department/Division', and 'Additional Address Information'. The 'Ordering' row is selected, with a checkmark in the 'Active From' field. Below the table, the 'Address' section is expanded, showing fields for 'Address ID', 'Street 1', 'Street 2', 'City', 'State/Province', 'Zip/Postal Code', 'Country Name', 'County', and 'Phone'. A 'Find' button is located next to the 'Address ID' field. Red arrows point to the 'Next' button, the 'Address Types' section, and the 'Ordering' row.

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

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

The screenshot displays the 'SIGMA Vendor Self Service' interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this is a secondary navigation bar with tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. A third navigation bar shows the current user, Lawson, and various menu items like Summary, Business Info, Addresses & Contacts, Users, Commodities, Business Types, Service Areas, Attachments, and W-9 Forms.

The main content area is titled 'Address' and is divided into two sections: 'Original Address' and 'Copy Address'. The 'Original Address' section contains the following fields:
 

- Select Address:
- \*Address ID: [text input] Find
- \*Street 1: 2100 Windsor Avenue
- Street 2: [text input]
- \*City: Lansing
- \*State/Province: Michigan
- \*Zip/Postal Code: 48922
- Country Name: United States of America
- County: [dropdown menu]
- \*Phone: 517-678-2222 Ext: [text input]
- DUNS: [text input]
- Extended DUNS: [text input]
- CAGE Code: [text input]

The 'Copy Address' section includes:
 

- Copy Address:  Next Address
- Address ID: [text input]
- Street 1: 2100 Windsor Ave
- Street 2: [text input]
- City: Lansing
- State/Province: Michigan

A red arrow points to the 'Next Address' checkbox in the 'Copy Address' section.

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

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

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

Step 2.16 Select **Next**.

SIGMA Vendor Self Service [www.michigan.gov](http://www.michigan.gov) [www.michigan.gov/micontractconnect/0,4541,7,325-50558--00.html](http://www.michigan.gov/micontractconnect/0,4541,7,325-50558--00.html) [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)

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

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

Welcome, Lawson

View Frequently Asked Questions

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

Next | Back | Cancel

### Address Types

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

### Principal Contact

\*Principal Contact ID:  Find

\*Contact Name:  Alternate Phone:

Title/Role:  Alternate Phone Extension:

Permissions:  Fax:

Authorized Representative:  Fax Extension:

Email:  Alternate Fax:

Correspondence Type:  Alternate Fax Extension:

English Spoken:

\*Phone:  XXX-XXX-XXXX

Phone Extension:

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

SIGMA Vendor Self Service [www.michigan.gov](http://www.michigan.gov) [www.michigan.gov/micontractconnect/0,4541,7,325-50558--00.html](http://www.michigan.gov/micontractconnect/0,4541,7,325-50558--00.html) [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)

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

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

Welcome, Lawson

View Frequently Asked Questions

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

### Assign / Create Addresses & Contacts - Step 3 of 3

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

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

First | Prev | Next | Last

Save | Back | Cancel

### General Information

Address Type:  Department / Division:

Active From:  Additional Address Information:

Active To:

Default Record:

### Address

Address ID:  Country:

Street 1:  County:

Street 2:  Phone:

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

The screenshot displays the SIGMA Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this, there are tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The main navigation bar is divided into sections: Summary, Business Info, Addresses & Contacts (selected), Users, Commodities, Business Types, Service Areas, Attachments, and W-9 Forms. The 'Addresses & Contacts' section is active, showing a 'Default Record' checkbox and a '▼ Address' section. The 'Address' section contains fields for Address ID, Street 1, Street 2, City, State/Province, Zip/Postal Code, Country, County, Phone, Phone Extension, DUNS, Extended DUNS, and CAGE Code. Below the address section is the '▼ Principal Contact' section, which is highlighted with a red box. This section includes fields for Principal Contact ID, Principal Contact, Title/Role, Permissions, Authorized Representative, Email, Correspondence Type, English Spoken, Phone, Phone Extension, Alternate Phone, Alternate Phone Extension, Fax, Fax Extension, Alternate Fax, and Alternate Fax Extension. A red arrow points to the right side of the page, indicating the location of a vertical scroll bar.

Step 2.18 Select **Save** to continue.

**Assign / Create Addresses & Contacts - Step 3 of 3**

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

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

**General Information**

Address Type:  Department / Division:   
 Active From:  Additional Address Information:   
 Active To:   
 Default Record:

**Address**

Address ID:  Country:   
 Street 1:  Country:   
 Street 2:  Phone:

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

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

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		<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>
AD002	Payment	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard		No	03/31/2017		<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>
AD002	Ordering	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard		No	03/31/2017		<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>
AD002	Web Registrar	1901 Canal St, Lansing, MI, 48922-0001	Lawson Woodard		No	03/31/2017		<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>

**Update Addresses**

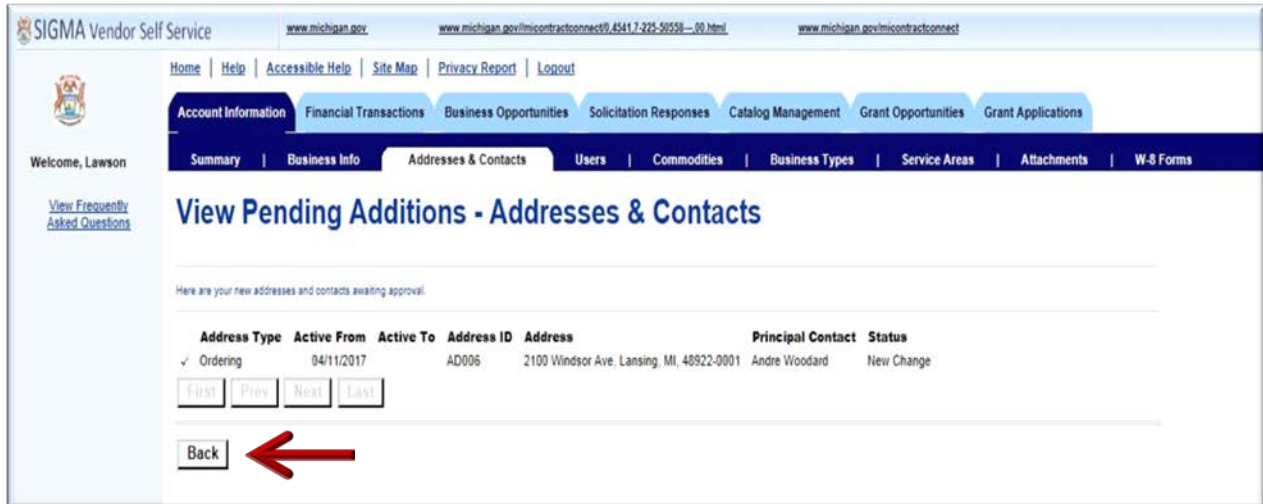
Address ID	Address	Pending Changes
AD002	1901 Canal St, Lansing, MI, 48922-0001	<input type="checkbox"/> <a href="#">View/Update</a> <a href="#">View Pending Changes</a>

**Update Contacts**

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

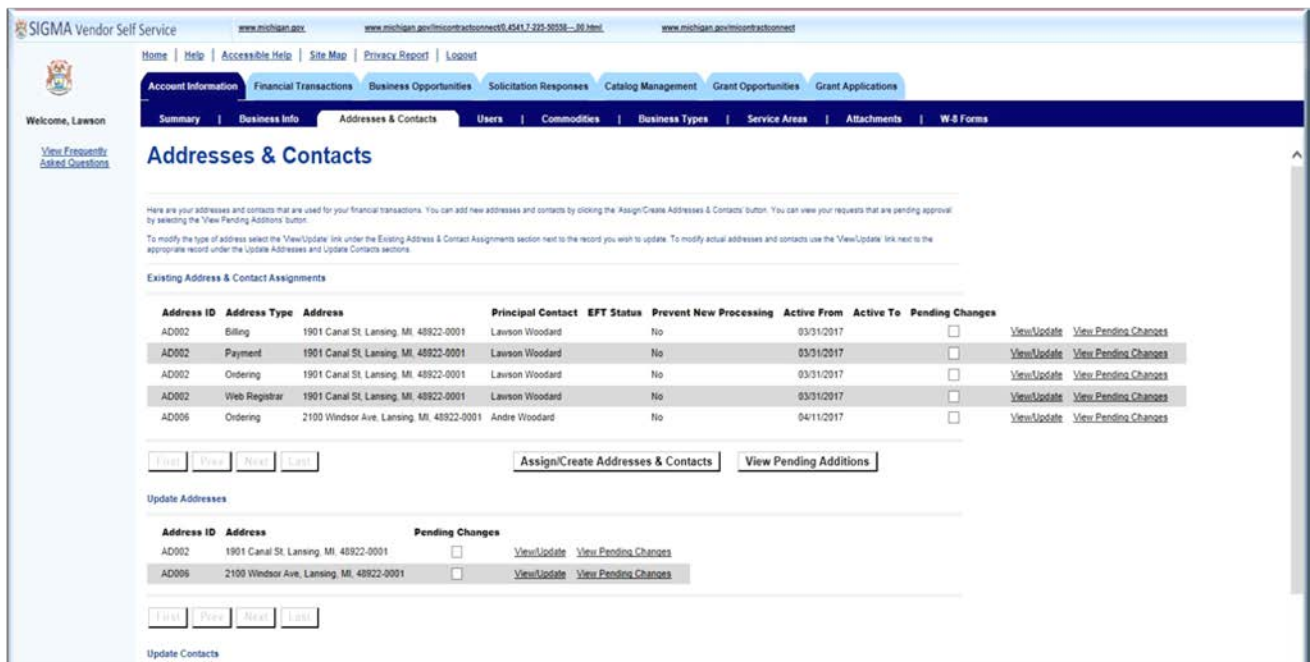
VSS displays View Pending Additions – Addresses & Contacts information.

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



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

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



VSS transitions to the View/Update Available Address page.

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

SIGMA Vendor Self Service

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

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

Welcome, Lawson

View Frequently Asked Questions

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

## View/Update Available Address

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

Save Delete Cancel

▼ Address Information

Address ID:

\*Street 1:

Street 2:

\*City:

\*State/Province:

\*Zip/Postal Code:

\*Country:

County:

\*Phone:  Ext:

XXX-XXX-XXXX

DUNS:

Extended DUNS:

CAGE Code:

\* Indicates a required field

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

SIGMA Vendor Self Service

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

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

Welcome, Lawson

View Frequently Asked Questions

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

## View/Update Available Address

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

Save Delete Cancel

▼ Address Information

Address ID:

\*Street 1:

Street 2:

\*City:

\*State/Province:

\*Zip/Postal Code:

\*Country:

County:

\*Phone:  Ext:

XXX-XXX-XXXX

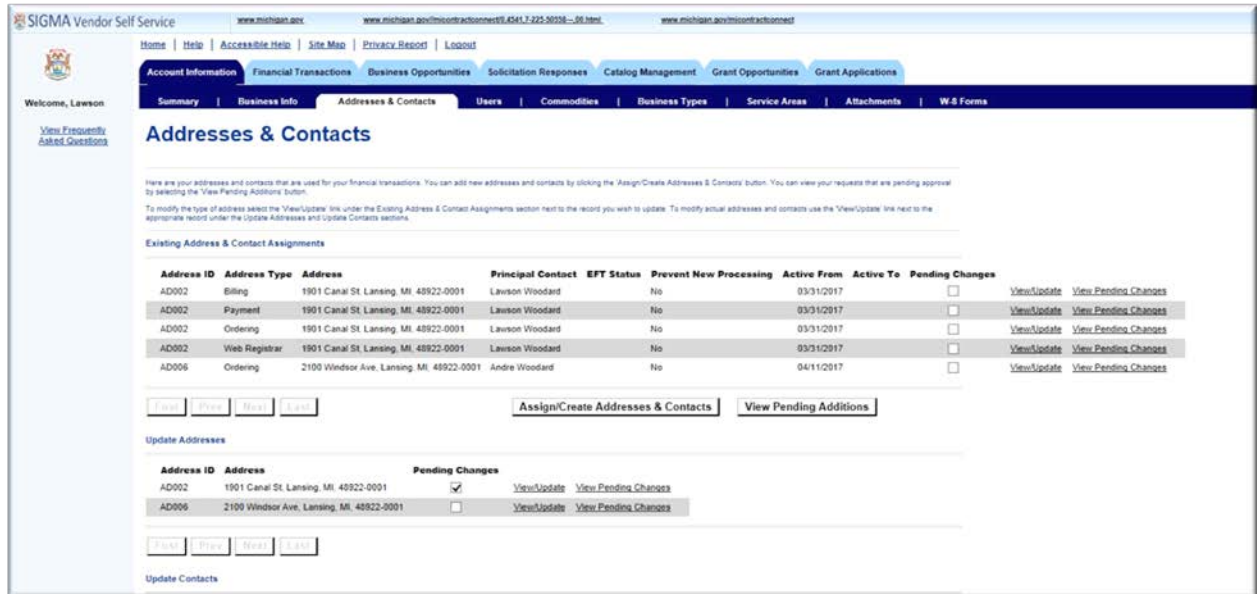
DUNS:

Extended DUNS:

CAGE Code:

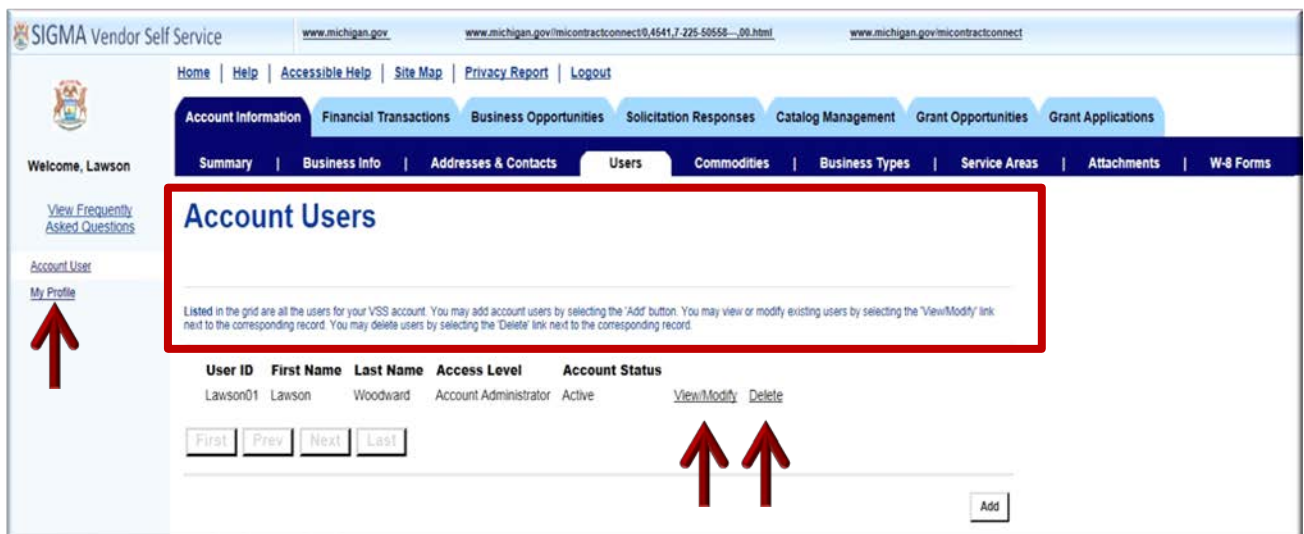
\* Indicates a required field

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



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.



VSS transitions to My Profile page.

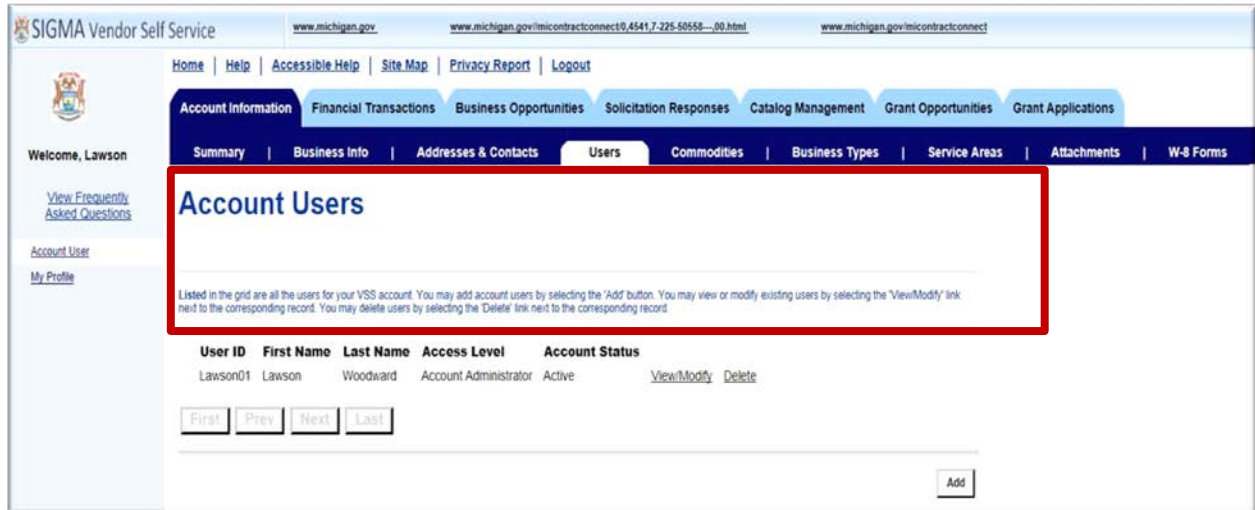


The My Profile page is used to view or modify your account for General Information, Security Hint, Email Notification types, and Access Levels. **Modify** is used to make edits/changes. The **Password Reset** is used to change your password.

The screenshot displays the SIGMA Vendor Self Service interface. At the top, there are navigation links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this is a main navigation bar with tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. A secondary navigation bar includes Summary, Business Info, Addresses & Contacts, Users, Commodities, Business Types, Service Area, Attachments, and W-9 Forms. The left sidebar shows a welcome message for 'Lawson' and links for 'View Frequently Asked Questions', 'Account User', and 'My Profile'. The main content area is titled 'My Profile' and contains sections for General Information (User ID, First Name, Last Name, Email, Phone, Ext., Fax), Security Hint (Security Question, Security Answer), and Email Notifications (Registration, Account Maintenance, Recent Financial Transactions). The 'Access Levels' section shows the Primary Access Level as 'Account Administrator' and Optional Access Levels as 'Create Invoice, Create Solicitation Response, Submit Response, Query Tax Information'. At the bottom right of the 'Access Levels' section, there are two buttons: 'Password Reset' and 'Modify', both indicated by red arrows.

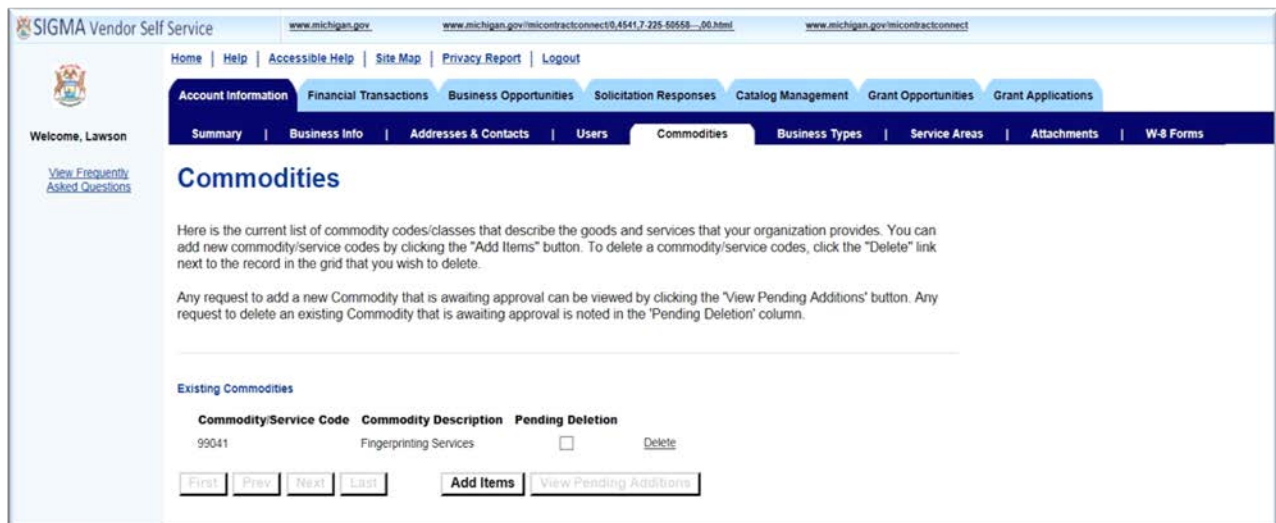
Step 2.23 Select the **Account User** link to navigate back to Account User page.

VSS displays the Account Users page.



Step 2.24 Select the **Commodities** tab.

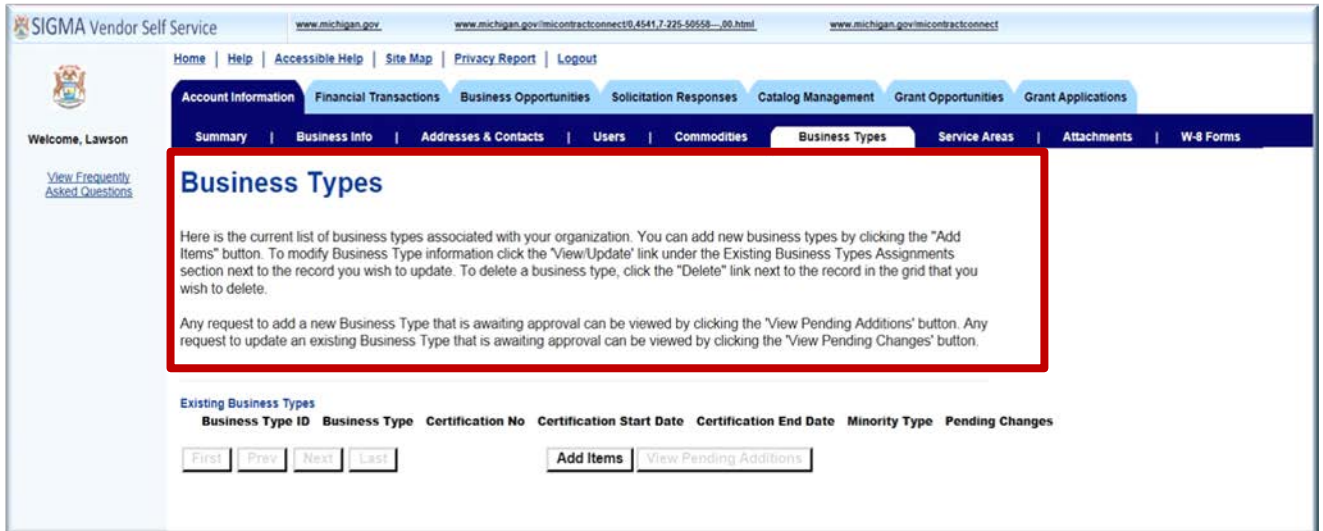
The Commodities page is used to add new Commodity Items for which you are interested in receiving solicitation notifications or delete existing commodities that you provide.



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

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

Step 2.26 Select **Add Items**.

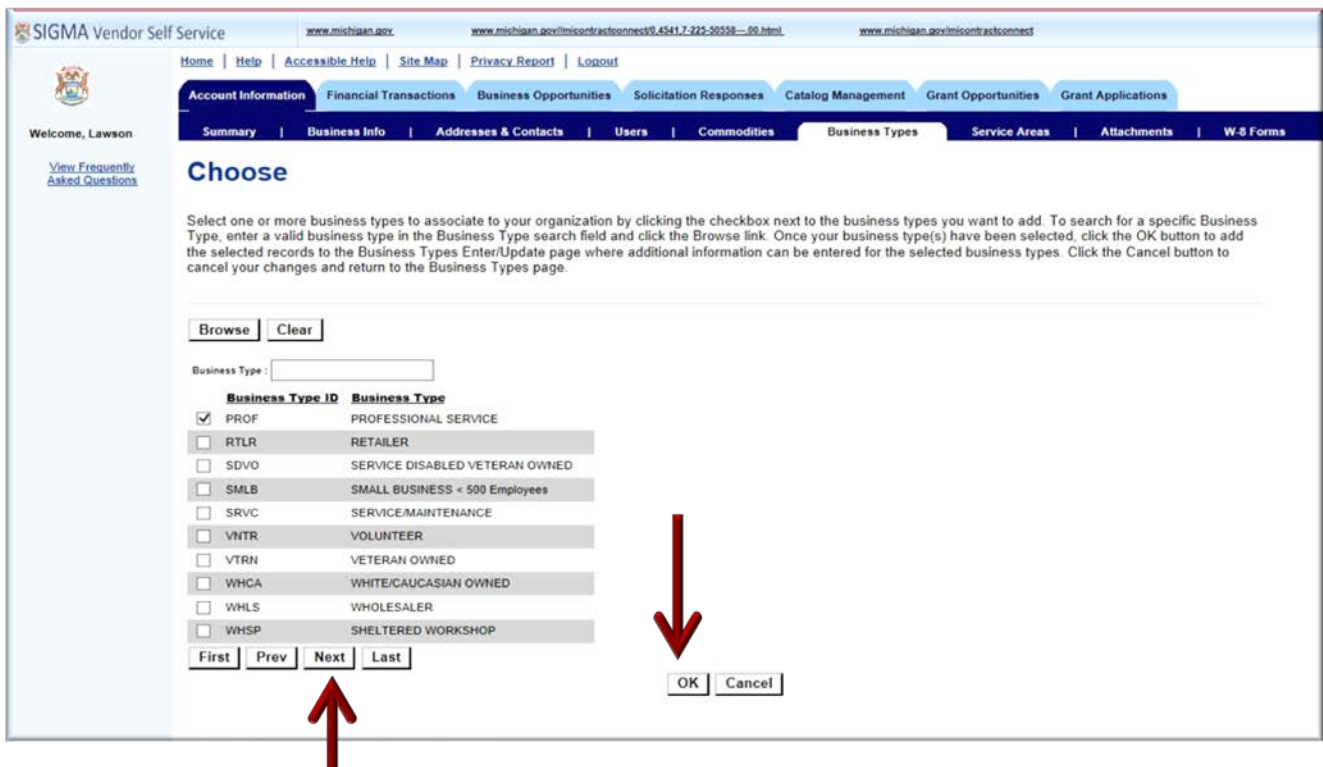


VSS transitions to the Business Type Choose page.

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

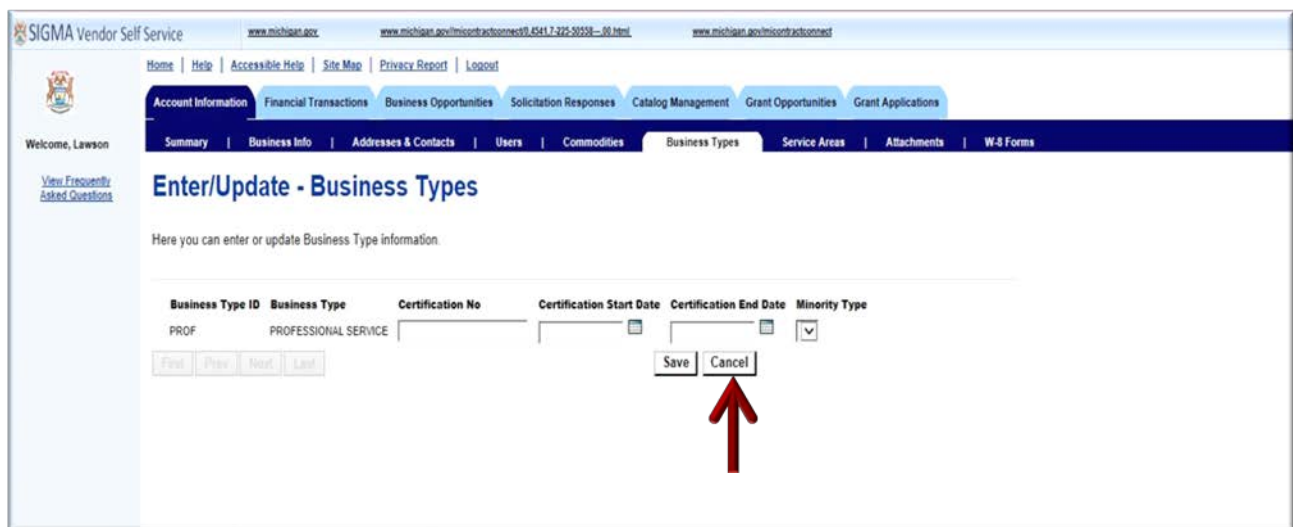
Step 2.28 Select your Business Type. (Example: Professional Service.)

Step 2.29 Select **OK** to continue.



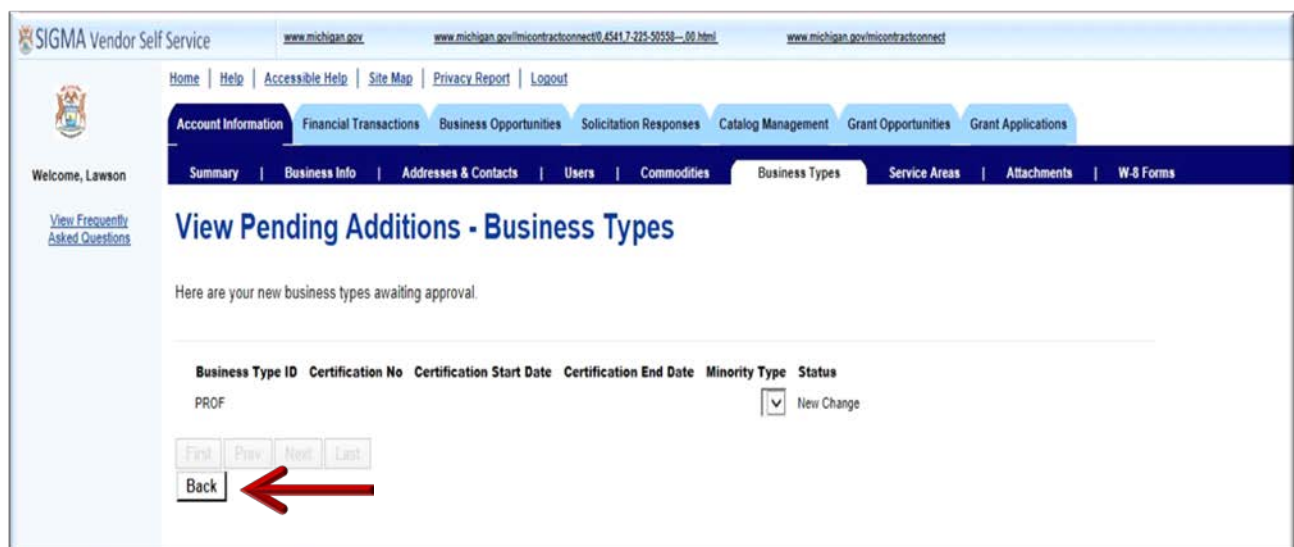
VSS transitions to Enter/Update – Business Types page and displays your selected Business Type.

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



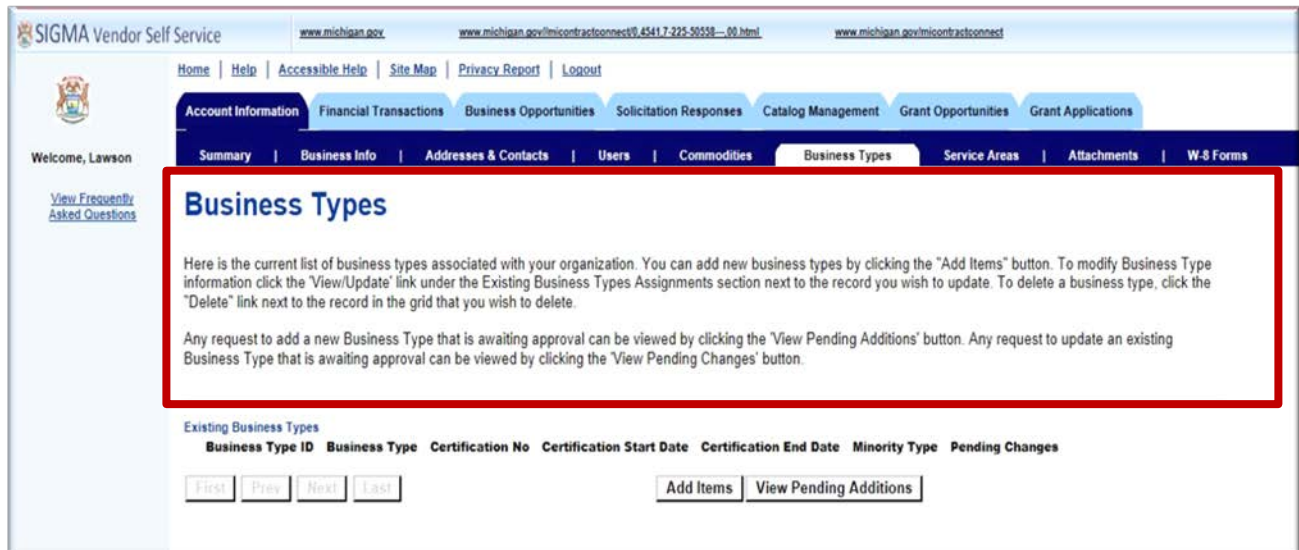
VSS displays the View Pending Additions – Business Types page. Updates to your account will be reflected after VSS has completed its routine automated update cycle. The automated update cycle runs every two (2) hours 8 AM to 5 PM EST State of Michigan business days. Updates/changes to vendor TIN or 1099 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.

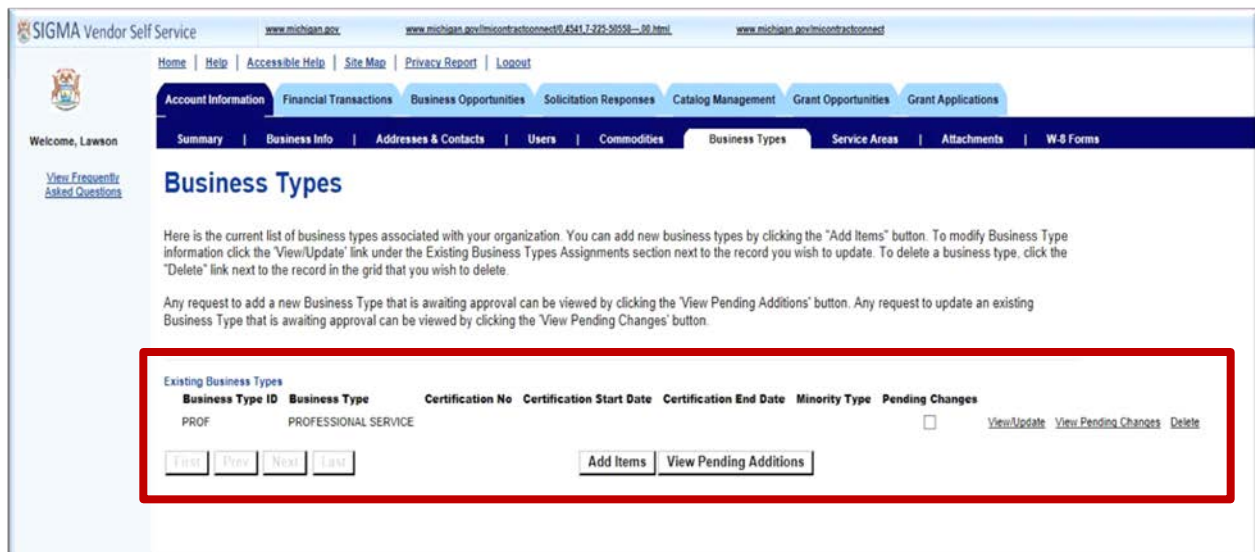


VSS displays the Business Types page. Request to add new Business Type that is awaiting automated approval can be viewed by selecting the **View Pending Additions**.

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



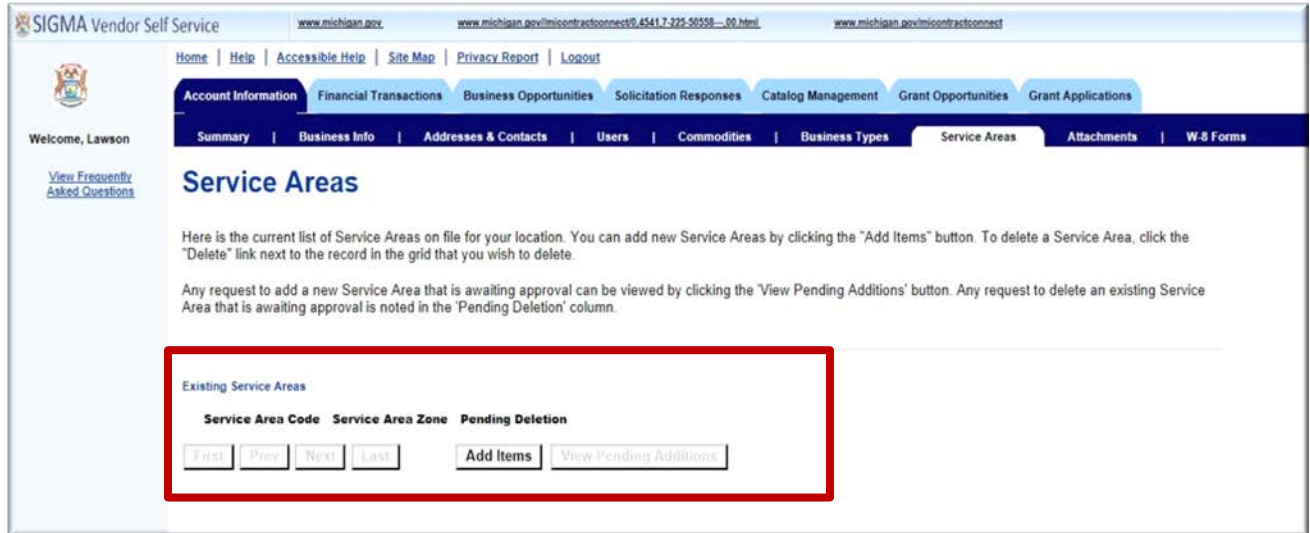
Once the Add Business Type request has been processed and approved, your account Business Types page will update with your new Business Type. This is illustrated in next screen shot example. (Example: PROF for Professional Service). Business Types updates and deletions can be made from this page.



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

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

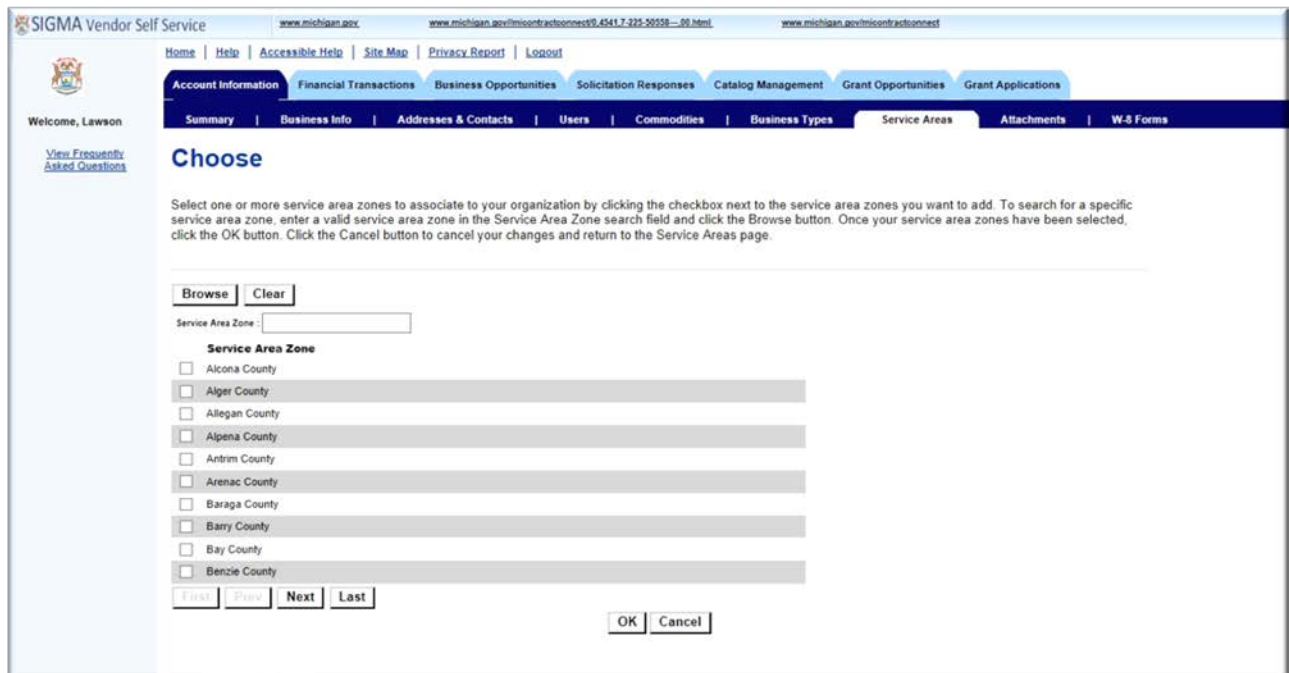
Step 2.33 Select **Add Items** to see list of State of Michigan Service Areas.



VSS displays the Service Areas Choose page.

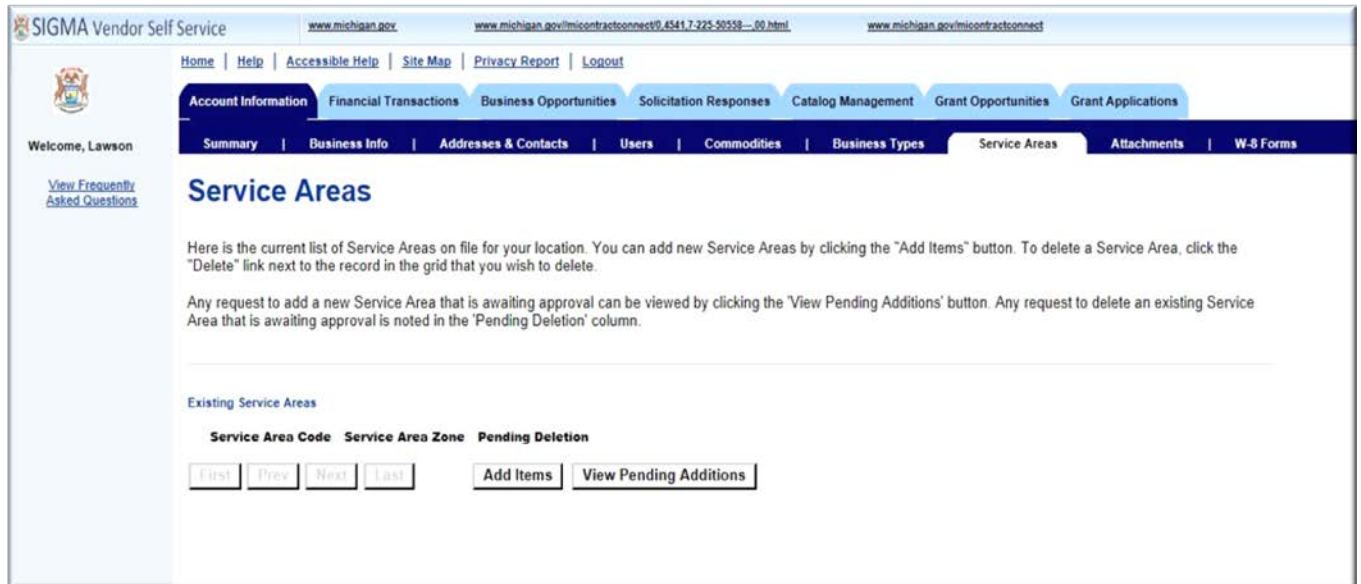
Step 2.34 Select your Service Area.

Step 2.35 Select **OK**.



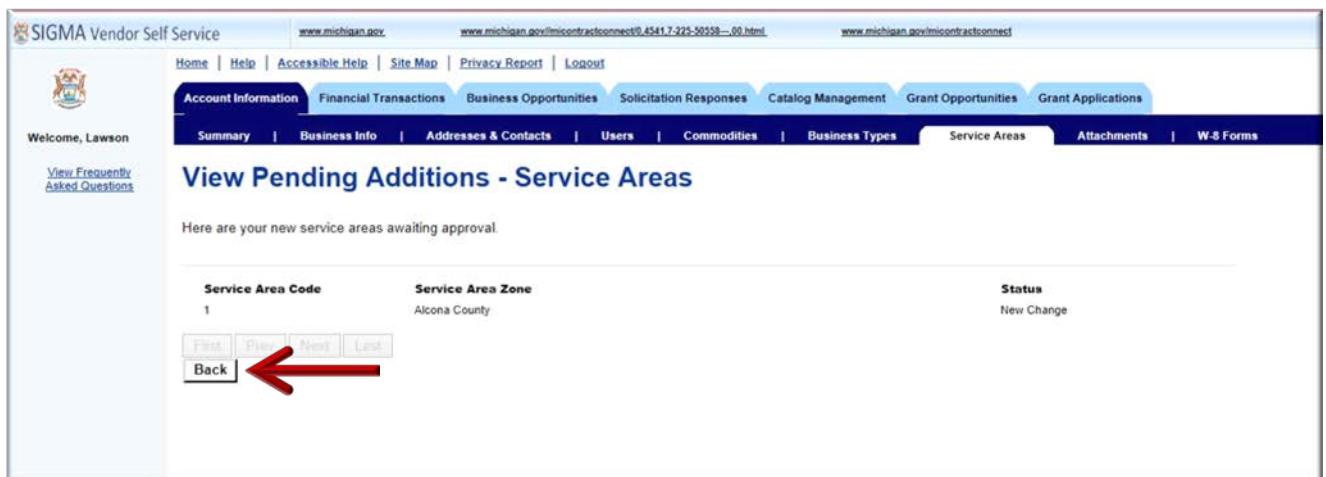
VSS displays the Service Area page.

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



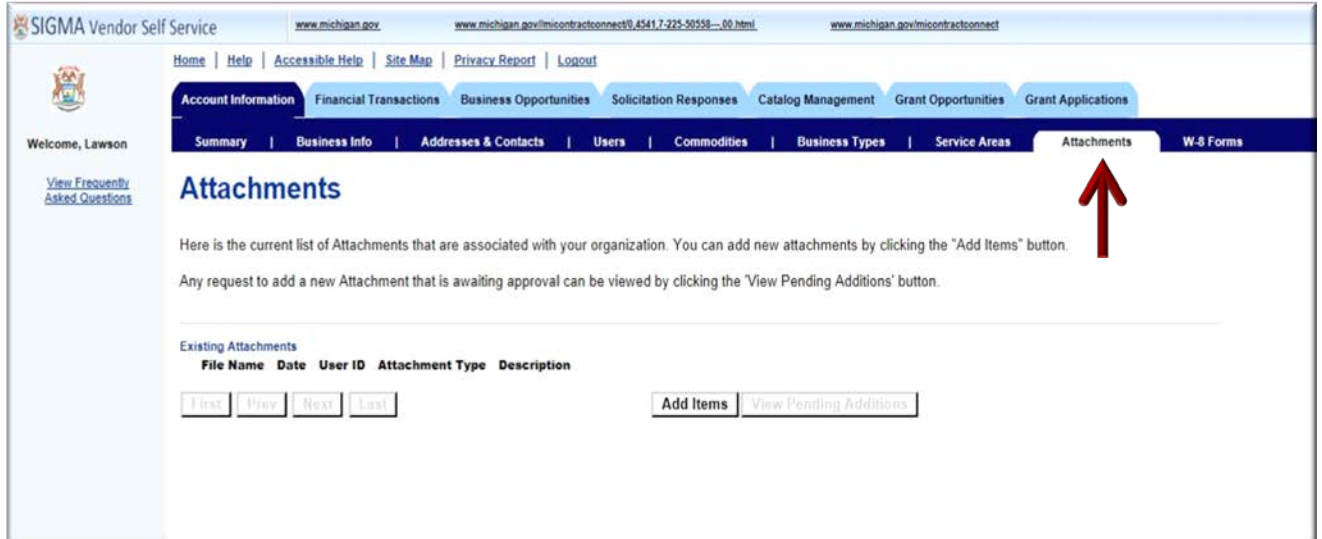
Similar to the Business Types update, VSS displays View Pending Additions – Service Areas page that shows the Service Area you have selected to add to your vendor record.

Step 2.37 Select **Back** to continue.



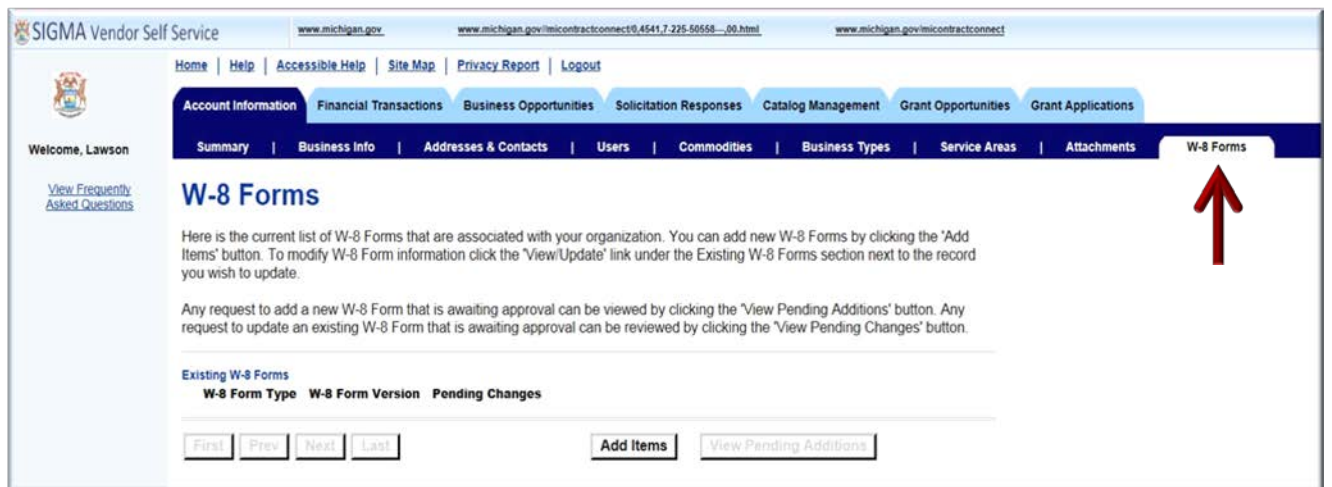
Step 2.38 Select the **Attachments** tab.

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



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

VSS displays the W-8 Forms tab.



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

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



## Section 3: View Financial Transactions

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

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

The screenshot displays the 'Agreement Summary Search' interface. At the top, there are navigation tabs: Account Information, **Financial Transactions**, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. Below these are sub-tabs: Agreements, Scheduled Payments, Checks/EFTs, Tax Information, and Invoices/Requests. The main content area includes a search form with the following fields and options:

- Search for Agreements:
- Agreement Type:  (dropdown)
- Department:  (with 'Find' button)
- Agreement ID:  (with 'Find' button)
- Agreement Held?:  (dropdown, set to 'Both')
- Closed?:  (dropdown, set to 'Both')
- Transaction From:  (set to '4/1/2014')
- Transaction To:

Below the search form is a table header with the following columns: **Select**, **Agreement Type**, **Department**, **Agreement ID**, **Tracking Number**, **Transaction Date**, **Not To Exceed Amount**, **Encumbered**, **Expended**, **Retained**, **Outstanding**, **Agreement Held?**, and **Closed?**. Navigation buttons (First, Prev, Next, Last) are located below the table header. Action buttons (Create Invoice/Request, Details, Download, PDF, Reference) are located at the bottom right of the page.

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.

Search for Agreements

Agreement Type:  Agreement Held?:  Transaction From:

Department:  Closed?:  Transaction To:

Agreement ID:  Address ID:

Select	Agreement Type	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
<input type="button" value="First"/>	<input type="button" value="Prev"/>	<input type="button" value="Next"/>	<input type="button" value="Last"/>									

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.

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

Search for Agreements

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

Search Clear

Select	Agreement Type	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
<input type="checkbox"/>	Purchase Order	171	17000000020		01/04/2017	0.00	495.00	0.00	0.00	495.00	No	No
<input type="checkbox"/>	Purchase Order	171	17000000026		01/04/2017	0.00	495.00	495.00	0.00	0.00	No	Yes

First Prev Next Last

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

Step 3.5 Select the Purchase Order you wish to view.

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

Step 3.6 Select **Details**.

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

Search for Agreements

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

Search Clear

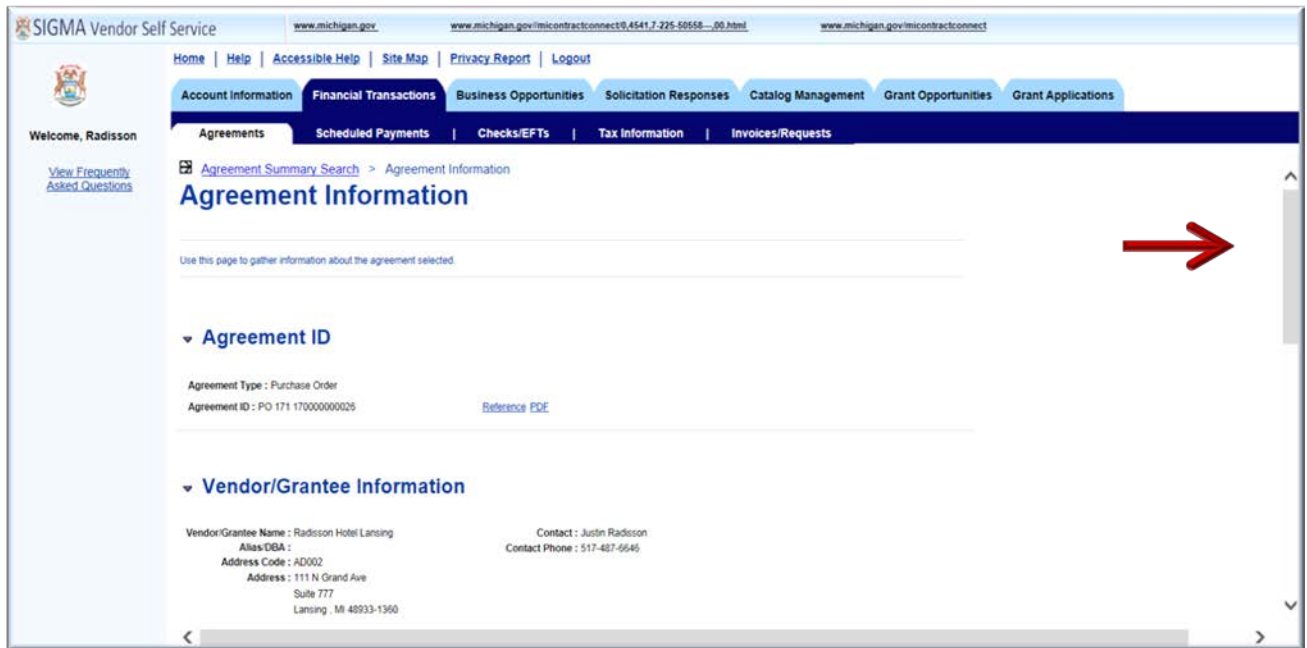
Select	Agreement Type	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
<input type="checkbox"/>	Purchase Order	171	17000000020		01/04/2017	0.00	495.00	0.00	0.00	495.00	No	No
<input checked="" type="checkbox"/>	Purchase Order	171	17000000026		01/04/2017	0.00	495.00	495.00	0.00	0.00	No	Yes

First Prev Next Last

Create Invoice/Request Details Download PDF Reference

VSS displays the Agreement Information page.

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



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

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

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

The screenshot shows the SIGMA Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this, there are tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The 'Financial Transactions' tab is active, showing sub-sections for Agreements, Scheduled Payments, Checks/EFTs, Tax Information, and Invoices/Requests. The 'Checks/EFTs' sub-section is selected, displaying a table with columns for Tracking Number, Agreement Start/End Dates, Closed Date, Agreement Held?, Not to Exceed Amount, Encumbered, Expended, Retained, Outstanding, and Contract Description. Below this, there are sections for Primary Agreement Shipping and Billing Information, Buyer/Coordinator Information, and Commodity Line/Grant Component Information. A table with columns for Line, Line Type, Commodity Code, Commodity Description, Quantity, Unit Cost, Service Line Amount, and Total Cost is shown. A red arrow points to the 'References' link at the bottom of the page.

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.

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

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

[Agreements](#) | [Scheduled Payments](#) | [Checks/EFTs](#) | [Tax Information](#) | [Invoices/Requests](#)

[View Frequently Asked Questions](#)

[Agreement Summary Search](#) > [Agreement Information](#) > Agreement References

## Referenced Payments by Agreement

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

**Agreement Information**

Agreement ID : PO 171 17000000026  
 Encumbered Amount : 495.00  
 Date : 01/04/2017 [View Details](#)

**Scheduled Payment**

Invoice/Request Number	Invoice/Request Line No.	Received Date	Payment Request ID	Status	Scheduled	Amount
<a href="#">First</a>   <a href="#">Prev</a>   <a href="#">Next</a>   <a href="#">Last</a>						

**Checks/EFTs**

Invoice/Request Number	Invoice/Request Line No.	Received Date	Check/EFT Number	Payment ID	Status	Status Date	Amount	
RAD15783	1		1060003939	EFT 171 170000005014	Paid		495.00	<a href="#">Details</a>
<a href="#">First</a>   <a href="#">Prev</a>   <a href="#">Next</a>   <a href="#">Last</a>								

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.)

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

[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

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

**Check/EFT Information**

Check/EFT Number : 1060003939 [Reference PDF](#)  
 Payment ID : EFT 171 170000005014  
 Status Date : 01/13/2017  
 Status : Paid

**Vendor/Grantee Information**

Vendor/Grantee Name : Radisson Hotel Lansing Alias/DBA : Vendor/Grantee Code : VS0000591 Vendor/Grantee Address : 111 N Grand Ave Suite 777 Lansing, MI 48933-1360	Assignee Vendor Name : Assignee Alias/DBA : Assignee Vendor Code : Assignee Address :
---	--

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

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

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

**Scheduled Payment Search**

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

Search for Scheduled Payments

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

Address ID :  Find Payment Scheduled To :

Department :  Find Payment Status :

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

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

VSS displays the Checks/EFTs Summary Search page.

The screenshot shows the 'Check/EFT Summary Search' page in the SIGMA Vendor Self Service system. The page includes a navigation menu with 'Check/EFTs' selected. A red arrow points to the 'Check/EFT Summary Search' heading. Below the heading is a search form with fields for 'Check/EFT Number', 'Check/EFT Status', 'Payment From', and 'Payment To'. A 'Search' button is present. Below the form is a table with columns: Select, Status, Date, Check/EFT Number, Payment ID, Check/EFT Status, and Amount. Navigation buttons (First, Prev, Next, Last) are at the bottom left, and action buttons (Details, Download, PDF, Reference) are at the bottom right.

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.



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

Search for Checks/EFTs

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

Check/EFT Status:  Payment To:

Select	Status Date	Check/EFT Number	Payment ID	Check/EFT Status	Amount
<input type="checkbox"/>	01/20/2017	1180004321	EFT 171 17000005338	Paid	912.00
<input type="checkbox"/>	01/13/2017	1060003939	EFT 171 17000005014	Paid	495.00

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

Step 3.16 Select **Reference**.

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

Search for Checks/EFTs

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

Check/EFT Status:  Payment To:

Select	Status Date	Check/EFT Number	Payment ID	Check/EFT Status	Amount
<input type="checkbox"/>	01/20/2017	1180004321	EFT 171 17000005338	Paid	912.00
<input checked="" type="checkbox"/>	01/13/2017	1060003939	EFT 171 17000005014	Paid	495.00

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

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

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

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

[Agreements](#) | [Scheduled Payments](#) | **Checks/EFTs** | [Tax Information](#) | [Invoices/Requests](#)

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

## Referenced Agreements by Check/EFT

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

**Check/EFT Details**

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

[View Details](#)

**Agreement**

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

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

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.)

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

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[Agreements](#) | [Scheduled Payments](#) | **Checks/EFTs** | [Tax Information](#) | [Invoices/Requests](#)

**Vendor/Grantee Information**

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

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

**Total Payment Allocation**

Payment : 495.00	Intercepted : 0.00
Discount : 0.00	Default Intercept Fee : 0.00
Penalty : 0.00	Supplementary Intercept Fee : 0.00
Interest : 0.00	Use Tax : 0.00
Backup Withholding : 0.00	Tax : 0.00
Contract Withholding : 0.00	Net Payment : 495.00
Retained : 0.00	

**Payment Allocation by Line**

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

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

[Reference](#)

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

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

[Agreements](#) | [Scheduled Payments](#) | [Checks/EFTs](#) | [Tax Information](#) | [Invoices/Requests](#)

Welcome, Radisson

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

## Referenced Agreements by Check/EFT

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

**Check/EFT Details**

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

[View Details](#)

**Agreement**

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

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

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

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

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

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

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Welcome, Radisson

[View Frequently Asked Questions](#)

## Check/EFT Summary Search

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

Search for Checks/EFTs

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

Check/EFT Status :  Payment To :

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

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

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

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

VSS downloads the Remittance Advice form.

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

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

STATE OF MICHIGAN  
REMITTANCE ADVICE

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

Vendor Code: VS0000501

Vendor Name: Radisson Hotel Lansing

Alias/DBA:

Assignee Name:

Assignee Alias/DBA:

Document ID #: EFT 171 17000005014

Check/EFT Amount: 495.00

Amount includes freight and/or is net of discount

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

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

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

The screenshot shows the 'SIGMA Vendor Self Service' interface. The user is logged in as 'Radisson'. The 'Tax Information' tab is selected in the navigation menu. The page title is 'Tax Information Search'. Below the title, there is a search area with a 'Calendar Year' input field and 'Search' and 'Clear' buttons. At the bottom, there is a table with columns: 'Calendar Year', 'Tax Type', '1099-S Form Number', 'Payer Name', 'Amount', 'Tax Summary', 'Payments', and 'Tax Forms'. Navigation buttons 'First', 'Prev', 'Next', and 'Last' are located below the table.

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.

Calendar Year: 2017

Calendar Year	Tax Type	1099-S Form Number	Payer Name	Amount	Tax Summary	Payments	Tax Forms
2017	1099-MISC		State of Michigan Office of Financial Mgmt	901.00	<a href="#">View</a>	<a href="#">View</a>	<a href="#">PDF</a>

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

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

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

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

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

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

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

VSS returns results for Contracts.

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

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

### Agreement Summary Search

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

Search for Agreements

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

Select	Agreement Type	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
<input type="checkbox"/>	Contract	751	170000000008		05/01/2017	0.00	7,000.00	0.00	0.00	12,000.00	No	No
<input type="checkbox"/>	Contract	751	170000000070		05/01/2017	0.00	5,000.00	0.00	0.00	9,999.00	No	No
<input type="checkbox"/>	Contract	751	170000000062		04/20/2017	0.00	0.00	0.00	0.00	15,000.00	No	No
<input type="checkbox"/>	Contract	751	170000000038		04/10/2017	0.00	25,250.00	1,250.00	0.00	24,000.00	No	No
<input type="checkbox"/>	Contract	751	170000000014		03/30/2017	0.00	15,000,000.00	11,250.00	0.00	1,514,988,750.00	No	No
<input type="checkbox"/>	Contract	751	170000000006		03/20/2017	0.00	15,000.00	0.00	0.00	15,000.00	No	No

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

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

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

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

### Agreement Summary Search

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

Search for Agreements

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

Select	Agreement Type	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
<input type="checkbox"/>	Contract	751	170000000008		05/01/2017	0.00	7,000.00	0.00	0.00	12,000.00	No	No
<input type="checkbox"/>	Contract	751	170000000070		05/01/2017	0.00	5,000.00	0.00	0.00	9,999.00	No	No
<input type="checkbox"/>	Contract	751	170000000062		04/20/2017	0.00	0.00	0.00	0.00	15,000.00	No	No
<input checked="" type="checkbox"/>	Contract	751	170000000038		04/10/2017	0.00	25,250.00	1,250.00	0.00	24,000.00	No	No
<input type="checkbox"/>	Contract	751	170000000014		03/30/2017	0.00	15,000,000.00	11,250.00	0.00	1,514,988,750.00	No	No
<input type="checkbox"/>	Contract	751	170000000006		03/20/2017	0.00	15,000.00	0.00	0.00	15,000.00	No	No

VSS transitions to Header Information tab.

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

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

The screenshot displays the 'Header Information' tab in a software application. The interface includes a top navigation bar with tabs for 'Account Information', 'Financial Transactions', 'Business Opportunities', 'Solicitation Responses', 'Catalog Management', 'Grant Opportunities', and 'Grant Applications'. Below this is a sub-navigation bar with 'Agreements', 'Scheduled Payments', 'Checks/EFTs', 'Tax Information', and 'Invoices/Requests'. The main content area is divided into four sections: 'Header Information', 'Payment Address Information', and 'Contact Information'. The 'Header Information' section contains fields for 'Grantee Name' (Kendall Rodas), 'Grantee Request Number' (GFR4000000000000001), 'Agreement ID' (170000000038), 'Total Amount' (1000), and 'Total Request Date' (05/02/2017). A red arrow points to the 'Total Amount' field. The 'Payment Address Information' section includes fields for 'Address ID' (AD002), 'Street 1' (201 N Washington Sq), 'City' (Lansing), 'State/Province' (MI), 'Zip Code' (48903-1321), and 'Country' (US). The 'Contact Information' section includes fields for 'Contact ID' (PC002), 'Contact Name' (Kelly Parker), 'Contact Phone' (1234567890), and 'Contact Email'. At the bottom right of the form, there are two buttons: 'Cancel Request' and 'Go To Next Step'. A red arrow points to the 'Go To Next Step' button.

VSS transitions to Component Information tab.

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

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

Comments are optional.

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

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

VSS transitions to Comments/Attachments tab.

The screenshot displays the 'Comments & Attachments' tab in the VSS system. It features a navigation bar at the top with tabs for 'Account Information', 'Financial Transactions', 'Business Opportunities', 'Solicitation Responses', 'Catalog Management', 'Grant Opportunities', and 'Grant Applications'. Below this is a sub-navigation bar with 'Agreements', 'Scheduled Payments', 'Checks/EFTs', 'Tax Information', and 'Invoices/Requests'. The main content area is divided into four sections: '1 Header Information', '2 Component Information', '3 Comments & Attachments', and '4 Funding Request Summary'. The 'Comments & Attachments' section is active, showing a table with one line item: 'MAEAP Technical Assistance Non-Match' with a checked checkbox and an amount of 1000. The 'Information From Agreement' section shows 'Grant Start Period : 05/01/2017' and 'Grant End Period : 04/30/2018'. A red arrow points to the 'Amount' field (1000) and another red arrow points to the 'Comments (Optional)' text area, which contains the word 'Testing'.

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

The screenshot displays the 'Comments & Attachments' tab in the VSS system. It features a navigation bar at the top with tabs for 'Account Information', 'Financial Transactions', 'Business Opportunities', 'Solicitation Responses', 'Catalog Management', 'Grant Opportunities', and 'Grant Applications'. Below this is a sub-navigation bar with 'Agreements', 'Scheduled Payments', 'Checks/EFTs', 'Tax Information', and 'Invoices/Requests'. The main content area is divided into four sections: '1 Header Information', '2 Component Information', '3 Comments & Attachments', and '4 Funding Request Summary'. The 'Comments & Attachments' section is active, showing a warning message: 'Warning : Amount in Information for New Grant Funding Request does not match Amount for same line in Information from Agreement.' A red arrow points to the 'Attach Files' button. Below the warning message is a section titled 'Attach Your Files (Optional)' with instructions: 'If you have files that you want to include as part of your request, click the 'Attach Files' button'. Below this is a section titled 'Manage Your Attachments' with instructions: 'The following attachments are currently part of your response. If you need to delete an attachment, click the delete button (X) next to the item you wish to delete.' Below this is a table with columns: 'File Name', 'Date', 'User ID', and 'Proprietary Flag'. Below the table is a 'Comments' text area. At the bottom right are buttons for 'Cancel Request', 'Previous', and 'Go To Next Step'.

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

VSS displays Add Files page.



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

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

VSS transitions to Funding Request Summary tab.

Step 3.37 Review Funding Request Summary information.

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

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

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

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

Cancel Request Previous

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

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

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

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

File Name Proprietary Flag  
 Testing for VSS.docx Standard

Cancel Request Previous **Submit Request**

VSS transitions to Thank You! page.

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

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

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

## Thank You!

Thank you for submitting your grant funding request.

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

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

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

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

Close Print

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

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

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

VSS displays list of purchase orders as shown below.

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

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

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

The screenshot shows the SIGMA Vendor Self Service interface. At the top, there are navigation links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this is a menu with tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The 'Financial Transactions' tab is active, and within it, the 'Invoices/Requests' sub-tab is selected. A search section is visible with filters for Agreement Type, Department, Agreement ID, Agreement Held?, Closed?, and Transaction From/To. A 'Search' button is highlighted with a red arrow. Below the search section is a table of agreements with columns for Select, Agreement Type, Department, Agreement ID, Tracking Number, Transaction Date, Not To Exceed Amount, Encumbered, Expended, Retained, Outstanding, Agreement Held?, and Closed?. The first row, 'Purchase Order', has a checked checkbox in the 'Select' column, highlighted with a red arrow. Below the table are navigation buttons (First, Prev, Next, Last) and a row of action buttons: 'Create Invoice/Request', 'Details', 'Download', 'PDF', and 'Reference'. The 'Create Invoice/Request' button is highlighted with a red arrow.

Select	Agreement Type	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
<input checked="" type="checkbox"/>	Purchase Order	171	170000000218		05/02/2017	100,000.00	56,790.00	0.00	0.00	56,790.00	No	No
<input type="checkbox"/>	Master Agreement	171	170000000007		04/06/2017	1,000,000.00	0.00	0.00	0.00	1,000,000.00	No	No

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

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

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

Search

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

Search for Invoices/Requests

Invoice/Request Number:  Fully Paid?: No  Invoice/Request From: 4/1/2014

Total Amount:  Address ID:  Find  Invoice/Request To:

Invoice/Request Status:  Agreement ID:

**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**.

Search

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

Search for Invoices/Requests

Invoice/Request Number:  Fully Paid?: No  Invoice/Request From: 4/1/2014

Total Amount:  Address ID:  Find  Invoice/Request To:

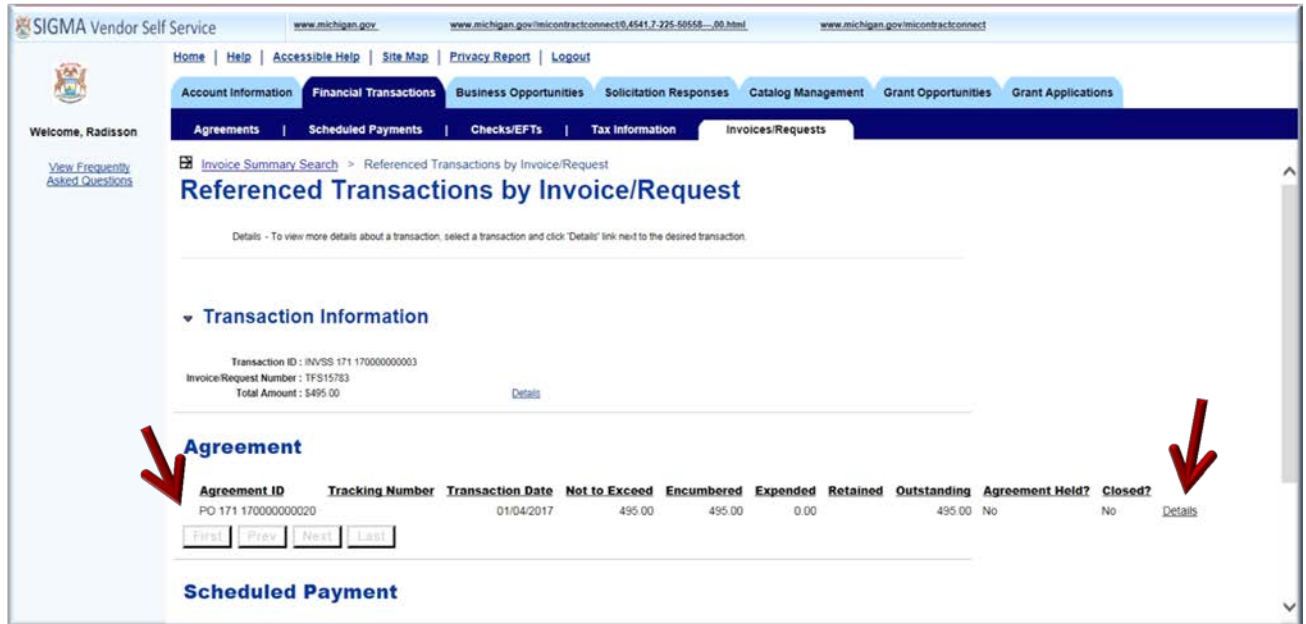
Invoice/Request Status:  Agreement ID:

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

Select	Invoice/Request Number	Record Date	Total Amount	Invoice/Request Status	Total By Status	Transaction ID	Scheduled	Paid Amount	Fully Paid?
<input checked="" type="checkbox"/>	TFS15783	01/04/2017	\$495.00	Pending Approval	\$495.00	INVSS 171 17000000003		\$0.00	No

VSS displays Referenced Transactions by Invoice/Request page.

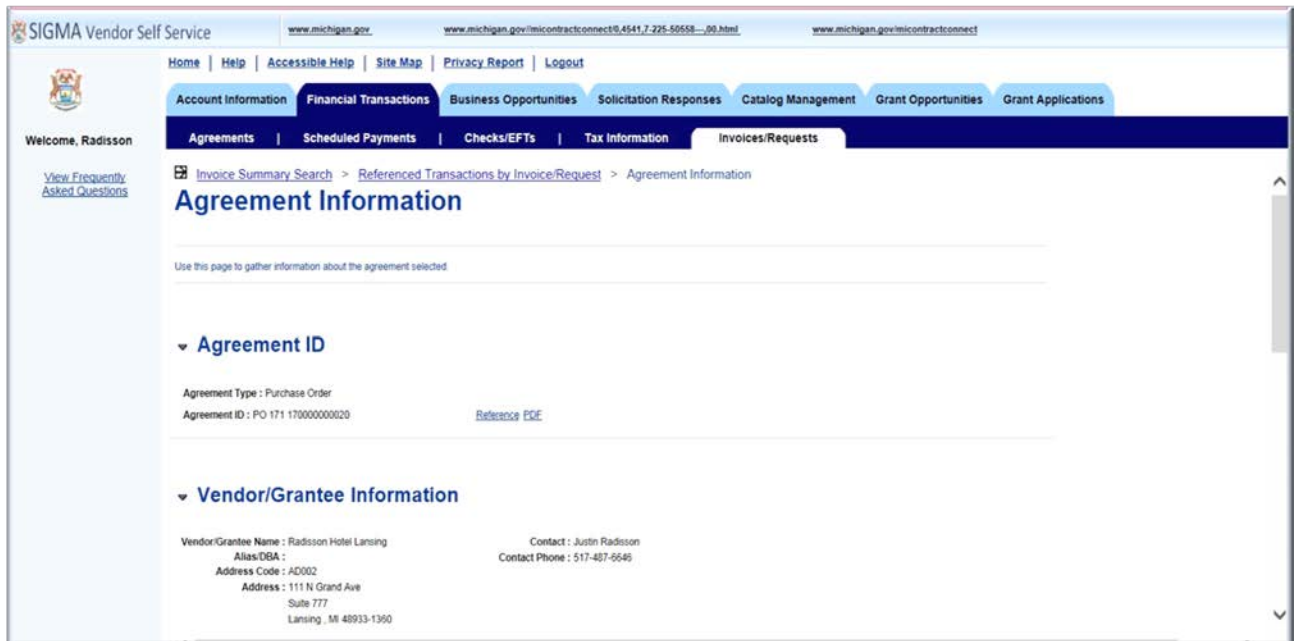
Step 3.46 Select **Details**.



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.



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

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

STATE OF MICHIGAN  
NOTICE OF AWARD  
FINAL

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

Vendor: VS0000501  
Vendor Name: Radisson Hotel Lansing  
Alias/DBA:  
Contact: Justin Radisson  
  
Contact Phone: 517-487-6646  
111 N Grand Ave  
Suite 777  
Lansing, MI 48933-1360

Buyer Information:  
Name:  
Phone Number:  
Email:

Issuing Office:  
Name: Dept. ### Procurement Buyer  
Phone Number: 2813308004  
Email: travis.hassig@cgl.com

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

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

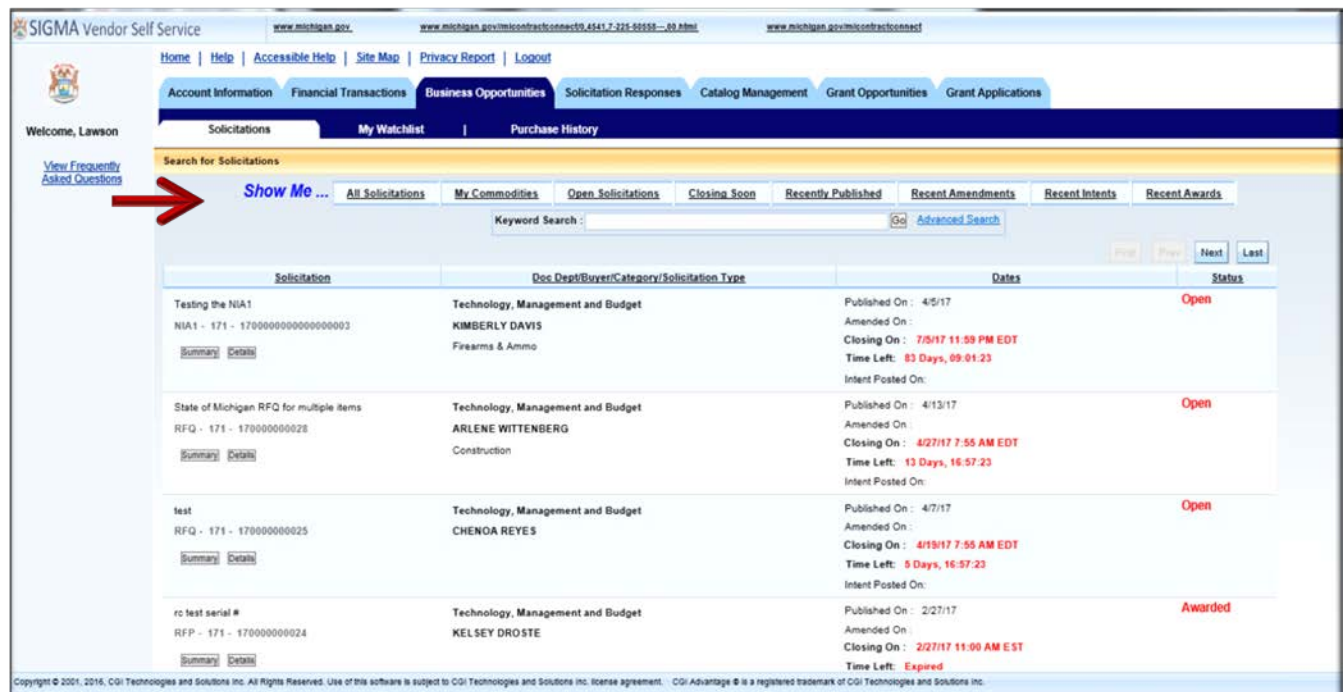
LINE INFORMATION

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

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

## Section 4: View Business Opportunities/Solicitations

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



The screenshot displays the SIGMA Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this, a secondary navigation bar highlights the Business Opportunities tab, with other tabs for Account Information, Financial Transactions, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The main content area shows a 'Solicitations' sub-tab selected, with a red arrow pointing to the 'Show Me ...' link. Below the navigation, there is a search bar with a 'Keyword Search' field and a 'Go' button. A table of solicitations is displayed with columns for Solicitation, Doc Dept/Buyer/Category/Solicitation Type, Dates, and Status. The table lists four solicitations: 'Testing the NIA1', 'State of Michigan RFQ for multiple items', 'test', and 'rc test serial #'. Each row includes details such as the solicitation number, buyer name, category, and various dates (Published, Amended, Closing, Intent Posted) along with the current status (Open or Awarded).

Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates	Status
Testing the NIA1 NIA1 - 171 - 17000000000000000003	Technology, Management and Budget KIMBERLY DAVIS Firearms & Ammo	Published On : 4/5/17 Amended On : Closing On : 7/5/17 11:58 PM EDT Time Left: 83 Days, 09:01:23 Intent Posted On:	Open
State of Michigan RFQ for multiple items RFQ - 171 - 17000000000028	Technology, Management and Budget ARLENE WITTENBERG Construction	Published On : 4/13/17 Amended On : Closing On : 4/27/17 7:55 AM EDT Time Left: 13 Days, 16:57:23 Intent Posted On:	Open
test RFQ - 171 - 17000000000025	Technology, Management and Budget CHENOA REYES	Published On : 4/7/17 Amended On : Closing On : 4/19/17 7:55 AM EDT Time Left: 5 Days, 16:57:23 Intent Posted On:	Open
rc test serial # RFP - 171 - 17000000000024	Technology, Management and Budget KELSEY DROSTE	Published On : 2/27/17 Amended On : Closing On : 2/27/17 11:00 AM EST Time Left: Expired	Awarded

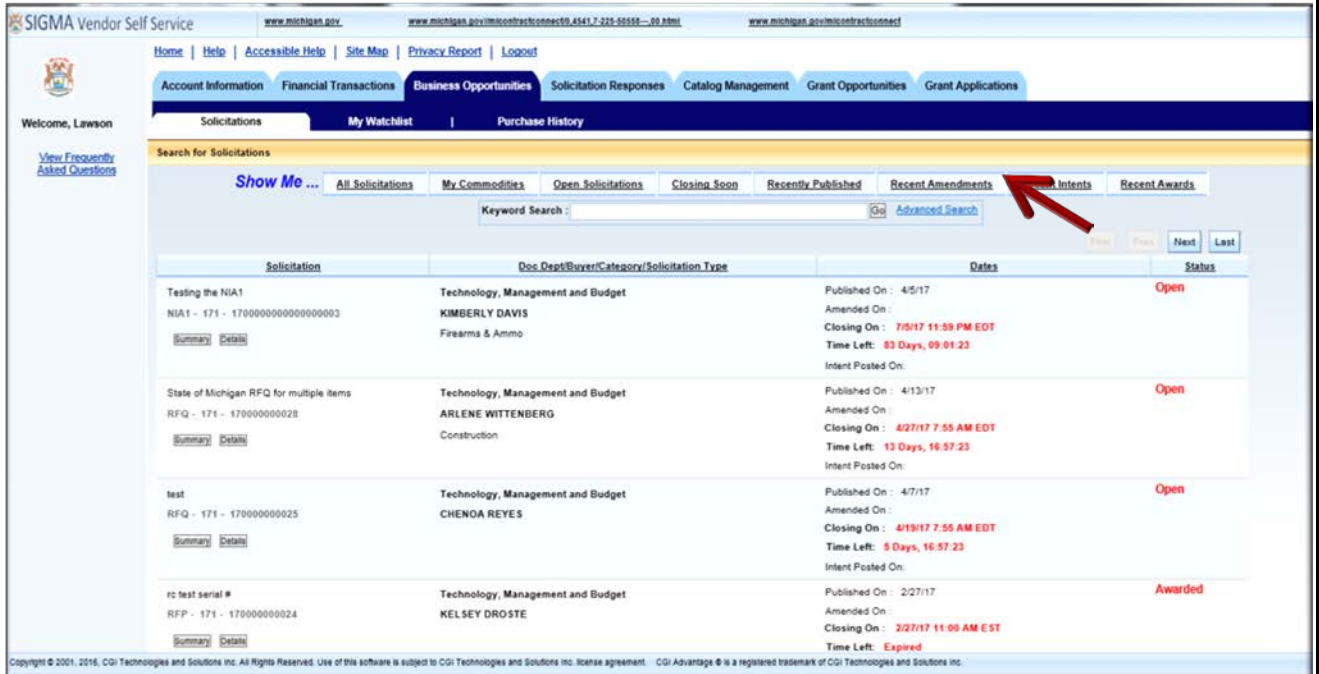
A summary of all Solicitations can be found by selecting the Solicitations sub-tab under the Business Opportunities tab. This list contains all Solicitations. From here, you can view summary and detailed information about the Solicitations. You can refine your search for solicitations by selecting one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

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

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

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

### Advanced Search



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.



SIGMA Vendor Self Service [www.michigan.gov](http://www.michigan.gov) [www.michigan.gov/miccontractconnect/0,4541,7,321-56558---00.html](http://www.michigan.gov/miccontractconnect/0,4541,7,321-56558---00.html) [www.michigan.gov/miccontractconnect](http://www.michigan.gov/miccontractconnect)

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

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

Solicitations | My Watchlist | Purchase History

Search for Solicitations

Show Me ... All Solicitations | My Commodities | Open Solicitations | Closing Soon | Recently Published | Recent Amendments | Recent Intents | Recent Awards

Keyword Search :  Go [Close Advanced Search](#)

Status : Open

Type : Direct Solicitation

First Prev Next Last

Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates	Status
Testing the NIA1 NIA1 - 171 - 17000000000000000000	Technology, Management and Budget KIMBERLY DAVIS Firearms & Ammo	Published On : 4/5/17 Amended On : Closing On : 7/5/17 11:59 PM EDT Time Left: 82 Days, 13:37:04 Intent Posted On:	Open
State of Michigan RFQ for multiple items RFQ - 171 - 1700000000028	Technology, Management and Budget ARLENE WITTENBERG Construction	Published On : 4/13/17 Amended On : Closing On : 4/27/17 7:55 AM EDT Time Left: 12 Days, 21:33:04 Intent Posted On:	Open
test RFQ - 171 - 1700000000025	Technology, Management and Budget CHENOA REYES	Published On : 4/7/17 Amended On : Closing On : 4/19/17 7:55 AM EDT Time Left: 4 Days, 21:33:04 Intent Posted On:	Open
rc test serial # RFQ - 171 - 1700000000024	Technology, Management and Budget KEI KEY NGUYEN	Published On : 2/27/17 Amended On :	Awarded

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## 4.1: Respond to Solicitations

Step 4.1.1 Choose the solicitation to which you will respond.

Step 4.1.2 Select **Details**.

The screenshot shows the SIGMA Vendor Self Service interface. The user is logged in as Lawson. The main navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this, there are tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The 'Solicitation Responses' tab is active, and the 'Solicitations' sub-tab is selected. The page displays a search bar and a table of solicitations. A red arrow points to the 'Details' link for the solicitation 'State of Michigan RFQ for multiple items'.

Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates	Status
Testing the NIA1 NIA1 - 171 - 1700000000000000003 <a href="#">Summary</a> <a href="#">Details</a>	Technology, Management and Budget KIMBERLY DAVIS Firearms & Ammo	Published On : 4/5/17 Amended On : Closing On : 7/5/17 11:59 PM EDT Time Left : 83 Days, 06:36:55 Intent Posted On :	Open
State of Michigan RFQ for multiple items RFQ - 171 - 17000000000023 <a href="#">Summary</a> <a href="#">Details</a>	Technology, Management and Budget ARLENE WITTENBERG Construction	Published On : 4/13/17 Amended On : Closing On : 4/27/17 7:55 AM EDT Time Left : 13 Days, 16:32:55 Intent Posted On :	Open
test RFQ - 171 - 1700000000025 <a href="#">Summary</a> <a href="#">Details</a>	Technology, Management and Budget CHENOA REYES	Published On : 4/7/17 Amended On : Closing On : 4/19/17 7:55 AM EDT Time Left : 5 Days, 16:32:55 Intent Posted On :	Open
rc test serial # RFP - 171 - 1700000000024 <a href="#">Summary</a> <a href="#">Details</a>	Technology, Management and Budget KELSEY DROSTE	Published On : 2/27/17 Amended On : Closing On : 2/27/17 11:00 AM EST Time Left : Expired Intent Posted On : 2/27/17	Awarded

VSS displays the Solicitation Response page.

Step 4.1.3 Select **Respond Online**.

SIGMA Vendor Self Service  
 Home | Help | Accessible Help | Site Map | Privacy Report | Logout  
 Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications  
 Welcome, Lawson  
 View Frequently Asked Questions  
 Solicitations | My Watchlist | Purchase History  
 New Search  
 Add this item to Watch List  
**Solicitation: 17000000028 State of Michigan RFQ for multiple items**  
 Issued: 4/13/17 Last Amended: **Current Status: Open**  
 Closing Date: 4/27/17 7:55 AM EDT Doc Dept: Technology, Management and Budget  
 Time Left: **13 Days, 16:31:58** Buyer Name: ARLENE WITTENBERG  
 Category: Construction  
 Type: Request for Quotes(RFQ)  
 Buyer Information: ARLENE.WITTENBERG@wittenbergsa@michigan.gov  
 Additional Dates: Bid Opening Date: Award Date:  
 Intent Posted Date: More... see Events tab  
 Response Options: Respond Online | Print for Mailing  
 Print Solicitation  
 Lots/Lines | Attachments | Additional Information | Terms | Criteria | Events | Q & A List | Amendment History  
 Lot 1: Default  

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

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

SIGMA Vendor Self Service  
 Home | Help | Accessible Help | Site Map | Privacy Report | Logout  
 Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications  
 Welcome, Lawson  
 View Frequently Asked Questions  
 Solicitations | My Watchlist | Purchase History  
 1 Respond To Lines | 2 Criteria Response | 3 Attach Your Files | 4 Discounts/Comments | 5 Review/Submit  
 Respond to Lines: No Response for Solicitation | Undo No Response for Solicitation  
 Copy | Save | Go To Step 2 | Exit  
 Respond To Lines  
 Criteria Response  
 Attach Your Files  
 Discounts / Comments  
 Review / Submit  
 Lot 1 of 1: Default  

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

 Lot 1 of 1: Default  

Description	Your Offer	Comments
2. GENERAL CONSTRUCTION - ARCHITECTURAL	Response Type : Bid Contract Amount : 1500.00	

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 Alternate Specs Submitted flag and attach any specifications to the Solicitation Response in Part 3: Attach Your Files.

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

The screenshot displays the SIGMA Vendor Self Service interface. At the top, there are navigation links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this is a main navigation bar with tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The 'Solicitation Responses' tab is selected, and the 'Respond to Lines' step is highlighted in the breadcrumb trail. The main content area shows a table with two rows of items. The first row is 'BRICKS, CONCRETE' with a requested quantity of 25000 SF, a unit price of \$10.00, and a total of \$250,000.00. The second row is 'GENERAL CONSTRUCTION - ARCHITECTURAL' with a contract amount of 1400.00. A red arrow points to the 'Go To Step 2' button in the top right corner of the form.

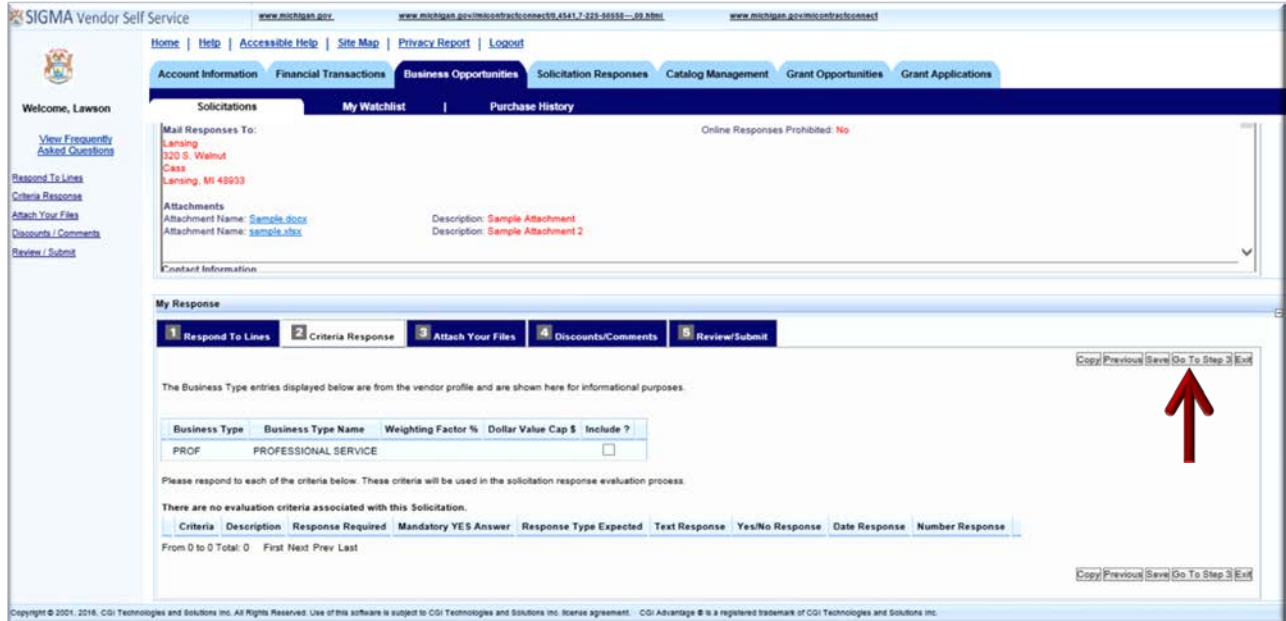
VSS transitions to the Criteria Response page.

Step 4.1.6 Enter appropriate information for Criteria Response.

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

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

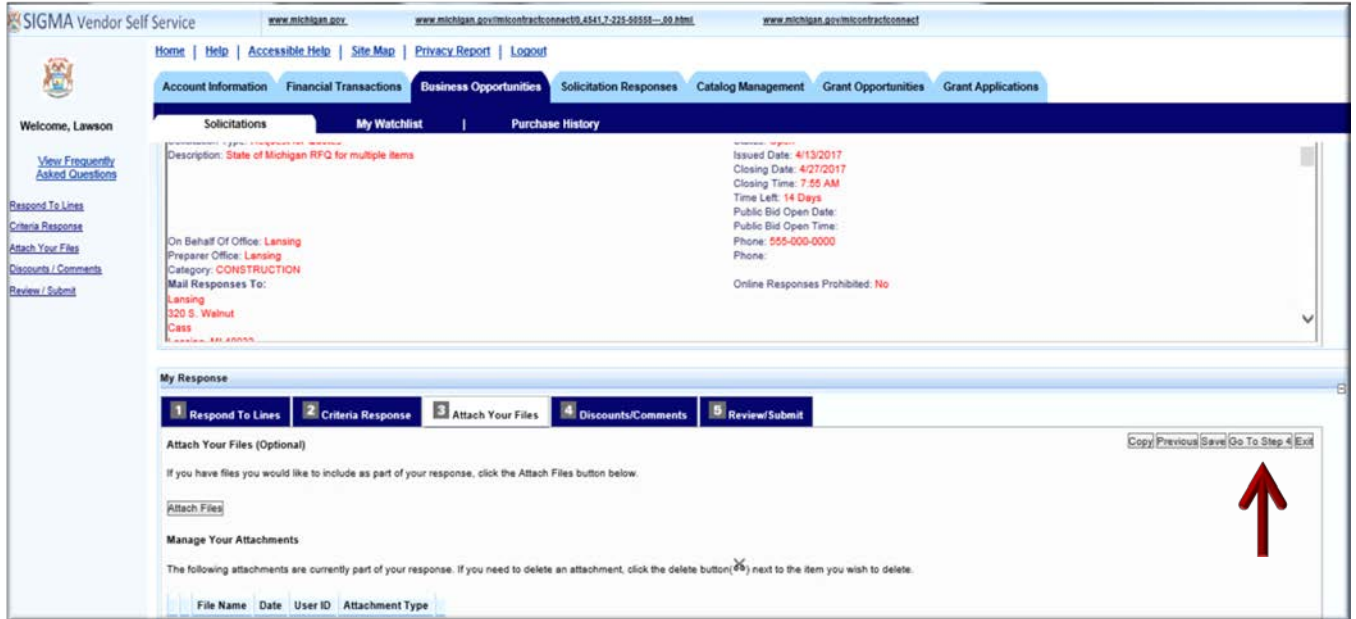
#### Step 4.1.7 Select **Go To Step 3**.



VSS transitions to Attach Your Files page.

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

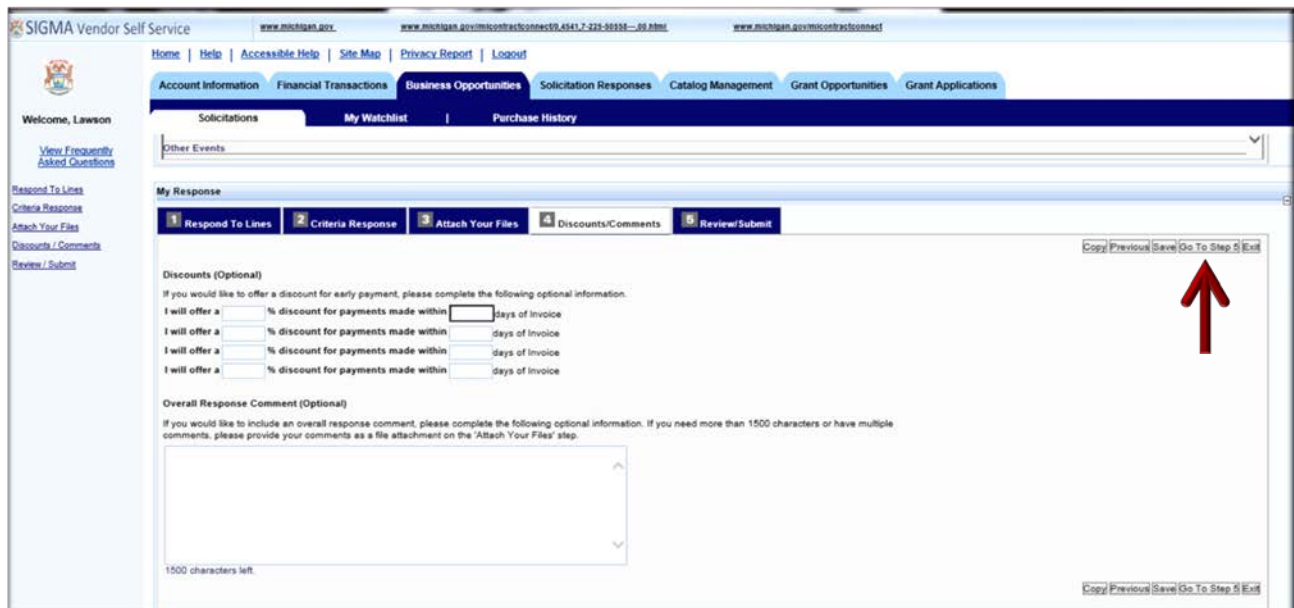
#### Step 4.1.8 Select **Go to Step 4**.



VSS displays the Discounts/Comments page.

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

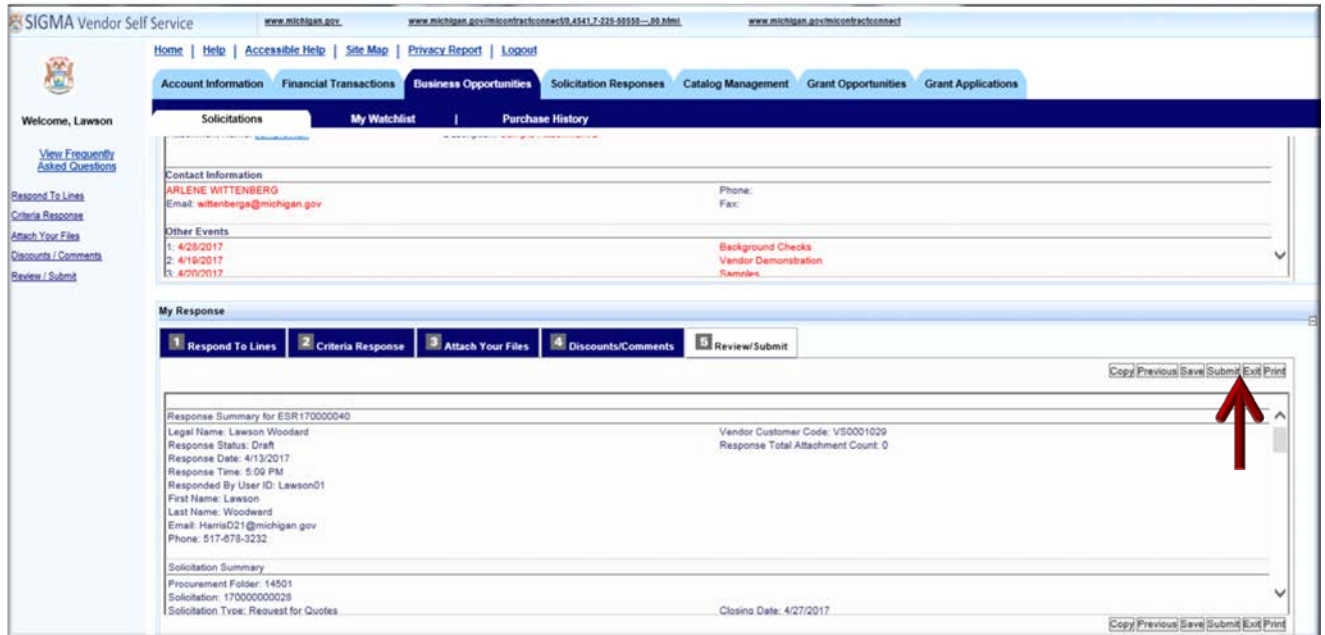
Step 4.1.9 Select **Go to Step 5**.



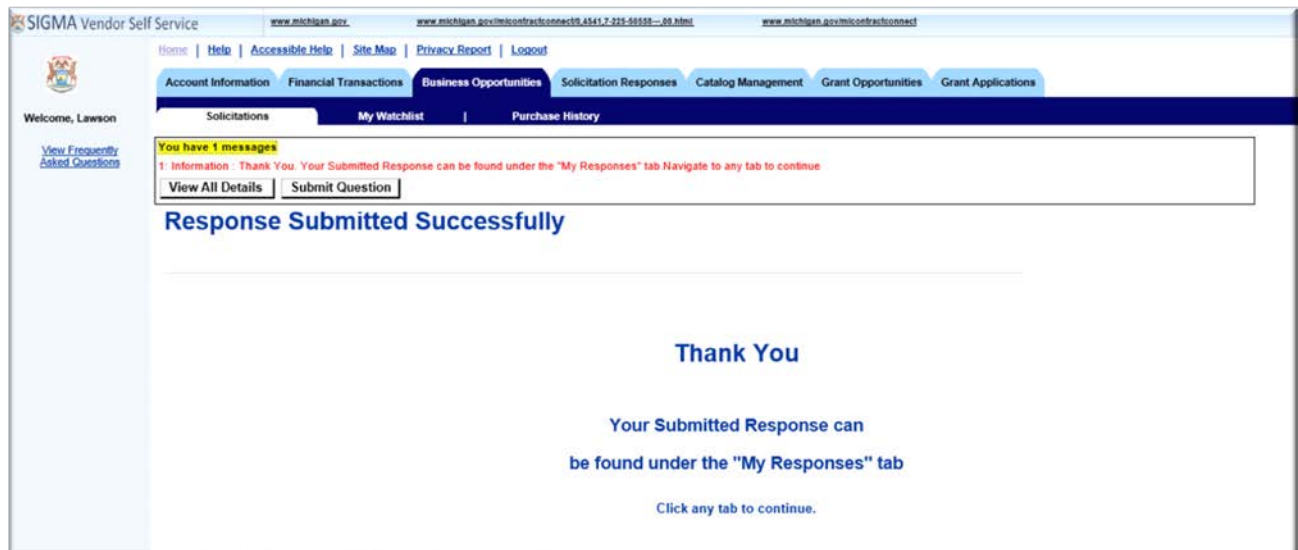
VSS transitions to the Review/Submit Response page.

Step 4.1.10 Review your Solicitation Response information.

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



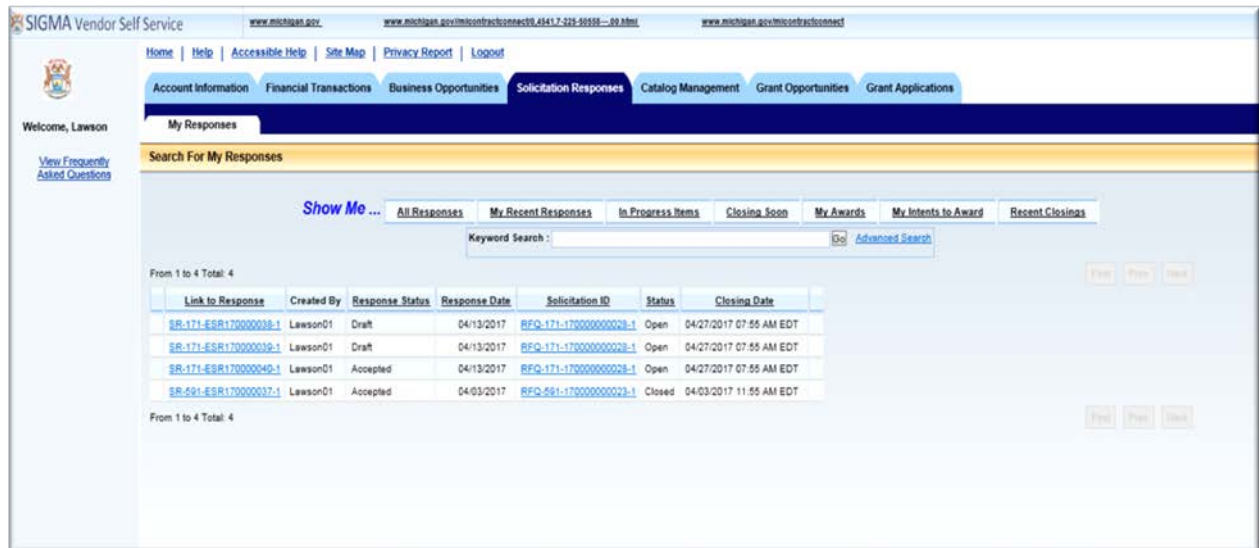
VSS displays **Response Submitted Successfully** page.



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

## Section 5: Review and Modify Solicitation Responses

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



VSS displays the Solicitation – My Responses page.

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

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

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

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



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

The screenshot shows the SIGMA Vendor Self Service interface. The 'My Responses' section is active, displaying a table of responses. A red box highlights the filter menu, and a red arrow points to the first row of the table.

Link to Response	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date
<a href="#">SR-171-ESR170000038-1</a>	Lawson01	Draft	04/13/2017	<a href="#">RFQ-171-17000000028-1</a>	Open	04/27/2017 07:55 AM EDT
<a href="#">SR-171-ESR170000039-1</a>	Lawson01	Draft	04/13/2017	<a href="#">RFQ-171-17000000028-1</a>	Open	04/27/2017 07:55 AM EDT
<a href="#">SR-171-ESR170000040-1</a>	Lawson01	Accepted	04/13/2017	<a href="#">RFQ-171-17000000028-1</a>	Open	04/27/2017 07:55 AM EDT
<a href="#">SR-591-ESR170000037-1</a>	Lawson01	Accepted	04/03/2017	<a href="#">RFQ-591-17000000023-1</a>	Closed	04/03/2017 11:55 AM EDT

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

Step 5.3 Select **Edit**.

The screenshot displays the SIGMA Vendor Self Service interface. At the top, there are navigation links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this is a main menu with tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses (which is active), Catalog Management, Grant Opportunities, and Grant Applications. A sub-menu for 'My Responses' is also visible. The main content area is titled 'My Online Response' and shows a 'Time Left: 13 Days, 13:38:05'. Below this, there is a 'Solicitation Summary' and 'Attachments' section. The summary includes details such as Solicitation: 170000000028, Procurement Folder: 14501, Solicitation Type: Request for Quotes, and Description: State of Michigan RFQ for multiple items. It also lists the Status as Open, Issued Date as 4/13/2017, Closing Date as 4/27/2017, and Closing Time as 7:55 AM. A sidebar on the left contains links for Respond To Lines, Criteria Response, Attach Your Files, Discounts / Comments, and Review / Submit. At the bottom of the 'My Response' section, there are five numbered steps: 1. Respond To Lines, 2. Criteria Response, 3. Attach Your Files, 4. Discounts/Comments, and 5. Review/Submit. A red arrow points to the 'Edit/Copy' button in the 'Respond to Lines' section.

Step 5.4 Make necessary changes for the Response.

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

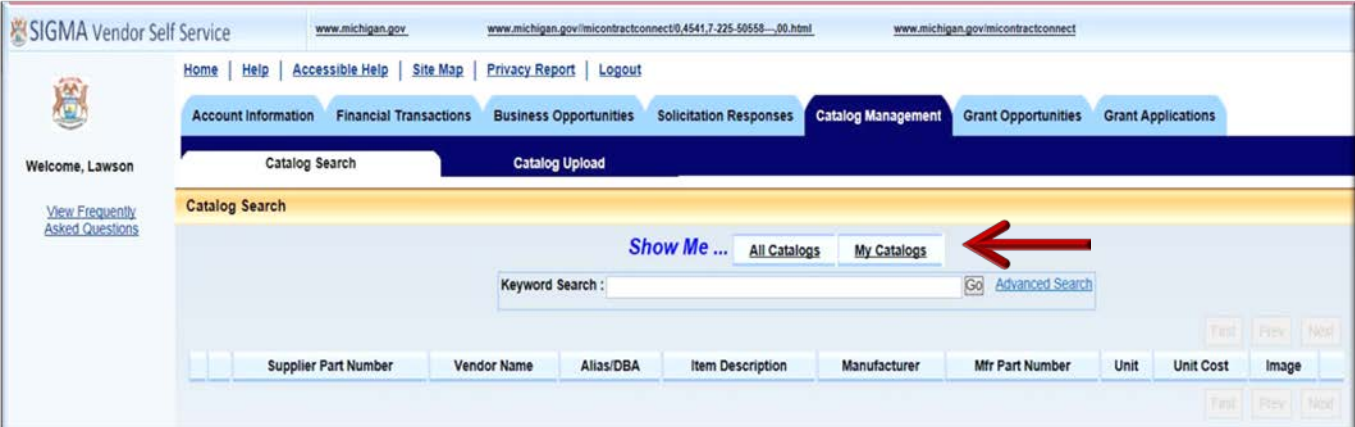
## Section 6: Catalog Management

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

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

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

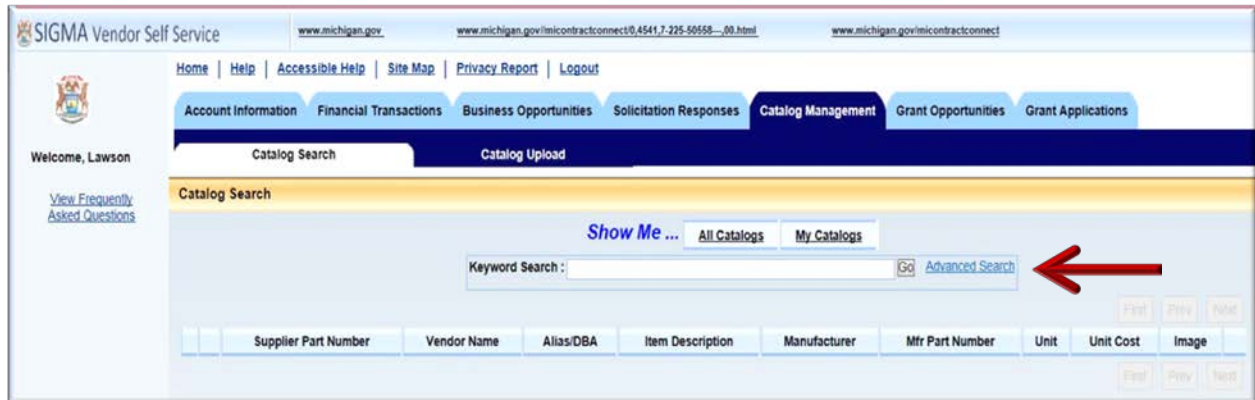
- All Catalogs - View all Catalogs in the system. This is the default view.
- My Catalogs - View Catalogs only in your catalog file.



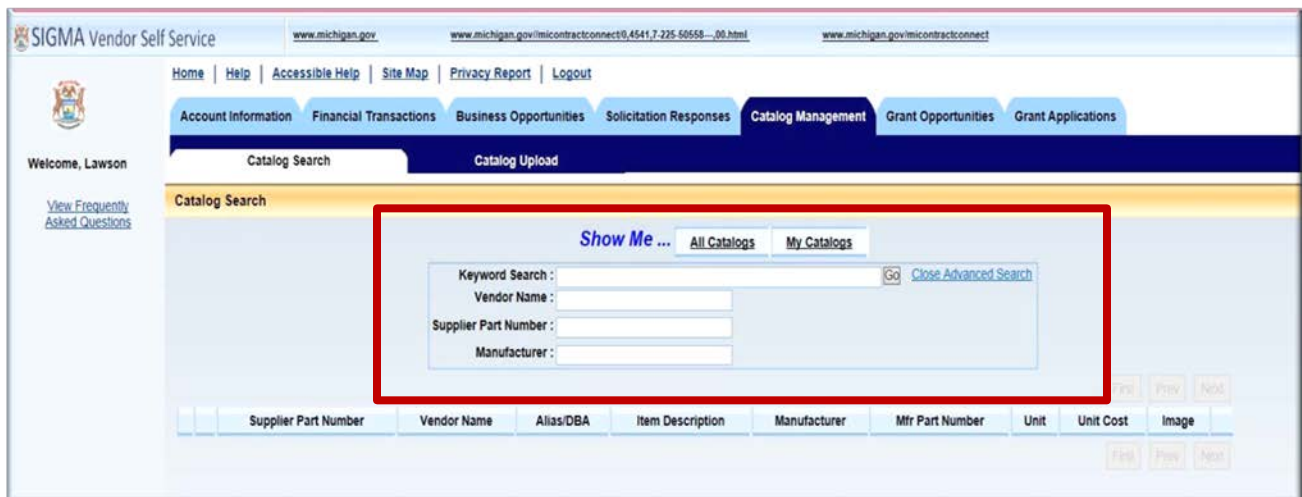
The screenshot shows the SIGMA Vendor Self Service interface. The top navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. The main navigation tabs are Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management (selected), Grant Opportunities, and Grant Applications. Under Catalog Management, there are sub-tabs for Catalog Search and Catalog Upload. The Catalog Search sub-tab is active, displaying a search interface with a 'Show Me ...' dropdown menu. A red arrow points to the 'My Catalogs' option in this menu. Below the dropdown is a 'Keyword Search' input field with a 'Go' button and an 'Advanced Search' link. At the bottom, a table header is visible with columns: Supplier Part Number, Vendor Name, Alias/DBA, Item Description, Manufacturer, Mfr Part Number, Unit, Unit Cost, and Image. Navigation buttons (First, Prev, Next) are present on the right side of the table.

## 6.1: Search for Existing Catalogs

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



VSS displays Advanced Search option fields.



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:

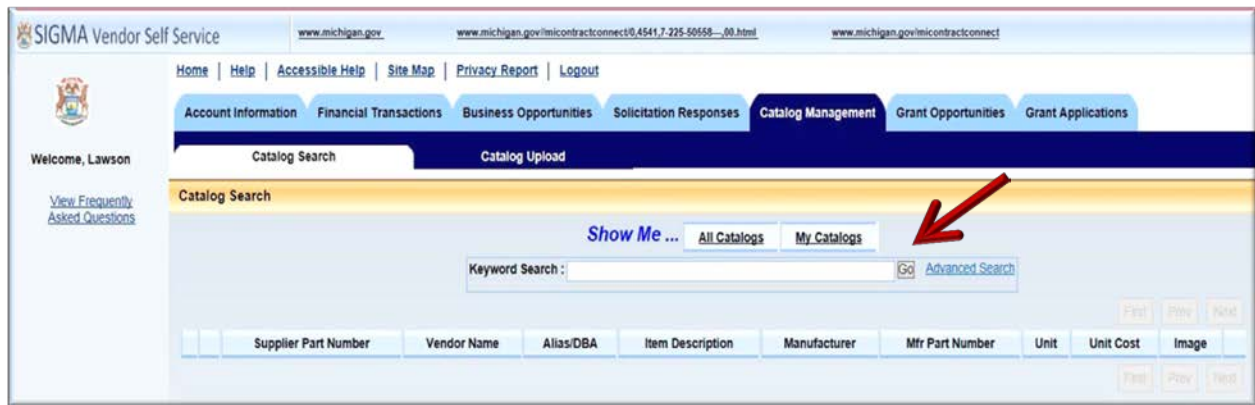
- Keyword Search - Narrow the search using a term in the text field. The Keyword Search scans the Catalog Number, Supplier Part Number, Vendor, Alias/DBA, Item Description, Manufacturer, Manufacturer Part Number, Unit, Unit Cost, and Image for the keyword.
- Vendor Name - Allows you to narrow the search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



## 6.2: Catalog Upload

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

VSS displays the Upload Catalog File Instructions page.

The screenshot shows the 'Upload Catalog File Instructions' page in the SIGMA Vendor Self Service system. The page includes a navigation menu with tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The 'Catalog Upload' sub-tab is selected. The main content area contains instructions for uploading a catalog file and a form for entering general information. The form fields are highlighted with a red box.

**Upload Catalog File Instructions:**

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

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

**General Information**

\*Catalog Administrator Name:

\*Catalog Administrator Email:

\*Vendor Contact Name: Lawson Woodward

\*Vendor Contact Email: HarnsD21@michigan.gov

\*Vendor Contact Phone: 517-678-3232

\*Catalog Name:

\*Catalog Effective From:

\*Catalog Effective To:

Discount Effective From:

Discount Effective To:

Discount Percentage: 0.00%

Other Information:

**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.

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

SIGMA Vendor Self Service

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

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

Welcome, Lawson

[View Frequently Asked Questions](#)

**Catalog Search** | **Catalog Upload**

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

**Upload**

General Information

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

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

Catalog Upload Information

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

Step 6.2.4 Retrieve your Catalog file from file location.

VSS populates the Catalog File Name field with your file.

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

SIGMA Vendor Self Service

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

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

Welcome, Lawson

[View Frequently Asked Questions](#)

**Catalog Search** | **Catalog Upload**

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

**Upload**

General Information

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

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

Catalog Upload Information

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

## Step 6.2.5 Select **Upload**.

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

SIGMA Vendor Self Service

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

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

Welcome, Lawson

[View Frequently Asked Questions](#)

**Catalog Search** | **Catalog Upload**

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

**Upload**

General Information

\*Catalog Administrator Name: Lawson Woodward

\*Catalog Administrator Email: larrisD21@michigan.gov

\*Vendor Contact Name: Lawson Woodward

\*Vendor Contact Email: HarrisD21@michigan.gov

\*Vendor Contact Phone: 517-678-3232

\*Catalog Name: Catalog.xlsx

\*Catalog Effective From: 4/1/2017

\*Catalog Effective To: 3/31/2018

Discount Effective From: [ ]

Discount Effective To: [ ]

Discount Percentage: 0.00%

Other Information: [ ]

Catalog Upload Information

\*Catalog File Type: Excel File

\*Catalog File Name: C:\My\_Data\Catalog.xlsx

Picture File Name: [ ]

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

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

SIGMA Vendor Self Service

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

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

Welcome, Lawson

[View Frequently Asked Questions](#)

**Catalog Search** | **Catalog Upload**

**You have 2 messages**

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

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

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

**Catalog Search**

Show Me ... All Catalogs My Catalogs

Keyword Search : [ ] Go [Advanced Search](#)

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



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

## Section 7: Foreign Vendor Account Registration

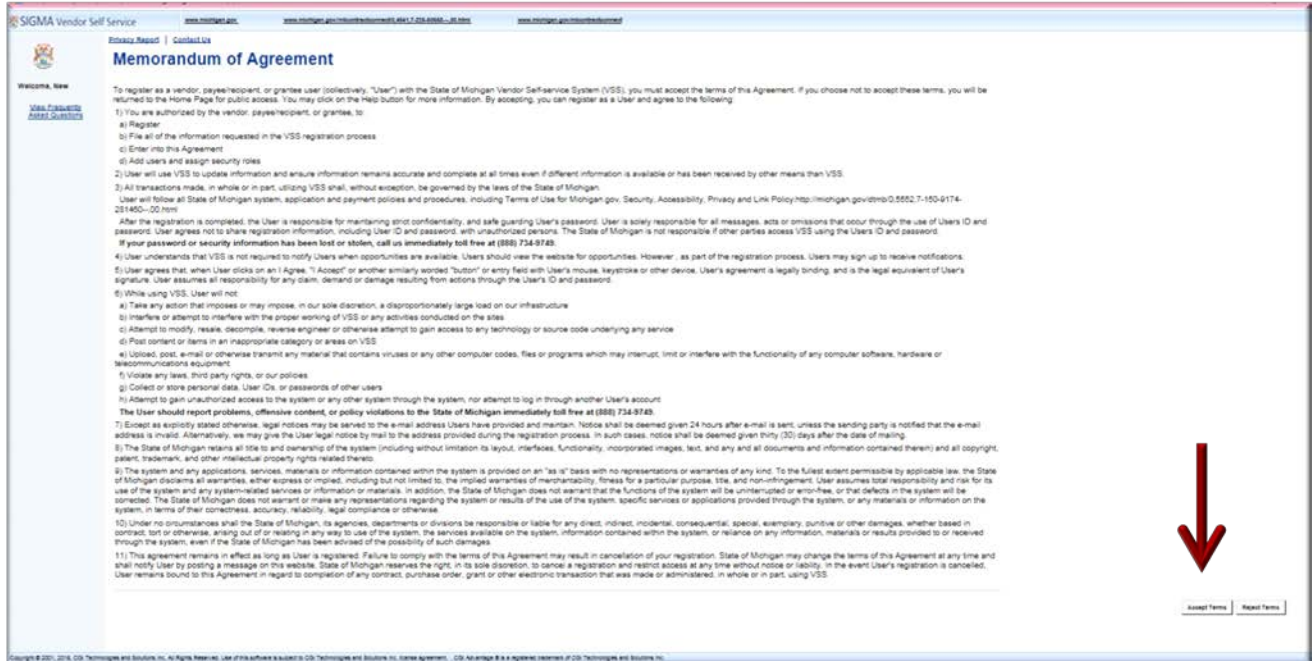
Please note that foreign vendors without a valid U.S. or Canadian address will need to send a completed W-8 form (available on the VSS Home Page) to the SIGMA Help Desk by fax 517-763-0300 or email SIGMA-Vendor@[michigan.gov](mailto:michigan.gov) to register with the State of Michigan. If you have any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

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

The screenshot shows the SIGMA Vendor Self Service (VSS) home page. The page title is "Welcome to State of Michigan SIGMA Vendor Self Service (VSS)". The page contains a login section on the left with fields for "User ID" and "Password", and a "Register" button. A red arrow points to the "Register" button. The main content area includes "Announcements" (dated 03/29/2017), "Contacts", and "Forms and Reference Documents". The "Forms and Reference Documents" section lists several PDF forms for foreign payees, including Certificate of Foreign Status of Beneficial Owner (Form W-8BEN) and Certificate of Foreign Person's Claim for Exemption from Withholding (Form W-8ECI).

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

Privacy Report | Contact Us

## Search for an Existing Account

Cancel Registration | Back

Welcome, New


[View Frequently Asked Questions](#)

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

▼ Company Search

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

Taxpayer Identification Number  OR Legal Business Name



OR

▼ Individual Search

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

Last Name  AND Last 4 digits of SSN

Cancel Registration | Back

Additional Resources & Information:

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

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

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

The screenshot shows the 'Search for an Existing Account/Results Not Found' page. It includes a 'Company Search' section with fields for 'Taxpayer Identification Number' (containing '235421155') and 'Legal Business Name'. Below it is an 'Individual Search' section with fields for 'Last Name' and 'Last 4 digits of SSN'. At the bottom, a message states 'No results have been found for your account. Please perform further research or select the New Registration button to create a new account.' A red arrow points to the 'New Registration' button.

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

The screenshot shows the 'My User Information' page. The 'General Information' section is expanded, showing several required fields marked with an asterisk: '\*User ID (case sensitive)', '\*First Name', '\*Last Name', '\*Email', '\*Re-enter Email', '\*Phone', and '\*Fax'. A red arrow points to the 'General Information' section.

Step 7.8 Enter your Password information in the Password section.

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

Step 7.9 Select **Next** to continue.

The screenshot shows the 'Password' section of the registration process. A red arrow points to the 'Password' heading. The form includes fields for 'Re-enter Email', 'Phone', 'Ext.', 'Fax', 'Password (case sensitive)', 'Re-enter Password', 'Security Question', 'Security Answer (case sensitive)', and 'Re-enter Security Answer'. A red arrow points to the 'Next' button. The page includes a navigation bar with 'Privacy Report' and 'Contact Us', a 'Welcome, New' message, and a 'View Frequently Asked Questions' link. The 'Additional Resources & Information' section contains instructions on how to proceed and what to do if there are errors.


Verify Email Address is correct.

Step 7.10 Select **Next**.

The screenshot shows the 'Verify Email Address' step. The page title is 'Verify Email Address'. The instructions state: 'To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser. Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts: DO\_NOT\_REPLY\_MICHIGAN\_VSS@SIGMA-PROD-VSS.MICHIGAN.GOV'. An email will be sent to the following address: HarrisD21@michigan.gov. A red arrow points to the 'Next' button. The page includes a navigation bar with 'Privacy Report' and 'Contact Us', a 'Welcome, New' message, and a 'View Frequently Asked Questions' link. The 'Additional Resources & Information' section contains instructions on how to proceed and what to do if there are errors.

Step 7.11 Select **“Close Browser”**.

SIGMA Vendor Self Service [www.michigan.gov](http://www.michigan.gov) [www.michigan.gov/micontractconnect/0,4541,7,225-59558--,00.html](http://www.michigan.gov/micontractconnect/0,4541,7,225-59558--,00.html) [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect) [Contact Us](#)



## Thank You!

A verification email was sent to you.


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

**Cannot click the link in the email?**

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

**Have not received a Verification Email?**

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

[Close Browser](#) 

## 7.1: Foreign Vendor - Verify Your Personal Email Address

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

Step 7.1.1 Access email account entered in Step 1.7.

Step 7.1.2 Select the link to access VSS.



VSS transitions to the SIGMA Vendor Self Service Login Screen.

Step 7.1.3 Enter your User ID and Password.

Step 7.1.4 Select **Login**.



VSS transitions to the VSS New Account screen.



## 7.2: Foreign Vendor - Complete New Vendor Account Information

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

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

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

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

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

The screenshot shows the SIGMA Vendor Self Service interface. At the top, there are navigation links for 'Privacy Report' and 'Contact Us'. The main content area is titled 'New Account Information'. Under the 'TIN Type' section, three radio button options are presented. The second option, 'I will use my entity's Employer Identification Number (EIN)', is selected, with a red arrow pointing to it. Below this, the word 'AND' is displayed in blue. The 'Classification' section follows, with a heading 'Classification' and a sub-heading 'I plan to do business using the following classifications. Please select only one.' A list of classification types is provided, each with a radio button. The 'Foreign Business Entity' option is selected, with a red arrow pointing to it. The list includes: Individual, Sole Proprietor, Partnership, Corporation, Nonresident Alien, Trust, Foreign Business Entity, State Government, Other Government, and Other.

Step 7.2.3 Select **Next** to continue.

The screenshot shows the SIGMA Vendor Self Service interface. At the top, there are navigation links for 'Privacy Report' and 'Contact Us'. Below this, a 'Resident Alien' section contains a radio button and a hint: 'Use the Frequently Asked Questions to obtain a definition of the classifications.' This is followed by an 'AND' separator. The 'Healthcare Provider' section has a dropdown arrow and a question: 'Are you a Healthcare Provider that receives payments from us?' with radio buttons for 'Yes' and 'No'. Below this is an 'OR' separator. The 'Question' section has a dropdown arrow and a note: 'If you need assistance select the Submit Question button to send us your questions.' On the left side, there is a sidebar with a 'Welcome, Claude' message and a 'View Frequently Asked Questions' link. Below that are several unchecked checkboxes: 'New Account Info', 'My Business Info', 'Addresses & Contacts', 'Additional Business Information', and 'Registration Summary'. At the bottom right, there are three buttons: 'Save and Close', 'Cancel Registration', and 'Next'. A red arrow points to the 'Next' button.

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

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

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

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

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

**SIGMA Vendor Self Service**

Privacy Report | Contact Us

Welcome, Claude

**Location Verification**

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

\*Verify My Locations by: Create My Own

The below fields are required only if you selected "Create My Own" above.

Vendor Verification Based on: PASSWORD

Vendor Verification Password: [REDACTED]

Confirm Verification Password: [REDACTED]

**Organization Information**

\*Organization Type: [Company] Change

\*Classification: Foreign Business Entity

Location Name: [REDACTED]

Location Web Address: [REDACTED]

Number of Employees: [REDACTED]

Annual Income: [REDACTED]

Foreign Tax ID: 235421157

National Provider ID: [REDACTED]

Assigning Authority: [REDACTED]

CAGE Code: [REDACTED]

GIN: [REDACTED]

W-8 Form: W-8BEN

DUNS: [REDACTED]

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

**SIGMA Vendor Self Service**

Privacy Report | Contact Us

Welcome, Claude

**Legal Name Information**

\*Legal Name on W-9: Claude Beauvier II

Business Name (Alias/DBA): auvier II Printing Agency

Name on Check: [REDACTED]

**1099 TIN Information**

Create Taxpayer ID Number: [REDACTED]

Re-enter Taxpayer ID Number: [REDACTED]

Taxpayer ID Number: 235421157

Taxpayer ID Number Type: EN

1099 Reportable: No

**Legal (1099) Address Information**

\*Street 1: 608 Eagles Landing

\*City: Belleville

\*State/ Province: Ontario

\*Zip/Postal Code: K8NSW6

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

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Privacy Report | Contact Us

Welcome, Claude

**1099 TIN Information**

Create Taxpayer ID Number:  Taxpayer ID Number: 235421157  
 Re-enter Taxpayer ID Number:  Taxpayer ID Number Type: EIN  
 1099 Reportable: No

**Legal (1099) Address Information**

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

**EFT Information**

ABA Number: 011000138 **Find** Account Number: 1222333449902  
 BANK OF AMERICA, N.A. Routing ID Number:   
 Account Type: Checking

Step 7.2.8 Select **Next** to continue.

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Privacy Report | Contact Us

Welcome, Lawson

**EFT Information**

\*State/Province: Michigan  
 \*Zip/Postal Code: 48922

ABA Number: 011000138 **Find** Account Number: 444455557777  
 BANK OF AMERICA, N.A. Routing ID Number:   
 Account Type: Checking

**Discount Information**

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

Number of Days 1: <input type="text"/>	Discount Percent 1: <input type="text"/>
Number of Days 2: <input type="text"/>	Discount Percent 2: <input type="text"/>
Number of Days 3: <input type="text"/>	Discount Percent 3: <input type="text"/>
Number of Days 4: <input type="text"/>	Discount Percent 4: <input type="text"/>

**Executive Compensation**

Officer Name 1: <input type="text"/>	Officer Compensation 1: <input type="text"/>
Officer Name 2: <input type="text"/>	Officer Compensation 2: <input type="text"/>
Officer Name 3: <input type="text"/>	Officer Compensation 3: <input type="text"/>
Officer Name 4: <input type="text"/>	Officer Compensation 4: <input type="text"/>
Officer Name 5: <input type="text"/>	Officer Compensation 5: <input type="text"/>

Save and Close Cancel Registration Back Next

VSS displays Error Message that system was unable to validate the address for postal standards. For non-U.S. Address, vendor may select the **Bypass indicator** to continue.

SIGMA Vendor Self Service

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Privacy Report | Contact Us

You have 1 messages

1 Error: The system was unable to validate the address against postal standards. Please correct the address entry or select the Bypass indicator to continue. (A5448)

View All Details Submit Question

Step 2: My Business Information

Save and Close Cancel Registration Back Next

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

**Location Verification**

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

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

Vendor Verification Based on:

Vendor Verification Password:

Confirm Verification Password:

**Organization Information**

\*Organization Type:

Foreign Tax ID:

\*Classification:  \*A change to this field will remove all data previously entered.

Location Name:

Location Web Address:

Number of Employees:

Annual Income:

National Provider ID:

Assigning Authority:

CAGE Code:

GIN:

W-8 Form:

DUNS:

Extended EIN/SS:

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

Step 7.2.10 Select **Next** to continue.

SIGMA Vendor Self Service

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Privacy Report | Contact Us

Welcome, Claude

View Frequently Asked Questions

New Account Info

My Business Info

Addresses & Contacts

Additional Business Information

Registration Summary

**Legal Name Information**

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

**1099 TIN Information**

Create Taxpayer ID Number:

Re-enter Taxpayer ID Number:

Taxpayer ID Number:

Taxpayer ID Number Type:

1099 Reportable:

**Legal (1099) Address Information**

Original Address

Bypass Address Validation

\*Street 1:

\*City:

\*State/Province:

\*Zip/Postal Code:

**EFT Information**

ABA Number:   Account Number:

BANK OF AMERICA, N.A.

Account Type:  Routing ID Number:

VSS displays the on-line W-8 Form. The five fields shown with a red asterisk symbol are required fields.

Step 7.2.11 Enter required information for Fields 1- 5.

SIGMA Vendor Self Service

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Privacy Report | Contact Us

W-8 Form Information

Save and Close Cancel Registration Back Next

Welcome, Claude

View Frequently Asked Questions

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

Based on the answers you provided on previous pages regarding your W-8 Form and Foreign Vendor status, additional information is required to capture your complete vendor status for certification.

W-8 Form Type: W-8BEN Change

▼ W-8 Form Information

\*1 Name of individual or organization that is the beneficial owner

\*2 Country of citizenship

\*3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of-address.

\*City or town, state or province. Include postal code where appropriate.

\*Country

4 Mailing address (if different from above)

City or town, state or province. Include postal code where appropriate.

Country

\*5 U.S. taxpayer identification number (required - see IRS W-8BEN instructions)

SIGMA Vendor Self Service

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W-8 Form Information

Save and Close Cancel Registration Back Next

Welcome, Claude

View Frequently Asked Questions

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

Based on the answers you provided on previous pages regarding your W-8 Form and Foreign Vendor status, additional information is required to capture your complete vendor status for certification.

W-8 Form Type: W-8BEN Change

▼ W-8 Form Information

\*1 Name of individual or organization that is the beneficial owner  
Claude Beauvier II

\*2 Country of citizenship  
Canada

\*3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of-address.  
608 Eagles Landing

\*City or town, state or province. Include postal code where appropriate.  
Belleville

\*Country  
Canada

4 Mailing address (if different from above)

City or town, state or province. Include postal code where appropriate.

Country

\*5 U.S. taxpayer identification number (required - see IRS W-8BEN instructions)  
235421157

The remaining fields are optional.

Step 7.2.12 Select **Next** to continue.

The screenshot shows the 'W-9' form in the SIGMA Vendor Self Service system. The form is titled 'W-9' and includes fields for Country, US taxpayer identification number (235421157), Foreign tax identifying number, Reference number(s), and a certification statement. It also has sections for Name of Article for treaty, Specify type of income, Explain the reasons the beneficial owner meets the terms of the treaty article, Signature of beneficial owner, Print name of signer, Capacity in which acting, Date of birth, Date, and Percentage % rate. A red arrow points to the 'Next' button in the bottom right corner.

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.

The screenshot shows the 'Address Information' form in the SIGMA Vendor Self Service system. The form is titled 'Add Business Location - Address Information Questionnaire' and includes a section for 'Legal Address Information' with fields for Address (608 Eagles Landing), City (Belleville), State (ON), and Zip Postal Code (K3N3V06). It also has a section for 'Address Questions' with three questions: 'Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)?', 'Is your address information the same for Administrative, Ordering, Payment, and Billing addresses?', and 'Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)?'. The first question has 'No' selected, and the last two have 'Yes' selected. A red arrow points to the 'Next' button in the bottom right corner.

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 Self Service

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Step 3: Addresses and Contacts

Save and Close Cancel Registration Back Next

Welcome, Claude

View Frequently Asked Questions

New Account Info

My Business Info

Addresses & Contacts

Additional Business Information

Registration Summary

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

\*Administrative

\*Ordering

\*Payment

\*Billing \*Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

▼ Address Information

\*Street 1: 888 Eagles Landing  
Street Address, P.O. Box, Company Name, etc.

Street 2:  
Street Address, P.O. Box, Company Name, etc.

\*City: Belleville

\*State/Province: Ontario

Zip/Postal Code: K8N5W6

Country: Canada

County:

\*Phone: 575-901-1725 Ext: XXX-XXX-XXXX

Additional Address Info:

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



The screenshot displays the 'SIGMA Vendor Self Service' interface. At the top, there are navigation links for 'Privacy Report' and 'Contact Us'. The main content area is titled 'Contact Information' and contains a form for entering contact details. A red arrow points to the 'Contact Information' heading. The form includes the following fields:

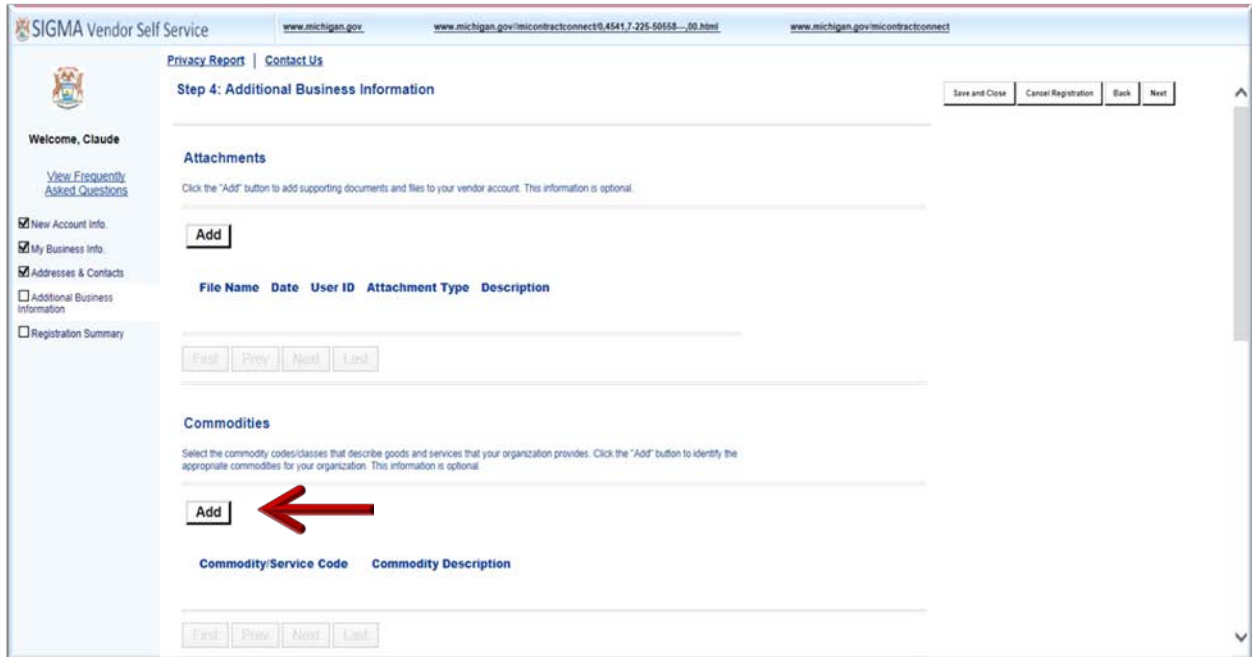
- Division/Department: [Text Field]
- DUNS: [Text Field]
- Extended DUNS: [Text Field]
- CAGE Code: [Text Field]
- Principal Contact: Claude Beauvier II
- Title/Role: [Text Field]
- Permissions: [Text Field]
- Authorized Representative:
- Phone: 575-901-1725
- Phone Extension: [Text Field]
- Alternate Phone: [Text Field]
- Alternate Phone Extension: [Text Field]
- English Spoken:
- Fax: [Text Field]
- Fax Extension: [Text Field]
- Alternate Fax: [Text Field]
- Alternate Fax Extension: [Text Field]
- Email: larris021@michigan.gov
- Correspondence Type: Email

At the bottom right of the form, there are buttons for 'Save and Close', 'Cancel Registration', 'Back', and 'Next'.

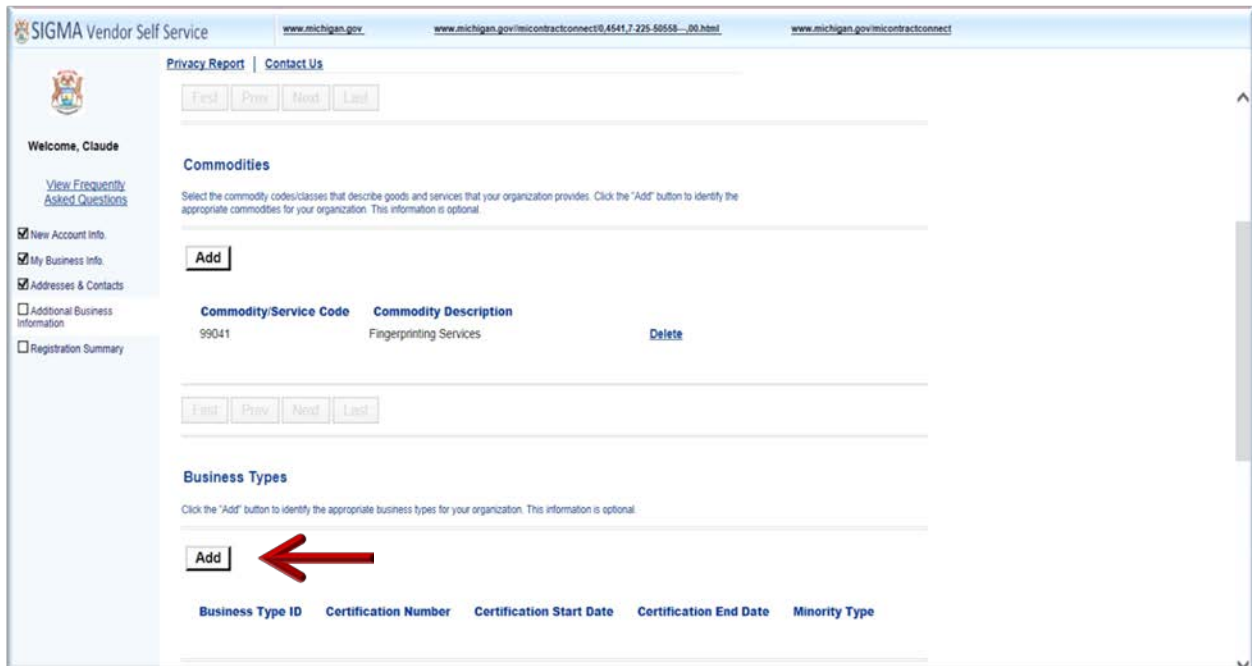
VSS transitions to the Additional Business Information section (Step 4 of Registration process).

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

Repeat Section 1 - Steps 1.2.14 – 1.2.18 to Add Commodities to your vendor record.



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



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.

The screenshot shows the 'Choose' page in the SIGMA Vendor Self Service system. The page title is 'Choose' and it includes a 'help & advice' link. The main content area contains instructions: 'Select one or more Business Types to associate to your organization by clicking the checkbox next to the commodities you want to add. To search for a specific Business Type, enter a valid business type in Business Type search field and click the "Browse" link. Once your Business type(s) have been selected, click the "OK" button to add the selected records to the Business Types Enter/Update page where additional information can be entered for the selected business types. Click the "Cancel" button to cancel your changes and return to the Business Types page.' Below the instructions is a search field labeled 'Business Type:'. A list of business types is displayed, with 'PROFESSIONAL SERVICE' checked. Other options include RETAILER, SERVICE DISABLED VETERAN OWNED, SMALL BUSINESS < 500 Employees, SERVICE MAINTENANCE, VOLUNTEER, VETERAN OWNED, WHITE CAUCASIAN OWNED, WHOLESALER, and SHELTERED WORKSHOP. At the bottom of the list are 'First', 'Prev', 'Next', and 'Last' navigation buttons. Below the list are 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button.

VSS adds Business Type to your Vendor Record.

Step 7.2.21 Select **Add** to Add Service Area.

The screenshot shows the 'Service Areas' page in the SIGMA Vendor Self Service system. The page title is 'Service Areas' and it includes a 'Delete' button. The main content area contains instructions: 'Click the "Add" button to identify the appropriate service area zone for your organization. This information is optional.' Below the instructions is a table with columns: 'Business Type ID', 'Certification Number', 'Certification Start Date', 'Certification End Date', and 'Minority Type'. The table contains one row with 'PROFESSIONAL SERVICE' in the 'Business Type ID' column. Below the table are 'First', 'Prev', 'Next', and 'Last' navigation buttons. Below the table is an 'Add' button. Below the 'Add' button are columns for 'Service Area Code' and 'Service Area Zone'. Below these columns are 'First', 'Prev', 'Next', and 'Last' navigation buttons. At the bottom of the page are 'Save and Close', 'Cancel Registration', 'Back', and 'Next' buttons. A red arrow points to the 'Add' button.

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.

SIGMA Vendor Self Service

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Privacy Report | Contact Us

## Choose

Welcome, Claude

[View Frequently Asked Questions](#)

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

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

Service Area Zone :

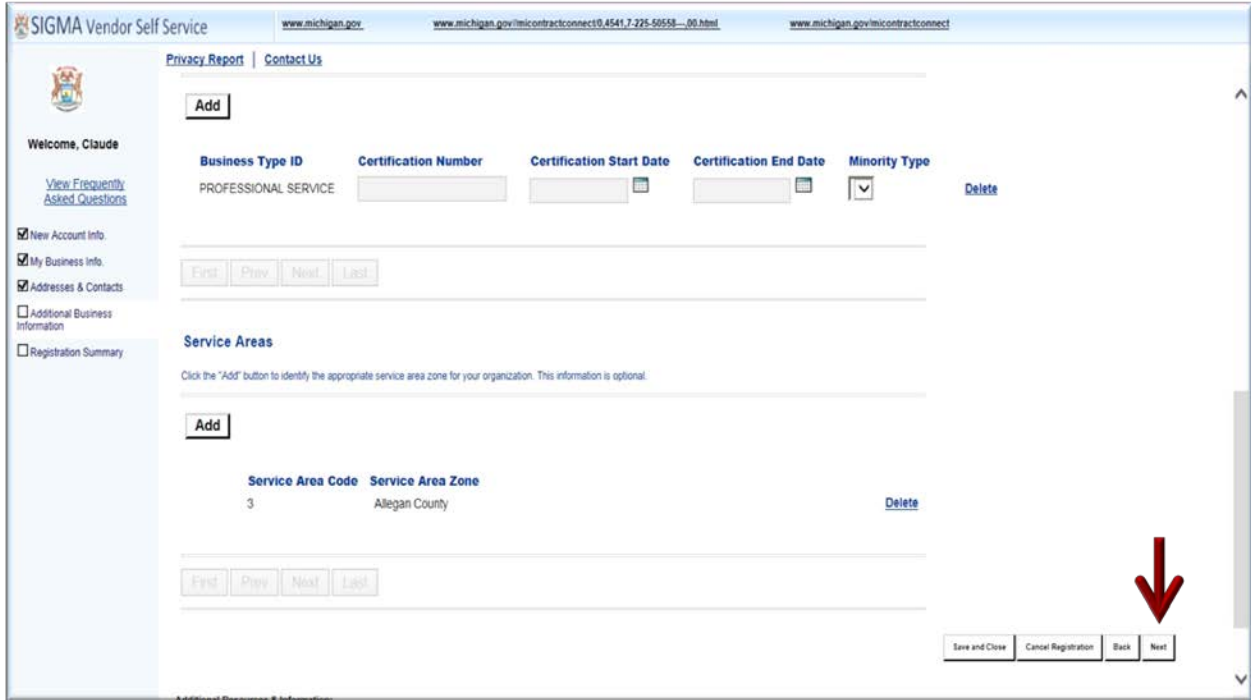
Service Area Zone
<input type="checkbox"/> Alcona County
<input type="checkbox"/> Alger County
<input checked="" type="checkbox"/> Allegan County
<input type="checkbox"/> Alpena County
<input type="checkbox"/> Antrim County
<input type="checkbox"/> Arenac County
<input type="checkbox"/> Baraga County
<input type="checkbox"/> Barry County
<input type="checkbox"/> Bay County
<input type="checkbox"/> Benzie County

First Prev Next Last

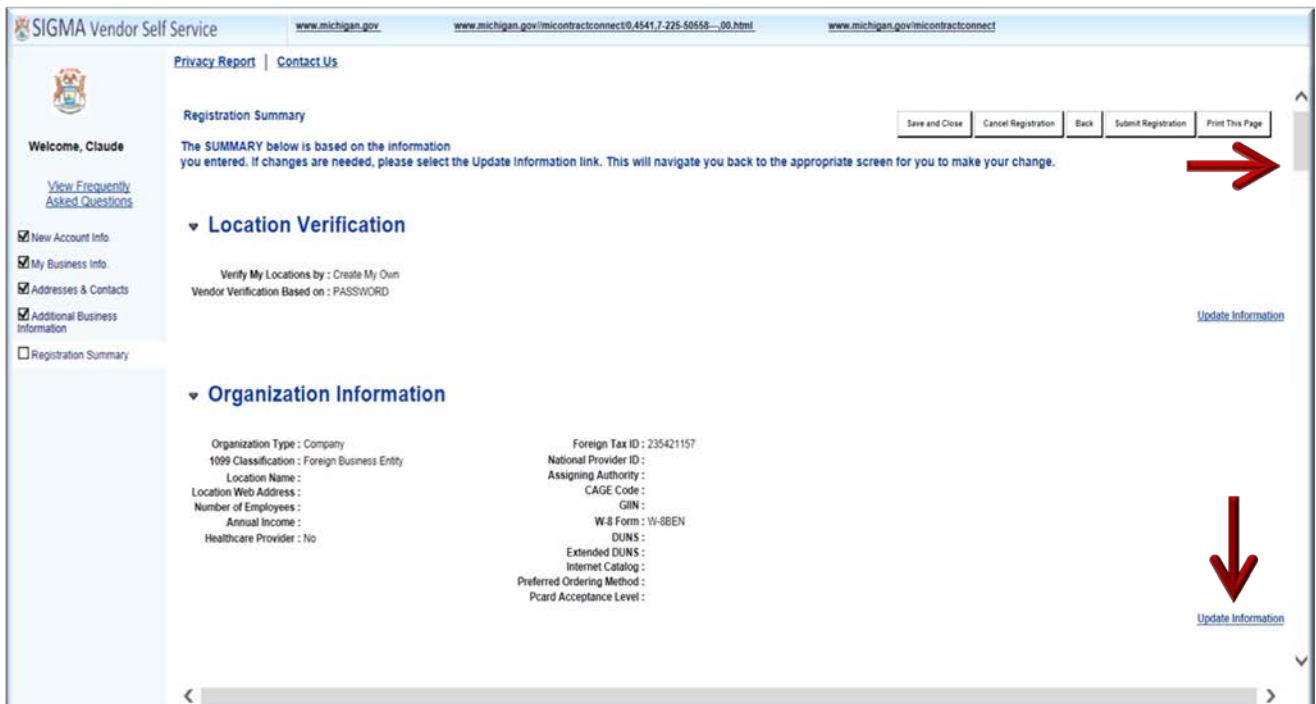
OK Cancel

VSS adds Service Area to your vendor record.

Step 7.2.25 Select **Next** to continue.



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.



Review W-8 Form information you have provided.

The screenshot shows the 'W-8 Form' page in the SIGMA Vendor Self Service system. The page is titled 'W-8 Form' and contains the following information:

- 1 Name of individual or organization that is the beneficial owner: Claude Beuvoir II
- 2 Country of citizenship: Canada
- 3 Permanent residence address (street, apt. or suite no., or rural route): 608 Eagles Landing, Seleville
- 4 Mailing address (if different from above): Seleville
- 5 U.S. taxpayer identification number (required - see IRS W-8BEN instructions): 235421157
- 6 Foreign tax identifying number (see IRS W-8BEN instructions):
- 7 Reference number(s) (see IRS W-8BEN instructions):
- 9 I certify that the beneficial owner is a resident of the specified location within the meaning of the income tax treaty between the United States and that country
- 10 Name of Article for treaty: Special rates and conditions (see IRS W-8BEN instructions)
- Specify type of income: Special rates and conditions (see IRS W-8BEN instructions)
- Explain the reasons the beneficial owner meets the terms of the treaty article
- Signature of beneficial owner (or individual authorized to sign for the beneficial owner)
- Print name of signer
- Capacity in which acting (if form is not signed by beneficial owner)
- 8 Date of birth (MM-DD-YYYY)
- Date (MM-DD-YYYY)
- Percentage % rate: Special rates and conditions (see IRS W-8BEN instructions)

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

The screenshot shows the 'Commodities' and 'Business Types' page in the SIGMA Vendor Self Service system. The page displays the following information:

Commodity/Service Code	Commodity Description	Update Information
99041	Fingerprinting Services	<a href="#">Update Information</a>

Business Type ID	Certification Number	Certification Start Date	Certification End Date	Minority Type	Update Information
PROF		07/02/2017			<a href="#">Update Information</a>

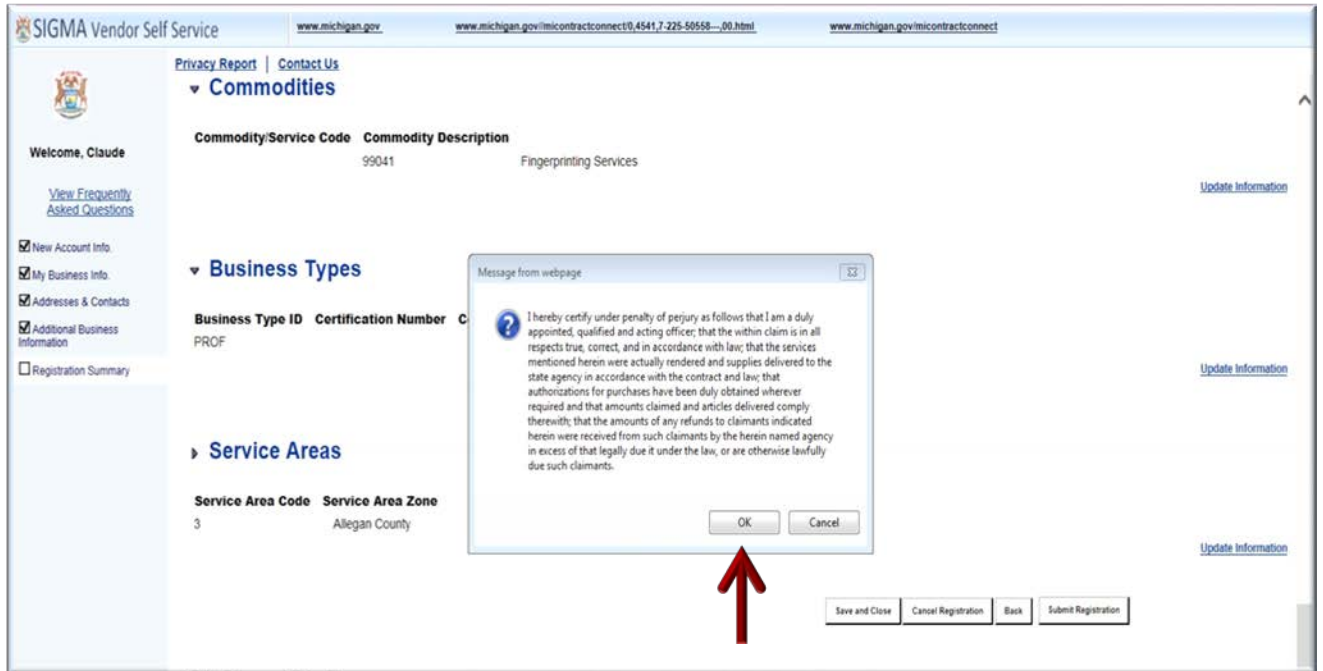
Service Area Code	Service Area Zone	Update Information
3	Allegan County	<a href="#">Update Information</a>

At the bottom of the page, there are four buttons: 'Save and Close', 'Cancel Registration', 'Back', and 'Submit Registration'. A red arrow points to the 'Submit Registration' button.

VSS displays W-8 Perjury Statement popup.

Step 7.2.28 Review the W-8 Perjury Statement popup.

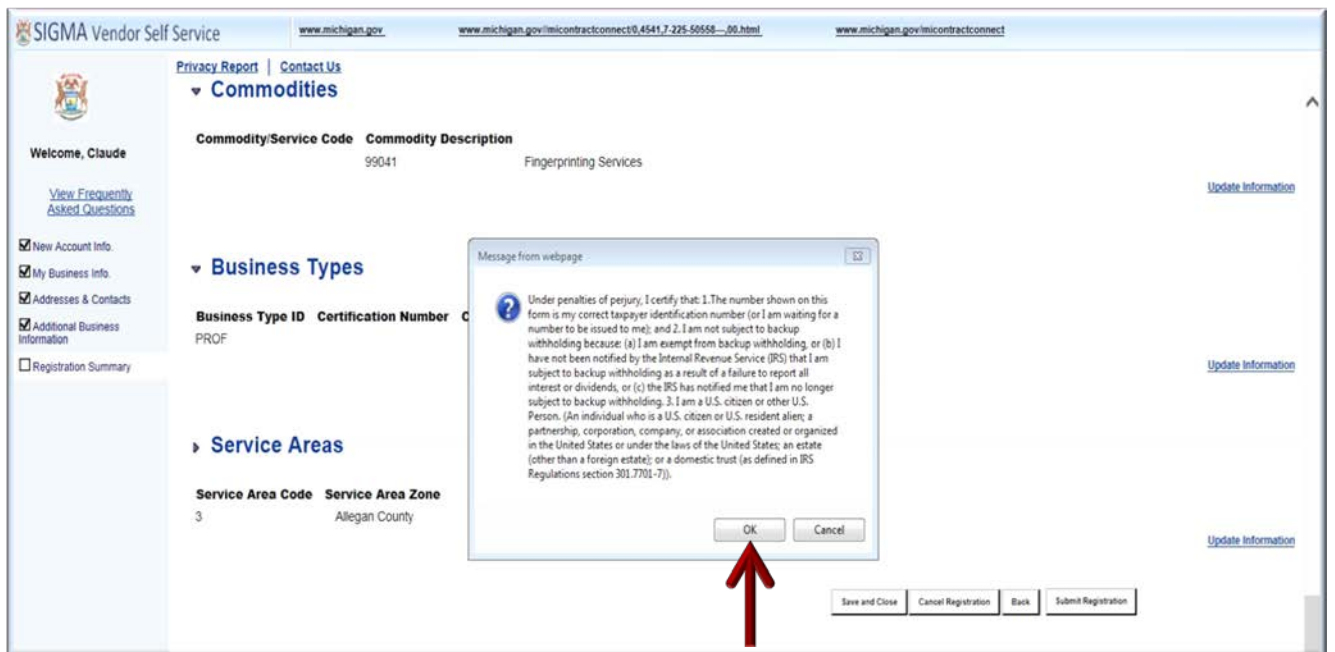
Step 7.2.29 Select **OK** to continue.



VSS displays W-9 Perjury Statement popup.

Step 7.2.30 Review the W-9 Perjury Statement popup.

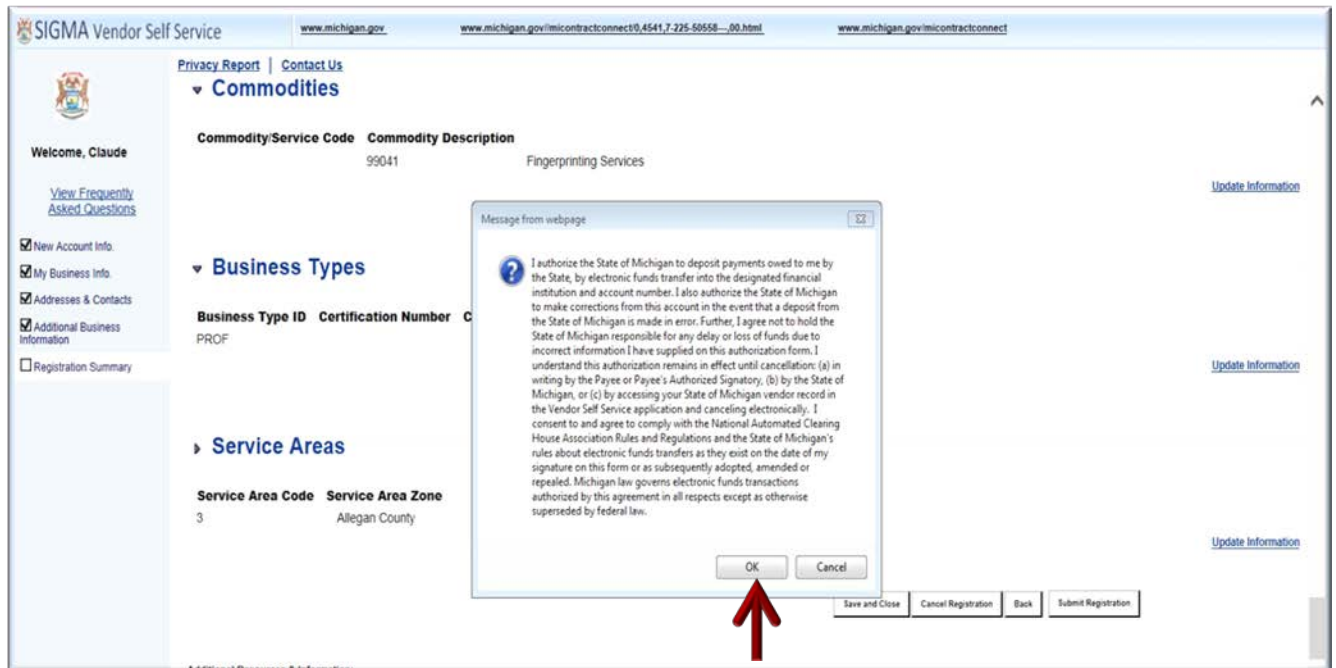
Step 7.2.31 Select **OK** to continue.



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.



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**Welcome, Claude**


[View Frequently Asked Questions](#)


**Thank You!**

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


**Your Vendor Code is: VS0001060**   
*\*Please save your Vendor Code for future reference*

The following registration forms are available for you .

 [Download Substitute W-9 Certification Form](#)  
 Click the link above to download the Substitute W-9 form and then save or print a copy of this document for your own reference.

 [Download W-8 Form](#)  
 Click the link above to download the Substitute W-8 form and then save or print a copy of this document for your own reference.

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



Step 7.2.38 Access the VSS link to return to the VSS Home Page.

Step 7.2.39 Enter your User ID and Password to access your new vendor account.

Step 7.2.40 Select **Login** to access your account.

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**Welcome to State of Michigan SIGMA Vendor Self Service (VSS)** [Help](#) [Contact Us](#)  
[Policies](#)

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

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

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

**Announcements**

03/29/2017  
 Test UAT Announcement  
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**Contacts**

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

[Agency Contacts](#)

**Forms and Reference Documents**

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

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

Forms used by Foreign payees:

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

**User ID**

**Password**



[Password Reset](#)

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

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.