



## Vendor Self-Service (VSS) Fact Sheet

### **SIGMA 4 is Coming April 2024!**

On April 24, 2024, SIGMA will undergo a major upgrade from 3.11 to SIGMA 4. Read on for some quick facts about the upgrade.

**Access to VSS will remain the same:** [www.michigan.gov/SIGMAvss](http://www.michigan.gov/SIGMAvss)

**Prepare to navigate SIGMA 4 VSS:** You will be able to perform the same tasks and access your same account information in SIGMA 4. The primary change will include a modernized look with a user-friendly interface to make it easier for vendors to register and do business with the State of Michigan.

Current job aids will be updated to reflect the new look and feel of SIGMA 4 VSS and a familiarization video will be made available for a sneak peek of the system.

### **What's new and cool?**

- Smoother registration process
- Pin table searches for repetitive inquiries
- Download multiple attachments into a single zip file
- Error messages during file attachments (e.g., a file exceeds the size limits)
- Increased upload file size from 6mb to 30mb, and more...

### **SIGMA 4's Home Page is equipped with multiple ways to navigate the system:**

#### **Global Navigation Bar (top):**

- **Profile Settings:** Click your name to view your Profile and to tailor your profile preferences.
- **Home:** Click the Home icon to return to the Home Page from any screen. Right click the Home icon to open SIGMA 4 in another tab or window.
- **Help:** Receive helpful information about the page you are on, possibly saving you a phone call to the Help Desk!

**Quicklinks:** The Home Page of VSS contains tiles with shortcuts to commonly used transactions and pages. These tiles are called Quicklinks.

Click a Quicklink to take a shortcut to one of many key pages including My Responses, Scheduled Payments, Check/EFTs, Tax Information, and more!

**Widgets:** These dynamic boxes show information such as Announcements, Financial Balance Overview, Account Summary including My Account to update users, addresses, banking information, and more.

**Left-side Navigation:** Use the Left-Side Navigation panel to access important pages such as My Account, Grant Opportunities. Click the horizontal three lines (hamburger menu) at the top left of the screen to see what's available.

As always, our friendly Help Desk staff will be available to assist you via phone 517-284-0540 or email [SIGMA-Vendor@michigan.gov](mailto:SIGMA-Vendor@michigan.gov).

# SIGMA 4 Vendor Self-Service (VSS) Home Page

The screenshot displays the SIGMA 4 Vendor Self-Service (VSS) Home Page. At the top, there is a navigation bar with a 'Home Page' button (containing a house icon and the text 'Return to this screen from anywhere in the system.') and a 'Help' button (containing a question mark icon). Below the navigation bar is a 'Quicklinks' section with eight tiles: 'My Responses', 'My Grant Applications', 'Agreements', 'Scheduled Payments', 'Check/EFTs', 'Business Opportunities', 'Grant Opportunities', and 'Tax Information'. On the left side, there is a 'Left Side Navigation' menu with various icons. On the right side, there is a 'Profile Settings' button next to a user profile icon labeled 'Test Account Vendor'. The main content area is divided into two sections: 'Account Summary' and 'Announcements'. The 'Account Summary' section includes a 'My Account' button and details for the 'Primary Account Administrator' (Name: Test Account, Phone: 5555555555), 'Account Status' (Vendor Code: VS0276708, Vendor Status: Active, 1099 Reportable: true), 'EFT Information' (Account Level EFT Status: N/A, Address Level EFT Available: false), and 'Prevent New Spending' (Account Level: not active). The 'Announcements' section shows a table with columns 'Date' and 'Message', and a message that says 'No Records Found'.

**Left Side Navigation**

**Quicklinks**

**Home Page**  
Return to this screen from anywhere in the system.

**Help**

**Profile Settings**

**Account Settings**  
Update banking information, add users, business types, commodity codes, and more!

**Account Summary**

**My Account**

**Announcements**

Date	Message
No Records Found	