



Vendor Self-Service (VSS) Fact Sheet

SIGMA 4 is Coming!

In Spring of 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
- **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):

Account Settings: Click your name to view your Profile and to tailor your account 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 your Account Summary, Announcements, etc.

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.

- **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.

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

SIGMA 4 Home Page

Left Side Navigation

Home Page

Help

Account Settings

Quicklinks

My Responses My Grant Applications Agreements Scheduled Payments Check/EFTs Business Opportunities Grant Opportunities Tax Information

Widgets

Account Summary My Account

- Primary Account Administrator
- Account Status
- EFT Information
- Prevent New Spending
- Prevent New Orders
- Payment Withholding

Announcements

Date	Message
No Records Found	

Financial Balance Overview