

# How to find your SIGMA Vendor Code and Address ID for existing users

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# Log in to SIGMA using your existing User ID and password.

**SIGMA Vendor Self Service**

www.michigan.gov www.michigan.gov/hsour/vssform0549112050030\_06.html www.michigan.gov/hsour/vssform

## 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](mailto:DMB-Vendor@michigan.gov) or 1-800-734-9149. 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 Grants 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-soi/10br/ben.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-soi/10br/bene.pdf>
- Certificate of Foreign Person's Claim for Exemption from Withholding (Form W-8ECI)  
<https://www.irs.gov/pub/irs-soi/10br/eci.pdf>
- Certificate of Foreign Government or other Foreign Organization for U.S. Tax Withholding (Form W-8EXP) <https://www.irs.gov/pub/irs-soi/10br/exp.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-soi/10br/33.pdf>

**Required**

\* User ID

\* Password

Click the Register button to register new or existing account

[Help](#) [Contact Us](#)  
[Policies](#)

*Locate your SIGMA Vendor Code by navigating to the **Business Info** tab on your SIGMA account. Your SIGMA Vendor Code is the Headquarters Account Code.*

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, Catalog Management, Grant Opportunities, and Grant Applications. A secondary menu includes Summary, Business Info (selected), Addresses & Contacts, Users, Commodities, Business Types, Service Areas, Attachments, and W-9 Forms. The 'My Business Information' section is highlighted with a red box and contains the following text: "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." Below this text are buttons for Update, View Pending Changes, Pending 1099 Additions, Change TIN, and Add Business Location. A 'Pending Changes' checkbox is also present. The 'Headquarters Information' section is expanded, showing fields for Headquarters Legal Name (Lawson Woodard), Headquarters Account Code (V50001029), 8999 Status (Yes), Taxpayer ID Number (211331100), Taxpayer ID Number Type (EIN), Franchise Account (No), Headquarters Web Address, Catalog DUNS, and Catalog Extended DUNS. A red arrow points to the Headquarters Account Code field.

*Locate your SIGMA Address ID by navigating the Addresses & Contacts tab on your SIGMA account. The Address ID is in the first column.*

The screenshot shows the SIGMA Vendor Self Service interface. The 'Addresses & Contacts' tab is selected in the navigation menu. The page title is 'Addresses & Contacts'. Below the title, there is a section for 'Existing Address & Contact Assignments' which contains a table with the following data:

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"/>

Below the table, there are buttons for 'Assign/Create Addresses & Contacts' and 'View Pending Additions'. At the bottom, there is a section for 'Update Addresses' with a table showing the 'Address ID' and 'Address' for AD002, along with a 'Pending Changes' checkbox and links for 'View/Update' and 'View Pending Changes'.

# Need additional help?

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*This information can be found beginning on page 12 of the [SOM VSS User Guide for Existing Vendors](#).*