



State of Michigan

VSS User Guide for

New Vendors

Version 3.11

Introduction

The State of Michigan (SOM) Vendor Self Service System (VSS) allows you, as a vendor/grantee or payee to manage your account information, view and create financial transactions, including payments and Procurement Business Opportunities. (For detailed information on the SIGMA VSS Grantee functionality, please see the State of Michigan Grantee User Guide shown on the SIGMA VSS Home Page.)

This VSS training guide provides detailed instructions for registering a new account and modifying your existing account.

(Note: State of Michigan existing vendors should refer to the State of Michigan Vendor Self Service (VSS) Existing Account Activation guide for user instructions.)

Key Information

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

Section 1: Register New Vendor Account

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

IGMA Vendor Self	Service www.mishigan.gov/michigan.gov/micontracts	onnext9.45417-225-5555838.html www.mishigan.gov/misontractionnext			
E Required	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 more. Click on the Register button to begin filling out an electronic application to become a payee/vendor/grantee, to manage your information, view your financial transactions, view business and grant opportunities and 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 I				
Iser ID	8.00 AM until 5:00 PM EST, Monday-Friday.	Contacts			
assword	03/29/2017 Test UAT Announcement	Click on link below to view the list of department contacts.			
ssword Reset	View All Announcements	Agency Contacts			
ck the Register fron to register a w or existing count. 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 Se	elf Service	www.michigan.gov	www.michigan.govilmicontractconnect0,4541,7-225-50558,00.html	www.michigan.gov/micontractconnect	
®	Search	for an Exist	ing Account		Cancel Registration Back
Welcome, New View Encquently Asked Questions	To activate your ar individual based or COMP To see if you hav Taxpayer identif	count you must have a vendor code the information you previously prov cany Search e a vendor code and have an Emplo faction Number 235421155 Search	This page will help you determine whether or not you have one. You will not be able to or ded. Please select one of the search options below to determine if you already have a ver er identification Number (EIN) on file, first search by TIN.	reate a new code if one arready exists. If the account exists it is non code	If be designated as a company or
			OR		
	✓ Indivi To see if you have	dual Search e a vendor code and have a Social S Last Name Search	ecurity Number (SSN) on file enter your Last Name and last four digits of your Social Sec AND Last 4 digits of SSN	urity Number.	
	Additional Resou	rces & Information:			Cancel Registration
	As you o If there a A notific You may	complete each step and move to th are errors: ation message will be displayed at 4 correct the errors indicated before	e next step, the system will check for errors, the top of the page. racontinuino.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.

SIGMA Vendor Si	vr Self Service www.michigan.gov/micontractconnect0.4541,7-225-5655600.html www.michigan.gov/micontractconnect	
VAA P	Privacy Report Contact Us	
	Search for an Existing Account/Results Not Found	Cancel Registration Back
Welcome, New	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 exindividual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.	ists it will be designated as a company or
View Frequently Asked Questions	✓ 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 235421155 OR Legal Business Name	
	Search	
	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 \$SN	
	Search	
	No results have been found for your account. Please perform further research or select the New Registration button to create a new account.	
	Additional Research & Information	Cancel Registration Back

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

SIGMA Vendor Sel	f Service 📟	ww.michigan.gov	www.michigan.gov/imicontractconnect0,4541,7-225-50558,00.html	www.michigan.gov/micontractconnect	
®	Privacy Report Cont	nformatio	n		Cancel Registration Back Next
Welcome, New View Erequently Asked Questions	Create your user ID here. Yo Administrator role	ou will be assigned the role	e of Primary Account Administrator. Please see the Frequently Asked Question	s for additional details about the Primary Account	
User Information Verify and Submit Registration		formation ┥	\leftarrow		
	"User ID (case sensitive) : "First Name : "Last Name : "Email : "Re-enter Email : "Phone : Fax :	(User ID should be behreen (User ID should be behreen 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3	1 and 16 characters in length)		

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

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

SIGMA Vendor Se	f Service www.michigan.gov	www.michigan.govilmicontractconnect0,4541,7-225-50558,00.html	www.michigan.gov/micontractconnect
Welcome, New View Frequently Asked Questions	Privacy Report Contact Us 'Re-enter Email :		,
User Information			
Verify and Submit Registration	- Password	-	
	"Password (case sensitive) :	(Passwords must be between 8 and 16 characters. It must contain The password cannot contain the User ID and it cannot contain the	n a number, an upper case letter, a lower case letter, and one of the following symbols: ($$.5 \pm 1_{\rm h}$ he word 'password'.)$
	"Re-enter Password :		
	*Security Question :	~	_
	"Security Answer (case sensitive):		
	'Re-enter Security Answer :		
	* Indicates a required field Additional Resources & Information: • As you complete each step and move if there are errors: • A notification message will be display • You must correct the errors indicated	to the next step, the system will check for errors. ed at the top of the page.	Cancel Registration Back Near

Step 1.9 Select **Next** to continue.

Verify Email Address is correct.

Step 1.10 Select Next.







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

1.1: Verify Your Personal Email Address

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

Step 1.1.1 Access your email account entered in Step 1.7.

Step 1.1.2 Select the link to access VSS.



VSS transitions to the SIGMA Vendor Self Service Login Screen.

Step 1.1.3 Enter your User ID and Password.

Step 1.1.4 Select Login.

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

VSS transitions to the VSS New Account screen.

1.2: Complete New Vendor Account Information

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

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

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

Step 1.2.2 Select the appropriate Classification Type.

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

SIGMA Vendor S	elf Service	www.michigan.gov	www.michigan.govilmicontractconnect0,4541,7-225-50558,00.html	www.michigan.govimicontractconnect	
®	Privacy Repo Add Busine Registratio	ort Contact Us ess Location - New Account in			Save and Close Cancel Registration Next
Welcome, Lawson	Please choose	e one of the following options to describe	how you plan on doing business and select the Next button to continue.		
View Frequently Asked Questions	→ TIN	Туре	_		
New Account Info.					
My Business Info.	O 1 will	use a Social Security Number (SSN), Ind	hidual Taxpayer identification Number (ITIN), or Adoptive Identification Number (ATIN).		
Additional Business Information	ulliwit ()	use my entity's Employer Identification No	Please select one of the following of th	ng: SSN () ITIN () ATIN ()	
	0 100	ou nave any oi bie adove ioms oi havpa	AND		
	v Clas	ssification	s Piesse select only one.		
	Select	Classification			
	0	Individual			
	0	Sole Proprietor			
	0	Partnership			
	0	Corporation			
	0	Nonresident Alien			V

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

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

Step 1.2.4 Select Next to continue.

VSS continues to the My Business Information section.

SIGMA Vendor S	elf Service www.michigan.gov	www.michigan.gov/imicontractconnect0,4541,7-225-56558,00.html	www.michigan.govimicontractconnect	
Welcome, Lawson Were Frequently Asked Questions New Account Info My Business Info Addresses & Contacts Addresses Addresses Addresses & Contacts Addresses Address		obtain a definition of the classifications. AND s from us?		
	Question If you need assistance select the Submit Question b	OR uttor to send us your questions.		Seve and Close Cancel Registration Next

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

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

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

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

Healthcare Provider Instructions:

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

SIGMA Vendor Se	If Service www.michigan.gov. www.michigan.gov/micontractionnect/0.4541,7-225-5563400.html www.michigan.gov/micontractionnect
Welcome, Lawson	Privacy Report Contact Us Step 2: My Business Information Serv and Close Cancer Regrotation Back Net A Please enter the general information below. Fields Back Test Server and Close Cancer Regrotation Back Net A Vita are detained. The server of the server of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.
View Frequently Asked Questions	- Location Verification
My Business Info	This 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.
Addresses & Contacta	"Wirity My Locations by : Create My Own
Additional Business Information	The balls fields are required only if you belond "Orean My Dun" above Vendor Verification Based on : [PASSWORD
Registration Summary	Vendor Ventication Password :
	Confirm Verification Password: Organization Information
	*Organization Type : Configurative Change Foreign Tax ID :
	* A Change to the fact will remove all data previously entered. NOTE if you want new them care NPU you only need to after one of them the area moving the care of them the area moving the care of them the area moving the care of them the care of them the care of them the care of them the care of the care o
	*Classification : Corporation V
	Location Name :
	Location Web Address :
	CAGE Code :

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

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

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

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

	ell Service Annualization	www.michigan.gov/micontractionnect(0,4541,7-225-5035800 html	www.michgan.gov/micontractconnect	
*	Privacy Report Contact Us			
Welcome, Lawson	 Legal Name Information 	\leftarrow		
View Frequently Asked Questions	'Legal Name on W-8: Lowson Woodward	Business Name (Alas/DBA) - Lowson Woodward Prin	Name of Check :	
New Account Info				
] Wy Business Info] Addresses & Contacts		\leftarrow		
Additional Business normation	Create Taspayer ID Number	Taxpayer 10 Number : 211331101		
D Registration Summary	Re-enter Taxpayer ID Number :	Taxpayer ID Number Type : EN		
	Lagel (1000) Address laf			
	Legal (1099) Address Info 'Beer 1: [1901 Canal Avenue 'See Preview: Michigan 'ZeePreview: Michigan	ormation		
	Legal (1099) Address Info 'Seet': [1901 Canal Avenue 'Op' Lansing 'Saet'Previce Michigan 'Seefvetal Code: 48922 EFT Information	ormation		

Healthcare Provider EFT Enrollment Instructions:

Step 1.2.7.1 Enter Financial Institution Information.

Step 1.2.7.2 Select appropriate Account Number Linkage to Provider Identifier. Example: Provider Tax Identification Number (TIN)

	Privacy Report Contact Us Health Care Provider EFT Enrollment The following four sections display and capture the information as required by the Federal Law for Health Care Provider EFT Enrollment. If you choose to enroll in EFT as part of the registration, fill out the Financial Institution Informs
Welcome, Health	Provider Information Provider Name : Health Test 1
View Frequently Asked Questions	✓ Provider Identifiers Information
New Account Info.	Provider Federal Tax Identification Number (TIN)
My Business Info.	or Employee Identification Number (EIN) : 555444333 National Provider Identifier (NPI) : 9876543210
Addresses & Contacts	
Additional Business	Financial Institution Information
Registration Summary	Financial Institution Name : 011000015 Find
	Financial Institution Routing Number: 123444555
	Type of Account at Financial Institution : Checking 🗸
	Provider's Account Number with Financial Institution : 444555666
	NOTE. We are required by Federal law to capture this information
	Account Number Linkage to Provider Identifier : Provider Tax Identification Number (TIN) V
	 Submission Information
	Reason for Submission : New Enrollment 🗸 Authorized Signature - Electronic Signature of Person Submitting Enrollment : √

Step 1.2.8 Select Next.

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

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

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 Se	elf Service =	ww.michigan.gov	www.michigan.gov/imicontractoonnect/0,4541,7-225-5055800	html www.michigan.gov/micontractoonnect	
	Privacy Report Cont Add Business Locatio	act Us n - Address Informa	tion Questionnaire		Rove and Dices Consor Registration Rook Read
Welcome, Lawson	Payment, and Billing address	41. 41.	narawe, ordering.		
View Frequently Asked Questions	Legal Add	ress Inform	ation		
New Account Info.	Address 1921 Ca	nal Ave			
Addresses & Contacts Addresses & Contacts Addresses & Lontacts Addresses	City: Lansing State: Mi Zip/Postal Code : 49922-0	001			
Registration Summary	+ Address G	uestions			
	Should your legal address	isted above be used for a	ny other type of address (Administrative, Ordering, Payment or Billing)?	O No ● Yes	
	is your address advector	the same for Edminister	vius Ordanina Psymaat and Dillion addresses?	O No	
	o por exercit mentale		nue, ordered's expension and meeting and experience.	• ^{Yes}	
	Do you have the same con	tact for all address types	(Administrative, Ordering, Payment, or Billing)?	O No Ves	V
				~	Anne and Disce Concer Registration Basis 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.

SIGINIA vendor Se	elf Service 💻	n mchgan goz www.mchgan.gov/miscottractionnect0.5417225:30300.html www.michgan.gov/micottractionnect
-	Privacy Report Conta	<u>ctUs</u>
义部	Step 3: Addresses and	Contacts town of Course Course of Course Seguritation () and Seguritati
Welcome, Lawson	Based on the answers y contact combination for contact combinations for	rou provided on the previous page, additional information is required about your address and contact details for each of your different address types. If you wish to enter the same address and each type, enter all the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button. Please note that Billing address information is optional. If you do have separate address and or each address type, you may go back to the previous page and change the answers so you can provide different address and contact information.
View Frequently Asked Questions	V *Administrative	
New Account Info.	V "Ordering	
My Business Info.	[] Hannat	
Addresses & Contacts	[4] Ashung	
Additional Business formation	Billing "Entering a	Billing Address is optional. Please uncheck this box prior to clicking. West 'If you would prefer to enter a Billing Address at a later time.
	 Address In 	aformation
	"Street 1 :	1901 Canal Ave
	12002	Steel Addess P O Box Conpany Name etc
	Street 2 :	The operation of the second seco
	*City :	Lansing
	"StateProvince :	Michigan V
	ZipiPostal Code :	48922-0001
	Country :	United States of America
	County :	v
	Phone :	517-678-3333 xxxxxxxxxx
	Additional Address (eds.)	

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.

					Contraction of the second seco		
100	Privacy Report Contact	LUs					
18	County :		~				
0	(Phone)	17-678-3333	E.A.				
Velcome, Lawson	No. 1	0.303.3000					
Vew Frequently Asked Questions	Additional Address Info :		~ >				
iew Account Info.	DivisionDepartment :						
y Business Info.	DUNS :						
threases & Contacts	Extended DUNL						
55tonal Business nation							
Registration Summary	CAGE Code:						
	Contact Info For the address type shown all	ormation					
	Contact Info For the address type shown al "Principal Contact Transform	Cover, please errar a contact per Lawson Woodward	101. Fa	12]		
	Contact Info For the address type show ad "Principal Contact TrielRole Permissions	Commation	risot. Fai Entensio Alternato Fa]		
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	Contact Info For the address type shown all Principal Contect Telefole Premission Authorized Representative Phone Extension	Lawson Woodward	non Fa Fa Extensio Attenuto Fa Attenuto Fa Extensio Ema				
	Contact Info For the address type shown all Principal Contect Testible: Permissions Authorized Representative Phone Extension Alternate Phone	Lawson Woodward	rson. Fai Extensio Alternato Fai Alternato Fai Correspondence Typ				
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	Contact Info For the address type short Al Principal Contect Takiko: Primasions Authorized Representative Prime Prime Authorized Representative Rome Extension Authorized Phone Extension English Spoker	Commation	nos. Fas Estensio Attenuto Fas Estensio Correspondence Typ]]]		1

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

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

	Privacy Report Contact Is	
<u></u>	Step 4: Additional Business Information	Save and Close Cancel Registration Back Next
Welcome, Lawson View Frequently Asked Questions	Attachments Click the "Add" button to add supporting documents and files to your vendor account. This information is optional.	
New Account Info.	Add	
Addresses & Contacts Additional Business Information	File Name Date User ID Attachment Type Description	
Registration Summary	First Prev Nod Last	
	Commodities	
	Select the commodity codesclasses that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.	
	Commodity/Service Code Commodity Description	

VSS displays screen for selecting commodity code types.

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

Step 1.2.17 Enter your commodity description in Commodity Description field.

Step 1.2.18 Select **Browse**.

VSS returns results for Printing Services.

SIGIVIA VEILLOI SE	elf Service www.michigan.gov www.michi	gan.goviimicontractconnect/0,4541,7-225-50555,00.html www.michigan.govimicontractconnect
100	Privacy Report Contact Us	
	Choose	
Welcome, Lawson	Select one or more commodity codes or classes that d	lescribes the goods and services that your organization provides by clicking the
View Frequently	checkbox next to the commodities you want to add. To	search for a specific commodity code, class, or, description, enter a valid value in
Asked Questions	available on the Commodity fields, please consult the co	online Help for details. Once your selection is made, click the "Ok" button to add
	the selected commodities to your organization. Click the	e "Cancel" button to cancel your changes and return to the Commodities page.
	Browse Clear	
	Commodity/Service Code :	
	Commonity Description : *DDINITING SEDV//CES*	
	Commonly description. FRINTING SERVICES	
	(Crant: A.	
	Grant :	Commodity/Convice Code
	Grant : Commodity Description Blue Printing Services: Blue Prints, Blue Line, Large Eng	Commodity/Service Code
	Grant : Commodity Description Blue Printing Services: Blue Prints, Blue Line, Large Eng Electrostatic Printing Services	Commodity/Service Code gine 96214 96627
	Grant : Commodity Description Blue Printing Services: Blue Prints, Blue Line, Large Eng Electrostatic Printing Services Imprinting Services	Commodity/Service Code gine 96214 96627 96642
	Grant : Commodity Description Blue Printing Services: Blue Prints, Blue Line, Large Eng Electrostatic Printing Services Imprinting Services Licenses and Back Taos Printing Services (Hunting, Fist	Commodity/Service Code 96214 96627 96642 hina. 96652
	Grant : Commodity Description Blue Printing Services: Blue Prints, Blue Line, Large Eng Electrostatic Printing Services Imprinting Services Licenses and Back Tags Printing Services (Hunting, Fist Print-On-Dermand Printing Services (Including Print and	Commodity/Service Code gine 96214 96627 96642 hing, 96652 Distr 96676
	Grant : Commodity Description Blue Printing Services: Blue Prints, Blue Line, Large Eng Electrostatic Printing Services Imprinting Services Licenses and Back Tags Printing Services (Hunting, Fist Print-On-Demand Printing Services (Including Print and I Fingerprinting Services	Commodity/Service Code 96214 96627 96642 1080 96652 Distr 96676 99041
	Grant : Commodity Description Blue Printing Services: Blue Prints, Blue Line, Large Eng Electrostatic Printing Services Imprinting Services Licenses and Back Tags Printing Services (Hunting, Fist Print-On-Demand Printing Services (Including Print and I Fingerprinting Services First Prev Next Last	Commodity/Service Code 96214 96627 96642 96652 Distr 96676 99041

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

Step 1.2.20 Select OK.

THAT I	Privacy Report Contact Us			
	Choose			
View Frequently Asked Questions	Select one or more commodity codes or classes that descr want to add. To search for a specific commodity code, clas the "Browse" link. Wildcard (") search capabilities are avail button to add the selected commodities to your organizatio	ibes the goods and services that your organiz s, or, description, enter a valid value in the C able on the Commodity fields, please consult n.Click the "Cancel" button to cancel your cha	ration provides by clicking the checkbox next to the commodities you mmodity/Service code or Commodity Description search field and click the online Help for details. Once your selection is made, click the "Ok" inges and return to the Commodities page.	
	Bronst Citat Commodity/Service Code : Commodity Description: "PRINTING SERVICES" Grant: V			
	Commodity Description	Commodity/Service Code		
	Blue Printing Services: Blue Prints, Blue Line, Large Engine	96214		
	Electrostatic Printing Services	96627		
	Imprinting Services	96642		
	Licenses and Back Tags Printing Services (Hunting, Fishing,	96652		
	Print-On-Demand Printing Services (Including Print and Distr	96676		
	Fingerprinting Services	99041		
	First Prev Next Last	OK Cancel		

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

Step 1.2.21 Select **Next** to continue.

SIGMA Vendor S	elf Service	www.michigan.gov	www.michigan.govilmicontractconnect/0,4541,7-225-5055	8,00.html	www.michigan.gov/micontractconned	변		
8	Privacy Report Step 4: Addit	<u>Contact Us</u> ional Business Inform	ation			Save and Close	Cancel Registration	Back Next
Welcome, Lawson View Frequently Asked Questions	Attachment Click the "Add" but	S on to add supporting documents an	d files to your vendor account. This information is optional					
New Account Info. My Business Info.	Add							
Addresses & Contacts Additional Business formation	File Name	Date User ID Attac	hment Type Description					
Registration Summary	First							
	Commoditie Select the commod appropriate commo	ty codes/classes that describe goo difies for your organization. This inf	ds and services that your organization provides. Click the "Add" butt ormation is optional.	on to identify the				
	Add							
	Commodit 99041	ty/Service Code Com Finger	modity Description printing Services Dele	te				

VSS transitions to Registration Summary Screen.

SIGMA Vendor Se	If Service www.mishigan.gov www.mis	higan gevilinicontracteonnect(0.4541.7-225-5055801.html	www.michigan.gov/micontractonnect
巖	Privacy Report Contact Us		
	Registration Summary		Seve and Dates Contain Registration Basic August Registration Print This Page
Welcome, Lawson	The SUMMARY below is based on the information you entered. If changes are needed, please select the Upd	ate Information link. This will navigate you back to t	he appropriate screen for you to make your change.
Asked Questions	The second second second second		
New Account Info	 Location Verification 		
My Business Info.			
Addresses & Contacts	Vendor Verification Based on : PASSWORD		
Additional Business			Update Information
Repistation Summary			
	Organization Information		
	Organization Type: Conpeny 1997 Classification: Corporation Location Nitro Name: Location Nitro Address: Number of Employees: Annual Income: Healthcare Provider: No	Foreign Tax (D) National Provider (D) Assigning Autority ; CADE Code ; Olitik W-4 Form ; DONS ; Extended DUNS ; Internet Casing ; Prefered Octaring Method ; Paraf Accestrace (swith	
			Update Information
	 Legal Name Information 		
	Legal Name : Lawson Woodward Business Name (Aliasi DBA) : Lawson Woodward Printing Sarvices Name Control : LAWS	First Name : Middle Name : Last Name :	Kane or Check
			Update Information
	= 1000 TIN Information		

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

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

SIGMA Vendor Se	off Service www.michiaan.apv. www.michiaan.apv/micontractoonnext0.4541.7.223.303800.html www.michiaan.apv/micontractoonnext		
X	Privacy Report Contact Un	Update Information	,
Welcome, Lawson	Attachments		
View Frequently Asked Questions	File Name Date User ID Attachment Type Description		
Z New Account info. Z My Business Info.		Update Information	
Addresses & Contacts Additional Business Information	- Commodities		
Repistation Summary	Commodity Service Code Commodity Description 99041 Fingerprinting Services	Kadate Information	
	- Business Types		
	Business Type ID Certification Number Certification Start Date Certification End Date Minority Type	Update information	
	Service Areas		
	Service Area Code Service Area Zone	Update Information	
	Anne and Done Carrier Registration Annu Local Registration Annu Local Registration		
	Additional Encourses & Information:		

The IRS Perjury Statement popup appears.

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



The VSS EFT Perjury Statement popup appears.

Step 1.2.25 Review the EFT Perjury Statement.

Step 1.2.26 Select **OK** to continue.

B	Privacy.Report Contect.Us	Sociate Information		
Welcome, Lawson View Frequently Asked Questions	→ Attachments File Name Date User ID Attachment Type Description		Table Information	
New Account Info. Ny Business Info.		Message from webpage	13	
Addresses & Contacts	* Commodities	C Luthoirs the Oute of Michigan to deput as much		
Information	e commodites	the State, by electronic funds transfer into the designated financial		
CRepatration Summary	Commodity Service Code Commodity Description 90011 Fingerplets	institution and account number. Jaio authorase the State of Michigan to make corrections from this account in the event that a deposit from the State of Michigan is made in error. Further, Layere not to hold the State of Michigan responsible for any dejacy or loss of funds due to incorrect information l have supplied on this authorization form. I understand this authorization remains in effect until cancellations (a) in writing by the Payee or Payee's Authorized Signatory, (b) by the State of Michigan, or (c) by accessing usuro State of Michigan vender second in	Solute information	
	Business Type ID Certification Number Certification Start C	the Vendor SBP Service application and canceling electronically. I consent to and agree to comply with the National Automated Clearing House Association Rules and Regulations and the State of Michigan's rules about electronic funds transfers as they exit on the date of my signature on this form or a subsequently adopted, amended or repealed. Michigan law governs electronic funds transactions authorized by this agreement in all respects except as otherwise supervised by hole all as.	Solate Information	
	 Service Areas 			
	Service Area Code Service Area Zone	OK Cancel	Stadate Information	
		Revenue Cours Consumption East	deirt Registration	

The VSS Thank You! page appears.

- 1.2.27 Keep a record of your new Vendor Customer ID. (Ex: VS0001058).
- 1.2.28 Download your Substitute W-9 form for your record.
- 1.2.29 Select **Print this Page** to print hard copy of your registration form.
- 1.2.30 Select the red X to close the Browser.