

Consultant Advisory

2017-5

August 22, 2017

Statewide Integrated Government Management Application (SIGMA) Account Activation and Payment Information

On **October 3, 2017**, the State of Michigan (SOM) will begin using the Statewide Integrated Governmental Management Application (SIGMA) financial system for SOM financial activities. For Consultants performing work for the Michigan Department of Transportation (MDOT), this will mean very little change in the way you do business with MDOT. Prequalification activities, advertisement of projects, selections, and contracting will not be affected by the change to SIGMA. SIGMA, will however, be the mechanism in which payments to Consultants are processed. Instead of using Contract & Payment Express (C&PE) to verify and update your company information, you will be using a module in SIGMA called Vendor Self Service (VSS) for the current C&PE functionality. The VSS allows the vendor or payee the ability to manage account information.

The [VSS User Guide for Existing Contractors and Consultants](#) provides step-by-step instructions on how to activate your company's account and verify your company's account information is accurate. ***It is your company's responsibility to ensure that your account is activated and account information is up to date, including contact information and bank (EFT) account numbers.***

State of Michigan vendors currently registered in C&PE should have received a postcard that provides information regarding VSS. Visit Michigan.gov/SIGMAVSS for more Sigma-related information for State of Michigan vendors of all types.

If you need any assistance with VSS, please contact the SIGMA End User Help Desk at 1-800-856-6246.

It is important to note that during the transition to SIGMA, there will be no payments processed from September 27th through October 2, 2017. Payments will resume on October 6, 2017.

MDOT, CSD, Consultant
Contracts Section
P.O. Box 30050
Lansing, MI 4890
Fax/517-355-7446
www.michigan.gov/mdot

Questions regarding this
Consultant Advisory
should be directed to:

Keith Simons, PE, PTOE
517-373-2944
simonsk1@michigan.gov