



Statewide **I**ntegrated **G**overnmental **M**anagement **A**pplications

# **How to Find Your SIGMA Vendor Number & Address ID**

Vendor Job Aid

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# How to Find Your SIGMA Vendor Number & Address ID

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### **A. SIGMA VSS Login**

1. Go to [www.Michigan.gov/SIGMAVSS](http://www.Michigan.gov/SIGMAVSS)

#### **Currently Registered?**

You will need to claim your account to respond to opportunities, see financial transactions, or update your address and personal information.

#### **Need More Information?**

Use the Quick Reference Guides or Vendor Tutorials below to assist with claiming your VSS account, registering as a new vendor, or seeing your payments.

Use the SIGMA VSS home page to find even more helpful information by clicking the link below.

[GO TO SIGMA VSS](#)

2. Click **GO TO SIGMA VSS**
3. Log Into your SIGMA account



 SIGMA Vendor Self Service [www.michigan.gov](http://www.michigan.gov)



**Welcome**

The State of Michigan SIGMA Vendor transactions, view business and grant payee/vendor/grantee. Please disable pop-ups.

This site is best viewed with Internet Explorer.

If you have questions, please contact Michigan VSS (SOM VSS) Support.

**Announcements**

04/30/2020  
**Child Care Relief Fund**  
Governor Whitmer recently announced additional costs during the COVID-19 state of emergency and additional information can be found [here](#) as part of the application process. you

**\* - Required**

**\* User ID**

**\* Password**

[Password Reset](#)

4. On the Summary tab you can located your Vendor Code under Account Information.



**Account Information** | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Summary | Business Info | Addresses & Contacts | Users | Commodities | Business

## Account Summary

This page displays a summary of your account information. If you have any questions please contact your Primary Account Administrator or submit a question.

▼ **Announcements**

Type	Date	Message	
First	Prev	Next	Last

▼ **Primary Account Administrator**

Primary Account Administrator : [Redacted]  
Phone : [Redacted]

▼ **Account Information**

Vendor Code : CV0138918	Vendor Status : Active
Legal Business Name : [Redacted]	1099 Reportable : Yes
Alias/DBA : [Redacted]	

5. Go to the Addresses & Contact tab

[Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Policies](#) | [Logout](#)

**Account Information** | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Business

## Addresses & Contacts



6. Address id is the left of the address you want to use.

**Note:** If you have more than one address you will need to choose the address id next to the correct address. Address ids can be three and five characters long.

Home | Help | Accessible Help | Site Map | Policies | Logout

Account Information | Financial Transactions | Business Opportunities

Summary | Business Info | Addresses & Contacts

## Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add ne  
To modify the type of address select the 'View/Update' link under the Existing Address & Contact A  
Contacts sections.

### Existing Address & Contact Assignments

Address ID	Address Type	Address
AD005	Billing	345 Somewhere Lane, Lansing, MI, 48911
AD005	Payment	345 Somewhere Lane, Lansing, MI, 48911
AD005	Ordering	345 Somewhere Lane, Lansing, MI, 48911
AD005	Web Registrar	345 Somewhere Lane, Lansing, MI, 48911

First | Prev | Next | Last

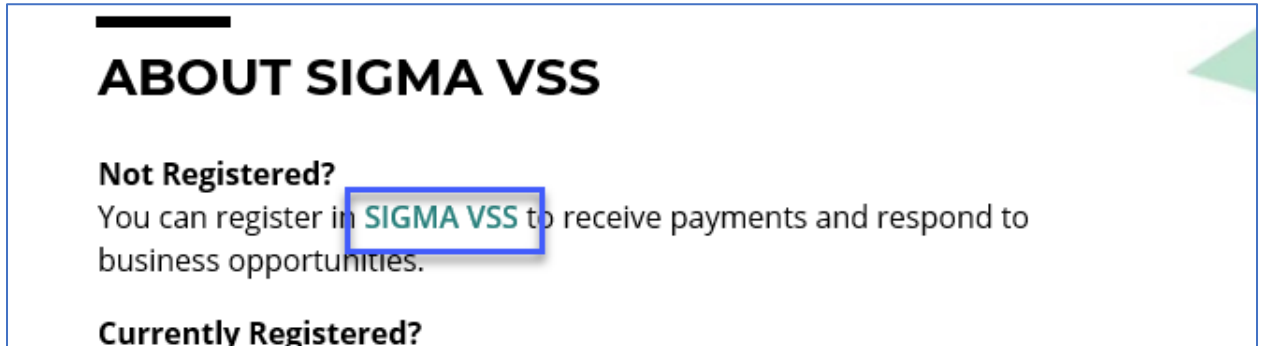
### Update Addresses

Address ID	Address	Pending Change
AD005	345 Somewhere Lane, Lansing, MI, 48911	<input type="checkbox"/>



## B. Without Login Information

1. Go to [WWW.Michigan.gov/SIGMAVSS](http://WWW.Michigan.gov/SIGMAVSS)
2. Click **SIGMA VSS**



3. Click **Register**

4. Memorandum of Agreement scroll down and click **Accept Terms**.
5. Registration Tips click **Next**.





## C. View Payments

Select the **Financial Transactions** tab, then **Checks/EFTs** subtab and click **Search**. You can select a payment and click the **PDF** button to view the details. Select **Scheduled Payments** subtab to view payments that have not been issued and click **Search**.

Questions about payments should be directed to the agency that issued the payment.