

SIGMA Vendor Self Service (VSS): New User Checklist

Have the following items at hand before you begin the registration process in SIGMA VSS, the State of Michigan’s system for posting bid opportunities.

Registration Website: www.michigan.gov/sigmavss
 Support Phone: 517-284-0540
 Support Email: SIGMA-Vendor@Michigan.gov

1.	Accept Terms	Accept the Memorandum of Agreement terms.
2.	Account Search	Search for an existing account, to prevent creating duplicate accounts.
3.	User ID	This is case sensitive and should be between 1 and 16 characters in length. Click or tap here to enter text. _____
4.	Account Administrator	Determine who will be the Account Administrator for your business and enter their contact information. Name & Title: Click or tap here to enter text. _____
5.	Administrator Email	Ensure the email address added to your profile is checked regularly. This is how you are notified of bid opportunities. Make sure to check your spam folder. Your Email: Click or tap here to enter text. _____
6.	Administrator Phone Number	Enter the phone number you will use for government contracting. Your Phone #: Click or tap here to enter text. _____
7.	Password	Password must be 8 – 16 characters and must contain a number, upper case letter, lower case letter, and one of the following: @, \$, #, %. It cannot contain the User ID or the word password. Keep this safe and accessible. Click or tap here to enter text. _____
8.	Security Question & Answer	Question: _____ Click or tap here to enter text. Answer: _____ Click or tap here to enter text.
9.	Access to Email	You will need access to your email at the time you begin the registration process. It requires a two-step verification.
10.	Tax ID Number	This is also known as TIN, EIN, and FEIN. If individual, Social Security #. Tax ID: _____ Click or tap here to enter text.

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11.	Business Classification	Enter the classification of your business (Sole Proprietor, Corporation, Local Government, etc.).
12.	Location Verification	Under the My Business Information section, enter your Location Verification and Organization Information.
13.	Legal Business Name	The business name registered with the state or federal government. Click or tap here to enter text. _____
14.	Legal (1099) Address	This is used on tax documents. Click or tap here to enter text. _____
15.	Discount Information	This is if you wish to provide discounts for payments within so many days. This is optional.
16.	Principal Contact	Name: _____ Click or tap here to enter text. Title: _____ Click or tap here to enter text.
17.	Ordering Address	Your Address: _____ Click or tap here to enter text. _____ Click or tap here to enter text.
18.	EFT/Bank Account type, Routing #, & Account #	To receive payment for your products/services. Type of Account: <input type="checkbox"/> Checking or <input type="checkbox"/> Savings Routing #: _____ Click or tap here to enter text. Account #: _____ Click or tap here to enter text.
19.	Commodity Selection/Bid Notification	Vendors must enter commodity codes to receive updates about opportunities to bid on State of Michigan projects. Entering these codes and keeping them up-to-date and relevant to your business ensures you don't miss any opportunities to bid. You may have more than one commodity code associated with your account. NIGP Code(s): _____ Click or tap here to enter text.
20.	Business Types	It's important to enter all applicable business types because they help establish your eligibility for various programs. (Michigan Principal Location, Qualified Opportunity Zone by Principal Location, HUBZone Business. Etc.)
21.	Unique Entity Identifier	The Unique Entity Identifier (UEI) is a 12-character alphanumeric ID that is assigned to a vendor or grantee by the System for Award Management (SAM) federal government application. To obtain or verify a UEI, visit sam.gov or call toll free at 866-606-8220. UEI (no dashes): _____ Click or tap here to enter text.

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22.	Payment Address, If Different from Ordering Address	If different:	<u>Click or tap here to enter text.</u> <u>Click or tap here to enter text.</u>
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