# Overview

This guide has been developed to provide an overview of an account setup in the SIGMA Vendor Self Service (VSS) application. You should follow this guide if:

- You have an **existing** vendor account and wish to **activate your account on this website.** If you have more than one vendor account and cannot activate your desired account, please contact the SIGMA Help Desk via the following email address: SIGMA-Vendor@michigan.gov or at the following phone number: 517-284-0540.

  **OR**

- You are a **new** payee or vendor that is interested in conducting business with the State of Michigan for the first time and need **to create a new payee/vendor account.**

**Note:** Please remember your User ID and Password when you create them as you will need them to log back into the SIGMA Vendor Self Service (VSS) application. Both the User ID and Password are case sensitive.

## Section 1: Begin the Registration Process

A. Select the **Sign Up** button to start the vendor registration process.

1. You may begin the registration process by selecting the **Sign Up** button located in the top right corner.

   **OR**

2. You may begin the registration process by selecting the **Register Your Vendor Account** link located on the carousel and then selecting the **Sign Up** button from the registration tile.

B. Enter information on the Sign Up page**.**

1. At a minimum, you must populate all required fields, which are marked with a red asterisk (*) on the Sign Up page. Information on some of the fields is provided below.

   - **Password** - As soon as you begin typing in the Password field, a Password Criteria pop-up appears that provides the password requirements. When a password requirement is met, a green check mark appears next to the requirement. If a password requirement is not yet met, a red x appears next to the requirement. You will not be able to continue with registration until all password requirements are met.

     A Password Grader is displayed underneath the Password field, which provides the Password strength. A password may be graded as weak, medium or strong. The Password Grader is used to encourage a secure password, but regardless of the grade given, if a Password meets all of the password requirements, it will be accepted.

   - **Confirm Password** – Re-enter the same password you entered in the Password field.

   - **Email** – An Email Verification is done as part of the registration process, to verify you're entering a valid email address that you can access. After you finish typing a valid email address in the Email field, a Send Email Verification Code to your Email button appears. After selecting this button an email is immediately sent to the email entered in the Email field and a Confirmation window appears indicating that the email was sent successfully. Select Continue and then copy the Verification Code from the email message and paste it into the Email Verification Code field. If the Verification Code is correct a green check mark will appear. If the Verification Code is incorrect a red x will appear. You will not be allowed to proceed with the registration process until the Verification Code has been entered correctly.

If an email is not received, after selecting the Send Email Verification Code to your Email button, then please verify you have entered your email correctly. If entered correctly, you should also check your junk mail folder. If you still do not see the email, then select the Resend Email Verification Code to Your Email Address button. This will send another verification code email. If no email is received, please contact the Help Desk.

**NOTE:**

- Please remember the User ID and Password, because you will need them to log back into the SIGMA Vendor Self Service (VSS) application.
- After the Sign Up page, the Registration process is saved after every step, so if you lose your session or close your browser, you can return to where you left off by signing back in with your User ID and Password.

2. Click the **User Agreement Policy** link to view the policy statement. At the bottom of the page, click the check box next to – **I agree with User Agreement Policy** – to confirm that you have read and agree with the policy**.**
3. Select **Sign Up** to continue.
4. The *Completed: User Sign Up* window appears, which provides an overview of the next steps.
5. Select **Continue** to proceed.

## Section 2: Search for an Existing Account

This search page helps you determine if you have an existing vendor account. If there is an existing vendor account that has not been activated yet, you will have the option to activate the already existing vendor instead of creating a new one. If no vendor account exists, you will then proceed with a new registration.

A. Initiate the Search Process

1. To initiate the search process, you will choose to search by **Company** or by **Individual**, depending on your type of business. The distinction between these two is that a Company's Taxpayer Identification is generally their **Federal Employer Identification Number (EIN)**, whereas an Individual's Taxpayer Identification Number is his/her **Social Security Number (SSN)** or alternative identifier.
    a. If Company has been selected enter the **Taxpayer Identification Number** or the **Legal Business Name** and select **Search**.
    b. If **Individual** has been selected, enter the **Last Name** and the **Last 4 Digits of SSN** and
2. Click **Search**.
    a. If no record has been found, click New Registration, and proceed with registering a new vendor, then continue onto Section 3: Registration.
    b. If a record has been found for a Vendor that is not activated and you would like to activate that vendor, select the Vendor from the grid, and then select **Activate Your Account**.

        **NOTE:**
        If you choose to **Activate** an already existing Vendor, bypass Section 3: Registration and proceed to Section 4: Activating a Vendor.

## Section 3: Registration

Registration is a four-step process, from this point forward you may, select **Save and Close** and exit out of the browser. All information will be saved for you to continue with the registration at a different time**.** If you have any questions or need assistance, then select **Submit Question** at the top of the page. If you no longer wish to create an account and want to discard the information provided, then select **Cancel Registration** at the top of the page**.**

**NOTE:** This process includes a **dynamic display** where the information required is determined by the information populated as the form is filled out. Certain fields may appear or disappear depending on the values entered. To reduce repetitive manual entry, certain values entered on previous pages, will infer to the current step, and can be updated or changed as needed.

A. Enter Account Information

1. At a minimum, you must populate all required fields, which are marked with a red asterisk (*) on the Account Information page. Additional information is provided below:
    - **Organization Type** – Select whether you are registering as a company or as an individual. The distinction between these two is that an Individual's Taxpayer Identification Number is his/her Social Security Number (SSN) or alternative identifier, whereas a Company's Taxpayer Identification is generally their Federal Employer Identification Number (EIN).
    - **1099 Classification** – Select the "Entity Type" you provided on your W-9 form. You must select from the available classifications in the list provided. Some examples of Classification are Individual, Profit Corporation, Partnership, and so forth. If you have an SSN for your W-9 Tax ID, your Entity Type is Individual. If you have an EIN, you may fall under any of the other Entity Types provided.
    - **Taxpayer ID Number Type** – Select SSN/ITIN/ATIN if registering as an individual or select EIN if registering as a company. The IRS recognizes the following types of TIN:
        - Employer Identification Number (EIN),
        - Social Security Number (SSN),
        - Individual Taxpayer Identification Number (ITIN)
        - Adoption Taxpayer Identification Number (ATIN).
    - **Detailed TIN Type** – This field appears if you selected SSN/ITIN/ATIN as the Taxpayer ID Number Type. Select a valid value.
    - **Taxpayer ID Number** - Enter the number associated with your Taxpayer

Identification Type in the Taxpayer ID Number.

- **Healthcare Provider** – Select **Yes** if you are a Healthcare Provider. Select No if you are not a Healthcare Provider.

  **Note:** A health care provider is an individual health professional, or a health facility organization licensed to provide health care diagnosis and treatment services.

- **Tax Return Address** - Enter the address associated with the Taxpayer Identification Number used for 1099 reporting purposes. This should match what is indicated on your W-9 form.
- **EFT Information** – This section only appears if you selected **No** for Healthcare Provider and is available to enter banking information (but not required). Healthcare Providers must complete the Financial Institution Information section.
- **The Healthcare Provider EFT Enrollment** sections are used to enter information required by Federal Law specifically for healthcare providers enrolling in EFT. If you are choosing to enroll in EFT as part of your registration, you should fill out the Financial Institution Information section.

2. Select **Continue** to transition to the Address Information step of the registration process.

B. Enter Address Information

1. At a minimum, you must populate all required fields, which are marked with a red asterisk (*) on the Address Information page. Additional information is provided below:
   - **Primary Address** – By default, the Tax Return Address provided as part of the Account Information step is populated as the Primary Address and is used as the Ordering, Payment, and Billing address. However, you can change each address by clearing the appropriate check box and entering a different address.
     - The Administrative Address tells us where the main administrative functions for your organization take place besides Ordering, Payment, and Billing.
     - The Ordering Address tells us where a department may send orders. These would include purchase orders and contract information.
     - The Payment Address tells us where to send your payments.
     - The Billing Address tells us where to send information for any payment you may owe us.

**Note:** During registration you can only enter one address per Address Type; however, once your activation is completed, you can add additional addresses via My Account after logging into VSS.

- **Primary Contact** – By default, the contact provided during the Account Information step is **populated** as the Principal Contact for the Ordering, Payment, and Billing address. You can change the contact information by clearing the appropriate check box and entering a different address.

2. Click **Continue** to proceed.

C. Enter Business Information

1. At a minimum, you must populate all required fields, which are marked with a red asterisk (*) on the Business Information page. Information on some of the fields is provided below:

   - **Location Verification** - This section allows you to set the verification method by which your organization can claim additional accounts . For example, if one of your locations wanted to also register and link their account to yours, they would first have to input the correct verification information established here. Verify My Locations by allows you to select Create My Own and decide what will be used for the verification information.
   - **Organization Information** - There are no required fields within this section, though the more information you provide for our Purchasing Department will help to identify you for any forthcoming business opportunities.
   - **Commodities** - Adding the appropriate commodities to your company's profile ensures you are kept up to date on business opportunities that might apply to your organization. You will automatically be notified about published solicitations and business opportunities based on the commodities that your account has registered for and that you have chosen in this section.
   - **Business Types** - This information is used to indicate specific information about your organization. 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.)
   - **Service Areas** - Buyers may choose to notify all vendors registered for a specific Service Area about a solicitation being published. Therefore, you should register for specific service areas that are applicable to your business.
   - **Attachments** - Supporting Documentation and Files can be added to your company's profile to provide additional information and documents associated with your vendor account. Adding attachments to your account enables you to

store and track all supporting vendor documents directly in the application and alleviates the need to fax or mail supporting documentation to the supporting agency.

- **Discount Information** - The Discount Information section should be populated if your business offers discounts for the prompt payment of invoices.
    - Number of Days 1, Number of Days 2, Number of Days 3, and Number of Days 4 - The maximum number of days that can elapse between the voucher date and check date and still have the discount apply.
    - Discount Percent 1, Discount Percent 2, Discount Percent 3, and Discount Percent 4 – Enter the percentage of credit received when payment is received within the specified number of days in the corresponding Number of Days 1 field.

      For example, if your business offers a 2% discount for payments within 10 days and 1% discount for payments within 15 days, enter:
        - Number of Days 1: 10
        - Discount Percent 1: 2.00
        - Number of Days 2: 15
        - Discount Percent 2: 1.00

2. Select **Continue** to proceed.

D. Summary Information

1. Review all information and verify it is correct.
2. Select **Edit** next to any section where you need to make changes.
3. Click **Print Summary** to print a copy for your records. This is not required.
4. Once all information is correct, select **Submit Registration**.

E. Confirmation

1. After reviewing the W-9-Form Certification statement, check **I Accept** on the perjury statement. Registrations for foreign vendor will see the W-8-form Certification section.
2. Select **Submit** to complete registration.

F. Congratulations

After successfully submitting your registration, you are taken to a Congratulations page.

1. Copy the **Vendor Code** listed on this page, so you can reference it in the future.
2. Click the **Print** button to print this page, which includes your Vendor Code.
3. Click the **Go to Homepage** button to navigate to the homepage in the VSS application. Refer to page help for information about the Vendor Self Service application.

## Section 4: Activating a Vendor

If there is already a vendor record in the system that you would like to activate, follow the steps below:

A. Select the Record
   1. Select the Vendor record you wish to activate.
   2. Select **Activate Your Account** from the **three-dot menu** for your vendor.

B. Account Verification

Your existing account will have a Verification Password associated with it, which is a custom password assigned to your account. Instructional text at the top of the page will explain what verification password needs to be entered.

Before activating an existing account, an Activation Code must be requested and entered. After entering a properly formatted email address, a Request Activation button appears.

**Note:** By default, the email address field is populated with the email address entered and verified on the sign- up page. However, you can change the email address to a different value. After selecting the Request Activation button, based on your site's settings, one of the following occurs:

- When the email matches an existing contact, an email is immediately generated and sent to the email address you entered along with the Activation Code.

**OR**

- You are taken to a Request Activation Code page where additional information is entered/verified and then after selecting Submit, an email is sent to an administrator to approve your activation request. The verification process can take a number of days, based on the site's approval process. Once approved, an email is sent to the email address you provided with an Activation Code.

After entering a valid email address and the valid Activation Code sent to your email, the **Activate Account** button navigates you to the Account Verification page for the Existing User.

**Note:** SIGMA limits the number of attempts a user has to enter the correct Activation Code. If the number of unsuccessful attempts reaches the limit the system will end the user's current session. The user must request a new activation code again.

C. User Information Verification

Please review that your user information provided is correct.  You may update any information that is not correct at this time.

1. Select **Verify** located in the top right corner to complete the activation process and be taken to the Vendor Homepage.