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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 VSS Grantee functionality, please see the State of Michigan VSS Grantee User Guide shown on the SIGMA VSS Home Page.

This VSS training guide provides detailed instructions for activating an existing vendor account, viewing and modifying account information.
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: Activate an Existing Account

Step 1.1 Select **Register** to activate your existing account.

Step 1.2 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.

The next steps will verify that you have an existing account in VSS. By activating the account you will become the primary administrator of the account. Additional users can be added later.

Step 1.4 Use either of the two (2) fields under **Company Search** or **Individual Search** to enter your information.

Step 1.5 Select **Search** to search for an Existing Account.

VSS displays results for your existing account.
If no results are found, refer to instructions in **Section 1: New Vendor Registration** of the VSS Vendor Registration Guide.

Step 1.6 Select the **Click Here to Activate Your Account** link.

VSS transitions to the **Account Verification** page.

Follow Account Verification instructions shown on screen.

Step 1.7 Enter your State of Michigan Contact & Payment Express (C&PE) User ID as your temporary VSS password.

Note: User IDs may be obtained on the C&PE Home page at https://mainfacsp.dmb.state.mi.us/payee/servlet/us.mi.state.eft.WelcomeServlet by clicking on the **Forgot Your User ID?** link.

If you were not a Contract & Payment Express user or need assistance, please contact the Vendor Customer Support Center at 1-888-734-9749 to obtain a temporary password to claim your account.

Step 1.8 Select **Submit**.
VSS transitions to the **My User Information** page.

Step 1.9 Enter your User Information in **General Information** section. Required information is identified by an asterisk:
Step 1.10 Enter your Password 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**.

Step 1.11 Select **Next** to continue.

VSS transitions to **Verify & Submit Registration** page. User access privileges are displayed for your account.

Note: The five (5) red messages shown are informational messages only, not severe errors.

Step 1.12 Select **Submit Registration** to continue.
VSS displays the **VSS Thank You!** Page.

Step 1.13 Access the **VSS** link to return to the VSS Home Page.
Section 2: View and Modify Your On-line Vendor Account

Step 2.1 Enter your User ID and Password in the **User ID** and **Password** fields.

Step 2.2 Select **Login** to continue.

VSS transitions to your **Account Summary** screen.
Step 2.3 Select the vertical scroll bar on the right side of your screen to review your Account Summary for Announcements, Primary Account Administrator, Account Information, EFT Information and more.

Step 2.4 Select the Business Info tab.

Step 2.5 Select the vertical scroll bar on the right side of your screen to review your My Business Information for Headquarters Information, Organization Information, Legal Name Information, 1099 TIN Information and more.
Step 2.6 Select the **Addresses & Contacts** tab.

Step 2.7 Select the vertical scroll bar on the right side of your screen to review your Addresses & Contacts for **Payment and Ordering**. You can also create new or update existing addresses and contacts on this page as well as view pending changes.
Create a new Ordering address.

Step 2.8 Select **Assign/Create Addresses & Contacts**.

VSS transitions to the **Addresses & Contacts Update** page.

Step 2.9 Select the **Address Type** (ex: Ordering, Payment, or Billing).
Step 2.10 Enter **Active From** date in **Address Types** section.

Step 2.11 Enter **Address** information in **Address** section.

Step 2.12 Select **Next** to continue.

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 2.13 Accept the **Corrected Address** format or check mark the **Original Address** format.
Step 2.14 Select **Next** at top of page.

VSS transitions to the Step 2 of 3 for **Assign/Create Addresses & Contacts** page.

Step 2.15 Enter required Principal Contact information in **Principal Contact** section if new contact. If Principal Contact is same as existing contact, use the Find key to search for and select same Principal Contact.

Step 2.16 Select **Next** to continue.
VSS updates **Addresses & Contacts** section for Address Type, Principal Contact ID and Address ID.
Step 2.17 Select the vertical scroll bar on right side of screen to see **Principal Contact** updated information. (Vertical scroll bar not shown on screen shot below, but should display on your screen.)

Step 2.18 Select **Save** to continue.
VSS updates the **Addresses & Contacts** tab with new contact information.

Step 2.19 Select **View Pending Additions** to see pending Contact information.

VSS displays View Pending Additions – Addresses & Contacts information.

Step 2.20 Select **Back** to exit the page.

The next few steps provide instructions on modifying/updating existing address information on the Addresses & Contacts page.
Step 2.20.1 Select **View/Update** link in the Update Addresses section for the address you wish to modify/update. (The Payment Address is used in the example.)

VSS transitions to the View/Update Available Address page.

Step 2.20.2 Modify the address as necessary. (The Street 1 Address will be changed to 2100 Canal St in the example.)
Step 2.20.3 Select **Save** to save change.
VSS transitions to the Addresses & Contacts page and places a check mark in the Pending Changes field. Updates to your account will be reflected after VSS has completed its routine automated update cycle. The automated update cycle runs every two (2) hours 8 AM to 5 PM EST State of Michigan business days.

Step 2.21 Select the **Users** tab.

Step 2.22 Select the **My Profile** link on the left navigation panel to view your Account Profile.
VSS transitions to **My Profile** page.

The **My Profile** page is used to view or modify your account for General Information, Security Hint, Email Notification types, and Access Levels. **Modify** is used to make edits/changes. **Password Reset** is used to change your password.

Step 2.23 Select the **Account User** link to navigate back to **Account User** page.

VSS displays the Account Users page.
Step 2.24 Select the **Commodities** tab.

The **Commodities** page is used to add new Commodity Items for which you are interested in receiving solicitation notifications or delete existing commodities that you provide.

Step 2.25 Select the **Business Types** tab.

The **Business Types** page is used to add your Business Type to your Account.

Step 2.26 Select **Add Items**.
VSS transitions to the **Choose** page.

Step 2.27 Select **Next** to view Business Types options.

Step 2.28 Select your Business Type. (Example: Professional Service.)

Step 2.29 Select **OK** to continue.

VSS transitions to the **Enter/Update – Business Types** page and displays your selected Business Type.
Step 2.30 Select **Cancel** to leave this page. Certification information is not required by State of Michigan.

VSS displays the **View Pending Additions – Business Types** page. Updates to your account will be reflected after VSS has completed its routine automated update cycle. The automated update cycle runs every two (2) hours 8 AM to 5 PM EST on State of Michigan business days. Updates/changes to vendor TIN or 1099 information is updated after it has been reviewed and approved by State of Michigan Vendor Customer Support Center.

Step 2.31 Select **Back** to return to the **Business Types** page.

VSS displays the **Business Types** page. Request to add new Business Type that is awaiting automated approval can be viewed by selecting **View Pending Additions**.
Request to update an existing Business Type that is awaiting automated approval can be viewed by clicking **View Pending Changes**. Training example reflects View Pending Additions.

Once the Add Business Type request has been processed and approved, your account **Business Types** page will update with your new Business Type. This is illustrated in next screen shot example. (Example: PROF for Professional Service). Business Types updates and deletions can be made from this page.

Step 2.32 Select the **Service Area** tab.
**Service Areas** page is used to add Service Areas to your profile. Service Areas page lists State of Michigan counties for which you may provide goods or services (commodities). Service Areas also includes Statewide, Lower and Upper Peninsula.

Step 2.33 Select **Add Items** to see list of State of Michigan Service Areas.

VSS displays the **Choose** page.

Step 2.34 Select your Service Area.

Step 2.35 Select **OK**.
VSS displays the **Service Area** page.

Step 2.36 Select **View Pending Additions** to view pending additions.

Similar to the Business Types update, VSS displays **View Pending Additions – Service Areas** page that shows the Service Area you have selected to add to your record.

Step 2.37 Select **Back** to continue.
Step 2.38 Select the **Attachments** tab.

The **Attachments** page is used to add attachments to your vendor record or view existing attachment. Attachments file size is limited to 6 MB per document.

![Attachments Tab](image)

Step 2.39 Select the **W-8 Forms** tab.

VSS displays the **W-8 Forms** tab.

![W-8 Forms Tab](image)

The **W-8 Forms** tab is used by Foreign Vendors. It will display existing W-8 Forms associated with the foreign vendor account. This section is used to Add Items or View/Update existing form information if available.
Section 3: View Financial Transactions

Step 3.1 Select the Financial Transactions tab.

Review the Agreement Summary Search options displayed to search for, reference and download your information.

Step 3.2 Select the drop-down list to see the options for Agreement Type. Examples: Contracts, Delivery Orders, Master Agreements and Purchase Orders.

Note: Grants agreements will be listed as Contracts.
Step 3.3 Select the **Purchase Order** from the Agreement Type drop-down list.

Step 3.4 Select **Search**.

VSS displays Purchase Orders on the grid below. The grid displays the Agreement Type, Department, Agreement ID, Transaction Date, Not to Exceed Amount and more.
VSS returns results for Agreement Type selected. (Example: Purchase Order)

Step 3.5 Select the Purchase Order you wish to view.

Choose one of the options: Details, Download, PDF or Reference to see more information on the Purchase Order.

Step 3.6 Select Details.
VSS displays the **Agreement Information** page.

Step 3.7 Select the vertical scroll bar on the right side of your screen to view more details about your order.

Additional information displays for Shipping & Billing, Buyer’s Info and Commodity Line/Grant Information.

The Ship To: Bill To and Additional Details links can be used to see more information on your order.

Step 3.8 Select the **Reference** link to view payment information for your order.
VSS displays the **Referenced Payments by Agreements** page.

The Checks/EFTs grid below displays information for: Invoice Number, Invoice Line Number, Invoice Received Date, Check/EFT (Electronic File Transfer) Number, Payment ID, Status, and Amount.

Step 3.9 Select the **Details** link to view more detail and use the Navigation links at the top of the page to navigate back to Agreement Summary, Agreement Information and Agreement References.
VSS displays the **Check/EFT Information Details** page.

Step 3.10 Select the vertical scroll bar on the right side of your screen to view more details about your Check/EFT Information. (Vertical scroll bar not shown in screen shot below, but should appear on your screen.)
Step 3.11 Select **Scheduled Payments** tab.

The **VSS Scheduled Payments** tab is used to view scheduled payment information for invoices and funding requests. Refer to the **View Frequently Asked Questions** link on the left navigation panel for more information of Scheduled Payments functionality.

Step 3.12 Select **Search** to view all Scheduled Payments if any, or enter specific search criteria in the fields shown. (Example: Invoice/Request Number, Address ID, Department, Payment Scheduled From, Payment Scheduled To, Payment Status fields.)

Step 3.13 Select the **Checks/EFTs** tab.

VSS displays the **Checks/EFTs Summary Search** page.
This page is used to search for Checks/EFTs information by Check/EFT Number, Check/EFT Status, Payment From and Payment To Date range.

Step 3.14 Select **Search** to view all Check/EFTs information or enter specific search criteria in the Check/EFT Number, Check/EFT Status, Payment From and/or Payment To fields.

VSS displays Checks/EFTs information on the grid below.
Step 3.15 Select Check/EFT you wish to view.

Step 3.16 Select Reference.

VSS displays the Referenced Agreements by Check/EFT page. This page displays agreement (purchase order) information related to the Check/EFT selected.

Step 3.17 Select View Details to view detailed information related to the Check/EFT.
Step 3.18 Select the vertical scroll bar on the right side of your screen to see more details about the disbursement. (Vertical screen shot not shown in screen shot below, but should appear on your screen.)

The **Payment Allocation by Line** section displays information for Department, Invoice Number, Payment and Net Payment Line Amounts. Reminder: The **Additional Details** link can be used to view information on referenced items and date by Line Detail.

Step 3.19 Select the **Checks/EFT Summary Search** link at the top of the page.
VSS returns to the **Checks/EFT Summary Search** page.

Step 3.20 Select **PDF** to download the remittance information related to the check you have selected.

VSS downloads the Remittance Advice form.

The Remittance Advice forms displays Check/EFT Number, Check/EFT Date, Check/EFT Number, Vendor Code, and more.
Step 3.21 Select the **Tax Information** tab.

VSS displays **Tax Information Search** page. The **Tax Information** page is used to search for Tax Forms previously issued to you.

Step 3.22 Enter Tax Year in the Calendar Year field.

Step 3.23 Select **Search**.

VSS displays Calendar Year tax information on the grid shown below.
Step 3.24 Select the **Invoices/Requests** tab.

VSS displays the **Invoices/Request Summary Search** page. Similar to **Checks/EFTs** tab and functionality, vendors use the **Invoices/Requests** tab to search for existing invoices or create new invoices that will reference an agreement (contract) or purchase order.

Note: Create Invoice/Request functionality can also be accessed from the Agreements Tab as shown in the screen shot below:

The next few steps cover instructions on how to **Create Invoice for Grant Funding Request (GFR)** for Grants users (grantees).

There are four steps for completing an invoice (GFR):

- Header Information
- Line Information
- Comments/Attachments
- Funding Request Summary

Step 3.25 Select **Search** to search for Agreement Types equal to Contracts.

VSS returns results for Contracts.
Step 3.26 Select (check mark) the Contract for which you will create an invoice/request.

Step 3.27 Select **Create Invoice/Request**.
VSS transitions to **Header Information** tab.

Step 3.28 Enter Total Amount requested in the Total Amount field. (Example: 1000 for $1000.00)

Step 3.29 Select **Go to Next Step**.

VSS transitions to **Component Information** tab.

Step 3.30 Select the Line Number (Line No) in **Component Information** tab.

Step 3.31 Enter Amount in the Amount field. (Example: 1000 for $1000.00)

Comments are optional.

If there are multiple components they will show up within this section. Once the Line No (number) is chosen, the amount field will be open to add the amount requested. The current amount remaining will default into this field. If not requesting the full amount remaining, remove the amount and enter in the correct amount. If Budget type categories (sometimes used in grants functionality) are used, choose the drop down to include each amount requested by category. If category is blank there is no specific budget category defined. If another line is needed for another category select Add Line and continue. There are options to add/delete lines as you need them. Note: may receive warning message related to funding request if the amounts do not match or the request is not for the full amount remaining. These are warnings only.
Step 3.32 Select **Go to Next Step**.

VSS transitions to **Comments/Attachments** tab.

![Screenshot showing VSS interface with Comments/Attachments tab highlighted]

Step 3.33 Select **Attach Files**. Most requests will require additional documentation which should be attached here.

![Screenshot showing VSS interface with Attach Files highlighted]

Step 3.34 Select files to attach by selecting **Browse** and **Attach Files**. Files attached will display within Comments & Attachment section when added (see screenshot in Step 3.35.)

VSS displays **Add Files** page.
Step 3.35 Enter additional comments for the overall request in the Comments section. (Comments are limited to 60 characters.)

Step 3.36 Select **Go To Next Step**.

VSS transitions to **Funding Request Summary** tab.

Step 3.37 Review Funding Request Summary information.

Step 3.38 Select **Submit Request**. (Optionally, select **Cancel Request** to cancel or select **Previous** to go back to prior sections for updating information.)
VSS transitions to **Thank You!** page.

The **Thank You!** page displays additional information on how to check status of your request.

Select **Print** to print copy of your Grant Funding Request.

Similarly, the same steps used to create Grant Funding Request are followed to create an invoice for an open purchase order.

Step 3.39 Select **Search** to search for existing purchase order for which you would like to create invoice.
VSS displays list of purchase orders as shown below.

Step 3.40 Place a check mark by the purchase order line.

Step 3.41 Select **Create Invoice/Request**.

Repeat the steps 3.28 – 3.38 to complete and submit the invoice. If you need assistance with this process, please contact the SIGMA Help Desk.

VSS transitions to the **Agreements/Header Information** Tab. There are four steps for completing an invoice.

The next few steps cover **Search for Existing Invoices**.

Step 3.42 Select the **Invoices/Requests** tab.

Step 3.43 Select **Search** to search for existing invoices.
Step 3.44 Select the Invoice Line you wish to view.

Step 3.45 Select Reference.

VSS displays the Referenced Transactions by Invoice/Request page.

Step 3.46 Select Details.
VSS displays more detailed information about the invoice selected.

Step 3.47 Select the vertical scroll bar on the right side of your screen to see more information, including Commodity information.

Step 3.48 Select the PDF link in the Agreement ID area of the page.

VSS displays a PDF version of the Notice of Award.
Step 3.49 Select **Exit** to close the Notice of Award Final PDF.
Section 4: View Business Opportunities/Solicitations

Step 4.1 Select the **Business Opportunities** tab.

A summary of all Solicitations can be found by selecting the **Solicitations** sub-tab under the **Business Opportunities** tab. This list contains all Solicitations. From here, you can view summary and detailed information about the Solicitations. You can refine your search for solicitations by selecting one of the following quick links:

- **All Solicitations** - View all solicitations in the system. This is the default view.
- **My Commodities** - View solicitations only for your registered commodities.
- **Open Solicitations** - View solicitations with the solicitation status of Open.
- **Closing Soon** - View solicitations that are closing within the next 10 days.
- **Recently Published** - View solicitations that have been published within the past 7 days.
- **Recent Amendments** - View solicitations that have been amended within the past 7 days.
- **Recent Intents** - View solicitations that have Intent to Award created for them in the past 14 days.
Recent Awards - View all solicitations that have been awarded in the past 14 days.

Step 4.2 Select the **Advanced Search** link.

You can refine your solicitation searches by using the Advanced Search link on the Search for Solicitations page. Selecting the Advanced Search link allows you to narrow your search using the following search criteria:

- **Keyword Search** - Narrow the search using a term in the text field. The Keyword Search scans the Solicitation Number, Solicitation Description, Department, Commodity Description, and Buyer Name for the keyword.
- **Status** - Narrow the search by selecting a solicitation status from the drop-down menu to display solicitations with the selected status.
- **Type** - Narrow the search by selecting a value from the drop-down menu to display solicitations with the selected type.
- **Category** - Narrow the search by selecting a category from the drop-down menu to display solicitations with the selected Solicitation Category.

Step 4.4 Enter your information in the Advanced Search fields.
Step 4.5 Select **Go** to search.
4.1: Respond to Solicitations

Step 4.1.1 Choose the solicitation to which you will respond.

Step 4.1.2 Select Details.

VSS displays the Solicitation Response page.

Step 4.1.3 Select Respond Online.
You can respond to a solicitation by selecting **Respond Online** on the Solicitations Details page found within the **Solicitations** tab. This navigates you to the Solicitation Response page where you can enter your response.

There are five (5) steps in the Respond to Solicitation process.

1. Respond to Lines
2. Criteria Response
3. Attach Your Files
4. Discounts/Comments
5. Review/Submit

Step 4.1.4 Select the appropriate Response Type option from the Response Type drop-down. (Example: Bid)

If indicated, enter the Unit Price and Delivery Days for each commodity line. Alternatively, you can enter the Contract Amount if indicated. You can also enter Comments in the Comments field. If Specifications are populated and you have alternatives you can select the Alternative Specs Submitted flag and attach any specifications to the Solicitation Response in Part 3: Attach Your Files.

Step 4.1.5 Select **Go to Step 2**.

VSS transitions to the Criteria Response page.

Step 4.1.6 Enter appropriate information for Criteria Response.

This section will contain specific criteria on which the response will be evaluated. Some criteria may have a required response and must be completed before the response can be submitted. If the response type is Text and there is insufficient room in the field to complete your response you may type **See Attached** and then attach detailed response information in Part 3: Attach your Files.
Step 4.1.7 Select Go To Step 3.

VSS transitions to Attach Your Files page.

Attach relevant files to the response. Allowable file types are: .doc, .docx, .pdf, .xls, .xlsx, .zip, .jpg, .txt, .xps and .bmp. Attachment file size is limited to 6 MB per document.

Step 4.1.8 Select Go to Step 4.
VSS displays the Discounts/Comments page.

The Discounts/Comments page is used to add Net discounts and make overall comments regarding the Solicitation.

Step 4.1.9 Select **Go to Step 5**.

VSS transitions to the Review/Submit Response page.

Step 4.1.10 Review your Solicitation Response information.

Step 4.1.11 Select **Submit** to submit your Solicitation Response.
VSS displays **Response Submitted Successfully** page.

Your response has been submitted. You may modify the response any time prior to the Solicitation Close Date/Time. This will be covered in Section 5 Solicitation Responses.
Section 5: Review and Modify Solicitation Responses

Step 5.1 Select the **Solicitation Responses** tab.

VSS displays the **Solicitation – My Responses** page.

The **My Online Response** page is organized into the following sections:

- **Error Summary**: Displays error messages related to your response and allows you to ask questions about the error. This section is only displayed when there are messages related to the response. Select **View All Details** to view multiple messages. Select **Submit Question** to submit questions about your response, Clarification Requests and/or any error message you are receiving.
- **Time Left Summary**: Displays the amount of time left to respond to the Solicitations.
- **Solicitation Summary**: Displays the Solicitation summary and the attachments associated with it.
- **My Response**: Respond to the solicitation.

There are seven sub-tabs under the **Solicitation Responses** tab. Below is a description each tab:

- **All Responses** - Lists all of the responses that have been created by the vendors.
- **My Recent Responses** – View all responses created within the past 7 days.
• In Progress Items – View responses that have a Response Status of Draft and a Solicitation Status of Open.
• Closing Soon – View responses for solicitations closing within the next 7 days.
• My Awards – View responses that have been awarded to you.
• My Intents to Award – View responses that are intended to be awarded to you.
• Recent Closings – View responses for a solicitation that have closed within the past 7 days.

Step 5.2 Select the **Response** you would like to Modify. VSS displays the **My Online Responses** page.

Step 5.3 Select **Edit**.
Step 5.4 Make necessary changes for the Response.

Step 5.5 Select **Submit** to submit your Response.
Section 6: Catalog Management

Catalogs are a means for the State to upload a large number of items via a preset Excel file format. Vendors may need to provide the items, description, part number, unit price etc., if required by the State. If the Solicitation does not call for catalog bid submissions or if you have not been awarded a Catalog Master Agreement then skip this section.

Step 6.1 Select the **Catalog Management** tab.

A summary of all Catalogs can be found by selecting the **Catalog Search** sub-tab that is found under the **Catalog Management** tab. Catalog Search list contains all Catalogs. From here, you can view summary and detailed information about the Catalogs. You can refine your search for Catalogs by selecting one of the following quick links:

- All Catalogs - View all Catalogs in the system. This is the default view.
- My Catalogs - View Catalogs only in your catalog file.
6.1: Search for Existing Catalogs

Step 6.1.1 Select the **Advanced Search** link.

VSS displays Advanced Search option fields.

You can refine your Catalog searches by using the **Advanced Search** link on the **Catalog Search** page. Selecting the **Advanced Search** link allows you to narrow your search using the following search criteria:

- **Keyword Search** - Narrow the search using a term in the text field. The Keyword Search scans the Catalog Number, Supplier Part Number, Vendor, Alias/DBA, Item Description, Manufacturer, Manufacturer Part Number, Unit, Unit Cost, and Image for the keyword.
• Vendor Name - Narrow the search by entering one Vendor Name in the field to display all solicitations with the selected Vendor Name.
• Supplier Part Number - Narrow the search by entering one Supplier Part Number in the field to display all solicitations with the selected Supplier Part Numbers.
• Manufacturer - Narrow the search by entering one Manufacturer in the field to display all solicitations with the selected Manufacturer.

Step 6.1.2 Enter your information in the Advanced Search fields.

Step 6.1.3 Select Go to perform the search.

VSS displays results based on search criteria.
6.2: Catalog Upload

Step 6.2.1 Select the Catalog Upload sub-tab.

VSS displays the Upload Catalog File Instructions page.

Step 6.2.2 Enter your information in the General Information required fields.

Catalog File Type is always equal to Excel File.

Step 6.2.3 Select Browse to search for Catalog file.
Step 6.2.4 Retrieve your Catalog file from file location.

VSS populates the Catalog File Name field with your file.
Step 6.2.5 Select **Upload**.

If any errors are encountered, the catalog file is not uploaded and all errors are displayed. Please fix any errors in the catalog file or the picture zip file and select **Upload** again. If no errors are encountered, and the catalog file is uploaded successfully, an email is sent to the Catalog Administrator and Vendor Contact in the General Information section.
After successful upload, the State of Michigan will create the award document that the catalog will be attached. You will receive separate email notification when that process is completed.