



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: August 17, 2017

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Kyle L. Guerrant, Deputy Superintendent *KG*

SUBJECT: CMS Vendor Payments for SIGMA Cutover

The State of Michigan is upgrading its financial and business systems to a new system called Statewide Integrated Governmental Management Application (SIGMA), on October 1, 2017.

SIGMA will improve the way the State of Michigan performs all financial activities, including budgeting, accounting, payments, business and grant opportunities. SIGMA Vendor Self-Service (VSS) improves how we work with vendors, payees and grantees, replacing Contract & Payment Express (C&PE) and Buy4Michigan.

As part of the upgrade, vendor information is being converted to the new system and requires vendor involvement for payments to continue being processed after October 1, 2017. All active accounts in the C&PE system as of June 30, 2017 were converted to the user-friendly SIGMA VSS on July 31, 2017. **Vendors will need to claim their account and set up user roles in SIGMA VSS to continue receiving payments.** You also will have the option to setup notification preferences. For more information, please visit Michigan.gov/SIGMAVSS or email SIGMA-Vendor@Michigan.gov.

Benefits include:

- Manage account information, view invoice and payment information for checks and EFTs 24 hours a day, 7 days a week!
- Improved communication through automated e-mails
- Unique Vendor/Customer ID improves privacy

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 517-373-3324

As part of migrating to the new system, the Michigan Department of Education's (MDE) Cash Management System (CMS) payments will cease after **Thursday, September 21, 2017 (fund requests will need to be certified in CMS by noon on this day to be included)**. CMS payments are scheduled to resume through the new system on **Thursday, October 5, 2017**, should there be a delay information will be posted in CMS. We anticipate vendors will need to adjust their draw cycle schedules to ensure cash needs are adequately covered during the system migration period.

Key Dates:

- July 31, 2017: claim your account and verify information to receive payments in SIGMA starting October 2017
- September 21, 2017: last day for CMS payments through old system
- October 1, 2017: State of Michigan go live date with SIGMA
- October 5, 2017: first projected date for CMS payments through SIGMA

For more information on SIGMA's major improvements, visit Michigan.gov/SIGMAVSS.

For questions on SIGMA VSS, please contact the SIGMA Vendor Customer Support Center (VCSC) at (888) 734-9749 or SIGMA-Vendor@Michigan.gov.

For questions on CMS, please contact the CMS Helpline at (517) 335-0534 or mde-cms@michigan.gov.

cc: Michigan Education Alliance