

STAARS
PURCHASING



STAARS Vendor Self Service

What is Vendor Self Service (VSS)?

- VSS is the State of Alabama's new vendor portal.
- Vendors are able to access or update any of their personal information by logging into their account.
- By becoming a subscribed vendor, vendors are able to bid on business opportunities with the State of Alabama.

Registering with VSS

Registering with VSS is a two step process:

- 1) Register using the VSS website
- 2) Submit the pre-filled W-9 form to verify your identity to the Comptroller



Welcome to Alabama's Vendor Self Service

[Help](#) | [Contact Us](#)
[Privacy Report](#)

STAARS Vendor Self Service (VSS) allows vendors to register an account to do business with the State of Alabama, subscribe to bid notifications, and view financial transactions online. For information on how to register, subscribe, and use VSS, click [How to Use VSS](#) at the top of the page.

The State of Alabama will only accept bids from subscribed vendors with an active VSS account. However, you may view business opportunities and awards from the State without a VSS account, using the **Public Access** button on the left.

For best results, use Mozilla Firefox or Internet Explorer (v9+) with pop-up blockers disabled.

Announcements

05/25/2016
VSS TRAINING AND ANSWERS

Training guides, reference documents, and answers are now available from the [How to Use VSS](#) and [FAQ](#) links at the top of the page.

05/25/2016
PASSWORD REQUIREMENTS

Passwords must be **at least eight characters long, include at least one capital letter and at least one number.** Passwords are case-sensitive.

05/25/2016
REQUIREMENTS FOR VSS ACCOUNT UPDATES

To protect your security, updates to sensitive account information require supporting documentation. See [VSS Supporting Documentation Requirements](#) for information.

05/25/2016
MONTHLY SCHEDULED MAINTENANCE

VSS is unavailable the second weekend of every month from 7:00 pm on Friday to 6:30 am on Monday for maintenance.

Contacts

Click on link below to view the list of department contacts.

[Department Contacts](#)

Forms

Click on a form below to either save it to your desktop or open it in Adobe.



[Access forms](#)

User ID

Password

Login

[Password Reset](#)

Click the [Register](#) button to register a new or existing account.

Register

Public Access



Welcome, New

[Privacy Report](#) | [Contact Us](#)

Search for an Existing Account

[Cancel Registration](#) [Back](#)

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

▼ Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number	<input type="text"/>	OR	Legal Business Name	<input type="text"/>
<input type="button" value="Search"/>				

OR

▼ Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Name	Last	<input type="text"/>	AND	Last 4 digits of SSN	<input type="text"/>
<input type="button" value="Search"/>					

[Cancel Registration](#) [Back](#)

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.



Welcome, New

[Privacy Report](#) | [Contact Us](#)

Search for an Existing Account/Results Not Found

[Cancel Registration](#)

[Back](#)

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▼ Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number

OR

Legal Business Name

[Search](#)

OR

▼ Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name

AND

Last 4 digits of SSN

[Search](#)

No results have been found for your account. Please perform further research or select the [New Registration](#) button to create a new account.

[New Registration](#)

[Cancel Registration](#)

[Back](#)

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Welcome, New

User Information

Verify and Submit Registration

[Privacy Report](#) | [Contact Us](#)

My User Information

Cancel Registration

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Next

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

▼ General Information

*User ID (case sensitive):
(User ID should be between 8 and 16 characters in length)

*First Name:

*Last Name:

*Email:

*Re-enter Email:

*Phone: Ext.:
XXX-XXX-XXXX

Fax:
XXX-XXX-XXXX

▼ Password

*Password (case sensitive): (Passwords should be between 8 and 16 characters in length)

*Re-enter Password:

*Security Question:

*Security Answer (case sensitive):

*Re-enter Security Answer:

* Indicates a required field

Additional Resources & Information:

Cancel Registration

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Next



Welcome, New

- User Information
- Verify and Submit Registration

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Verify Email Address

To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts : staars-NPD-noreply@finance.alabama.gov

An email will be sent to the following address : brent.chunn@finance.alabama.gov

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

[Cancel Registration](#)

[Back](#)

[Next](#)



Thank You!

A verification email was sent to you.

1. Open the email
2. Click the link provided in the email

Cannot click the link in the email?

1. Copy the link from the email
2. Paste it into your browser

Have not received a Verification Email?

1. Login to VSS as an Activated User using your User ID and Password
2. Correct your email address and click Next
3. Click Next again to verify your email address

[Close Browser](#)



Welcome, Test

- [New Account Info.](#)
- [My Business Info.](#)
- [Addresses & Contacts](#)
- [Additional Business Information](#)
- [Registration Summary](#)

[Privacy Report](#) | [Contact Us](#)

Add Business Location - New Account Registration

Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.

▼ TIN Type

- I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN).
Please select one of the following : SSN ITIN ATIN
- I will use my entity's Employer Identification Number (EIN).
- I do not have any of the above forms of Taxpayer identification.

AND

▼ Classification

I plan to do business using the following classifications. Please select only one.

- | Select | Classification |
|-----------------------|-------------------------|
| <input type="radio"/> | Individual |
| <input type="radio"/> | Sole Proprietor |
| <input type="radio"/> | Partnership |
| <input type="radio"/> | Corporation |
| <input type="radio"/> | Nonresident Alien |
| <input type="radio"/> | Trust |
| <input type="radio"/> | Foreign Business Entity |
| <input type="radio"/> | State Government |
| <input type="radio"/> | Other Government |
| <input type="radio"/> | Other |
| <input type="radio"/> | Joint Venture |
| <input type="radio"/> | Other Non-Profit Org |



Welcome, Test

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

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Step 2: My Business Information

Please enter the general information below. Fields with a red asterisk (*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

▼ Location Verification

This section will be used to establish a verification code that other locations within your company will be required to use when registering a new location for your company.

*Verify My Locations by:

The below fields are required only if you selected "Create My Own" above.

Vendor Verification Based on:

Vendor Verification Password:

Confirm Verification Password:

▼ Organization Information

*Organization Type:

** A Change to this field will remove all data previously entered.*

*Classification:

Location Name:

Location Web Address:

Number of Employees:

Annual Income:

Foreign Tax ID:

National Provider ID:

CAGE Code:

W-8 Form:

DUNS:

9 digits (No dashes)

Extended DUNS:

4 digits (No dashes)

Internet Catalog:

Please include Http:// or Https:

Preferred Ordering Method:

Pcard Acceptance Level:

Registering with VSS

▼ **Legal Name Information**

*First Name : *Last Name : Name on Check :

Middle Name : Business Name (Alias/DBA) :

▼ **1099 TIN Information**

Create Taxpayer ID Number : Taxpayer ID Number :

Re-enter Taxpayer ID Number : Taxpayer ID Number Type : SSN/TIN/ATIN Detailed TIN Type :

1099 Reportable : Yes

▼ **Legal (1099) Address Information**

*Street 1 :

*City :

*State/ Province :

*Zip/Postal Code :

▼ **EFT Information**

ABA Number : Account Number :

Account Type : Routing ID Number :

Remittance Advice Transmission Mode :

▼ **Discount Information**

If appropriate, please enter any Discount Terms you offer for prompt payment of invoices.

Number of Days : Discount Percent :



Welcome, Test

- New Account Info.
- My Business Info.
- Addresses & Contacts
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- Registration Summary

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Add Business Location - Address Information Questionnaire

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses.

▼ Legal Address Information

Address : 100 Elm Street
 City : Hoover
 State : LA
 Zip/Postal Code : 37463

▼ Address Questions

- Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)? :
- No
 Yes
- Is your address information the same for Administrative, Ordering, Payment, and Billing addresses? :
- No
 Yes
- Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)? :
- No
 Yes



Welcome, Test

- New Account Info.
- My Business Info.
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Step 3: Addresses and Contacts

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

- *Administrative
- *Ordering
- *Payment
- Billing *Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

▼ Address Information

*Street 1 :
Street Address, P.O. Box, Company Name, etc.

Street 2 :
Street Address, P.O. Box, Company Name, etc.

*City :

*State/Province :

Zip/Postal Code :

Country :

County :

Phone :
XXX-XXX-XXXX Ext. :

DUNS :

Extended DUNS :

CAGE Code :

Registering with VSS

▼ **Contact Information**

For the address type shown above, please enter a contact person.

*Principal Contact :

Title/Role :

Permissions :

Authorized Representative :

Phone :

Phone Extension :

Alternate Phone :

Alternate Phone Extension :

English Spoken :

Fax :

Fax Extension :

Alternate Fax :

Alternate Fax Extension :

Email :

Correspondence Type :

Registering with VSS

- Ignore the Commodities/Business Types page
- Review the page containing all account details

Thank You!

Congratulations, you have completed the registration process. You may now login to Vendor Self-Service using the User ID and Password you just created.

Your Vendor Code is: VS000007130

***Please save your Vendor Code for future reference**

[Password Reset](#)

[Print This Page](#)

The following registration forms are available for you .



[Download Substitute W-9 Certification Form](#)

Click the link above to print the Substitute W-9 Certification form. Sign the form and mail or fax it to the address or fax number indicated on the form.



[Vendor Registration Application](#)

A .pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.

You may login to your VSS account to view and/or update your account information. Click [here](#) to login.



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Password

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[Password Reset](#)

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[Access forms](#)

Submitting Substitute W-9

My Business Information

This is your Business Information. The buttons described below are conditionally displayed based on your organizations system settings. Contact your Primary Account Administrator if you have questions regarding these buttons. Select the 'Update' button to modify your general information. Select the 'Change TIN' button if you need to change your Taxpayer ID. Refer to the FAQs to modify your organization information. Select the 'Pending 1099 Additions' button to display requested TIN changes that are not approved yet. Select the 'View Pending Changes' button to display other Business Information changes that are awaiting approval. Click the 'Add Business Location' button to register new locations for this headquarters Account.

Update	View Pending Changes	Pending 1099 Additions	Change TIN	Add Business Location
------------------------	--------------------------------------	----------------------------------------	----------------------------	---------------------------------------

Pending Changes :



[Download Substitute W-9 Certification Form](#)



Welcome, Test

Submitting Substitute W-9

- Print out and sign the pre-filled substitute W-9 form from your VSS account.
- Provide proof of your identity:
 - Copy of your state issued driver's license and social security card **OR**
 - Documentation that confirms your Legal Name, Social Security Number, and Legal Address
- Submit proof of identification and signed copy of W-9 to **vendors@comptroller.alabama.gov**
- Subject line: New Vendor Account – VS#

Updating Address Information

- To update legal name or legal address – use the **Update** button under the Business Information tab

Account Information

Financial Transactions

Business Opportunities

Solicitation Responses

Summary

Business Info

Addresses & Contacts

Users

Commodities

Business Types

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Update

View Pending Changes

Pending 1099 Additions

Change TIN

Add Business Location

Pending Changes :

Updating Address Information

- To add or change existing address, use the **Assign/Create Addresses & Contacts** button under the Addresses & Contacts tab

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses

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

Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes
AD0003	Billing	100 Elm Street, Hoover, LA, 37463	John Doe		No	07/18/2016		<input type="checkbox"/> View/Update
AD0003	Payment	100 Elm Street, Hoover, LA, 37463	John Doe		No	07/18/2016		<input type="checkbox"/> View/Update
AD0003	Ordering	100 Elm Street, Hoover, LA, 37463	John Doe		No	07/18/2016		<input type="checkbox"/> View/Update
AD0003	Web Registrar	100 Elm Street, Hoover, LA, 37463	John Doe		No	07/18/2016		<input type="checkbox"/> View/Update

Updating Address Information

Account Information

Financial Transactions

Business Opportunities

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Summary

Business Info

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Users

Commodities

Business Types

Assign / Create Addresses & Contacts - Step 1 of 3

Enter your new address information here and select all appropriate address types. Click the 'Next' button to add a contact.

Your address may be validated according to postal standards. If prompted, review the changes and choose either the address you entered or the one that was validated.

▼ Address Types

	*Active From	Active To	Default Record
<input type="checkbox"/> Account Administrator	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Ordering	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Payment	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Billing	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

▼ Address

*Address ID :

*Street 1 :

Street 2 :

*City :

*State/Province :

- **How to Use VSS link**
- **FAQ link**
- **STAARS Support:**
 - 334.353.9000
 - STAARS.Support@finance.alabama.gov
 - Monday-Friday 9AM-4PM