

Learn



Job Aid – STAARS VSS Accounts *VSS New Registration*

Scenario

This VSS New Registration job aid provides instructions for registering your company to conduct business with the State of Alabama and its various agencies. The State of Alabama’s Vendor Self Service (VSS) Portal allows you, as a vendor, to manage your own account information, track payments, access bids and proposals, and perform other financial transactions from one location.

VSS will provide vendors with the following benefits:

- Increased visibility into the State of Alabama’s procurement activities
- Real-time access to bid opportunities, payment status, and notice of awards
- Registration for notifications based on commodity codes relevant to the goods or services
- Electronic submission of invoices
- Sign-up for receipt of electronic funds transfer (EFT) payments



The State of Alabama is using email as their means of communications to all vendors. Due to this, it is important that you enter a valid email address on your account.

A subscription fee is charged to vendors who wish to participate in bid opportunities issued by the State of Alabama Division of Purchasing. Vendors who wish to respond to RFBs or who currently hold Master Agreements (MAs) awarded from bids issued by

State Purchasing must have a current subscription.

Biennial subscription fees (\$200.00) are paid by credit or debit card by clicking on the “Pay Subscription Fee” link at the top of the VSS Portal. **SUBSCRIPTION FEES ARE NON-REFUNDABLE.**

Steps

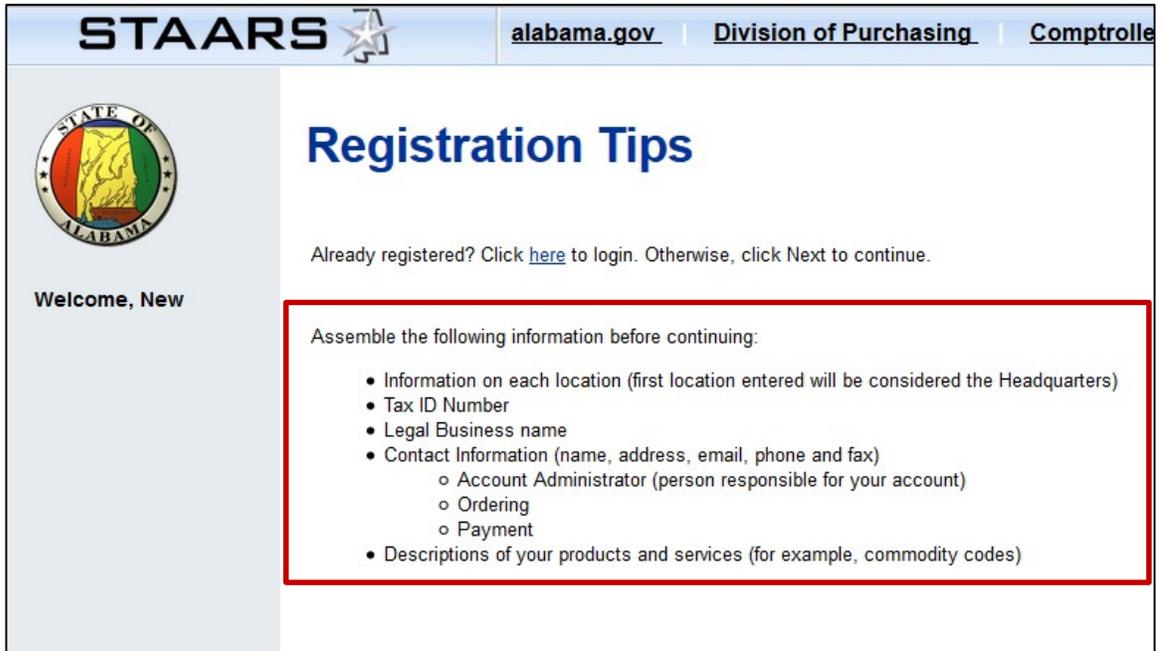
1. Click the link below, or copy and paste it into your browser:
<https://procurement.staars.alabama.gov>.
2. Click **Register** on the left-hand side of your screen.



3. It is important that you read the **Memorandum of Agreement**. This contains key information about subscriptions and subscription fees from the Division of Purchasing. Once you have read the MOA, click **Accept Terms** to continue, or click **Reject Terms** to terminate the registration process.



4. Next you will see some registration tips. These are important—there are a few items that you may need to gather before starting the process, and this will help your registration process go more smoothly. Once you have done this, click **Next** to continue.

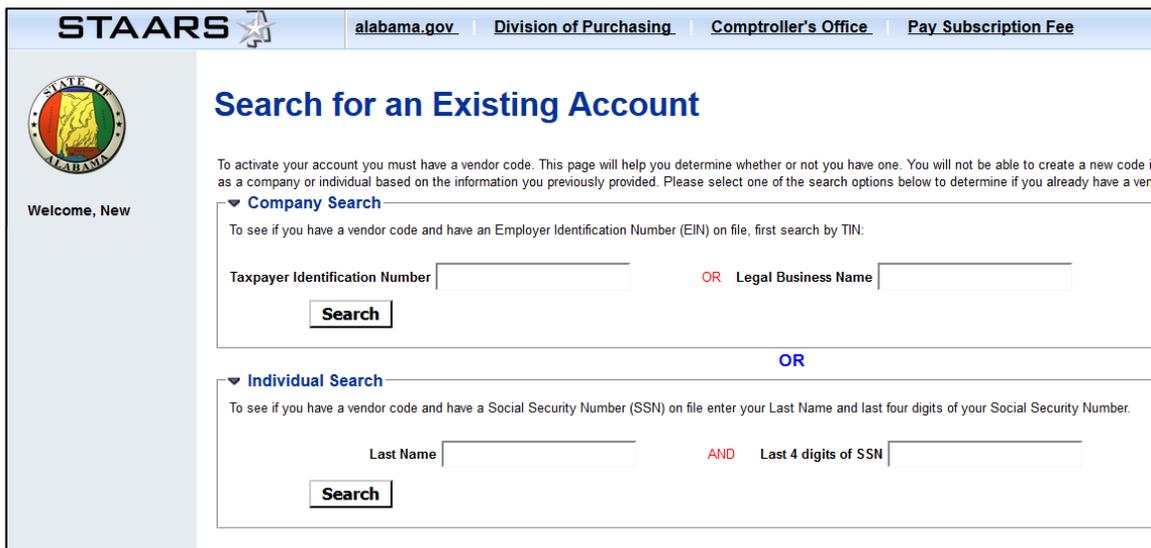


The screenshot shows the STAARS website interface. At the top, there is a navigation bar with the STAARS logo, the text 'alabama.gov', and links for 'Division of Purchasing' and 'Comptroller'. On the left side, there is a vertical sidebar containing the State of Alabama seal and the text 'Welcome, New'. The main content area is titled 'Registration Tips' in a large blue font. Below the title, there is a line of text: 'Already registered? Click [here](#) to login. Otherwise, click Next to continue.' A red rectangular box highlights a list of information requirements for new users. The list includes: 'Information on each location (first location entered will be considered the Headquarters)', 'Tax ID Number', 'Legal Business name', 'Contact Information (name, address, email, phone and fax)' with sub-points for 'Account Administrator (person responsible for your account)', 'Ordering', and 'Payment', and 'Descriptions of your products and services (for example, commodity codes)'.

5. First, STAARS will need to search to make sure you are not already registered. We can search for you in two ways: Company and Individual. Use either of the two (2) fields under **Company Search** or **Individual Search** to enter your information.

In the **Company Search**, you can search by Taxpayer Identification Number (TIN) **OR** Legal Business Name. Click **Search**.

For the **Individual** search, you will need to use your Last Name **AND** Last 4 digits of your SSN. Click **Search**.



STAARS  [alabama.gov](#) | [Division of Purchasing](#) | [Comptroller's Office](#) | [Pay Subscription Fee](#)

Search for an Existing Account

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 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 **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

If your search **did** yield a match to your company, there's no need for you to continue with new registration. You are ready to activate your account. You're done!

If your search **did not** yield a match, you will see this message:



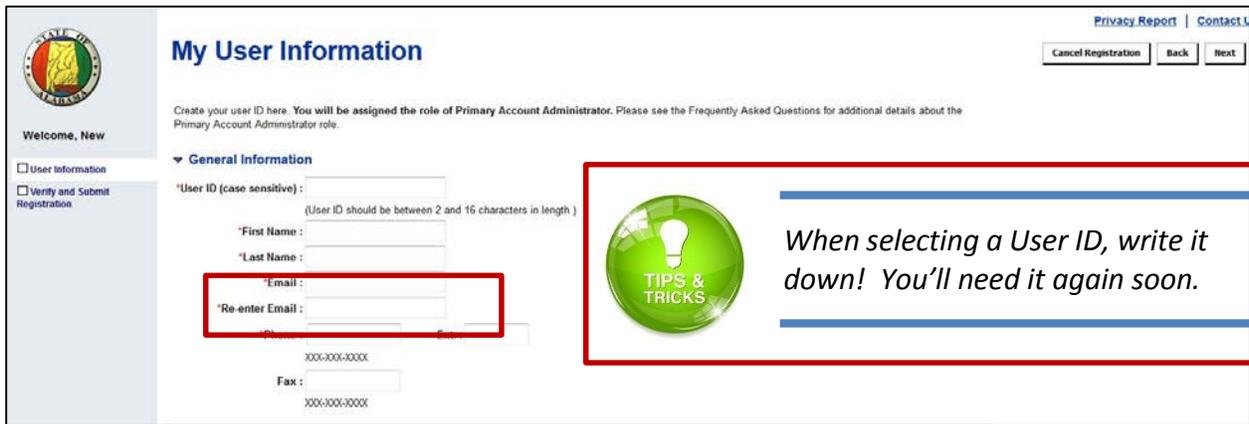
No results have been found for your account. Please perform further research or select the [New Registration](#) button to create a new account. **New Registration**

6. Click **New Registration**.

7. The first form you will need to fill out is **My User Information**. All required fields are identified by a red asterisk.

NOTE: It is very important that you provide a current and valid e-mail address, as you will be notified of business opportunities exclusively via the ordering e-mail address provided, and a correspondence type of e-mail.

After you have entered user information, select **Next**.



My User Information

Privacy Report | Contact Us

Cancel Registration Back Next

Welcome, New

User Information
 Verify and Submit Registration

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 2 and 16 characters in length)

*First Name:

*Last Name:

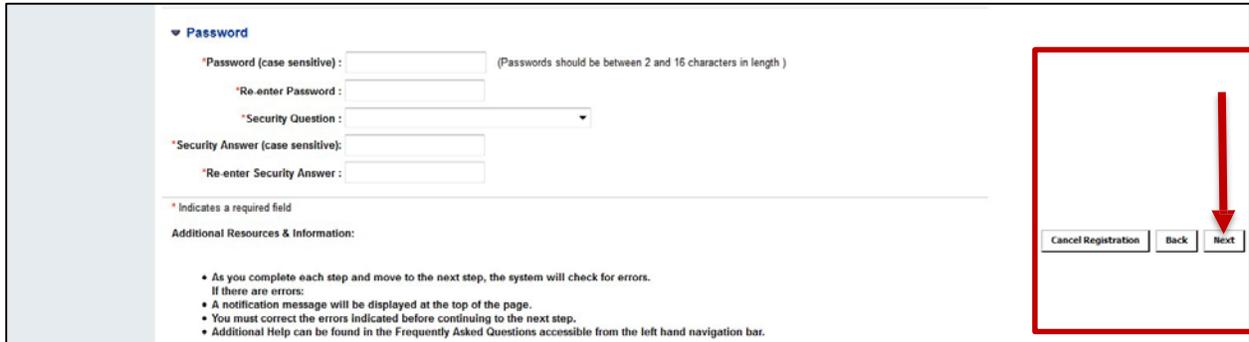
*Email:

*Re-enter Email:

TIPS & TRICKS

When selecting a User ID, write it down! You'll need it again soon.

Cancel Registration Back Next



Password

*Password (case sensitive): (Passwords should be between 2 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:

- 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

8. The **Verify Email Address** message indicates that STAARS will send a verification email test message to your e-mail account. Click **Next** to trigger the verification email.



STAARS | [alabama.gov](#) | [Division of Purchasing](#) | [Comptroller's Office](#) | [Pay Subscription Fee](#) | [Privacy Report](#) | [So](#)

Verify Email Address

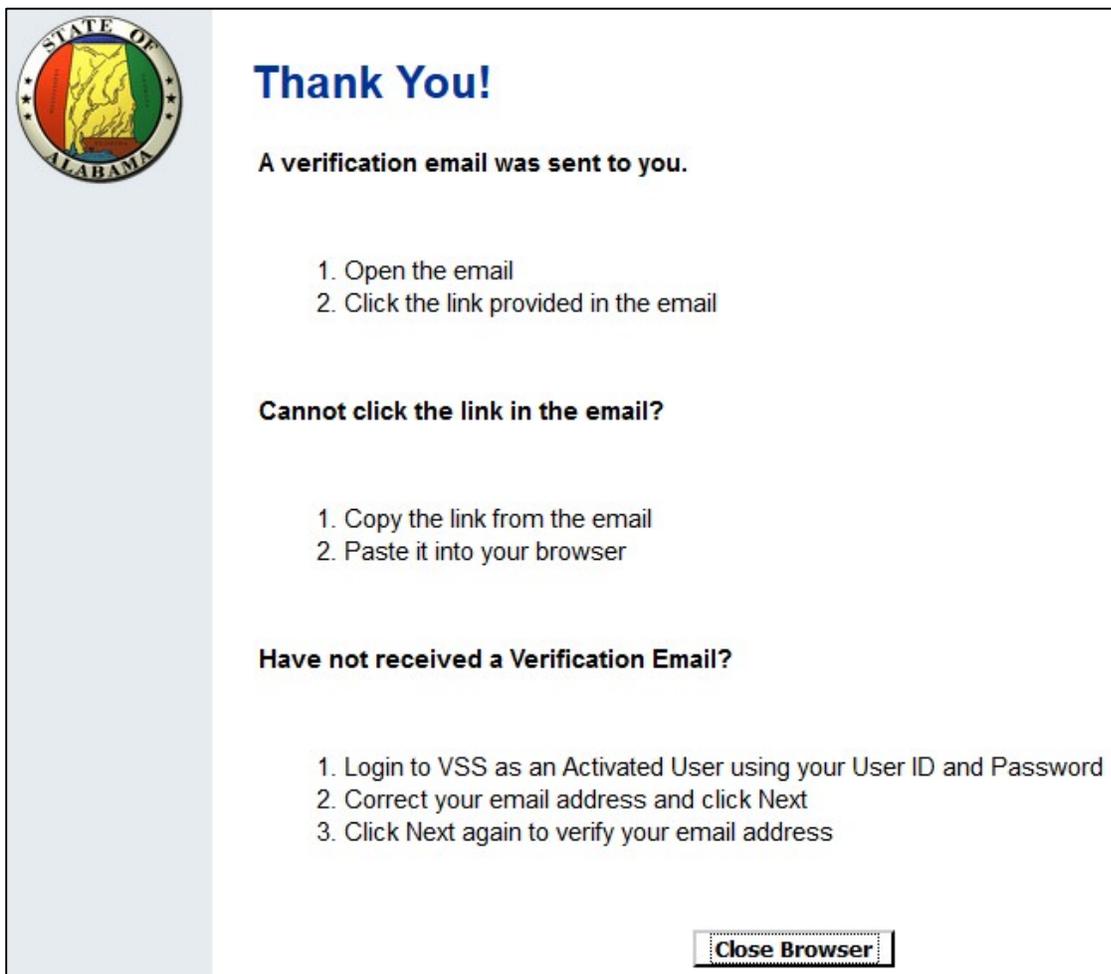
To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

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.noreply@finance.alabama.gov

An email will be sent to the following address : leighann.fletcher@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.



Thank You!

A verification email was sent to you.

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

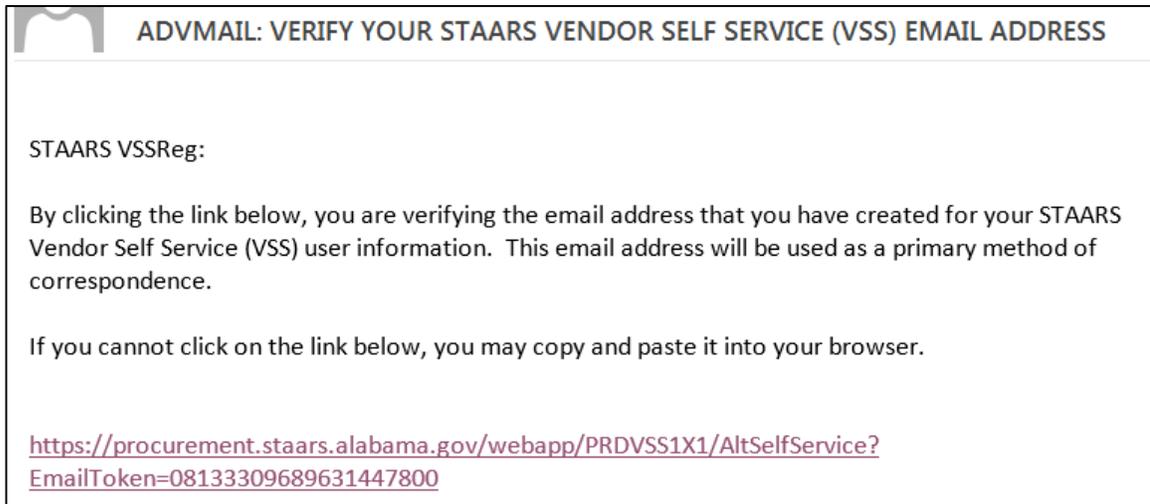
Cannot click the link in the email?

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

Have not received a Verification Email?

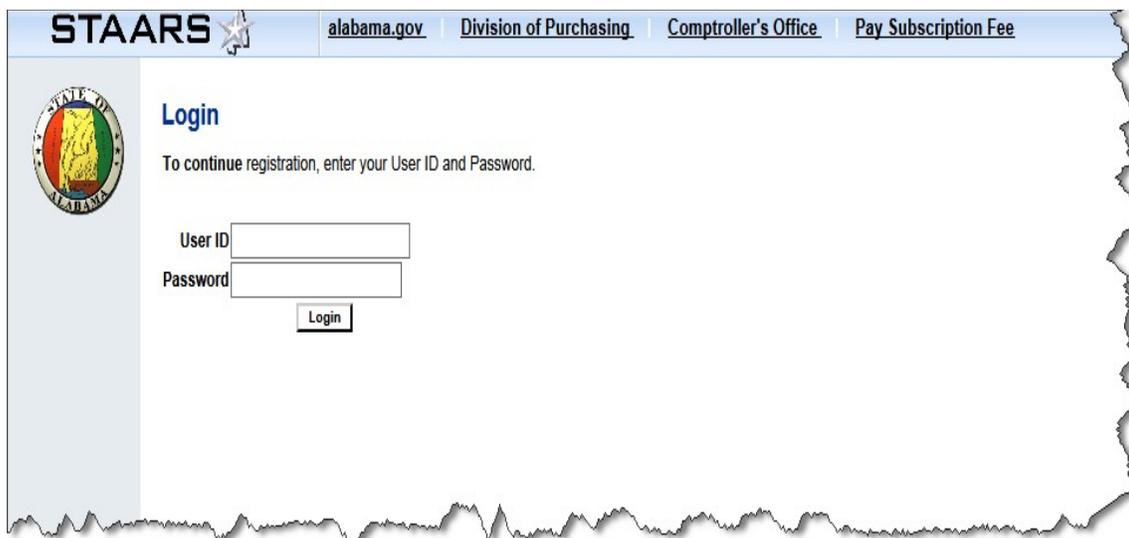
1. Login to VSS as an Activated User using your User ID and Password
2. Correct your email address and click Next
3. Click Next again to verify your email address

- Check your e-mail for a message that looks like this:



This link can only be used once to verify your e-mail. After cerifying your e-mail, you'll need to use the <https://procurement.staars.alabama.gov> link to log in to your account.

- Click on the link in the e-mail, or copy and paste it into your browser. The verification happens quickly and transparently. You will then be asked to log in to VSS.



Once in VSS, you will be directed automatically to a series of five account information screens. The screen names are listed on the left hand side of the browser. **You'll need to work through all of these sections in order to complete your registration.**



If you need to exit before completing your registration, be sure to click **Save and Close**.

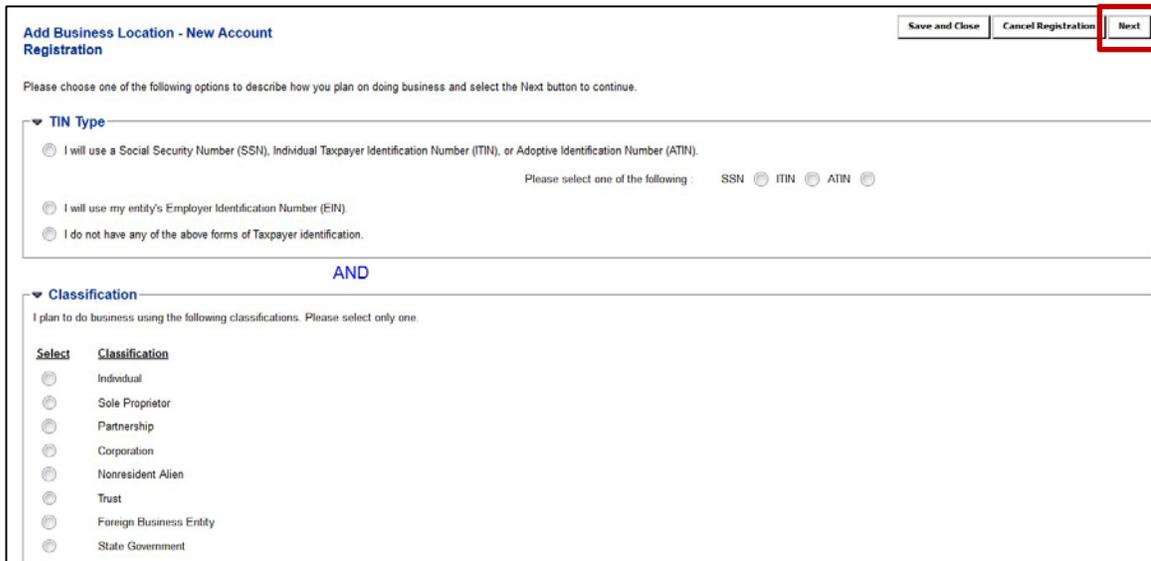


New Account Info

11. The first section is **New Account Info**. Make sure you are using the correct Taxpayer Identification number (**TIN**) **Type** by selecting the appropriate field AND selecting the appropriate **Classification** for your business. Use the vertical scroll bar on the right to see more.

Foreign vendors that do not have these items will check the “I do not have any of the above forms of Taxpayer Identification” and select “Foreign Business Entity” under Classification.

12. Once you have entered this information, select **Next** to move to the next section.



Add Business Location - New Account Registration Save and Close Cancel Registration **Next**

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

My Business Info

13. The next section is **My Business Info**. First, complete the information in the **Location Verification** and **Organization** Information sections. (Required fields are marked with a red asterisk.)

NOTE: Refer to the following information before completing the **Location Verification** section:

Verify My Locations by: Click the arrow to the right of the field to display a drop-down list:

- If you are a vendor in the United States, select **Use My TIN Number**.
- If you are foreign vendor, select **Create My Own**. (This selection will require you to update the **Vendor Verification Based On***, **Vendor Verification Password** and **Confirm Verification Password** fields. *For **Vendor Verification Based on**, type in a reminder word or phrase for your password.)

Step 2: My Business Information Save and Close Cancel Registration Back Next

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: Change Foreign Tax ID:

* A Change to this field will remove all data previously entered National Provider ID:

* Classification: CAQE Code:

Location Name: W-8 Form:

Location Web Address: DUNS:

Number of Employees: 9 digits (No dashes)

Annual Income: Extended DUNS:

Internet Catalog: 4 digits (No dashes)

Please include http:// or https:

Preferred Ordering Method:

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14. Next, enter **Legal Name Information**. This includes the **Legal Name**, **Business Name** (Alias) and **Name on Check** fields. All vendors will complete this section. EFT information can be entered but is not mandatory. The Legal address must be a physical address. Step 15 explains the EFT Information section in greater detail.

Legal Name Information

*Legal Name on W-9: Business Name (Alias/DBA): Name on Check:

1099 TIN Information

Create Taxpayer ID Number: Taxpayer ID Number:

Re-enter Taxpayer ID Number: Taxpayer ID Number Type: EIN
 1099 Reportable: Yes

Legal (1099) Address Information

*Street 1:

*City:

*State/Province:

*Zip/Postal Code:

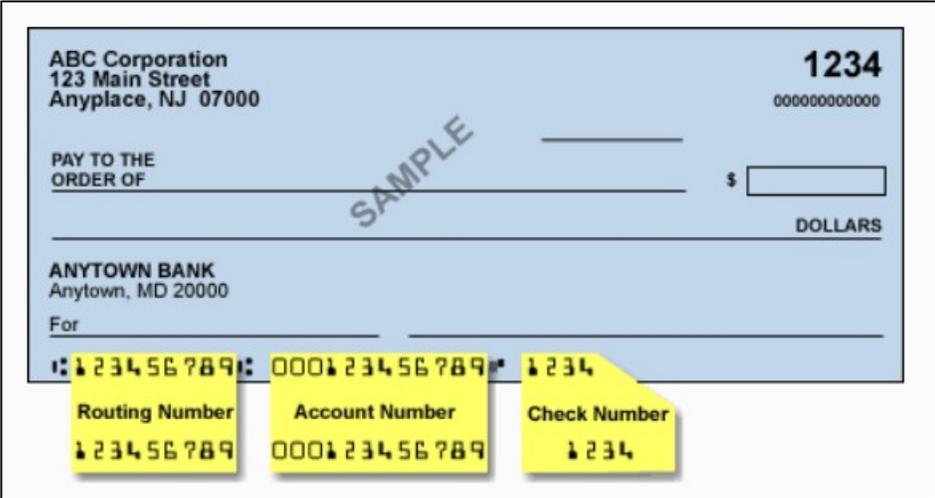
EFT Information

ABA Number: Find Account Number:

Account Type: Routing ID Number:

Remittance Advice Transmission Mode:

15. In the **EFT Information** section, enter your **ABA number**. The **ABA number** (also known as **routing number** or **routing transfer number**) is a sequence of nine numeric characters used by banks to identify specific financial institutions within the United States. You can find your bank’s routing number on a check or a deposit slip:



16. If you are able to enter the ABA number, move directly to **step 19**.
If you could not enter the ABA number because you do not have a check or deposit slip, click **Find**.

EFT Information

ABA Number : **Find**

Account Type :

Account Number :

Routing ID Number :

Remittance Advice Transmission Mode :

17. In the **Bank Name** field, type in as many letters as you know with an asterisk. STAARS will populate a list of known banks for you to select from.

[Browse](#) [Clear](#)

ABA Number :

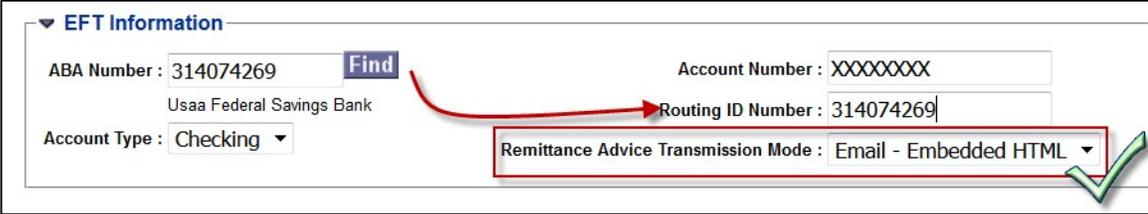
Bank Name :

	ABA Number	Bank Name	Principal Contact	Address 1	Address 2	City	State/Province	Zip/Postal Code
Select	114094041	Usaa Federal Savings Bank	State Treasury		D3W	San Antonio	Texas	78288
Select	122487129	Usaa Savings Bank	State Treasury	9800 Fredericksburg Rd (D-03-W)		San Antonio	Texas	78288
Select	314074269	Usaa Federal Savings Bank	State Treasury		(D3W01464)_	San Antonio	Texas	78288

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

18. Once you find your bank, the ABA Number will fill in automatically. Type in the **Account Number** and **Routing ID Number** (don't forget—the ABA Number *is* the Routing ID Number).

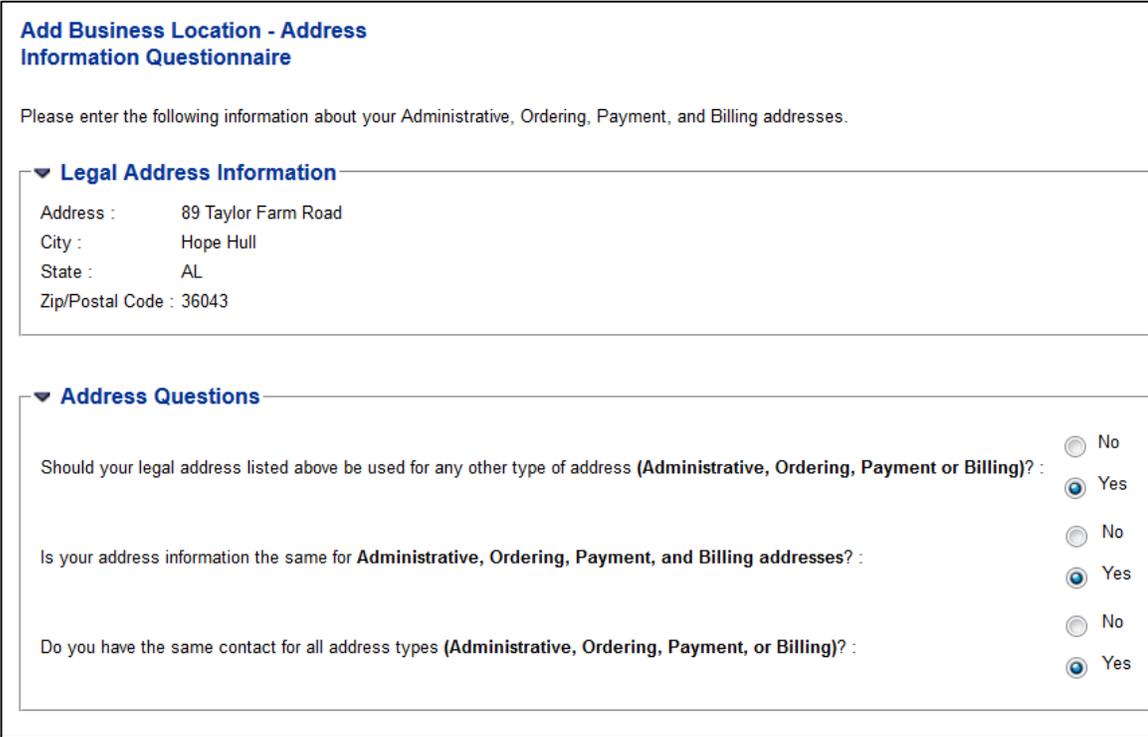
NOTE: If you select “Email – Embedded HTML, you must have a valid email stored in the system!



If you enter email address, you will need to add a valid email address on the payment address contact. If this is not done, you vendor will receive an error message on submit.

Addresses & Contacts

19. The third section is **Addresses & Contacts**. This section allows you to specify that you want your Legal Address to be used for Administrative, Ordering, Payment, and/or Billing addresses. You can change one, all, or none of them from the Legal Address to a new address, depending upon your organization’s needs. **You must include an e-mail address on your ordering address to receive purchase orders.**



Add Business Location - Address Information Questionnaire

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

Legal Address Information

Address : 89 Taylor Farm Road
 City : Hope Hull
 State : AL
 Zip/Postal Code : 36043

Address Questions

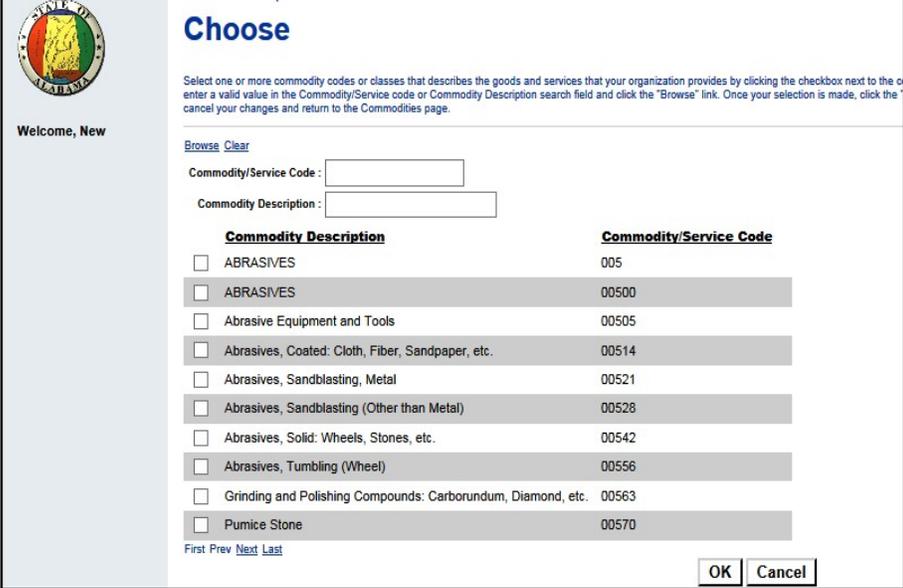
Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)? : No Yes

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

Additional Business Information

20. The next section is **Additional Business Information**. Here, you will add the commodities that you provide. Click the **Add** button to add commodities. You will also receive e-mail notifications to bid based on the commodities that you have identified. As your business changes, you will be able to add and delete commodities at will.



Choose

Select one or more commodity codes or classes that describes the goods and services that your organization provides by clicking the checkbox next to the code. To search for a specific Commodity/Service code, enter a valid value in the Commodity/Service code or Commodity Description search field and click the "Browse" link. Once your selection is made, click the "Add" button to add the commodity to your list. You can cancel your changes and return to the Commodities page.

[Browse](#) [Clear](#)

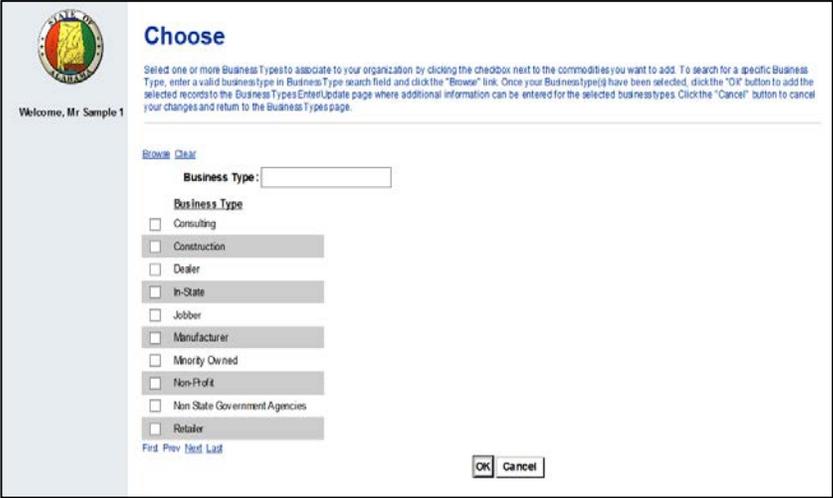
Commodity/Service Code :

Commodity Description :

Commodity Description	Commodity/Service Code
<input type="checkbox"/> ABRASIVES	005
<input type="checkbox"/> ABRASIVES	00500
<input type="checkbox"/> Abrasive Equipment and Tools	00505
<input type="checkbox"/> Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	00514
<input type="checkbox"/> Abrasives, Sandblasting, Metal	00521
<input type="checkbox"/> Abrasives, Sandblasting (Other than Metal)	00528
<input type="checkbox"/> Abrasives, Solid: Wheels, Stones, etc.	00542
<input type="checkbox"/> Abrasives, Tumbling (Wheel)	00556
<input type="checkbox"/> Grinding and Polishing Compounds: Carborundum, Diamond, etc.	00563
<input type="checkbox"/> Pumice Stone	00570

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In the **Business Type** field, select (check) the appropriate check box to identify your business and then click **OK**.



Choose

Select one or more Business Types to associate to your organization by clicking the checkbox next to the commodity you want to add. To search for a specific Business Type, enter a valid business type in Business Type search field and click the "Browse" link. Once your Business Type(s) have been selected, click the "OK" button to add the selected records to the Business Types Enter/Update page where additional information can be entered for the selected business types. Click the "Cancel" button to cancel your changes and return to the Business Types page.

[Browse](#) [Clear](#)

Business Type :

Business Type

- Consulting
- Construction
- Dealer
- In-State
- Jobber
- Manufacturer
- Minority Owned
- Non-Profit
- Non State Government Agencies
- Retailer

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Registration Summary

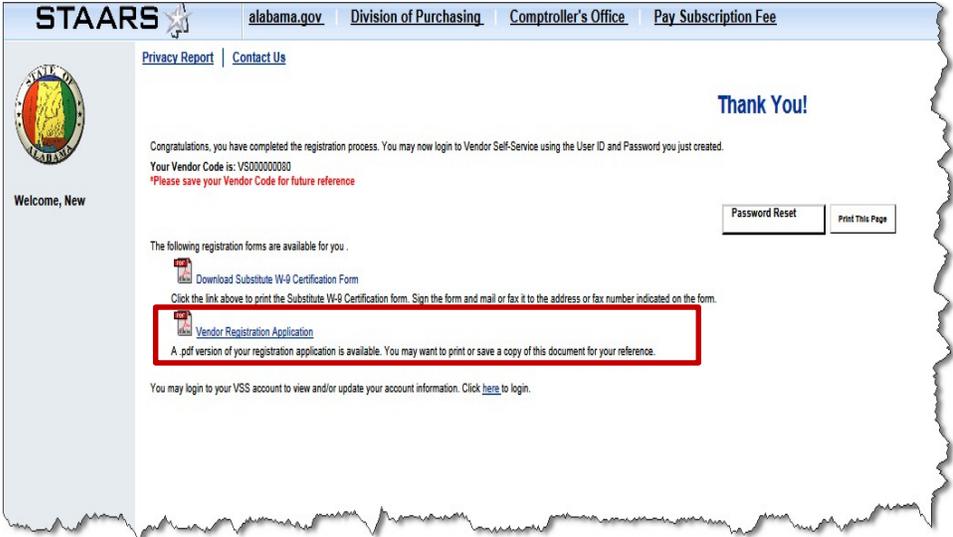
21. The final section is the **Registration Summary** screen. Review all of your input to this point and select **Update Information** for any specific area, if necessary. Use the scroll bar on the right to review the rest of the window.
22. You also have the option to print this page. Once you are satisfied with your responses, click **Submit**.

You have now completed the registration process! Your final action will be to download the W-9 certification form. Once downloaded, print the form and sign it. **Scan the signed form and e-mail it to vendors@comptroller.alabama.gov.**

Foreign vendors will need to complete the W-8BEN. This form is available on the VSS home page under Forms. **Sign, scan and e-mail the W-8BEN to vendors@comptroller.alabama.gov.**



If you wish, you can download a PDF version of your Vendor Registration Application to file for your reference.



The screenshot shows the STAARS website interface. At the top, there is a navigation bar with links for [alabama.gov](#), [Division of Purchasing](#), [Comptroller's Office](#), and [Pay Subscription Fee](#). Below this, there are links for [Privacy Report](#) and [Contact Us](#). The main content area features a large blue "Thank You!" heading. Below the heading, a message states: "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: VS00000080 *Please save your Vendor Code for future reference". To the right of this message are two buttons: "Password Reset" and "Print This Page". Below the message, it says "The following registration forms are available for you." and lists two items: "Download Substitute W-9 Certification Form" and "Vendor Registration Application". The "Vendor Registration Application" item is highlighted with a red box and includes the text: "A pdf version of your registration application is available. You may want to print or save a copy of this document for your reference." At the bottom of the page, there is a link to login to the VSS account.