



New Vendor Registration

Vendor Self-Service

VSS Home Page

- ▶ For new vendors click the “Register” button located on the left hand side of your screen.
- ▶ Read the Memorandum of Agreement and click “Accept Terms”
- ▶ Next you will see some Registration Tips. These tips will be helpful in completing your registration in an efficient manner. Once you have read the tips please click “Next”.

Existing Accounts/Results Not Found

- ▶ On this page you will be able to search for your Individual or Company name by Taxpayer Identification Number/Legal Business Name or Last Name/Social Security Number.
- ▶ Enter your appropriate information in the appropriate fields and click “Search”. If “Results Not Found” appears then you must click “New Registration”.
- ▶ This verifies that you are a new vendor and do not have an existing account.

My User Information

- ▶ On this page you will fill out all fields that are required.
- ▶ This is where you will create your User ID and Password. Be sure to remember this login information as you will need it for future reference to your account.
- ▶ Once all the information has been filled in click “Next”.

Email Verification

- ▶ Here you will be asked to verify your email
- ▶ Once you have verified that your email is correct click “Next”

Thank You Screen & Email Verification

- ▶ Here you will review the information on the thank you page and proceed by clicking the “Close Browser” button
- ▶ Once the browser has been closed you will go to your email
- ▶ Here you will click on the link that was sent to you by email to verify your VSS Email Address

Login

- ▶ You will be taken to a login page where you will be asked to input your User ID and Password
- ▶ This User ID and Password will be the same information you used to set up your account on the *My User Information Page*

TIN Type and Classification

- ▶ The next page to display will ask for your Taxpayer Identification Number type and your Classification of business.
- ▶ Select the appropriate type and classification then click “Next”

Business Information

- ▶ On the Business Information page you will be asked to fill in various information including: Organization information, legal name, Taxpayer ID number, etc.
- ▶ Also on this page you will have to select a field beside “Verify My Locations By”.
- ▶ Once you have selected this value and input all your information click “Next”

Address Information Questionnaire

- ▶ Here you will be asked a few questions and can verify your address information in the legal address information section.
- ▶ If this information is correct then select “yes” next to all questions and click “Next”

Address/Contact Information

- ▶ Fill in the required fields, make sure all information is correct, and click “Next”

Additional Business Information

- ▶ Here enter any commodity, business type, or service area information that you may have.
- ▶ Once completed click “Next”

Registration Summary

- ▶ You will now see a page displaying your registration information that you input in the previous pages.
- ▶ Please double check all your information to verify that it is correct.
- ▶ When finished, click “Submit Registration”

Thank you/W-9

- ▶ Please read and verify the information on the thank you screen
- ▶ You will see a link to print off a W-9 Form. This form must be submitted in order for your VSS registration to be approved.
- ▶ Please print off the W-9 form, fill it out, and email to vendors@comptroller.Alabama.gov