VSS Account Activation/Registration Quick Reference

About this Reference Guide

This guide covers the two possible registration scenarios: activating an account that has been migrated to VSS and registering a new account in VSS. Make sure you are following the right steps.

All additional documents noted in this guide are italicized. The documents are hyperlinked; however, if you are viewing a printed copy of this guide, you can access VSS documents from the **How to Use VSS** or **Help** links on the VSS home page. Once you open the VSS help, click the **Training and Reference Guides** topic for a list of documents.

If you would like more details about the Activation and Registration procedures, see the *VSS Account Activation/Registration Step-by-Step Guide*.

Before You Start

Please allow 30-40 minutes to complete your account setup.

Before you begin, make sure you have the following information on hand:

- Information on each location of your company (the first location entered will be considered Headquarters)
- Tax ID Number (this can also be your SSN if you are an individual)
- Legal Business Name
- Contact Information (name, address, email, phone and fax) for the following:
  - Account Administrator
  - Ordering
  - Payment
- Descriptions of your products and services (for example, commodity codes)
- The lists of *Products and Services Commodity Codes* and *Professional Services Commodity Codes* are available online. (On the **VSS home page**, click **How to Use VSS** or **Help**, then click the **Training Guides** topic.)

After you have submitted your registration online, remember to submit a *substitute W-9 certification form*, using the **Download Substitute W-9 Certification Form** link on the activation/registration pages. This will provide a form that is pre-filled with your account information. You also need to submit additional documentation to satisfy security requirements. For information about the required documentation, see *Vendor Supporting Documentation Requirements*.

Search for an Account

On the Vendor Self Service (VSS) home page, click the **Register** button at the left of the page.

VSS Page	Steps and Tips
Memorandum of Agreement	Read this and click **Accept Terms**. You must accept the conditions in the agreement in order to use VSS.
Registration Tips	Do you think you may have already registered? If so, click the link to log in to VSS. If not, click **Next** to continue.
Search for an Existing Account	If your company has performed business with the State of Alabama before **July 22, 2015**, it should be listed. Use the Company Search fields to search using your Tax Identification Number (TIN) OR Legal Business Name. If you have performed business with the State of Alabama as an individual before **July 22, 2015,** your individual account should be listed. Use the Individual Search fields to search using your Last Name AND the last four digits of your Social Security Number (SSN).

Did you find your account?

If **Yes**, continue to Activate an Account on pages 3-4.

If **No**, continue to Register for a New Account on pages 5-6.

Activate an Account

1. Select **Click here to activate your account**.

2. Complete the information as appropriate for your account. Please note that the required fields (where you must enter information) are marked with red asterisks. Refer to the following table for help.

VSS Page	Steps and Tips
Account Verification	Use your Tax ID Number (TIN) or, if you are an individual, your SSN to verify your account. (Your "Vendor Verification Password" is your TIN.) Click **Submit**.
My User Information	***General Information*** Complete the fields as appropriate. <u>Make sure to write your User ID down</u>. You will need this to continue with activation of your account. <u>Make sure to use a valid email address</u>. The State of Alabama uses email addresses as the primary way to communicate with vendors. ***Password*** Passwords must be at least <u>eight characters</u> long and include <u>at least one capital letter</u> and <u>at least one number</u>. Passwords are case sensitive. **You must remember your password in order to complete registration**.
Verify & Submit Registration	Click **Submit Registration** to activate your account.

3. Log in to VSS using your user ID and password.

4. Review your account information. Use the **Update** button on the **Business Info** tab if you need to make any changes. Refer to the following table for help.

VSS Tab	Steps and Tips
Summary	This tab includes a summary of your VSS account. All of the information has been migrated from your previous account with the State of Alabama. Review this and make sure it is accurate.

VSS Tab	Steps and Tips
Business Info	This tab includes a summary of the business information on your VSS account. Review this and make sure it is accurate. Your **Legal Address (1099)** must be a physical address. If you update your **EFT** information, you must submit required documentation to satisfy security requirements. See *Vendor Supporting Documentation Requirements*. If you update your **Legal Name, Legal Address, or 1099 TIN** information**,** you must submit required documentation (see document above) as well as a signed copy of the *substitute W9 certification form*. Use the "W-9" link on the **Business Info** tab to access a form pre-filled with your account information.
Addresses & Contacts	This tab includes a summary of the addresses and contacts associated with your VSS account. These addresses are used for Payment, Ordering, and Billing. Review this and make sure it is accurate. The **Assign/Create Addresses & Contacts** button is used for creating new addresses for Billing, Ordering, or Payment. If you need to update a current address, use the **View/Update** link located to the right of the listed address in the **Update Addresses** section. Be sure the address ID you want to update corresponds to the address ID in the existing **Address** and **Contact Assignments** fields.
Users	This tab lists all users associated with the vendor account. Review this and make sure it is accurate. If you need to add a new user, use the *Add* button. In order to modify or view an existing user, use the **View/Modify** link displayed next to each user's information.
Commodities	This tab shows all commodities listed for this account. In order to receive email notifications about any bids posted, you must be a paid subscribed vendor and be registered for the commodity codes. Use this page to browse the different commodity codes and add any necessary codes to your account. You will not receive notification of bids unless the appropriate commodity codes are associated with your account and an email address is listed on the Ordering Address Contact. The State of Alabama uses NIGP commodity codes. See the *Products and Services Commodity Codes* and *Professional Services Commodity Codes*.
Business Types	This tab lists all business types associated with your VSS account. Use this list to associate your account with any appropriate business types.

5. Once you have reviewed your account information and confirmed its accuracy, your activation is complete. Remember, if you updated your **EFT** information, you must submit required documentation to satisfy security requirements. If you updated your **Legal Name**, **Legal Address**, or **1099 TIN information**, you must submit required documentation along with a signed copy of the *substitute W-9 certification form*. To complete the W-9 form, click the **Download Substitute W-9 Certification Form** link that displays on the Business Info page. For information about the required documentation, see *Vendor Supporting Documentation Requirements*.

Register for a New Account

1. Click **New Registration** to create a new account.

2. Complete the information as appropriate for your account. Please note that required fields (where information must be entered) are marked with red asterisks. Refer to the following table for help.

VSS Page	Steps and Tips
My User Information	Complete the fields as appropriate. ***General Information*** Create a User ID and make sure to write it down. You will need it to continue with account registration. Use a valid email address. The State of Alabama will use your email address as the primary way to communicate with vendors. ***Password*** Passwords must be at least eight characters long and include at least one capital letter and include at least one number. Passwords are case sensitive. You must remember your password in order to complete registration. Click **Next**.
Verify Email Address	The message indicates that an email will be sent to the email address you provided. Click **Next**.
	Check your email inbox. Open the email from **STAARS-NPD-noreply**. Click the link shown toward the bottom of the email. (If the link does not open a page when you click it, copy the link and paste it into the browser bar of Internet Explorer or Mozilla Firefox.)
Login	Enter the user ID and password you created for your account. Click **Login**.
Add Business Location – New Account Registration	Complete the fields as appropriate. ***TIN Type*** This can be either your TIN (if you are a business) or your SSN (if you are an individual). ***Classification*** Select the appropriate classification for your status as a vendor.
Step 2: My Business Information	Complete the fields as appropriate. ***Location Verification*** • If you are a vendor in the United States, select *Use My TIN Number* (this can be your SSN). • If you are a foreign vendor, select *Create My Own*. **Vendor Verification Based On** is a field that allows you to enter in a word or phrase to help remind you of your vendor verification password. This is not the same as your login password.

VSS Page	Steps and Tips
	EFT Information Use a bank check to determine your ABA Number and Account Number. Note: The ABA Number is the same number as the Routing Number. If you select ***Email*** as the **Remittance Advice Transmission Mode**, you MUST add a valid email on your PAYMENT address. If you do not do this, you will receive an error message when trying to submit.
Add Business Location – Address Information Questionnaire	***Legal Address Information*** This is a summary of the information provided on the previous page. Review this and make sure it is accurate. ***Address Questions*** Answer the questions regarding the address listed above. If this is not the same address that you will use for Payment, Ordering, or Billing, you are able to add more addresses later. To learn about adding multiple business locations to one Headquarters account, see the **FAQ** page on the STAARS Vendor Information website at vendors.alabama.gov/faq.aspx.
Step 3: Addresses and Contacts	Complete the fields as appropriate. ***Address Information*** Although it is not marked as required, a phone number is required for your Address and Primary Contact.
Step 4: Additional Business Information	Complete the fields as appropriate. ***Commodities*** In order to receive email notifications about any bids posted, you must be registered for the commodity codes. Use this page to browse the different commodity codes and add any necessary codes to your account. You will not receive notification of bids unless the appropriate commodity code is associated with your account. The State of Alabama uses NIGP commodity codes. See the *Products and Services Commodity Codes* and *Professional Services Commodity Codes*. ***Business Types*** This page lists all business types associated with your VSS account. Use this list to associate your account with any appropriate business types.
Registration Summary	Verify all information displayed for accuracy. If you need to correct any information, click **Update Information**.

3. Click **Submit Registration**.

4. The final step is to submit a *substitute W-9 certification form* and supporting security documentation. To complete the W-9 form, click the **Download Substitute W-9 Certification Form** link that displays on the last registration page. The form is pre-filled with your company information. For information about the other required documentation, see *Vendor Supporting Documentation Requirements*.

Revision History

Date	Section	Change
05/05/2016	N/A	N/A – initial publication