



July 13, 2015

Subject: **STAARS Vendor Self Service (VSS)**

In the upcoming weeks, the State of Alabama will introduce the STAARS Vendor Self Service (VSS) Portal as part of an upgrade to our current procurement and financial systems. The VSS Portal is a website that will allow vendors to manage their account information, track payments, access bids and proposals, and perform other financial transactions from one location.

Additional VSS Benefits for Vendors

VSS will provide vendors with the following significant 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 provided
- Electronic submission of invoices
- Sign-up for receipt of electronic funds transfer (EFT) payments

There are two phases to the upgrade. The first phase (starting August 3, 2015) will involve conversion of current vendor account information from the State's legacy system to VSS, and the rollout of the VSS Portal. This will allow vendors to activate and verify their account or register for a new account. The second phase (starting October 1, 2015) will occur when the STAARS upgrade is completed. At this time, vendors will have access to all VSS features.

What Does This Mean for You?

On August 3, 2015, the VSS Portal will be available for existing vendors to activate their account. If you are an existing vendor, you will need to visit the VSS Portal (<https://procurement.staars.alabama.gov/>) and activate your account as soon as possible after August 3.

Before you visit the VSS Portal to activate your account, it will be helpful for you to gather the following information:

- Tax ID Number (TIN)
- Legal business name
- Contact information for each business location (name, address, email address, and phone)
- Ordering address
- Payment address
- Names of products and services provided by your company using the National Institute of Governmental Purchasing (NIGP) commodity codes

Review the *Activation Guide* on the VSS Portal home page to find step-by-step instructions on how to activate your account.

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STAARS



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As part of the activation process, you will be expected to:

- Accept the Memorandum of Agreement
- Create a user ID and password for your account
- Verify and update your company information as needed
- Verify and update your email address as needed
- Identify the products and services provided by your company using the National Institute of Governmental Purchasing (NIGP) commodity codes

Important Note: If you are unable to locate your company's account using your company's TIN, this indicates your company is not currently registered. If you wish to do business with the State of Alabama, you will need to register your company. Please review the Registration Guides on the VSS Portal home page to find step-by-step instructions on how to register your account.

All VSS instructional videos and guides will be posted on the STAARS Vendor Information page (www.vendors.alabama.gov) by August 3, 2015. We encourage you to visit this website to review recent updates and sign up to receive email notifications. Any updates to the progress of the project will be posted on this site.

If you have questions, please contact us using the Contact Us tab on the STAARS Vendor Information page (www.vendors.alabama.gov). We appreciate your cooperation and look forward to introducing you to the benefits of STAARS VSS!

Thank you,
STAARS Project Team