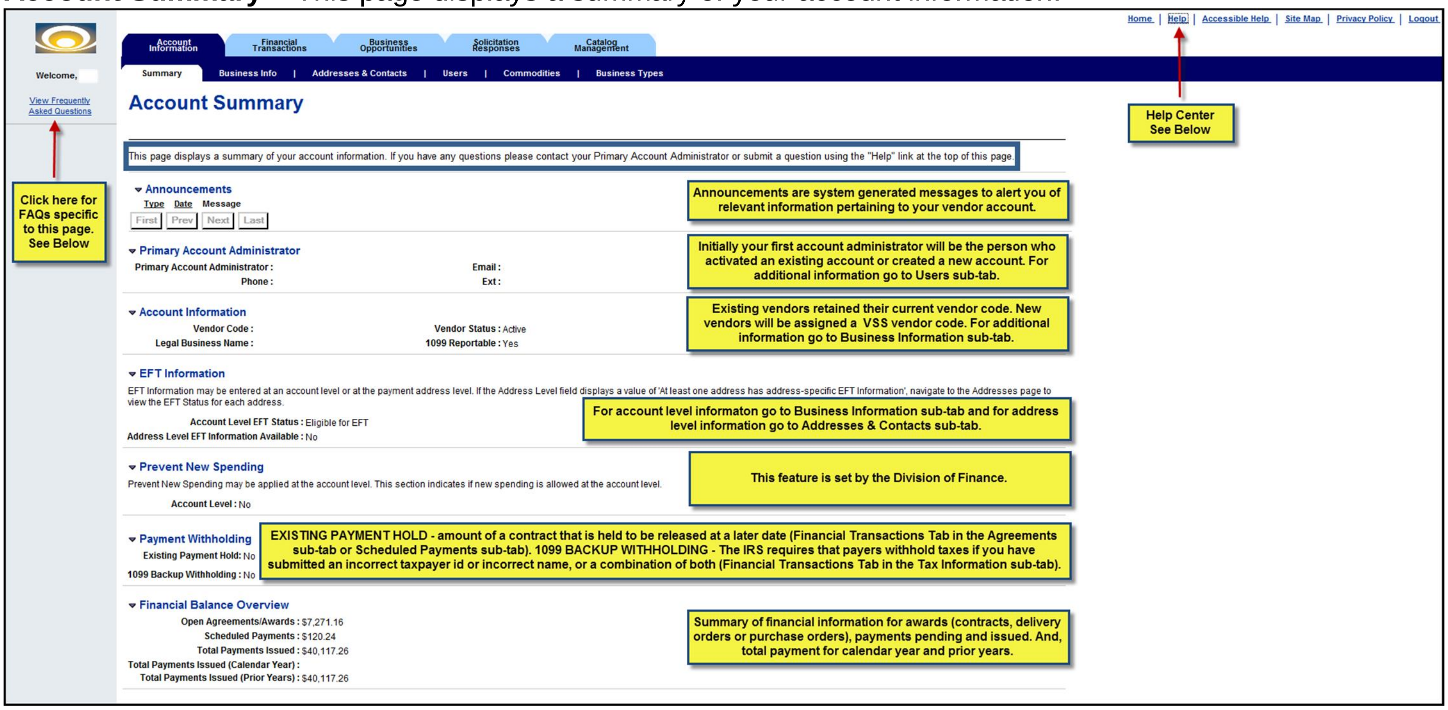
State of Alaska
Vendor Self Service (VSS)
Account Information

This document provides information, descriptions of individual pages and functionality within each of the sub-tabs (Summary, Business Info, Addresses & Contacts, Users, Commodities, and Business Types) for the “Account Information” Tab.

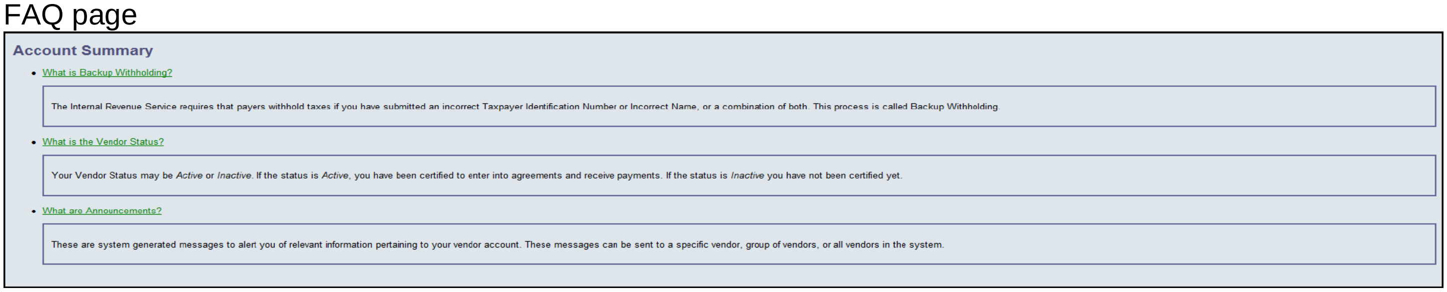
For additional information you can use the “View Frequently Asked Questions” link (sample screen shots provided), the “Help” link at the top of each page or contact the Help Desk.

Note: Most edits that you make to your account will not be finalized until after they have been verified and approved by the Division of Finance in the Department of Administration.

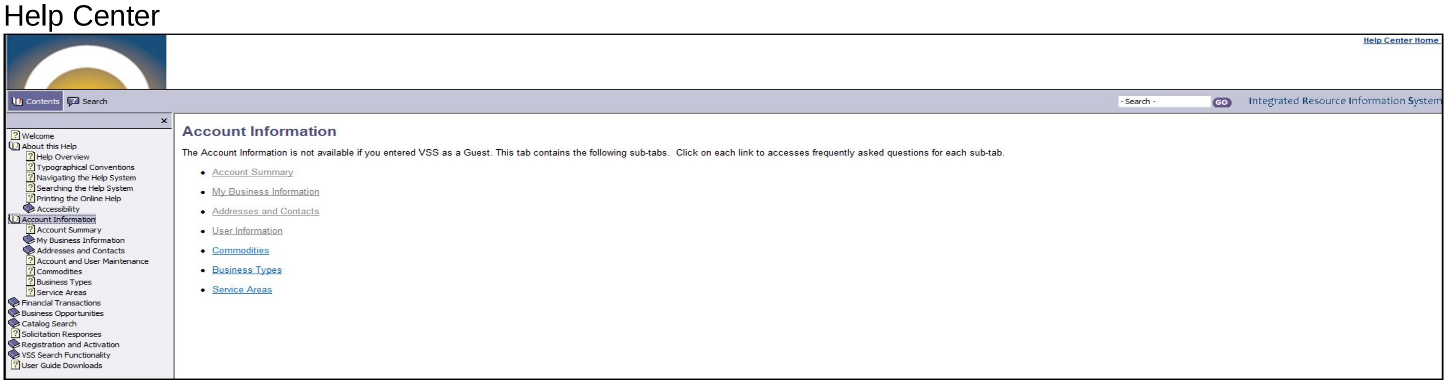
Account Summary – This page displays a summary of your account information.



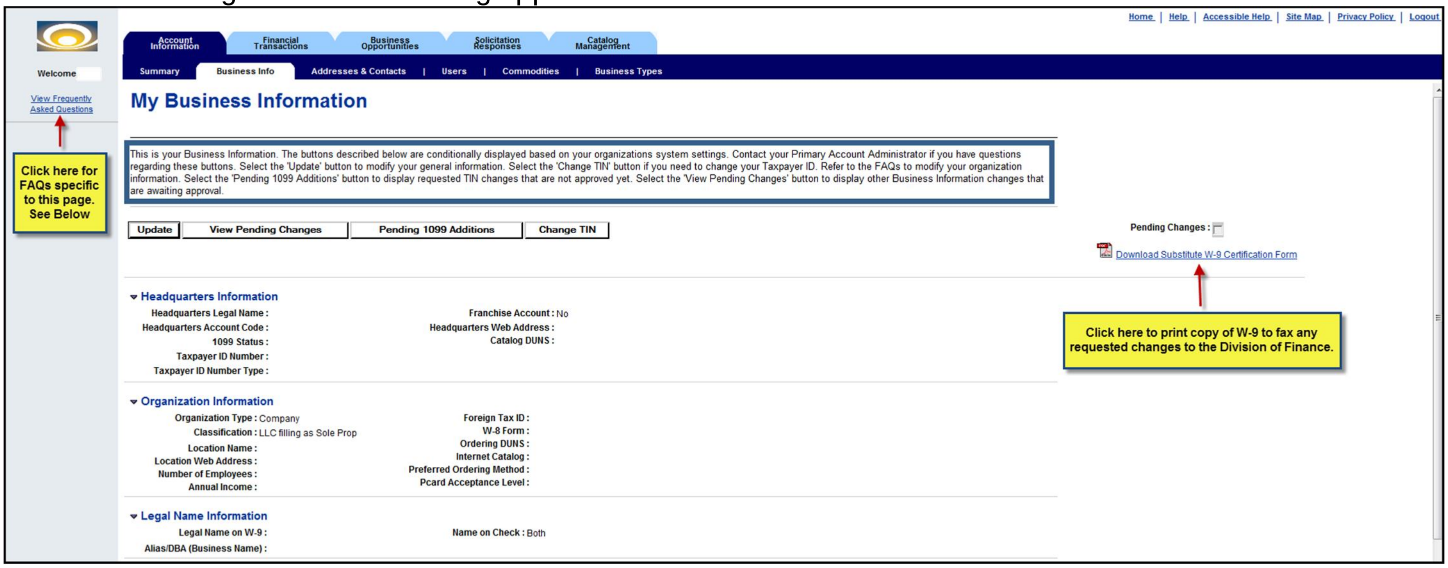
FAQ page



Help Center

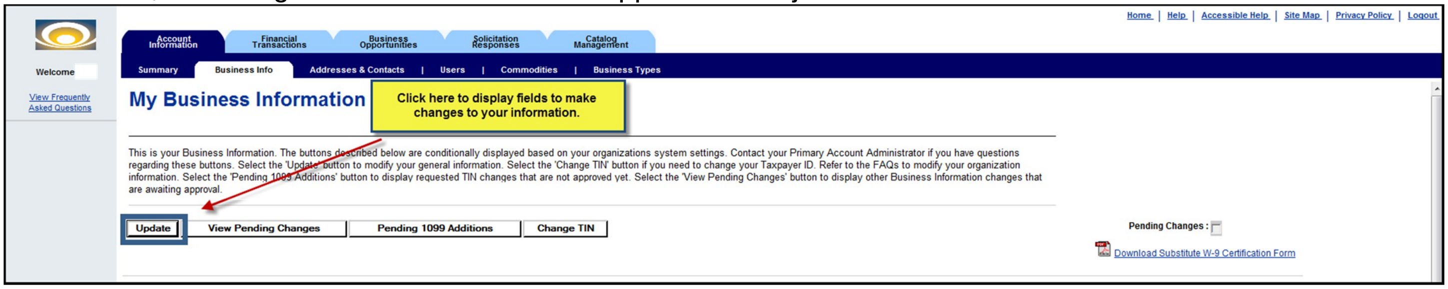


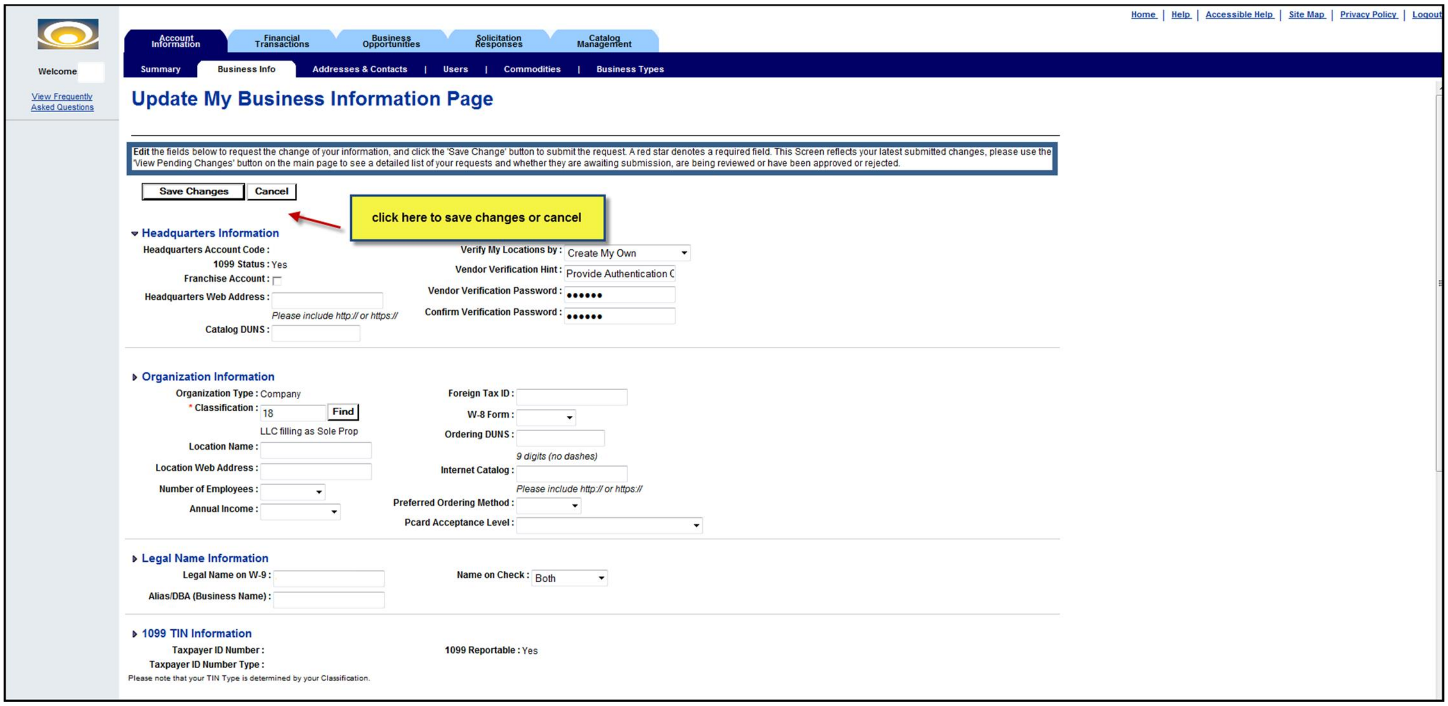
My Business Information – This is your business information. The buttons described below are conditionally displayed based on your organizations system settings. Contact your Primary Account Administrator if you have questions regarding these buttons. Select the “Update” button to modify your general information. Select the “Change TIN” button 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 are not approved yet. Select the “View Pending Changes” button to display other business information changes that are awaiting approval.

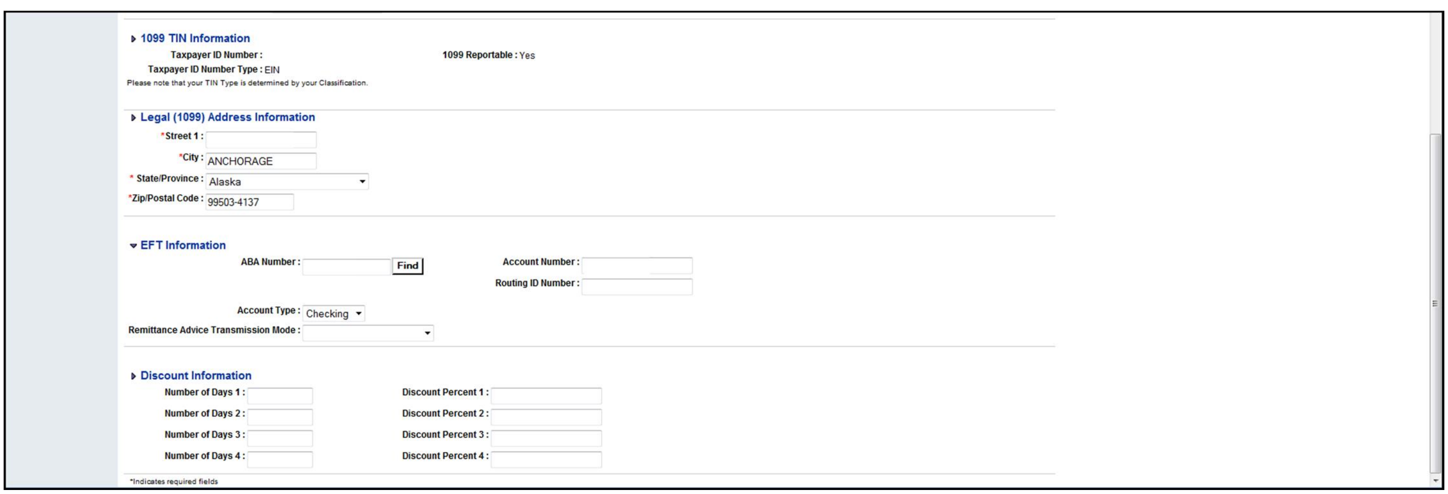


FAQ page

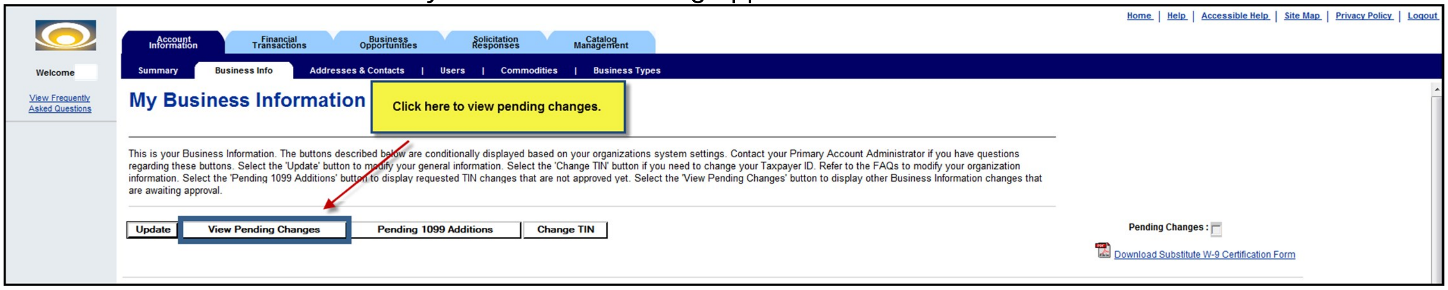
Update – You can make changes to your information by typing your updates into the fields and select the "Save Changes" button to submit your request for approval by the Division of Finance. A red star denotes a required field. This page reflects your latest submitted changes, select the "View Pending Changes" button on the main page to see a detailed list of your requests and whether they are awaiting submission, are being reviewed or have been approved or rejected.

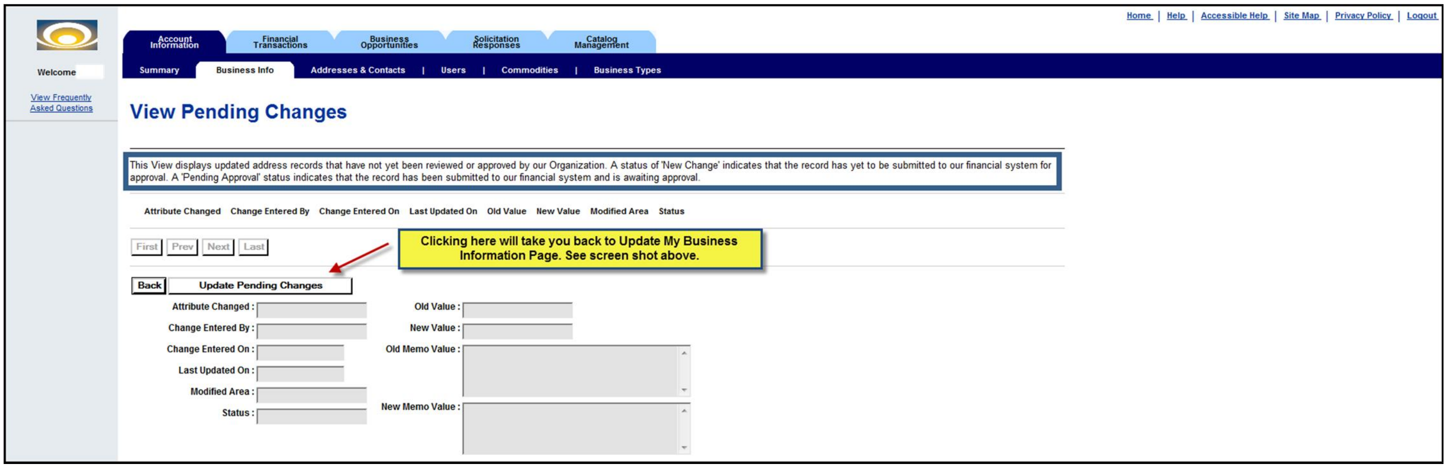




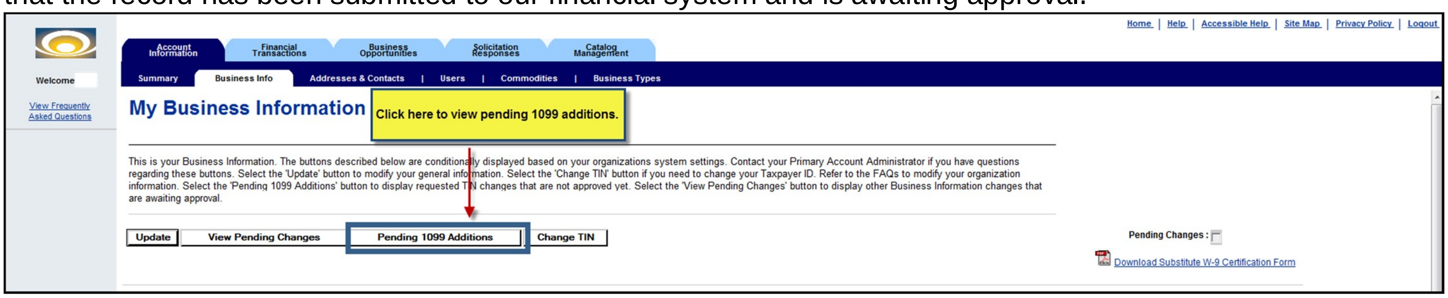


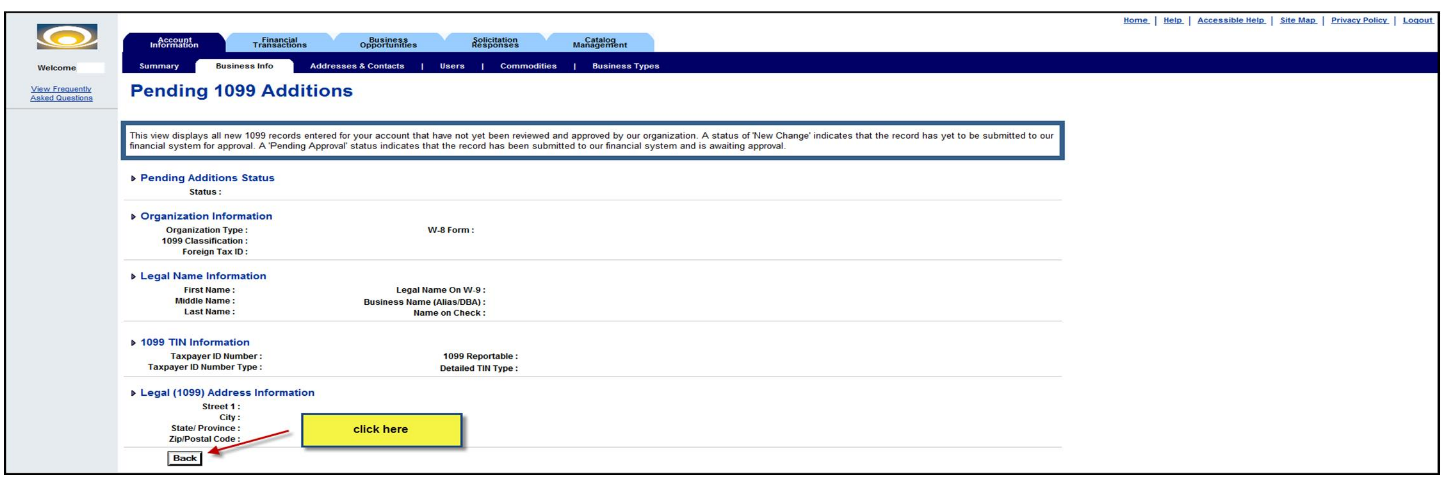
View Pending Changes – Displays updated address records that have not yet been reviewed and approved by the Division of Finance. A status of "New Change" indicates that the record has yet to be submitted to our financial system for approval. A "Pending Approval" status indicates that the record has been submitted to our financial system and is awaiting approval.



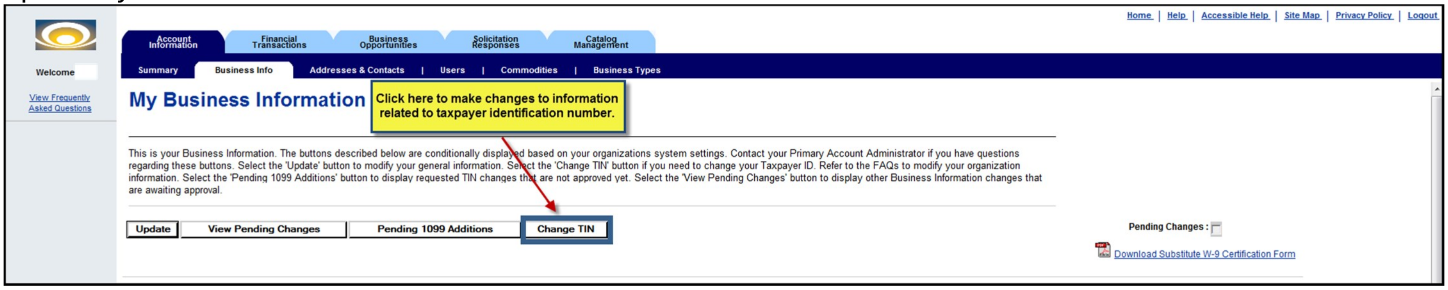


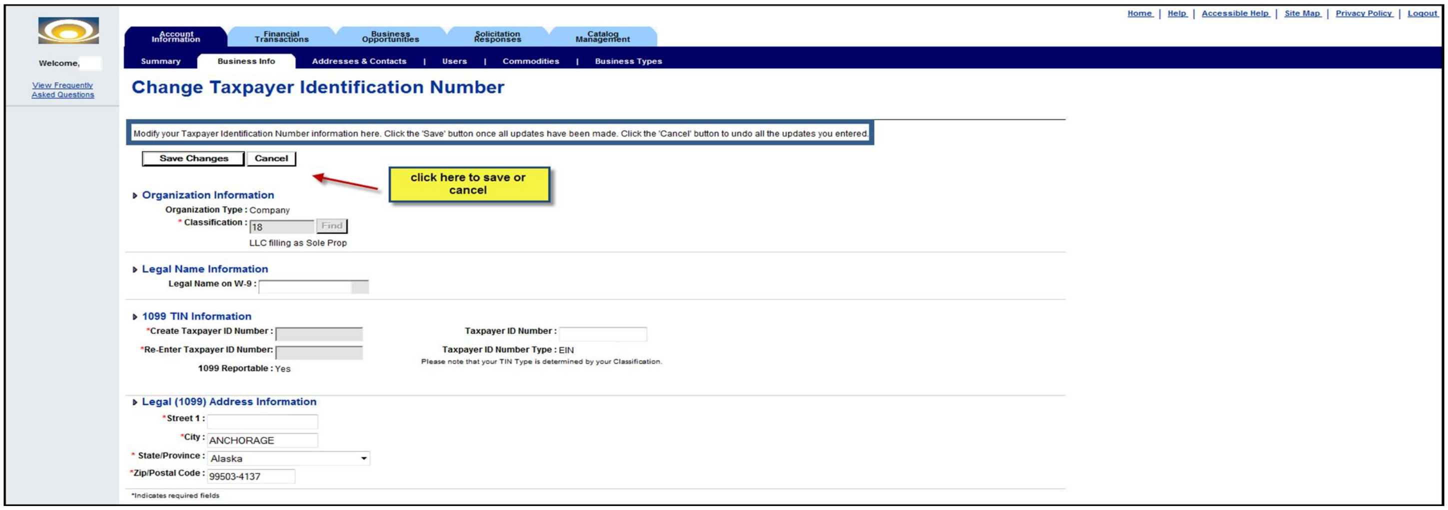
Pending 1099 Additions – Displays all new 1099 records entered for your account that have not yet been reviewed and approved by the Division of Finance. A state of "New Change" indicates that the record has yet to be submitted to our financial system for approval. A "Pending Approval" status indicates that the record has been submitted to our financial system and is awaiting approval.



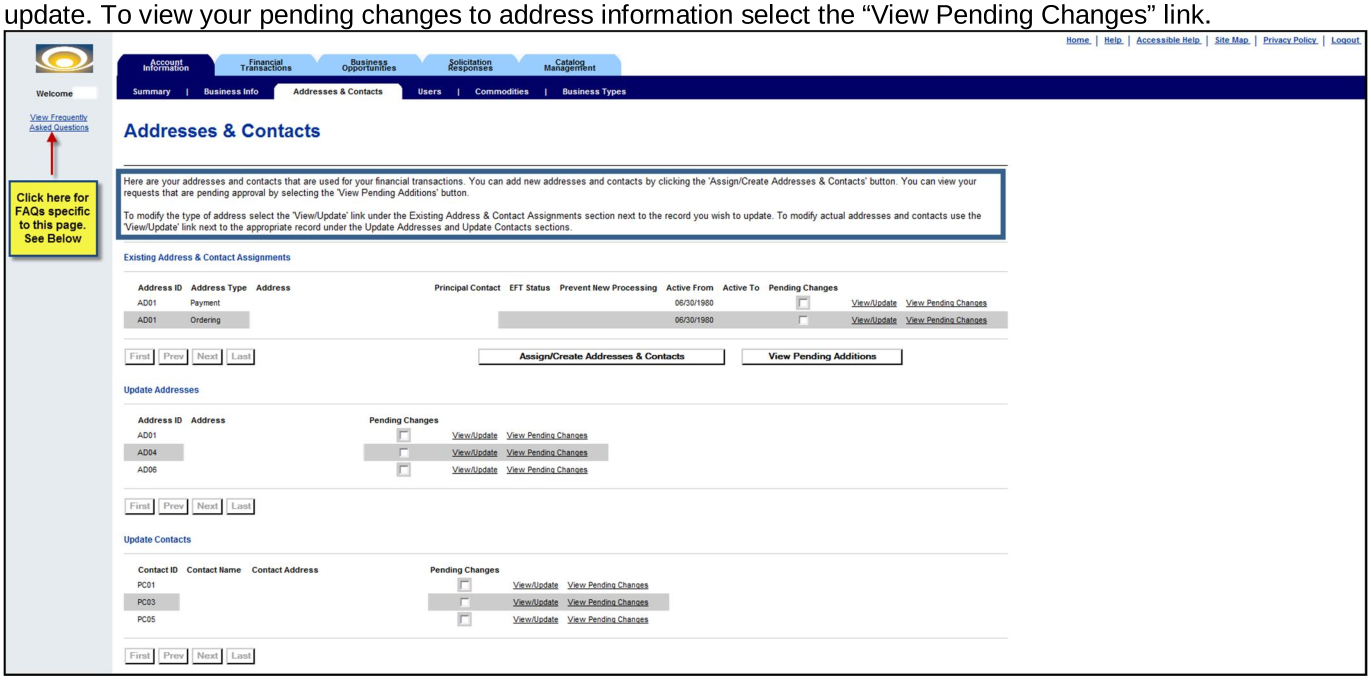


Change Taxpayer Identification Number – You can make changes to your TIN information here. Select the “Save” button once all updates have been made. Select the “Cancel” button to undo all the updates you entered.

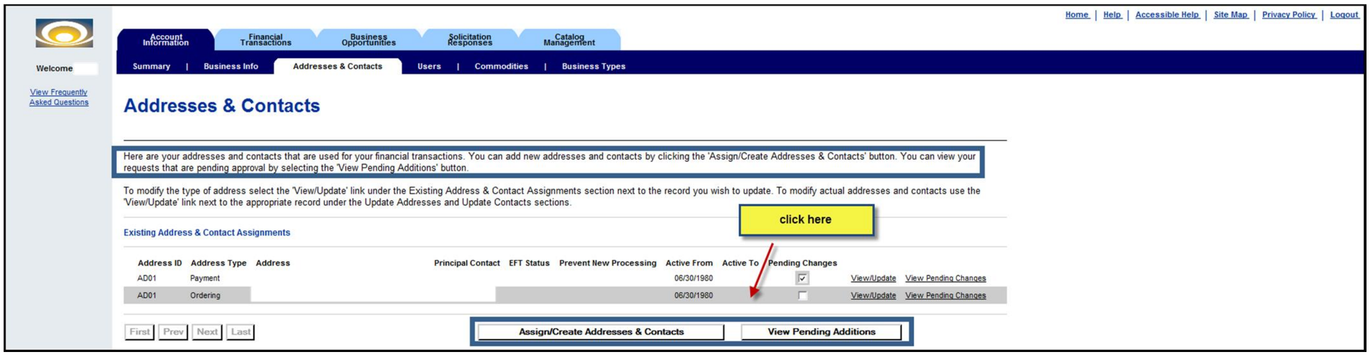


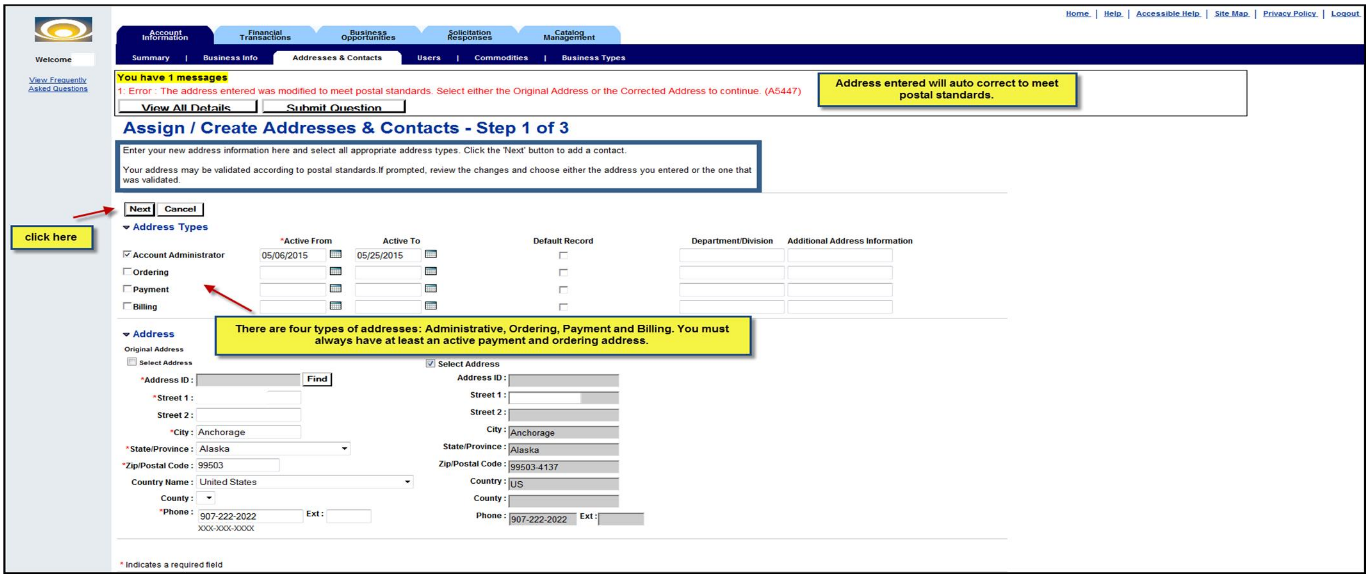


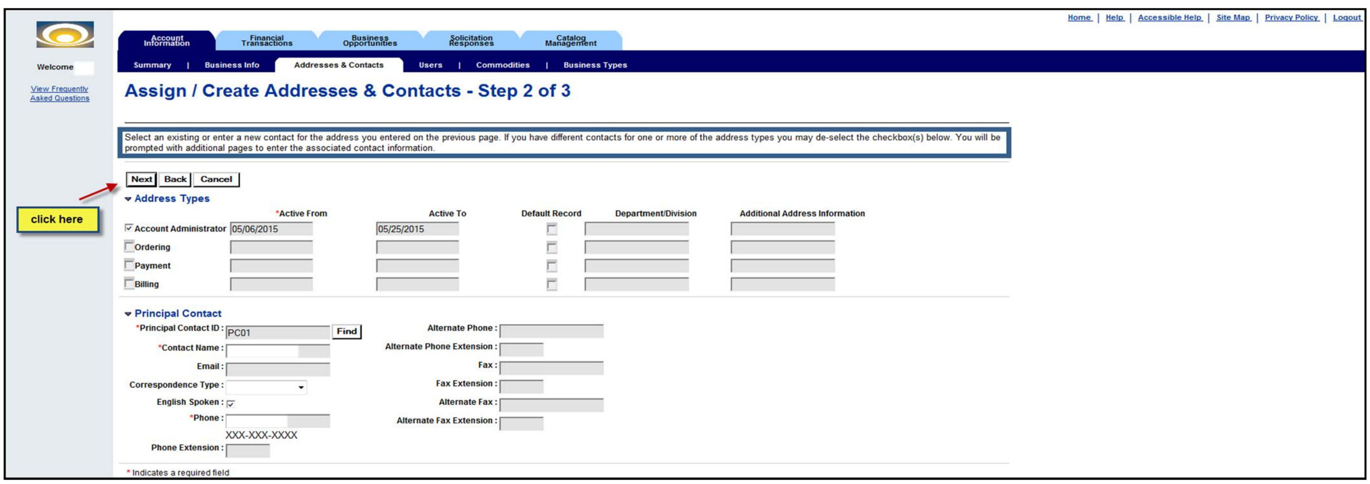
Addresses & Contacts – You can add new addresses and contacts by selecting the “Assign/Create Addresses & Contacts” button. You can view your requests that are pending approval by selecting the “View Pending Additions” button. To make changes to address information select the “View/Update” link next to the record you want to update. To view your pending changes to address information select the “View Pending Changes” link.

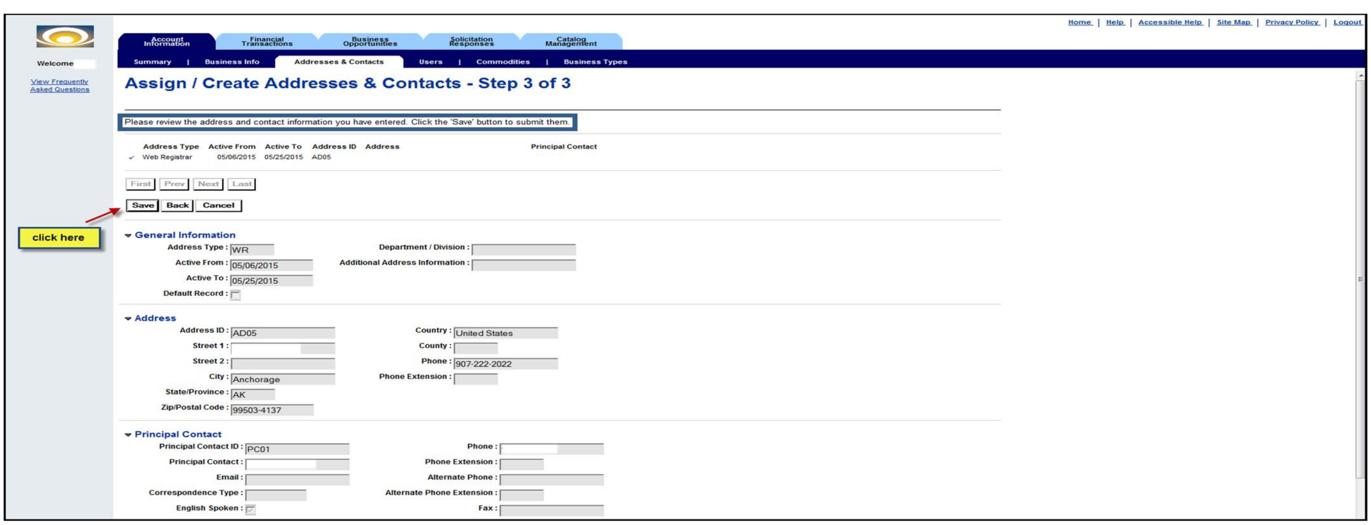


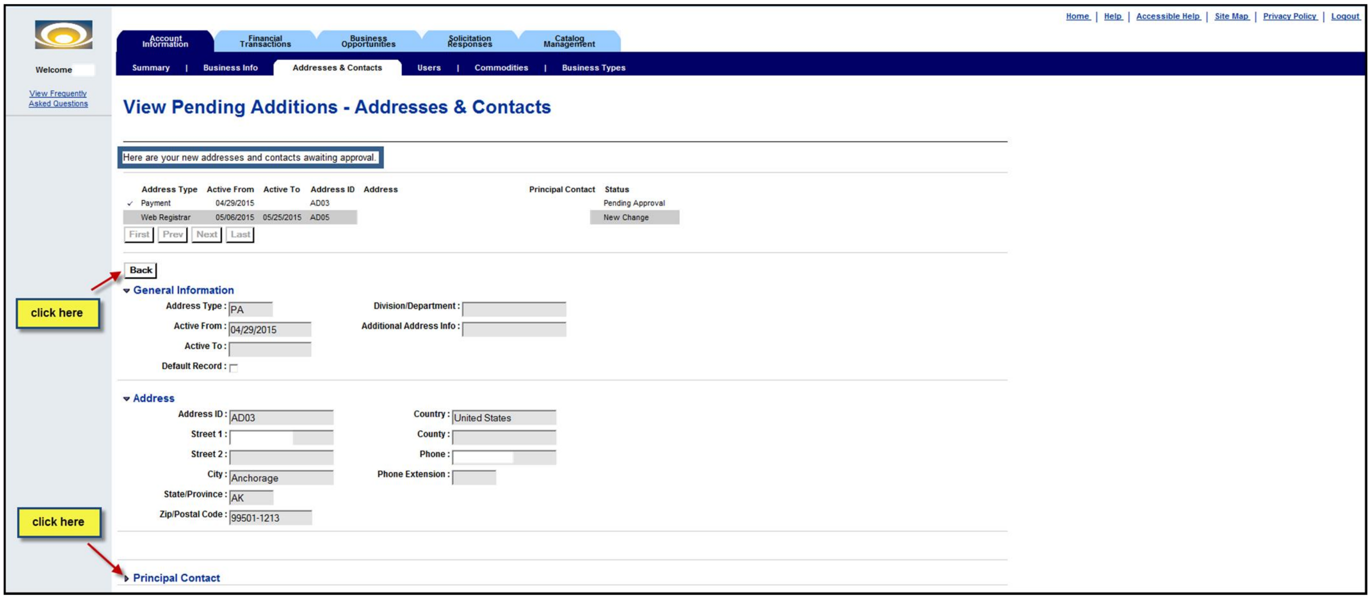
FAQ page

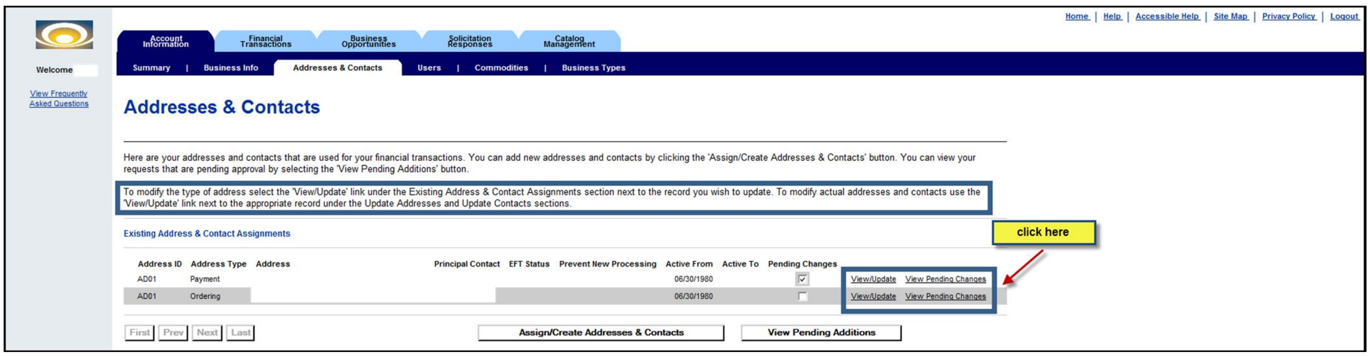

Home | Help | Accessible Help | Site Map | Privacy Policy | Logout
Account Information
Financial Transactions
Business Opportunities
Solicitation Responses
Catalog Management
Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types
Welcome
View Frequently Asked Questions
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.
click here
Existing Address & Contact Assignments
Address ID
Address Type
Address
Principal Contact
EFT Status
Prevent New Processing
Active From
Active To
Pending Changes
AD01 Payment 06/30/1980 View/Update View Pending Changes
AD01 Ordering 06/30/1980 View/Update View Pending Changes
First Prev Next Last
Assign/Create Addresses & Contacts
View Pending Additions

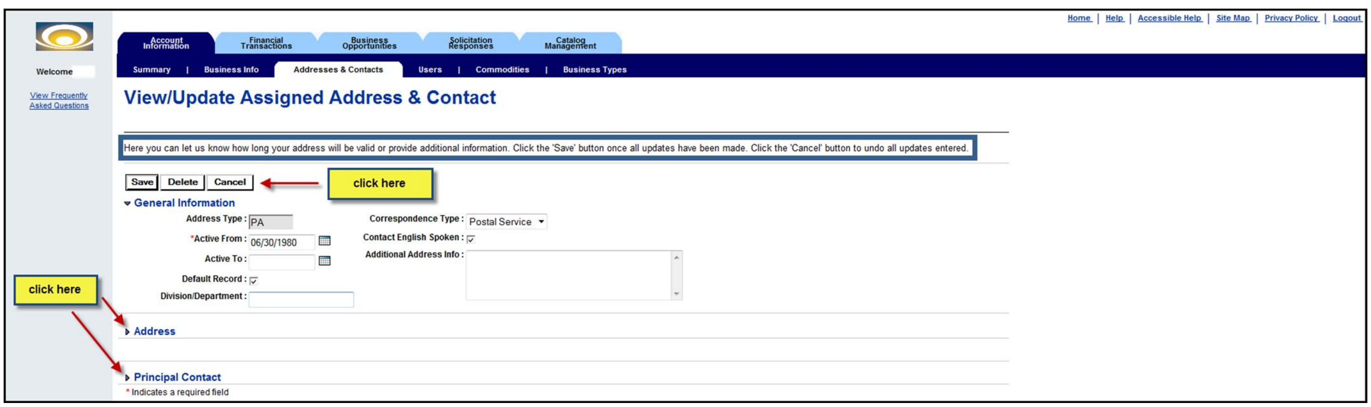

You have 1 messages
1: Error : The address entered was modified to meet postal standards. Select either the Original Address or the Corrected Address to continue. (A5447)
View All Details
Submit Question
Address entered will auto correct to meet postal standards.
Assign / Create Addresses & Contacts - 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.
Next
Cancel
click here
Address Types
*Active From
Active To
Default Record
Department/Division
Additional Address Information
Account Administrator 05/06/2015 05/25/2015
Ordering
Payment
Billing
There are four types of addresses: Administrative, Ordering, Payment and Billing. You must always have at least an active payment and ordering address.
Address
Original Address
Select Address
*Address ID :
Find
*Street 1 :
Street 2 :
*City : Anchorage
*State/Province : Alaska
*Zip/Postal Code : 99503
Country Name : United States
County :
*Phone : 907-222-2022
Ext :
XXX-XXX-XXXX
Select Address
Address ID :
Street 1 :
Street 2 :
City : Anchorage
State/Province : Alaska
Zip/Postal Code : 99503-4137
Country : US
County :
Phone : 907-222-2022
Ext :
* Indicates a required field

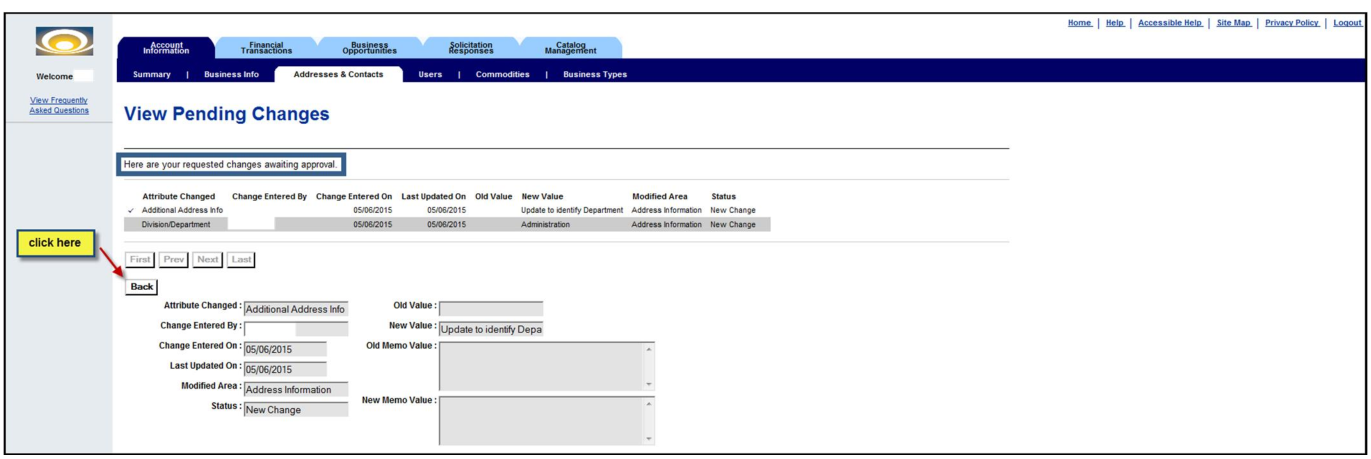

Assign / Create Addresses & Contacts - Step 2 of 3
Select an existing or enter a new contact for the address you entered on the previous page. If you have different contacts for one or more of the address types you may de-select the checkbox(s) below. You will be prompted with additional pages to enter the associated contact information.
Next
Back
Cancel
click here
Address Types
*Active From
Active To
Default Record
Department/Division
Additional Address Information
Account Administrator 05/06/2015 05/25/2015
Ordering
Payment
Billing
Principal Contact
*Principal Contact ID : PC01
Find
*Contact Name :
Email :
Correspondence Type :
English Spoken :
*Phone :
XXX-XXX-XXXX
Phone Extension :
Alternate Phone :
Alternate Phone Extension :
Fax :
Fax Extension :
Alternate Fax :
Alternate Fax Extension :
* Indicates a required field


Assign / Create Addresses & Contacts - Step 3 of 3
Please review the address and contact information you have entered. Click the 'Save' button to submit them.
Address Type
Active From
Active To
Address ID
Address
Principal Contact
Web Registrar 05/06/2015 05/25/2015 AD05
First Prev Next Last
Save
Back
Cancel
click here
General Information
Address Type : WR
Active From : 05/06/2015
Active To : 05/25/2015
Default Record :
Department / Division :
Additional Address Information :
Address
Address ID : AD05
Street 1 :
Street 2 :
City : Anchorage
State/Province : AK
Zip/Postal Code : 99503-4137
Country : United States
County :
Phone : 907-222-2022
Phone Extension :
Principal Contact
Principal Contact ID : PC01
Principal Contact :
Email :
Correspondence Type :
English Spoken :
Phone :
Phone Extension :
Alternate Phone :
Alternate Phone Extension :
Fax :

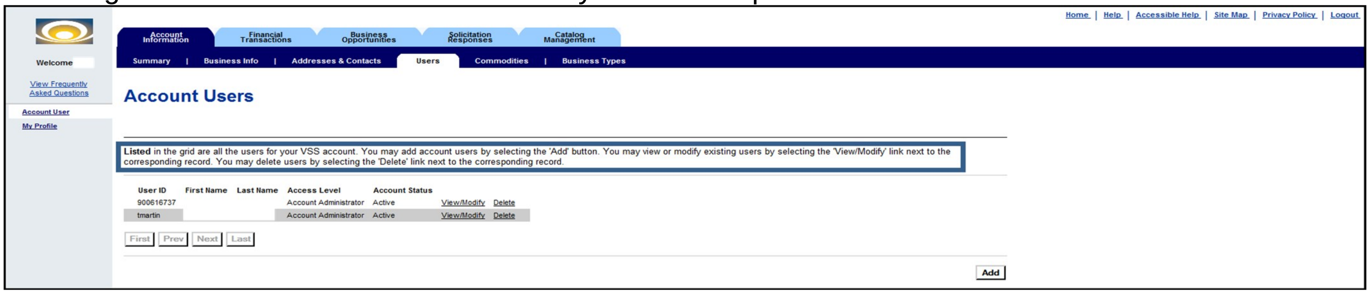

View Pending Additions - Addresses & Contacts
Here are your new addresses and contacts awaiting approval.
click here
Back
General Information
Address
click here
Principal Contact


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
click here
View/Update
View Pending Changes
Assign/Create Addresses & Contacts
View Pending Additions

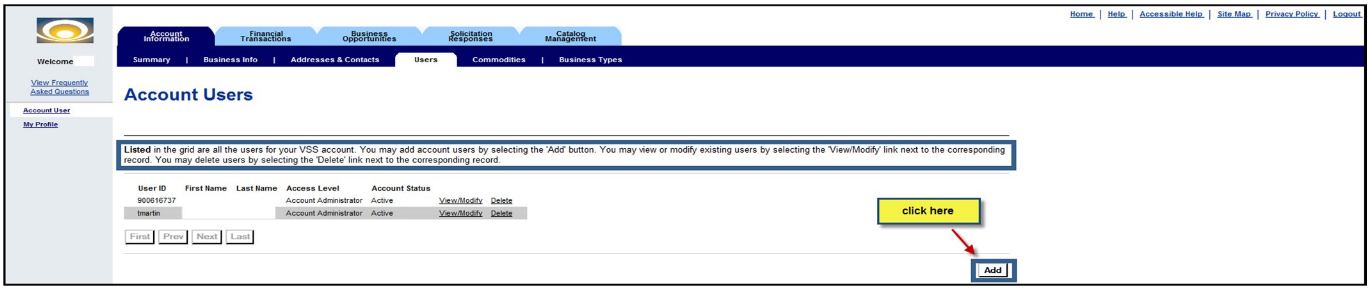

View/Update Assigned Address & Contact
Here you can let us know how long your address will be valid or provide additional information. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to undo all updates entered.
Save
Delete
Cancel
click here
General Information
click here
Address
Principal Contact
* Indicates a required field

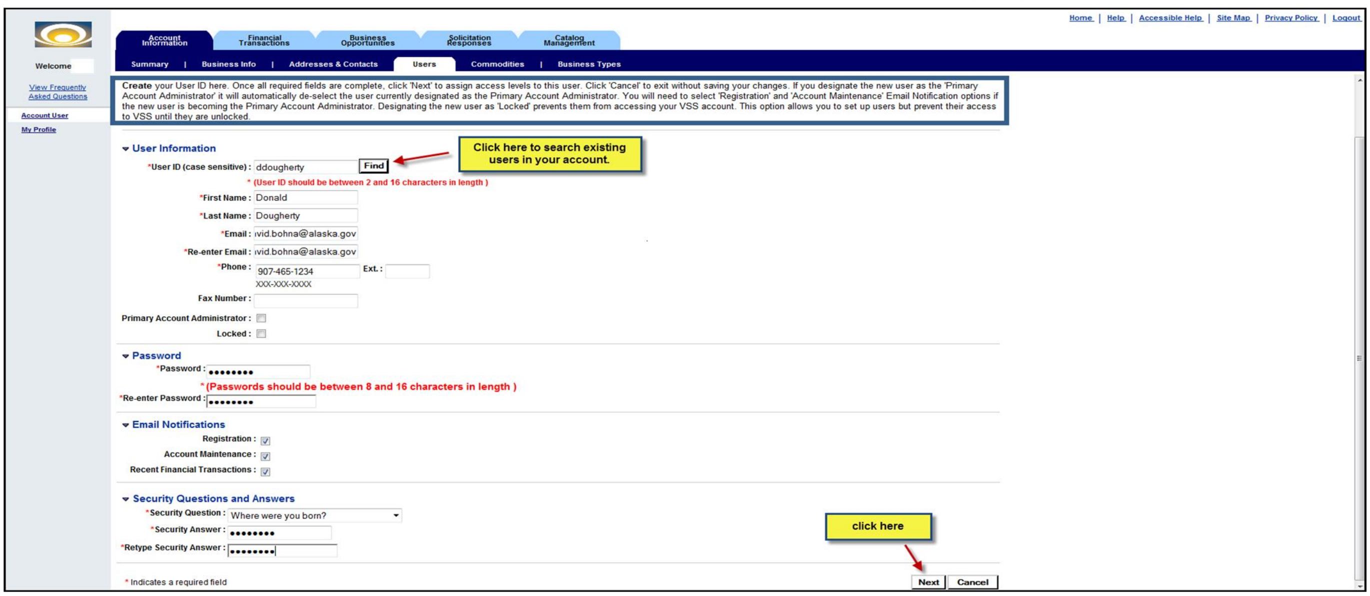

View Pending Changes
Here are your requested changes awaiting approval.
click here
Back

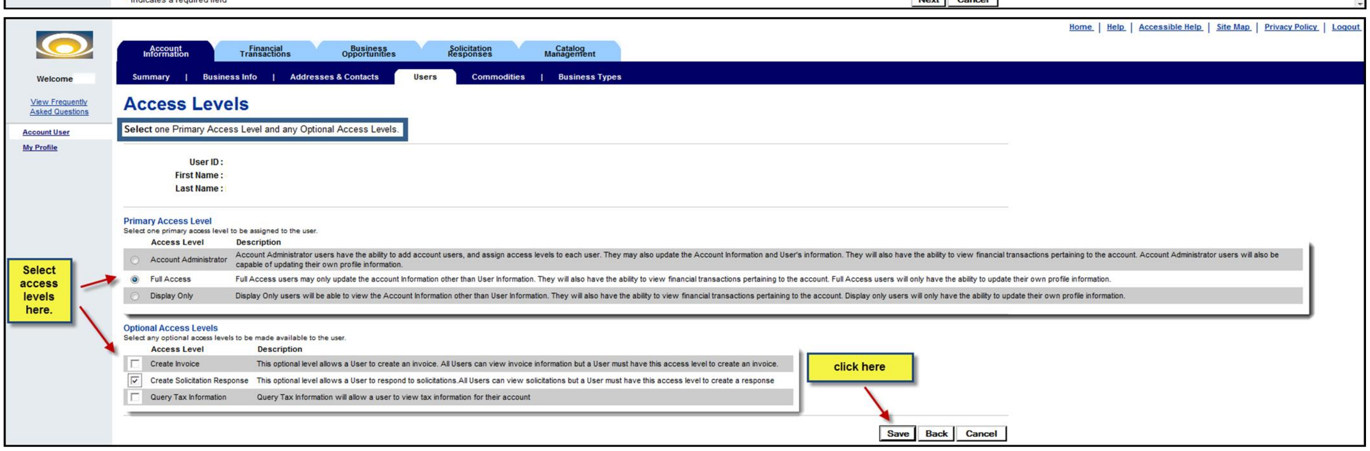
Users – You may add account users by selecting the "Add" button. You may view or modify existing users by selecting the "View/Modify" link next to the record you want to update. You may delete users by selecting the "Delete" link next to the record you want to update.

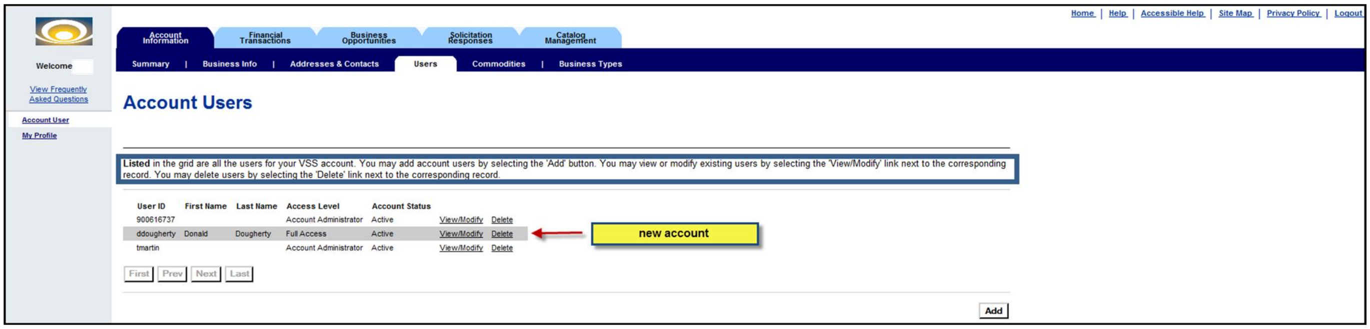


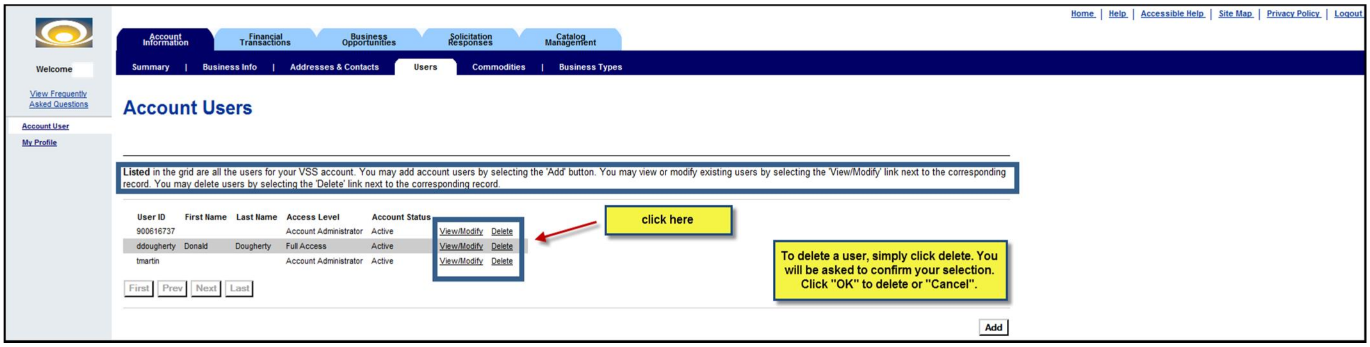
FAQ page








Home | Help | Accessible Help | Site Map | Privacy Policy | Logout
Account Information
Financial Transactions
Business Opportunities
Solicitation Responses
Catalog Management
Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types
Welcome
View Frequently Asked Questions
Account User
My Profile
Account Users
Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You may view or modify existing users by selecting the 'View/Modify' link next to the corresponding record. You may delete users by selecting the 'Delete' link next to the corresponding record.
User ID First Name Last Name Access Level Account Status
900616737 Account Administrator Active View/Modify Delete
ddougherty Donald Dougherty Full Access Active View/Modify Delete
tmartin Account Administrator Active View/Modify Delete
new account
First Prev Next Last
Add


Home | Help | Accessible Help | Site Map | Privacy Policy | Logout
Account Information
Financial Transactions
Business Opportunities
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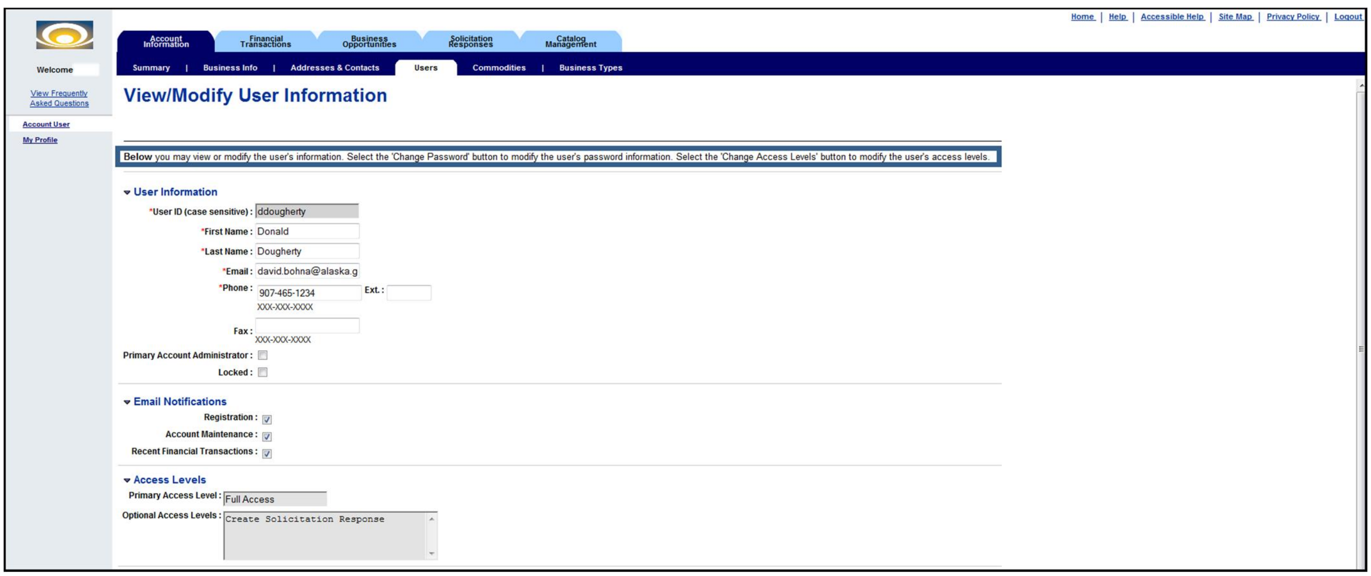
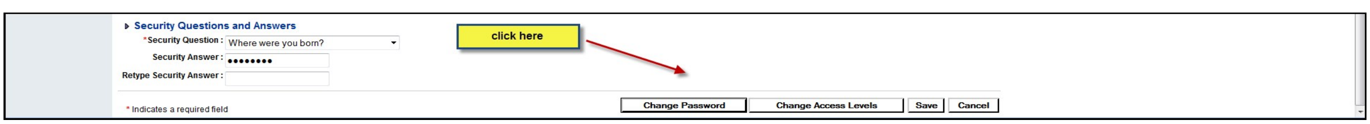
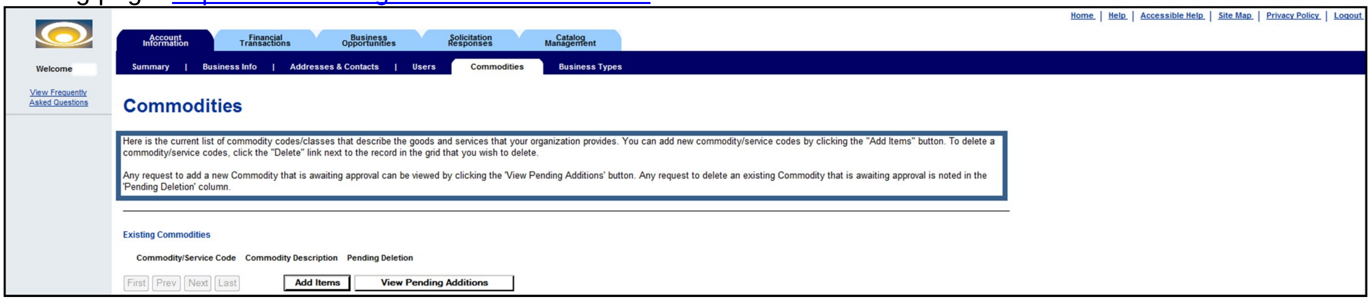
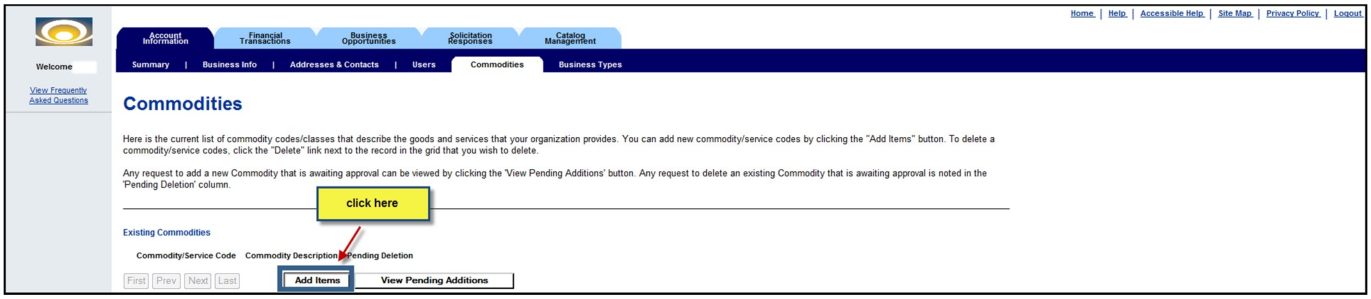
Catalog Management
Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types
Welcome
View Frequently Asked Questions
Account User
My Profile
Account Users
Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You may view or modify existing users by selecting the 'View/Modify' link next to the corresponding record. You may delete users by selecting the 'Delete' link next to the corresponding record.
User ID First Name Last Name Access Level Account Status
900616737 Account Administrator Active View/Modify Delete
ddougherty Donald Dougherty Full Access Active View/Modify Delete
tmartin Account Administrator Active View/Modify Delete
click here
To delete a user, simply click delete. You will be asked to confirm your selection. Click "OK" to delete or "Cancel".
First Prev Next Last
Add

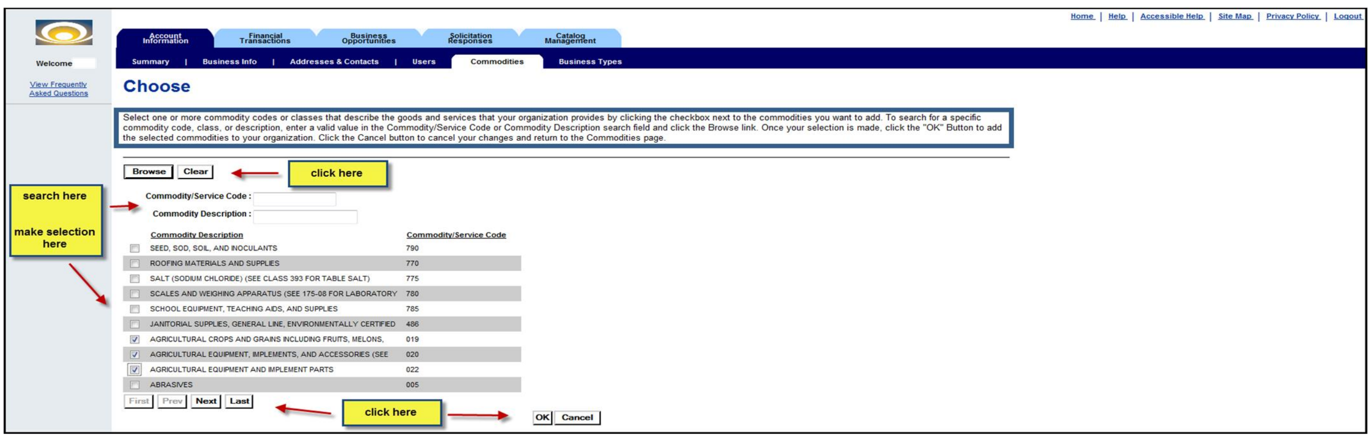

Home | Help | Accessible Help | Site Map | Privacy Policy | Logout
Account Information
Financial Transactions
Business Opportunities
Solicitation Responses
Catalog Management
Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types
Welcome
View Frequently Asked Questions
Account User
My Profile
View/Modify User Information
Below you may view or modify the user's information. Select the 'Change Password' button to modify the user's password information. Select the 'Change Access Levels' button to modify the user's access levels.
User Information
*User ID (case sensitive) : ddougherty
*First Name : Donald
*Last Name : Dougherty
*Email : david.bohna@alaska.g
*Phone : 907-465-1234 Ext. :
XXX-XXX-XXXX
Fax :
XXX-XXX-XXXX
Primary Account Administrator :
Locked :
Email Notifications
Registration :
Account Maintenance :
Recent Financial Transactions :
Access Levels
Primary Access Level : Full Access
Optional Access Levels : Create Solicitation Response

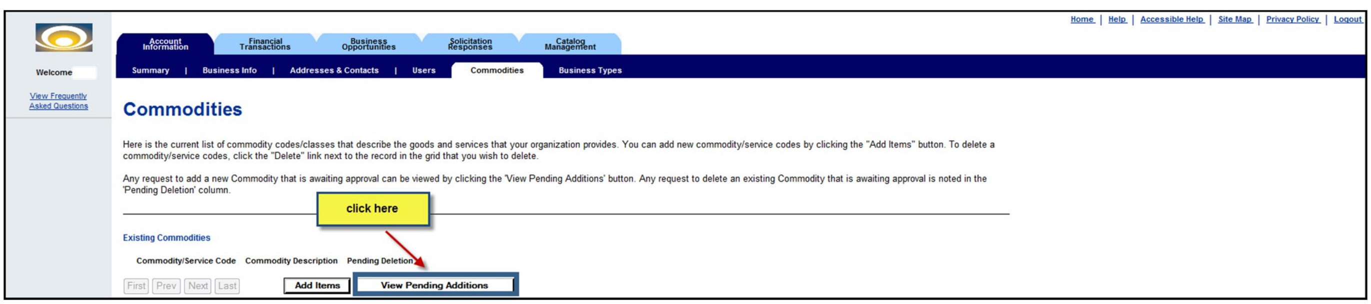

Security Questions and Answers
*Security Question : Where were you born?
Security Answer : ••••••••
Retype Security Answer :
click here
* Indicates a required field
Change Password
Change Access Levels
Save
Cancel

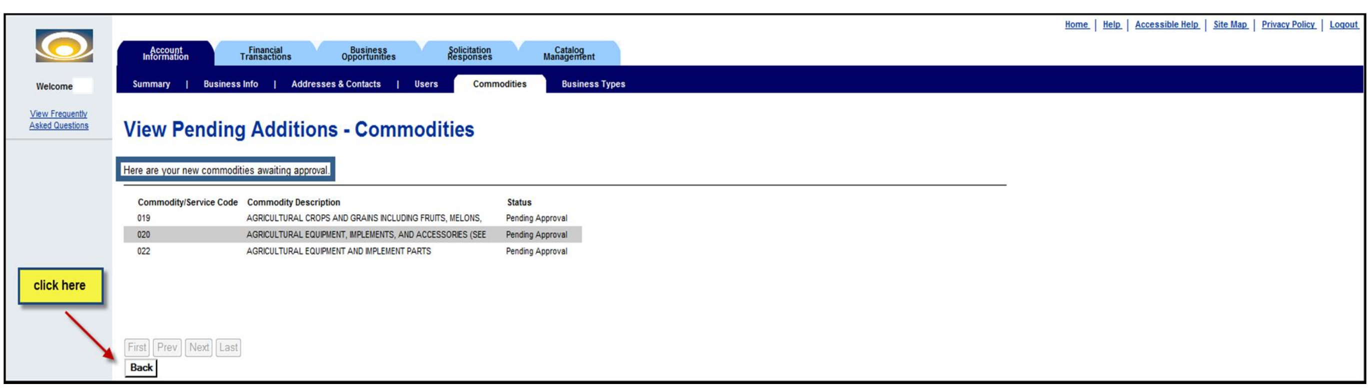
Commodities – List of your commodity/services codes that best describe the commodities/services that you provide. You can add new codes by selecting the "Add Items" button. Selecting codes will enable email alerts in VSS. An email will be sent to you when the State issues a solicitation with codes related to your list. You can search for commodity/service codes in VSS or in a spreadsheet that is available on the vendor landing page: http://doa.alaska.gov/dof/iris/vendor.html











Business Types – List of business types for Alaska procurement preferences and the following types of vendors: Adoption/Guardian & Foster Parents, Division of General Services Lease Vendors, Office of Public Advocacy Contract Attorney, and Fish and Game License Vendors. You can add new business types by selecting the “Add Items” button. Search for business types in VSS or use a word document with definitions of each available on the vendor landing page: http://doa.alaska.gov/dof/iris/vendor.html