

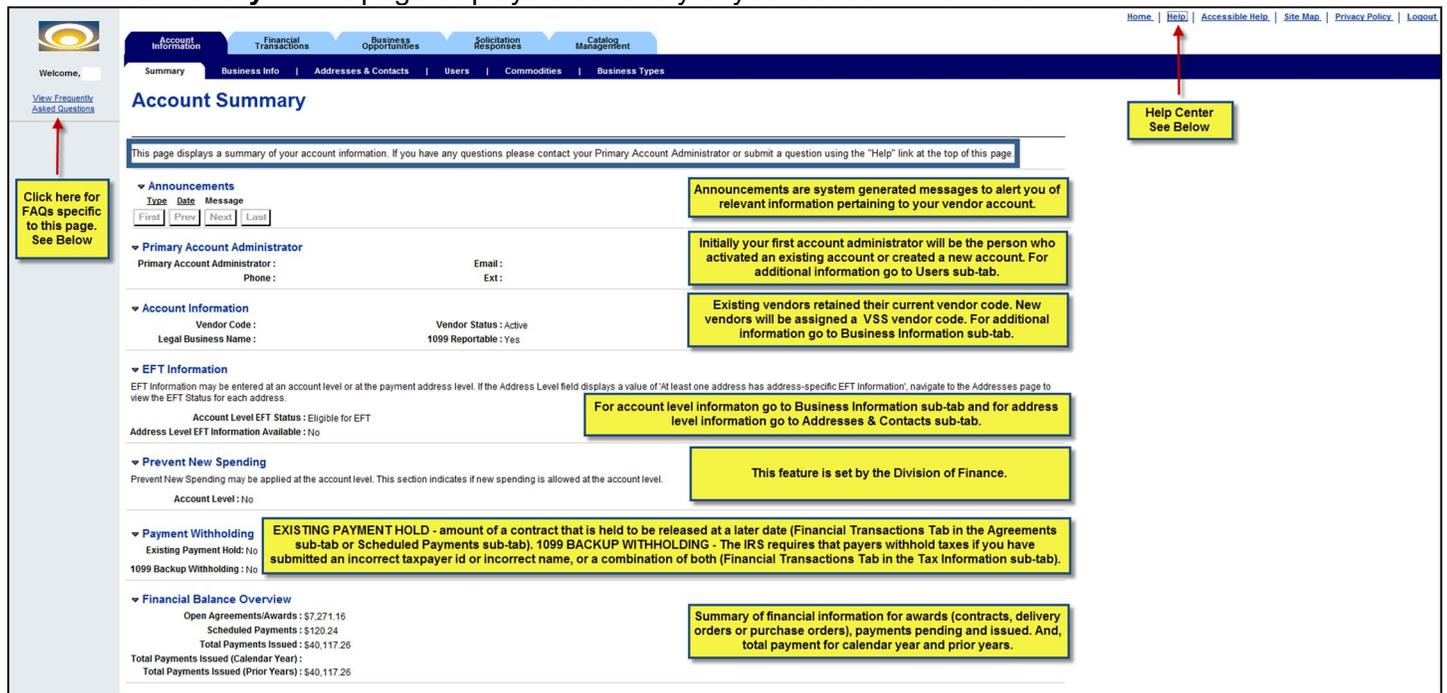
State of Alaska Vendor Self Service (VSS) Account Information

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.

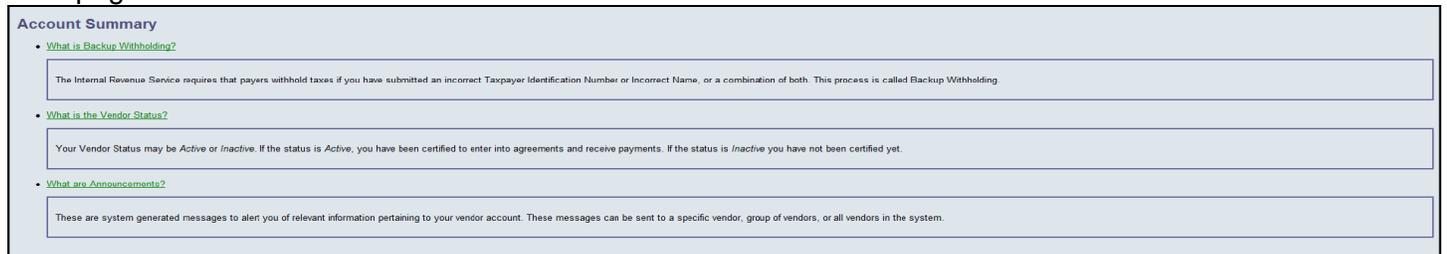
Account Summary – This page displays a summary of your account information.



The screenshot shows the 'Account Summary' page with several callout boxes:

- Click here for FAQs specific to this page. See Below:** Points to the 'View Frequently Asked Questions' link in the top left.
- Help Center See Below:** Points to the 'Help' link in the top right navigation bar.
- Announcements:** Explains that these are system-generated messages for relevant vendor information.
- Primary Account Administrator:** States that the first administrator is the person who activated the account, with a link to the Users sub-tab for more info.
- Account Information:** Notes that existing vendors keep their current code, while new vendors get a VSS code, with a link to the Business Information sub-tab.
- EFT Information:** Explains that EFT info can be entered at account or payment address level, with a link to the Addresses & Contacts sub-tab.
- Prevent New Spending:** States this feature is set by the Division of Finance.
- Payment Withholding:** Defines 'EXISTING PAYMENT HOLD' and '1099 BACKUP WITHHOLDING' with links to the Agreements and Tax Information sub-tabs.
- Financial Balance Overview:** Provides a summary of financial info for awards, contracts, and orders, with a link to the Business Information sub-tab.

FAQ page



The FAQ page lists three questions:

- What is Backup Withholding?** The Internal Revenue Service requires that payers withhold taxes if you have submitted an incorrect Taxpayer Identification Number or incorrect Name, or a combination of both. This process is called Backup Withholding.
- What is the Vendor Status?** Your Vendor Status may be *Active* or *Inactive*. If the status is *Active*, you have been certified to enter into agreements and receive payments. If the status is *Inactive* you have not been certified yet.
- What are Announcements?** These are system generated messages to alert you of relevant information pertaining to your vendor account. These messages can be sent to a specific vendor, group of vendors, or all vendors in the system.

Help Center



The Help Center page for 'Account Information' provides a list of links to frequently asked questions for each sub-tab:

- Account Summary
- My Business Information
- Addresses and Contacts
- User Information
- Commodities
- Business Types
- Service Areas

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.

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Welcome | Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types

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 if you need 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 that are not approved yet. Select the 'View Pending Changes' button to display other Business Information changes that are awaiting approval.

Update | View Pending Changes | Pending 1099 Additions | Change TIN

Pending Changes: [Download Substitute W-9 Certification Form](#)

Headquarters Information

Headquarters Legal Name :	Franchise Account : No
Headquarters Account Code :	Headquarters Web Address :
1099 Status :	Catalog DUNS :
Taxpayer ID Number :	
Taxpayer ID Number Type :	

Organization Information

Organization Type : Company	Foreign Tax ID :
Classification : LLC filing as Sole Prop	W-9 Form :
Location Name :	Ordering DUNS :
Location Web Address :	Internet Catalog :
Number of Employees :	Preferred Ordering Method :
Annual Income :	Pcard Acceptance Level :

Legal Name Information

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

1099 TIN Information

Taxpayer ID Number :	1099 Reportable : Yes
Taxpayer ID Number Type :	

Legal (1099) Address Information

Street 1 :
City :
State/ Province :
Zip/Postal Code :

EFT Information

ABA Number :	Account Number :
	Routing ID Number :
	EFT Status : Eligible for EFT
Account Type :	
Remittance Advice Transmission Mode :	

Discount Information

Number of Days 1 :	Discount Percent 1 :
Number of Days 2 :	Discount Percent 2 :
Number of Days 3 :	Discount Percent 3 :
Number of Days 4 :	Discount Percent 4 :

* Indicates a required field

FAQ page

My Business Information

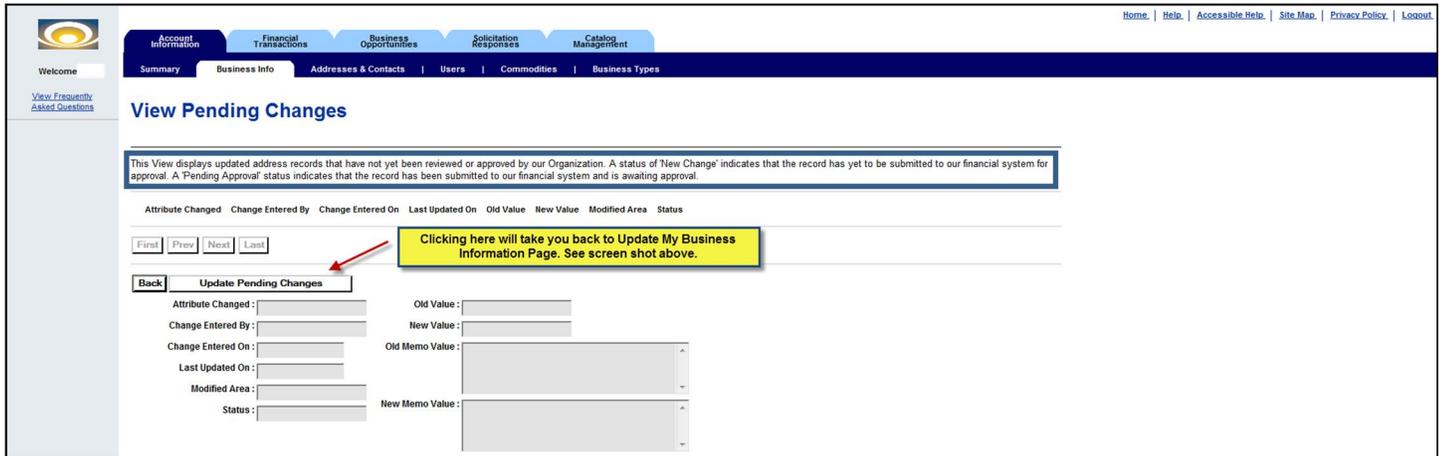
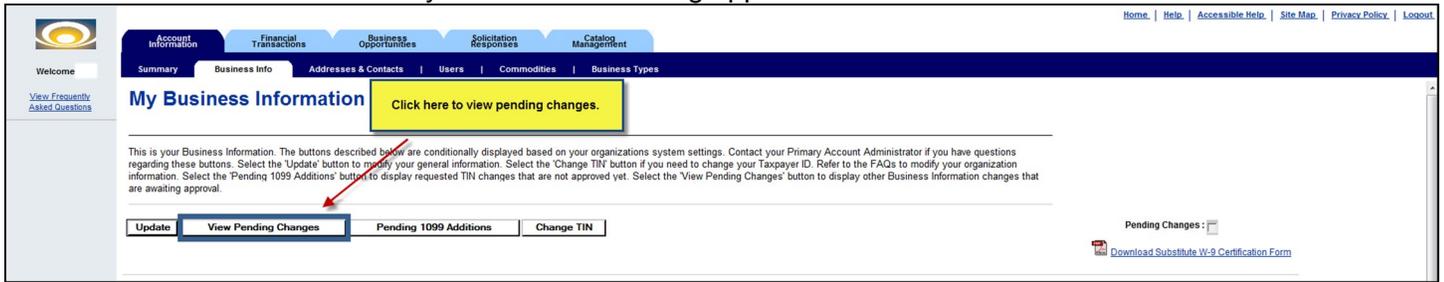
- [What is Headquarters vs. a Child Account?](#)
- [Am I required to download the Substitute W-9 Certification Form and submit it?](#)
- [What is the process for updating My Business Information or Changing TIN?](#)
- [How do I add a new location that should have separate business transactions?](#)
- [How do I determine the status of my changes or additions?](#)
- [What is a Government Entity?](#)
- [What is the Location Name?](#)
- [What is an ABA Number?](#)
- [What is the Account Type?](#)
- [What is Remittance Advice?](#)
- [What is an Account Number?](#)
- [What is a Routing Number?](#)
- [What is the EFT Status?](#)

Related Topic(s):

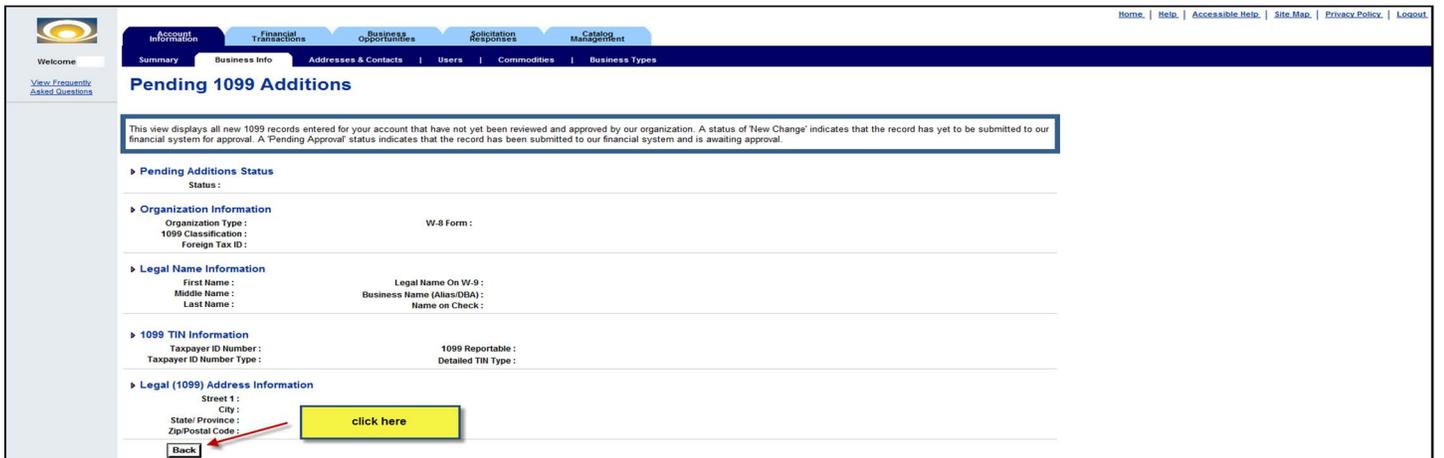
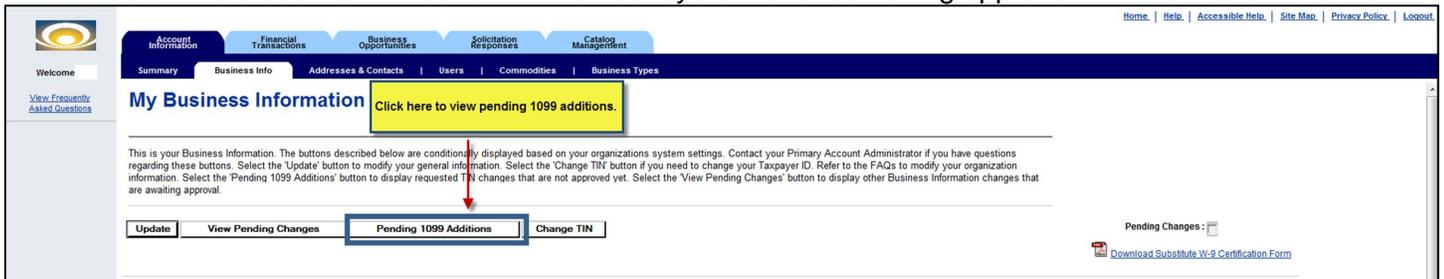
- [Update My Business Information](#)
- [Change Taxpayer Identification Number](#)
- [Add Business Location](#)
- [View Pending Changes](#)

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.

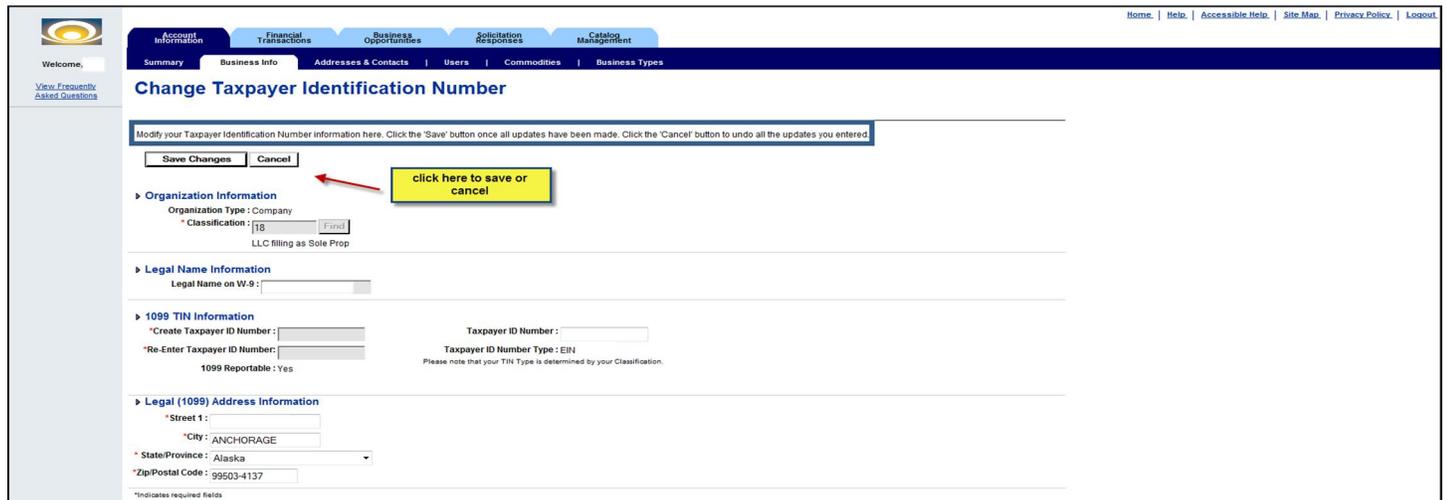
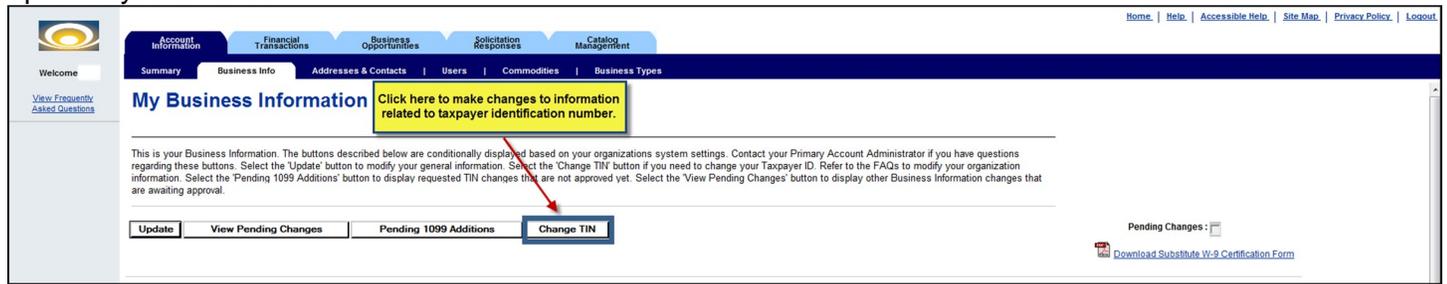
View Pending Changes – Displays updated address records that have not yet been reviewed and approved by the Division of Finance. A status of “New Change” indicates that the record has yet to be submitted to our financial system for approval. A “Pending Approval” status indicates that the record has been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



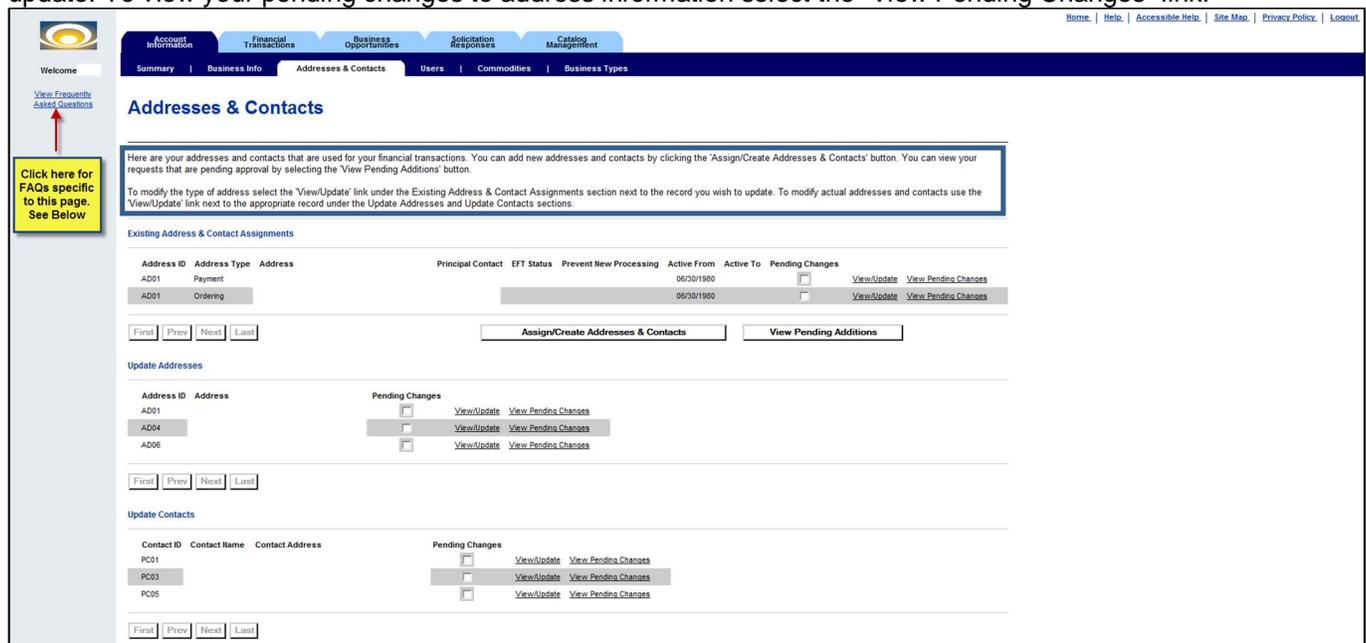
Pending 1099 Additions – Displays all new 1099 records entered for your account that have not yet been reviewed and approved by the Division of Finance. A state of “New Change” indicates that the record has yet to be submitted to our financial system for approval. A “Pending Approval” status indicates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



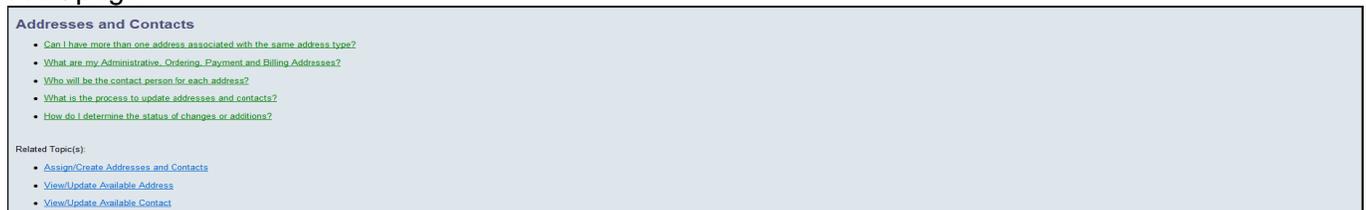
Change Taxpayer Identification Number – You can make changes to your TIN information here. Select the “Save” button once all updates have been made. Select the “Cancel” button to undo all the updates you entered.



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



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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.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes	
AD01	Payment					06/30/1900		<input checked="" type="checkbox"/>	View/Update View Pending Changes
AD01	Ordering					06/30/1900		<input type="checkbox"/>	View/Update View Pending Changes

Final Prev Next Last

Assign/Create Addresses & Contacts View Pending Additions

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Welcome | View Frequently Asked Questions

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

Address Type	Active From	Active To	Default Record	Department/Division	Additional Address Information
<input checked="" type="checkbox"/> Account Administrator	05/06/2015	05/25/2015	<input type="checkbox"/>		
<input type="checkbox"/> Ordering			<input type="checkbox"/>		
<input type="checkbox"/> Payment			<input type="checkbox"/>		
<input type="checkbox"/> Billing			<input type="checkbox"/>		

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: United States

Phone: 907-222-2022 Ext:

* Indicates a required field

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Welcome | View Frequently Asked Questions

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

Address Type	Active From	Active To	Default Record	Department/Division	Additional Address Information
<input checked="" type="checkbox"/> Account Administrator	05/06/2015	05/25/2015	<input type="checkbox"/>		
<input type="checkbox"/> Ordering			<input type="checkbox"/>		
<input type="checkbox"/> Payment			<input type="checkbox"/>		
<input type="checkbox"/> Billing			<input type="checkbox"/>		

Principal Contact

Principal Contact ID: PC01 Find

Contact Name: Alternate Phone:

Email: Alternate Phone Extension:

Correspondence Type: Fax Extension:

English Spoken: Alternate Fax:

Phone: Alternate Fax Extension:

Phone Extension:

* Indicates a required field

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Welcome | View Frequently Asked Questions

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
<input checked="" type="checkbox"/> Web Registrar	05/06/2015	05/25/2015	AD05		

Final Prev Next Last

Save Back Cancel

click here

General Information

Address Type: WVR Department / Division:

Active From: 05/06/2015 Additional Address Information:

Active To: 05/25/2015 Default Record:

Address

Address ID: AD05 Country: United States

Street 1: Street 2: Phone: 907-222-2022

City: Anchorage State/Province: AK Phone Extension:

Zip/Postal Code: 99503-4137

Principal Contact

Principal Contact ID: PC01 Phone:

Contact Name: Phone Extension:

Email: Alternate Phone:

Correspondence Type: Alternate Phone Extension:

English Spoken: Fax:

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View Pending Additions - Addresses & Contacts

Here are your new addresses and contacts awaiting approval.

Address Type	Active From	Active To	Address ID	Address	Principal Contact	Status
✓ Payment	04/29/2015		AD03			Pending Approval
Web Registrar	05/06/2015	05/25/2015	AD05			New Change

Final | Prev | Next | Last

Back

click here

General Information

Address Type: PA Division/Department: Additional Address Info: Active From: 04/29/2015 Active To: Default Record: Address

Address ID: AD03 Country: United States Street 1: Street 2: City: Anchorage State/Province: AK Zip/Postal Code: 99501-1213

Country: County: Phone: Phone Extension:

click here

Principal Contact

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Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types

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

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes	
AD01	Payment					06/30/1980		<input checked="" type="checkbox"/>	View/Update View Pending Changes
AD01	Ordering					06/30/1980		<input type="checkbox"/>	View/Update View Pending Changes

Final | Prev | Next | Last

Assign/Create Addresses & Contacts View Pending Additions

click here

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Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types

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

Address Type: PA Correspondence Type: Postal Service Active From: 06/30/1980 Active To: Default Record: Division/Department: Additional Address Info: Contact English Spoken: Additional Address Info:

click here

Address

Principal Contact

* Indicates a required field

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Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types

View Pending Changes

Here are your requested changes awaiting approval.

Attribute Changed	Change Entered By	Change Entered On	Last Updated On	Old Value	New Value	Modified Area	Status
✓ Additional Address Info		05/06/2015	05/06/2015		Update to identify Department	Address Information	New Change
Division/Department		05/06/2015	05/06/2015	Administration	Address Information	Address Information	New Change

Final | Prev | Next | Last

Back

click here

Attribute Changed: Additional Address Info Old Value: New Value: Update to identify Depa Change Entered By: Change Entered On: 05/06/2015 Last Updated On: 05/06/2015 Modified Area: Address Information Status: New Change

VSS – Account Information

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.

This screenshot shows the 'Account Users' page. At the top, there are navigation tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, and Catalog Management. Below these are sub-tabs for Summary, Business Info, Addresses & Contacts, Users, Commodities, and Business Types. The main content area has a heading 'Account Users' and a text box explaining that the grid lists all users for the VSS account. Below this is a table with columns: User ID, First Name, Last Name, Access Level, and Account Status. Two rows of user data are visible. At the bottom right of the table area is an 'Add' button.

FAQ page

This screenshot shows the 'Account and User Maintenance' FAQ page. It contains a list of frequently asked questions, such as 'Account Users - What is the Primary Access Level?' and 'How do I change my password?'. The page is part of the same application interface as the previous screenshots.

This screenshot is similar to the first one, showing the 'Account Users' page. A yellow callout box with the text 'click here' has a red arrow pointing to the 'Add' button at the bottom right of the page.

This screenshot shows the 'User Information' form. It includes fields for User ID, First Name, Last Name, Email, and Phone. There are checkboxes for 'Primary Account Administrator' and 'Locked'. Below these are sections for 'Password', 'Email Notifications', and 'Security Questions and Answers'. A yellow callout box with 'Click here to search existing users in your account.' has a red arrow pointing to the 'Find' button. Another yellow callout box with 'click here' has a red arrow pointing to the 'Next' button at the bottom right.

This screenshot shows the 'Access Levels' page. It asks the user to 'Select one Primary Access Level and any Optional Access Levels'. There are radio buttons for 'Account Administrator', 'Full Access', and 'Display Only'. Below are 'Optional Access Levels' with checkboxes for 'Create Invoice', 'Create Solicitation Response', and 'Query Tax Information'. A yellow callout box with 'Select access levels here.' has red arrows pointing to the radio buttons. Another yellow callout box with 'click here' has a red arrow pointing to the 'Save' button at the bottom right.

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Summary | Business Info | Addresses & Contacts | **Users** | Commodities | Business Types

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	View/Modify	Delete
900616737			Account Administrator	Active	View/Modify	Delete
ddougherty	Donald	Dougherty	Full Access	Active	View/Modify	Delete
tsmartn			Account Administrator	Active	View/Modify	Delete

First Prev Next Last

new account

Add

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Summary | Business Info | Addresses & Contacts | **Users** | Commodities | Business Types

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	View/Modify	Delete
900616737			Account Administrator	Active	View/Modify	Delete
ddougherty	Donald	Dougherty	Full Access	Active	View/Modify	Delete
tsmartn			Account Administrator	Active	View/Modify	Delete

First Prev Next Last

click here

To delete a user, simply click delete. You will be asked to confirm your selection. Click "OK" to delete or "Cancel".

Add

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Summary | Business Info | Addresses & Contacts | **Users** | Commodities | Business Types

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.:

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

Change Password Change Access Levels Save Cancel

* Indicates a required field

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>

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Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types

Commodities

Here is the current list of commodity codes/classes that describe the goods and services that your organization provides. You can add new commodity/service codes by clicking the “Add Items” button. To delete a commodity/service codes, click the “Delete” link next to the record in the grid that you wish to delete.

Any request to add a new Commodity that is awaiting approval can be viewed by clicking the “View Pending Additions” button. Any request to delete an existing Commodity that is awaiting approval is noted in the “Pending Deletion” column.

Existing Commodities

Commodity/Service Code	Commodity Description	Pending Deletion
------------------------	-----------------------	------------------

First Prev Next Last Add Items View Pending Additions

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Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types

Commodities

Here is the current list of commodity codes/classes that describe the goods and services that your organization provides. You can add new commodity/service codes by clicking the “Add Items” button. To delete a commodity/service codes, click the “Delete” link next to the record in the grid that you wish to delete.

Any request to add a new Commodity that is awaiting approval can be viewed by clicking the “View Pending Additions” button. Any request to delete an existing Commodity that is awaiting approval is noted in the “Pending Deletion” column.

Existing Commodities

Commodity/Service Code	Commodity Description	Pending Deletion
------------------------	-----------------------	------------------

click here

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Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types

Choose

Select one or more commodity codes or classes that describe the goods and services that your organization provides by clicking the checkbox next to the commodities you want to add. To search for a specific commodity code, class, or description, 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 “OK” Button to add the selected commodities to your organization. Click the Cancel button to cancel your changes and return to the Commodities page.

Browse Clear click here

search here make selection here

Commodity/Service Code: _____

Commodity Description: _____

Commodity Description	Commodity/Service Code
<input type="checkbox"/> SEED, SOIL, AND INOCULANTS	790
<input type="checkbox"/> ROOFING MATERIALS AND SUPPLIES	770
<input type="checkbox"/> SALT (SODIUM CHLORIDE) (SEE CLASS 393 FOR TABLE SALT)	775
<input type="checkbox"/> SCALES AND WEIGHING APPARATUS (SEE 175-08 FOR LABORATORY)	760
<input type="checkbox"/> SCHOOL EQUIPMENT, TEACHING AIDS, AND SUPPLIES	785
<input type="checkbox"/> JANITORIAL SUPPLIES, GENERAL LINE ENVIRONMENTALLY CERTIFIED	486
<input checked="" type="checkbox"/> AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS,	019
<input checked="" type="checkbox"/> AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE	020
<input checked="" type="checkbox"/> AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS	022
<input type="checkbox"/> ABRASIVES	005

First Prev Next Last click here OK Cancel

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Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types

Commodities

Here is the current list of commodity codes/classes that describe the goods and services that your organization provides. You can add new commodity/service codes by clicking the “Add Items” button. To delete a commodity/service codes, click the “Delete” link next to the record in the grid that you wish to delete.

Any request to add a new Commodity that is awaiting approval can be viewed by clicking the “View Pending Additions” button. Any request to delete an existing Commodity that is awaiting approval is noted in the “Pending Deletion” column.

Existing Commodities

Commodity/Service Code	Commodity Description	Pending Deletion
------------------------	-----------------------	------------------

click here

First Prev Next Last Add Items View Pending Additions

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Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types

View Pending Additions - Commodities

Here are your new commodities awaiting approval

Commodity/Service Code	Commodity Description	Status
019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS,	Pending Approval
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE	Pending Approval
022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS	Pending Approval

click here

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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>

This screenshot shows the 'Business Types' page with the 'Add Items' button highlighted. The page includes a navigation bar with tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, and Catalog Management. Below the navigation bar, there are links for Summary, Business Info, Addresses & Contacts, Users, Commodities, and Business Types. The main content area contains instructions on how to manage business types and a table of existing business types. The 'Add Items' button is located at the bottom of the table.

This screenshot is similar to the previous one, but with a yellow callout box labeled 'click here' pointing to the 'Add Items' button. The 'Add Items' button is highlighted with a blue border.

This screenshot shows the 'Choose' page where users can select one or more business types. It includes a search box with a 'Browse' button and a 'Clear' button. A list of business types is displayed with checkboxes. A yellow callout box labeled 'click here' points to the 'Add Items' button at the bottom of the list. Another yellow callout box labeled 'search here make selection here' points to the search box.

This screenshot shows the 'Enter/Update - Business Types' page. It contains a table for entering or updating business type information. A yellow callout box labeled 'click here' points to the 'Save' button at the bottom of the table.

This screenshot shows the 'Business Types' page with a yellow callout box labeled 'click here' pointing to the 'View Pending Additions' button. The 'View Pending Additions' button is highlighted with a blue border.

This screenshot shows the 'View Pending Additions - Business Types' page. It displays a table of pending business types. A yellow callout box labeled 'click here' points to the 'Back' button at the bottom of the table.