

## State of Alaska Vendor Self Service (VSS) Activate an Existing Account

This document provides the instructions for how to activate an existing account. The individual you chose to go through this process will become a primary account administrator. Primary account administrators will be able to add, delete or modify any of your account information.

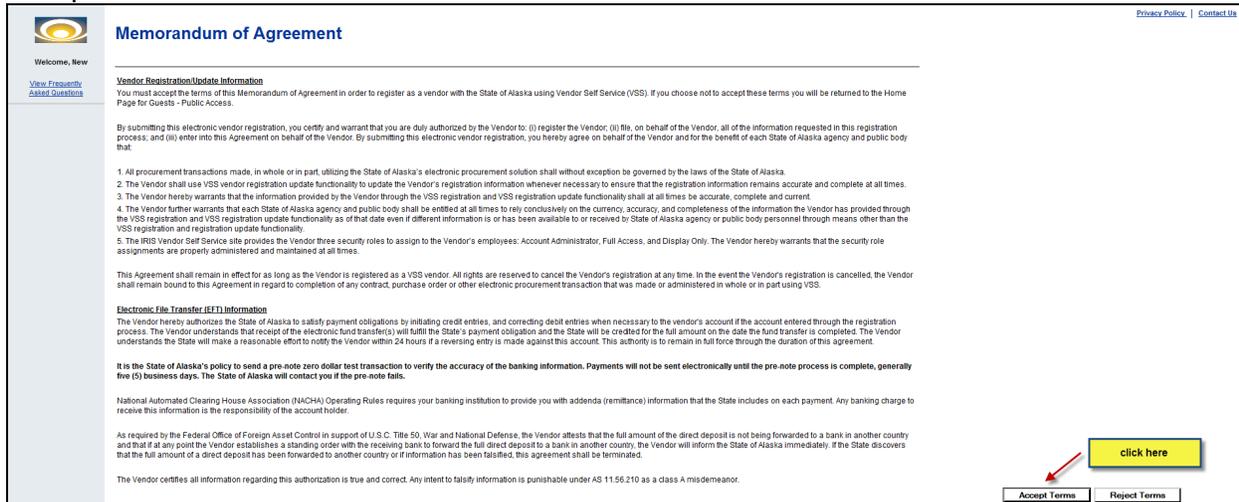
If you are unable to activate your account or need any other assistance, please contact the Help Desk. You can access the help desk contact information by selecting the “Contact Us” link located in the upper right corner of each page.

**Note:** *The activation process requires you to create a user id and password that will be used to log into your account. Remember to save your user id and password before you click next in Step 6.*

### 1. To start the process, select the “Register” button.



### 2. Accept the terms.



3. Write down any information on this page that applies to you because you may need it to update your account information.

**Registration Tips**

Welcome to the State of Alaska's Vendor Self Service (VSS) Website

Already registered? [Click here](#) to login. However, if you are any of the following:

- Foreign vendor
- State of Alaska employee
- Fish and Game license vendor
- Lease vendor with the Department of Administration, Division of General Services (DGS)
- Subsidiarized Adoption/Guardianship, Foster Parent with the Department of Health and Social Services, Division of Office of Children Services (OCS)
- OPA Contract Attorney

**This will not apply to current vendors activating their accounts.**

Please read your specific **\*\*SPECIAL NOTICE\*\*** section below BEFORE continuing with the registration process.

Before you access your account, it will be helpful to gather the following information:

- Tax ID Number
- Legal Business name
- DUNS Number (if applicable)
  - Issued by Dun & Bradstreet for each business location
  - Call toll free at 888-814-1435 to obtain/verify your number
  - Indicate that you are doing business with a Government entity
- Contact information for each business location (name, address, email, phone and fax)
  - Identify your account administrator (person responsible for your account)
  - Identify headquarters if you have multiple locations
  - Ordering address
  - Payment Address

**\*\*SPECIAL NOTICE\*\* for Foreign Vendors:**

VSS is not available to foreign entities or non-US citizens due to U.S. Internal Revenue Service (IRS) tax documentation requirements. Your vendor record will be created by State of Alaska personnel after we receive accurately completed W-8 IRS forms and any other necessary documents from you or your company.

Please visit the following IRS website to obtain the appropriate W-8 form(s) to complete: <http://apps.irs.gov/app/ocis/910/forms/instructions.html>. A list of W-8 forms and who should use them is provided in the table below for reference.

Form:	For Use By:
W-8BEN	Individuals (or single owners of a business)
W-8BEN-E	Entities (Corporations, Partnerships, Foundations, etc.)
W-8CE	Expatriates to Waive Treaty Benefits
W-8ECI	A Foreign Person's Claim that income is effectively connected with the conduct of a Trade or Business within in the United States
W-8EXP	Foreign Governments or other Foreign Organizations to claim exemption from United States tax withholding on certain types of income
W-8IMY	Foreign Intermediaries, Foreign Flow-Through Entities, or certain US Branches of a foreign bank or insurance company
8233	Individuals Claiming Exemption for Independent Personal Services

The State of Alaska advises foreign entities and non-US citizens to contact their tax accountant if there are questions regarding which W-8 form to complete and how to complete the W-8 form.

Please **mail** or **fax** your completed W-8 form. Our mailing address is:

Department of Administration/Division of Finance  
 PO Box 110204  
 Juneau AK 99811-0204

Our fax number is: 907-465-2169

Please **DO NOT email** the form to the State of Alaska. Email is not a secure means of transmission of sensitive information. You will be contacted if more information is needed to set up your vendor record correctly. We thank you for your assistance.

Note that the State of Alaska may advise you to contact a tax accountant if you have questions regarding which W-8 form to complete or more in-depth questions regarding a W-8 form. Any other questions, you may email us at [dgs.vendor.aun@alaska.gov](mailto:dgs.vendor.aun@alaska.gov) or call us at 907-465-2462.

**\*\*SPECIAL NOTICE\*\* for State Employees:**

Please email the DOA/DOF Vendor Authorization Team at [dgs.vendor.aun@alaska.gov](mailto:dgs.vendor.aun@alaska.gov) to be set up as a vendor in IRIS for travel reimbursement. Please provide your legal name, mailing address, and employee number.

Per AMM 60.210, state employees who choose a non-electronic payment method for travel reimbursement must provide their personal mailing address. Departments exempt from AMM 60.210 are paralegals/attorneys with the Dept. of Law, all employees with the Dept. of Corrections, and troopers with the Dept. of Public Safety.

If you have additional questions regarding AMM 60.210, please contact your department's State Finance Officer at this link: [http://dgs.alaska.gov/dof/facets/resources/State\\_Finance\\_Officers.pdf](http://dgs.alaska.gov/dof/facets/resources/State_Finance_Officers.pdf)

**\*\*SPECIAL NOTICE\*\* for Fish and Game License Vendors:**

Fish and Game License Vendors must be set up in the IRIS Financial System by Fish and Game Licensing prior to using VSS. Please contact Fish and Game Licensing at 907-465-2376 or email [adfg.license@alaska.gov](mailto:adfg.license@alaska.gov) to be set up in the IRIS Financial System.

**\*\*SPECIAL NOTICE\*\* for Lease Agreement Vendors with the Department of Administration, Division of General Services:**

If you have a lease agreement with DGS, during the registration process, you MUST select Business Type "General Services Lease Vendor" to identify yourself as a vendor with a lease agreement on file with DGS. If you don't have a lease agreement on file with DGS at the time of registration, but later do so, you must update your account information and select Business Type "General Svcs Lease Vendor". This is to ensure information in your lease agreement is in sync with information that is on file in VSS. If you have questions regarding this process, please contact DGS at 907-269-8486.

**\*\*SPECIAL NOTICE\*\* for Subsidized Adoption/Guardianship and Foster Parents:**

If you are someone who receives a monthly foster care payment or other reimbursement for the care of a child in the custody of the State of Alaska, or who receives a monthly adoption or guardianship subsidy, you MUST select Business Type "Adopt/Guardian/Foster Parent" to identify yourself as a vendor with OCS. This is to ensure information with OCS is in sync with your information in VSS. If you have questions regarding this process, please contact Provider Payments at [ProviderPay@alaska.gov](mailto:ProviderPay@alaska.gov) or their toll free number at 1-877-465-2215.

**\*\*SPECIAL NOTICE\*\* for OPA Contract Attorneys:**

OPA contracted attorneys will continue to use Practice Manager Web to record time and case management activity to allow existing management controls to remain in effect for payment invoicing. VSS may be used to track and reconcile payments along with maintaining vendor information.

4. Enter your search criteria, using company or individual and Taxpayer Identification Number or legal business name. When you click search the wildcard search characters will auto fill. The results will appear as shown below. If your information is not found please contact the help desk.

**Search for an Existing Account/Results Found**

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

**Company Search**

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number  OR Legal Business Name "golder"

**click here**

**Individual Search**

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number:

Last Name  AND Last four digits of SSN

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?
GL07078	GOLDER IMAGE INC		No <a href="#">Click here to activate your account</a>
GD491051	GOLDER ASSOCIATES INC		No <a href="#">Click here to activate your account</a>

**Has your account been found and listed above?**

Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.

Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.

Yes, but not my business location → Click the "Add Business Location" link to add your business location.

Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.

**Search results appear here. Identify yourself and click the link to being the activation process.**

Additional Resources & Information:

As you complete each step and move to the next step, the system will check for errors. If there are errors:

- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

5. Enter your six-digit authentication code here.

6. Enter your contact information and create your user id and password. **STOP** – write down your user id and password before clicking next.

7. This is the final step.

8. This page verifies that you have completed the process.

9. You will receive a confirmation email.



10. You can now return to the VSS web site and log into your account with your user id and password.



11. This is your account. There are additional documents posted on the VSS web site that provide instructions related to each of the tabs shown below. To update your account information, open the Account Information Tab document.

