



STAARS VENDOR SELF SERVICE (VSS)



As part of the State of Alabama upgrade to our current procurement and financial systems; we are introducing you to the STAARS Vendor Self Service Portal. In this Portal you will be able to manage your account information, track payments, access bids/proposals, and other financial transactions.



VSS BENEFITS FOR VENDORS



Increase visibility into the State procurement activities

- **Real-time access to bid opportunities, payment status, & notice of awards**
- **Registration for notification based on commodity codes relevant to goods/services**
- **Electronic submission of invoices**
- **Sign-up for receipt of electronic funds transfer (EFT) payments**

STAARS – TWO PHASES



Phase One was on August 3, 2015 – Converted all current vendors of the STATE system to the VSS system.



Phase Two was on October 1, 2015 – Required all new vendors to converted to the VSS system.



This conversion to the STAARs vendor program gave vendors access to all VSS features.



Also allows you as a vendor, to activate, verify, or register for a new account.

WHAT THIS MEANS FOR YOU?

Any new vendors will need to register and activate their account in the VSS Portal by using the link:

<https://procurement.staars.alabama.gov/>

This will need to be done ASAP.

A step-by-step instructional guide on how to activate your account is on the home page of the VSS Portal under Activation Guide.



BEFORE VISITING THE VSS PORTAL PLEASE GATHER ALL OF THE FOLLOWING INFORMATION:



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

Note: This process eliminates the need for a W-9 for the Child Nutrition Program

QUESTIONS????



STAARS phone number 1-334-353-9000

