



March 7, 2015

Dear Vendors,

This is an update to the IRIS Vendor Road Shows occurring in April.

We will be presenting video sessions every two hours during the scheduled week in your location. The video sessions will start at 8:00 am, 10:00 am, 1:00 pm and 3:00 pm each day. There is no requirement to pre-register. Locations have a fairly large capacity so you can select a date and time that is convenient for your schedule. Please be aware that in the remote chance that the room is full you may be asked to attend a later video session.

The video sessions will focus on how to:

- Activate an existing account
- Create a new account
- View payables and solicitations

Once again, the road show dates are:

Date	Location	Details
April 6th through 10th	Fairbanks, AK	Associated General Contractors Facility 3750 Bonita Street
April 13th through 17th	Anchorage, AK	Atwood Building 550 W. 7th Avenue
April 20th through 24th	Juneau, AK	Centennial Hall Convention Center 101 Egan Drive (please note this is a new location)
To Be Determined	On-Line	Check the vendor landing page for videos and guides

The Vendor Self Service instructional videos and guides will be posted to the vendor landing page located at <http://doa.alaska.gov/dof/iris/vendor.html>

Vendor registration opens in June 2015 and will be supported by a help desk to assist with any questions you may have.