

## What is IRIS VSS?

Starting in July of 2015, the State of Alaska will be upgrading to a new, statewide, procurement and financial system, called IRIS (Integrated Resource Information System).

IRIS will bring changes to how the State works with the vendor community. The most apparent change will be an online Vendor Self Service (VSS) portal, where you can easily manage your account information, track payments and other financial transactions, as well as submit bids and proposals.

## Benefits for Vendors

In addition to being able to manage your own information including registration and on-going account maintenance, VSS also provides:

- Increased visibility into the State of Alaska's procurement activities
- Real-time access to bidding opportunities, payment status, notice of awards, and reprints of historical 1099 forms
- Registration for notifications based on commodity codes relevant to the goods and/or services you provide



## For More Information

- **Join** the IRIS Vendor Information listserv to receive updates from the IRIS Project team regarding VSS. To sign up or for more information please visit:  
<http://doa.alaska.gov/dof/iris/vendor.html>
- **Check out** the VSS websites for Colorado, West Virginia and the City of Dallas to get a feel for the functionality that will be available with the State of Alaska's VSS site. View forms, guides and announcements by clicking on "Public Access".
  - Colorado**  
<https://codpa-vss.hostams.com/webapp/PRDVSS1X1/AltSelfService>
  - West Virginia**  
<https://prod-fin-vss.wvoasis.gov/webapp/prdvss11/AltSelfService>
  - City of Dallas**  
<https://bids.dallascityhall.com/webapp/VSSPROD/AltSelfService>
- **Contact** the IRIS Project team at [IRIS.Project@alaska.gov](mailto:IRIS.Project@alaska.gov)



A New Way for  
Vendors to Work  
with the State of  
Alaska

## **Already do Business with the State of Alaska?**

If you are an active vendor with the State of Alaska, your contact information will be automatically converted to IRIS. In June 2015, you will receive a notification containing a vendor ID, unique registration code and instructions on how to activate and update your account.

## **Want to do Business with the State of Alaska?**

If you would like to start working with the State of Alaska you will be able to register as a new vendor after July 1, 2015. Step-by-step instructions on how to create a new account will be available through VSS.

## **All Vendors...**

All vendors must be registered in VSS before entering into a contract, purchases can be made or invoices submitted. During registration, vendors can opt to receive hard copy notifications, however we strongly encourage you to take advantage of the benefits of VSS.

If you do not have internet access, you can contact the IRIS Help Desk to have a State resource update your account information in IRIS on your behalf. The Help Desk will be available July 1, 2015.

# *Mark your calendars* ✓ **IRIS VSS Roadshows**

<b>FAIRBANKS</b>	<b>Monday, April 6 - Friday, April 10, 2015</b> Associated General Contractors Facility 3750 Bonita Street
<b>ANCHORAGE</b>	<b>Monday, April 13 - Friday, April 17, 2015</b> Atwood Building, Room 602 550 W. 7th Avenue
<b>JUNEAU</b>	<b>Monday, April 20 - Friday, April 24, 2015</b> Centennial Hall Convention Center 101 Egan Drive

The IRIS VSS Roadshows will include instructional videos covering a variety of topics including how to: activate an existing account; create a new account; modify an existing account; and submit an electronic invoice. The IRIS Project Team will also be available to answer questions and conduct open discussions on other VSS topics that vendors may want to discuss.