

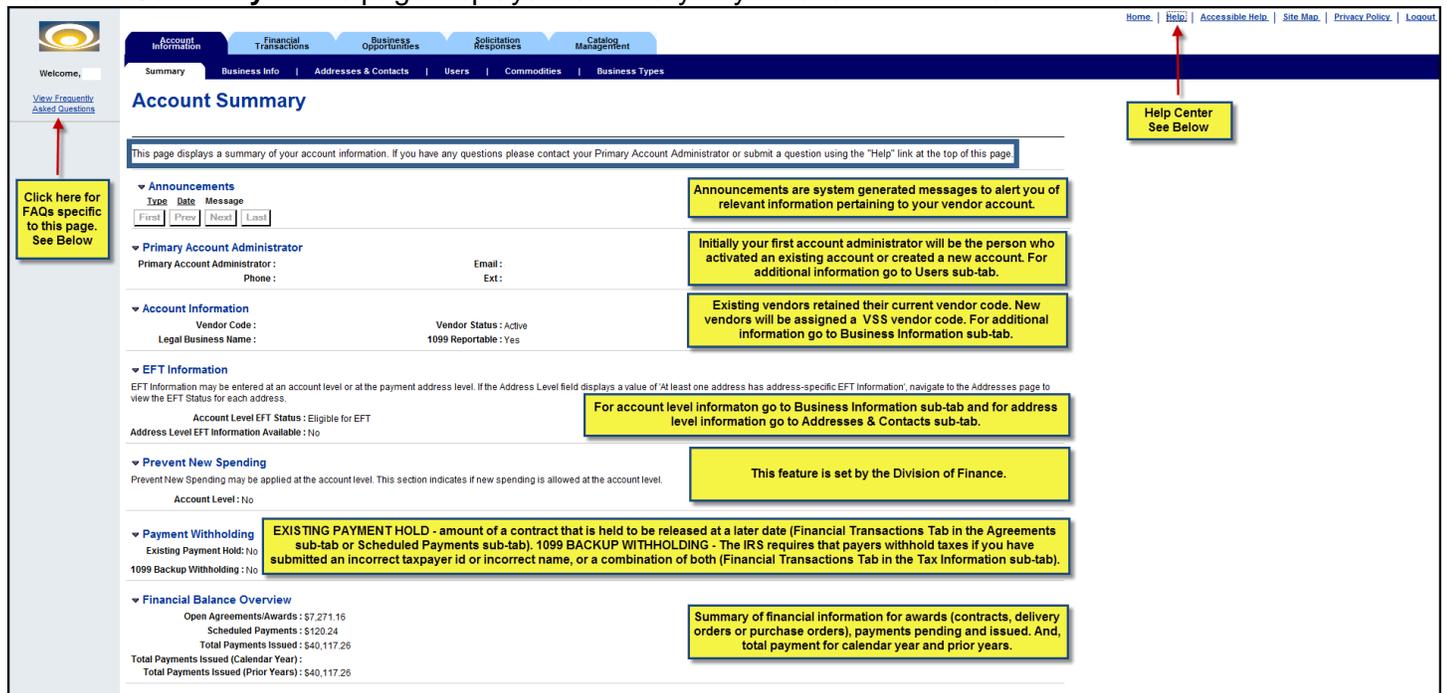
State of Alaska Vendor Self Service (VSS) Account Information

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.

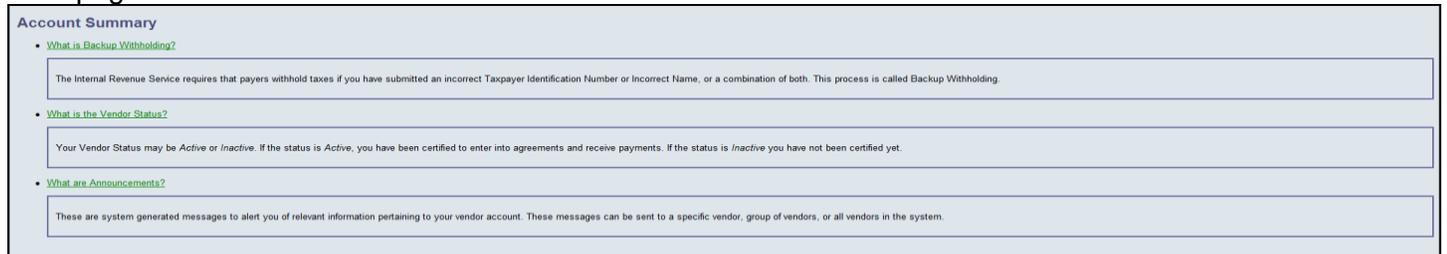
Account Summary – This page displays a summary of your account information.



The screenshot shows the 'Account Summary' page with several callouts:

- Top Right:** A red arrow points to the 'Help' link in the top navigation bar.
- Left Side:** A yellow box with an arrow pointing to the 'View Frequently Asked Questions' link.
- Announcements:** A yellow box explains that announcements are system-generated messages for relevant information.
- Primary Account Administrator:** A yellow box notes that the first administrator is the person who activated the account.
- Account Information:** A yellow box states that existing vendors retain their current code, while new vendors are assigned a VSS code.
- EFT Information:** A yellow box explains that EFT info can be entered at account or address level, with specific instructions on where to go for more info.
- Prevent New Spending:** A yellow box states this feature is set by the Division of Finance.
- Payment Withholding:** A yellow box defines 'EXISTING PAYMENT HOLD' and '1099 BACKUP WITHHOLDING'.
- Financial Balance Overview:** A yellow box provides a summary of financial information for awards, contracts, and payments.

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 sub-tabs:

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

A note states: "The Account Information is not available if you entered VSS as a Guest. This tab contains the following sub-tabs. Click on each link to access frequently asked questions for each sub-tab."

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:
 Account Type: EFT Status: Eligible for EFT
 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

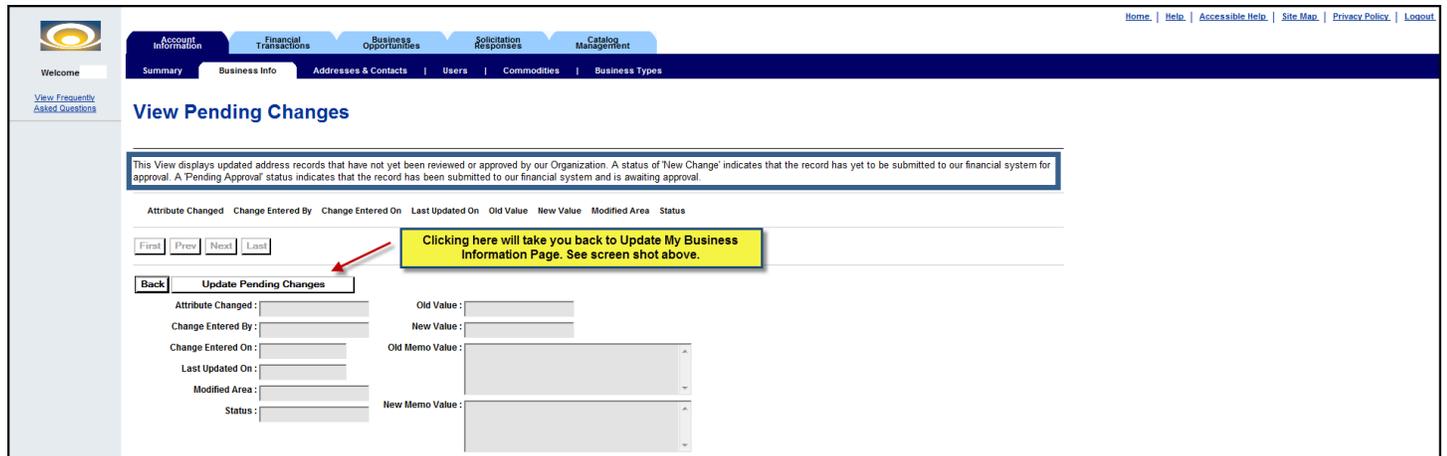
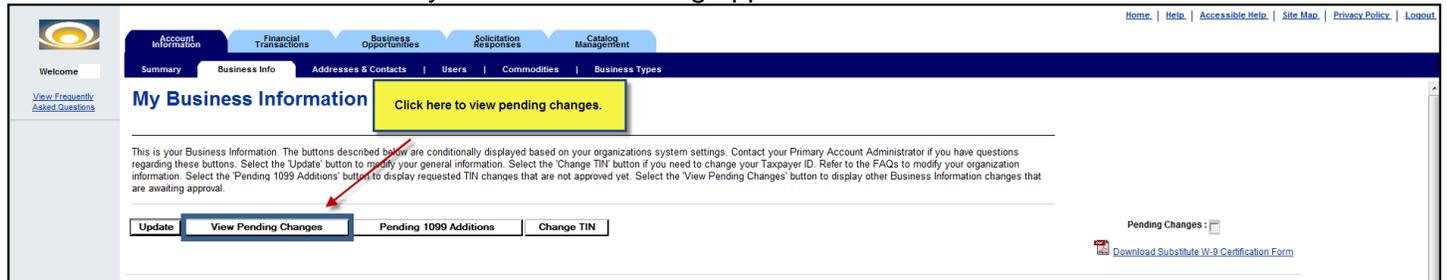
- What is Headquarters vs. a Child Account?
- Am I required to download the Substitute W-9 Certification Form and submit it?
- What is the process for updating My Business Information or Changing TIN?
- How do I add a new location that should have separate business transactions?
- How do I determine 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):

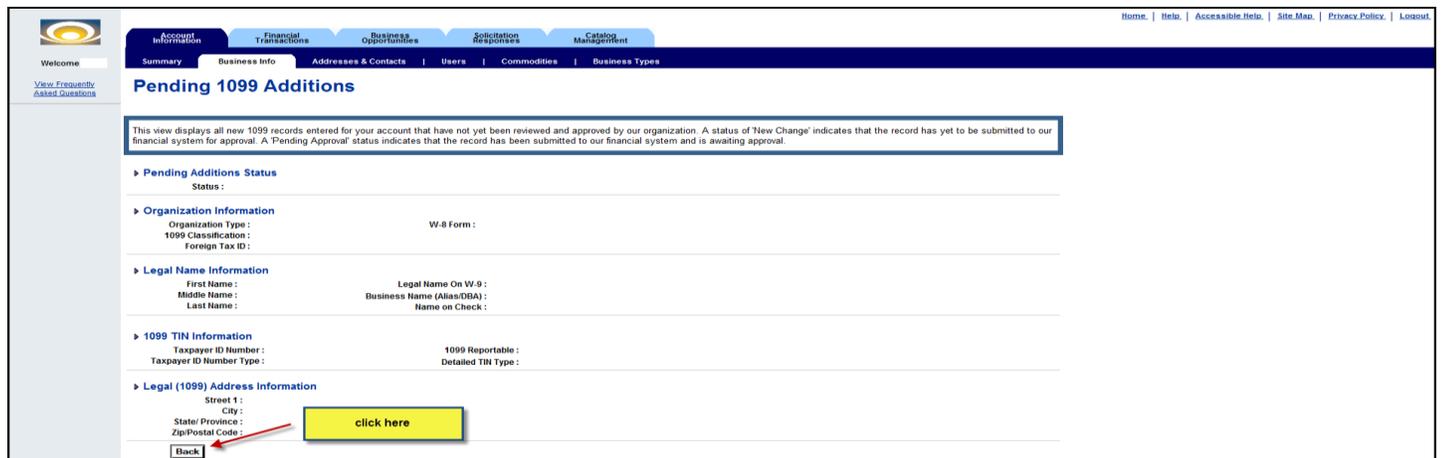
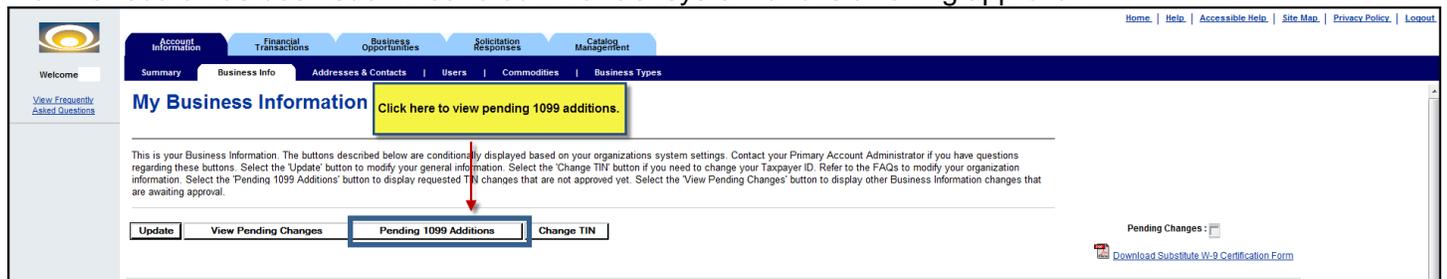
- Update My Business Information
- Change Taxpayer Identification Number
- Add Business Location
- View Pending Changes

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

Addresses and Contacts

- Can I have more than one address associated with the same address type?
- What are my Administrative, Ordering, Payment and Billing Addresses?
- Who will be the contact person for each address?
- What is the process to update addresses and contacts?
- How do I determine the status of changes or additions?

Related Topic(s):

- Assign/Create Addresses and Contacts
- View/Update Available Address
- View/Update Available Contact

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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					06/30/1980		<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](#)

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Welcome | View Frequently Asked Questions

You have 1 message
 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](#)

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](#)

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"/>		

Address

Original Address

Select Address

*Address ID: [Find](#)

*Street 1: Street 1:

*Street 2: Street 2:

*City: Anchorage City:

*State/Province: Alaska State/Province:

*Zip/Postal Code: 99503 Zip/Postal Code:

Country Name: United States Country:

*Phone: 907-222-2022 Ext: Phone: Ext:

*Indicates a required field

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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](#)

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: [Find](#) Alternate Phone:

*Contact Name: Alternate Phone Extension:

Email: Fax:

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](#)

General Information

Address Type: Department / Division:

Active From: Additional Address Information:

Active To:

Default Record:

Address

Address ID: Country:

Street 1: County:

Street 2: Phone:

City: Phone Extension:

State/Province:

Zip/Postal Code:

Principal Contact

Principal Contact ID: Phone:

Principal Contact: Phone Extension:

Email: Alternate Phone:

Correspondence Type: Alternate Phone Extension:

English Spoken: Fax:

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

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

First Prev Next Last

Back

click here

General Information

Address Type: PA Division/Department:

Active From: 04/29/2015 Additional Address Info:

Active To:

Default Record:

Address

Address ID: AD03 Country: United States

Street 1: County:

Street 2: Phone:

City: Anchorage Phone Extension:

State/Province: AK

Zip/Postal Code: 99501-1213

click here

Principal Contact

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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

First 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 Contact English Spoken:

Active To: Additional Address Info:

Default Record:

Division/Department:

Address

Principal Contact

* Indicates a required field

click here

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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	New Change

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Back

Attribute Changed: Additional Address Info Old Value:

Change Entered By: New Value: Update to identify Depa

Change Entered On: 05/06/2015 Old Memo Value:

Last Updated On: 05/06/2015

Modified Area: Address Information New Memo Value:

Status: New Change

click here

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 for User ID, First Name, Last Name, Access Level, and Account Status. Two rows of user data are visible, each with 'View/Modify' and 'Delete' links. At the bottom right, there is an 'Add' button.

FAQ page

This screenshot shows the 'Account and User Maintenance' FAQ page. It contains a list of frequently asked questions with green bullet points:

- Account Users - What is the Primary Access Level?
- Account Users - What is the Optional Access Level?
- How do I change my password?
- How do I change another user's password?
- Are users informed if their information has been changed?
- Can more than one Primary Access Level be assigned to a user? More than one Optional Access Level?
- How do I change the Primary Account Administrator?
- Can I modify my access levels from the My Profile page?
- While adding a new user, do I create the User ID?

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

This screenshot shows the 'User Information' form. It includes fields for User ID (with a 'Find' button), First Name, Last Name, Email, and Phone. There are also checkboxes for 'Primary Account Administrator' and 'Locked'. Below this is the 'Password' section with fields for password and re-enter password. The 'Email Notifications' section has checkboxes for Registration, Account Maintenance, and Recent Financial Transactions. The 'Security Questions and Answers' section has a dropdown for 'Security Question' and a text field for 'Security Answer'. A yellow callout box with 'Click here to search existing users in your account.' points to the 'Find' button. Another yellow callout box with 'click here' points 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.' The 'Primary Access Level' section has three radio button options: 'Account Administrator', 'Full Access', and 'Display Only'. A yellow callout box with 'Select access levels here.' points to these options. The 'Optional Access Levels' section has three checkboxes: 'Create Invoice', 'Create Solicitation Response', and 'Query Tax Information'. A yellow callout box with 'click here' points to the 'Save' button at the bottom right.

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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
tsarlin			Account Administrator	Active	View/Modify	Delete

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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
tsarlin			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

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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): dddougherty

*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>

This screenshot shows the top navigation bar with tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, and Catalog Management. Below the navigation is a breadcrumb trail: Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types. The main heading is "Commodities". A text box explains that this is the current list of commodity codes/classes and provides instructions on how to add or delete items. At the bottom, there are navigation buttons: First, Prev, Next, Last, Add Items, and View Pending Additions.

This screenshot is identical to the previous one but includes a yellow callout box with the text "click here" and a red arrow pointing to the "Add Items" button in the navigation bar.

This screenshot shows the "Choose" selection screen. It includes a search bar with a "search here" callout and a "make selection here" callout. Below the search bar is a table of commodity codes with checkboxes. A yellow callout "click here" points to the "Browse" button. At the bottom, another yellow callout "click here" points to the "OK" button.

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)	780
<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

This screenshot is identical to the previous one but includes a yellow callout box with the text "click here" and a red arrow pointing to the "View Pending Additions" button in the navigation bar.

This screenshot shows the "View Pending Additions - Commodities" page. It features a table of pending items. A yellow callout "click here" with a red arrow points to the "Back" button at the bottom left.

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

