

STEP 1: Go to the STAARS website by clicking the link below:

<https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>

Step 2: Click on the “Register” button as seen highlighted in yellow below.

STAARS Vendor Self Service (VSS) allows vendors to register an account to do business with the State of Alabama, subscribe to bid no the page.

The State of Alabama will only accept bids from subscribed vendors with an active VSS account. However, you may view business oppo

For best results, use Mozilla Firefox or Internet Explorer (v9+) with pop-up blockers disabled.

User ID

Password

Login

Password Reset

Click the Register button to register a new or existing account.

Register

Public Access

### Announcements

07/27/2018  
**End of Fiscal Year Reminder**  
The State of Alabama's fiscal year is from October 1 through September 30 of each year. As we approach the end of this fiscal year, September 30, 2018, it is imperative that all Vendors submit their invoices to the appropriate agency timely and accurately to avoid goin through the Board of Adjustments for payment. Please ensure that all invoices for the time period of October 1, 2017 through Septembe 30, 2018 are submitted as soon as possible and a follow up has been done on any outstanding unpaid invoices.

07/20/2018  
**IMPORTANT INFORMATION FOR VENDORS**

Not sure what an EFT payment was for? Set the **Remittance Advice Transmission Mode** in the EFT Section to *Email - Embedded HTML* to receive info by email. (Most vendors will do this on the Business Info tab, but some vendors need to manage multiple EFT addresses on the Addresses & Contacts tab.)

Not receiving POs/DOs by email? [Update your ordering address](#) to receive them.

Registering or activating an account? Make sure to read [How to Use VSS](#) first.

Setting a password? Include at least 8 characters (case-sensitive) with 1 capital letter and 1 number.

Updating your account? Read which updates [require supporting documentation](#).

VSS is unavailable the second weekend of each month from Friday 7pm to Monday 6:30am.

Step 3: Click on “Accept Terms” as seen highlighted in yellow below. This will be on the far right of the screen and if looking at on a cell phone might be hard to see.

### Memorandum of Agreement

You must accept the terms of this Memorandum of Agreement in order to register as a vendor with VSS. If you choose not to accept these terms you will be returned to the Home Page for Guests.  
The Division of Purchasing will accept bids and award bids to vendors who have a completed VSS registration and an active subscription. To obtain active status, all required documentation must be submitted and approved. Required documentation for registering includes, but is not limited to, a current W-9 form and EFT documentation. In addition to the required documentation being approved, the vendor must also pay a biennial subscription fee prior to the bid opening date. A vendor must maintain an active subscription throughout the term of an awarded contract to include renewal periods. By accepting the terms of this Memorandum of Agreement you acknowledge that you have been notified of the registration and subscription requirements.  
NOTE: Subscription fees are not refundable.  
By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to: (i) register the Vendor; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that:  
1. The Vendor shall use VSS vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure that the registration information remains accurate and complete at all times.  
2. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration and VSS registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the VSS registration and VSS registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the VSS registration and registration update functionality.  
This Agreement shall remain in effect for as long as the Vendor is registered as a VSS vendor. All rights are reserved to deactivate the Vendor's registration at any time. In the event the Vendor's registration is deactivated, the Vendor shall remain bound to this Agreement until the completion of any contract, purchase order or other electronic procurement transaction that was made or administered in whole or in part using VSS.

Accept Terms Reject Terms

Step 4: Click on “Next” as highlighted in yellow below. Again, this will be on the far right of the screen and if looking at on a cell phone might be hard to see.

## Registration Tips




Already registered? Click [login](#) to login. Otherwise, click [Next](#) to continue.

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- Legal Business name
- Contact Information (name, address, email, phone and fax)
  - Account Administrator (person responsible for your account)
    - Billing
    - Payment
- Description of your products and services (for example, commodity codes)

Step 5: Enter your EIN number if a business to search for an existing account or enter your Last Name and last 4 digits of SSN to do an individual search.



Welcome, New

### Search for an Existing Account

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

▼ **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

OR

▼ **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 4 digits of SSN

**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.