

State of Alaska – Vendor Customer Quick Guide

Vendor Information: <https://doa.alaska.gov/dof/vendor.html>

Alaska Department of Administration
DIVISION OF FINANCE

ENHANCED BY Google

FINANCE HOME CONTENT AREA USER GROUP APPLICATIONS RESOURCES SITE HELP

Administration / Finance / Vendor Information

VENDOR INFORMATION

Welcome to the State of Alaska Vendor Information page! The intent of this page is to provide references and resources not only for new and existing vendors doing business with the State of Alaska, but also for State of Alaska employees. Through Job Aids, FAQs, etc., we hope to broaden the knowledge for both vendors and state agencies in areas such as Vendor Self Service (VSS), signing up for EFT, searching for vendors in the State of Alaska's financial/procurement system, and submitting vendor requests.

Stay Informed

Receive important notifications regarding changes to Vendor Self Service (VSS), System Outages, and Issue Resolutions by joining the VSS Vendor Information mailing list.

QUICK LINKS

- FINANCE HOME
- ALDER LOGIN
- CONTACT LISTS
- FORMS
- FINANCIAL REPORTS
- IRIS PORTAL
- MANUALS
- SERVICES & CONTACTS
- SITE MAP

More Information

Remove Tabs Reset Tabs

Help Desk

- VSS
- References
- FAQs
- Address Changes
- EFT
- NIGP Commodity Codes
- SOA Employee Vendor
- W-9 Form

Vendor Help Desk

The Vendor Help Desk is responsible for adding and updating vendor information in the State of Alaska's financial/procurement system based on requests from State of Alaska departments and vendors. We also field calls and emails daily from both departments and vendors, ranging from assistance with the VSS registration process, payment inquiries, and assisting departments with vendor inquiries.

The Vendor Help Desk is available Monday through Friday from 8:00 am to 4:30pm. Our phone number is 907-465-5555 and our email address is doa.dof.vendor.helpdesk@alaska.gov

Mission Statement

The mission of the Division of Finance is to provide accounting, payroll, and travel services for State government.

- [Accessibility](#)
- [Report Fraud](#)
- [Contact](#)
- [Site Map](#)

State of Alaska Department Administration
Division of Finance

Physical Address: State Office Building,
333 Willoughby Avenue, 10th Floor,
Juneau, AK 99801

Mailing Address: PO Box 110204,
Juneau, AK 99811

Phone: (907) 465-2240
Fax: (907) 465-2169

State of Alaska – Vendor Customer Quick Guide

YouTube > Vendor Registration: <https://www.youtube.com/watch?v=9rXBYKX41Bs>

More Information

Remove Tabs

Reset Tabs

Help Desk

VSS

References

FAQs

Address Changes

EFT

NIGP Commodity Codes

SOA Employee Vendor

W-9 Form

References & Resources

Vendor Self-Service (VSS) Videos

- Vendor Registration
- Basic Navigation
- Viewing Payment Details

Vendor Self-Service (VSS) Guides

- Vendors may refer to the **Reference Guides and Forms** on the VSS homepage for assistance.

Vendor/Customer Table (VCUST)

- Searching for a Vendor in IRIS [PDF] (SOA Only)

The video player displays a title card for the State of Alaska IRIS Vendor Registration. The card features the IRIS logo, which consists of a stylized 'A' inside a circle, with the text 'State of Alaska IRIS ADVANCED Vendor Registration' to its right. Below the logo, it states 'Intended for new vendors registering in the Vendor Self Service (VSS) System'. At the bottom, it says 'Providing Insight for Alaskans.' and 'to help new vendors register in'. The video player interface includes a search bar, a play button, a progress bar showing 0:05 / 12:54, and a subscribe button for the channel 'AlaskaDOADOF'.

State of Alaska – Vendor Customer Quick Guide

W-9 Form:

More Information

Remove Tabs

Reset Tabs

Help Desk

VSS

References

FAQs

Address Changes

EFT

NIGP Commodity Codes

SOA Employee Vendor

W-9 Form

State of Alaska Substitute W-9 Form

If you are interested in becoming a vendor with the State of Alaska, you have the option of either using Vendor Self Service (VSS) to online register, or complete a State of Alaska [Substitute W-9](#) paper form.

You may then email the completed form to the [Vendor Help Desk](#) or fax it to 907-465-2169.

Once the form is submitted, the Vendor Help Desk will run an IRS TIN Match between the legal name and Taxpayer ID Number. If we get a match, and everything else looks good on the form, a vendor number should be emailed to you upon processing, which you can then provide to your State of Alaska contact to look up in our accounting/procurement system.

Our turnaround time is 3 to 5 business days. Please contact us if you have not received your vendor number after that time.

State of Alaska – Vendor Customer Quick Guide

Vendor Self Service: <https://iris-vss.alaska.gov>

 **User ID** **Password**
Forgot Password?

State of Alaska Vendor Self Service

What would you like to do?

 **Register Your Vendor Account**  **View Latest Announcements**  **View Published Solicitations**  **Reference Guides and Forms**  **Find Department Contacts**



Register a new vendor account, or find and activate your existing vendor account already on file.

Once you complete the registration process, you'll enjoy having immediate access to your account information, interacting with our buyers and the rest of the vendor community, and being notified of our latest business opportunities. Start the process now by signing up as a user.

State of Alaska – Vendor Customer Quick Guide

Electronic Payment Agreement Form: https://doa.alaska.gov/dof/forms/resource/EDI_agreement.pdf

More Information

Remove Tabs Reset Tabs

- Help Desk
- VSS
- References
- FAQs
- Address Changes
- EFT
- NIGP Commodity Codes

Electronic Payments (EFT)

Vendors

If you are a vendor, and you would like to set up EFT or make a change to your existing EFT banking information, an Electronic Payment Agreement Form for Vendors must be completed. Being able to set up EFT, or making changes to your EFT banking information, are no longer available in VSS.

More Information

Remove Tabs Reset Tabs

- Help Desk
- VSS
- References
- FAQs
- Address Changes
- EFT
- NIGP Commodity Codes

Address Changes

Payment and 1099 address changes are handled by the Division of Finance. If you need to update an address field in VSS that does not have an online edit option, please email your address change to the [Vendor Help Desk](#) or fax your address change request to 907-465-2169. Please make sure to provide a callback number in case a member of our vendor team has follow-up questions.

STATE OF ALASKA

ELECTRONIC PAYMENT AGREEMENT

Mail completed form to:
 DEPT OF ADMINISTRATION / DIV OF FINANCE
 PO BOX 110204 / JUNEAU AK 99811-0204
 or FAX to: (907) 465-2169
 Questions? Call (907) 465-5555 or [Email](#).

* Indicates required field.

FOR VENDORS DOING BUSINESS WITH THE STATE OF ALASKA

A voided check or other banking documentation MUST be attached with this agreement to verify your banking information. Failure to provide documentation will result in your form not being processed.

PAYEE INFORMATION

The State of Alaska Vendor Help Desk will contact the vendor to verify form submission and ask questions to verify the vendor's identity prior to processing this form. Failure to verify will result in the form not being processed.

STATE OF ALASKA VENDOR NUMBER		TAXPAYER ID - SSN / EIN *			<small>ID number assigned to the legal name below and used for tax reporting</small>
LEGAL NAME * <small>(Name that Tax ID above is assigned to and is used for tax reporting)</small>					
BUSINESS NAME <small>(DBA - Doing Business As Name. If different from legal name shown above)</small>					
IS MAILING ADDRESS NEW? * <input type="radio"/> YES / <input type="radio"/> NO	MAILING ADDRESS *		CITY	STATE	ZIP CODE + 4
CONTACT NAME	DAYTIME PHONE *	CONTACT EMAIL ADDRESS	EMAIL ADDRESS <small>for copies of remit advice</small>		

BANKING INFORMATION

The State of Alaska sends a pre-note zero dollar test transaction to verify the accuracy of the banking information below. Payments will not be sent electronically until the pre-note process is complete, generally five business days. The State of Alaska will contact you if the pre-note fails.

ARE YOU <input type="radio"/> ADDING, <input type="radio"/> CHANGING <small>(must provide OLD acct info)</small> <input type="radio"/> OR CANCELLING THIS AGREEMENT? *					
NEW ACCOUNT INFORMATION *			OLD ACCOUNT INFORMATION or ACCOUNT INFORMATION that needs to be canceled		
FINANCIAL INSTITUTION NAME		ACCOUNT TYPE	<small>For verification purposes, you must provide your old accounting information if requesting a change, or the account information you want to cancel.</small>		
ACCOUNT NAME <small>(Business / Legal Name on Account)</small>		<input type="radio"/> Checking <input type="radio"/> Savings	FINANCIAL INSTITUTION NAME		

State of Alaska – Vendor Customer Quick Guide

SOA Employee Vendor:

More Information

Remove Tabs

Reset Tabs

[Help Desk](#)

[VSS](#)

[References](#)

[FAQs](#)

[Address Changes](#)

[EFT](#)

[NIGP Commodity Codes](#)

[SOA Employee Vendor](#)

[W-9 Form](#)

State Employee Vendor Record Request Form

The **Employee Vendor Record Request Form** should be filled out only for State of Alaska employees or board members who are expecting ongoing non-tax reportable travel or other reimbursements from the State of Alaska.

- [Vendor Record Request, Employee \[PDF\]](#)

Before submitting this form, please search VCUST in IRIS to ensure the employee doesn't already have a vendor record on file.

- [Searching for a Vendor in IRIS \[PDF\] \(SOA Only\)](#)

If you are expecting a one-time payment, you may not need to submit this form. Instead, your agency may use your department's miscellaneous vendor code to make payments. Please contact your **Finance Officer** for questions if you are not sure what type of payments the employee will be receiving.

Note there is a selection on the form to encourage employees to sign up for direct deposit for their reimbursements.

Please allow 3 to 5 business days for this requests to be completed. You may email this form to the Division of Finance [Vendor Help Desk](#).

State of Alaska – Vendor Customer Quick Guide

List of FAQs:

More Information

[Remove Tabs](#) [Reset Tabs](#)

- Help Desk
- VSS
- References
- FAQs**
- Address Changes
- EFT
- NIGP Commodity Codes
- SOA Employee Vendor
- W-9 Form

Frequently Asked Questions (FAQs)

[Show All](#)

How will a vendor receive activation codes for VSS?

Which Internet browsers are compatible with VSS?

How long are passwords valid?

How many login attempts do you get before the system will lock you out?

Can a vendor have multiple Account Administrators?

If you are logged in, and you add items to the watch list, will everyone who has their own login see the same watch list?

Will vendor invoices be electronic or paper?

Will all grant payments be visible on VSS?

Will confidential payments be viewable in VSS under the Checks/EFTs tab?

Where do PDF attachments go when attached to invoice submissions?

What is going to happen when a client doesn't have a bank account for EFT payments or the bank closes the account due to inactivity or zero balance?

If a child care provider changes their physical address how do we verify that address? OCS needs to make sure the physical address is in compliance with the regulations.

How will VSS handle the procurement preferences?

How are procurements signed in VSS?

How many attachments are you allowed when responding to a procurement bid?

Can you search solicitations by region?

Where will awarded attachments be posted in VSS?

Will the surplus auctions feature be used in the future?

How long is payment information kept on VSS?

I've registered in VSS, but would also like to sign up for EFTs. How do I do that?