

## **Vendor Self Service Portal & STAARS Information**

All vendors & contractors who do business with the State of Alabama are required to register through STAARS Vendor Self Service (VSS). If you were a current vendor with the State of Alabama as of July 22, 2015, your information was likely converted to STAARS VSS. However, your account must be activated in order for you to use VSS.

The link to register and sign in to the VSS portal is:

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

Here are some frequently asked questions about STAARS & the VSS:

- **What is STAARS?**

STAARS stands for “State of Alabama Accounting and Resource System.” As the State’s new enterprise-wide accounting system, STAARS supports all financial, procurement, and human resource transactions. All vendor interactions—including solicitations, purchase orders, payments, and receipts—are maintained in STAARS.

- **Can I add multiple business locations?**

Yes, there are two ways:

1. Register a location with a new user ID and password. To do this, search in the VSS portal using your tax ID number and click Add Business Location for the corresponding account.
2. Register a location using an existing user ID and password. To do this, log in to the Headquarters account. On the Business Info tab, click Add Business Location.

- **How do I add a payment/billing/ordering address?**

Log in to your vendor account and click the Addresses and Contacts tab. Click Assign/Create Addresses & Contacts. Follow the instructions to add a payment/billing/ordering address.

- **Who do I contact if I have questions?**

For questions related to pending or rejected vendor account updates, requesting ACH payments instead of warrants, etc., please contact the Comptroller’s Office at [vendors@comptroller.alabama.gov](mailto:vendors@comptroller.alabama.gov).

For questions related to purchase orders, commodity codes, etc., please contact the Division of State Purchasing at (334) 242-7250.

For all other questions, please contact [STAARS.support@finance.alabama.gov](mailto:STAARS.support@finance.alabama.gov) or (334) 353-9000.

Please keep in mind that ADPH does not have access to the VSS or any knowledge of the registration process. Any questions or issues should be directed to the appropriate contact provided above.

For more frequently asked questions & their answers, visit <http://vendors.alabama.gov/faq.aspx>.

Thank you for your patience during this process.