

STAARS

State of Alabama Accounting and Resource System



Vendor Self Service Guide

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STAARS Support Center

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www.alabama.gov/VSS

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Tips for Using this Guide

The table of contents is hyperlinked to make it easy for you to navigate in this document. Click a chapter or section title above to move directly to that location.

Tips for Using VSS

- Avoid browser issues by using Microsoft Internet Explorer versions 8, 9, or 10, or Mozilla Firefox 10. Disable all pop-up blockers.
- Every page within VSS contains specific informational tips or guidance for ease of use.
- VSS includes a built-in Help feature. The link is in the top left corner, above the Account Information tab.
- We recommend that you bookmark <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService> as your login page.
- When registering new accounts, each new account is verified by the State of Alabama Comptroller's Office. Vendors will receive emails regarding their account status.
- After registration, keep your account updated with current information. Refer to Section 1 to learn how to review and update your account information. All account updates made in Alabama VSS are pending until approved by the State of Alabama. For this reason, it is highly recommended that you make all, or as many updates as possible, at one time to prevent delays. Vendors will receive email notification regarding the status of their updates. Once notified, additional changes can be made at that time.

Screen shots used in this guide are for illustrative purposes only and may not be an actual representation of the current website. Actual website experience may differ from what is illustrated in this guide.

OVERVIEW

This guide provides an overview of various functions available to vendors on Alabama’s Vendor Self Service (VSS) Portal. This guide is useful for vendors who have registered on Alabama VSS.

The Alabama VSS Portal is a website where companies and individuals are able to register and maintain vendor account information. Vendors are able to manage financial transactions, to include creating invoices, monitoring scheduled payments, electronic fund transfers, and monitoring all agreements. Solicitations for goods and services, as well as construction notices for state agencies, are published on Alabama VSS. For more information on how to do business with the State of Alabama, please refer to the Alabama Division of Purchasing Office: <http://purchasing.alabama.gov/>

Terminology

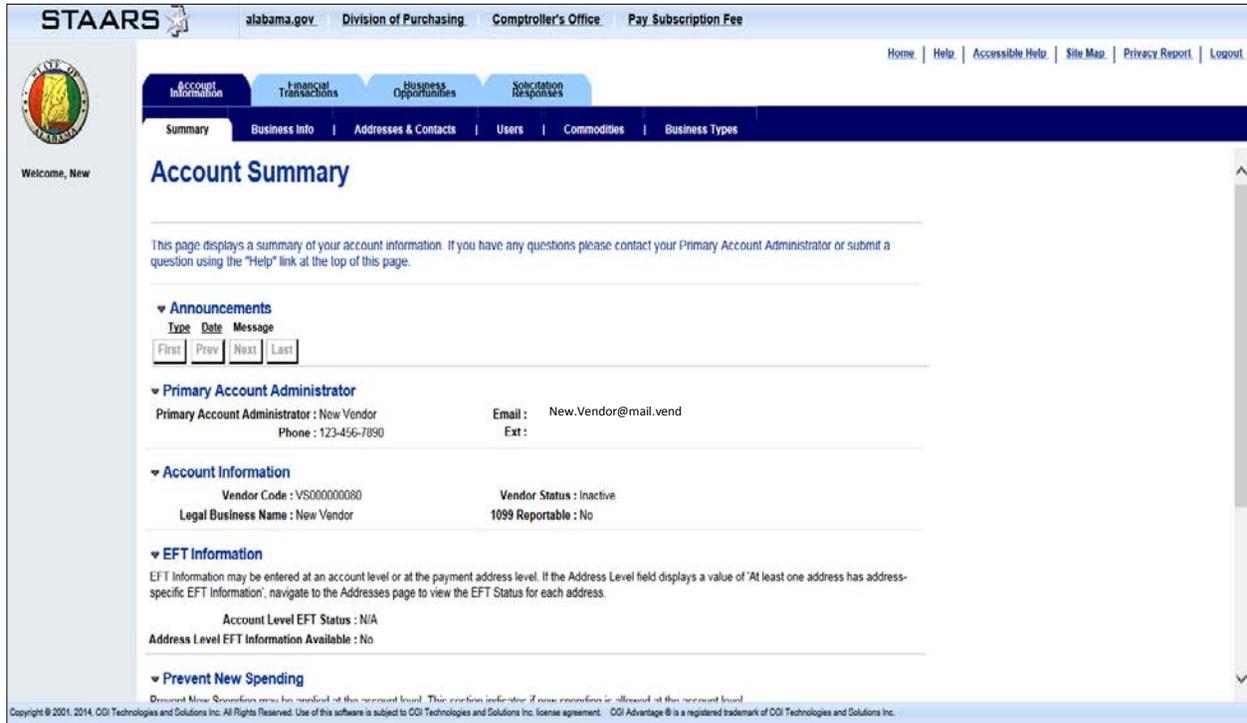
The following table provides a quick reference to terms you will see throughout VSS.

#	Term	Description
1	Request for Bid (RFB)	Document that enables agency or central purchasing users to establish a purchasing request for a good or service that will result in an encumbering contract or purchase order. The document is used for procurements where the commodities for goods/services are delineated.
2	Request for Proposal (RFP)	Document that enables an agency to establish a request for a professional service that will result in an encumbering master agreement or contract.
3	Master Agreement (MA)	Document used to set prices, terms, and conditions by which the agency can purchase itemized goods or services from a vendor at a negotiated price.
4	Delivery Order (DO)	Orders made against an approved MA. A DO is a type of Purchase Order.
5	Purchase Order (PO)	Document used to encumber funds to be used to procure goods.
6	Invoice (IN)	Document used to record a vendor’s invoice for the shipment of goods or the dollar amount of services rendered.
7	Payment Request Commodity-based (PRC)	Document created manually to make payments to a vendor for commodity-based expenditures.

SECTION 1: ACCOUNT INFORMATION

1.1 Account Summary

Once you are logged in to VSS, the default landing page is **Account Summary** under the **Account Information** tab. This page displays information unique to your account—including announcements and a financial balance overview based on your current open agreements—and scheduled payments, including the current calendar year overall.

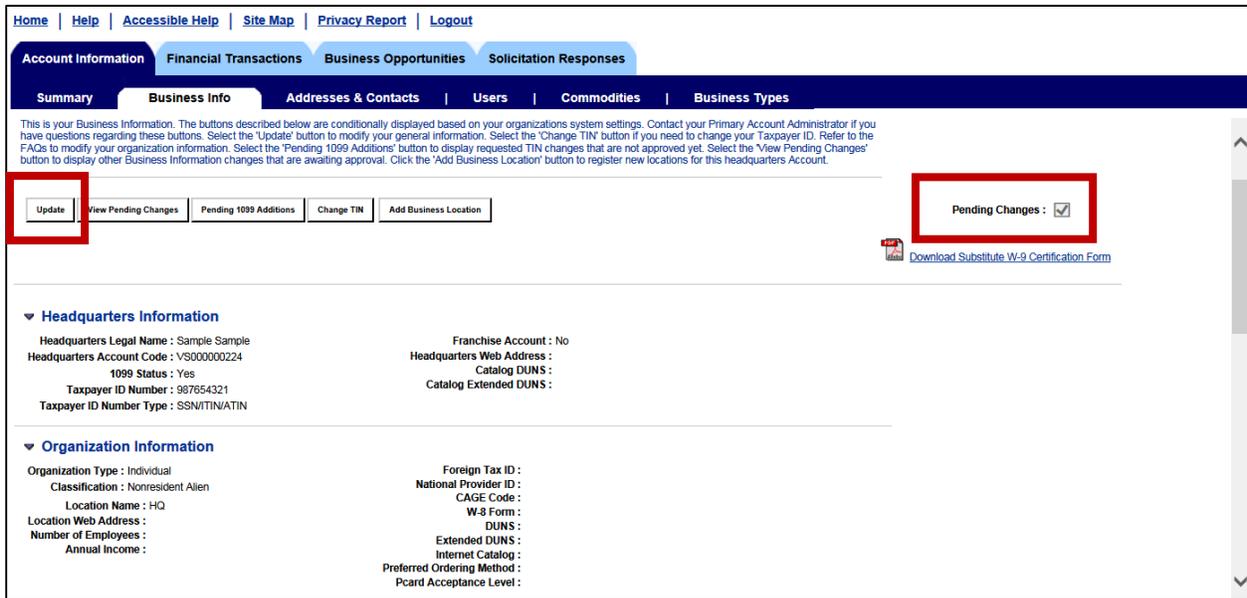


Other areas under the Account Information tab include **Business Info**, **Address & Contacts**, **Users**, **Commodities**, and **Business Types**. All of these areas are fairly self-explanatory when you need make a change or addition. It is important that the e-mail addresses in the **Address & Contacts** and **Users** areas are valid and up-to-date, as communication is conducted via e-mail. It is also important to maintain the **Commodities** area with the appropriate commodities your company provides to ensure that you receive notifications of business opportunities. (All companies or individuals will still have the ability to review/search all opportunities via the Business Opportunities tab.) Please note that the State of Alabama will be using new NIGP Commodity Codes with the implementation of STAARS and VSS. The full list of Commodity Codes can be accessed in the Commodities area. See sections 1.2 – 1.6 for more information.

1.2 Business Information

In the **Business Information** area, you can update **Headquarters Information, Organization Information, Legal Name Information, 1099 TIN Information, Legal Address (physical address), EFT Information, and Discount Information**. All of these fields may be viewed by using the scroll bar on the right. To change any of this information, select the **Update** button.

Please note the **Pending Changes** check box on the right side of the screen. If it is selected (checked), as in this sample, there are changes that are currently pending approval by the State. Any new requested updates will be approved only after the changes that are currently pending. **It is highly recommended that you make as many changes as possible at one time rather than multiple small changes.** Doing so will ensure that your account is as accurate as possible. Additionally, when you are registering a new account, any updates for Business Information also require Addresses & Contacts updates that **must include e-mail address, phone number and correspondence type must reflect e-mail for the principal contact.** These fields are mandatory.



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Account Information | Financial Transactions | Business Opportunities | Solicitation Responses

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

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. Click the 'Add Business Location' button to register new locations for this headquarters Account.

Update | View Pending Changes | Pending 1099 Additions | Change TIN | Add Business Location

Pending Changes :

[Download Substitute W-9 Certification Form](#)

Headquarters Information

Headquarters Legal Name : Sample Sample Franchise Account : No
 Headquarters Account Code : VS000000224 Headquarters Web Address :
 1099 Status : Yes Catalog DUNS :
 Taxpayer ID Number : 987654321 Catalog Extended DUNS :
 Taxpayer ID Number Type : SSN/TIN/TIN

Organization Information

Organization Type : Individual Foreign Tax ID :
 Classification : Nonresident Alien National Provider ID :
 Location Name : HQ CAGE Code :
 Location Web Address : W-8 Form :
 Number of Employees : DUNS :
 Annual Income : Extended DUNS :
 Internet Catalog :
 Preferred Ordering Method :
 Pcard Acceptance Level :

1.2.1 Legal Name Information

If you are a private business, and you receive payments under both your name and your business name, ensure that you select “Both” in the **Name on Check** field.



Legal Name Information

First Name : Alias/DBA (Business Name) :

Middle Name :

Last Name : Name on Check :

1.2.2 Legal (1099) Address Information

When updating this information, ensure that you are using a physical address.

▶ Legal (1099) Address Information

*Street 1 :

*City :

* State/Province : ▼

*Zip/Postal Code :

1.2.3 EFT Information

If you wish to use EFT, use the **Find** button to select your financial institution. In the **Account Type** field, use the drop-down to select the appropriate account type (checking or savings). In the **Remittance Advice Transmission Mode** field, use the drop-down to select “Email – Embedded HTML.” Enter the **Account Number** and **Routing ID Number** accordingly.

▼ EFT Information

ABA Number :

Account Number :

Account Type : ▼

Routing ID Number :

Remittance Advice Transmission Mode : ▼

1.3 Addresses & Contacts

In the **Addresses & Contacts** area you will store the 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 in the Existing Address & Contact Assignments section, click the “View/Update” link under to the right of record you wish to update.
- To modify actual addresses in the Update Addresses section, click the “View/Update” link.
- To modify contacts in the Update Contacts section, click the “View/Update” link.

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		
AD0003	Billing	123 Mayberry St, Gump, AL, 36114	Barney Fyffe	No		08/07/2015		<input type="checkbox"/>	View/Update	View Pending Changes
AD0003	Payment	123 Mayberry St, Gump, AL, 36114	Barney Fyffe	No		08/07/2015		<input type="checkbox"/>	View/Update	View Pending Changes
AD0003	Ordering	123 Mayberry St, Gump, AL, 36114	Barney Fyffe	No		08/07/2015		<input type="checkbox"/>	View/Update	View Pending Changes
AD0003	Web Registrar	123 Mayberry St, Gump, AL, 36114	Barney Fyffe	No		08/07/2015		<input type="checkbox"/>	View/Update	View Pending Changes

[First](#) [Prev](#) [Next](#) [Last](#)
[Assign/Create Addresses & Contacts](#)
[View Pending Additions](#)

Update Addresses

Address ID	Address	Pending Changes		
AD0003	123 Mayberry St, Gump, AL, 36114	<input type="checkbox"/>	View/Update	View Pending Changes

[First](#) [Prev](#) [Next](#) [Last](#)

Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes		
PC0003	Barney Fyffe	123 Mayberry St, Gump, AL, 36114	<input type="checkbox"/>	View/Update	View Pending Changes

1.4 Users

The **Users** area is used to store all of 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.

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.

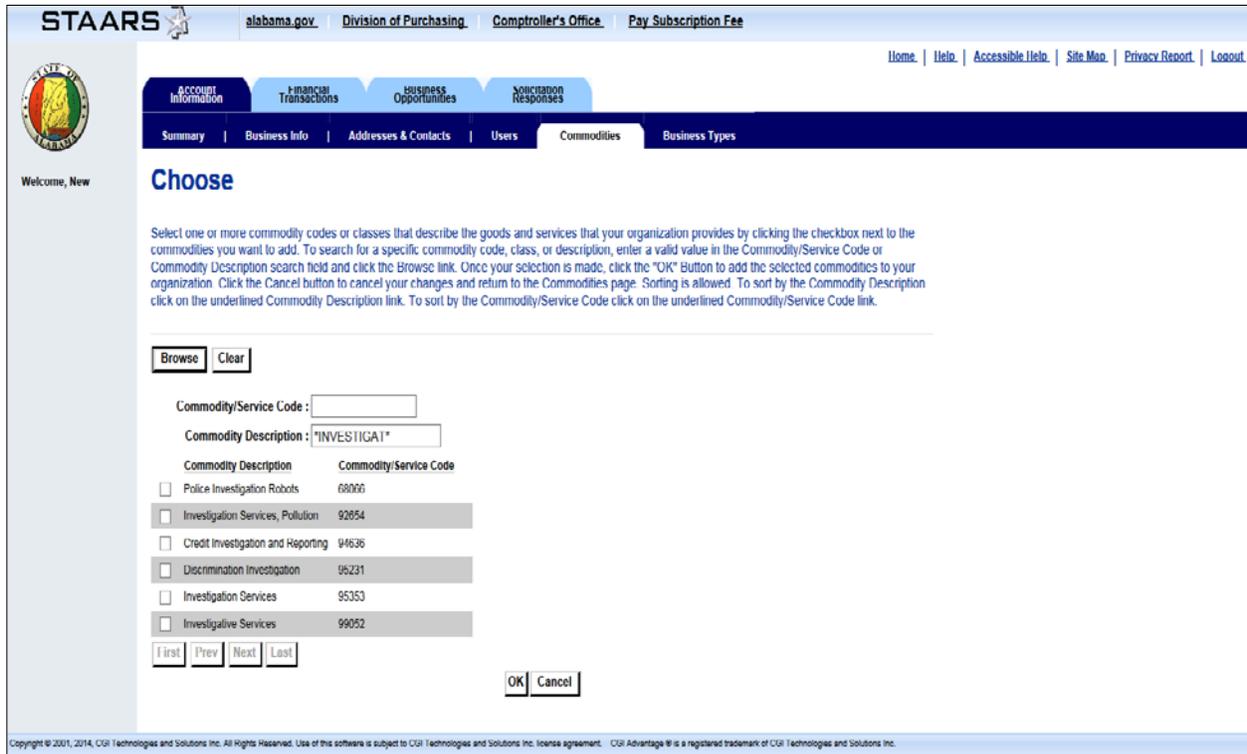
User ID	First Name	Last Name	Access Level	Account Status		
Bubba123	Staar	Staar	Account Administrator	Active	View/Modify	Delete
Sample	Sample	Sample	Account Administrator	Active	View/Modify	Delete

[First](#) [Prev](#) [Next](#) [Last](#)
[Add](#)

1.5 Commodities

Updating the **Commodities** area might appear to be a daunting task, but it is quite simple to add or delete commodities. However, a few tips will make this process a little easier.

First, the use of a wild card character can help you navigate a little easier. The asterisk (*) is the wild card character to use in VSS. As you can see in the image below, the wild card character is used to bookend a brief or abbreviated description. Using this method will collect the description in any manner in which it appears. In the example below, if we had used *invest*, VSS would have returned commodities that involved investment and not just investigations.



Once you have identified a particular commodity, select the corresponding check box and then select **OK**, as shown in the following image.

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Account Information | Financial Transactions | Business Opportunities | Solicitation Responses

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

Welcome, New

Select one or more commodity codes or classes that describe the goods and services that your organization provides by clicking the checkbox next to the commodities you want to add. To search for a specific commodity code, class, or description, enter a valid value in the Commodity/Service Code or Commodity Description search field and click the Browse link. Once your selection is made, click the "OK" Button to add the selected commodities to your organization. Click the Cancel button to cancel your changes and return to the Commodities page. Sorting is allowed. To sort by the Commodity Description click on the underlined Commodity Description link. To sort by the Commodity/Service Code click on the underlined Commodity/Service Code link.

Browse Clear

Commodity/Service Code :

Commodity Description : *INVEST*

Commodity Description	Commodity/Service Code
<input checked="" type="checkbox"/> Police Investigation Robots	68066
<input type="checkbox"/> Hazardous Waste Engineering Services (Incl. Remedial Invest)	92551
<input type="checkbox"/> Investigation Services, Pollution	92654
<input type="checkbox"/> Credit Investigation and Reporting	94636
<input type="checkbox"/> Investment Management Services	94656
<input type="checkbox"/> Discrimination Investigation	95231
<input checked="" type="checkbox"/> Investigation Services	95353
<input checked="" type="checkbox"/> Investigative Services	99052

First Prev Next Last

OK Cancel

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All additions will not display immediately. As seen in the following image, any request to add a new commodity that is awaiting approval can be viewed by clicking the **View Pending Additions** button.

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Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses

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

Welcome, New

Commodities

Here is the current list of commodity codes/classes that describe the goods and services that your organization provides. You can add new commodity/service codes by clicking the "Add Items" button. To delete a commodity/service codes, click the "Delete" link next to the record in the grid that you wish to delete.

Any request to add a new Commodity that is awaiting approval can be viewed by clicking the "View Pending Additions" button. Any request to delete an existing Commodity that is awaiting approval is noted in the "Pending Deletion" column.

Existing Commodities

Commodity/Service Code	Commodity Description	Pending Deletion
00556	Abrassives, Tumbling (Wheel)	<input type="checkbox"/> Delete
00570	Pumice Stone	<input type="checkbox"/> Delete
16550	Ice Cream Making Machinery (Including Malt and Milkshake Equ	<input type="checkbox"/> Delete
77527	Ice Cream Salt	<input type="checkbox"/> Delete

First Prev Next Last

Add Items View Pending Additions

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1.6 Business Types

In the **Business Types** area, you will find the current list of business types associated with your organization. You can add a new business type by selecting the **Add Items** button. To modify business type information, select the **View/Update** link under the **Existing Business Types** section next to the record you wish to update. To delete a business type, select the **Delete** link next to the record you wish to delete.

Business Types

Here is the current list of business types associated with your organization. You can add new business types by clicking the "Add Items" button. To modify Business Type information click the "View/Update" link under the Existing Business Types Assignments section next to the record you wish to update. To delete a business type, click the "Delete" link next to the record in the grid that you wish to delete.

Any request to add a new Business Type that is awaiting approval can be viewed by clicking the "View Pending Additions" button. Any request to update an existing Business Type that is awaiting approval can be viewed by clicking the "View Pending Changes" button.

Existing Business Types

Business Type ID	Business Type	Certification No	Certification Start Date	Certification End Date	Pending Changes
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 5px;"> First Prev Next Last </div> <div style="display: flex; gap: 10px;"> Add Items View Pending Additions </div> </div>					

When adding business types, select the box next to the desired record. Use the **Next** or **Last** button to find more to select from. Once complete, select **OK** and the business type will be placed into Pending additions.

Browse **Clear**

Business Type :

Business Type ID	Business Type
<input type="checkbox"/> DEAL	Dealer
<input type="checkbox"/> WHS	Wholesaler
<input type="checkbox"/> INST	In-State
<input type="checkbox"/> SERV	Services
<input type="checkbox"/> CONL	Consulting
<input type="checkbox"/> JOBR	Jobber
<input type="checkbox"/> MANF	Manufacturer
<input type="checkbox"/> CONS	Construction
<input type="checkbox"/> MNRT	Minority Owned
<input type="checkbox"/> SMB	Small Business

First Prev Next Last

OK Cancel

Pending Additions will display similar to the sample image below.

View Pending Additions - Business Types

Here are your new business types awaiting approval.

Business Type ID	Certification No	Certification Start Date	Certification End Date	Status
CONL		09/22/2015		New Change
CONS		09/22/2015		New Change
SMB		09/22/2015		New Change

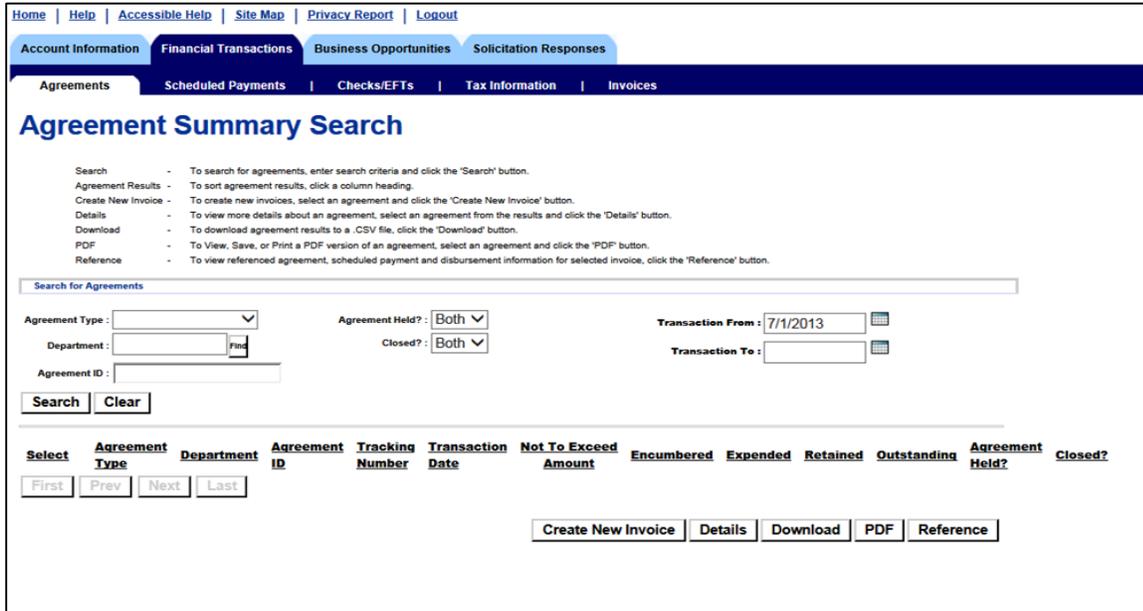
First
Prev
Next
Last

Back

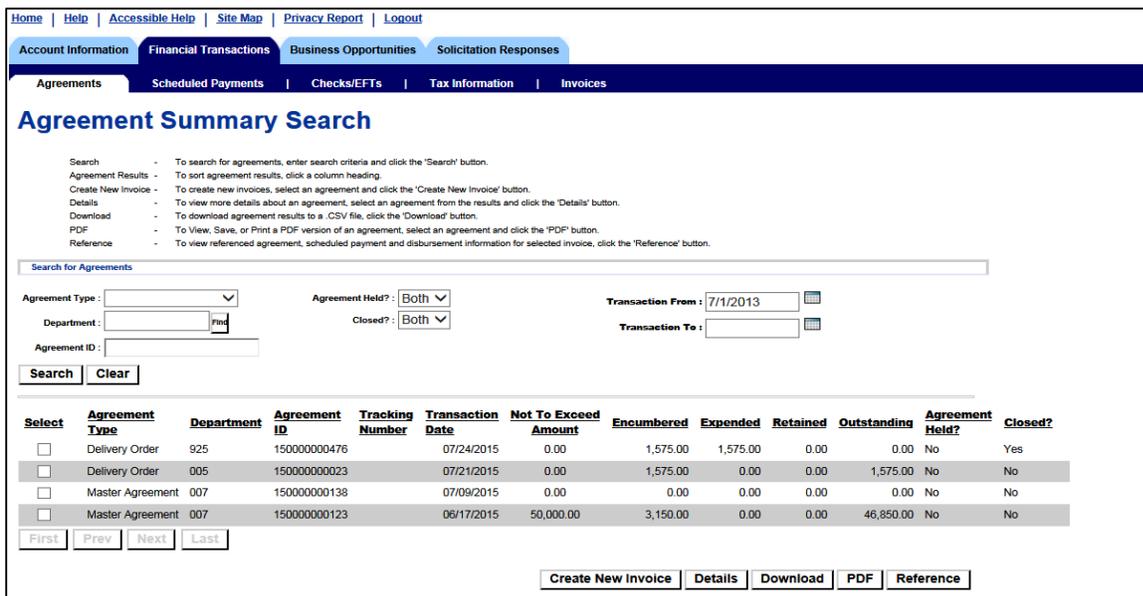
SECTION 2: FINANCIAL TRANSACTIONS

2.1 Agreements

From the **Financial Transactions** tab, you have access to the **Agreements, Scheduled Payments, Checks/EFTs, Tax Information, and Invoices** areas. The **Agreements** area stores those agreements held between your company and the State of Alabama. Selecting **Search** will reveal Master Agreements (MA), Purchase Orders (PO), and Delivery Orders (DO) being the most common.



The following image shows an example of what might result from an Agreement Summary Search. In this example, for any document, you can view the detail, download, view in PDF format, and view reference documents. The Agreement Summary Search page also includes a **Create New Invoice** button.

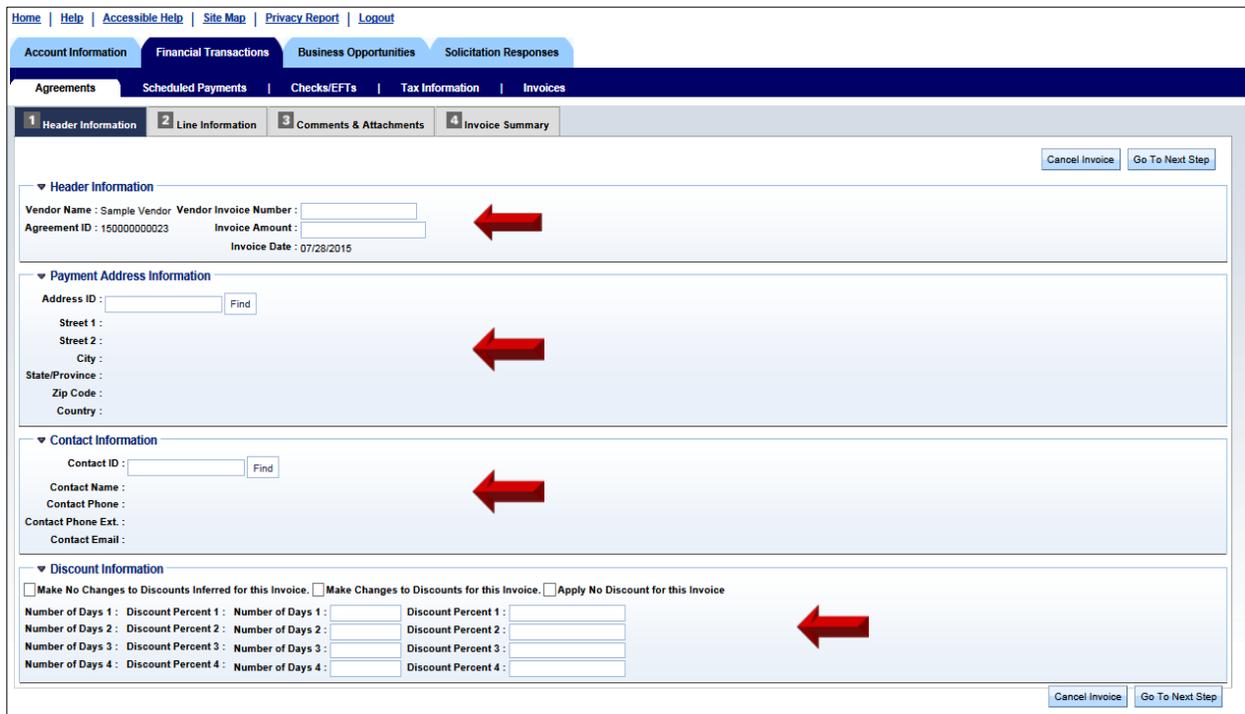


2.2 Invoices

Once a PO or DO has been generated for your company to fill the order, an invoice can be created, increasing timely payments for services or goods once delivered. To create a new invoice, select the check box that coincides with the appropriate DO or PO and then select or click the **Create New Invoice** button. As you can see below, the first step in creating a new invoice is entering the Header Information.

STEP 1 – Header Information

- The Header Information will include your Vendor Invoice Number and amount.
- Use the **Find** button to select the appropriate payment address and contact information.
- Select the appropriate check box for discount information.
- Select **Go to Next Step**.



The screenshot shows the 'Header Information' step of the invoice creation process. The form is divided into several sections:

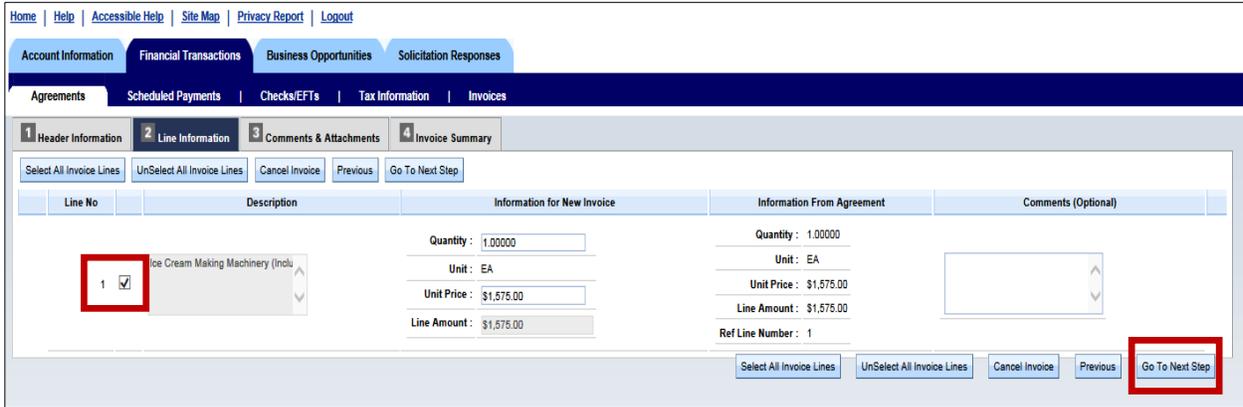
- Header Information:** Includes fields for Vendor Name (Sample Vendor), Vendor Invoice Number, Agreement ID (150000000023), Invoice Amount, and Invoice Date (07/28/2015). A red arrow points to the Vendor Invoice Number field.
- Payment Address Information:** Includes fields for Address ID, Street 1, Street 2, City, State/Province, Zip Code, and Country. A red arrow points to the City field.
- Contact Information:** Includes fields for Contact ID, Contact Name, Contact Phone, Contact Phone Ext., and Contact Email. A red arrow points to the Contact Name field.
- Discount Information:** Includes a section with three radio buttons: 'Make No Changes to Discounts Inferred for this Invoice.', 'Make Changes to Discounts for this Invoice.', and 'Apply No Discount for this Invoice.'. Below this are four rows of fields for Number of Days and Discount Percent (1-4). A red arrow points to the 'Apply No Discount for this Invoice.' radio button.

Buttons for 'Cancel Invoice' and 'Go To Next Step' are visible at the top right and bottom right of the form.

Step 2 – Line Information

The commodity line information identifies the specific commodity and quantity and may have multiple lines.

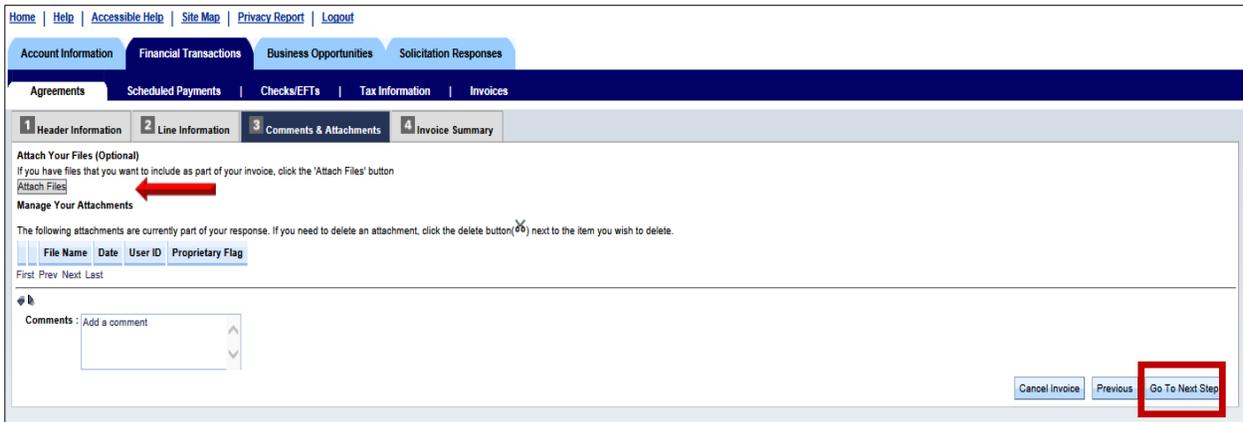
- First, select all invoice lines if all commodities have been delivered OR select the appropriate check box next to each line.
- Enter comments if you wish. These are optional.
- Select **Go to Next Step**.



The screenshot shows the 'Line Information' step of the invoice creation process. The 'Go To Next Step' button is highlighted with a red box. The interface includes a navigation menu with 'Account Information', 'Financial Transactions', 'Business Opportunities', and 'Solicitation Responses'. Below the menu, there are tabs for 'Agreements', 'Scheduled Payments', 'Checks/EFTs', 'Tax Information', and 'Invoices'. The main content area displays a table with columns for 'Line No', 'Description', 'Information for New Invoice', 'Information From Agreement', and 'Comments (Optional)'. The first line item is 'Ice Cream Making Machinery (Incl)' with a quantity of 1.00000, unit of EA, unit price of \$1,575.00, and a line amount of \$1,575.00. The 'Go To Next Step' button is located at the bottom right of the main content area.

Step 3 – Comments & Attachments

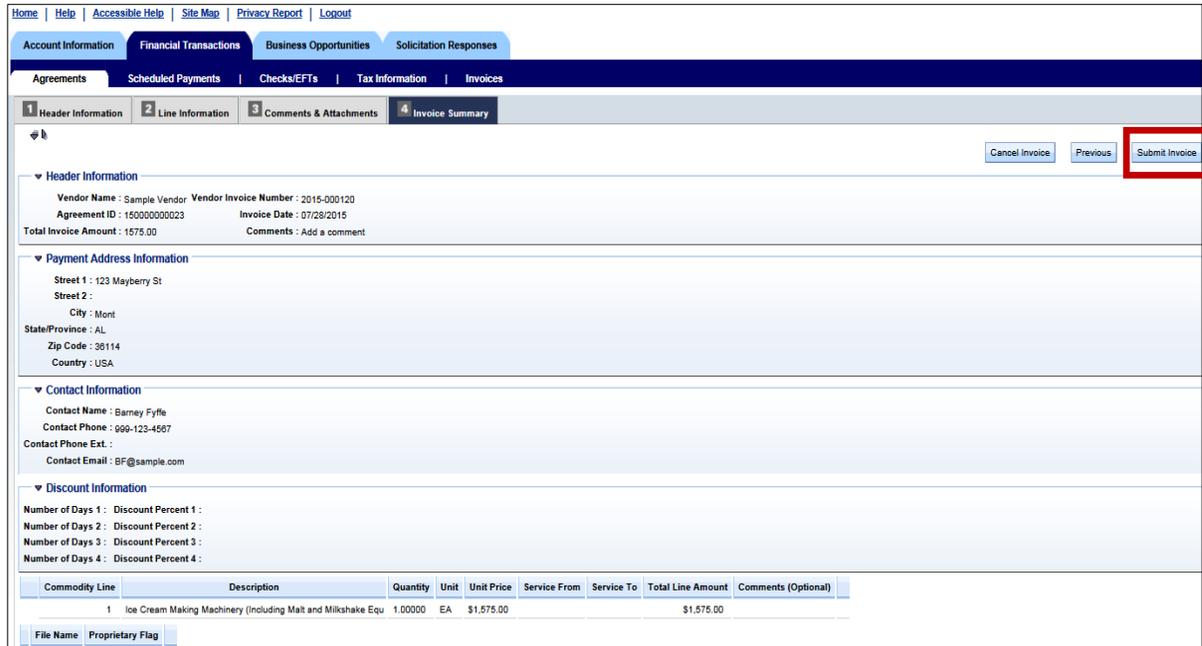
- a. ALL vendors **must** attach a company invoice. Select the **Attach Files** button. Acceptable file format is PDF or MS Word.
Payment **will not** be made without an attached invoice.
- b. Comments are optional.
- c. Select **Go to Next Step**.



The screenshot shows the 'Comments & Attachments' step of the invoice creation process. The 'Attach Files' button is highlighted with a red arrow. The interface includes a navigation menu with 'Account Information', 'Financial Transactions', 'Business Opportunities', and 'Solicitation Responses'. Below the menu, there are tabs for 'Agreements', 'Scheduled Payments', 'Checks/EFTs', 'Tax Information', and 'Invoices'. The main content area displays the 'Attach Your Files (Optional)' section, which includes an 'Attach Files' button and a 'Manage Your Attachments' section. The 'Go To Next Step' button is located at the bottom right of the main content area.

Step 4 – Invoice Summary

- a. Check for accuracy and go to the specific sections to make changes as necessary.
- b. When finished, select **Submit Invoice**.



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Account Information | Financial Transactions | Business Opportunities | Solicitation Responses

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices

1 Header Information | 2 Line Information | 3 Comments & Attachments | 4 Invoice Summary

Cancel Invoice | Previous | **Submit Invoice**

Header Information

Vendor Name : Sample Vendor Vendor Invoice Number : 2015-000120
 Agreement ID : 150000000023 Invoice Date : 07/28/2015
 Total Invoice Amount : 1575.00 Comments : Add a comment

Payment Address Information

Street 1 : 123 Mayberry St
 Street 2 :
 City : Mont
 State/Province : AL
 Zip Code : 38114
 Country : USA

Contact Information

Contact Name : Barney Fyffe
 Contact Phone : 666-123-4567
 Contact Phone Ext. :
 Contact Email : BF@sample.com

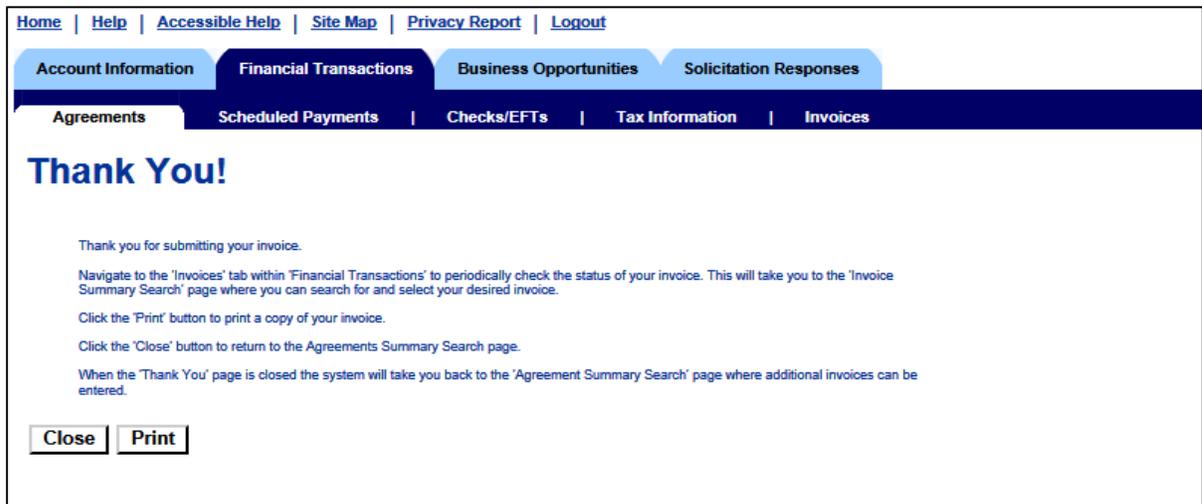
Discount Information

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 :

Commodity Line	Description	Quantity	Unit	Unit Price	Service From	Service To	Total Line Amount	Comments (Optional)
1	Ice Cream Making Machinery (Including Malt and Milkshake Equ	1.00000	EA	\$1,575.00			\$1,575.00	

File Name: Proprietary Flag

- c. Notification of successful submission will be within VSS (see the following image for an example). You will also receive an e-mail indicating the invoice has been submitted.



Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices

Thank You!

Thank you for submitting your invoice.

Navigate to the 'Invoices' tab within 'Financial Transactions' to periodically check the status of your invoice. This will take you to the 'Invoice Summary Search' page where you can search for and select your desired invoice.

Click the 'Print' button to print a copy of your invoice.

Click the 'Close' button to return to the Agreements Summary Search page.

When the 'Thank You' page is closed the system will take you back to the 'Agreement Summary Search' page where additional invoices can be entered.

Close **Print**

2.3 Scheduled Payments

The Scheduled Payments area allows you to search for state-scheduled payments by several different methods, such as a specific window of time or by department. The following image depicts a search across all departments beginning on July 1, 2013 to the present. Note that the search provides the Department, Payment Request ID, Payment Status, when the payment was scheduled, and the amount. You can select the **Select** check box and then click the **Details**, **Download**, or **Reference** buttons to view more about this payment or download information.

[Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Privacy Report](#) | [Logout](#)

Account Information | **Financial Transactions** | **Business Opportunities** | **Solicitation Responses**

Agreements | **Scheduled Payments** | **Checks/EFTs** | **Tax Information** | **Invoices**

Scheduled Payment Search

Search - To search for scheduled payments for your invoices, enter search criteria and click the 'Search' button.
 Scheduled Payment Results - To sort scheduled payment results, click a column heading.
 Details - To view more details about a scheduled payment, select a payment from the results and then click the 'Details' button.
 References - To view referenced agreements information select a scheduled payment and click the 'Reference' button.
 Download - To download search results to a CSV file, click the 'Download' button.

Search for Scheduled Payments

Invoice Number : Payment Scheduled From : 

Department : Payment Scheduled To : 

Payment Status :

Select	Invoice Number	Invoice Received	Department	Payment Request ID	Payment Status	Scheduled	Amount
<input type="checkbox"/>	TEST		925	PRC 925 150000000503	Scheduled	07/24/2015	1,575.00

2.4 Checks/EFTs

The Checks/EFTs area allows you to search to verify that a payment has been made to your account.

Check/EFT Summary Search

- Search - To search for Checks/EFTs, enter search criteria and click the 'Search' button.
- Results - To sort results, click a column heading.
- Details - To view more details about a payment, select a payment from the results and then click the 'Details' button.
- PDF - To View, Save, or Print a PDF version of an payment, select a payment and click the 'PDF' button.
- References - To view referenced agreement and scheduled payment information for selected Payment, and click the 'Reference' button.
- Download - To download the search results to a CSV file, click the 'Download' button.

Search for Checks/EFTs

Check/EFT Number : Payment From : 

Check/EFT Status : Payment To : 

Select	Status Date	Check/EFT Number	Payment ID	Check/EFT Status	Amount
<input type="button" value="First"/>	<input type="button" value="Prev"/>	<input type="button" value="Next"/>	<input type="button" value="Last"/>		

2.5 Tax Information

The Tax Information area can be searched for tax forms that have been previously issued to your company.

2.6 Invoices

The final area, Invoices, provides you the opportunity to search invoices that you have submitted. You can view by amount, status, Invoice Transaction ID, and if it has been paid. The invoice status column is an important column to review and comprehend. The Details and Reference tabs provide detailed information from the delivery order and reference to the Commodity Payment Request generated by the State.

Note: Invoice Status Column

Pending Approval: Invoice Submitted to State but not processed to final

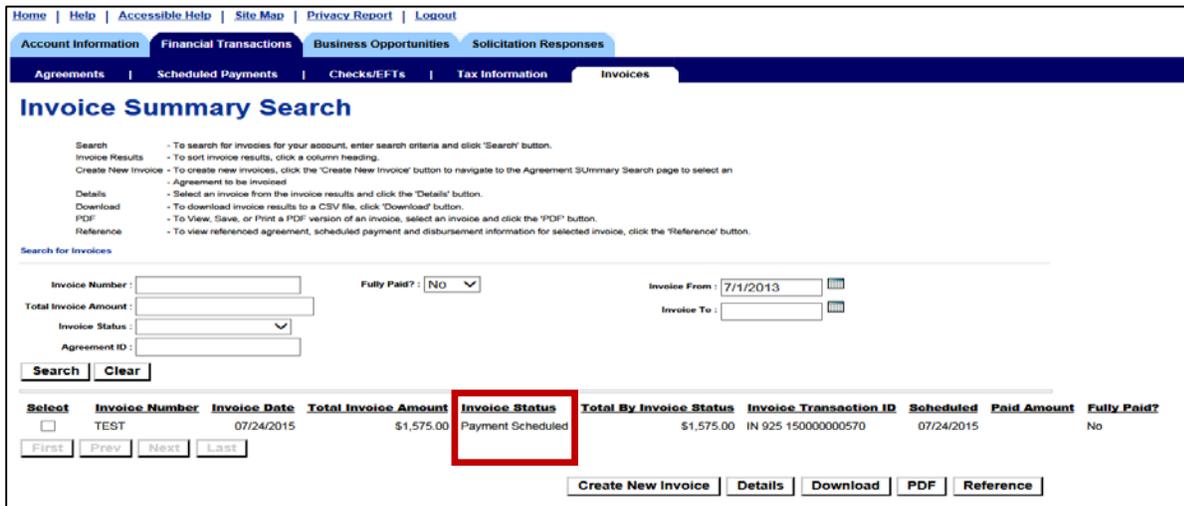
Payment Scheduled: State has taken action on invoice and payment request submitted to final

Approved: Invoice is final and has an open balance

Payment Held: Invoice that has a referenced payment request and submitted to final but not yet disbursed with payment request as held

Paid: Invoice where one or more lines have been disbursed

Cancelled: If document is cancelled the respective agency should contact the vendor to advise of the reason for cancellation. Vendors at this point will create a new invoice correcting the respective issue.



Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices

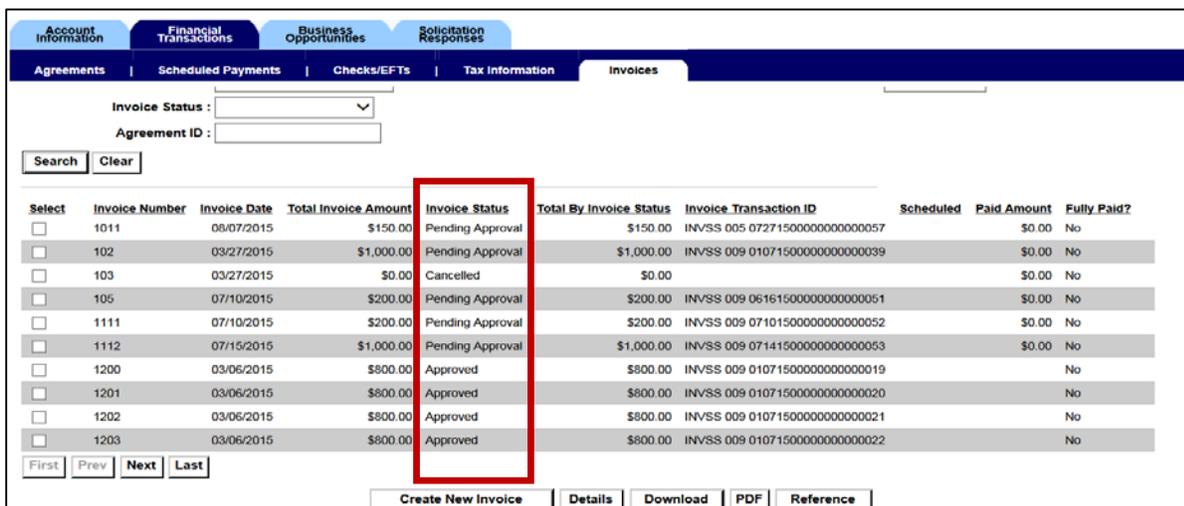
Invoice Summary Search

Search - To search for invoices for your account, enter search criteria and click 'Search' button.
 Invoice Results - To sort invoice results, click a column heading.
 Create New Invoice - To create new invoices, click the 'Create New Invoice' button to navigate to the Agreement Summary Search page to select an Agreement to be invoiced.
 Details - Select an invoice from the invoice results and click the 'Details' button.
 Download - To download invoice results to a CSV file, click 'Download' button.
 PDF - To View, Save, or Print a PDF version of an invoice, select an invoice and click the 'PDF' button.
 Reference - To view referenced agreement, scheduled payment and disbursement information for selected invoice, click the 'Reference' button.

Search for Invoices

Invoice Number: Fully Paid?: NO Invoice From: 7/1/2013
 Total Invoice Amount: Invoice To:
 Invoice Status: Agreement ID:

Select	Invoice Number	Invoice Date	Total Invoice Amount	Invoice Status	Total By Invoice Status	Invoice Transaction ID	Scheduled	Paid Amount	Fully Paid?
<input type="checkbox"/>	TEST	07/24/2015	\$1,575.00	Payment Scheduled	\$1,575.00	IN 925 15000000000570	07/24/2015		No



Account Information | Financial Transactions | Business Opportunities | Solicitation Responses

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices

Invoice Status: Agreement ID:

Select	Invoice Number	Invoice Date	Total Invoice Amount	Invoice Status	Total By Invoice Status	Invoice Transaction ID	Scheduled	Paid Amount	Fully Paid?
<input type="checkbox"/>	1011	06/07/2015	\$150.00	Pending Approval	\$150.00	INVSS 005 0727150000000000057		\$0.00	No
<input type="checkbox"/>	102	03/27/2015	\$1,000.00	Pending Approval	\$1,000.00	INVSS 009 0107150000000000039		\$0.00	No
<input type="checkbox"/>	103	03/27/2015	\$0.00	Cancelled	\$0.00			\$0.00	No
<input type="checkbox"/>	105	07/10/2015	\$200.00	Pending Approval	\$200.00	INVSS 009 0616150000000000051		\$0.00	No
<input type="checkbox"/>	1111	07/10/2015	\$200.00	Pending Approval	\$200.00	INVSS 009 0710150000000000052		\$0.00	No
<input type="checkbox"/>	1112	07/15/2015	\$1,000.00	Pending Approval	\$1,000.00	INVSS 009 0714150000000000053		\$0.00	No
<input type="checkbox"/>	1200	03/06/2015	\$800.00	Approved	\$800.00	INVSS 009 0107150000000000019			No
<input type="checkbox"/>	1201	03/06/2015	\$800.00	Approved	\$800.00	INVSS 009 0107150000000000020			No
<input type="checkbox"/>	1202	03/06/2015	\$800.00	Approved	\$800.00	INVSS 009 0107150000000000021			No
<input type="checkbox"/>	1203	03/06/2015	\$800.00	Approved	\$800.00	INVSS 009 0107150000000000022			No

SECTION 3: BUSINESS OPPORTUNITIES

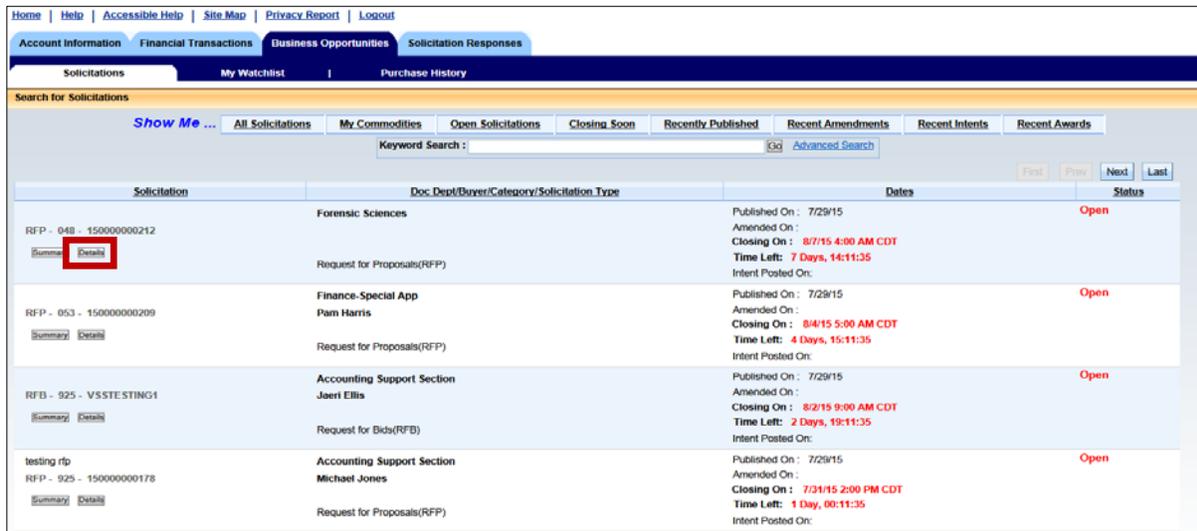
3.1 Solicitations

From the **Business Opportunities** tab, the **Solicitations** area provides you the ability to review and search State solicitations. There are several methods to review the solicitations, as indicated by the **Show Me...** tabs. You also have the ability to conduct a keyword search.

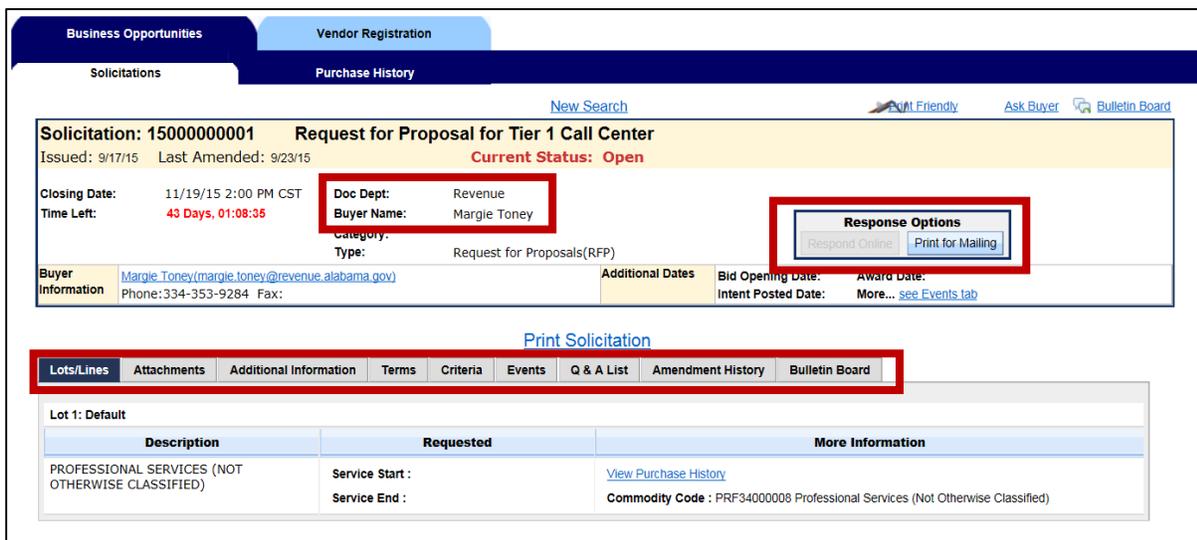
3.1.1 View RFP/RFB Details

Each solicitation has specific details you can view. Select **Details** first.

Note: The images that follow depict sample data; none of these are actual solicitations.



After clicking **Details**, you can see more information on the solicitation such as the **Agency** or **Department** making the request, **Buyer Information**, **Response Options**, **Attachments**, **Additional Information**, etc.



3.1.2 Response Options

In the Response Options area, click on the **Print for Mailing** tab. Follow the instructions at the top of the page. Once finished, click **Solicitation Details View** to return to the solicitation.

Solicitation Paper Response

Paper Response Instructions

1. Print this response form → [Print](#)
2. Complete the printed response form by entering the required information and signed the form where indicated * denotes required information.
3. Add your attachments to your response package.
4. Submit your response.
 - See the Terms and Conditions Section for submission instructions and address information.

Responses must be received prior to the Solicitation closing date and time listed for the Solicitation.

[Solicitation Details View](#)
[Send to Printer](#)

Solicitation Paper Response 1500000000

<p>Procurement Folder: 17905 Solicitation: 1500000001 Solicitation Type: Request for Proposals Description: Request for Proposal for Tier 1 Call Center</p> <p>On Behalf Of Office: 019 Preparer Office: 019 Category:</p> <p>Mail Responses To: MARGIE TONEY / 334-353-9284 DEPARTMENT OF REVENUE FINANCIAL OPERATIONS SECTION/ PFC BID RECEIVING GORDON PERSONS BLDG, Room 4116 50 NORTH RIPLEY STREET 50 NORTH RIPLEY STREET MONTGOMERY, AL 36104 USA</p>	<p>Solicitation Version Number: 3 Amendment: 2 Status: Open Issued Date: 9/24/2015 Closing Date: 11/19/2015 Closing Time: 2:00 PM Time Left: 43 Days Public Bid Open Date: Public Bid Open Time: Phone: 334-242-7169 Phone: 334-353-9284</p> <p>Online Responses Prohibited: No</p>
---	---

Grand Total: \$ _____

Attachments

Attachment Name: _____ Attachment Type(Select One): Standard Proprietary Pricing

Attachment Name: _____ Attachment Type(Select One): Standard Proprietary Pricing

Attachment Name: _____ Attachment Type(Select One): Standard Proprietary Pricing

Contact Information

Margie Toney Phone: 334-353-9284
 Email: margie.toney@revenue.alabama.gov Fax:

Discount Information

I will offer a _____ % discount for payments made within _____ days of invoice
 I will offer a _____ % discount for payments made within _____ days of invoice
 I will offer a _____ % discount for payments made within _____ days of invoice
 I will offer a _____ % discount for payments made within _____ days of invoice

Commodity Response Information

Please do not change Quantity or Unit. If your packaging is different, please apply the conversion to your unit price and enter your packaging in the Comments section.

Lot 1: Default

<p>Lot 1, Line 1 Commodity Code: PRF34000008 Professional Services (Not Otherwise Classified) Description: PROFESSIONAL SERVICES (NOT OTHERWISE CLASSIFIED) Specifications: Manufacturer: Manufacturer Part Number: _____</p>	<p>Line Type: Service *From Date: _____ *To Date: _____ *Amount: _____ *Response Type: <input type="checkbox"/> Respond <input type="checkbox"/> Respond w/Condition (must include a comment) <input type="checkbox"/> No Response Drawing Number: _____ Piece Number: _____ Color: _____ Size: _____ Model Number: _____ Warranty: _____</p>
---	---

Product/Category Number: _____
 Serial Number: _____
 Specification Number: _____

MSDS Required?: _____
 Comments:

Hazardous Materials:

Handling Instructions:

Packing Instructions:

Detailed Instructions:

Additional Instructions:

Evaluation Criteria

Terms And Conditions

Section 1

Required T&Cs FOR RFPs

Acknowledge & Sign Statement

In compliance with this invitation for bid and to all the conditions imposed therein, the undersigned offers and agrees to furnish the goods/services at the bid price(s) indicated. I certify that I am authorized to sign this bid.

* Name of Firm: _____ * Date: _____

* Street: _____ * Signature of Preparer (in ink): _____

Street: _____ * Preparer Printed Name & Title: _____

* City: _____ * DUNS: _____

* State/Province: _____ * Vendor ID: _____

* ZIP Code: _____ * Phone (xxx) xxx-xxxx: _____

* Email Address: _____ Fax (xxx) xxx-xxxx: _____

3.1.3 Solicitation Attachments

All solicitations will have attachments to provide more detailed information that might be required of the vendor, specifics for a commodity or service, Terms and Conditions, etc. Under the **Attachments** tab, you will see a hyperlink to a PDF file for each attached document. Select each hyperlink for more specific information or requirements. **It is important to read all documents and follow specific bidding instructions for all solicitations. Bidding instructions will vary from solicitation to solicitation.**

The screenshot shows the STAARS Vendor Registration interface. At the top, there are tabs for 'Business Opportunities' and 'Vendor Registration'. Below these are 'Solicitations' and 'Purchase History' tabs. The main content area displays details for a solicitation: 'Solicitation: 1500000001 Request for Proposal for Tier 1 Call Center'. It includes the issue date (9/17/15), last amended date (9/23/15), and current status (Open). Key dates and times are listed: Closing Date (11/19/15 2:00 PM CST) and Time Left (43 Days, 01:08:11). Buyer information for Margie Toney is provided, along with contact details. A 'Response Options' box contains 'Respond Online' and 'Print for Mailing' buttons. A 'Print Solicitation' link is visible below the details. At the bottom, a table lists attachments, with the 'Attachments' tab selected. The table has columns for 'File Name', 'Date', 'Description', and 'Attachment Type'. Two attachments are listed: 'Final_RFP_019_15000000001_1_SO_FORM_PDF.PDF' and 'Alabama Department of Revenue RFP for Call Center Services.pdf'. A red box highlights the attachments table area.

File Name	Date	Description	Attachment Type
Final_RFP_019_15000000001_1_SO_FORM_PDF.PDF	9/17/15	Assembled pdf file for document [RFP,019,15000000001,1] - Solicitation Printer (PDF Format)	Assembled Form
Alabama Department of Revenue RFP for Call Center Services.pdf	9/22/15	RFP for Call Center Services, PDF, Standard	Standard

3.1.4 Print Solicitation

The **Print Solicitation** hyperlink will open the Solicitation Details View. Follow the **Printing Instructions** at the top of the page. Once finished, click **Return to Solicitation**. Please note that printing the solicitation will NOT print the attachments. Attachments must be printed from the PDF file when open.

Solicitation Details View

Printing Instructions - This reference copy and all associated attachments are essential in order to accurately complete a response to the solicitation. Follow these printing instructions to accurately respond to this solicitation:

1. Print the Solicitation → [Print](#)
2. Print all attachments provided (see attachments section below)
 - Click on the attachment file name (link), open or save attachment, then print the file

Caution: Read all documents and follow specific bidding instruction for this solicitation. Bidding instructions will vary from solicitation to solicitation.

[Return to Solicitation](#)

Solicitation 1500000001

Procurement Folder: 17905
 Solicitation: 1500000001
 Solicitation Type: Request for Proposals
 Description: Request for Proposal for Tier 1 Call Center

Solicitation Version Number: 3
 Amendment: 2
 Status: Open
 Issued Date: 9/24/2015
 Closing Date: 11/19/2015
 Closing Time: 2:00 PM
 Time Left: 43 Days
 Public Bid Open Date:
 Public Bid Open Time:
 Phone: 334-242-7169
 Fax: 334-353-9284

On Behalf Of Office: 019
 Preparer Office: 019
 Category:
 Mail Responses To:
 MARGIE TONEY / 334-353-9284
 DEPARTMENT OF REVENUE FINANCIAL OPERATIONS SECTION/ PFC BID RECEIVING
 GORDON PERSONS BLDG, Room 4116
 50 NORTH RIPLEY STREET
 MONTGOMERY, AL 36104
 USA

Online Responses Prohibited: No

Attachments

Attachment Name: [Final_RFP_019_1500000001_1_SO_FORM_PDF.PDF](#) Description: Assembled pdf file for document (RFP,019,1500000001,1) - Solicitation Printer (PDF Format)

Attachment Name: [Alabama Department of Revenue RFP for Call Center Services.pdf](#) Description: RFP for Call Center Services, PDF, Standard

Contact Information

Margie Toney
 Email: margie.toney@revenue.alabama.gov
 Phone: 334-353-9284
 Fax:

Other Events

1: 9/15/2015
 2: 10/15/2015
 3: 10/19/2015
 4: 11/19/2015

RFP Issue
 Pre-submittal questions due by 5:00 pm, CST
 Response to pre-submittal questions
 Proposals due by 2:00 pm, CST

Commodity Information

Lot 1: Default
 Lot 1, Line 1
 Commodity Code: PPF3400008 Professional Services (Not Otherwise Classified)
 Line Type: Service
 Service Start:

3.2 My Watchlist

The **My Watchlist** area allows you to select solicitation documents to monitor and maintain a watchlist. The My Watchlist area consists of the Search My Watchlist page. This page displays only the Solicitation documents that you have selected to monitor. While these documents are also available on the Search for Solicitation and Search for Surplus Auctions pages, the Search My Watchlist page provides a consolidated list of Solicitation documents you have added to the watchlist. This page provides similar searching capabilities as the Search for Solicitation page.

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses

Solicitations | **My Watchlist** | Purchase History

Search My Watchlist

Show Me ... [All Solicitations](#) | [My Commodities](#) | [Open Solicitations](#) | [Closing Soon](#)

Keyword Search: [Advanced Search](#)

Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates	Status
testing rfp RFP : 150000000178 Summary Details Delete	Accounting Support Section Michael Jones Request for Proposals(RFP)	Published On : 7/29/15 Amended On : Closing On : 7/31/15 2:00 PM CDT Time Left : 1 Day, 00:03:17 Intent Posted On:	Open

From 1 to 1 Total: 1

3.3 Purchase History

The **Purchase History** area displays purchases made, the cost, and the vendor providing the commodity.

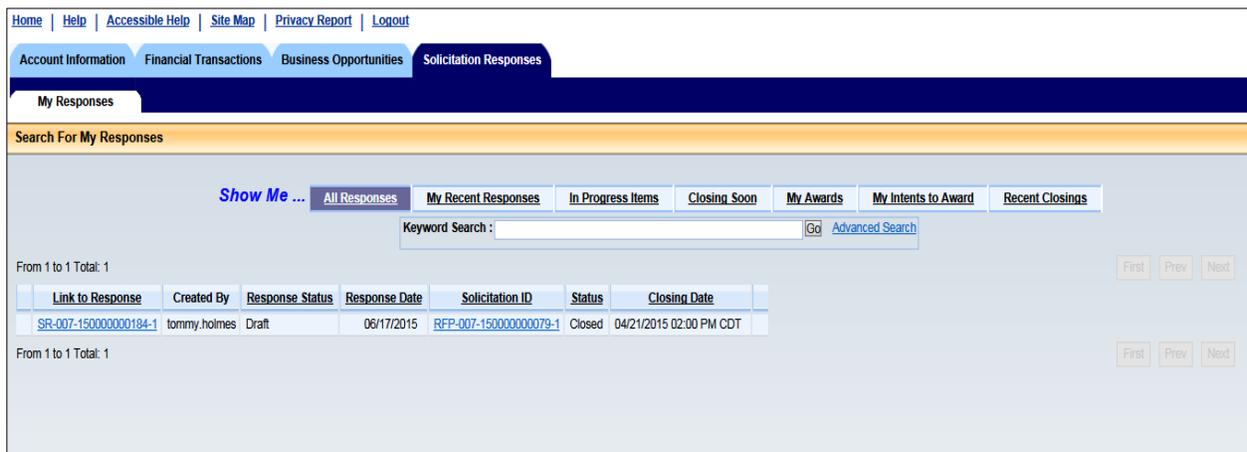
Note: The images that follow depict sample data; none of these are actual purchase.

Date	Vendor	CL Description	Commodity Description	Commodity/Service Code	Quantity	Unit	Unit Cost	Contract Amount
09/10/2015	Dept Of Corrections	Ranges, Griddles, Hot Plates, Warmers, etc., Electric and Ga	Ranges, Griddles, H	16573000000	4.00000	EA	5948.60	0.00
09/10/2015	Dept Of Corrections	Ranges, Griddles, Hot Plates, Warmers, etc., Electric and Ga	Ranges, Griddles, H	16573000000	2.00000	EA	5948.60	0.00
09/10/2015	Dept Of Corrections	Deep Fat Fryers	Deep Fat Fryers	16520000000	1.00000	EA	5809.35	0.00
09/10/2015	Dept Of Corrections	Deep Fat Fryers	Deep Fat Fryers	16520000000	1.00000	EA	5809.35	0.00
09/10/2015	Dept Of Corrections	Ovens, Convection and Microwave (Commercial)	Ovens, Convection	16560000000	1.00000	EA	14036.62	0.00
09/10/2015	Dept Of Corrections	Ovens, Convection and Microwave (Commercial)	Ovens, Convection	16560000000	1.00000	EA	14036.62	0.00
09/10/2015	Dept Of Corrections	Ovens, Convection and Microwave (Commercial)	Ovens, Convection	16560000000	2.00000	EA	14036.62	0.00
09/10/2015	Dept Of Corrections	Ovens, Convection and Microwave (Commercial)	Ovens, Convection	16560000000	1.00000	EA	14036.62	0.00
09/10/2015	Dept Of Corrections	Ranges, Griddles, Hot Plates, Warmers, etc., Electric and Ga	Ranges, Griddles, H	16573000000	1.00000	EA	7876.94	0.00
09/10/2015	Dept Of Corrections	Ovens, Convection and Microwave (Commercial)	Ovens, Convection	16560000000	1.00000	EA	14036.62	0.00

SECTION 4: SOLICITATION RESPONSES

4.1 My Responses

Solicitation Responses (SR) are a reflection of your bid or response to solicitations the State has issued. These responses are still mailed to the State, where your bid or response will be recorded. In the **My Responses** area, the **Show Me** section provides several links to use for searching, or you can conduct a Keyword Search to quickly navigate to a particular response. In the example below, both the **Link to Response** and **Solicitation** fields are hyperlinks to more details on the SR and the Request for Bid (RFB) or the Request for Proposal (RFP).



The screenshot shows the 'My Responses' section of the STAARS application. At the top, there are navigation tabs: 'Account Information', 'Financial Transactions', 'Business Opportunities', and 'Solicitation Responses'. Below these is a sub-tab 'My Responses'. A search bar is present with the text 'Search For My Responses'. A 'Show Me ...' section contains several filter buttons: 'All Responses', 'My Recent Responses', 'In Progress Items', 'Closing Soon', 'My Awards', 'My Intents to Award', and 'Recent Closings'. Below the filters is a 'Keyword Search' field with a 'Go' button and a link to 'Advanced Search'. The main content area displays a table of response records. The table has columns for 'Link to Response', 'Created By', 'Response Status', 'Response Date', 'Solicitation ID', 'Status', and 'Closing Date'. One record is shown with the following details:

Link to Response	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date
SR-007-15000000184-1	tommy.holmes	Draft	06/17/2015	RFP-007-15000000079-1	Closed	04/21/2015 02:00 PM CDT

Navigation buttons for 'First', 'Prev', and 'Next' are visible on the right side of the table.



www.Alabama.gov/VSS

STAARS Support Center | 334-353-9000 | financialsystems@comptroller.alabama.gov

Revised 3/24/2020

*Current revisions to this guide are made available at
www.Alabama.gov/VSS.*