

Learn



Job Aid – Vendor Self Service (VSS) Update Contact to Receive Orders by Email

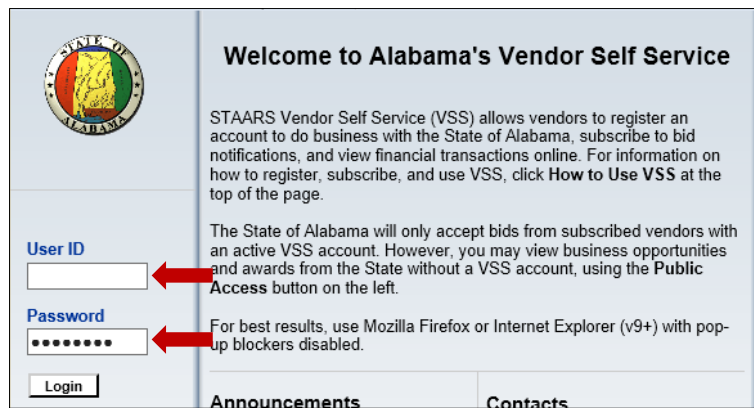
Background

STAARS generates a PDF copy of each newly-approved Purchase Order (PO) and Delivery Order (DO) every night. STAARS then emails the PO or DO to the Contact Email Address on the order wherever possible. POs or DOs without an email address are printed and mailed out via USPS by State Purchasing, along with a pink slip indicating that the vendor should add an email address to each of their ordering addresses in Vendor Self-Service (VSS).

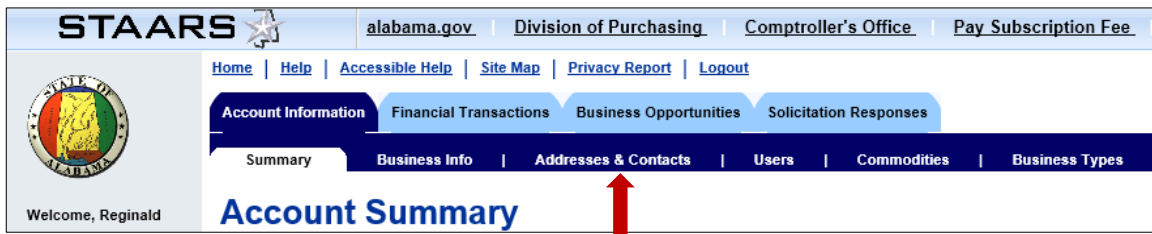
These instructions guide you through the process of adding or updating an email address on your VSS account.

Steps

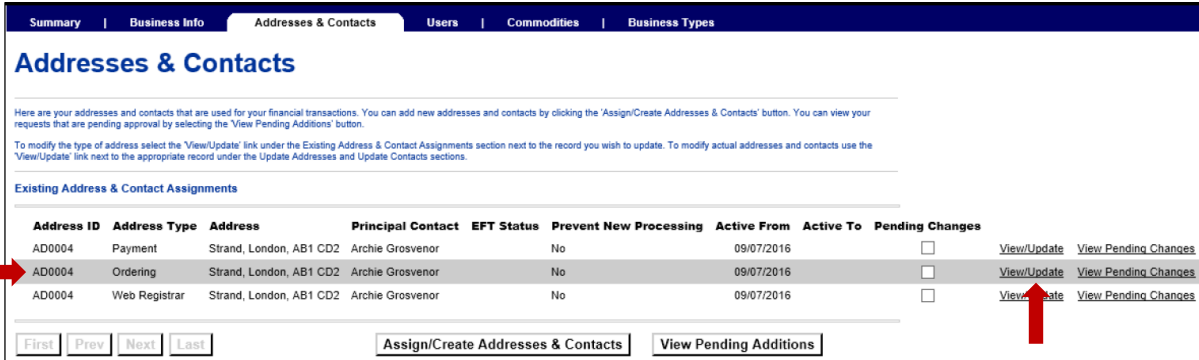
1. Log in to VSS with the user ID to manage your account.
 - Enter your **User ID**.
 - Enter your **Password**. (A Password Reset option is available if you forgot your password.)
 - Click **Login**.



2. At the Account Summary page, click the **Addresses & Contacts** tab.



- Locate the Contact to be updated.
 - In the **Existing Address & Contact Assignments** section, find the *Ordering* Address that needs to be updated.
 - 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.

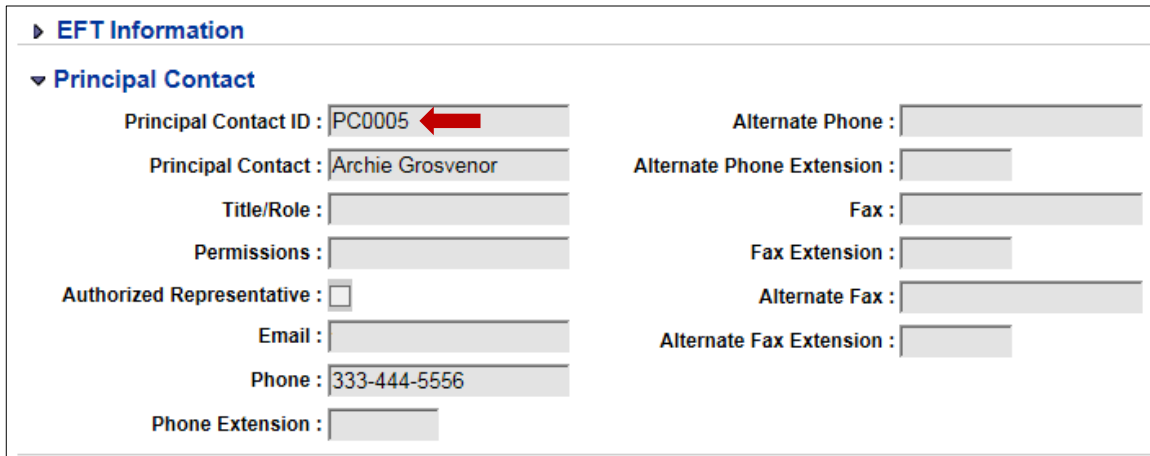
To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments


Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes
AD0004	Payment	Strand, London, AB1 CD2	Archie Grosvenor		No	09/07/2016		<input type="checkbox"/> View/Update View Pending Changes
AD0004	Ordering	Strand, London, AB1 CD2	Archie Grosvenor		No	09/07/2016		<input type="checkbox"/> View/Update View Pending Changes
AD0004	Web Registrar	Strand, London, AB1 CD2	Archie Grosvenor		No	09/07/2016		<input type="checkbox"/> View/Update View Pending Changes

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

- Click **Principal Contact** to open that section. Locate the **Principal Contact ID** and make a note of it.



Principal Contact

Principal Contact ID : 

Principal Contact :

Title/Role :

Permissions :

Authorized Representative :

Email :

Phone :

Phone Extension :

Alternate Phone :

Alternate Phone Extension :

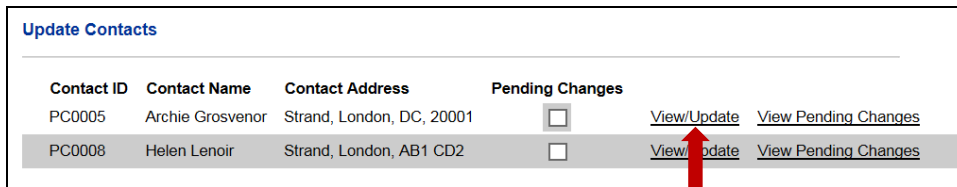
Fax :

Fax Extension :

Alternate Fax :

Alternate Fax Extension :

- Click **Cancel** to close the window.
- In the **Update Contacts** section in the lower portion of the page, click the **View/Update** link on the line for the Principal Contact ID (e.g., PC0005).



Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes
PC0005	Archie Grosvenor	Strand, London, DC, 20001	<input type="checkbox"/> View/Update View Pending Changes
PC0008	Helen Lenoir	Strand, London, AB1 CD2	<input type="checkbox"/> View/Update View Pending Changes

7. Enter or update the contact information.

- Contact Name
- Email Address
- Phone Number

8. Click **Save**.


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

View/Update Available Contact

Modify or delete your contact here. Click the 'Save' button once all updates have been made. Click the 'Cancel' button

▼ **Contact Information**


Contact ID : Alternate Phone :


*Contact Name :  Alternate Phone Extension :

Title/Role : Fax :

Permissions : XXX-XXX-XXXX

Authorized Representative : Fax Extension :


Email :  Alternate Fax :

Phone :  Alternate Fax Extension :

Phone Extension :

The **Pending Changes** check box will be selected (checked).

Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes	
PC0003	Archie Grosvenor	Strand, London, AB1 CD2	<input checked="" type="checkbox"/> 	View/Update View Pending Changes

When the change in VSS is synchronized with STAARS, the Pending Change check box will be cleared.