



## **STAARS Vendors Self Service (VSS) Helpful Hints**

Dear BOA Claimants:

You filed a claim with the State of Alabama Board of Adjustment Office (Board) and the Board has ordered/approved your claim for payment. However, you must register on the State Finance Registration, Vendor Self-Service (VSS) which is the STAARS web portal, in order to receive your reimbursement. Vendor Self-Service web portal is designed to help vendors or individuals conduct business with the State.

Registration website: <https://procurement.staars.alabama.gov>.

Please read and follow the instructions carefully.

### **Helpful Notes for Claimant:**

You will register as an Individual Vendor; type in your last name and the last four (4) digits of your SSI. Your name will not be in the system, therefore, click New Registration to begin the process.

There are three (3) parts to completing your STAARS registration process:

1. Complete your- "My User Information"-
  - A. Create a Username and Password.  
Once this portion is complete you will receive an email verification that will include a link to log back into the system.
2. Log back in the system with the link provided to you from Vendor Self-Service (VSS) using the username and password that you created. Complete the registration process.
3. Once you have completed the registration process, a VS or VC number will be generated to you automatically on the 'Thank you' page.

4. On the 'Thank you' page will be a link titled, 'Substituted W-9 form'. Click on the link and the form will already have your information. Print the form, sign, date, and write in your email address. You will then upload the form back to your device and email it to the Comptroller's Office at, [vendors@comptroller.alabama.gov](mailto:vendors@comptroller.alabama.gov), located on the bottom of the form.

**NOTE: No check will be issued to you until the registration process is complete and all required documents have been submitted to the Comptroller's office. Please do not submit your W-9 form to the Office of General Counsel.**

Any questions or concerns that you may have regarding the registration process on the VSS should be directed to the Comptroller's Office:

- Vendors Tech Support at (334) 353-9000, ext. 2
- or by email at [staars.support@finance.alabama.gov](mailto:staars.support@finance.alabama.gov). STAARS

Once you have received a confirmation of registration, please email your vendor's number to [ogc2@alsde.edu](mailto:ogc2@alsde.edu). This information will help us to know that you have successfully completed your registration.

\*If any of the information listed below has changed, please contact the Board of Adjustment office immediately to have them change the information on your approved order, otherwise, this will cause a delay in receiving your payment.

- Name changed
- Address changed

\*Vendor Self-Service Portal is supported by Google Chrome and Firefox.