

APPENDIX F

If you are not a vendor/do not receive payments from the State of Alaska you will need to register with the State of Alaska to become a new vendor.

There are two ways to register as a **new** vendor with the State of Alaska:

1. You may register online through the Vendor Self Service (VSS) portal at <https://iris-vss.alaska.gov/PRDVSS1X1/Advantage4>. Once on the VSS home page, look to our Job Aids/Registration section, and download the [Create a New Account](#) job aid in order to start the registration process. Once your profile is established via VSS you will become a new active vendor in the State of Alaska accounting system. Registering via VSS will also allow you to view payments and track/update some of your vendor information directly online.
2. *If you choose not to register as a new vendor through the online VSS portal you must complete a paper State of Alaska Substitute W9 form and mail or fax it directly to the Vendor Help Desk at 907-465-2169. The link to the Substitute W9 is: http://doa.alaska.gov/dof/forms/resource/sub_form_w9.pdf. The Vendor Help Desk will register you as a new vendor manually in the State of Alaska accounting system.*

If you have trouble registering via VSS or have general vendor questions please contact the State of Alaska Department of Administration, Division of Finance, Vendor Help Desk at (907) 465-5555, or email doa.dof.vendor.helpdesk@alaska.gov.