

The completed Refund Claim Form should be mailed to the AL Dept. of Insurance at P.O. Box 303351, Montgomery, AL 36130-3351 or 201 Monroe St., Ste. 502, Montgomery, AL 36104. Before your refund can be processed, you must set up a vendor account with the State. Please see the attachment for instructions and notify us once the account has been activated. Thank you.

COMPANY FEIN: _____)
_____))
(Name of Claimant)) Claim No. _____)
VS) Department of Insurance)
Department of Insurance) State of Alabama)
State of Alabama)

All blanks, except the Claim No. which the Insurance Dept. assigns, must be filled in with a typewriter or printed in ink.

1. Name and mailing address of claimant _____

2. Date claim accrued _____

3. Statement of facts from which claim arises and amount of claim being made

4. No part of this claim has been assigned by me and no amount has been paid to or received by me in payment of this claim except as follows: _____

Wherefore claimant respectfully prays that the State of Alabama will take cognizance of this claim and upon consideration thereof make an award for the amount claimed.

(Signature of Claimant)

STATE OF _____)

COUNTY OF _____)

Before me, _____, a Notary Public in and for said State and County, personally appeared _____, who being made known to me, and being informed of the contents of this petition and the statements by him/her therein, and being by me duly sworn, says such statements are true and correct.

Sworn to and subscribed before me this _____ day of _____, _____.

(Notary Public)

July 13, 2015

Subject: **STAARS Vendor Self Service (VSS)**

Dear Vendors:

In the upcoming weeks, the State of Alabama will introduce the STAARS Vendor Self Service (VSS) Portal as part of an upgrade to our current procurement and financial systems. The VSS Portal is a website that will allow vendors to manage their account information, track payments, access bids and proposals, and perform other financial transactions from one location.

Additional VSS Benefits for Vendors

VSS will provide vendors with the following significant benefits:

- Increased visibility into the State of Alabama's procurement activities
- Real-time access to bid opportunities, payment status, and notice of awards
- Registration for notifications based on commodity codes relevant to the goods or services provided
- Electronic submission of invoices
- Sign-up for receipt of electronic funds transfer (EFT) payments

There are two phases to the upgrade. The first phase (starting August 3, 2015) will involve conversion of current vendor account information from the State's legacy system to VSS, and the rollout of the VSS Portal. This will allow vendors to activate and verify their account or register for a new account. The second phase (starting October 1, 2015) will occur when the STAARS upgrade is completed. At this time, vendors will have access to all VSS features.

What Does This Mean for You?

On August 3, 2015, the VSS Portal will be available for existing vendors to activate their account. If you are an existing vendor, you will need to visit the VSS Portal (<https://procurement.staars.alabama.gov/>) and activate your account as soon as possible after August 3.

Before you visit the VSS Portal to activate your account, it will be helpful for you to gather the following information:

- Tax ID Number (TIN)
- Legal business name
- Contact information for each business location (name, address, email address, and phone)
- Ordering address
- Payment address
- Names of products and services provided by your company using the National Institute of Governmental Purchasing (NIGP) commodity codes

Review the *Activation Guide* on the VSS Portal home page to find step-by-step instructions on how to activate your account.



STAARS



Department of Finance
Division of Purchasing
Comptroller's Office
100 N. Union Street
Montgomery, AL 36130

As part of the activation process, you will be expected to:

- Accept the Memorandum of Agreement
- Create a user ID and password for your account
- Verify and update your company information as needed
- Verify and update your email address as needed
- Identify the products and services provided by your company using the National Institute of Governmental Purchasing (NIGP) commodity codes

Important Note: If you are unable to locate your company's account using your company's TIN, this indicates your company is not currently registered. If you wish to do business with the State of Alabama, you will need to register your company. Please review the Registration Guides on the VSS Portal home page to find step-by-step instructions on how to register your account.

All VSS instructional videos and guides will be posted on the STAARS Vendor Information page (www.vendors.alabama.gov) by August 3, 2015. We encourage you to visit this website to review recent updates and sign up to receive email notifications. Any updates to the progress of the project will be posted on this site.

If you have questions, please contact us using the Contact Us tab on the STAARS Vendor Information page (www.vendors.alabama.gov). We appreciate your cooperation and look forward to introducing you to the benefits of STAARS VSS!

Thank you,
STAARS Project Team



STAARS



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