



Iowa Vendor Self Service (VSS)

Account Help Guide

March 2015

[Iowa VSS Website](https://vss.iowa.gov/)

Click the link above or use the Internet address below

<https://vss.iowa.gov/>

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I. Purpose of this Guide

This Guide is written to provide current and new vendors of the State of Iowa information on how to **maintain your account** on Iowa's Vendor Self Service (VSS) website once you have registered. A vendor should follow this guide once you are registered in Iowa VSS.

For information on registering as a vendor in Iowa VSS, please see the guide that is located on the front page of the Iowa VSS website titled: Iowa Vendor Self Service (VSS) Registration Quick Start Guide

II. Overview & Benefits of Iowa VSS

The Iowa VSS website allows a vendor to manage their own account information and view bid opportunities. Access to account information nearly 24 hours a day provides vendors flexibility and more control in conducting business with the State of Iowa.

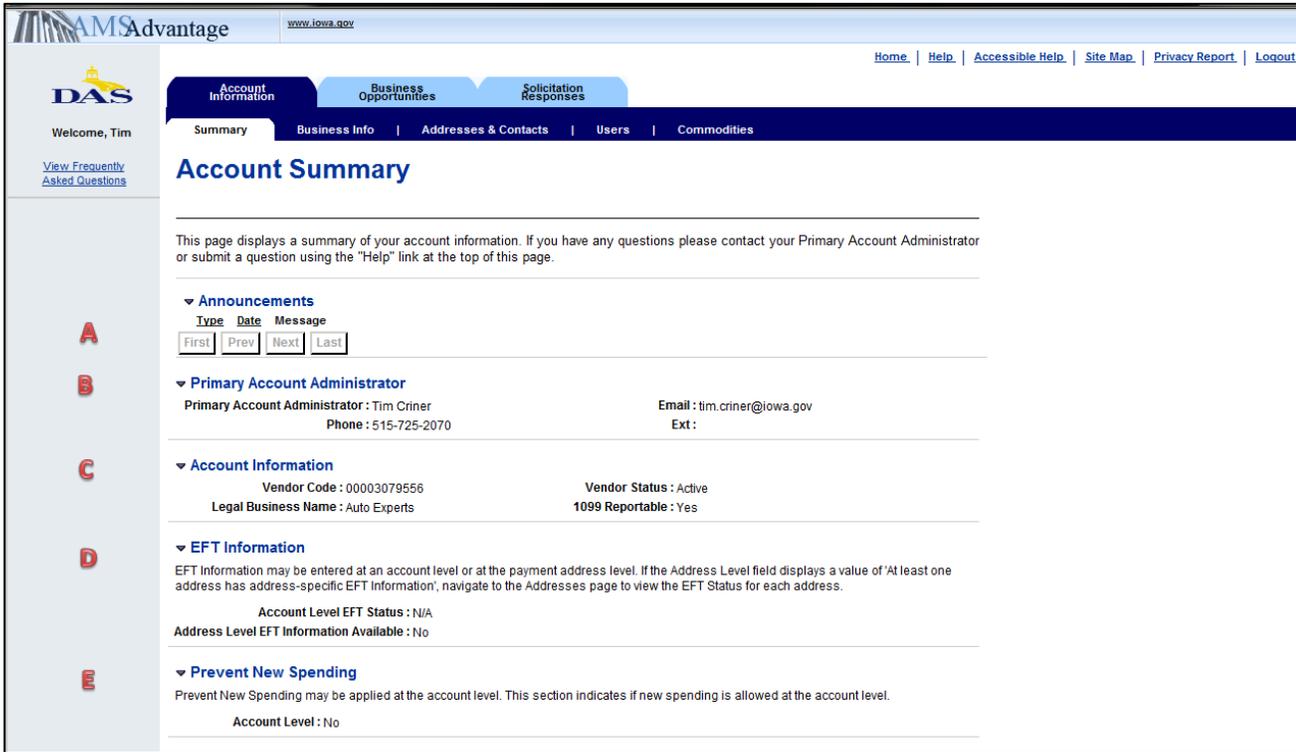
Iowa VSS allows vendors to manage their own account information including but not limited to updating addresses, legal name, and contacts, adding a business location, and listing commodities of goods and services provided by the vendor.

Viewing bid opportunities and online bidding is functionality scheduled to be implemented later in 2015.

III. Account Summary Tab

When you login into Iowa VSS, the following Account Summary page is shown. This tab displays a summary of your account information. This tab is the only one where changes and updates to your information are not allowed. Changes to your information can be made in other sections.

The following screenshot provides information about the Account Summary page.



A. Announcements

These are announcements being posted for Iowa VSS vendors.

B. Primary Account Administrator

Initially, the Primary Account Administrator field represents the name entered by the person who activates or registers the vendor's account in Iowa VSS. This information changes if the Primary Account Administrator assigns another individual to the role.

C. Account Information

Vendor Code is auto generated by the application. Legal Business Name is the vendor's current name. The 1099 Reportable field indicates that applicable payments will be 1099 reportable. Vendor Status indicates if vendor record is Active or Inactive by the State of Iowa.

D. EFT Information

This indicates if the vendor is currently eligible to receive Electronic Funds Transfer (EFT) payments from the State of Iowa.

E. Prevent New Spending

This functionality is currently not being utilized.

IV. My Business Information Tab

The My Business Information page provides greater detail on vendor account information than is provided on the Account Summary page. Most account information on this page can be updated by the vendor. Steps for common vendor updates follow. **For any updates to My Business Information, click on the Update button to continue.**

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My Business Information

Welcome, Tim

[View Frequently Asked Questions](#)

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. Refer to the FAQs to modify your organization information. Select the 'Pending 1099 Additions' button to display requested 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.

Pending Changes :

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

Headquarters Information

Headquarters Legal Name : Auto Experts	Franchise Account : No
Headquarters Account Code : 00003079550	Headquarters Web Address :
1099 Status : Yes	Catalog DUNS :
Taxpayer ID Number : 999321456	
Taxpayer ID Number Type : EIN	

Organization Information

Organization Type : Company	Foreign Tax ID :
Classification : Corporation	W-8 Form :
Location Name :	Ordering DUNS :
Location Web Address :	Internet Catalog :
Number of Employees :	Preferred Ordering Method :
Annual Income :	Pcard Acceptance Level :

Legal Name Information

Legal Name on W-9 : Auto Experts	Name on Check : Legal Name
Alias/DBA (Business Name) :	

1099 TIN Information

Taxpayer ID Number : 999321456	1099 Reportable : Yes
Taxpayer ID Number Type : EIN	

Legal (1099) Address Information

Street 1 : 422 STORY ST
 City : BOONE
 State/ Province : Iowa
 Zip/Postal Code : 50036-3532

EFT Information

ABA Number :	Account Number :
Account Type :	Routing ID Number :
Remittance Advice Transmission Mode :	EFT Status :

[Download EFT Registration Form](#)

* Indicates a required field

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A. Classification Update

Step 1: Click on the Update button.

The screenshot shows the 'My Business Information' page. At the top, there is a navigation bar with 'Update', 'View Pending Changes', 'Pending 1099 Additions', and 'Add Business Location' buttons. A red arrow points to the 'Update' button. Below the navigation bar, there is a section for 'Headquarters Information' with fields for 'Headquarters Legal Name', 'Headquarters Account Code', '1099 Status', 'Taxpayer ID Number', and 'Taxpayer ID Number Type'. There is also a 'Franchise Account' section. Below that is the 'Organization Information' section, which includes 'Organization Type', 'Classification', 'Location Name', 'Location Web Address', 'Number of Employees', 'Annual Income', 'Foreign Tax ID', 'W-9 Form', 'Ordering DUNS', 'Internet Catalog', 'Preferred Ordering Method', and 'Picard Acceptance Level'. The 'Legal Name Information' section includes 'Legal Name on W-9' and 'Name on Check'. The '1099 TIN Information' section includes 'Taxpayer ID Number' and '1099 Reportable'. The 'Legal (1099) Address Information' section includes 'Street', 'City', 'State/Province', and 'Zip/Postal Code'. The 'EFT Information' section includes 'ABA Number', 'Account Number', 'Routing ID Number', and 'EFT Status'. A red arrow points to the 'Update' button in the top navigation bar.

Step 2: In the Organization Section, click on the Find button to continue.

The screenshot shows the 'Update My Business Information Page'. It contains several sections for updating business information. The 'Organization Information' section is highlighted with a red arrow pointing to the 'Find' button. This section includes fields for 'Organization Type', 'Classification', 'Location Name', 'Location Web Address', 'Number of Employees', 'Annual Income', 'Foreign Tax ID', 'W-9 Form', 'Ordering DUNS', 'Internet Catalog', 'Preferred Ordering Method', and 'Picard Acceptance Level'. The 'Legal Name Information' section includes 'Legal Name on W-9' and 'Name on Check'. The '1099 TIN Information' section includes 'Taxpayer ID Number' and '1099 Reportable'. The 'Legal (1099) Address Information' section includes 'Street', 'City', 'State/Province', and 'Zip/Postal Code'. A red arrow points to the 'Find' button in the Organization Information section.

Step 3: The next page will show all possible classifications for your organizational type. Click on **Select** for the correct classification.

The screenshot shows the 'Choose' page in the AMS Advantage system. It features a table with four columns: Organization Type, Classification, Taxpayer ID Number Type, and 1099 Reporting Classification Name. Each row has a 'Select' link in the first column. A red arrow points to the first 'Select' link.

Organization Type	Classification	Taxpayer ID Number Type	1099 Reporting Classification Name
Select Company	Partnership	EIN	PARTNERSHIP
Select Company	Corporation	EIN	CORPORATION
Select Company	Trust	EIN	TRUST
Select Company	Foreign Business Entity	EIN	NOT REPORTABLE
Select Company	State Government	EIN	NOT REPORTABLE
Select Company	Other Government	EIN	NOT REPORTABLE
Select Company	Other	EIN	PARTNERSHIP
Select Company	Joint Venture	EIN	PARTNERSHIP
Select Company	Other Non-Profit Org	EIN	NOT REPORTABLE
Select Company	Estate	EIN	TRUST

Step 4: You will be returned to the Update My Business Information Page. The classification you selected will display. Select **Save Changes** to save the change you made.

The screenshot shows the 'Update My Business Information Page' in the AMS Advantage system. The page contains several sections for updating business information. A red arrow points to the 'Save Changes' button. The 'Organization Information' section is highlighted with a red box, showing 'Company' as the Organization Type and '3' as the Classification.

Organization Information

Organization Type: Company
 * Classification: 3 Find

Partnership

Location Name: _____
 Location Web Address: _____
 Number of Employees: _____
 Annual Income: _____

Foreign Tax ID: _____
 W-9 Form: _____
 Ordering DUNS: _____
 Internet Catalog: _____
 Preferred Ordering Method: _____
 Pcard Acceptance Level: _____

Legal Name Information

Legal Name on W-9: Auto Experts Name on Check: Legal Name
 Alias/DBA (Business Name): _____

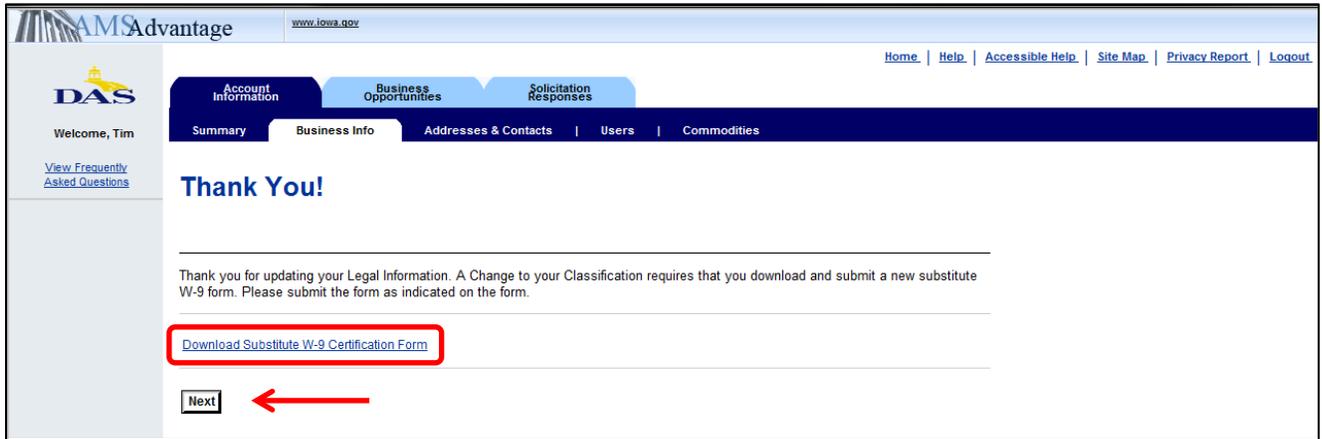
1099 TIN Information

Taxpayer ID Number: 999321456 1099 Reportable: Yes
 Taxpayer ID Number Type: EIN
 Please note that your TIN Type is determined by your Classification.

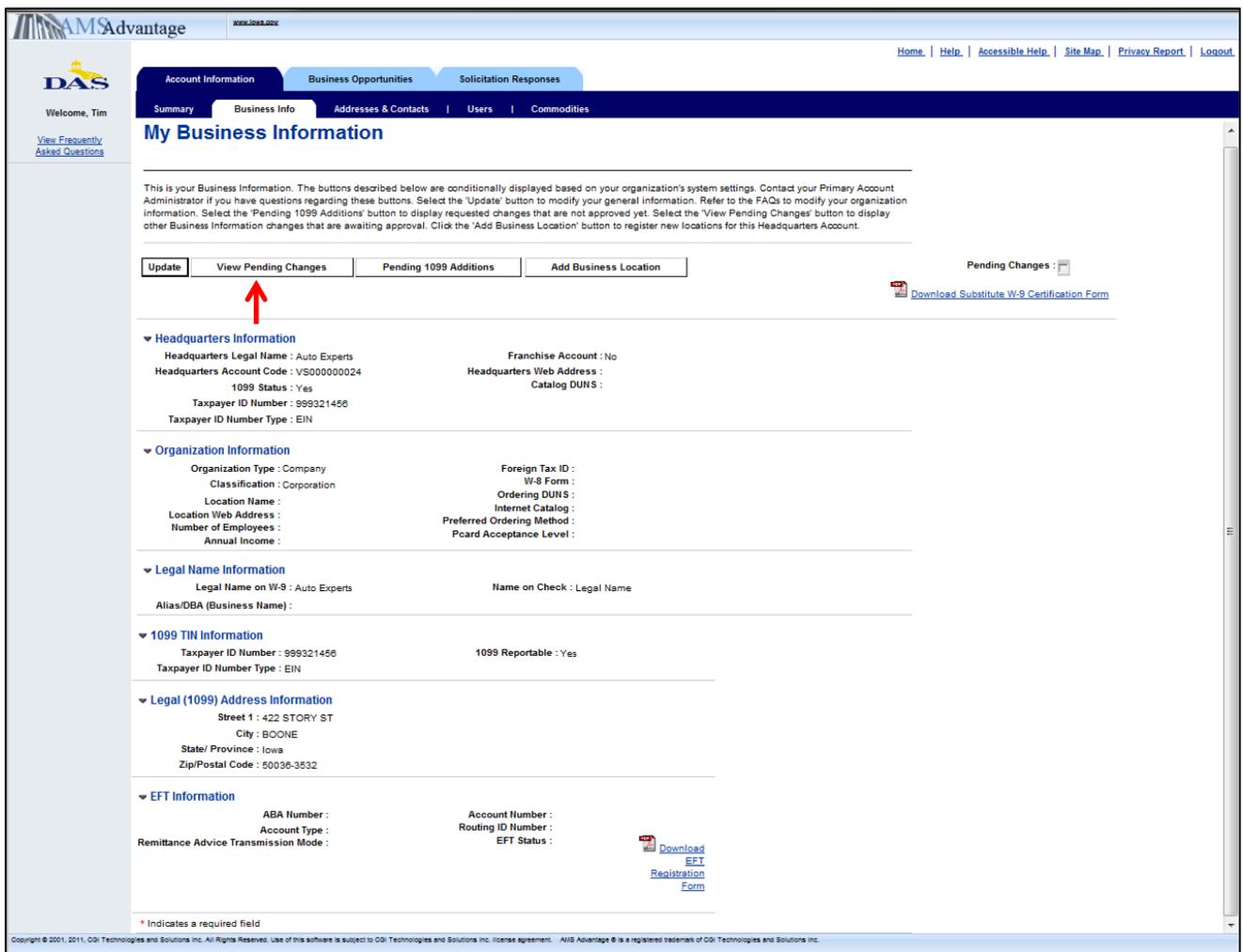
Legal (1099) Address Information

* Street 1: 422 STORY ST
 * City: BOONE
 * State/Province: Iowa
 * Zip/Postal Code: 50036-3532

Step 5: After you have successfully saved your change, you will receive the Thank You page. Click on the **Next** button to continue.



Step 6: Click on the **View Pending Changes** button to see changes submitted but not yet approved by the State of Iowa.



Step 7: You can update pending changes on this page or if everything looks correct, click the **Back** button to return to the My Business Information page.

View Pending Changes

This View displays updated address records that have not yet been reviewed or approved by Iowa VSS. A status of 'New Change' indicates that the record has yet to be submitted to our financial system for approval. A 'Pending Approval' status indicates that the record has been submitted to our financial system and is awaiting approval.

Attribute Changed	Change Entered By	Change Entered On	Last Updated On	Old Value	New Value	Modified Area	Status
✓ 1099 Classification	Autoexpertstc15	03/11/2015	03/11/2015	4	3	Location Information	New Change

First Prev Next Last

Back Update Pending Changes

Attribute Changed: 1099 Classification Old Value: 4

Change Entered By: Autoexpertstc15 New Value: 3

Change Entered On: 03/11/2015 Old Memo Value:

Last Updated On: 03/11/2015

Modified Area: Location Information

Status: New Change New Memo Value:

My Business Information

This is your Business Information. The buttons described below are conditionally displayed based on your organization's system settings. Contact your Primary Account Administrator if you have questions regarding these buttons. Select the 'Update' button to modify your general information. Refer to the FAQs to modify your organization information. Select the 'Pending 1099 Additions' button to display requested 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 Add Business Location

Pending Changes:

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

Headquarters Information

Headquarters Legal Name : Auto Experts Franchise Account : No
 Headquarters Account Code : VS000000024 Headquarters Web Address :
 1099 Status : Yes Catalog DUNS :
 Taxpayer ID Number : 999321456
 Taxpayer ID Number Type : EIN

Organization Information

Organization Type : Company Foreign Tax ID :
 Classification : Corporation W-9 Form :
 Location Name : Ordering DUNS :
 Location Web Address : Internet Catalog :
 Number of Employees : Preferred Ordering Method :
 Annual Income : Pcard Acceptance Level :

Legal Name Information

Legal Name on W-9 : Auto Experts Name on Check : Legal Name
 Alias/DBA (Business Name) :

1099 TIN Information

Taxpayer ID Number : 999321456 1099 Reportable : Yes
 Taxpayer ID Number Type : EIN

Legal (1099) Address Information

Street 1 : 422 STORY ST
 City : BOONE
 State/ Province : Iowa
 Zip/Postal Code : 50036-3532

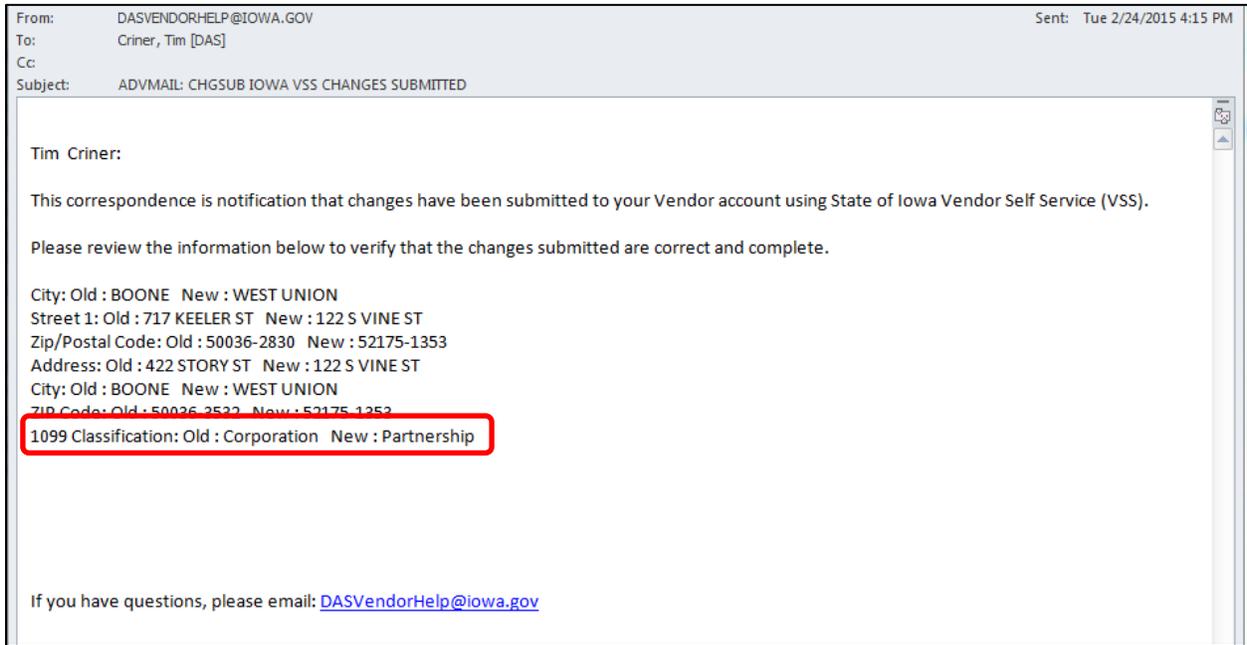
EFT Information

ABA Number : Account Number :
 Account Type : Routing ID Number :
 Remittance Advice Transmission Mode : EFT Status :
[Download EFT Registration Form](#)

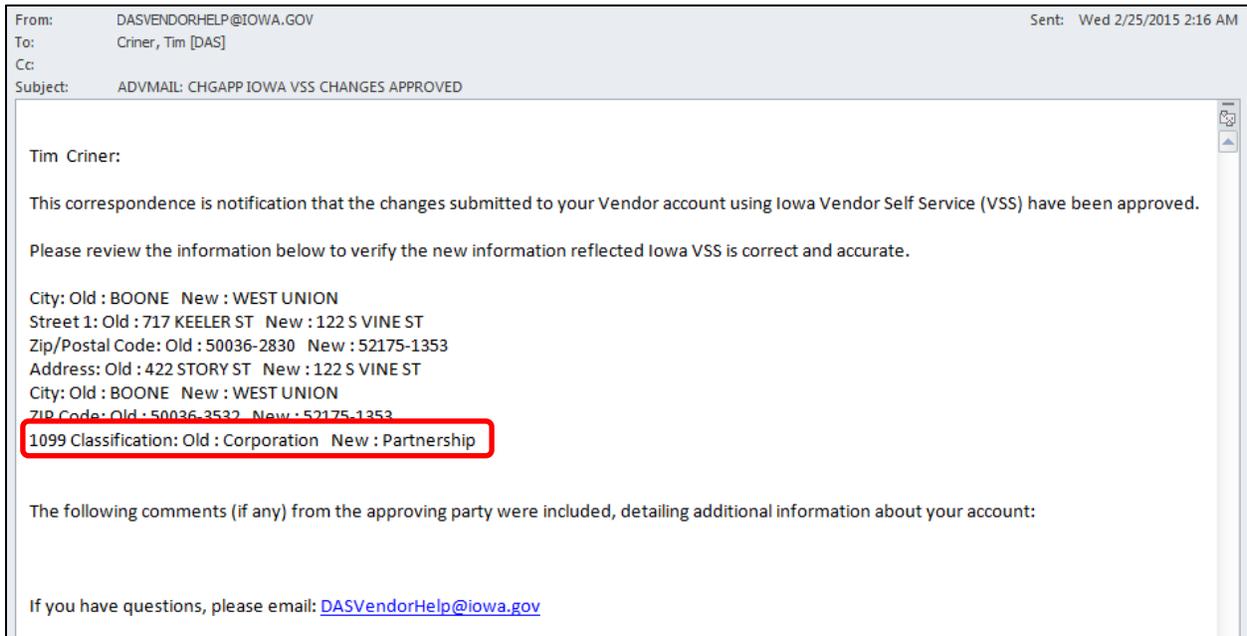
* Indicates a required field

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Step 8: You will receive an email similar to the one below regarding the update you submitted.



Step 9: You will receive another email when the State of Iowa approves the requested update. Your Iowa VSS information will also be updated at this time.



B. Legal Address Information Update

Step 1: After clicking on the Update button on the My Business Information page as referenced in **Section IV (page 5)**, the Update My Business Information Page displays where updates to your Legal Address can be made. Make the appropriate address updates, then click the **Save Changes** button.

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Update My Business Information Page

Edit the fields below to request the change of your information, and click the 'Save Change' button to submit the request. A red star denotes a required field. This Screen reflects your latest submitted changes, please use the 'View Pending Changes' button on the main page to see a detailed list of your requests and whether they are awaiting submission, are being reviewed or have been approved or rejected.

Save Changes **Cancel**

Headquarters Information

Headquarters Account Code : 00003079556
1099 Status : Yes
Franchise Account :
Headquarters Web Address :
Catalog DUNS :

Verify My Locations by : Use My TIN Number
Vendor Verification Hint : Please verify that you are
Vendor Verification Password :
Confirm Verification Password :

Organization Information

Organization Type : Company
Classification : 3
Partnership
Location Name :
Location Web Address :
Number of Employees :
Annual Income :

Foreign Tax ID :
W-9 Form :
Ordering DUNS :
Internet Catalog :
Preferred Ordering Method :
Pcard Acceptance Level :

Legal Name Information

Legal Name on W-9 : Auto Experts
Alias/DBA (Business Name) :
Name on Check : Legal Name

1099 TIN Information

Taxpayer ID Number : 988321496
Taxpayer ID Number Type : EIN
1099 Reportable : Yes
Please note that your TIN Type is determined by your Classification.

Legal (1099) Address Information

*Street 1 : 122 S Vine Street
*City : West Union
*State/Province : Iowa
*Zip/Postal Code : 52175

*Indicates required fields

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Step 2: Iowa VSS uses address validation to ensure addresses meet postal standards. Clicking Save Changes on the previous screen initiates address validation and in most cases this will update the Zip Code by adding the 4 digit code to end. The following page displays the information message, reflects the updated Zip Code change from address validation, and the Street abbreviated to ST. **The next step is to click on the Save Changes button to continue.**

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Summary Business Info Addresses & Contacts Users Commodities

Welcome, Tim

You have 1 messages
1: Information: The address entered was modified to meet postal standards. (A5447)
[View All Details](#) [Submit Question](#)

Update My Business Information Page

Edit the fields below to request the change of your information, and click the 'Save Changes' button to submit the request. A red star denotes a required field. This Screen reflects your latest submitted changes, please use the 'View Pending Changes' button on the main page to see a detailed list of your requests and whether they are awaiting submission, are being reviewed or have been approved or rejected.

[Save Changes](#) [Cancel](#)

Headquarters Information
Headquarters Account Code : 00033079556 Verify My Locations by : Use My TIN Number
1099 Status : Yes Vendor Verification Hint : Please verify that you
Franchise Account : Vendor Verification Password : *****
Headquarters Web Address : Confirm Verification Password : *****
Please include http:// or https://
Catalog DUNS :

Organization Information
Organization Type : Company Foreign Tax ID :
Classification : 3 Find W-9 Form :
Partnership Ordering DUNS :
Location Name : 9 digits (no dashes)
Location Web Address : Internet Catalog :
Number of Employees : Please include http:// or https://
Annual Income : Preferred Ordering Method :
Poard Acceptance Level :

Legal Name Information
Legal Name on W-9 : Auto Experts Name on Check : Legal Name
Alias/DBA (Business Name) :

1099 TIN Information
Taxpayer ID Number : 599321456 1099 Reportable : Yes
Taxpayer ID Number Type : EIN
Please note that your TIN Type is determined by your Classification.

Legal (1099) Address Information
*Street 1 : 122 S VINE ST
*City : WEST UNION
*State/Province : Iowa
*Zip/Postal Code : 52175-1353
*Indicates required fields

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Step 3: After successfully saving your changes, you will receive the Thank You page. Click on the Next button to continue.

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Summary Business Info Addresses & Contacts Users Commodities

Welcome, Tim

Thank You!

Thank you for updating your Legal Information. A Change to your Classification requires that you download and submit a new substitute W-9 form. Please submit the form as indicated on the form.

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

[Next](#)

Step 4: Refer to **Steps 6 - 9 in Section IV (A)** above as these same steps to update your legal address information.

C. Legal Name Information Update

The steps for updating legal name are the same as the steps to update your classification and legal address information.

D. Add Business Location

To register a new location, use the Address Business Location tab on the My Business Information page to start the process.

Step 1: Click **Add Business Location** to continue.

The screenshot displays the 'My Business Information' page in the AMS Advantage system. The page is divided into several sections, each with a dropdown arrow for expansion. A red arrow points to the 'Add Business Location' button in the top navigation bar. Below the buttons, there are sections for Headquarters Information, Organization Information, Legal Name Information, 1099 TIN Information, Legal (1099) Address Information, and EFT Information. Each section contains specific details related to the business's information.

Buttons: Update, View Pending Changes, Pending 1099 Additions, Add Business Location, Pending Changes: [input type="checkbox"]

Download Substitute W-9 Certification Form

Headquarters Information

Headquarters Legal Name : Sports Place	Franchise Account : No
Headquarters Account Code : VS000000048	Headquarters Web Address :
1099 Status : Yes	Catalog DUNS :
Taxpayer ID Number : 999210444	
Taxpayer ID Number Type : EIN	

Organization Information

Organization Type : Company	Foreign Tax ID :
Classification : Corporation	W-9 Form :
Location Name :	Ordering DUNS :
Location Web Address :	Internet Catalog :
Number of Employees :	Preferred Ordering Method :
Annual Income :	Peard Acceptance Level :

Legal Name Information

Legal Name on W-9 : Sports Place	Name on Check : Legal Name
Alias/DBA (Business Name) :	

1099 TIN Information

Taxpayer ID Number : 999210444	1099 Reportable : Yes
Taxpayer ID Number Type : EIN	

Legal (1099) Address Information

Street 1 : 4126 MILLER ST
City : BETHANY
State/ Province : Missouri
Zip/Postal Code : 64424-7189

EFT Information

ABA Number :	Account Number :
Account Type :	Routing ID Number :
Remittance Advice Transmission Mode :	EFT Status :

Download EFT Registration Form

* Indicates a required field

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Step 2: Select the TIN Type and Classification and click the **Next** button to continue.

The screenshot shows the 'Add Business Location - New Account Registration' page in the AMS Advantage system. The page is titled 'Add Business Location - New Account Registration' and has a navigation bar with 'Account Information', 'Business Opportunities', and 'Solicitation Responses'. The left sidebar contains navigation links for 'New Account Info', 'Business Info', 'Addresses & Contacts', 'Additional Business Information', and 'Registration Summary'. The main content area is divided into three sections: 'TIN Type', 'Classification', and 'Question'. The 'TIN Type' section has three radio button options: 'I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN)', 'I will use my entity's Employer Identification Number (EIN)', and 'I do not have any of the above forms of Taxpayer identification.'. The 'Classification' section has a list of 20 options, with 'Corporation' selected. The 'Question' section has a 'Submit Question' button. At the bottom right, there are three buttons: 'Save and Close', 'Cancel Registration', and 'Next'. Red arrows point to the 'Submit Question' button and the 'Next' button.

Note: If you need help with how you should answer any of these questions, click the Submit Question button at the bottom of the page. After you submit your question, click on the Save and Close button. Iowa VSS will save the information you have already entered, will remember your progress and exit you from the application. Once you receive an answer to your question from the Iowa Department of Administrative Services (DAS), you can log back in and Iowa VSS will return you to where you exited.

Step 3: The Add Business Location - My Business Information page needs to be completed in the next step of the process. Some fields on the page are pre-populated. The fields with red asterisks are required. Populate other fields as applicable. Click the **Next** button after your information has been entered.

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account information business opportunities solicitation responses

Summary Business info Addresses & Contacts Users Commodities

Welcome, Tim

Add Business Location - My Business Information Save and Close Cancel Registration Back Next

Use this page to add a new location that should have separate business transactions. (The new location's financial transactions will not be combined with existing ones in the "Financial Transactions" section of the application.) If you only want to add an address under the existing location, then do not use this page and use the "Address & Contacts" tab instead.

Organization Information

*Organization Type : Company Change Foreign Tax ID : W-8 Form :
 * A change to this field will remove all data previously entered. W-8 Form :
 * Classification : Corporation Ordering DUNS :
 Location Name : Internet Catalog :
 Location Web Address : Please include http:// or https:
 Number of Employees : Preferred Ordering Method :
 Annual Income : Peard Acceptance Level :

Legal Name Information

*Legal Name on W-9 : Sports Place Business Name (Alias/DBA) : Sports Place Cameron Name on Check :
 *1099 TIN Information
 My new account uses the same Taxpayer ID Number and Taxpayer ID Number Type as another account in the system
 Create Taxpayer ID Number : Taxpayer ID Number : 999210444
 Re-enter Taxpayer ID Number : Taxpayer ID Number Type : EIN
 1099 Reportable : Yes

Legal (1099) Address Information

*Street 1 : 4126 MILLER ST
 *City : BETHANY
 *State/ Province : Missouri
 *Zip/Postal Code : 64424-7189

Discount Information

If appropriate, please enter any Discount Terms you offer for prompt payment of invoices.

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 :

Save and Close Cancel Registration Back Next

Additional Resources & Information:

As you complete each step and move to the next step, the system will check for errors. If there are errors:

- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

Step 4: The headquarters legal address was pre-populated in the previous step. In this step, Iowa VSS will ask you questions regarding four additional types of addresses for the new location. Iowa VSS collects an address for:

- Administrative correspondence
- Ordering
- Payments
- An optional address for billing if you owe fees and other payments

You can choose to specify the same or different addresses for each of these four address types.

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Welcome, Tim

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Add Business Location - Address Information Questionnaire

Save and Close | Cancel Registration | Back | Next

Please enter the following information about your Ordering, Payment, and Billing addresses.

Legal Address Information

Address : 4126 MILLER ST
City : BETHANY
State : MO
Zip/Postal Code : 64424-7169

Address Questions

A Should your legal address listed above be used for any other type of address (Ordering, Payment or Billing)?
 No
 Yes

B Is your address information the same for Ordering, Payment, and Billing addresses?:
 No
 Yes

C Do you have the same contact for all address types (Ordering, Payment, or Billing)? :
 No
 Yes

Save and Close | Cancel Registration | Back | Next

Additional Resources & Information:

As you complete each step and move to the next step, the system will check for errors. If there are errors:

- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

The three address questions above are labeled A, B, and C in this example. Here is a short explanation for each question:

A: If your Legal Address is same address as any of the additional three address types listed then choose Yes to A. Otherwise choose No.

B: Regardless of your choice in A above, if your Ordering, Payment, and Billing addresses are the same, choose Yes to B. Otherwise choose No.

C: If you want a single contact person for all three address types, choose Yes to C. Otherwise choose No.

Once you have made your selections, click the **Next** button.

Step 5: The following is an example of what the Add Business Location - Addresses and Contacts page will look like based on your answers to the questions on the previous page. If you answered No to the second or third question you will be transitioned to a series of pages to collect information for each of the address types. Complete the information on the pages for Ordering, Payment, and the Optional Billing addresses for the new business location and click **Next** to continue on each page. The Ordering Information page is documented below.

Note: In most cases, after you click the Next button you will remain on the page but receive the message below that relates to address validation. This is an informational message only. Click the Next button again to continue.

You have 1 messages
 1: Information : The address entered was modified to meet postal standards. (A5447)
[View All Details](#) [Submit Question](#)

The screenshot displays the 'Add Business Location - Ordering Address and Contact' page. At the top, there is a navigation bar with 'Account Information', 'Business Opportunities', and 'Solicitation Responses'. Below this is a sub-navigation bar with 'Summary', 'Business Info', 'Addresses & Contacts', 'Users', and 'Commodities'. A message box at the top left states 'You have 1 messages' with a red notification: '1: Information : The address entered was modified to meet postal standards. (A5447)'. The main title of the page is 'Add Business Location - Ordering Address and Contact'. The page is divided into two main sections: 'Address Information' and 'Contact Information'. The 'Address Information' section contains fields for Address ID, Optional Routing Info, Street 1 (512 N WALNUT ST), City (CAMERON), State (Missouri), Zip/Postal Code (64429-1829), Country (UNITED STATES), and Phone (816-724-7236). The 'Contact Information' section contains fields for Principal Contact ID, Principal Contact (Bob Clemons), Phone (816-724-7236), Fax, Fax Extension, Alternate Fax, Alternate Fax Extension, Email, and Correspondence Type. A red arrow points to the 'Next' button at the bottom right of the page.

Step 6: The next page – Add Business Location – Additional Business Information - is for the new location to add commodities appropriate for the organization. Click the **Add** button to continue.

The screenshot shows the 'Add Business Location - Additional Business Information' page. The page title is 'Add Business Location - Additional Business Information'. Below the title, there are buttons for 'Save and Close', 'Cancel Registration', 'Back', and 'Next'. The main content area is titled 'Commodities' and contains the instruction: 'Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.' Below this instruction is an 'Add' button, which is highlighted with a red arrow. Underneath the 'Add' button, there are columns for 'Commodity/Service Code' and 'Commodity Description'. At the bottom of the page, there are buttons for 'Save and Close', 'Cancel Registration', 'Back', and 'Next', along with a section for 'Additional Resources & Information'.

Step 7: Choose commodity codes that best describe the goods or services provided by the new location. Click the **OK** button to continue.

The screenshot shows the 'Choose' page. The page title is 'Choose'. Below the title, there are buttons for 'Save and Close', 'Cancel Registration', 'Back', and 'Next'. The main content area contains the instruction: 'Select one or more commodity codes that describes 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 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.' Below this instruction, there is a link for 'Commodity Codes'. Underneath, there are search fields for 'Commodity/Service Code' and 'Commodity Description'. Below the search fields, there is a table with columns for 'Commodity Description' and 'Commodity/Service Code'. The table contains the following data:

Commodity Description	Commodity/Service Code
<input type="checkbox"/> FOODS: STAPLE GROCERY AND GROCER'S MISCELLANEOUS ITEMS	393
<input type="checkbox"/> FOODS: PERISHABLE	390
<input type="checkbox"/> FOODS, FROZEN	385
<input type="checkbox"/> FOODS: DAIRY PRODUCTS (FRESH)	380
<input checked="" type="checkbox"/> FOODS: BAKERY PRODUCTS (FRESH)	375
<input type="checkbox"/> FOOD PROCESSING AND CANNING EQUIPMENT AND SUPPLIES	370

At the bottom of the page, there are buttons for 'First', 'Prev', 'Next', and 'Last', and a red arrow pointing to the 'OK' button.

Step 8: Review the commodity(s) added and make any necessary changes. Click the **Next** button when commodities are correct for your new location.

The screenshot shows the AMS Advantage website interface. At the top, there is a header with the logo and navigation links. Below that is a dark blue navigation bar with tabs for 'Account Information', 'Business Opportunities', and 'Solicitation Responses'. The main content area is titled 'Add Business Location - Additional Business Information' and contains a table of commodities. A red arrow points to the 'Next' button in the bottom right corner of the page.

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Account Information Business Opportunities Solicitation Responses

Welcome, Tim

View Frequently Asked Questions

New Account Info.
 My Business Info.
 Addresses & Contacts
 Additional Business Information
 Registration Summary

Summary Business Info Addresses & Contacts Users Commodities

Add Business Location - Additional Business Information Save and Close Cancel Registration Back Next

Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Add

Commodity/Service Code	Commodity Description	Delete
375	FOODS: BAKERY PRODUCTS (FRESH)	Delete

First Prev Next Last

Save and Close Cancel Registration Back Next

Additional Resources & Information:

As you complete each step and move to the next step, the system will check for errors. If there are errors:

- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

Step 9: The Add Business Location – Registration Summary page summarizes what was entered on the previous pages. Selecting the **Save and Close** button and will return you to this summary page after your next login. An **Update Information** link exists for each summary section. Selecting a link will navigate you back to the appropriate screen for changes. When your review of this page is complete, click on the **Submit Registration** button.

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

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

Welcome, Tim

[View Frequently Asked Questions](#)

New Account Info.
 My Business Info.
 Addresses & Contacts
 Additional Business Information
 Registration Summary

Add Business Location - Registration Summary [Save and Close](#) [Cancel Registration](#) [Back](#) [Submit Registration](#) [Print This Page](#)

The summary below is based on the information you entered. If changes are needed, please select the Update Information link. This will navigate you back to the appropriate screen for you to make your change.

Organization Information

Organization Type : Company	Foreign Tax ID :
1099 Classification : Corporation	W-9 Form :
Location Name :	Ordering DUNS :
Location Web Address :	Internet Catalog :
Number of Employees :	Preferred Ordering Method :
Annual Income :	Pcard Acceptance Level :

[Update Information](#)

Legal Name Information

Legal Name : Sports Place	First Name :	Name on Check :
Business Name (Alias/ DBA) : Sports Place Cameron	Middle Name :	
Name Control : SPOR	Last Name :	

[Update Information](#)

1099 TIN Information

Taxpayer ID 999210444	Detailed TIN Type :
Number :	1099 Reportable : Yes
Taxpayer ID Number EIN	
Type :	

[Update Information](#)

Legal (1099) Address Information

Street 1 : 4126 MILLER ST	State/Province : Missouri
City : BETHANY	Zip/Postal Code : 64424-7109

[Update Information](#)

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 :

[Update Information](#)

AMS Advantage www.iowa.gov [Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Privacy Report](#) | [Logout](#)

Welcome, Tim

[View Frequently Asked Questions](#)

New Account Info.
 My Business Info.
 Addresses & Contacts
 Additional Business Information
 Registration Summary

Account Information | Business Opportunities | Solicitation Responses

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

Ordering Address

Address Information

Optional Routing Info : Country : UNITED STATES
 Street 1 : 512 N WALNUT ST County :
 City : CAMERON Phone : 816-724-7238
 State/Province : Missouri Phone Extension :
 Zip/Postal Code : 64429-1829
 Division/Department :

Contact Information

Principal Contact : Bob Clemons Fax Extension :
 Phone : 816-724-7236 Alternate Fax :
 Phone Extension : Alternate Fax :
 Alternate Phone : Extension :
 Alternate Phone : Email :
 Extension : Correspondence :
 Fax : Type :
 English Spoken : Yes

[Update Information](#)

Payment Address

Address Information

Optional Routing Info : Country : UNITED STATES
 Street 1 : 4126 MILLER ST County :
 City : BETHANY Phone : 515-225-7207
 State/Province : Missouri Phone Extension :
 Zip/Postal Code : 64424-7169
 Division/Department :

EFT Information

ABA Number : Account Number :
 Bank Name : Routing ID Number :
 Account Type : Remittance Advice Transmission Mode :

Contact Information

Principal Contact : Bob Clemons Fax Extension :
 Phone : 816-724-7236 Alternate Fax :
 Phone Extension : Alternate Fax :
 Alternate Phone : Extension :
 Alternate Phone : Email :
 Extension : Correspondence :
 Fax : Type :
 English Spoken : Yes

[Update Information](#)

Commodities

Commodity/Service Code	Commodity Description
375	FOODS, BAKERY PRODUCTS (FRESH)

[Update Information](#)

Additional Resources & Information:
 As you complete each step and move to the next step, the system will check for errors. If there are errors:
 • A notification message will be displayed at the top of the page.
 • You must correct the errors indicated before continuing to the next step.
 • Additional help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

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Step 10: After submitting your registration you will see the Thank You page that includes your Iowa VSS Vendor Code. Note on the Thank You page the three forms available for you to use:

- **Substitute W-9 Certification Form**
- **Vendor Registration Application**
This is a pdf version of your registration application.
- **EFT Registration Form**
This form must be downloaded, completed, signed and submitted to the address on the form for your payments to be deposited into your bank account.

AMSA Advantage www.iowa.gov [Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Privacy Report](#) | [Logout](#)

Welcome, Tim [Print This Page](#)

Thank You! [Password Reset](#)

Congratulations, you have completed the registration process for a new business location. You may now login to VSS using the User Name and Password you just created.

Your Vendor Code is: VS000000100
Please save your Vendor Code for future reference

The following forms are available for you below:

- [Download Substitute W-9 Certification Form](#)
Click the link above to print, sign, and mail or fax the Substitute W-9 Certification form to the address or fax number indicated on the form.
- [Vendor Registration Application](#)
A .pdf version of your registration application is available. You may want to print to save a copy of this document for your own reference.
- [Download EFT Registration Form](#)
If you have not provided the EFT information during the registration process and would like to activate EFT, you may download the EFT Registration Form above.

You may login to your account to view and/or update your account information. Click [here](#) to login.

You have now completed the request for registration process for a new location and will receive an email confirming your registration similar to the one below.

From: DASVendorHelp@iowa.gov Sent: Tue 2/24/2015 12:16 PM
 To: Criner, Tim [DAS]
 Cc:
 Subject: ADVMAIL: ADDLOC IOWA VSS: A NEW LOCATION WAS ADDED TO YOUR HEADQUARTER

Tim Criner:

This email is to notify you that a user has registered as a new location in the State of Iowa Vendor Self Service (VSS) for your Headquarter. You are receiving this email because you are the Master User for one of the locations already registered.

The Location Legal Name is: Sports Place The Vendor/Customer is: VS000000100 The First Name, Last Name is: Tim Criner The Phone is: 515-725-2070 The Email is: tim.criner@iowa.gov

If you have questions, please email: DASVendorHelp@iowa.gov

After the State of Iowa has approved your request for registration of a new location in Iowa VSS, an email similar to the one below will be received by your Primary Account Administrator.

From: DASVENDORHELP@IOWA.GOV Sent: Tue 2/24/2015 2:15 PM
 To: Criner, Tim [DAS]
 Cc:
 Subject: ADVMAIL: CERAPP WELCOME TO IOWA VENDOR SELF SERVICE (VSS)

Tim Criner:

Congratulations, you are now a certified user of State of Iowa Vendor Self Service (VSS).

Here are details about your Iowa VSS account:

- Your User ID (case sensitive) is: Sportsplace15
- Your Headquarters Account Legal Name is: Sports Place
- Your Headquarters Account Code is: VS000000048
- Your Vendor/Customer is: VS000000100
- Your Location Name is:

Any comments from the approving party, detailing additional information about your account, are noted here:

If you have questions, please email: DASVendorHelp@iowa.gov

V. Addresses & Contacts

The Addresses and Contact page contains addresses and contacts used for your financial transactions with the State of Iowa. On this page, you can add new addresses and contacts, update your information, and, view pending changes. The following are steps to update your addresses:

A. Updating Addresses

Step 1: On the Addresses & Contacts page, click on **View/Update** link in the Update Addresses section.

The screenshot displays the DAS Advantage web interface. The top navigation bar includes 'Home', 'Help', 'Accessible Help', 'Site Map', 'Privacy Report', and 'Logout'. The main navigation menu has 'Account Information', 'Business Opportunities', and 'Solicitation Responses'. The 'Addresses & Contacts' section is active, showing a 'Summary' tab and a 'Business Info' sub-tab.

The page title is 'Addresses & Contacts'. Below the title, there is a welcome message for 'Tim' and links for 'View Frequently Asked Questions'. The main content area contains instructions on how to add, update, or view pending changes to addresses and contacts.

The 'Existing Address & Contact Assignments' section features a table with the following data:

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes
AD001	Payment	717 KEELER ST, BOONE, IA, 50036-2830			No	02/16/2015		<input type="checkbox"/> View/Update View Pending Changes
AD001	Ordering	717 KEELER ST, BOONE, IA, 50036-2830			No	02/16/2015		<input type="checkbox"/> View/Update View Pending Changes

Below the table are navigation buttons: 'First', 'Prev', 'Next', 'Last', 'Assign/Create Addresses & Contacts', and 'View Pending Additions'. A red box highlights the 'Update Addresses' link. Below this, the 'Update Addresses' section shows a table with one entry:

Address ID	Address	Pending Changes
AD001	717 KEELER ST, BOONE, IA, 50036-2830	<input type="checkbox"/> View/Update View Pending Changes

A red arrow points to the 'View/Update' link in this section. Below the 'Update Addresses' section is the 'Update Contacts' section, which has a table with columns for 'Contact ID', 'Contact Name', 'Contact Address', and 'Pending Changes', along with navigation buttons.

Step 2: Update your address information on the View/Update Available Address page and click on the **Save** button.

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Account Information | Business Opportunities | Solicitation Responses

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

View/Update Available Address

Modify or delete your address here. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to undo all updates entered.

A modified address will be validated according to postal standards. Review the changes and choose either the address you entered or the one that was validated.

Save | **Delete** | **Cancel**

▼ **Address Information**

Address ID: AD001

Optional Routing Info:

*Street 1: 122 S Vine Street

*City: West Union

*State/Province: Iowa

*Zip/Postal Code: 52175

*Country: UNITED STATES

County:

*Phone: Ext:

XXX-XXX-XXXX

* Indicates a required field

Step 3: After clicking the **Save** button (see above), if you updated the address, address validation is completed. If the address is valid an information message is displayed. You must click the **Save** button again to continue.

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Account Information | Business Opportunities | Solicitation Responses

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

You have 1 messages

1: Information : The address entered was modified to meet postal standards. (A5447)

View All Details | **Submit Question**

View/Update Available Address

Modify or delete your address here. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to undo all updates entered.

A modified address will be validated according to postal standards. Review the changes and choose either the address you entered or the one that was validated.

Save | **Delete** | **Cancel**

▼ **Address Information**

Address ID: AD001

Optional Routing Info:

*Street 1: 122 S VINE ST

*City: WEST UNION

*State/Province: Iowa

*Zip/Postal Code: 52175-1353

*Country: UNITED STATES

County:

*Phone: Ext:

XXX-XXX-XXXX

* Indicates a required field

Step 4: Your updated address is now a pending change and has been submitted to the State of Iowa for review and approval. Click on the **View Pending Changes** link to review your requested updates.

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Account Information | Business Opportunities | Solicitation Responses

Welcome, Tim | Summary | Business Info | **Addresses & Contacts** | Users | Commodities

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
AD001	Payment	717 KEELER ST, BOONE, IA, 50036-2830			No	02/16/2015		<input type="checkbox"/> View/Update View Pending Changes
AD001	Ordering	717 KEELER ST, BOONE, IA, 50036-2830			No	02/16/2015		<input type="checkbox"/> View/Update View Pending Changes

Update Addresses

Address ID	Address	Pending Changes	View/Update	View Pending Changes
AD001	717 KEELER ST, BOONE, IA, 50036-2830	<input type="checkbox"/>	View/Update	View Pending Changes

Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes
------------	--------------	-----------------	-----------------

Step 5: Review the View Pending Changes page. This page shows your current addresses and your pending updated or new addresses. Click on the **Back** button to return to the previous page or to make additional updates to your addresses.

Here are your requested changes awaiting approval.

Attribute Changed	Change Entered By	Change Entered On	Last Updated On	Old Value	New Value	Modified Area	Status
City	Autoexpertstc15	02/24/2015	02/24/2015	BOONE	WEST UNION	Master Addresses	New Change
Street 1	Autoexpertstc15	02/24/2015	02/24/2015	717 KEELER ST	122 S VINE ST	Master Addresses	New Change
Street 1	Autoexpertstc15	02/24/2015	02/24/2015	422 STORY ST	717 KEELER ST	Master Addresses	Approved
Zip/Postal Code	Autoexpertstc15	02/24/2015	02/24/2015	50036-2830	52175-1353	Master Addresses	New Change
Zip/Postal Code	Autoexpertstc15	02/24/2015	02/24/2015	50036-3532	50036-2830	Master Addresses	Approved

First Prev Next Last

Back

Attribute Changed: City Old Value: BOONE
 Change Entered By: Autoexpertstc15 New Value: WEST UNION
 Change Entered On: 02/24/2015 Old Memo Value:
 Last Updated On: 02/24/2015
 Modified Area: Master Addresses
 Status: New Change New Memo Value:

You will receive an email similar to the one below from the State of Iowa. This email notes the changes that were submitted.

From: DASVENDORHELP@IOWA.GOV Sent: Tue 2/24/2015 4:15 PM
 To: Criner, Tim [DAS]
 Cc:
 Subject: ADVMAIL: CHGSUB IOWA VSS CHANGES SUBMITTED

Tim Criner:

This correspondence is notification that changes have been submitted to your Vendor account using State of Iowa Vendor Self Service (VSS).

Please review the information below to verify that the changes submitted are correct and complete.

City: Old : BOONE New : WEST UNION
 Street 1: Old : 717 KEELER ST New : 122 S VINE ST
 Zip/Postal Code: Old : 50036-2830 New : 52175-1353
 Address: Old : 422 STORY ST New : 122 S VINE ST
 City: Old : BOONE New : WEST UNION
 ZIP Code: Old : 50036-3532 New : 52175-1353
 1099 Classification: Old : Corporation New : Partnership

If you have questions, please email: DASVendorHelp@iowa.gov

Once your updates have been approved by the State of Iowa, an email similar to the one below will be received by your Primary Account Administrator and Iowa VSS will be updated.

From: DASVENDORHELP@IOWA.GOV
To: Criner, Tim [DAS]
Cc:
Subject: ADVMAIL: CHGAPP IOWA VSS CHANGES APPROVED

Sent: Wed 2/25/2015 2:16 AM

Tim Criner:

This correspondence is notification that the changes submitted to your Vendor account using Iowa Vendor Self Service (VSS) have been approved.

Please review the information below to verify the new information reflected Iowa VSS is correct and accurate.

City: Old : BOONE New : WEST UNION
Street 1: Old : 717 KEELER ST New : 122 S VINE ST
Zip/Postal Code: Old : 50036-2830 New : 52175-1353
Address: Old : 422 STORY ST New : 122 S VINE ST
City: Old : BOONE New : WEST UNION
ZIP Code: Old : 50036-3532 New : 52175-1353
1099 Classification: Old : Corporation New : Partnership

The following comments (if any) from the approving party were included, detailing additional information about your account:

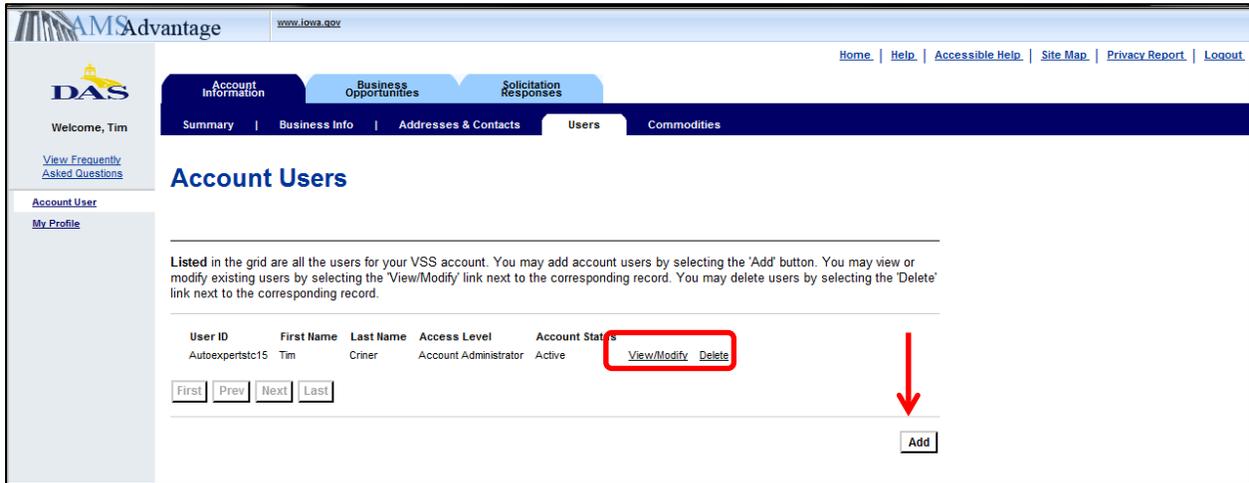
If you have questions, please email: DASVendorHelp@iowa.gov

VI. Account Users

The Account Users page lists all of your users for your Iowa VSS account. You may update an existing user's information or delete users by selecting appropriate link next to the corresponding record. You can also add new users.

A. Adding User to Vendor

Step 1: On the Account Users page, click the **Add** button to continue. Please note the View/Modify and Delete links next to each current user on the page. These links are used to make the appropriate change(s) to the user account. The Add button is used to add new users to your account.



The screenshot displays the DAS Account Users page. The page header includes the DAS logo and navigation tabs for Account Information, Business Opportunities, and Solicitation Responses. The 'Users' tab is selected. Below the navigation is a table of users with the following data:

User ID	First Name	Last Name	Access Level	Account Status	View/Modify	Delete
Autoexpertsc15	Tim	Criner	Account Administrator	Active	View/Modify	Delete

Below the table are navigation buttons: First, Prev, Next, Last. At the bottom right, there is an 'Add' button. A red arrow points to the 'Add' button.

Step 2: Complete the appropriate information for the new user and click the **Next** button to continue.

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Account Information | Business Opportunities | Solicitation Responses

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

Add Account Users

Create your User ID here. Once all required fields are complete, click 'Next' to assign access levels to this user. Click 'Cancel' to exit without saving your changes. If you designate the new user as the 'Primary Account Administrator' it will automatically de-select the user currently designated as the Primary Account Administrator. You will need to select 'Registration' and 'Account Maintenance' Email Notification options if the new user is becoming the Primary Account Administrator. Designating the new user as 'Locked' prevents them from accessing your VSS account. This option allows you to set up users but prevent their access to VSS until they are unlocked.

User Information

*User ID (case sensitive): Autoexpertskc15 Find
*(User ID should be between 2 and 16 characters in length)

*First Name: Kerry
*Last Name: Criner
*Email: tim.criner@iowa.gov
*Re-enter Email: tim.criner@iowa.gov
*Phone: 515-725-2070 Ext.:
XXX-XXX-XXXX
Fax Number:

Primary Account Administrator:
Locked:

Password

*Password:
*(Passwords should be between 8 and 16 characters in length)
*Re-enter Password:

Email Notifications

Registration:
Account Maintenance:
Recent Financial Transactions:

Security Questions and Answers

*Security Question: Who was your favorite teacher?
*Security Answer:
*Retype Security Answer:

* Indicates a required field

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Step 3: Select the appropriate access level(s) for the new user and click the **Save** button to continue. Note only one Primary Access Level can be assigned to a user.

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Account Information | Business Opportunities | Solicitation Responses

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Access Levels

Select one Primary Access Level and any Optional Access Levels.

User ID: Autoexpertskc15
First Name: Kerry
Last Name: Criner

Primary Access Level
Select one primary access level to be assigned to the user.

Access Level	Description
<input type="radio"/> Vendor account administrator vendor security role	Account Administrator users have the ability to add account users, and assign access levels to each user. They may also update the Account Information and User Information. They will also have the ability to view financial transactions pertaining to the account. Account Administrator users will also be capable of updating their own profile information.
<input type="radio"/> Full access vendor security role	Full Access users may only update the Account Information except for User Information. They will also have the ability to view financial transactions pertaining to the account. Full Access users will only have the ability to update their own profile information.
<input checked="" type="radio"/> Display only vendor security role	Display Only users will be able to view the Account Information except for User Information. They will also have the ability to view financial transactions pertaining to the account. Display only users will only have the ability to update their own profile information.

Optional Access Levels
Select any optional access levels to be made available to the user.

Access Level	Description
<input type="checkbox"/> Create Invoice	This optional level allows a User to create an invoice. All Users can view invoice information but a User must have this access level to create an invoice.
<input checked="" type="checkbox"/> Create Solicitation Response	This optional level allows a User to respond to solicitations. All Users can view solicitations but a User must have this access level to create a response
<input type="checkbox"/> Query Tax Information	Query Tax Information will allow a user to view tax information for their account

Step 4: After successfully saving the new user information, the Account Users page is updated listing the vendor's users and access levels for Iowa VSS.

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Account Information | Business Opportunities | Solicitation Responses

Welcome, Tim Summary | Business Info | Addresses & Contacts | **Users** | Commodities

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	
Autoexpertskc15	Kerry	Criner	Display Only	Active	View/Modify Delete
Autoexpertskc15	Tim	Criner	Account Administrator	Active	View/Modify Delete

First Prev Next Last

Add

Step 5: An email will be received by the new user that they have been added to your account as a user. The email provides information to the new user for account access.

From: DASVendorHelp@iowa.gov Sent: Tue 2/24/2015 12:16 PM
 To: Criner, Tim [DAS]
 Cc:
 Subject: ADVMAIL: ADDUSR NEW IOWA VENDOR SELF SERVICE (VSS) ACCOUNT USER

Kerry Criner:

This correspondence is notification that you have been added as an account user to State of Iowa Vendor Self Service (VSS).

Please contact your organization's Iowa VSS Account Administrator for the password to your Iowa VSS account. Following are some details about your Iowa VSS account:

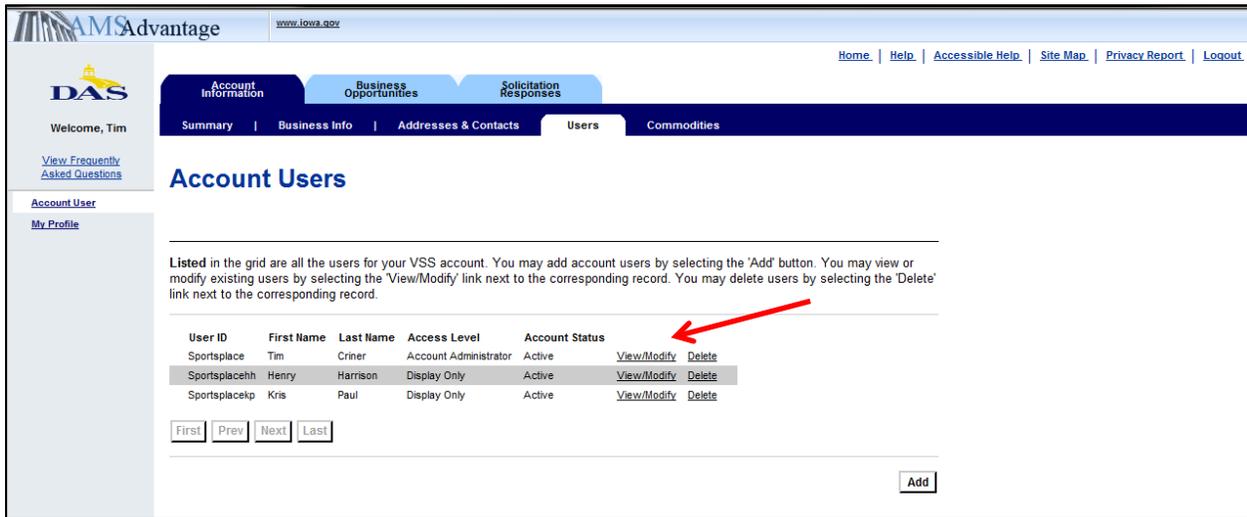
Your Legal Business Name is: Auto Experts Your Account Administrator is: Tim Criner
 Email: tim.criner@iowa.gov
 Phone: 515-725-2070
 User ID : Autoexpertskc15

If you have questions, please contact your organization's Iowa VSS Account Administrator. For other assistance, please email: DASVendorHelp@iowa.gov

B. Account User Password Change

Only an Account Administrator can change the passwords of other account users. This is most likely done when a user forgets his/her User ID and password.

Step 1: In Iowa VSS, go to the Account Users page and Click the **View/Modify** link for account to update.



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Welcome, Tim

Account Information | Business Opportunities | Solicitation Responses

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

Account Users

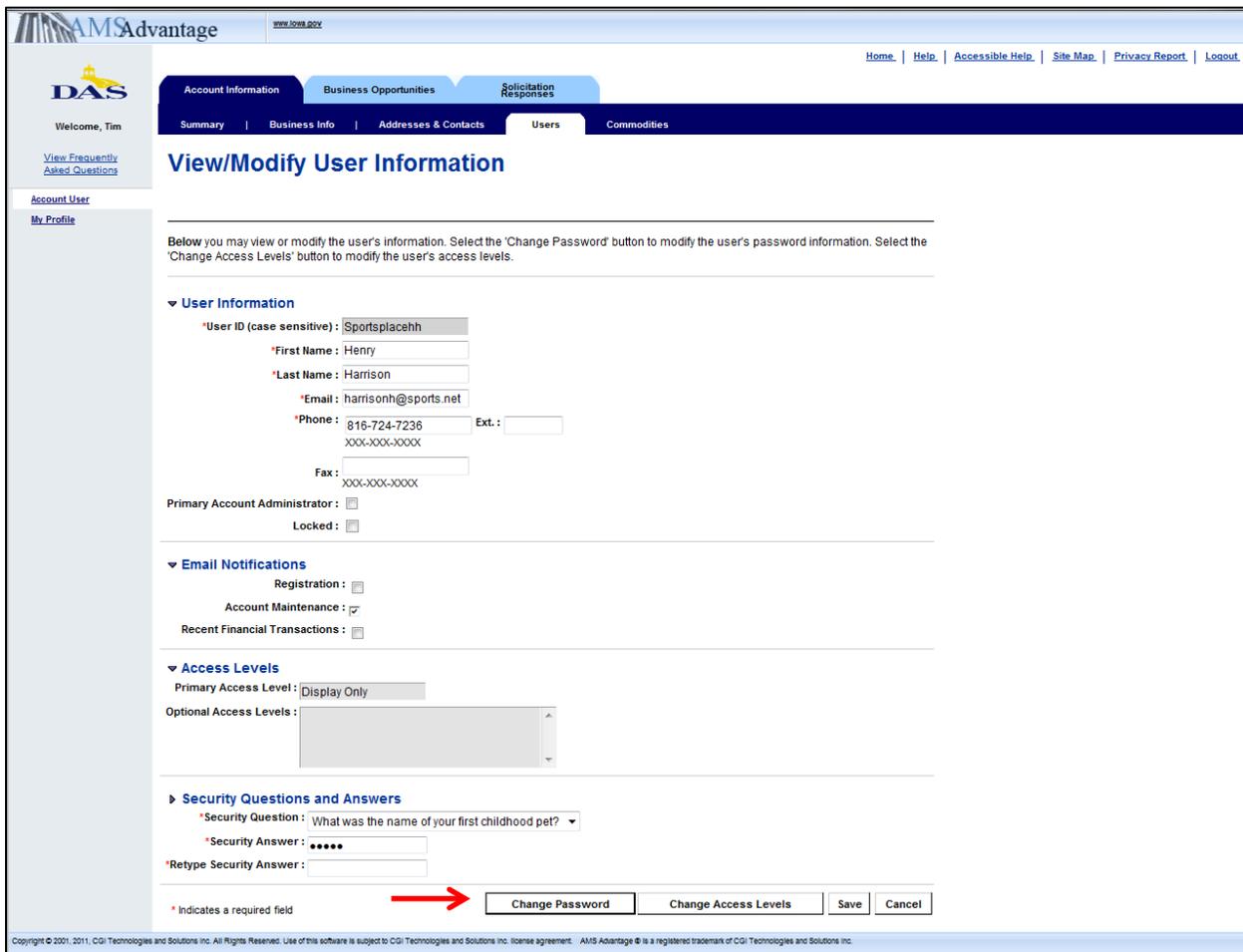
Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You may view or modify existing users by selecting the 'View/Modify' link next to the corresponding record. You may delete users by selecting the 'Delete' link next to the corresponding record.

User ID	First Name	Last Name	Access Level	Account Status	
Sportsplace	Tim	Criner	Account Administrator	Active	View/Modify Delete
Sportsplaceh	Henry	Harrison	Display Only	Active	View/Modify Delete
Sportsplacekp	Kris	Paul	Display Only	Active	View/Modify Delete

First | Prev | Next | Last

Add

Step 2: On the View/Modify User information page, click on the **Change Password** button to continue.



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View/Modify User Information

Below you may view or modify the user's information. Select the 'Change Password' button to modify the user's password information. Select the 'Change Access Levels' button to modify the user's access levels.

User Information

*User ID (case sensitive): Sportsplaceh

*First Name: Henry

*Last Name: Harrison

*Email: harrisonh@sports.net

*Phone: 816-724-7236 Ext.:

XXX-XXX-XXXX

Fax:

XXX-XXX-XXXX

Primary Account Administrator:

Locked:

Email Notifications

Registration:

Account Maintenance:

Recent Financial Transactions:

Access Levels

Primary Access Level: Display Only

Optional Access Levels:

Security Questions and Answers

*Security Question: What was the name of your first childhood pet? ▾

*Security Answer: ●●●●

*Retype Security Answer:

* Indicates a required field

[Change Password](#) [Change Access Levels](#) [Save](#) [Cancel](#)

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Step 3: Enter the new password and click the **Save** button to continue.

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Password Maintenance

Create a new password for the user below.

*Enter New Password(case sensitive):

*Re-enter New Password: (Note: Passwords should be case sensitive, between 8 and 16 characters in length and contain at least 1 numeric value)

* Indicates a required field

Step 4: After successfully changing the password, you are returned to the View/Modify User Information page, which includes a message that the User password change was successful.

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You have 1 messages

1: Information: User password changed successfully.

View/Modify User Information

Below you may view or modify the user's information. Select the 'Change Password' button to modify the user's password information. Select the 'Change Access Levels' button to modify the user's access levels.

User Information

*User ID (case sensitive):

*First Name:

*Last Name:

*Email:

*Phone: Ext.:

XXX-XXX-XXXX

Fax:

XXX-XXX-XXXX

Primary Account Administrator:

Locked:

Email Notifications

Registration:

Account Maintenance:

Recent Financial Transactions:

Access Levels

Primary Access Level:

Optional Access Levels:

Security Questions and Answers

*Security Question:

*Security Answer:

*Retype Security Answer:

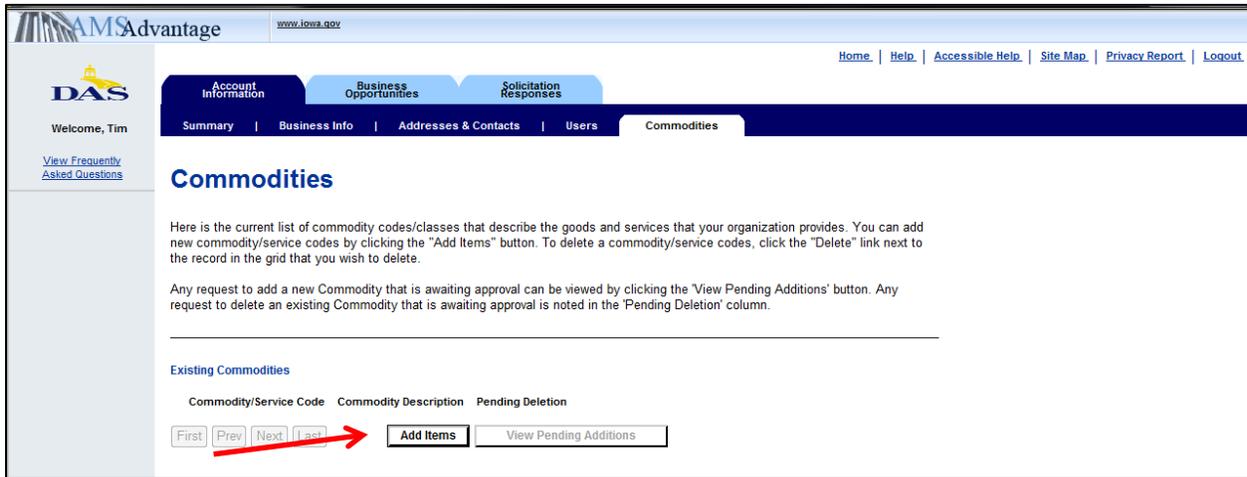
* Indicates a required field

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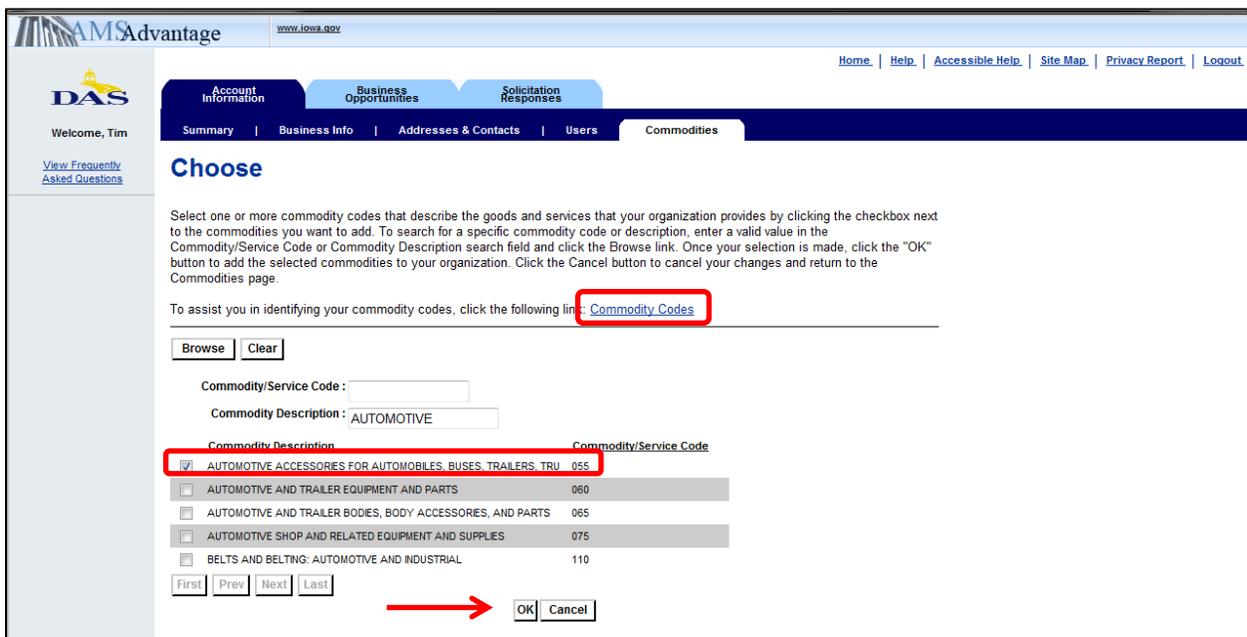
VII. Commodities

The Commodities page lists current commodity codes that describe goods and services provided by the vendor. Email notifications of bid opportunities published on Iowa VSS will be received for commodity codes selected.

Step 1: Click on the **Add** Items button to continue.



Step 2: Search for commodities using the NIGP commodity code or the commodity description. Clicking on the link titled Commodity Codes may assist you in finding the correct commodity codes. Select one or more commodity codes for goods and services you provide that you want to add. Commodity codes selected can be on separate pages. When all commodity codes are selected, click on the **OK** button to continue. You do not have to click on the OK button for each page where a commodity code is selected, unless you utilize the browse feature. If you do Browse, click the **Add button** after selecting commodity codes returned from your browse.



Step 3: You are returned to the Commodities page where you can click on the **View Pending Additions** button to see updates that are pending approval by the State of Iowa.

The screenshot shows the DAS Advantage website interface. The top navigation bar includes 'Home', 'Help', 'Accessible Help', 'Site Map', 'Privacy Report', and 'Logout'. The main navigation menu has 'Account Information', 'Business Opportunities', and 'Solicitation Responses'. The 'Commodities' tab is selected, showing a sub-menu with 'Summary', 'Business Info', 'Addresses & Contacts', 'Users', and 'Commodities'. The page title is 'Commodities'. Below the title, there is explanatory text about adding and deleting commodity codes. A section titled 'Existing Commodities' contains a table with columns for 'Commodity/Service Code', 'Commodity Description', and 'Pending Deletion'. Below the table are navigation buttons: 'First', 'Prev', 'Next', 'Last', 'Add Items', and 'View Pending Additions'. A red arrow points to the 'View Pending Additions' button.

The screenshot shows the 'View Pending Additions - Commodities' page. The page title is 'View Pending Additions - Commodities'. Below the title, there is a message: 'Here are your new commodities awaiting approval.' Below this is a table with columns for 'Commodity/Service Code', 'Commodity Description', and 'Status'. The table contains one entry: '055' for 'AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRU' with a status of 'New Change'. Below the table are navigation buttons: 'First', 'Prev', 'Next', 'Last', and 'Back'.

Step 4: An email, similar to the one below, will be received regarding the Commodity Code update that you submitted.

The screenshot shows an email notification from DAS Vendor Help. The email header includes 'From: DASVENDORHELP@IOWA.GOV', 'To: Criner, Tim [DAS]', 'C:', and 'Subject: ADVMAIL: CHGSUB IOWA VSS CHANGES SUBMITTED'. The email body is addressed to 'Tim Criner:' and contains the following text: 'This correspondence is notification that changes have been submitted to your Vendor account using State of Iowa Vendor Self Service (VSS). Please review the information below to verify that the changes submitted are correct and complete.' Below this is a list of changes: 'Street 1: Old : 422 STORY ST New : 717 KEELER ST', 'Zip/Postal Code: Old : 50036-3532 New : 50036-2830', 'Commodity: Old : New : 055', 'Commodity Description: Old : New : AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRU', and 'Vendor/ Customer: Old : New : 00003079556'. The 'Commodity' and 'Commodity Description' lines are highlighted with a red box. At the bottom, it says 'If you have questions, please email: DASVendorHelp@iowa.gov'.

Step 5: An email will be received when the State of Iowa approves the requested update. Iowa VSS will also be updated.

From: DASVENDORHELP@IOWA.GOV
To: Criner, Tim [DAS]
Cc:
Subject: ADVMAIL: CHGAPP IOWA VSS CHANGES APPROVED

Sent: Tue 2/24/2015 2:15 PM

Tim Criner:

This correspondence is notification that the changes submitted to your Vendor account using Iowa Vendor Self Service (VSS) have been approved.

Please review the information below to verify the new information reflected Iowa VSS is correct and accurate.

Street 1: Old : 422 STORY ST New : 717 KEELER ST
Zip/Postal Code: Old : 50036-3532 New : 50036-2830
Commodity: Old : New : 055
Commodity Description: Old : New : AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRU
Vendor/Customer: Old : New : 00003079556

The following comments (if any) from the approving party were included, detailing additional information about your account:

If you have questions, please email: DASVendorHelp@iowa.gov

VIII. Contact Information

Below is contact information, including phone numbers and email addresses, for areas of assistance. Please contact us for any questions or concerns.

Registration/Vendor Help	515-281-6614 or DASVendorHelp@iowa.gov
Solicitation Help	515-281-6366 or Purchasing.Mailbox@iowa.gov
After Hours, Technical Help Only	515-251-5703 or OCIO.ServiceDesk@iowa.gov