AKDOT&PF AASHTOWare Vendor List Guidance

1) How to get on the Alaska DOT&PF AASHTOWare Vendor List

2) How to check if you are on the Alaska DOT&PF AASHTOWare Vendor List
(available after March 1, 2018)

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1) How to get on the Alaska DOT&PF AASHTOWare Vendor List:

AASHTOWare will pull all vendors from IRIS VSS with commodity code 913.

Go to the State of Alaska Vendor Self Service website to register
or update your commodity code.

Click this Link: https://iris-vss.alaska.gov

Open the Registration Guide PDF

Job Aid

Vendor Self
Service (VSS)
Create a New
Account

IRIS

- ♦ *If you are registering*, follow the guide.

When you get to page 24, make sure to select Commodity/Service Code *class 913* from the list (select your appropriate item and group codes if you want — it isn't necessary).

- ♦ *If you are updating an existing account*, update the Commodity/Service Code *class field* to a selection of **913** (select your appropriate item and group codes if you want – it isn't necessary).

Make sure to click **Browse** after entering your search criteria.

Choose

Select one or more commodity codes or classes that describes the goods and services that your organiza want to add. To search for a specific commodity code, class, or, description, enter a valid value in the Co the "Browse" link. Once your selection is made, click the "Ok" button to add the selected commodities to return to the Commodities page.

Browse Clear

Commodity/Service Code :

Commodity Description : *SURPLUS*OBSOLET

	Commodity Description	Commodity/Service Code
☐	SALE OF SURPLUS AND OBSOLETE ITEMS	998

First Prev Next Last

OK Cancel

Click the **white checkbox** next to the code you want to add. Click the **OK** button to add the codes to your vendor information:

If you need assistance creating an IRIS VSS account or adding the 913 commodity code to your existing account, please contact the IRIS Vendor Help Desk.

(907) 465-5555

Or

doa.dof.vendor.helpdesk@alaska.gov

1) How to check if you are on the Alaska DOT&PF AASHTOWare Vendor List: *available after March 1, 2018*

⇒ Go to the Alaska DOT&PF Construction & Procurement website.

Click the link: http://dot.alaska.gov/procurement/bidding/index.shtml

⇒ Under Construction Bidding, click the **Alaska DOT&PF AASHTOWare Vendor List** link

⇒ Find your company name in the alphabetical list

⇒ If you're not on the list, you either need to create your IRIS VSS account or add the 913 commodity code.

NOTE: The AKDOT&PF AASHTOWare Vendor List updates each night. So if you just registered or updated your commodity code, check the list tomorrow.

There will be a link here on the Procurement Site starting **March 1st**