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*)

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](https://iris-vss.alaska.gov)

   Open the Registration Guide PDF
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).

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.