

ATTENTION VENDORS:

STAARS Vendor Self-Service Portal or Alabama Buys?

Vendors NOT REQUIRING purchasing approval (State purchase orders)

- New vendors not requiring purchasing approval may register via the STAARS Vendor Self-Service portal.
- Existing Vendors in STAARS not requiring purchasing approval may continue to make updates via the STAARS Vendor Self-Service portal.

STAARS Vendor Self Service: <https://procurement.staars.alabama.gov>

Help Desk Phone: 334-353-9000

Help Desk Email: vendors@comptroller.alabama.gov

Vendors REQUIRING purchasing approval (State purchase orders)

- New vendors requiring purchasing approval must register via Alabama Buys.
- Existing vendors that at some point had purchasing approval with a state agency have been migrated from STAARS to Alabama Buys and all updates must be made via Alabama Buys.
- Existing vendors requiring purchasing approval and are currently only in STAARS must request to be migrated to Alabama Buys via Alabama Buys help desk. Once migrated all updates must be made via Alabama Buys.

Alabama Buys Purchasing: <https://alabamabuys.gov>

Help Desk Phone: 334-353-0700

Help Desk Email: alabamabuys@purchasing.alabama.gov

Notice:

Payments made to vendors via warrants (paper checks) are **ONLY** effective for one (1) year. If warrants go uncashed within the year, they are considered stale, and the money is sent to the Unclaimed Property Division of the Office of State Treasurer. The vendor **MUST** request the money via <https://alabama.findyourunclaimedproperty.com>.

Sign Up for Electronic Funds Transfer (EFT):

Due to an increase of forgery claims, ALDOT is **STRONGLY RECOMMENDING** vendors sign up to receive payment via EFT. All warrants are mailed per the vendor's remittance instructions included on their invoice. ALDOT **CANNOT** simply reissue payment if a vendor's warrant is forged. Per the Office of State Treasurer and the State Comptroller's Office a process must be followed and can take at minimum 3-9 months to complete.

All vendors are eligible to sign up for EFT. Signing up **MUST** be completed by the vendor. Below are several things to keep in mind when signing up for EFT.

- ✦ The name on the bank account **MUST** match exactly to the legal name in STAARS/Alabama Buys.
 - ✧ If there is a dba name, then the bank account **MUST** match that name.
 - ✧ If the bank account has both the legal and dba name on it, that is considered acceptable.
- ✦ The State will **NOT** pay to a Wise or Chime account nor PayPal, Google Pay, Apple Pay, or Venmo.
- ✦ The State will **NOT** pay to a foreign bank.
- ✦ Proper EFT documentation is required.
 - ✧ Provide copy of voided check. Starter checks are **NOT** acceptable. If a copy of a voided check is not available, the vendor **MUST** contact their bank representative to request a bank account verification letter. The letter **MUST** be on a bank letterhead and **MUST** include the account holder's name, routing number, bank account number, and type of account (checking/savings).
 - ✧ If a deposit form is submitted, it **MUST** be signed by a bank representative verifying account information is correct.
 - ✧ The address on the voided check/deposit form does not have to match the legal/mailling address.
 - ✧ Verification of the account (prenote process) is now only around 5 days.
- ✦ To receive email notification of deposits (payments), the vendor **MUST** have a valid email address entered as part of their contact information and the remittance advice field checked in STAARS/Alabama Buys.

For additional information on any of the above information, please contact ALDOT's Bureau of Finance & Audit.