



QUICK REFERENCE GUIDE:

7.2 Adding a Vendor Address

Background:

The Bids and Payment address types are transferred from IRIS VSS and the DBE address type is the domain of the Civil Rights Office. Though the Mailing and Physical address types are not used in any interface or in any other part of AWP, it might be useful to store these addresses for contractors.

Roles:

Precon Vendors Admin

Navigation:

Vendor Overview

1. From the Vendor Overview search for and select the vendor by entering at least three (3) characters of the Vendor Name in the search box.
2. Click the **Addresses** tab.
3. Click the **New** button.
4. From the **Address ID** dropdown, select either Mailing or Physical.
5. In the **Address** field, enter the street address or P.O. Box number.
6. In the **City** field, enter the name of the city for the address.
7. From the **State/Province** dropdown, select the appropriate state.
8. In the **Zip Code** field, enter the applicable zip code for the address.
9. From the **Phone Numbers Type** dropdown, select phone or fax, this is a required field.
 - a. You can only have one phone record and one fax record on each address type.

10. In the **Phone Number** field, enter the phone number to be associated with this address.
 - a. The Phone number field is a required field.
11. In the **Email Address** field, enter the email address to be associated with this address.
12. Click **Save**.

Note: The **DUNS Number** field should remain blank. This field only applies to the DBE type address.

Next Steps:

As contractors register in IRIS VSS and are on the Alaska DOT&PF AASHTOWare Vendor List, that vendor list information will be transferred to Bid Express.