

Dear Valued Supplier,

The Arizona Department of Education is now utilizing the Procure.az.gov system to generate Purchase Orders. ProcureAZ also communicates with GAO's accounting system, AFIS, to process payments. Therefore, it is imperative that all vendors self register on ProcureAZ in order to be notified of and respond to solicitations, be eligible for State contracts and purchase orders, and ensure timely payment for delivered services and/or goods. The State can not register vendors in the system due to vendor profiles requiring personalized user information, such as User IDs and passwords. It is required that all vendors who receive payment from or conduct business with the Arizona Department of Education register on ProcureAZ as early as possible

When registering in the system please make sure to fully complete the process, using the business name exactly as it is on file with the IRS, including business indicator and entity type information, which will be necessary for the State to award and execute procurement contracts and process payments.

In order to help you with the registration process [Attached] with this letter or email is a quick reference guide that steps you through the vendor registration process. You can access the new system from any computer with internet access by typing procure.az.gov into your internet browser's address field. Additional reference guides and online tutorials may also be found on the ProcureAZ website at <http://www.spo.az.gov/ProcureAZ>, and it will continue to be updated with additional information as the implementation progresses. For additional support you can also contact the ProcureAZ help desk line at (602) 542-7600 or via email at procure@azdoa.gov.

Benefits of registering with ProcureAZ are to provide vendors, state agencies, and local governments web-based access to:

- Up-to-date information on statewide and agency specific contracts, including the ability to search for specific contract items, terms and pricing.
- Posting of open solicitations and history of awards.
- Online access to respond to solicitations with quotes and proposals.
- Online access to view and acknowledge receipt of contracts and purchase orders for more efficient processing

If you do not register on ProcureAZ, your vendor profile will not exist and the Department will not be able to process Purchase Orders, thus you will not be able to ship product or receive payment for services rendered.

Additionally, only vendors that have registered with ProcureAZ are assured of receiving notifications for Request for Proposal (RFP), Invitation for Bid (IFB), and Request for Quote (RFQ).

Thank you for your cooperation.

ADE Procurement