



State of Arizona
Department of Education
Office of John Huppenthal
Superintendent of Public Instruction

January 31, 2011

Dear Valued Supplier,

The Department of Education would like to inform you of the implementation of the new State of Arizona eProcurement system, ProcureAZ. The State Procurement Office (SPO) and the General Accounting Office (GAO) are leading the implementation of the system. Phase I was completed on September 1, 2009, including the implementation of statewide solicitations and contracts and opening the system up to registration by vendors who do business with the State. Phase II is currently underway, and expands system functionality to include managing agency-specific contracts and solicitations, electronic submission of purchase orders, and online receiving of purchased goods and/or services.

The Department of Education will be one of the first agencies to use the eProcurement 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 Department of Education register on ProcureAZ as early as possible, and no later than December 16th, 2011.

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 notice is a quick reference guide that steps you through the vendor registration process. You can access the new system



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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).

If you have any questions please contact the Travel Unit at (602) 542-9434 or email us at Travel@azed.gov

Thank you for your cooperation.

Sincerely,

Angela Garcia

Accountant IV

Vendor Registration

In order to receive notifications about Bid opportunities or to be issued Purchase Orders (POs) through ProcureAZ, vendors must be registered within the system. Vendors can register themselves by accessing the ProcureAZ login screen and selecting **Register**.

Providing General Information

Upon clicking **Register**, a pop-up window will appear asking you to provide your entity's tax identification number and name. ProcureAZ will first confirm the uniqueness of your tax ID in the system. If your tax ID is already registered, you will be notified that you cannot complete registration. If you are a foreign vendor, select the appropriate country of incorporation.

NOTE: The Company Name you provide MUST match the name your company has on file with the IRS. If not, your company will not be able to receive Purchase Orders.

NOTE: If you are certain your entity has not registered and you believe this message to be an error, please contact the ProcureAZ support line at (602) 542-7600.

If your tax ID is new to the system, a **Register** screen will appear. Within the **Company Information** section, supply your company's official address and contact information. Within the **Administrative User Information** section, provide the information for an administrative user from your entity. This user will be responsible for adding new users from your entity to allow them access to ProcureAZ.

Once complete, you may select to **Add Additional Addresses** (Remit-to, Bid, etc.) or to **Continue Registration**.

Vendor Registration

Register

Company Information

Company Name:

Business Description:

Mailing Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Country:

City:

State/Province:

ZIP:

County:

Company Phone:

Company FAX:

Company Email:

Tax ID #:

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? EIN SSN

State of Incorporation:

Year of Incorporation:

Preferred Delivery Method:

Would you like to be registered as an emergency supplier in the case of an emergency? Yes No
Note: Emergency suppliers must be available 24 hours a day, 7 days a week.

Emergency Phone:

Ext.:

Emergency Contact:

Emergency Email:

Emergency Info Comment:

Administrative User Information

Salutation:

First Name:

Last Name:

Job Title:

Department:

Email:

Phone:

Login ID:

Login Answer:

Login Question:

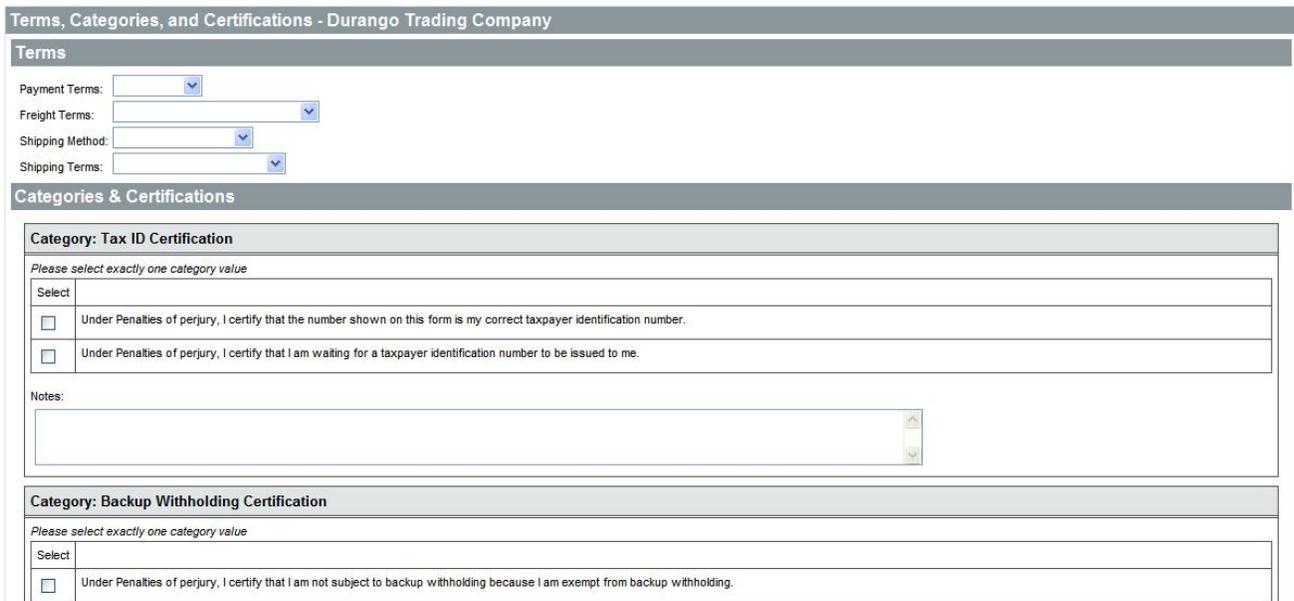
Vendor Registration

Selecting Your Terms, Categories and Certifications

Once you've selected to continue the registration process, you'll be taken to the **Terms, Categories and Certifications** screen. Here you're asked to provide your standard payment and shipping terms, as well as designate your status for various categories and certifications requested by the organization you're registering with.

NOTE: You MUST complete this section before you company to be considered fully registered. Your company will not be able to receive Purchase Orders until this information is completed.

After you've completed this screen, click **Save & Continue Registration** along the bottom.



The screenshot shows a web form titled "Terms, Categories, and Certifications - Durango Trading Company". It is divided into two main sections: "Terms" and "Categories & Certifications".

Terms Section: Contains four dropdown menus: "Payment Terms", "Freight Terms", "Shipping Method", and "Shipping Terms".

Categories & Certifications Section: Contains two sub-sections, each with a "Select" dropdown and a list of radio button options.

- Category: Tax ID Certification**
Please select exactly one category value.
Options:
 Under Penalties of perjury, I certify that the number shown on this form is my correct taxpayer identification number.
 Under Penalties of perjury, I certify that I am waiting for a taxpayer identification number to be issued to me.
Notes: (text area)
- Category: Backup Withholding Certification**
Please select exactly one category value.
Options:
 Under Penalties of perjury, I certify that I am not subject to backup withholding because I am exempt from backup withholding.

Registering for Commodity Codes

The last step in the registration process is to select the commodities and services that your entity provides. This will help ensure that you receive notifications about Bid opportunities for those commodities and services.

The **Commodity and Service Codes** screen allows you to search for the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can peruse through general categories of commodities and services, or search by keyword. Once you've selected all the codes that match what you provide, select **Save and Continue Registration**.

Vendor Registration

Commodity and Service Codes - Testing Labs ?

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

1 Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

NIGP Code Browse

1 Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services
05	Building Equipment, Supplies, and Services
06	Clothing, Textiles, Laundry Equipment, and Supplies
07	Communication Equipment and Services
08	Computers, Software, Supplies, and Services
09	Food, Equipment, and Related Services
10	Furnishings and Related Services
11	Furniture and Related Services
12	Hardware, Related Equipment, and Services
13	Highway Road Equipment, Materials, and Related Equipment
14	Janitorial and Cleaning Equipment, Supplies, and Services
15	Laboratory Equipment, Supplies, and Services
16	Maintenance and Repair of Equipment
17	Medical Equipment, Supplies, and Services
18	Miscellaneous Commodities and Services
19	Office Supplies, Related Items, and Services
20	Paper, Printing Equipment, and Related Products and Services
21	Personal Products, Equipment, and Services
22	Public Works, Park Equipment, and Construction Services
23	Rental and Leasing Services
24	Safety and Protection Equipment and Related Services
25	School and Library Equipment, Supplies, and Services
26	Sporting, Athletic, and other Outdoor Equipment and Services
27	Testing and Sampling Equipment and Services
28	The Trades: Electrical, Engineering, HVAC, Plumbing, and Welding
29	Transit Equipment and Related Services, Mass
30	Water and Sewer Treatment Equipment, Supplies, and Services

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You have now completed the self-registration process in ProcureAZ. The email provided within the **Company Information** section will be emailed once your registration is complete.

Additional Information

For more information on ProcureAZ please visit the website at <http://www.spo.az.gov/ProcureAZ/default.asp>.