

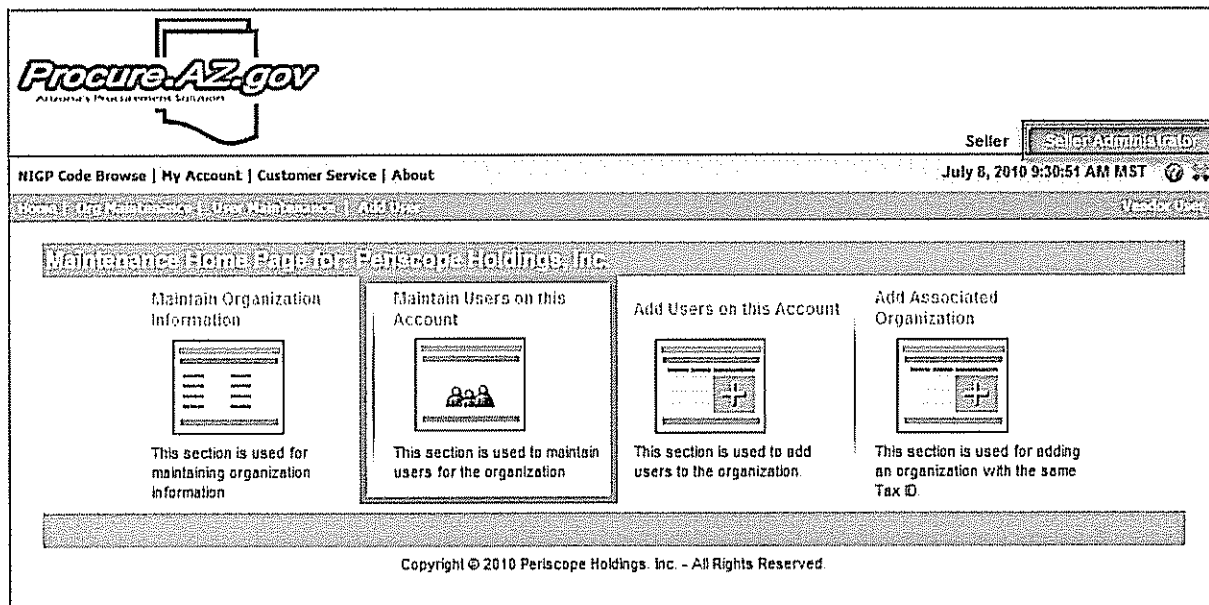
Adding a User

To ensure receipt of notifications about Bid opportunities or to be issued Purchase Orders (POs) through ProcureAZ, you must make sure that who you designate to receive this information is current within the system. You can do this by accessing the ProcureAZ login screen and logging in with your unique Login ID and Password.

Updating Vendor Data

Upon logging into ProcureAZ with your unique Login ID and Password, you may update your company's vendor data if you have the role of **Seller Administrator**. To update your company's data, click on the **Seller Administrator** tab if it displays. NOTE: Users without the role of Seller Administrator can only update their personal information by clicking on **My Account**.

Seller Administrators are presented with three initial options on their **Homepage**:



The screenshot shows the ProcureAZ Seller Administrator homepage for "Periscope Holdings, Inc.". The page features a navigation bar with links for "NIGP Code Browse", "My Account", "Customer Service", and "About". The main content area is titled "Maintenance Home Page for Periscope Holdings, Inc." and contains four primary action buttons:

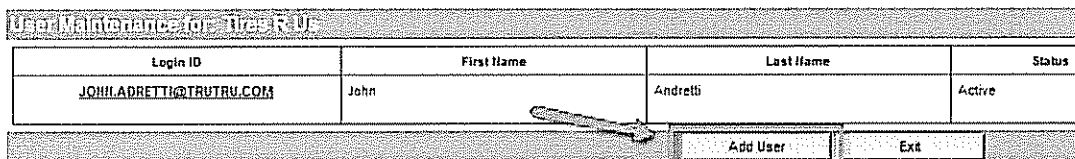
- Maintain Organization Information**: This section is used for maintaining organization information.
- Maintain Users on this Account**: This section is used to maintain users for the organization.
- Add Users on this Account**: This section is used to add users to the organization.
- Add Associated Organization**: This section is used for adding an organization with the same Tax ID.

At the bottom of the page, there is a copyright notice: "Copyright © 2010 Periscope Holdings, Inc. - All Rights Reserved."

By clicking on the **Maintain Users on this Account**, Seller Administrators can determine whether the user is already set up in the system or whether adding the user is required. The following steps guide you through adding a new user:

Adding a User

ProcureAZ will maintain the user name, job title, department, phone number, email, login id, password, security question and answer, and user role. To begin adding a new user, select the **Add User** button.



The screenshot shows a "User Maintenance" table with the following data:

| Login ID | First Name | Last Name | Status |
|-------------------------|------------|-----------|--------|
| JOHN.ADRETTI@TRUTRV.COM | John | Andretti | Active |

Below the table, there are two buttons: "Add User" and "Exit". An arrow points to the "Add User" button.

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Adding a User

Enter New User Information

Complete the New Vendor User information, including all required fields (fields with an '*').

| New Vendor User for TRU TRU | | | |
|--|----------------------|--------------------------------------|-------------------------------------|
| Salutation | <input type="text"/> | Last Name* | <input type="text"/> |
| First Name* | <input type="text"/> | Department | <input type="text"/> |
| Job Title* | <input type="text"/> | Email* | <input type="text"/> |
| Phone* | <input type="text"/> | Status* | <input type="text" value="Active"/> |
| Login ID* | <input type="text"/> | Confirm Password* | <input type="text"/> |
| New Password* | <input type="text"/> | Login Answer | <input type="text"/> |
| Login Question | <input type="text"/> | | |
| Roles | | | |
| <input type="checkbox"/> Seller | | | |
| <input type="checkbox"/> Seller Administrator | | | |
| <input type="button" value="Save & Exit"/> | | <input type="button" value="Reset"/> | |
| <input type="button" value="Cancel & Exit"/> | | | |

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Select Role for New User

In the **Roles** section, select **Seller** this will allow other employees of the company to view and respond to bids and proposals.

| New Vendor User for TRU TRU | | | |
|--|---|--------------------------------------|---|
| Salutation | <input type="text"/> | Last Name* | <input type="text" value="Gordon"/> |
| First Name* | <input type="text" value="Jeff"/> | Department | <input type="text"/> |
| Job Title* | <input type="text" value="CTO"/> | Email* | <input type="text" value="jeff.gordon@trutru.com"/> |
| Phone* | <input type="text" value="555 555 5555"/> | Status* | <input type="text" value="Active"/> |
| Login ID* | <input type="text" value="jeff.gordon@trutru.com"/> | Confirm Password* | <input type="text" value="*****"/> |
| New Password* | <input type="text" value="*****"/> | Login Answer | <input type="text" value="67 Camaro SS"/> |
| Login Question | <input type="text" value="What was your first car?"/> | | |
| Roles | | | |
| <input checked="" type="checkbox"/> Seller | | | |
| <input checked="" type="checkbox"/> Seller Administrator | | | |
| <input type="button" value="Save & Exit"/> | | <input type="button" value="Reset"/> | |
| <input type="button" value="Cancel & Exit"/> | | | |

Click the **Save & Exit** button upon completion.



Adding a DBA or Subsidiary

Each vendor that registers with ProcureAZ must have a unique tax identification number. However, if your entity does business under multiple names, or has subsidiaries that utilize the same tax ID, you may want to register each of these DBAs or subsidiaries separately so that each can receive and manage solicitation opportunities, contracts and purchase orders within ProcureAZ that are specific to them. In order for each of these DBAs or subsidiaries to have standalone vendor records in ProcureAZ using the same tax ID, follow the instructions provided below.

Registering a Vendor in ProcureAZ

In order to setup a DBA or subsidiary in ProcureAZ, you must first have successfully registered one vendor within ProcureAZ with the tax ID that these entities will use. Once you have registered as a vendor within ProcureAZ, you can then allow other associated entities to register with the same tax ID as that original vendor.

If you have attempted to register and seen the **Federal Tax ID Exists** message, then another entity is already registered within ProcureAZ with the same tax ID. If you are unaware of who has registered within ProcureAZ with your tax ID, then please follow the instructions provided. **Do not enter inaccurate tax ID information into ProcureAZ, as this information is utilized by the State of Arizona for tax and payment purposes.**

Federal Tax ID Exists

Federal Tax ID: 123456789 already exists in our system. If you believe this is in error, contact us at test@periscope.com for registration assistance. Include the Federal Tax ID you are using for registration and contact information. We will contact you via e-mail or phone with access information.

[Back](#)

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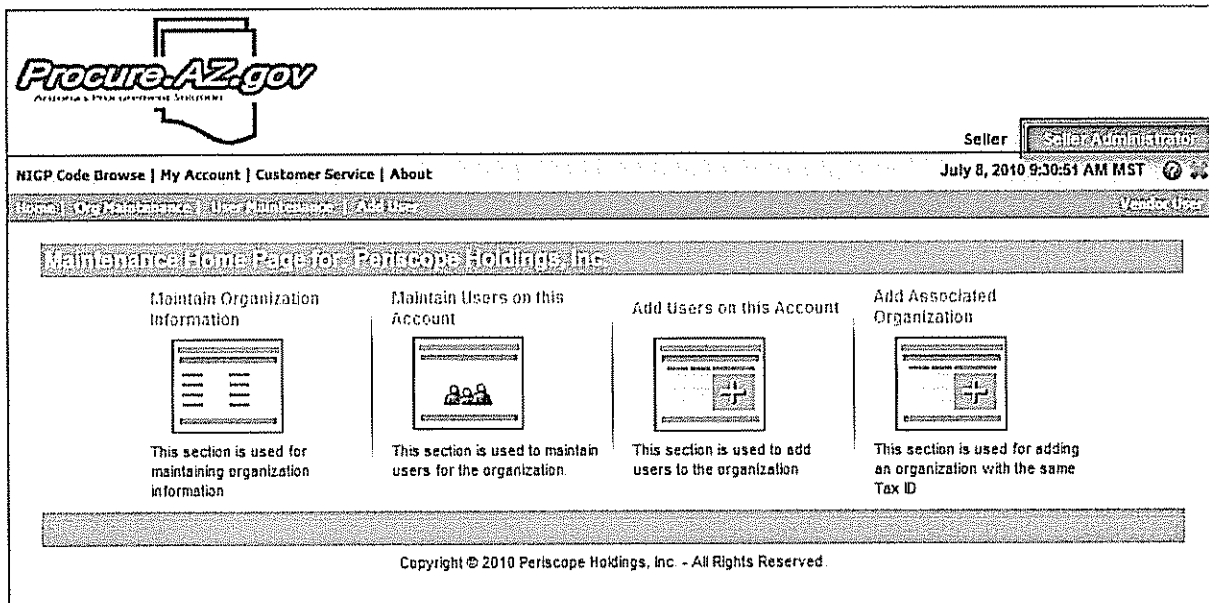
If an affiliated entity has registered within ProcureAZ with the tax ID that you will need to utilize, then please contact them and have them follow the instructions provided within this guide, which will allow you to register with the same tax ID.

Sending a DBA Registration Link

ProcureAZ will allow you to register a new vendor with the same tax ID as a previously setup vendor if you access ProcureAZ using a link sent to you by that previously set up vendor.

In order to send this DBA registration link, a user from that previously registered vendor with the Seller Administrator role will need to login to ProcureAZ and ensure that this role is selected in the top right corner of the screen. The user that initially registered the vendor will automatically have this role, along with any other users this person setup with this role.

Adding a DBA or Subsidiary







ProcureAZ.gov
Arizona's Procurement Solution

Seller: **Seller Administrator**
July 8, 2010 9:30:51 AM MST

NIGP Code Browse | My Account | Customer Service | About

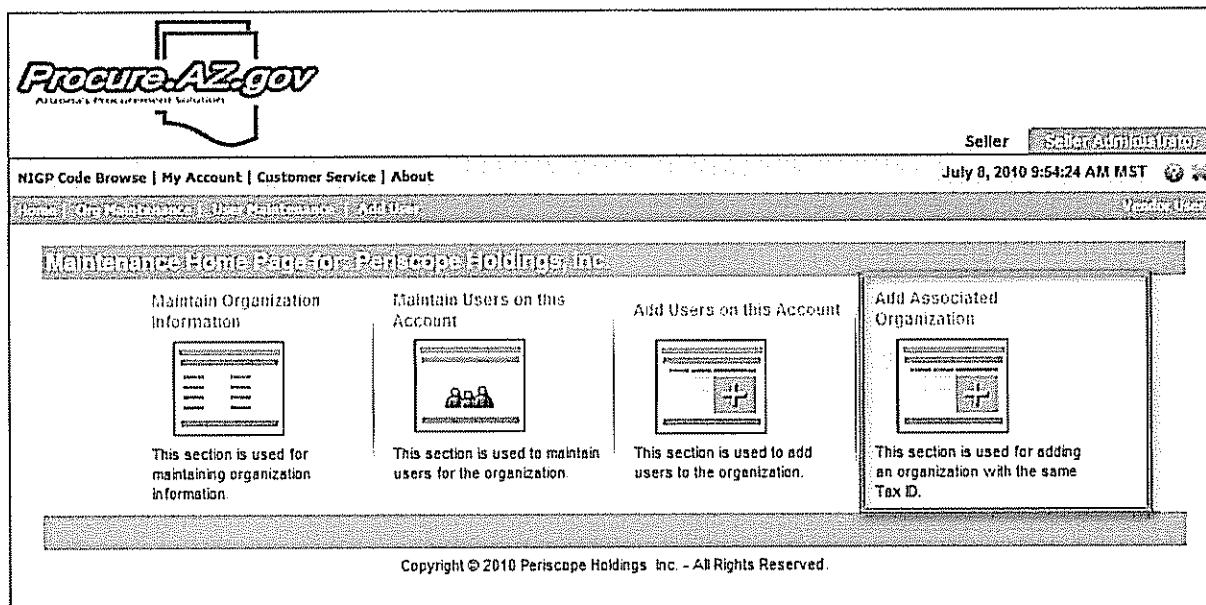
Home | Org Maintenance | User Maintenance | Add User

Maintenance Home Page for Periscope Holdings, Inc.

| | | | |
|--|--|--|---|
| <p>Maintain Organization Information</p>  <p>This section is used for maintaining organization information</p> | <p>Maintain Users on this Account</p>  <p>This section is used to maintain users for the organization.</p> | <p>Add Users on this Account</p>  <p>This section is used to add users to the organization</p> | <p>Add Associated Organization</p>  <p>This section is used for adding an organization with the same Tax ID</p> |
|--|--|--|---|

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Once the Seller Administrator role has been selected, four links will appear below. Clicking the far right link, **Add Associated Organization**, will enable the user to send a notification and the DBA registration link to the individuals that will register separate entities within ProcureAZ with the same tax ID.



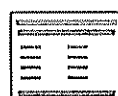



ProcureAZ.gov
Arizona's Procurement Solution

Seller: **Seller Administrator**
July 8, 2010 9:54:24 AM MST

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

Maintenance Home Page for Periscope Holdings, Inc.

| | | | |
|---|--|---|--|
| <p>Maintain Organization Information</p>  <p>This section is used for maintaining organization information.</p> | <p>Maintain Users on this Account</p>  <p>This section is used to maintain users for the organization.</p> | <p>Add Users on this Account</p>  <p>This section is used to add users to the organization.</p> | <p>Add Associated Organization</p>  <p>This section is used for adding an organization with the same Tax ID.</p> |
|---|--|---|--|

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Upon selecting **Add Associated Organization**, the **Send Mail** screen will appear. Completing the following fields on this screen and selecting the **Send** button on the bottom of the screen will send the email and the link to the desired recipients.

Adding a DBA or Subsidiary

- **To** – The email addresses of the individuals that will receive this email and the DBA registration link which allows them to register a vendor with the same tax ID.
- **CC** – The email addresses of additional individuals that should receive this email.
- **Send confirmation email to (your email address)** – When checked, an email will be sent to the sender confirming that the email was sent and listing the recipients.
- **From** – This will automatically contain the sender's email address and cannot be edited.
- **Subject** – The subject of the email that will be sent. This automatically populates with the following language, but can be edited:

(Vendor Name) requests you register with the State Procurement Office's eProcurement system

- **Text** – The body of the email that will be sent. This automatically populates with the following language, which cannot be changed, but text typed into this field will appear *before* the standard language below.

Use the link below to register with the State of Arizona's eProcurement system using the same tax ID as (Vendor Name).

Send Mail

i Use the email form below to request that the associated organizations register in BSO. The link provided below must be used in order to register with the same tax ID.

To*:

CC:

Send confirmation email to charris@goperiscope.com

From:

charris@goperiscope.com

Subject*:

Periscope Holdings, Inc requests you register with the State Procurement Office's eProcurement system.

Text:

Send

Cancel & Exit

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Adding a DBA or Subsidiary

Registering as a DBA or Subsidiary

Once the email notification and DBA registration link have been received, you will be able to register a separate entity with the same tax ID as the vendor that sent the email and link. Simply click the link received in the email and the ProcureAZ vendor registration screen will appear.

Register

Company Information ⓘ

Company Name*
Business Description
Mailing Address Line 1*
Address Line 2
Address Line 3
Address Line 4
Country* US - United States of America
City* State/Province*
ZIP* County*
Company Phone* Company FAX*
Company Email* Tax ID#*
State of Incorporation* Year of Incorporation: 0
Preferred Delivery Method Email*
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*
Emergency Contact*
Emergency Info Comment

Supplier User Information ⓘ

Salutation*
First Name* Last Name*
Job Title* Department*
Email* Phone*
Login ID*
New Password* Confirm Password*
Login Question Login Answer

Note that the same user account cannot have access to multiple vendors within ProcureAZ. Therefore, if you need to be able to login on behalf of different vendor records, you will need to setup a different ProcureAZ account for each one. For more information about the registration process, please view the [ProcureAZ Resources for Vendors](#) website.

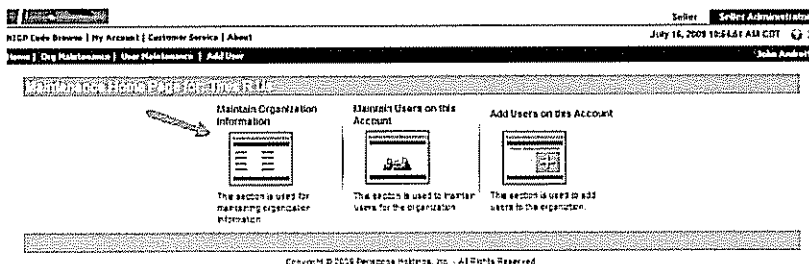
Vendor Maintenance

To ensure receipt of notifications about Bid opportunities or to be issued Purchase Orders (POs) through ProcureAZ, you must make sure your information is current within the system. You can do this by accessing the ProcureAZ login screen and signing in with your unique Login ID and Password.

Who Can Update Vendor Data?

Upon logging into ProcureAZ with your unique Login ID and Password, you may update your company's vendor data if you have the role of **Seller Administrator**. To update your company's data, click on the **Seller Administrator** tab if it displays. NOTE: Users without the role of Seller Administrator can only update their personal information by clicking on **My Account**.

Seller Administrators are presented with three initial options on their **Homepage**:



By clicking on the **Maintain Organization Information**, Seller Administrators can update company general information, addresses, terms, categories/certifications, and commodities provided. The following guides you through these updates:

Updating Vendor General Information

ProcureAZ will track general information about your company, including business description, primary email/fax, and information you may choose to provide as an Emergency Supplier (authorizing the State to contact you 24/7 for emergency orders). This data may be updated by clicking on Maintain General Organization Information. NOTE: Vendors must contact the State Procurement Office to update their Tax ID #.

Maintain General Organization Information

Vendor ID: 000011515

Company Name*: TestCompany

DBA for Vendor:

Tax ID #: 100000000 Country Code for Tax ID: US - United States of America

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

Incorporation Details: State: TN Year of Incorporation: 10

Business Description: Description

Preferred Delivery Method: Email

Vendor Email: fmartinez@periscopeholdings.com

Vendor Fax: 444 555 6666

Emergency Supplier: Yes No

Vendor Legal Name: TestCompany

Verify this is your exact company legal name for tax reporting purposes.

Vendor Maintenance

Updating Vendor Addresses

To update addresses, click the **Maintain Addresses** icon. This will provide a list of current addresses registered for your company. You can update an existing address by clicking on the blue link in the **Name** column, or you can click **Add Another Address** to create a new address for your company.

| Name | Address Type | Address Information | Status | Default for Type |
|--------------------------------|---------------------------------|---|--------|------------------|
| General | General Mailing Address: | John Andreth 1234 Straight Way Lotus AZ 85555 US Email: John.Andreth@trulu.com Phone: (555)555-5555 | Active | Yes |
| Purchase Order | Purchase Order Mailing Address: | Jeff Gordon 500 Indianapolis Way Phoenix, AZ 85555 US Email: jeff.gordon@trulu.com Phone: (555)555-5555 Ext. 5 | Active | Yes |

Buttons: Add Another Address, Exit

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ProcureAZ allows you to save multiple types of addresses for your company, including **General**, **Bid**, **Purchase Order**, and **Remittance** addresses. In addition, you can have multiple addresses for each type (example: if you have multiple locations where POs can be sent by the State); however, you will be asked to identify a Default address for each type you create.

Name this Address*: General

Contact Name*: John Andreth

Address Line 1*: 1234 Straight Way

Address Line 2: *

Address Line 3: *

Address Line 4: *

Country*: US - United States of America

City*: Lotus State/Province*: AZ

ZIP*: 85555 Country: *

Phone*: 555 555 5555 Ext: *

Toll Free: * * * * * Mobile: * * * * *

Fax: * * * * * Email*: John.Andreth@trulu.com

Status: Active

Default address for this address type

Buttons: Save & Exit, Save & Continue, Reset, Cancel & Exit

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Once you have made all additions or changes, click **Save & Exit** to return to the list of addresses for your company.

Vendor Maintenance

Updating Commodity Codes and Services

To update information you have provided the State about which goods and services you offer, click the **Maintain Commodity Codes and Services** icon. This will help ensure that you receive notifications about Bid opportunities for those commodities and services. From this screen, you can either **Display Inactive Commodity Codes** to view any codes you had previously registered for, but that the State no longer uses for vendor searches.

For most updates, you should click **Maintain Commodity Codes**. You will see a list of commodities and services you previously registered for. You can deactivate current commodities, or add new commodities by clicking **Add Additional Codes** to reach the **Commodity and Services Codes** screen.

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** or **Save and Add More**.

Commodity and Service Codes - Existing TABS

SEARCH

NIGP Class:

NIGP Class Item:

NIGP Keyword:

Search using:

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 Categories

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, Waterway, 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 Wiring |
| 29 | Trailer Equipment and Related Services, Mass |
| 30 | Water and Sewer Treatment Equipment, Supplies, and Services |

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Vendor Maintenance

Updating Terms and Categories

To update information you have provided the State regarding which goods and services you offer, click the **Maintain Terms and Categories** icon.

Here you can update your standard payment and shipping terms, which can be applied to purchase orders issued by the State, as well as designate your status for various categories and certifications requested by the State (such as business type or minority business status).

NOTE: YOU MUST COMPLETE THE CATEGORIES & CERTIFICATIONS SECTION COMPLETELY IF YOU WANT TO DO BUSINESS WITH THE STATE OF ARIZONA.

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

| | |
|---|---|
| Terms | |
| Payment Terms: | <input type="text"/> |
| Freight Terms: | <input type="text"/> |
| Shipping Method: | <input type="text"/> |
| Shipping Terms: | <input type="text"/> |
| Categories & Certifications | |
| Category: Tax ID Certification | |
| Please select exactly one category value | |
| Select | |
| <input type="checkbox"/> | Under Penalties of perjury I certify that the number shown on this form is my correct taxpayer identification number. |
| <input type="checkbox"/> | Under Penalties of perjury I certify that I am waiting for a taxpayer identification number to be issued to me. |
| Notes: | |
| <input type="text"/> | |
| Category: Backup Withholding Certification | |
| Please select exactly one category value | |
| Select | |
| <input type="checkbox"/> | Under Penalties of perjury I certify that I am not subject to backup withholding because I am exempt from backup withholding. |

NOTE: The State of Arizona will not track **Regions** for vendors. While you will still see the Regions icon on your Seller Administrator screen, the system will display "No Regions Available" when you click on the Regions icon.



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 (including a selection to indicate whether it is an SSN or EIN) and name, as well as the country in which your business is based and an email address where you can receive important information about your account.

ProcureAZ will confirm that your tax ID does not already exist in the system. If your tax ID is already registered, you will be notified that you cannot complete registration.

If ProcureAZ indicates that your tax ID is already in use, your business may also be registered. If you are registering on behalf of an organization that is affiliated with a vendor that is already registered and shares the same tax ID (for example, a DBA or Affiliate), please contact that entity to add you as an Associated Organization, and refer them to the Quick Reference Guide, "**Adding a DBA-Subsidiary**" on the State Procurement Office [ProcureAZ Resources for Vendors page](#).

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 with a series of tabs to be completed in order from left to right. After completing each tab, you will be able to return to previous tabs in order to edit what you have entered.

Within the **Company Information** tab, supply your company's official address and contact information. **If the Company Name that you market your services under differs from the legal name of your business that is on your tax certificate with the IRS, ensure that the name on file with the IRS for the tax ID you have entered is correct in the Vendor Legal Name field.** By default, this field will include the Company Name you entered at the beginning of the registration process. An asterisk (*) indicates required fields, and you will not be allowed to proceed if required fields are blank or contain errors. When you have completed all information on the Company Information tab, select the button at the bottom of your screen that says, **Save & Continue Registration**.

| Vendor Registration - Company Information | | | | | |
|--|---|-------|----------------------------|--|---|
| Administrative Information | | | | | |
| Administrative Information | Address | Terms | Categories & Contributions | Commodity/Service Codes | Summary |
| Company Name* | The name you use to market your services under | | Vendor Legal Name* | Your Official Name On Your Tax Certificate (IRS) | Vendor Details on file with the IRS for the tax ID you entered on file with the IRS for the tax ID you entered on file with the IRS |
| Business Description | | | | | |
| Primary Address Line 1* | 100 Pennsylvania Avenue NW | | | | |
| Address Line 2 | | | | | |
| Address Line 3 | | | | | |
| Address Line 4 | | | | | |
| Country* | US - United States of America | | | | |
| City* | Arlington | | State Province* | DC | |
| ZIP* | 20004 | | County | | |
| Company Phone* | 555 555 5555 | | Company FAX | | |
| Company Email* | 123456789@procureaz.com | | Tax ID* | 123456789 | |
| Is This An Employer/Contribution Number (EIN) or a Social Security Number (SSN)? | <input type="radio"/> EIN <input type="radio"/> SSN | | Year of Incorporation | 1 | |
| State of Incorporation | DC | | | | |
| Primary Contact Name | John Doe | | | | |
| *Note: you may be required to be an emergency contact in the case of an emergency. If you do not have an emergency contact, you must be available 24 hours a day, 7 days a week. | | | | | |
| Emergency Phone | | | Emergency Email | | |
| Emergency Contact | | | | | |
| Emergency Comment | | | | | |
| <input type="button" value="Save & Continue Registration"/> <input type="button" value="Cancel"/> <input type="button" value="Cancel"/> | | | | | |

Vendor Registration

Your Pre-Registration Notification Email

After completing the **Company Information** tab, you will receive an email providing your vendor number and contact information for the Help Desk at the State Procurement Office. This email may take a few minutes to arrive. This email will provide information needed for the Help Desk to support you if for some reason you are unable to complete your registration at this time.

Entering Your Seller Administrator Information

You will now be taken to the **Administrator** tab, and will need to 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. Please make note of the **Login ID** and **Password** used to create your account, as you will need this to access the system going forward. Once you have completed this information, select the **Save & Continue Registration** button at the bottom of your screen.

Register - This page you can create your services under the business or services you are doing.com

Company Information **ADMINISTRATOR** Address Terms Categories & Certifications Commodity Service Codes Summary

ADMINISTRATOR

| | | | |
|----------------|---------------------------------|-------------------|---------|
| Salutation: | Mr. ▼ | | |
| First Name* | John | Last Name* | Smith |
| Job Title* | Vice President of Marketing | Department | |
| Email* | ejacobson@periscopesoftware.com | Phone* | 444 |
| Login ID* | ejacobson | | |
| New Password* | | Confirm Password* | |
| Login Question | What is your dog's name? | Login Answer | Roll 20 |

Entering Your Addresses

Once the **Administrator** tab is complete, you will be taken to the **Address** tab. You will be required to enter at least one address, to be used as your General mailing address. After you have done so, you may select to **Save and Add Another** address and will be required to select an **Address Type** for each (Remit-to, PO, Bid, etc.). When you create each address, you can also check a box if that address should be used as the default for that address type. Please be sure to add and maintain all addresses that you need State of Arizona agencies to send documents and payments to in ProcureAZ using this section. After you have finished entering addresses, select **Save & Continue Registration**.

Vendor Registration

Address Book - The Name You Make Your Services Under

Entity's New Address

Address Type: General Mailing Address

Name this Address*: General

Contact Name*: John Smith

Address Line 1*: 1600 Pennsylvania Avenue NW

Address Line 2: _____

Address Line 3: _____

Address Line 4: _____

Country: U.S. - United States of America

City*: Washington State/Province*: DC

ZIP*: 20500 Country: _____

Phone*: 555 555 5555 Ext: _____

Toll Free: _____ Mobile: _____

Fax: _____ Email: ejacobson@periscopeholdings.com

Status: Active Inactive

Default address for this address type

Add and maintain all of your addresses here

Selecting Your Terms

Once you have selected to continue the registration process, you'll be taken to the **Terms** tab. Here you are asked to provide your standard payment and shipping terms

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

Selecting Your Categories and Certifications

You will now be taken to a **Categories and Certifications** tab, where you will designate your status for various categories and certifications requested by the State of Arizona, and the counties your business will serve. You are responsible for ensuring that certifications selected are accurate, as your registration will not be considered complete without them, and failing to complete them now may cause delays with orders and payments from State Agencies who rely on this information for compliance purposes. You will see links on the screen and information in the Help menu providing definitions of required fields. Once all required fields are completed, you may select the **Save & Continue Registration** button.

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. You can save your selections and browse for / add more commodity codes by selecting the codes you want to register for and selecting the **Save and Add Additional Codes** button. Once you've selected all the codes that match what you provide, select **Save and Continue Registration**.

Vendor Registration

MGCP Class:

MGCP Class Item:

MGCP Keyword:

Search using:

Use the MGCP Commodity Code Search Engine if you are familiar with the MGCP code. If not use the MGCP Code Database below.

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 | Cooking Textiles Laundry Equipment, and Supplies |
| 07 | Communication Equipment and Services |
| 08 | Computers, Software, Supplies, and Services |
| 09 | Food, Equipment, and Related Services |
| 10 | Furniture 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 Composites 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 | Rentals and Leasing Services |
| 24 | Safety and Protection Equipment and Related Services |
| 25 | Schools and Library Equipment, Supplies, and Services |
| 26 | Sports, Athletic, and other Outdoor Equipment and Services |
| 27 | Testing and Sizing Equipment and Services |
| 28 | The Trades, Electrical Engineering, HVAC, Plumbing, and Wiring |
| 29 | Travel Equipment and Related Services, Mass |
| 30 | Water and Sewer Treatment Equipment, Supplies, and Services |

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Registering Your Commodity Codes

Reviewing Your Registration Summary and Finalizing Registration

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

Responding to a Solicitation

The following will guide a vendor through the process of responding to a solicitation. In Procure.AZ, a solicitation (Request for Quotation, Invitation to Bid, Request for Proposal, etc.) is referred to as a "Bid" document.

All solicitations issued by the State of Arizona in ProcureAZ will be managed and conducted online, including solicitation responses by vendors. All offers shall be submitted electronically in ProcureAZ to be considered. In order to respond to a solicitation, a Vendor must be a fully registered vendor in ProcureAZ. If the vendor is not registered, they should register by accessing the ProcureAZ login screen and selecting **Register**.

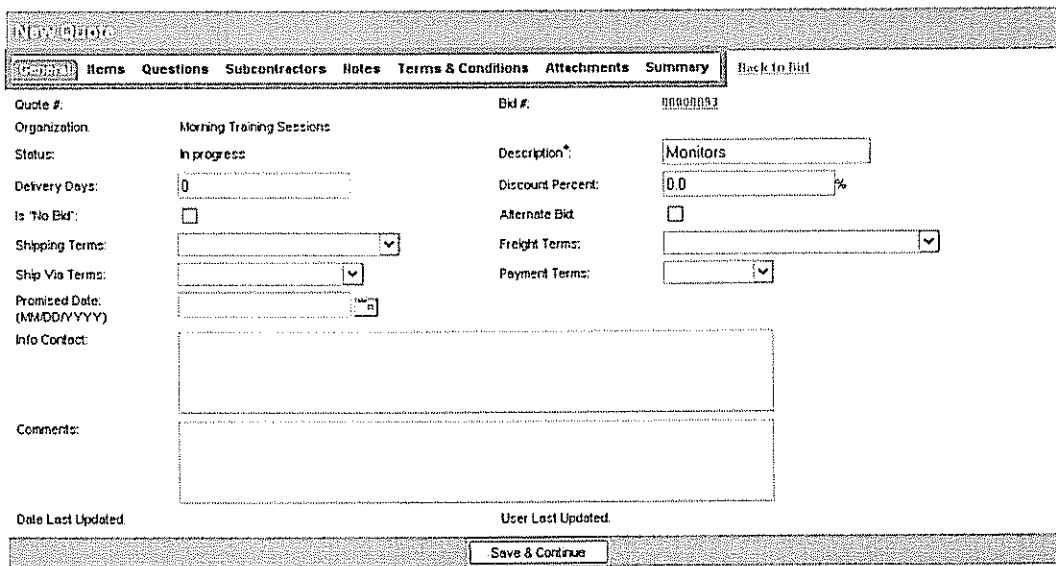
For vendors who are fully registered, log in with the User ID and Password.

Creating a Response to the Solicitation

In ProcureAZ, a response (offer, quote, bid, or proposal) to a solicitation is referred to as a "Quote." Once you are viewing an active, open solicitation, you can create a response by clicking the **Create Quote** button on the bottom of the screen. This will display the **New Quote** screen.

Quotes are completed by working through the tabs along the top of the document from left to right, saving on each tab. The final tab on the right, the Summary tab, contains a summary of all of the data entered on the previous tabs and allows you to submit the Quote.

NOTE: You must click "Submit Quote" on the Summary tab for your response to be submitted and be considered for award.



The following table provides a description of the fields provided on the **General** tab of the quote. Please note that the * denotes a required field.

| | |
|---------------------|---|
| Quote Number | Will be auto assigned upon completion of the General tab |
| Description | Same as the Bid description. This can be edited to provide a description of your response, if appropriate |

Responding to a Solicitation

| | |
|-------------------------|--|
| Delivery Days | If applicable, number of days for delivery |
| Discount Percent | If entered, will indicate the payment discount term being offered for all items on quote. The State requires a minimum payment period of Net 30. |
| Is "No Bid" | Selecting "No Bid" will notify the agency that you do not wish to submit a response |
| Alternate Bid | If the vendor submits multiple quotes, the vendor can flag specific response as "alternate" |
| Terms | Defaults to terms selected during vendor registration. These can be modified by selecting the appropriate term from the drop down menu |
| Promised Date | If applicable, promised date for delivery of the requested good or service (for one-time delivery) |
| Info Contact | Enter Vendor primary contact information for the solicitation response |
| Comments | Enter in any comments for the quote. This will display to the buyer and be considered part of your response |

Once the vendor has entered in the necessary fields, click **Save and Continue**. The screen will refresh and a unique quote number will be assigned.

Error Messaging

While working on the Quote, the vendor may see red or yellow error messages. Red error messages indicate that something must be corrected before submitting a response. A yellow warning indicates a component of the response that may be non-standard; however the response can be submitted even if yellow warnings display.

Please note this particular error below activates once you click on the Save & Continue button on the General tab of your quote and can be corrected by viewing and making selections on the Terms & Conditions tab.



Items Tab

The items tab is where the vendor will enter pricing information for the items requested.

Responding to a Solicitation

Quote: 00000047 - Tim's Laptops

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary Back to Bid

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions:

| File Name | Description | File Size |
|-------------------------------|-------------|---------------|
| 3 Winter 1.doc & Winter 1.jpg | | 105,542 bytes |

Do you accept the terms & conditions of the bid? Yes Yes with exceptions No
 If you do not fully accept the terms & conditions, please note the exceptions below:

Save & Continue

If the Terms and Conditions are accepted, select **Yes** and click **Save & Continue**. If the vendor selects **Yes with Exceptions** or **No**, the field below becomes required and the vendor must state the reasons for not accepting the Terms and Conditions.

Attachments Tab

The Attachments tab allows the Vendor to add any necessary documentation for the Quote. This can include specifications, statement of work, pricing sheets and any other relevant information.

Quote: 00000047 - Tim's Laptops

General Items Questions Subcontractors Notes Terms & Conditions **Attachments** Summary Back to Bid

- Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly
- Click **Add Attachment** to add attachments

No Attachments

Add Attachment

To add an attachment, click **Add Attachments**. The following screen will appear.

Add File:

Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200

Name*:

Description:

File*: Browse...

Location: vendor:000000003/quote

Save & Exit Save & Continue Reset Cancel & Exit

Use the Browse button to search for the file to upload from your computer. Please note that individual attachment documents shall not exceed 10 MB. Once chosen, the vendor can edit the name of the file as well as giving it a description. Once completed, click **Save & Exit**.

Responding to a Solicitation

Please note that if you click on **Save & Continue**, Procure.AZ will save your changes, but will remain on the Attachment screen. Clicking **Save & Exit** will return the user to the quote screen.

The Attachments tab will then list all attachments on the Quote. The Vendor may select an attachment and mark it Confidential. Marking a document Confidential signals your desire for the document not to be visible publicly. **The State, pursuant to A.C.R.R. R2-7-104, shall review all requests for confidentiality and provide a written determination.**

| Quote: 00000147 - Tim's Laptop | | | | | |
|---|-------------|-------------------------------------|---------------|---------------|--------------------------|
| General Items Questions Subcontractors Notes Terms & Conditions Attachments Summary Back to Bid | | | | | |
| <p>i Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly</p> | | | | | |
| Name | Description | Confidential | Attached By | Attached Date | Delete |
| Quick Reference Guide.doc | | <input checked="" type="checkbox"/> | Timothy Garza | 09/02/2009 | <input type="checkbox"/> |
| <input type="button" value="Save & Continue"/> <input type="button" value="Add Attachment"/> | | | | | |

Summary Tab

The Summary Tab is the Vendor's opportunity to review all the information entered on the Quote. If any changes need to be made, select the tab to go back to that screen and edit the information.

The **Print** button allows the Vendor to print a copy for records.

The **Submit Quote** button will submit the quote into the system. **Once finished making changes to the Quote, "Submit Quote" must be selected for the response to be considered for award.**

Once submitted, the **Status** field on the top right of the Quote will display "Submitted." If anything else displays in this field, then the Quote has NOT been submitted and "Submit Quote" must be selected to be considered for award. No changes can be made to the Quote once submitted unless the Quote is withdrawn.

The **Cancel Quote** button cancels the quote.

Responding to a Solicitation

0000000047 - TimCo Bid #:

General **Items** Questions Subcontractors Notes Terms & Conditions Attachments(1) **Quote(1)** Back to Mail

Quote #: 00000147 **Bid #:** 00000003 **Status:** In progress

Organization: Morning Training Sessions

Description: Monitors **Delivery Days:** 0 **Discount Percent:** 0%

Bid Flag: **Alternate Bid:** No **Shipping Terms:**

Freight Terms: **Ship Via Terms:** **Payment Term:**

Promised Date: **Info Contact:** **Quote Total:** \$4,000.00

Comment:

Date Last Updated: 03/02/2009 10:25:21 AM **User last Updated:** Timothy Cozza

Vendor accepts the terms & conditions with no exceptions.

Questions:

| Question # | Required | Question | Response |
|------------|----------|------------------------------|----------|
| 1 | No | What brand of monitor is it? | |

Attachments: Quick Reference Guide.doc

Print Sequence # 1.0 : (204 - 54) 20" Flat Screen Monitor

| Quantity | UOM | Unit Cost | Discount % | Tax Rate | Freight | Extended Amount | No Bid | No Charge |
|----------|-----|-----------|------------|----------|---------|-----------------|--------|-----------|
| 10 D | EA | \$400.00 | 0.0% | 0.0% | \$0.00 | \$4,000.00 | No | No |

Print Submit Quote Cancel Quote

If any question remains regarding whether a Quote has been submitted, the list of all submitted Quotes by this vendor can be viewed by selecting the "Quotes" tab on the vendor's homepage, then the "Submitted" tab that appears below. The five most recently submitted Quotes will appear first. Clicking **View More** will display the twenty-five (25) most recently submitted Quotes and links to the pages where any previously submitted Quotes will display. If a Quote does not appear on any of these screens, then it has NOT been submitted. Please return to the Quote and click the **Submit Quote** button on the Summary tab of the Quote once all edits have been made to be considered for award.

Home Welcome Back Test Vendor

News(0) Bids(177) PO(13) **Quote(69)** Information(0) Working(0) Submitted(67) Revision(7) Withdrawn(0)

| Quote # | Organization | Bid # | Bid Opening Date | Date Last Modified |
|---------------------------|--|----------------------------------|------------------------|------------------------|
| 000001021 | State Procurement Office | ASPO11-00000253 | 02/28/2011 08:58:00 PM | 02/25/2011 08:55:12 PM |
| 000001009 | Arizona Schools for the Deaf and Blind | ASDB11-00000236 | 02/09/2011 10:30:00 AM | 02/09/2011 10:42:55 AM |
| 000001007 | Corporation Commission | CORP11-00000341 | 02/09/2011 10:30:00 AM | 02/09/2011 10:42:54 AM |
| 000001012 | Arizona State Retirement System | ASRS11-00000342 | 02/09/2011 10:30:00 AM | 02/09/2011 10:42:50 AM |
| 000001013 | Arizona State Parks | PARIS11-00000342 | 02/09/2011 10:30:00 AM | 02/09/2011 09:51:12 AM |

[View more...](#)

Viewing and Submitting a Question

Vendors may also be able to view and submit questions regarding a solicitation through ProcureAZ by clicking on the Bid # listed on the Bid tab. They can scroll down to the bottom of the page and click on the **Bid Q&A** button.

Responding to a Solicitation

| | | |
|--|-----------|-------|
| Manufacturer | Brand | Model |
| Make | Packaging | |
| Counties Requiring Service | | |
| <input type="button" value="Print Page"/> <input type="button" value="Create Quote"/> <input type="button" value="Bid O & A"/> <input type="button" value="Exit"/> | | |

Any previously published questions and answers will be visible here. If enabled by the procurement officer, the vendor will now have the ability to add new questions.

Add new questions:

| Event or Event | Questions (Max 200 Characters) |
|-----------------------------|--|
| Bid Amendments and Due Date | Will the CPA issue any advice that will change the bid due date? |
| | |
| | |

Withdrawing a Quote

Once the quote is submitted, no changes can be made. If changes need to be made either due to an amendment or by vendor decision, the Withdraw Quote button will appear on the Summary tab. Click this button, then choose the Reopen Button at the bottom of the Summary tab if you would like to modify and resubmit the response. The Quote will be fully open to make changes.

Please note the Quote must again be submitted before the Bid Opening Date/Time or the Quote shall not be accepted.

Amendments and Acknowledgements

If the Agency makes an amendment to the Bid, the Vendor must acknowledge the amendment. If the vendor has previously submitted a Quote, was originally notified about the Bid, or has viewed and acknowledged the Bid, the vendor will receive an email and the amendment will be shown on the Seller homepage. On the Bids tab, a new section will appear labeled as Bid Amendments Unacknowledged.

| Bids / Bid Amendments (Unacknowledged) | | | | | | | |
|--|-----------------------------|--------------|--------------------|-------------------------------|------------------------|---------------------------|------------|
| Bid # | Organization | Alternate id | Buyer | Description | Bid Opening Date | Pre-Bid Conference | Bid Holder |
| 00000069 | Afternoon Training Sessions | | Afternoon Trainee1 | printing services | 08/25/2009 01:30:00 PM | Scheduled | |
| 00000069 | Default Organization | | Chris Harris | Laptops and related equipment | 08/27/2009 09:15:00 AM | | |
| 00000070 | Morning Training Sessions | | Morning Trainee10 | Police Bicycles | 08/27/2009 09:15:00 AM | Scheduled | |
| 00000072 | Morning Training Sessions | | Morning Trainee8 | computer software | 08/27/2009 09:15:00 AM | Scheduled | |
| 00000073 | Morning Training Sessions | | Morning Trainee6 | Residential Placement | 08/27/2009 09:15:00 AM | | |
| View More... | | | | | | | |

Clicking on the Bid # will bring the vendor to the Bid Detail view. Once the vendor has read the amendments, click the Acknowledge Amendments button. Please note that if the Amendment makes a change to the items, the Vendor may wish to withdraw any quotes in the system and make updates based on the Amendment before resubmitting the quote.

Responding to a Solicitation

| Amendments: | Amendment # | Amendment Date | Amendment Note |
|-------------|-------------|------------------------|---|
| | 1 | 09/02/2009 10:46:04 AM | Header 1 Bid Opening Date changed from "09/30/2009 09:49:00 AM" to "10/30/2009 09:49:00 AM" |

| Bid Information | | | | | | |
|--|-----------|-----------|--------------------|----------|------------|------------|
| Item # 1: (204 - 54) 20" Flat Screen Monitor | | | | | | |
| Qty | Unit Cost | UOM | Total Discount Amt | Tax Rate | Tax Amount | Total Cost |
| 10.0 | | EA - Each | | | | |
| Manufacturer: | | | Brand: | | Model: | |
| Make: | | | Packaging: | | | |

Revisions

Once the bid is officially opened, during the tabulation and evaluation process the Agency may ask the Vendor for a Revision. The Revision may be clarifications or a Best and Final Offer. The vendor will receive an email containing the instructions for the Revision.

| Request for Revision | | | | |
|-----------------------------|-----------------------------|--------------------------|------------------------|------------------------|
| Quote # | Organization | Bid # | Bid Opening Date | Date Last Modified |
| 00000133-R1 | Afternoon Training Sessions | 00000087 | 08/27/2009 01:30:00 PM | 08/27/2009 01:34:27 PM |

On the Seller Homepage, the Request for Revision section will appear. The Vendor can click on the Quote number, and then following the guide above for responding to a bid they can edit and update the revised quote. Once completed, the quote must be submitted via the Submit Quote button on the Summary Tab.

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