

THE INDUSTRIAL COMMISSION OF ARIZONA

SPECIAL SERVICES AND PROCUREMENT



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April 22, 2011

Dear Valued Supplier,

The Industrial Commission of Arizona 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 Industrial Commission of Arizona 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 Industrial Commission of Arizona 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 processes please see the 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.

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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 me at (602) 542-8238

Thank you for your cooperation.

Sincerely,



Janine Locke, C.A.S.P.P.
Special Services and Procurement Manager
Industrial Commission