

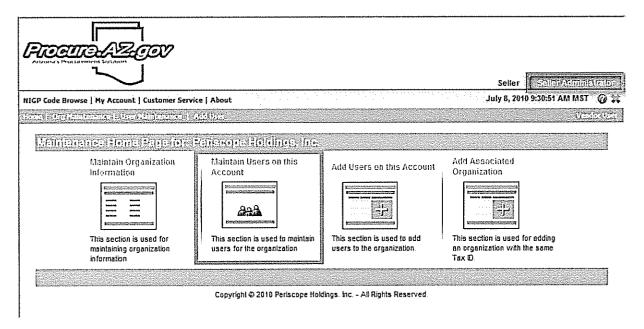
Adding a User

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:



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.

Login ID	First Name	Last #ame	
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RETTIQTAUTRU.COM	John	Andretti	Active







Enter New User Information

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

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Seller Administrator	
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Select Role for New User

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

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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.

Forland Tax ID Exists
Federal Tax ID: 123456789 already exists in our system. If you believe this is in error, contact us at test@coperiscope.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 Back Back Back Back Back Back 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.

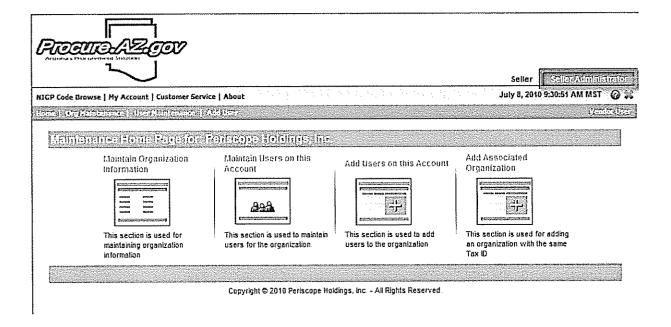




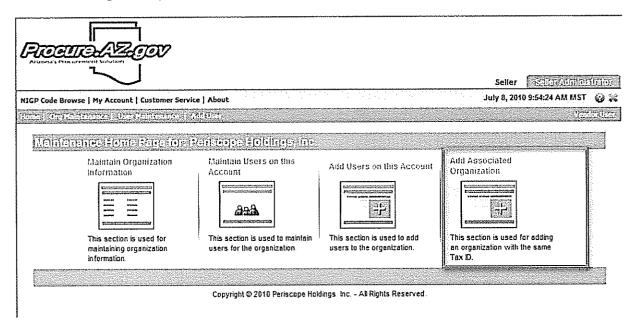


Quick Reference Guide

Adding a DBA or Subsidiary

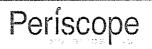


Once the Seller Administrator role has been selected, four links will appear below. Clicking the far right link, Add Associated Organization, will enable the user to send a notification and the DBA registration link to the individuals that will register separate entities within ProcureAZ with the same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



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

- <u>To</u> 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.
- <u>CC</u> The email addresses of additional individuals that should receive this email.
- <u>Send confirmation email to (your email address)</u> 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.
- <u>Subject</u> 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

• <u>Text</u> – 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).

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Use the ID.	e 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
То":	
CC:	
🗌 Send	confirmation email to charris@goperiscope com
From:	sharma@coderesepa.com
Subject*:	Periscope Holdings, inc. requests you register with the State Procurement Office's eProcurement system.
Text:	•
Send From: Subject*:	Sharma⊜poseriescene com Periscope Holdings, inc. requests you register with the State Procurement Office's eProcurement system.

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.

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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 <u>ProcureAZ</u> <u>Resources for Vendors</u> 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:

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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 #.

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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.

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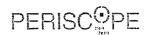
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ProcureAZ allows you to save multiple types of addresses for your company, including General, Bid, Purchase Order, and Remittance addresses. In addition, you can have multiple addresses for each type (example: if you have multiple locations where POs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

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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.







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**.

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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 (subh as business type or minority business status).

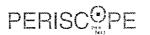
NOTE: YOU MUST COMPLETE THE CATEGORIES & CERTIFICATIONS SECTION COMPLETELY IF YOU WANT TO DO BUSINESS WITH THE STATE OF ARIZONA.

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

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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.





Periscope



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.

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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.

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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

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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

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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.





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.

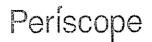
NOTE: You must click "Submit Quote" on the Summary tab for your response to be submitted and be considered for award.

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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 com pletion of the General tab
Description	Same as the Bid description. This can be edited to provide a description of your response, if appropriate







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.

Quote Validation Errors Teune & Conditions is not acknowledged

Items Tab

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





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Responding to a Solicitation

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The following fields allow for the vendor to enter in information:

Unit Cost	Enter in the unit cost per item. Procure.AZ will automatically multiply the unit cost by the quantity.
Discount Percent	Enter in the discount for the specific item, if applicable. Procure.AZ will automatically calculate the amount
Tax Rate	If applicable, choose the Tax Rate. Procure AZ will automatically calculate the amount
Freight	If applicable, enter the freight
No Bid	If checked, the vendor is not supplying a quote for this specific item
No Charge	If checked, the item is considered to be included provided the vendor is awarded the contract
Alternate Description	An alternate description can be provided, either to supplement the description provided in the State's solicitation or to replace the State's description. For example, you can use this field to indicate if you are providing a different brand, or if pricing is based on a specific unit of measure that is different than indicated in the solicitation.

Once completed, click Save & Continue

Questions Tab

The Questions tab allows the vendor to respond to questions posted on the Bid. Please note that if responses to questions are required, the vendor must respond in order to allow the Quote to be submitted. Unanswered questions will generate red error messages.





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Subcontractor Tab

If indicated as part of a solicitation, a response may require you to indicate if you are using subcontractors. If subcontractors are used, you may be asked to provide the following information:

- Identify the specific vendor/subcontractor(s). The vendor must be registered in ProcureAZ. You can search for the vendor by clicking Lookup and Add Vendor. If the subcontractor is not registered, they must register prior to submitting your response, or you may be considered non-responsive.
- Provide a proposed dollar amount being paid to the subcontractor if you are awarded the contract.
- Identify whether the subcontractor is in a specified category, such as small or minority business.

Notes Tab

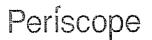
The Notes tab allows vendors to record internal comments. For example, if multiple vendor users are working on a response, the Notes tab can be used to tr ack changes from one user to another. Please note that the agency issuing the solicitation will NOT see any notes when evaluating the responses.

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Terms & Conditions Tab

The Terms & Conditions tab allows the vendor to view or download any attachments to the solicitation. The attachments will include the official documentation related to the solicitation. The vendor is also asked whether or not they accept the terms and conditions of the solicitation.







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following list constitutes all the attachments for File Name	the bid which may include supplem Description	File Size	litions		
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you accept the terms & conditions of the bid? \bigcirc Yes		105,542 byles			

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 neces sary documentation for the Quote. This can include specifications, statement of work, pricing sheets and any other relevant information.

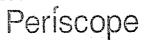
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General	Items	Questions	Subcontractors	Notes	Terms & Conditions	Alterments	Summary	<u>Bark to Bid</u>		
Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly										
Click A	dd Attac	hment to add	attachments							
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To add an attachment, click Add Attachments. The following screen will appear.

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Name is the characters.	display name for the file that will appear where altachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric spaces, and special characters up to a maximum length of 200
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Location:	vendor/0000003/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**.







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.

eneral	Items Questions Sub	bcontractors Hotes	s Terms & Condit	lions <u>(Alifennini (A</u>	Summary Back to B	<u>iut</u>	
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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.

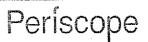
The Print button allows the Vendor to print a copy for records.

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.





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Responding to a Solicitation

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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.

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Organization	Bid #	Bid Opening Date	Date Last Modified
State Procurement Office	ADSPO11-00000253	02/28/2011 08:58:00 PM	02/28/2011 08:55:12 PM
Arizona Schools for the Deaf and Blind	A \$D811-00000336	02/09/2011 10:30:00 AM	02/09/2011 10:42:55 AM
Corporation Commission	CORP11-00000341	02/09/2011 10:30:00 AM	02/09/2011 10:42:54 AM
Arizona State Retirement System	ASR511-00000343	02/09/2011 10:30:00 AM	02/09/2011 10:42:50 AM
Arizona State Parks	PARKS11-00600342	02/09/2011 10:30:00 AM	02/09/2011 09:51:12 AM
_	Organization State Procurement Office Arizona Schools for the Deaf and Blind Corporation Commission Arizona State Retirement System	Organization Bid # State Procurement Office ADSPO11-000003253 Arizona Schools for the Deaf and Blind ASDB11-00000336 Corporation Commission CDRP11-00000341 Arizona State Retirement System ASHS11-00000343	Organization Bid # Bid Opening Date State Procurement Office A0.5PO11-00000353 02/28/2011 08:58:00 PM Arizona Schools for the Deaf and Blind ASDB11-00000336 02/09/2011 10:30:00 AM Corporation Commission CDRP11-00000341 02/09/2011 10:30:00 AM Arizona State Retirement System ASRS11-00000342 02/09/2011 10:30:00 AM

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.





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

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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 B utton 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.

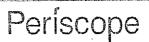
Amendments and Acknowledgements

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.

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Pre-Bid Conference	Bid Holder
1100118063)	Afternoon Training Sessions		Atternoon Traineet	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		
6880881)78	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	Schedulett	
00000973	Morning Training Sessions		Morning Trainee6	Residential Placement	08/27/2009 09:15:00 AM		

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.





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Responding to a Solicitation

Г		Amendment Date		Amendment Hote		
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em # 1: (204	4 - 54) 20	" Flat Screen Monitor		*****		
Qty	Unit Cost	UOM	Total Discount Amt	Tax Rete	Tax Amount	Total Cost
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Manufacturer:			Brand		Modet	
Make:			Pockoging:			

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.

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	Quote H	Organization	Bid #	Bid Opening Date	Date Last Modified	
ĺ	00000103-R1	Atternoon Training Sessions	ODDBOOB7	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 Sum mary Tab.



CONTACT INFORMATION

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Receptionist

Fax

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602-542-1040

602-542-1741