



Division of Operations

Office of Procurement

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JANICE K. BREWER, GOVERNOR
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Dear Current or Prospective Contractor,

The Arizona Department of Health Services (ADHS) would like to inform you of the implementation of a new eProcurement system, ProcureAZ, for the State of Arizona by the State Procurement Office (SPO) and the General Accounting Office (GAO)

ADHS began using ProcureAZ October 1, 2010 to generate contracts, solicitations, purchase orders and change orders. Vendors are required to register in ProcureAZ in order to submit responses to solicitations posted on ProcureAZ.

ProcureAZ will also interface with the GAO accounting system AFIS to process payments. While payment information will be passed to AFIS, the AFIS data will not be imported into ProcureAZ. Therefore, it is imperative that all vendors self register in ProcureAZ to ensure ADHS can generate payments to vendors. The State cannot register vendors in the system due to vendor profiles requiring personalized user information, such as User Ids and passwords. Therefore, it is required that all vendors who receive payment or have conducted business with ADHS register on ProcureAZ. If you do not register on ProcureAZ, your vendor profile will not exist and ADHS will not be able to process Purchase Orders, thus you will not be able to perform services or receive payment for services rendered.

In order to help you with the registration process, attached with this email is a quick reference guide for vendor registration.

You can access ProcureAZ at <https://procure.az.gov/bsol/>. Also available to you is the ProcureAZ webpage at <http://www.spo.az.gov/ProcureAZ/default.asp>. This webpage contains quick reference guides and online tutorials to assist you with utilizing the ProcureAZ system. You will find these documents in the Vendors link under the ProcureAZ Reference Guides section. When you register, you will need to ensure that your company name matches with the company name that was filed with the Internal Revenue Service. If you require assistance, you can also call the ProcureAZ help desk at (602) 542-7600 or email at procure@azdoa.gov.

Once you have completed the registration process, please notify Kailee Hart at hartk@azdhs.gov or 602-542-2942.

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

- Information about suppliers interested in doing business with Arizona state agencies and local governments,
- 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,

Instructions for updating existing vendor information are posted on the SPO website at <http://www.spo.az.gov/ProcureAZ/default.asp>

If you have any questions, please contact Tracy Chisler at (602) 542-1044 or chislet@azdhs.gov.

Sincerely,

Christine Ruth
Acting Chief Procurement Officer