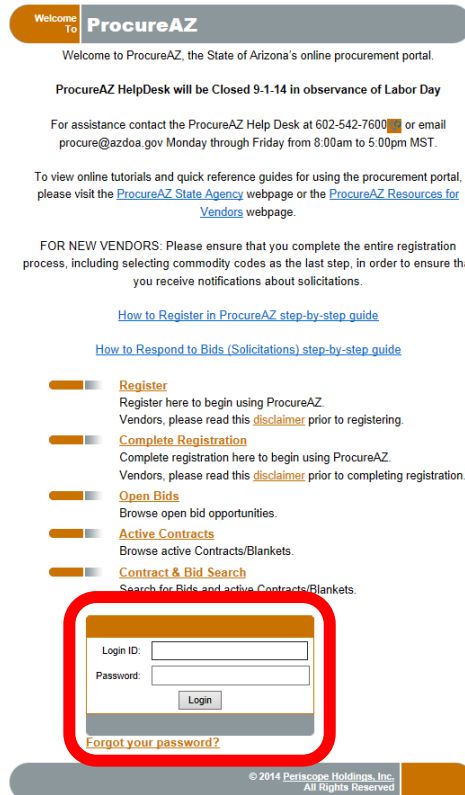


Accessing POs and Change Orders

This step-by-step guide is designed to help vendors understand how to access Purchase Orders (POs) and Change Orders sent to them in the State of Arizona's e-procurement system, ProcureAZ. **PO and Change Order notifications will automatically be sent to the primary email address associated with the vendor's profile, not to individual vendor users.** If your entity has received a notification about a PO or Change Order via email, follow the steps in this guide to access and review the document.

Login to ProcureAZ

1. Go to <https://procure.az.gov> and log in by entering your Login ID and Password into the Login Box. You may need to scroll down to see the login box:



Welcome To **ProcureAZ**

Welcome to ProcureAZ, the State of Arizona's online procurement portal.

ProcureAZ HelpDesk will be Closed 9-1-14 in observance of Labor Day

For assistance contact the ProcureAZ Help Desk at 602-542-7600 or email procure@azdoa.gov Monday through Friday from 8:00am to 5:00pm MST.

To view online tutorials and quick reference guides for using the procurement portal, please visit the [ProcureAZ State Agency](#) webpage or the [ProcureAZ Resources for Vendors](#) webpage.

FOR NEW VENDORS: Please ensure that you complete the entire registration process, including selecting commodity codes as the last step, in order to ensure that you receive notifications about solicitations.

[How to Register in ProcureAZ step-by-step guide](#)

[How to Respond to Bids \(Solicitations\) step-by-step guide](#)

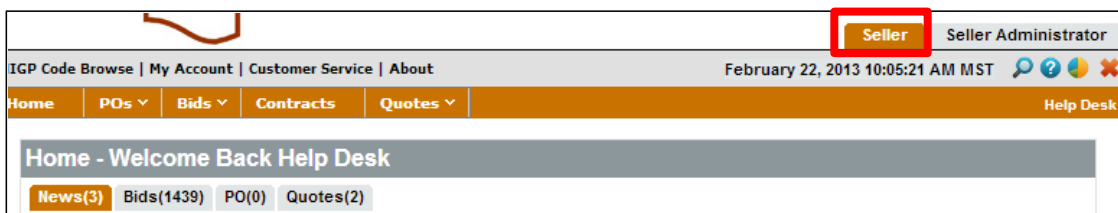
- Register**
Register here to begin using ProcureAZ.
Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**
Complete registration here to begin using ProcureAZ.
Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**
Browse open bid opportunities.
- Active Contracts**
Browse active Contracts/Blankets.
- Contract & Bid Search**
Search for Bids and active Contracts/Blankets.

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If you need assistance with your login ID and password call the Help Desk at 602-542-7600 (option 3).

Finding and Viewing a Purchase Order (PO) or Change Order

1. Once logged in make sure you are in the Seller role, indicated by the "Seller" tab in the upper right of your screen (when selected it is copper-colored):



Seller Seller Administrator

IGP Code Browse | My Account | Customer Service | About

February 22, 2013 10:05:21 AM MST

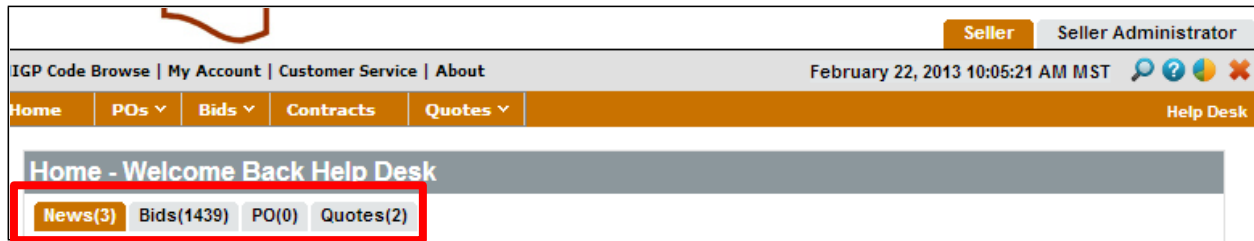
Home POs Bids Contracts Quotes Help Desk

Home - Welcome Back Help Desk

News(3) Bids(1439) PO(0) Quotes(2)

Accessing POs and Change Orders

When you are in this role you will see a set of tabs underneath the Home - Welcome Back gray bar:



- Click on the PO tab. The **Purchase Orders/Change Orders (Un-Acknowledged)** section lists the last five POs and change orders you have not yet viewed/acknowledged. The **Purchase Orders-Sent** section shows the last five total POs **Sent** to you:

News(0) Bids(35) **PO(43)** Quotes(62)

Purchase Orders / Change Orders (Un-Acknowledged)

POs/change orders you need to acknowledge.

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
ADSP013-005337	State Procurement Office	02/11/2013	2013	Greg's Training Solicitations	3PS - Sent	SPO ProcureAZ Help Desk1	\$0.00	None
ADSP013-005336	State Procurement Office	02/06/2013	2013	Post Hotfix Test #4 2-6	3PPR - Partial Receipt	SPO ProcureAZ Help Desk1	\$1,083.00	None
ADSP013-005263	State Procurement Office	01/04/2013	2013	0103 TS6	3PPR - Partial Receipt	SPO ProcureAZ Help Desk1	\$8,606.25	None
ADSP013-005262	State Procurement Office	01/03/2013	2013	0103 TS3	3PS - Sent	SPO ProcureAZ Help Desk1	\$0.00	1
ADSP013-005261	State Procurement Office	01/03/2013	2013	Post TS1	3PPR - Partial Receipt	SPO ProcureAZ Help Desk1	\$339.60	None

[View more...](#)

Purchase Orders - Sent

All POs/change orders sent to you.

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
ADSP013-005337	State Procurement Office	02/11/2013	2013	Greg's Training Solicitations	3PS - Sent	SPO ProcureAZ Help Desk1	\$0.00	None
ADSP013-005262	State Procurement Office	01/03/2013	2013	0103 TS3	3PS - Sent	SPO ProcureAZ Help Desk1	\$0.00	1
ADSP013-005259	State Procurement Office	01/03/2013	2013	BSPD-3250 DOM w/CO	3PS - Sent	SPO ProcureAZ Help Desk1	\$237.33	1
ADSP013-005258	State Procurement Office	01/03/2013	2013	BSPD-3041 PO Item Description Edit	3PS - Sent	SPO ProcureAZ Help Desk1	\$325.00	None
ADSP010-000267: 7	State Procurement Office	11/05/2012	2013	Test right now again too	3PS - Sent	SPO ProcureAZ Help Desk1	\$350.00	None

[View more...](#)

NOTE: If there is a **View more...** link at the bottom of a section it means you have more than five POs to list. If the PO you are searching for is not listed, click the **View more...** link to see the complete list:

Purchase Orders / Change Orders (Un-Acknowledged)

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
ADSP013-005337	State Procurement Office	02/11/2013	2013	Greg's Training Solicitations	3PS - Sent	SPO ProcureAZ Help Desk1	\$0.00	None
ADSP013-005336	State Procurement Office	02/06/2013	2013	Post Hotfix Test #4 2-6	3PPR - Partial Receipt	SPO ProcureAZ Help Desk1	\$1,083.00	None
ADSP013-005263	State Procurement Office	01/04/2013	2013	0103 TS6	3PPR - Partial Receipt	SPO ProcureAZ Help Desk1	\$8,606.25	None
ADSP013-005262	State Procurement Office	01/03/2013	2013	0103 TS3	3PS - Sent	SPO ProcureAZ Help Desk1	\$0.00	1
ADSP013-005261	State Procurement Office	01/03/2013	2013	Post TS1	3PPR - Partial Receipt	SPO ProcureAZ Help Desk1	\$339.60	None

[View more...](#)

Purchase Orders - Sent

Accessing POs and Change Orders

- Click on the PO number link in the **Purchase Order #** column on the left side of the screen:

Purchase Orders - Sent						
Purchase Order #	Origin	Order Date	Year	Description	Status	
ADSP013-005337	State Procurement Office	02/11/2013	2013	Greg's Training Solicitations	3PS - Sent	SPO Proc
ADSP013-005262	State Procurement Office	01/03/2013	2013	0103 TS3	3PS - Sent	SPO Proc
ADSP013-005259	State Procurement Office	01/03/2013	2013	BSPD-3250 DOM w/CO	3PS - Sent	SPO Proc
ADSP013-005258	State Procurement Office	01/03/2013	2013	BSPD-3041 PO Item Description Edit	3PS - Sent	SPO Proc

The **Summary** tab of the PO will display with the Purchase Order number prominent in the upper left hand corner of the document:

Direct Open Market Purchase Order ADSP013-005259

[General](#)

[Items](#)

[Attachments](#)

[Notes\(1\)](#)

[Change Orders\(1\)](#)

[Subcontractors](#)

[Summary](#)

Header Information

Purchase Order Number:	ADSP013-005259	Release Number:	0	Short Description:	BSPD-3250 DOM w/CO
Status:	3PS - Sent	Purchaser:	Greg Dwight	Receipt Method:	Quantity
Fiscal Year:	2013	PO Type:	Direct Open Market	Minor Status:	
Department:	ADSP0 - State Procurement Office	Location:	SPO - State Procurement Office	Type Code:	
Alternate ID:	E0021398	Entered Date:	01/03/2013 08:42:41 AM	Control Code:	
Days ARO:	0	Retention %:	0.00%	Discount %:	0.00%
Contact Instructions:	Contact Greg Dwight at (602)542-8664	Tax Rate:		Actual Cost:	\$237.33
Ship-to Address:	SPO Office 100 N 15th Ave. Suite 104 Phoenix, AZ 85007 US Email: test@periscopeholdings.com Phone: (602)542-5511	Bill-to Address:	MSD Accounting 100 N. 15th Avenue Suite 202 Phoenix, AZ 85007 US Email: test@periscopeholdings.com Phone: (602)542-5675	Contact, ship-to and bill-to information.	

PO Terms

Preferred Delivery Method:	Email
Remit-to Address:	ProAZ Helper 100 N 15th Ave Suite 104 Phoenix, AZ 85007 US Email: procure@azdoa.gov Phone: (602)542-7600
PO Mailing Address:	ProAZ Helper 100 N 15th Ave Suite 104 Phoenix, AZ 85007 US Eme Pho
Payment Terms:	
Shipping Method:	
Shipping Terms:	
Freight Terms:	

Changes to the items/services ordered will be listed here.

Change Orders

Change Order #	Change Order Note	Change Order Date	Bilateral Change Order
1	Item 1 1. Quantity changed from "2" to "3.0".	01/03/2013 08:49:29 AM	No

Payments

No payments.


The **Item Information** section lists the products/services ordered.

Item Information


Item #	Print Sequence	Item Description								Total Cost
		Quantity	Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Freight	
1	1.0	(050 - 85) C/O to DOM PO will change purchaser w/o user action								
		3.0	\$79.11	\$79.11	EA - Each	\$0.00		\$0.00	\$0.00	\$237.33

Exit

Print

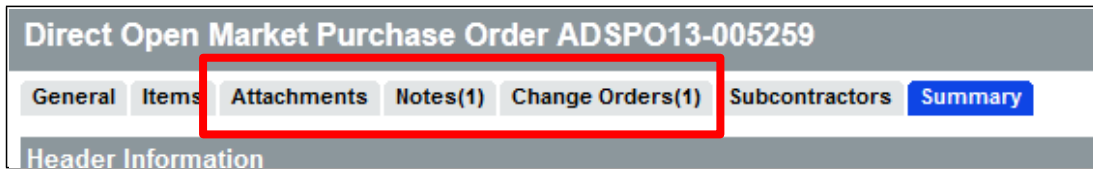


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Accessing POs and Change Orders

- Be sure to check the **Attachments** and **Notes** tab for extra information regarding the order. Change orders may also be viewed on the **Change Order** tab:



Attachments will also be listed on the **Summary** tab at the bottom of the **Header Information**:



Click on the links to download and view the attachments.

Acknowledging a Purchase Order

- Follow steps 1-3 above.
- Check both of the check boxes on the left:

Acknowledge your receipt of the PO and its Change Orders.

Notify the requestor at the State that you have received the PO.

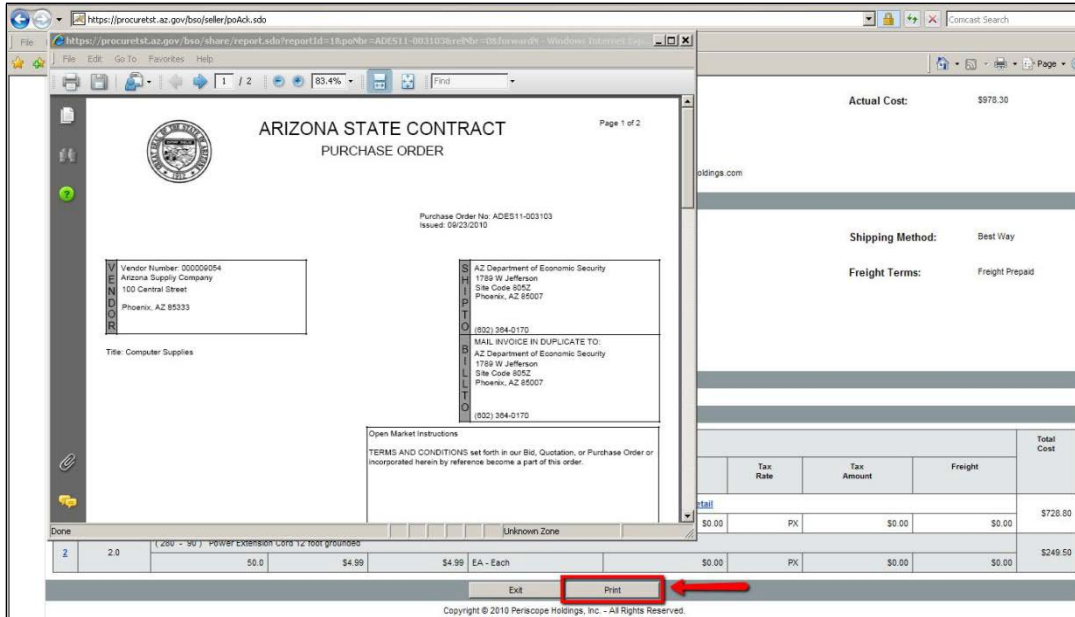


- Click the **Proceed** button. The PO will display.

Accessing POs and Change Orders

Printing a Purchase Order

All POs issued to you will stay within ProcureAZ indefinitely, so you do not need to print it out. However, to print a paper copy of a PO, use the following instructions.



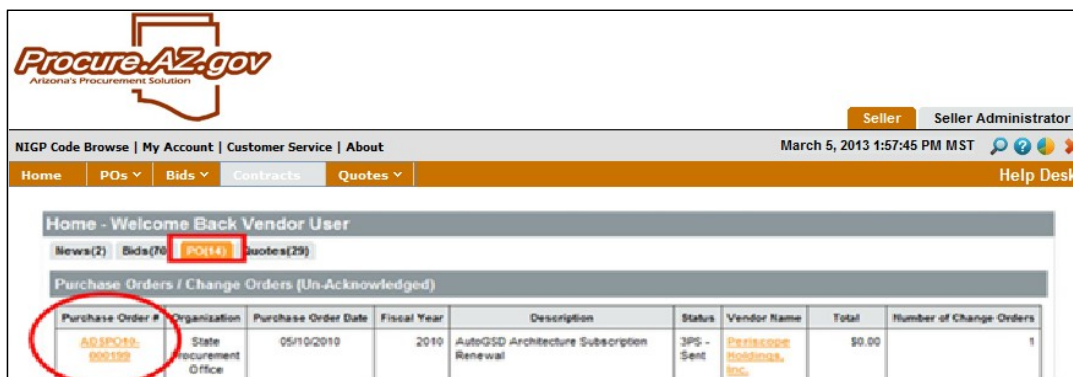
1. Click on the **Print** button on the bottom of the screen while looking at the PO. ProcureAZ will preview the PO on the screen and you can then print the PO to the printer of your choice or save it to your computer

Finding, Acknowledging and Approving a Change Order

You will be notified of Change Orders if an agency has made changes to a PO they've previously sent you.

NOTE: Notifications of Change Orders will also be sent to the primary email address associated with the vendor's profile, and not to individual users established for the vendor's profile.

1. Click the gray PO tab located below on the Seller home page. Change Orders are accessed in exactly the same way as the PO, and are visible on the PO document in the **Change Orders** section of the gray PO tab on the Seller home page.



Accessing POs and Change Orders

- Just like POs, you will be asked to acknowledge receipt of Change Orders. Upon selecting the Purchase Order # to view. Check **both** of the check boxes on the left and click on the **Proceed** to view the PO and its Change Order(s).

Download Acknowledgement

I am acknowledging receipt of this purchase order and/or its change order(s).

I am certifying requestor of receipt of this purchase order and/or its change order(s).

- Once you are viewing the PO, the section for Change Orders appears in the middle of the page on the PO. Click the number in the Change Order # column to view it.

Open Market Purchase Order ADSP010-000390

Summary Subcontractors

Header Information

Purchase Order Number: ADSP010-000390	Release Number: 0	Short Description: Laptops
Status: 3PS - Sent	Purchaser: System Administrator	Receipt Method: Quantity
Fiscal Year: 2010	PO Type: Open Market	Minor Status:
Department: ABA - Accountancy Board	Location: ABA - Accountancy Board	Type Code:
Alternate ID:	Entered Date: 09/29/2010 04:30:51 PM	Control Code:
Days ARO: 0	Retainage %: 0.00%	Discount %: 0.00%
Required By Date:	Promised Date:	Actual Cost: \$6,000.00
Contact Instructions:	Tax Rate:	
Ship-to Address: Arizona Department of Homeland Security 1700 W. Washington St. Suite 201 Phoenix, AZ 85007 US Email: test@goperiscope.com Phone: (602)542-7056	Bill-to Address: Arizona Department of Homeland Security 1700 W. Washington St. Suite 201 Phoenix, AZ 85007 US Email: test@goperiscope.com Phone: (602)542-7056	

Master Blanket/Contract
End Date (Maximum):

Attachments: [Uniform Terms & Conditions](#), [Uniform Instructions](#), [COPE.pdf](#)

PO Terms

Preferred Delivery Method: Email

Remit-to Address: Periscope Holdings 211 East 7th Street Suite 1100 Austin, TX 78701 US Email: test@goperiscope.com Phone: (555)555-5555	Payment Terms: Net 30	Shipping Method:
	Shipping Terms:	Freight Terms:

Change Orders

Change Order #	Change Order Note	Change Order Date	Bilateral Change Order
1	Item 1.1. Quantity changed from "10" to "15.0".	09/29/2010 04:43:21 PM	No

Finding Bilateral Change Orders

Some Change Orders require your approval before they are applied to the PO. These are referred to as "Bilateral Change Orders." These are primarily used when an amendment is needed to a term contract you have with an agency or the State. **Notifications of approval requests for Bilateral Change Orders will be sent to individual user accounts established for your vendor profile.**

Change Order - Open Market Purchase Order ADES11-003103 Approval Requested - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

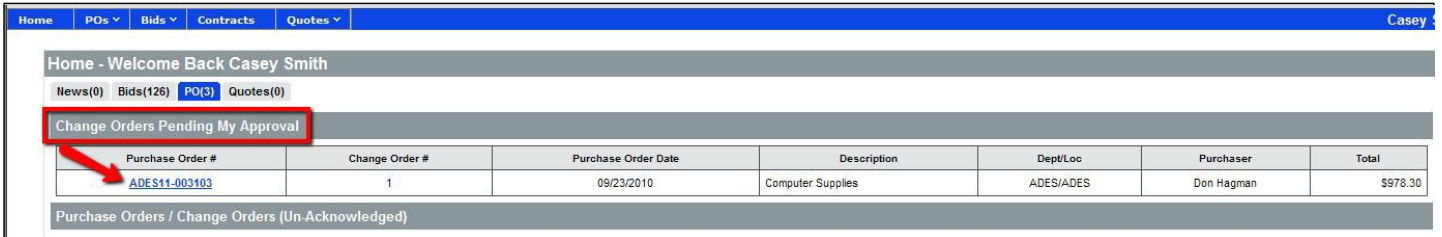
From: Don Hagman [test@periscopeholdings.com]
To: Hagman, Donald
Cc:
Subject: Change Order - Open Market Purchase Order ADES11-003103 Approval Requested

Change Order - Open Market Purchase Order ADES11-003103 is ready for approval.

Use this link to log on to ProcureAZ Test Site: <https://procuretest.az.gov/bsollogin.jsp>

Accessing POs and Change Orders

- After you have received the notification, you must log into your ProcureAZ account. The Change Order is visible within ProcureAZ Seller Homepage by clicking the PO tab. There is now a section titled **Change Orders Pending My Approval**.

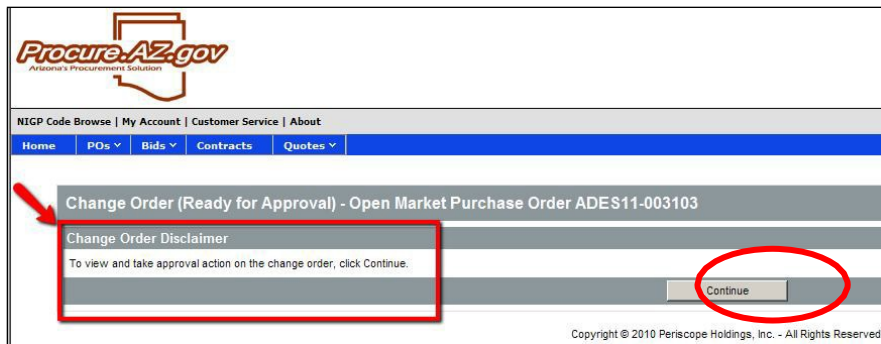


Purchase Order #	Change Order #	Purchase Order Date	Description	Dept/Loc	Purchaser	Total
ADES11-003103	1	09/23/2010	Computer Supplies	ADES/ADES	Don Hagman	\$978.30

Approving Bilateral Change Orders

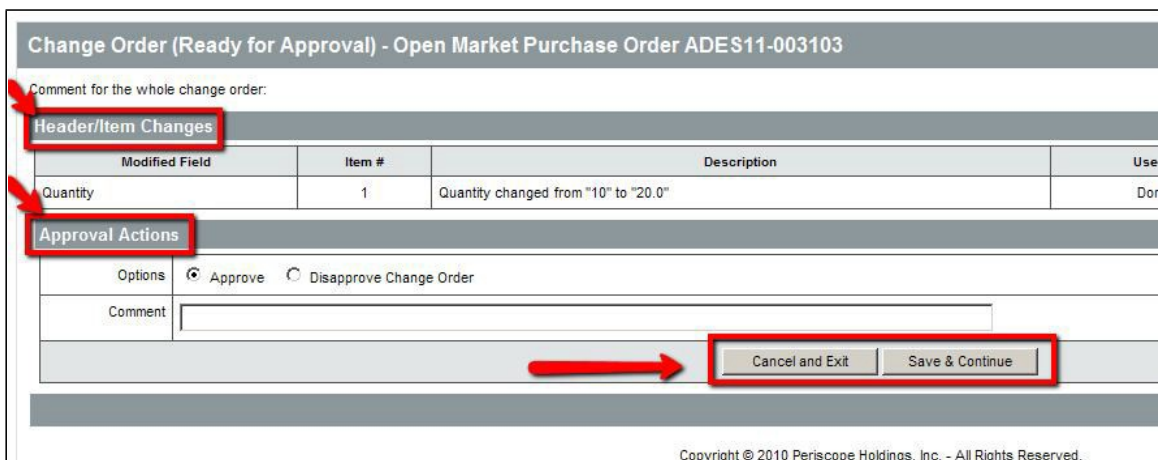
Follow the steps below to take action toward the Change Order in question:

- The **Change Order Disclaimer** screen will appear. Click **Continue** button to accept and proceed forward.



- Review the Change Order onscreen.

NOTE: If you want to review the entire PO, click the **Cancel and Exit** button. This will return you to your homepage. Select the PO tab again, then click on the PO# from the **Purchase Orders - Sent** section.



Change Order (Ready for Approval) - Open Market Purchase Order ADES11-003103

Comment for the whole change order:

Header/Item Changes

Modified Field	Item #	Description	User
Quantity	1	Quantity changed from "10" to "20.0"	Don

Approval Actions

Options: Approve Disapprove Change Order

Comment: _____

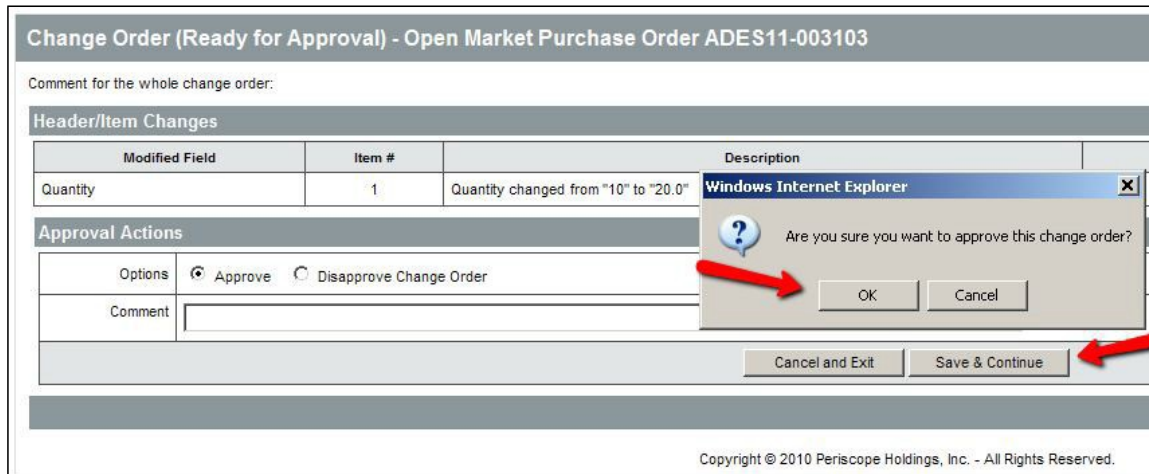
Cancel and Exit Save & Continue

Accessing POs and Change Orders

3. Select to “Approve” or “Disapprove Change Order” in the **Approval Actions** section. Selecting “Approve” will date and timestamp your approval of the Change Order. Selecting “Disapprove Change Order” will send the Change Order back to the state agency.

NOTE: If you select “Disapprove Change Order,” you **must** provide a **Comment** field with the reasons for the disapproval.

4. Select the **Save & Continue** button. You will be asked to verify your selection. To do so, click **OK**. You have now responded to the approval request.



Change Order (Ready for Approval) - Open Market Purchase Order ADES11-003103

Comment for the whole change order:

Header/Item Changes		
Modified Field	Item #	Description
Quantity	1	Quantity changed from "10" to "20.0"

Approval Actions

Options: Approve Disapprove Change Order

Comment:

Cancel and Exit Save & Continue

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