



Register and Maintain Vendor Profile in ProcureAZ

Process triggers when a Vendor wishes to register (at #1), create a DBA/Subsidiary (#6), or update a registration (at #12).

1. Vendor enters Tax Identification Number into ProcureAZ; continue to #2.
2. ProcureAZ determines whether the TIN already exists.
 - a. If the TIN does not exist, skip to #6.
 - b. If the TIN already exists, continue to #3.
3. Vendor determines whether to add a new Profile or to update an existing Profile.
 - a. If the Vendor chooses to update a Profile, restart at #12.
 - b. If the Vendor wishes to create a DBA/Subsidiary Profile, continue to #4.
4. Parent Vendor selects DBA invitation link to add a Profile under the same TIN; continue to #5.
5. ProcureAZ sends an invitation email with a link to register under the same TIN; restart at #6.
6. Vendor adds company information to Vendor Profile; continue to #7.
7. Vendor determines whether to register a Foreign Address.
 - a. If the Vendor is registering a Foreign Address, skip to #9.
 - b. If the Vendor is only registering US addresses, continue to #8.
8. ProcureAZ adds the Vendor Profile *and sends to AZ Advantage; skip to #15 end process.*
9. Vendor sends required forms to GAO for the foreign address; continue to #10.
10. GAO follows a process in *AFISAZ Advantage* to establish the Vendor's foreign address; continue to ~~#11~~12.
- ~~11. GAO enables the Vendor Profile in ProcureAZ for the foreign address; end process.~~
12. Vendor updates their Vendor Profile; continue to #13.
13. ProcureAZ updates the Vendor Profile; continue to #14.
14. *AFISAZ Advantage* receives updated Vendor addresses from ProcureAZ; end process.
15. *AZ Advantage adds a new Vendor/Customer record; continue to #16.*
16. *AZ Advantage requests IRS TIN Match batch interface file to determine whether Vendor record is valid.*
 - a. *If Vendor Legal Name matches TIN, end process.*
 - b. *If Vendor Legal Name does not match TIN, inactivate Vendor in AZ Advantage; continue to #17.*
17. *GAO informs Vendor or Agency of the invalid TIN Match; end process.*

Changed in AZ Advantage

#10-11

GAO will set up the foreign vendor directly in ProcureAZ. The foreign Vendor Address will sync to AZ Advantage without GAO intervention.

New in AZ Advantage

#8, #15-17

ProcureAZ will send a new Profile to AZ Advantage when it is created. In AFIS, only Profile Updates were sent.