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MEMORANDUM

TO: State of Arizona ProcureAZ Registered Vendors

FROM: Barbara Corella, State Procurement Administrator

DATE: June 19, 2015

SUBJECT: Planned ProcureAZ Downtime

The State of Arizona is coming to the end of an era in financial management by retiring its current financial system (AFIS) and launching a new statewide financial system for its departments, boards and commissions. For the first time, all Arizona departments will be using one financial system. **ProcureAZ will be retained as the eProcurement module for the new financial system.**

The countdown to the transition from the current version of AFIS to the new version of AFIS is well under way. Go Live is scheduled on or around July 7, 2015.

Overall, ProcureAZ will be offline from July 1 through July 7, 2015 for all users. ProcureAZ will not be available for anyone to log in or view any information. This includes registered vendors, State Agencies, Cooperative Members, the State Procurement Office, the public and the ProcureAZ Help Desk. Statewide contract information will not be viewable or searchable during this time.

New vendors will not be able to register in ProcureAZ while it is offline. In addition, existing vendors will not be able to modify their profile, download bids, respond to a bid, or process a revision to a quote until ProcureAZ comes back online. Vendor quotes that were submitted or in progress prior to July 1 will be fully accessible when ProcureAZ returns to service on or around July 7th.

To help ensure prompt payment prior to and immediately after the State's transition to the new financial system, please keep these points in mind:

1. It is critical that a valid PO# be included on all invoices or payment could be delayed.
2. Invoices should include proper payment address.
3. Invoices should include sales tax.
4. Rates and payment terms must match the contract and/or PO, including freight charges.
5. GAO provides a handy web based tool – VENPAY (<http://www.venpay.gao.azdoa.gov/>) that vendors can use to research payments made by the state.

The State of Arizona and the State Procurement Office apologize for any inconvenience that may occur. The State has done everything that it can to minimize the impact to our vendors and customers.