

## 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.**

**Federal Tax ID Exists**

Federal Tax ID: 123456789 already exists in our system. If you believe this is in error, contact us at [test@goperiscope.com](mailto:test@goperiscope.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.

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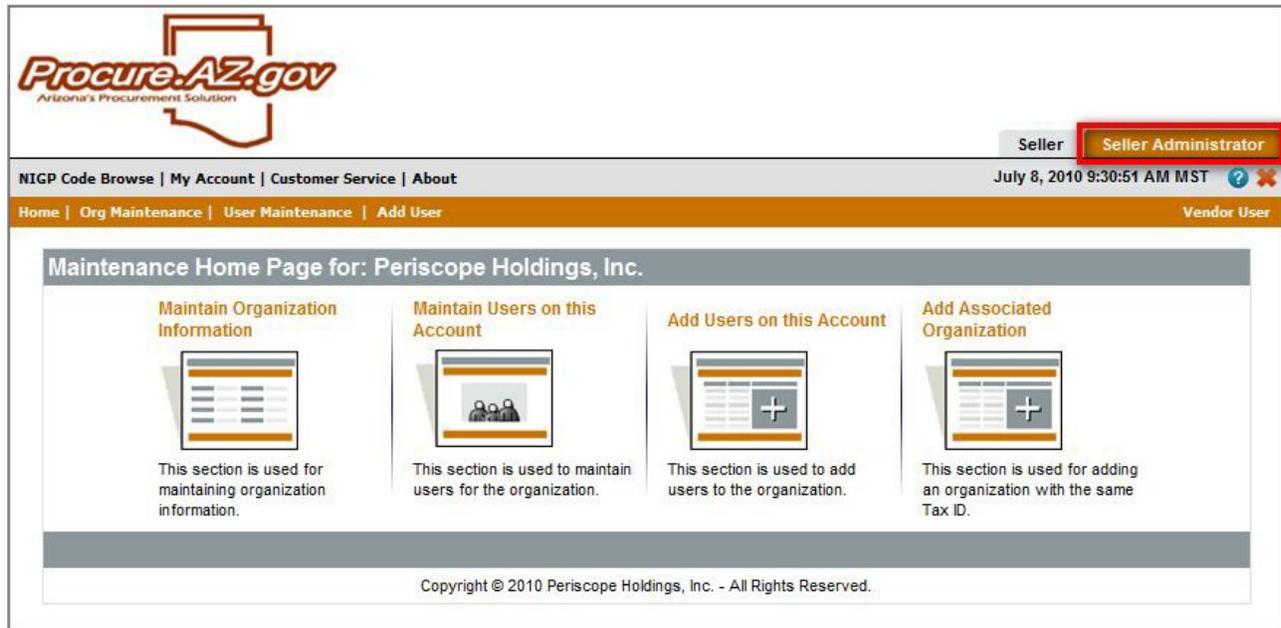
If an affiliated entity has registered within ProcureAZ with the tax ID that you will need to utilize, then please contact them and have them follow the instructions provided within this guide, which will allow you to register with the same tax ID.

### 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.

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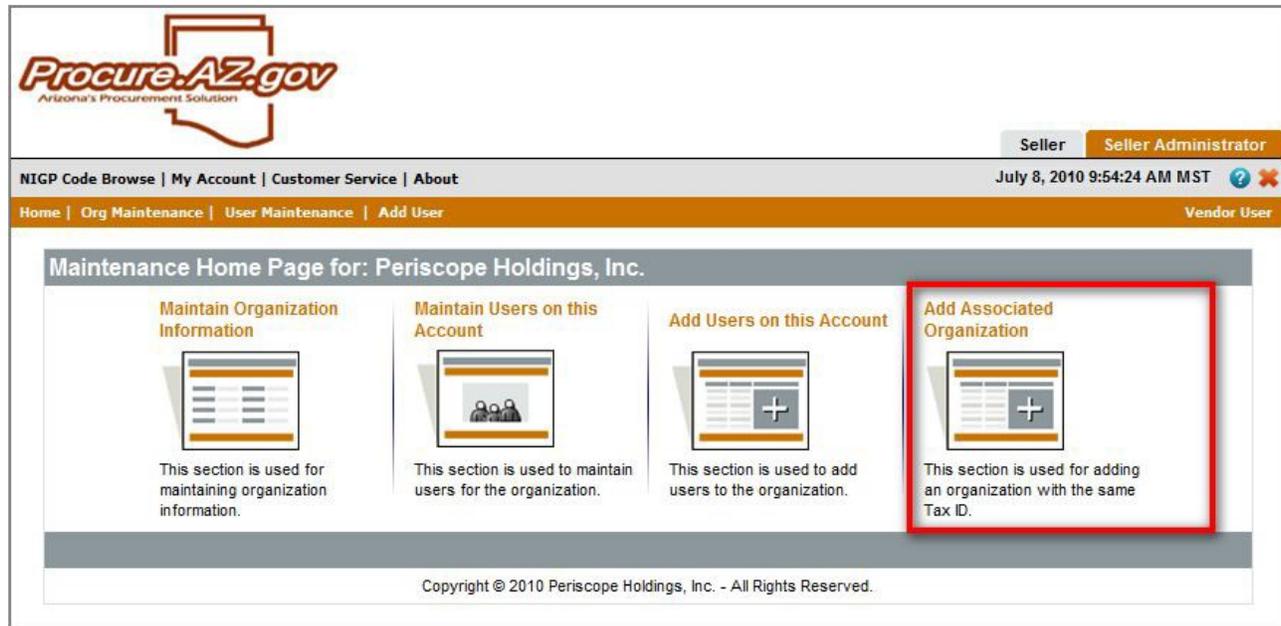


The screenshot shows the Procure-AZ.gov Seller Administrator interface. The top navigation bar includes links for "NIGP Code Browse", "My Account", "Customer Service", and "About". The user is logged in as "Seller Administrator" on July 8, 2010, at 9:30:51 AM MST. The main content area is titled "Maintenance Home Page for: Periscope Holdings, Inc." and contains four tiles:

- Maintain Organization Information:** This section is used for maintaining organization information.
- Maintain Users on this Account:** This section is used to maintain users for the organization.
- Add Users on this Account:** This section is used to add users to the organization.
- Add Associated Organization:** This section is used for adding an organization with the same Tax ID.

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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.



This screenshot is identical to the previous one, but the "Add Associated Organization" tile is highlighted with a red rectangular border to indicate it is the focus of the next step.

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.

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- **To** – 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.
- **CC** – The email addresses of additional individuals that should receive this email.
- **Send confirmation email to (your email address)** – 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.
- **Subject** – 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

- **Text** – 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).

### Send Mail

**i** Use the 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 ID.

To\*:

CC:

Send confirmation email to [charris@goperiscope.com](mailto:charris@goperiscope.com)

From:

Subject\*:

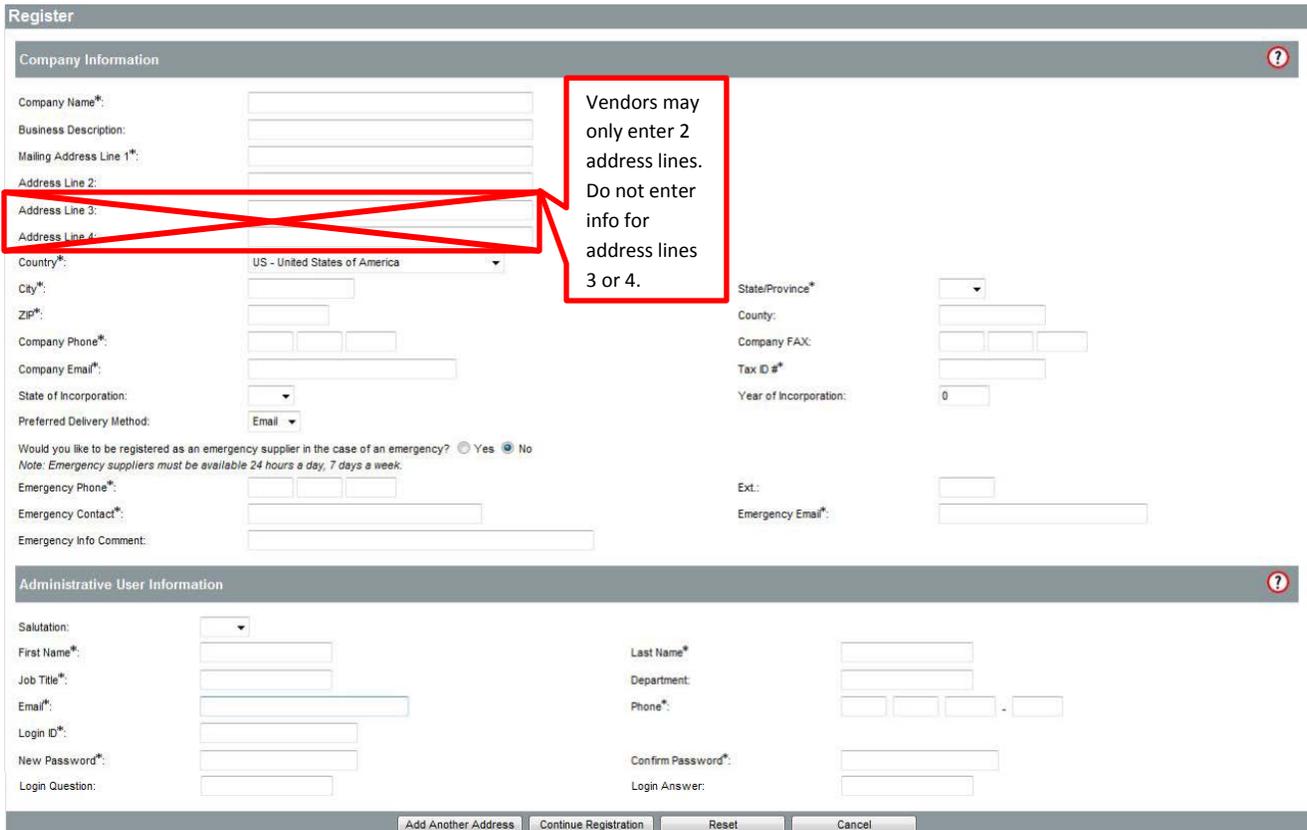
Text:

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### 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.



The screenshot shows the 'Register' form in ProcureAZ. The 'Company Information' section includes fields for Company Name, Business Description, Mailing Address Line 1, Address Line 2, Address Line 3, Address Line 4, Country, City, ZIP, Company Phone, Company Email, State of Incorporation, Preferred Delivery Method, Emergency Phone, Emergency Contact, and Emergency Info Comment. The 'Administrative User Information' section includes fields for Salutation, First Name, Last Name, Job Title, Department, Email, Phone, Login ID, New Password, Confirm Password, Login Question, and Login Answer. A red box highlights the Address Line 3 and Address Line 4 fields, with a callout box stating: 'Vendors may only enter 2 address lines. Do not enter info for address lines 3 or 4.' The form also includes buttons for 'Add Another Address', 'Continue Registration', 'Reset', and 'Cancel'.

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 [ProcureAZ Resources for Vendors](https://spo.az.gov/contractor-resources/procureaz-resources-for-vendors) website at <https://spo.az.gov/contractor-resources/procureaz-resources-for-vendors>.