

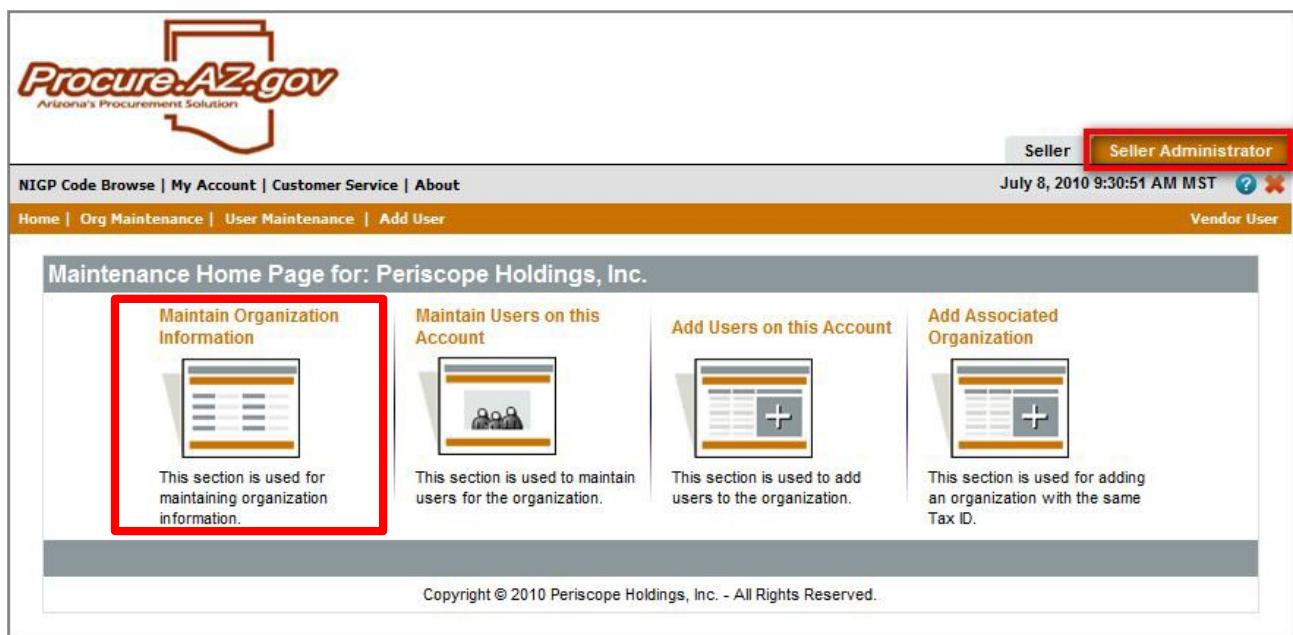
## Vendor Profile Maintenance

To ensure receipt of notifications about Bid opportunities or to be issued Purchase Orders (POs) through ProcureAZ, you must make sure your information is current within the system. You can do this by accessing the ProcureAZ login screen and logging in with your unique Login ID and Password.

### Updating Vendor Data

Upon logging into ProcureAZ with your unique Login ID and Password, you may update your company's vendor data if you have the role of **Seller Administrator**. To update your company's data, click on the **Seller Administrator** tab if it displays. NOTE: Users without the role of Seller Administrator can only update their personal information by clicking on **My Account**.

Seller Administrators are presented with three initial options on their **Homepage**:



The screenshot displays the ProcureAZ Vendor Profile Maintenance homepage for Periscope Holdings, Inc. The page features the ProcureAZ logo at the top left. In the top right corner, there are two tabs: 'Seller' and 'Seller Administrator', with the latter being highlighted in red. Below the tabs, there is a navigation bar with links for 'NIGP Code Browse', 'My Account', 'Customer Service', and 'About'. The date and time 'July 8, 2010 9:30:51 AM MST' are displayed next to a help icon. Below the navigation bar, there are links for 'Home', 'Org Maintenance', 'User Maintenance', and 'Add User'. The main content area is titled 'Maintenance Home Page for: Periscope Holdings, Inc.' and contains four main action buttons: 'Maintain Organization Information', 'Maintain Users on this Account', 'Add Users on this Account', and 'Add Associated Organization'. The 'Maintain Organization Information' button is highlighted with a red box. Below each button is a brief description of its function. At the bottom of the page, there is a copyright notice: 'Copyright © 2010 Periscope Holdings, Inc. - All Rights Reserved.'

By clicking on the **Maintain Organization Information**, Seller Administrators can update company general information, addresses, terms, categories/certifications, and commodities provided. The following guides you through these updates:

### Updating Vendor General Information

ProcureAZ will track general information about your company, including business description, primary email/fax, and information you may choose to provide as an Emergency Supplier (authorizing the State to contact you 24/7 for emergency orders). This data may be updated by clicking on Maintain General Organization Information. NOTE: Vendors must contact the State Procurement Office to update their Company Name or Tax ID #.

## Vendor Profile Maintenance

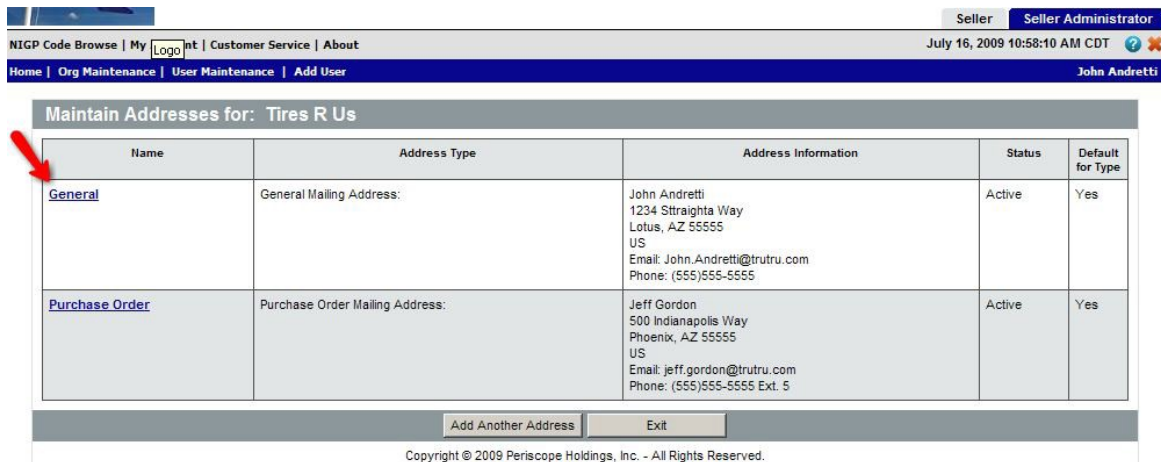


The screenshot shows a web form titled "Maintain General Organization Information". The form includes fields for:
 

- Company Name\*
- Tax ID#
- US Tax ID (Employer Identification Number (EIN) or a Social Security Number (SSN))
- Incorporation Details (State, Incorporation)
- Business Description
- Preferred Delivery Method (City, V)
- Emergency Supplier (Over 0%)
- Emergency Phone\*
- Emergency Contact Name\*
- Emergency Email\*
- Emergency Info Comment

### Updating Vendor Addresses

To update addresses, click the **Maintain Addresses** icon. This will provide a list of current addresses registered for your company. You can update an existing address by clicking on the blue link in the **Name** column, or you can click **Add Another Address** to create a new address for your company.



The screenshot shows the "Maintain Addresses for: Tires R Us" page. It features a table with the following columns: Name, Address Type, Address Information, Status, and Default for Type. A red arrow points to the "General" link in the Name column.

| Name                           | Address Type                    | Address Information  | Status | Default for Type |
|--------------------------------|---------------------------------|--|--------|------------------|
| <a href="#">General</a>        | General Mailing Address:        | John Andretti<br>1234 Straighta Way<br>Lotus, AZ 55555<br>US<br>Email: John.Andretti@trutru.com<br>Phone: (555)555-5555        | Active | Yes              |
| <a href="#">Purchase Order</a> | Purchase Order Mailing Address: | Jeff Gordon<br>500 Indianapolis Way<br>Phoenix, AZ 55555<br>US<br>Email: jeff.gordon@trutru.com<br>Phone: (555)555-5555 Ext. 5 | Active | Yes              |

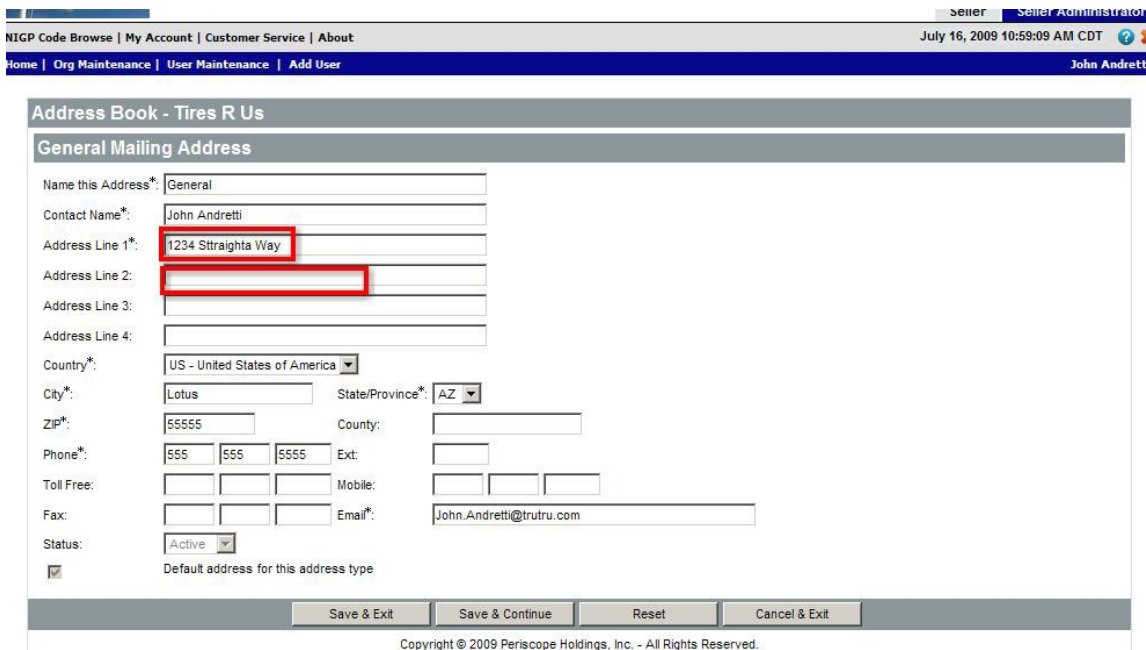
Buttons: Add Another Address, Exit

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ProcureAZ allows you to save multiple types of addresses for your company, including **General**, **Bid**, **Purchase Order**, and **Remittance** addresses. In addition, you can have multiple addresses for each type (example: if you have multiple locations where POs can be sent by the State); however, you will be asked to identify a Default address for each type you create.

Use Mailing Address Line 1 to enter the street address of your company. Enter the name of your company as it will appear on your invoices to the State on Mailing Address Line 2 ONLY if it is different than your company's legal name. If your company name on your invoices is the same as your legal name you only need to complete the street address information along with any building or suite numbers. **Do not use Mailing Lines 3 or 4.** Make sure you fill out the City, State, Zip and Company Phone fields as well.

## Vendor Profile Maintenance



Address Book - Tires R Us

General Mailing Address

Name this Address\*: General

Contact Name\*: John Andretti

Address Line 1\*: 1234 Straighta Way

Address Line 2\*:

Address Line 3\*:

Address Line 4\*:

Country\*: US - United States of America

City\*: Lotus State/Province\*: AZ

ZIP\*: 55555 County\*:

Phone\*: 555 555 5555 Ext:

Toll Free: Mobile:

Fax: Email\*: John.Andretti@truru.com

Status: Active

Default address for this address type

Save & Exit Save & Continue Reset Cancel & Exit

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Once you have made all additions or changes, click **Save & Exit** to return to the list of addresses for your company.

### Updating Commodity Codes and Services

To update information you have provided the State about which goods and services you offer, click the **Maintain Commodity Codes and Services** icon. This will help ensure that you receive notifications about Bid opportunities for those commodities and services. From this screen, you can either **Display Inactive Commodity Codes** to view any codes you had previously registered for, but that the State no longer uses for vendor searches.

For most updates, you should click **Maintain Commodity Codes**. You will see a list of commodities and services you previously registered for. You can deactivate current commodities, or add new commodities by clicking **Add Additional Codes** to reach the **Commodity and Services Codes** screen.

The **Commodity and Service Codes** screen allows you to search for the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can peruse through general categories of commodities and services, or search by keyword. Once you've selected all the codes that match what you provide, select **Save** or **Save and Add More**.

## Vendor Profile Maintenance

**Commodity and Service Codes - Testing Labs** ?

**Search**

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

**NIGP Code Browse**

Select the category that best describes the product and service you offer. Click on the question mark for more information.

|    |  |
|----|--|
| 01 | Administrative, Financial, and Management Services               |
| 02 | Agricultural Equipment and Related Products and Services         |
| 03 | Arts, Crafts, Entertainment, Theatre                             |
| 04 | Automotive Products, Vehicles, and Services                      |
| 05 | Building Equipment, Supplies, and Services                       |
| 06 | Clothing, Textiles, Laundry Equipment, and Supplies              |
| 07 | Communication Equipment and Services                             |
| 08 | Computers, Software, Supplies, and Services                      |
| 09 | Food, Equipment, and Related Services                            |
| 10 | Furnishings and Related Services                                 |
| 11 | Furniture and Related Services                                   |
| 12 | Hardware, Related Equipment, and Services                        |
| 13 | Highway Road Equipment, Materials, and Related Equipment         |
| 14 | Janitorial and Cleaning Equipment, Supplies, and Services        |
| 15 | Laboratory Equipment, Supplies, and Services                     |
| 16 | Maintenance and Repair of Equipment                              |
| 17 | Medical Equipment, Supplies, and Services                        |
| 18 | Miscellaneous Commodities and Services                           |
| 19 | Office Supplies, Related Items, and Services                     |
| 20 | Paper, Printing Equipment, and Related Products and Services     |
| 21 | Personal Products, Equipment, and Services                       |
| 22 | Public Works, Park Equipment, and Construction Services          |
| 23 | Rental and Leasing Services                                      |
| 24 | Safety and Protection Equipment and Related Services             |
| 25 | School and Library Equipment, Supplies, and Services             |
| 26 | Sporting, Athletic, and other Outdoor Equipment and Services     |
| 27 | Testing and Sampling Equipment and Services                      |
| 28 | The Trades: Electrical, Engineering, HVAC, Plumbing, and Welding |
| 29 | Transit Equipment and Related Services, Mass                     |
| 30 | Water and Sewer Treatment Equipment, Supplies, and Services      |

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### Updating Terms & Categories

To update information you have provided the State regarding which goods and services you offer, click the **Maintain Terms and Categories** icon.

Here you can update your standard payment and shipping terms, which can be applied to purchase orders issued by the State, as well as designate your status for various categories and certifications requested by the State (such as business type or minority business status).

After you've completed this screen, click **Save & Continue Registration** along the bottom.

## Vendor Profile Maintenance

Terms, Categories, and Certifications - Durango Trading Company

**Terms**

Payment Terms:

Freight Terms:

Shipping Method:

Shipping Terms:

**Categories & Certifications**

**Category: Tax ID Certification**

Please select exactly one category value

Select

Under Penalties of perjury, I certify that the number shown on this form is my correct taxpayer identification number.

Under Penalties of perjury, I certify that I am waiting for a taxpayer identification number to be issued to me.

Notes:

**Category: Backup Withholding Certification**

Please select exactly one category value

Select

Under Penalties of perjury, I certify that I am not subject to backup withholding because I am exempt from backup withholding.

NOTE: The State of Arizona will not track **Regions** for vendors. While you will still see the Regions icon on your Seller Administrator screen, the system will display "No Regions Available" when you click on the Regions icon.