Vendor Registration

In order to receive notifications about Bid opportunities or to be issued Purchase Orders (POs) through ProcureAZ, vendors must be registered within the system. Vendors can register themselves by accessing the ProcureAZ login screen and selecting **Register**.
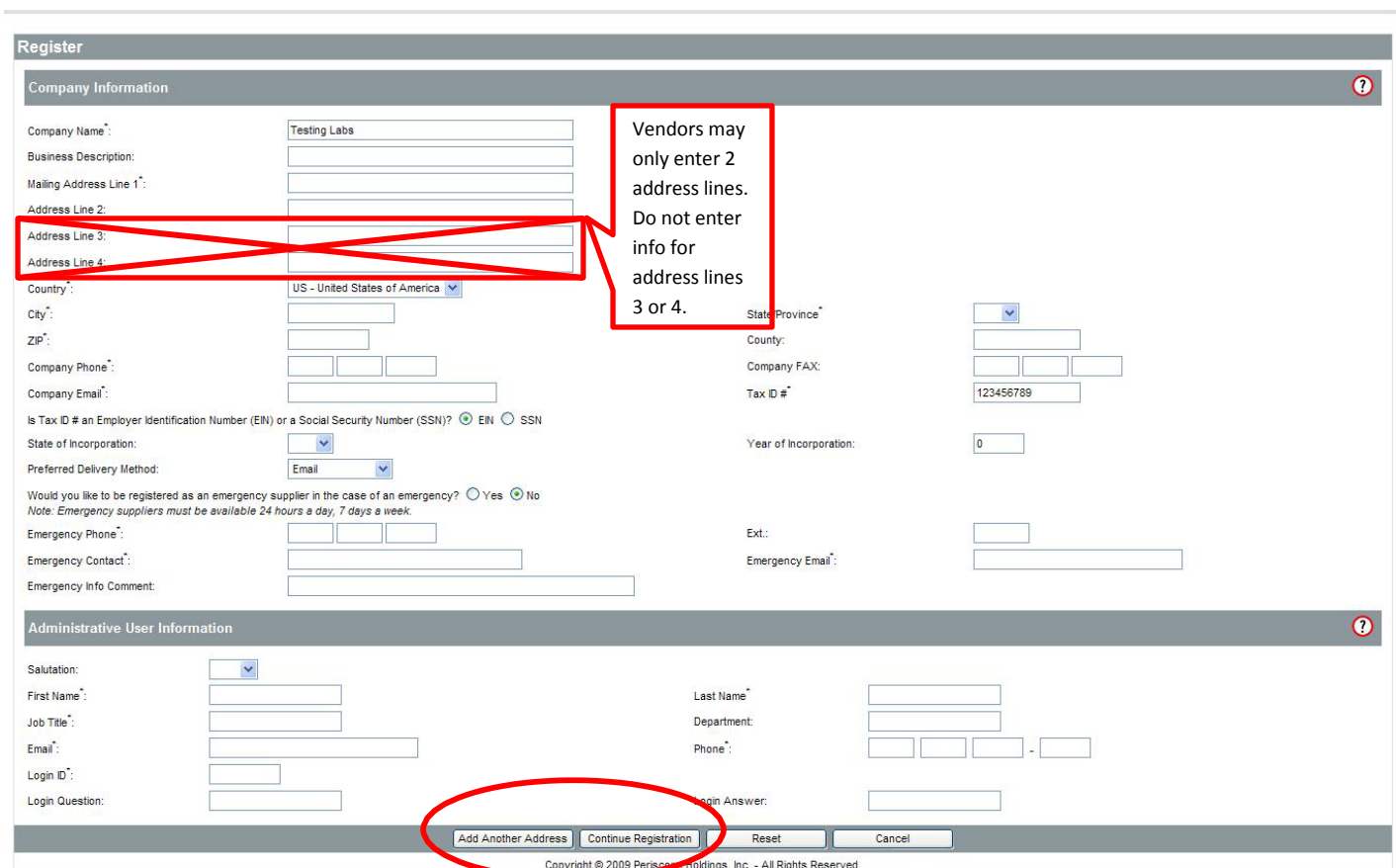
Providing General Information

Upon clicking **Register**, a pop-up window will appear asking you to provide your entity's tax identification number and name. ProcureAZ will first confirm the uniqueness of your tax ID in the system. If your tax ID is already registered, you will be notified that you cannot complete registration. If you are a foreign vendor, select the appropriate country of incorporation.

NOTE: If you are certain your entity has not registered and you believe this message to be an error, please contact the ProcureAZ support line at (602) 542-7600.

If your tax ID is new to the system, a **Register** screen will appear. Within the **Company Information** section, supply your company's official address and contact information.

Within the **Administrative User Information** section, provide the information for an administrative user from your entity. This user will be responsible for adding new users from your entity to allow them access to ProcureAZ.

Once complete, you may select to **Add Additional Addresses** (Remit-to, Bid, etc.) or to **Continue Registration**.
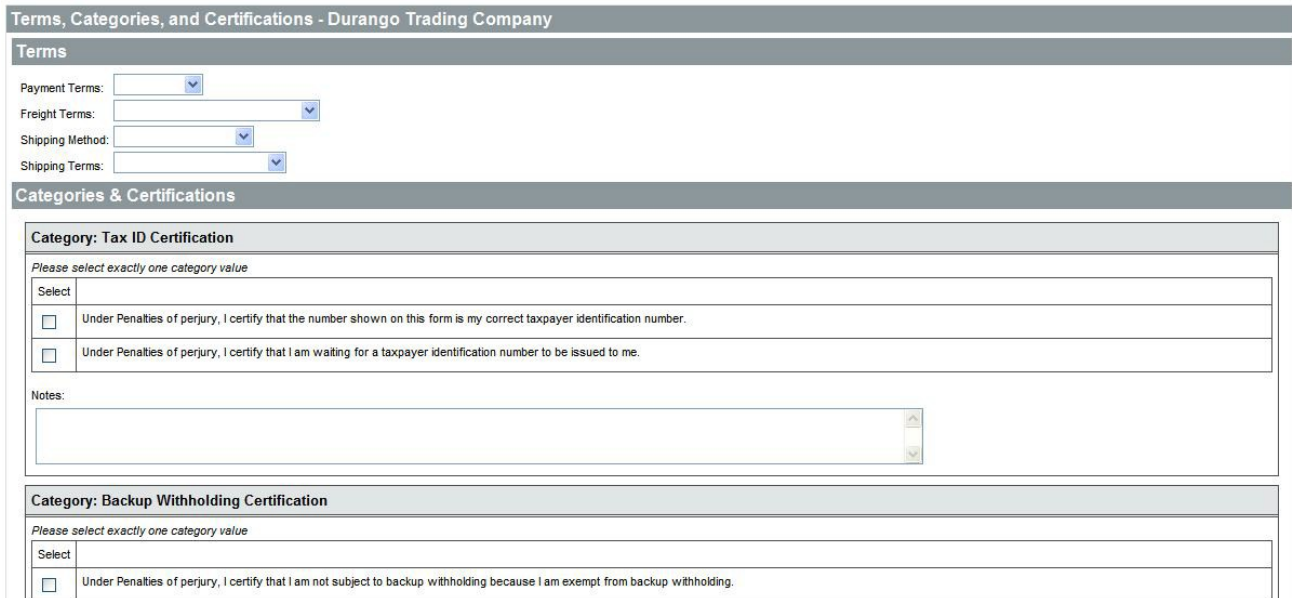
Vendor Registration

NOTE: 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 <u>Mailing Address Line 3</u> 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 Line 4**. Make sure you fill out the City, State, Zip and Company Phone fields as well.

Selecting Your Terms, Categories and Certifications

Once you've selected to continue the registration process, you'll be taken to the **Terms, Categories and Certifications** screen. Here you're asked to provide your standard payment and shipping terms, as well as designate your status for various categories and certifications requested by the organization you're registering with.

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

Registering for Commodity Codes

The last step in the registration process is to select the commodities and services that your entity provides. This will help ensure that you receive notifications about Bid opportunities for those commodities and services.

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 and Continue Registration**.

Vendor Registration

You have now completed the self-registration process in ProcureAZ. The email provided within the **Company Information** section will be emailed once your registration is complete.

Additional Information

For more information on ProcureAZ please visit the website at https://spo.az.gov/contractor-resources/procureaz-resources-for-vendors.