

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

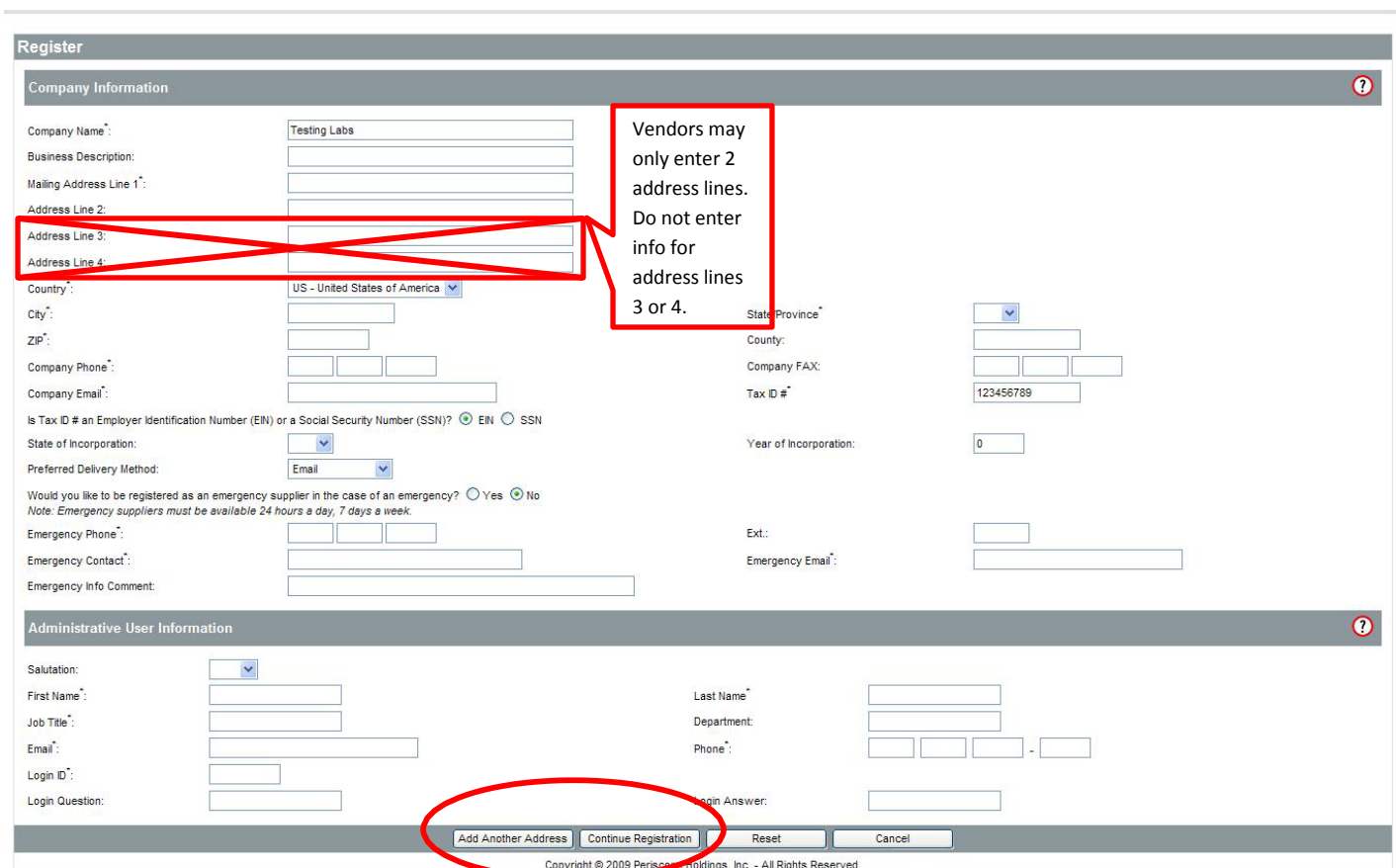
Upon clicking **Register**, a pop-up window will appear asking you to provide your entity's tax identification number and name. ProcureAZ will first confirm the uniqueness of your tax ID in the system. If your tax ID is already registered, you will be notified that you cannot complete registration. If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



The screenshot shows the 'Register' form with two main sections: 'Company Information' and 'Administrative User Information'. The 'Company Information' section includes fields for Company Name (Testing Labs), Business Description, Mailing Address Line 1, Address Line 2, Address Line 3, Address Line 4, Country (US - United States of America), City, ZIP, Company Phone, Company Email, State/Province, County, Company FAX, Tax ID # (123456789), Year of Incorporation (0), Preferred Delivery Method (Email), and Emergency Phone/Contact. The 'Administrative User Information' section includes fields for Salutation, First Name, Last Name, Job Title, Department, Email, Phone, Login ID, and Login Question. At the bottom, there are buttons for 'Add Another Address', 'Continue Registration', 'Reset', and 'Cancel'. A red box highlights the 'Continue Registration' button. A red callout box points to the address line fields with the text: 'Vendors may only enter 2 address lines. Do not enter info for address lines 3 or 4.'

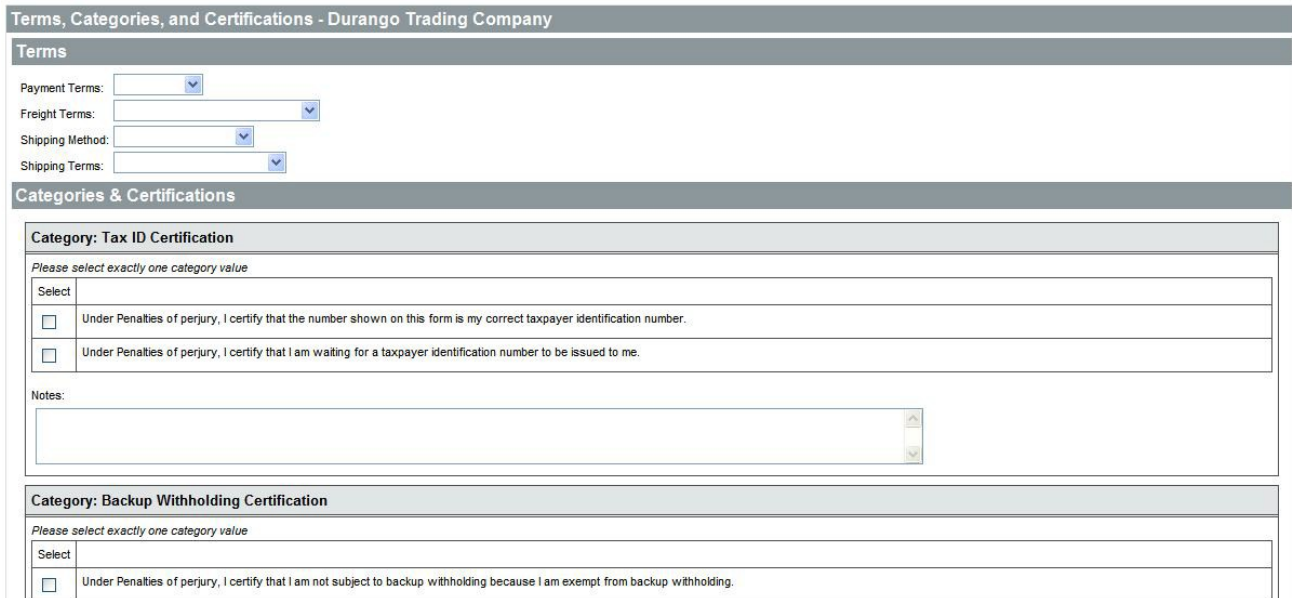
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NOTE: Use Mailing Address Line 1 to enter the street address of your company. Enter the name of your company as it will appear on your invoices to the State on Mailing Address Line 3 ONLY if it is different than your company's legal name. If your company 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.



The screenshot shows a web form titled "Terms, Categories, and Certifications - Durango Trading Company". It is divided into two main sections: "Terms" and "Categories & Certifications".

Terms Section: Contains four dropdown menus for "Payment Terms", "Freight Terms", "Shipping Method", and "Shipping Terms".

Categories & Certifications Section: Contains two certification categories:

- Category: Tax ID Certification**
Instruction: "Please select exactly one category value"
Options:
 - 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.
- Category: Backup Withholding Certification**
Instruction: "Please select exactly one category value"
Options:
 - Under Penalties of perjury, I certify that I am not subject to backup withholding because I am exempt from backup withholding.

Each category includes a "Notes:" field with a text area and scroll arrows.

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**.

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Commodity and Service Codes - Testing Labs ?

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

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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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>.