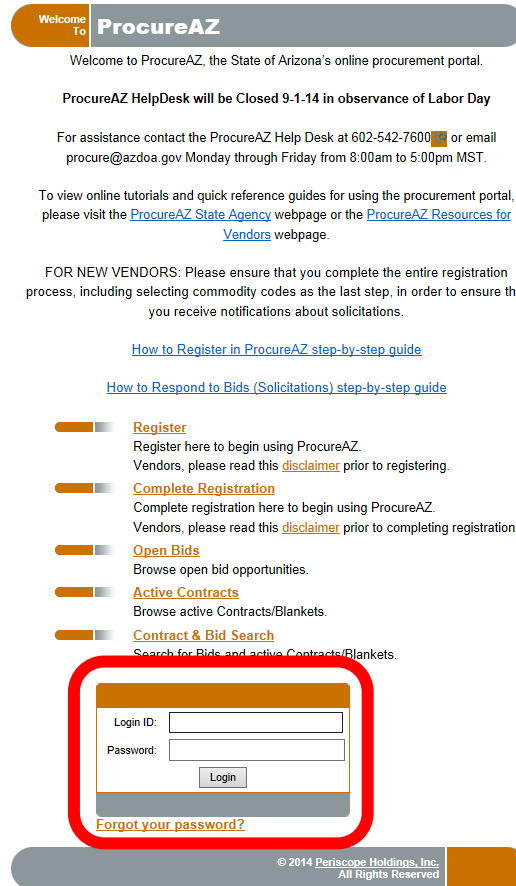


Revision Requests

Once the bid is officially opened, during the tabulation and evaluation process the Agency may ask the Vendor for a Revision. The Revision may be clarifications or a Best and Final Offer. The vendor will receive an email with an attachment detailing instructions for the Revision. You will need to complete the revision in ProcureAZ.

1. Go to <https://procure.az.gov> and log in using your standard ProcureAZ Login ID and Password.



Welcome To **ProcureAZ**

Welcome to ProcureAZ, the State of Arizona's online procurement portal.

ProcureAZ HelpDesk will be Closed 9-1-14 in observance of Labor Day

For assistance contact the ProcureAZ Help Desk at 602-542-7600 or email procure@azdoa.gov Monday through Friday from 8:00am to 5:00pm MST.

To view online tutorials and quick reference guides for using the procurement portal, please visit the [ProcureAZ State Agency](#) webpage or the [ProcureAZ Resources for Vendors](#) webpage.

FOR NEW VENDORS: Please ensure that you complete the entire registration process, including selecting commodity codes as the last step, in order to ensure that you receive notifications about solicitations.

[How to Register in ProcureAZ step-by-step guide](#)

[How to Respond to Bids \(Solicitations\) step-by-step guide](#)

- Register**
Register here to begin using ProcureAZ.
Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**
Complete registration here to begin using ProcureAZ.
Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**
Browse open bid opportunities.
- Active Contracts**
Browse active Contracts/Blankets.
- Contract & Bid Search**
Search for Bids and active Contracts/Blankets.

Login ID:

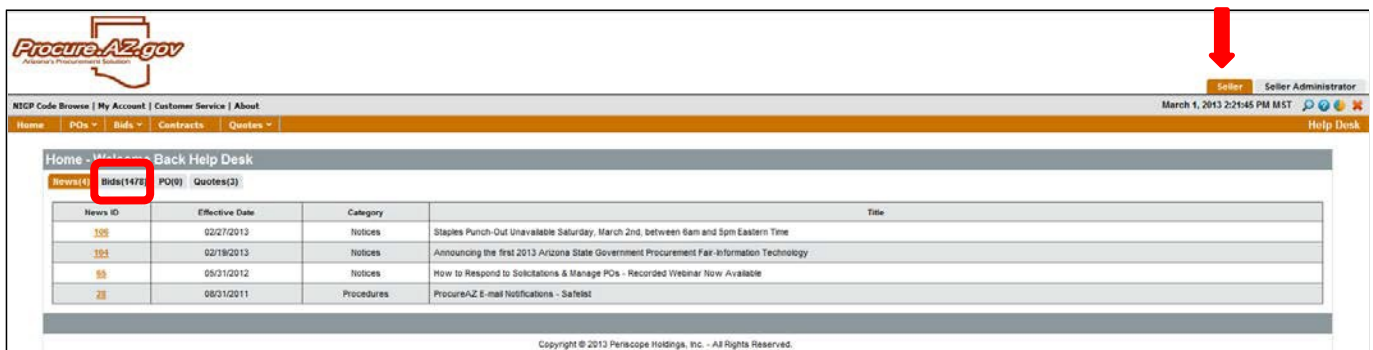
Password:

[Forgot your password?](#)

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Method #1:

2. Click the Bids tab on the Seller homepage:



ProcureAZ.gov

NECP Code Browse | My Account | Customer Service | About

Home | POs | **Bids** | Contracts | Quotes

March 1, 2013 2:21:45 PM MST

Home - Welcome Back Help Desk

News(4) **Bids(147)** PO(0) Quotes(3)

News ID	Effective Date	Category	Title
105	02/27/2013	Notices	Staples Punch-Out Unavailable Saturday, March 2nd, between 6am and 5pm Eastern Time
104	02/19/2013	Notices	Announcing the first 2013 Arizona State Government Procurement Fair-Information Technology
95	05/31/2012	Notices	How to Respond to Solicitations & Manage POs - Recorded Webinar Now Available
28	08/31/2011	Procedures	ProcureAZ E-mail Notifications - Safelist

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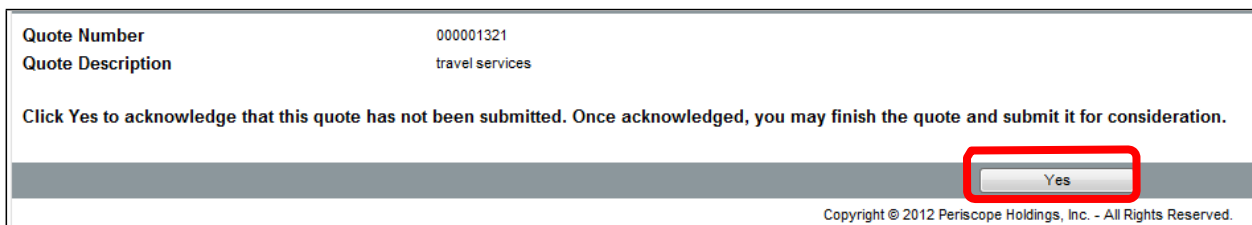
Revision Requests

- The Revision request will appear as your original quote number followed by an "-R1".



Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
000001025-R1	State Procurement Office	ADSP012-00001235	01/02/2012 11:45:00 AM	01/31/2013 09:13:32 AM

- Click on your quote number and acknowledge that the "quote has not been submitted" by clicking the **Yes** button.

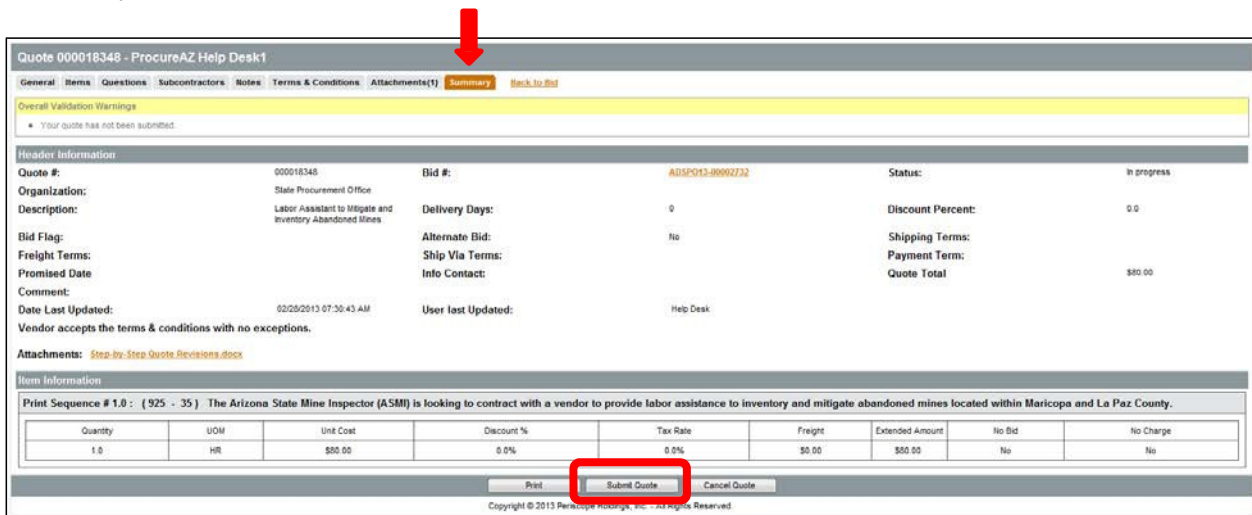


Quote Number 00001321
Quote Description travel services

Click Yes to acknowledge that this quote has not been submitted. Once acknowledged, you may finish the quote and submit it for consideration.

Now that your quote is reopened as a revision you may make the requested changes.

- Once completed, the quote must be once again submitted via the **Submit Quote** button on the Summary Tab.



Quote 000018348 - ProcureAZ Help Desk1

General Items Questions Subcontractors Notes Terms & Conditions Attachments(1) **Summary** Back to Bid

Overall Validation Warnings
• Your quote has not been submitted.

Header Information
Quote #: 000018348 Bid #: ADSP013-00002732 Status: In progress
Organization: State Procurement Office
Description: Labor Assistant to Mitigate and Inventory Abandoned Mines Delivery Days: 0 Discount Percent: 0.0
Bid Flag: Alternate Bid: No Shipping Terms:
Freight Terms: Ship Via Terms: Payment Term:
Promised Date: Info Contact: Quote Total: \$80.00
Comment: User last Updated: Help Desk
Date Last Updated: 02/20/2013 07:50:43 AM
Vendor accepts the terms & conditions with no exceptions.

Attachments: [Step-by-Step Quote Revisions.docx](#)

Item Information
Print Sequence # 1.0 : (925 - 35) The Arizona State Mine Inspector (ASMI) is looking to contract with a vendor to provide labor assistance to inventory and mitigate abandoned mines located within Maricopa and La Paz County.

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	HR	\$80.00	0.0%	0.0%	\$0.00	\$80.00	No	No

Method #2

- Click the Quotes (##) tab on the Seller homepage:

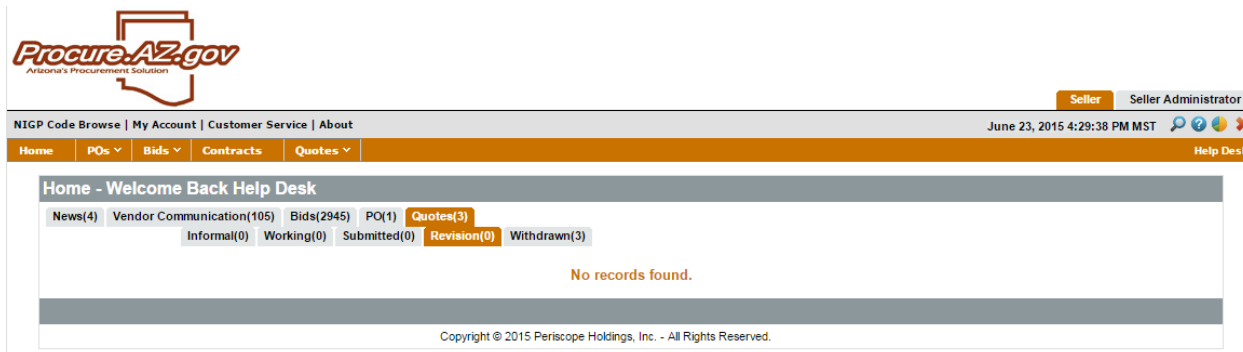
Revision Requests



3. Click the Subtab labeled Revisions:

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
00001221-01	State Procurement Office	ADSP012.00001325	01/29/2012 11:45:06 AM	01/29/2012 08:13:32 AM

4. Click the quote number displayed for the bid you are responding to. Your original submitted quote number should now be followed by -R1, -R2, or some other revision number (-R#).



5. Click on your quote number and acknowledge that the “quote has not been submitted” by clicking the **Yes** button.

Quote Number	000001321
Quote Description	travel services

Click Yes to acknowledge that this quote has not been submitted. Once acknowledged, you may finish the quote and submit it for consideration.

Additional Information

For assistance with your quote contact the ProcureAZ Help Desk at 602-542-7600 (option 1) or email procure@azdoa.gov.

For more information on how to use ProcureAZ go to <https://spo.az.gov/contractor-resources/procureaz-resources-for-vendors> and view the Quick Reference Guides, Step-by-Step Guides, and recorded webinar.