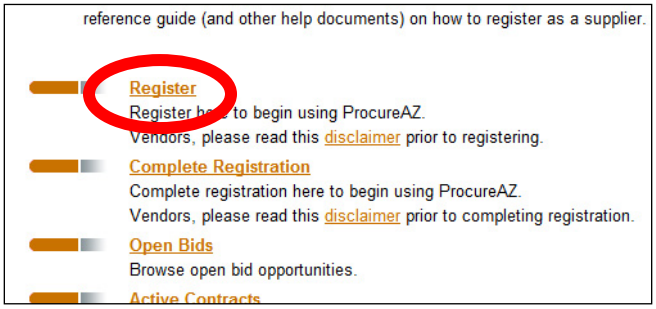
Vendor Registration

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 Company Information

Clicking the **Register** link generates a pop-up window. If the pop-up window doesn't appear please go to your browser settings and 'allow' pop-ups for procure.az.gov.

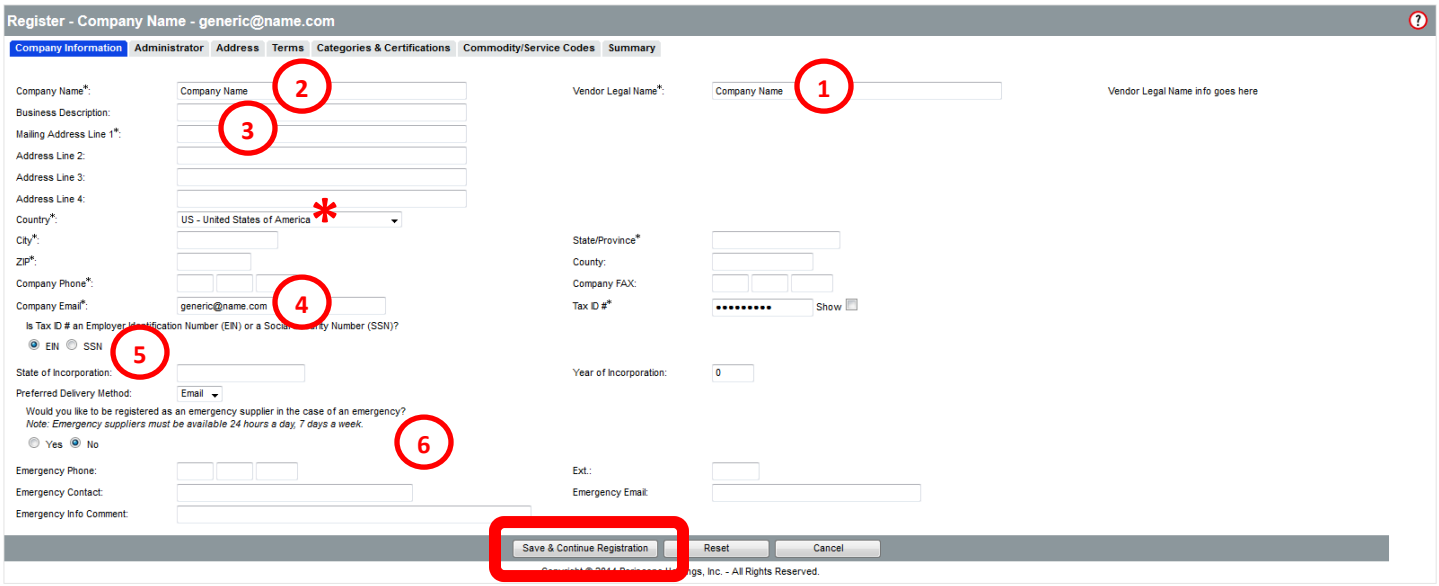
In the pop-up window provide your entity's tax identification number and name. If you are a foreign vendor, select the appropriate country of incorporation. Click '**Submit**'. ProcureAZ will confirm the uniqueness of your tax ID in the system. If your tax ID is already present, you will be notified that you cannot complete registration.

The Company Name you provide MUST match the name your company has on file with the IRS. If it doesn't match the State of Arizona will not be able to pay you. If you are using your Social Security number your Company Name MUST match what is on your Social Security card. The State of Arizona will check the IRS database to make sure the information you enter in ProcureAZ matches what is on file with the IRS and will disable your ProcureAZ account if it doesn't.

If you are certain your entity has not registered and you received the notification your company is already registered, contact the ProcureAZ Help Desk at (602) 542-7600 and press option 3.

Vendor Registration

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



The following fields are automatically filled out based on the information you entered in the pop-up window (see numbers above):

1. Vendor Legal Name
2. Company Name
∗ Country
4. Email

You are required to enter information in fields marked by an asterisk (*). The notes below explain what should be entered in the required fields (the numbers below match information to the same numbered fields above):

1. The Vendor Legal Name you provide MUST match the name your company has on file with the IRS. If the information doesn't match the State of Arizona will not be able to pay you. If you are using your Social Security number your Company Name MUST match what is on your Social Security card.

2. The Company Name can be either your Legal Name or the name you do business under (DBA name). **THE NAME IN THIS FIELD SHOULD MATCH THE COMPANY NAME ON YOUR INVOICES.**

3. 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.

4. **The email address entered in the Company Email field is the only one that will receive automatic notifications of bids.**

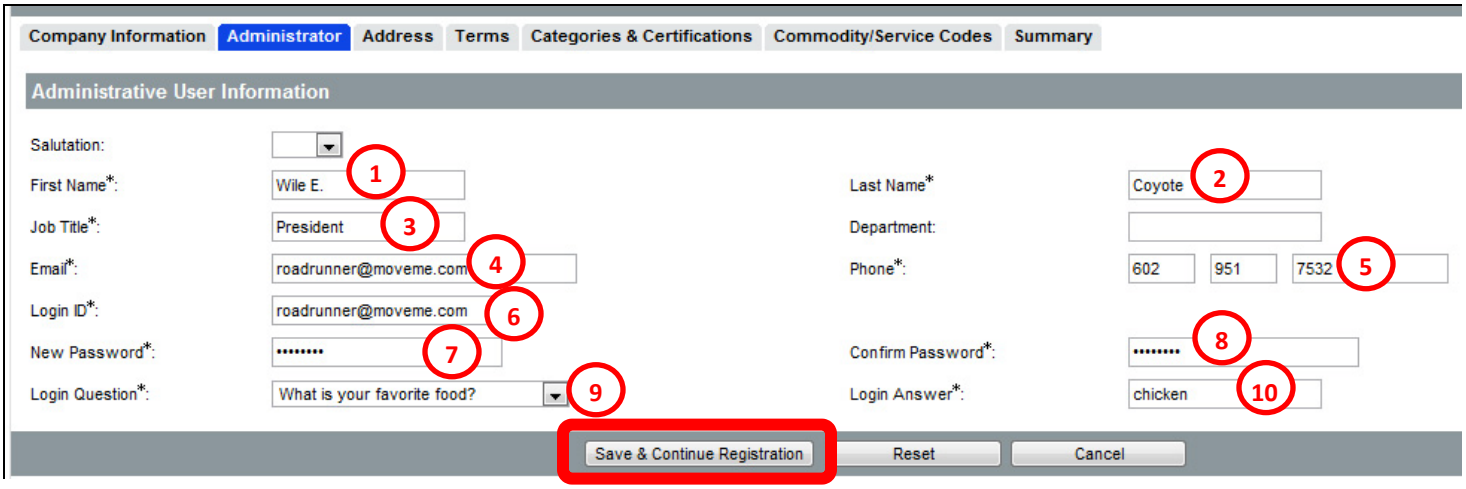
5. Please make sure you have marked the correct **Tax ID#** type—if this is incorrect it will hold up payments to you from the State.

6. Filling out the information to be an emergency supplier means you are available 24 hours a day, 7 days a week to fill emergency State orders.

When you have completed the required fields (and optional ones you felt were relevant to you) click the **Save & Continue Registration** button at the bottom of the screen. You will automatically be taken to the next registration tab. You may also receive an automated email at this point notifying you of an incomplete registration.

Providing Administrator Information

In the **Administrator** section provide the information for an administrative user from your business. This user will be responsible for managing users, updating contact information and maintaining general business information.



The following fields require information in order for you to move on to the next section and be able to login to a partially completed registration if you need to leave the process in the middle:

1. First Name.

2. Last Name.

3. Job Title.

4. Email (**this email address does not receive automatic notifications of bids unless it is the same email address that is listed in the Company Email field on the General tab**).

5. Phone.

6. Login ID – this must be unique in the system and a minimum of 5 characters, so we recommend using your email address.

7. New Password – your password must have a minimum of 6 characters with no spaces or special characters (only letters and numbers are allowed. This password is also temporary. You will be asked to change it the first time you log in to ProcureAZ.

8. Confirm Password

9. Login Question – you have a choice of four in the drop-down menu.

10. Login Answer

After completing the required fields click **Save & Continue Registration**. You may add more users after you have completed the registration process.

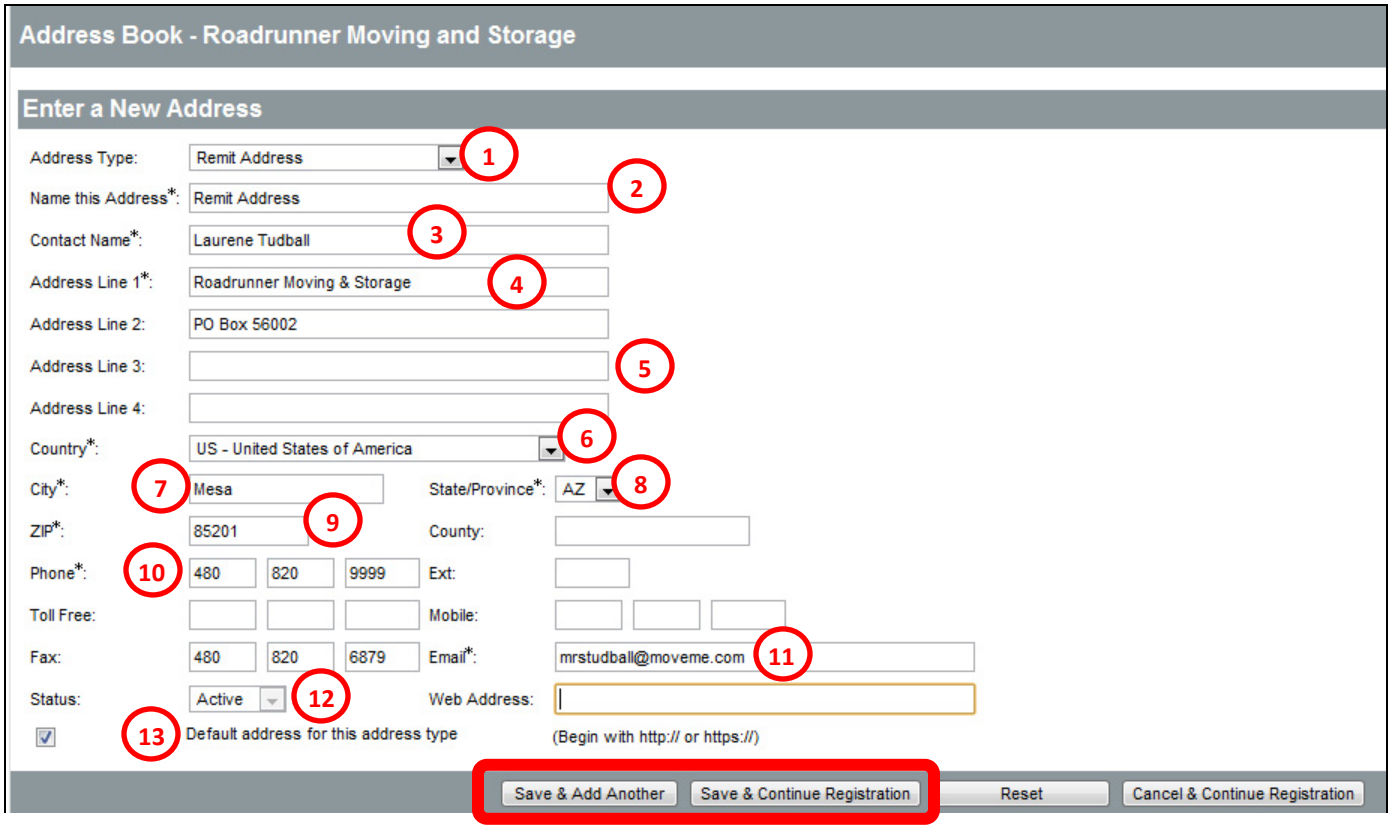
Providing Address Information

The **Address** tab will automatically pull the address information you entered on the **General** tab, name it **General** and give it the **Address Type** of **General Mailing Address**. You can add another address at this time or move on to the **Terms** tab.

If payments must be sent to a different address (Remit Address) from the one used in the General tab enter that address now.

To add another address click the **Add Another Address** button (**1**). To move on click the **Continue Registration** button (**2**).

Vendor Registration



Add information to the following fields:

1. Address Type – if you need to add a specific **Remit Address** make sure you select that **Address Type** in the drop-down menu.

2. Name this Address – name the address so it is easier for you to identify at a later date if you need to edit it (**required**).

3. Contact Name – person to contact if there is a problem with the address (**required**).

4. Address Line 1 – if the company name on invoices sent to the State will be different than the **Vendor Legal Name** listed previously on the **General** tab put that name here. If the company name on invoices sent to the State will be the same as the **Vendor Legal Name** listed previously on the **General** tab enter your street address or PO Box number here (**required**).

5. Address Lines 2 through 4 – use as needed.

6. Country – defaults to the country selected on the **General** tab; to change it use the drop-down menu (**required**).

7. City (**required**).

8. State/Province (**required**).

9. Zip (**required**).

10. Phone – phone number of the person listed in the **Contact Name** field (**required**).

11. Email – email address of the person listed in the **Contact Name** field (**required**).

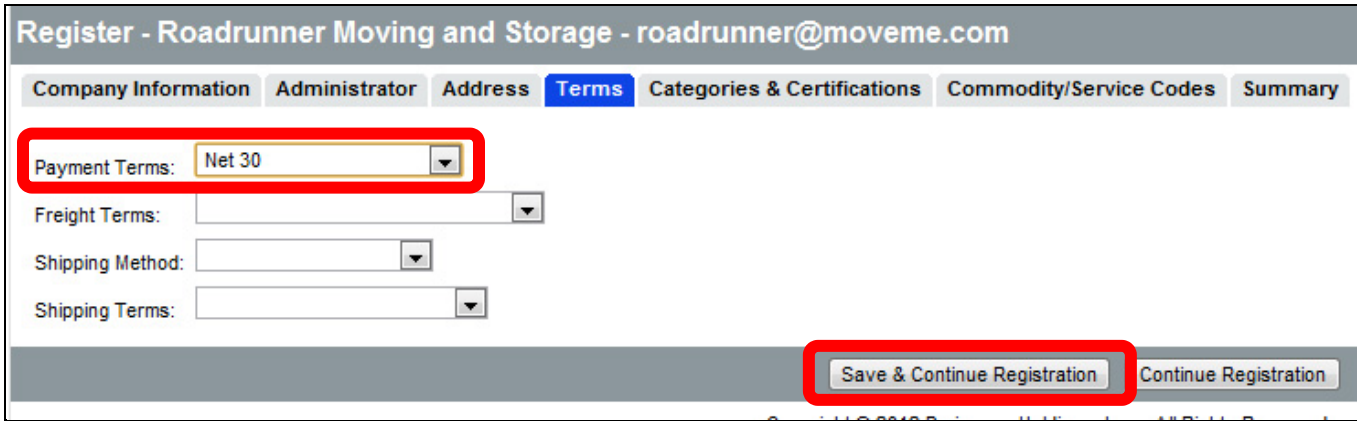
12. Status – defaults to **Active**; in the future if you want to remove this address from use you will use the drop-down menu to select **Inactive** or **Deleted**.

13. Default address for this type – check this box to make the address the default for its type. Checking this box for a **Remit Address** will make it appear automatically on a purchase order for your business (helping the payment come to you faster).

When you are finished entering information for this address click the **Save & Add Another** button if you want to enter another address or the **Save & Continue Registration** button and then the **Continue Registration** button on the **Address** tab if you want to move on to the next step in the registration process.

Selecting Your Terms

The State cannot send your business a purchase order unless you have selected **Payment Terms** from the drop-down menu on the **Terms** tab. If your business does not have specific payment terms the State standard is **Net 30**. This option is found at the bottom of the choices in the drop-down menu. When responding to a Bid you can choose to use your default payment terms or select different ones in your quote.



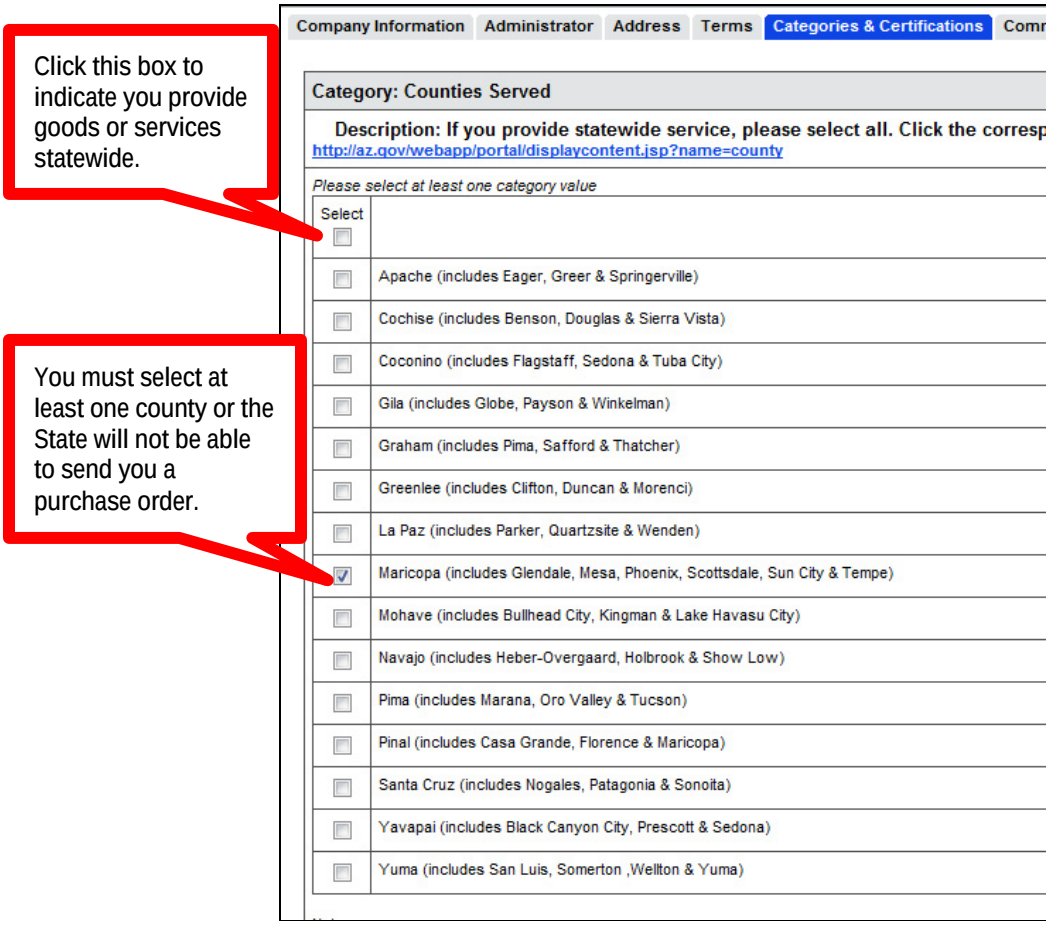
The remaining fields on this tab are optional. When finished click **Save & Continue Registration**.

Selecting Your Categories and Certifications

The State cannot send your business a purchase order if this tab is not completed. You are responsible for ensuring that the certifications selected are accurate. The link in the description of each category will provide definitions to help you choose the correct value.

Counties Served

You may select more than one county, but you **must select at least one**. If you want to indicate you provide goods or services statewide click the top checkbox:



Business Indicator

If you don't know if you qualify as a small business in Arizona, the link in the **Description** will take you to the definition in Arizona's Revised Statutes.

Category: Business Indicator

Description: If you need more information about the definition of Small Business, click the corresponding link.
http://www.azcommerce.com/BusAsst/SmallBiz/To+be+certified.htm

Please select exactly one category value

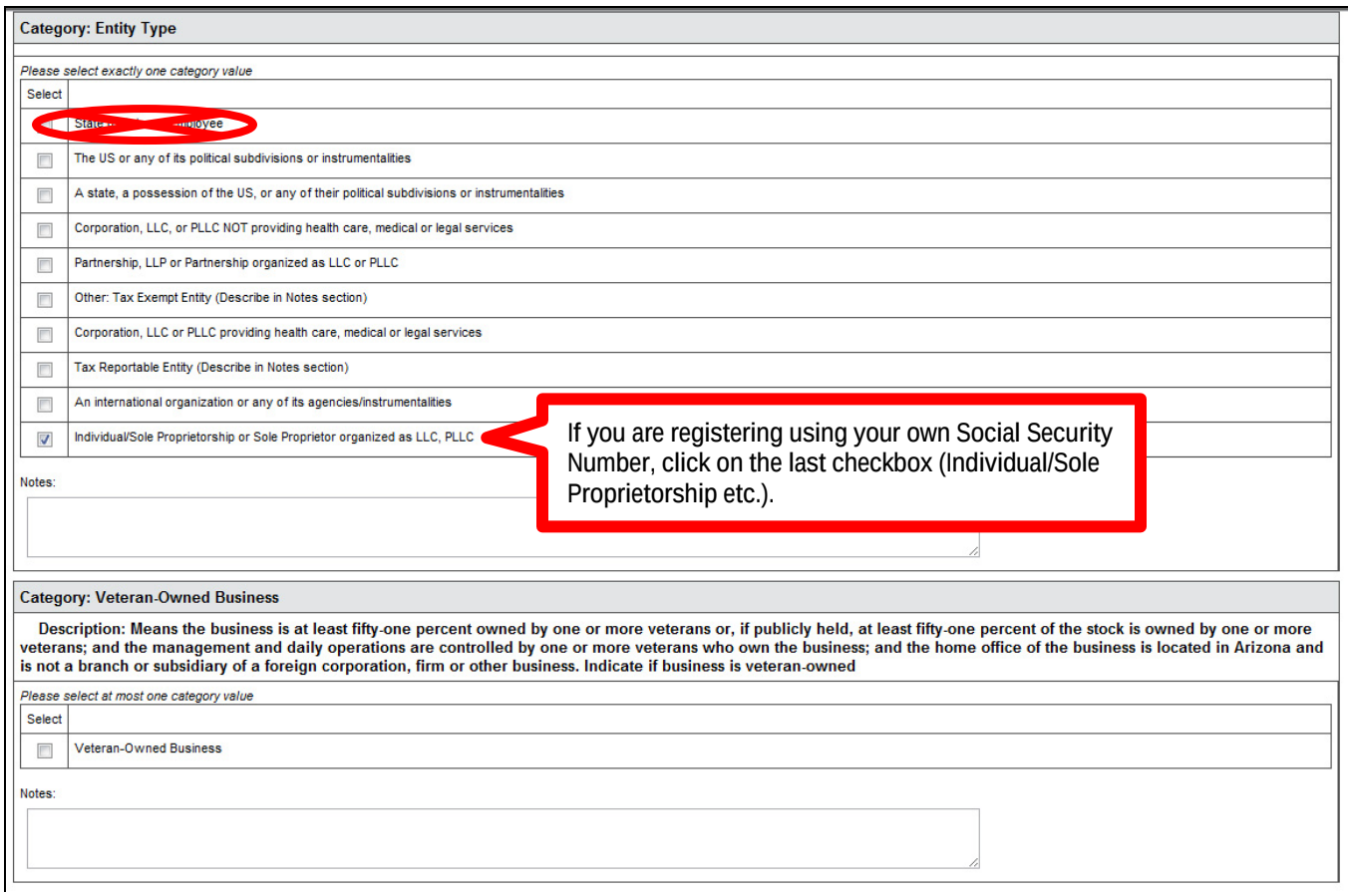
Select	
☐	Non-Small, Non-Minority or Non-Woman Owned Business or Individual, Non-Business
☐	Small Business
☐	Owned Business - Other Minority
☐	Woman-Owned Business
☐	Minority Owned Business - African American
☐	Small Business - Other Minority
☐	Small, Woman Owned Business
☐	Woman-Owned Business - Other Minority
☐	Small, Woman Owned Business - Other Minority
☐	Minority Owned Business - Native American
☐	Woman-Owned Business - African-American
☐	Woman-Owned Business - Asian
☐	Woman-Owned Business - Hispanic
☐	Woman-Owned Business - Native American
☐	Small Business - African-American
☐	Small Business - Asian
☐	Small Business - Hispanic
☐	Small Business - Native American
☐	Small, Woman Owned Business - African-American
☐	Small, Woman Owned Business - Asian
☐	Small, Woman Owned Business - Hispanic
☐	Minority Owned Business - Asian
☐	Small, Woman Owned Business - Native American
☐	Minority Owned Business - Hispanic
☐	Non-Profit, IRC 501(c)
☐	Government Agency

If you are registering as an individual, or to receive reimbursement for travel or to participate in Department of Education AIMS or mentoring programs select this category.

Each category has a link in the Description to help you with definitions (the link pictured has been replaced by http://www.azleg.gov/ars/41/01001.htm).

Entity Type

Select the **ONE** category that matches what you have on file with the IRS. **DO NOT SELECT STATE OF ARIZONA EMPLOYEE**. State of Arizona employees are paid through HRIS. If you are registering using your own Social Security Number and you are unsure what to select, click on the last checkbox in the list (**Individual/Sole Proprietorship** etc.).



Category: Entity Type

Please select exactly one category value

Select	
☐	State [illegible] employee
☐	The US or any of its political subdivisions or instrumentalities
☐	A state, a possession of the US, or any of their political subdivisions or instrumentalities
☐	Corporation, LLC, or PLLC NOT providing health care, medical or legal services
☐	Partnership, LLP or Partnership organized as LLC or PLLC
☐	Other: Tax Exempt Entity (Describe in Notes section)
☐	Corporation, LLC or PLLC providing health care, medical or legal services
☐	Tax Reportable Entity (Describe in Notes section)
☐	An international organization or any of its agencies/instrumentalities
☑	Individual/Sole Proprietorship or Sole Proprietor organized as LLC, PLLC

Notes:

If you are registering using your own Social Security Number, click on the last checkbox (Individual/Sole Proprietorship etc.).

Category: Veteran-Owned Business

Description: Means the business is at least fifty-one percent owned by one or more veterans or, if publicly held, at least fifty-one percent of the stock is owned by one or more veterans; and the management and daily operations are controlled by one or more veterans who own the business; and the home office of the business is located in Arizona and is not a branch or subsidiary of a foreign corporation, firm or other business. Indicate if business is veteran-owned

Please select at most one category value

Select	
☐	Veteran-Owned Business

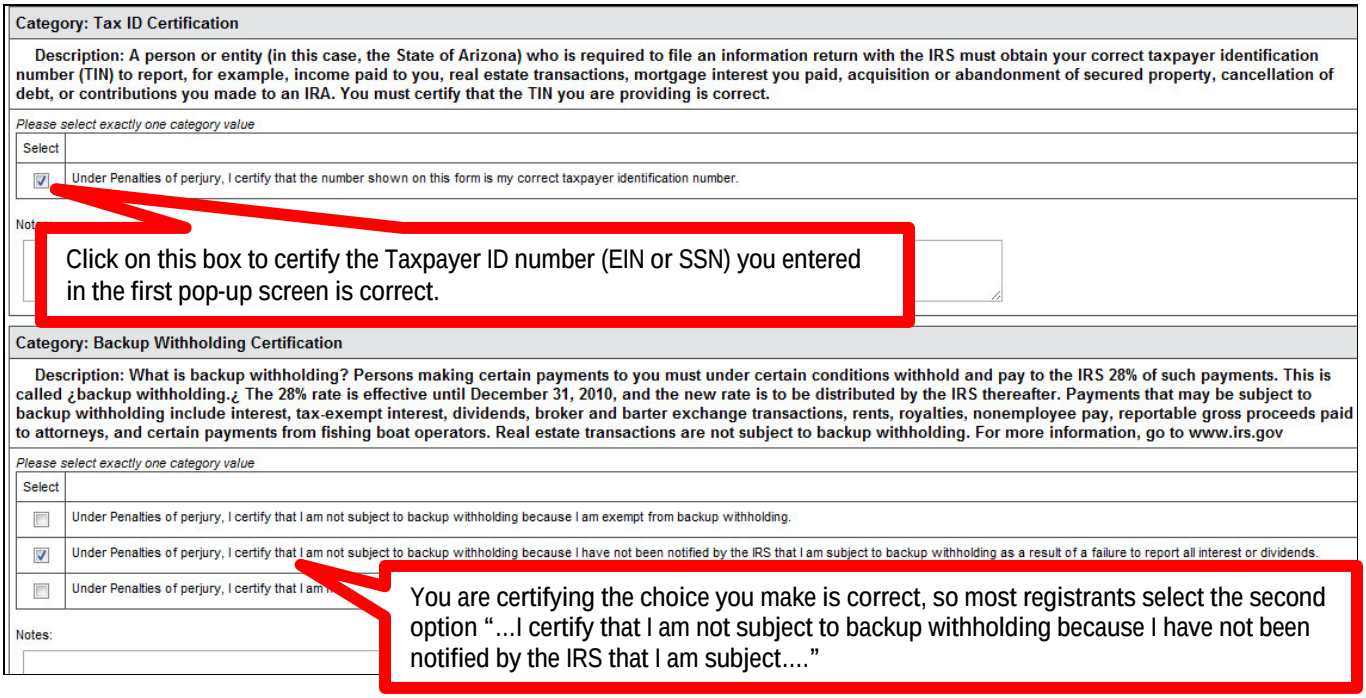
Notes:

Veteran-Owned Business

If you do not qualify as a **Veteran-Owned Business,** leave the check box blank (the definition is in the **Description** field).

Tax ID Certification

Click the checkbox to certify the Employer Identification Number (EIN) or Social Security Number (SSN) you entered in the first pop-up window is correct (this checkbox takes the place of a physical signature).



Backup Withholding Certification

If you are subject to backup withholding you must indicate so here. Most registrants select the middle option, "Under penalties of perjury, I certify that I am not subject to backup withholding because I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends."

Citizenship Certification

Select the box certifying you are a US citizen or resident alien, or select the box certifying you are registering for a foreign-based business.

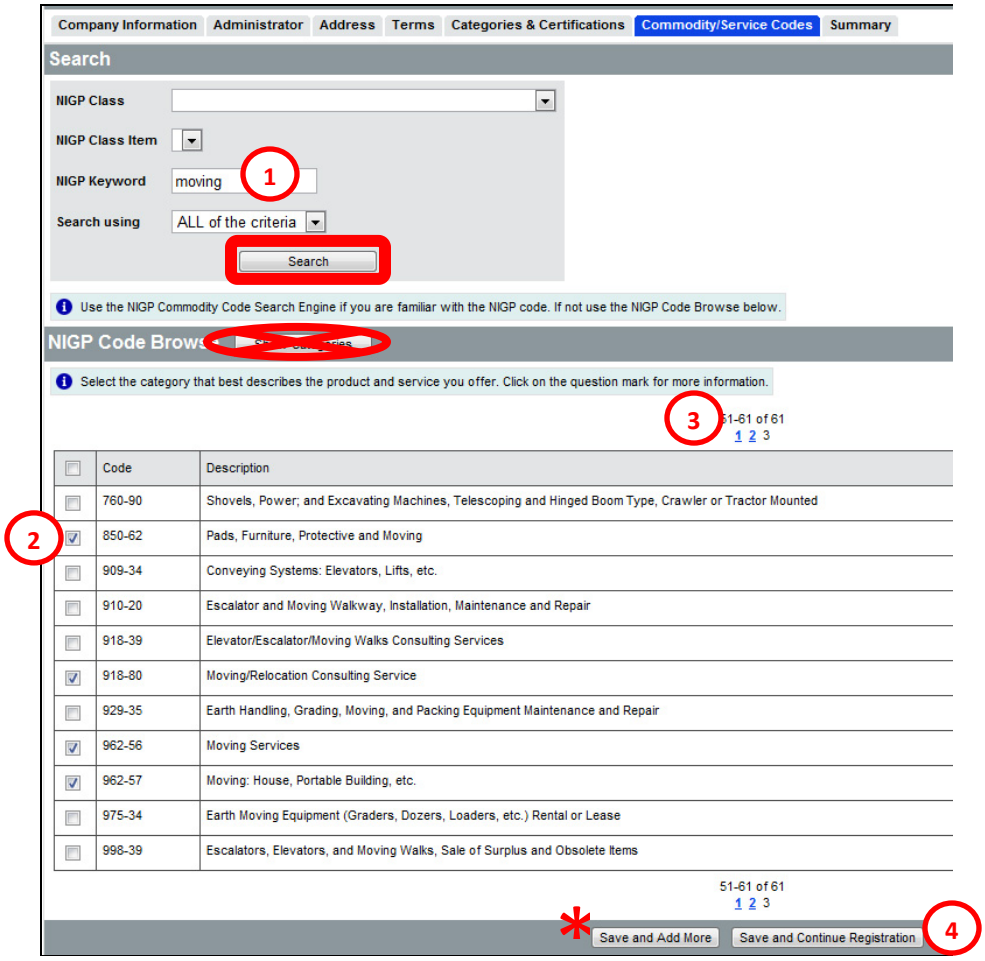
After you've completed all the category selections and have reached the bottom of the screen, click the **Save & Continue Registration** button.

Registering for Commodity Codes (NIGP Codes)

The last step in the registration process is to select the commodity and services that your business provides. This will help ensure that you receive notifications about Bid opportunities for those commodities and services (**notifications will be sent to the email address listed in the Company Information tab only**).

Selecting commodity codes is not an exact process—multiple codes may apply to the goods and services your business provides, and different purchasing officers may choose different commodity codes for the same goods and services. Therefore, add as many commodity codes to your registration as you think remotely apply to your business.

Add commodity codes by using the **Keyword Search** field and selecting codes that apply from the results that display below the **NIGP Code Browse** bar.



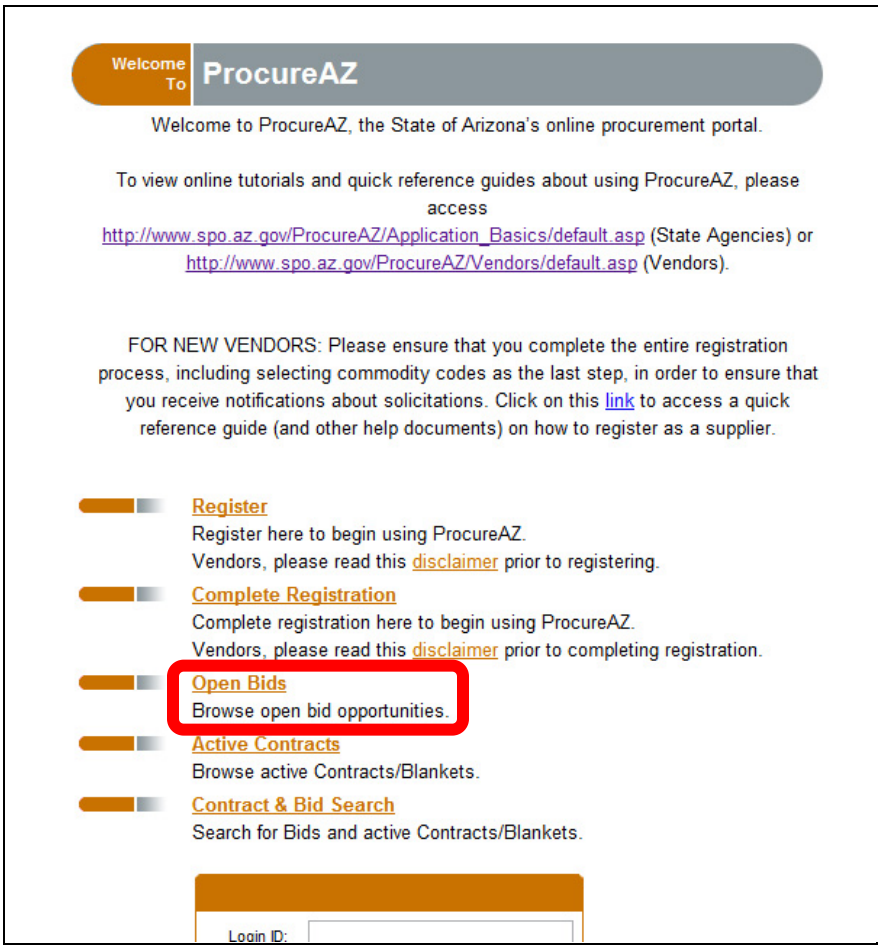
1. Type a keyword into the **NIGP Keyword** field and click the **Search** button. The search results will display below the gray bar. You may need to scroll down to see them.

2. To select a commodity code, click on the checkbox next to it.

3. If there are multiple pages of results, you need to select all the codes you want on the page in front of you, then click the **Save and Add More** button at the bottom of the screen (*). You will be taken back to the original search screen but your keyword will be saved in the **NIGP Keyword** field. Click the **Search** button again, and then click on the page number you want to view next and select more commodity codes from that page. Again, click the **Save and Add More** button (*) if there are more pages to review and repeat your search.

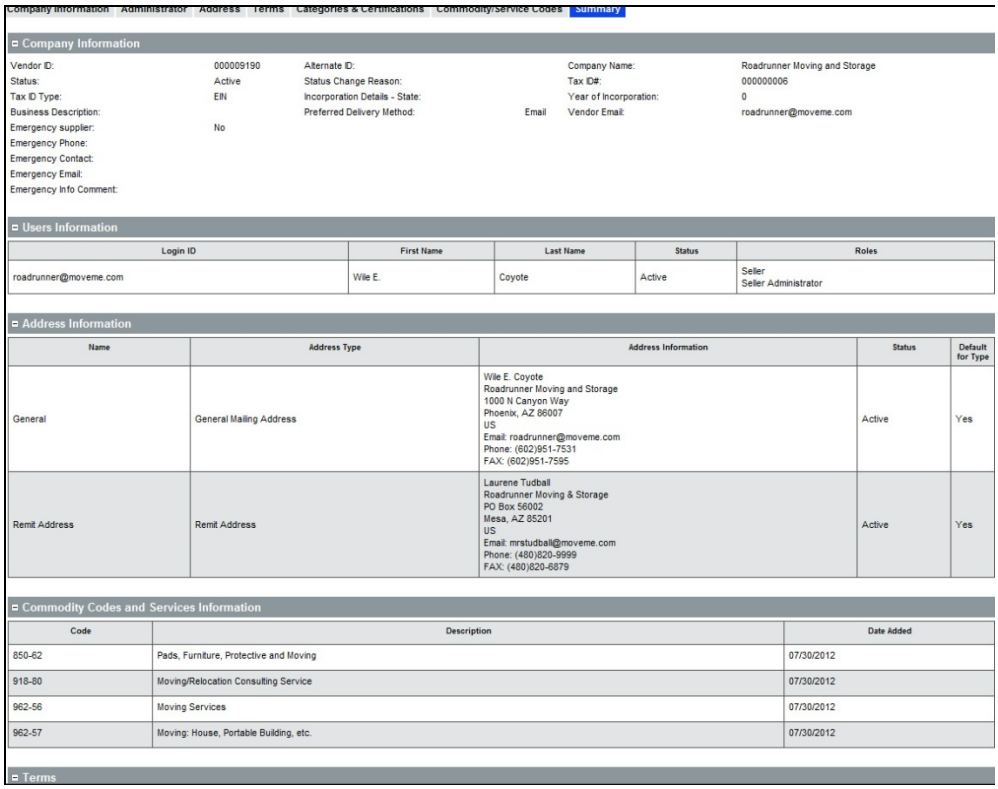
4. When you are finished adding commodity codes to your registration click the **Save and Continue Registration** button at the bottom of the screen to move on to the last registration tab. You can add and remove codes at any time after your registration is complete.

Since there is no guarantee a purchasing officer will choose one of the commodity codes linked to your vendor profile when publishing a bid, check the Open Bids link at http://procure.az.gov every so often to make sure you are not missing an opportunity.



Completing Your Registration

The **Summary** tab provides one screen for you to view all the data you have entered during the registration process. Review the information and then click the **Complete Registration** button at the bottom of the screen to complete the process.



Company Information | Administrator | Address | Terms | Categories & Certifications | Commodity/Service Codes | Summary

Company Information

Vendor ID:	000009190	Alternate ID:		Company Name:	Roadrunner Moving and Storage
Status:	Active	Status Change Reason:		Tax ID#:	000000006
Tax ID Type:	EIN	Incorporation Details - State:		Year of Incorporation:	0
Business Description:		Preferred Delivery Method:	Email	Vendor Email:	roadrunner@moveme.com
Emergency supplier:	No				
Emergency Phone:					
Emergency Contact:					
Emergency Email:					
Emergency Info Comment:					

Users Information

Login ID	First Name	Last Name	Status	Roles
roadrunner@moveme.com	Wile E.	Coyote	Active	Seller Seller Administrator

Address Information

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Wile E. Coyote Roadrunner Moving and Storage 1000 N Canyon Way Phoenix, AZ 86007 US Email: roadrunner@moveme.com Phone: (602)951-7531 FAX: (602)951-7595	Active	Yes
Remit Address	Remit Address	Laurene Tudball Roadrunner Moving & Storage PO Box 56002 Mesa, AZ 85201 US Email: mrstudball@moveme.com Phone: (480)820-9999 FAX: (480)820-6879	Active	Yes

Commodity Codes and Services Information

Code	Description	Date Added
850-62	Pads, Furniture, Protective and Moving	07/30/2012
918-80	Moving/Relocation Consulting Service	07/30/2012
962-56	Moving Services	07/30/2012
962-57	Moving: House, Portable Building, etc.	07/30/2012

Terms

You have now completed the self-registration process in ProcureAZ. The email you provided on the **Company Information** tab will receive a confirmation email.

Additional Information

For assistance with your registration contact the ProcureAZ Help Desk at 602-542-7600 (option 3) or email procure@azdoa.gov.

For more information on how to use ProcureAZ go to http://www.spo.az.gov/ProcureAZ/Vendors/default.asp and view the Quick Reference Guides and recorded webinar.