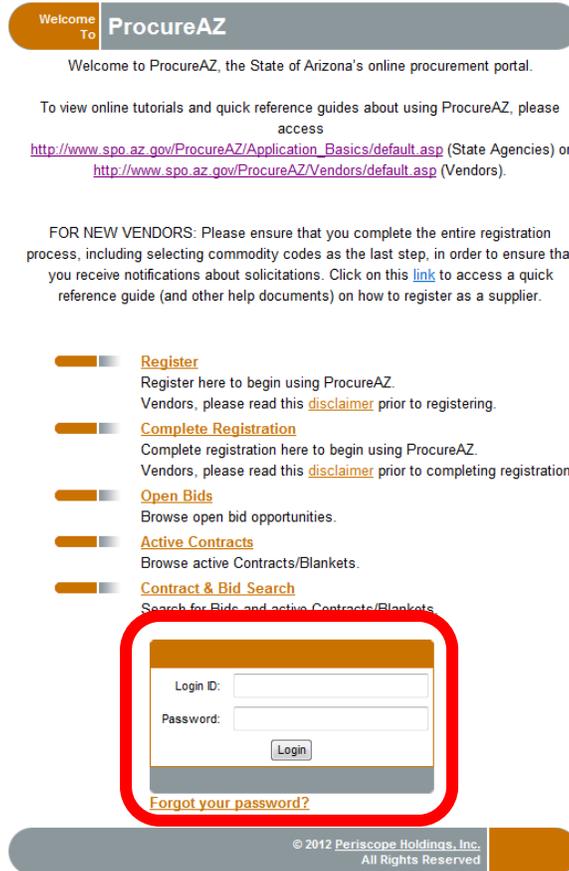


# Revision Requests

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.

To view online tutorials and quick reference guides about using ProcureAZ, please access [http://www.spo.az.gov/ProcureAZ/Application\\_Basics/default.asp](http://www.spo.az.gov/ProcureAZ/Application_Basics/default.asp) (State Agencies) or <http://www.spo.az.gov/ProcureAZ/Vendors/default.asp> (Vendors).

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. Click on this [link](#) to access a quick reference guide (and other help documents) on how to register as a supplier.

- 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.

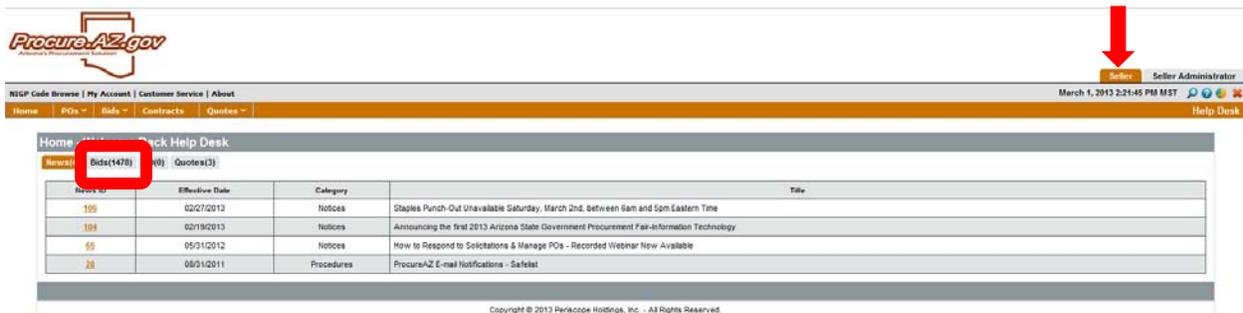
Login ID:

Password:

[Forgot your password?](#)

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2. Click the Bids tab on the Seller homepage:



ProcureAZ.gov

NSIP Code Browser | My Account | Customer Service | About

Home | **Bids** | Contracts | Quotes

Home | **Bids(1478)** | Quotes(3)

| Revision # | Effective Date | Category   | Title  |
|------------|----------------|------------|--|
| 106        | 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         | 05/01/2012     | Notices    | How to Respond to Solicitations & Manage POs - Recorded Webinar Now Available              |
| 28         | 08/01/2011     | Procedures | ProcureAZ E-mail Notifications - Safelist  |

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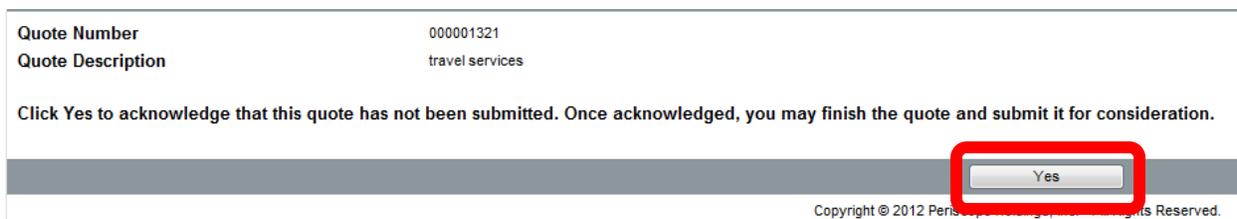
## Revision Requests

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



| Quote #      | Organization             | Bid #            | Bid Opening Date       | Date Last Modified     |
|--------------|--------------------------|------------------|------------------------|------------------------|
| 000007825-R1 | State Procurement Office | ADSP012-00001226 | 01/20/2012 11:45:00 AM | 01/01/2013 09:13:32 AM |

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

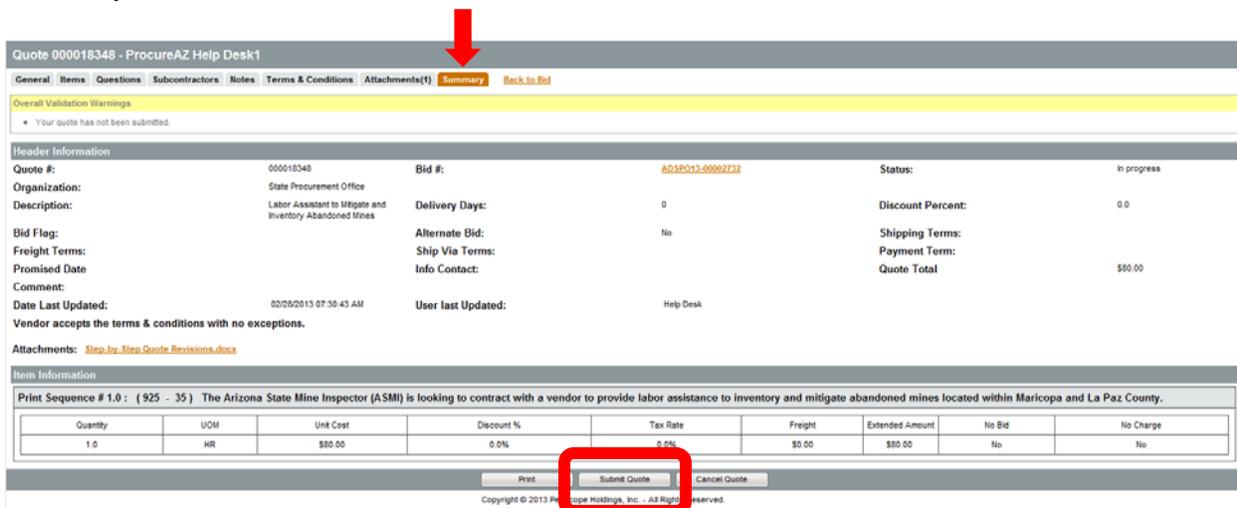


Quote Number 000001321  
Quote Description travel services

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

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(t) **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: 02/28/2013 07:30:43 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        |

### Additional Information

For assistance with your quote contact the ProcureAZ Help Desk at 602-542-7600 (option 1) or email [procure@azdoa.gov](mailto: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, Step-by-Step Guides, and recorded webinar.