**v12.5 Information and References on the SPO website**

Document posted here: <https://spo.az.gov/administration-policy/procureaz-state-agency/technical-leads>

1. **ProcureAZ Year End Limitations** <https://spo.az.gov> Headlines Section

* State agencies, boards and commissions May 1 Memo
* Cooperative members June 9 Memo
* Vendors June 18 Memo

1. **Enhancements/Features** <https://spo.az.gov/administration-policy/procureaz-state-agency/training>

* Webinar: <https://attendee.gotowebinar.com/register/6411070149577609730>
* Questions & Answers from the Webinar
* New Features in v12.5 Guide (Word)
* New Features in v12.5 Presentation (PPT)

1. **Training Guides** <https://spo.az.gov/administration-policy/procureaz-state-agency/training>

* Lesson 1 - Basic Navigation
* Lesson 2 - Document Types
* Lesson 3 - On Contract Ordering - Punchouts
* Lesson 4 - On Contract Ordering
* Lesson 5 - Off Contract Ordering
* Lesson 6 - Informal Quotes
* Lesson 7 - RPAs
* Lesson 8 - Change Orders
* Lesson 9 - Document Approvals
* Lesson 10 - Receiving
* Lesson 11 - Invoicing
* Lesson 12 - Advanced Search

1. **ProcureAZ** Hands-on Activities <https://spo.az.gov/administration-policy/procureaz-state-agency/activities>

* Table of Contents/Activity Scenarios
* LA-1 Open Market Requisition with Freight to Receipt with Change Orders
* LA-2 Release Requisition w/ Freight to Receipt with Change Orders - Commodity
* LA-3 Release Requisition to Receipt with Change Orders – Temporary Services
* LA-4 Correct Catalog Pricing on Release Purchase Order
* LA-5 Create a Two Way Match Release Requisition
* LA-6 Process an Informal Quote and Recommendation
* LA-7 Change Accounting on In Progress Purchase Order
* LA-8 Create a Release Requisition/ Convert to PO / Cancel Receipt
* LA-9 Open Market Requisition to PO to allow Processing of Receipt Scenarios
* LA-10 Create a RPA Requisition and PO
* LA-11 Create and Correct a RPA Requisition with Accounting Error

1. v12.5 Reference Documents <https://spo.az.gov/administration-policy/procureaz-state-agency/technical-leads>

* Tech Leads List
* June 9th Tech Leads Meeting Presentation
* ProcureAZ Error Message Starter List
* Working as Designed Scenario Listing
* Change Order Matrix
* Go Live Issue Reporting Form
* GAO Object Inference Table For ProcureAZ
* ProcureAZ [NIGP Code Listing](https://spo.az.gov/sites/default/files/NIGP_List_12_10_2914_0.xlsx)
* [How to Resolve ‘Enter Valid String’ Error](https://spo.az.gov/sites/default/files/IE%20Error%20Correction.docx)

1. ADSPO Org Agency User Request Forms\* <https://spo.az.gov/administration-policy/procureaz-state-agency> \*not required to be submitted by agencies with unlimited procurement delegation

* User setup/change
* Approval setup/change
* Location setup/change
* Ship-to or bill-to setup/change

1. Application Basics <https://spo.az.gov/administration-policy/procureaz-state-agency>

* AFIS error messages
* Supported web browsers
* FAQ
* Login/password resets
* Setting up security questions
* General navigation
* Advanced search
* Terminology and concepts
* Document statuses
* Standard reports
* EOY PO closeout procedures

1. Contract Management <https://spo.az.gov/administration-policy/procureaz-state-agency/contract-management>

**Quick Reference Guides for:**

* Creating Contracts
* Contract Amendments

*Continued on Next Page*

1. Ordering <https://spo.az.gov/administration-policy/procureaz-state-agency/ordering>

**Quick Reference Guides for:**

* Quick buy
* Change Orders
* On-contract ordering
* Off-contract ordering
* The Notes tab
* Punchouts
* Receiving
* Credit Memos
* Invoice processing

1. Solicitation Management <https://spo.az.gov/administration-policy/procureaz-state-agency/solicitation-management>

**Quick Reference Guides for:**

* Demand Requisition
* Conducting a Reverse Auction
* Requesting Proposal Revisions
* Notification Attachments
* Solicitation Amendments
* Solicitation Award
* Bid from Blanket
* Informal Quotes

Please visit GAO’s website for the following documents:

GAO AFIS Agency Liaisons list

GAO FYE15 Memo (EOY procedures)