

From: procure
Sent: Monday, October 01, 2012 9:13 AM
To: procure
Subject: ProcureAZ Alert - User Group Meeting October 2nd
Attachments: 20121002 DRAFT Users Group Mtg Agenda.doc

ProcureAZ Alert

Date: October 1, 2012

To: State Agencies

From: ProcureAZ Help Desk

Re: ProcureAZ Users Group Meeting

The third quarterly ProcureAZ User Group meeting will be held in Suite 300 at 100 N. 15th Avenue (ADOA building) on October 2nd from 10:00am - 11:00am. The purpose of the meeting is to share information and provide an opportunity for user feedback on system use. It is open to all ProcureAZ users.

A draft meeting agenda is attached. If you have any questions please contact the ProcureAZ Help Desk at 602-542-7600 (option 3) or procure@azdoa.gov. We look forward to seeing you there.

PROCUREAZ HELP DESK
602-542-7600
procure@azdoa.gov

PROCUREAZ ALERTS are available
online at <http://spo.az.gov>



ProcureAZ Users Group Meeting

DRAFT Agenda

October 2, 2012

10:00am – 11:00am

100 N. 15th Avenue

Suite 300

Phoenix, AZ 85007

I. Welcome and Introductions

II. 3-Way Match update

II.a AP Training

II.b How to Apply for the AP User Role

III. Help Desk Update

III.a. Help Desk changes for Invoice Matching

III.b SP 029 -- Protest Procedure Contacting ProcureAZ Help Desk

III.c ProcureAZ Downtime Procedure

IV. Advisory Committee Update

V. Open Forum for Questions

The meeting will be held in Suite 300 at 100 N. 15th Avenue (ADOA building). Limited (2 hours) visitor parking is located in front of the building. Unlimited parking is available behind the ADOA parking structure and Data Center at the southwest corner of 15th Avenue and Monroe, and on the northeast corner of 15th Avenue and Adams Street.