

ProcureAz Alert

Date: March 15, 2016
To: State Agencies
From: ProcureAZ Help Desk
Re: "Stuck" Documents will be Unlocked Tonight 3-15-16

Documents locked in a pending status in ProcureAZ will be unlocked tonight after close of business. As of 11:30 this morning the following agencies had locked documents:

ADOC	6 Requisitions
AGFD	1 Purchase Order
ADOT	2 Invoices
Total	9

The list of specific documents is attached. Each document type is on its own tab in the workbook. A follow up email will be sent after the unlock process is complete.

The next **scheduled** evening to unlock documents is Friday, March 18th. If significant system performance issues occur prior to that date the process will be run sooner.

If you have any questions or concerns, please contact the Help Desk at 602-542-7600, option 3, or email procure@azdoa.gov.

Thank you!

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