

ProcureAz Alert

Date: April 22, 2016

To: State Agencies

From: ProcureAZ Help Desk

Re: "Stuck" Documents will be Unlocked Tonight 4-22-16

Documents locked in a pending status in ProcureAZ will be unlocked tonight after close of business. As of this morning the following agencies had locked documents (this week all are requisitions):

Agency	Nbr of Reqs
ADES	1
ADHS	2
ADOC	7
ADOT	21
ADSPO	7
ADOA-Director	1
ASET	1
GSD	4
HRD	1
AHCCCS	2
Grand Total	40

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. Some of the requisitions have processed through to POs and have been sent to their respective vendors; the warning message is still present on the requisitions and will be removed.

The next **scheduled** evening to unlock documents is Friday, April 29th. 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