

ProcureAz Alert

Date: July 15, 2016

To: State Agencies

From: ProcureAZ Help Desk

Re: "Stuck" Documents will be Unlocked Tonight 7-15 -16

Documents locked in a pending status in ProcureAZ will be unlocked tonight after close of business.

- **Using List & Approve to approve documents as a PROXY APPROVER will lock the documents you are trying to approve.**

As of this morning the following agencies had locked documents:

Agency	Nbr of Reqs
ADCS	4
ADHS	2
ADOT	46
ADOA	20
ASET	11
GSD	6
HRD	3
FOA	1
HIA	1
Total	74

The list of specific documents is attached. A follow up email will be sent after the unlock process is complete. If requisitions have processed through to POs that have been sent to their respective vendors, the warning message is still present and will be removed.

The next **scheduled** evening to unlock documents is Friday, July 22nd. 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