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**From:** procure  
**Sent:** Thursday, October 12, 2017 10:46 AM  
**To:** procure  
**Subject:** PROCUREAZ ALERT: Clarification - Ordering Janitorial Supplies through Distributor - Waxie  
**Attachments:** ADSPO18-184699\_Choosing\_Distributor\_Clarification.pdf

**PROCUREAZ ALERT**

Date: October 12, 2017

To: State Agencies

From: State Procurement Office

Re: Ordering janitorial and sanitary products, supplies and related services from Network Services Company (Waxie/Authorized Distributor for Arizona)

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Just as a reminder **Waxie** is the approved local distributor for Arizona as part of Network Services Company under this National IPA agreement. A punchout is in the works. An online catalogue is available for each account-please contact Nancy Ryan from Waxie at 480-333-1000 ext 227 or [nryan@waxie.com](mailto:nryan@waxie.com) this to get set up.

Please remember when creating a Release Requisition for Janitorial Supplies Statewide Contract :

For all requisitions- After selecting/creating the line items from the Master Blanket - ADSPO18-184699, please:

- **Select the Vendor ID 9000000031 as the Distributer on the Items > Vendor tab. Please reference attached ProcureAZ directions.**
- **Confirm the appropriate remit address on the header level Vendor tab after selecting Waxie as the Distributor –**
  - o **Address ID P0401 - 4136 E McDowell Road, Mesa, AZ 85215 should be used for the Remit Address**



## Contract Change Order Summary

Contract No.: ADSPO18-184699-Network Services Company

State of Arizona  
State Procurement Office  
100 N. 15<sup>th</sup> Avenue, Suite 201  
Phoenix, AZ 85007

### Janitorial Supplies Statewide

#### Vendor ID Clarification

When creating a Requisition for Janitorial Supplies Statewide Contract :

For all transactions-please reference:

Vendor ID 9000000031 Waxie Sanitary Supply

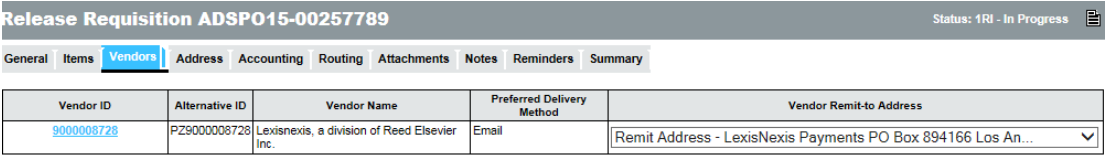
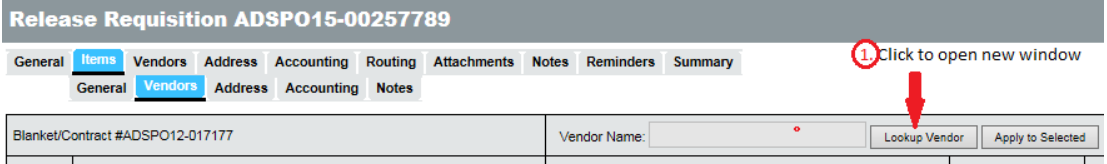
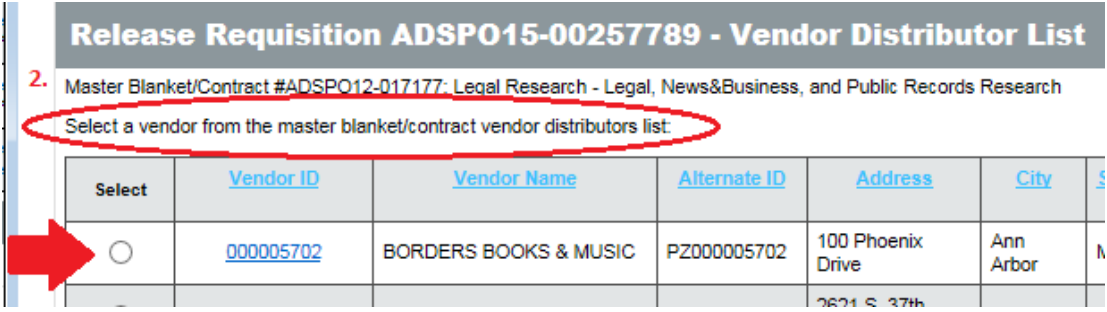
**Address: 4136 E McDowell Road, Mesa, AZ 85215**

**Address ID P0401 should be used for the Remit Address**

- a. Creation of a Requisition is required
- b. When creating a requisition, select the Vendor ID 9000000031 as the Distributer on the Items > Vendor tab. Please reference attached ProcureAZ directions.

**ALL OTHER REQUIREMENTS, SPECIFICATIONS, TERMS AND CONDITIONS REMAIN UNCHANGED**

# Choosing a Distributor in a Requisition

<p><b>Instructions</b></p>	<p>To add a distributor click the “Change Vendor” link on the Items &gt; Vendor Tab. From this page, you will be able to select a Vendor using the “Change Vendor” link.</p>
<p><b>Screenshots</b></p>	<p>No distributor list to choose from at the Header &gt; Vendor tab:</p>  <p>To choose Vendor ID 9000000031- Waxie Sanitary Supply</p> <p>Must go to Items &gt; Vendor tab to choose the distributor for the release with the following steps</p> <ol style="list-style-type: none"> <li>Once on Items &gt; Vendors – Click the lookup Vendor button.</li> </ol>  <ol style="list-style-type: none"> <li>In the pop up window – Click radial button for the vendor of choice.</li> </ol>  <ol style="list-style-type: none"> <li>After the vendor is selected – 3a. Click the Select All box. 3b. Click the Apply to Selected button</li> </ol>

General **Items** Vendors Address Accounting Routing Attachments Notes Reminders Summary

General **Vendors** Address Accounting Notes

Blanket/Contract #ADSP012-017177 Vendor Name: BORDERS BOOKS & MUSIC Lookup Vendor Apply to Selected **3b** **3a**

Item #	Item Description	Vendor Name	City	State	Phone	Select All
1	LexisNexis Information Charges - LEXISNEXIS ALERT : Frequency = Intra-Day. (Charges for LexisNexis Alert searches are ...)	Lexisnexis, a division of Reed Elsevier Inc. <a href="#">Change Vendor</a>	Miamisburg	OH	(123)456-7890	<input checked="" type="checkbox"/>
2	LexisNexis Information Charges - LEXISNEXIS ALERT : Frequency = Intra-Day 2X*. (Charges for LexisNexis Alert searches ...)	Lexisnexis, a division of Reed Elsevier Inc. <a href="#">Change Vendor</a>	Miamisburg	OH	(123)456-7890	<input checked="" type="checkbox"/>
3	LexisNexis Information Charges - LEXISNEXIS ALERT : Frequency = Intra-Day 3X*. (Charges for LexisNexis Alert searches ...)	Lexisnexis, a division of Reed Elsevier Inc. <a href="#">Change Vendor</a>	Miamisburg	OH	(123)456-7890	<input checked="" type="checkbox"/>
4	LexisNexis Information Charges - LEXISNEXIS ALERT : Frequency = Daily. (Charges for LexisNexis Alert searches are base...)	Lexisnexis, a division of Reed Elsevier Inc. <a href="#">Change Vendor</a>	Miamisburg	OH	(123)456-7890	<input checked="" type="checkbox"/>

4. The Vendor Name will now reflect the desired vendor.

General **Items** Vendors Address Accounting Routing Attachments Notes Reminders Summary

General **Vendors** Address Accounting Notes

Blanket/Contract #ADSP012-017177 Vendor Name: Lookup Vendor Apply to Selected

Item #	Item Description	Vendor Name	City	State	Phone	Select All
1	LexisNexis Information Charges - LEXISNEXIS ALERT : Frequency = Intra-Day. (Charges for LexisNexis Alert searches are ...)	BORDERS BOOKS & MUSIC <a href="#">Change Vendor</a>	Ann Arbor	MI	(123)456-7890	<input type="checkbox"/>
2	LexisNexis Information Charges - LEXISNEXIS ALERT : Frequency = Intra-Day 2X*. (Charges for LexisNexis Alert searches ...)	BORDERS BOOKS & MUSIC <a href="#">Change Vendor</a>	Ann Arbor	MI	(123)456-7890	<input type="checkbox"/>
3	LexisNexis Information Charges - LEXISNEXIS ALERT : Frequency = Intra-Day 3X*. (Charges for LexisNexis Alert searches ...)	BORDERS BOOKS & MUSIC <a href="#">Change Vendor</a>	Ann Arbor	MI	(123)456-7890	<input type="checkbox"/>
4	LexisNexis Information Charges - LEXISNEXIS ALERT : Frequency = Daily. (Charges for LexisNexis Alert searches are base...)	BORDERS BOOKS & MUSIC <a href="#">Change Vendor</a>	Ann Arbor	MI	(123)456-7890	<input type="checkbox"/>

5. Select Remit Address 4136 E McDowell Road, Mesa, AZ 85215 at the Header Vendor Tab.

**Release Requisition ADSP015-00257789** Status: 1RI - In P

General **Items** **Vendors** Address Accounting Routing Attachments Notes Reminders Summary

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Vendor Remit to Address
9000008728	PZ9000008728	Lexisnexis, a division of Reed Elsevier Inc.	Email	Remit Address - LexisNexis Payments PO Box 894166 Los An

6. Process Requisition as normal.