

ProcureAz Alert

Date: December 1, 2017

To: Chief Procurement Officers and Technical Leads

From: ProcureAZ Help Desk

Re: ProcureAZ Alert – Vendor ability to upload attachments on Master Blanket PO without Change Order

We wanted to send a refresher/reminder regarding the contracted vendor's ability to upload documents on a Master Blanket Purchase Order (MBPO) without prior notification or formal request via a Change Order. This feature is not a bug and is working as designed. There is no way to turn off this feature.

Contracted vendors only have the ability to upload documents on the MBPO via the Vendors Attachment Tab. Vendor uploaded documents are viewable on the public side. Also, contracted vendors can mark their uploaded documents as confidential. The confidential marked documents are not viewable from the public side of ProcureAZ.

Although these vendors can upload their documents on the MBPO, they **cannot** remove any uploaded documents or make changes to any other documents that are uploaded regardless of whether the vendor uploaded the document or not. Also, a notification is generated and sent to the contract administrator indicating a document was uploaded by a vendor. Below is an example of how it will look:

From: test@periscopeholdings.com [mailto:test@periscopeholdings.com]

Sent: Friday, December 01, 2017 9:41 AM

Subject: Attachment 'Confidential file added by vendor' added to PO ADSPO18-179129

The attachment **Name of the file** added by **Name of the vendor** has been attached to Purchase Order ADSPO18-XXXXXX by **Name of the user** on behalf of State of Arizona.

Use this link to log on to ProcureAZ: <https://procuretest.az.gov/bsa/login.sdo>

All documents attached by a contracted vendor can be viewed by the contract administrator. **All** documents added by the contracted vendor can be deleted via a change order to the MBPO by going to the Attachments Tab ---> Vendors Tab where vendor uploaded documents reside.

PROCUREAZ HELP DESK

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