

Be sure to maximize the Citrix Webinar window so you are able view and submit questions during the presentation

Version 11 brings a number of new functionalities to ProcureAZ allowing for a more streamlined process.

These upgrades address bids, quotes, attachments, searches and notifications to name a few.

Bulletin Descriptions

Item Single Award Only: Solicitation Enabled:

Info Contact:

Pre-Bid Conference:
(Max size: 250 characters)

Bulletin Desc:
(Max size: 500 characters)

Quote Notification:

Bid Method*:

Priority Level (1-5):

Project No.:

Bulletin description field now allows 500 characters

The Bulletin Description field on the General Tab of bids now can contain up to 500 characters of text, so you are less limited than in previous versions.

Quote Notifications

Pre-Bid Conference:
(Max size: 250 characters)

Bulletin Desc:
(Max size: 500 characters)

Quote Notification:

Bid Method *:

Request for Proposal (RFP) ▼

Priority Level (1-5):

Project No.:

Building Code:

Cost Code:

Requisition Received : (MM/DD/YYYY HH:MM:SS AM or PM)



On the General Tab of a solicitation you now have the option of receiving a notification when a vendor submits a quote. The Vendor Quote activity tab is still available, however checking this Quote Notification box on the General Tab of a bid will generate real-time emails when vendor has submitted a quote.



Bid Amendment Change Buyer

Bid Amendment - Open Market Bid ADSP014-00001437

Status: 2BS - Sent

General | Items | Attachments(4) | Summary | [Back to Bid](#)

Bid Number:	ADSP014-00001437	Description:	BID for BO'S SAKE
Status:	2BS - Sent	Purchaser:	Dwight, Greg
How Solicited:	Email	Type Code:	Landis, Shannon
Department:	ADSP0 - State Procurement Office	Fiscal Year:	Dwight, Greg
Location:	SPO - State Procurement Office	Organization:	State Procurement Office
Show on Web:	<input checked="" type="checkbox"/>	Allow Electronic Response:	<input checked="" type="checkbox"/>
Required Date:		Bid Opening Date: (MM/DD/YYYY HH:MM:SS AM or PM)	02/10/2015 10:03:00 AM
Available Date: (MM/DD/YYYY HH:MM:SS AM or PM)	02/10/2014 10:03:00 AM	Purge Date:	



Previously the Buyer/Purchaser listed on a bid could only be changed at the PO/Blanket draft stage. In version 11 the Buyer/Purchaser can now be changed via a bid amendment by a Basic Purchasing Supervisor.

Discount Percent w/o Dollar Amount

Item #	Print Sequence	Questions Exist	Description									
			Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	
1	1.0	No	Item needed for item's sake									
			100.0	EA	0.00	10.00		0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Alternate Description:												
								Quote Response Total	\$0.00			

Prior versions only recognized a bid item if a Unit Cost was entered. Version 11 recognizes Unit Cost and/or Discount Percentage as a bid upon item. Quotes with only a Discount percentage will no longer be set as a No Bid item.

Version 11 of ProcureAZ includes additional functionalities with regard to attachments added by the Agency and Vendor.



Agency/Vendor Attachments

Open Market Purchase Order ADSP014-00001467-001 Status: 3PI - In Progress

General Items Vendor Address Accounting Routing **Attachments(5)** Notes Change Orders Reminders Summary

Agency(4) **Vendor(1)**

Name	Description	Show Vendor	Attached By	Attached Date	Delete
PO Terms & Conditions	Terms & Conditions to POs and Contract Releases	<input checked="" type="checkbox"/>	Greg Dwight	05/19/2014	<input type="checkbox"/>
Bid Attachment One		<input checked="" type="checkbox"/>	Greg Dwight	05/19/2014	<input type="checkbox"/>
Bid Attachment Two		<input checked="" type="checkbox"/>	Greg Dwight	05/19/2014	<input type="checkbox"/>
Bid Attachment Three		<input checked="" type="checkbox"/>	Greg Dwight	05/19/2014	<input type="checkbox"/>

Open Market Purchase Order ADSP014-00001467-001 Status: 3PI - In Progress

General Items Vendor Address Accounting Routing **Attachments(5)** Notes Change Orders Reminders Summary

Agency(4) **Vendor(1)**

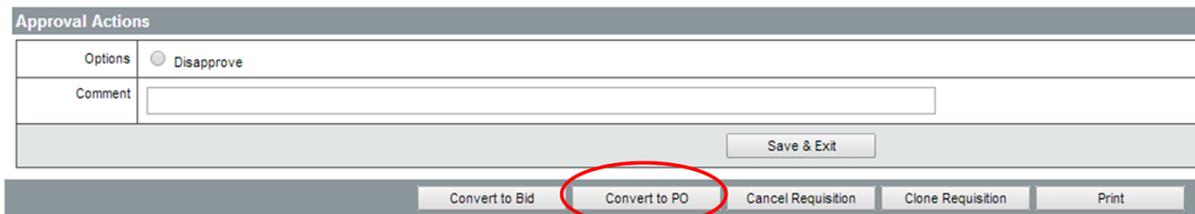
i Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name	Description	Confidential	Attached By	Attached Date	Delete
Attachment for Quote		<input type="checkbox"/>	Greg Dwight	05/19/2014	<input type="checkbox"/>

On a PO attachment tab there is now a tab for Agency added documents and one for Vendor added attachments.

As has been the case, when in the process of creating a PO from a Bid, quote attachments can be included. While editing the draft you now have the option of accessing the Vendor uploaded attachments to remove files, as well as checking/unchecking the Confidential box. These attachments are accessed via a sub-tab.

The informal quote process now allows vendors the ability of attaching files to their quotation.



Approval Actions				
Options	<input type="radio"/> Disapprove			
Comment	<input type="text"/>			
<input type="button" value="Save & Exit"/>				
<input type="button" value="Convert to Bid"/>	<input type="button" value="Convert to PO"/>	<input type="button" value="Cancel Requisition"/>	<input type="button" value="Clone Requisition"/>	<input type="button" value="Print"/>

With the addition of separate tabs for Agency added and Vendor added attachments, ProcureAZ now allows vendors to add and manage attachments to an informal quote.

Once you have received your quotes and have selected the vendor to award; at the Summary Tab of the quote click on the Convert to PO button.

Open Market Requisition ADSP014-00030986 - Convert to Purchase Order(s)

Header Recommended Vendor: 000003137 - ProcureAZ Help Desk1

Reference Vendors:

Item #	Description	Recommended Vendor
1	Bacon ipsum dolor sit amet beef short ribs doner, capicola andouille fatback sausage corned beef tri-tip leberkas. Porch...	000003137 - ProcureAZ Help Desk1
2	Bacon ipsum dolor sit amet t-bone boudin jerky, filet mignon pork loin leberkas doner tri-tip sirloin capicola ham corne...	000003137 - ProcureAZ Help Desk1

- Single PO using header recommended vendor
- Single PO using selected reference vendor
- Multiple POs using item recommended vendors
- Choose vendor(s)
- Include Vendor Informal Quote Attachments

PO Type of the New Purchase Order:

Convert to PO

Exit

To bring the quote attachments over to the PO place a check in the "Include Vendor Informal Quote Attachments" and click on the Convert to PO button.

Open Market Purchase Order ADSP014-015855

General Items Vendor Address Accounting Routing **Attachments(4)** Notes Change Orders Reminders Summary
 Agency(2) Vendor(2)

Name	Description	Show Vendor
PO Terms & Conditions	Terms & Conditions to POs and Contract Releases	<input checked="" type="checkbox"/>
Bacon ipsum.docx		<input checked="" type="checkbox"/>

Save & Continue Add Attachment

Note the two tabs when the Attachments tab is selected (as previously shown); Agency for documents added by the Buyer and Vendor for those the vendor included on their informal quote.

Open Market Purchase Order ADSP014-015855

General Items Vendor Address Accounting Routing **Attachments(4)** Notes Change Orders Reminders Summary
Agency(1) **Vendor(2)**

i Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name	Description	Confidential
VendorBacon ipsum BACK.docx		<input type="checkbox"/>
VendorBacon ipsum BACK to BACK.docx		<input checked="" type="checkbox"/>

Save & Continue Add Attachment

Vendors attachment tab with attachments they included with their informal quote.

General Items Vendor Address Accounting Routing **Attachments(4)** Notes Change Orders Reminders Summary
 Agency(1) **Vendor(2)**

i Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name	Description	Confidential	Attached By	Attached Date	Delete
VendorBacon ipsum BACK.docx		<input type="checkbox"/>	Greg Dwight	05/23/2014	<input type="checkbox"/>
VendorBacon ipsum BACK to BACK.docx		<input checked="" type="checkbox"/> ←	Greg Dwight	05/23/2014	<input type="checkbox"/>

Save & Continue Add Attachment

Attachments marked as Confidential by the vendor can now be unchecked if deemed as not confidential (and vice versa). Also, as may be deemed appropriate, vendor attached files can also be removed.

Net Unit Cost

Net Unit Cost reflects the actual unit cost and the total discount percentage applied to the item

Print Sequence	Item Description											Total Cost
	Receipt Method	Quantity	Minimum Order Quantity	Catalog Price/ Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Freight	
1.0	(060 - 40) Need 1											\$15108.48
	Quantity	10.0	0.0	\$1,720.00	\$1,376.00	EA - Each	20.00	-\$3440.00	9.800%	\$1348.48	\$0.00	
2.0	(050 - 87) Need 2											\$3952.80
	Quantity	20.0	0.0	\$200.00	\$180.00	EA - Each	10.00	-\$400.00	9.800%	\$352.80	\$0.00	
3.0	(233 - 75) Need 3											\$8399.70
	Quantity	30.0	0.0	\$300.00	\$255.00	EA - Each	15.00	-\$1350.00	9.800%	\$749.70	\$0.00	
4.0	(907 - 75) Need 4											\$15811.20
	Quantity	40.0	0.0	\$400.00	\$360.00	EA - Each	10.00	-\$1600.00	9.800%	\$1411.20	\$0.00	
Total											\$43272.18	

Bulk Email Attachments

Home - Welcome Back Help Desk

Vendor Communications

News(3) **Vendor Communication(91)** Bids(2178) PO(0) Quotes(6)

Notification ID	Type	Organization	Buyer	Description	Date Posted	Attachments
608627	Regular Email	State of Arizona	Greg Dwight	Attachment	03/05/2014 02:00:13 PM	No Description - AZST-156 e-mail.pdf
590363	Regular Email	No information available	Jess Romney	NIGP 3rd Annual Reverse Trade Show	02/12/2014 01:00:00 AM	No Description - 3-20-14 RTS live.pdf
580406	Bid Email	No information available	Melissa Bauer	Buyer Notice to Bid Vendors - Bid # ADSP014-00003465, Annual Professional Services Contract : 2014 Annual Professional Services List	01/29/2014 10:25:25 AM	
556187	Regular Email	No information available	Steve Paulson	Corrected Home Recruitment, Study and Supervision Request for Information 952-H053	12/26/2013 02:30:45 PM	HRSS Request For Information Announcement - HRSS Request for Information Announcement-8.doc HRSS Request For Information - HRSS Request for Information-25.doc
556000	Regular Email	No information available	Steve Paulson	Request for Information Home Recruitment Study and Supervision 952 H0523	12/26/2013 11:47:23 AM	HRSS Request for Information - HRSS Request for Information-17.doc

[View More...](#)

On the vendor side, this enhancement converts email attachments into a secure file download via a hyperlink in the email notification. This prevents email delivery issues when attachments are large or has many recipients. When you send a Bulk Email including attachments, the vendor accesses those documents on-line via the Vendor Communications tab on the Seller Homepage.

Notices by Address Type

Name	Address Type	Address Information	Status	Default for Type
<u>Bid Mailing Address (001)</u>	General Mailing Address	ProAZ Helper 100 N 15th Ave Suite 104 Phoenix, AZ 85007 US Email: spo@azdoa.gov Phone: (602)542-7600	Active	Yes
<u>POs Here (003)</u>	Purchase Order Mailing Address	Bob PO 16389 street City, AZ 85555 US Email: procure@azdoa.gov Phone: (602)555-5555	Active	Yes
<u>Remittance (004)</u>	Remit Address	Remi 100 Remittance Way Remitanopolis, AZ 85555 US Email: remit@PAZHelp.com Phone: (555)555-5555	Active	Yes

If the Seller Administrator has set the various address types as default for type (i.e. PO, Bids, etc), ProcureAZ will select this email address before defaulting to the general mail address. POs will be sent to the PO e-mail address, Remittances will route to the Remit e-mail address etc.

Unsubmitted Quote Status

General Item Information Validation Warnings

- Your quote has not been submitted.

Quote 000008072 - ProcureAZ Help Desk1

General **Items** Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

General Notes

Subcontractors Validation Warnings

- Your quote has not been submitted.

Quote 000008072 - ProcureAZ Help Desk1

General Items Questions **Subcontractors** Notes Terms & Conditions Attachments Summary [Back to Bid](#)

There are no subcontractors.

Quote Validation Warnings

- Your quote has not been submitted.

Quote 000008072 - ProcureAZ Help Desk1

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary [Back to Bid](#)

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
Bid Attachment01 (ADSP0 ADOR ProcureAZ Paths.pdf)		74,165 bytes
Bid Attachment02 (ADSP0 ADOR ProcureAZ Paths.pdf)		102,572 bytes

Expanded vendor quote status notifications to appear on *ALL* tabs of the quote document; warnings are no longer on the General and Summary tabs only.

Procure.AZ.gov
Arizona's Procurement Solution

My Information

Salutation:

First Name*: Last Name*:

Job Title*:

E-mail*:

Phone*: () - Ext.

Mobile Phone: () -

Mobile Provider:

Change Password: Confirm Password:

Login Question*:

Login Answer*:

Proxy User: Activate Proxy User

Default Homepage Tab for Basic Purchasing:

Default Homepage Tab for Department Access:

Default Homepage Tab for Inquiry:

Select Dashboard Report:

User Manual Version:

Current Password*: **Please enter current password to confirm user profile changes**

Periscope HOLDINGS, INC.

Administratively if when users make changes to their contact info in their profile, prior to saving they are now prompted to re-enter their password.

POs by Bid Number Search

Advanced Search =

Search for: Module: Document Type:

Search Using:

Contract/Blanket # PO Type

Contract/Blanket Description

Header Major Status Buyer

Vendor Name Vendor Legal Name

Type Code Bid #

Results

Contract/Blanket #	Description	Vendor Name
ADSP014-015894	BID for BID'S SAKE	Abrasives & Equipment of Arizona, Inc.
ADSP014-015895	BID for BID'S SAKE	ProcureAZ Help Desk1
ADSP014-015896	BID for BID'S SAKE	ThuMar1406

Advanced Search results have been enhanced by adding a column for Purchase Order number to allow the display of all purchase orders associated with a bid. Note that this does not include releases generated from a Blanket PO.