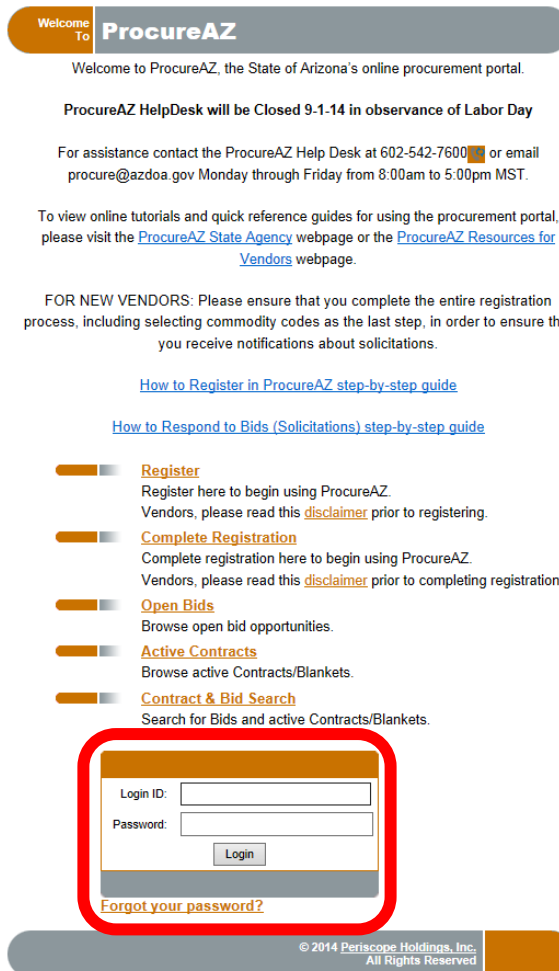


## Vendor Notification Attachments

Requisition documents in ProcureAZ allow users to place requests for goods and services. The type of Requisition will determine whether the request is for goods and services on- or off-contract, or for a reimbursement for funds already spent. On-contract requests in ProcureAZ are referred to as "Release" Requisitions.

### Logging In

Before you can create a new document, you must login to ProcureAZ. To login to ProcureAZ, input your email address into the "Login ID" field and the password you were given by an administrator into the **Password** field. Next, either hit **Enter** on your keyboard or click the **Login** button.



Welcome To **ProcureAZ**

Welcome to ProcureAZ, the State of Arizona's online procurement portal.

ProcureAZ HelpDesk will be Closed 9-1-14 in observance of Labor Day

For assistance contact the ProcureAZ Help Desk at 602-542-7600 or email [procure@azdoa.gov](mailto:procure@azdoa.gov) Monday through Friday from 8:00am to 5:00pm MST.

To view online tutorials and quick reference guides for using the procurement portal, please visit the [ProcureAZ State Agency](#) webpage or the [ProcureAZ Resources for Vendors](#) webpage.

FOR NEW VENDORS: Please ensure that you complete the entire registration process, including selecting commodity codes as the last step, in order to ensure that you receive notifications about solicitations.

[How to Register in ProcureAZ step-by-step guide](#)

[How to Respond to Bids \(Solicitations\) step-by-step guide](#)

- Register**  
Register here to begin using ProcureAZ.  
Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**  
Complete registration here to begin using ProcureAZ.  
Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**  
Browse open bid opportunities.
- Active Contracts**  
Browse active Contracts/Blankets.
- Contract & Bid Search**  
Search for Bids and active Contracts/Blankets.

Login ID:


Password:

Login

[Forgot your password?](#)

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Once logged in, if you have access to multiple roles, ensure that the Department Access or Basic Purchasing role is currently selected in order to enable the creation of a Requisition.



ProcureAZ.gov  
Arizona's Procurement Solution

Basic Purchasing Department Access Inquiry Internal Administrator Organization Administrator

NIGP Code Browse | My Account | Customer Service | About

April 9, 2010 10:16:27 AM MST

Home Items Documents Vendors

Chris Harris

## Vendor Notification Attachments

### Creating a New Release Requisition

To start a new Requisition from scratch, hover your mouse over the Documents dropdown in the colored Navigation Bar along the top of the screen. Then, hover your mouse over **Requisitions** and select **New**. The General tab of your blank new Requisition document will display.

The process for completing all documents in ProcureAZ is the same - work through the tabs along the top of the document from left to right, starting with the General tab. As you go, complete all required fields, which are marked with an asterisk, save your work on each tab, then review and submit the document for approval via the Summary tab on the far right.

The General tab of the Requisition document is where you describe the Requisition, note which units in your agency the goods or services are for, and select the type of Requisition it signifies. If your default Department and Location are accurate, all you will need to input on this tab are a **Short Description** of what you will be requesting, and to select "Release" in the **Requisition Type** field. Click **Save & Continue** once complete.



If your agency will be using MAXIMO for inventory and warehouse management or Tririga for facilities management, then you will need to provide either the MAXIMO PO Number or the Tririga Task Number by selecting the document type from the External Document Type field and entering the PO or Task number into the field provided. These fields are located on the General tab of a new requisition.

## Vendor Notification Attachments

Release Requisition ADSP015-00254236 Status: 1RI - In Progress

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

Requisition Number: ADSP015-00254236  
 Status: 1RI - In Progress  
 Department\*: ADSP0 - State Procurement Office  
 Location\*: SPO - State Procurement Office  
 Requisition Type: **Release**  
 Requester: Aynesley Wilson  
 Contact: Aynesley Wilson  
 Alternate ID:  
 Estimated Cost: \$0.00  
 Print Format: \* Requisition  
 Project No.:  
 Building Code:  
 Cost Code:  
 Special Purchase Types:  
 PI Number:  
 External Document Type\*: **NONE**  
 Date Last Updated:

Short Description\*: ASW On-Contract 062215  
 Organization: State of Arizona  
 Solicitation Enabled:  
 Entered Date: 06/22/2015  
 Type Code:  
 Purchaser: Wilson, Aynesley  
 Contact Phone: 602 542 9120  
 Tax Rate:

User Last Updated:

[Save & Continue](#)

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### Finding Items

Next, select the **Items** tab to find and copy the line-items setup on contracts in ProcureAZ over to your Requisition. From the **Items** tab, select the **Search Items** button to search for on-contract Items.

Release Requisition ADSP015-00254236 Status: 1RI - In Progress

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

There are no items. Please click 'Search Items' below to add an item.

[Search Items](#)

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Selecting the **Search Items** button on the **Items** tab will display a screen that enables you to search for and add on-contract Items. To conduct a search, enter your search criteria in the available **Search Fields** and click **Find It** to have the system return the matching results. Note the **Result Type** field along the bottom of screen. Selecting "Item" in this field will return a list of Items that you can directly copy to your Requisition. Selecting "Document" will return a list of contracts, which you can select to view its specific line items.

Once you've conducted your search, your results will appear below under the heading **Release Results**. If you decide to copy Items to your Requisition from the current screen, once you've indicated the desired quantity, along the bottom of the screen you'll want to select one of the "Save" buttons.

## Vendor Notification Attachments

Release Requisition ADSP015-00254236 - Search Items
Status: 1RI - In Progress

Search Using: widget Find It

Advanced Search

Search Using: ALL of the criteria

Contract/PO # Description  
Item Description widget Vendor Name  
Catalog  
Item Type  
NIGP Class  
NIGP Class Item  
Commodity Code  
Favorites  
Cooperative Purchasing

Result Type: Item Show Orderable Only  
Find It Clear

Release Results

Release  
Search By:

Any Price  
• \$5 - \$10 (2)  
Any Vendor  
• A & A Cottages (2)

New  
Now you can mark items as favorites to save them for future purchases and recurring orders.

Select	Quantity	Minimum Order Quantity	Item Description	Unit Cost	UOM	Vendor Name	Class Class Item	Discount %	Master Blanket #	Direct Release Allowed
<input type="checkbox"/>	0	0	widget	\$6.00	EA - Each	<a href="#">A &amp; A Cottages</a>	553 - MANUFACTURING COMPONENTS AND SUPPLIES 30 - Components, Manufacturing (Stamped, Formed, Welded)	0.00%	<a href="#">ADSP015-085238 / 1</a>	Yes
<input type="checkbox"/>	0	0	PCard widget	\$6.00	EA - Each	<a href="#">A &amp; A Cottages</a>	553 - MANUFACTURING COMPONENTS AND SUPPLIES 30 - Components, Manufacturing (Stamped, Formed, Welded)	0.00%	<a href="#">ADSP015-085928 / 1</a>	Yes

Add to Req & Exit Cancel & Exit

If you selected “Document” as your **Result Type**, you’ll need to select the document you’d like to add Items from before you’ll see a list of items and be able to either select them or indicate a quantity to copy to your Requisition. Once you are done viewing the Items on that contract and have selected either **Save & Exit** or **Cancel & Exit** along the bottom of the screen, you will be returned to your original “Document” search results list. From here, you can conduct another search, or click **Cancel & Exit** along the bottom of the screen to return to the Items tab of your Requisition. This will NOT delete or cancel any Items you have copied to your Requisition.

## Vendor Notification Attachments

Release Requisition ADSP015-00254236 - Search Items Status: 1RI - In Progress

Search Using:

**Advanced Search =**

Search Using: ALL of the criteria

Search Fields:

Contract/PO #  Description

Item Description  Vendor Name

Catalog

Item Type

NIGP Class

NIGP Class Item

Commodity Code  ☒ Cooperative Purchasing ☐

Favorites ☐

Result Type:  ☐ Show Orderable Only

**Release Results**

Search By: << first < prev 1 next > last

Any Price

- Up to \$250 (1)
- \$500 - \$1,000 (1)

Any Vendor

- A & A Cottages (2)

Master Blanket #	Effective Date	Expiration Date	Description	Vendor Name	Department	Direct Release Allowed
ADSP015-085238	03/02/2015	03/31/2017	ASW Contract 030215	A & A Cottages	AGY	Yes
ADSP015-085928	04/21/2015	04/21/2017	PCard Blanket	A & A Cottages	AGY	Yes

<< first < prev 1 next > last

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Once you've added on-contract items to your Requisition and returned to the Items tab, the items you selected will appear. A column labeled **Links** will appear containing links to the contract that the item is associated with, and the detail screen for that item on the contract. It is advised that you review a contract for Narrative Items that may provide you with further instruction before requesting Items off of it, and the links in this column provide you with an opportunity to do so.



Freight field on the item has been removed. Freight must be added as an ITEM on the contract/master blanket PO so it can be selected by the requester.

The NIGP code assigned to freight needs to be **962-86**.

**TIP:** It is recommended that an equal quantity for freight and Items is entered to enable receipt of Items and freight in the same quantity.

Release Requisition ADSP010-00000544 Status: 1RI - In Progress

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

General Vendors Address Accounting Notes

Sort by Column: Print Sequence ☐ Sort Descending

Item #	Links	Print Sequence	Item Description								Total Cost	Reportable	Delete
			Quantity	Minimum Order Quantity	Catalog Price/ Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount			
2	Master Blanket # / Line #: EPS080133-1-A2 / 4 PCard Enabled	2.0	1.0	0.0	Enter Info.	\$0.00	EA - Each	\$0.00		\$0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total											\$0.00		

☒ Pcard is enabled. If you would like to turn off pcard please go to 'General' page to uncheck the 'Pcard Enabled' checkbox. Please save your changes before sorting. Otherwise, your changes will be lost. Please do not search contract po items that have the same NIGP code.

## Vendor Notification Attachments

If you added an on-contract Item that does not have a **Unit Price**, you will see a link labeled **Enter Info** in the **Catalog Price/Unit Cost** field on the Items tab. You must provide the **Unit Cost** for the item. For Items without a unit cost, read the Item Description for additional information about how to order the Item. The pricing may be contained in a Price Sheet attached to the contract, in a separate catalog, or it may require that you contact the vendor to determine the pricing. Generally, it will also be necessary for you to provide more descriptive information about what you are actually intending to request.

Upon selecting the **Enter Info** link, the screen displaying all of the information about the Item will appear. The **Description** field is open to editing to permit you to add more information about what the Item is meant to represent. Any description you provide will appear on the resulting PO in addition to the description of the item as it appears on the contract in ProcureAZ. The **Catalog Price/Unit Cost** field is also open to editing to permit you to enter in the price. An additional field labeled **Price Reference #** also appears on this screen enabling you to document your reference # for the unit cost you enter. Once complete, select the **Save & Exit** button along the bottom of the screen to return to the Items tab.



The number of single line items allowed on requisitions, purchase orders (except Master Blanket POs), and invoices is 25 items. Additionally, the total number of accounting lines on a document is limited to 75 separate accounting strings.

Release Requisition ADSP010-00000544 Status: 100 - In Progress

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

Sort by Column: Print Sequence Sort Descending

Item #	Links	Print Sequence	Quantity	Minimum Order Quantity	Catalog Price/Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost	Reportable	Delete
2	Master Blanket # / Line #: EP5000133-1.A2 / 4 Poard Enabled	2.0	1.0	0.0	0.0	EA - Each	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pharmacy Benefits - Pass Through Model, Mail Order Pricing, Generic, Brand, Specialty. See Attachment for pricing. End user will enter Unit cost.													
Total \$0.00													

1 Poard is enabled. If you would like to turn off poard please go to 'General' page to uncheck the 'Poard Enabled' checkbox. Please save your changes before sorting. Otherwise, your changes will be lost. Please do not search contract items that have the same NIGP code.

Save & Continue Search Items

Print Sequence: 2.0

Master Blanket # / Line #: EP5000133-1.A2 / 4

Master Blanket Line Description: Pharmacy Benefits - Pass Through Model, Mail Order Pricing, Generic, Brand, Specialty. See Attachment for pricing. End user will enter Unit cost.

Description: Pharmacy Benefits - Pass Through Model, Mail Order Pricing, Generic, Brand, Specialty. See Attachment for pricing. End user will enter Unit cost.

Quantity	Catalog Price/Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
1.0	0.00	\$0.00	EA	0.0	0.0	\$0.00

Price Reference #:

NIGP Class: 940 - HEALTH RELATED SERVICES (FOR HUMAN SERVICES SEE CLASS 952)

NIGP Class Item: 72 - Pharmaceutical Services

Commodity Code:

Tax Rate: Tax Amount: \$0.00

Extended Amount: \$0.00

### Reviewing the Vendors Tab

Once you are done adding items to your Requisition, proceed to the Vendors tab. This tab will display the contractor(s) whose contracts you chose items from. You will not need to do anything on this tab.



## Vendor Notification Attachments

Release Requisition ADSP010-00000544 Status: 1RI - In Progress

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

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Vendor Remit-to Address
9000007853		Medimpact Healthcare Systems Inc.	Email	

Save & Continue

### Adding Ship-to and Bill-to Addresses

The next tab to view and select is the Address tab. From the Header-level Address tab, you can apply one ship- to address and one bill-to address to all Items. If you have been assigned default addresses, they will already appear on this tab. If you intend to use your default addresses for all Items on your Requisition, then you do not need to visit this tab.

If you need to change the addresses that will apply to all Items, then you can select from the addresses you have access to in the dropdown boxes within the **Ship-to Address** and **Bill-to Address** columns. If you have access to many addresses, then you will be able to search by selecting an eyeglass icon. After selecting a new address, you will need to first select **Save & Continue**. Then, if you changed the ship-to address, you will need to select **Apply Ship-to to All Items**. If you changed the bill-to address, then you will need to select **Apply Bill- to to All Items**.

Open Market Requisition ADSP010-00000553 Status: 1RI - In Progress

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

Ship-to Address	Bill-to Address
ABA - ABA Central Receiving	ABA - ABA Central Receiving
ABA Central Receiving 100 N 15th Ave. Suite 104 Phoenix, AZ 85007 US Email: test@goperiscope.com Phone: (602)542-5511	ABA Central Receiving 100 N 15th Ave. Suite 104 Phoenix, AZ 85007 US Email: test@goperiscope.com Phone: (602)542-5511

Save & Continue    Apply Ship-to to All Items    Apply Bill-to to All Items

From the Items-level Address tab, you can pick different addresses for each Item on your Requisition. If you need to ship different Items to different addresses, or have vendors send invoices to different addresses for different items, then you will need to use the Items-level Address tab. Upon selecting the Items-level Address tab, you will see each of your Requisition items listed. Within the **Ship-to Address** and **Bill-to Address** columns, you can select different addresses for each Item.

## Vendor Notification Attachments

Open Market Requisition ADSP010-00000553 Status: 1RI - In Progress

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Vendors Address Accounting Notes

Item #	Description	Ship-to Address	Bill-to Address	Select All
1	Replace casters for office chairs	ABA - ABA Central Receiving ABA Central Receiving 100 N 15th Ave. Suite 104 Phoenix, AZ 85007 US Email: test@goperiscope.com Phone: (602)542-5511	ABA - ABA Central Receiving ABA Central Receiving 100 N 15th Ave. Suite 104 Phoenix, AZ 85007 US Email: test@goperiscope.com Phone: (602)542-5511	<input type="checkbox"/>
2	Ethernet cords	ABA - ABA Central Receiving ABA Central Receiving 100 N 15th Ave. Suite 104 Phoenix, AZ 85007 US Email: test@goperiscope.com Phone: (602)542-5511	ABA - ABA Central Receiving ABA Central Receiving 100 N 15th Ave. Suite 104 Phoenix, AZ 85007 US Email: test@goperiscope.com Phone: (602)542-5511	<input type="checkbox"/>

Ship-to Address:  Apply to Selected Apply to All Items Reset Selected to Header

Bill-to Address:  Apply to Selected Apply to All Items Reset Selected to Header

Save & Continue

### Indicating Funding Sources

All State agency Requisitions require that all items be charged to an account code consisting of at least a Budget Fiscal Year and Function or Template, or Fund. You may be assigned default accounting that will automatically populate your new Requisitions, so that if you don't know the appropriate accounting, you will not need to worry about entering it. **However, even if you will not change your default accounting, you will still need to visit the Accounting tab and select "Rebuild for All Items."**

The Header-level Accounting tab allows you to provide the account code(s) that will apply to all Items on your Requisition. If you have default accounting setup, an account code will already appear on this tab when you select it. To add or change accounting, simply click into a field for the account segment you would like to add or change (e.g. Fund, Function or Template.) and type in the proper code. Once you've entered the desired codes, in the two far right fields, enter either the percentage of the total cost of the Requisition to charge this account string, or a dollar amount to charge to this account string.

Open Market Purchase Order 10598 Status: 2RI - In Progress

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

Total Extended Amount = 400.00 Total Amount = 400.00

Series	All	Budget Fiscal Year	Accounting Template	Function	Sub Function	Unit	Sub Unit	Fund	Sub Fund	Appropriation	Object	Sub Object	Dept Object	Task	Sub Task	Program	Phase	Program Project	Activity	Sub Activity	Location	Sub Location	Task Order	Reporting	Sub Reporting	Dept ID	Department	Percent	Dollars
																										100.00	0.00		
																									Total	0.00	0.00		

Event Type: PRDS

Using Save Based on Orders, entered dollar amounts may be adjusted during Rebuild for All Items to ensure proper item accounting.

Save Based on Dollars Save Based on Percentages Rebuild for All Items Reset

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Next, you'll need to save the account string you've entered. If you entered a percent to charge to the account string, select **Save Based on Percentages** button along the bottom of the screen. If you entered a dollar amount to charge to the account string, select **Save Based on Dollars** button along the bottom of the screen.

Once you've got 100% of the Requisition accounted for, you must click **Rebuild for All Items** to have the



## Vendor Notification Attachments

accounting applied to the Requisition. You'll continue to see the red Validation Error along the top of the screen until you do so.

Open Market Purchase Order ADSP015-086598

General | **Accounting** | Vendor | Address | Routing | Attachments(2) | Notes | Change Orders | Reminders | Summary

Total Extended Amount = 400.00 | Unapplied Distribution Amount = 400.00

Quantity	Budget Fiscal Year	Accounting Template	Function	Sub-Function	Unit	Sub Unit	Fund	Sub Fund	App/Unit	Object	Sub Object	Dept Object	Task	Sub Task	Program	Phase	Program Period	Activity	Sub Activity	Location	Sub Location	Task Order	Reporting	Sub Reporting	Order ID	Department	Percent	Dollars
																										100.0	0.00	
																								Total		100.0	0.00	

Event Type: PR05

Save Based on Dollars | Save Based on Percentages | Rebuild for All Items | Reset

If you need to enter different accounting information for each item on the Requisition, proceed to the Items-level Accounting tab. Selecting this tab will display a screen listing each Item on your Requisition. Within the **(Account Distribution) Item Description** column, the percentage of each Item that has been charged to an account string displays. All Items must be 100% accounted for before you are able to submit the Requisition.

To enter accounting information for an Item, select the link in the **Item #** column for that Item. The same screen that appears on the Header-level Accounting tab will display, however the accounting entered here will apply only to the Item selected. The Item description appears directly above the row of account segments.

Open Market Purchase Order ADSP015-086598

General | **Accounting** | Vendor | Address | Routing | Attachments(2) | Notes | Change Orders | Reminders | Summary

Sort by Column: Print Sequence | Sort Descending | Go

Item #	Links	Print Sequence	Receipt Method	Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amount	Tax Rate	Tax Amount	Total Cost	Reportable	Delete All
1	Did # / Bid Item # ADSP015-086598 / 1 Quote # / Quote Item # 00000000 / 1	10	(553 - 30) wholesale	Quantity 50.0	\$0.00	\$0.00	EA - Each	0.00	\$0.00		\$0.00	\$400.00		
2	Did # / Bid Item # ADSP015-086598 / 2 Quote # / Quote Item # 00000000 / 2	20	(553 - 30) shingamabota	Quantity 20.0	\$3.00	\$3.00	EA - Each	0.00	\$0.00		\$0.00	\$60.00		
												Total	\$460.00	

Please save your changes before sorting. Otherwise, your changes will be lost.

Save & Continue | Search Inventory Items | Search Items | Add Item | Cancel & Exit

Object Code will be inferred from the item commodity code if the field is left blank and a Function Code or Accounting Template is used.

Open Market Purchase Order ADSP015-086598

General | **Accounting** | Vendor | Address | Routing | Attachments(2) | Notes | Change Orders | Reminders | Summary

Quantity	Budget Fiscal Year	Accounting Template	Function	Sub-Function	Unit	Sub Unit	Fund	Sub Fund	App/Unit	Object	Sub Object	Dept Object	Task	Sub Task	Program	Phase	Program Period	Activity	Sub Activity	Location	Sub Location	Task Order	Reporting	Sub Reporting	Order ID	Department	Percent	Dollars	
																										0	0.00		
15	2015	RMDADM97	9600	AD4216						AD0000	7112				700000	700000										970000	ADA	100.000000	400.00
																								Total		100.0	400.00		

Event Type: PR05

Save Based on Dollars | Save Based on Percentages | Rebuild for All Items | Reset

**! Please Note:** If you use object code inference, check the Item Accounting Tab to see if the object code inferred on each item.

## Vendor Notification Attachments

### Optional Tabs

Once you've added your items, addresses, and accounting information, you have completed all the required information for a Requisition to be submitted within ProcureAZ. The remaining tabs allow you to input additional information about the Requisition if desired. These tabs include:

- **Routing** – displays the approval path information for the Requisition, but not until the document has been submitted for approval.
- **Attachments** – enables attaching any additional documentation needed for the Requisition.
- **Notes** – enables you to note something about the document that is visible only to users from your agency.
- **Reminders** – enables you to setup an alert for someone from your agency regarding the document.

### Submitting for Approval

Once you have completed each of the necessary tabs and are ready to submit the Requisition for approval, you'll first want to review all of the information you've entered on the Summary tab. If there are any issues with the information you've provided, validation warnings and/or errors will display along the top of the Summary tab. Yellow warnings do not require action on your part, but red errors require that you fix the issue before you are allowed to submit the Requisition for approval.

Once you have corrected any issues and completed your review, clicking the **Submit for Approval** button on the bottom of the Summary tab will trigger approval of the document.

## Vendor Notification Attachments

Upon clicking **Submit for Approval**, the approval path that's been triggered by the document will appear. This displays the users that must approve the document and in what order. Upon clicking **Continue**, the approvers will be notified once it is their turn to approve.

If no approval path is triggered by the document, you can manually add approvers to the document by selecting a user in the **Approver** dropdown and clicking the **Add Approver** button. Once you are ready to notify the approvers, click **Save & Continue**. You will also be given the option to select **Automatic Approval**. Selecting this option automatically approves the document.

Open Market Requisition ADSP010-00000553 Status: 1RI - In Progress

Only one approval path "SPOBDGT" matches the document's criteria.

Approval Path	Description	Dollar Range	Approvers		
			User	Level	Type
SPOBDGT	SPO Approvals	\$0.00-\$99,999,999,999.00	James Scarboro	1	Primary
			Jean Clark	1	Alternate

Please click Continue to continue submitting the document, or click Cancel & Exit to cancel the document submission and go back to the document.

**Continue** **Cancel & Exit**

Open Market Requisition ADSP010-00000553 Status: 1RI - In Progress

No approval path meets the document criteria. Do you want to manually add approvers or mark the document as approved?

☒ Manually add approvers  
☐ Automatic approval

Please select an approver if you want to manually add approvers.

Approver  **Add Approver**

**Save & Continue** **Cancel & Exit**

## Sending a Release Requisition

After an on-contract Requisition (Release) has been approved, if it was a Standard Release, it will route to procurement to send the corresponding PO. If it was a Direct Release, you will be notified upon final approval to send the corresponding PO in "Ready to Send" status. You can access your "Ready to Send" POs from the Homepage by selecting the PO tab, then the "Ready to Send" tab underneath it.

Home - Welcome Back Chris Harris

News(1) Reqs(58) Bids(55) **PO(42)** Approval(19) My Reminders(7) Events(0)  
In Progress(31) **Ready for Approval(0)** **Ready to Send(10)** Returned(0) Change Order(1)

Purchase Order #	Organization	Purchase Order Date	Description	Dept/Loc	Purchaser	Vendor Name	Total
<b>ADSP010-0002053</b>	State Procurement Office	08/03/2010	Solar panels	ABA/ABA	Chris Harris	EnergyPro, Inc.	\$181,944.00

The Summary tab of the PO will initially display. Scroll to the bottom of the screen, where you will see two options to submit your order to the vendor. You can select either "Send Email and Notify Vendor" to send an email to the vendor to notify them that they can login to ProcureAZ to retrieve the PO, or you can also select "Set to Printed Status," and the PO will not be transmitted to the vendor. Once you have made your selection click "Save & Continue". The PO will then be converted to "Sent" status. Your contract ordering is now complete!

## Vendor Notification Attachments

Approval Path:									
Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved	Approved/Disapproved/Cancelled by	Comment View
There are no approval paths found for this Purchase Order.									

Vendor Notification Actions	
Options	<input checked="" type="radio"/> Send Email and Notify Vendor <input type="radio"/> Set to Printed Status
<input type="button" value="Save &amp; Continue"/>	
<input type="button" value="Print"/> <input type="button" value="Print Vendor Copy"/>	

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