



ARIZONA DEPARTMENT OF ADMINISTRATION  
STATE PROCUREMENT OFFICE

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## TECHNICAL BULLETIN No. 021

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TITLE **Vendor Registration**  
REVISION **Number 1**  
DATE **October 1, 2011**

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### I. Authority

A. Applicable Statute

A.R.S. § 41-2512 Delegation of authority by the Director

B. Applicable Code

A.A.C. R2-7-202 Delegation of Procurement Authority to State Governmental Units

A.A.C. R2-7-208 Authorization of Electronic Transactions

### II. Definitions

A. ProcureAZ. The Arizona State Procurement Office web-based e-procurement system that permits access by any organization or individual to view all statewide and agency contracts completed under the Arizona Procurement Code also permits vendors to register to be notified of solicitations so they can participate in the competitive process for new state business and receive Purchase Orders.  
<https://procure.az.gov/bsa>

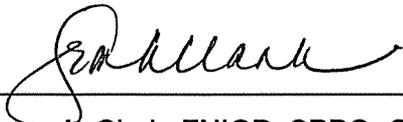
B. Vendor Registration. The process vendors use to register in ProcureAZ to receive notifications about bid opportunities and to be issued Purchase Orders. Vendors are responsible to manage and maintain their Vendor Profile to ensure all information is current.

### III. Policy

A. Vendor Registration. Each vendor is required to register and maintain valid registration information to conduct business with the State of Arizona.  
<http://spo.az.gov/ProcureAZ/Vendors/default.asp>

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This Technical Bulletin is hereby authorized and effective  
this 1<sup>st</sup> day of October, 2011, unless otherwise revised or repealed.



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Jean A. Clark, FNIGP, CPPO, CPPB, C.P.M.  
State Procurement Administrator