09/26/18 - Supplier VILT Session 2 – Q&As

* **Will all users receive the migration email or just the designated administrator?** Just the main administrator will receive the notice. The main administrator was pulled from the list of users in ProcureAZ.
* **Will these training slides be sent to us?** Web-based trainings covering these topics are currently available on the SPO Supplier Training website at https://spo.az.gov/app/supplier/training. Today’s training provided a condensed version of these trainings.
* **For purposes of migrating suppliers, how far back is the State looking to make the decision (what is the criteria to be considered for migration)?** Any supplier with an *active* contract, purchase orders in the last two years, or has participated in a solicitation in the last two years will be migrated.
* **Is registration required to view open solicitations?** No, these can be viewed without an account, however, you must be registered in order to participate.
* **What if we have not received notice of migration?** **We conduct a lot of business with the State through ProcureAZ. Should we expect a migration notice?** Yes, you should have received a notice. If you have not received a migration notice, please reach out to your agency contact or the SPO Help Desk so we can ensure the correspondences go to the correct recipient.
* **I could use a refresher on the standard for commodity codes.** In ProcureAZ, we were using NIGP codes. In the APP, we will be using UNSPSC. This is what the federal government uses for commodity codes. Not all codes are loaded into the system but can be searchable in the APP. You can enter multiple codes if needed.
* **Regarding Tax Information section under Company Info: Do we classify the legal form and upload it in that section or will we upload it to Documents page and match it with the name on the Company Info Page?** If you have legal documents to support the Legal Forms selection, you can upload it on the Documents page.
* **Considering the timing of the migration, will all RFPs slated to open in October aim to near the end of the month or should we anticipate the RFO coming out on the current ProcureAZ site and submitting through APP?** We have been working with agencies to close out all solicitations by close of business 10/5. There is a small number of solicitations that will bleed over and will remain active in ProcureAZ. All other solicitations will be in the APP. If you are participating in a solicitation in ProcureAZ now, it will most likely be closed by 10/5 and the contract will be managed in the APP.
* **Will the system generate and send emails when new solicitations are added that we are invited to?** Yes, you will continue to receive these along with notifications in the APP.
* **Will additional training specific to responding to solicitations be offered in the future?** Yes, we will provide these trainings closer to go live and in the future. In addition, the Submitting an Offer WBT is available on the SPO website: https://spo.az.gov/app/supplier/training.
* **Will we need to start submitting invoices through the site or can we still email them?** These will be based on the agency you are working with. Agencies are not required to use the APP and there may be a learning curve as agencies get familiar with the system. In the meantime, please work with your agency to determine the best route for submitting invoices.
* **Can you upload invoices?** Yes. Please refer to your agency to determine the best practices for submitting invoices.
* **If you need a receipt to create an invoice, where do you get a receipt?** This works in tandem with the receipt notice. Once the agency receives the notice, your delivery notification will turn into a receipt. Once confirmation of the delivery is received, the receipt turns into an invoice.
* **Will all entities utilize the invoicing section?** This is dependent on the agency.
* **Are there hard copy sources to learn more about APP?** There is some information available now on the SPO website and we will be posting more updates soon, including QRGs and FAQs.
* **Is the portal for ADOA/GAO that allows payment search changing?** No, the venpay system and process is not changing and will continue to be handled by GAO.
* **Will invoicing need to be done in the system if agency pays with the procurement card (P-Card)?** Within the APP, we will no longer be able to process P-Card transactions. This process will be changing. We are not doing away with P-Cards, we will be doing away with the ability to capture the transaction in the system. More information will be provided in the future.
* **How can we view the current list of users in ProcureAZ?** A step by step guide is available on ProcureAZ. Follow the steps below to access the QRG:

From ProcureAZ ->Access Resources for Vendors ->Quick Reference Guides ->Step by Step Guide – Profile Maintenance

* **Are all agencies, including ADOT, mandated to use the new system?** No, they are not but most will be using the system. If they are in ProcureAZ, they will most likely carry over to APP.
* **When invoicing, is there an option to upload an invoice without retyping all the information?** You will need to type in the mandatory information but most information will be pre-populated.
* **Can payments to suppliers be tracking in system from agencies?** The State is encouraging suppliers to sign up for direct deposit payments. Please refer to <https://gao.az.gov/afis/vendor-information> for more information about ACH payments
* **How will we be able to create a login ID if you aren’t sent an email?** If you haven’t received an email notice and you try to register and receive an message that your TIN exists, contact the SPO Help Desk to have your log in reset.
* **If you don’t receive a migration email, will you have to register as new?** Yes, you will need to register anew.
* **Will the site change for the cities that are using it too?** Yes, they have been notified that the system is changing and have the option to utilize the APP.
* **So getting POs that process is the same?** Yes, the concept is the same. You will receive the PO via email and log into the system to process it.
* **Will quarterly usage reports be required to be filed for statewide contracts?** Yes, this process will not change – you will just have your orders coming through the new system.
* **If we are already se with ACH payment will it automatically carry over to APP?** Yes, the ACH payments are handled by GAO.