AGENDA

- ADEQ
- SPO/PROCUREAZ
- BUSINESS OPERATIONS TEAM (BOT)
- FINANCE
- ACCOUNTS PAYABLE
- CLOSING
Who We Are

OUR MISSION
To protect and enhance public health and the environment in Arizona.

PRINCIPLES & VALUES
We advocate for Arizona’s environment. We adhere to the highest standards of technical professionalism. We commit to the highest standards of ethical behavior. We are committed to openness, honesty and transparency. We foster relationships built on respect, courtesy and service. We value creativity, innovation and performance. We turn challenges into opportunities. We value our employees and work as a team.

OUR VISION
To lead Arizona and the nation in protecting the environment and improving the quality of life for the people of our state.

ACCELERATE CLEAN-UPS

THE ADEQ WAY
Evaluate everything we do for its impact on the mission.
Hire only those who believe in our way and have a passion for their work.
Train those who cannot, replace those who will not, and promote those who excel.
Never hide a problem – respect others enough to be honest, even if the truth is uncomfortable.
Do not blame, but hold each other accountable.

Involve end users early and often when creating or improving services.
Never stop asking why.
Continuously design and redesign for quality and radical simplicity.
Freely discuss, promptly decide, and totally commit.
Do not fear failure.
## APPROXIMATE SPEND

<table>
<thead>
<tr>
<th>FY</th>
<th>PO</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>2053</td>
<td>57M</td>
</tr>
<tr>
<td>2013</td>
<td>1506</td>
<td>59M</td>
</tr>
<tr>
<td>2014</td>
<td>1271</td>
<td>53M</td>
</tr>
<tr>
<td>2015</td>
<td>1200</td>
<td>52M</td>
</tr>
</tbody>
</table>
Procurement Team

- Staff of Six
- Majority Less than 22 months
- Services
- Contract Management
- Conflicts
- Task Orders
- 40% of Budget Spend
Concerned about deliverables
Dead lines for Purchases no matter the method
Numerous dates
Preparation work cannot be attempted
Work in progress must remain untouched
Between the two systems account system has changed.
TWO SYSTEMS

- ProcureAZ – electronic system used to track all state purchases.

- Arizona Financial Information System (AFIS) – electronic system used to track and pay all state invoices.

- New AFIS / BREAZ
ALL THE GUIDES PRESENTED ON THIS PAGE ARE MEANT TO HELP YOU NAVIGATE MORE EASILY THE SYSTEM.
SPO also provides a number of resources specifically for Vendors associated with the use of the State's eProcurement System, ProcureAZ.

NOTE: In order to insure receipt of e-mail notifications from Procure.AZ.Gov, it may be necessary for vendors to include procureaz.gov on their whitelist or safe-senders list.

Below are a number of resources available to current and prospective contractors regarding the use of the State's eProcurement system, ProcureAZ. (Updated for version 10.0)

- Supported Web Browser
- ProcureAZ Vendor FAQ

Quick Reference Guides
Quick Reference Guides are designed as a high level review of the referenced title.

- Quick Reference Guide – Accessing POs and Change Orders
- Quick Reference Guide – Adding a DBA-Subsidiary
- Quick Reference Guide – Adding a User
- Quick Reference Guide – Profile Maintenance
Step By Step Guides

Step By Step Guides will take you step by step through the entire process of the referenced title.

- **Step-by-Step Guide - Profile Maintenance**
  
  Includes - How to Add and Maintain Addresses, Commodity Codes, Add New Users and Maintain Existing Users, Add a DBA, and Update Terms and Categories.

- **Step-by-Step Guide - Bid Opening Reports and Bid Tabulations**
- **Step-by-Step Guide - Accessing POs and Change Orders**
- **Step-by-Step Guide - Vendor Registration**
- **Step-by-Step Guide - Responding to Solicitations**
- **Step-by-Step Guide - Request for Revision (BAFO)**
Live Vendor Webinars

- The ProcureAZ Help Desk conducts a live vendor webinar about once a month.
- The webinar is focused on responding to bids but also touches on finding purchase orders.
- Registration is announced as a news item in ProcureAZ and on the SPO website (http://spo.az.gov).
- Registration is first-come first-served, but there are at least 50 seats available for each session.
Vendor Registration-Related Changes

• Vendors that have a single DBA name will no longer enter that name as an address line in ProcureAZ
  ➢ The DBA should be typed in the Company field
  ➢ This field will be included on any issued warrants if it is different than the Legal Name
  ➢ Example Warrant Address:
    Vendor Legal Name
    Vendor Company name (if different than legal name)
    Remit Address line 1
    Remit Address line 2
    Remit Address City, State Zip

• Vendor data is being integrated to AFIS at the time it is entered/updated in ProcureAZ rather than waiting until a PO is sent to a Vendor
Address-Related Changes

• AFIS only allows the use of two address lines for each company. Since AFIS only allows two address lines:
  - DBA names should be entered in the Company field.
  - The AFIS 1099 mailing address only includes address line 1, plus City, State, Zip.

  - The General address is used for the 1099 mailing address, so it will be important for the vendor to ensure that this address has their street address on address line 1.

  - Example Warrant Address:
    
    Vendor Legal Name
    General Address line 1
    General City, State Zip
Contact the ProcureAZ Help Desk via Phone

- For assistance with bids/quotes due that day, press 1
- For registration assistance, press 2
- All other assistance, press 3

Contact the ProcureAZ Help Desk via Email

Via Email procure@azdoa.gov

Via Phone 602-542-7600
Vendor Registration will be unavailable between **July 1 through July 7th**.

Existing Vendors will not be able to modify their profile, download bids, respond to a bid, or process a revision during the downtime.

**July 1st through July 7th**
Facilitate the business transactions necessary for the Agency’s divisions to fulfill their mission.

- Purchase Goods or Services
  - Open Market
  - Direct Release
YEAR END CHALLENGES

- Timely receipt of valid invoices
  - Goods and/or Services Received
  - Invoice Must Reference Purchase Order
  - Invoice Amount = Purchase Order Amount
    - If not, then a Change Order
  - Description on Invoice Must Match Purchase Order

- Last Minute Purchases

- Requisitions which initiate the Purchase Order have to be created from new, no duplications.
ADEQ Mission

- To Protect and enhance public health and the environment in Arizona

Accounts Payable Unit Goal

- Fully support and champion ADEQ mission
  - Pay invoices within 30 days
Fiscal Year 16 – July 1, 2015 to June 30, 2016

- Budgets are loaded in the first 3 weeks of July which is the first month of the Fiscal Year
- Purchase Orders for the new fiscal year are created
- Obligations paid
Any agency which purchases or procures goods and services from a nongovernmental entity on account shall pay the account in full:

- within thirty days
- after receipt of goods or services and
- correct notice of amount due in writing to the agency
Accounts Payable Unit Performance Measures

Lead Measure:
- Accounts Payable to Forward all invoices for authorization within 2 business days of receiving the invoice

Lag Measure:
- Pay 100% of invoices within 30 calendar days of receiving
  - Accurate invoice and
  - goods and/or services
What should an invoice include?

- **Company Name**
- **Billing Address**
- **Accounts Payable**
- **Purchase Order Number**
- **Release Number**
- **Remittance Address**
- **Description of Goods/Services**
- **Invoice Number**
- **Pricing, tax, freight, total amount due**

### Example Invoice

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Mfg Part No.</th>
<th>Description</th>
<th>Qty Ordered</th>
<th>Qty Shipped</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>29155149</td>
<td>NPN-FAST-GR2</td>
<td>Analyst 2.00 - GR2 Analyst 2.00 is a Windows Multiple Platforms English Software</td>
<td>7</td>
<td>7</td>
<td>236.00</td>
<td>1,652.00</td>
</tr>
</tbody>
</table>

Total: 1,789.11 USD
# ProcureAZ vendor profile

**SHI International Corp**

**Remittance Address**

<table>
<thead>
<tr>
<th>Remit Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHI International Corp</td>
</tr>
<tr>
<td>P.O. Box 952121</td>
</tr>
<tr>
<td>Dallas, TX 75395-2121</td>
</tr>
<tr>
<td>US</td>
</tr>
<tr>
<td>Email: <a href="mailto:amelia_edmondson@shi.com">amelia_edmondson@shi.com</a></td>
</tr>
<tr>
<td>Phone: (303)723-5256</td>
</tr>
<tr>
<td>Id: 32571</td>
</tr>
<tr>
<td>Alternate Id: 003</td>
</tr>
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</table>

**Wire Information**

- Wells Fargo Bank
- Wire RT# 121000248
- ACH Rt# 021200025
- Account#2000037641964
- SWIFT Code: WFBFIUS6S

For W-9 Form, visit www.shi.com/W9
Attn: Accounts Payable
1110 West Washington Street
Phoenix, AZ 85007

AP Manager: Cindy Petrovich
Tel #: 602-771-1936
Email address: AP@AZDEQ.GOV
Helpful Tools

- Register for ACH
  - https://gao.az.gov/afis/vendor-information

- GAO vendor payment website
Business Re-Engineering AriZona

statewide initiative to transform Arizona’s business processes and replace the State’s current accounting system (AFIS) and a number of agency financial systems

Name remains AFIS – Arizona Financial Information System

Anticipated Go live – July 7, 2015
Changes affecting vendors

- Central warrant distribution
- Address lines reduced to 2 Lines from the current 4 lines

**Currently set up as:**

- Line 1 = Accounts Payable Department
- Line 2 = Attn: John Smith
- Line 3 = 123 N. 4th Street
- Line 4 = Suite 500

**Will be modified to:**

- Line 1 = Attn: John Smith, Accounts Payable Department
- Line 2 = 123 N. 4th Street, Suite 500
Changes affecting vendors

- DBA related changes
  - The new AFIS will have two vendor name fields; “Legal Name” and “Alias/DBA”. This removes the need to utilize an address field to track the DBA name. GAO is supporting this change by ‘relocating’ the DBA information in ProcureAZ.

- For more on address line changes, please visit;
Changes affecting vendors

- ACH temporarily off from June 19th to July 7th
- No payment from July 1 to July 7
- Submit all invoices for which goods and/or services are received as soon as possible
SUNFLOWERS - GROWN WITH BIOSOLIDS