

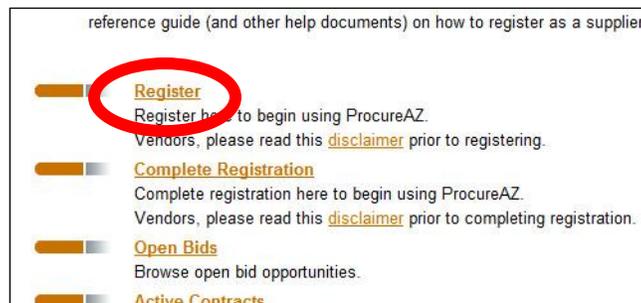
Vendor Registration

In order to receive reimbursements vendors must be registered within the ProcureAZ system.

To find out if your firm is registered, have the business Tax ID of your company on hand and call the ProcureAZ Help Desk at 602-542-7600 and press 3. Tell the Help Desk that you want to check to see if your firm is already in ProcureAZ. Give them the TAX ID of the company, if they find a match the next step is to verify information to receive a reimbursement. Verify:

1. NIGP Class is 963 and NIGP Class Item is 39. (This will ensure that the email address assigned to this Tax ID will not receive solicitation notices. If you want to receive solicitation notices do not change the NIGP Class or Class Item.)
2. Address where the check is to go.
3. The name of the company that should appear on the check.

If the firm is not registered, go to www.procureaz.gov and register by following the directions below.



Providing Company Information

Clicking the **Register** link generates a pop-up window. If the pop-up window doesn't appear please go to your browser settings and 'allow' pop-ups for procure.az.gov.

Tax ID*:	<input type="text" value="000000006"/>
Company Name*:	<input type="text" value="Wile E. Coyote Ente"/>
Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?	
International Vendors, select EIN. <input checked="" type="radio"/> EIN <input type="radio"/> SSN	
Country*:	<input type="text" value="US - United States of America"/>
Email Address*:	<input type="text" value="roadrunner@moveme"/>
<input type="button" value="Submit"/>	

Vendor Registration

In the pop-up window provide your entity's tax identification number and name. If you are a foreign vendor, select the appropriate country of incorporation. Click 'Submit'. ProcureAZ will confirm the uniqueness of your tax ID in the system.

If your tax ID is already present in ProcureAZ, you will see the following system error message:

Federal Tax ID Exists

Federal Tax ID: [REDACTED] already exists in our system. If you believe this is in error, contact us at for registration assistance. Include the Federal Tax ID you are using for registration and contact information. We will contact you via e-mail or phone with access information.

Back

Please call the ProcureAZ Help Desk at (602) 542-7600 and press option 3. When you reach the Help Desk they will help you further. Confirm if there is a "Remit Address" on file. If not, then confirm the "General Mailing Address" listed, because the General Mailing Address is the default address if there is no Remit Address for where the State of Arizona will send the reimbursement.

The Company Name you provide **MUST** match the name your company has on file with the IRS. If it doesn't match, the State of Arizona will not be able to pay you. If you are using your Social Security number your Company Name **MUST** match what is on your Social Security card. The State of Arizona will check the IRS database to make sure the information you enter in ProcureAZ matches what is on file with the IRS and will disable your ProcureAZ account if it doesn't.

If you are certain your entity is not registered and you received the notification your company is already registered, contact the ProcureAZ Help Desk at (602) 542-7600 and press option 3.

If the tax ID is already present in the State's accounting system, a message similar to below may appear at the end of the registration process.

System Error(s)

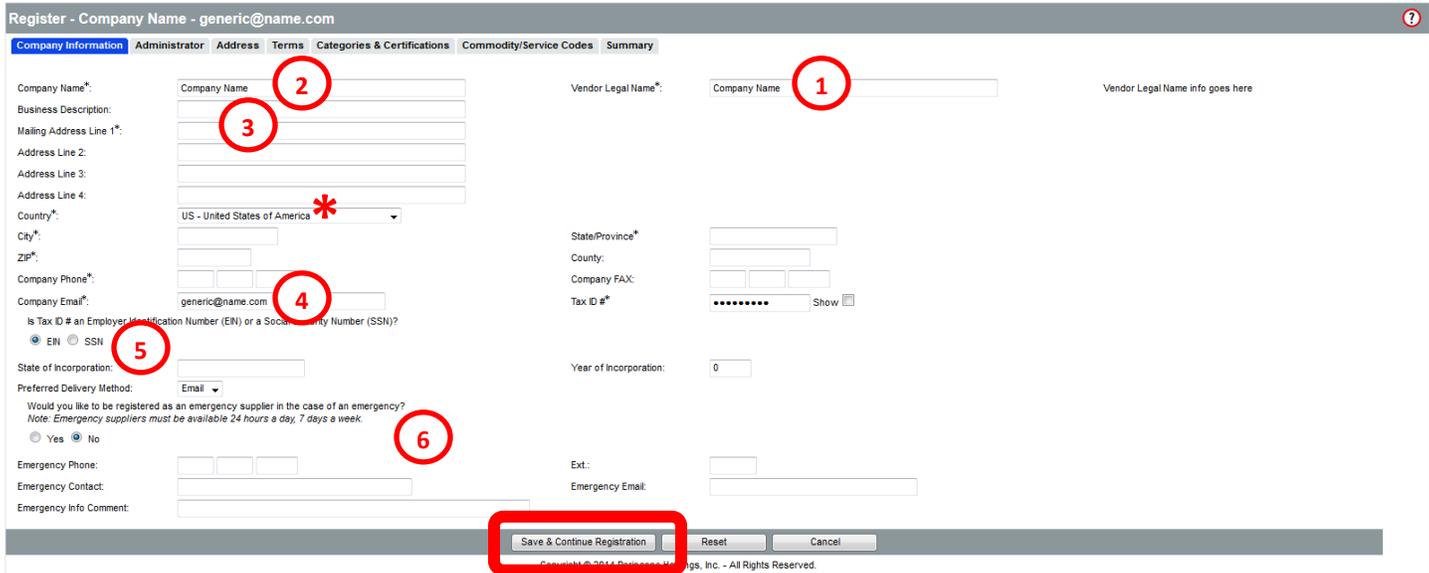
* com.wsc.integrations.common.InterfaceException: OK, TIN/TIN Type are in use by another Headquarters. (A3674), TIN/TIN Type are in use by another Headquarters. (A3674), (A2398), TIN/TIN Type are in use by another Headquarters. (A3674), Contact Country is required. (A3463), Total # Processed 1 :Failed 1 :Succeeded 0 ...

Call the Help Desk at 602-542-7600 and press 3. Usually the error message implies that the Tax ID already has a record in our accounting system, however the message needs to be verified, call the Help Desk.

If the company name is already in ProcureAZ, check to see if there is a "Remit Address" on file, if not, then confirm the "General Mailing Address" listed, this is the default address for where to send the reimbursement.

Vendor Registration

If the Tax ID is new to the ProcureAZ system, a **Register** screen will appear. In the **Company Information** section, supply your company's official address and contact information.



The screenshot shows the 'Register - Company Information' form. The 'Company Information' tab is selected. The form contains the following fields and callouts:

- 1**: Vendor Legal Name* (text input)
- 2**: Company Name* (text input)
- 3**: Mailing Address Line 1* (text input)
- 4**: Company Email* (text input, value: generic@name.com)
- 5**: Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? (radio buttons for EIN and SSN)
- 6**: Would you like to be registered as an emergency supplier in the case of an emergency? (radio buttons for Yes and No)

Other fields include Business Description, Address Lines 2-4, Country* (US - United States of America), City*, State/Province*, County, Company Phone*, Company FAX, Tax ID #*, Year of Incorporation, Preferred Delivery Method, Emergency Phone, Emergency Contact, and Emergency Info Comment. A 'Save & Continue Registration' button is highlighted at the bottom.

The following fields are automatically filled out based on the information you entered in the pop-up window (see numbers above):

1. Vendor Legal Name
2. Company Name
3. Street Address of Company
- * Country
4. Email

You are required to enter information in fields marked by an asterisk (*). The notes below explain what should be entered in the required fields (the numbers below match information to the same numbered fields above):

1. The Vendor Legal Name you provide **MUST** match the name your company has on file with the IRS. If the information doesn't match the State of Arizona will not be able to pay you. If you are using your Social Security number your Company Name **MUST** match what is on your Social Security card.
2. The Company Name can be either your Legal Name or the name you do business under (DBA name). **THE NAME IN THIS FIELD SHOULD MATCH THE COMPANY NAME ON YOUR INVOICES.**
3. Use Mailing Address Line 1 to enter the street address of your company. Enter the name of your company as it will appear on your invoices to the State on Mailing Address Line 2 ONLY if it is different than your company's legal name. If your company name on your invoices is the same as your legal name you only need to complete the street address information along with any building or suite numbers. **Do not use Mailing Line 3 or 4.** Make sure you fill out the City, State, Zip and Company Phone fields as well.

Vendor Registration

4. **The email address entered in the Company Email field is the only one that will receive automatic notifications of bids.**
5. Please make sure you have marked the correct **Tax ID#** type—if this is incorrect it will hold up payments to you from the State.
6. Filling out the information to be an emergency supplier means you are available 24 hours a day, 7 days a week to fill emergency State orders.

When you have completed the required fields (and optional ones you felt were relevant to you) click the **Save & Continue Registration** button at the bottom of the screen. You will automatically be taken to the next registration tab. You may also receive an automated email at this point notifying you of an incomplete registration.

Providing Administrator Information

In the **Administrator** section provide the information for an administrative user from your business. This user will be responsible for managing users, updating contact information and maintaining general business information.



The screenshot shows the 'Administrator' tab of a registration form. The 'Administrative User Information' section contains the following fields, with red circles and numbers 1-10 highlighting specific ones:

- 1: First Name* (Wile E.)
- 2: Last Name* (Coyote)
- 3: Job Title* (President)
- 4: Email* (roadrunner@moveme.com)
- 5: Phone* (602 951 7532)
- 6: Login ID* (roadrunner@moveme.com)
- 7: New Password*
- 8: Confirm Password*
- 9: Login Question* (What is your favorite food?)
- 10: Login Answer* (chicken)

The 'Save & Continue Registration' button is highlighted with a red box at the bottom of the form.

The following fields require information in order for you to move on to the next section and be able to login to a partially completed registration if you need to leave the process in the middle:

1. First Name.
2. Last Name.
3. Job Title.
4. Email (**this email address does not receive automatic notifications of bids unless it is the same email address that is listed in the Company Email field on the General tab**).
5. Phone.

Vendor Registration

6. Login ID – this must be unique in the system and a minimum of 5 characters, so we recommend using your email address.
7. New Password – your password must have a minimum of 6 characters with no spaces or special characters (only letters and numbers are allowed. **This password is temporary.** You will be asked to change it the first time you log in to ProcureAZ.
8. Confirm Password
9. Login Question – you have a choice of four in the drop-down menu.
10. Login Answer

After completing the required fields click **Save & Continue Registration**. You may add more users after you have completed the registration process.

Providing Address Information

The **Address** tab will automatically pull the address information you entered on the **General** tab, name it **General** and give it the **Address Type** of **General Mailing Address**. You can add another address at this time or move on to the **Terms** tab.

If payments must be sent to a different address (Remit Address) from the one used in the **General** tab enter that address now.

To add another address click the **Add Another Address** button (1). To move on click the **Continue Registration** button (2).

Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary				
Maintain Addresses for: Roadrunner Moving and Storage				
Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Wile E. Coyote Roadrunner Moving and Storage 1000 N Canyon Way Phoenix, AZ 86007 US Email: roadrunner@moveme.com Phone: (602)951-7531 FAX: (602)951-7595	Active	Yes
		<input type="button" value="Add Another Address"/> <input type="button" value="Continue Registration"/>		

Vendor Registration

Address Book - Roadrunner Moving and Storage

Enter a New Address

Address Type: Remit Address **1**

Name this Address*: Remit Address **2**

Contact Name*: Laurene Tudball **3**

Address Line 1*: Roadrunner Moving & Storage **4**

Address Line 2: PO Box 56002

Address Line 3:

Address Line 4:

Country*: US - United States of America **6**

City*: Mesa **7** State/Province*: AZ **8**

ZIP*: 85201 **9** County:

Phone*: 480 820 9999 Ext:

Toll Free: Mobile:

Fax: 480 820 6879 Email*: mrstudball@moveme.com **11**

Status: Active **12** Web Address:

13 Default address for this address type (Begin with http:// or https://)

Save & Add Another Save & Continue Registration Reset Cancel & Continue Registration

Add information to the following fields:

1. Address Type – if you need to add a specific **Remit Address** make sure you select that **Address Type** in the drop-down menu.
2. Name this Address – name the address so it is easier for you to identify at a later date if you need to edit it (**required**).
3. Contact Name – person to contact if there is a problem with the address (**required**).
4. Address Line 1 – if the company name on invoices sent to the State will be different than the **Vendor Legal Name** listed previously on the **General** tab put that name here. If the company name on invoices sent to the State will be the same as the **Vendor Legal Name** listed previously on the **General** tab enter your street address or PO Box number here (**required**).
5. Address Lines 2 through 4 – use as needed.
6. Country – defaults to the country selected on the **General** tab; to change it use the drop-down menu (**required**).
7. City (**required**).
8. State/Province (**required**).

Vendor Registration

9. Zip (**required**).
10. Phone – phone number of the person listed in the **Contact Name** field (**required**).
11. Email – email address of the person listed in the **Contact Name** field (**required**).
12. Status – defaults to **Active**; in the future if you want to remove this address from use you will use the drop-down menu to select **Inactive** or **Deleted**.
13. Default address for this type – check this box to make the address the default for its type. Checking this box for a **Remit Address** will make it appear automatically on a purchase order for your business (helping the payment come to you faster).

When you are finished entering information for this address click the **Save & Add Another** button if you want to enter another address or the **Save & Continue Registration** button and then the **Continue Registration** button on the **Address** tab if you want to move on to the next step in the registration process.

Selecting Your Terms

The State cannot send your business a purchase order unless you have selected **Payment Terms** from the drop-down menu on the **Terms** tab. If your business does not have specific payment terms the State standard is **Net 30**. This option is found at the bottom of the choices in the drop-down menu. When responding to a Bid you can choose to use your default payment terms or select different ones in your quote.



Register - Roadrunner Moving and Storage - roadrunner@moveme.com

Company Information Administrator Address **Terms** Categories & Certifications Commodity/Service Codes Summary

Payment Terms: Net 30

Freight Terms:

Shipping Method:

Shipping Terms:

Save & Continue Registration Continue Registration

The remaining fields on this tab are optional. When finished click **Save & Continue Registration**.

Vendor Registration

Selecting Your Categories and Certifications

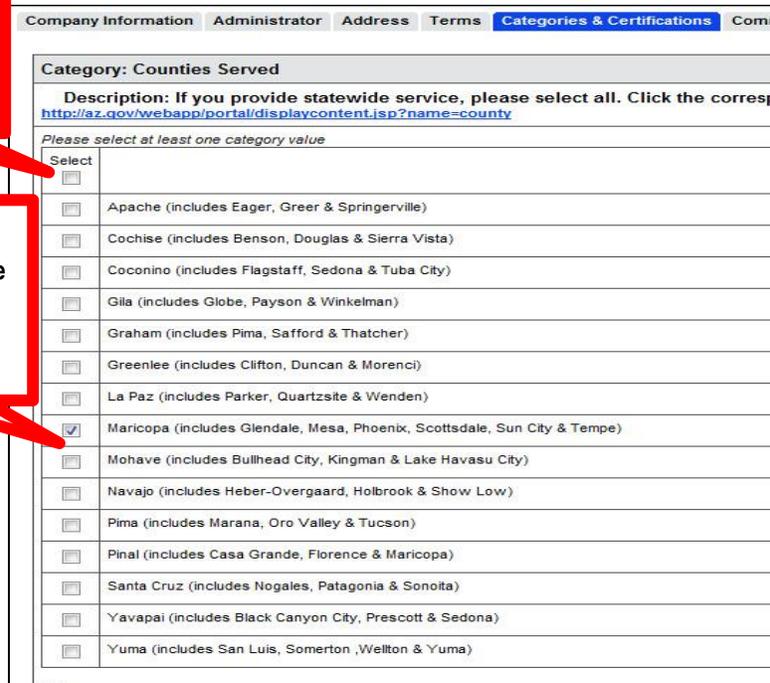
The State cannot send your business a purchase order if this tab is not completed. You are responsible for ensuring that the certifications selected are accurate. The link in the description of each category will provide definitions to help you choose the correct value.

Counties Served

You may select more than one county, but you **must select at least one**. If you want to indicate you provide goods or services statewide click the top checkbox:

Click this box to indicate you provide goods or services statewide.

You must select at least one county or the State will not be able to send you a purchase order.



Category: Counties Served	
Description: If you provide statewide service, please select all. Click the corresponding link: http://az.gov/webapp/portal/displaycontent.jsp?name=county	
Please select at least one category value	
Select	
<input type="checkbox"/>	
<input type="checkbox"/>	Apache (includes Eager, Greer & Springerville)
<input type="checkbox"/>	Cochise (includes Benson, Douglas & Sierra Vista)
<input type="checkbox"/>	Coconino (includes Flagstaff, Sedona & Tuba City)
<input type="checkbox"/>	Gila (includes Globe, Payson & Winkelman)
<input type="checkbox"/>	Graham (includes Pima, Safford & Thatcher)
<input type="checkbox"/>	Greenlee (includes Clifton, Duncan & Morenci)
<input type="checkbox"/>	La Paz (includes Parker, Quartzsite & Wenden)
<input checked="" type="checkbox"/>	Maricopa (includes Glendale, Mesa, Phoenix, Scottsdale, Sun City & Tempe)
<input type="checkbox"/>	Mohave (includes Bullhead City, Kingman & Lake Havasu City)
<input type="checkbox"/>	Navajo (includes Heber-Overgaard, Holbrook & Show Low)
<input type="checkbox"/>	Pima (includes Marana, Oro Valley & Tucson)
<input type="checkbox"/>	Pinal (includes Casa Grande, Florence & Maricopa)
<input type="checkbox"/>	Santa Cruz (includes Nogales, Patagonia & Sonoita)
<input type="checkbox"/>	Yavapai (includes Black Canyon City, Prescott & Sedona)
<input type="checkbox"/>	Yuma (includes San Luis, Somerton, Wellton & Yuma)

Business Indicator

If you don't know if you qualify as a small business in Arizona, the link in the **Description** will take you to the definition in Arizona's Revised Statutes.

Vendor Registration

Category: Business Indicator	
Description: If you need more information about the definition of Small Business, click the corresponding link. http://www.azcommerce.com/BusAsst/SmallBiz/To+be+certified.htm	
Please select exactly one category value	
Select	
<input type="checkbox"/>	Non-Small, Non-Minority or Non-Woman Owned Business or Individual, Non-Business
<input type="checkbox"/>	Small Business
<input type="checkbox"/>	Owned Business - Other Minority
<input type="checkbox"/>	Woman-Owned Business
<input type="checkbox"/>	Minority Owned Business - African American
<input type="checkbox"/>	Small Business - Other Minority
<input type="checkbox"/>	Small, Woman Owned Business
<input type="checkbox"/>	Woman-Owned Business - Other Minority
<input type="checkbox"/>	Small, Woman Owned Business - Other Minority
<input type="checkbox"/>	Minority Owned Business - Native American
<input type="checkbox"/>	Woman-Owned Business - African-American
<input type="checkbox"/>	Woman-Owned Business - Asian
<input type="checkbox"/>	Woman-Owned Business - Hispanic
<input type="checkbox"/>	Woman-Owned Business - Native American
<input type="checkbox"/>	Small Business - African-American
<input type="checkbox"/>	Small Business - Asian
<input type="checkbox"/>	Small Business - Hispanic
<input type="checkbox"/>	Small Business - Native American
<input type="checkbox"/>	Small, Woman Owned Business - African-American
<input type="checkbox"/>	Small, Woman Owned Business - Asian
<input type="checkbox"/>	Small, Woman Owned Business - Hispanic
<input type="checkbox"/>	Minority Owned Business - Asian
<input type="checkbox"/>	Small, Woman Owned Business - Native American
<input type="checkbox"/>	Minority Owned Business - Hispanic
<input type="checkbox"/>	Non-Profit, IRC 501(c)
<input type="checkbox"/>	Government Agency

If you are registering as an individual, or to receive reimbursement for travel or to participate in Department of Education AIMS or mentoring programs select this category.

Each category has a link in the Description to help you with definitions (the link pictured has been replaced by <http://www.azleg.gov/ars/41/01001.htm>).

Vendor Registration

Entity Type

Select the **ONE** category that matches what you have on file with the IRS. **DO NOT SELECT STATE OF ARIZONA EMPLOYEE.** State of Arizona employees are paid through HRIS. If you are registering using your own Social Security Number and you are unsure what to select, click on the last checkbox in the list (**Individual/Sole Proprietorship** etc.).

Category: Entity Type	
Please select exactly one category value	
Select	
<input checked="" type="checkbox"/>	State of Arizona employee
<input type="checkbox"/>	The US or any of its political subdivisions or instrumentalities
<input type="checkbox"/>	A state, a possession of the US, or any of their political subdivisions or instrumentalities
<input type="checkbox"/>	Corporation, LLC, or PLLC NOT providing health care, medical or legal services
<input type="checkbox"/>	Partnership, LLP or Partnership organized as LLC or PLLC
<input type="checkbox"/>	Other: Tax Exempt Entity (Describe in Notes section)
<input type="checkbox"/>	Corporation, LLC or PLLC providing health care, medical or legal services
<input type="checkbox"/>	Tax Reportable Entity (Describe in Notes section)
<input type="checkbox"/>	An international organization or any of its agencies/instrumentalities
<input checked="" type="checkbox"/>	Individual/Sole Proprietorship or Sole Proprietor organized as LLC, PLLC
Notes:	

If you are registering using your own Social Security Number, click on the last checkbox (Individual/Sole Proprietorship etc.).

Category: Veteran-Owned Business	
Description: Means the business is at least fifty-one percent owned by one or more veterans or, if publicly held, at least fifty-one percent of the stock is owned by one or more veterans; and the management and daily operations are controlled by one or more veterans who own the business; and the home office of the business is located in Arizona and is not a branch or subsidiary of a foreign corporation, firm or other business. Indicate if business is veteran-owned	
Please select at most one category value	
Select	
<input type="checkbox"/>	Veteran-Owned Business
Notes:	

Veteran-Owned Business

If you do not qualify as a **Veteran-Owned Business**, leave the check box blank (the definition is in the **Description** field).

Vendor Registration

Tax ID Certification

Click the checkbox to certify the Employer Identification Number (EIN) or Social Security Number (SSN) you entered in the first pop-up window is correct (this checkbox takes the place of a physical signature).

Category: Tax ID Certification	
Description: A person or entity (in this case, the State of Arizona) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. You must certify that the TIN you are providing is correct.	
Please select exactly one category value	
Select	
<input checked="" type="checkbox"/>	Under Penalties of perjury, I certify that the number shown on this form is my correct taxpayer identification number.
Notes:	
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Click on this box to certify the Taxpayer ID number (EIN or SSN) you entered in the first pop-up screen is correct.</p> </div>	
Category: Backup Withholding Certification	
Description: What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called backup withholding. The 28% rate is effective until December 31, 2010, and the new rate is to be distributed by the IRS thereafter. Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, reportable gross proceeds paid to attorneys, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding. For more information, go to www.irs.gov	
Please select exactly one category value	
Select	
<input type="checkbox"/>	Under Penalties of perjury, I certify that I am not subject to backup withholding because I am exempt from backup withholding.
<input checked="" type="checkbox"/>	Under Penalties of perjury, I certify that I am not subject to backup withholding because I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends.
<input type="checkbox"/>	Under Penalties of perjury, I certify that I am
Notes:	
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>You are certifying the choice you make is correct, so most registrants select the second option "...I certify that I am not subject to backup withholding because I have not been notified by the IRS that I am subject...."</p> </div>	

Backup Withholding Certification

If you are subject to backup withholding you must indicate so here. Most registrants select the middle option: "Under penalties of perjury, I certify that I am not subject to backup withholding because I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends."

Citizenship Certification

Select the box certifying you are a US citizen or resident alien, or select the box certifying you are registering for a foreign-based business.

Category: Citizenship Certification	
Description: For federal tax purposes, you are considered a U.S. person if you are: 1) An individual who is a U.S. citizen or U.S. resident alien, 2) A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, 3) An estate (other than a foreign estate), or 4) A domestic trust (as defined in IRS Regulations section 301.7701-7).	
Please select exactly one category value	
Select	
<input type="checkbox"/>	Under Penalties of perjury, I certify that I am a U.S. person (including U.S. resident alien).
<input checked="" type="checkbox"/>	Under Penalties of perjury, I certify that I am registering on behalf of a foreign-based entity and therefore do not require U.S. person or resident alien status.
Notes:	
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Select this option if you are a US based business, US citizen or resident alien.</p> </div>	
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Select this option if you are registering a non-US based business.</p> </div>	
<div style="display: flex; justify-content: space-around;"> Save & Add Certification Save & Continue Registration Continue Registration </div>	

After you've completed all the category selections and have reached the bottom of the screen, click the **Save & Continue Registration** button.

Vendor Registration

Registering for Commodity Codes (NIGP Codes)

The last step in the registration process is to select the commodity and services that your business provides. This will help ensure that you receive notifications about Bid opportunities for those commodities and services (**notifications will be sent to the email address listed in the Company Information tab only**).

Selecting commodity codes is not an exact process—multiple codes may apply to the goods and services your business provides, and different purchasing officers may choose different commodity codes for the same goods and services. Therefore, add as many commodity codes to your registration as you think remotely apply to your business.

For Vendors registering for **reimbursement** programs who are **not wanting** to receive bid notifications by email, **select 963 in NIGP Class and 39 in NIGP Class Item**.

Add commodity codes by using the **Keyword Search** field and selecting codes that apply from the results that display below the **NIGP Code Browse** bar.

Company Information Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

Search

NIGP Class

NIGP Class Item

NIGP Keyword **1**

Search using

1 Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

NIGP Code Browse **2**

3 1-61 of 61
1 2 3

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	760-90	Shovels, Power; and Excavating Machines, Telescoping and Hinged Boom Type, Crawler or Tractor Mounted
<input checked="" type="checkbox"/>	850-62	Pads, Furniture, Protective and Moving
<input type="checkbox"/>	909-34	Conveying Systems: Elevators, Lifts, etc.
<input type="checkbox"/>	910-20	Escalator and Moving Walkway, Installation, Maintenance and Repair
<input type="checkbox"/>	918-39	Elevator/Escalator/Moving Walks Consulting Services
<input checked="" type="checkbox"/>	918-80	Moving/Relocation Consulting Service
<input type="checkbox"/>	929-35	Earth Handling, Grading, Moving, and Packing Equipment Maintenance and Repair
<input checked="" type="checkbox"/>	962-56	Moving Services
<input checked="" type="checkbox"/>	962-57	Moving: House, Portable Building, etc.
<input type="checkbox"/>	975-34	Earth Moving Equipment (Graders, Dozers, Loaders, etc.) Rental or Lease
<input type="checkbox"/>	998-39	Escalators, Elevators, and Moving Walks, Sale of Surplus and Obsolete Items

51-61 of 61
1 2 3

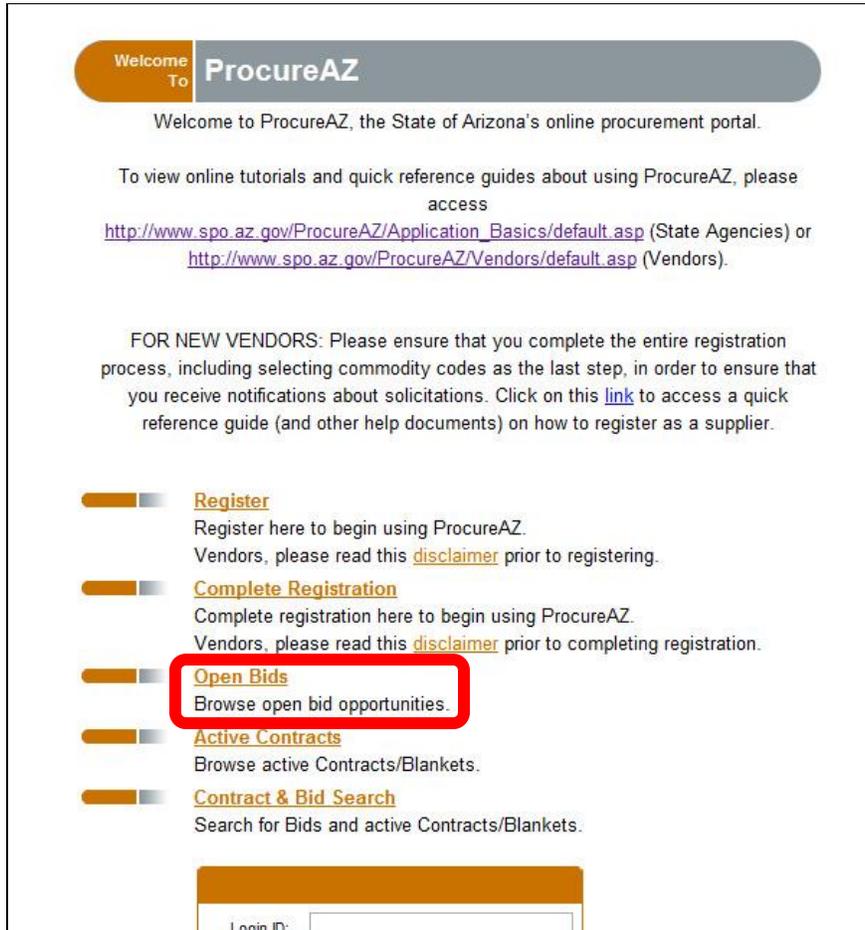
4

1. Type a keyword into the **NIGP Keyword** field and click the **Search** button. The search results will display below the gray bar. You may need to scroll down to see them.

Vendor Registration

2. To select a commodity code, click on the checkbox next to it.
3. If there are multiple pages of results, you need to select all the codes you want on the page in front of you, then click the **Save and Add More** button at the bottom of the screen (*). You will be taken back to the original search screen but your keyword will be saved in the **NIGP Keyword** field. Click the **Search** button again, and then click on the page number you want to view next and select more commodity codes from that page. Again, click the **Save and Add More** button (*) if there are more pages to review and repeat your search.
4. When you are finished adding commodity codes to your registration click the **Save and Continue Registration** button at the bottom of the screen to move on to the last registration tab. You can add and remove codes at any time after your registration is complete.

Since there is no guarantee a purchasing officer will choose one of the commodity codes linked to your vendor profile when publishing a bid, check the Open Bids link at <http://procure.az.gov> every so often to make sure you are not missing an opportunity.



The screenshot shows the ProcureAZ website home page. At the top, it says "Welcome To ProcureAZ". Below that, it says "Welcome to ProcureAZ, the State of Arizona's online procurement portal." There are two links provided: http://www.spo.az.gov/ProcureAZ/Application_Basics/default.asp (State Agencies) or <http://www.spo.az.gov/ProcureAZ/Vendors/default.asp> (Vendors). A section for "FOR NEW VENDORS" includes a link to a quick reference guide. A list of navigation links is shown, with "Open Bids" highlighted by a red box. The "Open Bids" link is described as "Browse open bid opportunities." Other links include "Register", "Complete Registration", "Active Contracts", and "Contract & Bid Search". At the bottom, there is a "Login ID:" field.

Vendor Registration

Completing Your Registration

The **Summary** tab provides one screen for you to view all the data you have entered during the registration process. Review the information and then click the **Complete Registration** button at the bottom of the screen to complete the process.

Company Information					
Vendor ID:	00000190	Alternate ID:	Company Name:	Roadrunner Moving and Storage	
Status:	Active	Status Change Reason:	Tax ID#:	00000006	
Tax ID Type:	EN	Incorporation Details - State:	Year of Incorporation:	0	
Business Description:		Preferred Delivery Method:	Email:	Vendor Email: roadrunner@moveme.com	
Emergency supplier:	No				
Emergency Phone:					
Emergency Contact:					
Emergency Email:					
Emergency Info Comment:					

Users Information					
Login ID	First Name	Last Name	Status	Role	
roadrunner@moveme.com	Wile E.	Coyote	Active	Seller	Seller Administrator

Address Information					
Name	Address Type	Address Information	Status	Default for Type	
General	General Mailing Address	Wile E. Coyote Roadrunner Moving and Storage 1000 N Canyon Way Phoenix, AZ 85007 US Email: roadrunner@moveme.com Phone: (602)951-7531 FAX: (602)951-7595	Active	Yes	
Rent Address	Rent Address	Laurence Tufnal Roadrunner Moving & Storage PO Box 59002 West, AZ 85001 US Email: mtufnal@moveme.com Phone: (480)825-9999 FAX: (480)825-6879	Active	Yes	

Commodity Codes and Services Information			
Code	Description	Date Added	
856-62	Pads, Furniture, Protective and Moving	07/05/2012	
918-80	Moving/Relocation Consulting Service	07/05/2012	
962-56	Moving Services	07/05/2012	
962-67	Moving House, Portable Building, etc.	07/05/2012	

and therefore do not require U.S. person or reside

Complete Registration

You have now completed the self-registration process in ProcureAZ. The email you provided on the **Company Information** tab will receive a confirmation email. If an error message pops up, refer to page two of this guide and call the Help Desk.

Additional Information

For assistance with your registration contact the ProcureAZ Help Desk at 602-542-7600 (option 3) or email procure@azdoa.gov.

For more information on how to use ProcureAZ go to <https://spo.az.gov/contractor-resources/procureaz-resources-for-vendors> and view the Quick Reference Guides and recorded webinar.