

Extracting a Vendor List

Basic Purchasers and Department Access Requisitioners in Procure.AZ have the ability to search for vendors based on a wide range of criteria. After searching, you can send selected vendors a bulk email, including notifications of solicitations processed outside of Procure.AZ. Once found, vendor records can also be copied and pasted into an Excel spreadsheet for use outside of Procure.AZ.

Searching for Vendors

Once logged in, hover over the **Vendors** dropdown in the Navigation bar and click "Search."



The **Vendor Search** screen will display allowing you to enter in your search criteria. Use the NIGP Class, Class Item and Keyword search fields to find vendors that offer certain commodities for a solicitation. You can also search for vendors using other criteria, including Business Indicator.

Vendor Search

Search Using: ALL of the criteria

Search Fields:

Vendor ID	<input type="text"/>	Vendor Name	<input type="text"/>
Vendor Tax ID	<input type="text"/>	Alternate ID	<input type="text"/>
Vendor Keyword	<input type="text"/>		
ZIP Code	<input type="text"/>	County	<input type="text"/>
State	<input type="text"/>		
<input type="checkbox"/> Emergency Suppliers		<input type="checkbox"/> Reference Vendor	
Status	<input type="text" value="Active"/>		
NIGP Class	<input type="text" value="615 - OFFICE SUPPLIES, GENERAL"/>		
NIGP Class Item	<input type="text"/>		
NIGP Keyword	<input type="text"/>		
Counties Served	<input type="text" value="Apache (includes Eager, Greer & Springerville)"/>		
Business Indicator	<input type="text" value="Non-Small, Non-Minority or Non-Woman Owned Business or Individual, Non-Business"/>		
Entity Type	<input type="text" value="State of Arizona Employee"/>		
Tax ID Certification	<input type="text" value="Under Penalties of perjury, I certify that the number shown on this form is my correct taxpayer identification number."/>		
Backup Withholding Certification	<input type="text" value="Under Penalties of perjury, I certify that I am not subject to backup withholding because I am exempt from backup withho..."/>		
Citizenship Certification	<input type="text" value="Under Penalties of perjury, I certify that I am a U.S. person (including U.S. resident alien)."/>		

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 10

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Once you've entered the desired criteria, click "Find It" and the list of vendors matching your search criteria will appear below.

Sending a Bulk Email

All vendors that return as a result of your search will be initially selected for sending a bulk email notification. De-select any vendors that you would like to exclude from the bulk email and then click the "Send Bulk Mail" along the bottom of the screen.

NOTE: All vendors that return as a result of your search will be selected, even if there are more than 25 and they do not appear on this screen. See the **Total Selected** number to know the total number of vendors that were returned.

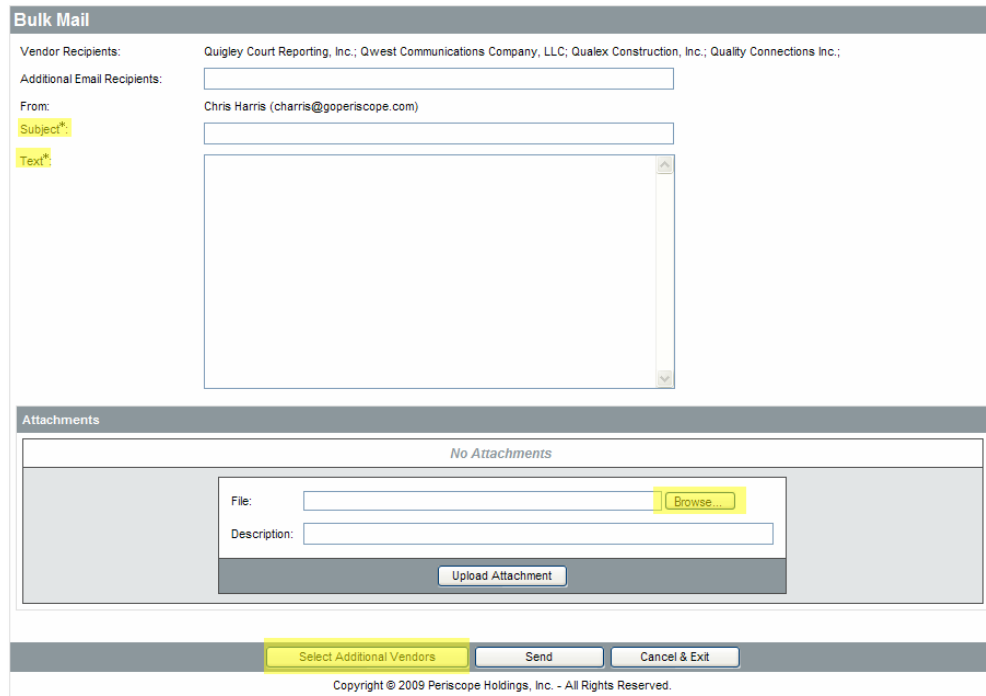
Results											Total Selected: 4
Select	Vendor ID	Vendor Name	Last PO Date	Last Bid Date	Address	City	State	Contact Name	Phone	Reference Vendor	Status
<input checked="" type="checkbox"/>	9000012961	Qualex Construction, Inc.			P.O. Box 697	Tonopah	AZ	Brian Beeter	(623) 386-9110	No	Active
<input checked="" type="checkbox"/>	9000004940	Quality Connections Inc.			3920 E Huntington Dr.	Flagstaff	AZ	Melissa	(928) 773-8787	No	Active
<input checked="" type="checkbox"/>	9000009692	Quigley Court Reporting, Inc.			357 N. 4th Avenue	Phoenix	AZ	Dianne Quigley	(602) 254-9116	No	Active
<input checked="" type="checkbox"/>	9000003275	Qwest Communications Company, LLC			20 E Thomas Rd 17th Floor	Phoenix	AZ	Kim Marona	(602) 512-2527	No	Active

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Upon selecting "Send Bulk Mail" the **Bulk Mail** screen will display allowing you to configure the email that is sent. From here you can add additional recipients, enter the "Subject" and "Text" of the email, add attachments to the email, as well as conduct another search to add additional vendors to the recipients list. Add your email in the "Additional Email Recipients" field to receive a copy of the email and confirm its delivery.

NOTE: It is recommended that the information entered in the "Text" field be kept to a minimum. Emails using this method do not support formatting. Therefore, it is recommended that you use the Text field to direct vendors to attachments that contain more information or direction.

Extracting a Vendor List



Bulk Mail

Vendor Recipients: Quigley Court Reporting, Inc.; Qwest Communications Company, LLC; Qualex Construction, Inc.; Quality Connections Inc.;

Additional Email Recipients:

From: Chris Harris (charris@goperiscope.com)

Subject*:

Text*:

Attachments

No Attachments

File:

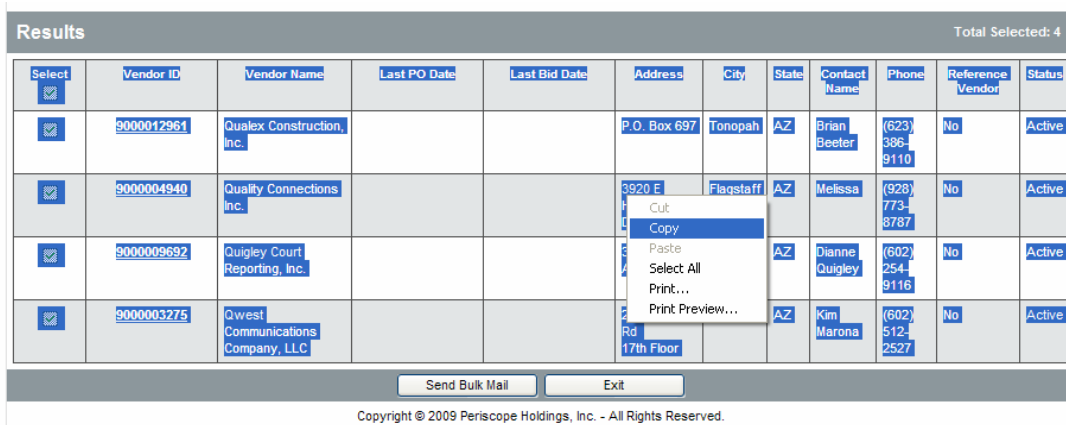
Description:

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Once you're ready to send the email, click "Send."

Adding a List of Vendors to a Spreadsheet

If you'd like to just pull a list of vendors from Procure.AZ without sending a bulk email, use the same steps above to conduct a vendor search via the **Vendors** dropdown in the Navigation bar. Once your search results have returned, drag your and highlight the vendors you'd like to pull, right-click and select **Copy**.



Results Total Selected: 4

Select	Vendor ID	Vendor Name	Last PO Date	Last Bid Date	Address	City	State	Contact Name	Phone	Reference Vendor	Status
<input checked="" type="checkbox"/>	9000012961	Qualex Construction inc.			P.O. Box 697	Tonopah	AZ	Brian Deeter	(623) 386-9110	No	Active
<input checked="" type="checkbox"/>	9000004940	Quality Connections inc.			3920 E	Flagstaff	AZ	Melissa	(928) 773-8767	No	Active
<input checked="" type="checkbox"/>	9000009692	Quigley Court Reporting, Inc.					AZ	Dianne Quigley	(602) 254-9116	No	Active
<input checked="" type="checkbox"/>	9000003275	Qwest Communications Company, LLC					AZ	Kim Marona	(602) 512-2527	No	Active

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Next, open an Excel spreadsheet and make sure the top left cell is highlighted. Right-click and select **Paste**. The list of vendors, including their address and contact information will be pasted into the spreadsheet.

NOTE: If multiple pages of vendors returned from your search, you'll need to repeat this process on each page.