

Update to Vendor Letter dated June 24, 2016

Required Vendor activation:

The initial correspondence had an incorrect URL. The following is the correct URL.

Correct URL

<https://azdom-vss.hostams.com/webapp/PRDVSS1X1/AltSelfService>

Incorrect URL

<https://azdom.hostams.com/webapp/PRDVSS1X1/AltSelfService>

Sorry for the inconvenience.



Maricopa County

Office of Assistant County Manager and Department of Finance

VENDOR NAME
ADDRESS
ADDRESS

June 24, 2016

RE: Required Vendor activation available on/after July 6, 2016

Dear Maricopa County Vendor,

Maricopa County is implementing a new Advantage Enterprise Resource Planning System which, in part, includes procurement and financial system modules. Vendors will have the ability to self-maintain their business information on-line. The system is anticipated to "go-live" on July 6, 2016. Vendor information has been mapped from the "old" system to the "new" system and Vendors have been assigned a new Vendor Number.

If you have received this communication, please activate your Vendor account to review and modify business information, and to submit invoices for commodity based contracts. Vendor activation will not be available until July 6, 2016.

All Vendors should activate their Vendor account as soon as possible even if they do not have pending payments. Upon activation, all Vendors must confirm that the information is correct and if not correct update the addresses, telephone, email, Electronic Fund Transfer (EFT) banking information, commodity, etc., as appropriate. All Vendors are encouraged to receive payment by EFT instead of a physical check as this reduces delivery mail time.

The following are general procedures to activate Vendor accounts:

- Go to <https://azdom.hostams.com/webapp/PRDVSS1X1/AltSelfService>
- Vendor temporary passwords are the current Vendor Number (this is not your TIN). Upon activation, a new password will be required.

Additional information regarding the following topics is provided below:

- **Contract Solicitation:** Maricopa County will continue to use BidSync for contract solicitations. Additional information regarding BidSync is located at the following location:
<http://www.maricopa.gov/procurement/registration.aspx>
- **Vendor Self Service:** Maricopa County will be using the CGI Advantage 3.10 financial system which "houses" Vendor information. Additional information regarding Vendor Registration Guidelines is located at the following location:
<https://azdom.hostams.com/webapp/PRDVSS1X1/AltSelfService>

If you have additional questions for vendor registration, please call Department of Finance at 602-506-3561. If you have additional questions for Office of Procurement Services, please call 602-506-3967.

Thank you