



**Arizona Department of Environmental Quality
Vendor Outreach Event
Business & Financial Services
Accounts Payable**

November 17, 2014



ADEQ Mission

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

ADEQ Goal

- Pay invoices within 30 days

- Fiscal Year 15 started from July 1, 2014, and will end on June 30, 2015
- Budgets are loaded in the first 3 weeks of July which is the first month of the Fiscal Year
- After Budgets are loaded, Purchase Orders for the new fiscal year are created
- 13th Period
 - Are about 30 days after the close of the Fiscal Year
- Invoices need to be sent to Attn: Accounts Payable in a timely manner

- 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

Value Stream Mapping

Financial Services Task	Customer	Customer Value	Problems
Pay ADEQ Bills and Expenses (Accounts Payable)	ADEQ Vendor	Speed and Accuracy	Invoices not being approved in a timely manner by authorized staff from the section that requested the purchase

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
 - Invoice and
 - goods and/or services

QUESTIONS?



What should an invoice include?



Fed. Reg. ID: 22-3009648
290 D...son Ave.
Somers, NJ 08873
Phone: 88-235-3871
05-9669

Please remit payment to:
SHI International Corp
P.O. Box 952121
Dallas, TX 75395-2121
Wire information: Wells Fargo Bank
Wire Rtr# 121000248
ACH Rtr# 021200025
Account#2000037641964
SWIFT Code: WFBUS63
For W-9 Form, www.shi.com/W9

Finance charge of 1.5% per month will be charged on past due accounts - 18%/yr.
All returns require an RMA# supplied by your SHI Sales

Company Name

Remittance Address

Purchase Order Number

Bill To AZ Department of Environmental
1110 W. Washington Street
Phoenix, AZ 85007
United States

Environmental Quality
ton Street
United States
ADSP011-007500:2645/All Licens

Ship Date	Ship person	Purchase Order	Ship Via	FOB	Terms	
8/4/2014	Ame akubczyk	ADSP011-007500:2645	FEDEX GROUND	FOB DEST	NET 30	
Item No.	Mfg Part No.	Description	Qty Ordered	Qty Shipped	Unit Price	Extended Price
29155149	NPN-FAST-GR2	Analyst 2.00 - GR2Analyst 2.00 is a Windows	7	7	236.00	1,652.00
		Multiple platforms English Software				

Billing Address
Accounts Payable

Release Number

Pricing, tax, freight,
total amount due

Description of
Goods/Services

Invoice Number

Sales Balance	1,652.00
Freight	0.00
Recycling Fee	0.00
Sales Tax	137.11
Total	1,789.11
Currency	USD

ProcureAZ vendor profile



Federal tax ID: 22-3009648
290 Davidson Ave.
Somerset, NJ 08873
Phone: 888-235-3871

Please remit payment to:
SHI International Corp
P.O. Box 952121
Dallas, TX 75395-2121
Wire information: Wells Fargo Bank
Wire Rt# 121000248
ACH Rt# 021200025
Account#2000037641964
SWIFT Code: WFBIUS6S
For W-9 Form, www.shi.com/W9



Vendor Profile - SHI INTERNATIONAL CORP

Remittance Address

Remit Address

SHI International Corp
P.O. Box 952121
Dallas, TX 75395-2121
US
Email: amelia_edmondson@shi.com
Phone: (303)723-5256
Id: 32571
Alternate Id: 003

Active

Yes

Attn: Accounts Payable

1110 West Washington Street

Phoenix, AZ 85007

AP Manager: Cindy Petrovich

Tel #: 602-771-1936

Email address: AP@AZDEQ.GOV

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

- GAO vendor payment website
 - <http://www.venpay.gao.azdoa.gov/>

- Q #1
 - Submit invoices electronically
 - AP@AZDEQ.GOV
 - Receive confirmation of receipt





**THANK YOU FOR YOUR
PARTNERSHIP WITH THE
ARIZONA DEPARTMENT OF
ENVIRONMENTAL QUALITY**