



Contractor Outreach Important Facts

May 6, 2015

Helpful tools:

- Register for ACH
 - <https://gao.az.gov/afis/vendor-information>
- GAO vendor payment website
 - <http://www.venpay.gao.azdoa.gov/>

Key dates for Fiscal Year End and transition to new financial system

- ACH temporarily off from June 19th to July 7th
- No payment from July 1st to July 7th and vendor registration unavailable at this same time
- Anticipated Go live of new financial system – July 7, 2015
- Submit invoices electronically to ap@azdeg.gov for goods and/or services received on or before June 30, 2015, as soon as possible. The sooner invoices are received the sooner payments can be processed

Key changes affecting vendors in regards to new financial system

- Central warrant distribution – GAO will be mailing warrants instead of agencies
- Address lines reduced to 2 Lines from the current 4 lines

Do not accept over the phone purchase requests as an approved purchase – get a purchase order

P-Card purchases do not require a purchase order

Invoice by July 15, 2015 for Fiscal Year 2015