



Department of Transformation  
and Shared Services  
Governor Asa Hutchinson  
Secretary Amy Fecher

## Memorandum

**To:** ARBuy Statewide Contract Suppliers  
**From:** Secretary Amy Fecher  
**Date:** March 15, 2021  
**Subject:** **Action Required to Optimize Business on Statewide Contracts**

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Thank you for your continued support as a statewide contract supplier. Exciting things are happening in Arkansas procurement right now, so please take a few moments to read this email in its entirety and take required action.

### What is ARBuy?

[ARBuy](#) is both an eProcurement technology system and a marketing program launched by the State of Arkansas to streamline procurement and drive more business on statewide contracts. A key feature of ARBuy is a Marketplace which allows state and local buyers throughout Arkansas to shop directly from catalogs of Arkansas' statewide contracts.

### How will this benefit my business?

A natural question is "what's in it for me?" Based on independent research and similar eProcurement initiatives across the nation, it has been proven that the implementation of eProcurement brings many benefits to suppliers, including:

- **Simplified Purchasing:** ARBuy provides a unified eProcurement system for the state, including shopping by state and local governments. All state agency solicitations and purchase orders will happen here – a much more efficient process for buyers and suppliers.
- **Online Shopping of Your Catalogs** – A key feature of ARBuy is a Marketplace which provides the ability for buyers to shop catalogs in an online shopping cart setting – making it easier to purchase from your established state contracts.
- **Marketing** – Our ARBuy team is actively marketing your statewide contracts to encourage more purchases. For instance, in February, we marketed ARBuy and your contracts at the Arkansas County Judges' annual conference.

### Periscope Holdings and ARBuy

In the same way, we collaborate with suppliers like you, we have partnered with Periscope Holdings to help manage the ARBuy program. They provide the technology of the ARBuy system and lead local marketing efforts to encourage purchases from statewide contracts.

### ACTION REQUIRED - Upload your Catalog

Since you have already registered in the ARBuy system, it is now time to get your catalogs uploaded. Once you do this, state and local purchasers will be able to use ARBuy to shop your catalogs in an online shopping cart setting - making it all the easier to purchase from your statewide contract.

## **How to Upload Your Catalog**

Sign into your ARBuy account and use these step-by-step instructions. The Periscope support team is more than happy to assist you in uploading catalogs to ARBuy.

- **[Catalog Upload Guide](#)**

Not sure if you have a catalog? Periscope can help with that too. Contact *Periscope Supplier Registration Support*: call 1-800-203-5727 or email at [ARBuy@periscopeholdings.com](mailto:ARBuy@periscopeholdings.com).

## **NEXT STEPS– Report sales and remit convenience fee**

By participating in ARBuy, you have agreed to report your sales quarterly and pay a 1% convenience fee to fund this innovative technology that increases the visibility of contracts and the ease with which buyers may order.

Pursuant to the contract amendment, the State has authorized Periscope Holdings to manage the receipt of Sales Reports and Convenience Fee payments from suppliers for sales made under statewide contracts. You can use the guidelines and templates provided at these links to report your sales and convenience fees.

- **[Sales Reporting & Remittance Guidelines](#)**
- **[Quarterly Sales Reporting Template](#)**
- **[ARBuy Convenience Fee Guide](#)**

If you need additional information or need assistance related to ARBuy or the reporting and fee remittance process, please contact Tony Thi directly at [tthi@periscopeholdings.com](mailto:tthi@periscopeholdings.com).

## **Program milestones**

- **Local Team in Place:** Periscope Holdings' ARBuy General Manager is on the ground in Arkansas, already making headway marketing statewide contracts to state and local buyers.
- **ARBuy Goes Live:** In March, early adopter agencies will begin searching statewide catalogs loaded in Marketplace, with ordering beginning in April.
- **April 2021:** Office of State Procurement begins using ARBuy for online bid solicitations and contract management.

Again, thank you for supporting the state of Arkansas. We look forward to continuing to work with you in 2021.