



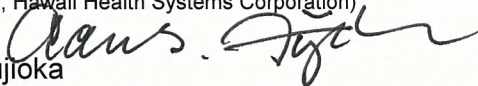
**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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August 2, 2013

PROCUREMENT CIRCULAR NO. 2013-05, Amendment 1

TO: Office of the Governor, Chief of Staff
Office of the Lieutenant Governor, Chief of Staff
Hawaii State Public Library System, State Librarian
Executive Department Heads (excluding the Department of Education, University of Hawaii, Office of Hawaiian Affairs, Hawaii Health Systems Corporation)

FROM: Aaron S. Fujioka 

SUBJECT: State of Hawaii eProcurement System - Transition from HePS to **HIePRO**
Training and Notification of Vendors

In May 2013, the State Procurement Office announced the transition to **HIePRO** the new eProcurement application. This circular is an update on the transition.

Vendor Notification

Vendors have been notified by email and through the SPO website. See the SPO webpage entitled **HIePRO** for Vendors at <http://hawaii.gov/spo> > HePS-**HIePRO** > **HIePRO** for Vendors. Departments are advised to send notifications to their vendors as the vendor contact persons may differ. A sample notice is on the SPO website at <http://hawaii.gov/spo> >HePS-**HIePRO** > **HIePRO** for State & County Personnel > Sample Notice to Vendors.

Training for State Procurement Personnel

The training schedule has been posted on the SPO training website. Training for system administrators and their alternates will be on 8/13/13. The first buyer training will be on 8/20/13. Register for training at <http://hawaii.gov/spo> >For State & County Personnel > Training. A training module is forthcoming and buyers will be able to view the video online.

Your staff may contact Mara Smith at 587-4704 or mara.smith@hawaii.gov for any **HIePRO** questions.