


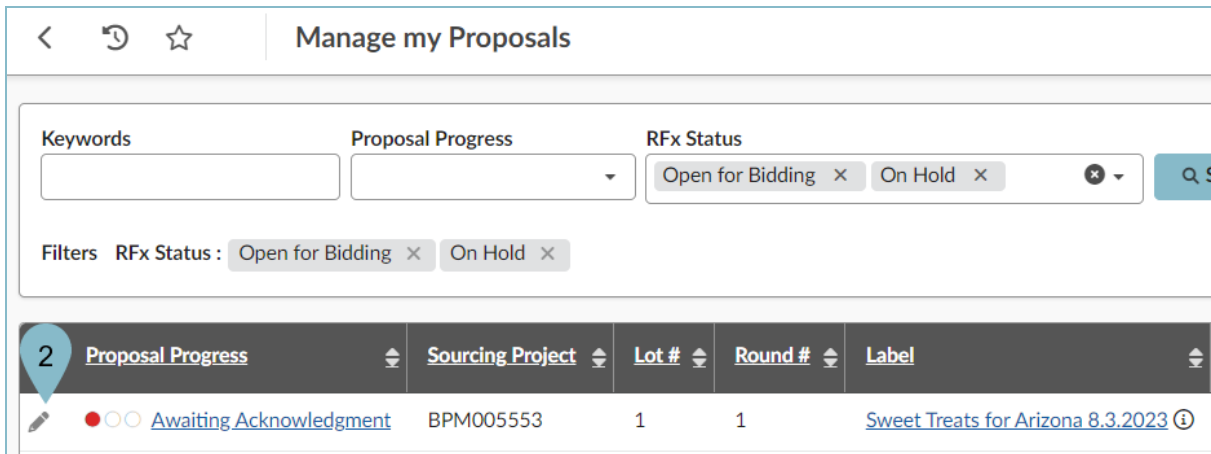
Submitting an Offer

This document is a quick reference guide for suppliers who would like to submit a response to a solicitation via the APP Supplier Portal. If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

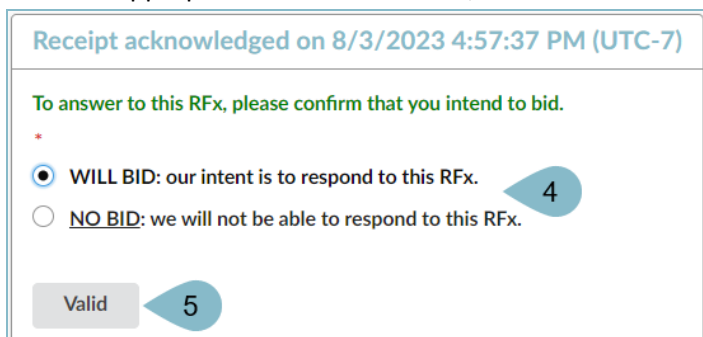
Suppliers will navigate to their proposals and select their desired request. The supplier will indicate if they want to bid or not, then add their financial and technical documents, then validate and submit their proposals.

Initialize Response

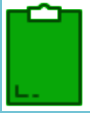
1. Once logged into APP, navigate to the Sourcing dropdown and select **Manage my Proposals** on the dropdown menu.
 - a. If the particular sourcing event does not appear, select **Show Public Requests for Proposals** from the dropdown and search for the sourcing event.
2. Select the individual RFX line item by clicking the **Pencil**  icon



3. Select **Participate in RFX** if the supplier wants to respond to bid. (This step is required if supplier was not invited to participate by procurement officer.)
4. Acknowledge receipt of the solicitation by clicking **I acknowledge receipt of this RFX**, followed by confirmation of supplier intentions to bid with a response of **WILL BID** or **NO BID**.
5. Once the appropriate selection is made, click **Valid**.



Complete Response



Note I: Any field with a red asterisk indicates required completion.

Note II: If suppliers have any questions about the Sourcing Event during this process, they can submit them via the Discussion Forum. Please refer to the Discussion Forum QRG for more detailed guidance.

- To upload documents to your response, navigate to the **Your Offer Infos & Docs** tab on the left side panel and click the **Add Document** button.

- Select whether the document is a Financial or Technical Document.
- Choose if the document you are uploading is a **Supplier Financial Document** or a **Supplier Technical Document**.
 - Fill out all required fields:
 - Title**
 - Status** (leave as Approved)
 - Document** (may click or drag desired attachment)



Select the **Confidential?** Checkbox if it applies to the uploaded attachment.

- Select **Save & Close**

10. The uploaded attachment will appear under the **Your Infos & Docs** tab on the left side panel, under **Supplier Documents**.
 - a. If there are multiple documents to upload, select **Add Document** and follow the steps above.
11. Navigate to the **Financial questionnaire** tab (if applicable) on the left side panel.
 - a. Upload requested attachments and complete questions that need to be answered if applicable.
12. Navigate to the **Technical questionnaire** tab (if applicable) on the left side panel.
 - a. Upload requested attachments and complete questions that need to be answered if applicable.

13. Click **Save**.
14. Select the **Items (F)** tab on the left side panel.
 - a. Insert offering price (if applicable).
15. Click **Save**.

Code	Type	Label	Qty	Order	Unit	Deliv. date	Unit price	Amount
I1_2	Required Item	Dark Chocolates					20.0000	
I1_1	Required Item	Milk Chocolates					18.0000	



Note: With high volume contracts, Procurement Officers will specify for suppliers to complete and attach the Catalog Upload Template instead of using the Item tabs. Please refer to the Catalog Upload reference material for more detailed guidance.

16. Upon completing the response, click the green **Validate & Submit Proposal** on the top of the screen.
 - a. A pop-up window will appear confirming the user would like to submit the response. Verify all documents and attachments.
17. Upon verification, click **Submit my proposal** as confirmation.

Save | Download all contents of this RFx | **Validate & Submit Proposal** | Cancel Proposal

Do you really want to submit your proposal?

Once an offer is submitted, it cannot be modified. You will only be able to create a new one.

- 2 / 2 items have been filled. (Financial Section)
- 3 / 3 questions have been filled. (Financial Section)
- 1 document(s) have been attached to the proposal. (Technical Section)
- 1 document(s) have been attached to the proposal. (Financial Section)
- 1 document(s) have been attached to the proposal. (Questionnaires)
- Total number of attached documents: 3

Cancel | **Submit my proposal**



Note: Once submitted, the user will see a confirmation flag on the top of the screen stating that the bid has been submitted with the associated time stamp. The flag will remain static for the user to view at any time.

Resources

Click the link below for more information on submitting offers in APP:
<https://spo.az.gov/suppliers/app-support/quick-reference-guides>