

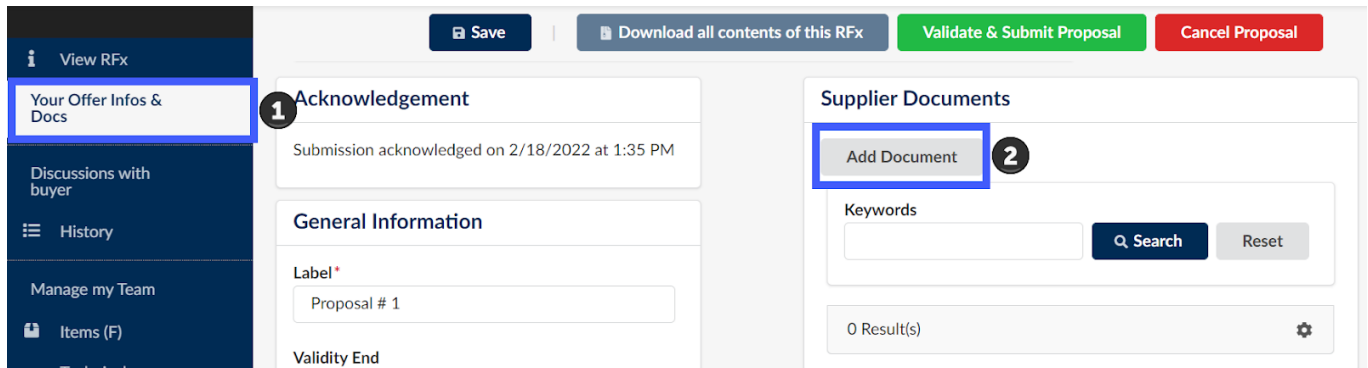
Adding Confidential Documents to an Offer

This document is a quick-reference guide for Suppliers who wish to add confidential documents as part of their solicitation response in the Arizona Procurement Portal (APP). For questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO Website: <https://spo.az.gov/app/qrgs>.

When submitting a response to a Solicitation in APP, you can add confidential documents as part of your response. If the State agrees with this determination, these documents will not be made public at any point.

Adding Confidential Documents to an Offer

1. After logging into the supplier portal and accessing your solicitation, navigate to the **Your Offer Infos & Docs** tab on the left side on the screen.
2. Click on the **Add Document** button in the supplier documents section.



3. On the Select a document type pop-up select either **Supplier Financial Documents** or **Supplier Technical Documents**.

Content editor



Save Save & Close Close

Select a document type

Supplier Financial Documents
Supplier Technical Documents

4. Add your **Title**, **Attachment**, and click the **Confidential?** checkbox to indicate that the document is to remain confidential.
5. Click **Save & Close**.

Supplier Financial Documents 🖨️ 🗑️ ✕

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Save Save & Close Close | Save & Preview Delete

<p>Title</p> <p>Title* <input type="text" value="XYZ Document"/> en</p> <hr/> <p>Summary</p> <p><input type="text"/> en</p>	<p>Information</p> <p>Status* <input type="text" value="Approved"/> ⊕</p> <p>Document ⓘ* <input type="text" value="English"/> ⊕ 📄 Click or Drag to add files</p> <p><input type="text" value="EN - Test Capture.png"/> 👁️ ⊗</p> <p><input checked="" type="checkbox"/> Confidential?</p>
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6. Review the document in the grid and verify the **Confidential?** checkbox is checked. Once your offer is submitted, the procurement officer reviews this determination.

	Documentation	Type	Att.	Contact	Validity End Date	Version	Confidential?
<input type="checkbox"/>	XYZ Document	Supplier Financial Documents (Approved)		SUPPLIER 4 AZ Training			<input checked="" type="checkbox"/>

1 Result(s) ⚙️