

Adding Confidential Documents to an Offer

This document is a quick reference guide for users who wish to add confidential documents as part of their solicitation response in the Arizona Procurement Portal (APP). 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/>.

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, acknowledging and selecting to bid, navigate to the Your Offer Infos & and Docs tab on the left side on the screen.
2. Click on the **Add Document** button in the supplier documents section.

The screenshot shows a web interface with two main panels. The left panel has a header 'Acknowledgement' and a sub-section 'General Information' with a 'Label*' field containing 'Proposal # 1'. The right panel has a header 'Supplier Documents' and an 'Add Document' button. Below the button is a 'Keywords' search field with 'Search' and 'Reset' buttons. Blue callout boxes with numbers '1' and '2' highlight the 'Acknowledgement' section and the 'Add Document' button, respectively.

3. In the Select a document type section of the Content editor pop-up select either **Supplier Financial Documents** or **Supplier Technical Documents**.

The screenshot shows a pop-up menu titled 'Select a document type'. It contains two blue hyperlinks: 'Supplier Financial Documents' and '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**.

The screenshot shows a form with several sections:

- Title:** A text input field with a callout '5' pointing to it.
- Summary:** A text input field with a callout '4' pointing to it.
- Information:** Contains a 'Status' dropdown menu (set to 'Approved'), a 'Document' dropdown menu (set to 'English'), a file upload button, and a 'Confidential?' checkbox.
- Financial Envelope:** A section with a 'Proposals' label and a 'Proposal # 1' button.

 At the top, there are buttons for 'Save', 'Save & Close', 'Close', 'Save & Preview', and 'Delete'.

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.

	Title	Type	Att.	Contact	Validity End Date	Version	Confidential?
<input type="checkbox"/>	Questionnaire	Supplier Financial Documents (Approved)		MURPHY Hazel			<input checked="" type="checkbox"/>
1 Record(s)							

Resources

Click the link below for more information on processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides/supplier-management>