

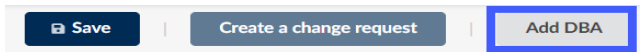
## Adding a DBA or Subsidiary

This document is a quick-reference guide for suppliers, demonstrating how Supplier Admins can add Doing Business As (DBAs) and/or subsidiaries to an organization's account once the account is fully enrolled in APP. When a supplier is added as a subsidiary, a Subsidiary's TIN, Legal Name, and Main Address will default off the Head Office supplier's record. As a subsidiary or DBA, you will not be able to change these details. If a supplier has been acquired by another company or had a change in TIN, please follow your team's contract assignment process as required by A.A.C. R2-7-602.

If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO Website: <https://spo.az.gov/>. For more information on how to use APP, go to <https://spo.az.gov/app/supplier/overview>

### Add a DBA or Subsidiary

1. Navigate to APP public landing page ([app.az.gov](http://app.az.gov)) and enter login credentials
2. Click on See my Information on the left hand side of the home screen
3. Click on Add DBA at the top of the screen



4. Complete the required fields. The fields marked by a red asterisk (\*) are required. In addition, tool tips are available for certain fields (indicated by the "i" icon) providing quick help information that is relevant to that specific field
5. Click Registration request to submit the request. The child to the parent company will now have read-only access to the parent supplier record.

**\*Important Note:** The sole business purpose of adding a DBA and/or subsidiary is for another business using the same TIN to register in the system. Please use the DBA name field under the parent account to provide another business name that a supplier's company uses to do business under.

A DBA and/or subsidiary must not be used for the following:

1. To add an account and the company information of the DBA and/or subsidiary is identical as the parent company information
2. To quickly gain read-only access to the parent company/Head Office supplier's record
3. To add another address

Any duplicate supplier accounts will be reviewed and inactivated.