

Adding a DBA or Subsidiary

This document is a quick reference guide for users wishing to add a Doing Business As (DBA) or subsidiary in the Arizona Procurement Portal (APP) 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. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

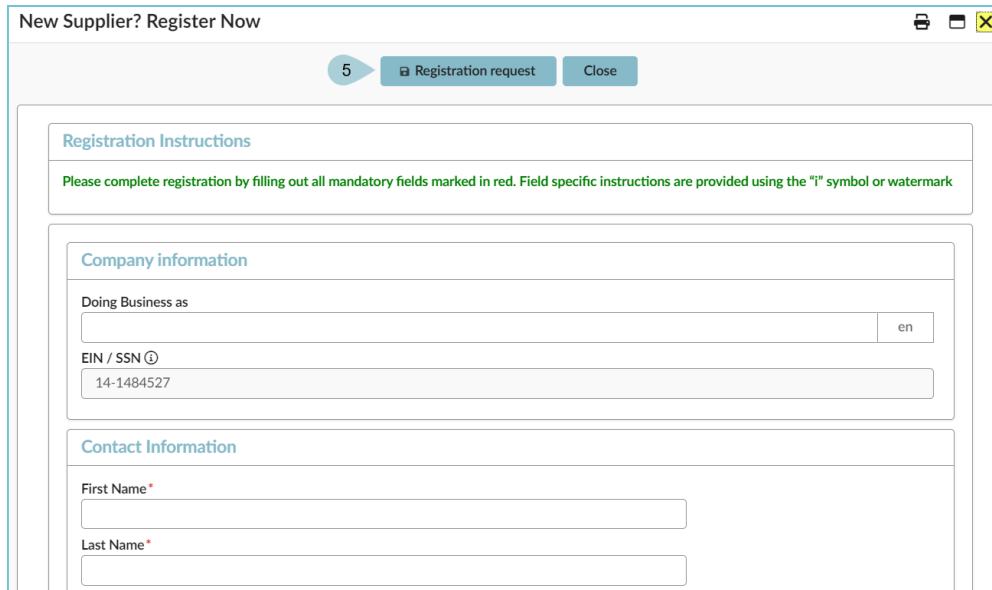
To add a DBA or subsidiary, log into APP, click See my Information and click add DBA. Click Registration request to submit the request.

Add a DBA or Subsidiary

1. Navigate to APP (app.az.gov) and enter login credentials to log in.
2. Click on **See My Information** on the the 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 ps 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.

A screenshot of the 'New Supplier? Register Now' form. The form is titled 'New Supplier? Register Now' and has a 'Registration request' button and a 'Close' button. Below the buttons, there are three sections: 'Registration Instructions', 'Company information', and 'Contact Information'. The 'Registration Instructions' section contains the text: 'Please complete registration by filling out all mandatory fields marked in red. Field specific instructions are provided using the "i" symbol or watermark'. The 'Company information' section has two fields: 'Doing Business as' and 'EIN / SSN'. The 'Contact Information' section has two fields: 'First Name' and 'Last Name'.



***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.

Resources

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

<https://spo.az.gov/suppliers/app-support/quick-reference-guides>