

## **Supplier Enrollment**

Once a supplier registration request has been approved, the submitting supplier will receive an email allowing them to log in to APP and begin the Full Enrollment process. This document is a quick-reference guide for suppliers completing full enrollment on APP. If you have any questions, please contact the APP Help Desk at <u>app@azdoa.gov</u>. Additional resources are also available on the SPO Website: <u>https://spo.az.gov/</u>.

## **Complete Supplier Enrollment**

- 1. Access the link provided in the registration confirmation email prompting the supplier to login, or navigate to app.az.gov and enter supplier login credentials.
- 2. Click on the See my Information button on the left hand side of the home screen.



3. Complete the required fields in the **Company Information**, **Contacts**, **P2P Information**, **Documents & Certs**, **Qualifications**, and **Financial Indicators** tabs. This includes basic company information such as Freight Terms, Payment Terms, Order Address, and Remit to Address in addition to Supplier Contacts, Legal documents and Certifications.



Fields marked by a red asterisk (\*) are required.

Tool tips are available for certain fields (indicated by the "i" icon) providing quick help information that is relevant to that specific field.

4. Click on **Submit for Due Diligence** to automatically save profile changes and submit your enrollment to the State of AZ.

Ge	eneral Info. Sourcing Co	ontracts Quarterly Reports Catalogs Orders	Invoicing Performance		
	< 🕥 🏠 Company Info Company Name 1 (UNITED STATES / Arizona / Phoenix)				
i	3 « Company Information		Save	Forward Submit for Due Diligence	
	Contacts	Basic Company Info		ACKNOWLEDGEMENTS	
Ξ.	P2P Information	- Currellian ID			
8	Documents & Certs.	IV0000069369	CR approved or in	Certification Under Penalties of perjur	
ıЗ	Qualifications		Progress	Statement I certify that the number shown on this form is my	
侴	Financial Indicators	Non-US		correct taxpayer identification number (or I am waiting for a number to be issued to me) *	

## **Resources**

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