

New Supplier Registration

In order to initiate doing business with the state, suppliers are required to register an account on Arizona Procurement Portal (APP). This document is a quick-reference guide for suppliers submitting a registration request on 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/>.

Submitting A Supplier Registration Request

1. Navigate to app.az.gov to access the APP.
2. Click on the **Click here to Register** button on the right hand side of the screen to access the registration form

The screenshot shows the Arizona Procurement Portal (APP) login page. The main content area includes the Arizona Procurement Portal logo and a 'Login' section with fields for 'Login' and 'Password', both marked with a red asterisk. A 'Login' button and a 'Lost your password?' link are also present. Below the login section, there are links for 'Help Desk +1 602-542-7600', 'Click Here to Register', 'Open Solicitations', and 'State Contracts'. A blue callout bubble with the number '2' is positioned above the 'Click Here to Register' link.

3. Complete all of the required fields in the **Company Information, Address, Contact Information, and First Time Registration? Please Tell Us More** sections.

Fields marked with 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. Upon completion of the fields, click the **Registration Request** button to submit the form.

New Supplier? Register Now

Registration request Cancel

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Registration Instructions

Please complete registration by filling out all mandatory fields marked in red. Field specific instructions are provided using the "i" symbol or watermark

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Company information

Registration Type*

Non-US US

Legal Name ⓘ*

Company Name 1

Legal Form*

Corporation (5A)

Doing Business as

My Company Name en

5. Check the email inbox of the account entered in the registration contact information to determine if your registration request was approved or rejected.



Important Note* Whoever submits an organization's registration request will automatically become the Supplier Admin for that organization's account when the registration request is approved.

Once a Supplier Admin logs in to their organization's account, they will be able to add additional users to their account on the Contacts tab of the Supplier Portal. This process is described in the Supplier Enrollment quick-reference guide.

Resources

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

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