

SPO ALERT

Date: Nov 15, 2023
To: Arizona Procurement Portal (APP) Agency Users
From: APP Help Desk
Subject: SPO ALERT ** APP 176 UPDATE **

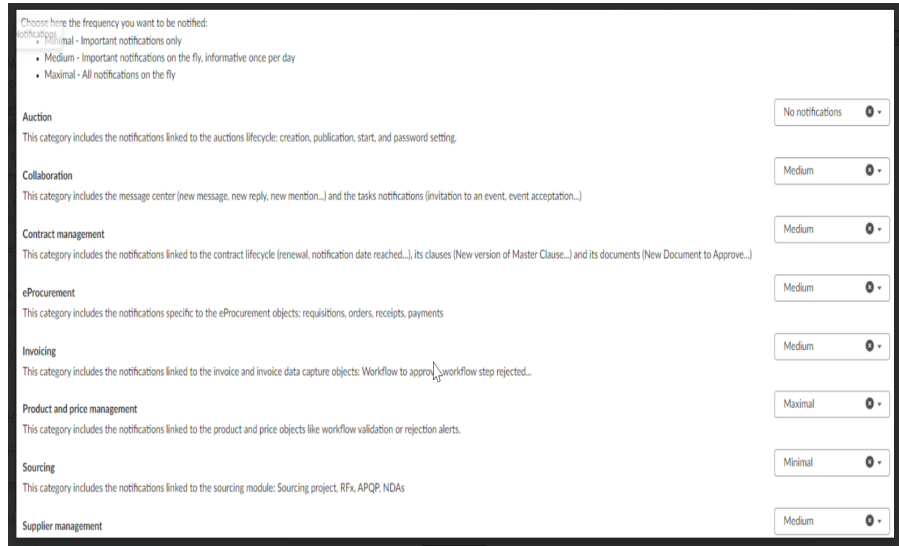
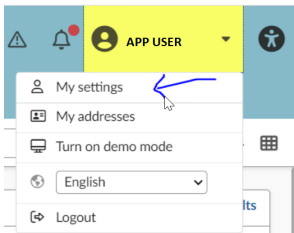
Dear Valued APP User,

The State Procurement Office APP HelpDesk team would like to inform you; APP 176 upgrade was successfully completed and the system is **AVAILABLE** for all users to resume normal business.

Informational Items - Please Review

** Notifications - *Non Issue (informational)*

- Configuration has been updated to give users ability to select notification frequency (leverage Google rules to reduce line of sight within your inbox is recommended)
- Frequency is *reduced* however, volumes **continue**
- **Navigate to the “Notifications tab” under “ MY SETTINGS ”**



1. [FIXED] New Supplier Registration - D935683
2. [FIXED] Supplier Public Portal Commodity Codes - D935667
3. [FIXED] Solicitations Missing Contacts - D884679

ADDITIONAL FOOTNOTES & REMINDERS:

** APP LOGINS:

-OKTA Users - 👍

-Non-OKTA Users -

- 2FA (Auditor General/Homeland Security Mandated)
- 2FA Token Expires after 10 Minutes
- 2FA Mandatory Every Login
- Single Sign On **Recommended** - Consult with Agency IT for more information

** Comments - Attachments - *Non Issue (informational)*

- Document (REQ/PO/Receipt/Invoice) Comments-Attachments Functionality was moved to top right message blurb

** Punchouts - *Non Issue (informational)*

- Window Shopping Punchout creates a REQ
 - Working as Designed
 - Delete REQ once back in APP (if not required)

** Notifications - *Non Issue (informational)*

- Configuration has been updated to give users ability to select notification frequency (leverage Google rules to reduce line of sight within your inbox is recommended)
- Frequency is reduced however, volumes continue

** Optimal APP Functionality - *Non Issue (informational)*

- [Clearing Cache and Cookies is **HIGHLY Recommended**](#)
- Consult with Agency IT for more information

If you have any questions or concerns, please contact App Help desk by calling (+1-602-542-7600) or emailing support questions to: app@azdoa.gov. Please note phone hours are Mon-Fri 8:30am-5pm. Thank you.