

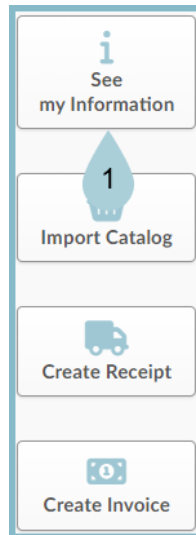
# Submitting A TIN Change Request

This document is a quick reference guide for users submitting a TIN change request in the Arizona Procurement Portal (APP). 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/>.

After the Supplier Enrollment process is completed, a supplier can continue to manage their account, updating the supplier record information as needed. Creating a supplier change request will unlock all fields on your Supplier Record and allow you to change your account as necessary. Suppliers can only submit one change request type at a time. All submitted supplier change requests will be automatically saved by APP; however, changes to the organization's TIN and/or Legal Name will require additional review from the State.

## Submitting a TIN Change Request


1. Once on the APP homepage, click the **See my information** tab on the left side of your screen.



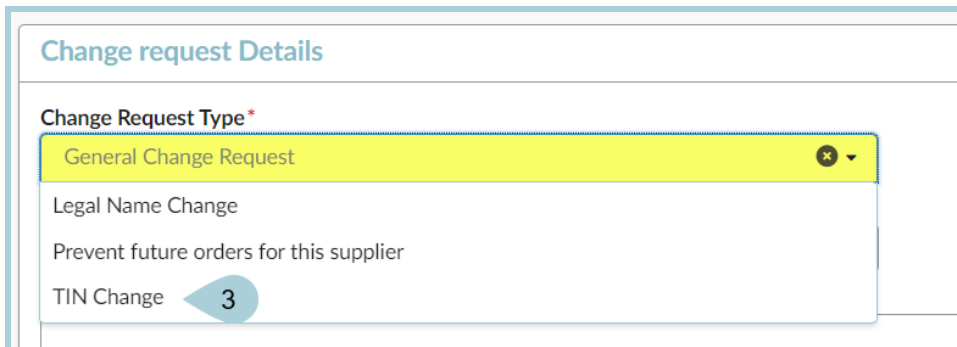
2. At the top of the screen, select **Create a change request**.

**Create a change request**



If a Change request is in process, you cannot start another one until that one has been submitted. To finish that change request, click the pencil  to edit the original change request. You can include the new changes in that same one.

3. Select **TIN Change** from the **Change Request Type** dropdown menu.



Change request Details

Change Request Type\*

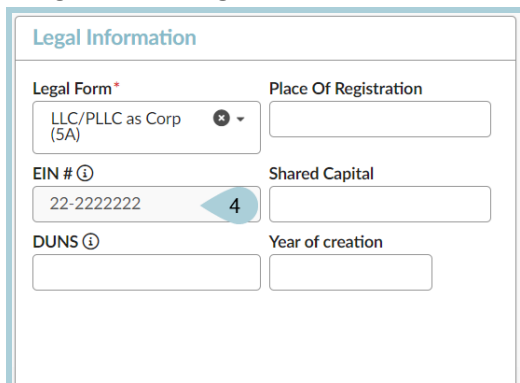
General Change Request

Legal Name Change

Prevent future orders for this supplier

TIN Change 3

4. Navigate to the **Legal Information** section and type the new TIN in the **EIN #** field.



Legal Information

Legal Form\* Place Of Registration

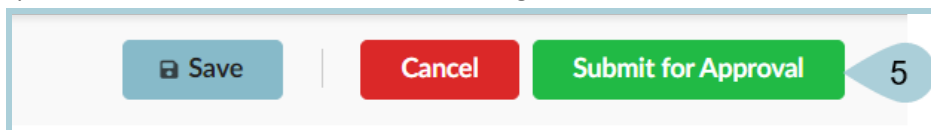
LLC/PLLC as Corp (5A)

EIN # ⓘ Shared Capital

22-2222222 4

DUNS ⓘ Year of creation

5. Click **Submit for Approval** to request the change. APP will review the request to see if the supplier has any open POs or contracts under the current Legal Name or TIN.



Save | Cancel | Submit for Approval 5



If POs or contracts exist, the APP system notifies the supplier to submit a “Please Prevent Future Orders for this Supplier” Change Request and re-register using the new Legal Name or TIN. If no POs or contracts exist, changes are approved and saved automatically on the supplier’s profile.



If both a legal name change and a TIN change are required, you must archive the current registration and start the registration process all over.

## Preventing Future Orders

If re-registration is required, the supplier must mark the Change Request Type as “Please Prevent Future Orders for this Supplier”. This is equivalent to putting a ‘block’ status on the supplier account, meaning all future transactions are prevented, and the State will only be able to make payments on existing POs.

1. Select **Prevent future orders for this supplier** in the Change request Details section.
2. Complete the **Reason for change request** field.
3. Click the **Submit for approval button**.

The screenshot shows a form titled "Change request Details". It contains three main sections: "Change Request Type\*" with a dropdown menu showing "Prevent future orders for this supplier" (highlighted with a blue circle and the number 1), "Original Supplier ID" with a text field containing "Simulaid - Nasco Healthcare", and "Reason for change request\*" with an empty text area (highlighted with a blue circle and the number 2).

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## Resources

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

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