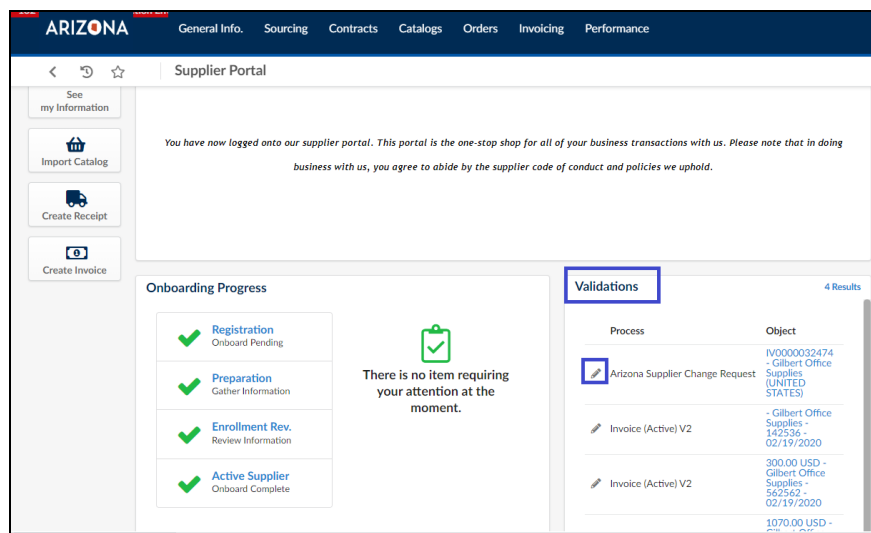


Supplier Deactivation Requests

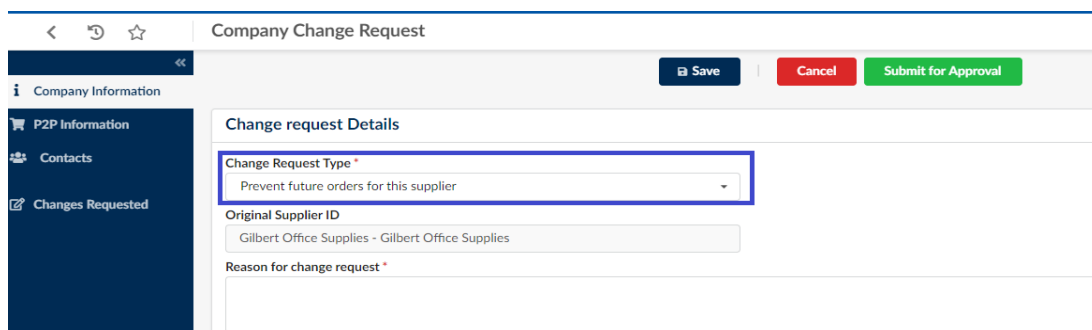
A supplier also has the option of deactivating their account completely by selecting the *Prevent Future Orders for This Supplier* from the Change Request drop down menu. By selecting this option, the supplier's status becomes *Blocked*, preventing new POs and contracts from being created while keeping existing ones active. The Change Request is routed to the Supplier Management team who reviews any existing POs and contracts to ensure they are paid out appropriately prior to deactivating the account.

Supplier Deactivation Requests

1. Navigate to app.az.gov to access the APP public landing page and enter login credentials.
2. Access the **My Pending Validations** section from the homepage to display tasks awaiting action, such as Change Request approvals.
3. Click on the **Pencil** icon to access the supplier record.



4. From the supplier profile, the Change Request Type will display **Prevent future orders for this supplier**. This change request will allow existing POs to remain active, but no new POs or contracts will be able to be associated with it.



- Prior to deactivating a supplier account, all POs must be paid. Outstanding invoices are checked by searching for the supplier on the Invoicing tab. The APP system will display outstanding POs.

| Document Number | Organization | Invoiced | Invoice Date | Payment date | Code | Status |
|-----------------|--------------------------|----------|--------------|--------------|--------------|--------|
| 142536 | State Procurement Office | | 2/19/2020 | | INV000257411 | Draft |
| 56262511 | State Procurement Office | 1,070.00 | 2/19/2020 | | INV000257410 | Draft |

- Once all POs have been paid, click the **Move Vendor to Archived Status** button to approve the deactivation request. Note: Supplier deactivation requests can be cancelled by selecting the Cancel Change Request button which will reactivate the supplier in APP.

Supplier change request:: IV0000032726 - Arizona Supplies