

Updating Commodity Codes

This document is a quick reference guide for suppliers who would like to update commodity codes on their profile in the Arizona Procurement Portal (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/>.

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1. Log in to APP.
2. Once on the APP homepage click on the **See my information** button on the left side of your screen.



3. On the top of the screen, click **Create a change request**.



4. Enter the **Reason for the Change Request**.

A screenshot of a dropdown menu with the label "Reason for change request *". The selected option is "Updating commodities". The dropdown is highlighted with a blue border.

5. Click **Save**.
6. On the Company Information tab navigate to the Commodities and Counties Served section and update your commodities within the **Supplier Commodities** dropdown. There is no limit to the number of commodity codes you can associate with your supplier profile/registration.

A screenshot of a form titled "Commodities and Counties Served". It contains a "Counties Served *" dropdown with "Arizona" selected. Below it is a "Supplier Commodities" dropdown with two items selected: "50160000 - Chocolate and sugars and sweeteners and confectionary products" and "50161500 - Chocolate and sugars and sweetening products". The "Supplier Commodities" dropdown is highlighted with a blue border.

7. Click **Save**.
8. Once complete making changes click the Submit for Approval button.

