

Adding Confidential Documents to an Offer

This document is a quick-reference guide for Suppliers who wish to add confidential documents as part of their solicitation response 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/app/qrgs.

When submitting a response to a Solicitation in APP, you can add confidential documents as part your response. If the State agrees with this determination then these documents will not be made public at any point.

Adding Confidential Documents to an Offer				
 After logging into the supplie Infos & and Docs tab on th 	er portal and accessing your solicita e left side on the screen.	tion, you will navigate to the Your Offer		
i View RFx	B Save	e Download all contents of this RFx		
Discussions with buyer	Open for bidding - 🛕 Current proposal has not been submitted	d		
⊟ History	Acknowledgement	Supplier Documents		
Manage my Team	Submission acknowledged on 3/11/2020 at 1:54 PM	Add Document		
Your Offer Infos & Docs		0 Perult/c)		
Financial questionnaire	General Information	0 Result(s)		
	Label*			
Items (F)	Proposal # 1			
	Validity End			
2. You will click on the Add D	ocument button in the supplier docu	uments section.		

3. On the pop-up select either Supplier Financial Documents or Supplier Technical Documents.

Content editor		e□×
	ave Save & Close	
Select a document type		
Supplier Financial Documents Supplier Technical Documents		

4. Add your **Title**, **Attachment**, and click the **Confidential**? checkbox to indicate that the document should remain confidential.



5. Click Save & Close.	
Supplier Technical Documents	⊖ ⊐ ×
🖬 Save Save & Close Save	ve & Preview Delete
Title	Information
Title *	Status *
en	Approved •
	Document ①
Summary	Glick or Drag to add files
en	
	Confidential?
	Technical Envelope
	Proposals
	Proposal
	#1
6. Review document in the grid and ensure Confidential?	checkbox is checked. When your offer is
submitted, the procurement officer will review this determ	ination.
Title Type	Contact Validity End Date Version Confidential?
Document Supplier Technical Documents (Approved)	SMITH Amy
1 Result(s)	\$