

Adding Supplier Contacts

This document is a quick-reference guide for suppliers who would like to add additional contacts to their supplier record 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/>. For more information on how to use APP, go to <https://spo.az.gov/app/supplier/overview>

When a supplier is adding additional contacts to their supplier record, there are 3 potential roles that can be assigned to a contact. Please note that a supplier contact can have multiple roles:

1. **Supplier Admin** — Able to see all transactions, sourcing events, performance assessments, and submit change requests to the supplier profile.
2. **Supplier Contact Global** – Able to see all transactions, sourcing events, or performance assessments.
3. **Supplier Contact** — Able to only see transactions, sourcing events, or performance assessments related to them.

Adding a Supplier Contact

1. From any page in APP, select **My Company Information** from the **General Info.** dropdown menu.
2. Click **Create a Change Request**.
3. Navigate to the **Contacts** tab.
4. Click the **Create a Contact** button.
5. Enter the **First Name, Last Name, Email, Phone,** and **Position** of the contact.
6. Click the **Save and Close** button.
7. Select a **Role** for the contact that was added. Multiple roles can be selected for a contact.
8. Click the **Mail** icon in the Login Creation and Forgotten Password columns to send the contact their login and password information.



After a user has been added as a contact on the **Contacts** tab, the user that added them to the supplier account should click the **Mail** icon in both the **Login Creation/Forgotten Password** columns so that the contact receives their login and password information via email. The new contact can then use this information to access their APP account.