

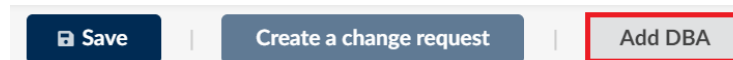
Adding a DBA or Subsidiary

This document is a quick-reference guide for suppliers, demonstrating how Supplier Admins can add Doing Business As (DBAs) and/or subsidiaries to an organization's account once the account is fully enrolled in APP. When a supplier is added as a subsidiary, a Subsidiary's TIN, Legal Name, and Main Address will default off the Head Office supplier's record. As a subsidiary or DBA, you will not be able to change these details.

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>

Add a DBA or Subsidiary

1. Navigate to APP public landing page (app.az.gov) and enter login credentials
2. Click on See my Information on the left hand side of the home screen
3. Click on Add DBA at the top of the screen



4. Complete the required fields. The fields marked by a red asterisk (*) are required. In addition, tool tips are available for certain fields (indicated by the "i" icon) providing quick help information that is relevant to that specific field
5. Click Registration request to submit the request. The child to the parent company will now have read-only access to the parent supplier record.

Supplier registration 🔍 🗨️ ✕

🔒 Save | Create a change request | Add DBA

Registration request

Registration Instructions

Please complete registration by filling out all mandatory fields marked in red. Field specific instructions are provided using the "i" symbol or watermark

Company information	Contact Information
Doing Business as <input type="text"/> en	First Name * <input type="text"/> Last Name * <input type="text"/>
EIN/SSN <input type="text"/> 99-9999993	Position * <input type="text"/> en Email * <input type="text"/>
	Phone Number * <input type="text"/>

Security Control

TVC1

Retype Characters Here *