

## Viewing a Solicitation

This document is a quick-reference guide for suppliers who want to view a solicitation via the APP Supplier Portal or the Public Portal. If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO Website: <https://spo.az.gov/>. For more information on the supplier solicitation process (i.e., viewing solicitations and submitting offers), go to <https://spo.az.gov/> and reference the Submitting an Offer training course.

### Viewing a Solicitation via the APP Supplier Portal

When the State of AZ sends out a solicitation to specific suppliers for bidding, suppliers will receive a notification via email inviting them to respond within the Supplier Portal. The email will contain a link to the specific solicitation record in the Supplier Portal for the supplier to review. The supplier can also view a solicitation without an invitation by navigating to the APP Supplier Portal homepage and Sourcing tab to view a full list of previous and open invitations.

1. Click on the link provided in the notification email, or navigate to the APP homepage, [app.az.gov](http://app.az.gov), and enter login credentials.
2. If using the link provided in the email, the supplier will be navigated directly to the solicitation of interest. If navigating from the APP homepage, click on the **Sourcing** menu option, then **Manage my Proposals** from the drop-down menu. A full list of past and present solicitations will be available to view and search from.



3. Select the solicitation using the edit pencil icon . Four tabs appear pertaining to the RFx – View RFx, Your Offer Infos & Docs, Technical Questionnaire and Financials Questionnaire. To view the content, simply toggle between tabs.
4. To download the contents of the RFx, click on the button that appears centered at the top of the page, **Download all contents of this RFx**.



**Note: Suppliers can navigate to the public portal to view solicitations. In order to participate and submit a bid proposal, suppliers must log into the APP Supplier Portal. Refer to the Submitting an Offer QRG for more information.**