

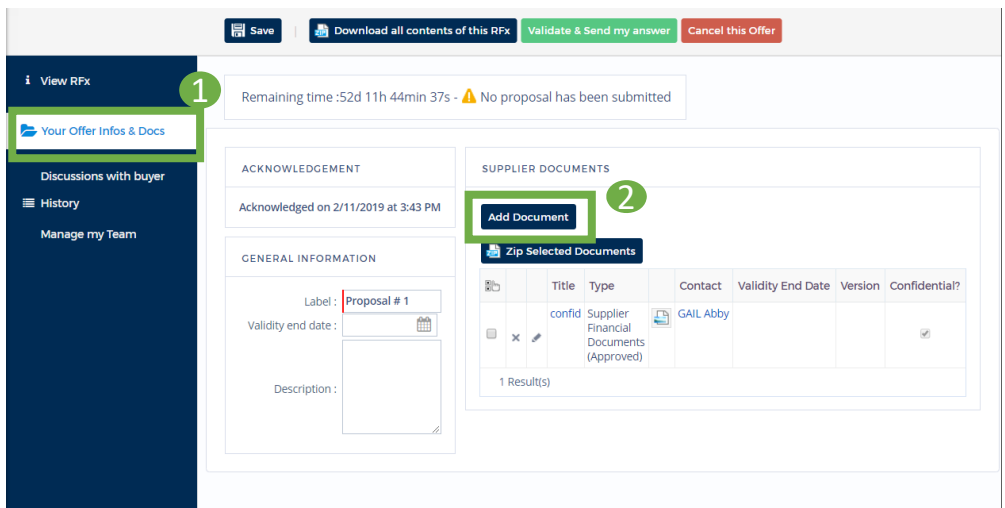
Adding Confidential Documents to an Offer

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>.

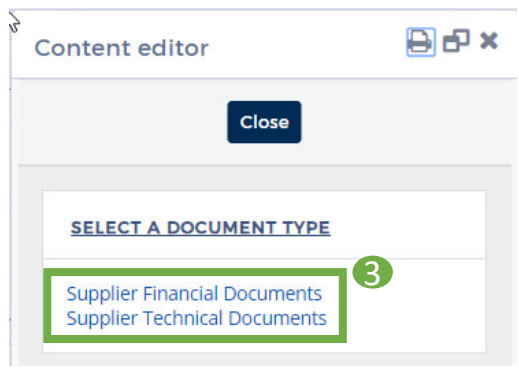
When submitting a response to a Solicitation in APP, you can add confidential documents as part your response. If the State agrees with this determination then these documents will not be made public at any point.

Adding Confidential Documents to an Offer

1. After logging into the supplier portal and accessing your solicitation, you will navigate to the **Your Offer Infos & Docs** tab on the left side on the screen
2. You will click on the **Add Document** button in the supplier documents section



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



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

Supplier Financial Documents

Save Save & Close Save & Preview Delete Close

TITLE

Title : Confidential Document

Financial Envelope

Proposals : Proposal # 1

SUMMARY

INFORMATION

Document : en Click or Drag to add files

Status : Approved

Confidential? :

6. Review document in the grid and ensure **Confidential?** checkbox is checked. When your offer is submitted, the procurement officer will review this determination.

SUPPLIER DOCUMENTS

Add Document

Zip Selected Documents

	Title	Type	Contact	Validity End Date	Version	Confidential?
	Confidential Document	Supplier Financial Documents (Approved)	GAIL Abby			<input checked="" type="checkbox"/>