

New Supplier Registration

In order to initiate doing business with the state, suppliers are required to register an Account on Arizona Procurement Portal (APP). Once a supplier registration request has been approved, the submitting supplier will receive an email allowing them to log in to APP and begin the **Full Enrollment** process. 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/>.

Submitting a Supplier Registration Request

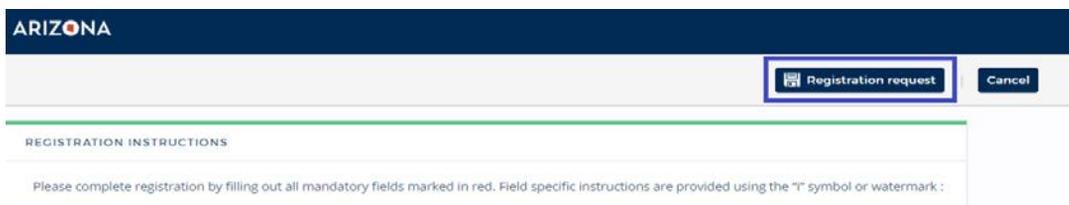
1. Navigate to app.az.gov to access Arizona's E-procurement portal.
2. Click on the **Want to do business with the state?**



3. Clicking this will bring the supplier to the Supplier Registration Page. Once there, complete all required fields.

NOTE: The fields marked by a red vertical bar (|) are required. In addition, tool tips are available for certain fields (indicated by the ⓘ icon) providing quick help information that is relevant to that specific field.

4. Upon completion of the fields, click the **Registration request** button to submit the form.



5. Check the email inbox of the account entered in the registration contact information to determine if your registration request was approved or rejected.



Whoever submits an organization's registration request will automatically become the Supplier Admin for that organization's account when the registration request is approved.

After receiving the email that you have been accepted as a supplier, the registration process is not yet complete. Please continue onto the next section to finish the enrollment.

Complete Supplier Enrollment

1. Access the link provided in the registration confirmation email prompting the supplier to login, or navigate to *app.az.gov* and enter supplier login credentials.
2. After logging in a screen will appear with terms and conditions that will need to be accepted to go further.
3. Once the terms are accepted, click on **See my Information** on the left hand side of the home screen.



4. Complete the required fields as follows:
 - a) Navigate to the Identity tab on the left side of the screen to complete the following sections:
 - a. BASIC COMPANY INFORMATION
 - b. MAIN ADDRESS
 - c. SUPPLIER HIERARCHY
 - d. COMMODITIES AND COUNTIES SERVED

NOTE: See the picture below for the specific fields required (highlight in red)

ARIZONA

PROCUREMENT PORTAL

b) Navigate to the **Information** tab on the left side of the screen to complete the following sections:

- a. ACKNOWLEDGEMENTS
- b. ORDER ADDRESS
- c. TAX INFORMATION
- d. CERTIFICATION

c) Navigate to the **Invoicing** tab on the left side of the screen to complete the following sections:

- a. REMIT TO ADDRESS
- b. PAYMENT TERMS

****NOTE:** While the remit to address and payment terms are not in red they **must still be updated** for the profile to be complete.

- d) Navigate to the **Documents** tab on the left side of the screen to complete the following:
 - a. Upload any additional certifications and/or documentations in this tab.

- e) Navigate to the **Contacts** tab on the left side of the screen to add additional users or delete previous ones. *Please reference the Submitting Change Requests QRG to complete this action.*

5. Click on **Submit for Due Diligence** to automatically save profile changes and submit the enrollment to the State of AZ.

If you missed any required fields it will tell you which ones you need to revisit in order to complete the registration before submitting.