

Supplier Enrollment

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. This document is a quick-reference guide for suppliers completing full enrollment on 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/>.

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. Click on See my Information on the left hand side of the home screen.
3. Complete the required fields in the Identity, Information, Contacts, Invoicing, and Documents tabs. This includes basic company information such as Freight Terms, Payment Terms, Commodity Enrollment and Main Address, in addition to Supplier Contacts, Legal documents and Certifications.

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.

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

The screenshot shows the 'Company Info' form in the ARIZONA Procurement Portal. The form is divided into three main sections: 'Basic Company Info', 'ACKNOWLEDGEMENTS', and 'Tax Information'. A sidebar on the left contains navigation links: 'Company Information', 'Contacts', 'Documents & Certs.', 'P2P Information', and 'Qualifications'. The 'Basic Company Info' section includes a 'Status' dropdown set to 'Registration', a 'Supplier ID' field with the value 'IV0000032717', and a 'Registration Type' section with radio buttons for 'Non-US' and 'US' (selected). The 'ACKNOWLEDGEMENTS' section features a 'TIN Certification Statement' checkbox. The 'Tax Information' section includes a 'TIN Type' dropdown menu with 'EIN' selected, and an 'EIN #' field containing '66-6668886'. A yellow warning banner at the top of the form area displays two error messages: '-Remit to Address is Missing' and '-Entering a payment term is mandatory.'. At the top right of the form area, there are three buttons: 'Save', 'Forward', and 'Submit for Due Diligence' (highlighted in red).