

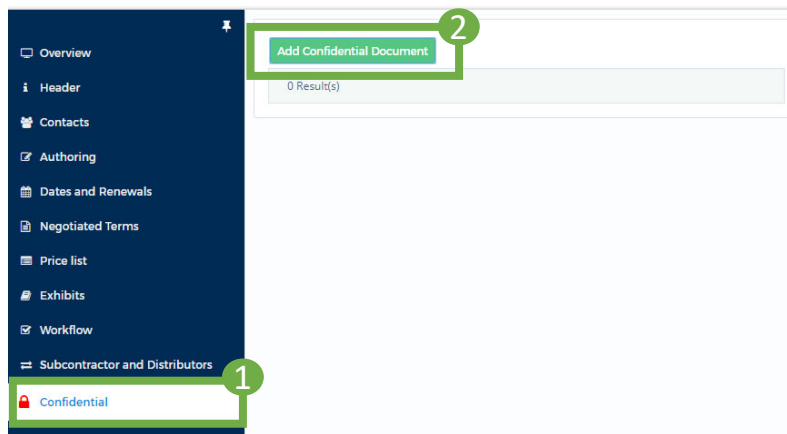
Adding Confidential Documents

This document is a quick-reference guide for Contract Owners who needs to store confidential supplier documents as part of the contract record in 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/>.

Documents deemed confidential by the supplier and the State can be stored in the confidential documents tab of the contract record. This confidential tab is only accessible to the contract owner in order to protect sensitive information

Adding Confidential Documents

1. When creating a contract click on the **confidential tab**
2. At the top of the page click **Add Confidential Document**



3. Enter a **Title, Version Number, and Attach the document**. The user can also fill out additional information such as **validity dates, order, or summary**
4. Click **Save & Close**

Note: The Confidential tab is only visible to the user that is the **contract owner** defined in the contacts tab (by default the user who created the contract). If the contract owner needs to be changed, this can be done on the contacts tab by the current owner.

Adding Confidential Documents

The screenshot shows a web form for adding confidential documents. At the top, there are buttons for 'Save as draft', 'Save & Close', 'Publish', 'Delete', and 'Close'. The form is divided into sections: TITLE, SUMMARY, TEXT, and INFORMATION. In the TITLE section, the 'Title' field contains 'Sample Document' and the 'Revision' field contains '1'. In the INFORMATION section, the 'Document' field is set to 'en' and a file 'EN - ATS0001OF21.pdf' is attached. The 'Validity' section has 'from' and 'to' date pickers. The 'Authorization' dropdown is set to '0' and the 'Status' is 'Approved'. Numbered callouts 3 and 4 highlight the file selection area and the 'Save & Close' button respectively.

5. Confirm the document appears in the grid

Add Confidential Document

	Title	Contact	Last Modified on (your local time)	Creation Date (your local time)	Validity End Date	Version
	Sample Document	COWGILL Rachel	10/9/2018 1:38:03 PM	10/9/2018 1:38:03 PM		1

1 Result(s)

Zip Selected Documents