

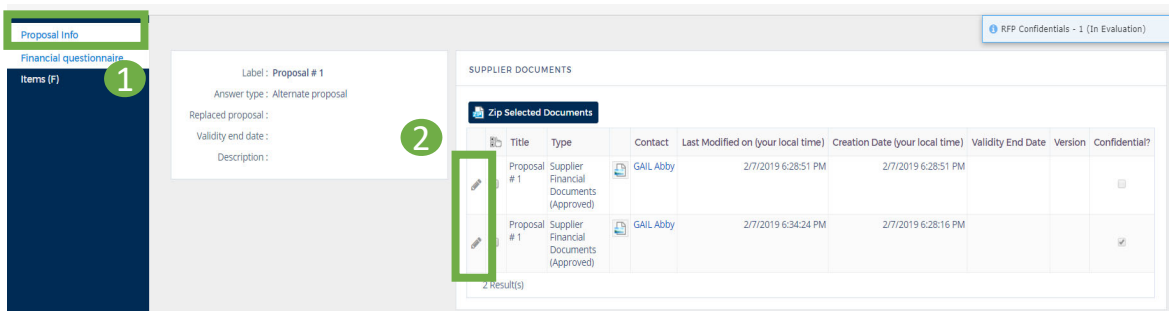
Reviewing Supplier Confidential Documents

This document is a quick-reference guide for Procurement Officers 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/grqs>.

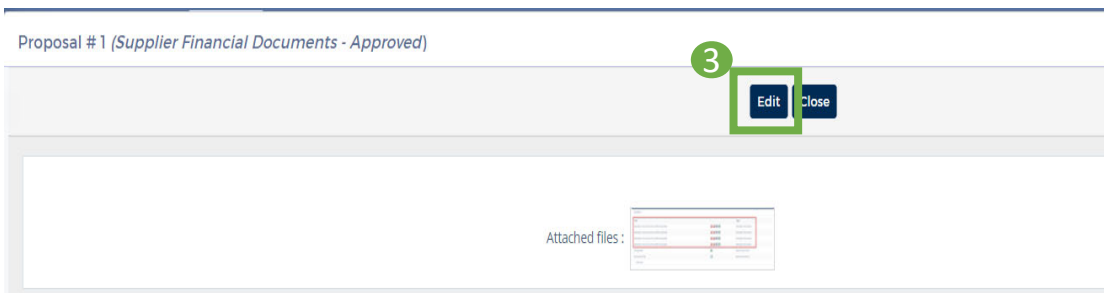
If a supplier includes a confidential document as part of their response, a procurement officer will review the document and confirm if that document should be marked confidential. The Procurement Officer will be able to change the determination if needed.

Reviewing Supplier Confidential Documents

1. When reviewing supplier offers in the **Open Technical Envelope or Open Financial Envelope** tabs, the Procurement Officer can view all supplier submitted documents under the **Proposal Info**
2. Click on the **Pencil Icon** on the supplier documents grid to view the details of the document uploaded by suppliers.



3. Review the attached document, if the determination needs to be changed click the **Edit** button on the top of the screen.



Reviewing Supplier Confidential Documents

4. Click the **Confidential?** checkbox to change the determination made from supplier
5. Click **Save & Close**

The screenshot displays the 'Financial Envelope' section of the Arizona Procurement Portal. The interface includes several input fields and buttons. The 'TITLE' section shows 'Title: Proposal # 1'. The 'SUMMARY' section is empty. The 'INFORMATION' section contains a 'Document:' dropdown set to 'en', a file upload button labeled 'Click or Drag to add files', a 'Status:' dropdown set to 'Approved', and a 'Confidential?' checkbox which is highlighted with a green box and labeled with a green '4'. In the top right corner, there are two buttons: 'Save' and 'Save & Close', with the latter highlighted by a green box and labeled with a green '5'. A small file preview window is also visible over the 'Status:' dropdown.