












## Reviewing Supplier Data

*This document is a quick-start guide for users who need to access, navigate, and review supplier data on the Arizona Procurement Portal (APP).*

*If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO Website: <https://spo.az.gov/>*

Once you open a supplier’s record in APP you will have the ability to see a wide range of information about the vendor by navigating to the different functional tabs of their supplier record.

	<b>Overview</b> – Displays a dashboard of items and contacts linked to the supplier
	<b>Identity</b> – Displays the supplier’s basic information ( <i>i.e. address, DBA, legal form</i> ), purchasing information, address, and hierarchy
	<b>Information</b> – Displays Tax Identification Numbers (TINs), Business Indicator certifications, order address, and remit to address
	<b>Invoicing</b> – Displays Remit To addresses and Payment information
	<b>Contact</b> – Displays the contacts (internal and external) and their associated roles
	<b>Documents</b> – Displays any supplier submitted legal documents, certifications, or other documents such as Certificates of Insurance (COI)
	<b>Qualifications</b> – Displays any commodities the supplier has enrolled in, counties served, and any M/WBE certifications the supplier has declared
	<b>Activity</b> – Displays an overview of all the activity linked with the supplier, such as contracts, products, or orders, within the system
	<b>Scoring</b> – Displays a dashboard with the summary of the supplier’s scores from performance assessments
	<b>Workflow</b> – Displays where the supplier is in the enrollment process
	<b>Changes Log</b> – Displays the change request history for the supplier