

Enrolling as a Foreign Supplier

This document is a quick-reference guide for foreign suppliers who need to register and enroll 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/>. For more information on how to use APP, go to [insert link to supplier resources tab]

Submitting a Supplier Registration Request

1. Navigate to app.az.gov to access the APP public landing page.
2. Click on the **New Supplier? Register Now** button on the right hand side of the screen to access the registration form.



3. Complete all of the required fields on each tab. *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.* Foreign suppliers must specifically indicate the following:
 - A. **Registration Type** – Non-US
 - B. **Foreign Tax ID** – This field is optional

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

4

Registration request Cancel

REGISTRATION INSTRUCTIONS

Please complete registration by filling out all mandatory fields marked in red. Field specific instructions are provided using the "i" symbol or watermark :

COMPANY INFORMATION

3a Registration Type: US Non-US

Legal Name:

Legal Form:

Doing Business as:

EIN or SSN: EIN SSN

3b Foreign Tax ID:

5. An email will be sent to the Supplier Admin indicating if the 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.

Once a Supplier Admin logs in to their organization's account, they will be able to add additional users to their account on the Contacts tab of the Supplier Portal.

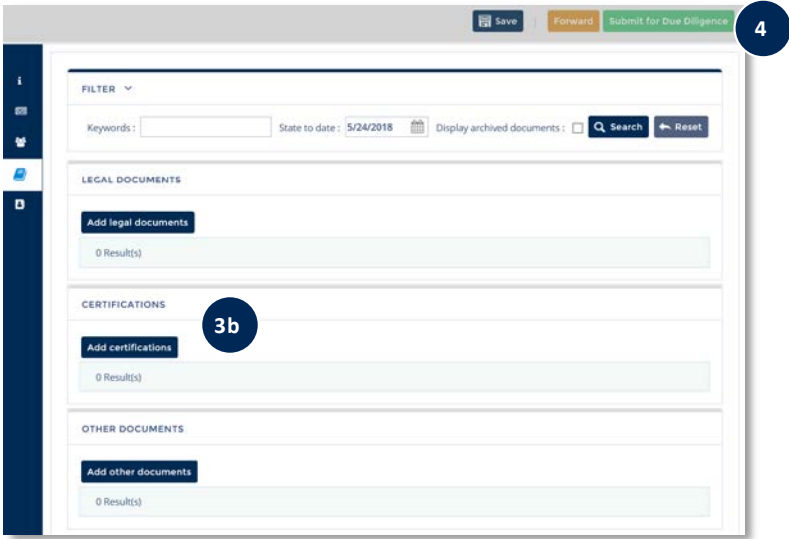
Completing Supplier Enrollment

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 on the Identity, Information, Contacts, Documents and Remit to Address tabs. *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.* Foreign supplies must specifically complete the following:

A. Citizenship Statement - Click the checkbox on the Information tab indicating “I am a foreign person/entity and have attached a copy of one of the Various W-8 forms as my certification”.



B. Certifications – Upload supplier W-8 as a Certification in the Documents tab.



4. Click on **Submit for Due Diligence** to automatically save profile changes and submit your enrollment to the State of AZ. Foreign supplier information (i.e., W-8) will be reviewed by the State of AZ.