


Acknowledging a Purchase or Change Order

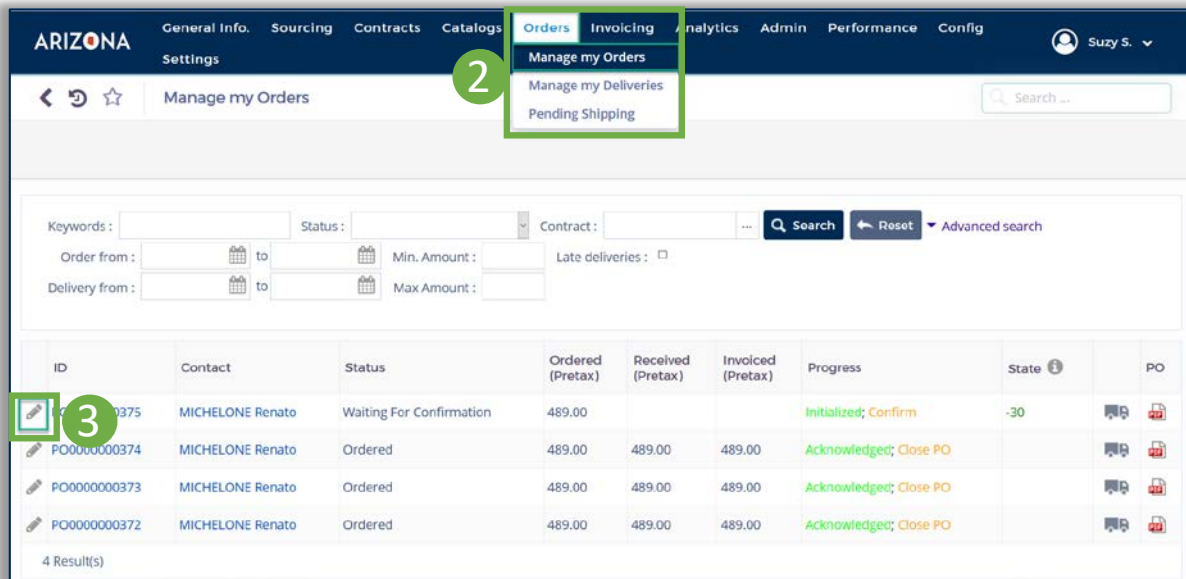
This document is a quick-reference guide for suppliers that need to acknowledge purchase orders in the Arizona Procurement Portal (APP). Purchase orders are acknowledged by the Supplier Administrator, though they may contain references to other supplier contacts. In the instance of a change in price or quantity to the original purchase order, a change order will be issued.










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/>.

Acknowledging a Purchase or Change Order

In the event of a purchase or change order, suppliers will receive a notification from the APP system. Once a notification is received, suppliers should take the following steps to review the purchase or change order:

1. Navigate to app.az.gov to access the APP public landing page and enter login credentials.
2. Click on **Orders** → **Manage my Orders** at the top of the screen.
3. Select the  icon for the appropriate purchase order.



ID	Contact	Status	Ordered (Pretax)	Received (Pretax)	Invoiced (Pretax)	Progress	State	PO
PO0000000375	MICHELONE Renato	Waiting For Confirmation	489.00			Initialized; Confirm	-30	  
PO0000000374	MICHELONE Renato	Ordered	489.00	489.00	489.00	Acknowledged; Close PO		 
PO0000000373	MICHELONE Renato	Ordered	489.00	489.00	489.00	Acknowledged; Close PO		 
PO0000000372	MICHELONE Renato	Ordered	489.00	489.00	489.00	Acknowledged; Close PO		 

(continued on the next page)

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4. Review the purchase or change order for accuracy and click **Acknowledge**. Once the purchase or change has been acknowledged, a notification is sent to the State confirming acknowledgement.

The screenshot displays the ARIZONA Procurement Portal interface. At the top, there is a navigation bar with the ARIZONA logo and several menu items: General Info., Sourcing, Contracts, Catalogs, Orders (highlighted), Invoicing, Analytics, Admin, Performance, Config, and Settings. Below the navigation bar, the breadcrumb trail shows: PO: PO0000000375 - Req. 6/14/2018-DELL USA - DELL USA (Waiting For Confirmation). In the center of the page, there are three buttons: 'Reject' (red), 'Acknowledge' (green, highlighted with a green box and a green circle containing the number 4), and 'Create Receipt' (dark blue). Below the buttons, there is a table with three columns: HEADER, DELIVERY ADDRESS, and INVOICING A. The table contains the following information:

HEADER	DELIVERY ADDRESS	INVOICING A
Short Description : Req. 6/14/2018-DELL USA	site 1100 - OOD HQ	7000 - DCSS - E
Supplier : DELL USA	Street 1	State Procuren
Site : 1100 - OOD	89654 San Francisco	100 N 15th Ave
Legal Company : State of Arizona	California	85003 Phoenix
	UNITED STATES	Arizona
		UNITED STATE!