

## Sending Supplier Notifications

This document is a quick-reference guide for users who need to manually send a purchase order or to a supplier in 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 a purchase order is created, a notification is automatically emailed to the associated supplier contact; however, requisitioners also have the ability to manually send purchase orders to supplier contacts for acknowledgement within the APP system. Suppliers will have access to a Supplier Portal where they will be notified if they need to acknowledge an order. Requisitioners can also email the suppliers in order to notify them.

### Sending a Purchase Order to a Supplier

1. From any page in the APP, navigate to the **Procurement** drop-down menu and select **Browse Orders**.
2. From the Browse Orders Page, search for the purchase order you would like to send to the supplier using the search bar.
3. Open the purchase order by selecting the **Pencil** icon.
4. Navigate to the **Other Actions** dropdown and select **Send PO**.
5. A pop-up window will appear. Fill in the following fields: **Requestor**, **Attachment** (this is a PDF attachment of the PO that is automatically populated), **Supplier Contact** and **Message**.

The screenshot shows a 'Send PO' pop-up window with the following fields and content:

- Requester:** A dropdown menu.
- Attachment:** A checked checkbox next to the text 'PO0000000227\_Req\_Req\_5\_2\_2018-Goodwill\_Industries\_of\_Central\_Arizona.pdf'.
- Object:** A text field containing 'PO for Req. 5/2/2018-Goodwill Industries of Central Arizona'.
- Message:** A large text area containing:  
Dear ,  
Please find attached the PO document for:  
PO: Req. 5/2/2018-Goodwill Industries of Central Arizona  
Company: Goodwill Industries of Central Arizona  
Best regards,  
  
[Click here to validate](#)
- Send to:** A dropdown menu at the bottom.
- Buttons:** 'Send', 'Save & Close', and 'Close' buttons are located at the top right of the window.

6. Select **Send**. Please note, the supplier will be automatically notified once you hit this button.