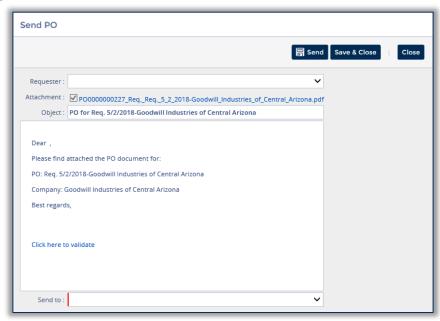# ARIZONA
PROCUREMENT PORTAL

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. 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 Supler 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**.

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