

Managing Invoices


This document is a quick-reference guide for suppliers who want to track and manage their invoices via the APP Supplier Portal. 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 the supplier invoicing process and to view system demonstrations, go to [\[insert link to supplier resources tab\]](#) and reference the Supplier Invoicing training course.

Tracking and Managing Invoices

1. Navigate to app.az.gov to access the APP public landing page and enter login credentials.
2. Click on the **Invoicing** menu option and select **Manage my Invoices** from the dropdown menu. This page displays all invoices with the associated ID, Agency, Invoiced amount, Payment Date and Status.

The screenshot shows the 'Manage my Invoices' page in the ARIZONA Procurement Portal. The navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', and 'Performance'. The 'Invoicing' menu is open, showing 'Manage my Invoices' as the selected option. Below the navigation bar, there are buttons for 'New Credit Note' and 'Create Invoice'. A search bar is located on the right. The main content area features a search filter section with fields for Keywords, Order, Currency, Date, Invoice Type, Contract, Status, Min. Amount, and Max. Amount. Below the filters is a table of invoices with columns for ID, Invoice Number, Organization, Invoiced (Pretax), Invoice Date, Payment Date, and Status. The first row of the table is highlighted with a green box.

ID	Invoice Number	Organization	Invoiced (Pretax)	Invoice Date	Payment Date	Status
INV000178278	avoid allocation	1100 - OOD		6/6/2018		Draft
INV000178277	723452362	5700 - DERS LWD	469.99	6/5/2018		Approval in Progress
INV000178276	623452345	5700 - DERS LWD	60.00	6/5/2018		Ok to Pay

3. To view the details of an invoice, the supplier can click the **edit icon**  or the Invoice ID.
4. Suppliers can also enter various search criteria, such as Order Number, Invoice Status, Minimum and Maximum Amount, Invoice Type, Contract, and/or Date, then click **Search**.