

Adding a DBA or Subsidiary

This document is a quick-reference guide for suppliers, demonstrating how Supplier Admins can add Doing Business As (DBAs) and/or subsidiaries to an organization's account once the account is fully enrolled in APP. When a supplier is added as a subsidiary, a Subsidiary's TIN, Legal Name, and Main Address will default off the Head Office supplier's record. As a subsidiary or DBA, you will not be able to change these details.

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 <https://spo.az.gov/app/supplier/overview>

Add a DBA or Subsidiary

1. Navigate to APP public landing page (app.az.gov) and enter login credentials
2. Click on **See my Information** on the left hand side of the home screen
3. Click on **Add DBA** at the top of the screen



4. Complete the required fields. *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.*
5. Click **Registration request** to submit the request. The child to the parent company will now have read-only access to the parent supplier record.

A screenshot of the 'Supplier registration' form. The form is titled 'Supplier registration' and has a 'Registration request' button and a 'Close' button. The form is divided into three sections: 'REGISTRATION INSTRUCTIONS', 'COMPANY INFORMATION', and 'CONTACT INFORMATION'. The 'REGISTRATION INSTRUCTIONS' section contains the text: 'Please complete registration by filling out all mandatory fields marked in red. Field specific instructions are provided using the "I" symbol or watermark :'. The 'COMPANY INFORMATION' section has a 'Doing Business as' dropdown menu and an 'EIN/SSN' field with the value '111-11-1111'. The 'CONTACT INFORMATION' section has fields for 'First Name', 'Last Name', 'Email', 'Position', and 'Password'. A blue circle with the number '4' is overlaid on the 'First Name' field. A blue circle with the number '5' is overlaid on the 'Registration request' button.