

Declaring ADOT Supplier Certifications

This document is a quick-reference guide for suppliers that are registering and enrolling in the Arizona Procurement Portal (APP) for the sake of conducting business with the Arizona Department of Transportation (ADOT) with an Minority Business Enterprise (MBE) status.

The registration and enrollment process will remain the same, with the exception of one additional prerequisite requiring the supplier to provide certification of MBE status.

The procedures listed below highlight the three ADOT and MBE supplier requirements.

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> and reference the following training courses and quick-reference guides (QRG) for the full registration and enrollment process:

- *Registration and Enrollment for New Suppliers – 60 minute course guide*
- *New Supplier Registration – QRG*
- *Completing Supplier Enrollment - QRG*

Declaring ADOT Supplier Certifications

1. If the supplier has intentions of doing business with ADOT, they must indicate so while completing the enrollment process. Navigate to the APP homepage and click on **See my Information** to access the supplier profile page.
2. From the supplier profile page Identity tab, click **Yes** next to the question, “Intend to transact with ADOT?”

BASIC COMPANY INFO	
Status :	Activated
Registration Type :	<input checked="" type="radio"/> US <input type="radio"/> Non-US
EIN/SSN :	123-43-1252
Legal Name :	1234
Doing Business As :	1235
Web Site :	
State of Incorporation :	
Payment Terms :	100% Upon Acceptance
Freight Terms :	Freight Collect
Comment :	

MAIN ADDRESS	
Address Label :	
Main Address :	1235
City :	1235
Zip Code :	1235
State :	Alabama
Country :	UNITED STATES

SUPPLIER HIERARCHY	
Type :	
Vendor Level :	Supplier Group Supplier Head-office
Parent Supplier :	

COMMODITIES AND COUNTIES SERVED	
Commodity :	CT_CM - Communications, Marketing, and Print
Intend to Transact with ADOT? :	<input checked="" type="radio"/> Yes <input type="radio"/> No
Counties Served :	Cocconino (AZ)

3. On the Information tab, select the MBE status that applies to you as a supplier from the menu options provided.

The screenshot shows a 'Business Indicator' modal window. At the top, there is a 'Close' button. Below it is a search bar with 'Keywords:' and buttons for 'Search' and 'Reset'. A list of business indicators follows, each with a small icon to its left. The indicators are: Government Agency, Minority Owned Business - African American, Minority Owned Business - Asian, Minority Owned Business - Hispanic, Minority Owned Business - Native American, Non-Profit, IRC 501 (c), Non-Small, Non-Minority or Non-Woman Owned Business or Individual, Non-Business, Owned Business - Other Minority, Small Business, Small Business - African-American, Small Business - Asian, Small Business - Hispanic, Small Business - Native American, Small Business - Other Minority, and Small, Woman Owned Business. The 'Small Business - Asian' option is currently selected and highlighted in blue. At the bottom, there is a pagination bar showing '1 2' and '26 Result(s)'.

4. Navigate to the Documents tab to upload the Certification as evidence to the MBE status you have declared. Click on **Add Certifications**, complete the required fields, then click on **Save and Close**. Without providing documentation on the MBE status, you will not be able to submit the enrollment for due diligence.

The screenshot shows the 'Edit document : Certifications' form. The main window has a breadcrumb 'Supplier 1234' and a 'Save' button. The left sidebar has a 'Document' tab. The main content area is divided into sections: 'LEGAL DOCUMENTS' with an 'Add legal documents' button and '0 Result(s)'; and 'CERTIFICATIONS' with an 'Add certifications' button and '0 Result(s)'. An inset window shows the 'Edit document : Certifications' form with the following fields: 'DESCRIPTION' (Type, Label, Document, Validity begin date, Validity end date, Owner: 1234 1234), 'STATUS' (Validity, Status: Draft), 'COMMENTS' (Add a comment here), and 'FOLLOW UP' (Notification Date, Archive Date, Created, Request Date, Creation Date). The 'Document' field has a 'Click or Drag to add a file' prompt.