

Supplier Enrollment

Once a supplier registration request has been approved, the submitting supplier will receive an email allowing them to log in to APP and begin the Full Enrollment process. This document is a quick-reference guide for suppliers completing full enrollment on 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/>.

Complete Supplier Enrollment

1. Access the link provided in the registration confirmation email prompting the supplier to login, or navigate to app.az.gov and enter supplier login credentials.
2. Click on **See my Information** on the left hand side of the home screen.
3. Complete the required fields in the Identity, Information, Contacts, Invoicing, and Documents tabs. This includes basic company information such as Freight Terms, Payment Terms, Commodity Enrollment and Main Address, in addition to Supplier Contacts, Legal documents and Certifications.
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.
4. Click on **Submit for Due Diligence** to automatically save profile changes and submit your enrollment to the State of AZ.

The screenshot displays the ARIZONA Procurement Portal interface for a 'Supplier Training QRG'. The top navigation bar includes 'General Info', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', and 'Performance'. The main content area shows a 'Supplier Training QRG' form with a 'Save' button and a 'Submit for Due Diligence' button. A red vertical bar highlights the 'Legal Name' field in the 'BASIC COMPANY INFO' section, which contains the text 'Training QRG'. The 'MAIN ADDRESS' section includes fields for 'Address Label', 'Main Address' (123 Street), 'City' (Phoenix), 'State' (Arizona), 'Zip Code' (15201), and 'Country' (UNITED STATES). A left-hand navigation menu is visible, with the 'Identity' tab selected. A blue circle with the number 4 is positioned over the 'Submit for Due Diligence' button, and a blue circle with the number 3 is positioned over the 'Identity' tab in the navigation menu.