

## New Supplier Registration

In order to initiate doing business with the state, suppliers are required to register an account on Arizona Procurement Portal (APP). This document is a quick-reference guide for suppliers submitting a registration request on APP. If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO Website: <https://spo.az.gov/>.

### Submitting a Supplier Registration Request

1. Navigate to [app.az.gov](http://app.az.gov) to access the APP public landing page
2. Click on the **New Supplier? Register Now** button on the right hand side of the screen to access the registration form
3. Complete all of 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.*
4. Upon completion of the fields, click the **Registration request** button to submit the form

ARIZONA General Info. Sourcing Contracts Catalogs Orders Invoicing Performance

Supplier registration

4 Registration request Cancel

REGISTRATION INSTRUCTIONS

Please complete registration by filling out all mandatory fields marked in red. Field specific instructions are provided using the ⓘ symbol or watermark:

COMPANY INFORMATION ⓘ

Registration Type:  US  Non-US

Legal Name: |

Legal Form: ▾

Doing Business as: ▾

EIN or SSN:  EIN  SSN

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5. Check the email inbox of the account entered in the registration contact information to determine if your registration request was approved or rejected



Whoever submits an organization's registration request will automatically become the Supplier Admin for that organization's account when the registration request is approved.

Once a Supplier Admin logs in to their organization's account, they will be able to add additional users to their account on the Contacts tab of the Supplier Portal. This process is described in the Supplier Enrollment quick-reference guide.