


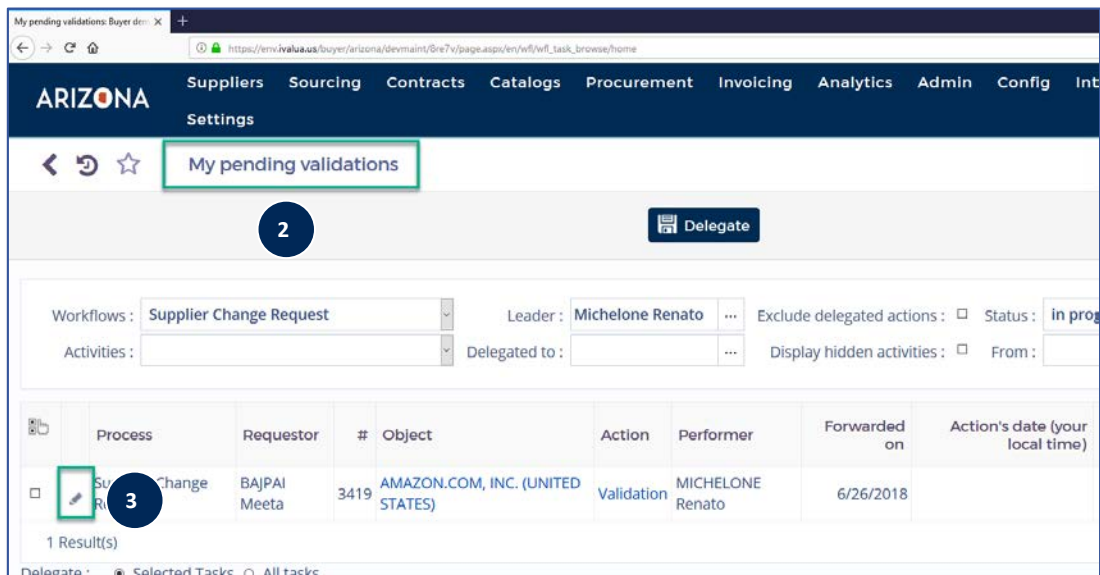
## Supplier Deactivation Requests

A supplier also has the option of deactivating their account completely by selecting the **Prevent Future Orders for This Supplier** from the Change Request drop down menu. By selecting this option, the supplier's status becomes Blocked, preventing new POs and contracts from being created while keeping existing ones active. The Change Request is routed to the Supplier Management team who reviews any existing POs and contracts to ensure they are paid out appropriately prior to deactivating the account.

This document is a quick-start guide for State agency users who need to review and deactivate suppliers on the Arizona Procurement Portal (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/>.

### Supplier Deactivation Requests

1. Navigate to app.az.gov to access the APP public landing page and enter login credentials.
2. Access the **My Pending Validations** section from the homepage to display tasks awaiting action, such as Change Request approvals.
3. Click on the  icon to access the supplier record.



## Supplier Deactivation Requests

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- From the supplier profile, the Change Request Type will display **Prevent future orders for this supplier**. This change request will allow existing POs to remain active, but no new POs or contracts will be able to be associated with it.

Supplier change request: Dell LN Inc (USA)

Close Cancel Change Request Move Vendor to Archived Status

**Identity**

- Information
- Invoicing
- Workflow
- Changes log

**CHANGE REQUEST**

Change Request Type : Prevent future orders for this supplier

Reason for change request : Block Test

Original Supplier : Dell LN Inc (USA)

**SUPPLIER INFORMATION**

**MAIN ADDRESS**

- Prior to deactivating a supplier account, all POs must be paid. Outstanding invoices are checked by searching for the supplier on the **Invoicing** tab. The APP system will display outstanding POs.

ARIZONA Suppliers Sourcing Contracts Catalogs Procurement **Invoicing** Analytics Admin Config Integration Berry L

Settings

Browse

New Standalone Credit

Keywords: Alerts: Supplier: Invoice Type: Search Reset Adv

Goodwill Industries of Central Arizona

Organization: Contact: Status: Date: to

Order: Contract: Progress:

Allocations

ID	Invoice Number	Supplier	Ordered (Pretax)	Received (Pretax)	Invoiced (Pretax)	Invoice Date	Payment Date	Status
INV000178311	test invoice	Goodwill Industries of Central Arizona	20.00		20.00	6/25/2018		Draft
INV000178305	test	Goodwill Industries of Central Arizona	0.75	0.00	94.56	6/18/2018		Draft

## Supplier Deactivation Requests

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- Once all POs have been paid, click the **Move Vendor to Archived Status** button to approve the deactivation request. **Note:** Supplier deactivation requests can be cancelled by selecting the **Cancel Change Request** button which will reactivate the supplier in APP.

Supplier change request: Dell LN Inc (USA)

Close Cancel Change Request Move Vendor to Archived Status

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CHANGE REQUEST	
Change Request Type :	Prevent future orders for this supplier
Reason for change request :	Block Test
Original Supplier :	Dell LN Inc (USA)

SUPPLIER INFORMATION	MAIN ADDRESS
Status : Approval in progress	Address Type :
Supplier under edition : IV0000003854	Address Label ⓘ : 1099 Address