

## Supplier Enrollment for Existing Suppliers

*Prior to releasing the Arizona Procurement Portal (APP), all active suppliers in ProcureAZ will automatically be enrolled in the new APP system and all associated information and documents from ProcureAZ will be transferred to their record. Note: transaction history from ProcureAZ will not be transferred to the new APP system.*

*APP will send an email to the supplier administrator notifying them when they have been successfully transferred. This email will include the supplier's username and a link to the APP Supplier Portal.*

*Upon initial log in, **suppliers should review their records to ensure accuracy.** Any necessary updates can be made via a Change Request from the supplier record.*

*This document is a quick-reference guide for existing ProcureAZ suppliers who would like to log in to 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/>. For more information on how to use APP, reference the Supplier Enrollment and Account Management for Existing Suppliers training course.*

### Complete Existing Supplier Enrollment

1. Access the link provided in the enrollment confirmation email prompting the supplier to login, or navigate to [app.az.gov](http://app.az.gov) and enter supplier login credentials.
2. Click **Lost your password?** link to send a new password to the Supplier Admin address on the supplier record.

The screenshot shows a login interface titled "IDENTIFICATION". It features two input fields: the first is for a username, indicated by a person icon, and the second is for a password, indicated by a lock icon and the word "Password". To the right of the password field is a dark grey "Login" button. Below the password field, the text "Lost your password?" is highlighted with a green rectangular border. A blue circular callout containing the number "2" is positioned to the right of this link.

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3. Enter the email address the temporary password will be sent to and the Security Control information. Click **Deliver Password**.

Close Deliver password

Forgot your password? Please fill your email address, a temporary password will be sent to you

SECURITY CONTROL

Security Control : [masked password]

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4. Click the link in the email and follow prompts to change the password.
5. Click on **See my Information** on the left hand side of the home screen to review the supplier record information for accuracy. Changes to the supplier record can be made via change requests.

ARIZONA General Info. Sourcing Contracts Catalogs Orders Invoicing Performance Mason D. v

Supplier Portal Search ...

See my Information

Import Catalog

NEED ASSISTANCE?

If you encounter any issues, you may consult this [LINK](#) for a list of our video FAQs.  
For assistance please contact the Help Desk at 602-542-7600 or email [procure@azdoa.gov](mailto:procure@azdoa.gov).

0 All Pending Validations

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