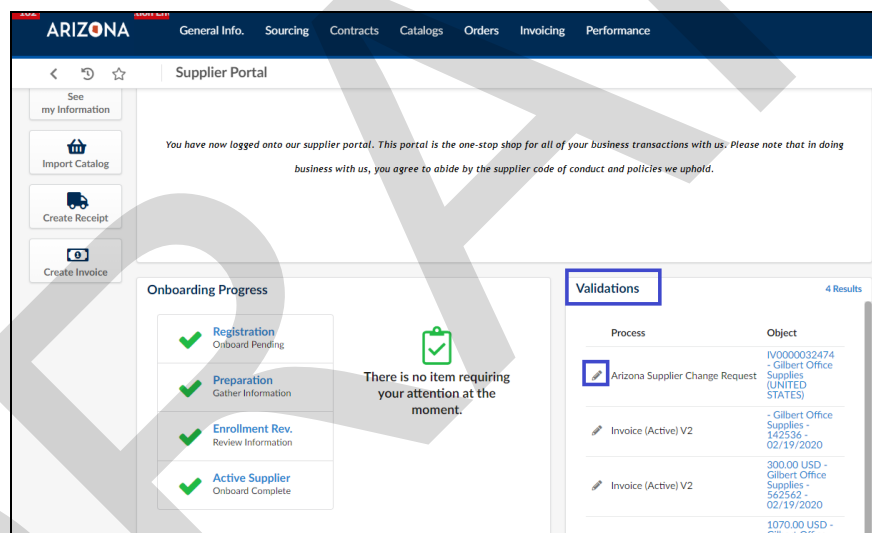


## Supplier Deactivation Requests

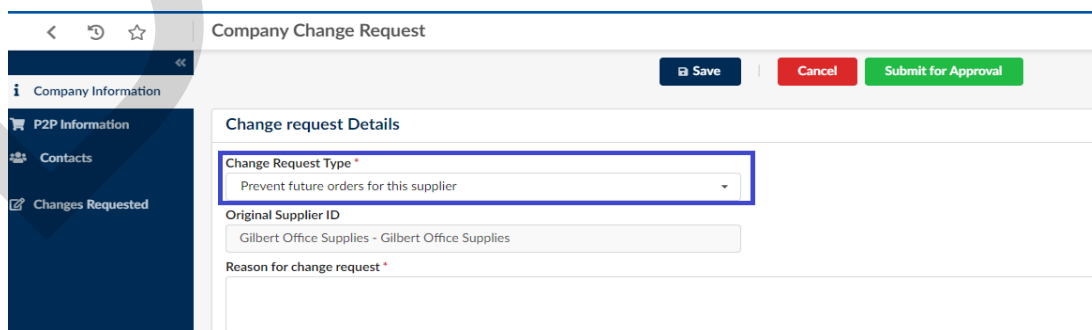
A supplier also has the option of deactivating their account completely by selecting the *Prevent Future Orders for This Supplier* from the *Change Request* drop down menu. By selecting this option, the supplier's status becomes *Blocked*, preventing new POs and contracts from being created while keeping 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.

### 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 **Pencil** icon to access the supplier record.



4. 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.



- 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.

The screenshot shows the 'Manage my Invoices' page in the ARIZONA Procurement Portal. The 'Invoicing' tab is selected in the top navigation bar. Below the navigation, there is a search bar and filters. A table displays the following data:

Document Number	Organization	Invoiced	Invoice Date	Payment date	Code	Status
142536	State Procurement Office		2/19/2020		INV000257411	Draft
56262511	State Procurement Office	1,070.00	2/19/2020		INV000257410	Draft

2 Result(s)

- 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.

The screenshot shows the 'Supplier change request' form for 'IV0000032726 - Arizona Supplies'. The form is titled 'Change request' and includes the following fields and buttons:

- Supplier under edition: 0000032472
- Change Request Type: Prevent future orders for this supplier
- Original Supplier ID: [Field]

Buttons at the top of the form include: Save & Close, Save, Cancel Change Request, and Move Vendor to Archived Status.