ARIZONA
P R O C U R E M E N T   P O R T A L
QUICK REFERENCE GUIDE

Mass Communication for Co-Op Users

This document is a quick reference guide for users wishing to conduct mass communication with suppliers in the Arizona Procurement Portal (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/.

Co-Op Procurement Officers can create RFIs in the APP system to send out mass emails to a list of suppliers.
A user needs a Procurement 1, Procurement 2, or Procurement 3 system profile to access this functionality.

Mass Communication (RFI) for Co-Op Users

1. From any page in APP, select **Create Sourcing Project** from the Sourcing drop-down menu.
2. On the Create Sourcing Project page, select your **Sourcing Project Type** (RFx) and add a **Label**, **Agency,** and **Commodity** (required fields marked by a red asterisk).
3. Click **Save**.
4. The page opens with a document number starting with BPM and a menu of tabs on the left.

5. To add suppliers, click the **Identify Supplier**s left margin tab.
6. Add suppliers (refer to the *Identify Suppliers* Quick Reference Guide).

> *After suppliers are selected, they appear in the Identify Suppliers left margin tab, along with the contact for each.*
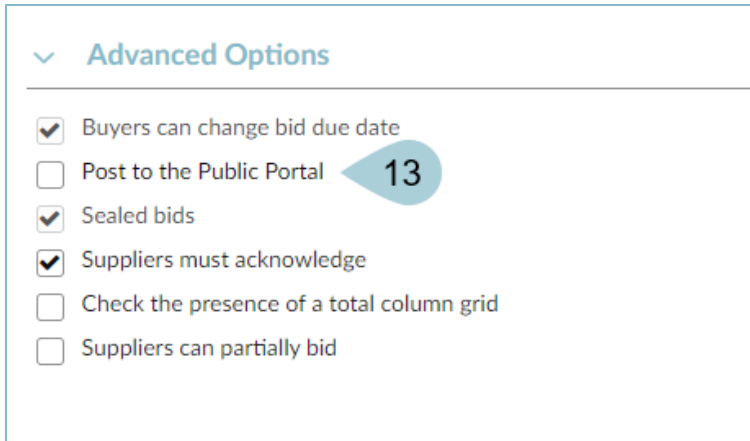
7. Once adding suppliers is complete, click **Save**.

8. Click the **Prepare RFx** left margin tab.
9. Select **RFI** under RFx Types.
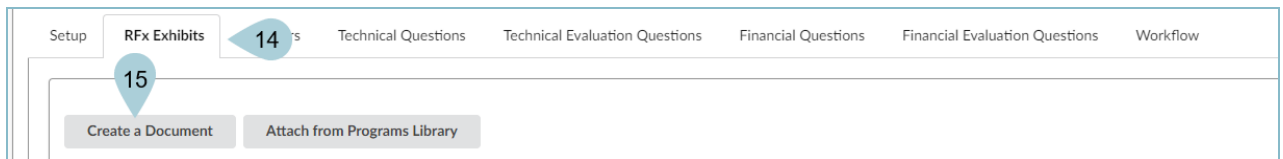10. Select the **Bid Due Date**.

> *The suppliers will not respond to the event, but the bid due date is a required field.*

11. Select a **Publication Begin Date** if posting to the public portal.
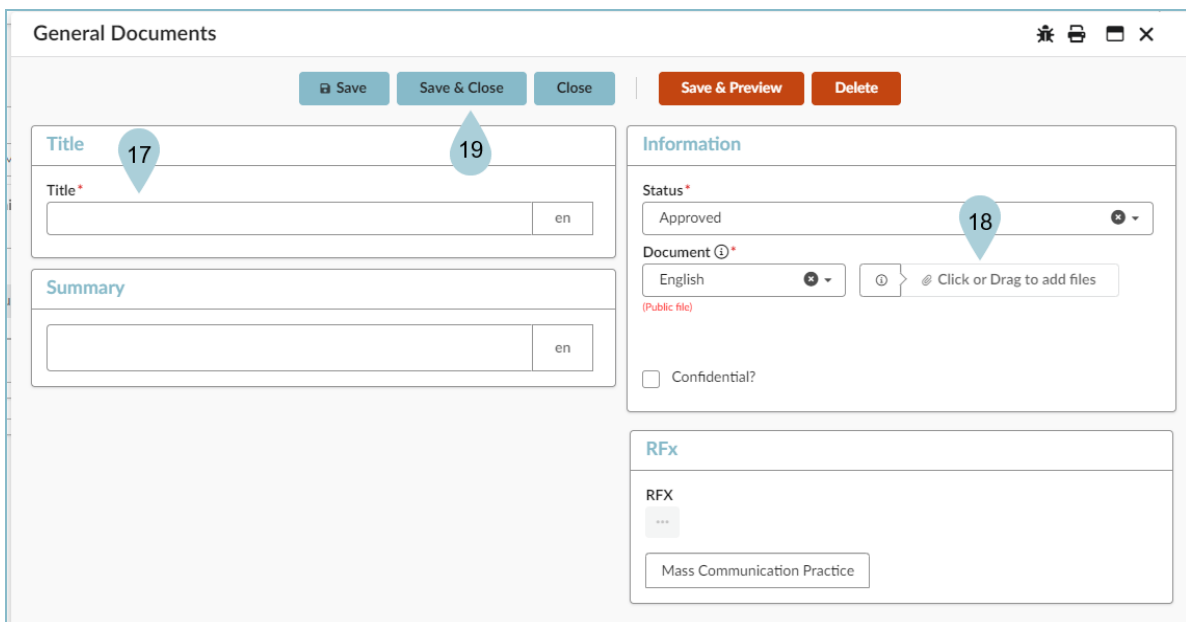12. Click **Save**.

13. In the Advanced Options section, uncheck the **Post to Public Portal** checkbox if you are not posting to the public portal.

14. In order to add documents to the RFI, click the **RFx Exhibits** header tab.
15. Click **Create a Document**.

16. **Select a document type** from the list.
17. Complete the **Title** for the document.
18. Upload your document by clicking the **Click or Drag to Add Files** button.
19. Click **Save & Close**.

20. When all documents have been added and the RFI is ready to be distributed click the **Send Solicitation for Approval** button to launch the Manager and CPO approvals, if needed.
21. Once all approvals are obtained, the Send button displays at the top of the page. Click **Send** to send out the RFI to the selected supplier(s).
22. In the Files to Attach section of the pop-up, select **RFx documents**. This will include the documents uploaded to the RFx exhibits tab to be attached to your email message.
23. Verify all selected suppliers are included in the **Send To** section.
24. Customize the email message to meet the needs of your RFI.
25. Click **Send & Close** to send the email and attached documents to your list of suppliers.

26. Click **OK** on the two pop-ups that appear, confirming your action.
27. To see the suppliers your email was sent to, click the **View RFx Activity** left margin tab.

Resources

Click the link below for more information on Mass Communication for Co-Op Users processes in APP:
https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides