

Adding Confidential Documents to an Offer

This document is a quick reference guide for users who wish to add confidential documents as part of their solicitation response 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/.

When submitting a response to a Solicitation in APP, you can add confidential documents as part of your response. If the State agrees with this determination, these documents will not be made public at any point.

Adding Confidential Documents to an Offer

- 1. After logging into the supplier portal and accessing your solicitation, acknowledging and selecting to bid, navigate to the Your Offer Infos & and Docs tab on the left side on the screen.
- 2. Click on the **Add Document** button in the supplier documents section.

Acknowledgement	Supplier Documents
Submission acknowledged on 7/31/2023 at 5:07 PM	Add Document 2
General Information	Keywords
Label* Proposal # 1	Q Search Reset

3. In the Select a document type section of the Content editor pop-up select either **Supplier Financial Documents** or **Supplier Technical Documents**.



- 4. Add your **Title, Attachment,** and click the **Confidential**? checkbox to indicate that the document is to remain confidential.
- 5. Click Save & Close.

	Save Save & Close Close	Save & Preview Delete
Title	5	Information
Title*	en	Status* Approved ♥▼ Document ①*
Summary	en	English • • • Click or Drag to add files
	4	Confidential?
		Financial Envelope
		Proposals
		Proposal # 1

6. Review the document in the grid and verify the Confidential? checkbox is checked. Once your offer is submitted, the procurement officer reviews this determination.

	<u>Title</u>	ŧ	<u>Type</u>	•	Att.	Contact 🚖	Validity End Date 🚖	Version	Confidential?	±
1	Question	naire	Supplier Financia Docume (Approv	al ents red)	201	<u>MURPHY</u> <u>Hazel</u>				
1 Record(s)									\$	E

Resources

Click the link below for more information on processes in APP: https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides/supplier-management