

## Adding Supplier Contacts

*This document is a quick reference guide for users wishing to add additional supplier contacts in 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/>.*

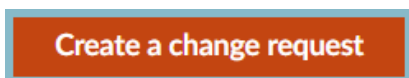
In order to add supplier contacts, select My Company Information under General Info and select Create a Change Request. Click the Create a Contact button and fill out the requested information.

When a supplier is adding additional contacts to their supplier record, there are 3 potential roles that can be assigned to a contact. Please note that a supplier contact can have multiple roles:

1. **Supplier Admin** — Able to see all transactions, sourcing events, performance assessments, and submit change requests to the supplier profile.
2. **Supplier Contact Global** — Able to see all transactions, sourcing events, or performance assessments.
3. **Supplier Contact** — Able to only see transactions, sourcing events, or performance assessments related to them

### Adding a Supplier Contact

1. From any page in APP, select **My Company Information** from the **General Info** dropdown menu.
2. Click **Create a Change Request**.



3. While in the Company Information left margin tab, fill in the **Reason for change request** field.

|                               |   |
|-------------------------------|---|
| Reason for change request *   | 3 |
| I added new supplier contact. |   |

4. Scroll down to the Main Address Section and complete the **Phone Number** field.

The screenshot shows the 'Main Address' section of a form. At the top is a map with a blue location pin and a callout bubble containing the number '4'. Below the map are several input fields: 'Address Label' (containing 'Nasco Healthcare'), 'Main Address' (containing '16 Simulaids Dr'), 'Zip Code' (containing '12477'), 'City' (containing 'Saugerties'), 'State' (a dropdown menu showing 'New York'), 'Country' (a dropdown menu showing 'UNITED STATES'), and 'Phone Number' (containing '555-555-5555').

5. Click the **Contacts** left margin tab.
6. Click the **+ Create Contact** button.

The screenshot shows the 'Supplier contacts' section. It features a callout bubble with the number '6' pointing to a button labeled '+ Create Contact'. To the right of this button is another button labeled 'Select Existing Contact'.

7. In the Identity section, enter the **First Name**, **Last Name**, **Email** , and **Position** of the contact.
8. Complete the **Phone** field in the Phone section.

The screenshot shows a web application window titled "Supplier contact management". At the top, there are three buttons: "Save", "Save & Close", and "Close". The main content area is divided into two columns. The left column contains two sections: "Identity" and "Phone". The "Identity" section has fields for "Gender" (a dropdown menu), "First Name\*" (text input with "Nancy"), "Owner Last Name\*" (text input with "Drew"), "Email\*" (text input with "ndrew@mysimulaids.com"), "Position" (a dropdown menu with "Supervisor" and a language dropdown with "en"), "List of languages" (a dropdown menu with "English"), and "Last Modified Date" (a date picker). The "Phone" section has fields for "Phone\*" (text input with "555-555-555"), "Cell Phone", and "Fax". The right column contains a "Login Information" section. Callout 7 points to the "Identity" section, and callout 8 points to the "Phone" field.

9. Scroll down to the Address section and complete the **Phone** field.

The screenshot shows the "Main Address" section of the application. It features a map of Malden, Massachusetts, with a blue location pin. Below the map are several text input fields: "Address Label" (with "Nasco Healthcare"), "Main Address\*" (with "16 Simulaids Dr"), "Zip Code\*" (with "12477"), "City\*" (with "Saugerties"), "State\*" (with "New York"), and "Country\*" (with "UNITED STATES"). At the bottom, there is a "Phone Number\*" field with "555-555-5555". Callout 9 points to the "Phone Number" field.

10. Click the **Save and Close** button at the top of the page.
11. Select a **Role** for the contact that was added. Multiple roles can be selected for a contact.
12. Click **Save**.
13. Click the **Mail** icon in the Login Creation and Forgotten Password columns to send the contact their login and password information.
14. Select the applicable **Profile** code on the Invitation to log into the application pop-up.
15. Click **Send notification**.

Invitation to log into the application

Close Send notification

Invite a contact

First Name  
Nancy DREW

Email  
ndrew@mysimulaids.com

Profile code \* 14

☐ Supplier Admin

☒ Supplier Contact

☐ Supplier Contact (Cooperative Report)

16. Close the **Invite a supplier contact to login** pop-up.
17. Click **Submit for Approval**.



**Note:** After a user has been added as a contact on the **Contacts** tab, the user that added them to the supplier account should click on the **Mail** icon in both the **Login Creation/Forgotten Password** columns so that the contact receives their login and password information via email. The new contact can then use this information to access their APP account.

## Resources

Click the link below for more information on adding supplier contacts in APP:

<https://spo.az.gov/suppliers/app-support/quick-reference-guides>