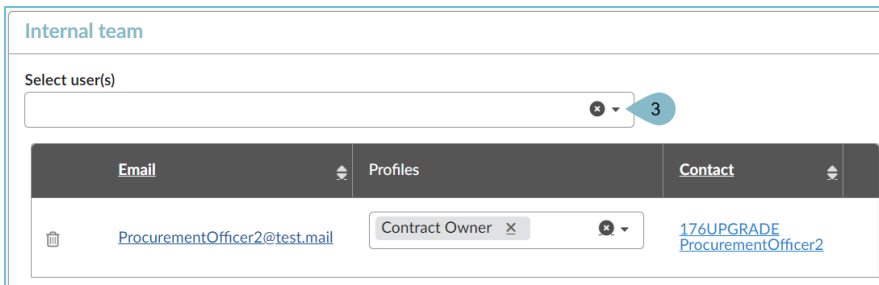# ARIZ○NA
PROCUREMENT PORTAL
QUICK REFERENCE GUIDE

Changing the Contract Owner - Admin

This document is a quick reference guide for admins wishing to change the contract owner 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/.
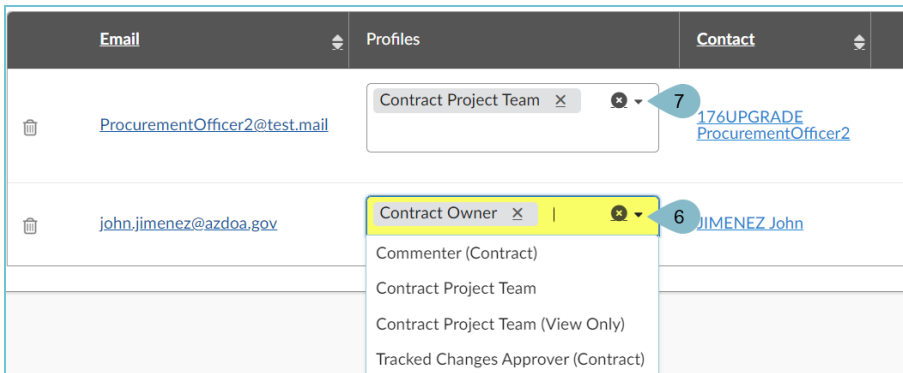
The current **Contract Owner**, **Agency Administrator**, and **SPO Administrators are able to change the contract owner**. An amendment is not required when changing a contract owner as a Contract Owner and Agency/SPO Administrator.

Changing the Contract Owner

1. Select the **Browse Contract** link under the Contract Menu.
2. Search for your contract and select the **Pencil** [pencil icon] Icon.
3. Click the **Contacts** left margin tab and add your new contract owner by selecting the **Select user(s)** dropdown in the Internal Team section.

4. Use the **See All** search function to find your desired contract owner.
5. Once the user is found, click their name.
6. Once the new user is added to the grid, you must make them the contract owner *BEFORE* deleting the current contract owner. Click the drop-down menu and select **contract owner**.
7. Once the new user is set as the contract owner, **delete** the previous owner or assign them a new **Profile** role from the drop-down menu.

8. Once the user is listed as the contract owner, click **Save & Close**.

Resources

Click the link below for more information on Agency Admin processes in APP:

https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/app-agency-admin-qrgs-176