

Completing the Contract Subcontractor and Distributors Tab

This document is a quick reference guide for users wishing to add supplier's subcontractors and distributors step 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/>.

Procurement Officers responsible for a contract can add any supplier's subcontractor and/or distributor details.

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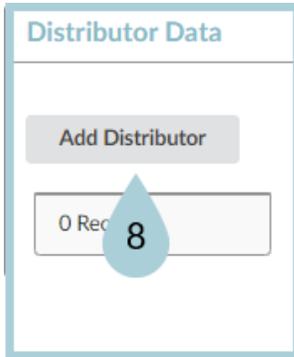
1. Select **Browse Contracts** from the Contracts drop-down menu.
2. Search for the draft contract you wish to edit, and then click the **Pencil** icon to open it.
3. Click the **Subcontractor and Distributors** left margin tab.
4. Click the **Add Subcontractor** button to add subcontractors.



5. On the Subcontractor Manage pop-up, use the **Supplier ID** dropdown to find the Subcontractor.
6. Complete any necessary fields.
7. Click **Save & Close**.



8. Click the **Add Distributor** button to add distributors.



9. Use the **Distributor Name** dropdown to find the distributor.
10. Click **Save & Close**.



Resources

Click the link below for more information on the contract creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/source-contract-qrgs-176>