

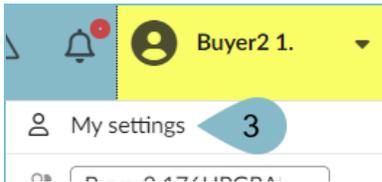
# Enabling PunchOut Functionality in APP

This document is a quick reference guide for users who wish to enable a PunchOut by adding a **Ship To** address and **Phone Number** to their account 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/>.

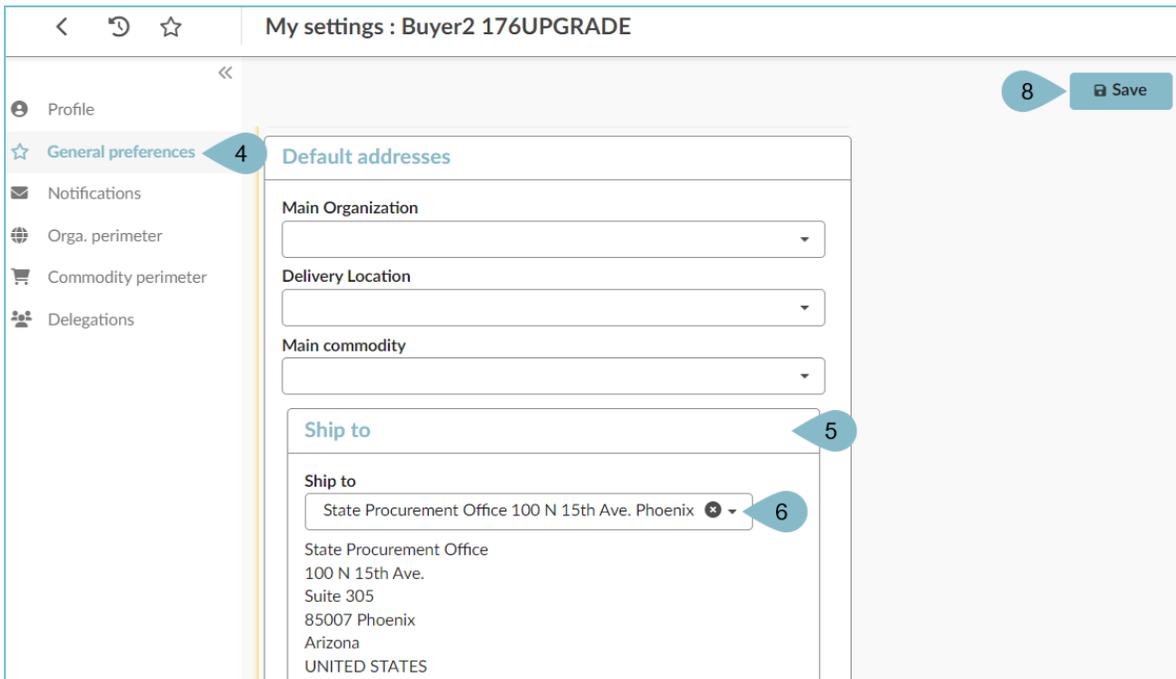
Users must add a Ship to address and a Phone Number to their APP account to enable PunchOuts in APP.

## Adding a Ship To Address

1. Log into APP
2. Navigate to your name drop-down on the top right corner.
3. Click **My Settings**.



4. Navigate to the **General Preferences** Tab.
5. Scroll to the **Default Addresses** section.
6. Select your applicable Ship To address from the **Ship To** drop-down.
7. Verify the address
8. Click **Save**.



## Adding a Phone Number

1. Log into APP
2. Navigate to your name drop-down on the top right corner.
3. Click **My Settings**.



4. Navigate to the **Profile** Tab.
5. Scroll to the **Phone** section.
6. Enter your phone number in the **Phone** field.
7. Click **Save**.

My settings : Buyer2 176UPGRADE

Profile 4

General preferences

Notifications

Orga. perimeter

Commodity perimeter

Delegations

Identity

Gender: Mr. First Name\*: Buyer2 Owner Last: 176Upg

Email\*: Buyer2@test.mail Internal Id:

Position ⓘ: Buyer Exp. note account: en

Phone 5

Phone: 602-111-2222 6

Cell Phone:

Fax:

Photo: Add a picture

Last Connection

Last Connection: 12/21/2023 at 2:55 PM with IP address: 104.129

Tracking

Created on 9/8/2023 11:45:42 AM (UTC-7) by

Save 7

## Resources

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

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/procure-pay-grgs-176>