ARIZONA
P R O C U R E M E N T   P O R T A L
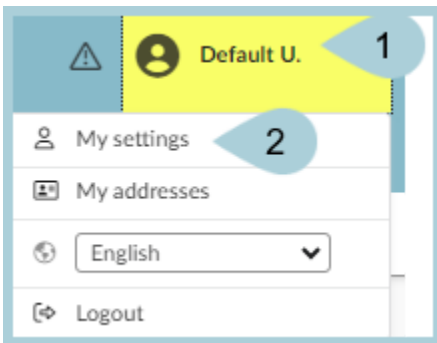QUICK REFERENCE GUIDE

Enabling PunchOut Functionality in APP

This document is a quick reference guide for agency users to enable a PunchOut by adding the "Ship to" address 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/.
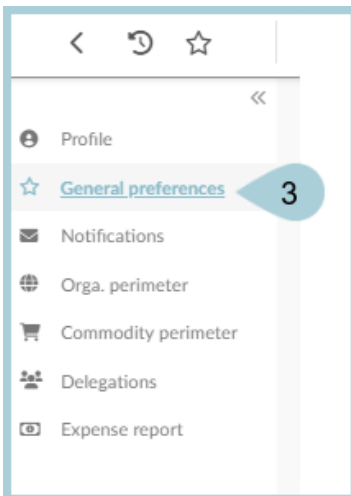
To enable the PunchOut in APP, you must add a "Ship to" to your APP account.

Adding Ship To Information

1. Once logged in to APP, click **your name.**
2. Click **My Settings.**

3. Click the **General Preferences** left margin tab.

4. Scroll down to the **Default addresses** section.

5. In the Ship to field, click the **dropdown arrow**.

6. Select the applicable address.
7. Click **Save.**

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