# ARIZ NA

Managing Existing Approval Types

This document is a quick reference guide for agency admins who must make address changes 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 Arizona Procurement Portal allows administrative users to add, delete, and modify organizational-level addresses.

Adding an Address

1. Log into APP as an **Agency Administrator**.
2. Navigate to **Manage Approval Types** from the Procurement header tab.
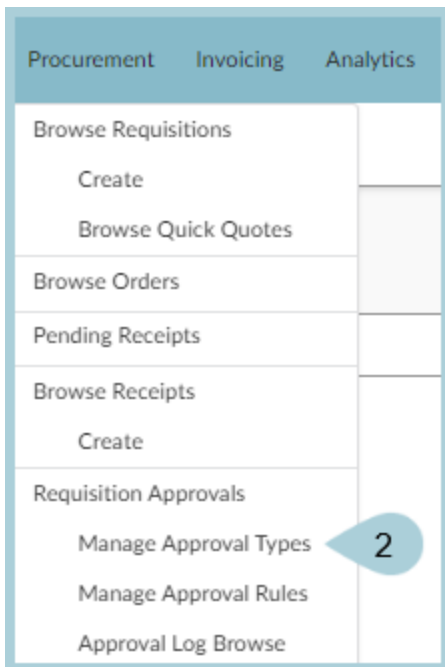
3. Locate the existing approval rule for the approval type you wish to modify.
4. Click the **Pencil** icon to open the Edit Approval Rules menu.

Complete the a**ppropriate approval type information**, including all mandatory fields identified by a **red asterisk (*)**.

5. **Agency** - Determines the agency for the approval type.
6. **Approval Type** - Identifies the type of approval rule used within the agency, i.e., Procurement, Finance, Division, Authority Level, etc.
7. **Type Order** - Determines the type order triggered, i.e., trigger type order 10 for Procurement, trigger type order 20 for Senior Procurement, etc.
8. **Status** - Used to toggle Approval Rules On/Off.

Use cautiously; this will NOT automatically update for requisitions already in progress.

9. **Approval Type ID** - Only populates once you click Save.
10. Once all required fields are complete, click **Save**.

11. Click **OK** to confirm a New Approval Type to be added.

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