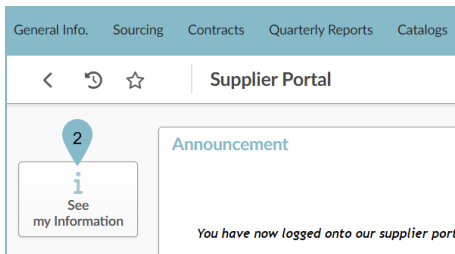


Supplier Enrollment

Once a supplier registration request has been approved, the submitting supplier will receive an email allowing them to log in to APP and begin the Full Enrollment process. This document is a quick-reference guide for suppliers completing full enrollment on 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/>.

Complete Supplier Enrollment

1. Access the link provided in the registration confirmation email prompting the supplier to login, or navigate to app.az.gov and enter supplier login credentials.
2. Click on the **See my Information** button on the left hand side of the home screen.



3. Complete the required fields in the **Company Information**, **Contacts**, **P2P Information**, **Documents & Certs**, **Qualifications**, and **Financial Indicators** tabs. This includes basic company information such as Freight Terms, Payment Terms, Order Address, and Remit to Address in addition to Supplier Contacts, Legal documents and Certifications.



Fields marked by a red asterisk (*) are required.

Tool tips are available for certain fields (indicated by the “i” icon) providing quick help information that is relevant to that specific field.

4. Click on **Submit for Due Diligence** to automatically save profile changes and submit your enrollment to the State of AZ.

Resources

Click the link below for more information on supplier registration processes in APP:

<https://spo.az.gov/suppliers/app-support/quick-reference-guides>