

## SPO ALERT

Date: 5/20/2022

To: State Agencies

From: APP Help Desk

Re: New APP Admin Functions & Capabilities.

In an effort to further assist/support Agency Tech Leads & Liaisons with day-to-day tasks, three pertinent tools have recently been added to the current APP Admin profile. These 3 tools focus on the improvement of APP features that should facilitate the management of APP requests within agencies.

These are following APP features have been made available for APP Agency Admins; please review the following QRG's:

1) The ability to Close/Cancel POs on behalf of Agency members who are no longer with the agency

- [Steps to Take Prior to Liquidation](#)
- [How to Properly Balance Purchase Orders](#)

2) Add, delete, and modify addresses directly in APP to help expedite turnaround time

- [APP Agency Admin - Edit Addresses](#)

3) Landing page on SPOINTRA.AZ.GOV specifically for APP Agency Admins to help with routine Admin processes

- <https://spointra.az.gov/app-agency-admin-qrgs>

If you have any questions or concerns please feel free to email us at [app@azdoa.gov](mailto:app@azdoa.gov)

Thank you,

APP Help Desk

The Arizona Procurement Portal Help Desk

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