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

Submitting Change Requests

This document is a quick reference guide for users submitting a change request 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/.

After the Supplier Enrollment process is completed, suppliers can continue to manage their accounts, making updates as needed to the supplier record information. Creating a supplier change request will unlock all fields on your Supplier Record and allow you to make changes to your account as necessary. Suppliers can only submit one Change request type at a time. All submitted supplier change requests will be automatically saved by APP; however, changes to the organization's TIN and/or Legal Name will require additional review from the State.

Submitting General Change Request

1. Once on the APP homepage, click on the **See my information** tab on the left side of your screen.

2. At the top of the screen, select **Create a change request.**

If there is a Change request in process, you will not be able to start another one until that one has been submitted. In order to finish that change request, you click the pencil next to it and edit the original change request. You can include the new changes in that same one.

3. Select the **Change Request Type** from the dropdown menu. Depending on the type of Change selected, different fields will become editable.

4. Ensure the **Reason for Change Request** field is completed with an explanation of what is being updated.

5. Use the left margin tabs to navigate to the applicable tab for the change.

6. Make the change in the applicable field.

7. Click Submit for Approval to save all changes automatically. Changes will automatically be updated on the supplier profile.

Resources

Click the link below for more information on the supplier management processes in APP:
https://spo.az.gov/suppliers/app-support/quick-reference-guides