

Submitting A Legal Name Change Request

This document is a quick reference guide for users submitting a legal name 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, a supplier can continue to manage their account, updating the supplier record information as needed. Creating a supplier change request will unlock all fields on your Supplier Record and allow you to change 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 a Legal Name Change Request

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



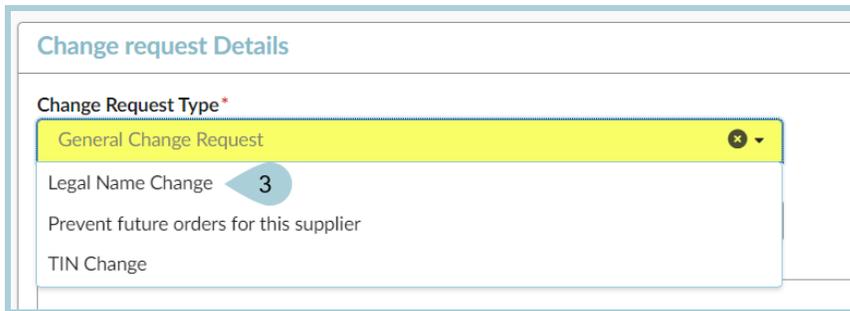
2. At the top of the screen, select **Create a change request**.

Create a change request



When a Change request is in process, you cannot start another one until that one has been submitted. To finish that change request, click the pencil  to edit the original change request. You can include the new changes in that same one.

3. Select **Legal Name Change** from the **Change Request Type** dropdown menu.



Change request Details

Change Request Type*

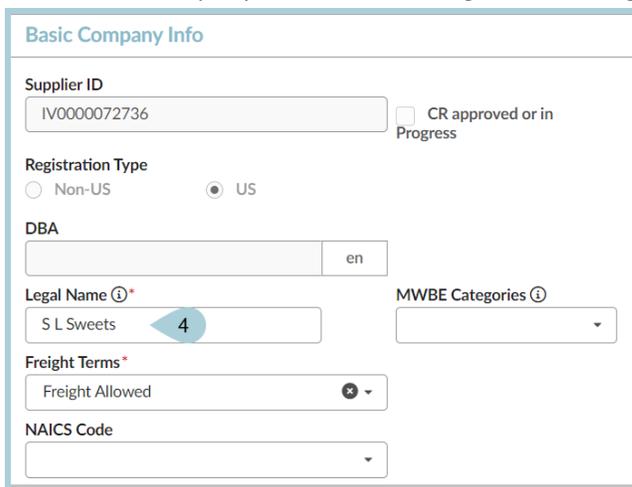
General Change Request

Legal Name Change 3

Prevent future orders for this supplier

TIN Change

4. In the Basic Company Info section, navigate to the **Legal Name** field and type in the company's new name.



Basic Company Info

Supplier ID
IV0000072736 CR approved or in Progress

Registration Type
 Non-US US

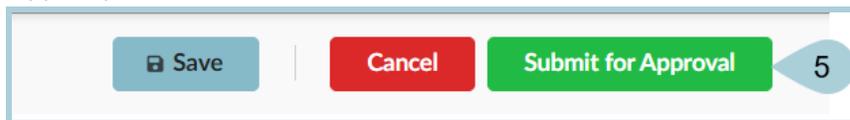
DBA
en

Legal Name ⓘ* S L Sweets 4 MWBE Categories ⓘ

Freight Terms*
Freight Allowed

NAICS Code

5. Click **Submit for Approval** to save all changes automatically. Changes are automatically updated on the supplier profile.



Save | Cancel | Submit for Approval 5



Changing the Legal Name requires State approval and is not an immediate action.



If both a legal name change and a TIN change are required, you must archive the current registration and start the registration process all over.

Preventing Future Orders

If re-registration is required, the supplier must mark the Change Request Type as “Please Prevent Future Orders for this Supplier” . This is equivalent to putting a ‘block’ status on the supplier account, meaning all future transactions are prevented, and the State will only be able to make payments on existing POs.

1. Select **Prevent future orders for this supplier** in the Change request Details section.
2. Complete the **Reason for change request** field.
3. Click the **Submit for approval** button.

Change request Details

Change Request Type* 1
Prevent future orders for this supplier

Original Supplier ID
Simulaids - Nasco Healthcare

Reason for change request* 2

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>