

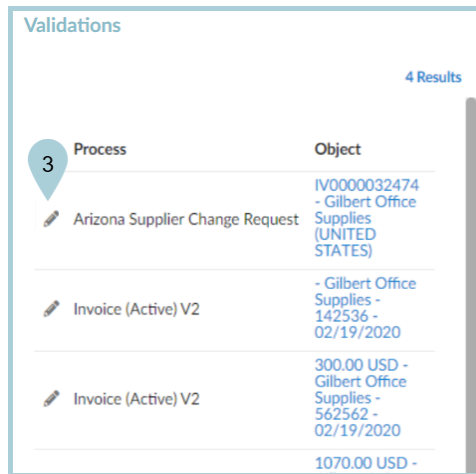
Supplier Deactivation Requests

This document is a quick reference guide for suppliers who wish to deactivate their accounts 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/>.

A supplier has the option of deactivating their account completely by selecting the *Prevent Future Orders for This Supplier* from the Change Request drop down menu. By selecting this option, the supplier's status becomes Blocked, preventing new POs and contracts from being created while keeping existing ones active. The Change Request is routed to the Supplier Management team who reviews any existing POs and contracts to ensure they are paid out appropriately prior to deactivating the account.

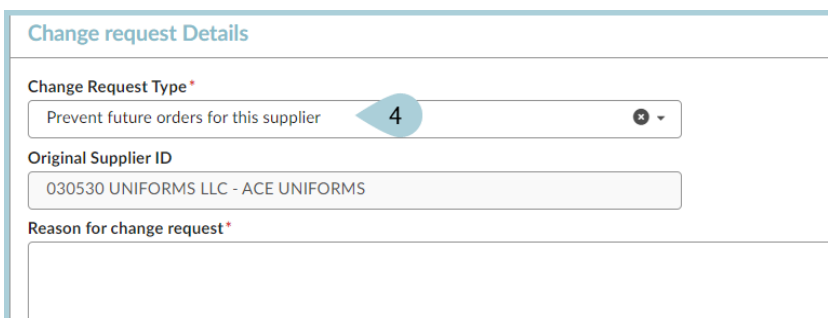
Supplier Deactivation Requests

1. Navigate to app.az.gov to access the APP public landing page and enter login credentials.
2. Access the **Validations** section from the homepage to display tasks awaiting action, such as Change Request approvals.
3. Click on the **Pencil** icon to access the supplier record.



Validations		4 Results
Process	Object	
Arizona Supplier Change Request	IV0000032474 - Gilbert Office Supplies (UNITED STATES)	
Invoice (Active) V2	- Gilbert Office Supplies - 142536 - 02/19/2020	
Invoice (Active) V2	300.00 USD - Gilbert Office Supplies - 562562 - 02/19/2020	
	1070.00 USD -	

4. From the supplier profile, the Change Request Type will display **Prevent future orders for this supplier**. This change request allows existing POs to remain active, but no new POs or contracts will be able to be associated with it.



Change request Details

Change Request Type *

Prevent future orders for this supplier 4

Original Supplier ID

030530 UNIFORMS LLC - ACE UNIFORMS

Reason for change request *

5. Prior to deactivating a supplier account, all POs must be paid. Search for outstanding invoices by searching for the supplier on the **Invoicing** tab. The APP system displays outstanding POs.
6. Once all POs have been paid, click the **Move Vendor to Archived Status** button to approve the deactivation request.



Supplier deactivation requests can be canceled by selecting the Cancel Change Request button which will reactivate the supplier in APP.

Resources

Click the link below for more information on supplier deactivation requests in APP:

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