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

Updating Commodity Codes

This document is a quick reference guide for suppliers who would like to update commodity codes on their profile 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/.

Updating Commodity Codes

1. Log in to APP.
2. Once on the APP homepage, click on the **See my information** button on the left side of your screen.
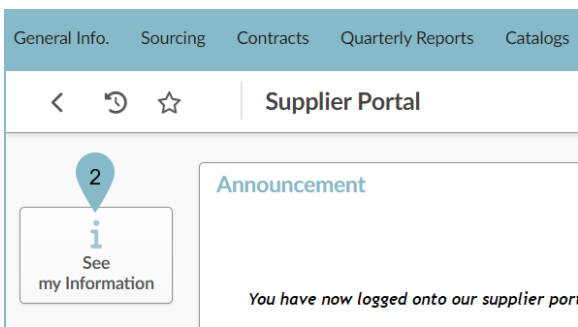
3. On the top of the screen, click **Create a change request.**
4. Enter the **Reason for a Change Request**
5. Click **Save**

6. On the Company Information tab, navigate to the Commodities and Counties Served section and update your commodities within the **Supplier Commodities** dropdown. There is no limit to the number of commodity codes you can associate with your supplier profile/registration.
7. Click **Save**

8. Once complete making changes, click the **Submit for Approval** button.

Resources

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