

Viewing a Solicitation

This document is a quick reference guide for users who want to view a solicitation 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/>.

When the State of AZ sends out a solicitation to specific suppliers for bidding, suppliers will receive a notification via email inviting them to respond within the Supplier Portal. The email will contain a link to the specific solicitation record in the Supplier Portal for the supplier to review. The supplier can also view a solicitation without an invitation by navigating to the APP Supplier Portal homepage and Sourcing tab to view a full list of previous and open invitations.

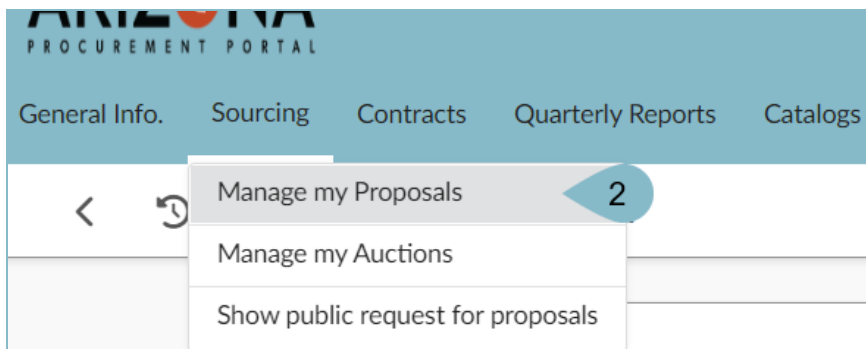
Viewing a Solicitation via the APP Supplier Portal


1. Click on the link provided in the notification email, or navigate to the APP homepage, app.az.gov, and enter your login credentials.

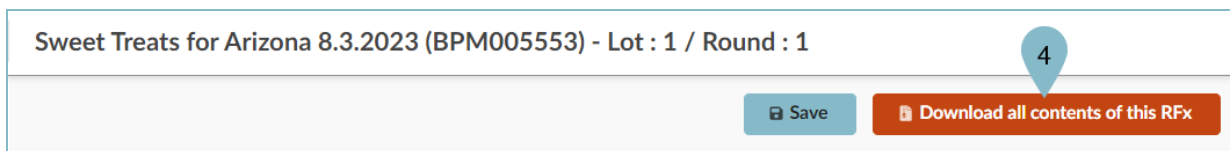


If using the link provided in the email, the supplier will be navigated directly to the solicitation of interest.

2. Navigate to the **Sourcing** dropdown, select **Manage my Proposals** from the drop-down menu. A full list of past and present solicitations will be available to view and search from.



3. Select the solicitation you wish to view by clicking the **Pencil**  icon. To view the RFx details toggle between the View RFx, Your Offer Infos & Docs, Discussions with Buyer, History, Manage my Team, Items, and Questionnaire tabs.
4. To download the contents of the RFx, click the **Download all contents of this RFx** button.





Refer to the Submitting an Offer QRG for more information on how to submit an offer on a RFx.

Resources

Click the link below for more information on viewing a solicitation in APP:

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