

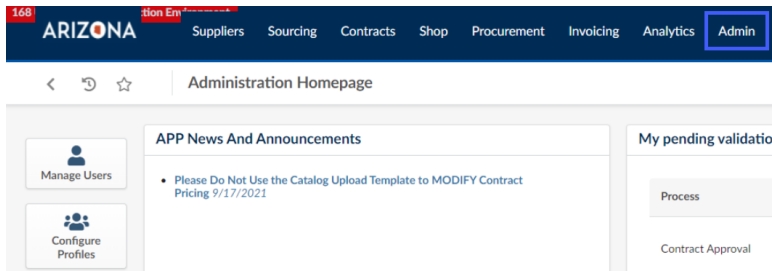
APP Agency Admin - Addresses

This document is a quick reference guide for agency admins who need to make address changes 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/>.

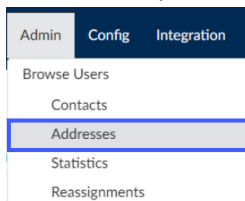
The Arizona Procurement Portal provides administrative users the ability to add, delete, and modify organizational level addresses.

Adding an Address

1. Log in to APP
2. Select the **Admin** dropdown from the toolbar at the top of your screen

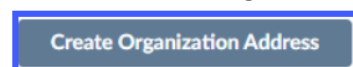


3. From the drop-down menu, select **Addresses**



Note: Depending on your intended task, multiple modifications can be made from this page. This includes searching for current addresses as well as creating new addresses. In this section, we will focus on creating new organizational addresses (i.e. Bill-To & Ship-To). We will cover modifying addresses later within this QRG.

4. Select the **Create Organization Address** button.



5. On the popup, Complete the **Organization** field. **DO NOT COMPLETE THE OWNER FIELD.**
6. Next, select the **Address Type** (Select either "Bill to" or "Ship to.") Then scroll down beneath the map to input the address.

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Create Address

Fields marked by an asterisk * are mandatory

You must choose Contact or Organization

Owner

Organization
Arizona Department of Administration

Address Type*
Bill to

Main Address

- The **Address Label** field is optional. While optional, it is recommended to complete the field with a short description of the address, i.e. "3rd St Warehouse." This will assist you in the future when ensuring you are selecting the proper address.
- Complete the **Address** fields. If you select the auto-fill address, be sure that the information pre-filled for your convenience is correct.
Note: Please note that all fields marked with an asterisk are mandatory.
- After the fields have been completed, select the **Save & Close** button. This will close your address creation window and return you to the current listing of addresses.

Create Address

Address Label

Address Line 1
12345 S Main St

Address Line 2
Unit 101

Zip Code
85007

City
Phoenix

Country
UNITED STATES

State
Arizona

Phone Number
123-456-7890

- To verify that your newly created address has been created successfully, select the Organization from the organization dropdown, and press **Search**. (The field you input during this verification step will depend on the choice you made in previous steps.)

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Addresses

Supplier Keywords Object Type Legal Company Owner Organization

Organization Addresses Arizona Department of Administration Search Reset

Filters Object Type: Organization Addresses Organization: Arizona Department of Administration

Create Organization Address

Organization	Owner	User	Address	Address Complement	City	Country	Created on	Address Ty
Arizona Department of Administration			12345 S Main St	Unit 101	Phoenix	UNITED STATES	5/17/2022	Bill to

1 Result(s)

Modifying an Address

In the event that a mistake was made during the creation of your address, follow the steps below.

1. Select the pencil icon to the left of your address. This will re-open your address providing you with the ability to modify your address.
2. Once the modifications are complete, verify that all information listed is correct. The modification of existing addresses can be completed using the pencil icon as well.

Create Organization Address

Organization	Owner	User	Address
Arizona Department of Administration			12345 S Main St

1 Result(s)

Deleting an Address

In the event that your organization no longer requires an address that is currently listed, follow the steps below.

1. Select the trashcan icon next to the invalid address. A message displays at the top of your screen ensuring that you would like to delete the selected address. Press "OK."

Create Organization Address

Organization	Owner	User	Address
Arizona Department of Administration			12345 S Main St

1 Result(s)

Your web page refreshes and the address is no longer shown.