

APP Approval Notifications

This document is a quick reference guide for users who wish to assign agency approval notifications to their user profiles 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/>.

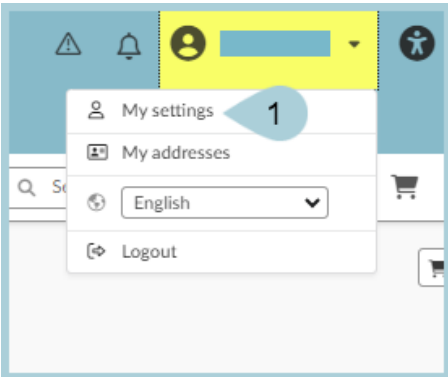
APP allows users to assign Procurement Officer Sourcing approval notifications for specific agencies to their profiles based on their organization parameters. This helps eliminate unnecessary requisition approval notification alerts via email and within APP.



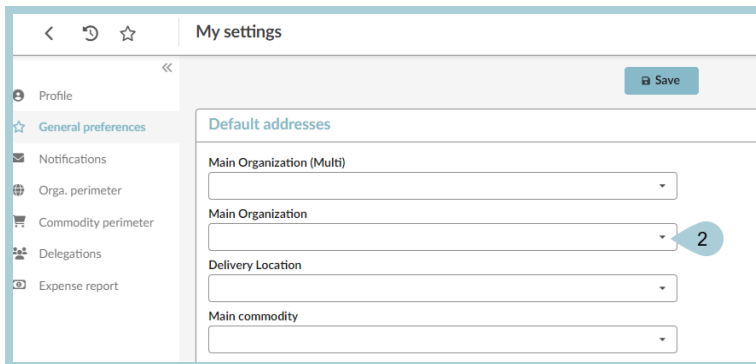
The following steps should *only* be used if you wish to assign approval notifications for specific agencies based on your organization's parameters.

Setting Up APP Single Agency Approval Notification

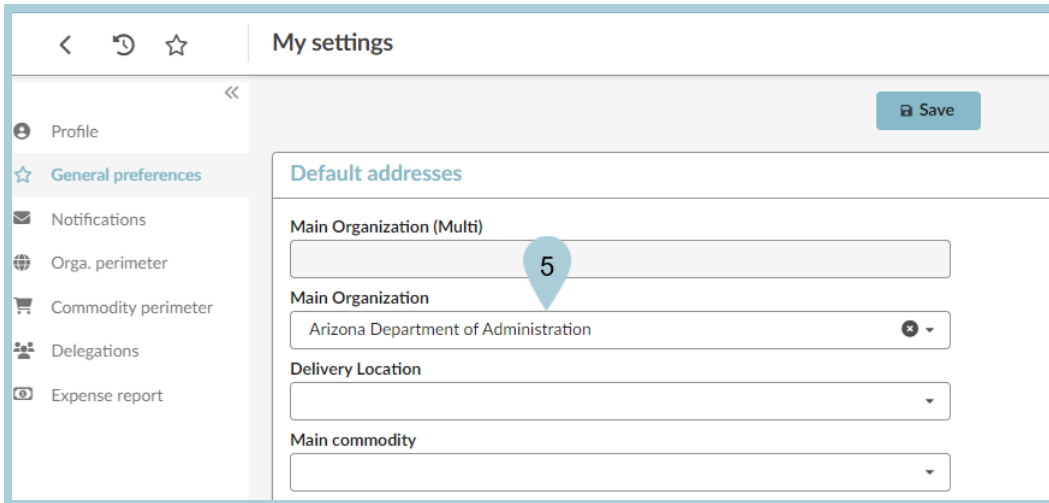
1. Once logged into APP, navigate to Your name and click on My Settings.



2. Navigate to the **General Preferences** left margin tab. Click on the **Main Organization** drop-down in the Default addresses section to find the applicable agency.

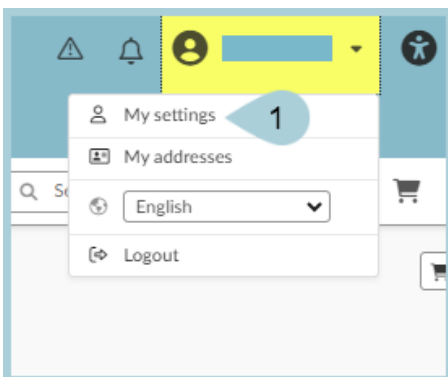


3. Select the applicable agency from the drop-down.
4. Click **Save**.
5. Your selection now displays. You will only receive approval notifications for this agency.

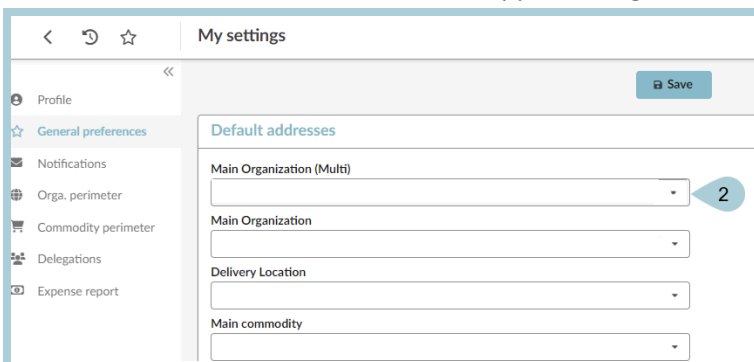


Setting Up APP Multiple Agency Approval Notifications

1. Once logged into APP, navigate to Your name and click on My Settings.



2. Navigate to the **General Preferences** left margin tab. Click on the **Main Organization (Multi)** drop-down in the Default addresses section to find the applicable agencies.



3. Select the applicable agencies from the drop-down.

4. Click **Save**.

5. Your selections are now displayed. You will only receive approval notifications for these agencies.

The screenshot shows the 'My settings' page. The sidebar on the left includes 'Profile', 'General preferences' (highlighted), 'Notifications', 'Orga. perimeter', 'Commodity perimeter', 'Delegations', and 'Expense report'. The main content area has a 'Save' button at the top right. Below it is the 'Default addresses' section. Under 'Main Organization (Multi)', there is a list of three agencies: 'Arizona Attorney General', 'Arizona Board of Athletic Training', and 'Arizona Department of Administration'. Below this are three empty input fields labeled 'Main Organization', 'Delivery Location', and 'Main commodity'. A blue callout bubble with the number '5' is positioned over the 'Main Organization (Multi)' field.

Resources

Click the link below for more information on General Information in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/quick-reference-guides-176>