ARIZONA

PROCUREMENT PORTAL

QUICK REFERENCE GUIDE

Adding a Delivery Address/Phone Number to your User Profile

This document is a quick reference guide for users to add a delivery address and phone number to their user 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/.

APP allows users to add a specific delivery address and phone number to their profile. This delivery address will default on their requisitions and will be sent to Auto Zone when using that punchout

Adding a Delivery Address/Phone Number

1. Once logged into APP, navigate to Your name and click on My Settings.
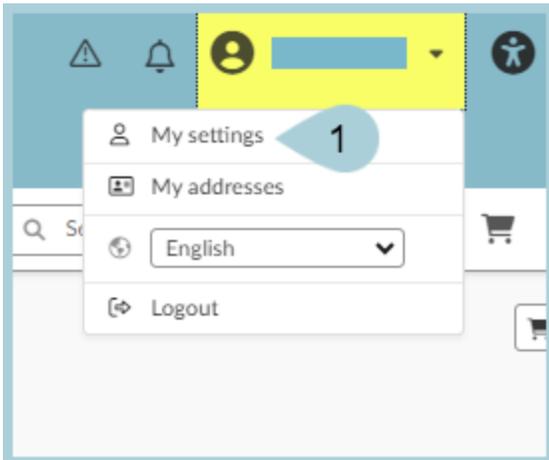
2. In the Identity section on the top left, enter your phone number in the Phone field:
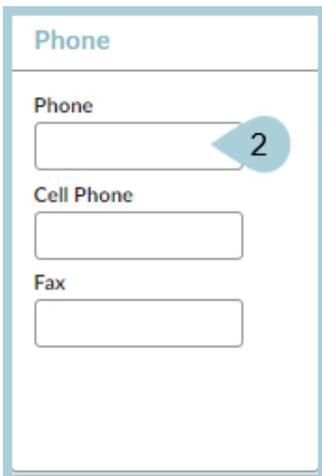
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3. In the **General Preferences** section on the left-hand side of the page (under the Default addresses section), Click on the drop-down to find your Delivery Address favorite:
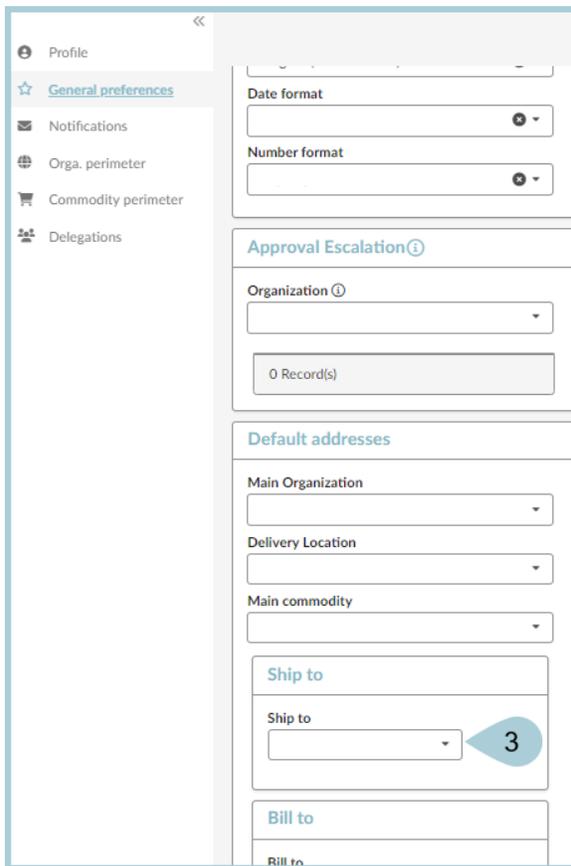
4. When finished, click the **Save** button at the top of the screen.

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