

# Adding a Delivery Address/Phone Number to your User Profile

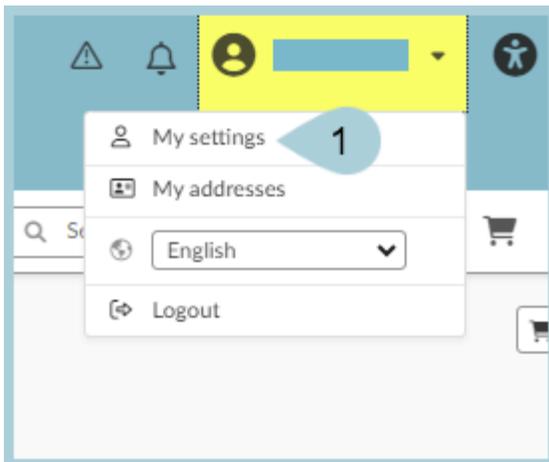
This document is a quick reference guide for users to add a delivery address and phone number to your user profile in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

APP allows a user 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

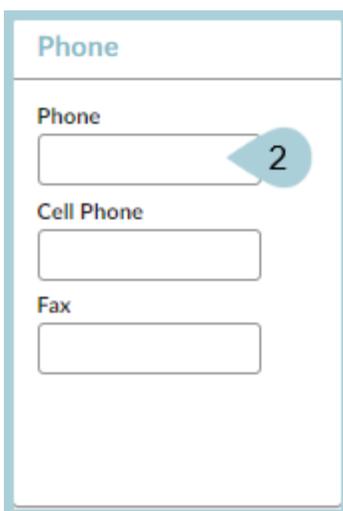
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## Adding a Delivery Address/Phone Number

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:

A screenshot of the 'Phone' section in the APP user profile. The section is titled 'Phone' and contains three input fields: 'Phone', 'Cell Phone', and 'Fax'. A blue callout bubble with the number '2' points to the 'Phone' input field.

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:

The screenshot shows the 'General preferences' screen. On the left, a sidebar lists 'Profile', 'General preferences' (highlighted), 'Notifications', 'Orga. perimeter', 'Commodity perimeter', and 'Delegations'. The main content area is divided into sections: 'Date format' and 'Number format' each have a dropdown menu. Below is 'Approval Escalation' with an 'Organization' dropdown and a '0 Record(s)' indicator. The 'Default addresses' section contains 'Main Organization', 'Delivery Location', and 'Main commodity' dropdowns. A 'Ship to' section has a dropdown menu with a blue callout bubble containing the number '3'. Below that is a 'Bill to' section with a dropdown menu.

4. When finished click the **Save** button at the top of the screen.

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## 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>