

Completing the Contacts Tab

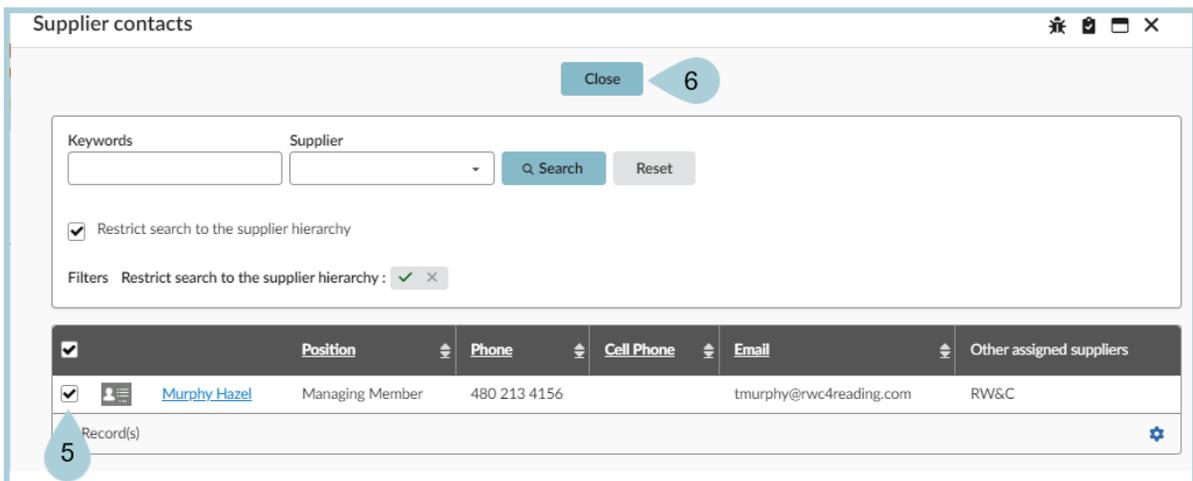
This document is a quick reference guide for users wishing to complete the Contacts tab on a draft contract in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

Completing the Contacts Tab

1. Select **Browse Contracts** from the Contracts drop-down menu.
2. Search for the contract you wish to edit, and then click the **Pencil** icon to open it.
3. Click the **Contacts** left margin tab.
4. Click the **Select Existing Contact** button in the **Supplier Contacts** section to add Supplier Contacts.

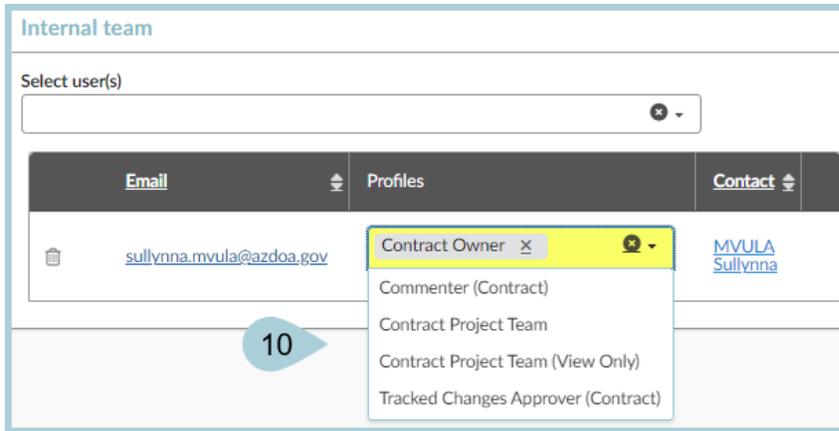


5. Select the **checkbox** to the left of the contact name to add it as a contact.
6. Click the **Close** to close the pop-up.



7. The selected contacts are added to the contract.
8. To add Internal Team users to your contract, enter the user name you wish to add in the **Select User(s)** dropdown.
9. Select the users from the dropdown.

10. Once the users have been added to the table, assign them a profile from the **Profiles** dropdown.
 - a. Contract Owner - The user will have full view and edit access to the contract.
 - b. Contract Project Team - The user will have a view and limited edit access to the contract.
 - c. Contract Project Team (View Only) - The user will only have view access to the contract.



11. Click **Save**.

Resources

Click the link below for more information on the contract creation processes in APP:

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