

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.

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		Close 6		
Keywords Image: Construct search to the supplied Filters Restrict search to the supplied	Supplier	Q Search Reset		
	Position 🔺	Phone 🌢 Cell Phone 🔺	Fil	
				Other assigned suppliers
Murphy Hazel	Managing Member	480 213 4156	tmurphy@rwc4reading.com	Other assigned suppliers

- 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.

Internal team						
Select use	Select user(s)					
	Email 🝨	Profiles	Contact			
Î	<u>sullynna.mvula@azdoa.gov</u>	Contract Owner 🗴 💁 -	MVULA Sullynna			
		Commenter (Contract)				
10		Contract Project Team (View Only)				
		Tracked Changes Approver (Contract)				

11. Click Save.

Resources

Click the link below for more information on the contract creation processes in APP: <u>https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrad</u> <u>e/source-contract-qrgs-176</u>