

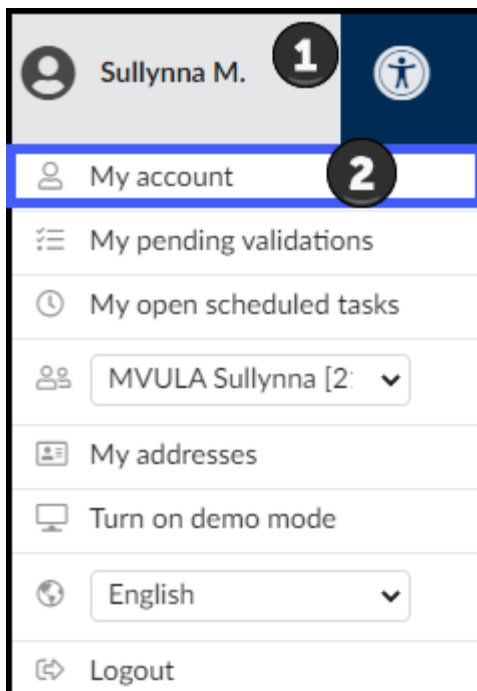
## Enabling PunchOut Functionality in APP

This document is a quick reference guide for agency users to enable a PunchOut by adding the “Ship to” address 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/>.

To enable the PunchOut in APP, you **must** add a “Ship to” to your APP account.

### Add Ship To Information

1. Once logged in to APP, click **your name**.
2. Click **My account**.



# ARIZONA

PROCUREMENT PORTAL

3. Scroll to **Default Settings**.
4. In the Ship to field, click the **dropdown arrow**.

The screenshot shows the 'Default settings' section of a form. A 'Save' button is at the top right. The 'Default settings' section includes three dropdown menus: 'Main Organization', 'Delivery Location', and 'Main commodity'. Below these is the 'Ship to' section, which has a dropdown menu currently open. The dropdown menu lists three addresses: 'La Paz, Election Delivery 1108 S. Joshua Ave Parker', 'Santa Cruz, Election Delivery 2150 N. Congress Dr. Nogales', and 'State Procurement Office 100 N 15th Ave. Phoenix'. A 'See All' link is at the bottom of the dropdown. A circled '3' is next to the 'Default settings' header, and a circled '4' is next to the 'Ship to' dropdown arrow.

5. Select the applicable address.
6. Click **Save**.

The screenshot shows the 'Default settings' section of the form. The 'Ship to' dropdown menu is now closed, and the selected address 'State Procurement Office 100 N 15th Ave. Phoenix' is displayed in the dropdown field. Below the dropdown, the full address is listed: 'State Procurement Office', '100 N 15th Ave.', 'Suite 305', '85007 Phoenix', 'Arizona', and 'UNITED STATES'. A circled '5' is next to the address text. The 'Save' button is now highlighted with a dark background and a white border. A circled '6' is next to the 'Save' button.

Note: Additional resources are also available on the SPO Intra Website:  
<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides>