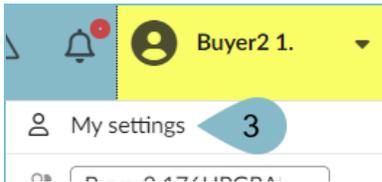# ARIZONA

PROCUREMENT PORTAL

QUICK REFERENCE GUIDE

Enabling PunchOut Functionality in APP

*This document is a quick reference guide for users who wish to enable a PunchOut by adding a **Ship To** address and **Phone Number** to their account 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/.*
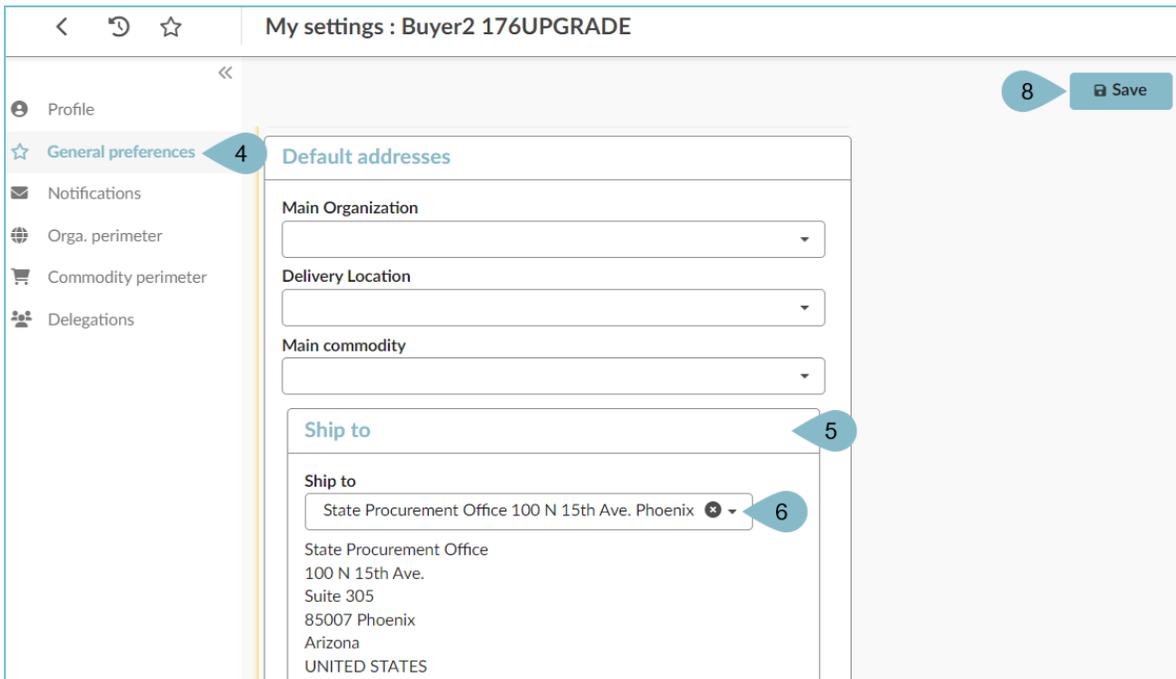
Users must add a Ship to address and a Phone Number to their APP account to enable PunchOuts in APP.

Adding a Ship To Address

1. Log into APP
2. Navigate to your name drop-down on the top right corner.
3. Click **My Settings**.

4. Navigate to the **General Preferences** Tab.
5. Scroll to the **Default Addresses** section.
6. Select your applicable Ship To address from the **Ship To** drop-down.
7. Verify the address
8. Click **Save**.

Adding a Phone Number

1. Log into APP
2. Navigate to your name drop-down on the top right corner.
3. Click **My Settings**.

4. Navigate to the **Profile** Tab.
5. Scroll to the **Phone** section.
6. Enter your phone number in the **Phone** field.
7. Click **Save**.

Resources

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

https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/procure-pay-qrgs-176