

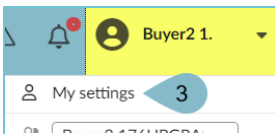
Enabling PunchOut Functionality in APP

This document is a quick reference guide for users to enable a Punch Out 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. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

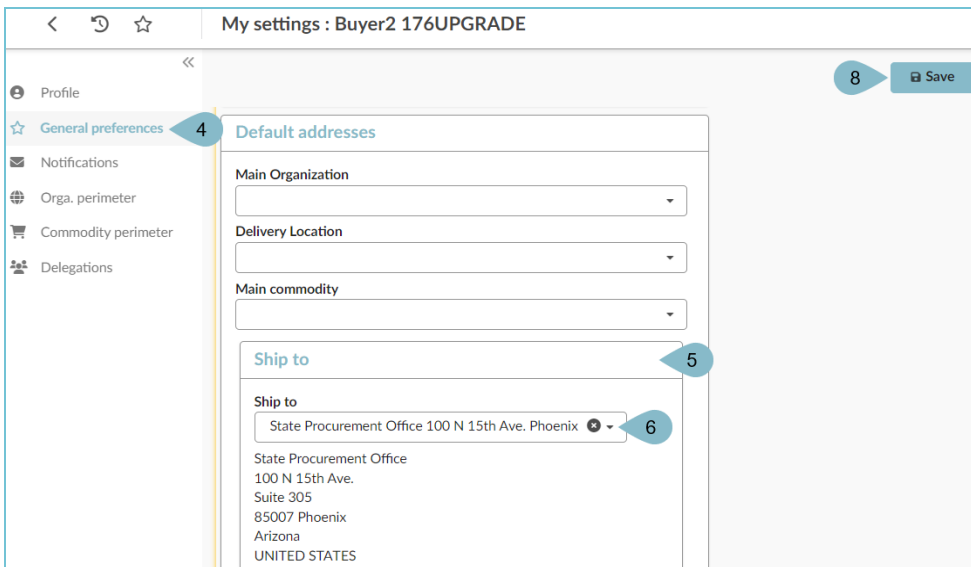
To enable a Punch Out in APP, you must add a Ship to address to your APP account.

Add Ship To Information

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**.



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-grgs-176>