

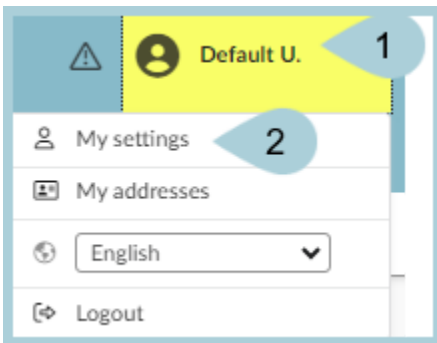
# Enabling PunchOut Functionality in APP

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/>.

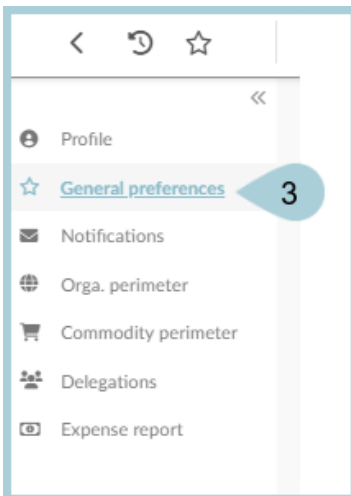
To enable the PunchOut in APP, you must add a “Ship to” to your APP account.

## Adding Ship To Information

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



3. Click the **General Preferences** left margin tab.



4. Scroll down to the **Default addresses** section.

- In the Ship to field, click the **dropdown arrow**.

Default addresses

Main commodity

Ship to

Ship to

- 53N1 RSA 206 - QAI TUCSON 4760 S Park Ave Tucson
- 53RT RSA 206 - SBVID RAES STONE TUCSON 4760 S Park Ave Tucson
- 53ST RSA 206 - SBVID N STONE TUCSON 4760 S Park Ave Tucson
- 2N62 DDD North SC Area 2 Payson 216 & 218 E Hwy 260 Payson
- 3321 FAA CENTRAL 2 REGION 1701 N 4th St Flagstaff
- 3322 FAA PAYSON 216 & 218 E Hwy 260 Payson

- Select the applicable address.
- Click **Save**.

Group size: 3, Group separator: ., Integer: -123,456,789

Decimal size: 2, Decimal separator: ., Decimal: -1.234,567.89

Save

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Approval Escalation ⓘ

Organization ⓘ

0 Record(s)

Default addresses

Main commodity

Ship to

Ship to

State Procurement Office 100 N 15th Ave. Phoenix

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## Resources

Click the link below for more information on **Agency Admin** processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/app-agency-admin-qrgs-176>