

Identify Suppliers

This document is a quick reference guide for Procurement Officers wishing to identify suppliers they would like to invite to their sourcing project 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/.

APP allows Procurement Officers to select and invite multiple suppliers to their sourcing project. Suppliers added to the list by Commodity are automatically invited. Procurement Officers can invite individual suppliers by selecting them from a dropdown.

Identify Suppliers

- 1. Within your sourcing project, navigate to the **Identify Suppliers** left margin tab.
- 2. Users select multiple suppliers within a commodity by selecting commodity codes from the **Commodities** field.



The Commodities field defaults to the commodity selected on the Setup Project tab. Select all desired commodities before moving to the next step.

3. Once complete adding commodities, click **Select Suppliers**.

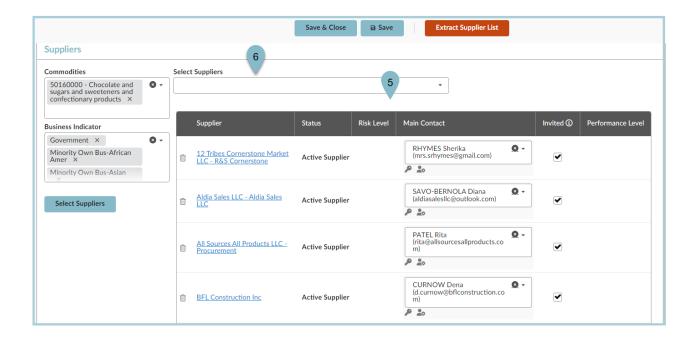


- 4. Click **OK** to replace the current set of suppliers.
- 5. Suppliers within the commodity codes selected will be added and invited to your sourcing project.



Once the Procurement Officers have added suppliers by commodity code, they can add individual suppliers using the Select Suppliers dropdown.

6. Utilize the **Select Suppliers** dropdown to search and select ad hoc suppliers you would like to invite to your sourcing project.





Suppliers already invited will not appear within the dropdown.

7. Once you have added individual suppliers (if necessary), click Save.



Reselecting the **Select Suppliers** button <u>replaces</u> the current suppliers listed in the tab.

Resources

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

 $\frac{https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/source-contract-qrgs-176}{ontract-qrgs-176}$