

# 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](mailto: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**.

The screenshot shows the 'Suppliers' interface. At the top, the word 'Suppliers' is displayed with a blue callout bubble containing the number '2'. Below this, there are two main sections. The left section is titled 'Commodities' and contains a dropdown menu with the selected item '50160000 - Chocolate and sugars and sweeteners and confectionary products'. Below the dropdown is a 'Business Indicator' dropdown menu. The right section is titled 'Select Suppliers' and contains a dropdown menu. Below the dropdown menu is a button labeled '0 Record(s)'. At the bottom left of the interface is a blue button labeled 'Select Suppliers' with a blue callout bubble containing the number '3' pointing to it.

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.

Save & Close Save Extract Supplier List

### Suppliers

Commodities: 50160000 - Chocolate and sugars and sweeteners and confectionary products

Business Indicator: Government, Minority Own Bus-African Amer, Minority Own Bus-Asian

Select Suppliers: 5

Supplier	Status	Risk Level	Main Contact	Invited	Performance Level
<a href="#">12 Tribes Cornerstone Market LLC - R&amp;S Cornerstone</a>	Active Supplier		RHYMES Sherika (mrs.srhymes@gmail.com)	<input checked="" type="checkbox"/>	
<a href="#">Aldia Sales LLC - Aldia Sales LLC</a>	Active Supplier		SAVO-BERNOLA Diana (aldiasalesllc@outlook.com)	<input checked="" type="checkbox"/>	
<a href="#">All Sources All Products LLC - Procurement</a>	Active Supplier		PATEL Rita (rita@allsourcesallproducts.com)	<input checked="" type="checkbox"/>	
<a href="#">BFL Construction Inc</a>	Active Supplier		CURNOW Dena (d.curnow@bflconstruction.com)	<input checked="" type="checkbox"/>	



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 replaces the current suppliers listed in the tab.

## Resources

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

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