

## Identify Suppliers

This document is a quick reference guide for Procurement Officers who need 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/>.

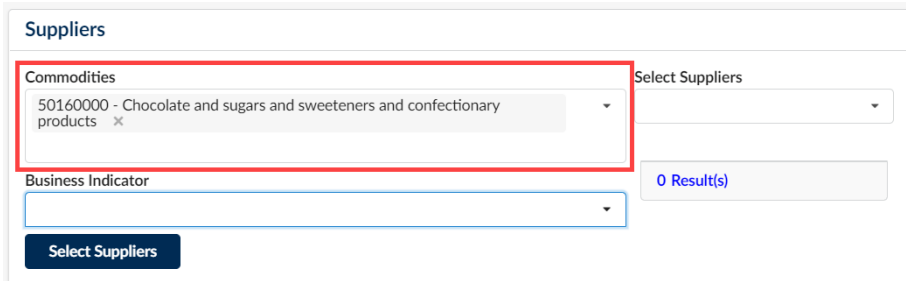
APP will now allow Procurement Officers to select and invite multiple suppliers to their sourcing project. Suppliers added to the list by Commodity will automatically be invited. Procurement Officers will still have the ability to invite individual suppliers by selecting them from a dropdown.

### Identify Suppliers

1. Within your sourcing project, navigate to the **Identify Suppliers** tab.



2. To select **multiple suppliers** within a commodity, users will select commodity codes from the **Commodities** field.

A screenshot of the "Suppliers" selection interface. It features a "Commodities" dropdown menu with a red border around it, containing the text "50160000 - Chocolate and sugars and sweeteners and confectionary products". To the right is a "Select Suppliers" dropdown menu. Below these is a "Business Indicator" dropdown menu and a "0 Result(s)" button. A "Select Suppliers" button is at the bottom left.

**Note:** The **Commodities** field defaults to the commodity selected on the Setup Project tab. Users should select all desired commodities before moving to the next step.

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

Select Suppliers

4. On the pop-up, click **Ok**.

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By clicking OK you will REPLACE the current set of suppliers listed on this tab.

OK

Cancel

5. Suppliers within the commodity codes selected will be added and invited to your sourcing project.

Supplier	Status	Main Contact	Invited	Comment
ADOA Supplier 1	Active Supplier	SUPPLIER 1 ADOA (adoasup1@noemail.gov)	✓	
ADOA Supplier 2	Active Supplier	SUPPLIER 2 ADOA (adoasup2@noemail.gov)	✓	
BLACK FAMILY AND CHILD SERVICES INC	Active Supplier	PEARSON Shawn (spearson@bfcsfamily.org)	✓	
BLANCHARD TRAINING AND DEVELOPMENT INC	Active Supplier	HUCKABAY Britni (britni.huckabay@keblanchard.com)	✓	

**Note:** Once Procurement Officers have added suppliers by commodity code they are able to 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.

Select Suppliers

**Note:** Suppliers already invited will not appear within the dropdown.

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

Select Suppliers

Supplier	Status	Main Contact	Invited	Comment
Arizona Marketing Education Association	Active Supplier	ORTIZ Y DAVIS Francisco (francisco.ortiz@humboldtunified.com)	✓	

**Note:** Reselecting the **Select Suppliers** button will replace the current set of suppliers listed in the tab.