

Completing Contract Subcontractor and Distributors Tab

This document is a quick reference guide for users who will add supplier's subcontractors and distributors 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/>.

Procurement Officers responsible for a contract are able to add any of the supplier's subcontractor and/or distributor details.

Completing Subcontractor and Distributors Tab

1. Select **Browse Contracts** from the Contracts drop-down menu.
2. Search for the draft contract you wish to edit and then click the Pencil icon to open it.
3. Navigate to the **Subcontractor and Distributors** tab.
4. Click the **Add Subcontractor** button to add subcontractors.
5. Use the **Supplier ID** dropdown to find the Subcontractor.
6. Complete any necessary fields.
7. Click **Save & Close**.

Subcontractor Manage

Save Save & Close

ID Contract

CTR049486 - Chocolates for State of AZ 5/5/2021

Supplier ID

Candy Company - A Candy Company

Effective Date

8. Click the **Add Distributor** button to add distributors.
9. Use the **Distributor Name** dropdown to find the distributor.
10. Click **Save & Close**.

Manage Distributors

Save Save & Close

ID

Contract

CTR049486 - Chocolates for State of AZ 5/5/2021

Distributor Name

Ralphs Candy Shop

11. Once complete click **Save**.