

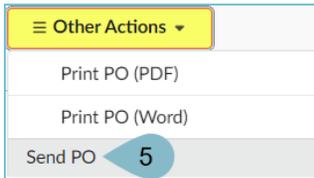
Sending Supplier Notifications

This document is a quick reference guide for users who need to manually send a purchase order to a supplier 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/>.

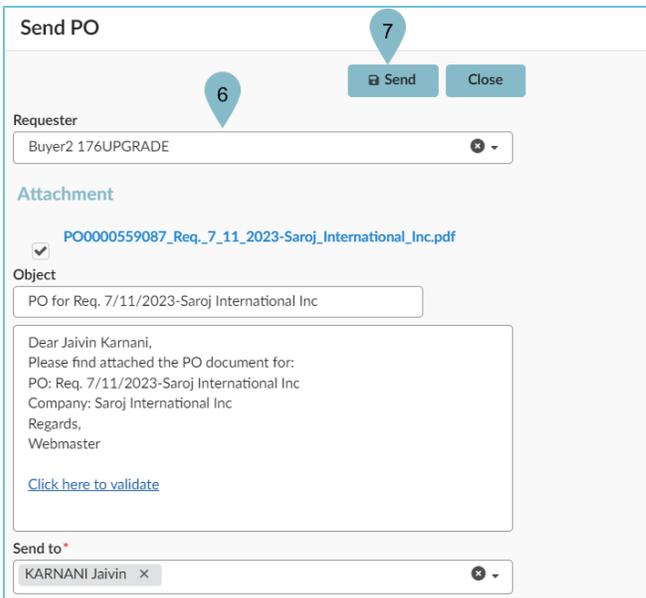
Once a purchase order is created, a notification is automatically emailed to the associated supplier contact; however, requisitioners can manually send purchase orders to supplier contacts for acknowledgment within APP. Suppliers have access to a Supplier Portal, where they will be notified if they need to acknowledge an order. Requisitioners can also email the suppliers to notify them.

Sending a Purchase Order to a Supplier

1. Log into APP
2. Navigate to the **Procurement** drop-down menu and select **Browse Orders**.
3. On the Browse Orders page, search for the purchase order you want to send to the supplier.
4. Open the purchase order by selecting the **Pencil**  icon.
5. Navigate to the **Other Actions** dropdown and select **Send PO**.



6. On the pop-up, complete the **Requester**, **Attachment** (this is a PDF attachment of the PO that is automatically populated), **Message**, and **Sent To** fields.
7. Click **Send**.

A screenshot of a "Send PO" pop-up form. At the top right, there is a "Send" button with a pencil icon and a "Close" button. A blue circle with the number "7" is next to the "Send" button. The form contains several fields: "Requester" with a dropdown menu showing "Buyer2 176UPGRADE" and a blue circle with the number "6" next to it; "Attachment" with a checked checkbox and a link to "PO0000559087_Req_7_11_2023-Saroj_International_Inc.pdf"; "Object" with a text input field containing "PO for Req. 7/11/2023-Saroj International Inc"; a "Message" text area containing a pre-filled email message: "Dear Jaivin Karnani, Please find attached the PO document for: PO: Req. 7/11/2023-Saroj International Inc Company: Saroj International Inc Regards, Webmaster" and a link "Click here to validate"; and "Send to*" with a dropdown menu showing "KARNANI Jaivin" and a blue circle with the number "7" next to it.



The supplier will be automatically notified.

Resources

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

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/procure-pay-grgs-176>