ARIZONA PROCUREMENT PORTAL

QUICK REFERENCE GUIDE

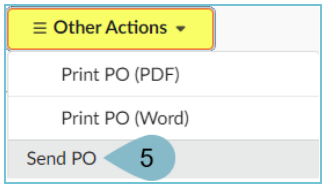
Sending Supplier Notifications

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/.

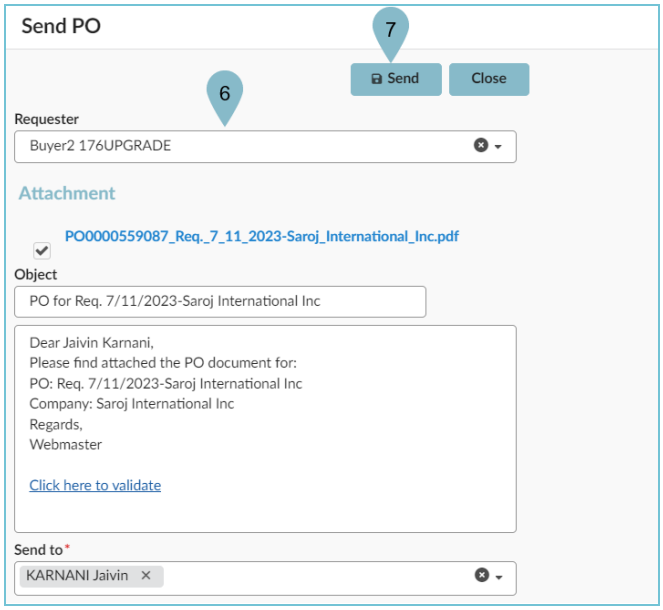
Once a purchase order is created, a notification is automatically emailed to the associated supplier contact; however, requisitioners can manually send purchase orders to supplier contacts for acknowledgment within APP. Suppliers have access to a Supplier Portal, where they will be notified if they need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



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-qrgs-176