

Supplier Notification

This document is a quick reference guide for users wishing to notify suppliers 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 contract has been created, notify the supplier that they have been awarded.

Supplier Notification

1. While in the Sourcing Project, navigate to the Synthesis left margin tab.
2. In the Notification column, click the **Selected : to be notified** link.

Supplier	Lot / Round	Proposal	Decision	Award amount	Notification	Contract
GOODYEAR TIRE & RUBBER CO	Lot : 1 / Round : 1	Proposal # 1	Selected	75.0000 USD	Selected : to be notified	Create/Update a contract

1 Record(s)

3. On the Notification pop-up, verify all **supplier contacts** that should be notified are listed.
4. Scroll down to the **Email** section and customize as needed.
5. Click the **Send me a copy** checkbox for a copy of the notification email.
6. Once complete, click **Save & Close**.

Send Send & Close Close

Supplier

GOODYEAR TIRE & RUBBER CO

Contact

Schmidt Colby

1 Record(s)

Copy all team members

Email

Subject

Notice of Selection for Solicitation: Selected

Attachments

Click or Drag to add files

Send me a copy

Message

Dear Supplier,

Please be advised that your company has been awarded the contract for Cleaning Supplies for SPO 11-8-23 as specified in solicitation 8806. The executed Offer and Acceptance is attached. The contract is effective [manual entry of date]

7. The supplier has been notified.

Supplier	Lot / Round	Proposal	Decision	Award amount	Notification
GOODYEAR TIRE & RUBBER CO	Lot : 1 / Round : 1	Proposal # 1	Selected	75.0000 USD	Selected: Notified
1 Record(s)					7

Resources

Click the link below for more information on Source to Contract processes in APP:

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