

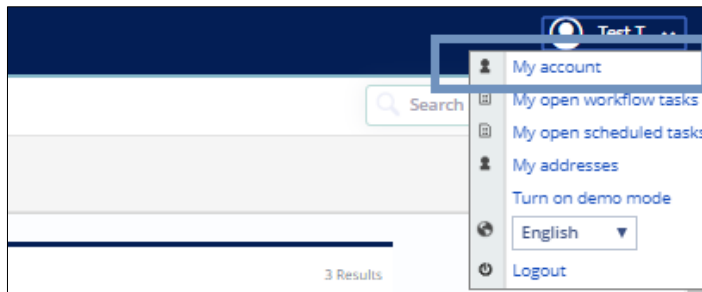
## DRAFT Adding a Delivery Address/Phone Number to your User Profile

This document explains how to add a delivery address and phone number to your user profile in the Arizona Procurement Portal (APP). If you have any questions or require assistance please reach out to your agency support team. The list of agency support team contacts is located at <https://spo.az.gov/app/grqs>.

APP allows a user to add a specific delivery address and phone number to their profile. This delivery address will default on their requisitions and will be sent to Auto Zone when using that punchout.

### Adding a Delivery Address/Phone Number

1. Once logged into APP, navigate to **Your name** and click on **My Account**.



2. In the **Identity** section on the top left enter your phone number in the **Phone** field:

A screenshot of the 'IDENTITY' section in the user profile. The form contains the following fields: 'Personal title' (dropdown), 'Owner Last Name' (text field with 'Test'), 'First Name' (text field with 'Test'), 'Email' (text field with 'test@system'), 'Phone' (text field, highlighted with a blue box), 'Cell Phone' (text field), 'Fax' (text field), 'Position' (dropdown), 'Internal Identifier' (text field), 'Exp. note account' (text field), 'Status' (dropdown with 'Active'), and 'Photo' (button with 'Click or Drag to add a picture').

\*\*\*NEXT PAGE\*\*\*

3. Scroll down a little to see the **DEFAULT SETTINGS** section on the right (under the MY PREFERENCES section). Click on the ellipses to find your **Delivery Address favorite**:

DEFAULT SETTINGS

Main Organization :	<input type="text"/>	...
Delivery organization :	<input type="text"/>	...
Main commodity :	<input type="text"/>	...
Delivery Address favorite :	<input type="text"/>	...
Invoicing address :	<input type="text"/>	...

4. When finished click the **Save** button at the top of the screen.

**\*\*\*End of QRG\*\*\***