












# Reviewing Supplier Data

This document is a quick-start guide for users who need to access, navigate, and review supplier data on the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO Website: <https://spo.az.gov/>.

Once you open a supplier's record in APP you will have the ability to see a wide range of information about the vendor by navigating to the different functional tabs of their supplier record.

## Reviewing Supplier Data

	<b>Overview</b> – Displays a dashboard of items and contacts linked to the supplier
	<b>Identity</b> – Displays the supplier's basic information ( <i>i.e.</i> address, DBA, legal form), purchasing information, address, and hierarchy
	<b>Information</b> – Displays Tax Identification Numbers (TINs), Business Indicator certifications, order address, and remit to address
	<b>Invoicing</b> – Displays Remit To addresses and Payment information
	<b>Contact</b> – Displays the contacts (internal and external) and their associated roles
	<b>Documents</b> – Displays any supplier submitted legal documents, certifications, or other documents such as Certificates of Insurance (COI)
	<b>Qualifications</b> – Displays any commodities the supplier has enrolled in, counties served, and any M/WBE certifications the supplier has declared
	<b>Activity</b> – Displays an overview of all the activity linked with the supplier, such as contracts, products, or orders, within the system
	<b>Scoring</b> – Displays a dashboard with the summary of the supplier's scores from performance assessments
	<b>Workflow</b> – Displays where the supplier is in the enrollment process
	<b>Changes Log</b> – Displays the change request history for the supplier

---

## Resources

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

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