
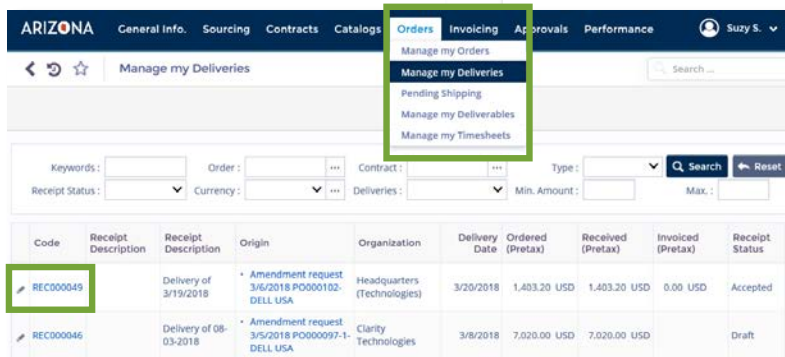


## Supplier Invoicing

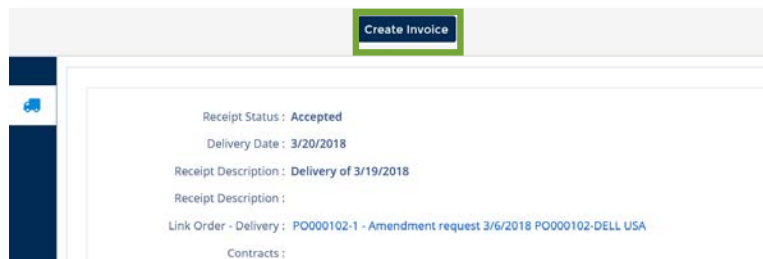
This document is a quick-reference guide for suppliers who would like to issue invoices to the State either via a receipt or purchase order (PO) that has been created. If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO Website: <https://spo.az.gov/>. For more information on the supplier invoicing process and to view system demonstrations, view the Supplier Invoicing training course on the SPO Website.

### Creating an Invoice from a Receipt

1. Navigate to [app.az.gov](http://app.az.gov) to access the APP public landing page.
2. Click on the **Order** menu options to select **Manage my Deliveries** from the drop-down menu. This page displays all receipts with the State of AZ. Suppliers can select the appropriate line item by scrolling through the list or using the search functionality at the top of the page.
3. Select the receipt by clicking on the **edit icon**  or the Receipt Code.



4. Click **Create Invoice** at the top of the page.

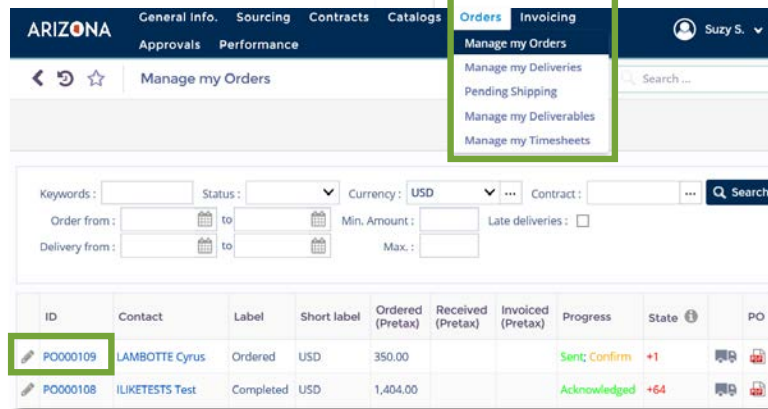


5. Information related to the Order, Product and Services are pre-populated. The supplier must complete the remaining required fields indicated by a red vertical bar, in addition to any other optional fields of choice.
6. Once completed, click **Validate**.

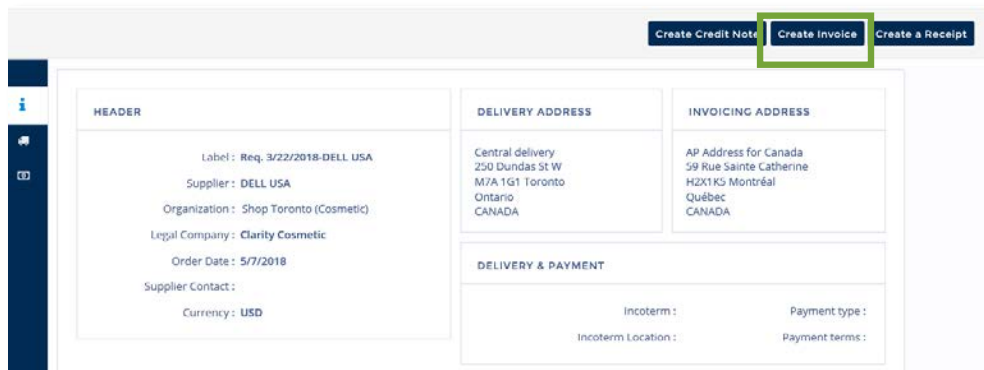
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## Creating an Invoice from a PO

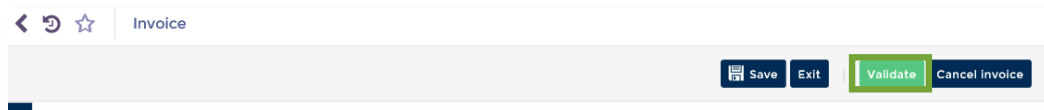
1. Navigate to app.az.gov to access the APP public landing page.
2. Click on the **Order** menu options to select **Manage my Orders** from the drop-down menu. This page displays all POs with the State of AZ. Suppliers can select the appropriate line item by scrolling through the list or using the Search functionality at the top of the page.
3. Select the PO by clicking on the **edit icon** or the PO ID.



4. Click **Create Invoice** at the top of the page.



5. Information related to the Order, Product and Services are auto-populated. The supplier must complete the remaining required fields indicated by a red vertical bar, in addition to any other optional fields of choice.
6. Once completed, click **Validate**.



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## Creating an Invoice from a PO (continued)



In order to view all of the invoices associated with one PO, select the PO of interest, and click on the **Invoices** tab on the left hand side of the page to view all invoices tied to a PO. This page displays the Invoice ID, the Code, Invoiced (Pretax), Invoice Date, Payment Date and Status.

ID	Code	Agency	Invoiced (Pretax)	Invoice Date	Payment Date	Status
CRE178111	123	Shop Toronto (Cosmetic)		5/7/2018		Draft

1 Result(s)