

## Reviewing Advanced Shipping Notices

*This document is a quick-reference guide for receivers who need to review and approve advanced shipping notices (ASNs) submitted by suppliers in 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/>.*

Suppliers can draft advanced shipping notices in the APP in order to notify what the customer will be receiving. The advanced shipping notice will act as a notification, and once it is submitted within the APP, the associated State contact will review and approve it.

### Reviewing and Approving Advanced Shipping Notices

1. From the Pending Validations window on the APP homepage, open the Receipt record hyperlink under the Object header.
2. Review the advanced shipping notice details and then enter the **Delivery Location (Site)** for the receipt.
3. Click the **Save** button.
4. Validate the Organizational Structure information is correct.
5. Click the **Receipt Confirmed** button to finalize the advanced shipping notice.