

3rd Party Financing - Creating POs

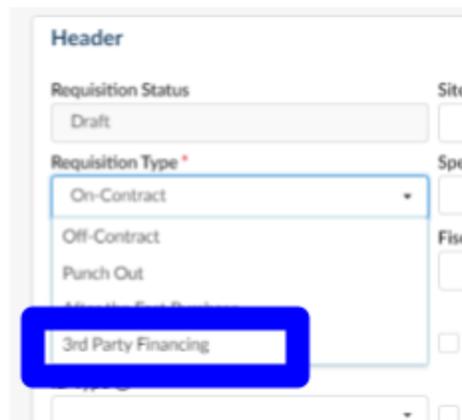
This document is a quick reference guide for Requesters who will be creating orders using 3rd Party Financing in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

A complete order utilizing 3rd Party Financing requires 2 POs - one for the commodity being purchased (not encumbered) and one for the supplier providing the financing for the purchase [to make payments on the financing (encumbered)]. In order to create or view a 3rd Party Financing purchase order (not encumbered), a Requester must have the 'Requester-3rd Party Financing' role assigned to their APP profile. As noted in the Reference Guide distributed to agency technical leads, before assigning the Requester-3rd Party Financing role at least one approval rule must be created for that document type.

3rd Party Financing - Creating the Commodity PO (Not Encumbered)

PO# 1

1. Create the on contract requisition for the item(s) being purchased following the standard procedure for on contract purchases.
2. In the **Requisition Type** dropdown menu on the requisition header, select 3rd Party Financing:



The screenshot shows a 'Header' section of a requisition form. It includes fields for 'Requisition Status' (set to 'Draft'), 'Requisition Type' (a dropdown menu with '3rd Party Financing' selected), 'Site', 'Spec', and 'Fisc'. The '3rd Party Financing' option in the dropdown is highlighted with a blue box.

3. Complete the requisition as normal and send for approval.
 - a. Even though no encumbrance will be created, Budget Allocation information must be added for each line in the request or the requisition will encounter errors.
4. On the final approval the requisition will flip to a PO but will not create an encumbrance. A PO notification will be sent to the supplier as normal.
5. You will be able to create receipts for this PO and then close it. **DO NOT CREATE INVOICES FOR THIS PO.** All invoices will fail on the integration to AFIS step as *no encumbrance has been created*.
6. The 3rd Party Financing PO cannot be created until after the goods have been received.

3rd Party Financing - Creating the Financing PO (Encumbered)

PO#2

1. Once equipment has been received and the financing package has been approved, create the on-contract PO for the amount of financing to be paid in the current fiscal year.
 - a. **Highly recommended:** Add documentation in the Comments section on the requisition tying the financing PO to the commodity purchase.
 - b. Process the requisition following standard purchasing procedure - the resulting PO will create an encumbrance in AFIS.
2. Create receipts and invoices against this PO as normal.