

Adding Keywords to a Contract


This document is a quick reference guide for users wishing to add searchable keywords to a contract 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/>.

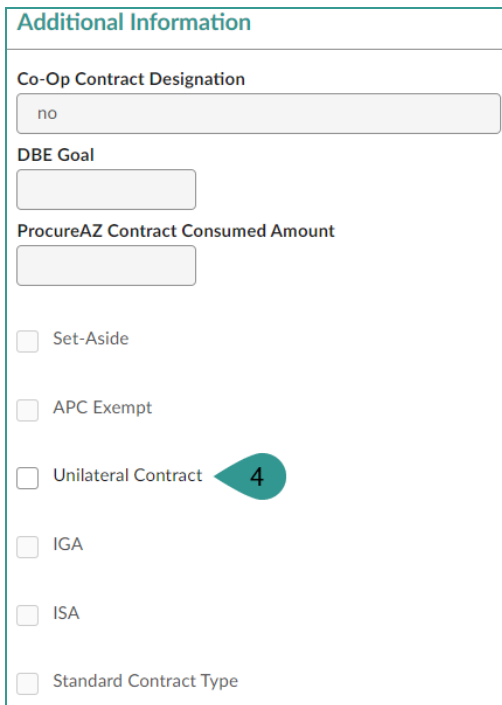
Adding Keywords increases searchability within APP. Contract managers can add keywords to the contract to optimize the search.



If adding keywords to a new contract, follow the [Completing the Contract Header Tab](#) QRG steps.

Adding Keywords to Existing Contracts

1. Select the **Browse Contract** link under the Contract menu.
2. Search for your contract and select the **Pencil**  icon.
3. Click the **Header** left margin tab.
4. Select the **Unilateral Contract** checkbox to unlock the Keywords field if you are working in a signed contract.



Additional Information

Co-Op Contract Designation

DBE Goal

ProcureAZ Contract Consumed Amount

Set-Aside

APC Exempt

Unilateral Contract **4**

IGA

ISA

Standard Contract Type

5. Click **Save**.
6. Add keywords specific to the items, separated by a comma, in the contract in the **Keywords** field.
7. Click **Save**.

The screenshot displays a web application interface for contract management. On the left is a navigation sidebar with options: Overview, Header, Hierarchy, Contacts, Negotiated Terms, Price list, Add Document, Evaluation, Subcontractor and Distributors, Workflow, Confidential, and Cooperative. The main content area contains a form with the following fields: Contract ID (CTR074066), Label* (3.2a - Admin User - Contracts - Browse Contracts - Create), Contract Description (empty), Supplier* (JHS TOWERING HOUSE LLC), Contracting Agency* (Arizona Department of Administration), Agency Project ID (123456), Federal Project ID (789123), Project Investment Justification # (758798789), Alternate Contract ID (ADSPO), Compensation Type (Time and Materials), and a checked 'Public only' checkbox. The 'Keywords' field contains the text 'wood, table, brown, white'. At the top of the form are buttons for 'Save & Close', 'Save', 'Forward', and 'Send Contract for Approval'. A blue callout bubble with the number '7' points to the 'Save' button, and another blue callout bubble with the number '6' points to the 'Keywords' field.

8. Uncheck the **Unilateral Contracts** checkbox.
9. Click **Save**.

Resources

Click the link below for more information on contract management processes in APP:
<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides>